

**2007-2008  
Student-Athlete  
Handbook**



**One Goal...To Be the Best**

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# Campus Contacts Directory

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# Western Carolina University

## Role and Mission

Western Carolina University is a comprehensive university within the University of North Carolina, offering a broad array of undergraduate and graduate programs in the arts, sciences, and professions. The University serves the people of North Carolina from its residential main campus at Cullowhee, situated between the Blue Ridge and Great Smoky Mountains, and through its resident credit programs in Asheville and Cherokee.

### **Mission**

Teaching and learning constitute the central mission of Western Carolina University. The University seeks to create a community of scholarship in which the activities of its members are consistent with the highest standards of knowledge and practice in their disciplines.

The commitment of the community to service, research, and creative activities complements the central mission and extends the benefits of its scholarship to society. As a major public resource for Western North Carolina, the University assists individuals and agencies in the region through the expertise of its faculty, its staff, and its students.

### **Aspirations**

Western Carolina University aspires to provide an environment in which students, faculty, and staff jointly assume responsibility for learning, where free exchange of ideas, intellectual challenge, and high standards of scholarship prevail.

The University prepares students to become contributing and informed citizens in a global community. By working both independently and collaboratively, graduates of the University have demonstrated the knowledge, skills, and attitudes of an educated person, including:

- the ability to think critically, to communicate effectively, to identify and resolve problems reflectively, and to use information and technology responsibly;
- proficiency in the intellectual and technical skills of a disciplined study in the arts, sciences, or professions;
- an appreciation for the creative and performing arts; and
- a basis for continued personal development and life-long learning.

To encourage and protect the free and open interchange of ideas, the University strives to provide experiences that foster the development of respect among all its members toward the larger communities of which it is a part. Accordingly, the University encourages its students, faculty, and staff to display the following traits of citizenship:

- behavior characterized by honesty, integrity, and responsibility;
- service to others;
- awareness of and sensitivity to the concerns of diverse people and cultures; and
- commitment to stewardship of the natural and cultural environment.

# Department of Athletics

## Role and Mission

Western Carolina University is a member of the National Collegiate Athletic Association (NCAA) and the Southern Conference. Western participates in NCAA Division I for all sports except football, which competes in NCAA Division I-AA. WCU fields teams in baseball, men and women's basketball, men and women's cross country, football, men and women's golf, women's soccer, women's softball, women's tennis, men and women's indoor and outdoor track and field, and women's volleyball.

### ROLE AND MISSION STATEMENT

The Department of Athletics at Western Carolina University is an integral program of the institution and exists solely to complement the central University mission of teaching and learning. The University seeks to create a community of scholarship in which the activities of its members are consistent with the highest standards of knowledge and practice in their disciplines. The athletics program reflects this commitment to highest standards and shares the responsibility of achieving the goals of the University.

The activities of the athletics program provide an environment in which students, coaches, faculty, staff and administrators jointly assume the responsibility for the success on and off the field of play. The athletics program embraces the concept that student-athletes are first and foremost students -- possessing academic goals, personal interests, and vocational ambitions not unlike those of any other student. The athletics program complements other University programs by enhancing the educational, social, career and athletic opportunities of the students who participate in athletics. This environment also fosters a commitment to high standards of personal and professional conduct by all members of the athletic community manifested in the highest level of citizenship and sportsmanship.

Western Carolina University is committed to ensuring equitable participation and treatment of men and women of all races and ethnic origins. The athletics program actively promotes an environment in which fair and equitable distribution of athletic opportunities, benefits, and resources are available to all athletics program participants, and in which any person is free from discrimination.

The athletics program provides significant contributions to the University by enhancing loyalty to the alma mater, strengthening the pride and enthusiasm of alumni, fostering a strong sense of community, and serving as a positive public relations tool for the university.

### VISION STATEMENT

**Western Carolina University Athletics' vision is to be the best place for a student-athlete in the Southern Conference.**

The first question that this statement causes to surface is, "What does 'best place' mean?" For the Department of Athletics, it means all the following:

- **Academics**—Athletics will become the number one program among the public institutions in the Southern Conference (SoCon) for graduation rates for its student-athletes. Athletics is committed to ensuring that every student-athlete graduates. This means giving greater attention to the academic enhancement program, tutoring, and other means of coping with the additional pressures student-athletes face in balancing their academic and athletics goals.
- **Winning**—Athletics is committed to upgrading its competitiveness and dominating the SoCon in all sports by competing for and winning Conference championships and post-season competitions.
- **Support**—Athletics will foster support (financial and attendance) based on shared ownership among the following groups:
  1. University Administration
  2. Faculty/Staff
  3. Students
  4. Alumni
  5. Community
- **People**—Athletics personnel (including coaches, administration and support staff) are highly skilled and determined to help the student-athletes realize a meaningful and enjoyable experience during their tenure at WCU.
- **Life Skills**—Athletics maintains a vibrant Life Skills program which is a model in the SoCon. Support for this program continues to foster the growth of student-athletes by emphasizing the following commitments: academic excellence, athletic excellence, personnel development, career development and service.
- **Facilities**—Athletic facilities are comparable to, or better than, any other facilities within the SoCon.

- **Competition**—Athletics has enhanced its level of competition, thereby increasing the quality of play within the SoCon and the possibilities for post-season opportunities.
- **Attitude**—Athletics has developed a winning attitude. This sustained attitude, coupled with real success, has created a winning tradition for Western.
- **Gender and Minority Equity**—The athletics program reflects its commitment to ensuring equitable participation and treatment of men and women of all races and ethnic origins

## CORE VALUES

“Being the best place to be a student-athlete in the Southern Conference” will reflect the following core values:

- Winning Programs
- Academic Achievement
- Exceptional Sportsmanship and Integrity
- Contributing to Life Success of student-athletes
- Creating Institutional Loyalty and Support
- Enhancing Gender and Minority Equity

# Role of Student-Athletes

Participating in intercollegiate athletics at Western Carolina University is a unique privilege. As an intercollegiate athletics participant, student-athletes are expected to be responsible citizens in their respective community, utilizing opportunities and experiences to enhance educational pursuits and overall life skills. As such, each student-athlete has the responsibility to fulfill clear expectations including the following:

- Understanding that earning a degree is the primary goal of the student-athlete.
- Meeting all academic responsibilities to include the following:
  - Attend all classes
  - Completion of all assignments in a timely manner
  - Meeting with faculty, advisors and deans.
- Complying with all rules and regulations of the NCAA, the Southern Conference and the university, and an understanding that it is each student-athlete’s responsibility to be aware of the rules and regulations. If in doubt, ask your coach or administrator.
- Striving to be involved as a full-fledged member of the University community and making a strong effort to derive as much as possible from the educational experience. This includes establishing open and mature relationships with faculty and the student body at large.
- Understanding that the assumption of personal responsibility is at the heart of the educational experience, student-athletes function largely as representatives of the university, the Department of Athletics and their team, both within and outside the campus community. Due to the high profile nature of being an athlete at Western Carolina, student-athletes are held to high standards of behavioral expectations and ethical conduct. Student-athletes are expected to conduct themselves at all times in a manner that honors and complements themselves, their teammates, the Department of Athletics and the university.
- Refer to the Code of Ethical Conduct in the Student-Athlete Handbook for specific expectations.

# Sportsmanship Policy

## Statement of Policy and Purpose

It is the policy of Western Carolina University that all University athletic representatives (including student-athletes, managers, trainers and cheerleaders) must maintain the highest degree of credibility and decorum possible. All persons involved with intercollegiate athletics must make every attempt to conduct themselves in a manner as not to embarrass the institution by their actions. Behavior by institutional representatives that does not meet this standard and which has the potential of harming the reputation of the institution or any of its units is prohibited.

Good sportsmanship must be an integral part of every sport sponsored by Western Carolina University. The ethical environment of the university must assert and reflect primacy of human dignity, must encourage growth and achievement, and must insist on respect in all interpersonal relations. Fighting, taunting, trash-talking, profane and vulgar language, inappropriate "celebrations", and disrespectful attitude toward our opponents or officials will not be tolerated.

## Disciplinary Action within the Department of Athletics

The Director of Athletics and the Head Coach or Supervisor of the Activity will review each action of inappropriate and unethical behavior. At the sole discretion of the Director of Athletics, and depending on the severity of the incident, the following system of progressive discipline will be utilized to deal with the situation:

Oral Warning: The Director of Athletics, in consultation with the Head Coach or Supervisor of the Activity, shall review the incident and counsel the individual concerning his or her actions and future behavior. A private oral reprimand will be issued. The student may also be subject to discipline under the Student Code.

Written Warning: Recurrence of behavior previously identified, or in situations where conduct is of a highly offensive nature, the individual will be reprimanded with a written letter. Appropriate documentation will be placed in the individual's file. Other disciplinary action may be taken as deemed fit and proper by the Director of Athletics.

Suspension/Termination: In cases where conduct is of an inflammatory or violent nature, or in cases of conduct previously documented and for which the individual has been warned or counseled, the individual will be subject to disciplinary action up to and including suspension or termination.

## Southern Conference Sportsmanship Policies on Ejection

Any institutional personnel removed from a contest for any reason shall be immediately suspended from the next contest. A suspension is to be administered by the Director of Athletics with notification to the conference office. A second ejection shall carry a two-game suspension; a third ejection shall carry a four-game suspension, etc. Ejections are recorded over a participant's career, except as described below:

*A participant who completes two academic years without an ejection shall have their record cleared and returned to a one-game suspension penalty.*

## Distribution of Information

Each year at a designated meeting, all involved students will be required to sign this form stating their understanding of the University's policy concerning sportsmanship and ethical behavior. Students must sign this form to be a member of one of Western Carolina University's intercollegiate sports programs as a player or as a member of a support unit (Managers, Trainers, Cheerleaders).

I have read and have been explained Western Carolina University's policy on sportsmanship and ethical behavior. I realize my obligation in maintaining a positive image for Western Carolina University and its intercollegiate athletic program. I also understand that if my behavior is deemed inappropriate, I will receive disciplinary measures that may lead to my dismissal from my team.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

# Code of Ethical Conduct

Student-Athletes at Western Carolina University are subject to the regulations and procedures outlined in the institution's Catalogue, Student Handbook, and all other published material containing such regulations and procedures. WCU supports and enforces state and federal laws. In addition, student-athletes are subject to all rules and regulations required for individual participation on specific teams. Student-athletes are expected to be thoroughly familiar with institutional and departmental rules and regulations, including the Department of Intercollegiate Athletics' Code of Ethical Conduct.

If there is a breach in this Code of Ethical Conduct, in addition to university regulations, the following actions may be taken: disciplinary warning, probation, suspension, expulsion, and/or loss of athletics scholarship. Violations of the code of Ethical Conduct shall be referred for action to the Director of Athletics. In the event of a breach or suspected breach in the Code, the Director of Athletics shall ensure due process. Violations of the Code of Ethical Conduct indicating a problem of a serious nature for the student-athlete will incorporate evaluation and counseling by appropriate professionals.

## **Athletic Department/Team Rules**

- All head coaches of each sports program are responsible for developing, distributing and discussing rules by which the team will operate. Team rules are reviewed and approved by the Director of Athletics prior to their distribution.
- Team rules carry the same authority as all other regulations that govern the Department of Athletics and the university.
- Sanctions imposed for the violation of team rules are the responsibility of the head coach of each sports program, and will be consistent with the policies outlined in the Department of Athletics' Code of Ethical Conduct.
- If any student-athlete is involved in a fight or physical confrontation he or she will be suspended for at least one competition. The Department of Athletics' Administration and/or the Office of Student Affairs, as deemed appropriate after consultation with each other, will investigate each incident that is reported.
- Student-athletes are required to disclose if they are arrested or otherwise charged with a criminal offense by any law enforcement agency or any other incident that is subject to investigation by any law enforcement agency or student judicial affairs. Student-athletes must report this to their coach and the Compliance Director within 24 hours or they will be suspended from competition at the discretion of the Director of Athletics.
- Appropriate Academic Conduct (See Academics Program)

This Code of Ethical Conduct comprises the National Collegiate Athletic Association's (NCAA) Code of Ethical Conduct (Bylaws, Article 10) as well as the Western Carolina University Code of Student Conduct.

## **Unlawful Conduct**

- Each student is held responsible for adherence to **federal, state, and local law and regulations and University policies**. Those who fail in this responsibility will be subject to disciplinary action and/or referral for prosecution by government authorities.
- Any student charged with a felony is automatically suspended from the team, pending 1) Review by the Athletics Director and the Head Coach, or 2) Final judgment from the legal or student judicial system, at the discretion of the Athletics Director.
- If charged with a misdemeanor, the student-athlete will be automatically suspended from the team. This suspension may be appealed to a panel consisting of the Director of Athletics and the respective Head Coach and Sport Administrator.

## **Proper Conduct**

- Student-athletes are expected to conduct themselves at all times in a manner that honors and complements themselves, their teammates, the Department of Athletics, and the institution.
- Student-athletes are expected to respect the rights and responsibilities of others, including teammates, coaches, support personnel, member of the opponents' teams, officials and spectators, as well as all members, visitors, and constituents of the institution's community.
- Student-athletes are expected to assume the responsibility of meeting all academic and institutional obligations.

## **Improper Conduct**

Student-athletes are expected to refrain from the following prohibited activities (as outlined in the Western Carolina University Student Handbook, Code of Student Conduct, Article IV, Section B):

- Physical abuse, sexual abuse, verbal abuse, threats, intimidation, harassment, sexual harassment, stalking, coercion, and/or conduct which threatens or endangers the health and safety of any person.
- Attempted or actual theft of, and/or damage to, and/or littering of property of the university, property of a member of the university community, or other personal and public property.

- Use, possession or distribution of illegal drugs and/or alcoholic beverages (except as expressly permitted by the law and the university regulations), or public intoxication.
- Illegal or unauthorized possession of firearms, explosives, fireworks, other weapons or dangerous chemical on university premises.
- Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring, another person to breach the peace on university premises, or at functions sponsored by the university, or at functions in which members of the university community participate.

