

Guidelines for Student-Athletes Regarding Class Attendance

Penn State Mont Alto is committed to the philosophy that participation in intercollegiate athletics can enhance the student educational experience. However, we never lose sight of the primary reason you are here – your studies.

The University recognizes that there may be occasions when, due to a scheduled athletic contest, you have to miss class. Faculty Senate Rule 67-00 states, "A student-athlete who represents the University in an athletic contest shall be excused from class." You are still responsible all course material missed during your absence. This means that you must make arrangements to make up any missed work, including exams, quizzes, papers, and other assignments.

****Remember, many conflicts can be avoided during the scheduling process. When you begin to plan your schedule for next semester, keep in mind your practice or contest schedule and inform or remind your advisor that you are a student-athlete, emphasizing the fact that you are a student first.**

The following are a set of guidelines to help you communicate effectively with faculty members about this issue and fulfill your obligations if you do indeed have to miss a class.

1. As soon as you are able, compare your class schedule with your contest schedule to determine if there are any conflicts, that is, any days you will be missing class to compete.
2. If you determine you will be missing class, check your syllabus to see what exactly you will be missing. If your syllabus is not very detailed, you will have to discuss this with your professor.
3. Make an appointment to meet with your professor during his or her office hours to discuss your participation in varsity athletics and how you should complete work that you will miss during the semester. This discussion should NOT occur before or after class. This meeting should be done as early in the semester as possible and all potential conflicts should be addressed.
4. **Remind** your professor AT LEAST one week before missing class about the upcoming conflict and how you will be making up the work (as agreed upon earlier)
5. Follow through with all arrangements to make up missed assignments, quizzes, and exams, as well as class notes, handouts, and other materials.
6. Stay in touch with your professor throughout the semester and inform him or her as soon as possible of any changes to your schedule that will impact your class attendance.

Tips to remember when meeting with your professors:

- ☞ Be on time, prepared, and professional.
- ☞ Bring copies of your Class Excuse Form provided by the Athletic Department (which should include your schedule of contests and departure times).
- ☞ Offer to make up work ahead of any missed classes.
- ☞ Discuss a plan to maintain a regular line of communication with your professors (e.g., "I'll email you a week before any missed class to remind you that it is coming up and to go over again how I will be making up the material or work missed."). Remember to also discuss how you will handle schedule changes that may occur or any unanticipated situations that may affect class attendance (e.g., bus break down, rain out, etc.).
- ☞ **DO NOT MISS CLASS FOR OTHER REASONS.** Go to class every day. Many professors have their own missed class policies and your athletic misses may count. If, for example your professor permits 2 missed classes, and you miss 2 classes due to a game, THOSE are your missed classes.

Questions about this form may be directed to the Academic Skills Coach @ AcademicCoach@psu.edu