



<b>POLICY TITLE</b>	Student-Athlete Travel and Attendance	<b>Policy Number</b>	602
<b>Section</b>	Academics	<b>Approval Date</b>	October 13, 2005
<b>Subsection</b>	Instruction and Curriculum	<b>Effective Date</b>	October 13, 2005
<b>Responsible Office</b>	Office of the Vice President of Student Affairs		

### 1.0 PURPOSE

### 2.0 REFERENCES

### 3.0 DEFINITIONS

**3.1 Student-athlete:** A student who is currently enrolled full-time (12 or more credits) and listed as a member of an intercollegiate athletic team within the Athletic Department.

**3.2 Intercollegiate athletic team:** Men's Baseball, Women's Softball, Men's and Women's Basketball, Women's Volleyball, Men's and Women's Golf, Men's and Women's Soccer, Men's Wrestling, Men's and Women's Cross Country, Men's and Women's Track and Field.

**3.3 Faculty Athletic Representative (FAR):** Faculty member appointed by the President to act as a liaison between the Athletic Department and faculty with responsibilities regarding academic welfare of student-athletes.

**3.4 Official travel schedules:** Only the official travel and competition dates listed by the Athletic Department on the Travel Authorization Form are to be considered for this policy.

**3.5 Potential travel dates:** Potential travel may include playoffs, qualification tournaments, all-star competitions, and national team competitions.

**3.6 Program arbitration:** At the request of the student-athlete who has been denied access to a course under "Procedures" (section 5.0 of this policy), the FAR shall work with program directors, department chairs, or deans to modify the student-athlete's academic program to find sufficient alternative sections or courses that maintain the student-athlete's progress toward



degree completion (as stipulated in NCAA policy) or satisfy the requirements of any UVU academic program.

#### 4.0 POLICY

**4.1** The faculty shall accommodate student-athlete official travel schedules within the limit that absences, for official travel and event dates, do not interrupt sufficient participation for completion of their course. Student-athletes shall not be academically penalized for participation in the Utah Valley University NCAA Division I Intercollegiate Athletic Program.

#### 5.0 PROCEDURES

**5.1** Some academic programs have semesters with activities (such as off-campus or fieldwork experiences) that do not allow for absences or make-up work. Student-athletes enrolled in these programs shall work closely with advisors to schedule academic work so as to allow for full participation in these experiences. Individual instructors shall join efforts with individual student-athletes to seek for an acceptable and equivalent alternative activity or experience when appropriate. Individual instructors cannot accommodate student-athlete requests for exceptions to mandated program/degree requirements.

**5.1.1** By the second Wednesday of each semester, student-athletes are to present to their instructors:

- 1) A letter from the Athletic Department explaining the student-athlete's activity and reason for absences;
- 2) An instructor's copy of all scheduled and potential travel dates and events during the semester with an attached faculty approval form.

**5.1.2** In addition to the original travel date notification, student-athletes shall review upcoming travel dates and missed class/assignment/test issues on a monthly basis with their instructors. As done before, forms shall be signed by instructors and returned by the student-athlete to the Athletic Department to ensure ongoing communication and awareness.

**5.1.3** By the second Friday of the semester, student-athletes are required to meet with their instructors, outside of class, to discuss absences and the rescheduling of assignments, labs or exams.

**5.2** Once an agreement has been reached, the faculty member understands that student-athletes shall not be penalized for agreed-upon absences and shall sign the approval form to be returned by the student-athlete to the Athletic Department.



**5.2.1** At this time if the faculty member feels that the number of absences is problematic in terms of sufficient course participation, the instructor is to indicate this on the form and have it returned immediately by the student-athlete to the Athletics advisory staff for rescheduling, or the student-athlete may request the Faculty Athletic Representative for program arbitration.

**5.3** In the case of medical injury of the student-athlete during the semester, faculty may issue incomplete grades for student-athletes who have absences due to medical treatment. In accordance with university grading policy, incomplete grades may only be given to students who are passing the course at the time of medical interruption of class attendance; students who are not passing shall receive a non-passing grade. Faculty may request documentation, signed by a physician, to verify medical absences.

**5.4** According to NCAA Bylaw 17.1.5.6.1, “No class time shall be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.”

**5.4.1** The Utah Valley University Athletic Department Administration encourages coaches to schedule practice and travel times so as to minimize class time missed. The Athletic Administration recognizes that travel can be difficult and time-consuming, but the coaching staff must also recognize that the success of our student-athletes is dependent on their presence and participation in classes. Exceptions to these guidelines can be approved only by UVU Athletic Administration after consideration of reasonable justification.

**5.4.2** Practice times shall be determined and made aware to student-athletes prior to student-athlete early registration each semester.

**5.4.3** Away and home contests shall NOT be scheduled during final exam periods, unless approved by Athletic Administration

**5.4.4** Contests during the final week of classes shall be scheduled at home or with limited travel demands.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity