



STUDENT-ATHLETE HANDBOOK

Auburn University at Montgomery



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STUDENT-ATHLETE HANDBOOK

AUBURN UNIVERSITY AT MONTGOMERY | DEPARTMENT OF ATHLETICS

The Auburn University at Montgomery Student-Athlete Handbook provides information for all student-athletes on NCAA, Gulf South Conference, and institutional rules, regulations and policies for athletic participation. If you have questions regarding information in any of the handbook sections, please contact your coach or a member of athletic administration for clarification. Procedures highlighted in gray represent a change since the 2022-2023 Student-Athlete Handbook; blue represents a change since the July 2023 edition of this document.

Updates related to new or existing AUM Athletics policies will be communicated via email and/or in-person education sessions.

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STUDENT-ATHLETE HANDBOOK

This handbook has been compiled so that each Auburn University at Montgomery student-athlete is informed about the general rules and regulations of the Department of Athletics. All questions related to this material should be directed to the student-athlete's respective coach or to a member of athletic administration.

Student-athletes are encouraged to use the resources available on campus to maximize their success at AUM. Please take the time to familiarize yourself with the information within this handbook. It serves as your guide to the policies and procedures impacting our student-athletes and how to find information about the many resources offered to AUM students. The athletics staff is willing to answer questions, offer support, and direct the student-athlete to others who are able to help. Ultimately, the student-athlete is in control of their success academically and athletically.

Competing at any level is a privilege – not a right. Therefore, it is expected that student-athletes act responsibly when representing Auburn University at Montgomery, the Department of Athletics and most importantly, themselves.

This handbook is not a contract. It is a collection of Auburn University at Montgomery athletic and administrative policies that govern action pertaining to student-athletes and a compilation of information about accessing University information regarding current practices, policies and resources that will be of practical use to the student-athlete. Policy statements printed herein are subject to change from time to time. Information will be updated as necessary with an updated copy can be found on the Auburn University at Montgomery Athletics website: www.aumathletics.com.

ATHLETICS ORGANIZATION AND ADMINISTRATION

The intercollegiate athletic program at Auburn University at Montgomery is an integral part of the total education program. As such, we strive for excellence by providing our student-athletes with exemplary leadership, quality facilities and services, and the opportunity to compete at the highest level possible. The educational well-being and the academic success of the participating student-athletes is a primary concern.

MISSION STATEMENT

The Auburn University at Montgomery Department of Athletics strives to provide a competitive program for student-athletes that will foster their development through education, competition and civic engagement, emphasizing learning, balance, resourcefulness, sportsmanship, passion and service.

VISION STATEMENT

It is the vision of the Auburn University at Montgomery Department of Athletics to maintain a program that encourages the individual student-athlete to pursue excellence in all endeavors culminating in graduation. It is also our goal to compete at the highest level in conference, regional, and national competitions. This will be done with integrity and an institutional commitment to compliance.

CODE OF ETHICS

- Academically, we will excel in the classroom.
- Athletically, we will compete for championships.
- Ethically, we will participate by the rules and regulations.
- Fiscally, we will manage our resources in a responsible manner, seeking to acquire outside revenue sources.
- Socially, we will provide our fans with a preeminent customer service experience.
- Culturally, we will provide an environment of inclusion and equitable treatment for all.

NCAA DIVISION II PHILOSOPHY STATEMENT

Higher education has lasting importance on an individual's future success. For this reason, the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletic competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning opportunity provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

CORE BELIEFS

- Learning – multiple opportunities to broaden knowledge and skills
- Balance – emphasis on collective knowledge; integration of skills
- Resourcefulness – versatile skill set drawn from broad range of experiences
- Sportsmanship – respect for fairness, courtesy; ethical conduct toward others
- Passion – enthusiastic dedication and desire in effort
- Service – positive societal attitude through contributions to community

Auburn University at Montgomery is dedicated to providing its student-athletes with the best experience possible with a strong commitment to excellence in the classroom, and in sport. It is the goal of Auburn University at Montgomery to continue its emphasis on student-welfare and fully implement the NCAA Life in the Balance and its core beliefs to help student-athletes become effective members of the community in which they live.

DEPARTMENT OVERVIEW

We strive to provide a competitive program for student-athletes that will support the development of the whole person through education and competition in order to stimulate a lasting attitude of learning, balance, resourcefulness, sportsmanship, passion and service. The University adheres to the guidelines for fair and equitable intercollegiate athletic competition as set forth by the NCAA.

Auburn University at Montgomery student-athletes are reminded that as a member of the NCAA, the University subscribes to and is bound by rules of those organizations governing the conduct of intercollegiate athletics and eligibility of those student-athletes who participate therein. These rules aim to keep athletics in its useful, but subordinate, place in the educational program of the University. The immediate responsibility for enforcing these rules

is placed by the University jointly upon the Department of Athletics staff and the Intercollegiate Athletic Committee, comprised of faculty, administrative staff and student members, who are responsible directly to the Chancellor of the University.

Auburn University at Montgomery's student-athletes belong to a proud tradition of academic and athletic excellence. Our success on the field and in the classroom will continue because our student-athletes, coaches and administrators share in the commitment that the "tradition of excellence" be maintained. A vital component of the commitment to the tradition of excellence is the understanding that Auburn University at Montgomery's athletes are students first.

Auburn University at Montgomery student-athletes have a responsibility to fulfill clear expectations which include:

- Earning a baccalaureate degree.
- Having a commitment to academic integrity.
- Meeting all academic responsibilities; attending class regularly, turning in assignments, interacting with faculty, meeting with faculty advisors, and taking advantage of University resources.
- Striving to be involved as a member of the University community and making a strong effort to make the most of the educational experience.
- Understanding and utilizing the support services available in the Warhawk Academic Success Center (WASC); assuming the responsibility to seek assistance when needed.
- Understanding that the assumption of personal responsibility is the foundation of the education experience. All student-athletes should be aware that at all times they represent the University, the Athletic Department and their team. Upperclassmen must understand that it is their responsibility to serve as exemplary role models for new student-athletes.

DEPARTMENT OF ATHLETICS ORGANIZATIONAL CHART & REPORTING

STAFF DIRECTORY

An up-to-date copy of the AUM Athletics Staff Directory can be found at <https://aumathletics.com/staff-directory>. The Department of Athletics reports directly to the Chancellor.

INTERCOLLEGIATE ATHLETICS COMMITTEE

The Intercollegiate Athletics Committee (IAC) exists to help the University develop and maintain the best possible intercollegiate athletic program consistent with the academic integrity of the institution and the academic and social development of student-athletes. The IAC is the primary university committee that reports to and advises the Chancellor on all matters pertaining to the education and well-being of student-athletes, Gender Equity/Title IX and the academic integrity of the intercollegiate athletic program.

FACULTY ATHLETICS REPRESENTATIVE

The Faculty Athletic Representative is the primary institutional liaison to the Department of Athletics and appointed by the Chancellor. The involvement of the Faculty Athletic Representative includes eligibility certification, faculty advocate, maintaining an atmosphere of compliance and institutional control, and assisting in investigations of rules compliance.

STUDENT-ATHLETE ADVISORY COMMITTEE

The Student-Athlete Advisory Committee (SAAC) is a primary avenue of communication between student-athletes, the institution, and athletics administration. SAAC provides a forum in which student-athletes and Athletic Department leadership can openly discuss issues relevant to intercollegiate athletics including student-athlete welfare. SAAC consists of a diverse make-up of at least two representatives from each institutional sport. A copy of the SAAC Constitution is available in the Compliance Office.

The purpose of Student-Athlete Advisory Committee is:

- To facilitate and promote efficient communication between the administration and the student-athletes to better serve their needs
- To make recommendations on programs designed to serve these needs
- To encourage increased involvement of the student-athletes in campus and community projects
- To promote increased communication between intercollegiate teams
- To design and provide programs that encourage academic achievement, health promotion, social responsibility, leadership skills, and general awareness; as well as to support and encourage graduation
- To promote an atmosphere within the department that encourages and welcomes unity among all student-athletes

Any student-athlete interested in serving as a representative on AUM SAAC should contact his/her head coach, the Associate Director of Athletics for Internal Operations/SWA or the Director of Athletics. The Student-Athlete Advisory Committee is a recognized

club/organization by the Office of Student Involvement and Leadership Programs within the Division of Student Affairs and may request funding for special projects.

STUDENT-ATHLETE ADVISORY COMMITTEE SPORTSMANSHIP STATEMENT

At Auburn University at Montgomery, we display sportsmanship by acting with respect and integrity. We are committed to providing our fans and visitors with a hospitable environment, as would be expected when we are visitors. For this reason, we have zero tolerance of unsportsmanlike conduct from any student athlete, coach, or personnel because the behavior of these representatives reflects on the University. It should be the goal of all persons associated with Auburn University at Montgomery to place the integrity and values of Auburn University at Montgomery ahead of everything else.

COMMUNITY ENGAGEMENT

The Department of Athletics has a strong tradition of helping others in the community. This tradition is promoted by encouraging its teams to volunteer their services in various community projects. Student-athletes are expected to participate in at least three external and two campus projects coordinated by each coaching staff. Community service is a way for our student-athletes to gain leadership skills, understand the importance of helping others, and give back to the community that supports their athletic endeavors.

STUDENT-ATHLETE CODE OF CONDUCT

The Department of Athletics fully supports the mission and standards of the university and is committed to being represented by student-athletes who are in compliance with the behavior expected of all enrolled students. Participation in intercollegiate athletics at Auburn University at Montgomery is a privilege that requires responsibility above and beyond the normal participation standards.

The ongoing monitoring of student-athletes is in the best interest of both the student-athletes and the university. Auburn University at Montgomery student-athletes are to represent the university personally in a manner that upholds the high standards of the programs of excellence in both academics and extracurricular activities.

The Department of Athletics strives for gender equity by providing athletic opportunities for both men and women and developing and sustaining programs, which help all student-athletes achieve their potential academically, athletically and developmentally. Auburn University at Montgomery makes every effort to employ coaches and staff members who are capable of performing as professionals in an educational community where high standards of integrity and ethical behavior, as well as sportsmanship are expected of its members. The Department of Athletics places great emphasis upon retention and graduation rate, trying to increase these numbers toward an ideal 100 percent. Finally, we will continue to recruit student-athletes that are academically and athletically prepared for a competitive university environment.

EXPECTATIONS AND STANDARDS

- To maintain good physical and mental health habits and strong sense of community among all student-athletes

- To hold accountable any student-athlete who may be using or experiencing problems with alcohol or drugs and refer them to treatment and support them as needed
- To identify inappropriate behavior patterns and provide a means of intervention and treatment (e.g. education and counseling)
- To help ensure that every student-athlete is medically and emotionally competent to participate in healthy and competitive athletic play
- To ensure that all Auburn University at Montgomery student-athletes are exemplary representatives of the university, on campus, in athletic play, in the community, and when representing the university
- As a representative of Auburn University at Montgomery, Department of Athletics student-athletes are expected to wear only AUM or non-collegiate apparel while on campus or in the local community representing AUM in practice, competition, travel and service capacities. Representation of another institution other than Auburn University at Montgomery while representing AUM in official athletic-related activities is a violation of department policy.

STANDARDS OF CONDUCT

Every student-athlete is expected to conduct him or herself in a manner that exhibits honor and respect to the team, department, university and surrounding community for the duration of his or her tenure as a student-athlete. In addition, student-athletes are accountable to the following authorities:

- State and federal laws, both civil and criminal
- University Student Code of Conduct
- National Collegiate Athletic Association
- Gulf South Conference
- Team Rules

The NCAA defines unethical conduct by a prospective student-athlete or enrolled student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, may include, but is not limited to, the following:

- Unethical conduct is subject to disciplinary action by the institution, conference, and /or NCAA.
- Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution.
- Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete.
- Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid.
- Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation.

- Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner").
- Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in Sports Medicine practice, or state or federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.3; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law.
- Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades, test scores).
- Fraudulence or misconduct in connection with entrance or placement examinations.
- Engaging in any athletics competition under an assumed name or with intent otherwise to deceive.

TEAM RULES

It shall be the head coach's responsibility to establish and enforce additional team regulations for his/her particular sport. All student-athletes are expected to comply with established team and training rules. Any student-athletes have the right to appeal any unfavorable disciplinary action by a coach to the Director of Athletics and sport supervisor, who may choose to forward the appeal to the Intercollegiate Athletics Committee. The following guidelines will apply to all student-athletes:

- Athletics aid may be reduced or cancelled during the period of the award if the student-athlete:
 - Renders himself/herself ineligible for intercollegiate competition.
 - Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement.
 - Engages in serious misconduct warranting substantial disciplinary penalty.
 - Voluntarily withdraws from a sport for personal reasons.
- Student-athletes are expected to return to campus, a minimum, 1-day prior to the start of each semester to ensure they are present on the first day of class. The start of the semester is defined by the university academic calendar. Student-athletes are expected to be present, in-class, beginning the first day of the academic semester through the last day of the academic semester enrolled. Missing classes due to delayed/late arrival or early departure for any student-athletes result in disciplinary action that may include reduction of scholarship aid.
- Student-athletes are expected to attend each class session for which they are enrolled each semester. Missing classes except for scheduled game departures/home contest and confirmed medical emergencies will not be tolerated. Student-athletes are not allowed to miss class to attend practice. This is a violation of NCAA regulations.
- Possession and/or use of a controlled substance may be deemed sufficient cause for immediate dismissal from the team and for possible disciplinary action by University authorities.

- The purchase and/or consumption of alcoholic beverages by student-athletes or student employees, regardless of age, on any road trip, or while representing the University, is strictly forbidden and will result in disciplinary action which may include suspension or dismissal from the team.
- No play or game personnel may use any form of tobacco product during athletic practices and contests.
- Participation in gambling activities that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling, is a violation of NCAA regulations.
- All student-athletes are expected to display acceptable behavior on and off the playing field. Fighting, verbal abuse, taunting, hazing activities and foul language are not acceptable.
- All athletes must travel to events with the team. A student-athlete may return home with parent(s) or guardian(s) provided prior approval has been received by the coach. An independent travel request form must be submitted through ARMS at least 24 hours prior to departure from the AUM campus for that specific event or contest.
- Participation in ceremonies or team and department-sponsored activities is expected of each student-athlete.
- Game uniforms are to be worn only at games or upon other occasions as specified by the coach. All apparel is the property of the University and must be returned at the end of the playing season to the head coach. Failure to return apparel and equipment will result in a hold being placed on your student account.
- Attendance at training sessions and practices must take precedence over non-athletic extracurricular meetings and events. Exceptions are at the discretion of the coach.
- The student-athlete is expected to participate in all practices and games. Illness, injury or special needs must be communicated to and approved by the Sports Medicine Staff and head coach. Sport Medicine Staff's decisions regarding participation in activity based on health and safety reasons cannot be challenged.
- Violations of guidelines may be sufficient grounds for reduced athletics financial aid, nonrenewal of athletics financial aid, and disciplinary action up to and including suspension or dismissal from the team.
- The Department of Athletics does not forbid any specific extracurricular activities, however participation must not interfere with official team activities and responsibilities. Scholarship athletes should disclose other extracurricular activities to the head coach during the recruiting process and while a member of the team.

SPORTSMANSHIP

Individuals employed by or associated with Auburn University at Montgomery to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

It shall be the responsibility of Auburn University at Montgomery to ensure that all individuals employed by or directly associated with the athletic program of this institution, including its student-athletes, conduct themselves in a sportsmanlike manner when representing their

university, especially at intercollegiate athletic contests. Unsportsmanlike conduct shall subject the individual to disciplinary action.

MISCONDUCT

Student-athletes are expected to uphold the university's Student Code of Conduct. At all times, student-athletes are required to conduct themselves in a manner respectful of themselves, their team, the university and Department of Athletics, game officials, opponents, and property. Student-athletes are to refrain from disrespectful conduct, such as unsportsmanlike conduct like profane, abusive, demeaning, harassing, threatening, or obscene expression. Disrespectful conduct will be reviewed by the Head Coach, Sport Supervisor, and Director of Athletics and may result in disciplinary action.

At the beginning of each academic year, a mandatory presentation will be made to all student-athletes to outline and to review institutional and NCAA regulations, drug and alcohol policies, conduct policies, as well their purposes and implementation. Each student-athlete will be required to sign a form acknowledging receipt and understanding of the policy in order to participate in intercollegiate athletics at Auburn University at Montgomery.

Possible conduct infractions not covered by the university policies and procedures will be administered by the Director of Athletics or his/her designee.

- Any member of the Department of Athletics may report a violation of the Policy.
- Any member of Campus Police may report a violation of the Policy.
- All reports must be based on first-hand knowledge and will remain confidential.
- All reports of violation must be submitted to the Director of Athletics in writing within one week of the event.
- The Director of Athletics will notify the student-athlete and the coach of the respective sport of the violation and appropriate sanctions. In the absence of the Director of Athletics, the Associate Director of Athletics for Internal Operations/Senior Women's Administrator will serve in this capacity.

Any student-athlete, coach or administrator who is ejected from a contest will be automatically suspended from participation in the next scheduled contest of their team. Suspension during the final competition of a season will carry over to the next championship season. Acts of unsportsmanlike conduct by any individual may include, but are not limited to:

- Striking or physically abusing an official, opposing coach, player or spectator.
- Intentionally inciting participants or spectators to violent or abusive action.
- Using obscene gestures, profane, unduly provocative language or action towards officials, opponents, or spectators.
- Engaging in negative recruiting by making statements to prospective student-athlete, parents, high school coach or other person interested in the prospective student-athlete which are not of a positive nature about another academic institution or its personnel.
- Being unduly critical publicly of any game official, conference personnel, another member institution or its personnel.
- Being involved in any acts of unsportsmanlike conduct not specifically prescribed.

GRIEVANCES

The Department of Athletics is committed to ensuring all department constituents (coaches, student-athletes, staff and volunteers) represent the university with integrity, emphasizing equity, inclusiveness and compliance. To this end, the Department of Athletics will operate as an inclusive community that both values the expression of differences and promotes excellence in instruction, personal development and institutional success.

All disputes and conflicts involving student-athletes, coaches and/or athletics support staff that cannot be resolved between individuals directly involved should be directed to the appropriate sport administrator or the Faculty Athletics Representative. One or both of these individuals will review the case and mediate a resolution involving the appropriate coach(es) and Department of Athletics staff members. In the case of allegations of sexual misconduct, all matters will be handled by the Title IX office.

The Department of Athletics is supportive of the established processes for voicing grievance in both academic and non-academic issues related to violations of the conduct regulations. Moreover, in the event of accusations, the department is committed to providing an environment of fairness where the student-athletes have an opportunity to participate in the enforcement procedures.

STUDENT-ATHLETE REPORTING RESOURCES

Student-Athletes Reporting Resources has been developed to guide students with whom to talk with regarding various concerns that may arise throughout a student-athlete's collegiate career. This resource page can be found on the Department of Athletics website or by clicking [here](#).

PLAYING TIME / TEAM ISSUES

Talk to your coach. If you are more comfortable talking to an assistant coach do so, but know that head coaches have ultimate responsibility for playing time / team dynamics / program administration. The AUM Athletics Department administration will not address issues regarding playing time.

ISSUES WITH YOUR PROGRAM

After discussing concerns with the coach, and feeling that the issue has not been resolved, talk to the administrator who supervises the sport. Members of the Athletics Administrative team include:

- Director of Athletics
- Associate Director of Athletics for Internal Operations/SWA
- Assistant Director of Athletics for External Relations

Contact information for these staff can be found on the AUM Athletics Staff Directory at <https://aumathletics.com/staff-directory>.

REPORTING VIOLATIONS OR ISSUES WITH NCAA / GSC RULES

Reporting Violations or Issues with NCAA / GSC Rules

If you are aware or suspect possible NCAA/GSC rules violation (s) or need clarification on rules,

you should contact the Associate Director of Athletics for Internal Operations/SWA; 334-244-3152; achilde1@aum.edu, or any member of the Auburn Montgomery Athletics Compliance staff (compliance@aum.edu). The Athletics Compliance Office is located in Suite 115 of Athletics Complex.

ISSUES WITH YOUR STUDENT-ATHLETE EXPERIENCE

Some staff are uniquely qualified in certain areas such as athletic trainers (injuries, health issues); academic advisors and learning specialists (academic issues); compliance administrators (questions on GSC/NCAA rules, scholarship, eligibility); the Faculty Athletic Representative (academic/faculty concerns); or you may prefer talking to another member of staff (including your coaches and/or sport administrators) with whom you feel most comfortable, and they will guide you as to your next steps. In addition, there are student-athletes who represent each team on the Student-Athlete Advisory Council (SAAC). Issues can be brought to them for discussion with SAAC who can then bring it to the administration, if appropriate.

The Department of Athletics and Office of Accountability and Advocacy within Student Affairs will work in partnership to provide guidance and assistance to student-athletes who are experiencing crisis, displaying odd or unusual behavior(s), or engaging in other behaviors that may be disruptive to themselves, others, or their community. To report an incident or concern, click [HERE](#).

CONFIDENTIAL HELP

Counseling and Health Promotion Services (CHPS) provides free confidential counseling services to all current AUM students. We offer crisis interventions, individual counseling, group counseling, assessments and referrals. Our staff of licensed counselors, administrative support, and interns are committed to providing a safe, nonjudgmental, and confidential space.

Counseling is available by appointment. For hours of operation or to schedule an appointment, please call 334-244-3469, stop by Taylor Center Room 316, or email counselingcenter@aum.edu. For more information and CHPS website click [HERE](#).

