

**UNIVERSITY ATHLETICS ADVISORY COMMITTEE  
ANNUAL REPORT  
2002-2003 ACADEMIC YEAR**

The University Athletics Advisory Committee met six times in the 2002-3 academic year. At the first meeting the chair outlined the responsibilities of the committee according to the faculty manual as follows: *The committee shall consider those issues concerning the athletics policies that the Student Senate, Faculty Senate, Director of Athletics, President, or Board of Trustees refer to it. The chair shall communicate the committee's recommendations to the president and the organization or group that submitted the issue. The committee shall monitor the academic performance of all student-athletes. The chair shall obtain appropriate and relevant information regarding the academic eligibility and progress of student athletes.*

The chair suggested to the committee that it become somewhat proactive in looking into three major issues: (1) faculty response rates for interim student grade reports which had been reported to be extremely low, (2) transportation of injured students to class and, (3) an excused absence policy for students representing the University.

The meetings that followed were well attended by all members including: Dr. Mike Magee, Laura Massa, Tom Perry and Marlynn Jones from the athletic department. Drs. Harold Friedman, Venkat Lakshmi, Ed Aylward, Dorothy Disterhoff, and Bob Williams represented the faculty. Mr. Art Bahnmuller represented the Board Of Trustees and Drs. Susan VanHuss and subsequently Russ Pate were NCAA representatives.

As a result of persistent inquiry to the faculty by the Carolina Academic Resources and Enhancement, the faculty response rate for mid-semester grades improved so that those students in academic difficulty could be identified earlier and given appropriate resources to allow them to succeed in the classroom. Graduation rates and student grades for 2002-2003 were monitored and reviewed by the committee.

The policies for disabled and injured students and the van service were reviewed by the committee and found to be satisfactory (see attached).

Dr. Magee and his representatives reported to the committee on the progress of the athletic teams, SEC and NCAA policy changes, the NCAA scheduled review of our institution, the development and opening of the new Arena, and future plans for further building.

A large portion of the committee's time was devoted to changing the current student absence policy to provide for excused as well as unexcused absences from undergraduate classes. Two separate proposals were presented to the Faculty Senate (see attached). Commentary on the first proposal by the Faculty Senate led to withdrawal of the proposal and then after revision the policy was resubmitted. Opposition by several members of the Faculty Senate led to the proposal again being withdrawn in favor of another committee studying the issue as appointed by the Faculty Senate Steering Committee.

At the end of the second semester it was felt that all members of the committee had obtained improved understanding of the problems of student athletes. Several committee members participated in the awards banquet for student athlete scholarship.

Dr. Robert Williams was elected the new chairman of the committee for the academic year 2003-2004

Respectfully submitted,

Harold I Friedman, MD, PhD, Chairman  
USC University Athletics Advisory Committee 2002-2003

**The Office of Disability Services  
Policy and Procedures  
Adaptive Van Service**

**I. POLICY**

**The Adaptive Van Service (AVS) provides on-campus transportation to and from school-related activities for students who are mobility impaired as defined by the ADA and Section 504. This service is available for scheduled rides during the same hours as the Shuttlecock, the University-wide on-campus transportation system.**

**Students wishing to use the Adaptive Van Service must provide documentation of their disability to the Director of the Office of Disability Services (ODS). Students who are wheelchair or scooter users or those who have documented health conditions that limit the amount of walking they can do on campus are eligible to use AVS.**

**II. STUDENT RESPONSIBILITIES**

- A. Meet with the Transportation Coordinator prior to the beginning of classes each semester to schedule on-going transportation requests.**
- B. Schedule temporary rides at least 24 hours in advance.**
- C. Transportation to the AVS pick up points.**
- D. Transportation from the AVS drop off points.**
- E. Arrive at pick up point on time.**
- F. Wait at the designated points for at least 5 minutes after the scheduled pick up time.**
- G. Notify the Transportation Coordinator of any schedule changes.**
- H. Report any problems regarding the AVS to the Transportation Coordinator. Follow all rules and regulations of Transportation Services regarding the use of University vehicles.**

**III. OFFICE OF DISABILITY SERVICES RESPONSIBILITIES**

- A. Operate the AVS from 8:00 a.m. until 5:00 p.m., Monday through Friday.**
- B. Wait on students for 5 minutes before proceeding to the next pick up. Longer waits will disrupt the schedules of other students.**
- C. Hire and supply qualified drivers for the AVS.**
- D. Coordinate van maintenance with University Transportation Services.**
- E. In the event of vehicle breakdown, efforts will be made to contact students by phone to inform them of service disruption and the temporary measures available to them.**
- F. Provide each student a written copy of their schedule to include designated pick up and drop off times and places.**

**IV. SCHEDULING PROCEDURES**

- A. Provide documentation of disability to the Director of the ODS.**

- B. Provide written request for transportation to the Office of Disability Services prior to the beginning of each semester.**
- C. Meet with the Transportation Coordinator to set up transportation schedule.**
- D. Call the Transportation Coordinator 24 hours in advance for rides not on the AVS schedule.**
- E. Temporary rides will be provided when scheduling permits.**

