



GEORGETOWN UNIVERSITY

Academic Resource Center

TO: Georgetown University Faculty
DATE: August 25, 2008
RE: [TEAM] Fall 2008 Travel Letter
CC: Undergraduate Deans' offices, Coach [NAME], Athletic Director Bernard Muir

In an effort to balance the demands of both academic and athletic schedules, we ask student-athletes to consult with professors about potential conflicts. Conflicts may occasionally arise when scheduled athletic events and course deadlines coincide. Every attempt is made to keep absences for travel to a minimum. The expectation communicated to our student-athletes assumes that students with excused absences will work diligently to complete the assignments of the class and create as little disruption to the class as possible.

On the back of this form you will find a schedule of this student-athlete's spring 2008 competition season. Student-athletes enrolled in your classes are required to contact you during the drop/add period and arrange for timely submission of all required work including, but not limited to, quizzes, examinations, written and oral assignments, and others. To accomplish this goal, the student-athlete is obliged to discuss with the professor any potential conflicts. These discussions should be made during the professor's office hours, with the student-athlete physically highlighting on the form any conflict for your particular class.

Please indicate to the student conflicts, if any, that you are unable to accommodate so that the student, academic advisors and coaches will know of these well in advance. Travel letters are to be returned with the professor's signature, indicating whether they ARE or ARE NOT ABLE to accommodate conflicts between the course and travel schedules. It is particularly important to identify conflicts with scheduled quizzes and tests or other mandatory elements in the course.

Professors are to keep one copy of the form for their records, and the other, signed, is to be returned by the student-athlete to Dr. Shelly K. Habel no later than Wednesday, September 3, 2008, 12pm, Leavey 335. If I may be of any assistance, please feel free to contact me at skh@georgetown.edu, or 687-9177. Please note that in addition to this travel notification, reminder emails regarding travel, which will include any necessary squad or departure/return adjustments, will be sent the day before travel commences.

Finally, on behalf of the Provost, Student Affairs, and the Department of Athletics, we want to extend our appreciation and an invitation to you, your colleagues, your family and friends, to attend Georgetown sporting events, especially those that feature student-athletes in your classes. With your help, we will be able to enhance the academic experience of our student-athletes and help them realize their academic goals.

Thank you for your cooperation, support and understanding.

Sincerely,

Shelly K. Habel, Ph.D.
Associate Director of the Academic Resource Center for Student-Athlete Services

FALL 2008 TRAVEL SCHEDULE

DEPARTURE DATE	TIME*	OPPONENT -DESTINATION	RETURN DATE	TIME*
Monday, September 17 th	8 a.m.	Ball State – Muncie, IN	Tuesday, September 18 th	9 p.m.
Monday, September 24 th	8 a.m.	Adams Cup – Middletown, RI	Wednesday, Sept. 26 th	9 p.m.
Monday, October 1 st	8 a.m.	Notre Dame – South Bend, IN	Tuesday, October 2 nd	9 p.m.
Friday, October 5 th	8 a.m.	Big 5 – Philadelphia, PA	Friday, October 5 th	9 p.m.
Monday, October 12 th	8 a.m.	Hoya Invite – Beallsville, MD	Tuesday, October 23 rd	9 p.m.

* Departure times refer to the time when student-athletes are to be excused from class & Return times are when they are expected to be in class*
 Outdoor competitions may be subject to weather conditions and therefore times/dates adjusted accordingly.

FALL 2008 TRAVEL SQUAD

Brandon Ellis	Tim Hager	Dan Hathway	Rory Kenny
Garrett Logan	Trevor Matese	John Olsen	David Praet
Vincenzo Salina-Amorini	Pat Sherry	Dan Thomas	

A. Signature below indicates that the student has presented the form to the faculty member.

Professor's Name: _____

Course: _____

Signature: _____ Date: _____

B. Signature below indicates that the student and faculty member have met to discuss any conflicts between the course schedule and travel schedule and this has resulted in the following understanding.

I, Professor _____, teaching, _____,
 (NAME) (COURSE NAME)

have had the opportunity to discuss with the student-athlete, _____,
 (NAME)

their travel schedule for fall semester 2008 and:

I AM ABLE TO ACCOMMODATE ALL of the conflicts in my course

I AM UNABLE TO ACCOMMODATE ALL of the conflicts in my course

Conflicts on the following dates can not be accommodated:

1.

- 2.
- 3.

I AM UNABLE TO ACCOMMODATE ANY of the conflicts in my course and therefore recommend that the student not enroll in this course this semester

SAMPLE