Feng Chia University Regulations Regarding Class Attendance and Attendance Records

Approved during a university administrative meeting on 2002/05/22
Ratified by the university president on 2006/07/27
Approved during a university administrative meeting on 2008/11/21
Ratified by the university president on 2008/12/11

Article 1: These regulations are stipulated in order to enhance the educational quality of Feng Chia University and encourage students to maintain a solid attendance record (Feng Chia University shall hereafter be referred to as 'FCU').

Article 2: Students should punctually attend each class in accordance with the scheduled class time.

Article 3: Student attendance records for each course are registered by the course instructor and can be submitted directly to the Office of Academic Affairs, Registration and Curriculum Section or electronically via the "Academic Information System." Registration procedures must be completed before the end of each semester and handled in accordance with FCU's academic regulations.

Article 4: After a student's perfect attendance record is registered it will be published in the "FCUMIS," campus information station, and on the university's Webpage (www.fcu.edu.tw); this information is provided to course instructors, advisors, department directors, military instructors, and students for reference.

Article 5: If an attendance record is inaccurate, the consent of the course instructor must be gained before either the course instructor or the Office of Academic Affairs, Registration and Curriculum Section will make the necessary correction.

Article 6: These regulations were adopted during an administrative meeting, ratified by the president of FCU, and promulgated. Revisions shall be handled in the same manner.

Article 7: In the event that the meaning, connotation, or interpretation expressed in these English-language regulations differ from the original Chinese-language version, the Chinese-language version shall be taken to be correct and true.