

Southern Oregon University  
**MISSED CLASS POLICY FOR STUDENT-ATHLETES**

**RATIONALE**

Southern Oregon University sponsors intercollegiate athletic programs. Participants in these programs are bound to the same standard of academic excellence expected of all undergraduate students. To ensure this standard, the University recruits and enrolls student-athletes who have the intellectual abilities necessary to succeed in the classroom and obtain a Baccalaureate degree.

Since the pursuit of both academic and athletic excellence is a time-intensive activity, it is inevitable that student-athletes will face conflicts between their class and athletic schedules. The purpose of this policy is to set forth principles and procedures aimed at reducing conflicts, negotiating those that remain unavoidable, and ensuring both the integrity of the academic process as well as the just treatment of student-athletes.

**PRINCIPLES**

1. In accord with the NAIA and SOU's conference regulations, the athletics program will take every measure to minimize the number of classes student-athletes must miss due to athletic competition.
2. Athletic supervisors and coaches will take the academic calendar and schedule into account when scheduling athletic contests, practices and team meetings.
3. No student-athlete may absent him/herself from class to attend a practice session.
4. For home competition, student-athletes shall not miss any classes prior to two hours before the scheduled competition time.
5. For away competition with same day travel, student-athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.
6. It is expected that coaches will not penalize student-athletes for missing practices due to conflicts with regularly scheduled classes for which student-athletes are enrolled.
7. Every attempt will be made to avoid scheduling competitions during final examinations unless prior approval has been received from the Associate Provost. It's important to note that SOU is on a quarter system but most conference athletic schedules reflect semester dates.
8. Student-athletes should not be penalized academically when they miss a class due to intercollegiate athletic competition. However, certain academic activities which cannot be rescheduled or which comprise a core component of the course demand the student-athletes' presence. These academic activities must be identified on the course syllabus as required.
9. Authorized absences for official athletic competitions do not relieve student-athletes of their class responsibilities. They are responsible for any course material covered during a missed class.
10. No athletics team regular-season competition schedule will require a student-athlete to miss any specific class more than 15% in any quarter. For example, for a class that meets 2 times per week this would be 3 absences. Post-season playoff travel potential should be communicated in the initial letter from Athletics and followed up with email or letter if playoffs will take place during class times.

## PROCEDURES

1. In the first week of class, preferably by the end of the first class, student-athletes must give each of their professors a copy of the “travel letter” issued by the head coach which details the anticipated missed class dates for the student-athlete as well as the dates of potential post-season conference and national playoffs. This letter should be signed by the professor after the accommodation conference (see #3) and returned by the student-athlete to his or her coach.
2. Student-athletes are responsible to review the syllabus, note potential conflicts, bring them to the attention of their professors and request reasonable accommodations in the event of missed quizzes and exams.
3. The process of negotiating accommodations should be concluded within the first ten days of the quarter.
4. The faculty member will determine the accommodations which should neither penalize the student-athlete nor unfairly advantage or disadvantage him/her relative to other students. In the case of missed quizzes or exams, a faculty member may choose to have the quiz or exam administered and proctored through the Athletic department. However, some in-class activities cannot be made up and may impact a student’s grade.
5. No faculty member is obligated to excuse a student-athlete in the case of excessive absences. If, in the judgment of a faculty member and after sincere efforts to reach agreement about course work and expectations, the number of missed classes projected would jeopardize the student-athlete’s successful completion of the course, the faculty member may recommend that the student-athlete enroll in another course where fewer scheduling conflicts would occur.
6. If a student-athlete is advised to select another course, he/she may ask for assistance from the Academic Advising office in order to find a course that will incur fewer conflicts. It is the responsibility of the student-athlete to bring their schedule to the attention of their adviser during the course and major selection process.
7. It is the responsibility of the student-athlete to submit assignments on or before the scheduled due date.
8. Faculty who have questions about the application of these statements may contact the Faculty Athletics Representative, the head coach or the Athletic Director directly.
9. Student-athletes will continue to present individual, verbal or emailed notifications to their instructors at least 48 hours prior to each contest which affects their class attendance. This includes reminding professors of the potential for playoffs at the end of term, and a notification from coaches to professors if playoffs will conflict with classes.
10. It is expected that student-athletes will be responsible for submitting all assignments on time and that advance arrangements will be initiated by the student-athlete for any tests which will be missed.