

MEMORANDUM

TO: University Faculty

FROM: Vilas A. Prabhu, Ph.D., M.B.A.
Provost and Vice President
for Academic Affairs

DATE: January 22, 2019

RE: **REMINDER – Policy on Missed Class Time for Student-Athletes**

This memo serves to remind faculty of the university's policy with respect to student-athletes who miss classes because of their participation in university-sponsored intercollegiate athletic contests. This policy is designed to limit the academic harm that comes to students-athletes who miss classes because of their responsibilities as members of a university-sponsored athletic team.

According to the Class Attendance Policy of the Student Handbook:

- (a) Faculty will excuse absences for "participation in a university-sponsored activity."
- (b) If a student misses class for an officially excused reason, that student is "entitled to make up the work . . . at the convenience of the faculty member."
- (c) Faculty may require documentation for excused absences.
- (d) In the case of foreseeable absences, students are encouraged to notify the faculty member in advance. A student who will miss class due to participation in an official university activity must notify the instructor as soon as possible in advance of the activity to assure that the absence is excused.

In short, student-athletes who miss classes for participation in university-sponsored intercollegiate athletic contests will be excused from those classes, will not be formally penalized for those absences, and must be given the opportunity to make up the missed work. This includes absences that may occur during the final examination period.

Please note, also, that the student-athletes who participate in university, PSAC, and NCAA contests have no control over the dates, times, or locations of their competitions. The Department of Athletics works closely with student-athletes, faculty, and administration to minimize the number of absences and to keep faculty informed of those dates. While most of the dates and times are known in advance—and communicated as soon as possible to the faculty—that is not always the case. Sometimes competition dates are altered due to weather or other unforeseeable circumstances. Sometimes our teams qualify for conference championships. And sometimes our teams qualify for NCAA tournaments. When those previously unforeseen competitions become known, the Department of Athletics and student-athletes reach out to faculty as soon as practicable to assure that the absence is excused and that the student-athlete will be able to make up the missed work, either in advance or after the missed class period.

Thanks for all you do to promote the academic success and well-being of our student-athletes.