February 3, 2017

Dear Instructor:

This letter is to notify you of the student-athletes in your class and the conflicts that may occur over the course of the semester due to their participation in intercollegiate athletics. Traveling is an inherent part of Division I athletics, and the Department of Athletics strives to help initiate and maintain contact between the student and the professor.

The Faculty Senate in May 2007 passed GUIDELINES FOR ABSENCE DUE TO PARTICIPATION IN UNIVERSITY SPONSORED EVENTS policy, which subsequently was approved by the Board of Trustees in August 2007.

The Department of Athletics expects student-athletes to be responsible for notifying in advance their individual professors of their team’s scheduled travel dates. Thus student athletes should notify you of such dates at the beginning of each semester and again one week in advance of any travel dates. To assist in this effort, student-athletes will provide to you, during the first week of classes, a letter from this office and a copy of their respective team’s travel dates for the semester along with the required Assignment Completion Form for your approval/signature.

While you should retain a copy of the Assignment Completion Form for your records, the student-athlete is required to return the signed original form to the Academic Advising Office prior to the end of the second week of the semester.

We appreciate your cooperation in allowing students to pursue their athletic and academic interests. If you have any questions, please do not hesitate to contact my office at ext. 8555. You may also contact your Faculty Athletic Representative, Dr. Deborah Owens (deb@uakron.edu or ext. 8079), if you have concerns about a student athlete’s academic situation.

Sincerely,

Anne Jorgensen
Associate Athletic Director
For Student Athlete Academic Services