

Policy and Procedure

Department: Recreation & Wellnes	Section: Sport Clubs
Title: Verification Forms	Effective Date:
Authored by: Greg Durham	Approval Date:
Approved by:	Revision Date:
Type: [Departmental Policy]	

Purpose: The purpose of this policy is to inform students of the registrar/class exemption forms that are available to the as Sport Club Athletes.

Scope: This policy applies to all members of the Sport Club Community

Policy: See Attached.

Procedure: Participants should contact the captain of their sport club, the AD for Competitive Sports, or the governing body to

Accountability/Follow-up: What happens when a student fails to comply or is in violation of the policy/procedure? (e.g. If a student organization does not enter an event into CU Involved, they would be referred to the Office of Community Standards and Wellbeing for failure to comply with the event entry procedure.)

N/A

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Registrar Verification Forms

If a Sport Club's governing body requires that form be verified by the University Registrar, clubs are required to submit this form to the Assistant Director of Sport Clubs for approval with all information completely filled out. Please include a student's full name, and NetID to ensure correct identification and to prevent delays in completion. Forms should be submitted to the Assistant Director or Program Assistant at least two weeks in advance of needing the form completed. Failure to do so will not guarantee approval in time. Once completed by Sport Club Staff, you will pick up your form from the Recreation & Wellness Office.

****Do not submit these forms directly to the Registrar's office; they may not be accepted**

Travel Notification Letters

Sport Club competition is not considered an excused absence from classes. Sport Club officers should work to limit the number of classes that students will miss because of competitions.

The Competitive Sports Office can prepare Travel Notification Letters for any travelling club members, but excusal from class is at the discretion of the individual instructor. Any letters being submitted on behalf of a Sport Club MUST be submitted by Creighton Recreation or the SLIC – Please allow up to 10 days for these to be written and returned to you for your distribution to your members.