To all instructors of ____________________________:

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

1. Thursday, February 19, 2009 after 12:30 PM for a home double header against St. Cloud State University.
2. Friday, February 20, 2009 from 8:00 AM to host a Regional crossover tournament.
3. Friday, March 6, 2009, after noon for away double headers on Saturday and Sunday against Mesa State College in Grand Junction. The rain date is Monday, March 9, so the team may need to play on the 9th.
4. Wednesday, March 11, 2009 after 1:30 PM for a home double header against Colorado School of Mines.
5. Wednesday, March 18, 2009 after 12:30 PM for a home double header against Fort Hays State University.
6. Friday, April 10, 2009 after 1:30 PM for a home double header against Metropolitan State University.
7. Tuesday, April 14, 2009 after 10:30 AM for a double header at Colorado School of Mines in Denver.
8. Possible participation in the Conference tournament. This tournament would be start on the morning of Thursday, April 30, 2009 at a location to be determined. The worst possible travel scenario would involve leaving 8:00 AM on Tuesday, April 30 and returning over the weekend.
9. Possible participation in the Conference tournament. This tournament would be start on the morning of Thursday, May 1, 2009 at a location to be determined. The worst possible travel scenario would involve leaving at 6:00 PM on Tuesday, April 29 and returning over the weekend.
10. Possible participation in the NCAA regional tournament. This tournament would be start on the morning of Saturday, May 9, 2009 at a location to be determined. The worst possible travel scenario would involve leaving at 10:00 on Monday, May 4 and returning as late as Tuesday, May 12th.

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.

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<th>Course</th>
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Sincerely,

[Signature]

Charles M. Shub
Professor and
Faculty Athletics Representative
Absence Summary

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<tr>
<th>Time</th>
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RMAC tournament in parentheses up to eight possible Monday Rain Dates Not included NCAA regional not included

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.