### **Harassment**

- Student-athletes are expected to be viable, contributing members of the Western Carolina University community. In a socially and culturally diverse community, student-athletes are expected to be sensitive to and respectful of the background, heritage, experiences and rights of all others.
- Harassment is defined as any act or verbiage that demeans, humiliates, or intimidates others.
- Harassment is unacceptable and will not be tolerated at Western Carolina University. Disciplinary measures will be taken regarding the violation of this policy.
- Victims of harassment are encouraged to contact the Department of Athletics personnel or the University Counseling Center.

### **Sexual Harassment and Sexual Assault**

- Sexual harassment is prohibited at Western Carolina University according to the Policy on Discriminatory Personal Conduct. Specifically: "Employees and students should be free from sexual harassment from any university employee in connection with any university relationship or activity. They should be free from the threat or promise of any consequence, whether negative or positive, because of how they respond to any sexual overture. They should be free from unwelcome sexual overtures in and of themselves. Thus, a single refusal by a university employee to cease sexual overtures, or a single attempt to impose adverse consequences or offer favorable ones in connection with any sexual overture, may be grounds for appropriate discipline, if warranted by the entire record and the totality of the circumstances. Equally, no student or employee should be favored or rewarded because he or she willingly enters into a sexual relationship with a university employee."
- Complaints from students about other students shall be handled in accordance with the student disciplinary rules. Reference: 2004-2005 Student Handbook: Article IV., Section B. 3, page 35; Article V., Sections A and B, pages 36-37. Complaints from students about university employees shall be made to the vice chancellor for student affairs or the Equal Opportunity Office.
- Sexual harassment is defined as any unwanted sexual advance, request for sexual favor, or other verbal or physical conduct of a sexual nature. Such behavior, even if perceived to be in jest, is unacceptable and will not be tolerated at Western Carolina University.
- Sexual assault is defined as an unwanted violating act forced upon an individual by a perpetrator. The perpetrator may or may not be known.
- On college campuses, date rape, which involves acquaintances or friends as opposed to strangers, is the more prevalent form of sexual assault. Just because two individuals know each other does not absolve one from acting without consent of the other; "no" means "no", regardless of the type of relationship that exists between two people.
- When one person acts in a manner unwanted by another, the unwanted act will be considered assault.
- Sexual assault is unacceptable and will not be tolerated at Western Carolina University. Complaints of sexual assault shall be handled according to the procedures outlined in the Code of Student Conduct (found in the WCU Student Handbook). Disciplinary measures will be taken regarding the violation of this policy.
- Victims of sexual harassment or sexual assault are encouraged to contact the Department of Athletics personnel or the University Counseling Center.

# Alcohol and Drug Education Program

The Western Carolina University Department of Athletics recognizes that drug and alcohol abuse is a significant problem in modern society. Specifically, the misuse or abuse of prescription drugs, non-medically indicated drugs, street drugs and alcohol have a negative effect on the performance of student-athletes, both in the classroom and in sports. Therefore, the Department of Athletics, in conjunction with Health Services, has established a drug and alcohol abuse prevention and screening program in order to allow its student-athletes to progress toward their athletics and academic goals in a drug free environment.

## **The Objectives of the Program are:**

- To educate the student-athlete concerning the physical, psychological, and social effects of drug and alcohol abuse.
- To identify through periodic testing those student-athletes who may be involved in drug or alcohol abuse.
- To provide a comprehensive counseling and rehabilitation program.

All student-athletes will be required to attend at least 3 mandatory seminars throughout the year, as part of an ongoing effort to educate student-athletes about the responsible use and potential dangers of alcohol consumption and drug abuse. Other programs will be presented on an elective basis as the need and/or availability of special speakers arises.

## **Alcohol Consumption**

Western Carolina University does not condone the illegal or irresponsible use of alcohol under any circumstances. State and federal regulations regarding alcohol use are expressly upheld. Specific sports programs may devise team policies regarding alcohol.

Student-athletes are prohibited from the consumption or influence of alcoholic beverages in connection with any team function. A team function (relative to this policy) is defined as any activity that incorporates the team, including but not limited to:

- Traveling to or from a site of competition
- Presence at a site of competition with the team, or as a representative of the team
- Presence at any athletics event, on or off campus
- Presence at any team or individual's practice
- Presence at any social function on or off campus with the team, or as a representative of the team, including recruiting visits

Disciplinary measures will be taken regarding the violation of this policy.

## **Drug Use**

Student-athletes are prohibited from illegal use of drugs, as defined by state, federal, and NCAA regulations. The illegal or unethical use of performance enhancing substances is also prohibited. Some of these drugs and substances include, but are not limited to: opiates, barbiturates, anabolic androgenic steroids, and/or masking agents.

For information about the mandatory drug testing refer to the Drug Testing Policy in the Student-Athlete Handbook.

# Drug Testing

This program is designed for the members of our intercollegiate athletic teams and cheerleader squads because drugs and athletics do not mix. This program is in addition to the drug education screening program required by the NCAA. The concept of the program is two-fold as follows:

First, many drugs, when used in connection with athletic activities or physical conditioning programs, pose serious risks to the health of the athlete. Symptoms of illness, temporary injury, addiction and even death may be caused by such drug use.

Second, the use of certain drugs temporarily may improve some types of athletic performance and, thereby, create an unfair competitive advantage for the person using them. Such uses of drugs violate the basic principles of sportsmanship.

Some of the drugs about which we are concerned are illegal (that is, the law forbids their sale, purchase, or possession). Some may be purchased lawfully "over the counter" in retail stores. But all of these drugs have one common factor, they are not compatible with the integrity of our athletic program, either because they pose a hazard to the health of the athlete or because they interfere with fair competition.

Thus, Western Carolina University does not permit anyone who engages in prohibited uses of drugs to participate in its intercollegiate athletics program. To become and remain a participant, a person must comply with the terms of this program on drug education, screening, counseling and the drug-screening program set forth by the NCAA. Accordingly, you should read these requirements carefully, and if you are willing to abide by them and the NCAA program you should sign your name at the place provided on the last page. If you decide not to sign, you will not be permitted to participate in the university intercollegiate athletic programs.

#### **A. Program Purposes**

The purpose of the drug education, screening and counseling program are (1) to help persons avoid improper involvement with drugs, by insuring that they are well informed about drugs and drug abuse; (2) to detect possible drug abuse through a screening program based on periodic testing designed to reveal the use of drugs; (3) to assist in the rehabilitation of persons found to be misusing drugs; and (4) finally, to disassociate from our athletic program any person who is found to have violated the requirements of this policy.

#### **B. Educational Activities**

The most important part of this program is the ongoing educational effort through which students may become thoroughly informed about the abuse of drugs. At least three times per year, meetings will be held to educate the members of the University Athletic Department and the cheerleaders, student-athletes, managers and student athletic trainers regarding drug abuse and related problems confronting administrators, and coaches. Cheerleaders and student-athletes are required to attend these meetings. The Athletic Director or his designee will individually counsel any cheerleader or student-athletes who miss a meeting.

#### **C. Prohibited Drug**

A student, during the period of his or her eligibility to participate in intercollegiate athletics, may not use the drugs specified on pages 25-26. Provided that if an otherwise prohibited drug is being used at the prescription of a physician, the athlete may continue to participate in athletics or cheerleading if (1) with respect to possible risk to the health of the athlete, the attending physician certifies in writing that specified athletic activity safely may be undertaken and the athlete executes a prescribed waiver which relieves Western Carolina University of any responsibility for illness or injury attributable to engagement in athletic activity while under the influence of the prescribed medication; and (2) with respect to possible performance-enhancing effects, the athlete's attending physician, in consultation with Western Carolina University medical and athletic authorities, can and does implement a schedule of medication that precludes such performance-enhancing effects during times relevant to intercollegiate athletic competition.

#### **D. Screening Programs**

By subscribing to this education, screening, and counseling program, a participating student agrees to submit to tests designed to reveal the use of any of the drugs listed on pages 25-26.

The basic test to be used for drug screening is a urinalysis, which is designed to reveal the presence of the drugs listed on pages 25-26. No such test will be administered unless the affected person first has signed a notice form. However, other types of tests from time to time may be utilized to determine the presence of other drugs listed on pages 25-26. A separate consent form must be signed before any test other than a urinalysis is conducted.

The testing based on urinalysis will be implemented as follows:

##### **1. When test will be administered:**

###### **a. Unannounced random testing**

All student-athletes and cheerleaders will be subject to periodic unannounced random testing. Specifically, on various occasions during the academic year, a percentage of the student-athletes and cheerleaders currently "in season" or in sanctioned training will be selected, at random, to be tested. The selection of individuals will be made through a blind drawing of names from the team rosters by the Drug Testing Company under contract with the University, upon notification from the Drug Testing Coordinator of the date on which the testing is to be conducted. The list of persons so selected for testing will be supplied by the Drug Testing Company under contract with the University to the Drug Testing Coordinator no later than 1:00 p.m. on the day prior to the scheduled testing. The Drug Testing Coordinator will give each Head Coach a written notice form no later than 2:00 p.m. the day of the scheduled testing of which student-athletes in that program will be tested. The Head Coach will in turn notify the selected student-athlete immediately after practice and/or workouts for the scheduled test. Such notification shall be accomplished by delivery to the selected student-athlete a copy of a signed statement, prepared by the Drug Testing Coordinator, listing the student who was duly selected, at random, to be tested on the date specified. The notification also shall include the time and location of the test. The student is required to sign and submit to the Head Coach, or his delegate, the form, thereby acknowledging receipt. Upon notification the student-athlete will be required to proceed to the drug testing site at the time scheduled on the notification form.

**b. Testing in response to individualized reasonable suspicion:**

Student-athletes or cheerleaders may be subject to testing at any time when, in the judgment of the Director of Athletics, there is reasonable cause to suspect the student is engaged in the use of any of the drugs prohibited by this policy. Such individualized reasonable suspicion may be based on information from any source deemed reliable by the Director of Athletics, including, but not limited to: (1) observed possession or use of substances that reasonably appear to be drugs of the type prohibited, (2) arrest or conviction from criminal offense related to the possession, use or trafficking in drugs of the type prohibited; (3) observed abnormal appearance, conduct or behavior, including unusual patterns of absence from training, classes or competition, reasonably interpreted as being caused by the use of drugs of the type prohibited.

Upon receipt of such information, the Director of Athletics or his delegate shall confer with University legal counsel and a medical representative in determining whether there is reasonable cause to suspect that the student is engaged in prohibited drug use. Individualized reasonable suspicion means: if the available facts were conveyed to a reasonable person unfamiliar with the student or the athletics program, that person would conclude that there is a factual basis for determining that the student is using a prohibited drug.

If individualized reasonable suspicion is found to exist, the Director of Athletics, or his designate, will meet with the student. At that meeting, the Director of Athletics or his designate will provide written notice specifying the date, time, and place at which the student will be tested unless the student provides an explanation for his behavior which is satisfactory to the Director of Athletics or his designate. The test will be conducted in accordance with the provisions of Section D.3. The consequences of failure to participate in, or cooperate with, such testing and the consequences of impermissible drug use discovered through such testing shall be the same as those applicable to unannounced random testing.

**2. Consequences of failure to participate in, or cooperate with, testing:**

- a. If the student declines to execute the required individual notification form, eligibility to participate in intercollegiate athletics will be cancelled for the balance of the academic year. The procedures prescribed in Section F apply to such a cancellation.
- b. If the student fails to appear at the designated time and place for testing, without a verified excuse acceptable to the Drug Testing Coordinator, eligibility to participate in intercollegiate athletics will be canceled for the balance of the academic year, subject to the procedures prescribed in Section F.
- c. If the student fails within a twenty four (24) hour period to produce a required urine specimen, eligibility to participate in intercollegiate athletics will be suspended for a period of one week or until the student produces the required specimen under conditions prescribed by the Drug Testing Coordinator, whichever is the lesser period of time. The period of suspension may be extended indefinitely upon failure to produce the required specimen on subsequently rescheduled testing dates. The procedures prescribed in Section F apply to any such suspension exceeding one week.

If the student fails within a twenty four (24) hour period to produce the required urine specimen, such failure shall be deemed to be an "occasion" of impermissible drug use within the meaning of Section E, for purposes of cumulating sanctions in response to multiple violations of this policy.

**3. Administration of Proposed Drug Screening Program**

- a. The University does not have facilities on campus to conduct drug testing. A third party contractor will perform actual testing. The University will also contract with a third party to collect as well as test the specimens.
- b. Collection and testing protocols must assure dependable procurement, identification, security, shipment, and testing of specimens. Testing of all specimens must be performed in a NIDA-certified laboratory.
- c. Actual collection and testing protocols shall be provided to the students being testing at any time before collection of specimens.
- d. Notification of results:
  - i. The University Physician will receive the test results and correlate the ID number with the screened athletes.
  - ii. The University Physician will then notify the Drug Testing Coordinator, the Athletic Director and the Head Coach of any positive results.

## **E. Consequences of Impermissible Drug Use**

When there has been a reliable determination of improper drug use during the period of the student's intercollegiate athletic eligibility, through verified positive test results, the student will be subject to the following requirements.

