

**Franklin College**  
**Department of Intercollegiate Athletics**



**2024-2025 STUDENT-ATHLETE**  
**HANDBOOK**



***The Student-Athlete Handbook is a publication developed by the Franklin College Athletic Administration Staff. This document contains information of particular interest and importance to Franklin College student-athletes. Please review the handbook and keep it for reference throughout the year.***

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## **ATHLETICS AT FRANKLIN COLLEGE**

Franklin College students who compete in intercollegiate athletics enjoy a unique opportunity to greatly enhance their educational experience. While your classroom education should always remain your highest priority, there are important lessons to be learned and experiences to be enjoyed through athletic participation. These will be among your most vivid memories of college in the years to come. We encourage you to take full advantage of the special opportunity you have to be a part of an athletic team at Franklin.

It is important to remember that athletic competition is more than a Saturday afternoon on the football field or a Wednesday night in Spurlock Center. It involves great dedication, sacrifice and commitment to excellence. For every hour spent competing before a crowd, there are countless others spent preparing in the weight room and on the practice field. There are also countless hours in the library and elsewhere devoted to reaching your academic goals so that your entire Franklin College experience is a successful one.

One of our goals for each athletic team is to win--to learn the important lessons of what it takes to succeed, to be the best. But equally important is how we go about that process--with class, sportsmanship and discipline. We want our teams and the student-athletes who compete on them to be first-class representatives of this institution and this community.

Good luck as we embark upon a new academic year. We hope your contribution to this campus is outweighed only by the social, academic, and athletic experience you gain from having been a student-athlete here at Franklin College. We wish each of you much success in the classroom and on the court, field, pool or track of competition. Go Grizzlies!

Lance Marshall - Director of Athletics

Britt Harvey - Assistant Director of Athletics and Senior Woman Administrator

Chris Hamilton - Assistant Director of Athletics

Ryan Thomas - Assistant Director of Athletics for Communication



## STUDENT-ATHLETE ADVISORY COMMITTEE

The Student-Athlete Advisory Committee is a group of student-athlete representatives of each men's and women's sport offered at Franklin College. This group serves as a vehicle to promote communication between the athletic administration and student-athletes. The committee receives information of interest to students involved in intercollegiate athletics, while also providing ideas and feedback about department policies and strategies. This committee will also help to organize and participate with all Franklin College athletes in a community service project.

The Student-Athlete Advisory Committee elects a male and female representative to the Heartland Collegiate Athletic Conference Student-Athlete Advisory Committee, which meets annually. These representatives forward to the governing committee of the conference student concerns about conference competition and legislation under consideration by the league and/or the NCAA.

It is important that each student-athlete at Franklin College be aware of the student-athlete that represents his/her team on the committee. Every student-athlete should know that he or she has a voice in the administration of the institution's athletic program.

### **Franklin College SAAC Mission Statement**

The mission of the Student-Athlete Advisory Committee at Franklin College is to act as a liaison between student-athletes and athletic administration, as well as the campus community. We aim to promote positive sportsmanship and leadership through community service, civic involvement, and academic excellence.



## Institutional Mission of Athletics

Franklin College believes that a sound program of athletic activities can provide valuable opportunities for developing physical fitness and coordination, mental alertness and the qualities of character and leadership. Franklin College is a member of the National Collegiate Athletic Association (NCAA) and the Heartland Collegiate Athletic Conference (HCAC). Intercollegiate sports at Franklin College are:

Baseball (men)

Soccer (men and women)

Basketball (men and women)

Softball (women)

Cross Country (men and women)

Tennis (men and women)

Football (men)

Track and Field (men and women)

Golf (men and women)

Volleyball (women)

Swimming & Diving (men and women)

Lacrosse (women)

Cheerleading

Esports

Bass Fishing

Athletics are integral ingredients in the holistic educational mission of Franklin College. Coaches should be educators first and foremost who administer their programs within the framework of the college's educational goals. Athletes at Franklin College should be students first and foremost whose highest priority is to earn a college degree and whose conduct on and off the playing field or floor are as important as athletic ability and performance.

It is the educational goal of Franklin College for its athletic program; i.e.; varsity sports, intramurals, physical education, recreation clubs and informal recreation--that every graduate leave the campus with:

- a. A conceptual understanding of what it means to be physically well;

- b. The substantive knowledge necessary for healthy living;
- c. The habits and skills which will provide for a lifetime of beneficial and enjoyable recreation;
- d. Those character traits and leadership skills which are the benefits of competitive sports; and
- e. Memories of testing oneself in competition which will serve as sources of pride and satisfaction the entire graduate's life.

Further, it is the goal of Franklin College that its competitive sports program (in descending order of priority) should be:

- a. Contribute to the physical, mental, and spiritual well-being of the participants;
- b. Serve as laboratories of leadership wherein valuable lessons are learned concerning discipline, sacrifice, duty, teamwork, self-confidence, goal setting, striving and the pleasure/pain which accompany both victory and defeat;
- c. Improve and sustain the college's reputation and morale;
- d. Aid in the recruiting of students and the raising of financial contribution; and
- e. Contribute to satisfying the public's desire for spectator sports.

Franklin College is committed to providing equitable opportunities and resources for male and female students to participate in intercollegiate, intramural, and recreational sports.

## NCAA Division III Philosophy Statement

Colleges and universities in Division III place the highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and an environment that values cultural diversity and gender equity among their student-athletes and athletics staff. To achieve this end, Division III institutions:

1. Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference and national governance levels;
2. Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;
3. Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;
4. Primarily focus on intercollegiate athletics as a four-year, undergraduate experience;
5. Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
6. Encourage participation by maximizing the number and variety of sport offerings for their students through based-based athletics programs;
7. Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
8. Assure that athletics participants are not treated differently from other members of the student body;
9. Assure that student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience;
10. Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;

11. Assure that athletics recruitment compiles with established institutional policies and procedures applicable to the admission process;
12. Exercise institutional and/or conference autonomy in the establishment of initial and continuing eligibility standards for student-athletes;
13. Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;
14. Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body.
15. Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
16. Support ethnic and gender diversity for all constituents;
17. Give primary emphasis to regional in-season competition and conference championships; and
18. Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.



## **Heartland Collegiate Athletic Conference (HCAC)**

The Heartland Collegiate Athletic Conference (HCAC) was founded as the Indiana Collegiate Athletic Conference on June 23, 1987, when the presidents of six private Indiana colleges and universities formed an association based on the academic excellence of each institution. Nineteen months of planning went into the development of the league-created to allow small college students to realize their ideal of the scholar-athlete.

The conference's charter members included men's athletic teams from Anderson University, DePauw University, Franklin College, Hanover College, Manchester College and Wabash College. Taylor University and Rose-Hulman Institute of Technology joined the slate in May of 1988. The conference not only distinguished itself as an "academic athletic conference," but also permitted schools to restore athletic rivalries, which, in some cases, dated back to the 19th century.

During the spring of 1991, the presidents of the member institutions voted to align the conference with the National Collegiate Athletic Association (NCAA) in its Division III. Former NAIA members Anderson, Franklin, Hanover and Manchester joined DePauw, Rose-Hulman and Wabash as institutional members of the NCAA at that time. Taylor University withdrew from the conference in order to remain in the NAIA.

The league added a women's division in 1993-1994, comprised of conference schools previously affiliated with the Hoosier Conference for Women. Rose-Hulman, which became coeducational in 1995-1996, began competition in women's sports that same year.

In 1997, DePauw and Rose-Hulman announced plans to withdraw from the conference at the conclusion of the 1997-1998 academic year in order to join the Southern Collegiate Athletic Conference. In the spring of 1998, the conference voted to admit Bluffton College, the College of Mount St. Joseph, and Wilmington College (all Ohio institutions) as full members. In an effort to more accurately reflect the new composition of the league, its name was changed to the Heartland Collegiate Athletic Conference.

In the spring of 1999, Defiance College of Ohio was admitted to the HCAC, with full participation to commence with the 2000-2001 academic year. At the same time, Wabash College announced its withdrawal from the HCAC to join the North Coast Athletic Conference. Similarly, Wilmington College withdrew at the conclusion of the 1999-2000 academic year to join the Ohio Athletic Conference.

In January of 2001, Transylvania University in Lexington, Kentucky was accepted as a member. Transylvania began competition in the fall of the 2001 season. After making



the transition from the NAIA to NCAA Division III status over a 3-year period, Transylvania now competes as a full Division III member.

In 2006, Rose-Hulman announced plans to once again join the HCAC and began competition during the 2006-2007 school year.

In 2009, Earlham College was accepted for membership into the HCAC and began competition during the 2010-2011 school year.

In 2024, Berea College was accepted for membership into the HCAC. They begin competition in the 2024-25 season.

**Member schools include:**

Anderson University (Anderson, Indiana)

Berea College (Berea, KY)

Bluffton University (Bluffton, Ohio)

Earlham College (Richmond, Indiana)

Franklin College (Franklin, Indiana)

Hanover College (Hanover, Indiana)

Manchester College (North Manchester, Indiana)

Mount St. Joseph University (Cincinnati, Ohio)

Transylvania University (Lexington, Kentucky)

Rose-Hulman Institute of Technology (Terre Haute, Indiana)



## Franklin College

### Student-Athlete Code of Conduct

As Franklin College student-athletes, we commit ourselves to representing the college and our athletic programs in a manner that reflects excellence and brings pride to ourselves, our teams, and the College. We understand that participation in athletics is a privilege and not a right. By accepting this privilege, we also accept the responsibility of being held to a higher standard of conduct than normal institutional rules and regulations.