ASSISTANCE WITH STUDENT POLICIES OR STUDENT IN CRISIS

The Office of Student Affairs is located in the Taylor Center on the first floor. The Dean of Students is Leon Higdon, lhigdon@aum.edu, 334-244-3576. This office serves as your campus liaison to the administration and academic community. Additionally, the Office of Accountability & Advocacy is a division of Student Affairs, also committed to assisting you in personal, academic and social development. Their unit also serves as a resource for students so that we can ensure a positive Warhawk Experience.

For more information and Office of Advocacy website click [HERE](#). For the AUM Student Handbook, click [HERE](#).

REPORTING A CRIME

If the incident occurred on campus a report should be made to the AUM Police Department 334-244-3424.

If the incident occurred away from campus, concerned persons should call 911, or travel to the local law enforcement agency where the incident occurred.

SEE SOMETHING, SAY SOMETHING

Auburn University at Montgomery offers a reporting tool called Maxient that allows individuals to submit reports of Non-Academic Violations, Concerning or Threatening Behaviors and Title IX Discrimination Complaints.

Website and to report an incident or concern: <https://my.aum.edu/web/maxient>

TITLE IX (SEXUAL MISCONDUCT) VIOLATIONS & HARASSMENT

Cases involving possible Title IX violations, discrimination on the basis of sex (i.e., sex discrimination), including sexual harassment, sexual assault, and sexual violence, may be reported by a student-athlete to a coach, sports administrators, any member of the AUM Department of Athletics administration, Director of Athletics, or to the University Title IX Coordinator Leslie Meadows (334-244-3657). Reports of sexual misconduct shall be promptly investigated and also reported to the AUM Police Department (334-244-3424). Other resources for students for sexual misconduct-related offenses can be found by utilizing the AUM [Title IX Resource Page](#), which includes a listing of all university Title IX Deputies.

For more information visit the website at <http://www.aum.edu/gender-matters-title-ix>.

ACADEMIC INTEGRITY OR FRAUD

The Student Academic Honesty Code applies to all students taking classes at Auburn University at Montgomery. A current copy of the code can be found in the AUM Student Handbook. Student-athletes with questions, concerns or violations of the Academic Honesty Code should contact the Office of the Provost at 334-244-3600.

To review the AUM Student Handbook, visit [HERE](#).

DISCIPLINARY SANCTIONS AND DISCIPLINARY PROCESS

All athletic disciplinary hearings will be heard by the Director of Athletics or his/her designee and/or Sport Supervisor.

- Violation of Team Rules: Head Coaches will establish team rules consistent with the expectations and standards of the department. Team rules shall be in writing and distributed to team members at the start of each academic year. The Head Coach, Sport Supervisor and Director of Athletics each have the authority to impose sanctions for violation of team rules.
- Violation of Rules or Policies other than Team Rules: For violations of rules and policies other than team rules (e.g., violations of NCAA rules, Auburn University at Montgomery policies, etc.) the Head Coach may impose sanctions with the approval of the Director of Athletics or designee or Sport Supervisor.
- Violations of university policies: Will be handled as deemed appropriate by the Dean of Student Affairs. Additional sanctions may be placed on the student-athletes from the Director of Athletics and/or head coach for such violations.
- The Director of Athletics or designee will handle violations of the Athletics Expectations and Standards Policy that fall outside the University Student Code of Conduct (e.g. behavior not in keeping with the University Expectations and Standards, breaking curfew, dress code on a road trip, acting as a poor host for prospective students, etc.).
- Violation of Criminal Law: Student-athletes arrested for, or charged with, violating the criminal law may be placed on immediate suspension from involvement in team activity pending further investigation. The Head Coach and/or Director of Athletics or designee may, for violation of criminal law, impose sanctions on the student-athlete.
- Multi-Sport Athletes: Multi-sport athletes will not be relieved of any sanctions previously imposed in connection with rules violation while participating in another team sport when changing sports.

Possible sanctions include but are not limited to:

- Warning: The issuance of a written warning.
- Probation: Special status with conditions imposed for a limited time.
- Community Service: At the direction of the Department of Athletics.
- Restitution: Payment for damaged property.
- Temporary Suspension: Removal of a student-athlete from all Department of Athletics activities, including participation in team events, for a limited time.
- Interim Suspension: Removal of a student-athlete from all Department of Athletics activities, including participation in team events, for a specified period of no less than one season.
- Expulsion: Permanent removal from a team and/or Department of Athletics activities.
- Withdrawal of Financial Aid: Termination of athletic-related financial aid at first opportunity allowable by NCAA regulations.

ANTI-HAZING POLICY

The Auburn University at Montgomery Department of Athletics will not tolerate any form of hazing amongst its students, staff or teams. To view the University Anti-Hazing Policy visit the website [HERE](#).

SOCIAL MEDIA POLICY

Student-athletes are encouraged to use discretion when posting on social network sites, such as Facebook, Instagram, Twitter, Snapchat, Tik Tok, Tumblr, etc. If a student-athlete represents the Department of Athletics, or Auburn University at Montgomery and its faculty, staff and/or students in any manner inconsistent with the mission of the University, the University reserves the right to take appropriate disciplinary action. Student-athletes are responsible for adhering to all rules and guidelines in the Student-Athlete and University Handbooks.

STUDENT HOST RESPONSIBILITY

CONDUCT EXPECTATIONS

Individuals involved in the recruiting visit will act in a responsible manner and are expected to abide by the law. The use of alcohol, drugs, sex and gambling in recruiting are prohibited and will result in disciplinary action.

- Individuals involved in the recruiting visit will act in a responsible manner and are expected to abide by the law. Do not take an underage recruit to a bar or club which allows admittance only to those over 21 years of age. Alcohol is prohibited regardless of age.
- NCAA Rules must be abided by in all situations (see above).
- No engagement in any type of “adult entertainment” (i.e., exotic dance clubs, escort services).
- Never leave a recruit alone or with a non-team member. No dates or “set-ups” for the recruit.
- Have a plan for entertaining the recruit and review with your head coach or designee. Advise the head coach in advance of any changes to the plan.
- Report to your head coach immediately if your recruit acts in a manner detrimental to himself/herself and/or Auburn University at Montgomery.

TOBACCO PRODUCTS

As a tobacco-free campus, the use of tobacco products is prohibited by all game personnel (i.e. coaches, players, trainers, managers, and game officials) in all sports during practice and competition.

FAMILY RIGHTS AND PRIVACY ACT (FERPA)

The Family Rights and Privacy Act (FERPA) is designed to protect the privacy of students’ educational records. The Authorization to Release Educational Record Information request form is completed through ARMS each academic year. The authorization provided by this form will expire one year from the date which it is signed. This authorization may also be withdrawn or revoked at any time by giving written notice.

ATHLETIC COMPLIANCE

OUR RESPONSIBILITY

As a student-athlete at Auburn University at Montgomery you are responsible for adhering to the rules and regulations of the NCAA, Conference, and University. It is important that you have an understanding of these rules so you are able to identify a situation that may jeopardize your eligibility. Some, but not all of these rules, are summarized below. Please direct any NCAA or Conference question to the Athletic Compliance Office and remember ASK BEFORE YOU ACT.

REPORTING A VIOLATION

Any individual may report an alleged, rumored, or suspected violation to the Athletic Compliance Office or Director of Athletics. It is your responsibility to report any alleged or suspected rules violations. Information may be submitted verbally or written.

REPORTING A CRIME OR SUSPECTED WRONGDOING

Call campus police 334-244-3424. You can report non-criminal related issues to your head coach, an athletic administrator, or staff.

BEGINNING OF THE YEAR

At the start of each academic year, the Department of Athletics conducts an orientation for all student-athletes. The purpose of the orientation is to introduce academic support staff and offices, campus support staff and offices, athletic department staff, and the Faculty Athletics Representative. The department discusses compliance topics, reviews rules, introduces new changes within the department, and provides an updated version of the student-athlete handbook.

Prior to participation in intercollegiate competition each academic year, a student-athlete shall sign a statement in a form prescribed by the NCAA DII Management Council in which the student-athlete submits information related to eligibility, recruitment, financial aid, amateur status, previous positive drug tests administered by any other athletics organization and involvement in organized gambling activities related to intercollegiate or professional athletics competition under the Association's governing legislation. The student-athlete also consents to be tested for the use of drugs prohibited by NCAA legislation. A student-athlete shall complete and sign the consent form before participation in practice or competition.

END OF YEAR

The Associate Director of Athletics for Internal Operations/SWA or designee will conduct a rules education meeting at the end of the spring semester with each team. This meeting will review important NCAA, Conference and Auburn University at Montgomery regulations. This meeting will also cover the administration of NCAA and Auburn University at Montgomery paperwork, including a Summer Contact Form.

ACADEMIC STATUS

To be eligible to represent an institution in intercollegiate athletic competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree. A waiver of the minimum full-time enrollment requirement may be granted for a student enrolled

in the final term of the baccalaureate program. Also a student may represent the institution while enrolled as a graduate student or while enrolled and seeking a second baccalaureate degree at the same institution.

COMPLIANCE WITH OTHER NCAA AND CONFERENCE LEGISLATION

To be eligible to represent the University in intercollegiate athletics competition, a student-athlete shall be in compliance with all applicable provisions of the constitution and bylaws of the Association and all rules and regulations of the University and the conference(s) of which the institution is a member. Specific attention is called to legislation affecting eligibility in the following areas.

UNETHICAL CONDUCT

A prospective or enrolled student-athlete who is found to have engaged in unethical conduct shall be ineligible for intercollegiate competition in all sports. Unethical conduct consists of, but is not limited to:

- Fraudulence in connection with entrance or placement exam;
- Engaging in any athletics competition under an assumed name or with intent otherwise to deceive;
- Dishonesty in evading or violating NCAA regulations; or
- Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the student's involvement in or knowledge of matters relevant to a possible violation of NCAA regulations.

STUDENT-ATHLETE STATEMENT

Prior to participation in intercollegiate competition each academic year, a student-athlete shall sign a statement in a form prescribed by the NCAA DII Management Council in which the student-athlete submits information related to eligibility, recruitment, financial aid, amateur status and involvement in organized gambling activities related to intercollegiate athletics competition under the Associations' governing legislation. Failure to complete and sign the statement shall result in the student-athlete's ineligibility for participation in all intercollegiate competition.

DRUG-TESTING CONSENT FORM

Each academic year, a student-athlete shall sign a form prescribed by the Management Council in which the student-athlete consents to be tested for the use of drugs prohibited by NCAA legislation. Failure to complete and sign the consent form prior to participation in practice or competition shall result in the student-athlete's ineligibility for participation (i.e., practice and competition) in all intercollegiate athletics.

AUTHORIZATION/BUCKLEY AMENDMENT CONSENT FORM— DISCLOSURE OF PROTECTED HEALTH INFORMATION

The student-athlete may voluntarily sign a statement in which the student-athlete authorizes/consents to the institution's physicians, athletic trainers and health care personnel to disclose the student-athlete's injury/illness and participation information associated with the student-athlete's training and participation in intercollegiate athletics to the NCAA and to its

Injury Surveillance Program (ISP), agents and employees for the purpose of conducting research into the reduction of athletics injuries. The authorization/consent by the student-athlete is voluntary and is not required for the student-athlete to be eligible to participate.

AMATEURISM

Amateur competition is a bedrock principle of college athletics and the NCAA. Maintaining amateurism is crucial to preserving an academic environment in which acquiring a quality education is the first priority. In the collegiate model of sports, the young men and women competing on the field or court are students first, athletes second.

The NCAA membership has adopted amateurism rules to ensure the students' priority remains on obtaining a quality educational experience and that all of student-athletes are competing equitably.

All incoming student-athletes must be certified as amateurs. With global recruiting becoming more common, determining the amateur status of prospective student-athletes can be challenging. All student-athletes, including international students, are required to adhere to NCAA amateurism requirements to remain eligible for intercollegiate competition.

In general, amateurism requirements do not allow:

- Contracts with professional teams.
- Salary for participating in athletics.
- Prize money above actual and necessary expenses.
- Play with professionals.
- Tryouts, practice or competition with a professional team.
- Benefits from an agent or prospective agent.
- Agreement to be represented by an agent.
- Delayed initial full-time collegiate enrollment to participate in organized sports competition .

A student-athlete shall not be eligible for participation in an intercollegiate sport if the individual takes or has taken pay, or has accepted the promise of pay in any form, for participation in that sport, or if the individual has violated any of the other regulations related to amateurism set forth in Bylaw 12.

You cannot have signed or promised to sign with an agent, semi-professional or professional team or anyone else who offers to help manage your professional career. If you have received prize money, you may also be ineligible. Please contact the Athletics Compliance staff if any of these things have occurred.

PROMOTIONAL ACTIVITIES

Promotional appearance requests for all student-athletes must comply with the guidelines. If the appearance request complies with the applicable guidelines, Auburn University at Montgomery will accommodate such request at its discretion. Factors the university considers to determine if an appearance request will be approved include, but are not limited to, distance the student-athlete will have to travel to appear, time of year, academic issues and the number of appearance requests for the specific student-athlete.

GAMBLING

Staff members of the Department of Athletics, student-athletes and non-Department of Athletics staff members who have responsibilities within or over the Department of Athletics shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition.
- Solicit a bet on any intercollegiate, amateur, professional contest and/or team.
- Accept a bet on any team and/or individual representing the institution.
- Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value.
- Participate in any sport wagering activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.
- Participate in internet sport wagering.
- Participate in auctions in which bids are placed on teams, individuals or contest.
- Participate in any pools or fantasy leagues in which an entry fee is required and/or there is an opportunity to win a prize.

Institutional staff members found in violation of the provisions of this regulation shall be subject to disciplinary or corrective action as set forth in the applicable national association enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution.

OUTSIDE COMPETITION

Participation on any outside teams, while a member of an intercollegiate team, may jeopardize a student-athlete's eligibility. Student-athletes must have written permission from their Head Coach and the Athletics Compliance staff prior to participation on any outside teams or in outside competition at any time of the year, including summer. Regulations are sport specific.

SPORTS OTHER THAN BASKETBALL

After enrollment, a student-athlete becomes ineligible if the student-athlete competes as a member of any outside team during Auburn University at Montgomery's intercollegiate season in his/her sport. If there are separate fall and spring playing seasons, it is permissible to participate during the period between seasons without affecting eligibility (approval is still required). With approval, it is also permissible for a student-athlete to participate in outside competition as an individual during the academic year, as long as the student-athlete represents him/herself in the competition and does not receive expenses from an outside team.

BASKETBALL

In the sport of basketball, student-athletes are not permitted to compete on any outside teams in the sport at any time while a member of Auburn University at Montgomery's intercollegiate team. Summer league participation is the only competition permitted, but prior approval is still required.

OUTSIDE COMPETITION WAIVER

Per NCAA guidelines, it is permissible for a student-athlete to participate in outside competition as an individual during the academic year in the student-athlete's sport, as long as the student-athlete represents only himself or herself in the competition and does not engage in such competition as a member of or receive expenses from an outside team.

- Competing unattached or in outside competition means that a student may not compete in any apparel or equipment that identifies with Auburn University at Montgomery.
- Competing unattached or in outside competition means that a student may not receive any travel expenses (meal money, snacks, lodging, gas or mileage reimbursement) that may be provided to team members participating or coaching instruction, evaluation, or feedback on site at the event from AUM coaching staff.
- Competing unattached or in outside competition means that student is voluntarily participating in the event and hereby release Auburn University at Montgomery from any medical financial responsibility (e.g. treatment and rehabilitation) for any such injury sustained in the aforementioned competition.

Procedure for Approving Outside Competition:

- The student-athlete will inform the Head Coach of his/her desire to compete unattached or participate in outside competition.
- The student-athlete will submit the Outside Competition Approval Form through ARMS for review and approval by the Head Coach, Director of Athletics, and Compliance Office.

Amateurism requirements apply to unattached and outside competition and do not allow:

- Contracts with professional teams.
- Salary for participating in athletics.
- Prize money above actual and necessary expenses.
- Play with professionals.
- Tryouts, practice or competition with a professional team.
- Benefits from an agent or prospective agent.
- Agreement to be represented by an agent.

RECRUITING

You may be asked to assist in the recruiting process of prospective student-athletes. Rules that apply to your participation in recruitment include:

- You may not telephone or meet off-campus with a recruit for the purpose of promoting our athletic program or encouraging enrollment at Auburn University at Montgomery.
- You may not provide any material assistance (e.g., a place to stay, rides, meals, etc.) or an item of value (e.g., apparel) to any prospective student-athletes, even if the prospective student-athlete has signed the National Letter of Intent to attend the university. Recruits remain prospects as defined by the NCAA until the first day of fall classes, the first day of preseason practice, or the first day of summer bridge classes whichever comes first. Please contact the Compliance Office if you are unsure when someone is still considered a prospect.

You may be invited by your high-school coach or a program planner for a local organization to speak to a group. You may do so, and speak generally about your experiences as a student-athlete (e.g. time management). However, please be aware of the following:

- You may not make a recruiting “pitch” for Auburn University at Montgomery.
- You may not talk one-on-one with any student who is in grades 9-12, other than casual civil conversation not involving recruitment.
- You may not comment publicly about any prospective student-athlete that Auburn University at Montgomery is recruiting including during interviews by the media and on your personal social media site (e.g. Twitter, Facebook). Student-athletes can generally post a photograph, comment or status update of a prospect if it is unrelated to the prospect’s campus visit, does not include a recruiting message or endorsement and was not directed by a staff member.

Please speak with the Athletics Compliance staff in advance if you are asked to participate in high school activities.

OFFICIAL VISIT

Auburn University at Montgomery Athletics shall provide each visiting recruit and his/her family the opportunity to gain knowledge about academic programs, familiarize themselves with the athletics department including possible future teammates, coaches and support staff and experience what campus and community life would be like as a student-athlete.

Our goal is for the recruit to confirm Auburn University at Montgomery will be the “right fit,” both academically and athletically, and for the university (e.g., coaches, staff) to feel the same way.

Remember, a recruiting visit is about the recruit. As you are showing recruits what it means to be a Warhawk – always representing the university well, working hard in the classroom and giving your all in your sport – those are some specific things to remember that will help to make sure they get the right message.

HOSTING PROSPECTIVE STUDENT-ATHLETES

Current Auburn University at Montgomery student-athletes may serve as a host for prospective student-athletes who are on an official visit. You will be required to complete the Student Host Form through ARMS. You may receive \$30 per day when you host the prospect. If you host more than one prospect, you may receive an additional \$15 per day. This is to cover any meal expenses you incur.

If the Prospective Student Athlete is going to stay overnight with the student host, the Head Coach must verify with the Housing Office and Office of Admissions & Recruitment that the Prospective Student Athlete has completed an application and has emergency contact information on file. You must adhere to all rules and procedures outlined in the Student Host Form, in this Handbook, in Team Rules, and the Housing and Residential Life Overnight Guest Policy.

The Student Host Official Guidelines are as follows:

- Only one student-athlete from Auburn University at Montgomery can serve as an official host for each prospect per day. As a freshman, a student-athlete must have been a high school qualifier as determined by the Eligibility Centers.
- A maximum of \$30 per day meal money may be provided to the student-athlete to cover actual costs of meals for the prospect, anyone else accompanying them and himself/herself. Per NCAA and AUM policies, this money can be spent on food only at a restaurant establishment.
 - These funds cannot be used to purchase souvenirs such as hats, t-shirts, or any other mementos.
 - It is the responsibility of the student-athlete to personally handle this money, to collect receipts for money spent and to turn the receipts in to the Administrative Associate. **Student hosts may not give cash directly to the prospect, teammates or anyone else.**
- Student-athletes may not use vehicles provided or arranged for by any coach, institution staff member or booster of the institution. **Never** allow the recruit or anyone accompanying the recruit to operate their vehicle.
- Entertainment with the prospect and his/her guests must occur within a 30-mile radius of campus.
- Be aware that it is not permissible for a prospective student-athlete and booster (broadly defined a "booster" as an individual, agency, entity or organization who is known by an institution to have participated in or been a member of an agency that promotes the institution's intercollegiate athletics program; have made financial contributions to the athletics department or a booster organization for the department; have been involved otherwise in promoting the institution's athletics program; have been a season ticket holder; have provided benefits to student-athletes or their relatives or friends) to have a conversation beyond an exchange of greetings. Try to prevent this situation from occurring if possible.
- Prospective student-athletes may engage in recreational/workout activities as long as the following conditions exist: The activity is not initiated or observed by the coach; it is not designed to test the athletic abilities of the prospective student-athlete; and the prospects

must provide his/her-own equipment and apparel and may not be loaned these items. The prospective student-athlete must pay any fee associated with facility use (guest fee).

- As a representative of Auburn University at Montgomery, student-athletes should use appropriate judgment in entertaining prospects. This includes, but is not limited to, not attending, arranging, or providing adult entertainment or gambling/wagering activities for the PSA. Consumption or purchase of alcoholic beverages by any individual under the age of 21 is illegal.

GENERAL RECRUITING REMINDERS

- **Publicity:** Student-hosts may not post a photograph, comment or status update of a prospect while the prospect is on a campus visit.
- **Boosters:** Boosters may not come in contact with the prospects or provide funds to entertain a prospect.
- **Meals:** The designated student host may receive meals when accompanying the prospect.
- **Entertainment:** It is not permissible to entertain other relatives (e.g., siblings) or friends of a prospect at any time.
- **Complimentary Admissions:** General seating to home athletics contests only. Media/bench area, press box, suite access is not permitted.
- **Automobiles:** Coaches, staff, or boosters cannot provide an automobile for use by the prospect or the student host.
- **Host Entertainment Money:** Auburn University at Montgomery may provide a host with a maximum of \$30 for each day of the official visit to cover the actual costs of entertaining the prospect (and the prospect's parents, legal guardian or spouse), which per AUM policy can be used for meals at a restaurant establishment only.
- **Souvenirs:** Auburn University at Montgomery may not give or buy a prospect or those persons who accompany the prospect any souvenirs such as shirts, photographs, jerseys, shoes, etc. The \$30/day entertainment money may not be used to buy souvenirs.