#### **IV. COMPLAINT PROCEDURES**

- A. Immediate concerns will be handled by the ODS Transportation Coordinator who may be called at the Office of Disability Services.**
- B. Complaints that are not resolved by the Transportation Coordinator should be submitted in writing to the Director of the Office of Disability Services. After an investigation of the situation, the Director will respond in writing to the person submitting the complaint.**
- C. Students may appeal any decision of the Director of Disability Services in writing to the Director of Educational Support Services.**

#### **V. SANCTIONS**

- A. Students who violate any of the above policies will be given notice in writing of the violation and provided another copy of the policies and procedures manual.**
- B. Upon a second violation, AVS services for the student will be suspended until the student meets with the Director and the ODS Transportation Coordinator to discuss the violation and to put an action plan into place.**
- C. The Director of ODS and the ODS Transportation Coordinator, in conjunction with the student, will formulate an action plan to deter any additional violations. Documentation of the action plan will be placed in the student's file in the ODS office.**

#### **VI. SHUTTLECOCK**

**The Shuttlecock runs on campus from 8:00 a.m. until 5:00 p.m., Monday through Friday when classes are in session during the fall and spring semesters. The Campus Shuttlecock operates a designated route on campus with pickups at specific times and places. The Office of Disability Services will have the Shuttlecock schedule available to students when it is published by the University Transportation Services Office.**

#### **VII. DISSEMINATION OF POLICY**

- A. A copy of this policy is contained in the Policy and Procedure Manual in the Office of Disability Services.**
- B. Students may request a copy of this policy during regular office hours or access it via the ODS homepage on the Internet.**
- C. This policy may be requested in alternative format.**

**Report: University Athletics Advisory Committee (First)**

**Framework For A Policy For Excused/Unexcused Student Absences**

Definition of excused absence: A) An illness of the student or serious illness of a member of the student's immediate family. The instructor will indicate their policy requirements for verification of excused absences for illness either in the syllabus or verbally at the beginning of the course. B) The death of a member of the student's family. The instructor shall have the right to request appropriate verification. C) Trips for members of student organizations sponsored by an academic unit, trips for University classes, and trips for participation in school sponsored extracurricular events.

The following will elaborate on excused absences in category C:

- 1) The student must be representing the University in a school-sanctioned activity (e.g. debate team, orchestra, band, athletic event etc).
- 2) A list of the proposed days of absences must be provided to the instructor at the beginning of the semester by the sponsoring agency.
- 3) An exception to #2 would be participation in a University sponsored event that was not anticipated during the semester. In that case it is up to the individual sponsoring agency to notify the course faculty member about unexpected absence.
- 4) It is the responsibility of the student to meet with the course instructor or director and get appropriate study/lecture materials prior to the expected days of absence. It is the course director's responsibility to provide the student such materials. In the case of a missed lab, the student will make arrangements with the course director to make up the lab either before or after the excused absence.
- 5) It is the responsibility of the student to take any examination in the course (scheduled or otherwise) that would be missed because of the excused absence, either prior to, or at another date at the discretion of the instructor. It is the responsibility of the instructor to provide an opportunity for the student to either take the examination before the rest of the class, provide a make-up examination, or assign other course work in lieu of the examination.
- 6) Failure of a student(s), sponsoring faculty, or course instructor to comply with these policies will be reported to a committee designated by the Faculty Senate (Scholastic Standards and Petition Committee) only if the issues cannot be resolved by the parties involved. The committee will have a representative meet with the instructor and student(s) to resolve any dispute.

**Unexcused Student Absences**

Unexcused absences greater than 10% of the scheduled class sessions are excessive and the instructor may choose to exact a grade penalty for such absences.

**Proposal From: University Athletics Advisory Committee (Second)**

An amendment to the University Academic Bulletins:

Class Attendance

1. Students are obligated to complete all assigned work promptly, to attend class regularly, and to participate in whatever class discussion may occur.
2. The number of absences by a student shall be considered excessive, and the instructor may impose a grade penalty for the course whenever any of the following occur:
  - a) any combination of excused and unexcused absences for a student exceeds 20 percent of the class meetings for the term; or
  - b) the total number of unexcused absences exceeds 10 percent of the class meetings for the term.
3. An excused absence is defined as:
  - a) An illness of the student or serious illness of a member of the student's immediate family. (The instructor may require verification of this type of absence.)
  - b) The death of a member of the student's immediate family. (The instructor may require verification of this type of absence.)
  - c) Mandated trips for members of student organizations sponsored by an academic unit, trips for University classes, and required trips for participation in University sponsored extracurricular events. It is the student's responsibility to provide a list of these scheduled events to the instructor at the beginning of the term.

Any required make-up work, laboratory assignments, examinations, etc. shall be scheduled at the discretion of the instructor.

4. All absences other than excused absences are unexcused.
5. Faculty members should notify classes specifically of the attendance policy which they intend to follow in each class. If the instructor does not provide this notification, it is the student's responsibility to ascertain the instructor's attendance policy at the beginning of the semester. It is of particular importance that a student who anticipates absences in excess of 10 percent of the scheduled class sessions receive prior approval from the instructor before the last day to change schedule as published in the Master Schedule of Classes.