As Franklin College student-athletes, we will strive for the highest degree of academic excellence. We will maintain open communication with our professors, attend classes regularly, seek assistance as needed, and approach our academic responsibilities with honesty and integrity. We will be responsible, respectful and appreciative as we commit ourselves to earning a college degree.

As Franklin College student-athletes, we will strive to compete with passion and integrity. We will show respect to our teammates, opponents, fans, officials and coaches. We will take responsibility for our actions both on and off the athletic field/court, understanding that our actions affect the team and the College as a whole. We will compete within the rules of fair play and abide by the regulations of the College, our team, the NCAA, and the Heartland Collegiate Athletic Conference.

As Franklin College student-athletes, we are accountable for making wise choices that reflect our goals for athletic excellence. Gambling, alcohol, drugs, and tobacco use do not support those goals. Student-athletes will make mature decisions which are consistent with rules and policies of the teams, the College and the laws of the state. Student-athletes will go to the aid of one another if we recognize a situation that has the potential of compromising this code of conduct. We understand that violations of law will be treated seriously by the athletic department on a case-by-case basis and could jeopardize our status as student-athletes.

As Franklin College student-athletes, we recognize that team unity is an important ingredient to the athletic experience and the success of the teams. All team members will be treated with respect and dignity. Hazing will not be tolerated by any member of a Franklin College athletic team. Engaging in hazing, knowingly permitting hazing, or failing to report hazing could jeopardize our status as student-athletes.

As Franklin College student-athletes, we welcome support and encouragement from our teammates, coaches, parents, fans, officials, and members of the campus community in promoting and reinforcing the principles of this code of conduct.

FC Student-Athlete Advisory Committee

May 10, 2007



## **Sportsmanship and Ethical Conduct**

For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches, and all others associated with these athletic programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifested not only in athletic participation but also in the broad spectrum of activities affecting athletic programs.

### **Dress Code**

Franklin College athletes are expected to dress and act in ways befitting representatives of the college. Please remember that coaches and teammates as well as the athletic program and college are judged by your appearance and behavior. Each team and coach will outline the exact nature of dress suggested or required for road trips and public occasions.

### **Grievance Procedure**

Franklin College athletes are encouraged to discuss and resolve problems with the appropriate coaching staff as a first step. If the problem remains unsolved, athletes should request a meeting with the athletic administration. The athletic administration has an open-door policy and will work with the athlete to resolve the issue.

## Hazing Policy

The athletic policy of Franklin College outlines the following goals for the intercollegiate sports program:

***Athletics are integral ingredients in the holistic educational mission of Franklin College. Coaches should be educators first and foremost who administer their programs within the framework of the college's educational goals. Athletes at Franklin College should be students first and foremost whose highest priority is to earn a college degree and whose conduct on and off the playing field are as important as athletic ability and performance.***

The athletic department recognizes that any form of hazing involving student-athletes on any intercollegiate athletic team is inconsistent with the goals of the department and will not be condoned nor tolerated.

Hazing is defined as any activity expected of an individual as a condition for joining or remaining a member of a group which is illegal or which demeans, humiliates, abuses or endangers that individual, regardless of his or her willingness to participate. Because a team's upperclassmen enjoy a special status and authority, it is always unethical and sometimes illegal for them to ask first-year players to submit to hazing rituals. It is likewise prohibited for first-year players to ask veterans to haze them or to sponsor a team party in which hazing rituals or drinking initiations are held.

This policy is not intended to prohibit activities such as rookies carrying team equipment nor appropriate teambuilding experiences which do not in any way include an atmosphere of humiliation, degradation, abuse or danger.

Student-athletes involved in any hazing activities will be subject to disciplinary action by the athletic department and, when appropriate, the campus judicial system. Coaches are responsible for educating student athletes on this policy and for immediately reporting any violations to the Director of Athletics.

Administrators, coaches, department personnel, team captains and all student-athletes share responsibility for conducting themselves with maturity, integrity and civility with regard to the hazing issue. This includes refraining from hazing activities as well as reporting to athletic administrators any information about such activities within the athletic program.

Every coach and every athlete becomes part of a legacy at Franklin College, and each is expected to enhance that legacy, never tarnishing it. The athletic department insists and expects everyone who is associated with the athletic program at Franklin College to comply with the letter and spirit of this policy.

## Franklin College Athletics: “Winning with Class”

The Franklin College athletic department enthusiastically endorses the ideals of the NCAA and the Heartland Collegiate Athletic Conference on the priority of good sportsmanship at collegiate athletic events. We want our student fans especially to recognize how much their support means to the men and women who represent Franklin College in athletic competition. All our student-athletes enjoy the atmosphere of a vocal, enthusiastic home crowd. However, we want to define and reinforce what is appropriate in demonstrating that support. Simply put, we ask the Grizzly faithful to be positive in the support of our Franklin teams without being derisive or disrespectful toward opponents.

Our coaching staff is committed to the priority of representing Franklin College with class on and off the field or court. We remind players that this responsibility goes with the privilege of wearing a Franklin College uniform. We expect our sports programs to be respected not only because we win, but also because we do so with class. We expect no less from our fans—especially student fans—and we expect that effort to be led by those who are student-athletes.

It is our hope that student leaders will take it upon themselves to insist that their peers honor the “Win with Class” principle:

***“Franklin College fans create a loud, enthusiastic home court/field advantage for the Grizzlies by encouraging the efforts of the home team without being disrespectful to opposing players, coaches, fans or game officials.”***

Franklin College has an obligation to ensure the safety of participants and spectators as well as the integrity of the event. The college is also accountable to the NCAA and the Heartland Conference for compliance with the sportsmanship guidelines of each organization

### **Guidelines which apply to all athletic events hosted at Franklin College include**

1. No alcoholic beverages are allowed at the site of athletic events. Persons possessing alcohol will be removed from the event. Persons exhibiting symptoms of intoxication and/or underage persons exhibiting symptoms of consumption will be subject to college disciplinary action and/or arrest.
2. No signs, banners, shirts, etc., may contain profane, vulgar or inappropriate words or expressions. (The rule of thumb in determining what is appropriate is whether you would be embarrassed if your parents or younger sibling saw the item.) Persons carrying or wearing such items will be removed from the event.

3. Organized chants may not contain profanity, vulgarity or inappropriate personal references. Individuals using profanity or inappropriate language, or gestures will be subject to removal from the event. (See rule of thumb in #2 above.)
4. Fans who directly confront, challenge, or intimidate opposing players, coaches, fans, or game officials will be removed from the event. Such fans will be prohibited from attending future athletic events.
5. Fans who disregard or interfere with the directions of security personnel, game administrators or other college officials will be removed from the event, subject to disciplinary action and/or arrest, and prohibited from attending future athletic events.

We appreciate your enthusiastic support of all the Grizzly athletic teams, and we know you will help us “Win with Class.”

## Hosting of Recruits by Student-Athletes

The following is a summary of NCAA guidelines for the hosting of recruits by student-athletes. Questions regarding these rules should be directed to your coach or an athletic administrator.

**It is important to note that the conduct of student-athlete hosts and recruits during a campus visit is expected to be consistent with team rules, the student-athlete code of conduct, and the policies outlined in the Student-Athlete Handbook.**

13.02.5.1 Permissible Recruitment Activities for Enrolled Student-Athletes. Permissible recruitment activities for enrolled student-athletes are limited to the following: [D]  
(Revised: 7/23/07)

**(a) Telephone contact.** It is permissible for an enrolled student-athlete to receive telephone calls made at the expense of a prospective student-athlete at any time. Telephone calls made by enrolled students in accordance with an institution's regular admissions program directed at all prospective students shall be permissible. In addition, an institution may permit an enrolled student-athlete to telephone a prospective student-athlete at the institution's expense, provided the call is only for the purpose of recruitment and is with the full knowledge of the athletics department.  
(Revised: 1/9/06)

**(b) Electronic transmissions.** It is permissible for an enrolled student-athlete to send electronic correspondence (e.g., electronic mail, Instant Messenger, private communication through social networking site, text messages or facsimiles) to a prospective student-athlete for the purpose of recruitment, provided the correspondence is sent directly to the prospective student-athlete (or his or her parents or legal guardians) and is private between only the sender and recipient (e.g., no use of public chat rooms, message boards, public communication through a social networking site). (Adopted: 4/11/11, Revised: 1/14/12, 1/19/13)

**(c) Official visits.** An enrolled student-athlete may participate as a student host during a prospective student athlete's official visit to the institution's campus. (Revised: 6/11/14)

**(d) Unofficial visits.** A prospective student-athlete on an unofficial visit may stay in an enrolled student athlete's dormitory room, provided the housing is available to all visiting prospective students.

## Franklin College Recruitment Host Policies

Student-athletes who serve as recruitment hosts are responsible for the health and well-being of all recruits for the duration of their visit to campus. All hosts and recruits visiting the campus are required to sign a contract that serves as a commitment to follow this policy. The student-athletes' coach will distribute and ensure that the contract is completed each time. The contract can be seen on the following page. Student hosts must also complete the protection of minor training and read and abide by the protection of minor's policy found [here](#) or on Franklin College website under important policies.