### **1. First occasion**

- a. Confidential meeting to evaluate the nature and extent of drug involvement.** The student will be required to meet privately with the Drug Testing Coordinator to ascertain the facts about the nature, extent and history of the problem. In eliciting information from the student, responses are to be oral, are not to be given under oath, and are to be revealed only to University officials, or appropriate persons authorized by the student. No other persons or agencies will be given information except in response to a valid subpoena or court order. The Drug Testing Coordinator, in conjunction with the University Physician, shall determine the nature and extent of institutional counseling and medical intervention that may be required as a condition to continued athletic eligibility. In the event that the nature of the individual's drug involvement is such that the Drug Testing Coordinator and the University Physician determine that counseling or medical intervention should occur before the student may continue to participate in athletics, the student may be suspended from athletic participation pending the results of counseling and/or medical intervention. Any such suspension may be imposed only in accordance with the procedures specified in Section F.
- b. Notification of parents.** Based on the involvement of drug use, if the student is a "dependent student", as defined in Section 152 of the Internal Revenue Code of 1954, his or her parents may be informed of the known facts concerning drug abuse and of the conditions to be imposed by the institution in response to those facts.
- c. Counseling and rehabilitation.** As a minimum, the student will have at least two personal counseling sessions with the Counseling Center Counselor. If the student fails to appear at the designated time and place for counseling required under this section, without a verified excuse acceptable to the Drug Testing Coordinator, eligibility to participate in intercollegiate athletics will be forfeited until the student appears at the counseling session, subject to the procedures prescribed in Section F.
- d. Follow-up testing.** The student will undergo follow-up testing, as often as once a week, for as long as is deemed appropriate by both a University Physician and the Drug Testing Coordinator, for the remainder of the intercollegiate athletic session, including sanctioned training. Adequate time will be allowed to lapse before follow-up testing to allow metabolism and/or excretion of the drug from the system.

### **2. Second occasion**

- a. Notification of parents.** If the student is a "dependent student", as defined in Section 152 of the Internal Revenue Code of 1954, his or her parents may be informed of the known facts concerning drug abuse and of the conditions to be imposed by the institution in response to those facts.
- b. Suspension or loss of eligibility.** The student will be suspended from participation in intercollegiate athletic activities for four (4) weeks; any such suspension may be imposed only in accordance with the procedures specified in Section F.
- c. Counseling and rehabilitation.** The student will undergo counseling at the direction of the Counseling Center for the duration of any period of suspension, and thereafter for as long as the Counselor deems appropriate. If the student fails to appear at the designated time and place for counseling required under this Section, without verified excuse acceptable to the Drug Testing Coordinator, eligibility to participate in intercollegiate athletics will be forfeited for the balance of the academic year, subject to the procedures prescribed in Section F.
- d. Follow-up testing.** During the period of suspension and at any time following reinstatement, the student will undergo follow-up testing, as often as once a week, for as long as is deemed appropriate by both the University Physician and the Drug Testing Coordinator. Adequate time will be allowed to elapse before follow-up testing to allow metabolism and/or excretion of the drug from the system.

### **3. Third occasion**

- a. Cancellation of eligibility.** The athletic eligibility of the student-athlete will be cancelled permanently, and the student-athlete will not be eligible for renewal of any athletic scholarship. Any such cancellation may be imposed only in accordance with the procedures specified in Section F.
- b. Notification of parents.** The parents of dependent students may be notified of any such cancellation of eligibility.

- c. **Counseling and rehabilitation.** If a student's eligibility has been cancelled, the student may seek assistance from established University counseling and medical resources otherwise available to students incident to their enrollment at WCU. Such services will not be initiated or supervised by the Athletic Department, since the student's affiliation with the athletic programs of the institution will have been terminated.

#### **F. Procedures for Imposing Serious Sanctions**

Sections D and E of this policy provide notice of circumstances under which suspension or cancellation of eligibility to participate in intercollegiate athletic activities may be imposed. Such sanctions may be imposed only in accordance with the procedures here prescribed.

- a. **Written notice.** Before any suspension or cancellation is imposed, the student will be given written notice, either personally or by registered mail, from the Athletic Director or his delegate, of the intention to suspend or cancel eligibility, of the reasons for the proposed actions, and of the right of the affected student to request a hearing before the proposed sanction is imposed, provided that the proposed sanction is based on a preliminary determination of improper drug use that may threaten the health of the student, athletic participation (training, practice or competition) shall be discontinued immediately, pending a medical determination of the fitness of the student to resume participation in athletic activities. This determination, designed to protect the health of the student, shall be made as promptly as possible. Information supplied by the student to medical personnel incident to making such a determination shall not be admissible in any institutional disciplinary process and shall be treated as privileged, within the context of the doctor-patient relationship.
- b. **Request for hearing or waiver of hearing.** A student may obtain a hearing by mailing or delivering a written request for a hearing to the Vice-Chancellor for Student Development within three (3) calendar days after receiving the written notice referred to in paragraph (a.), above. Following receipt of written notice, the student, however, may signify in writing his or her intention not to request a hearing, and the proposed sanctions may be imposed immediately, without recourse to any institutional grievance or appeals process. Failure to request a hearing in a timely fashion shall result in immediate imposition of the proposed sanctions and the termination of the student's right to appeal within the University.
- c. **Hearing.**
  - i. **Hearing Committee**

If an affected student requests a hearing, it shall be afforded before a committee consisting of three persons appointed by the Vice-Chancellor of Student Development; no officer, employee, or agent of the Athletic Department shall be eligible to serve on such a committee.
  - ii. **Conduct of hearing**

The hearing shall be convened within five (5) days after it is requested. The hearing shall be conducted in private, and only the members of the committee, the affected student and a person of his or her choice, and the Athletic Director or his delegate may attend, accompanied by a person of his or her choice, except for witnesses who are required to be present when giving testimony. The hearing shall be tape-recorded. The Director of Athletics, or his delegate, shall present evidence in support of the proposed suspension or cancellation. The affected student, accompanied by a person of his or her choice, shall have the right to be present to hear and review all evidence, and to present other evidence, including cross examination, in his or her own defense. The burden shall be on the Athletic Director to prove, by a preponderance of the evidence, that the conduct on which the proposed sanction is based in fact occurred. After hearing all such evidence, as is deemed relevant, the committee shall deliberate in private for the purpose of making findings of fact. The findings and conclusion shall be based exclusively on information supplied at the hearing. Within three (3) days after it concludes the hearing, the committee shall report its conclusions concerning the facts as well as providing the tape of the proceeding and all evidence collected, to the Vice-Chancellor of Student Development, who shall decide what sanctions, if any, shall be imposed in accordance with this policy. The Vice-Chancellor of Student Development shall notify the student and the Athletic Director of his/her decision in writing in a timely fashion.
  - iii. **Appeals**

The affected student may appeal the decision of the Vice-Chancellor of Student Development to the Chancellor within three (3) calendar days of receiving the Vice-Chancellor's decision. The Chancellor or his delegate shall conduct an inquiry to determine whether University policy has been followed and whether the Vice-Chancellor's decision is based upon substantial evidence. The Chancellor shall have complete discretion to determine what impacts, if any, a procedural error has upon the final determination. The Chancellor or his delegate shall notify the student and the Athletic Director of his/her decision in a timely fashion. Cancellation of eligibility (with attendant non-renewable of any athletic scholarship) may not be imposed until appeals through the level of the Chancellor have been concluded. Thereafter, the student may pursue such appeals as may be permitted by the provision of Section 501 c (4) of the Code of the University of North Carolina.



# Athletic Equipment Policy

Athletic equipment will be issued to student-athletes after student-athletes have been cleared to participate in intercollegiate athletics through the Director of Compliance and the head athletics trainer. Student-athletes accept responsibility for all issued equipment, whether stolen, lost, or damaged unless the condition warrants excuse. At the conclusion of the season, or as appropriate, all issued equipment must be returned to the issuing agent (head coach or equipment manager). Student-athletes who fail to return issued equipment will be billed for the cost of the equipment.

# Team Travel Policy

All team travel is scheduled and supervised by the head coach of each sports program. An itinerary, including departure and return dates and times, and the travel destination will be provided prior to departure. Head coaches assume all responsibility for the travel party from the point of departure to the point of return, or until student-athletes are released at the conclusion of competition as prior arrangements may dictate. Student-athletes who travel individually or as part of a team are expected to comport themselves in a manner that is complementary to themselves, their teammates and coaches, the Department of Athletics, and the university, and only if no classes will be missed.

For travel that conflicts with class schedules, student-athletes are required to notify professors one class period prior to the absence (or, preferably at the beginning of the semester). Such notification is made using the class absence letter, which is prepared by the Department of Athletics and signed by the Director of Athletics and the head coach. Head coaches will provide student-athletes with the class absence letter. Even though the class absence letter is provided, it is ultimately up to the individual faculty member as to whether they will consider the absence "excused".

*The head coach of each sports program will determine dress code for team travel. As representatives of the University, student-athletes are expected to project an image befitting such a role. **During the academic term injured student-athletes will not be allowed to travel with the team. Only in extenuating circumstances with permission from the Director of Athletics, shall an injured student-athlete be allowed to travel, and only if no classes will be missed.***

# NCAA Transfer Requests Policy

Requests for transfer must be made in writing to the Director of Athletics.

Only requests for transfer to specific institutions will be reviewed. Transfer requests to Southern Conference schools and common opponents will not be granted. If such requests are denied, an appeals hearing will be granted as required by the NCAA.

# Student-Athlete Grievance and Appeal Procedure

## Policy

Western Carolina University (WCU) is committed to ensuring the welfare of its student-athletes. The policies and procedures set forth below are to be used when a student-athlete wants to obtain a review of a decision affecting the student-athlete's scholarships or awards, or potential transfers to other colleges and universities, and shall be published in the Student-Athlete Handbook.

## Procedure

### I. Notification of Certain Adverse Decisions

#### A. Cancellation, Reduction or Non-renewal of Athletic Scholarships

If a decision is made to cancel, reduce, or not renew the scholarship or award of a student-athlete, the Athletic Director shall forward his/her decision to change the status of the student-athlete to the Financial Aid Office for review. The Financial Aid Office shall review relevant information to determine whether the decision, if implemented, would violate any NCAA or WCU guideline, rule, regulation, or policy. If the Financial Aid Office determines that there is no violation of any NCAA or WCU guideline, rule, regulation, or policy, the Financial Aid Office shall provide written notice to the student-athlete of the adverse decision along with a summary of the student-athlete's rights to an appeal, with a copy to the Athletic Director.

#### B. Transfer Request Denials

If a decision is made to deny the transfer request of a student-athlete, the Athletic Director shall provide written notice to the student-athlete of the adverse decision along with a summary of the student-athlete's rights to an appeal.

### II. Appeal of Administrative Decisions

The student-athlete may appeal an adverse decision referenced in I.A or I.B above by providing a written notice of appeal to the Faculty Athletics Representative, with a copy to the Athletic Director, within fifteen (15) calendar days after receipt of the adverse decision referenced in I.A or I.B above, or within fifteen (15) calendar days after the student otherwise becomes aware of the act or decision giving rise to the appeal.

The written notice of appeal must include the following: (1) a summary of the student-athlete's grievance/objection, including facts and circumstances which support the student-athlete's position; and (2) the grounds for the appeal. The grounds for appeal are limited to the following: (1) there was a failure on the part of the Athletic Department and/or other administrative authority to comply with NCAA or WCU guidelines, rules, regulations, or policies; (2) the decision was arbitrary and unfair; or (3) the decision was not supported by the evidence.

### III. Student-Athlete Grievance Committee/Membership and Chair

Upon receipt of the student-athlete's notice of appeal, the Faculty Athletics Representative shall immediately arrange for the appointment of the Student-Athlete Grievance Committee. The Committee shall be comprised of five (5) members and shall include the following individuals: (1) a representative from Admissions (appointed by the Director of that office); (2) a representative from Student Affairs (appointed by the Vice Chancellor of that division); (3) a faculty member of the Athletics Committee (appointed by the chair of that committee); and (4) one (1) male and one (1) female member of the Student-athlete Advisory Council (appointed by the chair of the council).

No member of the Committee may have prior knowledge of the student-athlete's grievance or be a teammate of the grieving party.

The faculty member of the Committee shall be designated by the Committee as the Chair and shall be the presiding officer at the hearing. The Chair shall act to ensure that all participants in a hearing have a reasonable opportunity to be heard, and shall maintain the integrity of this student-athlete grievance and appeal procedure and other applicable NCAA or WCU guidelines, rules, regulations, and policies.

### IV. Student Grievance Appeal Hearing Procedures

The student-athlete shall have an opportunity to have his/her grievance heard by the full Committee. The Chair shall schedule a hearing as soon as practicable, but in no event later than twenty (20) calendar days following receipt of the student-athlete's notice of appeal. In the event the student-athlete does not attend the hearing, he/she shall be deemed to have waived his/her right to a hearing.

The hearing shall be informal, and the rules of evidence shall not apply. The Chair has the authority to reject evidence that is redundant or has no relevance to the matters at issue. The hearing will be private. Attorneys are not permitted to participate at the hearing; however, the student-athlete may designate one (1) advisor to provide assistance. The advisor may not speak or participate directly at the hearing.

The student-athlete shall present his/her evidence first. The Athletic Director and/or other administrative authority shall then have the opportunity to respond. Rebuttal evidence may be allowed at the discretion of the Chair. The student-athlete and the Athletic Director and/or other administrative authority shall each have the opportunity to present the testimony of witnesses and other evidence, to cross examine witnesses, and to examine any or all documentary evidence. Committee members may directly question either party or any witness. The Chair shall ensure that a record of the hearing is made. Upon request, a copy of the record shall be furnished to the student-athlete at a reasonable cost.

The full Committee shall deliberate privately and shall consider only the evidence presented at the hearing. The decision of the Committee shall be by majority vote (3 of 5 votes) of the members present at the hearing, and shall be supported by a preponderance of the evidence. The Chair shall provide written notice of the Committee's decision, which shall include the factual basis for such decision, to the student-athlete within fifteen (15) calendar days following the conclusion of the hearing. The decision of the Committee shall be final and non-reviewable.

V. Reporting Requirement

At the conclusion of each academic year, the Faculty Athletics Representative shall report to the Chancellor concerning the frequency and nature of any and all student-athlete grievance appeals.

## Social Networking Sites Policy

Student-athletes must be concerned with any behavior that might embarrass themselves, their teams, and/or the University. *This includes any activities conducted online.*

Western Carolina University recognizes individuals' expression of first amendment rights of free speech, including participation online social networking sites (e.g. Myspace, Facebook, Friendstar, Xanga, Bebo, etc).

The University and Athletics Department does not place any restrictions on the use of these sites by student-athletes. We remind you that as a member of the WCU Intercollegiate Athletics Department, you are a representative of the university and always in the public eye. Please keep the following points in mind as you participate on social networking web sites.

