

Approved by the Educational Policy Committee—September 21, 2005 Approved by the Faculty—December 5, 2005

Policy Regarding Conflicts between Academic Responsibilities and Co-curricular/Extra-curricular Activities

The College of Wooster's fundamental purpose is to stimulate its students to reach the highest standard of intellectual achievement, one that will support their development as independent, responsible, and creative human beings. As a result, students are expected to give the highest priority to their academic commitments.

The academic program is complemented by other opportunities that are designed to broaden and enrich the development of each student. These complementary programs include athletic, cultural, educational, and volunteer activities. Sometimes conflicts arise for students between academic commitments and co-curricular/extra-curricular activities. Students, faculty, staff, and administrators all share the responsibility of recognizing, minimizing and resolving these conflicts.

College Recognized Conflicts

The academic day extends from 8 a.m. to 4 p.m. Monday through Friday and includes regularly scheduled evening classes on Tuesday, Wednesday, and Thursday between 7:00 p.m. and 9:40 p.m. In addition, no co-curricular/extra-curricular activities will be scheduled for Tuesday and Thursday 11:00 – 11:50 a.m.; this time is reserved for department seminars, departmental Independent Study programs, college-wide academic events, and other academic activities. Co-curricular and extra-curricular activities begin at 4:00 p.m. The time between 4:00 p.m. and 6:00 p.m. is normally reserved for practices and rehearsals, though some performance courses in Music and Theater meet after 4:00 p.m. and/or in the evening. Sometimes a student's academic commitments in a regularly scheduled class cannot be fulfilled by 4:00 p.m. (e.g., completing a lab experiment), and in such cases the student's academic commitment will assume priority over co-curricular/extra-curricular activities.

When a conflict arises for a student between a regularly scheduled class and co-curricular/extra-curricular activities (e.g., performances, field trips, moot court competition, and athletic competitions), the Dean for Curriculum and Academic Engagement is responsible for identifying "College Recognized Conflicts." The recognition of a conflict between academic commitments and other activities does not imply that a student is excused from class and other academic responsibilities, such as a lab or final exam. There are no conflicts for which students are automatically excused from class or other academic commitments. Practice for a co-curricular/extra-curricular activity and preparation for practice (e.g., suiting-up) will not be recognized as a genuine conflict. In addition, students who are on academic probation may not miss a regularly scheduled class or other academic responsibilities related to the class to participate in a co-curricular/extra-curricular activity.

The official recognition of a conflict between a regularly scheduled class or other academic commitment and a co-curricular/extra-curricular activity is the starting point of a conversation between the student and faculty member. The student and faculty member are encouraged to work together to achieve a reasonable accommodation that resolves the conflict without sacrificing the academic integrity and rigor of the course.

Specific Responsibilities

Faculty and Staff who direct a co-curricular/extra-curricular program have the following responsibilities:

- <u>to minimize conflicts</u> for students by attempting to schedule events that do not conflict with regularly scheduled classes;
- to inform the Dean for Curriculum and Academic Engagement, at the beginning of the semester or as soon as possible, of events that conflict with the regular academic day; (This will include the location, date, time of the event, as well as, the time at which the student is expected to be present for preparation or departure.);
- to clearly indicate to the students his or her policies and expectations for participation in the co-curricular/extra-curricular program;
- to inform the students of conflicts with the regular academic course schedule as soon as possible; and
- <u>to remind students</u> of their responsibility to contact each professor regarding potential conflicts:
- <u>to provide reasonable accommodations</u> to students in situations in which the student chooses to give priority to his or her academic responsibilities.

The Dean for Curriculum and Academic Engagement has the following responsibilities:

- to record and review information about conflicts between regularly scheduled classes and other academic commitments (*e.g.*, labs and final exams) and co-curricular/extracurricular activities:
- to officially acknowledge "College Recognized Conflicts";
- <u>to provide information</u> to students, faculty, staff, and administrators concerning College Recognized Conflicts (This will usually be accomplished through the Academic Affairs website.); and
- to provide consultation in special circumstances (e.g., post-season tournaments) and in situations when the student, faculty and/or staff member cannot reach an acceptable resolution to the conflict.

Students have the following responsibilities:

- to inform the faculty member of potential conflicts as early as possible; and
- to work with faculty and/or staff members to resolve College Recognized Conflict without sacrificing the academic integrity and rigor of the course.

Faculty have following responsibilities:

• <u>to clearly indicate</u> in the syllabus for each course the policies and expectations for class attendance, assignments, and examinations;

- to inform the students of any special class activities which fall outside the regular class period (e.g., a field trip or a guest lecture);
- to remind students of their obligations regarding conflicts between academic commitments and co-curricular/extra-curricular activities;
- to verify that a conflict is a College Recognized Conflict; and
- <u>to work with the student</u> to resolve the College Recognized Conflict without sacrificing the academic integrity and rigor of the course (Faculty are encouraged to make reasonable accommodations.).

SAMPLE STATEMENT FOR SYLLABUS

The College of Wooster is an academic institution and its fundamental purpose is to stimulate its students to reach the highest standard of intellectual achievement. As an academic institution with this purpose, the College expects students to give the highest priority to their academic responsibilities. When conflicts arise between academic commitments and complementary programs (including athletic, cultural, educational, and volunteer activities), students, faculty, staff, and administrators all share the responsibility of minimizing and resolving them.

As a student you have the responsibility to inform the faculty member of potential conflicts as soon as you are aware of them, and to discuss and work with the faculty member to identify alternative ways to fulfill your academic commitments without sacrificing the academic integrity and rigor of the course.