

MICHIGAN STATE
UNIVERSITY

Monday, September 24, 2007

MEMORANDUM

TO: Faculty/Instructors

FROM: Michael Kasavana, Faculty Athletics Representative
Jim Pignataro, Director of Student Athlete Support Services (SASS)

RE: **Team Travel Dates**

Student-Athlete's Name

Sport

The above named student will be traveling to participate in athletic competition for Michigan State University on the dates listed on the back of this letter. In accordance with MSU Athletic Council Policy "coaches are strongly discouraged from constructing competition schedules that require student-athletes missing more than **seven** class days per semester. [Note: Monday through Friday are considered class days. Travel departure from campus prior to 2:00 p.m. is considered a missed class day.]"

We respectfully request that you provide the student-athlete the opportunity to make up assignments or assessments he/she may miss due to team travel. The student-athlete understands that it is his/her responsibility to promptly meet with you to arrange submission of any assignments or reschedule any assessments.

Thank you for your time, cooperation, and support. If you have any questions or concerns, please feel free to contact any one of Student-Athlete Support Services Academic Coordinators at (517) 355-2204. At some point during the semester a SASS Coordinator may contact you to discuss this particular student-athlete.

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SASS

**Student-Athlete
Support Services**

Michigan State University
135 Smith Academic Center
East Lansing, Michigan
48824

517/355-2204
FAX: 517/432-0030

Mandy Chandler	M/W Soccer, Softball, Volleyball
Elliott Daniels	M. Basketball
Todd Edwards	Football
Angela Howard	W Basketball
Jeremy Flynn	Field Hockey, Rowing, M/W Swimming/Diving
Kristin Lundy	M Golf, Wrestling, M/W Track & Field/Cross Country
Daune Rensing	Gymnastics, M/W Tennis
Melissa Tallant	Baseball, Hockey, W Golf