ELIGIBILITY & ACADEMIC POLICIES

Your athletics eligibility at Auburn University at Montgomery is an ongoing process. It is your responsibility to make satisfactory progress and meet NCAA progress-toward-degree requirements each term and year. It is also your responsibility as a student-athlete to complete and submit necessary documentation and follow direction and advisement provided in writing and in meetings by academic advisors and staff, as well as members of the Eligibility Certification Committee, in an expeditious manner to meet timelines and deadlines defined in the Student-Athlete Handbook, AUM Student Handbook, and deadlines prescribed by respective academic units.

Information regarding AUM's policies regarding grading, GPA, Academic Standing and Progress, degree programs and more can be found in the AUM Undergraduate and Graduate Catalogs at <http://www.aum.edu/faculty-and-staff/advising-resources/catalogs>.

ELIGIBILITY FOR PRACTICE AND COMPETITION

ELIGIBILITY FOR PRACTICE

Before a student-athlete can participate in intercollegiate athletics each academic semester, the student-athlete must be cleared. Participation will only be granted to those student-athletes who have met all NCAA and institutional regulations.

All student-athletes must be cleared for practice through the practice clearance process. This process takes place at the start of each academic semester (fall and spring) with the Registrar's Office, Sports Medicine, Office of Financial Aid, Department of Athletics, and the Faculty Athletic Representative.

- The Registrar's Office verifies full-time enrollment and proper student attribute coding.
- Sports Medicine verifies all medical-related forms, including insurance verification and a passed physical are on file, as well as confirms required concussion baseline testing is complete.
- The Office of Financial Aid verifies individual and team scholarship limits are not exceeded.
- The Eligibility Certification Committee confirms incoming student-athletes have met initial and transfer requirements or that their coach has been notified of outstanding requirements.
- The Athletics Compliance Office will provide the Head Coach updates on practice clearance at least one day prior to the start of practice and subsequent updates as appropriate.
- It is the responsibility of the Head Coach to withhold student-athletes from practice and all team-related activities who have not been cleared to practice.

ELIGIBILITY FOR COMPETITION

As a freshman student-athlete your eligibility to participate in intercollegiate athletic competition in your first academic year at Auburn University at Montgomery is based on the NCAA Eligibility Center's academic and amateurism certification decision. This is accompanied by your enrollment status as a full-time student at Auburn University at Montgomery.

Current initial eligibility requirements can be found by clicking [HERE](#).

As a transfer student-athlete your eligibility to participate in intercollegiate athletic competition in your first academic year at Auburn University at Montgomery is based on the NCAA Eligibility Center's academic and amateurism certification decision as well as transfer requirements and progress-toward-degree requirements set forth by the NCAA. This is accompanied by your enrollment status as a full-time student at Auburn University at Montgomery.

Current Division II transfer requirements can be found at <http://www.ncaa.org/student-athletes/current/want-transfer>.

PROGRESS TOWARD DEGREE

Student-athletes' progress toward degree based on NCAA standards is monitored three times a year (fall, spring, and summer) with the assistance of Academic College Representatives (ACR) appointed by their respective college. The Eligibility Certification Committee initiates and finalizes the progress toward degree process to maintain an accurate record of certification of eligibility for each student-athlete and team.

NCAA progress-toward-degree requirements are designed to guide student-athletes through their academic journey to graduation. The standards include requirements for grade-point average, term-by-term passed credit requirements, and annual credit hour requirements. Student-athletes entering their fifth semester, including transfers, must declare a major. From that point, the semester credits used to meet satisfactory-progress requirements must be degree applicable toward the student-athlete's designated degree program.

FIGURE 14-4**Summary of Division II Progress-Toward-Degree Requirements
(Effective August 1, 2016)**

Entering Second Year of Collegiate Enrollment	Entering Third Year of Collegiate Enrollment	Entering Fourth Year of Collegiate Enrollment	Entering Fifth Year of Collegiate Enrollment
Nine credits per term if enrolled full-time the previous term	Nine credits per term if enrolled full-time the previous term	Nine credits per term if enrolled full-time the previous term	Nine credits per term if enrolled full-time the previous term
18/27 credits earned during regular academic year (not including summer)	18/27 credits earned during regular academic year (not including summer)	18/27 credits earned during regular academic year (not including summer)	18/27 credits earned during regular academic year (not including summer)
24 semester/36 quarter hours	24 semester/36 quarter hours or 48/72 following second year of collegiate enrollment	24 semester/36 quarter hours	24 semester/36 quarter hours
2.0 cumulative GPA	2.0 cumulative GPA	2.0 cumulative GPA	2.0 cumulative GPA
	Designation of degree program		

[This is a summary only. Please refer to Bylaw 14.4 for more detailed information.]

The Progress Toward Degree form allows the Eligibility Certification Committee to verify degree applicable coursework. Each semester Academic College Reps will complete this form for each student. You and your Head Coach will sign the form with the Academic Advisor for Student-Athletes and/or the Associate Director of Athletics for Internal Operations/SWA. It is important that you understand the information within the form as your signature validates that you are responsible for your eligibility status. Student-athletes are responsible for their academic status, so ask questions and for support if you have issues or concerns.

The Eligibility Certification Committee confirms the following requirements are met to certify student-athletes as eligible at the start of the fall semester. Student-athletes initially enrolled in college in the spring semester, must meet these requirements at the start of each spring semester:

- Full-Time Enrollment .
- Good Academic Standing (2.0 AUM GPA for undergrad, 3.0 AUM GPA for grad).
- 9 applicable credit hours earned in last-full time term of enrollment.
- 18 applicable credits earned during regular academic year (not including summer).
- 24 applicable credit hours earned in the preceding academic year.
- 2.0 institution cumulative grade point average.
- Designated/declared major by the start of the 5th semester.
- Appropriate applicable of optional minor credits – max of 6 fall or spring, 0 summer.

The Eligibility Certification Committee confirms the following requirements are met to certify student-athletes as eligible at the start of the spring semester for all fall initial enrollees, provided they were eligible in the fall semester. Student-athletes who initially enrolled in college in the spring semester must meet these requirements at the start of each fall semester, provided they were eligible in the spring semester:

- Full-Time Enrollment.
- Good Academic Standing.
- 9 applicable credit hours earned in last-full time term of enrollment.
- 2.0 institution cumulative grade point average.

If a student-athlete is not eligible in the fall semester, they must meet all requirements in the next semester to regain their eligibility.

ELIGIBILITY FOR COMPETITION SEMESTER TO SEMESTER

- Student-athletes must be in good standing with the institution (Undergrad Students - 2.0 institution and cumulative GPA; Grad Students – 3.0 institution and cumulative graduate GPA).
- Student-athletes must satisfactorily complete at least nine (9) degree applicable semester hours of academic credit in the preceding regular semester to be eligible for athletics participation during the next academic semester. Hours earned in remedial courses do not count, unless awarded credits during a student's first 2 terms of collegiate enrollment.

ELIGIBILITY FOR COMPETITION YEAR TO YEAR

- Student-athlete must be in good standing with the institution (Undergrad Students - 2.0 institution and cumulative GPA; Grad Students – 3.0 institution and cumulative graduate GPA).
- Student-athlete must satisfactorily complete at least nine (9) degree applicable semester hours of academic credit in the preceding regular semester to be eligible for athletics participation during the next academic semester. Hours earned in remedial courses do not count, unless awarded credits during a student's first 2 terms of collegiate enrollment.
- Student-athlete must pass 18 degree applicable semester hours of academic credit during the academic year (Fall and Spring semester only).
- Student-athlete must pass 24 degree applicable semester hours of academic credit during the academic calendar year (Fall, Spring and Summer).
- Concluding a student-athlete's fourth (4th) semester of full-time enrollment, the student-athlete is required to have completed 48 degree applicable semester hours of academic credit.

GOOD ACADEMIC STANDING

Good academic standing is defined as being eligible to continue as a student at Auburn University at Montgomery the following academic term. Undergraduate students must have a 2.0 grade point average (for both Auburn University at Montgomery and their cumulative GPA) to be in good standing academically. Graduate students must have a 3.0 grade point average (for both Auburn University at Montgomery and their cumulative GPA) to be in good standing academically.

The conditional classification, including admissions to the Bridge Program, does not constitute good standing.

REMEDIAL / DEVELOPMENTAL COURSES

If a student is required to take remedial/developmental courses due to a performance deficiency, those courses will count toward full-time attendance; however, remedial courses will not count toward progress toward degree to be eligible for athletic participation during the next semester and academic year.

This means that remedial/developmental courses may need to be taken the summer prior to enrollment, in addition to a full academic course load, or during subsequent summers for a student-athlete to continue to make progress in their designated major to be eligible for athletic participation.

REPEATING A COURSE

If repeating a class in which the student-athlete received an unsatisfactory grade, they can only count that class one time toward the 9, 18 and 24 credit hour requirements for maintaining athletic eligibility.

This rule does not apply for grades of “F” or “FA” as the student-athlete receives no class credit when this grade is received or when the minimum grade requirement is not met to satisfy progress toward degree.

FULL-TIME ENROLLMENT

Undergraduate student-athletes must take no less than 12 semester credit hours during each semester to be eligible for practice and competition in their respective sport. Graduate students must be enrolled in 9 graduate-level credits to be considered full-time. If a student-athlete drops below this 12-hour minimum, it will result in them becoming immediately ineligible for practice and competition and the loss of athletic-related financial aid for the remainder of the current semester. Student-athletes should not drop a class prior to completing the Eligibility Certification Class Add/Drop Form and meeting with their Head Coach, College or Faculty Advisor, the Faculty Athletic Representative, and the Academic Advisor for Student Athletes.

If a student meets an exception to this policy in their final academic year, the student-athlete and coach will receive written confirmation from the Athletics Compliance Office after appropriate certification is obtained through the Eligibility Certification Committee.

ADDING / DROPPING CLASSES

All student-athletes will have athletic holds placed on their account each term. This will prevent dropping below 12 hours and becoming ineligible to participate in competitions. If, during that academic term, a student-athlete desires to drop a class, they must have discussions with the following individuals and obtain their signature approval:

- Head Coach
- College or Faculty Advisor
- Academic Advisor for Student-Athletes

- Faculty Athletics Rep

The Academic Success Advisor for Student-Athletes or their designee will assist student-athletes with the process of completing the form and seeking necessary signatures. Detailed direction and updates will be provided to the student-athlete via email, including when the completed form is submitted to the Registrar's Office. The above listed individuals will review the request, and if found to not impact eligibility status or academic/program standing, they will authorize the action using the Auburn University at Montgomery Eligibility Certification Class Add/Drop Form. The completed form with all signatures must be submitted to the Registrar's Office for it to be processed. If a complete form is not filed with the Registrar's Office, the process has not been completed.

If adding a class exceeds 18 hours, university policy states that any student must seek special permission from their academic advisor, which a student-athlete must seek themselves.

DECLARING A MAJOR

By the beginning of the student-athlete's fifth full-time semester, the student-athlete is required to have designated a program of study leading toward a specific baccalaureate degree. From that point, the credits used to meet satisfactory-progress requirements each term must be degree credit toward the student's declared degree program.

A declaration of a major is only official if the appropriate paperwork has been complete and submitted to the Registrar's Office by the student-athlete. Must be accompanied by an Eligibility Certification Major/Minor Declaration Form.

DECLARING A MINOR

Many student-athletes choose to pursue a minor in a field that they feel will help with their career. With the changing job market, student-athletes should have the opportunity to earn meaningful degrees that will best position them to be successful after college. A student-athlete may designate an optional minor in pursuit of their baccalaureate degree. A student-athlete who has designated an optional minor may utilize a maximum of six (6) credit hours per term earned in the minor to fulfill the credit-hour requirements for meeting progress toward degree provided the minor was declared prior to the start of the semester. [Updated to reflect NCAA bylaw approved and immediately effective January 2022.]

A declaration of a minor is only official if the appropriate paperwork has been complete and submitted to the Registrar's Office by the student-athlete. Must be accompanied by an Eligibility Certification Major/Minor Declaration Form.

CHANGE MAJOR/MINOR DESIGNATION

Due to the complexity of the rules and regulations of the NCAA and the importance of maintaining institutional control, the information provided on the Eligibility Certification Major/Minor Declaration Form is crucial to the certification of eligibility for all Auburn University at Montgomery student-athletes. During the certification of eligibility process, academic coursework must be degree applicable to the designated major, concentration, program

plan, and/or minor to ensure all student-athletes meet the general eligibility requirements established by the NCAA.

Any changes to a student-athlete's major and minor must be declared by the student-athlete on or before the last day of 100% refund, as established by the institution's academic calendar for their eligibility to be tracked on a new major or minor during the current term. [Updated to reflect NCAA bylaw approved and immediately effective January 2022.]

The Eligibility Certification Major/Minor Declaration Form must accompany all major and minor change forms submitted to the Registrar's Office in order for a change to be made and the process to be completed. A copy of this form can be obtained from the Athletics Compliance Office or Academic Advisor for Student-Athletes.

10-SEMESTER RULE

During the 10 semesters in which the student-athlete is enrolled in a collegiate institution in at least a minimum full-time program of studies, the student-athlete may complete his or her four seasons of intercollegiate competition in any one sport.

SUMMER SCHOOL & ENROLLMENT AT AN OUTSIDE INSTITUTION

According to the transient summer/non-term session procedures, student-athletes may utilize summer/non-term credits for eligibility if the student-athlete needs additional credits to fulfill the PTD requirements. Any student-athlete at Auburn University at Montgomery who wishes to take summer/non-term courses at another institution must request a transient form from their academic college advisor. Once a student has received approval, by obtaining the appropriate signatures from the academic college, the form is submitted by the student to the Registrar to confirm good standing. If it is determined that the student is not in good standing, permission is denied. While transient coursework can assist a student-athlete in meeting PTD requirements, transient coursework does not assist a student-athlete in meeting the GPA requirement.

ATHLETIC ELIGIBILITY SUMMARY

At the end of each academic term an athletic eligibility summary will be compiled by the Eligibility Certification Committee to identify areas of concern following the posting of final grades. The coaching staff is required to review the academic status of each student-athlete with designated members of the Eligibility Certification Committee. The purpose of this review is to discuss any academic concern and approaches to remediate ineligibility through the use of the Eligibility Awareness form. Student-athletes with academic concerns will receive a copy of their Eligibility Awareness form, which will include approaches to remediate if able.

CAMPUS SUPPORT SERVICES

WARHAWK ACADEMIC SUCCESS CENTER & TUTORING

Library Tower/WASC

Phone: 334-244-3230

Email: WASC@aum.edu

The Warhawk Academic Success Center is a one-stop shop for all of your academic support needs. We are located primarily on the second floor of the Ida Belle Young Library Tower; the Instructional Support Lab is in 202-203 Goodwyn Hall. All of our services are FREE of charge to AUM students.

There are two FREE tutoring centers. Students can schedule appointments at the Learning Center in the WASC. Drop-in appointments are available on a first-come basis for help with biology, chemistry, mathematics, physics or general science courses at the Instructional Support Lab in Goodwyn Hall.

For more information on the WASC, visit <http://www.aum.edu/academics/academic-support/warhawk-academic-success-center>.

OFFICE OF STUDENT ACCOUNTS

Taylor Center 112

Phone: 334-244-3AUM (3286)

E-mail: studentaccounts@aum.edu

The Office of Student Accounts provides financial services to students making tuition and fee payments, and assists with questions regarding student accounts. For detailed information regarding payment deadlines, types of payments, and general guidelines for managing your student account, visit <http://www.aum.edu/admissions/financial-information/cashier-office>.

CAREER DEVELOPMENT CENTER

Taylor Center 323

Phone: 244-3344

E-mail: career-dev@aum.edu

The Career Development Center can help you with all the important steps in choosing a career: assessing skills, interests, and abilities; exploring majors and career options; experimenting with possible career options; and then organizing and conducting a job or graduate school search. Career counseling and interest inventories are available to all students to aid in making decisions regarding a career or college major. Job search seminars and individual consultation sessions for students are provided throughout the year to assist in writing resumes, cover letters, and developing effective job interviewing and job search techniques.

In addition, a variety of career topics and information is always available to you via the Career Center website, www.aum.edu/cdc. The Career Development Center sponsors major recruiting events each year, such as career fairs, graduate and professional school fairs, and employer information and interview sessions.

ACCOUNTABILITY AND ADVOCACY

Taylor Center Suite 163B

Contact Us Link: <http://www.aum.edu/campus-life/student-affairs/office-of-advocacy/contact-us>

The Office of Accountability and Advocacy works to ensure that students are knowledgeable regarding the guidelines that govern student conduct. Staff serve as advocates in empowering students in their academic and social development through programming, personal interactions and resource guidance.

The Office of Accountability and Advocacy supports students by:

- Providing clarity on university policies and procedures
- Creating an opportunity for communication among those involved in resolving a problem or conflict
- Helping students to develop problem-solving skills and promote critical thinking
- Providing referral to sources that can assist in creating a helping network
- Providing training and programming on topics related to communication, conflict, university policy, judicial resolution and areas of advocacy which impact academic and social development
- Assisting students in evaluating and assessing a variety of options to address concerns
- Assisting students through the judicial process

COUNSELING & HEALTH PROMOTION SERVICES

Taylor Center 316

Phone: 334-244-3469

E-mail: counselingcenter@aum.edu

The university counseling center supports students throughout their academic experience by offering free services for students enrolled in a degree-granting program. Hours of operation are Monday through Friday 8 a.m.-5 p.m. with extended and emergency services as needed.

Students generally visit the center in an effort to lead a healthier lifestyle, gain support or knowledge in making healthy decisions or general “feel better.”

More information about CHPS is available at <http://www.aum.edu/current-students/health-and-wellness/counseling-and-health-promotions/about-the-center>.

CENTER FOR DISABILITY SERVICES

Taylor Center 153

Voice: 334-244-3631

TDD: 334-244-3754

Email: cds@aum.edu

The Center for Disability Services provides academic support services to students, faculty, staff, and Auburn University at Montgomery visitors who have disabilities that require accommodations. Among our services are peer counseling, individualized planning, test

proctoring, note taking, electronic text, interpreting, captioning, and support regarding classroom accommodations. Other services may be offered based on individual needs.

To learn more about CDS, the referral process, documentation requirements and more, visit <http://www.aum.edu/campus-life/student-affairs/center-for-disability-services>.

DIVERSITY AND INCLUSION

Taylor Center 163
Phone: 334-244-3520

The Interim Chief Diversity Officer for AUM is Dr. Brooke Burks. The Office of Diversity and Inclusion helps Auburn University at Montgomery achieve institutional diversity through campus-wide partnerships and collaborations. Institutional diversity in the 21st century must integrate domestic and international cultures in addition to helping everyone navigate issues of gender, sexual orientation, social class, mixed generations, levels of ability, learning styles, acts of prejudice/hate, and similar topics. Within this context, Auburn University at Montgomery's Office of Diversity and Inclusion provides leadership in three specific areas: educational/awareness initiatives, supplemental recruitment/retention strategies, and enhanced diversification of curricular and co-curricular initiatives.

More information can be found at <http://www.aum.edu/campus-life/student-affairs/diversity-and-inclusion>.

OFFICE OF FINANCIAL AID

Taylor Center 111
Phone: 334-244-3571

The Office of Financial Aid administers federal, state, and institutional financial aid programs that provide assistance to students who, without such aid, may be unable to attend Auburn University at Montgomery. In order to apply for these programs, a student must complete the Free Application for Federal Student Aid (FAFSA).

More information is available at <http://www.aum.edu/admissions/scholarships-and-financial-aid/financial-aid>.

WARHAWK HEALTH SERVICES

Moore Hall 102
Phone: 334-244-3281
Email: studenthealthservices@aum.edu

Medical assistance and health maintenance services are provided to currently enrolled Auburn University at Montgomery students, faculty and staff. Warhawk Health Clinic services are available for a minimum co-payment per visit. There are other medical services available at a higher fee. Students must show a valid Auburn University at Montgomery student identification card at the time they are seen.

The hours of operation are 8:15 a.m. to 4:30 p.m., Monday through Friday, when the university is in session. Call 334-244-3281 to schedule an appointment.

Student-Athletes must report an injury and are referred, if necessary, by the Athletic Training Staff, to the proper medical practitioner.

- Student-athletes should not go a physician, dentist, hospital, or any other medical personnel or facility in non-emergent situations without first seeking guidance from the Athletic Training Staff.
- The Department of Athletics will not be held responsible for any charges unless the athlete receives permission from the Athletic Training Staff to seek treatment.

More information is available at <http://www.aum.edu/current-students/health-and-wellness/student-health-services>.

HOUSING AND RESIDENCE LIFE

The Nest, Suite 1H35
Housing: 334-244-3572
Residence Life Office: 334-244-3296
E-mail: housing@aum.edu

Housing and Residence Life offers you the benefits that come with being close to classes and activities, living and learning with friends, making better grades, and getting involved in a community. Our residence halls are new or recently renovated, providing the home-like environment you want. Some halls feature in-house computer labs and study lounges and all offer free laundry areas, free cable TV, and free high-speed Internet.

Housing is open to anyone who is a student at Auburn University at Montgomery. You may apply for housing after being accepted to Auburn University at Montgomery. To apply, login into you my.aum.edu and access the Housing online application. A \$100 non-refundable application fee must accompany housing applications. All Housing fees are billed to your Auburn University at Montgomery student account. For further information, contact one of the numbers above.

