A. Policy Statement
It is the specific intent of North Carolina A&T State University Department of Athletics to foster the educational goals and intellectual development of our student-athletes. Regular class attendance and participation is critical to learning and engagement.

1. Attendance
   a. Student-athletes are required to attend every regularly scheduled course lecture and laboratory session for each course in which they are enrolled. An unexcused absence will subject the student-athlete to disciplinary sanctions including, but not limited to – notification of student’s head coach or Director of Athletics, suspension from athletics competition, or non-renewal of athletics aid.
   b. Failure to attend class does not relieve a student-athlete from the obligation and expectation to secure all class notes and complete all course requirements.

2. Athletics Practice and Competition Scheduling
   a. Student-athletes shall not miss any regularly scheduled classes for any practice, conditioning, media event, or promotional activity.
   b. For home competition, student-athletes shall not miss any classes prior to two hours before the scheduled competition time.
   c. For away competition with same day travel, student-athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.
   d. For away competition with overnight travel, no team shall depart more than 48 hours prior to the start of competition, and all teams will return to campus within 36 hours of the end of completion (24 hours for men’s basketball).
e. No athletics team competition schedule will require a student-athlete to miss more than ten (10) days of class, or any specific class more than six (6) times, in any semester.

f. No competition will be scheduled on any day on which final examinations are scheduled unless prior approval has been received from the Provost. Exceptions to the above statement for special tournaments or competitions, including tournament or championship play, must be approved by the Faculty Athletics Representative and the Provost.

3. Remedial Work
   a. Student-athletes who miss class due to participation in a University sponsored activity or event will be provided an opportunity to complete the course work which was missed.
   b. Student-athletes will present individual, written notifications, provided by the Athletics Department, to their instructors at least 48 hours prior to each contest which affects their class attendance.
   c. Student-athletes are responsible for submitting all assignments on time and for making advance arrangements to complete any course work or tests that will be missed.
   d. Faculty members will not penalize student-athletes for missing classes due to conflicts with contractually scheduled athletic contests and related travel.
   e. Coaches will not penalize student-athletes for missing practices due to conflicts with regularly scheduled classes for which student-athletes are enrolled.

B. Definitions
   1. Unexcused Absence – absence from class for any reason other than an Excused absence.
   2. Required course work – All work which will be used in the determination of final grades, e.g. examinations, announced quizzes, required papers and essays, required assignments.
   3. Instructor – Person responsible for providing course instruction and evaluation.
   4. Missed Class Day – calculated based on the following formula:
      a. Day of Departure
         i. Before Noon. = 1 missed day
         ii. 12 p.m. – 3 p.m. = ¼ day
         iii. After 3 p.m. = 0 day missed class time
      b. Day of Return
         i. Before 8 a.m. = 0 day missed class time
         ii. 8 a.m. – Noon = ¾ day
         iii. After Noon = 1 missed day
   5. Excused Absence – absence from class for one of the following reasons upon presentation of appropriate supporting documentation:
      a. sickness or injury,
      b. death of an immediate family member,
      c. participation in a sponsored University activity,
      d. acting in an official capacity as a representative of the University (band, choir, athletics, etc.), or
      e. extraordinary circumstances (court appearance, family emergency, etc.).
6. Documentation – evidentiary support required to assert claim of Excused absence, namely:
   a. Sickness requires signed statement of a physician or a duly authorized staff member of the Health Center.
   b. Death verification requires copy of program, obituary, or signed statement from the Minister or Funeral Director.
   c. Verification of participation in University related activity or acting in official capacity as a representative of the University requires signed statement from the Office of the Vice Chancellor for Student Affairs or Director of Athletics.
   d. Verification of extraordinary circumstances requires a signed statement from the appropriate University personnel, public official, or parent.

C. Corrective Action
   1. A student-athlete who believes they have received a lack of reasonable accommodation under the provisions of this missed class policy by a faculty member may immediately appeal to the appropriate Department Chair, Dean, or the Provost.
   2. Student-athletes who believe that they have received a lack of reasonable accommodation under the provisions of this missed class policy by a coach may bring this matter to the attention of the Director of Athletics or the Faculty Athletics Representative.

D. Compliance Review
   1. The Department of Athletics will provide to the Faculty Athletics Representative and the Provost, at least one month prior to the start of a sport's season, a listing of all competition in that sport which will necessitate student-athletes being absent from class.
   2. This listing will include the time and date of competition, destination, departure time, travel time, and return time.
   3. The Faculty Athletics Representative or the Provost may request that reasonable modifications be made to the proposed travel plans.
   4. A summary of the listings described in item E.2 will be forwarded to the affected Faculty.
   5. The Department of Athletics shall provide annually to the Chancellor’s Committee on Intercollegiate Athletics a report which summarize the Department’s compliance with this policy for the preceding academic year.
   6. The Department of Athletics through the Compliance Director shall annually review this policy and any attendant implementation procedures derived there from for continuing compliance with institutional and associational standards, and recommend any changes or revisions thereto.

E. Policy Dissemination
   1. Department of Athletics Policy and Procedure Manual;
   2. Student – Athlete Handbook;
   3. Faculty Handbook
   4. NCA&T Athletics Website.

F. Enabling Authority
   1. NCAA Bylaw 17.1.6.6 – No Missed Class time for Practice Activities
2. NCAA Bylaw 12.5.3 – Media Activities
3. NCAA Bylaw 12.5.1 – Promotional Activities
4. NCAA Bylaw 16.8.1.2.1 – Departure/Return Expense Restrictions

Effective Date: Upon approval

Approved by the

First approved: Interim approval by the Chancellor January 30, 2012

Revised: