

**FACULTY ADVISORY COMMITTEE ON ATHLETICS & PHYSICAL EDUCATION (FACAPE)
VARSITY ATHLETIC SCHEDULING AND MISSED CLASS TIME POLICY**

Cornell has a longstanding policy whereby each varsity sport’s regular season competition schedule and its associated missed class time must be approved by the Faculty Advisory Committee on Athletics and Physical Education (FACAPE). This policy concurrently fulfills NCAA Bylaws (specifically 3.2.4.13) and Ivy rules (VI.G.2) and is regularly reviewed to ensure compliance with evolving NCAA and university policies. Unless otherwise outlined in this document, exceptions to scheduling and other requirements dictated by this policy must be in accordance with NCAA and Ivy rules and approved by the chairperson of FACAPE.

1. Overview of Procedures:

The development of competition schedules includes the calculation of missed class time for regular season competition. These estimates are summarized and advanced to the FACAPE chair for approval. Requests are typically advanced as early as possible at the start of each semester, and certainly before a sport’s competitive season commences with intent to allow and encourage students to communicate and resolve issues and concerns with instructors in advance of conflicts.

Schedules and associated missed class time are initially reviewed and approved by the Director of Athletics and Physical Education or his or her designee and are then forwarded to the chairperson of FACAPE for final approval. Once approved by FACAPE, official missed class time forms are provided to the coach to distribute to student-athletes. It is the responsibility of the student-athletes to share expected missed class time with their professors. Faculty are required to accommodate student-athletes in accordance with policies outlined in the [Faculty Handbook](#). Students are responsible for working with their instructors at the beginning of the semester to best understand conflicts and the possibility of resolution.

2. Scheduling and Missed Class Time Requirements:

- A. Missed class time for any varsity team shall not exceed five days in any one term. In some cases, with appropriate consideration of faculty support and student-athlete academic status and current performance, individual athletes may be approved to miss more than 5 days to accommodate competition specific to their athletic pursuits. For purposes of this policy, outdoor and indoor track are considered separate programs, but given that most missed class days occur in the spring semester, all attempts should be made to minimize overall missed class time. In the rare instance that a team’s initial schedule cannot avoid exceeding the allowable missed class time, approval from the FACAPE chair can be given with appropriate consideration of circumstances.

Missed class time is applicable Monday through Friday during the academic year (not including official breaks) and is defined in the following quarter-day blocks.

Departure Time	Before 10:00am	10:01am-11:59pm	12:00pm-1:59pm	2:00pm-4:30pm	After 4:30pm
Missed Class Time	1 full day	$\frac{3}{4}$ day	$\frac{1}{2}$ day	$\frac{1}{4}$ day	No missed class time

- B. In an effort to minimize overall missed class time associated with competitions, the following general scheduling guidelines must be followed:
 - No more than one and one-half days leave shall be granted in any one week of classes (Monday – Friday) for any sport. Rare exceptions can be made for long distance trips and extended tournament and championship play, but overall missed class time should still stay within guidelines.
 - No more than three dates of competition in a given sport shall be scheduled in any one week (Sunday – Saturday) and no more than one contest in a sport shall be scheduled in any Monday through Thursday period.
 - Teams may depart no earlier than two overnights prior to the start of competition when classes are in session.

- The contest limits matched with weeks available for competition must project an average of no more than two contests per week when classes are in session.
- Mid-week contests should be local in nature so as to interfere as little as possible with class time.
- Home contests shall not be scheduled during regular weekday daytime class hours (8:00am to 4:30pm) unless missed class time is taken. Contests may be scheduled during evening class hours. Individual excuses will be issued to students missing evening classes for evening competitions, but this time missed is not construed as leave and does not need to be accounted for.
- Missed class time is not allowed for non-championship season competition in the sports of Field Hockey, Volleyball, Lacrosse, Soccer, Softball and Baseball.

C. University policy is also designed to ensure that there is no interference with exams or study periods.

- Regular season contests may not be scheduled during examination periods or the two days prior thereto. Saturday home contests are permissible when the exam period begins the following Monday. Teams can depart within the exam period for competition that immediately follows conclusion of exams only if all student-athletes traveling have no regularly scheduled exams remaining.

D. The following rules pertain to missed class time for practice:

- Weekday hours of 8:00am-4:30pm are dedicated to classes. Generally, team practices should therefore occur after 4:30pm as shared facilities permit. Voluntary individual skill instruction and conditioning can occur during the 8:00am-4:30pm time block so long as the student does not miss class time.
- In situations where, shared facilities limit availability for practice time (such as in ice hockey), team practices may occur during the 8:00am-4:30pm time block with the approval of the athletic director or his or her designee. Still, there may be overlap with practice and class time for some individuals. These students may not miss class for practice and should schedule classes based on academic need or want, not practice time.
- Consistent with Bylaw 17.1.6.6.2, student-athletes may miss class time for practice activities ONLY when a team is traveling to an away from home contest and the practice is in conjunction with the contest. Missed class time must be taken for such practice.

3. Changes to Approved Missed Class Time:

- After written requests for missed class time have been approved by FACAPE, any proposed changes must be communicated through the Director of Athletics and Physical Education or his designee.
- If changes to the schedule result in added or different missed class time, but the total amount of missed class time still falls within the allowable limitations, approval can be given from within the athletic department and a new excuse will be issued to the student-athlete.
- If changes to missed class time result in leave time over the stated policy, the team must receive approval from the chairperson of FACAPE before a new excuse will be issued to the student-athletes.
- In the event of inclement weather or other immediate and extenuating circumstances, efforts should be made to communicate any change to the chairperson of FACAPE, but changes may be made at the discretion of the Director of Athletics and Physical Education as conditions warrant.

The above policy is not applicable to Ivy or NCAA post-season championship competition. Although exempt from counting toward time away, post-season competition with known participation will be included on the missed class time sheet for students' planning and communication purposes. Notification regarding participation in post-season competition that requires qualification will occur via separate communication from athletics only when qualification is confirmed. Regardless of the type of post-season event, minimizing missed class time will always be taken into consideration.