GUIDELINES FOR STUDENT-ATHLETES REGARDING CLASS ATTENDANCE

Shippensburg University is committed to the philosophy that intercollegiate athletics is an important part of the institution’s mission to provide diverse educational opportunities to our students. Just as we expect sportsmanship “on the field” we also expect that you are a professional, mature individual with regard to the primary reason you are here — your studies. The University recognizes that there may be occasions when, due to a scheduled contest, you have to miss a class. The University missed-class policy permits you to complete work that might be missed for such contests within reason. However, you have several obligations that must be met first.

First, many conflicts can be avoided during the scheduling process. As part of your scheduling process for each semester:

- Approach your coach to obtain the latest information on the proposed contest/practice schedule for your team for the semester you will be scheduling. While all dates/times may not be final, the more information you have, the better.
- Schedule an appointment with your advisor. Inform your advisor that you are a student-athlete, emphasizing the fact that you are a student first. Provide her/him with as much information as possible about your schedule of contests so that you may design an appropriate plan of study.
- While in the scheduling process DO NOT schedule a course that you know will result in significant conflicts (i.e., missing more than a few classes). Scheduling classes that will result in significant conflicts is not acceptable. You will not be permitted to make up missed work if you do so.

Second, once you are in class you MUST do the following:

- Immediately upon the start of the semester, obtain your schedule of contests from the Athletics Dept. and/or your coach. On this form you must highlight your name as well as any competition dates that will directly affect your class attendance for each class. Again, this schedule may not be final but you should obtain the latest information that you can.
- During the FIRST week of classes schedule an appointment with each of your professors that teaches a course in which you may have a conflict during the semester. THIS APPOINTMENT MUST BE MADE DURING THE PROFESSOR’S OFFICE HOURS. These are not issues to be dealt with before/after class.

Third, when you meet with your professor:

- Be professional. Show up on time for your appointment and be prepared. Bring your official schedule of contests.
- Discuss with your professor his/her preferred method for you to complete work that you will miss during the semester. Come to your meeting with a plan, and offer to make up work ahead of any misses you will have.
- Discuss a plan to update your professors of any misses you may have or schedule changes that may occur during the semester. There is no way that each of your professors can keep track of the detailed schedules of every student-athlete in their classes so you will need to develop a regular line of communication. Come to an agreement on the best method to stay in touch as the semester progresses. ALWAYS, ALWAYS, ALWAYS remind your professors of an upcoming miss well ahead of the absence. You will not be permitted to make up work if you do not do this.
- Indicate to your professor that you will be adding his/her office phone number and E-mail to your cell phone so that you will be able to leave a message in case of an unanticipated situation that will affect your ability to attend class (e.g., bus breaks down, rain-out, etc.).
- DO NOT MISS CLASS FOR OTHER REASONS — BE IN CLASS EVERY DAY. Many professors have their own missed class policies, and your athletic misses count! If, for example, your professor permits one (1) missed class and you will miss a class due to a game, THAT IS YOUR MISSED CLASS. Missing a class because you slept in one day and then expecting to make up work because of a second miss due to an athletic event is not acceptable and will not be permitted. REPEAT: BE IN CLASS EVERY DAY.

If you have any questions feel free to contact any one of us:

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