



PHILADELPHIA
UNIVERSITY

Date: _____

Name of Student: _____

Sport: _____

Name of Course: _____

Course #: _____

Time: _____

Week Day: _____

Dear Professor _____,

We would like to let you know that the above mentioned student-athlete is a member of your class. While participation in athletics is never meant to be an excusable absence from any classes, there will be occasions where game times or matches may be identical to your class time. We ask our athletes to personally address these situations with you and seek a reasonable solution. If classes may be missed (and work made up by the student), your cooperation is appreciated. If however, missing class represents a problem or is not permitted, **please** communicate this to the student. It is our wish that the student-athlete adhere to the requirements of the class. You can help these young men and women recognize and practice the balance implied by the words **student-athlete** and both goals can be accomplished.

Attached is a copy of the respective team's schedule for your review.

Should there be any problems or questions, please call our office at extension 2720.

Sincerely,

Tom Shirley
Director of Athletics