

For Use by Student-Athletes Requesting Off-site Exams

Dear Professor _____:

I am a student-athlete who is enrolled in your class this term. To be sure to meet your class requirements, I have compared my competition schedule to the class schedule, and I have found a potential conflict on one or more dates. Specifically, due to competition(s) on _____, I will not be on campus to take the exam(s) for your class during the scheduled time(s).

I am giving you this letter at the start of the quarter so that, 1) you might help me determine if my enrollment in this course this quarter is appropriate, and 2) if so, we can establish an arrangement for me to take the exam(s) in question. One option, following common University practice, is for you to allow my coach to administer the exam(s) to me while my team is away. If my coach is permitted to administer the exam(s) while my team is away, the test conditions will be distraction-free and confined to proper time limits, in accordance with the Honor Code. Other options might be for me to take the exam(s) either before I depart or after I return from my competition.

If you have any questions please feel free to contact me. You may also speak with Academic Director for Student-Athletes, Duane Voigt (duane.voigt@stanford.edu, (650)725-0790). If my participation in this event changes, I will inform you as soon as possible, and I will take the exam at its regularly scheduled time. Thank you for your understanding.

Sincerely,
