

**STUDENT ATHLETES AND CLASS ABSENCES**

**POLICY & PROCEDURES**

**SAC 341-09**

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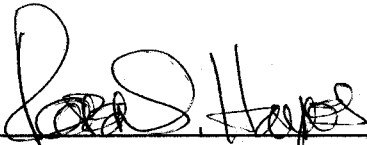
**Effective Date:** 1/13/2010

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**Definition:** Provides a means for students to request reasonable accommodations from instructors for athletic events.

**Authority:** Executive Order 967

**Scope:** The Student Athletes and Class Absences Policy applies to students who are members of teams officially recognized by Cougar Athletics. The policy provides a means for students to notify their instructors of potential conflicts between class dates and athletic events, and for instructors to convey to students and Cougar Athletics any concerns about the student's completion of course requirements.



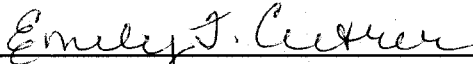
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Karen S. Haynes, President

1/12/10  

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Approval Date



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Emily F. Cutrer, Provost & VP for Academic Affairs

1/11/2010  

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Approval Date

Implemented: 1/13/2010

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**POLICY**

CSUSM provides a fair opportunity for student athletes to attend required courses in a manner that allows them to participate in the requirements of their sports.

**PROCEDURES**

- I. Intercollegiate athletics events supported by the University regularly require participation by student athletes representing Cal State San Marcos teams. To accommodate such participation, this policy defines the respective responsibilities of Cougar Athletics, student athletes and instructors.
  - A. Cougar Athletics: Cougar Athletics shall provide each student-athlete a memorandum regarding specific absences from classes for regularly-scheduled competitions and potential post-season play (see Appendix A). If scheduling changes occur, Cougar Athletics shall provide the student with a revised memorandum to be given to instructors.
  - B. Student Athletes: By the end of the first week of classes, a student who expects to be part of an official athletic event shall notify the instructors of affected courses. At that time, the student shall request accommodation for any absences, missed examinations or other assignments. If scheduling changes occur for regular and post-season or other tournament play, the student shall immediately notify the instructors.
  - C. Instructors: When possible, the instructor shall reasonably accommodate the student's required absence from class. An instructor who believes that the anticipated absences would preclude successful completion of the course or would seriously affect the student's grade shall inform the student and the Faculty Athletics Representative in writing by the end of the second week of classes.

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**APPENDIX A: Letter from Cougar Athletics to Instructors of Student Athletes**

[date]

Dear Instructor:

The student delivering this letter to you is on the official athletic team roster listed below. Also included below is the university's official Student Athletes and Class Absences Policy. Please take a moment to familiarize yourself with the policy and discuss with the student athlete what options s/he has to make up assignments or activities s/he might miss because of her/his involvement in intercollegiate athletics. Please refer to the team's schedule of competition that is included on the back. Note that the schedule includes both scheduled contests and post-season competition (which might or might not occur). If scheduled competitions change and/or the team makes it to post-season competition, you will be notified as soon as possible.

If you believe that the anticipated absences during the regular season and/or post-season play would preclude successful completion of the course or would seriously affect the student's grade, please inform both the student and the Faculty Athletics Representative by the end of the second week of classes. Email responses should be sent to [name of representative from Cougar Athletics]@csusm.edu and the student. Should you have any questions about the student's participation in intercollegiate athletics, please contact [name of representative from Cougar Athletics] at [email] or [extension].

Sincerely,

[name of Faculty Athletics Representative]  
Athletics]

[name of representative from Cougar

Faculty Athletics Representative  
Athletics]

[title of representative from Cougar

STUDENT'S NAME: \_\_\_\_\_

SPORT: \_\_\_\_\_

**Official Team Roster for [sport] , [semester, year]**

**Student Athletes and Class Absences Policy**

[include Policy and Procedures section of Student Athletes and Class Absences Policy here]

**Schedule of Events**

[include scheduled competition and potential post-season competition date