

Southern Oregon University
MISSED CLASS

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 their Academic Advisor or Student Success Coordinator in order to find a course that will incur fewer conflicts.
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.