- Before participating in any online community, understand that anything posted online is available to anyone on the planet. Any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site.
- Do not post information, photos, or other items online that could embarrass you, your team or the University. This includes information, photos and items that may be posted by others on your page.
- Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes, while others want to get close to student-athletes to give them a sense of membership in the team.
- Exercise caution as to what information you post on your website about your whereabouts or plans. You could be opening yourself up to predators such as stalkers, rapists and thieves.
- The University, including coaches and administrators, has the right to monitor these web sites.
- That student-athletes could face discipline and even dismissal for violation of the standards or philosophies of the University, the Athletics Department and/or the NCAA.

# Policies and Procedures for Campus Visits

To assure a positive experience for prospective student-athletes during a campus visit, the following policies and procedures shall as followed:

## **Campus Visit Education Sessions**

Educational sessions for individuals hosting prospective student-athletes during campus visits shall be on a semi-annual basis. The Director of Athletics or designee(s) shall present the department's policies, procedures, NCAA Regulations and any pertinent information including information on sexual conduct, assault or harassment.

## **Coaches Responsibilities for Campus Visits**

The sport coaching staff shall be responsible for all campus visits. Inclusive of assuring, all forms for visits are completed, signed and submitted to the Senior Associate Athletic Director for Internal Affairs and Administrative Assistant. Monies for Student Host, meals and travel, are receipted and distributed. Student-athlete and student host regulations are communicated to the appropriate individuals. If a curfew is administered, the coaching staff is responsible for checking curfew.

## **Campus Visits**

During campus visits, only student-athletes from your sport with eligibility remaining shall be used as a host. All student-athletes shall be required to attend a campus visit educational session before serving as a host.

Prior to a campus visit, the student-athlete shall understand and sign the Student Host instruction/receipt form. In addition, they shall be presented with a Student Host card that contains guidelines and rules for the visit.

During campus visits, prospective student-athletes shall be prohibited from involvement in the following activities:

- a) Being supplied with or partaking of alcohol or an illegal substance.
- b) Involvement in a situation that could constitute inappropriate sexual conduct, assault or harassment.
- c) Excessive meals and transportation, including transportation outside a 30-mile radius.
- d) Use of escorts, exotic dancers, and adult entertainment
- e) Activities or events at any location that may cause a perception of impropriety

In addition, to create a positive visit, the host student-athlete shall assure the following:

- a) Treat the prospective student-athlete as you would want to be treated in an unfamiliar environment.
- b) Be certain that the prospect always knows how and where to reach you should you become separated.
- c) If you have been assigned to host a specific prospect for an overnight visit, you are obligated to make sure that the prospect spends the night in the assigned location.
- d) If a curfew is specified, assure it is adhered.

## **Official Visit Exit Interviews**

At the conclusion of an official visit, a formal exit interview with the prospective student-athlete to obtain information concerning the visit, including the description of activities experienced during the visit will be required. In addition, before the prospective student-athlete's exit interview, a coach will seek information from the student-athlete host concerning the visit, including the description of activities experienced during the visit.

Any concerns obtained during the exit interview process shall be forwarded immediately to Senior Administrative staff.

## **Violations of Campus Visit Policies and Procedures**

During or at the conclusion of a campus visit, if it is felt that a violation of the Campus Visit Policies and Procedures has occurred, it shall be reported to a Department of Athletics, Senior Management Staff and ultimately to the Director of Athletics. The Director of Athletics shall commence with an investigation procedure outlined in the Department's Compliance Manual.

The Director of Athletics may inform the Chancellor and University Legal Counsel prior to administering sanctions for violations of the Campus Visit Policies and Procedures. The sanctions may incorporate, but are not limited to, all parties involved including the coaching staff.

*Possible Internal Sanctions include:* Suspension from coaching duties including recruiting, loss of coaching duties, and termination of employment. For student-athlete host, possible sanctions include: suspension from competition, suspension from team, reduction or loss of athletic aid, and/or university sanctions. *(Adopted 05/01/04, Effective 08/01/04)*

# Financial Aid

All financial aid, including athletically and non-athletically related grants-in-aid, is issued to all entering and enrolled students and student-athletes through the Office of Financial Aid. The Office of Financial Aid is solely responsible for issuing financial aid awards.

Student-athletes are permitted: scholarships, grants, tuition waivers, employee dependent tuition benefits, loans from legitimate financial institutions, on-campus employment, aid from government or private sources for which the institution is responsible for selecting the recipient or determining the amount of aid, or providing matching or supplementary funds for a previously determined recipient; off-campus employment earnings, and for student-athletes recruited by the institution; financial aid awarded through an established and continuing outside program up to the full cost of the program. **All sources of financial aid must be reported to the Western Carolina University Office of Financial Aid.**

A financial aid award which is given to a student-athlete based on athletic ability or sports performance is considered an athletic grant. According to NCAA regulations, athletic grants are limited to bona fide educational expenses including tuition, fees, room, and board. **An athletic grant-in-aid is awarded for one academic year and may be renewed each year for the remainder of eligibility.** Changes in athletically related financial aid awards require written notification to student-athletes prior to July 1 of each year.

## **Student-athletes are eligible to receive athletically related financial aid provided:**

- Academic eligibility meets initial eligibility and satisfactory progress requirements.
- Team, department, institution, conference and NCAA guidelines and policies are upheld.
- Active participation on the team and in the institution is maintained.

## **Conditions that may cause your athletic grant to be reduced or cancelled:**

- Failing to make satisfactory progress in the course of study.
- Misrepresentation of any information on the admission application, financial aid agreement, Letter of Intent, or NCAA Student-Athlete Statement.
- Engaging in misconduct and are placed on probation by the regular student disciplinary authority, which prohibits participation in athletics.
- Voluntary withdrawal. (This could result in your athletics grant-in-aid being prorated for the balance of the academic year.
- Discontinuing your participation in activities required (practice, strength training, rehab, etc.) in the sports you've received your athletic grant in.
- Completion of eligibility

## **Conditions that cannot reduce or cancel your athletic grant during the academic year:**

- Due to injury or illness over the period during the length of the term of the grant-in-aid award. Student-athletes who incur injury must, however, abide by all team, institution, conference and NCAA regulations.
- Athletic ability, performance or contribution to a team's success

## **Southern Conference Student-Athlete Special Assistance Fund:**

- The Financial Aid Office will determine who is eligible to receive monies from the special assistance fund.

# NCAA Eligibility Policy

- Prior to the first date of athletics participation, student-athletes must be cleared for participation through the office of the Director of Compliance.
- Institutional, conference and NCAA regulations will be reviewed to ensure compliance.
- Student-athletes will be required to read, discuss and sign the Student-Athlete Sportsmanship agreement and the Drug Testing Consent form prior to participation.
- Student-athletes are permitted four seasons of intercollegiate competition in any one sport. The seasons of intercollegiate competition must be completed within five calendar years from the beginning of the first semester registered for a minimum full-time program of studies in a collegiate institution.
- Student-athletes must demonstrate satisfactory progress toward degree requirements.
- Student-athletes are not permitted to participate as a member in any non-collegiate, all-star, or amateur competition in their sport except as approved by the NCAA. Such participation could compromise intercollegiate athletics eligibility. For questions regarding outside competition, consult with the Director of Compliance.  
(Adopted 07-19-04, Effective 08-01-04)

# Practice and Playing Season Regulations

## Team Participation

Participation on a team and participation in a contest is up to the discretion of the Head Coach of that team.

## Time Limits for Countable Athletically-Related Activities:

### During the Playing Season:

*Maximum* 4 hours per calendar day, 20 hours per week.

*Day Off* Mandatory 1 day off per week.

*Competition* Equals 3 hours (regardless of length of competition), no practice allowed after competition.

*Class Time* Class time shall not be missed for practice activities or game day activities not part of the official competition schedule except when a team is traveling to an away contest and the practice is in conjunction with the contest.

### Outside the Playing Season (During the Academic Year Only):

*Maximum* 8 hours per week (of which not more than two hours per week may be spent on individual skill-related instruction).

*Note:* Weight training and conditioning drills that may stimulate game activities are permissible, provided no offensive or defensive alignments are set up and no equipment related to the sport are utilized. These are the only team related activities allowed that are required by, supervised by, or held at the direction of a coaching staff member.

## Countable Athletically-Related Activities:

### During the Playing Season:

*Competition* All competition and any associated athletically related activities on the day of competition shall count as three hours regardless of actual duration of these activities. Practice may not be conducted following competition.

*Practice* Any meeting, activity or instruction involving sports-related information and having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member or members of an institution's coaching staff.

*Practice includes the following:*

- Field, floor or on-court activity
- Setting up offensive or defensive alignment
- Chalk Talk
- Lecture on, or discussion of, strategy related to the sport
- Activities using equipment related to the sport
- Discussions or review of game films, motion pictures or videotapes related to the sport

*Weight Training* Any weight training or conditioning held at the direction of, supervised by, or required by an institutional staff member.

*Meetings* Any meeting held by any member of the coaching staff regarding athletically-related matters (i.e. chalk talks, lectures on strategy, films)

*Individual Workout* Any individual workout required or supervised by a member of the coaching staff

### Summer Activities:

*Individual Sports* – Individual workout sessions with the coach are allowed provided the assistance was requested by the student-athlete.

*Team Sports* – Practice, weight training or conditioning activities required or supervised by a coach (including voluntary activities) are prohibited.

*Summer Use of Weight Room Facilities* – Student-athletes are permitted to use the weight room facilities during the summer regular scheduled times posted by the weight room. All such conditioning activities are **voluntary**. The coaches may have expectations or goals for you in the summer, but they may not require you to work out. You may not meet with your coaches to watch films or discuss athletically related topics.

# Hardship and Redshirt Status

A student-athlete may be granted an additional year of competition by the conference or the Committee on Student-Athlete Reinstatement for reasons of “hardship”.

**Hardship is defined as an incapacity resulting from an injury or illness that has occurred under the following conditions:**

- The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institution.
- The injury occurred in the first half of your team’s playing season.
- The injury occurred when the student-athlete had not participated in more than 20 percent of the teams scheduled games.
- The injury must have been severe enough that you were not medically able to return to the team for the remainder of the season.

Hardship status must be certified by the Department of Athletics and the team physician and must be approved by the Southern Conference. If a hardship waiver is approved, you will be granted an extra year of eligibility in your sport.

Redshirt status occurs if you do not participate in any outside competition in your sport during the school year. If you do practice but do not play in any scrimmages, exhibitions or games, you may be eligible for a redshirt year.

## Extra Benefits

An extra benefit is any special arrangement made by an institutional employee or a representative of the institution’s athletics interest to provide a student-athlete or the student-athlete’s relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to a University student or their relatives or friends or to a particular segment of the student body (i.e. foreign students, minority students) determined on a basis unrelated to athletics ability.

**Extra Benefits Include Some of the Following Examples:**

- Use of cars
- Meals outside the home
- More than occasional family meal
- Gifts (Material and Monetary)
- Loan of Money
- Signing or cosigning a note with an outside agency to arrange a loan
- Housing arrangements for families of student-athletes when they visit the campus
- Long distance telephone calls not paid for by the student-athletes

# Tobacco Policy

Western Carolina University Department of Athletics does not condone the use of tobacco. Tobacco use may result in a physical dependency on nicotine. The negative effects of tobacco use are well documented in high incidences of oral, lung and other forms of cancer. Smokeless tobacco (chew, dip, spit, snuff, etc) is included in this policy.

The use of tobacco is prohibited in connection with any intercollegiate team function. A team function is defined as any activity that is held as a team whether it is AEP, meetings, practices, games, or informal workouts on or off the grounds of Western Carolina University.

Western Carolina University Department of Athletics also strongly encourages its student-athletes to abstain from tobacco use in their private lives.

## **NCAA Legislation Prohibits Use of Tobacco Products**

### **17.1.7 Use of Tobacco Products by Student-Athletes**

The use of tobacco products by a student-athlete is prohibited during **practice** and **competition**. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

*(Adopted: 1/11/94 effective 8/1/94)*

# Gambling

Staff members of a member conference, staff members of the Department of Athletics of a member institution and student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletic competition
- Solicit a bet on Western Carolina University or any other intercollegiate team
- Accept a bet on any team representing the institution
- Solicit or accept a bet on any intercollegiate competition for any item (i.e. cash, shirt, dinner that has tangible value)
- As prohibited by the NCAA, participating in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling

Disciplinary measures will be taken regarding the violation of this policy.

# Amateurism and Sports Agents

An individual loses amateur status, and thus shall not be eligible for intercollegiate competition in a particular sport, if the individual:

- Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport
- Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation
- Signs a contract of commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received
- Receives, directly or indirectly, a salary reimbursement of expenses or any other form of financial assistance from a professional sports organization based upon athletics skill or participation
- Competes on any professional athletics team and knows (or had reason to know) that the team is a professional athletics team, even if no pay or remuneration for expenses was received
- Enters into a professional draft
- Accepts money, transportation, or other benefits from an agent (This includes parents)
- Agreed to have an agent market your athletics ability or reputation in your sport

Student-athletes are prohibited from entering into any form of agreement with a sports agent for the purpose of negotiating a future professional sports contract prior to the completion of intercollegiate athletics eligibility. **Student-athletes will automatically become ineligible to participate in intercollegiate athletics if such a relationship is formed with a sports agent.** Unless a sports agent gives prior written notice to the Director of Athletics, such an agent cannot contact student-athletes regarding a professional contract before the end of the student-athlete's final season of play.

Student-athletes who accept any form of benefit (including transportation) from a sports agent, friend, relative or spokesperson of a sports agent, or any other individual interested in marketing student-athletes athletic ability or reputation will automatically become ineligible to participate in intercollegiate athletics.

Student-athletes are encouraged to discuss these matters with the Director of Compliance, and to inform the Director of Athletics of decisions made concerning intercollegiate athletics eligibility.

