

## **Student-Athlete Class Attendance Policy**

### **Concordia University Chicago**

Concordia University Chicago promotes academic excellence and strives to support student learning and success. Therefore, the Athletic Department at CUC works diligently to minimize the amount of classes missed due to travel and competitions. It is our goal to keep the student-athletes in class as much as possible so they can have every opportunity to succeed at the highest level in their classes.

As an NCAA Division III institution, CUC follows this philosophy: “Academics are the primary focus. The division minimizes the conflicts between athletics and academics and keeps student-athletes on a path to graduation through shorter practice and playing seasons, the number of contests, no redshirting and regional competition that reduces time away from academic studies. Student-athletes are treated like all other members of the general student-body, keeping them focused on being a student first.”

#### **Expectations:**

1. **The Athletic Director** will semi-annually review, and subsequently approve, all competition and travel schedules to ensure that student-athletes miss the least amount of class time possible.
2. **The Student-Athletes** will: (a) be advised to consider their practice and competition obligations when registering for classes, in order to minimize class absences to three hours or fewer per semester. Each coach will provide her/his student-athletes with a schedule of practices and competition guidelines in order to plan appropriately when selecting courses for the upcoming terms; (b) identify themselves to their instructors at the beginning of each semester and provide each instructor with a form that lists all dates when the student will miss class due to competition or travel. In addition, as the semester progresses, the student-athlete is responsible for reminding the instructor, via e-mail and/or in-person, of each upcoming absence. The student-athlete who fails to properly communicate with her/his instructor in this regard will be penalized as per usual for any absence(s). (c) be responsible for submitting all assignments on time (or early) and advance arrangements will be initiated by the student-athlete for any assignments, quizzes, or exams that will be missed. The instructor has the prerogative of allowing the student(s) to submit assignments, take quizzes, or complete exams after the due date. This should be negotiated between the student-athlete and instructor before the absence. (d) shall not miss class meetings for any practice activities (which includes: conditioning, taping, rehabilitation, team meetings, film sessions, etc.). (e) shall not miss class meetings prior to 2 hours before a scheduled home competition if the student-athlete is a starter or 1 hour prior to a scheduled home competition if the student-athlete is a non-starter. (f) shall not miss class meetings prior to 15 minutes before the scheduled time of departure for away competitions.

**The Instructor** shall not penalize a student-athlete and shall make reasonable accommodations to make up any in-class assignments, quizzes, or exams for missed class time due to athletic competition or competition-related travel.

- Where situations of irreconcilable disagreement occur, which cannot be resolved between the instructor and student(s), a panel comprised of the Faculty Athletic Representative, the Department Chair of the academic discipline involved, and the Assistant Director of Athletics shall meet at their earliest convenience with the faculty member and the student(s) to mediate the matter. The panel's decision will be binding.