



DUKE UNIVERSITY DEPARTMENT OF ATHLETICS

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January 8, 2015

Dear Faculty Member,

In an effort to minimize the impact of student-athlete travel requirements on missed class time, we have developed this letter to facilitate communication and planning.

_____ is a member of a varsity athletic team and may be required to miss some class time while representing the university at off-campus athletic competitions. Each student-athlete has been encouraged to bring this letter, with an attached *spring semester travel schedule*, to you during the first week of classes. This will give you an opportunity to inform the student of your expectations for the semester and express any concerns about the class days being missed.

The responsibility for class attendance AND notification of faculty members PRIOR to the travel date rests with each individual student-athlete. The student-athlete accomplishes this by completing an online "Notification of Varsity Athletic Participation (NOVAP)" form no later than one week prior to each absence due to varsity athletic participation:

<http://trinity.duke.edu/undergraduate/academic-policies/athletic-varsity-participation>

If you have specific questions or concerns about absences contact the student's athletic academic coordinator. If you have any questions or concerns about academic issues, please contact the student's academic dean:

_____ phone _____ email _____
athletic academic coordinator

_____ phone _____ email _____
academic dean

Sincerely,

Brad Berndt
Senior Associate Athletics Director

Lee D. Baker
Dean of Academic Affairs
Trinity College of Arts and Science
Associate Vice Provost for
Undergraduate Education