[Click here](#) to see the Franklin College Student Host Form

Franklin College Department of Athletics Prospective Student-Athlete Overnight Visit As a prospective student athlete of Franklin College you are a valued guest on our campus. Please read the following set of expectations. Your signature reflects your agreement to abide by them during your campus visit. As our guest and the guest of your student host(s), you agree to follow all campus regulations for appropriate student conduct and all NCAA rules governing an official campus visit. You have been provided with contact information for the coach of your sport, and you understand that you are free to contact the coach at any time during your visit if an issue or situation arises which you feel is unsafe, unwise or simply uncomfortable. You acknowledge that the use of alcohol during your campus visit is not only a violation of Indiana state law, but also campus regulations and athletic department policy.

[Click here](#) to see the Franklin College Department of Athletics Prospective Student Athlete Overnight Visit Form.

## Academic Policies and Procedures

### Academic Dishonesty and Plagiarism

Students are expected to maintain high standards of personal integrity in their academic coursework. In all matters relating to academic dishonesty (including plagiarism), the initial level of communication toward resolution of the problem will be a personal conference between the student and the appropriate member of the faculty.

The faculty of Franklin College recognize the following as violations of academic honesty:

1. Dependence upon the assistance of others beyond that which is expressly approved by the instructor in writing papers, preparing laboratory reports, solving problems or carrying out other assignments.
2. Plagiarism. Plagiarism is the use, whether by paraphrase or direct quotation, of published or otherwise recorded materials or the unpublished work of another person without full and clear acknowledgment.
  - a. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations are grounds for sanctions against members of the academic community. This includes, but is not limited to, purchasing or acquisition of term papers, speeches, and printed materials from “term paper mills.”
  - b. It also includes appropriating portions of another’s work to use without attribution
3. Cheating on quizzes, tests, any kind of assessment or examinations by:
  - a. Referring during the examination to books, papers, notes, and electronic devices not specifically authorized by the instructor.
  - b. Receiving during the examination information from another person or communicating information to another person or attempting to receive or communicate information.
  - c. Using a substitute to take a quiz, test or examination or acting as such a substitute.
  - d. Buying, selling or stealing a copy of an examination in advance of its administration or referring to such an examination after it has been obtained by another.

- e. Obtaining through any means the tests of a professor that he or she normally does not let circulate.
  - f. Participating in or attempting to practice any other form of deceit on a quiz, test, paper, speech or assignment of any kind.
4. Permitting another student to use one's work as his or her own
  5. Mutilating, stealing, hiding or illegally removing or keeping Franklin College library materials or materials made available for student use by a faculty member or a college department.
  6. Unauthorized reproduction of copyrighted materials.

### **Procedures for Cases of Alleged Academic Dishonesty and Plagiarism**

Upon detecting an instance of academic dishonesty, the faculty member will promptly discuss the matter with the student involved. Upon determination of responsibility, the faculty member must submit a full report of the offense, with sanctions requested, to the Vice President of Academic Affairs and Dean of the College with a copy to the student or students involved. The VPAA will investigate the charge thoroughly. If the VPAA concurs with the faculty member's determination, written notification will be sent to the student, with a copy to the faculty member, the registrar, and the dean of students. The letter will include the sanction(s) imposed as a result of the violation based on the following guidelines:

For the first offense, a student who is responsible for committing academic dishonesty as a minimum will receive a penalty of "F" grade or zero for the piece of work, examination, paper, lab work, etc., involved. Additional sanctions may be imposed. The maximum penalty will be for the course final grade to be lowered by not more than one letter grade, whether or not the "F" grade or zero on the assignment has already done so. Determination of a second offense of this type at any time during the students' academic career at Franklin College will usually result in the student being dismissed from the college. **Dismissal from the college is final, and the student is no longer eligible to apply for readmission.**

If the VPAA does not concur with the faculty member's determination, written notification will be sent to both the student and the faculty member indicating that decision.

### **Appeals**

1. Either the student or the faculty member may appeal the decision of the VPAA and Dean of the College within 5 calendar days of the receipt of notification. The appeal will be reviewed by the Academic Appeals Committee, which is comprised of the faculty



members of the Student Life Committee and a designee of the Steering Committee. Appeals to this committee are submitted in writing to the Dean of Students.

2. In cases which involve a sanction of academic dismissal, the student may appeal his or her case to the President of the college within 5 calendar days of the receipt of the decision of the Academic Appeals Committee. The President's decision is final.
3. All appeals and appellate decisions must be communicated in writing.

## **Add-Drop and Schedule Adjustment Procedures**

### **Adding a course**

Students may add a course prior to the first day of classes or during the first week of the semester. Once classes have begun, approval of the classroom instructor and the academic adviser are required. After the first week of classes, approval of the classroom instructor and the academic adviser and a special petition to the academic rules committee is also required. Additional fees may be due based on hours added.

Due to the special short-term nature of summer sessions and Immersive Term, a student can add a summer session or Immersive Term course through the second day of classes.

### **Dropping a course**

Students may drop a course for any reason without academic penalty and have it deleted from their registration record through the 15th class day of the fall and spring semester, with the signature of the academic adviser and instructor. All student athletes participating in a sport during the semester in which they are dropping the course must also obtain the signature of the Faculty Athletic Representative (FAR), Professor Kim Eiler, before dropping or withdrawing from the course. The FAR must sign the Schedule Adjustment Form before it is submitted to the Academic Records Office.

Please refer to the academic calendar for the specific drop dates for winter term and summer sessions.

### **Withdrawing from a course**

A student may withdraw from a course with a grade of 'W' through the ninth week of the fall or spring semester, with the signature of the instructor and academic adviser. A student who withdraws from a course after the ninth week of a semester will normally receive a grade of 'WF'. A grade of 'W' can be assigned for a specific course if the withdrawal is for medical reasons and is approved by the VPAA.

Due to the special short-term nature of summer and winter term, a student withdrawing from a summer or winter term course after the fourth calendar day from the beginning date will receive a grade of 'WF'. See the annual academic calendar for additional information.

## Academic Probation, Suspension and Dismissal

Student academic status is reported to the VPAA and Dean of the College upon completion of each academic period (fall semester, immersive term, spring semester, and summer sessions). A student who has attempted at least 12 hours at Franklin College will be placed on academic probation when the following minimum academic standards are not met:

Freshman 0 - 26 credits cumulative grade point average of 1.60 (A=4.00) at the end of first semester; cumulative grade point average of 1.80 (A=4.00) beyond first semester (up to 26 credits)

Sophomore 27-57 credits cumulative grade point average of 1.90 (A=4.00)

Junior, Senior 58 + credits cumulative grade point average of 2.00 (A=4.00)

***The cumulative grade point average is computed exclusively on academic credit earned at Franklin College. A grade of S or U has no effect upon the cumulative grade point average.***

***Franklin College reserves the right to suspend any student whose grade point average falls below 1.00 for any academic period.***

When a student is placed on academic probation, the period of probation begins immediately. A student on probation may not participate in intercollegiate sports; hold office in student government, social organizations, clubs, political groups, or residence halls; or serve in a leadership position of any school publication or broadcast operation. Further, a student on probation may not participate in commencement exercises. Students placed on academic probation may have their course schedules administratively adjusted to add a required academic strategies course designed to assist students in returning to good academic standing. Other conditions for academic probation may be applicable as determined by the Office of Academic Affairs. If on probation during the fall or spring semester, it is recommended that a student take no more than 14 credit hours. Students who fail to achieve the minimum required grade point average after a period of academic probation will be subject to academic suspension. Should academic probation be extended as an alternative to immediate suspension, the student must then meet or exceed the minimum grade point average standards noted above at the conclusion of the extended probation.

Students who have demonstrated a past history of academic probation or whose GPA falls below a 1.00 for any academic period may be subject to academic suspension. **Students who have been suspended** are not permitted to enroll in any credit bearing course until after the end of the stated suspension period and must contact the Office of



Admissions for readmission. A suspended student who is readmitted on academic probation must maintain the minimum academic standards stated above during each academic period following readmission. If a student who was suspended and readmitted does not return to good academic standing after one academic period, this student will normally be dismissed. **Dismissal from the college is final, and the student is no longer eligible to apply for readmission.**



## [The Dale G. and George W. Happe Academic Resource Center](#)

The Dale G. and George W. Happe Academic Resource Center is Franklin College's collaborative learning community. Our three primary programs – the Math Study Center, the Write Place, and Supplemental Instruction – give students of every ability, every major, and every class level, the support and guidance they need to develop intellectual strengths and pursue knowledge. Supplemental Instruction (SI) FC classes are rigorous. We'll help you rise to the challenge.

### [Supplemental Instruction](#)

Is a peer-led study session where students master course content with the help of a mentor who's been in their shoes. SI leaders are student mentors who have mastered high-stakes course content and are ready to share their knowledge and insights. Join your SI leader and peers as you work on a homework assignment, prep for a test or simply engage with course material more deeply. No matter why you come to Supplemental Instruction, you'll feel supported by a peer mentor who has completed the same assignments, taken the same tests, overcome the same academic challenges – and is ready to help you do the same.

### [Math Study Center – HAM 106](#)

We know when we learn together, we aren't just adding our strengths – we're multiplying them. The Math Study Center is a mathematics learning lab that empowers students to sharpen their math skills in a warm, welcoming environment. Our peer tutors and professors assist students as they prepare for tests, work through individual problems or assignments, and grasp challenging mathematical concepts. No appointments necessary. Just drop in for help in a relaxed atmosphere. Work exclusively with peers in our co-working space or tap into the know-how of our friendly staff who are fluent across the full math spectrum. Expect to bump into your classmates, grow collectively and learn exponentially.

