



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, 2009

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. Sunday, September 13, 2009 from 10:00 AM to Tuesday, September 15, 2009 at 7:00 PM for the Peaks Classic in Plainview, TX.
2. Friday, September 18, 2009 from 7:00 AM to Sunday, September 20, 2009 at 3:00 PM for the Falcon Invitational at the Air Force Academy.
3. Sunday, September 20, 2009 from 3:00 PM to Tuesday, September 22, 2009 at 8:00 PM for the Rocky Mountain Athletic Conference fall invitational in Trinidad, CO
4. Saturday, October 3, 2009 from 9:00 AM to Tuesday, October 6, 2009 at 10:00 PM for the Grand Canyon invitational tournament 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 procedures section of APS 200-018 (Campus Class Attendance Policy) and an absence summary are printed on the reverse of this form. Copies of this document and a link to the complete APS 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 |
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Sincerely,

Charles M. Shub  
Professor and  
Faculty Athletics Representative

## Absence Summary

|              | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------|--------|---------|-----------|----------|--------|
| 8:00 – 12:05 | 3      | 3       |           |          | 1      |
| 12:15 – 4:25 | 3      | 3       |           |          | 1      |
| 4:30 – 10:00 | 3      | 3       |           |          | 1      |

## Campus Class Attendance Policy

1. 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.
2. 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).
3. 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.