



University of Colorado at Colorado Springs

Charles M. Shub, Professor and Faculty Athletics Representative

Department of Computer Science

1420 Austin Bluffs Parkway P.O. Box 7150

Colorado Springs, Colorado 80933-7150

(719) 262-3492 (719) 262-3369 Fax

cdash@cs.uccs.edu

Fall, 2008

To all instructors of _____:

The above named student is a member of the UCCS golf team. As such, this student will be away from campus representing the university as follows:

1. Friday, September 5, 2008 from 7:00 AM to the evening of Sunday, September 7, 2008 for the Falcon Invitational at the Air Force Academy.
2. Sunday, September 14, 2008 from 8:00 AM to Tuesday, September 16, 2008 at 6:00 PM for the Regis Invitational in Denver.
3. Saturday, September 20, 2008 from Noon to Tuesday, September 23, 2008 at 10:00 PM for the University of Nebraska at Kearney Invitational in Kearney, NE.
4. Saturday, September 27, 2008 from 7:00 AM to Tuesday, September 30, 2008 at 11:00 PM for the NCAA Division II preview tournament in Blaine, WA.
5. Saturday, October 4, 2008 from 8:00 AM to Tuesday, October 7, 2008 at 10:00 PM for the Grand Canyon Fall Invitational in Goodyear, AZ.

Please initial your name and class below to attest that you have discussed these planned absences with the student athlete and agree it is appropriate for the student to remain enrolled. A copy of the campus guidelines for class attendance and an absence summary are printed on the reverse of this form. Copies of this document and the attendance guidelines may also be found on the Intercollegiate Athletics Advisory Committee web site at:

<http://www.cs.uccs.edu/~cdash/iaac/attendance>

Please contact me if you have any questions.

Course	Instructor	initial

Sincerely,

Charles M. Shub
Professor and
Faculty Athletics Representative

Absence Summary

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 12:05	4	4			1
12:15 – 4:25	4	4			1
4:30 – 10:00	4	4			1

Campus Class Attendance Guidelines

Students are expected to attend all meetings of classes for which they are registered, including the first and last scheduled meetings and the final examination period. Instructors hold the right and responsibility to establish attendance policies for their courses. Each instructor is advised to inform all classes in writing at the beginning of each semester concerning his/her attendance policies.

If attendance affects course grades, students must be provided with explicit written information concerning that fact no later than the end of the first week of classes. Such information shall be specific with regard to the penalty incurred for each absence and the means, if any, to compensate for the absence. It is recognized that there may be certain situations where the student may not be permitted to make up the absence(s).

Students participating in University-sanctioned activities should consult with instructors prior to registration, but no later than the end of the first week of classes, to determine the class attendance policy. At this time, the student should provide the instructor with a schedule of planned absences, preferably signed by the University official directing the activity, in order to allow the instructor to evaluate and advise the student on the possible impact of the planned absences. In this case the instructor will consider absences due to participation in approved University activities, as outlined above, to be excused absences, on par with those due to other unavoidable circumstances such as illness. Faculty judge the validity of student absences from class and may require documentation for excused absences. For classes requiring mandatory attendance incompatible with the number of planned absences, students will be advised to register, if possible, during a semester in which they will not be participating in the University-sanctioned activity. As with any academic issue, students may exercise their right to appeal adverse attendance decisions. Should the instructor and student be unable to agree on appropriate accommodation under this policy, either party shall have the right to request mediation from (in order) the department chair, the academic dean, and the vice chancellor for academic affairs.

These campus class attendance guidelines were developed in conjunction with the Faculty Committee on Educational Policies and University Standards and approved by the Faculty Representative Assembly on December 12, 2003.