

August 19, 2019

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 fall 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 passed the attached policy, **GUIDELINES FOR ABSENCE DUE TO PARTICIPATION IN UNIVERSITY SPONSORED EVENTS**, and subsequently has been approved by the Board of Trustees since August, 2007.

The Department of Athletics expects student-athletes to be responsible for notifying their individual professors of their team's scheduled travel dates; i.e., at the beginning of each semester and again one week in advance of any travel dates. The first week of classes, student-athletes will provide to you a copy of the policy, 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 of the form to the Academic Advisement Office for Student-Athletes 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 x8555.

Sincerely,

A handwritten signature in black ink that reads "Anne G. Jorgensen". The signature is written in a cursive style with a large, flowing "A" and "J".

Anne G. Jorgensen
Associate Athletics Director for Student-Athlete Academic Services