### [The Write Place – HAM 108](#)

Writing expresses your ideas and voice. Sharing your projects with other writers can strengthen your argument and increase productivity. The Write Place is a one-on-one workshop pairing students with peer educators who guide them through the writing process. From brainstorming ideas to confirming the soundness of an argument, our guidance helps students articulate ideas with clarity and poise. Whether you're drafting your first ever college essay or polishing your senior capstone project, our tutors will make the process more productive, energized and enjoyable. Schedule multiple sessions as you write a single paper or stop in for support in different classes. No matter how often you visit, you will receive relevant feedback to help you develop your voice.

### [Hamilton Library](#)

What is available in the library?

- Online Databases
  - Often instructors will recommend or require that you use a specific database to complete an assignment. Many of these resources contain scholarly, peer-reviewed information.
- Research Guides
  - Research Guides efficiently lead you to recommended resources within a specific subject of study.
- Interlibrary Loan (ILL)
  - If you need a resource that we don't have, we will get it for you. Just use the Interlibrary Loan link on our website to request an article or a book.
- Reserve Materials
  - Instructors will often require you to read or view material that they have placed on reserve. Pick materials up at the Front Desk.
- Group Study Rooms (second floor)
  - One has a green screen, great for presentation practice
  - The other has a large monitor to help with collaboration in group settings.
  - Keys may be checked out at the Front Desk
  - Second-floor MAC lab (HAM 211), and the third-floor, 24-hour lab (HAM 309)
  - Copy machines are on the first and third floors
- Research Help
  - We can help you find the resources you need for an assignment and assist you in any stage of the research process, such as selecting a topic, locating information, or evaluating a resource.

You can [Click Here](#) for library hours.

Stop by HAM 100 and visit Jessica Mahoney, our Information Literacy Librarian. Email Jessica to chat about your research: [jmahoney@franklincollege.edu](mailto:jmahoney@franklincollege.edu).

General Questions Research Help Hamilton Library: 317-738-8162

Jessica Mahoney: HAM 100 Email: [reference@franklincollege.edu](mailto:reference@franklincollege.edu)



## **Disability Support Services**

Reasonable and appropriate accommodations will be provided to students with disabilities to ensure equal access to academic programs and other college-sponsored activities. It is the responsibility of the student to identify him or herself and formally request accommodation. Students should contact the Academic Resource Center as soon as possible to disclose a disability. Once a student has disclosed a disability and provided adequate documentation, reasonable accommodations will be assigned. Students will hand-deliver accommodation memos to their professors at the beginning of each semester. The professor and student should review the memo together, discuss how the accommodations will be implemented in the class, sign and date the memo, and return it to the Academic Resource Center. Please contact the Academic Resource Center as soon as possible if you have any questions or concerns about the accommodations listed in the memo.

## Social Networking Policy

Social networking websites such as Facebook, Twitter, Instagram, etc. have grown in popularity within campus communities nationwide. Consistent with the responsibility to conduct themselves publicly in a manner which reflects positively upon their team and the athletic program overall, Franklin College student-athletes are held accountable for the information and images posted on their social networking sites. Student-athletes are advised that all such sites are subject to monitoring by coaches and athletic administrators. The athletic department staff reserves the right to request that posted information or images deemed inappropriate be removed.

Examples of inappropriate material or images include, but are not limited to:

- sexually provocative and explicit pictures
- vulgar or obscene language
- inappropriate behavior with visible/identifiable alcohol, drugs or paraphernalia
- comments which ridicule, mock or criticize persons or groups of people
- inappropriate material posted on their personal website by others

For a student-athlete's personal well-being and safety, it is recommended that the following information not be shared on publicly accessible social networking websites:

- date of birth
- social security number
- phone numbers
- address
- e-mail address
- class schedule
- personal plans or whereabouts
- passwords or pin numbers
- any other personal information that should not be accessible to strangers.

It is important to remember that many prospective employers are accessing the social networking sites of potential employees and using the information gathered as a part of the candidate review process. All students, including student athletes, should give careful thought to how they are being portrayed by the information and images they choose to share on such sites.

Any questions regarding this policy should be addressed to the Director of Athletics.

## Smokeless Tobacco Policy

### Rationale

The rate of smokeless tobacco use has been rapidly increasing in recent years. According to the Surgeon General, smokeless tobacco contains more nicotine than cigarettes. Nicotine is the drug in tobacco that makes it addictive. The nicotine is absorbed across the membranes of the mouth. From there it enters the blood stream, then the brain. Holding an average-size dip or chew in the mouth for 30 minutes furnishes as much nicotine as smoking four cigarettes. The resulting irritation from the chronic use of tobacco tends to cause leathery white patches in the mouth and on the gums. These white patches may precede oral cancer, a devastating disease from which 40% of patients diagnosed die within five years. Snuff can also break down gum tissue, cause severe tooth decay, and wear down the enamel surfaces of the teeth long before the onset of oral cancer.

Because of the addictive nature and potentially devastating consequences of smokeless tobacco, the Franklin College Athletic Department believes that the use of smokeless tobacco is incompatible with athletic participation at Franklin College.

### Policy

Possession or use of smokeless tobacco is prohibited by student-athletes, coaches or any person associated in any way with an athletic team:

- in or on any college athletic facility (including weight room)
- before, during, or after any practice or game;
- in college vehicles to and from away games.

### Action Taken

First infraction will require a meeting with the Athletic Director and the student-athlete's head coach for referral to counseling.

Repeated infractions will be grounds for suspension from athletic participation at Franklin College.

## Policy on the Use of Nutritional Supplements

The Franklin College athletic department discourages the use of nutritional supplements of any kind, including so-called “energy drinks.” Student-athletes should be aware that many supplements commonly available through commercial outlets contain substances banned by the NCAA. Labeling on these products is often misleading and inaccurate since the supplement industry is unregulated at this time. We encourage reliance on food for nutrition, and we caution student-athletes that most nutritional supplements are ineffective, costly and unnecessary.

It is our policy that the student-athlete is responsible for knowing and understanding the contents of any supplement he or she chooses to use. The use of any nutritional supplements, dietary aids or energy drinks is done without the encouragement or approval of the Franklin College athletic department staff, and the student athlete assumes sole responsibility for the risks associated with such use.

Any Franklin College student-athlete who chooses to use a nutritional supplement of any kind is required to disclose that information to the Athletic Training staff **prior to use** to ensure that the product does not contain an NCAA-recognized banned substance.

The NCAA Banned Substances List can be found in full text at the NCAA website:  
<http://www.ncaa.org/sport-science-institute/topics/2020-21-ncaa-banned-substances>

Additional information on banned substances can be found at: [www.drugfreesport.com](http://www.drugfreesport.com).

## Franklin College Athletic Training Policies and Procedures

1. Physicals are required for all new Franklin College student-athletes prior to intercollegiate competition of any kind one time prior to the first year of participation.
2. Along with the physical exam, all current information must be updated on SPORTSWARE and the On-line Student Athlete Information via the Athletic Training website, copies of both medical and dental insurance cards and ALL completed medical forms must be on file in the Athletic Training Clinic PRIOR to beginning athletic participation.
3. Medical conditions existing prior to athletic competition at Franklin College are the responsibility of the student athlete and his/her family. Disqualification from participation in Franklin College intercollegiate athletics because of pre-existing conditions or injuries incurred while competing for the College is the prerogative of the team physician and the Franklin College Athletic Training staff. Failure to report medical conditions releases Franklin College from any liability in the event of any injury caused by the unreported condition.
4. **All injuries and illnesses are to be reported to a full-time Athletic Training staff member on the same day as they occur.** The student-athlete will then be evaluated by a staff member or the team physician if necessary – they should not go on their own to seek physician care without first being seen by an Athletic Training staff member. Injuries that appear during the night or next morning must be seen in the Athletic Training Clinic immediately after being discovered. In case of an emergency or medical problem outside of Athletic Training Clinic hours, the student-athlete should contact a certified staff Athletic Trainer for assistance or advice immediately, regardless of the time of day. In emergencies, medical attention will be arranged immediately for the student-athlete by a certified staff Athletic Trainer. In absence of the team physician, a certified staff Athletic Trainer will determine the availability of an injured student-athlete for competition.
5. If you are injured or ill and wake up the next day and feel you cannot practice, contact a member of the Athletic Training staff as soon as possible. Do not treat any injury with anything other than ice unless you have been instructed to do so by either a certified staff Athletic Trainer or team physician.
6. Referrals to specific medical personnel will be made by an Athletic Training staff member only. If you desire medical attention other than that provided by the Franklin College Athletic Training staff for injuries occurring as described above, you may do so at your own expense.
7. The Athletic Department assumes no financial or legal responsibility for:
  - 7.1. Injuries that are not reported within two (2) days of receiving them.



- 7.2. Any charges by a hospital or specialist to which you were not referred to by a member of the Franklin College Athletic Training staff.
- 7.3. Any injuries or conditions not received in supervised practice or during intercollegiate contests.

## Insurance Requirements for Intercollegiate Participation

***Please be aware that all intercollegiate athletes at Franklin College must be covered by a primary health insurance policy with a maximum benefit of at least \$90,000 and a maximum deductible of \$1,500 to be eligible to participate in intercollegiate athletics and utilize the college's secondary insurance policy.***

**Statement:** The NCAA does not permit us, or any college or university, to provide coverage or pay bills incurred for expenses related to illnesses or conditions which are not sustained as the DIRECT result of an accident in our intercollegiate program.

