Date: January 11, 2017

To: The Faculty

From: Michele Gillespie, Dean of the College
       Jane Caldwell, Associate Athletic Director for Student-Athlete Academic Counseling

Subject: Women’s Track and Field, Indoor – Classes Missed – Spring Semester 2017

The following students are either members of the Wake Forest University women’s track and field team or its student managers/trainers. Certain competitions, which are University authorized events, require these students to miss class. These students are aware that they need to make up all class assignments, quizzes, and/or tests missed because of travel. If at all possible, please allow them to reschedule their assignments. If you have any questions, please do not hesitate to call me at x6010. Thank you for your help and understanding.

**Class Days Missed:**
Friday, January 13, 2017          Blacksburg, VA          Classes 12:00 pm and after
Thursday, January 19, 2017       Chapel Hill, NC         Classes 11:00 am and after
Friday, January 20, 2017         Winston-Salem Invitational   Classes 12:00 am and after
Friday, January 27, 2017***      Lynchburg, VA           Classes 12:00 pm and after
Thursday, January 26, 2017***    Fayetteville, AR         Classes 3:00 pm and after
Friday, January 27, 2017***      Fayetteville, AR         All Classes
Thursday, February 9, 2017       Winston-Salem, NC       Classes 3:00 pm and after
Friday, February 10, 2017        Lynchburg, VA           Classes 12:00 pm and after
Friday, February 17, 2017        South Bend, IN          Classes 12:00 pm and after
Wednesday, February 22, 2017    ACC - South Bend, IN      Classes 3:00 pm and after
Thursday, February 23, 2017     ACC - South Bend, IN      All Classes
Friday, February 24, 2017        ACC - South Bend, IN      All Classes

***Different team members will travel to each event. All team members do not travel to all competitions. A record will be kept to ensure no student-athlete misses more than the allotted classes.

**Team Members:**
Ellie Abrahamson        Amy Collins        Mary Grace Hash        Gabrielle Merritt        Madeleine Ward
Catherine Allen         Kaitlin Derry      Alva Hicks              Jessica Molina           Hunter Roberts
Jordan Banks            Sarah Fahmy        Maya Hinton            Lara-Ann Schwede        Meredith Smith
Beatrice Boylan         Alexandria Florent  Sarah Johnson          Jenna Truedson           Emily Campbell
Madison Bragg           Emma Gallagher    Ariel Keklak           Andrea Vahoua
Casidy Callahan-Howard  Samantha Halvorsen Tesia Kempski          Casidy Callahan-Howard  Tesia Kempski
Emily Campbell          Isabelle Harouche  Kathryn Lazarchick  Andrea Vahoua

*Please see back of this letter for Excused Absence Policy

The dates for competitions are subject to change. When changes are made, we will notify you as soon as possible.

All team letters (for “missed classes” and the “missed class policy”) are on line and can be accessed by going to [http://www.wakeforestsports.com/](http://www.wakeforestsports.com/) > Inside Athletics > Student-Athlete Services > Faculty Resources.
Wake Forest University Communication Concerning Grades and Excused Absence Policy

All student-athletes have signed forms allowing us (Student-Athlete Services) access to class information including grades, attendance and effort. You may receive an email from Jane Caldwell asking for information. Please call or email us if you have any student concerns throughout the semester.

The Athletic Department complies with the policy set by Wake Forest University and the Faculty Athletic Committee concerning excused absences for varsity sports.

Teams:  
- Baseball  
- Men’s and Women’s Basketball  
- Women’s Field Hockey  
- Football  
- Men’s and Women’s Cross Country/Track and Field  
- Men’s and Women’s Golf  
- Men’s and Women’s Soccer  
- Men’s and Women’s Tennis  
- Women’s Volleyball

That for all sports, the Athletic Director requests excused absences for no more than 10 absences per semester and no more than 6 absences on any given day of the week (with the exception of men’s and women’s golf no more than 14 absences and no more than 8 absences on any given day). This applies to regular season competition. (Labs should be scheduled on days of fewer absences);

(Absences for the ACC Tournament and the NCAA Tournament are allowed in addition to those during the season.)

If you have any questions concerning the excused absence policy, please contact Dean Michele Gillespie, Dean of the College at gillesmk@wfu.edu or Jane Caldwell, Associate Athletic Director for Student-Athlete Academic Counseling at caldwejh@wfu.edu or X6010.

The Faculty Athletic Committee recommends that the faculty cooperate with the Athletic Department in reporting unexcused absences by athletes.

The policy stated above was developed for varsity sports only. Wake Forest also has many club sport teams. Club sport teams are not included in the Wake Forest University excused absence policy. The following are club sport teams:

- Ballroom Dancing  
- Baseball  
- Basketball  
- Crew  
- Cycling  
- Equestrian  
- Fencing  
- Field Hockey  
- Men’s and Women’s Golf  
- Gymnastics  
- Ice Hockey  
- Karate  
- Men’s and Women’s Lacrosse  
- ORAC  
- Men’s and Women’s Rugby  
- Running  
- Snow Ski  
- Men’s and Women’s Soccer  
- Softball  
- Swimming  
- Table Tennis  
- Men’s and Women’s Tennis  
- Men’s and Women’s Ultimate Frisbee  
- Unified Rhythms  
- Men’s and Women’s Volleyball  
- Wake Board  
- Water Skiing  
- Wrestling