Date: February 1, 2018

To: The Faculty

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

Subject: Women’s Tennis – Classes Missed – Spring Semester 2018 (Revised 2/1/18)

The following students are either members of the Wake Forest University women’s tennis 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:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, January 25, 2018</td>
<td>Columbus, OH</td>
<td>All Classes</td>
</tr>
<tr>
<td>Friday, January 26, 2018</td>
<td>Columbus, OH</td>
<td>All Classes</td>
</tr>
<tr>
<td>Thursday, February 8, 2018**</td>
<td>ITA - Wisconsin</td>
<td>All Classes</td>
</tr>
<tr>
<td>Friday, February 9, 2018**</td>
<td>ITA - Wisconsin</td>
<td>All Classes</td>
</tr>
<tr>
<td>Monday, February 12, 2018**</td>
<td>ITA – Wisconsin</td>
<td>All Classes</td>
</tr>
<tr>
<td>Thursday, February 22, 2018</td>
<td>Montgomery, AL</td>
<td>All Classes</td>
</tr>
<tr>
<td>Friday, February 23, 2018</td>
<td>Montgomery, AL</td>
<td>All Classes</td>
</tr>
<tr>
<td>Thursday, March 15, 2018</td>
<td>Pittsburgh, PA/Syracuse, NY</td>
<td>All Classes</td>
</tr>
<tr>
<td>Friday, March 16, 2018</td>
<td>Pittsburgh, PA/Syracuse, NY</td>
<td>All Classes</td>
</tr>
<tr>
<td>Thursday, March 29, 2018</td>
<td>Winston-Salem</td>
<td>Classes 3PM and after</td>
</tr>
<tr>
<td>Monday, April 2, 2018***</td>
<td>Williamsburg, VA</td>
<td>All Classes</td>
</tr>
<tr>
<td>Thursday, April 19, 2018</td>
<td>Boston, MA</td>
<td>Classes 9AM and after</td>
</tr>
<tr>
<td>Friday, April 20, 2018</td>
<td>Boston, MA</td>
<td>All Classes</td>
</tr>
<tr>
<td>Tuesday, April 24, 2018</td>
<td>ACC Tournament – Cary, NC</td>
<td>TBD</td>
</tr>
<tr>
<td>Wednesday, April 25, 2018</td>
<td>ACC Tournament – Cary, NC</td>
<td>All Classes</td>
</tr>
<tr>
<td>Thursday, April 26, 2018</td>
<td>ACC Tournament – Cary, NC</td>
<td>All Classes</td>
</tr>
<tr>
<td>Friday, April 27, 2018</td>
<td>ACC Tournament – Cary, NC</td>
<td>All Classes</td>
</tr>
</tbody>
</table>

**The team just received an invitation to ITA tournament in Wisconsin based on top 20 ranking.**

***The match originally scheduled for February 11 but had to be rescheduled due to ITA invitation.

**Team Members:**

<table>
<thead>
<tr>
<th>Chandler Carter</th>
<th>Courtney Meredith</th>
<th>Anna Ulyashchenko</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emma Davis</td>
<td>Mary Caroline Meredith</td>
<td>Joanna Zalewski</td>
</tr>
<tr>
<td>Alexis Franco</td>
<td>Eliza Omirou</td>
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</tr>
</tbody>
</table>

*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 Golf
        Men’s and Women’s Basketball  Men’s and Women’s Soccer
        Women’s Field Hockey        Men’s and Women’s Tennis
        Football                  Women’s Volleyball
                              Men’s and Women’s Cross Country/Track and Field

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