



ATHLETICS LOCAL POLICY #02 (2021) CLASS ATTENDANCE

Policy Title: Class Attendance

Policy Type: Local Policy

Policy Number: Athletics Local Policy #02 (2021)

Approved: Director of Athletics

Responsible Office: Department of Athletics

Responsible Executive: Director of Athletics

Applies to: University Community and Outside Organizations

POLICY STATEMENT

The Department of Intercollegiate Athletics provides standard guidelines on the attendance policy for student-athletes during their academic tenure at Norfolk State University. Student-athletes are required to attend classes, arrive to class on time, complete assignments in a timely manner and demonstrate behavior in the classroom that is conducive to learning and appropriate for an academic environment. Student-athletes must attend every class and laboratory session for all courses in which they are enrolled unless such absence is otherwise excused in advance.

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DEFINITIONS

None

CONTACT(S)

The Associate Athletics Director for Academic Services officially interprets this policy. The Associate Athletics Director for Student Services is responsible for obtaining approval for any

revisions as required by the Director of Athletics through the appropriate governance structures. Questions regarding this policy should be directed to the Department of Intercollegiate Athletics.

STAKEHOLDER(S)

University Community
Department of Intercollegiate Athletics Personnel

CLASS ATTENDANCE POLICY CONTENTS

The Department of Intercollegiate Athletics requires that student-athletes attend classes, arrive to class on time, complete assignments in a timely manner and demonstrate behavior in the classroom that is conducive to learning and appropriate for an academic environment. Student-athletes are expected to attend every class and laboratory session for all courses in which they are enrolled, unless such absence is otherwise excused in advance. Student-athletes are responsible for obtaining the instructor's class attendance policy at the beginning of the semester, informing their instructor of scheduled class absences due to competition and making arrangements to complete all missed academic work.

Class checking is focused on student-athletes with a 2.5 cumulative GPA and below and all first-year enrollees. Those student-athletes who fail to attend class are subject to the sanctions set forth in the student-athlete handbook, including being withheld from practice and/or competitions.

Instructor's Reported Attendance

Throughout the semester, information regarding student-athlete class attendance may be obtained from instructors through midterm progress reports, e-mails and personal correspondence. In situations where an instructor indicates a student-athlete has missed any number of classes that were not previously reported, the student-athlete's overall academic record will be reviewed by the Associate Athletics Director for Academic Services to determine the appropriate course of action.

Notifying Student-Athletes

The Student-Athlete Support Service Department (SASS) will attempt to notify the student-athlete electronically, via University e-mail, when there are class attendance and/or study hall issues. Failure of the SASS to notify a student-athlete of any issues shall not excuse the student-athlete from the sanctions set forth in in this Class Attendance & Study Hall Policies. The ultimate responsibility to attend class and to be aware of possible sanctions for lack of attendance remains with the student-athlete.

EDUCATION AND COMPLIANCE

Educating student-athletes about NCAA, MEAC and university rules and expectations is a vital part of the department's ongoing commitment to ensuring a positive experience for student-athletes while upholding the standards of the institution and Division I membership. The student-athlete handbook provides specific information to student-athletes regarding NCAA academic requirements for eligibility and department and university academic requirements. Information

regarding departmental policies and expectations and outcomes for violations of department and university rules is included in the student-athlete handbook.

The department conducts mandatory education sessions at the beginning of each academic year for every student-athlete and provides an electronic copy of the Student-Athlete Handbook. Student-athletes are required to sign an acknowledgement form indicating they have received the link to each document and reviewed the contents of the handbook and code of conduct before they are cleared to begin team practice. A separate session is held in the spring for student-athletes that enroll in the spring semester. In addition, each academic coordinator meets with each assigned team at the beginning of each semester to review academic policies, rules, and responsibilities.

PUBLICATION

This policy shall be widely published or distributed to the Department of Intercollegiate Athletics community. To ensure timely publication and distribution thereof, the Department of Intercollegiate Athletics will make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
2. Post the policy on the Department of Intercollegiate Athletics Website (www.nsuspartans.com); and
3. Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 05/24/2024
- Revision History: 6/30/13; 5/27/14; 4/14/21

RELATED DOCUMENTS

FORMS

Student-Athlete Travel Letter