**Insurance Coverage:** Franklin College provides insurance coverage for accidents/injuries that occur from intercollegiate athletic participation. This coverage is a **secondary policy and** will only take effect **after** a claim has been filed and processed by the primary insurance provider that covers your son/daughter. Coverage for the athlete begins on the first day of the **required, in-season organized and supervised** practice of that sport's season and ends upon the completion of the final contest of that sport's season. **Voluntary out-of-season workouts are NOT covered by the secondary policy of the College.**

### Claim Procedure

All medical bills your son/daughter incur due to an injury while participating in intercollegiate athletics will either be sent directly to your insurance company or to your home address. Any claim for benefits must **FIRST** be filed with the primary health insurance company providing coverage to your son/daughter. After they have paid all available benefits, our athletic insurance company will process the claim and determine benefits payable on the balance.

1. Any claims for benefits must first be filed with your insurance carrier.
2. If a balance remains after your health insurance has contributed towards the claim, a **copy of the itemized bill and the Explanation of Benefits (EOB)** from the insurance company should be submitted to the Athletic Training Department. **For each claim, the student-athlete and parents will be responsible for the first \$500 of the claim regardless of the amount paid by the student's primary insurance plan.**

### Insurance claims:

**\$0-\$500** – Each student-athlete is responsible for the first \$500.00 of medical expenses incurred due to an athletic related injury **regardless of the amount paid by the student's primary insurance plan.**

**\$500-\$90,000** – Franklin College’s secondary policy through AmeriBen will be utilized as the secondary policy for any bills in excess that are not covered by the student-athlete’s primary insurance. (Please see Claim Procedure below for details on how to submit these claims).

**\$90,000** – Claims exceeding \$90,000 are considered catastrophic and may be filed with the NCAA’s Catastrophic Injury Insurance Program. Franklin College, through its membership in the NCAA, has extended medical benefits to student-athletes in the unfortunate event of catastrophic injury.

1. Franklin College will not be responsible for expenses incurred and not paid by your insurance carrier because of non-compliance with the requirements of your insurance carrier. Non-compliance with preferred provider provisions, charges in excess of the usual and customary rates, requirements for second opinion on surgery, and any other provision of your policy must be met to qualify for benefits from Franklin College.
2. **When all the required forms have been submitted, a school claim form must be filled out by your son/daughter and turned in with the itemized bills and the EOBs from your insurance company.**
3. A personal check or cashier’s check should be submitted for the student-athlete responsibility of \$500.
4. Upon completion of steps 1-3, the school will begin to process your claim.

**Please be aware that all intercollegiate athletes at Franklin College must be covered by a primary health insurance policy with a maximum benefit of at least \$90,000 and a maximum deductible of \$1,500 to be eligible to participate in intercollegiate athletics and utilize the college’s secondary insurance policy.**

Please do not sign up for the insurance available through the college and contact an insurance salesperson about the requirements listed above. If you have questions about this policy or need help finding appropriate coverage, please contact Chris Shaff, Head Athletic Trainer at 317-738-8125.

## ATHLETIC TRAINING CLINIC RULES

1. NO food or drink in the Athletic Training Clinic!
2. All shoes/cleats, etc. of any kind are to be removed before coming into the Athletic Training Clinic and placed on the storage shelves outside the door.
3. DO NOT take anything from the Athletic Training Clinic without asking an Athletic Trainer first.
4. DO NOT use the Athletic Training Clinic phone unless you have permission.
5. DO NOT use the Athletic Training Clinic as a lounge.
6. DO NOT use or play with medical equipment. DO NOT bring clothes, uniforms, equipment bags, towels, cleated shoes, or other unrequested items into the Athletic Training Clinic. If you need to use the equipment for practice, place the items on the storage shelves outside the door.
7. Taping and treatments - come early and be patient!
8. Shorts must be worn in the Athletic Training Clinic - co-ed conditions exist.
9. All moist heat packs must stay in the Athletic Training Clinic and be returned to the heating unit with the cover hung on the rack.
10. All used ice bags should be dumped in the whirlpool and the bag thrown away. If you need an ice bag for home treatments, see an Athletic Trainer.
11. All ace-wraps need to be returned to the Athletic Training Clinic after practices for washing. DO NOT leave them in your locker or take them home with you.
12. Shower after practices/workouts before receiving treatment, unless otherwise specified.
13. Treatments are done with permission only from an Athletic Training staff member. NO self- treatment is allowed!
14. If you are taking medications prescribed by a physician at home, be sure to notify the Athletic Trainer working with your sport.



## **Franklin College Athletic Training and Athletics Mental Health Policy and Procedures**

### **Mission**

The Franklin College Athletic Training staff's mission is to safely educate, manage and recognize mental health and psychological concerns for student-athletes who participate in intercollegiate athletics at Franklin College.

The mental health team will consist of the following individuals:

- Head Athletic Trainer
- Student Counseling Center
- Team Physician
- Athletic Director (if needed)

### **Education**

All coaches and student-athletes will be informed of the signs and symptoms of someone in a mental health crisis during the pre-season of their respective sport. They will be provided with a list of the signs and symptoms for their reference.

### **Recognition and Diagnosis**

The Head Athletic Trainer will make the necessary referral to the appropriate healthcare professional. If the Athletic Trainer is the first point of contact, he or she will consider the proper action for the student-athlete and may take one/or both of the following steps:

- Monitor student-athlete, with no direct intervention at the time
- Refer to Student Health Center to seek Mental Health Counseling

### **Signs and symptoms of depression may present as, but not limited to (Neal et al. 2015)**

- Sad
- Anxious
- Empty
- Hopeless
- Guilty
- Worthless
- Helpless
- Irritable
- Restless

- Indecisive
- Aches, pains, headaches, cramps, or digestive problems
- Lack of energy, depressed, sad mood
- Loss of interest in activities previously enjoyed (hanging out with friends, practice, school, sex)
- Decreased performance in school or sport
- Loss of appetite or eating more than normal, resulting in weight gain or weight loss
- Problems falling asleep, staying asleep, or sleeping too much
- Recurring thoughts of death, suicide, or suicide attempts
- Problems concentrating, remembering information, or making decisions
- Unusual crying

**Signs and symptoms of anxiety may present as, but not limited to (Neal et al. 2015):**

- Feeling apprehensive
- Feeling powerless
- Having a sense of impending danger, panic, or doom
- Having an increased heart rate
  - Breathing rapidly
- Sweating
- Trembling
- Feeling weak or tired

## **Procedures**

### **I. Acute Emergent Mental Health Emergency**

**In the event of an acute emerge mental health emergency ON CAMPUS:**

1. Campus Police should be called immediately
  - a. Notification to Campus will trigger automatic notification to:
    - i. Dean of Students
    - ii. Director of Counseling Services
    - iii. Director of Residence Life
2. Do not leave the student-athlete alone

3. Franklin College Crisis Management of Suicidal Students Procedure will be in effect
  - a. Initial parental notification should be by the Dean of Students
4. The College's Athletics Health Care Administrator and the Director of Athletics will be notified.
5. A trained healthcare provider in mental health services will determine a safe return to sport participation on an individual basis

**In the event of an acute emergent mental health emergency OFF CAMPUS:**

1. Call 911
2. Do not leave the student-athlete alone
3. The College's Athletics Health Care Administrator and the Director of Athletics will be notified. The College's protocol regarding crisis management should be followed:
  - a. The Athletics Health Care Administrator will notify the following:
    1. Dean of Students
    2. Director of Counseling Services
    3. The College's Crisis Management of Suicidal Students Procedure will be in effect where appropriate
    4. A trained healthcare provider in mental health services will determine a safe return to sport participation on an individual basis

**II. Acute Non-Emergent Mental Health Condition**

**In the event of an acute non-emergent mental health condition ON CAMPUS and OFF CAMPUS**

1. Coach will refer student-athlete to Head Athletic Trainer.
2. The Head Athletic Trainer will notify the Team Physician, the Athletic Director, and the Student Counseling Center.
3. The Team Physician, in consultation with the Head Athletic Trainer, will oversee and coordinate the appropriate mental health referral for the student-athlete individually.
4. It is the responsibility of the Head Athletic Trainer to also notify:
  - a. Dean of Students
  - b. Director of Residence Life
  - c. Director of Counseling Services

5. The student-athlete's mental health provider, with the Team Physician, will determine a safe return to sport participation individually, if needed.

### **III. Chronic Mental Health Condition**

1. If a student athlete has a mental health diagnosis and needs treatment, a referral will be made to the Team Physician and Counseling Center, who will coordinate the mental health treatment individually.
2. If the student-athlete is currently under the care of a mental health professional upon arrival at campus, he/she will be encouraged to inform the Athletic Training Staff, to ensure appropriate care and support.
3. If coaches become aware of a mental health concern, contact the Head Athletic Trainer.
4. If a Certified Athletic Trainer becomes aware of a mental health concern, contact the Head Athletic Trainer and the Athletic Director (if necessary).
5. The Head Athletic Trainer will contact the Team Physician and the Counseling Center.

## **Policy on Athletically Related Class Absences**

Franklin College is proud to maintain a partnership between the faculty and the athletic staff in support of each student athlete's pursuit of academic and athletic excellence. We maintain a positive working relationship focused on the best interests of the student-athlete because (a) coaches recognize the priority of the student-athlete's academic obligations, and (b) faculty members appreciate and respect the fact that student-athletes are pursuing excellence in each aspect of their college experience. Some class absences due to athletic travel are unavoidable, but it is the responsibility of coaches and athletic administrators to limit such absences, so they do not impede the student-athlete's academic success.