## Complimentary Athletics Event Admission Policy

The NCAA permits student-athletes to receive up to four (4) complimentary admissions to each home contest in the sport in which student-athletes participate. Prior to each home event, student-athletes must provide a list to their coach of the first and last names of those who will receive the complimentary admissions. No changes can be made once the list has been turned into the ticket office. Complimentary admissions admittees will report to a designated ticket stand to receive tickets. Identification and signature will be required to receive tickets.

As students of Western Carolina University, admission to all athletics events is made possible through the student activity fee. Students showing a current CatCard, permits admission to these events.

# NCAA Drug Screening Program

All student-athletes are required to consent to NCAA Random Drug testing as required by NCAA Constitution 3.2.4.6 and NCAA Bylaws 12.1.4 and 30.5. Any questions should be directed to the Drug Testing Coordinator and/or Director of Athletics. Refer to NCAA Banned Drugs below for a list of drugs detected in the screening.

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety) for the current list. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. **No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.**

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s team physician or athletic trainer for further information.

The following is a list of banned-drug classes, **with examples of substances under each class:**

**(a) Stimulants:**

amiphenazole	methylenedioxyamphetamine
amphetamine	(MDMA, ecstasy)
bemigrade	methylphenidate
benzphetamine	nikethamide
bromantan	pemoline
caffeine <sup>1</sup> (guarana)	pentetrazol
chlorphentermine	phendimetrazine
cocaine	phenmetrazine
cropropamide	phentermine
crothetamide	phenylephrine
diethylpropion	phenylpropanolamine (ppa)
dimethylamphetamine	picrotoxine
doxapram	pipradol
ephedrine	prolintane
(ephedra, ma huang)	strychnine
ethamivan	synephrine
ethylamphetamine	(citrus aurantium, zhi shi, bitter orange)
fencamfamine	<b>and related compounds</b>
meclofenoxate	
methamphetamine	

**(b) Anabolic Agents:**

<b><u>anabolic steroids</u></b>	
androstenediol	methyltestosterone
androstenedione	nandrolone
boldenone	norandrostenediol
clostebol	norandrostenedione
dehydrochlormethyl- testosterone	norethandrolone
dehydroepiandro- sterone (DHEA)	oxandrolone
dihydrotestosterone (DHT)	oxymesterone
dromostanolone	oxymetholone
epitrenbolone	stanozolol
fluoxymesterone	testosterone <sup>2</sup>
gestrinone	tetrahydrogestrinone (THG)
mesterolone	trenbolone
	<b>and related compounds</b>

**(c) Substances Banned for Specific Sports:**

Rifle:

alcohol	pindolol
atenolol	propranolol
metoprolol	timolol
nadolol	<b>and related compounds</b>

**(d) Diuretics:**

acetazolamide	hydrochlorothiazide
bendroflumethiazide	hydroflumethiazide
benzhiamide	methylclothiazide
bumetanide	metolazone
chlorothiazide	polythiazide
chlorthalidone	quinethazone
ethacrynic acid	spironolactone
flumethiazide	triamterene
furosemide	trichlormethiazide
	<b>and related compounds</b>

**(e) Street Drugs:**

heroin	tetrahydrocannabinol
marijuana <sup>3</sup>	(THC) <sup>3</sup>

**(f) Peptide Hormones and Analogues :**

corticotrophin (ACTH)  
human chorionic gonadotrophin (hCG)  
leutenizing hormone (LH)  
growth hormone(HGH, somatotrophin)  
insulin like growth hormone (IGF-1)

**All the respective releasing factors of the above-mentioned substances also are banned:**

erythropoietin (EPO)    sermorelin  
darbypoetin

**(g) Definitions of positive depends on the following:**

<sup>1</sup>for caffeine—if the concentration in urine exceeds 15 micrograms/ml.

<sup>2</sup>for testosterone—if the administration of testosterone or use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

<sup>3</sup>for marijuana and THC—if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

# Academic Eligibility for Athletics Participation

## Initial (Freshman) Athletics Eligibility.

NCAA Division I institutions must ensure that incoming freshman meet specific academic requirements prior to receiving athletically related financial aid, and prior to practicing or competing in intercollegiate athletics. The NCAA Clearinghouse must certify all student-athletes entering the institution as full-time freshmen. Please contact the Clearinghouse with questions about the certification process:

**NCAA Clearinghouse**  
**Post Office Box 4044**  
**Iowa City, Iowa 52243-4044**  
**Phone: (319) 337-1492**

## Academic Standing

To be eligible to represent Western Carolina University in intercollegiate athletics competition, a student-athlete must remain in good academic standing. To be in good academic standing, a student must have a grade-point average of 2.00 earned on the total quality points. A student with a grade-point average lower than 2.0 will be placed on “**Academic Probation.**” A student on academic probation for two consecutive terms is placed on “**Academic Suspension.**” A student not in good academic standing is not eligible for graduation. Students on academic probation are eligible to attend the university but are not in good standing. First semester freshmen and new transfers who earn a cumulative grade point average of 1.99-1.00 at the end of their first semester may return to the University for their second semester only if they choose to participate in the Learning Contract program. A student-athlete who is not in good academic standing will only be allowed to participate in their primary sport. In addition, their participation in their primary sport may be on a limited basis which will be determined by the Director of Athletics. A cumulative GPA of 2.0 must be obtained before they can participate in another sport.

## Academic Probation

Students are placed on academic probation each time their cumulative WCU grade point average (GPA) falls below 2.00. At the end of the term of academic probation, students must achieve one of the following:

- a. Raise the cumulative GPA to good standing (2.0) (while taking any number of hours), **or**
- b. Earn a minimum 2.30 GPA on a full-time academic load during the probationary term.

Failure to achieve one of the above academic criteria will result in academic suspension. In addition to the above criteria, first semester freshmen and new transfer students who are placed on academic probation must meet specific guidelines in order to enroll in the University.

## Academic Probation for Freshmen and Transfers

First semester freshmen and new transfers who earn a cumulative grade point average of 1.99-1.00 at the end of their first semester may return to the University for their second semester only if they choose to participate in the Learning Contract program.

## Learning Contract Program

If you agree to continue your enrollment at WCU for the subsequent semester, then **you must register online for LC 101: College Success Seminar**. Failure to participate in the Learning Contract Program will make you ineligible to enroll in the University. By enrolling in LC 101: College Success Seminar, you are agreeing to participate in the Learning Contract program and understand the following:

### Grading:

- You are required to take LC 101 because you were placed on Academic Probation after your first semester at WCU
- LC 101 is a non-credit course
- LC 101 is graded Satisfactory/Unsatisfactory

### Attendance:

- Must attend **all** LC 101 class sessions
- Must attend all appointments scheduled with your LC 101 instructor
- Expected to complete all required LC 101 course assignments on time and be an active participant in class
- Any absence or missed appointment will result in your immediate suspension from the University for the remainder of the semester. You will be administratively withdrawn from the University and will not be eligible to return until the following semester.
- If circumstances beyond your control cause you to miss a LC 101 class or instructor appointment, you can appeal in writing within 24 hours of the absence or missed appt to Janina DeHart in the Advising Center.
- It is your responsibility to be aware of your noncompliance with LC 101 course requirements.

**Other Conditions:**

- Any of the offices, athletic units or academic departments at WCU with which you are connected may be contacted and questioned regarding your progress, use of resources, etc. This also includes your parents and/or guardians who may contact or be contacted by your advisor and/or LC 101 instructor.
- The Learning Contract Program specifies that these students work closely with an academic advisor in the Advising Center. The student and advisor will discuss academic performance issues, set realistic goals, and make the necessary plans to reach those goals. Students will be linked with the campus resources that can help them succeed. Follow-up contacts will occur throughout the semester.
- When appropriate, the student's academic advisor will decide whether the student needs to use the University's grade replacement policy and repeat one to four courses from the previous semester. (Students are never allowed to repeat their Freshman Seminar course).
- Additionally, these students must make at least a 2.30 grade point average on a full-time course load during their second semester or bring their cumulative grade point average to good standing. Failure to achieve these guidelines will result in academic suspension.

**Academic Suspension**

Students on academic probation that fail to meet probationary conditions (achieve a 2.3 semester or 2.0 overall GPA) are placed on suspension. The University will send out letters indicating the following three options for students: (1) sit out a semester, (2) attend at least 6 hours of summer school at Western Carolina University and achieve a 2.3 on those hours or bring overall GPA up to a 2.0, (3) or appeal the suspension.

Appeals for reinstatement without having to serve a specified period of suspension are approved or denied by the ARR Committee. The ARR Committee's decision is final and based upon the student's written request for reinstatement, the supporting documentation submitted, and his/her previous academic record. Requests for reinstatement must be submitted to the Advising Center by a specified date. A student whose appeal for reinstatement is approved will be designated as "Suspended/Reinstated" on his or her academic record.

**Grade-Point Average**

The GPA is determined by dividing the total number of quality points by the total number of quality hours.

Grade	Quality Points per Semester Hour
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
D-	.67
F	0

Example:

Course	Hours Attempted	Grade	Quality Points Earned
ENGL 101	3	B+ (3.33)	9.99
MATH 101	3	C (2.0)	6.0
HEAL 120	2	A (4.0)	8.0
GEOG 324	4	B- (2.67)	10.68
SPAN 105	3	D (1.0)	3.0
Totals	15		37.67

$$37.67/15=2.511 \text{ GPA}$$

### **Grade Replacement Policy**

Students are allowed to replace grades on 15 hours of coursework taken at Western Carolina University **[effective Fall 2004]**. The grade replacement policy may only be applied one time for a particular course. Although the original grade will not be used in determining the cumulative GPA of the student, the original grade will remain on the student's academic transcript. The grade replacement guidelines and procedures are described in more detail in the student handbook and *The Record*, the university catalog.

### **Continuing Eligibility for All Sports.**

NCAA Division I student-athletes are permitted four years of intercollegiate athletics participation to be completed during a five year period. Student-athletes who enter the University as a partial or non-qualifier are permitted three years of intercollegiate athletics participation. All student-athletes must follow satisfactory progress toward degree completion as established by the NCAA and Western Carolina University according to initial enrollment date as follows:

#### **Student-athletes first entering a collegiate institution as a full-time student on or after August 1, 2003**

Eligibility for competition shall be based upon satisfactory completion of at least:

- Remain in good academic standing at the institution
- Have successfully completed 24-semester or 36-quarter hours of academic credit prior to the start of the institution's third semester or fourth quarter following the student-athlete's initial full-time enrollment
- Have successfully completed 18-semester or 27-quarter hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters or three quarters (hours earned during the summer may not be used to fulfill this requirement)
- Six-semester or quarter hours of academic credit the preceding regular academic term (i.e., fall semester, winter quarter) in which the student-athlete has been enrolled at any collegiate institution
- You must choose a major that leads to a specific baccalaureate degree by the beginning of your third year of enrollment. (This includes transfer students who have not yet completed an academic year in residence or used one season of eligibility in a sport at their current institution) {Bylaw 14.4.3.1.5}
- If you are entering your second year of collegiate enrollment, you must present a cumulative grade-point average that equals at least 90 percent of the institutions overall cumulative grade-point average required for graduation (based on a 4.00 scale). {Bylaw 14.4.3.3.1}
- If you are entering your third year of collegiate enrollment, you must have completed successfully at least 40 percent of the course requirements in your specific degree program and you must present a cumulative minimum grade-point average (based on a 4.00 scale) that equals at least 95 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. {Bylaw 14.4.3.3.1}
- If you are entering your fourth year of collegiate enrollment, you must have completed successfully at least 60 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.00 scale) that equals at least 100 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. {Bylaw 14.4.3.3.1}
- If you are entering your fifth year of collegiate enrollment, you must have completed successfully at least 80 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.00 scale) that equals at least 100 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade point average will be certified on a term-by-term basis. {Bylaw 14.4.3.3.1}

# SUMMARY OF THE DIVISION I ACADEMIC ELIGIBILITY REQUIREMENTS

[Note: This is intended as a summary only and does not include significant detail.]

Entering Second Year of Collegiate Enrollment	Entering Third Year of Collegiate Enrollment	Entering Fourth Year of Collegiate Enrollment	Entering Fifth Year of Collegiate Enrollment
<ul style="list-style-type: none"> <li>• 24 semester/36 quarter credits</li> <li>• 18/27 credits earned during academic year</li> <li>• 90% of GPA for graduation*</li> <li>• Six credits/term</li> <li>• A maximum of six semester/nine quarter hours of remedial courses may be used in the first year</li> </ul>	<ul style="list-style-type: none"> <li>• 40% of degree requirements</li> <li>• 18/27 credits earned during academic year</li> <li>• 95% of GPA for graduation*</li> <li>• Six credits/term</li> <li>• Declaration of degree program</li> </ul>	<ul style="list-style-type: none"> <li>• 60% of degree requirements</li> <li>• 18/27 credits earned during academic year</li> <li>• 100% of GPA for graduation*</li> <li>• Six credits/term</li> </ul>	<ul style="list-style-type: none"> <li>• 80% of degree requirements</li> <li>• 18/27 credits earned during academic year</li> <li>• 100% of GPA for graduation*</li> <li>• Six credits/term</li> </ul>

\*[Note: The NCAA Division I Board of Directors adopted Proposal No. 03-25 which requires institutions to certify the grade-point average requirement on a term-by-term basis.]

## 6 Credit Hours

- All student-athletes, including those currently enrolled, must successfully complete at least six (6) semester hours in the previous regular academic term of full-time enrollment to be eligible to participate in the next regular academic term (pursuant to the adoption of Proposal Nos. 2002-66 and 2002-70).

# Student-Athlete Academic Support Services

Western Carolina University makes a strong academic commitment to its student-athletes. The Office of Student-Athlete Academic Support Services collaborates with the Department of Athletics to meet the unique academic needs of student-athletes. The Office of Student-Athlete Academic Support Services promotes academic excellence by:

- 1) Ensuring that each student-athlete at Western Carolina University continues to make academic progress towards graduation as well as maintaining athletic eligibility.
- 2) Ensuring that every student-athlete be provided the necessary resources needed to be academically successful.
- 3) Striving to assist each student-athlete with reaching their fullest potential as young adults in achieving their career and life goals.

