



Athletic Department Progress Report

Semester:

Year:

Student-Athlete:

Sport:

Coach:

Class	Grade	Absences	Signature	Comments
<i>[Student: Print Course Title and/or Number]</i>				
_____	A B C D F	0 1 2 3 4+	_____	_____
_____	A B C D F	0 1 2 3 4+	_____	_____
_____	A B C D F	0 1 2 3 4+	_____	_____
_____	A B C D F	0 1 2 3 4+	_____	_____
_____	A B C D F	0 1 2 3 4+	_____	_____

Additional Comments:

The performance of our student-athletes in the classroom is of the utmost importance. We would appreciate faculty cooperation in monitoring academic progress. Please inform students of your preference for completing progress reports during office hours or before/after class. Please only circle a maximum of two grades and record absences accordingly. Please comment if there is no grade to date or if you have additional remarks.

Student-athletes have been instructed that this report is only an estimate of his or her grade. The student-athletes have also been informed not to e-mail the professor to request grades. Student-athletes should ONLY bring the form to his or her professor during the 10-day period.

Please address comments or concerns to the faculty athletic representative.

Student Athlete Missed Class Policy

1. In order to meet the Missed Class Time requirement of NCAA Bylaw 17.1.6, the following policy is in effect at Tiffin University.
 - A. Student-athletes (SA) will not be required to attend any practice/activities that result in a missed scheduled class or final exam. Activities considered practice include:
 1. Preparation and conditioning time (weight training, running, etc.)
 2. Training room time (rehab, taping, etc.)
 3. Meetings (to include individual film watching)
 4. On-field practice
 - B. Media and recruiting requests will not interfere with class or exam schedules.
 - C. Exceptions to the above will only be approved by the FAR who will report exceptions to the faculty at the last meeting of each semester.
2. For home competition, SA shall not miss any classes prior to two hours before scheduled competition time.
3. For away competition with same day travel, student athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.
4. For away competition with overnight travel, no team shall depart more than 30 hours prior to the time of competition.
5. The Director of Athletics will provide to the Faculty Athletics Representative, the Academic Vice President, and faculty via email 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. This listing will include the time and date of competition, destination, departure time, and competition. The Faculty Athletics Representative or the Academic Vice President may request that modifications to the travel plans to be made.
6. Student athletes will continue to present individual, written notifications, provided by the Athletics Department, to their instructors at least 24 hours prior to each contest which affects their class attendance.
7. Student athletes will be responsible for submitting all assignments on time and that advance arrangements will be initiated by the student-athlete for any assignments which will be missed.
8. Faculty members will not penalize student athletes for missing classes due to conflicts with contractually scheduled athletic contests and related travel.
9. Coaches will not penalize student athletes for missing practices due to conflicts with regularly scheduled classes or affiliate class-related field trips (within reason) for which student-athletes are enrolled. It is recommended that faculty e-mail coaches with details for a class-related field trip a minimum of a week ahead of the scheduled date.
10. No competition will be scheduled on any day on which final examinations are scheduled unless prior approval has been received from the Academic Vice President.
11. Exceptions to the above statements for special tournaments and competitions, including championship play, must be approved by the Faculty Athletics Representative and the Academic Vice President.
12. Student athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a faculty member may immediately appeal to the appropriate Chair or to the Academic Vice President.
13. Student athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a coach may bring this matter to the attention of the Athletics Director or the Faculty Athletics Representative.
14. Faculty having any questions about the application of these statements may contact the Faculty Athletics Representative or the Academic Vice President.