

## **POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>ATHLETIC EVENTS</b>
<b>EFFECTIVE DATE:</b>	<b>December 3, 2024*</b> <i>(*Title Update 12/3/24; Procedural Update 8/9/17; Title Updates 6/7/12; 2/15/05; Original 11/6/01)</i>
<b>CANCELLATION:</b>	SA-1472.1A (8/9/17)
<b>CATEGORY:</b>	Student (SA)

### **POLICY STATEMENT**

The athletic programs of Delgado Community College are a meaningful part of the total offering of the institution and are consistent with the College's goals of fostering individual fulfillment, the acceptance of responsibility, and self-realization.

These athletic programs have the full support of the College administration; however, the primary objective is to provide quality education. A student athlete represents the College and therefore should be excused from class when participating in an athletic event. It is the student athlete's responsibility to make up all classwork missed while participating in these College activities. The responsibilities and procedures regarding Delgado-sponsored athletic events are further described in this memorandum.

### **PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To issue policies and procedures for participation in athletic events by Delgado Community College student athletes.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all students, faculty, and coaching staff members of the College.

**3. Guidelines**

- A. Approval of the Athletic Schedule for each sport, including a list of all students participating in each event, will be obtained prior to the scheduled event.
- B. Athletic events that require Delgado teams to remain overnight will require approval of the Vice Chancellor for Business and Administrative Affairs prior to making arrangements for the trip.

**4. Responsibilities and Procedures**

A. Each Participating Athlete will:

- Provide instructors in writing regarding planned, approved absences because of participating in an athletic event and the date of return from the event;
- Make up all classwork covered during excused absences;
- Turn in any work due on the day of an excused absence before the absence occurs; and
- Schedule and/or make up any tests, projects, assignments, labs, or other assessments missed during the excused absence day within 72 hours of returning to a normal college work week.

B. The Athletic Director will:

- Submit to the Vice Chancellor for Business and Administrative Affairs the College's schedule of all athletic events, including the date, time, place, and students participating in each event, and specifics concerning any event that requires overnight arrangements;
- Furnish copies of the approved schedules and lists of athletes to be excused from class to participate in athletic events to the appropriate Dean of the academic division for their faculty;
- Provide a formal list of college student athletes to faculty members with student athletes in their course(s) and, in the event of the student being dismissed from the team, notify the faculty member of the student athlete's release; and
- Notify faculty members regarding which specific students are participating in an athletic event, thus denoting a planned, approved absence, and the date of return from the event.

(\*Title Update 12/3/24; Procedural Update 8/9/17;  
Title Updates 6/7/12, 2/15/05; Original 11/6/01)

C. Faculty Members will:

- Cooperate with members of the Delgado Athletic Department in excusing athletes to participate in athletic events and in assisting students in making up classwork covered during their excused absences from class;
- Notify the Athletic Director when a student athlete has excessive absences, has not made up classwork, and is in jeopardy of failing the class;
- Return progress reports that are provided by the coaches; and
- Ensure the student athlete is provided the opportunity to make up missed assessments by scheduling and/or arranging a time (with the faculty member or his/her colleague or through the Testing Center) to complete any missed tests, projects, assignments, labs, or other assessments during the excused absence day within 72 hours of the student athlete returning to normal college work week.

D. The Vice Chancellor for Business and Administrative Affairs will:

- Review, along with the Athletic Director, all athletic schedules; and
- Submit recommendations for changes in any scheduled event to the Chancellor of the College.

5. **Cancellation**

This policy and procedures memorandum cancels DCI 1472.1, *Delgado Athletic Events*, dated August 9, 2017.

*Review/ Approval Process:*

Athletic Committee Representatives	6/4/01
Student Affairs Council	9/18/01
Executive Council	11/6/01
Vice Chancellor for Student Affairs and Vice Chancellor for Academic Affairs	
Approval	Procedural Update Approval 8/9/17
Vice Chancellor for Business and Administrative Affairs	Title Update Approval
	12/3/24

*Distribution:*

Distributed Electronically Via the College’s Website