## Responsibilities of the Student-Athlete Academic Support Services Staff

The Office of Student-Athlete Support Services is staffed by the Director of Academic Support Services for Intercollegiate Athletics, Coordinator of Academic Support Services, Graduate Intern, Academic Advisors, Academic Assistants, and subject-specific tutors.

- **The Director of Student-Athlete Academic Support Services** is responsible for providing student-athletes with opportunities that will assist and support their academic pursuits. The director monitors academic progress and class attendance of all student-athletes, coordinates tutor and academic assistant training, assist with AEP responsibilities, and coordinates educational and CHAMPS/Life Skills activities.
- **Coordinator of Student-Athlete Academic Support Services** is responsible for coordinating the Academic Enhancement Program (AEP), tutorial program, monitors academic progress and class attendance of all student-athletes for respective teams, and assisting in the implementation of the CHAMPS/Life Skills program.
- **Coordinator of Student-Athlete Development** is responsible for assisting with the Academic Enhancement Program (AEP), tutorial program, monitors academic progress and class attendance of all student-athletes for respective teams, assist in the implementation of the CHAMPS/Life Skills program, and teach USI 130 course – “The University Experience”.
- **Academic Advisors** are responsible for the academic advisement of incoming freshman and transfer student-athletes, and all student-athletes who have not declared a program of study (major); monitor academic eligibility for all student-athletes.
- **Tutors** may be requested through the Coordinator of Academic Support Services. A tutor request form must be completed before a tutor will be assigned. Graduate students and upper level undergraduates serve as tutors.
- **Academic Assistants** are responsible for maintaining a positive and productive learning environment and monitoring the weekly progress of student-athletes as listed in the Academic Enhancement Program Policies.

## Academic Procedures

- **Registration for Incoming Freshman and Transfer Students.** Prior to the beginning of the first semester of the academic year, all students must register for classes. For incoming freshman and transfer students, the university’s New Student Registration Form will allow the earliest opportunity to register. Student-athletes who have been accepted to the university will receive this information through the mail. Students will be directed to CatWalk, an online website that will allow the students to fill out the NARF. Students may receive assistance from an Academic Advisor by calling the Advising Center (828/227-7170). Once the NARF is completed and the Advising Center receives the information submitted by the student, a schedule will be produced and e-mailed back to the student prior to orientation. Registration for incoming freshmen and transfer students may also take place during one of the university’s summer orientation sessions, and at other designated periods prior to the beginning of the semester. Please consult a SAASS Staff member or the Advising Center for further information regarding registration.
- **Registration for Continuing Students.** For returning student-athletes, registration for classes will be held in the semester prior to the upcoming semester during the academic year. Student-athletes who have not declared a major must consult with their Academic Advisor. *It is required that students declare their majors prior to receiving 45 total hours or a registration hold will be placed on their record.* Those who have declared a major must consult with the assigned academic advisor from the chosen major (major advisor) to register for classes.
- **Making Changes in the Class Schedule.** The university has a specific time frame in which classes may be added or dropped from the initial schedule. **Classes should not be added or dropped without consultation with the Senior Associate AD, SAASS Staff, head coach, academic advisor and/or the major advisor.** Such changes could negatively affect academic eligibility for athletics participation. Student-athletes are responsible for ensuring that all paperwork concerning schedule changes is completed and submitted to the Registrar’s Office.

## Computer Requirement Policy

Student-athletes are expected to purchase a computer based on the standards of the university. The website for Western’s computer requirement is <http://admissions.wcu.edu/compreq.html>. For freshman student-athletes eligible for receiving pell grant, the first \$1300.00 may be used to purchase an approved computer.

## Suggestions for Academic Success

Student-athletes who subscribe to the following procedures will have an excellent opportunity to negotiate the often complex university academic procedures and challenges successfully:

- Student-athletes are reminded that they are expected to **ATTEND ALL CLASSES** and complete all assignments in a timely manner.
- Dress appropriately, arrive on time, sit near the front of the room, and be prepared to actively participate. Show courtesy and respect to professors and classmates.
- Establish an early ongoing relationship with your professors and instructors to better facilitate communication and trust.
- Prior to the beginning of a new semester, meet with the designated academic advisor to plan course schedules. Be sure to make and keep all appointments with these professionals.
- Ensure selected course schedules meet all NCAA and university requirements. The Athletic Academic Advisors may assist in this process.
- Notify the SAASS Staff when difficulties with courses arise. Take advantage of the services provided through the Academic Support Services program.
- Drop or add courses only with the approval of the academic advisor.
- Arrange to have textbooks, supplies and other necessary materials in a timely manner.
- Inform instructors of class absences for athletics competition prior to absences. Coaches will provide student-athletes with class excuse letters, signed by the Director of Athletics, to be hand delivered to instructors **at least one class period prior to the absence**. It is ultimately up to the professor whether the absence will be excused. Make arrangements with instructors to make up the work, hand in assignments, and take quizzes or exams in a timely manner.

## Academic Conduct Information -----Academic Dishonesty Includes:

- **Cheating**-intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- **Fabrication**-intentional falsification or invention of information or citation in an academic exercise.
- **Plagiarism**-intentional or knowingly representing the words or ideas of someone else as one's own in an academic exercise.
- **Facilitation of Academic Dishonesty**-intentionally or knowingly helping or attempting to help someone else to commit an act of academic dishonesty, such as knowingly allowing another to copy information during an examination or other academic exercise.

*The instructor has the right to determine the appropriate penalty for academic dishonesty within their courses up to and including a final grade of "F" in the course. An act of academic dishonesty, including a first offense, may place the student in jeopardy of suspension from the university. A repeated violation or more serious first offense may result in expulsion. Academic dishonesty penalties and procedures are described in more detail in the student handbook and The Record, the university catalog.*

## Policies for Student-Athlete Academic Support Services

### • Academic Enhancement Program (AEP) Policies:

- The Academic Enhancement Program is available for all student-athletes who voluntarily wish to participate in the day and evening programs. However, all first semester freshmen (0-23 credit hours) are required to participate in AEP. In addition, any returning freshmen (24-29 credit hours), and sophomores (30-59 credit hours) below 2.50 cumulative grade point average, as well as juniors (60-89 credit hours) who have a cumulative grade point average below 2.30 will be **required** to participate in AEP. Coaches may also include any student-athletes in AEP at their discretion. However, it will be the coaches responsible for monitoring the attendance of the student-athletes they are assigning to AEP.
- All first semester freshmen (0-23 credit hours) will be scheduled for 8 academic study hours/week. Continuing freshmen (24-29 credit hours), sophomores (30-59 credit hours) and juniors (60-89 credit hours) will be scheduled for 6 academic study hours/week. Any senior (90+ credit hours) who has a cumulative grade point average of 2.00-2.30 will be required to have bi-weekly academic meetings with their coach (**during the entire academic year and summer sessions**) and will be responsible for turning in their academic meeting form to the Office of Student-Athlete Support Services (within 24 hours of the meeting). Student-Athletes not in good academic standing (i.e., on academic probation or who are returning from suspension/reinstatement status) will be scheduled for 10 academic study hours/week. In addition, the student-athlete will be required to meet with SAASS staff on a weekly basis. **\*Note: Missing individual meetings will result in severe penalties deemed by the Director of Athletics.** The Director of SAASS and the Head Coach must approve exceptions to this policy.
- **The Incentive Program for First Semester Freshmen** - After the first semester: 1) any freshman student-athlete earning a cumulative GPA of 3.5 or better will be exempt from AEP. 2) Any freshman student-athlete earning a cumulative GPA of 3.25-3.499 will have to complete 4 academic study hours/week.

- 3) Any freshman student-athlete earning a cumulative GPA of 2.5-3.249 will have to complete 4 study hours/week until progress reports are distributed.
- *Conditions with progress reports - If the student-athlete receives a grade lower than a “C” on any progress report, then the individual’s study hours will be increased to 8 hours/week until the end of the semester. If the student-athlete receives a class attendance mark lower than “Average” on any progress report, then the individual’s study hours will be increased to 8 hours/week until the end of the semester. (Note: In-season student-athlete absences will be taken into consideration).*
  - All academic study hour policies above are at the Director of SAASS and head coach’s discretion and he/she may recommend changes at any time during the semester.
  - At the beginning of each semester, all student-athletes participating in the AEP are required to turn in a copy of their class schedule and each course syllabi which will be kept on file in the SAASS Office.
  - All student-athletes participating in the AEP are expected to:
    - Complete their academic study hours each week as scheduled. If you cannot attend, a SAASS staff member must be given **24-hours** notice and an AEP Permission Form must be completed prior to missing the AEP study session. Any student-athlete that misses their AEP hours (excused or unexcused) will be given a letter (respective coach will also get a copy) which will state their make-up time and date. If a student-athlete misses his/her scheduled AEP session, that time will count 3 ½ hours against the attendance policy. Student-athletes will only be excused from AEP to attend academic activities (i.e., music recital, play, and lecture) that are assigned or facilitated by the professor/instructor, but those hours must be made up.
    - Student-Athletes are permitted to miss their study hours for medical reasons. However, the missed hours have to be made up and the student-athlete will have to present proof of medical visit and/or someone from the Athletic Training staff confirms visit. *\*Note: If a student-athlete misses his/her “scheduled make-up session”, that time will count an additional 3 ½ hours against the attendance policy.*
    - Arrive on time and remain in their assigned room (unless given approval by the SAASS staff to be late).
    - Maintain a positive and productive learning environment. Student-athletes are responsible for bringing books with them and working on something academically productive while in AEP (See Computer Lab & Personal Laptop Computer Policy).
      - Disrespectful behavior will not be tolerated by the SAASS Staff. *\*Note: Participating in AEP is a “privilege” that will be terminated if behavioral issues have to be continuously addressed.*
    - Actively participate” in the Weekly Work Plan Meetings. Each student-athlete participating in the AEP is responsible for completing a weekly work plan. The Academic Assistants will collect the work plan on the 1<sup>st</sup> day of the student-athlete’s study week, and he/she will review with the student-athlete the work plan to make sure it is completed properly. If a student-athlete does not have a completed work plan on the 1<sup>st</sup> day of the study week, the individual will be asked to leave and will have to make-up 3 ½ study hours. Each student-athlete will meet with an AEP staff person for 10-15 minutes each week to discuss their weekly work plan.
    - Maintain a clean work environment. No student-athlete will be allowed to leave the study area until the room is checked to make sure that the boards are clean and there is not garbage anywhere.
    - Student-athletes are not permitted to have food, drinks or tobacco products in the academic areas of the Field House.
    - Cell Phones, and Pagers/ two-way pagers must be turned OFF while in the academic areas of the Field House.
    - Notify an AEP staff person if you need access to any Academic Resource Center on campus (i.e., Library, CAT Center, Writing Center, Computer Technology Center, Math Lab, Student Support Services, etc.). All student-athletes must get prior approval from the Director and/or Assistant Director

### **AEP Attendance Policy**

All student-athletes are expected to comply with the AEP attendance policies. In the event student-athletes do not follow the approved policies, the following actions will be taken:

- If a student-athlete has three unexcused absences or dismissals during a semester, he/she will be suspended from all team activities indefinitely (i.e., strength/conditioning, practice, competition except those involving AEP). Each unexcused absence or dismissal will result in 3 ½ make up hours; **a student-athlete can not make-up more than 3 ½ study hours/day**. His/her head coach will be notified after the second unexcused absence.
- In no instance is the completion of make-up hours to be substituted for weekly required AEP attendance.
- AEP hours not completed during the semester will roll over to the following semester or summer session. *\*Note: Hours owed can be completed during the summer sessions. If the student-athlete is not attending summer school, the hours owed will have to be completed within seven calendar days from the start of classes.* If the hours are not completed by the deadline, the student-athlete will be held from all team activities.
- When a student-athlete who has been admitted as a Distinguished Talent Exception by the Chancellor is removed from AEP for any of the above reasons, he/she will be permanently dismissed from the team. In addition, when such student-athlete fails to meet the academic requirements to return for the next semester, that sport will lose an equal number of Distinguished Talent Exception admissions for the following academic year.

### **Computer Lab & Personal Laptop Computer Policy**

Using the computer lab and free printing is a privilege. Please do not abuse your privilege. Failure to follow the following rules will result in either suspension of privileges for the individual or for all student-athletes.

- Inappropriate use of email or internet will not be tolerated
- No viewing or printing of obscene materials
- While in the computer lab or using their own personal laptops, student-athletes must be working on something **academically** related. ***Under no circumstances should the following be used: Instant Messaging, Facebook, MySpace, or Computer games. Any student-athlete caught doing such activity (in the computer lab or on their personal laptop computer) will be immediately dismissed from AEP.***
- Any papers saved on the computers may be erased at anytime; therefore, it is essential that all materials be saved on a personal disk or a portable USB key.
- When printing from a computer, only one copy will be allowed – additional copies must be generated elsewhere.
- The computer lab is to be kept clean at all times. All paper should be placed in the appropriate recycling areas.