OFFICE OF THE REGISTRAR

Taylor Center 114
Phone: 334-244-3125
E-mail: records@aum.edu

The Office of the Registrar maintains all official academic records of the university. Other responsibilities include grade processing, class schedules, registration procedures, graduation, monitoring probation and suspension policies, and maintaining academic transcripts, final grades and grade changes.

More information is available at <http://www.aum.edu/current-students/records-registrars-office>.

AUM POLICE DEPARTMENT

Taylor Center 267
Phone: 334-244-3424

The Auburn University at Montgomery Police Department is committed to providing our students, staff, faculty, visitors and guests with prompt, courteous and professional police services.

More information about services provided by AUMPD can be found at <http://www.aum.edu/about-aum/public-safety/police-department>.

ACADEMICS

Auburn University at Montgomery provides a number of services to enhance student success. These services are provided as part of the Warhawk Academic Success Center (WASC).

ACADEMIC HONESTY

Academic standards are held in high regard by the university. The Student Academic Honesty Code is presented in the Auburn University at Montgomery Student Handbook and applies to all students taking Auburn University at Montgomery classes. By applying for admissions, all students agree to conform to this code.

Information about the Academic Honesty Code and processes associated with upholding the code are available at <http://www.aum.edu/faculty-and-staff/academic-resources/academic-honesty-code>.

If academic integrity is not maintained, the Department of Athletics and/or the individual's coach maintains the right to sanction the student-athlete in addition to penalties received from academia.

ACADEMIC ADVISING

All students receive advising prior to registering each semester. Your major determines who your advisor is, and where you will be advised. Students who have not declared a major are advised by Undeclared Advising in the Office of Central Advising. Academic advising is a critical component to your success. We encourage you to develop a relationship with your academic advisor, and for you to seek their counsel when determining your course schedule. This advising relationship continues throughout the student's enrollment, emphasizing curriculum planning and progress toward individual goals.

The most current contact information and directions for scheduling appointments with major advisors is available at <http://www.aum.edu/academics/advising>.

ACADEMIC SUCCESS ADVISOR FOR STUDENT-ATHLETES

Mallory McQueen
Taylor Center 125
Phone: 334-244-3592
Email: mmcquee3@aum.edu

The academic progress of student-athletes is monitored by the Academic Success Advisor for Student-Athletes in conjunction with the Eligibility Certification Committee to ensure student-athletes are on a path of graduation throughout their athletics career and are provided referrals to on-campus services and support.

ACADEMIC PROGRESS REPORTS

The Academic Success Advisor for Student-Athletes submits progress report to faculty and staff for full-term courses twice a semester to evaluate the academic status, attendance record, additional support, and areas of concerns for student-athletes in each of their classes.

The data is collected and distributed to each Head Coach, Sport Administrators and members of the Eligibility Certification Committee.

Based on progress reports and Warhawks Warning referrals and Curtiss Check-ins, the Academic Success Advisor for Student-Athletes will request to meet with student-athletes who are deemed “at risk” to develop strategies for academic success. All student-athletes who receive a grade of “F” at mid-term will be contacted by the Academic Success Advisor for Student-Athletes.

MID-TERM GRADES

Mid-term grade reporting is another component of the Warhawk Warning program. Mid-term grades provide students with information regarding how they are performing in their classes. This allows the student the opportunity to make the adjustments needed to improve upon, or maintain their academic performance.

The Academic Success Advisor for Student-Athletes and the WASC will follow-up with students regarding concerning mid-term grade reports. Grade reports will be shared with Head Coaches, Sport Administrators and members of the Eligibility Certification Committee.

WARHAWK WARNING & CURTISS CHECK-INS

Warhawk Warning is the academic early warning system that allows concerned faculty and staff members to identify students who may benefit from a connection to a student support program. Once a faculty or staff members creates a Warhawk Warning or Curtiss Check-in for a student-athlete the WASC, Academic Success Advisor for Student-Athletes and Associate AD for Internal Operations/SWA will receive an email notification. Staff will follow-up appropriately to connect the student-athlete with support services.

STUDY HALL

Head coaches may require study hall sessions for the student-athletes within their programs. Head Coaches will set the duration, frequency and attendance requirement for their respective

team. Study hall sessions typically take place at the Ida Bell Young Library Tower, in various campus computer labs, and/or multi-purpose spaces. The Head Coach has access to their student-athletes schedules, absences, Warhawk Warnings, study hall sign-in reports, and academic progress reports through reports provided by the Academic Success Advisor for Student-Athletes or their designee.

FACULTY NOTIFICATION REGARDING STUDENT-ATHLETE ABSENCES

Student-athletes are expected to notify faculty of their athletic related absences prior to missed class time and in-class coursework prior to their absence. Each instructor may have additional guidelines provided in their syllabus and course documents.

TRAVEL NOTICE

To assist student-athletes in identifying themselves to their professor and for the purpose of informing their professor of potential missed class time, the Department of Athletics will issue a Travel Notice. The student-athlete is expected to distribute this document to faculty and staff at the beginning of the semester. This document does not replace the Travel Roster for each competition, but it serves as notice, informing faculty and staff of potential dates a student-athlete may be out of class due to intercollegiate competition or related travel.

Any issues regarding anticipated missed class time should be brought to the attention of the Faculty Athletics Representative, Academic Success Advisor for Student-Athletes, and Associate AD for Internal Operations/SWA.

TRAVEL ROSTER

The Department of Athletics must maintain record of travel clearance for competition, home and away, to ensure benefits are permissibly allocated to eligible student-athletes. Head Coaches will submit an official travel roster for approval at least 72 business hours prior to each competition or departure date (home and away contests) identifying requested report time for departure/contest and return/end time, as well as the official travel roster. After approved based on review by the Head Athletic Trainer and Director of Athletics or Sport Supervisor, the Compliance Office will send email travel notices to the appropriate faculty and student-athletes with the approved travel roster information attached. If changes arise, an updated travel roster must be submitted prior to departure/report time and appropriate updates will be shared with faculty.

The student-athlete must also provide direct reasonable notification to the faculty in advance of each missed class time and course commitments and coordinate any necessary arrangements for missed requirements.

Missed class time due to scheduled athletic events, travel directly related to athletic events or as determined by each course professor are excused absences. Student-athletes are excused only for the time specified on the travel roster. Only eligible and healthy student-athletes are excused from class for travel and home competitions during the regular season.

REGISTERING FOR CLASS

The Department of Athletics cannot determine academic schedules. Athletic administrators or coaches may only offer advice about courses that should be taken in light of eligibility requirements and competitive schedules. The student-athlete and his/her major advisor determine their class schedule. Student-athletes are afforded the opportunity to register for classes on the first day of registration. It is prudent to have already scheduled an appointment, met with your advisor, received your registration PIN, and resolved any holds on your account before this date.

Student-athletes are responsible for registering for classes at the earliest possible time available to assist in getting class times that avoid conflict with athletic-related travel and competition. Early registration is available to student-athletes and early registration dates are listed on the university's academic calendar.

CLASS ATTENDANCE

Student-athletes are expected to be present, in-class, beginning the first day of the academic semester through the last day of the academic semester enrolled. Missing classes due to delayed/late arrival or early departure for any student-athletes contrary to Director of Athletics or designee pre-approved circumstances in-line with university policy will result in disciplinary action that may include reduction of scholarship.

Each student is expected to attend all classes for which they are enrolled. The attendance policy for each course is determined by the instructor of the course. It is the student's responsibility to know the policy on attendance for each enrolled course.

It is the responsibility of student-athlete to attend every class session held when they are not ill, involved with a personal emergency, or traveling with the team. Absences due to illness should be reported to the Athletic Training Staff immediately and prior to missed class time. If a student-athlete is not well enough to attend class, they will also not be present at athletic and team activities for the day and until cleared by the Athletic Training Staff. Absence due to personal emergency should be reported to the Head Coach immediately and prior to missed class time.

Student-athletes are expected to attend all classes on a travel day that occur prior to the scheduled departure time. Missing classes, except for scheduled games departures/home contest and confirmed medical emergencies will not be tolerated. Student-athletes are not allowed to miss class to attend practice. This is a violation of NCAA regulations.

Consistent class attendance and participation are essential to academic success. Poor class attendance is a major factor in many cases of academic failure.

UNIVERSITY ATTENDANCE POLICY

The university's general attendance policy is available at <http://www.aum.edu/current-students/academics/attendance-policy>.

The university's attendance policy specific to online courses is available at http://www.aum.edu/sites/default/files/Course_Attendance_Policy.pdf.

MISSED CLASS FOR ATHLETIC-RELATED MEDICAL ABSENCE

While injury and illness are a normal part of daily life, the Sports Medicine staff must be informed of the student-athlete's class schedule to avoid missed class-time for doctor appointments, surgery, and rehabilitation. The following outlines the process for communication regarding medical-related absences, including concussions:

- Student-athlete will immediately notify Athletic Training Staff of any illnesses impacting class attendance or practice/competition participation.
- Athletic Training / Sports Medicine staff – Send notice of concussion or surgery to Academic Advisor for Student-Athletes (Mallory McQueen) and copy Athletic Compliance Office (Amber Rae Childers).
- Academic Success Advisor for Student-Athletes will send official email with student details and general letter with more details/education to the faculty and copy Sports Medicine, Compliance, Faculty Athletics Rep (Dr. Waid), Student and Center for Disability Services (cds@aum.edu).
- If the injury or concussion will impact academic performance, CDS (Tamara Massey-Garrett) will reach out to the student to introduce the CDS office and let the student know how to reach out for support as needed.
- Student is encouraged to communicate and coordinate temporary accommodations due to medical absences on their own if they are able and feel comfortable; if faculty express issues/concerns about missed academic commitments due to medical reasons, CDS will support the student and provide advocacy support.
- If there is a situation involvement bereavement, illness impacting education, etc. the students information should be sent directly to the Office of Accountability & Advocacy so they can follow-up with the student and appropriately advocate for them on-campus and with faculty.

GRADUATION SASH

The Auburn University at Montgomery Department of Athletics is honored to recognize student-athletes for completion of their academic degree with a student-athlete sash to be worn during the commencement exercise. The Department of Athletics is proud of the commitment to excellence of our student-athletes not only on their playing fields, but also in the classroom. To receive a sash, a student-athlete must have completed his/her career in good standing with the team and been on the team's official roster during their final season of eligibility. Exceptions to these rules may be considered in the event of a documented medical hardship. Prior to commencement, the Department of Athletics will formally present sashes to the graduating student-athletes.

FINANCIAL AID

A student-athlete must meet applicable NCAA, conference and institutional regulations to be eligible for institutional financial aid. If these regulations are met, the student-athlete may be granted athletically-related financial aid for a maximum of 10 semesters. Any institutional athletic financial aid provided after 10 semesters is left to the discretion of the institution consistent with institutional policies for awarding financial aid in general.

A student-athlete may be awarded institutional financial aid during any term in which a student-athlete is in regular, full-time attendance. A student-athlete may receive athletically related financial aid while enrolled in less than a minimum full-time program of studies, provided the student is enrolled in the final semester or quarter of his or her baccalaureate degree program and the institution certifies that the student is enrolled in (for credit) the courses necessary to complete the degree requirements.

ATHLETICALLY-RELATED FINANCIAL AID

The institution shall not award financial aid in an amount over the institution's cost of attendance or that exceeds the cost of any one type of account charge. Athletically related financial aid shall not be awarded in an amount over the institution's full grant-in-aid (GIA) amount. Full GIA includes:

- Tuition
- Mandatory fees
- Books and required course materials
- Room and Board

All AUM issued financial aid will be paid directly to the student's account for charges billed through the institution. This includes scholarship funds directly paying only the AUM Bookstore for required books and course materials at the time of check-out. Meal funds will be loaded directly to a student's Warhawk ID.

Any student-athlete receiving housing scholarship will be required to reside in campus residence halls. The institution does not provide room and board allowances for off-campus living. If a student-athlete chooses to live off campus, it is departmental policy that initially awarded housing and meals for the mandatory on-campus meal plan is forfeit as athletic scholarship by the student-athlete.

TUITION

Tuition fees are based per credit hour according to the university's annual tuition and fee schedule.

MANDATORY FEES

Mandatory university fees include the technology fee, student health fee, student activity fee, athletic fee, and administrative service fee. Some required courses, including labs, nursing fees, and online courses, may have additional fees that may be covered by scholarship funds for Additional Fees.

Other institutional fees are considered optional fees due to services offered or rendered on an optional basis to the student body. Other fees for non-course based requirements cannot be paid by athletics scholarship.

BOOKS AND REQUIRED COURSE MATERIALS

Student-athletes receiving an athletic book scholarship are only allowed to utilize institutional funds from athletics for required books and required course material received. Any money

received from the re-sale of textbooks at the conclusion of a term is the sole property of the student-athlete.

At no time, according to NCAA rules, may a student-athlete sell or arrange for the sale by a party of an issued book. Other merchandise may not be purchased through an athletic book scholarship. Additionally, books may not be acquired for anyone else (e.g. friends, peers, family members). Violations may result in a loss of eligibility.

ROOM AND BOARD

Student-athletes are strictly bound by the rules and policies of Auburn University at Montgomery Housing & Residence Life. Carefully read and understand the terms of your housing contract. Athletics cannot intercede on behalf of student-athletes violating policies and procedures of Auburn University at Montgomery Housing & Residence Life. All student-athletes staying on campus are required to make the necessary arrangements for their own housing. It is strongly recommended to apply early and follow any directions provided by the Department of Athletics in order to obtain your preferred choice of room assignments.

Any student-athlete receiving housing scholarship will be required to reside in campus residence halls.

MEALS

All students are subject to the mandatory meal plan based on their residence status. Additional funds may be added to a student's Warhawk ID at the Warhawk Shop, located in the Taylor Center at any time. Student-athletes receiving an athletic meal scholarship will receive access of funds at the start of the academic semester, provided they are enrolled full-time. Any funds remaining at the end of the semester from the mandatory, additional, or athletic meal scholarship are retained and available to the student until July 31 each year.

GRANT-IN-AID (GIA)

- A grant-in-aid is a one (1) year renewable contract.
- Continuing student-athletes will be notified no later than July 1st, regarding their renewal or non-renewal status.
- The award must conform to the rules and regulations set forth by the institution and the NCAA.
- A student-athlete may not receive athletically related financial aid in excess of a full grant-in-aid, which includes tuition, room, board, books, and required fees.
- A student-athlete may receive other non-countable financial aid unrelated to athletic ability (i.e. academic scholarships, need-based scholarships, and federal aid) up to the full cost of attendance or the value of a full grant-in-aid plus aid that is permissible by federal regulations, up to the cost-of-attendance. Federal entitlement grants, loans, and work-study are not countable in financial aid limits.

CRITERIA

The following criteria must be met for a grant-in-aid agreement to be valid:

- Fulfills the scholastic and social requirements expected of all students
- Abides by the rules and regulations specified by the Head Coach and Department of Athletics
- Maintains an attitude conducive to cooperative effort in support of the athletic program
- Abides by all Auburn University at Montgomery rules, regulations, and policies, including those in the Student Handbook and Student-Athlete Handbook
- Adjusts any countable financial aid (e.g. athletic, institutional, outside aid) in excess of the individual and/or team limit or cost of attendance
- Maintains an annual physical examination completed by a licensed physician in order to participate in conditioning, practice or competition
- Maintain amateur status and has taken no action to classify themselves as a professional
- Provides Auburn University at Montgomery with a list of my previous attendance history prior to enrolling at Auburn University at Montgomery

CONDITIONS RESULTING IN AID BEING WITHDRAWN

- Student fails to meet the admissions requirements for Auburn University at Montgomery;
- Student becomes ineligible for intercollegiate competition based on institution and/or NCAA academic requirements;
- Student falsely represents any information on an application or financial aid agreement;
- Student engages in serious misconduct warranting substantial disciplinary actions from this institution;
- Student voluntarily withdraws from a sport for personal reasons;
- Student does not maintain amateur status with all NCAA guidelines;
- Student signs a professional sports contract for a sport without making the Director of Athletics aware in writing; and/or
- Student withdraws from classes after the deadline and without proper approval, making this contract void and the student immediately responsible for any and all institutional charges.

PERIOD OF AWARD

Athletics aid is awarded for one academic year (fall, spring). An institution may not award athletics aid for more than one academic year. However, athletics aid may be awarded to a student-athlete for a period less than one academic year under the following exceptions:

- Midyear Enrollment
- Final Semester/Quarter
- Graduated During Previous Academic Year and Will Exhaust Eligibility During the Following Fall Term
- One-Time Exception
- Eligibility Exhausted/Medical Noncounter

REVISION OF AID DURING PERIOD OF AWARD

Revisions to student-athletes GIA awards may be necessary as a result of:

- Notification of a receipt of an outside scholarship or grant
- Notification of a receipt of a department or institutional scholarship or grant
- Any changes in their financial aid information due to the corrections of FAFSA information submitted, including completion of the federal verification process
- Approval of a Professional Judgment (financial) appeal
- Any change in their enrollment status
- Any circumstance that under federal, state, or institutional law or policy requires a revision to any student-athlete financial aid package

Once an award period begins, athletic-based institutional financial aid may be increased at any time. Athletics aid cannot be issued retroactively to cover costs not in-line with the portion of the term remaining.

Reallocations of athletics aid must be completed within the first three weeks of the semester. Scholarship funds already expended for books or meals cannot be reallocated. Increases during a semester can be for tuition only and only to cover the percent of the semester charges remaining.

ATHLETIC APPEAL COMMITTEE

Chair

- Dean of Students

Mr. Leon Higdon

Members

- Associate Registrar
- Senior Director for Financial Aid
- Sr. Public Safety Technician, Campus Police,
and Title IX Deputy
- Teaching Faculty
- Teaching Faculty
- Teaching Faculty
- Teaching Faculty
- Faculty Athletics Representative

Ms. Kristina Villavicencio

Ms. Angela Smith

Mr. Kenny Jones

Dr. Brooke Burks

Dr. Robert Evans

Dr. Rhea Ingram

Dr. Evan Moore

Dr. Courtney Waid

The committee requires a minimum of three members to hear an appeal.

ATHLETICS APPEAL COMMITTEE RESPONSIBILITIES

The Athletic Appeal Committee consists of the Dean of Students, a representative from the Office of the Registrar, a representative from the Office of Financial Aid, a Title IX Deputy, 4 teaching faculty members, and the Faculty Athletics Representative. The committee is charged with review of any grant-in-aid, permission to contact, or transfer appeal.

- The Athletic Appeals Committee Chair is responsible for scheduling the Athletic Appeal Hearing.
- The Athletic Appeals Committee Chair will gather documentation from both parties for the committee to review prior to the hearing.

- It is the responsibility of the committee to provide a fair and reasonable decision in response to the athletic appeal hearing.
- The committee is responsible for making recommendation to the student-athlete and the Department of Athletics.
- The committee will meet as needed.
- All committee members are provided with the Auburn University at Montgomery Athletics Compliance Manual and NCAA Division II Manual.

ATHLETICALLY-RELATED AID APPEALS HEARING

In accordance with NCAA rules and departmental policies and procedures, the institution is required to provide written notification to a student-athlete of their right to a hearing before the Auburn University at Montgomery Athletic Appeals Committee when their athletics grant-in-aid is reduced, cancelled, or not renewed.

RECRUITING-RELATED APPEALS HEARING

In accordance with NCAA rules, GSC bylaws and departmental policies and procedures, the institution is required to provide written notification to a student-athlete of their right to a hearing before the Gulf South Conference Appeals Committee when not granted a one-time transfer exception to attend other GSC institutions as an undergraduate student. Related policies and procedures for recruiting-related appeals are outlined in the “Transferring” section of this handbook.

AUM ATHLETIC APPEALS COMMITTEE PROCEDURE

The AUM Athletic Appeal Committee will consider the appeal of a student-athlete regarding athletic scholarship changes and to determine whether actions taken by the Auburn University at Montgomery Department of Athletics are consistent with the National Collegiate Athletic Association (NCAA), Gulf South Conference, and Auburn University at Montgomery policies regarding these matters.

PROCESS OF NOTIFICATION AND REQUEST FOR AN AUM ATHLETIC APPEAL HEARING

- The Associate Director of Financial Aid (or other designee from the institution’s regular financial aid authority) will provide written notification to the student-athlete within 14 calendar days of the student-athlete being notified of the decision to reduce or cancel during the period of the award or the reduction or nonrenewal of aid for the following academic year. The written notification from the Associate Director of Financial Aid will inform the student-athlete of their rights to an appeal hearing. The notification will include a copy of the following document:
 - Reduction or non-renewal of financial aid, notification from the institution’s regular financial aid authority
- For the purpose of establishing when a student-athlete has been notified/notifies:
 - The date the Associate Director of Athletics for Internal Operations/SWA verifies reduction or cancellation of aid and signs the Grant-In-Aid Form will serve as the date in which changes in aid is officially verified and upon which time the

student-athlete will be notified of the decision within 14-calendar days from the Office of Financial Aid.

- If the student-athlete does not sign, supplemental documentation will be used to determine when the student-athlete was notified.
- The student-athlete has ten (10) calendar days from the date of the written notice to request an athletic appeal hearing.
- If an athletic appeal hearing is requested, the institution will conduct an athletic appeal hearing within 30 calendar days from receiving the student-athlete's request for an athletic appeal hearing.
- The Athletic Appeal Committee conducts the hearing in accordance with the athletic appeal hearing procedures regarding athletic grant-in-aid decision.
- The student-athlete may present documentation to support their appeal.
- The athletic personnel involved, (i.e. head and/or assistant coach), may provide documentation as rationale related to the reduction in aid or non-renewal of the student-athlete's grant-in-aid.
- The Associate Director of Athletics for Internal Operations/SWA may be called upon to provide clarification or interpretations of NCAA legislation.
- The student-athlete will receive notification within two (2) business days of following the Athletic Appeal Committee decision. Written notification of the decision will be provided within five (5) business days of the Athletic Appeal Committee decision.

