

Department of Intercollegiate Athletics Policy Manual

XVI. SPORTS ADMINISTRATION

Scheduling of Competitions

A. Approval of Official Schedules

Initial schedules and all subsequent changes must be submitted to Administration and Compliance for official administrative approval. Schedules must list academic class days that will be missed. The Head Coach has the primary responsibility for the development and submission of the sport's schedule. After all Big Ten expectations are met, the Head Coach may schedule as he/she sees fit and within the confines of NCAA and PCA restrictions.

B. Academic Impact Policy (Formerly Class Days Missed)

The Presidential Committee on Athletics (PCA) Academic Achievement Advisory Subcommittee (AAAS) oversees this policy. Excluding conference and NCAA championships, student athletes still **cannot miss more than 8 class days per semester** due to approved regular season athletics contests:

1. If travel commences prior to 12:00 noon, it constitutes one (1) class day missed;
2. If travel commences between 12:00 noon and 3:00 pm, it constitutes one-half (1/2) day missed;
 - o **NOTE:** The Head Coach may request to depart during this time frame without counting a 1/2 day off. A requirement for consideration is that no classes are missed by anyone on the travel squad. Send request (with a completed Travel Party Form) to the Director of Student Services.
3. Travel commencing after 3:00 pm does not count as missed class time;

4. Teams who return from a contest on a class day between 8:00 am and 12:00 noon will be assessed one-half (1/2) day missed;
5. Teams who return on a class day after 12:00 noon will be assessed one (1) day missed;
6. No competition or trips to foreign countries may be scheduled immediately prior to or following final examination week;
7. No competitions either on-campus or off-campus, other than those scheduled by the Big Ten Conference or the NCAA, may be scheduled during the weekend (Saturday or Sunday) prior to final examinations or the week of final examinations;
8. Travel for competition the week prior to final examinations shall be kept to a minimum.

Guidelines For Requesting And Approving A Waiver. Per [waiver guidelines](#) developed in June 2011, permission to exceed the eight-day absence policy will be granted under only the most exceptional of circumstances. Decisions will be made on a case by case basis.

- a. Exceptions are to be granted to individual student-athletes, not to an entire team.
- b. The Director of Athletics or his/her designee must formally petition the AAAS in order to be absent from campus for more than eight class days.
- c. The student-athlete's coach must have included the possibility of the student-athlete missing more than eight days in the schedule sent to Athletics Student Services and the AAAS committee before the beginning of the season.
- d. The coach must make every reasonable attempt to offset this absence from campus with other absences in team scheduled events.
- e. The student-athlete must be in good academic standing. This will be determined by a review by Athletics Student Services. That review will be forwarded by the Director of Athletics Student Services for approval to the Faculty Athletic Representative(s) and the AAAS.
- f. The student-athlete's class schedule must be able to support such an absence. The Athletics Student Services office will review the student-athletes schedule for specific classes missed, discussion sections missed, labs missed, etc. That review must be approved by the Director of Athletics Student Services and then forwarded to the AAAS and the Faculty Athletic Representative(s) for their approval.
- g. The student-athlete has the right to file an appeal. The appeal should be filed on his or her behalf by the coach. The President of the University of Iowa or The Provost of the University of Iowa will provide the final

decision on the matter. Copies of the appeal should also be sent to the Chair of the AAAS, the Faculty Athletic Representative(s) and the Director of Athletics Student Services.

Timeline for waivers and appeals. The student-athlete's coach must anticipate the possibility of requesting a waiver when the team schedules are sent to Athletics Student Services and the AAAS before the start of the season.

- a. A request for a waiver must be received by the chair of the AAAS at least 4 weeks before the event in question, with copies sent to the Faculty Athletic Representative(s) and the Director of Athletics Student Services at that time.
- b. The AAAS will consider the waiver in a regular meeting or electronically if necessary. A recommendation from the Director of Athletics Student Services will be included as part of the deliberations.
- c. The waiver will be granted only if the AAAS and the Faculty Athletic Representative(s) approve it.
- d. If the student-athlete decides to appeal the decision, the coach will provide the basis for the appeal to the President of the University of Iowa or Designee at least two weeks before the scheduled event.

C. Competitions Against Teams Using Native American Mascots

The University of Iowa will not schedule competitions with schools during the regular season or attend tournaments hosted by schools using Native American mascots. The only exceptions to the policy are competitions with the University of Illinois which is a result of our contractual obligations within the Big Ten Conference, match-ups where we have no scheduling control (e.g. bowl, NCAA, or conference-sponsored competitions), and competitions with institutions that have received approval from the NCAA for its use of Native American mascots.

The University of Iowa is committed to creating an environment in which differences are respected and valued, diversity is supported and nurtured, and no individual's cultural heritage is demeaned or trivialized. In recognition of the University of Iowa's Policy on Human Rights (Section II-3 of the University Operations Manual), the Department of Athletics hereby endorses the NCAA policy on Native American mascots and bans from its athletic facilities any mascot, music, dance, and other behaviors that have not received approval from the NCAA for the use of Native American mascots or other symbols or behaviors.

Finally, the Department of Athletics shall not schedule, where they have discretion, non-conference teams that have Native American mascots unless said mascot has

been approved by the NCAA pursuant to its Native American Policy and the waiver procedures promulgated there under. Because of contract and conference obligations, the University shall continue to compete against the University of Illinois but shall do so according to this policy on mascots. [Listing of NCAA Member Institutions Currently Using Native American Mascots](#)

D. Alumnae Games or Non-Collegiate Team Scrimmages

1. Waiver and Release of Liability

The University risk manager requires that anyone physically involved as a scrimmage participant who is not part of an established intercollegiate team sign a [Scrimmage Participant - Waiver and Release Form](#). If the participant is a minor (under 18 years of age), a parental signature is also required. Collection of signed releases shall be the responsibility of the Head Coach. This form may be used for any of the following situations:

- Alumnae contests where the team is entirely UI former student-athletes
- NCAA compliant scrimmages that involve youth teams, alumni, or adults in general

2. Uniform Issues for Alumni Game

The alumni may not utilize apparel from a sport's inventory but a gift (e.g., t-shirt) commemorating the event is fine providing the Sport Administrator approves the expenditure.

E. Travel Party Forms (Competition and Off-Site Practice Outside 30-mile Radius)

This will be the official form to submit to the Compliance Office prior to any away-from-home competition or any off-site practice outside of the the 30-mile radius. See [Compliance/Playing and Practice Seasons/ Travel Party Forms](#) and [Team Travel](#) for more information and procedures.