### **Tutorial Policy:**

- When meeting with a tutor at any Academic Resource Centers, the student-athlete is responsible for informing the SAASS staff of their tutorial session.
- It is the student-athlete's responsibility to sign-in as a student-athlete at the Academic Resource Center and to make sure that an e-mail notification of their visit is forwarded to the SAASS Office. If an e-mail notification is not received or the student-athlete did not have the tutor fill out his/her tutor session sheet to the SAASS staff, the student-athlete will not get credit for study time and will have to make-up.
- ***Academic Progress Reports:***
  - The academic progress of all student-athletes is monitored three times a semester. The information obtained from the progress reports allows the SAASS staff and coaches the opportunity to monitor the student-athlete's class attendance and participation, quiz and exam grades. Each student-athlete is expected to meet with their instructor/professor to discuss their academic progress.
  - Progress reports will be sent directly to the professor/instructor electronically. If this process fails to work, the student-athlete will be responsible for returning each form to the SAASS Office. Information obtained about the progress of each student-athlete will be forwarded to the respective head coach.
- ***Supplemental Text & Equipment Policy:*** All full scholarship student-athletes who are required to purchase supplemental text and/or equipment may obtain assistance from the Office of Student-Athlete Support Services. The student-athlete must be able to show proof of need (as indicated on course syllabi). A SAASS staff member will complete the equipment/textbook request form that the student-athlete will take to the WCU Bookstore. Upon receiving the item(s), the student-athlete will return the bookstore receipt to the SAASS Office. **The student-athlete is responsible for returning all items in good working condition by the return date indicated on the form. If the student-athlete fails to return the item(s), the student will be charged by WCU for the cost of repair or replacement, as necessary. In addition, the student-athlete will lose all privileges the following semester.**

# Student-Athlete Advisory Council (SAAC)

The Student-Athlete Advisory Council (SAAC) is a leadership committee made up of student-athlete representatives from each sports program. The NCAA requires the sponsorship of the SAAC and maintains a strong relationship with the Southern Conference Student-Athlete Advisory Committee. The Western Carolina University SAAC is an excellent vehicle to promote communication between the athletic administration and student-athletes. The WCU Department of Athletics has a wealth of information that needs to be routinely distributed to the student-athletes and at the same time, is interested in receiving more feedback from student-athletes about department policies and structure. The purpose of the SAAC includes the following:

- Generating a student-athlete voice within the department by meeting, at least, monthly to discuss current issues in intercollegiate athletics and evaluate and suggest improvements regarding departmental policy and procedures
- Soliciting student-athlete responses to proposed NCAA legislation.
- Creating a vehicle for student-athlete representation on campus-wide committees.
- Assisting the Department of Athletics in addressing the needs and concerns of the student-athletes.
- Assisting with the overall development and implementation of the CHAMPS/Life Skills program at Western Carolina University.
  - Planning and implement activities and programs to enhance the student-athlete experience
  - Organizing community service efforts.
  - Helping to promote life-long leadership skills in the SAAC members and other student-athletes.
  - Having an opportunity to participate in the Southern Conference Student-Athlete Leadership Institute (SALI). The SALI is attended by student-athlete representatives from all of the Southern Conference schools and is an important vehicle for communication with the Southern Conference Office to address student-athlete needs on the Conference level and helping to develop our student-athletes into life-long leaders.

## 2007-2008 SAAC Officers

**President:** Buki Baruwa - Women's Soccer

**Vice President:** David Giff - Men's Track and Field

**Treasurer:** Shannon Fowkes - Women's Soccer

**Secretary:** Melissa Cabe - Women's Track

**Community Service Coordinator:** Bailey Culp - Women's Soccer

Elin Mickelsson – Women's Golf

**Social Events Coordinators:** Cody Walker - Men's Golf

David Bowles - Men's Track and Field

Kevin Johnson - Men's Track and Field

# CHAMPS/Life Skills Program

The NCAA and the Division I-A Athletic Directors Association help prepare student-athletes for the challenges of life beyond the playing field developed the CHAMPS/Life Skills program. Through workshops, information and interactive seminars, service projects and social events, the program enhances the quality of the student-athlete experience within the university setting, as well as provides WCU student-athletes information that will prepare them for life after college.

The CHAMPS/Life Skills program is designed to reach each student-athlete based on his or her individual needs. The CHAMPS/Life Skills program focuses on the individual as a whole: academically, athletically, and personally, in the five different commitment areas. It also focuses on the changing needs and skills needed in the years during and after college.

## The Major Components of the Program

The CHAMPS/Life Skills program embraces five components for enhancement of the student-athlete experience at Western Carolina University:

### Commitment to Academic Excellence

- To support the academic progress of the student athlete toward intellectual development and graduation
- To ensure that each student-athlete will have the opportunity to excel in his/her chosen field of study
- To encourage student athletes to become fully integrated into all programs and services provided by the university
- To work closely with the academic advisors to support student-athletes and provide support as they pursue their educational goals and facilitate academic success

### **Commitment to Athletic Excellence**

- To ensure that each student-athlete will be provided facilities, coaching staff, administration and support services that will enable them to excel in a broad program of sports sponsored by Western Carolina
- To ensure the programs are based on fundamental principles with a commitment to sportsmanship, equity, fair play, integrity and in compliance with the rules of the University, conference and the NCAA and dedicated to the well-being of the student-athlete

### **Commitment to Personal Development**

- To ensure that each student-athlete participating in CHAMPS/Life Skills will be provided with opportunities to focus on personal growth issues such as value clarification, goal setting, leadership skills, decision-making skills and fiscal responsibilities
- Coaches and student-athletes have the opportunity to select special seminars and workshops facilitated by professionals with expertise in these areas
- Each component will be focused toward developing a healthy well-balanced lifestyle and give opportunities to discuss issues relative to personal and professional development
- Student-athletes assume leadership positions through the Student Athlete Advisory Council

### **Commitment to Community Service**

- To challenge student-athletes to give back to his/her campus, the surrounding community and to individuals who are in need with a clearly defined program of service
- To involve student-athletes in projects to practice and enhance their interpersonal skills, develop a stronger sense of belonging and increase their self esteem
- Student-athletes will be given opportunities to develop the foundation for a long commitment of volunteerism

### **Commitment to Career Development**

- To place a priority on preparing for life after intercollegiate sports and acquaint student-athletes with the job search process; provide networking opportunities, and ultimately assists with job placement
- Emphasize the need for goal setting and the systematic pursuit of a career path, which includes career advising, career direction, and evaluation of career options
- Presents a year-by-year approach that will assist in the student-athletes' "career game plan"
- Career Services on campus encourages students to develop and pursue career and life goals. Other services include: Career interest inventory, career/professional day, internship/summer jobs, resume writing, cover letter writing, mock interviews, professional mentors' network and career networking

The CHAMPS/Life Skills program at Western Carolina will consist of orientations, workshops, speakers, and community service activities. The Department of Athletics and your coach will require some of these; others will be available to you on an optional basis. The Life Skills Committee, as a University-wide effort, consists of staff from Student Affairs, Enrollment Management, Academic Affairs, Athletics, and other areas, and will be providing resources for this program.



*One Goal...To Be The Best*

# Athletic Training Services

The mission of the WCU Athletic Training Services is to create a fair environment for all student-athletes at WCU to access the best possible health care for sports related injuries. Our objective is to address the health care needs of each individual student-athlete and to return them to full participation as quickly and safely as possible and to advance the profession of athletic training through the practice and education in prevention, evaluation, management and rehabilitation of athletic injuries. Athletic Training Services consists of physicians, athletic trainers, and other medical support personnel that will assist with all medical needs within the limits of institutional and NCAA policy as outlined.

## **Athletic Training Room Staff**

Steven Honbarger, Head  
E.J. Hairston, Assistant  
Emily Martin, Assistant  
Lynette Mount, Assistant  
Brian Cramer, Assistant  
Jay Scifers, PT, ATC, Curriculum Director  
Jill Manners, Clinical Coordinator  
Jeff Davis, MD, University Physician  
Carlyle Schomberg, Carolina West  
Marty Senicki, MD, Orthopedic Surgeon  
Clifford Faull, MD, Orthopedic Surgeon  
Quayle Neslen, MD, Orthopedic Surgeon  
Larry Supik, MD, Orthopedic Surgeon  
Robert Metts, Orthopedic Surgeon

## **Office**

227-2043  
227-2304  
227-2044  
227-2304  
227-2044  
227-2147  
227-3509  
227-7640  
586-7934

## **Athletic Training Room Operating Hours**

Provisions will be made on a seasonal basis to have the Athletic Training Room open for treatment/therapy hours Monday through Friday.

General hours are from **7:00am to 12:00pm** and **1:00pm to 7:00pm** or until the end of the last afternoon practice. If, in an emergency, the Athletic Training Room is not open, the injured student-athlete should be taken to either:

- 1) Student Health Services
- 2) Harris Regional Hospital Emergency Room

Emergency visits must be reported to a staff athletic trainer immediately. Appropriate care will be provided for all student-athletes in all sports whenever possible. Priority will be given to teams in-season.

Weekend hours will depend upon sports schedules and availability of staff based on sports schedules. Arrangements will be made for treatments/therapy sessions on Sundays.

## **Pre-Participation Physical Exam**

All student-athletes must receive an **annual** physical examination prior to athletics participation and tryouts to determine their state of health. Arrangements for the physical exam will be made by the Athletic Training staff. The purpose of this evaluation is to identify any conditions that would put the student-athlete at increased risk of injury or illness prior to their first practice of each new season. No student-athlete will be issued equipment until notification is given by the staff athletic trainer that the student-athlete has been medically cleared for athletic participation. **No student-athlete can practice or compete without medical clearance from WCU Athletic Training Services.** Student-athletes intending to walk-on must be invited by the Head Coach and obtain a physical examination on their own and present documentation prior to tryouts. Once they have made the team, they must obtain another physical examination through the WCU Athletic Training Services.

## **Reporting of Athletic Injuries**

All injuries and illnesses should be reported and evaluated by the Athletic Training staff as soon as possible, or within 24 hours of receiving emergency medical care. Dental and optical injuries must be reported on the day of the injury. If a student-athlete becomes ill beyond normal athletic training room operating hours, they should report to the Athletic Training staff the first thing the following morning. Treatment must begin immediately and coaches must be informed to make practice and game plans.

Referral by a university physician and approval by a staff athletic trainer must be obtained prior to diagnostic tests, specialist appointments, and surgery in order for the Department of Athletics to assume financial liability. All authorized medical bills received by the student-athlete or parents should be immediately given to the staff athletic trainer responsible for that sport. (See Insurance Policies and Procedures).

In emergencies, such as obvious long bone fractures, head, neck, and back injuries, if an athletic trainer is not present, the student athlete should not be moved. Alert the Athletic Training staff and allow for the Emergency Medical Service to respond and transport the injured athlete to the nearest hospital.

### **Treatment of Athletic Injuries**

Treatment of athletic injuries will be supervised by the team physician and conducted by the Athletic Training staff. Treatments will be given in the designated training room facility. The head athletic trainer will assign daily treatment times for all student-athletes requiring medical attention. Athletes are treated on first come, first serve basis--with the exception given to emergency situations. Athletes with a game/match will be given priority over those attending practices. Daily injury reports will be available and given to each head coach and the Strength Coach by 9:30 a.m. Coaches are to encourage student-athletes to report to the Athletic Training Room a minimum of twice a day for treatment/ rehabilitation during regular operating hours.

### **Evaluation by Physicians and Return to Play**

Directions of the Athletic Training staff must be implemented without alteration by the coaching staff. Coaches will neither require nor permit a sick or injured player to practice or participate in a game without approval of the medical staff. All coaches should be aware that they are not to diagnose, prescribe treatment, refer student-athletes to physicians, or prescribe drugs or diets; nor are they to return a student-athlete to practice and/or competition without proper medical authorization.

If there is a concern or complaint about the status of an injured athlete, please consult the staff athletic trainer that is in charge of that specific sport first. If this particular problem cannot be resolved, then please consult the head athletic trainer. If there is a concern or complaint about the student athletic trainer working your sport, please feel free to contact the head athletic trainer.

Following evaluations of any injury by the Sports Medicine staff, student-athletes may be referred to a specialist by the staff. If student-athletes wish to seek other medical attention, prior written approval must be obtained from the head athletic trainer. All visits without prior approval are considered second opinions, and are not covered under the WCU Secondary Insurance policy.

Student-athletes will sign a consent form for release of medical information to administration, sports information and/or professional scouts.

### **Coverage of Practices and Events**

In order to have medical coverage, the coach must provide a schedule of all practices at least 2 weeks in advance and all changes with scheduled practices must be notified to the head athletic trainer and/or the assistant athletic trainer at least 24 hours in advance.

A certified athletic trainer will attend all home events as the Department of Athletics policy states, the head athletic trainer will travel with football and the assistant athletic trainer will travel with women's soccer and women's basketball. Traveling with other sports will be based on the availability of coverage for the athletic training room.

Generally, no graduate assistant or student athletic trainer coverage is provided for men's and women's golf, cheerleading, and women's tennis practice and away competitions. A graduate assistant athletic trainer will be assigned to these sports and given the responsibility of medical needs for these teams.

### **Equipment and Facility**

Coaches may check out a medical kit and/or coolers. We expect the equipment to be returned promptly. Should equipment not be returned, the Athletic Training staff will bill that coach's budget for replacement costs.

### **Compliance**

It is the responsibility of all individuals to comply with all policies and procedures set forth in this manual. If at any time these policies and procedures are not followed, the Head Athletic Trainer must be notified immediately. Disciplinary action may be taken when dealing with a WCU athletic training department staff member who does not comply with these policies and procedures. The WCU athletic training department may refuse services, or deny financial responsibility in the event that a student-athlete does not follow the protocol set forth by the WCU Athletic Training Department (i.e. wearing proper equipment, following restriction guidelines, showing up for treatment, etc...).

# Insurance Program Policies and Procedures

Western Carolina University's Athletic Insurance Program for student-athletes is an "excess" or "secondary" coverage. This simply means that any claim for benefits must first be filed with the student-athlete's family group insurance. After the family group insurance or "primary" insurance has paid or denied the submitted claim, according to the "explanation of benefits," WCU's athletic insurance program will pay any remaining amounts up to the limits of the policy.

The WCU program covers injuries sustained by a student-athlete **only during official WCU-supervised/sanctioned practice and/or competition**. An injury must be reported by the student-athlete and evaluated by the athletic training staff within 24 hours of the injury. After evaluation, the student-athlete may then be referred to a specialist in the local medical community. If a student-athlete wishes to seek other medical attention, prior written notice must be obtained from the athletic training staff. **Unapproved consultations or treatments are not covered under our secondary insurance program.** Our secondary insurance program is an **accident policy** and thus does not cover the following:

- an injury sustained in an activity, which is not associated with a WCU-supervised/sanctioned intercollegiate activity and/or competition.
- a chronic or recurrent injury which was sustained prior to, or outside of, participation in athletics at WCU.
- any sickness or illness that were not directly related to athletic participation (unless prescriptions are for conditions that directly effect the student-athletes' participation during the traditional in-season).
- 

It is crucial that updated insurance information on each individual student-athlete's primary insurance is maintained, in order for the student-athlete's primary insurance to be filed first. This information will be obtained and updated annually before each new school year. **In order for a student-athlete to be covered under the WCU insurance program, that year's updated health insurance questionnaire must be returned and on file prior to a sustained injury.** Also needed are any specific instructions, requirements, and/or limitations, which may be included within the primary insurance policy. These could include, but are not limited to: HMO's, PPO's, pre-certification notice, etc. A copy of the primary insurance card (front and back) is necessary when processing of insurance by the provider.