FORMAT FOR AN ATHLETIC APPEAL HEARING

- The athletic appeal hearing is designed to provide each of the parties, the student-athlete and spokesperson for the Department of Athletics, with a fair and reasonable opportunity to present their respective points regarding the student-athlete's appeal. If the student-athlete is unavailable to be present for the athletic appeal hearing, he/she has the option to teleconference or videoconference in, or to have the case determined by written documents from both parties.
- The athletic appeal hearing shall be closed to the public and, because the athletic appeal hearing is not a legal proceeding; legal counsel shall represent neither of the parties. The student-athlete is permitted to bring to the athletic appeal hearing a maximum of two observers from the following categories: members of the immediate family, legal guardians, and fellow students. See below for further details on the role of the advisor. Proper decorum shall be maintained at all times. It shall be the option of the chair to tape record the athletic appeal hearing to assist the committee in its deliberations.
- Each party shall have an opportunity to present their points in accordance with the following:
 - Introduction and review of purpose and format by the Chair of the Athletic Appeal Committee.
 - Chair calls the session of the Athletic Appeal Committee to order and states day, date, and time.
 - Chair will ask all parties to introduce themselves and state their respective role in the athletic appeal hearing.
 - Chair will review purpose of athletic appeal hearing.

- Chair will remind observers (if any) that the proceedings are serious and that they are expected to remain quiet throughout the proceedings.
- Athletic appeal hearing will begin.
- All procedural questions are subject to the final decision of the chairperson.
- The student-athlete will present relevant information in support of his/her appeal at a designated date/time separate from the Department of Athletics. As part of his/her presentation, the student-athlete may present written statements or other documentation, which corroborate or otherwise clarify points that he/she presents. If statements or other documents are presented, at least five copies of each document must be made available. The student-athlete may elect to have one of his/her observers act as an advisor. The selection of an advisor is limited to any currently enrolled full-time student or parent/legal guardian. The advisor may not actively participate but may confer and give advice in a quiet, confidential and non-disruptive manner.
- Witnesses supporting the student-athlete (if any) will individually present information and are then questioned by the Department of Athletics spokesperson then the student-athlete.
- Members of the Athletic Appeal Committee can ask questions during all stages of the student-athlete's athletic appeal hearing, excluding the summation.
- The student-athlete is entitled to the final word and shall have five minutes to summarize key points.
- Following the above, the student-athlete's portion of the athletic appeal hearing shall be completed.
- The spokesperson for the Department of Athletics will present relevant information in support of the action taken concerning the student-athlete's appeal at a designated date/time from the student-athlete. As part of his/her presentation, the Department's spokesperson may present written statements or other documentation, which corroborate or otherwise clarify points presented by the Department. If statements or other documents are presented, at least five copies of each document must be made available.
- Witnesses supporting the Department of Athletics (if any) will individually present information and are then questioned by the student-athlete then the Department spokesperson.
- Members of the Athletic Appeal Committee can ask questions during all stages of the Department of Athletics' athletic appeal hearing, excluding the summation.
- The Department of Athletics spokesperson shall also have five minutes to summarize key points.
- Following the above, the Department portion of the athletic appeal hearing shall be completed.
- Once both parties portion of the athletic appeal hearing is completed, the committee will move to a closed session for deliberation.
- The student-athlete and Department of Athletics will be notified of the Committee's findings within two business days following their decision. Written notification of the decision shall be made within five business days of the athletic appeal hearing.
- The decision of the Athletic Appeal Committee shall be final and members of the committee, other than the Chair, will not be available for questions by either party or

other individuals who might express an interest in the athletic appeal hearing. The Chair will be available to clarify questions for the student, Director of Athletics, or the Chancellor of Auburn University at Montgomery as they relate to the decision itself.

OUTSIDE RESOURCES AWARD VERIFICATION

Student-athletes must report any outside aid to the Office of Financial Aid by August 1st of each academic year. Student-athletes will need to complete an Outside Aid Declaration Form as well as have the organization or individual providing the outside resource complete the Outside Aid Verification Form. These forms will be made available to all student-athletes through the AUM Athletics Compliance webpage can also be found by clicking [HERE](#).

For compliance purposes, all such aid must be reviewed in order to determine if it will affect a student-athlete's individual equivalency and/or the team's total equivalency. Institutional and outside aid may not be released to a student-athlete's account until the aid has been verified; as a result, making the student-athlete responsible for any balances. Failure to disclose outside awards and financial assistance could result in receiving financial aid in excess of what is permitted and, thus, jeopardize a student-athlete's eligibility to compete in intercollegiate athletics.

OUTSIDE AID

As a student-athlete, you are required to disclose all outside (non-university) aid and financial assistance (including pre-paid college tuition plans) that you will receive for the academic year through the required form.

GRANT-IN-AID CONTRIBUTIONS BY DONORS

It is permissible for an individual to contribute funds to Auburn University at Montgomery to finance a scholarship for a particular sport. All donations to the athletics scholarship fund by outside organizations shall be deposited in an institutional fund and be administered by appropriate institutional committees under the control of the Vice Chancellor for Advancement. It is not permissible for an individual to contribute funds to finance a scholarship or grant-in-aid for a particular student-athlete.

AID TO PROFESSIONAL ATHLETES

An institution may not award financial aid to a student-athlete who is under contract to or currently receiving compensation from a professional sports organization in the sport in which the student-athlete will participate at the certifying institution. Auburn University at Montgomery will uphold 15.1.1.4.1 Exception for Former Professional Athlete when evaluating requests regarding involvement in professional athletics.

FIFTH YEAR ATHLETIC SCHOLARSHIP

The Fifth Year Athletic Exhausted Eligibility Scholarship is intended to assist student-athletes who have exhausted their eligibility and have a need for financial assistance to complete their undergraduate degree.

CRITERIA

- The student-athlete has been enrolled for no more than 10-semesters, in undergraduate coursework.
- The student athlete must have completed a minimum of four semesters at Auburn University at Montgomery.
- The student-athlete has a maximum of 30 credit hours remaining to complete their degree.
- The student-athlete has a minimum institutional GPA of 2.5.
- The student athlete must be in good academic standing – able to continue at the institution.
- The student-athlete has exhausted all of his/her eligibility in their respective sport.
- The student-athlete cannot participate in another sport and be eligible for this scholarship.
- The student-athlete has not received a grade of failure to attend (FA) during their enrollment.
- The student-athlete has not been involved in any academic dishonesty infractions during their enrollment.
- The student-athlete has not / will not sign or play with a professional sports team while receiving aid.

APPLICATION PACKETS SHOULD INCLUDE ALL OF THE FOLLOWING:

- Student-Athlete Application
- Unofficial Transcript
- Student Aid Report (SAR), obtain upon completion of your Free Application for Federal Student Aid (FAFSA)
- A personal essay by the applicant which communicates to the committee:
 - Your experience at Auburn University at Montgomery
 - Your academic and career goals
 - Why are you applying for the exhausted athletic eligibility scholarship?
 - How will the receipt of this award impact you?
 - How will you pay it forward / contribute to the 5th Year Athletic Eligibility Scholarship fund in the future?
- Academic Progress Evaluation from College Academic Advisor
- Letter of Recommendation from Head Coach

Note: Incomplete applications or those submitted after the stated deadline will not be considered.

CONDITIONS

- You must be enrolled full time and stay enrolled for the term (12 hours) unless enrolled in your final semester for graduation or the timing of class offerings in specific terms does not allow full-time enrollment (Required internship will be reviewed separately.)
- In order for aid to be renewed for the following term you must maintain progress toward your degree and maintain an institutional term and cumulative GPA of 2.5.
- Student-Athletes withdrawing from, failing to attend, or failing a course will be required to repay the Department of Athletics the amount of the scholarship.

- Aid may be cancelled due to misconduct that results in disciplinary actions from the department or institution.

STUDENT-ATHLETE EMPLOYMENT

All student-athletes are eligible for employment during the academic year, vacation periods, and summer. Employment is defined as work done in exchange for pay or a barter arrangement. The Athletic Compliance Office must keep a written record verifying all student employment.

Before beginning employment, meet with your head coach and complete the Employment Form through ARMS. Upon submitting your form through ARMS, it will sent to your coach for approval before being sent to the Athletics Compliance Office. If your employment changes during the year, you are responsible for informing your head coach and contacting the Department of Athletics and completing an updated Employment Form through ARMS.

The following conditions apply to all types of student-athlete employment:

- The student-athlete may only be paid for the work actually performed.
- The rate of pay must be the regular rate paid for such duties.
- An employer shall not use the reputation of the student-athlete employee to promote the sale of the employer's product or service.
- Hours paid must equal actual hours worked.
- Payment in advance of hours worked is not permitted.
- Transportation to the job site may be provided only if such transportation is made available to all employees.
- The employer cannot provide you with any benefits or privileges that are not provided to all employees.
- Student-athletes are responsible for complying with employment rules and are to report any irregularities in employment compensation or benefits to the Department of Athletics.

Prior to employment, the student-athlete should schedule a meeting with the Athletics Compliance staff, who will review the appropriate NCAA regulations governing student-athlete employment and will review the required procedure to be completed by the student-athlete prior to employment.

- The student-athletes must complete the Student-Athlete Employment Form through ARMS and Agreement for employment during the academic year, winter vacation period, and summer vacation period and secure approval from his/her coach.
- The student-athlete will provide the employer with an Employer Education and an Employer Participation and Verification Agreement to the potential employer for their signature, which shall confirm the employer's commitment to adhere to NCAA and University regulations.
- Once approved, the student-athlete can begin employment.

A student-athlete may receive compensation for teaching or coaching sports skills or techniques in his or her sport on a fee-for-lesson basis, provided:

- Earnings from student-athletes on or off campus employment that occurs at any time is exempt and is not included when determining a student-athlete's full grant-in-aid or Auburn University at Montgomery's financial aid limitations.
- Student-athletes may not receive compensation for the value the student-athlete may have for Auburn University at Montgomery because of publicity, reputation, fame, or personal following.
- Student-athletes must be compensated only for work actually performed and at the rate commensurate with the going rate in that locality for similar services.

INTERNATIONAL ON-CAMPUS STUDENT EMPLOYMENT

International students must consult with the Office of Global Initiatives to determine their visa status and permission to work off-campus or on-campus within the specified regulations.

SPORT INSTRUCTIONAL LESSONS BY STUDENT-ATHLETES

DOMESTIC STUDENT-ATHLETE

Any student-athlete providing lessons in exchange for a fee must coordinate the lesson through their coach and the Department of Athletics by completing the employment form through ARMS. Each student-athlete will keep a log of lessons taught and submit on a monthly basis through ARMS. The log will include the name of the participant, age, grade, date of lesson, time-in, time out, amount paid, and facility fee. Fees should be paid by check with the issuance of a receipt. Sport instructional lessons should be conducted at an off campus site. Sports instructional lessons are submit to audit.

The teaching of sport lessons must not conflict with the teaching of scheduled classes of any Auburn University at Montgomery facility. Lessons may not coincide with any Department of Athletics activity. A student-athlete may never miss a registered class in order to provide sport instruction.

INTERNATIONAL STUDENT-ATHLETES

An international student-athlete on an F-1 Visa must be in total compliance with the NAFSA Manual, section 3.32.1 regarding permissible on-campus employment. Each coach will assist in monitoring these regulations in cooperation with the International Student Advisor and Director of Athletics. The teaching of sport lessons by an international student athlete at an off-campus site is prohibited.

International student-athletes providing lessons must complete a new hire form for a student worker position within the Department of Athletics and through the Office of Human Resources. This will require the student-athlete to present copies of their driver's license/passport, and their social security card. Each student will be paid the federal minimum wage. The wage scale is based upon the Fair Labor Standards Act of the United States Department of Labor Wage and Hour Division. [\$7.25 beginning July 24, 2009]. All revenues generated through the teaching of lessons will be deposited in the Revenue account of the Department of Athletics Operating and Maintenance Account. Fees should be paid directly to the institution and not involve the student-athlete. It is recommended that the fee is paid by check. Payment in cash will require the issuance of a receipt. Each student-athlete teaching lessons will follow appropriate clock-in and clock-out protocol as defined for all student employee and must also keep a lesson log. Collected

fees will be turned into the Department of Athletics for deposit by the end of the next business day.

PLAYING AND PRACTICE SEASONS

Student-athletes must have on file with Sports Medicine a valid physical examination, drug testing consent, sickle cell solubility test, and proof of minimal limit athletic injury insurance prior to any participation in conditioning, practice or competition.

Each sport, with the exception of Men's and Women's Basketball, has a championship and non-championship segment in which practice and/or competition is conducted based on NCAA regulations. Within each segment, there is an in-season period and an out-of-season period.

- **Championship Segment** of play that concludes with the NCAA National Tournament.
- **Non-championship** segment consists of practice or competition within a 45-consecutive day window per permissible legislated segment activities.

CONTEST AND DATES OF COMPETITION

Scheduling of each sport season is the responsibility of the Head Coach for each intercollegiate program. A sport schedule is tentative until approved by the Director of Athletics, Sport Supervisor, or designee who will evaluate missed class time, balance between home and way, conflicts with any known Auburn University at Montgomery functions, or potential conflicts in providing quality game management for home events. The schedule will not be posted on the athletic website until it has administrative approval and all appropriate game contracts are completed.

COUNTABLE ATHLETIC RELATED ACTIVITIES

The Department of Athletics is responsible for monitoring playing and practice seasons for all intercollegiate sports teams. This includes monitoring playing season declarations, countable athletically-related activities (CARA) for both in-season and out-of-season, and number of contests.

Participation in any countable athletic related activity organized and/or directed by any member of the coaching staff.

Activities that are considered a "practice":

- Film sessions involving a coach and one or more student-athlete
- Walkthrough drills, regardless of the use of equipment
- Individual skills workouts (batting practice, putting lessons, etc.) involving a member of the coaching staff
- Open gyms that are closed to the public and attended by a member of the coaching staff
- Sport specific activity classes only available to invited students

Countable Athletically Related Activities (CARA) for the purpose of practice hour limitations include:

- Practice (no more than four hours per day);
- Athletic meetings with a coach that are initiated or required by the coach;

- Competition (counts as 3 hours regardless of actual length);
- Field, floor, and on-court activities;
- Setting up offensive and defensive alignments;
- On-court or on-field activities called by any member of the team and confirmed to members of the team at the request of the coaching staff
- Required weight training and conditioning activities;
- Required participation in camps/clinics;
- Visiting the competition site in golf or cross country;
- Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff;
- Participation in a physical activity class for Student-Athlete's only and taught by a member of the athletics staff
- Discussion or review of film;
- Participation in clinics in which Student-Athletes and coaches are both present; and
- Participation in a physical activity class for Student-Athletes only and taught any Athletics staff.

Non-CARA, which will be required in moderation and mindfulness of students' academic commitments, for the purpose of practice hour limitations includes:

- Compliance meetings;
- Meetings with a coach initiated by the student-athlete;
- Warhawk Life Skills Study meetings, sessions, or events;
- Study tables, tutoring, or academic meetings;
- Student Athlete Advisory Committee meetings;
- Voluntary weight training not conducted by or reported to a coach;
- Voluntary sport-related activities, with no attendance taken, no coach present and no report to a coach;
- Traveling to/from site of competition;
- Training room activities;
- Recruiting activities (student host);
- Pre-game meals;
- Attending banquets; and
- Fundraising or public relations/promotional activities or community service projects.

IN-SEASON CHAMPIONSHIP SEGMENT

During the in-season period (i.e., championship and non-championship segments), a student-athlete may participate in a maximum of 20 hours per week of countable athletically related activities.

- Practice – including team and individual instruction
- Competition
- Required weight training and conditioning activities
- Individual skill-related activities requested by the student-athlete
- On-site activities called by a member(s) of a team that is considered as a requisite for participation in that sport (i.e. Captain's Practice)

- Film or videotape review of practices or contests
- Required participation in camps, clinics, or workshops
- Meetings initiated by coaches
- Visiting the competition site in cross country

The daily and weekly time limitations on countable athletically related activities in-season:

- Maximum of 4 hours per day
- Maximum of 20 hours per week
- All competition counts as 3 hours regardless of duration
- Required one day off

IN-SEASON NON-CHAMPIONSHIP SEGMENT

During the in-season period (i.e., non-championship segments), a student-athlete may participate in a maximum of 15 hours per week of countable athletically related activities, with the exception of Men's and Women's Tennis.

- Practice – including team and individual instruction
- Competition
- Required weight training and conditioning activities
- Individual skill-related activities requested by the student-athlete
- On-site activities called by a member(s) of a team that is considered as a requisite for participation in that sport (i.e. Captain's Practice)
- Film or videotape review of practices or contests
- Required participation in camps, clinics, or workshops
- Meetings initiated by coaches
- Visiting the competition site in cross country

The daily and weekly time limitations on countable athletically related activities in-season for all sports except Men's and Women's Tennis:

- Maximum of 4 hours per day
- Maximum of 15 hours per week.
- All competition counts as 3 hours regardless of duration
- Required two day off

The daily and weekly time limitations on countable athletically related activities in-season for Men's and Women's Tennis:

- Maximum of 4 hours per day
- Maximum of 20 hours per week
- All competition counts as 3 hours regardless of duration
- Required two day off

OUT-OF-SEASON

The remaining days of the academic year not included in the in-season period are considered out-of-season. A student-athlete may participate in a maximum of eight hours per week of countable

athletically related activities and may not participate in any countable athletically related activities on two days per week during the out-of-season period. These activities may include:

- Participation in up to 4 hours of required skill instruction
- Required weight training and conditioning activities
- No Countable Athletically Related Activities permitted outside the playing season during an institutional period with no classes (Thanksgiving, Christmas, Spring Break, Summer)
- No Countable Athletically Related Activities permitted one week prior to the beginning of the institution's final examination period through the conclusion on the final examination period.

The daily and weekly time limitations on countable athletically related activities for out of season are as follows:

- Maximum of 8 hours per week
- Of the 8 hours, no more than 4 hours of skill instruction
- Required two days off

DAILY AND WEEKLY HOUR LIMITATIONS

Hourly and weekly limitations do not go into effect during preseason prior to the first day of classes or the first scheduled contest, whichever comes first.

Hourly and weekly limitations are not in effect during the institution's term-time official vacation period and holidays (i.e. Christmas, Spring Break) as listed in the institution's official calendar, and during the academic year between semesters when classes are not in session.

PRACTICE PROHIBITED AFTER COMPETITION

Practice may not be conducted at any time (including vacation periods) following competition, except between contests, rounds or events during a multi-day or multi-event competition (e.g. doubleheaders in baseball, matches in volleyball).

REQUIRED DAY OFF FROM COUNTABLE ATHLETIC RELATED ACTIVITIES

During the academic year, student-athletes shall not engage in any countable athletically related activities on one day per week during the playing season and two days per week outside the playing season. The required day(s) off may occur on any day of the week and may change from week to week. A "week" is defined as any seven consecutive days, determined at the institution's discretion. Auburn University at Montgomery Athletics has established Monday as the start of every week, which is represented in ARMS CARA calendars.

CONFIRMATION OF COUNTABLE ATHLETIC RELATED ACTIVITIES

The procedures for documenting weekly countable athletically-related activities are as follows:

- The Head Coach is responsible for submitting the CARA Log for the previous week, on the following Monday by 12pm (Noon). For each day, the Head Coach is responsible for indicating the date and length of all team activity in the following areas: practice, competition, team meeting, conditioning, weight training, skill instruction, and film review.
- CARA Log required signatures are as follows:

- The Coach
- A student athlete (this must vary among the roster) each week
- Athletic Compliance Office
- CARA Logs are submitted to and reviewed by the Athletic Compliance Office.
- Random team practice checks will be conducted by a member of the executive athletic staff and/or Faculty Athletics Representative to ensure compliance.
- All possible violations will be investigated.
- The Director of Athletics or Sport Supervisor is notified of those Head Coaches who do not meet the deadline for submission of CARA forms. Any alleged violations uncovered as a result of CARA form reviews are handled in accordance with the procedures of investigating a violation.

SEASONS OF COMPETITION

GUIDELINES FOR SEASON OF COMPETITION

The accurate recording of student-athlete participation is critical for several reasons. Unless a waiver is applied for and granted from the NCAA, all student-athletes are limited to four seasons of competitive eligibility in each sport. Once these four seasons are used, a student-athlete is no longer eligible for intercollegiate competition in that sport.

A student-athlete utilizes a season of competitive eligibility if, at any time during an academic year, they represent the institution in competition against individuals not on the institution's team. This is true regardless of how that competition is classified or when it occurs. Therefore, a student-athlete who participates in any of the following has utilized one of their four seasons of competitive eligibility in that sport:

- A joint practice session; **or**
- A scrimmage (other than intra-squad); **or**
- An alumni game; **or**
- An exhibition.

Also, a student-athlete who does any of the following has utilized one of their four seasons of competitive eligibility in that sport:

- Competes in the uniform of the institution; **or**
- Competes in outside competition during their sports playing and practice season; **or**
- Receives expenses associated with competition of any type.

In extenuating circumstances, an additional year of competition may be granted by the Committee of Student-Athlete Reinstatement as outlined in NCAA Bylaw 14. A student-athlete may be granted an additional year of competition through a Medical Hardship Waiver as approved for the Gulf South Conference in accordance with NCAA Bylaw 14 and the GSC Operating Manual.

