
Procedure:	Athletes Missing Classes	Reference No.:	4.6
Authority:	College President	Cross Reference:	Policy 1.1, 1.2
Approved:	January 24, 2006		
Revised:			

The College Athletic Director attempts to schedule contests and events that do not interfere with students' primary responsibilities to attend classes and fulfill all academic obligations. However, a contest or event may interfere with a scheduled class or class activity.

Because the College endorses and supports the Athletic Program, responsibilities for each of the following are identified below:

STUDENTS

1. Notify their advisors of team participation and minimize planned absences when scheduling classes.
2. Notify their instructors as early as possible in the semester that they may miss some classes due to athletic games or matches by requesting their signatures on the Faculty Notification Form.
3. Must make arrangements in advance with the instructor to reschedule exams or quizzes in the event of planned absences.
4. Must complete all work as agreed upon with the instructor.

ATHLETIC DEPARTMENT

1. Distribute to each athlete the Faculty Notification Form with the athletic schedule attached.
2. Maintain the athletic sports schedule on the web.
3. Notify the campus community of the team rosters through an all-campus email.

FACULTY:

1. Determine ways for student athletes to meet course learning outcomes; identify those outcomes that students cannot meet if absent.
2. Sign the Faculty Notification Form for each student athlete.

ADVISORS:

1. Make every attempt to identify any constraints that may interfere with class attendance before students are registered.
2. Work with student athletes to choose sections that minimize planned absences.