In the event that an athlete sustains an injury requiring an off-campus referral, the athletic training staff will send the physician(s) the information regarding the student-athlete's primary insurance coverage. The parents should send the insurance company's resolution of claims (Explanation of Benefits) and all itemized bills as soon as they are received to WCU's Head Athletic Trainer. WCU will then file a claim with our secondary insurance company, subject to its limitations and conditions, for payment of the remainder of the bill. Every attempt is made to ensure that the parents do not incur out-of-pocket expenses, but cooperation is necessary.

**If the current year's health insurance questionnaire is not on file prior to an injury, parents will be held responsible for payment of the bill.**

The "Explanation of Benefits" (EOB) document explains, in detail, how much the insurance company paid on a particular bill. Some EOB's will indicate how much of the student-athlete's deductible has been met for the calendar year. Whether or not the student-athlete's insurance pays on a bill or denies it and applies it towards the deductible, an EOB and the itemized bill is needed for WCU to be able to pay the remaining balance. **The EOB and the itemized bill should be submitted by the parents and/or provider to WCU to ensure timely payment of all bills.**

## **Walk-on Student-Athlete Insurance Policy:**

All non-scholarship student-athletes' (walk-on's) will be required to show proof of health insurance coverage. Walk-ons will not be able to participate until acceptable insurance coverage is approved. The insurance policy **MUST** provide coverage to athletic injuries. It should be understood that many student health insurance policies DO NOT cover athletic related injuries. Such policies will not be accepted as adequate coverage.

**The WCU Athletic Department does not assume any financial responsibility for any bills.** The student-athlete and or student-athlete's family are ultimately responsible for payment pending the insurance company's decision. **However, if the proper referral and insurance procedures mentioned above are followed, the department's secondary insurance program will be made available to file claims for bills generated from the care of an athletic injury and thus out-of-pocket expenses will not be incurred.** Any payment made to the student-athlete or student-athlete's family or primary insurance company for a claim filed for an injury must be forwarded with the EOB to the provider or the athletic department so that the remaining balance can be filed with the secondary insurance. If a bill becomes delinquent as a result of failure to submit itemized bills, EOBs, and/or payments received from the insurance companies in a timely manner or within six months from the date of injury/service, the athletic department will not assume financial responsibility.

Any questions regarding the WCU insurance program policies and procedures should be directed to:

Brain Cramer  
Assistant Athletic Trainer  
Western Carolina University  
Athletic Department  
Cullowhee, NC 28723  
828.227.2044

(Adopted 05-01-04, Effective 07-01-04)

### **Insurance Policies and Procedures Flow Chart**

- I. Injury Occurs: WCU Athletic Training Staff fills out a secondary insurance accident form and mails it to the secondary insurance company.
- II. Student-athletes' primary insurance information will be forwarded to all medical providers.
- III. Providers' will bill the student-athletes' primary insurance.
- IV. Primary Insurance will send the explanation of benefits (EOBs) to the student-athletes parents.
- V. Parents must forward all EOBs to WCU Athletic Training.
- VI. Parents must also forward any bills that they receive at their home.
- VII. Once the EOBs and bills are receive, WCU Athletic Training will send documents to the secondary insurance company for payment or will be paid out of athletic department funds.
- VIII. The secondary insurance company will send WCU Athletic Training EOBs to confirm payment.

**NOTE: If your son or daughter is not covered by a health insurance plan, all bills must be forwarded to WCU Athletic Training ASAP. Any bills not forwarded to WCU Athletic Training within six months from the date of injury will be the parents' responsibility.**

## **Western Carolina Student Insurance Procedures**

Beginning Fall 2006, Western Carolina University will mandate that each full-time student (undergraduate and graduate) have major medical health insurance. The cost of the University supported insurance plan is \$298.00 per semester. This cost will be charged to your account automatically. The following are the two options for enrolling or waiving out of this program.

### **Option 1 Waiver**

For those **who currently have** major medical health insurance, you will need to visit [www.studentinsurance.com](http://www.studentinsurance.com) to waive out of the University supported insurance program before the deadline on **August 25, 2006**. After you waive out of the program the cost of the insurance will be removed from your account. However, please understand that if you do not do this before **August 25, 2006** your account will be charged for the cost of the insurance. In order to waive out of the program, you must show proof the student is covered under a major medical health insurance plan. At some point you will also have to do this again to waive out of the insurance for Spring semester. The date for waiving the insurance during the spring semester will be announced at a later date.

### **Option 2 Enrollment**

For those who **DO NOT** have major medical health insurance, you will need to visit [www.studentinsurance.com](http://www.studentinsurance.com) to enroll in the University supported program. It will be up to each coach to decide whether the charge of \$298.00 per semester will be covered by your scholarship. Therefore, please contact your coach with any questions regarding payment. Please keep in mind coverage will not begin until **July 1, 2006**. As always please feel free to contact your athletic trainer with any questions regarding this matter or any healthcare related issue.

# Weight Room Policy and Procedures

## Emergency Plan of Action

- Alert the strength and conditioning coach and/or other coaches in room immediately.
- Evaluate situation (Is the situation life threatening?)
- Call the Athletic Training Services (2043 or 2044) or 911
- Administer appropriate first aid
- Maintain situation until emergency professionals arrive

## Weight Room Policy

- Be prepared to work; proper attire must be worn. Athletic shorts, tennis, shoes, and T-shirt only. No other college's gear is to be worn in the weight room.
- Be at least 5 minutes early to each scheduled training session. If there is a conflict, contact the Strength and Conditioning Coordinator before the scheduled training session begins.
- Place all plates, dumbbells and bars back in their proper place after use.
- Be a coachable athlete; do not disrespect or question a coach during training session.
- Be on your feet the entire time in the weight room, keeping focus on the training session at hand.
- Take all personal belongings when leaving the weight room; staff is not responsible for lost or stolen items.
- Use spotters & collars at all times
- Do not bring food into the weight room; all drinks must have a top on them
- The only jewelry permissible is stud earrings. Do not wear necklaces, hoop earrings, & bracelets because they are viewed as safety hazards.

## Weight Room Hours

Weight room times will be scheduled for teams through the head coach. Personal workout times need to be cleared through Coach Christian to ensure the weight room will be available to student athletes and to individuals who would like to train in the facility. Coaches are encouraged to train when their teams are training in the weight room.

# Student-Athlete Participation Awards

The head coach shall present his/her recommendations for participation awards, annually, to the Director of Athletics at the conclusion of the season. The participation awards will be as follows:

- Freshman will receive a letter certificate
- Sophomores will receive a letter jacket (to be given out in the fall semester the following year)
- Juniors will receive a clothing item
- Seniors will receive a letter plaque (first time letter winners will receive a jacket instead of a letter plaque)
- Junior College transfers who letter in their first year will receive a letter jacket

**Each sport has certain criteria for receiving a letter and it will be at the discretion of the head coach.** The criteria exclude absences for class conflicts, injuries or excused absences. These will be excluded at the discretion of the head coach. Each criterion is evaluated annually for the award. The following is the criteria for each sport:

<b>Baseball:</b>	Pitchers and players must have played a minimum of 20 innings.
<b>Men's Basketball:</b>	Must attend and participate in all practices and attend all games as required by the coach.
<b>Women's Basketball:</b>	Must attend and participate in all practices and attend all games as required by the coach.
<b>Cross Country:</b>	Must finish in the top 40% at a conference meet. He/she must run the qualifying time on two different courses.
<b>Football:</b>	Must have played in at least 22 quarters. In case of injury, the decision would be at the coach's discretion. Anyone who plays out their eligibility and has been on the team the entire four years.
<b>Men's Golf:</b>	Must have competed in at least 40% of matches. Anyone who is a senior is also eligible to receive the award.
<b>Women's Golf:</b>	Must make the starting team during the season.
<b>Women's Soccer:</b>	Must have attended all practices as required by the coach for the entire school year.
<b>Women's Tennis:</b>	Must have participated in all practices and matches as required by the head coach.

<b>Track and Field:</b>	Must score at least 2 points or more in a conference meet. If the player does not score at a conference meet, he/she will be evaluated from non-conference meets. If the player gets hurt before or during the conference meet, they will be evaluated on what he/she accomplished throughout the regular season.
<b>Softball:</b>	To be determined by coach
<b>Volleyball:</b>	Player must have played in at least 40% of the games.
<b>Student Athletic Trainer:</b>	Must have logged at least 750 clinical hours under the supervision of a WCU certified staff trainer. Must currently be working in the WCU Sports Medicine Center.
<b>Student Managers:</b>	After 2 years of service, will become eligible for 1 <sup>st</sup> year letter award, based on the coaches' recommendation.

## Media Policy

### The Role of the Media

The media covers Western Carolina because we are newsmakers and the demand from family, friends and WCU fans is there for reporters to cover us on a daily basis. Keep in mind the media will be both positive and negative in covering contests, practices and events surrounding your team and athletic department. The tone of the story can depend on you. For instance, if you win a game, the story will be positive. Conversely, if you lose, expect the story to reflect that. However, even in losses, your answers in the post game interview session can turn negatives into positives.

### As A Representative of Western Carolina

As a representative of Western Carolina, you have an obligation to your University, teammates, family and fans to be cooperative with the media. If you are requested to be interviewed, you are interesting. A large percentage of media coverage for a University comes from athletics, thus, most of what people know about WCU comes from you. So, always be thoughtful when doing interviews to best reflect Western and your teammates. Also, your family, friends and fans want to hear what you have to say.

- As your coaches have told you, you not only represent yourself, but you represent Western Carolina, your coaches, your teammates, your family, your friends and those who support you at all times.

### Interviews are Always Positive

Regardless of the subject, doing an interview will be a positive experience. Getting through the process will give you an edge both on and off the field. Doing interviews allows you to hone certain skills like:

- **A.** Quick Thinking
- **B.** Performing in pressure situations
- **C.** Ability to speak clearly and assertively

All three of these skills will help you on the field and give you a tremendous advantage over your competition in your post-athletic career.

### How You Will Be Contacted

**The Department of Athletics will not give your home, dorm or cell phone numbers to the media.** However, there are ways media members may still obtain those numbers (i.e. a phone book). If a media member (including your hometown paper or the WCU paper and radio) contacts you, please inform them that all interviews should be arranged through the media relations office. Interviews will be conducted after a practice or game or in the athletics department. Also, please let your coach or the media relations office know if you have been contacted at home or your dorm so we may help handle the situation. The media relations office will always arrange interviews to accommodate your schedule and assist you prior to and, if possible, during the interview.

### What To Do During an interview

- **A.** Always be on time and look your best. If there is a conflict, please inform the media relations office **AS SOON AS POSSIBLE** so alternate plans can be made.
- **B.** Always speak clearly. Do not use slang. Avoid constantly using words and phrases such as “like” and “you know”.
- **C.** Take your time when answering all questions, even before a television camera. Think about what **YOU** want to say, even if it does not exactly answer the question. **The media can only use what you say!** With that in mind, do not get angry at **YOUR** quotes. If you are pressed by the media on a subject, stand firm with your message. Again, they will only use what you say. Also, do not say “no comment.” Say “I’d rather not discuss that subject” or “That is something for coach (or Mr. Chip Smith or whomever) to answer.”
- **D.** Always be clear of what the reporter is asking. If you do not understand, stop and ask for clarification.

### **The Trap**

Do not answer “what if” questions because they are usually setups. Ask reporters to rephrase the question. Most “what if” questions end up on your opponents’ locker room billboards.

### **Good Guidelines to Follow**

The best way to keep the focus on the game itself is using “safe” and “traditional” lines.

- **A.** When asked a “flammable” question, give an answer off the subject. (Refer to C above)
- **B.** Always be positive about your teammates, coaches and your fans.
- **C.** Always be positive about your opponents, their coaches and their fans.
- **D.** Avoid predictions. You can be confident in your team and your abilities without giving billboard material. Don’t say, “they are terrible” or “they got lucky last year and won’t be so lucky this year” or “we will win without question.” Do say things like “we have prepared hard for this game and, if we execute, we can win” or “we have the talent and experience to do well.” The words “we should” and “we hope to” are always good. They express good fortune in a confident way without being cocky.

### **After the Interview**

*If after doing ANY interview you feel something needs to be clarified, please talk with the media member and express your concern. **THE MEDIA WILL WORK WITH YOU.** The media needs to build a trust so they may continue working with you in the future. If time has passed, and there is still time to clarify something, please call the media relations office so we may call the reporter.*

### **WCU Alma Mater**

Hail to thee, our Alma Mater  
Faithful, kind, and true;  
Every son and every daughter  
Offers praise to you

(Chorus)

Hail to the dearest spot of all;  
Hail to WCU!

Light and life and fond devotion  
All to thee are due.

Purple robes and colors golden,  
Streaming everywhere,  
Swell our hearts with pride for olden  
Days and friendships dear.

(Chorus)

Under shade trees' friendly bowers,  
Voices, ever gay,  
Mingle with the breath of flowers  
and the song bird's lay.

(Chorus)

Shout aloud with one long chorus,  
Voices clear and true,  
Lifted high in praise and honor,  
All for WCU!

(Chorus)



### **The WCU Fight Song**

Fight on! You Catamounts  
Fight for purple and gold  
Fight on to victory  
True warriors bold  
Wave the royal banner high  
And let it fill the western sky  
So fight on! you Catamounts  
Fight to vic-to-ry!

Western, Western, Go Western! Go Cats!

*Adopted in 1981, Western's fight song was composed by members of the university faculty.*

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