GAME BY GAME PARTICIPATION & SEASON OF COMPETITION RECORDS

The Head Coach is responsible for submitting a Participation Roster that records how many games each student-athlete participates in and identifies who has used a season of competition for their respective sport. This will be submitted in conjunction with weekly CARA logs in

ARMS. The information on this form is used to update the Practice Clearance Spreadsheet and the "Number of Seasons Utilized" on the *NCAA Squad List*.

VOLUNTARY ACTIVITIES

To be considered a "voluntary" activity, all the following conditions must be met:

- Coaches may NOT observe the activity and the activity may not be reported to members of the coaching staff.
- The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, non-coaching athletics department staff members who observe the activity (e.g., strength coach, trainer, manager) may not report back to the student-athlete's coach any information related to the activity; [NOTE: Coaches may not observe voluntary activities.]
- The activity must be initiated and requested solely by the student-athlete. Neither Auburn University at Montgomery nor any Department of Athletics staff member may require the student-athlete to participate in the activity at any time;
- The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
- The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the Auburn University at Montgomery nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.
- For an activity to be considered voluntary, it may not be posted to a team, department or university associated social media account. Social media posts regarding voluntary activities may not be 'approved' by a member of the coaching staff or team/department/university social media account in the form of liking, commenting or reposting.

SUMMER VOLUNTARY WORKOUTS

In fall championship sports, beginning June 1 through the conclusion of the institution's summer vacation period (August commencement), strength and conditioning personnel may design and conduct workout programs for student-athletes in those programs that will be reporting for fall practice.

Certified strength and conditioning personnel may design a workout only at the request of a student-athlete from winter and spring sport but may not conduct the workout at any time during the summer. If the student-athlete wishes to use the Wellness Center, non-coaching staff may only supervise the activity for safety purposes. Students must be enrolled in summer school for access to the Wellness Center during summer months. A monthly summer fee option is also available for separate purchase for those not enrolled during the summer term.

SUMMER WORKOUT APPROVAL PROCESS

In order to participate in summer workout with strength and conditioning personnel, practice clearance must be received and include a mandatory medical exam, proof of insurance and Sickle Cell Solubility Test or Waiver Form. Refer to the Eligibility Section.

VACATION PERIOD EXPENSES

Auburn University at Montgomery may provide the following in accordance with NCAA rules:

- An institution may rent, at the regular institutional rate, dormitory space to a prospective or enrolled student-athlete during the summer months if it is the institution's policy to make dormitory space available on the same basis to all prospective or enrolled students. The institution may not provide an on-campus or off-campus housing benefit for student-athletes that are not available on the same basis to the general student body.
- An institution may provide permissible nutritional supplements to a student-athlete for the purpose of providing additional calories and electrolytes. Permissible nutritional supplements do not contain any NCAA banned substances and are identified according to the following classes: carbohydrate/electrolytes drinks, energy bars, carbohydrate boosters and vitamins and minerals.

WELLNESS CENTER

The AUM Wellness Center partners with the Department of Athletics to identify non-peak times of center usage, to assist in accommodation of group workouts. All team workouts must occur within the time frames designated by the Wellness Center Director. Access will be granted to Fall Sports student-athletes on their team's first official compliance report date. For all other sports' student-athletes, access will be granted on the same date that the general student body is allowed access for the applicable semester.

For all first time students, a membership form and liability waiver must be filled out, which can be accessed [HERE](#).

DRUG EDUCATION AND TESTING PROGRAM POLICY

The Auburn University at Montgomery Athletic Department Drug and Alcohol Education/Testing Program has been developed to assist our student-athletes in bringing about a drug-free lifestyle. The specific objectives of this program include:

- To prevent any drug and/or alcohol abuse (or misuse) by Auburn University at Montgomery student-athletes and to educate them concerning the associated problems of drug and/or alcohol abuse.
- To identify any Auburn University at Montgomery student-athletes that may be abusing drugs and/or alcohol and identify the drug.
- To establish any necessary treatment, counseling, and education for any Auburn University at Montgomery student-athlete identified as a drug and/or alcohol abuser.
- To safeguard the health and safety of the student-athlete.

Auburn University at Montgomery does not condone the use, sale or possession of illegal drugs or drug paraphernalia or the abuse of alcohol/tobacco. According to NCAA regulations, athletes must sign a drug testing consent form before participation in the Auburn University at Montgomery athletic program. This form must be signed before the student-athlete can attend any university or team conditioning, practice, or competition. Any athlete under the age of 18 will require a parental (or legal guardian) consent on the form. Consent forms are kept on file by the Athletic Department and will be available for examination by a representative of the NCAA. Student-athletes can be excused from institutional drug testing only under the most extreme circumstances (e.g., sickness, family emergency). The student-athlete is responsible for

providing written verification for such absences. Approval of a verifiable absence is the responsibility of the Director of Athletics.

EDUCATION

- Student-athletes are required to attend one drug and alcohol education program per year and are encouraged to attend additional meetings.
- Annual presentation is made to the athletic teams explaining the purposes and procedures of the drug and alcohol screening program.
- Student-athletes annually sign an Auburn University at Montgomery consent form wherein the student-athlete agrees to be randomly tested for the use of drugs prohibited by the NCAA banned drug list. Consent is required prior to the student's participation in intercollegiate competition.

DRUG TESTING

The institutional drug and alcohol education/testing program are separate and distinct from the NCAA program (including without limitation, and sanction phases). Student-athlete will be defined as any individual who appears on the official NCAA squad list for their respective sport at the time of selection. Although a positive test result in the NCAA program will count as a positive under the Auburn University at Montgomery program, any positive under the Auburn University at Montgomery program will not count as a positive under the NCAA. Auburn University at Montgomery may amend its program at any time as may be deemed necessary.

CONSENT AND SELECTION OF STUDENT-ATHLETES TO BE TESTED

Nothing in these procedures shall be construed to create a contract between a student-athlete and Auburn University at Montgomery or its representatives. However signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions contained in this policy and shall be a legal contractual obligation of the student-athlete.

- Random testing of student-athletes will be conducted throughout the year by Drug Free Sport (in season, out of season and summer school), with the selection of student-athletes made by Drug Free Sport from squad lists or rosters. Notifications of such random selection, and the time and place for conducting the test, shall be given to the student-athlete by the Drug Testing Coordinator for the institution or their designee.
- No prior notice is required for actual testing.
- Student-athletes may also be tested if there exists a "reasonable suspicion" that the individual is using banned drugs or alcohol. There may be a variety of observations which lead to a determination of reasonable suspicion, including information gathered from other sources. Observations leading to a determination of reasonable suspicion include, but are not limited to:
 - Mood swings
 - Loss of interest in school, sports and practice
 - Increased number of tardies and absences from practice and class
 - Increased aggressiveness
 - Severe facial and body acne
 - Weight loss or weight gain

- Erratic behavior
- Disorientation and confusion
- Impaired short-term memory
- Any other actions, behavior or observations the Athletics Department personnel or University personnel believe create a reasonable suspicion of drug use

The determination of reasonable suspicion, when reasonably possible, should be made by two university personnel or medical support staff. Thereafter, the student-athlete shall be requested to promptly submit a sample for testing.

- When multiple, positive tests have been reported to a team, the Coach, sport administrator or Director of Athletics may request team testing on a regular basis.
 - Drug Free Sport will be the first option to collect specimen, but if the company cannot proceed at a reasonable time the Director of Athletics or their designee has the discretion to use another drug testing company.
- A positive drug test obtained as a result of testing by the NCAA will count as a positive in the Auburn University at Montgomery drug testing program. The penalties for lost playing time in the Auburn University at Montgomery program will run concurrently with the NCAA penalties for loss of playing time.
- Student-athletes being tested shall submit a specimen at such time and place as directed. If the test results are positive, the student-athletes may be retested. The primary method of testing is urine drug testing, however blood, serum, or hair may be used.
- The Director of Athletics, Faculty Athletics Representative, Head Coach, Head Athletic Trainer, Team Physicians, Director of Compliance, sport administrator and the student-athlete's parents or guardians may be made aware of the results of the drug test. All questions about the results of the drug test must be addressed to the Director of Athletics, and the Director of Athletics will be the sole respondent. The Drug Testing Coordinator of their designee will notify the student-athlete within 72 business hours (if possible) after receipt of positive test results.
- Post-season/Championship Screening: Any participant or team that advances to post-season championship competition may be subject to additional testing.
- Re-entry Testing: A student-athlete who has had his/her eligibility to participate in intercollegiate sports suspended as a result of a drug and alcohol violation may be required to undergo re-entry drug and/or alcohol testing prior to regaining eligibility.
- Follow-up Testing: A student-athlete who has returned to participation in intercollegiate athletics following a positive drug test under this policy may be subject to follow-up testing.
- Team Testing: All student-athletes who have signed the institutional drug-testing consent form and are listed on the institutional roster list are subject to unannounced random team testing at any time.
- Pre-season Screening: Student-athletes are subject to pre-season drug testing at any time prior to their first competition.

SUBSTANCES TO BE INCLUDED IN TESTING PROGRAM

Prescribed substances for which student-athletes may be tested include, but are not limited to, those listed as banned drugs in NCAA Banned Drugs. For the full NCAA list visit:

<https://www.ncaa.org/sports/2015/6/10/ncaa-banned-substances.aspx>.

Student-athletes are prohibited from the use of any drug substance banned by the NCAA or Auburn University at Montgomery. The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:

- Blood doping;
- Gene doping;
- Local anesthetics (under some conditions);
- Manipulation of urine samples

FAILURE TO APPEAR

A student-athlete who fails to appear for drug testing during his/her career at the University may be assessed an offense under the penalty structure each time he/she fails to appear. The Head Coach will be notified and the student-athlete in question will not be allowed to practice or participate in any way until an adequate specimen is collected at the student-athlete's expense.

POSITIVE RESULTS

Each intercollegiate athletics team may have policies, as determined by the Head Coach in that sport, which may be stricter than the Athletic Department policy. In no case can a team policy be less severe than the Departmental policy.

PENALTY STRUCTURE FOR USE OF BANNED SUBSTANCE

First Offense -- Suspension of 25% of team's competitive season

Second Offense -- Suspension of 50% of team's competitive season

Third Offense -- Permanent loss of playing status at Auburn University at Montgomery

CONDITIONS OF SUSPENSION

- The student-athlete's suspension will take effect during the team's competitive season, including post-season and NCAA competition. The suspended events will be for the next consecutive events in the schedule, extending into the next season if applicable. Only contests which count towards NCAA Championships will be counted to satisfy playing time penalties (e.g., no exhibition contests, summer tour, or exempted contests such as alumni contests).
- Student-athletes who are serving a penalty will be allowed to practice, but not be allowed to participate in intercollegiate competition or other events that surround the competition.
- Suspension from competition will occur while the student-athlete is enrolled at Auburn University at Montgomery. All suspensions will be served during the student-athlete's

playing status. They will not be allowed to dress out, be in designated team areas including the locker room and bench, travel with the team, or have pre-game or post-game meals.

APPEALS PROCESS

Student-athletes who test positive for a banned substance by the laboratory retained by the institution may, within 72 hours following receipt of notice of the laboratory finding, contest the finding in writing to the Director of Athletics (or designee). AUM will then formally request the laboratory retained by Auburn University at Montgomery perform testing on specimen B. Specimen B findings will be final, subject to the results of any appeal. If specimen B results are negative the drug test will be considered negative.

Student-athletes who test positive under the terms of this policy will be entitled to a hearing with the Director of Athletics (or designee) prior to the imposition of any sanction. Requests for such a hearing must be made within 48 hours of notification of a positive test result. If the 48 hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing via email and received by the Director of Athletics (or designee).

The student-athlete may have an advocate or other representative present if the student so desires. However, the student-athlete must present his/her own case. The meeting should take place no more than 72 hours after the written request is received. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Director of Athletics (or designee) regarding the sanction to be imposed shall be final.

OFFENSES INVOLVING DRUGS AND ALCOHOL

Any student-athlete involved in an alcohol or drug related incident will be subject to immediate investigation. Drug and alcohol related incidents would include but are not limited to: driving under the influence (DUI), possession, public intoxication, underage consumption of alcohol, fights, disturbances, domestic violence, trafficking in controlled substances, or other activities prohibited by local, state or federal law.

It is the responsibility of the student-athlete involved in the incident to report the matter immediately to their Head Coach who will immediately make a report to the Director of Athletics. Failure of the student-athlete to report the incident is itself a violation and subject to sanctions.

The Investigating Committee for all offenses involving drugs and alcohol shall consist of the Director of Athletics (or designee), the student-athlete's Head Coach, the chair of the Intercollegiate Athletics Committee and/or the Faculty Athletics Representative. The Director of Compliance will serve as an ex-officio member of the committee. The Investigating Committee will be chaired by the chair of the Intercollegiate Athletics Committee or Faculty Athletics Representative. The Director of Athletics will inform the student-athlete of the findings and recommendations of the Investigating Committee.

Any student-athlete criminally charged will receive an immediate temporary suspension from all athletic and team-related activities pending a preliminary investigation. The charge will be investigated within a reasonable time by the Investigating Committee. The penalties may range from playing time suspension to loss of scholarship. Any charge involving drugs or alcohol will be considered a positive drug test. If the charge is found to not have merit, the temporary suspension will be lifted.

The Auburn University at Montgomery investigation and possible penalties are separate and apart from any criminal prosecution resulting from the incident. In most cases, the Auburn University at Montgomery investigation and penalties would occur well in advance of the legal disposition of the matter.

DIETARY SUPPLEMENTS

It is to be noted that the Athletics Department does not condone the use of dietary/nutritional supplements. Student-athletes should be advised that the most effective and safest way to enhance their performance is to avoid dietary/nutritional supplement products unless prescribed. Some nutritional supplements contain banned substances, and student-athletes will be subject to penalties for their use.

Student-athletes are required to list all nutritional supplements they are currently consuming using the Supplement Disclosure Form through ARMS. Student-athletes should check all supplements through the Resource Exchange Center (REC) staffed by the National Center for Drug Free Sport. The REC is the only authoritative resource for questions related to whether listed ingredients on nutritional supplement product labels or in medications contain banned substances.

Products labeled as dietary supplements sold over the counter, in print advertisements and through the internet are under-regulated by the U.S. FDA. Dietary supplements are at risk of contamination or may include ingredients that are banned under Auburn University at Montgomery's drug testing policy. Student-athletes have tested positive and lost their eligibility using dietary supplements. Any product containing dietary supplement ingredients is taken at the student-athlete's own risk.

Before consuming any nutritional/dietary supplement product, review the product with your designated athletic trainer. There are no NCAA approved supplement products.

- Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility from using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- Any product containing a dietary supplement ingredient is taken at your own risk.

PREScription MEDICATION EXCEPTION

Some prescription medication may contain banned substances and all student-athletes will be subject to penalties for their use. Student-athletes should inform their athletic trainer or the Head Athletics Trainer of any prescription medicine they are taking.

The NCAA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the NCAA allows exception to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants (including those used to treat ADHD), beta blockers, beta-2 agonists, diuretics, peptide hormones, anabolic agents and anti-estrogens.

NCAA DRUG TESTING

In addition to the institutional drug testing, the NCAA will require additional drug testing. This testing can be done year round.

BANNED DRUGS

It is your responsibility to check with the appropriate or designated athletics staff before using any substance or supplement.

For the full NCAA list of banned substances and guidelines visit <https://www.ncaa.org/sport-science-institute/topics/doping-and-substance-abuse-educational-resources>.

SAFE HARBOR

Student-athletes eligible for the Safe Harbor program may refer themselves for voluntary evaluation, testing and treatment for alcohol or drug problems. A student-athlete is not eligible for the Safe Harbor Program:

- More than one (1) time;
- After he/she has been informed of an impending drug test;
- A documentation of a positive drug test; or
- Thirty days prior to NCAA or conference post-season competition.

Auburn University at Montgomery will work with the student-athlete to prepare a Safe Harbor treatment plan, which may include confidential drug testing. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program and such a positive initial test will not result in any administrative sanctions except those listed in this section (i.e. the team physician may suspend the student-athlete from play or practice if medically indicated). A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan.

If a student-athlete is determined to have new banned substance use and/or alcohol use after the initial Safe Harbor Program test (as determined by follow-up testing), or fails to comply with the Safe Harbor Program treatment plan, the student-athlete will be removed from the Safe Harbor Program and be subject to appropriate disciplinary actions as detailed in the Auburn University at Montgomery Department of Athletics Drug Testing Policy and Procedures. Entering the Safe

Harbor Program will be treated as one of the disciplinary action phases and any positive test indicating new banned substance use and/or alcohol after the initial Safe Harbor Program test will be treated as a subsequent positive.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of student-athletes eligible for random drug testing by Auburn University at Montgomery. Students in the Safe Harbor Program may be selected for drug testing by the NCAA.

The Director of Athletics, Team Physician, Head Athletics Trainer, Compliance Office, and the student-athlete's Head Coach may be informed of the student-athlete's participation in the Safe Harbor Program. The athletics trainer assigned to the student-athlete's sport may also be notified if medically appropriate. Other University employees may be informed to the extent necessary for the implementation of this policy and providing support to the student-athlete.

MEDIA RELATIONS

LIKENESS POLICY

While competing as a student-athlete at Auburn University at Montgomery, you may have your photo taken, or video recorded, during an athletic sponsored event by a photojournalist associated with the institution. The athletic department reserves the right to co-ownership of those photos and videos to use for departmental and promotion purposes. By signing the acknowledgement statement through ARMS, you confirm you understand and consent for your likeness to be used in photographs, video or digital recordings, as well as your name and identity to be revealed by descriptive text or commentary.

BENEFITS, AWARDS, AND RECOGNITIONS

EXTRA BENEFITS

An extra benefit is defined as any special arrangement by an institutional employee or a representative of the institution's athletics interest (i.e. boosters) to provide a student-athlete (or a student-athlete's relative or friend) a benefit that is not generally available to other Auburn University at Montgomery students and their relative and/or friends or, is not expressly authorized by NCAA legislation. Therefore, please be aware of the following:

A student-athlete cannot accept anything from an employee of Auburn University at Montgomery (including a coach) or an Auburn University at Montgomery booster. This includes, but is not limited to the use of a car, clothing, gifts (even a prize, trinket or item of minimal value), books, money, tickets for any kind of entertainment, or payment of long distance telephone calls.

Specific examples include, but are not limited to:

- A student-athlete cannot accept free or reduced cost room and/or board from employee of Auburn University at Montgomery (including a coach) or an Auburn University at Montgomery booster. This includes in Montgomery, in the student-athlete's home city or any other location.

- A student-athlete may not accept free or reduced cost storage room for personal belongings for the summer months from employee of Auburn University at Montgomery (including a coach) or an Auburn University at Montgomery booster.
- A student-athlete cannot accept free or reduced merchandise or services from any merchant unless that free or reduced cost item is also available to the general public.
- On infrequent, special occasions (e.g., a birthday, Thanksgiving, etc.), a student-athlete may accept an invitation for a meal, provided that an occasional meal form has been submitted and approved.
- A student-athlete may only use a Department of Athletics copy machine, fax machine, or the Internet provided the use is for the purposes related to the completion of required course work and has been approved in advance by the Compliance Office.
- Using departmental equipment or the long distance access code of an employee of Auburn University at Montgomery for personal use is not permissible.
- Members of the Department of Athletics staff, tutors, and institutional staff are not permitted to type reports, papers, letters, etc., for a student-athlete.
- A student-athlete cannot receive a special discount, payment arrangement or credit on a purchase (e.g., airline ticket, clothing), or service (e.g., laundry, dry cleaning) from an employee or booster.
- An employee of Auburn University at Montgomery (including a coach) or an Auburn University at Montgomery booster cannot provide a student-athlete with a loan of money, a guarantee of bond, the use of an automobile or the signing or co-signing of a note to arrange a loan.

The acceptance by a student-athlete of any of the above extra benefits is a violation and places the student-athlete's eligibility for intercollegiate competition in immediate jeopardy.

COMPLIMENTARY ADMISSIONS

All complimentary admissions to Auburn University at Montgomery home athletic events shall be monitored by the Athletic Compliance Office. AUM does not offer pass lists for any student-athletes, for any competition. The GSC policy also indicates that pass lists are not required between conference members. However, there may be some non-conference opponents that offer pass lists to student-athletes when competitions take place at their venues. The procedures for securing complimentary admissions for student-athletes for contests specifically identified as having a pass list are detailed below:

Student-Athletes:

An institution may provide up to **four complimentary admissions** per home or away intercollegiate athletics event to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest. Institutional limits may be placed on student-athlete complimentary admissions due to seating limitations in various venues, and/or purchase requirements. *Fifth year eligibility exhausted and medical exempt student-athletes do not meet this requirement.*

OCCASIONAL MEALS

A student-athlete or team may receive an occasional meal in the vicinity of Auburn University at Montgomery on infrequent and special occasions from an Auburn University at Montgomery

staff member. An Auburn University at Montgomery staff member may provide reasonable local transportation to student-athletes to attend such meals. A student-athlete or team may also receive an occasional meal from an AUM Booster or employee from AUM (including a coach) provided:

- The meal must be provided in the individual's home only and may be catered; and
- The AUM Booster, employee from AUM (including a coach), or an institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.

The procedures are the following:

- The student-athlete(s) or athletic team upon receipt of the invitation for a meal must inform their Head Coach.
- The Head Coach-or an athletic administrator will coordinate the completion of the Occasional Meal Form available in ARMS and on the website.
- The completed Occasional Meal Form must be signed by the Head Coach and the individual providing the meal, then submitted to the Athletic Compliance Office. The form must be submitted at least two business days prior to the meal for review.
- If approved, a confirmation will be provided to the Head Coach and Director of Athletics by the Athletic Compliance Office. If not approved, the Head Coach will be notified and provided the reason approval could not be granted.