At the start of each academic semester, coaches will provide student-athletes with the dates and times of athletic contests which require early departure from campus. Each student-athlete is then responsible for communicating with the professor of each affected class within the first two weeks of the semester how best to manage the coursework likely to be impacted by those absences. Coaches will follow up with email reminders to the faculty a week in advance of such travel (including a complete roster of students traveling), even though it is each student-athlete's responsibility to have already reconciled the situation with his/her professor(s). If the student-athlete fails to fulfill this responsibility, the absence will not be excused as a college-sponsored event.

Faculty members should contact the Director of Athletics if athletically related absences impact a single class an unreasonable number of times in a given semester.

Student-athletes are aware that athletically related absences fall within, not beyond, allowable absences by professors whose attendance policies provide such. Part of the responsibility of being a student-athlete is managing the time demands required to succeed academically and athletically.

Student-athletes are never allowed to miss class for an athletic practice. The athletic department works cooperatively with the Registrar's Office to ensure that no student's class schedule contains more than a single day in which class time conflicts with traditional practice times. Coaches and student-athletes respect the fact that the academic obligation takes priority on that day.

Students or faculty members with questions or concerns about this policy or its application in a particular situation should contact the Director of Athletics.



## Office of Financial Aid

The primary purpose of the Franklin College financial aid program is to assist those students, who without financial assistance would be unable to attend Franklin College. A strong merit scholarship program is also present to reward students who demonstrate outstanding academic performance.

The Office of Financial Aid staff are available to provide financial aid counseling services and to help students explore the various sources of financial assistance, including scholarships, grants, work, loans, and external funds.

The Office of Financial Aid is responsible for coordinating financial aid from federal, state, college, and external sources. All need-based sources of financial assistance use the data provided by the Free Application for Federal Student Aid (FAFSA) which becomes available October 1st each year. The FAFSA deadline for Indiana State grant consideration is April 15th; however, students are urged to complete their FAFSA by December 1st each year for maximum aid consideration. Complete your FAFSA online by going to [www.studentaid.gov](http://www.studentaid.gov).

Students are required to complete all Financial Aid Items Required via their Online Financial Aid System (<https://fcaid.franklincollege.edu>) and should continuously monitor their online aid account for updates or changes in their aid awards.

Financial Aid questions? Students may contact the Office of Financial Aid via phone at (317) 738-8075 or via email at [finaid@franklincollege.edu](mailto:finaid@franklincollege.edu).

Billing questions? Students may contact the Business Office by phone at (317) 738-8031.



## **Sexual Misconduct**

The department of athletics strongly supports Franklin College policies and procedures related to sexual misconduct and is committed to holding student-athletes to the highest standards of responsible behavior. Student athletes are expected to understand and comply with all aspects of the College policy, and they will be held accountable by this department for violations of it.

Student-athletes are expected to demonstrate respect for fellow students and guests to the campus, and compliance with the campus sexual misconduct policy is a reflection of that respect. Further, as leaders within the campus community, student-athletes are expected to model appropriate behavior and be assertive in protecting fellow students from situations which could make them vulnerable to assault.

**Contact Information****Athletics Administration**

<b>Name</b>	<b>Title</b>	<b>Extension</b>	<b>Email</b>	<b>Office</b>
<b>Lance Marshall</b>	Director of Athletics	8122	lmarshall	220 Spurlock Center
<b>Britt Harvey</b>	Asst. Director of Athletics (SWA)/	8130	bharvey	222 Spurlock Center
<b>Ryan Thomas</b>	Asst. Director of Athletics for Communications	8184	rthomas	228 Spurlock Center
<b>Chris Hamilton</b>	Asst. Director of Athletics	8156	chamilton	217 Spurlock Center
<b>Karen Cole</b>	Athletics Assistant	8121	kcole	Athletic Administration Office Spurlock Center
<b>Dr. Kim Eiler</b>	Faculty Athletic Representative	8202	keiler	135 Cline

**Athletic Training Staff** \*all Athletic Training offices can be found in the Athletic Training Clinic, on the first floor of Spurlock\*

<b>Name</b>	<b>Title</b>	<b>Extension</b>	<b>Email</b>
<b>Chris Shaff</b>	Head Athletic Trainer	8125	cshaff
<b>Autumn Presley</b>	Asst. Athletic Trainer	8170	apresley
<b>Janelle Abarca</b>	Asst. Athletic Trainer	8155	jabarca
<b>Drew Deiser</b>	Asst. Athletic Trainer	8173	ddeiser



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### Head Coaches

<b>Sport</b>	<b>Coach Name</b>	<b>Extension</b>
<b>Women's Soccer</b>	Jennifer Jackson	8770
<b>Men's Soccer</b>	Joshua Hughes	8032
<b>Football</b>	Mike Lenoard	8128
<b>Women's Golf</b>	Jamie Haywood	8121
<b>Women's Tennis</b>	Ryan Hammer	8121
<b>Men's/Women's Volleyball</b>	Dylan Taylor	8130
<b>Women's Basketball</b>	Jessica Darmelio	8645
<b>Men's Basketball</b>	Chris Hamilton	8156
<b>Men's/Women's Swimming and Diving</b>	Zach Rayce	8139
<b>Men's/women's Cross Country and Track and Field</b>	Brandon Dworak	8127
<b>Softball</b>	Britt Harvey	8130
<b>Baseball</b>	Lance Marshall	8122
<b>Women's Lacrosse</b>	Todd Burris	8123
<b>Men's Tennis</b>	Ryan Hammer	8121
<b>Men's Golf</b>	Kyle Dell	8121
<b>eSports</b>	Todd Burris	8123
<b>Cheerleading</b>	Traci Hill	8121
<b>Bass Fishing</b>	J.T. Volz	8121



## **Appendix A**

**Franklin College  
Department of Intercollegiate Athletics  
Substance Abuse & Random Drug Testing  
Policies & Procedures**

## Franklin College

### Department of Intercollegiate Athletics

#### Substance Abuse & Random Drug Testing Policies & Procedures

##### Purpose

Franklin College is concerned with the health, safety and welfare of student-athletes who participate in its programs and represent the institution in competitive athletics. The athletics department believes that drug screening is appropriate and necessary to ensure the health and safety of our student-athletes; to promote fair competition in intercollegiate athletics; to affirm compliance with the NCAA rules and regulations governing drug and alcohol use and abuse; and to prevent student-athletes from injuring themselves or others or becoming physiologically or psychologically dependent. Further, the athletics department recognizes its responsibility to provide educational programming which educates student-athletes on the physiological and psychological dangers inherent in the misuse of drugs and alcohol; informs student-athletes about local, state, and federal laws concerning the use and possession of alcohol and drugs; and reinforces alternative activities which reflect and support a drug- or alcohol-free lifestyle. A comprehensive drug and alcohol program which includes educational, screening, and, as necessary, rehabilitation components will help facilitate informed, intelligent decision-making among student-athletes.

In addition to Franklin College's Substance Abuse & Random Drug Testing Policies & Procedures, ("Policy"), the NCAA conducts its own drug testing program during championship games, events and the year-round program. If a student-athlete tests positive during one of these drug testing sessions, the NCAA sanctions will apply in addition to Franklin College sanctions. Franklin College's drug testing policy is consistent with the NCAA drug testing policy, but it is independent, separate, and distinct from the NCAA drug testing policy.

##### Goals

1. To aid and educate coaches and student-athletes concerning the problems and dangers associated with the use and abuse of alcohol and drugs.
2. To discourage and prevent illicit drug use and alcohol abuse by Franklin College student athletes.
3. To provide education, counseling and referral services to those student-athletes identified as having a drug- or alcohol-related problem.
4. To encourage an atmosphere of open discussion with student-athletes about issues related to the use and abuse of alcohol and other drugs.

5. To promote informed, intelligent decision-making on the part of student athletes with regard to use of alcohol and other drugs.

### **Conditions of Eligibility**

All student-athletes of Franklin College shall sign an NCAA form through which they consent to drug testing during NCAA postseason championships, for the use of drugs and substances banned by NCAA legislation.

At the beginning of each academic year, each Franklin College student-athlete must acknowledge receipt of Franklin College's Substance Abuse & Random Drug Testing Policies & Procedures and sign a Franklin College consent form to allow for drug screening and release of screening results to a limited group of individuals directly involved in implementing Franklin College's Random Drug Testing Program. If the student-athlete is under 18 years of age at the time of signing, the parent or guardian will also need to consent for the student-athlete to participate in Franklin College's Random Drug Testing program as a condition of the student athlete's eligibility.

Any student-athlete who does not wish to sign Franklin College's consent form may choose not to do so. Failure to complete and sign the consent form before practice or competition or before the Monday of the fourth week of classes, whichever date occurs first, shall result in the student-athlete not being eligible to participate in any intercollegiate athletics at Franklin College.

### **Prohibited Drugs/Banned Substances**

A student-athlete, during the period of either his/her membership on or affiliation with an intercollegiate athletic team, may not use the drugs/banned substances listed in the NCAA Banned Drug List, ("Banned Drugs") found at [www.NCAA.org/drugtesting](http://www.NCAA.org/drugtesting). The NCAA at any time may add or delete drugs from the Banned Drugs. Any use of these Banned Drugs, other than by prescription, is expressly prohibited, whether such use occurs before, during, or after the student-athlete's competitive season.

The only drugs student-athletes should take are those prescribed by his/her physician. A student-athlete will provide the Athletic Training staff of Franklin College with a note from the student-athlete's prescribing physician demonstrating the need for use of the drug/substance which will be kept in the student-athlete's medical file.

