POLICY ON CONTACT AND OBTAINING INFORMATION ABOUT A STUDENT-ATHLETE’S ACADEMIC PROGRESS
FOR
FACULTY, INSTRUCTORS, STAFF AND COACHES

This policy is intended to provide coaches, other staff members in the athletics program, faculty/instructors and staff with the ability to obtain information about a student-athlete’s academic progress while avoiding any appearance of improper contact.

The following policy shall be followed:

Coaches and other staff members in the athletics program may work with the athletic academic counselors to obtain information about a student-athlete’s academic progress, including their attendance in class.

It is the role of the academic counselor in the McNamara Academic Center for Student Athletes (MAC) to be the contact between the faculty/instructor regarding any issues related to student-athlete academic progress or attendance. This means that coaches and other staff members in the athletics program may not directly contact faculty members or instructors about the academic standing or progress of a student-athlete in a course (either by written, face-to-face contact, or via email or voicemail). It also means that faculty/instructors should not directly contact a coach to obtain information about a student-athlete (either by written, face-to-face contact, or via email or voicemail).

If a coach or other staff member in the athletics program needs information regarding a student-athlete’s academic progress:

- The academic counselor in MAC should be contacted. The academic counselor should initiate any contact with a faculty/instructor/TA/staff regarding academics or class attendance.
- If however, the counselor is unable to obtain the necessary information about a student-athlete, the academic counselor in MAC should inform the Director of the MAC. The Director of the MAC will then contact the faculty member/instructor/TA/staff.
- If for any reason the director is unable to obtain the information, the athletic faculty representative will be asked to intervene on behalf of the MAC.
- It will be at the discretion of the faculty representative to determine if additional contact with MAC and the coach is needed.
- For questions about this policy or implementation of these procedures, contact the Director of the MAC.

The Director of the MAC will report any issue regarding contact to the FAOCIA as needed.

Approved by FAOCIA and Assembly Steering Committee spring 2003
Reviewed and approved by the FAOCIA and Faculty Consultative Committee, Spring 2012