STUDENT-AWARDS PROGRAM

The Department of Athletics selects deserving student-athletes to receive athletics awards as recognition of athletic participation, academic performance, and outstanding achievement.

PARTICIPATION AWARDS

Awards for participation in intercollegiate athletics may be presented each year, limited in value and number as specified in Figure 16-1. Awards for participation in special events may be provided only to student-athletes eligible to participate in competition.

SENIOR SCHOLAR-ATHLETE AWARD

An institution may provide a maximum of two senior scholar-athlete awards each year to graduating seniors. The award may consist of a tangible item and a postgraduate scholarship. A student-athlete who has received an institutional postgraduate scholarship as part of a senior scholar-athlete award shall no longer be eligible to participate in intercollegiate athletics, except that the student-athlete may complete the remainder of any season currently in progress at the time of the award (e.g., postseason competition in the spring sport which occurs after graduation).

AWARDS FOR WINNING CONFERENCE AND NATIONAL CHAMPIONSHIPS

Awards for winning an individual or team conference or national championship may be presented each year, limited in value and number as specified in Figure 16-2. Awards for winning a conference or national championship in a team sport may be provided only to student-athletes who were eligible to participate in the championship event. Separate awards may be presented to both the regular-season conference champion and the postseason conference

champion, but if the same institution wins both the regular-season and postseason conference championship, the combined value of both awards should not exceed the permissible limit.

SPECIAL ACHIEVEMENT AWARDS

Awards may be provided each year to individual student-athletes and teams to recognize special achievements, honors and distinctions, limited in value and number as specified in Figure 16-3.

LOCAL CIVIC ORGANIZATION

A local civic organization (e.g., Rotary Club, Touchdown Club) may provide awards to a member institution's team(s). The following regulations shall apply to such an event:

- All awards must be approved by the institution and must be counted in the institution's limit for institutional awards; and
- The organization may not recognize or provide awards to prospective student-athletes at the banquet.

AWARDS BANQUETS

An institution may conduct awards banquets to commemorate the athletics and/or academic accomplishments of its student-athletes.

One time per year, an institution may finance an intercollegiate team's transportation expenses to a recognition banquet, provided all expenses are paid through the institution's Department of Athletics, the location of the event is not more than 100 miles from the campus, and no tangible award is provided to members of the team.

POST-SEASON TEAM AWARD BANQUETS

Any participation award provided to student-athletes at a team sponsored post-season awards banquet must be approved by the Director of Athletics and Associate Director of Athletics for Internal Operations/SWA and meet the financial maximums allowable per NCAA Figure 16-1.

Complimentary admission may be provided to friends and relatives of a student-athlete to attend an institutional awards banquet.

An occasional meal may only be provided to relatives and/or legal guardians of a student-athlete. Any additional guests of a student-athlete invited to the event must pay for their meal per NCAA rules.

WARHAWKS' CHOICE AWARDS

The Department of Athletics in conjunction with the Student-Athlete Advisory Committee will host an annual institutional awards program during the spring semester.

The Department of Athletics will provide and purchase certificates, plaques, and trophies for the event. Any award to student-athletes must be approved by the Director of Athletics and Associate Director of Athletics for Internal Operations/SWA and meet the financial maximums allowable per NCAA Figure 16-1.

Complimentary admission may be provided to friends and relatives of a student-athlete to attend an institutional awards banquet.

An occasional meal may only be provided to relatives and/or legal guardians of a student-athlete. Any additional guests of a student-athlete invited to the event must pay for their meal per NCAA rules.

RECOGNITION BY PROFESSIONAL SPORTS ORGANIZATION

A student-athlete may accept a complimentary admission to a professional sports contest during which the student-athlete and/or collegiate team is being recognized by the professional sports organization for extraordinary achievements. Further, it shall be permissible for the professional sports organization to promote this event to the general public.

EXPENSES TO RECEIVE NONINSTITUTIONAL AWARDS

A conference, an institution, the U.S. Olympic Committee (or the international equivalent), a national governing body or the awarding agency may provide actual and necessary expenses for a student-athlete to receive a non-institutional award or recognition for athletics or academic accomplishments. The conference, institution and other permissible entities may also provide actual and necessary expenses for up to two of the student-athlete's relatives or legal guardians to attend the recognition event or awards presentation.

TRANSFERRING

If a prospective student-athlete wishes to transfer to Auburn University at Montgomery or a current student-athlete wishes to transfer from Auburn University at Montgomery, a notification of transfer must be recorded through the NCAA Transfer Portal or corresponding paperwork for non-NCAA transfers before the athlete and institution can contact one another regarding the possibility of transferring.

TRANSFERRING FROM A FOUR YEAR COLLEGE

Procedures for recruiting 4-year college transfer are as follows:

- Each coach must notify the Athletics Compliance Staff prior to discussing the possibility of transferring with any PSA who seeks a transfer to Auburn University at Montgomery.
- The Athletics Compliance staff will begin tracking NCAA transfers on the Transfer Portal or send appropriate Notification of Contact to the PSA's institution if they are a non-NCAA member institution or NCAA DIII institution.
- The Athletics Compliance staff will copy the Head Coach on the Notification of Contact email sent to the PSA's current institution and/or confirm permission granted through the NCAA Transfer Portal.

STUDENT-ATHLETE NOTIFICATION OF TRANSFER

To be eligible for the one-time transfer exception if all other requirements are met, a student-athlete must initiate the below notification of transfer process via ARMS workflow submission not later than the date prescribed by the governing body of the institution a student enrolls at. For Division II institutions, notification of transfer must be received not later than June 15th.

The notification of transfer process is as follows:

- A student-athlete who wishes to discuss the possibility of transferring to another institution must contact their Head Coach and complete the NCAA Transfer Portal Signature Page through ARMS. After the student-athlete submits the Notification of Transfer request form, it will be sent to their Head Coach and Director of Athletics for their signatures.
- Upon signing the Notification of Transfer Form, a Head Coach will submit and request a student-athlete sign a Status Change Form and updated Grant-In-Aid Form; both forms are completed through ARMS. By signing, the student-athlete understands that he/she forfeits his/her participation on the team and his/her scholarship for the following year. That scholarship can be renewed at the discretion of the Head Coach.
- Once the Notification of Transfer Form is received, the Athletics Compliance staff will request a meeting with the student-athlete to address academic, transfer requirements, and institution withdrawal processes.
- The Athletics Compliance Office will input the notification of transfer into the NCAA Transfer Portal within 7 days of the request being received and provide notification of any restrictions placed on the student-athlete's transfer status within the same timeframe.

GULF SOUTH CONFERENCE (GSC) INTRA-CONFERENCE TRANSFER POLICY

Per GSC Bylaw 12.3 Intra-Conference Transfers, an undergraduate student-athlete who transfers directly from one Conference institution to another Conference institution shall serve one year of residency (two full-time semesters or three full-time quarters) at the certifying institution before being eligible for competition at the certifying institution. An intra-conference transfer student-athlete may avoid the one-year residency requirement if [...] (2) a waiver is granted per GSC bylaw 12.3.1 by the Appeals Subcommittee of the Faculty Athletics Representatives.

Intra-conference transfer rule 12.3 only applies to undergraduate student-athletes. Graduation from a previous four-year institution fulfills the transfer requirement for immediate eligibility.

Auburn University at Montgomery will not support Intra-Conference Transfers for undergraduate student-athletes. Therefore, to seek immediately eligibility at another GSC institution, a student-athlete should submit an appeal following the GSC bylaw language outlined below.

REQUEST FOR INTRA-CONFERENCE TRANSFER-RELATED APPEAL

Student-athletes who have had Gulf South Conference "Intra-Conference Transfers" restrictions placed on their transfer status have a right to appeal. The procedure is outlined below through the cited GSC bylaws. Questions can be directed to the AUM Athletics Compliance staff a minimum of two business days before the 14 calendar day timeline outlined below to allow for appropriate guidance to be provided before the submission deadline.

GSC Bylaw 12.3.1 Waiver: If a transferring student-athlete does not have written support from the previous institution and wishes to be eligible immediately upon transfer, the student-athlete may submit an appeal using the form provided in the appendix of the GSC Operating Manual. The appeal must be initiated and submitted by the student-athlete within 14 calendar days of the student-athlete's entry into the NCAA Transfer Portal. Once properly submitted, the Appeals Subcommittee of the Faculty Athletics Representatives will render a decision within seven days.

If the waiver is approved, the student-athlete shall be immediately eligible for competition provided all other GSC and NCAA regulations are met.

GSC Bylaw 12.3.1.1 FAR Sub-Committee Composition: The FAR Appeals Subcommittee shall be composed of five FARs who will be selected for a three-year term. Members of the committee whose university is involved in any appeal will recuse themselves. A quorum of three is required for a decision to be rendered. In the event of a tie, the chair of the FAR committee shall serve as the tie-breaking vote.

WITHDRAWING FROM INSTITUTION

When a student-athlete wishes to withdraw from the institution the student-athlete is responsible for submitting a Withdrawal Form to the Office of the Registrar, submit notice to Housing and Residential Life, and resolve account balances with Office of Student Accounts.

- The Registrar will contact the Associate AD for Internal Operations/SWA to confirm withdrawal.
- The Associate Director of Athletics for Internal Operations/SWA will notify the Head Coach and Sports Administrator.
- Once the Department of Athletics has confirmed a student-athlete's withdrawal from the institution the Registrar will proceed per institutional policy.
- The Head Coach will submit a Status Change Form and updated Grant-In-Aid Form through ARMS to reflect athletic aid changes, if applicable, to the Athletic Compliance Office.

SPORTS MEDICINE OVERVIEW

Student-athletes deserve a positive, safe and healthy college experience. College athletics come with inherent risks, but through partnerships, education and innovations we can provide student-athletes with the best environment for success. We are committed to providing comprehensive, high-quality medical services to every student-athlete. On-site and campus-based medical services provided include, but are not limited to, prevention, evaluation, treatment of injuries and illnesses, rehabilitation services, nutritional counseling, psychological counseling, and drug education and counseling. The athletic training staff is responsible for managing all instances that affect the health and safety of student-athletes. This includes, but is not limited to, participation, conditioning, protective equipment/devices, nutritional concerns, maintenance of safe playing fields and facilities, and any other matter that would affect the health or safety of the student-athlete.

AUM Sports Medicine works alongside a number of healthcare providers in the River Region in an effort to provide exceptional medical care for our student-athletes. Partners include: ProImpact Physical Therapy & Sport Performance, Health Star Clinic, Chamnong Family Medicine, Southern Orthopaedic Surgeons, Dr. Bill Pendleton DDS, and Baptist Health.

SPORTS MEDICINE OPERATIONS

MEDICAL ELIGIBILITY

Medical History:

All student-athletes **MUST** complete, in all honesty, a comprehensive medical questionnaire and pass a physical examination, signed by a medical doctor, prior to practice or competition.

Required Forms:

After May 1st each year, student-athletes are required to complete forms assigned through ARMS. Sports Medicine staff will review forms for completeness and return forms requiring updates. Many forms require student-athletes under the age of 19 to have a parent's signature which will be done electronically through ARMS generated emails. Required forms and documentation include but are not limited to:

- Medical Authorization to Release Information
- Drug & Alcohol Testing Program
- Supplement Disclosure Form
- Current ADHD/ADD prescription with diagnosis documentation, if applicable
- Concussion Understanding & Agreement
- Sickle Cell Trait Form with an attached copy of test results
- Statement of Insurance Understanding
- Front & Back Copy of Primary Insurance Card
- AUM Pre-Participation Physical Exam Form (*must be form provided with no format alterations*)
- Drug Testing Consent
- NCAA Drug Testing Consent & HIPAA Release

ATHLETIC TRAINING ROOM GUIDELINES AND USAGE

Guidelines: The staff and students are committed to providing athletes with the best possible health care. Please treat our staff and student athletic trainers in a professional, courteous, and respectful manner. It is the responsibility of the athlete to report all injuries/illnesses to a staff athletic trainer and receive approval for referrals and outside medical care. Failure to do so will invalidate any secondary insurance coverage by the University.

Please follow all directions provided for scheduling appointments for athletic training room services and follow all signage, including signs directing traffic flow. At the start of each academic year direction will be provided for timeline and policy regarding pre-practice/competition and post-practice/competition treatments, as well as those for ongoing treatments and rehab-related activities. Any updates to policies will be shared with student-athletes and teams through ARMS or in-person.

Athletic Training Room Rules:

1. No cleats or muddy shoes allowed in the Athletic Training Room, and keep shoes off all treatment tables.
2. No profanity, vulgarity, or destructive language.
3. Athletes are responsible for reporting all injuries and actively seeking immediate evaluation and treatment.
4. Athletes must be on-time for all treatment, rehab and medical appointments.

5. Be respectful of Athletic Training Staff Members, fellow student-athletes, and equipment.
6. No tobacco products.
7. No horseplay.
8. No student-athlete is allowed in the athletic training room without the supervision of an Athletic Training Staff Member.
9. Student-athletes are not permitted to administer their own treatments unless approved by an Athletic Training Staff Member.
10. Clean up after yourself. Sanitize and return equipment based on the Athletic Training Staff's direction.
11. Empty ice into the appropriate whirlpool or sink, and throw away your bag.
12. All equipment must remain in the athletic training room unless permission is given by an Athletic Training Staff Member and the equipment is properly signed out.
13. Only current AUM student-athletes, with all required paperwork complete, are allowed to receive services from the Athletic Training Department.
14. If a student-athlete violates these rules, they may be denied treatment and asked to leave.

MEDICAL ASSESSMENT AND INJURY REFFERAL

The athletic training room will be available for medical assessment, treatment, rehabilitation, and referral needs from Monday to Friday by appointment only during normal operating hours. Additional hours, including Saturday and Sunday are subject to practice and game schedules.

The Standard Medical Procedure (Assessment, Treatment, Care and Referral) for any injured or ill student-athlete is to consult with the Athletic Trainer to determine the appropriate plan for care. No university personnel, other than an ATC, Warhawk Health Services or other licensed medical professional, is permitted to coordinate medical referrals and follow-ups or prescriptions.

To facilitate proper medical procedure and care for all injured/ill student-athletes, communication with head coaches, athletic training staff and the Associate AD for Internal Operations/SWA will be done with a formal report via email once per week. Time sensitive updates will be provided via group text message daily as appropriate.

ATHLETIC TRAINING COVERAGE

General:

- Practice and game coverage/assignments will be determined by the Head Athletic Trainer following the NATA guidelines, competition-specific policy, and NCAA Sport Science Institute Interassociation Recommendations for Preventing Catastrophic Injury and Death in Collegiate Athletics.
- Practice and game coverage/assignments will be developed using the schedules submitted by the Head Coach via SharePoint calendar by the appropriate set deadlines and the re-scheduling criteria provided.

Travel: During team travel, all assigned Sports Medicine staff has an emergency folder with all necessary primary insurance information, secondary insurance information, and emergency

contact information for their student-athletes. If the team is traveling without an athletic trainer, it is the head coach's or designee's responsibility to maintain possession of the ATC kit that contains this information.

- All injuries/illness are handled the same way as they are at home.
- All insurance policies/guidelines are in effect while the student-athlete is traveling. The host school will be asked for referral assistance as needed.
- When immediate medical care is deemed necessary by the attending athletic trainer and/or medical professional, care will be arranged prior to a return to campus. If this is a life-threatening and/or catastrophic illness or injury the AUM Catastrophic Incident Policy should be followed.
- If traveling without the assigned Sports Medicine staff member, the Head Coach should contact the Head Athletic Trainer immediately to provide details about the situation. The Head ATC will coordinate communication with the Director of Athletics and Associate AD for Internal Operations/SWA.

STUDENT-ATHLETE MEDICAL RECORDS AND FILES

The Sports Medicine Office is responsible for management of all medical records for student-athletes while they are participating in intercollegiate athletics. The files containing all medical records are maintained in a secure environment and remain the property of the Department of Athletics until they are destroyed. No records will be released for any reason to anyone without written permission from the student-athlete. Upon completion of the student-athlete's eligibility, his/her file will be moved to inactive status, and stored until destroyed per federal guidelines.

MEDICAL INSURANCE REQUIREMENTS

All AUM Student-Athletes are required to carry their own personal primary insurance that covers athletic-related injuries. At the beginning of each academic year the student-athlete will be required to provide the Sports Medicine Staff with information regarding personal and/or family medical insurance coverage. This will be submitted through the Athletic Physical Form on ARMS. This information shall include the name of the insurance company, address, relevant policy numbers, and front and back copies of the policy card. No student-athlete will be allowed to participate in any practice or competition until the Insurance Forms have been completed in full and signed.

Any changes in insurance and/or coverage must be reported to the Sports Medicine staff immediately. New insurance forms must be completed and signed. Copies of the new insurance cards are also required. Failure to comply will cause a delay in processing the claim and the possibility of the account being turned over to collections thus making it the responsibility of the student-athlete.

Should a student-athlete's insurance lapse during the academic year, the parent/guardians or the student-athlete will be responsible for total payment of all medical expenses. If the student-athlete's health insurance is out-of-area or a guest form for coverage cannot be obtained, the student-athlete is responsible for knowing how to obtain medical service when outside of the insured area. It is important that in some instances follow-up medical treatment must be obtained in the coverage area. This may require the student-athlete to travel, at his or her own expense, to the proper coverage area for treatment.

Charges not covered by the student-athlete's primary insurance become the sole responsibility of the student-athlete, parent/guardian, and/or policy holder.

International student-athletes must enroll in the institutional insurance plan, currently provided by [United Healthcare](#). United Healthcare also provides a [policy option](#) for domestic students. General medical coverage is provided per semester and an annual athletic rider policy of \$240 must be purchased at the start of the academic year. Charges for this expense will be billed to your university student account.

The NCAA requires that all member institutions certify that student-athletes have coverage for medical expenses incurred from athletic-related injuries.

It is the responsibility of the student-athlete, parent/guardian, and/or policy holder to be familiar with their primary medical plan. Proper procedures must be followed to assure there will be no reduction in benefits. This includes but is not limited to second opinions, pre-certification, and the use of preferred providers. If the student-athlete's primary insurance coverage is provided through and HMO, PPO, POS or any plan using a preferred provider network, a preferred health care provider within the plans network must treat the injured student-athlete, except in the case of an emergency.

Claims denied by the primary carrier for failure to follow their procedures and/or failure to seek care from a preferred provider will result in a denial of benefits by Auburn University at Montgomery. Although the Sports Medicine staff may help with accessing health care in the community, it is the ultimate responsibility of the student-athlete, parent/guardian, and/or policy holder to make sure the primary insurance plan(s) rules are being followed (i.e. using preferred providers).

AUM Athletics provides limited secondary insurance coverage for student- athlete participation and will not cover injuries sustained in non-intercollegiate activities, unsupervised intercollegiate related activities, or for general medical conditions. Sports Medicine staff may assist the athlete in getting proper medical attention for the above listed, but will not be, in any way, financially responsible unless the injury is a result of sanctioned athletic practice or participation.

Any secondary opinions not deemed necessary by the designated physician or Head Athletic Trainer and any resulting outcomes (i.e. surgeries, diagnostic testing, chiropractor visits) are the financial responsibility of the student-athlete. Braces and orthotic devices are not covered expenses unless they are prescribed by the treating physician for rehabilitation following a covered treatment. Prescription drugs will not be covered by Auburn University at Montgomery secondary insurance.

GENERAL ILLNESS

Student-athletes are responsible for medical costs related to illnesses and injuries not related to sanctioned, required, athletic participation in their varsity sport.

PREGNANCY POLICY

The Department of Athletics is committed to the personal health and development of all our members, and to the educational mission of our school. We strive to provide an environment that respects all pregnancy and parenting decisions and urges all participants to work cooperatively toward degree completion. This policy sets forth the protections that should be provided for pregnant and parenting students, including those with pregnancy related conditions. It also prohibits retaliation against any student or employee who complains about issues related to the enforcement of this policy. We want to protect every student-athlete's physical and psychological health, and their ability to complete their education.

Federal laws: Title IX of the Education Amendments of 1972 bars discrimination on the basis of sex, which includes the guarantee of equal educational opportunity to pregnant and parenting students. This means that our student-athletes cannot be discriminated against because of their parental or marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. In addition, a student's medical information may be protected by other federal laws. Some actions that may be permissible under NCAA rules are impermissible under federal law, and our institution adheres to federal law.

In order to comply with federal law:

- Our athletics department will only require a pregnant or parenting student-athlete's physician to certify physical and emotional fitness as a condition for participating in athletics when such certification is required of student-athletes who experience other temporary disabilities.
- Our athletics department will allow a pregnant or parenting student-athlete to fully participate on the team, including all team-related activities, unless the student-athlete's physician or other medical caregiver – in collaboration with our designated team physician - certifies that participation is not medically safe.
- Our athletics department will allow a pregnant student-athlete to continue to participate in a limited manner on the team, including all team-related activities, unless the student-athlete's physician or other medical caregiver certifies that partial participation is not medically safe.
- Medically necessary absences from team activities due to pregnancy shall be considered excused absences.
- No coach or other department personnel shall suggest to any student-athlete that his or her continued participation on a team will be affected in any way by pregnancy or parental or marital status.
- Our athletics department will not allow a hostile or intimidating environment on the basis of pregnancy or parental status to exist. Acts or statements that are hostile toward pregnancy or parenting, or that shun or shame the student-athlete because she is pregnant or parenting will not be tolerated. Such conduct prevents an individual from effectively participating in, or denies a person the benefits of, the educational opportunities provided by this institution.
- Our athletics department will not terminate or reduce a student-athlete's athletics aid because of the student-athlete's pregnancy, marital or parental status during the term of the award.
- Students may take a medical pregnancy leave, and at the end of that leave they will be

reinstated to the same status they had before the leave.