Franklin College recognizes that some Banned Drugs are used for legitimate medical purposes. Franklin College allows an exception to be made for those student-athletes with a documented medical history demonstrating a need for regular use of such a drug. Exceptions for Banned Drugs in the classes of stimulants, anabolic agents, alcohol and beta blockers, diuretics and other masking agents, peptide hormones and analogues,

anti-estrogens and beta – 2 agonists may be made by the Head Athletic Trainer and Director of Athletics after consulting with a physician chosen by Franklin College.

Consistent with NCAA policy, alternative non-banned based medications for the treatment of various conditions exist and should be considered before an exception is pursued. In the event that the student-athlete and the physician, coordinating with the sports-medicine staff of Franklin College, agree that no appropriate alternative medication to the use of a banned substance is available, the decision may be made to continue the use of the medication. Anabolic or peptide hormone must be approved by the NCAA before the student-athlete is allowed to participate in competition while taking these medications.

Student-athletes shall provide the Athletic Training staff with proper medical documentation from the student-athlete's physician supporting the diagnosis and treatment. The documentation can be a letter or copies of medical notes from the prescribing physician that documents how the diagnosis was reached and that the student-athlete has a medical history demonstrating the need for regular use of such drug. It should contain appropriate verification of the diagnosis, medical history and dosage information. A signed note is not considered proper documentation. All documentation should be submitted at the beginning of the academic year or when particular medical situation requiring the use of a banned substance arises during the academic year. The documentation will be maintained in the student-athlete's medical record on campus.

Unless requesting a review for the medical use of an anabolic agent or peptide hormone, a student-athlete's medical records or physician's letters should not be sent to the NCAA unless requested by the NCAA. Use of any substance need not be reported to the drug-testing crew at the time of NCAA drug testing.

In the event that a student-athlete is tested by the NCAA and tests positive for a substance for which Franklin College desires an exception, NCAA procedures for reporting positive test results will be followed. Franklin College, through its Athletic Director, may request an exception at the time of notification of the positive drug test by submitting to The National Center for Drug Free Sport the prescribing physician's letter and any other medical documentation demonstrating the need for regular use of the drug which it wishes to have the NCAA consider. The medical exception will be considered by the NCAA and the student-athlete will remain eligible during this time, if the medical documentation is submitted before the "B" sample (as described below) is reported as positive test result, confirming the positive finding. If the medical documentation is submitted after the "B" sample is reported as positive to Franklin

College, the student-athlete will be withheld from competition until such time as the documentation is received, reviewed and the medical exception granted.

Also, in compliance with NCAA regulations, any student athlete prescribed ADD/ADHD medications must have documentation of appropriate diagnostic testing on file in the Athletic Training Clinic.

### **Education Program**

The College offers a number of educational programs each year on wellness, safety and risky behaviors (e.g., use of alcohol, other drugs, etc.). Student athletes are encouraged to attend all such programs. Each year a specific program focusing on healthy lifestyle choices is provided specifically for student-athletes, and their attendance is required. Student athletes will be educated on an on-going basis by the Athletic Training staff on the use of nutritional supplements.

### **Voluntary Admission and Request for Counseling**

Any student-athlete may refer himself/herself for voluntary evaluation, testing, and treatment by contacting his/her head coach, a staff Athletic Trainer, or athletic administrator. In such cases the athlete will be referred to the Student Health and Counseling Center to meet with the college's counseling staff. The student-athlete will be tested for Banned Drugs. A positive test result under these circumstances will not subject the student-athlete to sanctions which otherwise apply to positive results.

The student athlete will be responsible for any costs that are incurred for voluntary evaluation, testing, and treatment. The student-athlete will remain in the random drug screening pool. All drug test results accumulate during the entire period of the student-athlete's athletic eligibility at Franklin College. Student-athletes who directly contact the counseling center for services are protected by Indiana laws of confidentiality, and the counseling staff can only contact the athletic department if a consent form has been signed by the student athlete.

If the student-athlete does not report to the counseling center or does not follow through with the advice of the counseling staff, he/she will then be subject to the sanctions which apply to a positive test result.

A student will be subject to the sanctions that apply to a positive result if the student refers himself/herself for voluntary evaluation, testing, and treatment **after** being informed of an impending drug test, or after receiving a positive test result.

A student may refer himself/herself for voluntary evaluation, testing, and treatment without being subjected to the sanctions for positive test results only once during his/her athletic eligibility at Franklin College.

The student athlete will be subject to testing in the next drug testing selection.

After a student-athlete has referred himself/herself for voluntary evaluation, testing, and treatment, a subsequent test with a positive test result will subject him/her to the sanctions which apply to a 2nd positive test result.

The Athletic Director, the Athletic Training staff, the student-athlete's head coach and team physician may be informed of the student's participation in voluntary treatment. Other Franklin College employees may be informed only to the extent necessary to implement this policy.

### **Selection Procedures**

As part of substance abuse screening in accordance with the accepted procedures set forth in this Policy, a student-athlete may be asked to take a urine test to detect Banned Drugs at such times and places as directed by the Department of Athletics. The drugs or drug classes to be tested for are Banned Drugs I, including any NCAA updates.

Screening will be conducted for all student-athletes on the current year sport roster who have remaining athletic eligibility at the time of the testing. This includes student-athletes who are both in-season and out-of-season. Unannounced screening may occur at any time of any day. Screening will be based on random selection, a prior positive test, prior drug related issues or reasonable suspicion.

All student-athletes will be subject to periodic, unannounced, random testing. The selection of individuals will be made through a random drawing of names from the team roster by the Head Athletic Trainer or designee.

A student-athlete is also subject to drug testing if there is reasonable cause to believe that the student-athlete is using a Banned Drug. Reasonable suspicion means suspicion founded on specific and objective facts and reasonable inferences from those facts when, taken as a whole, strongly suggest that the student-athlete is using a Banned Drug. The evidence must be reasonably reliable and documented. Any employee or student of Franklin College may provide the members of the coaching staff, medical staff or administrative staff with information, in writing, of the facts/evidence constituting reasonable suspicion. The Director of Athletics shall determine whether reasonable suspicion exists to warrant drug testing.

Circumstances giving rise to reasonable suspicion include, but are not limited to: involvement with the criminal justice system for drug related activities, any report that includes the presence of drugs and/or drug paraphernalia, physical or mental impairment suggesting drug use, or a pattern of aberrant behavior.

### **Selection Notification Procedures**

Student-athlete notification of selection shall come from the Head Athletic Trainer or designee as to the date on which testing will take place. The notification procedure shall occur at any time prior to the scheduled testing. Such notification shall be by delivery of a signed statement to the student-athlete as one who was selected to be tested on the date specified. The notification shall also include the time and location for the test. The student is required to sign and submit the form to the Certified Athletic Trainer or designee acknowledging that he/she has been notified of the drug test and verifying the date and time for the test. If testing is immediate upon notification, the student-athlete must remain with the tester until he/she produces a sample.

### **Consequences of failure to participate in or cooperate with testing**

1. If the student-athlete declines to execute the required individual consent form, such action will be treated as a positive test result of a performance-enhancing drug (PED), as described in the Banned Drugs.
2. If the student-athlete fails to appear at the designated time and place for testing, such action will be treated as a positive test result of a performance-enhancing drug (PED), as described in the Banned Drugs. A student-athlete who arrives late or misses a test due to an emergency (car accident, death/illness in family) must present proof of the emergency to the Director of Athletics. The Director of Athletics will decide what sanctions should be placed on the student.
3. If the student-athlete refuses to provide a sample, such action will be considered a positive test result of a performance-enhancing drug (PED), as described in the Banned Drugs.
4. If the student-athlete fails within a reasonable time to produce the required urine specimen, this will be considered a positive test result of a performance-enhancing drug (PED), as described in the Banned Drugs.
5. Any student-athlete refusing to sign the notification of random selection shall be treated as a positive test result of a performance-enhancing drug (PED), as described in the Banned Drugs.
6. A student-athlete who is found to have tampered with an NCAA drug test sample shall be charged with the loss of a minimum of two seasons of competition in all sports and shall remain ineligible for all regular season and postseason competition during the time-period ending two calendar years (i.e., 730 days) from the date of the test; and
7. If a student-athlete transfers to a non-NCAA institution while ineligible because of a positive NCAA drug test and competes in collegiate competition within the prescribed penalty at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular season and postseason competition until the student-athlete

does not compete in collegiate competition for the entirety of the prescribed penalty.

### **Screening procedures**

All urine samples for screening will be collected in compliance with the NCAA drug screening guidelines. The Athletic Training Staff will maintain constant supervision of the collected samples as well as written documentation of the chain of custody for the same.

The Athletic Training Staff will screen the sample via the One Step Multi-Drug Test Card with the Integrated ICup©. Information for each sample will remain under the constant supervision of the Athletic Training Staff. The Franklin College Athletics Department bans the use of substances and methods that alter the integrity or validity of urine samples provided during drug screening. Examples of banned methods include catheterization, urine substitution, and tampering with or modification or renal excretion by the use of diuretics, bleach, probenecid, bromantan, or related compounds, and epitestosterone administration.

Any urine screened for the presence of banned substances may also be screened for the presence of substances used to alter the integrity or validity of urine samples. A positive finding for these substances will be considered a positive test result, with appropriate sanctions imposed. The results of the drug screening program will become a part of the student-athlete medical record and are considered, as all other medical records, confidential. Records and other information shall remain in the confidential possession of the Athletic Training staff or their designee and may be released only to appropriate college personnel unless released by written consent of the student-athlete.