- Our athletics department will renew a pregnant, formerly pregnant, or parenting student-athlete's award, so long as the student-athlete is in good standing academically, remains engaged with our athletics department and meets NCAA eligibility standards. Returning students may be evaluated in the same manner as any other team member to determine their specific position on the team, such as a starter or as a forward.
- Our athletics department will not permit the use of any written or verbal contract that requires a student-athlete to not get pregnant or become a parent as a condition of receiving an athletics award.

In order to assist our student-athletes:

- Our athletics department will help the pregnant or parenting student-athlete plan for his or her continued academic progress, in accord with the university's educational mission.
- Our athletics department will help the student-athlete return to sport after pregnancy and during parenting, if the student-athlete so desires.
- The Head Athletic Trainer can provide medical referrals, if requested, on where the student-athlete can access timely medical and obstetrical care.

Reporting:

- Our department will not require any student-athlete to reveal pregnancy or parenting status.
- Our department will work to create an environment which encourages the student-athlete to voluntarily reveal her pregnancy and his or her parenting status. The department will help facilitate conversations with Athletics Administration, Sports Medicine, Title IX and respective coaching staff members, in order for our institution to provide optimal support for physical and mental health. Our department's goal toward pregnancy and parenting is to create a caring and safe environment.
- No athletics department personnel will release health information about pregnancy without written authorization from the student-athlete.
- When a student-athlete reveals her pregnancy or his parenting status to athletics personnel, they should direct the student-athlete to this policy. They should reiterate the department's protection of the student-athlete's team membership status and financial aid. Athletics personnel should refer the student-athlete to the team physician, to the student-athlete's personal physician, or to a university-designated representative trained in providing information about pregnancy and parenting support options.
- Athletics personnel who suspect that a student-athlete is pregnant may report their concerns to the team physician or to a university-designated representative trained in pregnancy and parenting support options.
- Teammates of pregnant student-athletes may privately report their concerns to the team physician or to a university-designated representative trained in pregnancy and parenting support options.

SICKLE CELL TRAIT

Sickle cell trait is not a disease and is not a barrier to exercise or participation in sport. Sickle cell anemia causes major anemia and many clinically-relevant problems, whereas sickle cell trait causes no anemia and few clinical problems.

There are NOT any restrictions to athletic participation, but the recommendations by the National Athletic Trainers Association have been proposed during exertional exercise for those individuals with sickle-cell trait. Although the consequences can be severe, sufficient rest, hydration, and cooling may be the treatment required to prevent most cases of “exertional sickling”. NCAA provided information about Sickle Cell Trait can be found at <http://www.ncaa.org/sport-science-institute/sickle-cell-trait>.

Student-athletes with positive test results, family medical history, or other indicators of sickle cell disease are encouraged to share their test results and relevant medical information with the primary care physicians and seek individualized medical advice and counsel. Student-athletes understand and agree that this policy and procedure are not substitutes for proper medical care, advice, and treatment.

In light of the above information and NCAA policy adopted January 2022, Auburn University at Montgomery requires ALL new student-athletes to provide documentation of the results of their sickle-cell trait test through a form on ARMS. Results must include the full patient name.

MENTAL HEALTH MANAGEMENT

BACKGROUND

Purpose: Auburn University at Montgomery (AUM) Athletic Department and Athletic Training staff recognize mental illnesses pose a significant risk for student-athletes (SA). Mental Health issues are critical in collegiate sports. SAs face many of the same risk factors as their non-athlete peers and their role as student athletes may expose them to additional set of risk factors. These risk factors can take the form of direct stressors (time demands, performance pressures, coaching style), interactions with others in their environment that encourage risky behaviors and discourage help seeking, harassment and discrimination related to personal characteristics such as race/ethnicity or sexual orientation. With that stated, AUM will maintain a systematic approach to mental health based recommendations of collaborative support of campus and community resources from the “NCAA’s Best Practices for Understanding and Supporting Student-Athlete Mental Wellness.”

EDUCATION / AWARENESS

As with physical injuries, mental health problems may, by their severity, affect athletic performance and limit or even preclude training and competition until successfully managed and treated. The sports medicine staff, coaches, and student-athletes should be aware and knowledgeable about the different types of mental health issues. Numerous mental health resources for student-athletes, coaches and staff are available at <http://www.ncaa.org/sport-science-institute/mental-health>. An interactive educational module for supporting student-athlete mental wellness is available at <http://www.ncaa.org/sport-science-institute/supporting-student-athlete-mental-wellness>.

POLICY

Recognition and Diagnosis:

Athletic Training Mental Wellness Team will include the Head Athletic Trainer, Senior Woman Administrator, Assistant Athletic Trainers, and campus mental health support services will consider requests for proper diagnosis and mental health support of a student-athlete.

The Athletic Training Mental Wellness Team will arrange for the Head Athletic Trainer or an appointed designee to meet with the student-athlete to discuss the concerns raised regarding their behavior. Upon completion of this meeting, the Head Athletic Trainer or an appointed designee may take one of the following steps and document the student-athlete conversation with Counseling and Health Promotion Services (CHPS):

- Monitor, with no direct intervention
- Monitor, with direct intervention
- Refer for mental health counseling

If a student-athlete is a risk to themselves or others, a licensed medical practitioner will determine their status to be cleared for athletic-related and team activities. If further intervention is necessary, the Athletic Training Mental Wellness Team in conjunction with the licensed medical provider and/or counselor will develop and implement a treatment/monitoring plan for the student-athlete. All return-to-play decisions related to student athletic participation are made by the team physician, CHPS, and the Athletic Training Mental-Wellness Team.

Athletic Training Mental Wellness Team:

- Head Athletic Trainer
- Director of Student Health Services
- Counseling and Health Promotion Services
- Senior Woman Administrator

If there is a need, additional personnel will be brought to the team as consultants. These consultants are, but not limited to:

- Assistant Athletic Trainer(s)
- Athletic Compliance Office
- Licensed Physician(s) or Mental Health Provider(s)
- Director of Athletics
- Faculty Athletic Representative

The Athletic Training Mental Wellness Team will schedule meetings as frequently as deemed necessary. Any member of the treatment team may call a meeting of the group.

Referring a Student Athlete to Counseling Services: If a student athlete voluntarily agrees or requests to see a mental health professional, the athletic trainer will help make an appointment with AUM CHPS for them. The athletic trainer or staff member may walk the student-athlete to counseling services for the initial visit. The student-athlete should not be pressured into telling the coach, their teammates, their parents, or other staff about their mental health, although the athletic trainer or individual the student-athlete discloses mental health concerns to should

encourage the student athlete tell their parents. All involved parties should respect the student-athlete's privacy in this personal situation.

Refusal to Accept Referral to Counseling Services: Due to many underlying reasons, a student-athlete may refuse to go to counseling services for help. Unless the student-athlete's behavior poses an immediate threat to their life or others, they cannot be forced to take a mental evaluation. The student-athlete should be encouraged to seek help and find a professional to help them. If the student-athlete is showing signs of threatening behavior and safety concerns are present, the student should be referred to the AUM Threat Assessment Team through Student Affairs by the athletic staff completing the See Something Say Something form on AUM's website, and contact should be made with Campus Police.

Privacy and Confidentiality: Information about a student-athlete's mental health will not be released without written consent from the student-athlete themselves. All important information that the student-athlete allows the Sports Medicine staff to have access to will only be shared with members of the Athletic Training Mental Wellness Team. No disclosed information will be shared with the student athlete's coach, teammates, or parents without the expressed consent of the student.

CONCUSSION MANAGEMENT PLAN

Updated and submitted to NCAA based on General Counsel review May 2020

1. All Auburn University Montgomery student-athletes will be informed via handout with the following information: What is a Concussion, How can I prevent a Concussion, What are the symptoms of a Concussion, and What should I do if I think I have a Concussion.
2. All student-athletes will be baseline tested using an IT approved concussion assessment tool as part of the pre-participation examination.
3. All student-athletes will complete and sign an Acceptance of Responsibility Statement to Inform Athletic Trainers of Concussive Symptoms (amnesia, confusion, headache, loss of consciousness, balance problems or dizziness, double or fuzzy vision, sensitivity to light, nausea, feeling sluggish, etc.).
4. When a student-athlete shows any signs, symptoms or reports behaviors consistent with a concussion, the student-athlete shall be removed from practice or competition immediately.
5. A student-athlete diagnosed with a concussion shall be withheld from the competition or practice and not return to activity for the remainder of that day.
6. The most up-to-date SCAT Assessment will be administered following all diagnosed concussions.
7. The student-athlete will be monitored for any signs or symptoms of regression and transported as deemed appropriate.

8. Home health care plan instructions that include the following will be given: when to immediately contact a certified athletic trainer or seek immediate medical attention following the injury, what is and is not suggested to do until complete symptom resolution, and what next steps or recommendations need to be adhered to.
9. Upon resolution of concussive symptoms, the student-athlete will be reassessed via the most up-to-date SCAT Assessment and an IT approved concussion assessment tool.
10. After 24 hours of becoming asymptomatic, the student-athlete will be allowed participation in monitored low level functional activities i.e. walking/ stationary cycle. If any concussive symptoms occur, the student-athlete should return to the previous asymptomatic level and attempt progression again after 24 hours.
11. As the student-athlete completes tasks without the return of signs or symptoms, the intensity of functional activities will be increased.
12. **Final Authority** for Return-to-Play shall reside with a physician coordinated and/or approved by AUM Sports Medicine.
13. The incident, evaluation, continued management, and physician's clearance of the student-athlete with a concussion will be documented and placed in the student-athlete's medical file.

Return-to-Learn Protocol

Following a concussion injury, the student-athlete may experience some level of mental incapacitation that makes it difficult to meet and maintain academic requirements. The Athletic Training Staff works closely with various members of faculty and staff to ensure that the student-athlete can return to their academic studies first and foremost.

The following individuals comprise the Concussion Management Team:

- Head Athletic Trainer
- Athletic Trainer assigned to team of involved Student-Athlete
- Associate Director of Athletics for Internal Operations
- Athletic Academic Advisor

In order for a student-athlete to return to a normal academic load after a concussion, the following steps are taken:

1. After evaluation and determination that the student-athlete has a concussion, the Athletic Training Staff will send an email to the Associate Director of Athletics for Internal Operations and the Athletic Academic Advisor to inform them that the student-athlete has sustained a concussion and may need to arrange academic accommodations.
 - Athletic Academic Advisor will send official email with student details and general letter with more details/education on concussions and possible return-to-learn accommodations to the faculty and copies Concussion Management Team, Faculty Athletics Rep, Center for Disability Services and Student-Athlete

2. If the Athletic Training Staff determines that mental exertion is contra-indicated they will email an update of symptoms and new anticipated timeline to Associate Director of Athletics for Internal Operations and Athletic Academic Advisor so initial notification email to faculty can be appropriately updated.
3. Once student-athlete is able to return to a normal academic load, the student-athlete should not have need for continued academic accommodations. At this point, the student-athlete will begin the Return-to-Play Protocol.

Note: Continuous communication between the Athletic Training Staff and the Concussion Management Team will occur throughout the entire process to ensure that all parties are aware of the student-athlete's continued status.

Return-to-Play/Competition Protocol

Protocol typically begins once the student-athlete reports asymptomatic status (feeling normal) and post-injury testing has returned to baseline levels on the most up-to-date SCAT Assessment and an IT approved concussion assessment tool. Each level should be observed for approximately 24 hours and if symptoms resume the student-athlete should return to the previous level and attempt to progress again after 24 hours.

In order to return-to-play after progressing through return-to-learn, the following steps are taken by a student-athlete:

1. Rest
2. Light aerobic exercise (10-15 min) i.e. Walking/ stationary cycle. No resistance training.
3. Sport specific exercise (20-30 min). Light resistance training. No head impact.
4. Non-contact sport drills
5. Unrestricted training in a controlled environment
6. Return-to-play medical clearance will be determined by a physician. The physician will be coordinated and/or approved by AUM Sports Medicine and not independently by the student-athlete.
7. Return-to-competition

EMERGENCY ACTION PLANS

In order to provide the best possible medical care, an Emergency Action Plan (EAP) was developed to serve as a general guideline for care of injuries/illnesses/conditions occurring during any athletic event or activity. The EAP should be a reference guide for athletic department personnel and the Emergency Management and Safety Team who will be present, working in conjunction with University Police and Emergency Medical Personnel. These plans establish the roles and responsibilities for each member of the team and the chain of command which will need to be followed during an emergency situation. Communication is extremely important during an emergency situation to provide quick and expedient action. Prior planning will ensure that the best care will be provided.

A copy of the EAP for each AUM athletic venue is available on the AUM Athletics Sports Medicine webpage [HERE](#).

LIGHTNING POLICY

When severe weather threatens and lightning is involved, it is imperative that we take immediate action. The following protocol for lightning safety is based on guidelines established by the NATA and accepted by the NCAA. During practice and team training activities, the Athletic Training staff and/or Department of Athletics administration will notify those teams scheduled to conduct activities outside when individuals should seek shelter due to lightning in the area. In most cases, once a game/contest has started, the game officials will determine when the athletes should go to safe shelter based on updates provided by game management and athletic training staffs.

- It is the responsibility of the coach and athletic trainer to check local weather forecasts for approaching severe weather and/or severe weather warnings.
- Severe weather can be monitored by using the WeatherBug app. This app has a specific lightning monitoring system (Spark) and it can determine the closest lightning strike, time and distance. For NCAA post-season or other governing body contests, the prescribed app will be utilized.
- Coaches will be updated as weather approaches (20 miles and 10 miles). This time should be used to prepare to clear the facility. Once notified a storm or lightning is too close (8 miles), all teams must clear the field and seek shelter.
- If a team or individual is on the field without an athletic trainer present, it is the Head Coach's responsibility to suspend activity if lightning is within 8 miles. However, if at any point an athletic trainer deems an environment is unsafe, it is the Head Coach's duty to postpone activity.
- A member of the athletic training staff and/or game administrator will communicate with the game officials prior to the contest of imminent weather in the area and the method of monitoring the severe weather.
- Once activities have been suspended, a minimum of 30 minutes after the last lightning flash within 8 miles must lapse before resuming an activity or returning outdoors. It is the duty of the coach to help the athletic trainer keep their athletes in a safe shelter location until after the danger has passed.

TORNADO POLICY

As soon as the EWS horns are heard everyone must immediately head for shelter. For soccer, tennis, volleyball, softball, cross country, and basketball, everyone will take cover in the first floor hallways of the Auburn University at Montgomery Athletic Complex. Baseball will seek shelter in the clubhouse. Once everyone is inside they should be seated with their knees against their chest and head and face covered to protect them against flying debris. Warnings will be monitored by the athletic trainer and/or coaches for a safe resumption of activities.

The AUM Police Department or other University authorities will announce an all clear over the university warning systems.

ACTIVE SHOOTER

An “active shooter” situation is a situation when an intruder enters a building or campus grounds and threatens the personal safety and welfare of our students, faculty, staff and guests. Full details on AUM’s Active Shooter plan is available at <http://www.aum.edu/active-shooter>.

Calling for help

- Call 334-244-3178 or 9-1-1 to report the appropriate authorities. Do not assume that someone else has reported the incident. Be persistent; phones may be jammed.
- Calmly identify yourself and your exact location. Remain calm and answer the dispatcher’s questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
- If safe to do so, stop and take time to get a good description of the criminal.
- If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics.

TEAM TRAVEL

Student-athletes are required to travel to and from competitions through official team travel, unless otherwise approved by the Head Coach and Director of Athletics or designee. For those approved, an Independent Travel Release form is available through ARMS.

TRAVEL POLICY

EMERGENCY ACCIDENT PROCEDURES

In the event that an employee or a student-athlete is involved in an accident during professional travel or team travel to practice or competition sites, the following procedures should be followed:

EMPLOYEES

- Immediately care to the injured and call 911 (if necessary).
- Notify the Fleet Coordinator or the Director of Athletics.
- The employee needs to get a **Police Report** for any accident. A certificate of insurance coverage should be in each Auburn University at Montgomery vehicles.
- Remember to return the insurance certificate to the visor after use!
- Upon returning to campus, submit a copy of the **Police Report** to the Fleet Coordinator immediately.

STUDENT-ATHLETES

- Immediately care to the injured and call 911 (if necessary).
- Notify the Head Coach and the student-athlete’s parent(s).
- The Head Coach should notify the Director of Athletics.
- The student-athlete should wait for the police to complete an accident report.

NAME, IMAGE & LIKENESS (NIL)

AUM will update implemented policies, education, and tracking forms through ARMS as additional guidance is provided by the NCAA as it relates to Name, Image & Likeness (NIL) legislation. Relative laws in Alabama and federally will be considered when providing education and implementing updated policy.

As updated information becomes available, the AUM Student-Athlete Handbook will be updated and notification will occur through ARMS-based email and/or through in-person meetings, including Fall Orientation.

NIL EXPECTATIONS

In alignment with Alabama HB404, the following apply to AUM student-athletes:

- Student-athletes may earn compensation for the use of their name, image, or likeness. The compensation shall be commensurate with the market value of the student-athlete's name, image, or likeness.
- Auburn University at Montgomery will not unreasonably restrict a student-athlete from receiving compensation for their name, image, and likeness.
- A student-athlete may not enter into an endorsement contract with, or otherwise receiving compensation from, any of the following categories of brands or companies:
 - A tobacco company or brand, including any tobacco product, alternative nicotine product, electronic nicotine delivery system, or any electronic nicotine delivery system retailer, or any specialty retailer of electronic nicotine delivery systems or tobacco specialty store, as defined in Section 28-11-2, Code of Alabama 1975.
 - Any alcoholic beverage company or brand.
 - Any seller or dispensary of controlled substance, including, but not limited to marijuana.
 - Any adult entertainment business.
 - Any casino or entities that sponsor or promote gambling activities.
 - Any entity or individual that, in reasonable and good faith judgement of the postsecondary educational institution, negatively impacts or reflects adversely on the postsecondary educational institution or its athletic programs, including, but not limited to, bringing about public dispute, contempt, embarrassment, scandal, ridicule, or otherwise negatively impacting the reputation of the moral or ethical standards of the institution.
- A student-athlete may not wear any item of clothing, shoes or other gear with the insignia of any entity that violates institutional apparel and gear contracts or other university policy while wearing athletic gear or uniforms licensed by the institution when competing for and representing the institution.
- Compensation for student-athlete name, image and likeness may not be conditioned on athletic performance or attendance at Auburn University at Montgomery.
- Compensation for the use of the student-athlete's name, image, or likeness may be provided only by a third party not owned or operated under the authority of Auburn University at Montgomery.
- Auburn University at Montgomery, an entity with the purpose of supporting or benefitting the institution or its intercollegiate sports, or any officer, director, or employee of the institution or entity may not compensate or cause compensation to be

directed to a student-athlete or the family of a student-athlete for use of their name, image, or likeness.

- Except with prior written consent of Auburn University at Montgomery through the approved process, a student-athlete may not enter into a contract for compensation for the use of the student-athlete's name, image or likeness if the institution determines that a term of the contract conflicts with a term of a contract held by the institution.
- Before any contract for compensation for use of the student-athlete's name, image, or likeness is executed, and before any compensation is provided to the student-athlete in advance of a contract, the student-athlete shall disclose the contract to the institution following the approve process through ARMS.
- A contract for the use of a student-athlete's name, image, or likeness which is formed while the student-athlete is participating in intercollegiate athletics at Auburn University at Montgomery may not extend beyond the student-athlete's participation in the sport(s) at the institution.
- The institution will not prevent or unreasonably restrict the student-athlete from obtaining professional representation for the purpose of securing compensation for the use of their name, image, or likeness. Such representation must follow the guidance of Alabama HB404 or subsequent updates from state, federal, and/or NCAA legislation.
- The institution will provide financial literacy and life skills programming for student-athletes as outlined in HB404 or subsequent updates from state, federal, and/or NCAA legislation.
 - The institution will not provide tax guidance or financial safeguards to student-athletes outside of the financial literacy programming dictated by applicable legislation.
- A student-athlete may not receive or enter into a contract for compensation for use of their name, image, or likeness in a way that also uses any registered or licensed marks, logos, verbiage, or designs of the institution, unless the institution has provided the student-athlete with written permission to do so prior to the execution of the contract. If permission is granted, the institution, by agreement of all parties, may be compensated for the use in a manner consistent with the market rates or prior practice.
- A student-athlete may not receive compensation for use of their name, image, or likeness as an inducement to attend or enroll in or continue attending any specific postsecondary educational institution, including Auburn University at Montgomery.
- A student-athlete shall not be considered an employee of the institution based on participation in an intercollegiate sport.

REPORTING AND APPROVAL PROCESS

To seek written permission and approval that meets the expectations of Name, Image & Likeness (NIL) as outlined above, a student-athlete must submit the Name, Image, and Likeness Request for Approval in ARMS. Upon the processing of a request, with approval or denial, the student-athlete will receive an email notice through ARMS. Notes from Compliance on the request can be viewed through the ARMS form that's available through a student-athlete's ARMS account Forms Hub. If a request is missing information or appropriate attachments, it will be returned by Compliance for correction with notes in ARMS.

STUDENT-ATHLETE HANDBOOK ACKNOWLEDGEMENT

Auburn University At Montgomery

By signing the Student-Athlete Handbook Acknowledgement through ARMS I am confirming that I have read and thoroughly understand the information provided in the Auburn University at Montgomery Student-Athlete Handbook. I understand that a signed copy of the ARMS-based acknowledgement form must be submitted to the Department of Athletics prior to the first day of school or within seven days of receiving the Student-Athlete Handbook, whichever is later. Furthermore, I understand that I have an obligation to review updates as I am notified throughout the year, via my university issued email account.