### **Administration of drug screening program and collection procedures**

1. Upon notification, the student-athlete will accompany the Athletic Training Staff member to the location designated for testing at that time.
2. If testing is not immediate upon notification, the student-athlete will report to the Athletic Training Clinic or otherwise specified location at the designated time in shorts and a t-shirt with a current photo ID card (Franklin ID or driver's license). A jacket and sweatpants may be worn if the weather necessitates.
3. Prior to specimen collection, the student-athlete will be inspected to check for hidden or secreted tampering materials. The student-athlete will be asked to raise upper-body clothing for the Certified Athletic Trainer or certified drug screen staff member for urine manipulators. Any and all pockets will be emptied prior to collection of the urine specimen. The student-athlete will wash and dry his/her hands.

4. The student-athlete will select a sealed One Step Multi-Drug Test Card with the Integrated ICup© drug screen test kit.
5. The student-athlete takes the specimen cup/test kit to the collection area.
6. The student-athlete will enter the specimen collection room (private restroom) to produce the acceptable level/amount of urine at a specific concentration needed for testing. Please note that the collection of a urine specimen for drug/banned substances testing is a “witnessed” procedure. The Certified Athletic Trainer or certified drug screen staff member will monitor the furnishing of the specimen by direct observation in order to ensure the integrity of the specimen.
7. Fluids given to the student-athlete who have difficulty voiding must be from individual sealed containers (certified by the Certified Athletic Trainer or certified drug screen staff member) that are opened and consumed in the collection area. These items must be caffeine-free, alcohol-free and free of any other banned substances.
8. If the urine specimen is incomplete, the student-athlete must remain in the collection area until the sample is completed. During this period, the student-athlete is responsible for keeping the collection cup/kit closed and controlled.
9. If the specimen is incomplete and the student-athlete must leave the collection station for a reason approved by the Certified Athletic Trainer or certified drug screen staff member, the specimen may be discarded at the discretion of the Certified Athletic Trainer or certified drug screen staff member. Upon return to the collection area, the student-athlete will complete the collection procedure.
10. Once a specimen (at least 85 ml) is provided, the Certified Athletic Trainer or certified drug screen staff member who monitored the furnishing of the specimen by observation will sign that the specimen was directly validated.
11. The specimen will be checked by the staff member for temperature.
12. The Certified Athletic Trainer or certified drug screen staff member will seal each collection cup/kit in the presence of the student-athlete and identify the cup/kit with a code number in the required manner under the observation of the student-athlete.
13. Collection cup/kits sent to Redwood Toxicology Labs shall not contain the name of the student-athlete. All sealed collection cups/kits will be secured in a shipping case. The Certified Athletic Trainer or certified drug screen staff member will prepare the case for forwarding to Redwood Toxicology Labs.
14. The student-athlete and Certified Athletic Trainer or certified drug screen staff member will sign certifying that the procedures were followed as described herein. Any deviation from the procedures must be described and recorded at that time. If deviations are alleged, the student-athlete will be required to provide another specimen.

15. A student-athlete who refuses to sign the custody and control forms, fails to provide a urine specimen according to protocol, leaves the collection station before providing a specimen according to protocol, or attempts to alter the integrity or validity of the urine specimen and/or collection process, will be treated as if there were a positive test for a banned substance other than a street drug as defined by the NCAA. The Certified Athletic Trainer or certified drug screen staff member will inform the student-athlete of these implications and record such.
16. The Certified Athletic Trainer or certified drug screen staff member will deliver the shipping case(s) to the carrier.
17. The Redwood Toxicology Labs will record that the shipping case(s) has been received from the carrier.
18. The Redwood Toxicology Labs will record whether the numbered bar-code seal on each collection cup/kit arrived intact.
19. If a specimen arrives at Redwood Toxicology Labs with security seals not intact, Franklin College may collect another specimen.

### **Laboratory Notification of Results**

1. Redwood Toxicology Labs will use a portion of the specimen sample for its analysis ("Test One").
2. The laboratory director or designated certifying scientist will review all results showing a Banned Drug in Test One.
3. Redwood Toxicology Labs will inform the Head Athletic Trainer of Franklin College of the results by each respective code number by email marked "New Results Available."
4. Upon receipt of the results, the Head Athletic Trainer of Franklin College will use a secure log in to identify any individuals with positive findings.
5. Franklin College shall notify the student-athlete of the finding.
6. Upon the written request from Franklin College for a second analysis from the original specimen sample ("Test Two") a laboratory staff member other than the individual who prepared the student-athlete's Test One shall conduct the analysis for Test Two.
7. The findings from Test Two will be final. Redwood Toxicology Labs will inform Franklin College of the results.
8. For student-athletes who have a Test Two positive finding, Redwood Toxicology Labs will contact the Head Athletic Trainer by the same email procedure as described above. Franklin College shall notify the student-athlete of the finding.
9. In the event that a student-athlete tests positive for a substance for which Franklin College has considered an exception and documentation has been submitted by

the student-athlete prior to the notification of the positive Test Two, the eligibility of the student-athlete may be maintained while the exception request is under review.

10. A Test One positive test finding may be appealed by the student-athlete as set forth below.
11. All results of screening will be communicated to the Director of Athletics by the Head Athletic Trainer.

## **Drug Screening Prior to NCAA Championships**

Teams and/or individuals likely to advance to NCAA championship competition are subject to a drug screen conducted on behalf of the NCAA. Screening may be required of all team members or individual student-athletes within thirty days prior to participation in NCAA Championship competition.

## **Sanctions Following Positive Test Results**

### **1st Positive Test Result**

1. Head Athletic Trainer and Director of Athletics notified
2. Director of Athletics will notify Head Coach
3. Additional drug screening whenever the Athletics Department conducts drug screening over the remainder of the student-athletes eligibility.
4. A student-athlete who tests positive for an NCAA banned drug will be declared immediately ineligible for participation in postseason and regular season competition (unless a medical exception is granted) under the following rules:
  - 4.1. A student-athlete who tests positive for a banned drug other than cannabinoids and narcotics shall be withheld from competition in all sports for 365 days from the drug-test collection date and shall lose a year of eligibility. A student-athlete who tests positive for the use of a substance in the banned drug class narcotics shall be immediately declared ineligible and be withheld from competition for the next 50 percent of a season in all sports (50 percent of all contests or dates of competition in the season following the positive test). A student-athlete who tests positive for the first time for the use of a substance in the banned drug class cannabinoids shall engage in an education and management plan for substance abuse developed or facilitated by the institution;
  - 4.2. A student-athlete who tests positive a second time for the use of any substance in a banned drug class other than cannabinoids and narcotics shall lose all remaining regular season and postseason eligibility in all sports. A student-athlete who tests positive a second time for the use of a substance in the drug class narcotics shall be withheld from competition for 365 days from the date of the test and shall lose a year of eligibility. A student-athlete who tests positive for a second time for the use of a substance in the banned drug class cannabinoids shall continue to engage in an education and management plan for substance misuse as developed for facilitated by the institution provided the institution can attest the student-athlete was compliant with the education and management plan after the first positive test. If the institution cannot or

does not attest, the student athlete shall be considered ineligible for competition for 25 percent of a season in all sports.

- 4.3. A student-athlete who tests positive for the use of a substance in the drug class narcotics for the first time after having tested positive for the use of any substance in a banned drug other than cannabinoids and narcotics shall be ineligible for competition for 50 percent of a season in all sports (the first 50 percent of regular season contests or dates of competition in the season following the positive test). A student-athlete who tests positive for the use of a substance in the drug class cannabinoid for the first time after having tested positive for the use of any substance in a banned drug other than cannabinoids and narcotics shall engage in an education and management plan for substance misuse as developed or facilitated by the institution;
- 4.4. A student-athlete who tests positive for the use of a substance in a banned drug class other than cannabinoids after having tested positive for the use of a substance in the drug class cannabinoids shall be subject to the first positive penalty for that class;
- 4.5. A student-athlete who tests positive for a third time and beyond for the use of a substance in the banned drug class cannabinoids shall continue to engage in an education and management plan for substance misuse as developed or facilitated by the institution provided the institution can attest the student-athlete was compliant with the education and management plan after the first positive test. If the institution cannot or does not attest, the student-athlete shall be considered ineligible for competition during 50 percent of a season in all sports.
5. The student athlete will also be referred to the Dean of Students who will address the matter through the student judicial process. The college's student judicial process is an educational process, not a legal process, which addresses all students who are alleged to have violated college policy. It is described in the student handbook, *The Key: A Guide to Campus Life*, which can be found on MyFC and the college's website.
6. The student-athlete will be required to have an assessment by the Franklin College counseling center and may be referred off campus for an evaluation. An evaluation may also occur at an external agency approved by the Franklin College counseling center. Recommendations from counseling services or any external agency will be forwarded to the Director of Athletics and Head Athletic Trainer and the student-athlete must comply with the recommendations. The evaluation and any recommendation must be implemented within a two-week

period of the positive test result. The student-athlete is responsible for all costs incurred for these services.

### 2nd Positive Test Result

1. Head Athletic Trainer and Director of Athletics notified
2. Director of Athletics will notify Head Coach
3. Upon notification of a positive test result, suspended immediately from intercollegiate athletic participation:
  - 3.1. For remaining eligibility, if it is a positive test result for a performance-enhancing drug (PED), as described in the Banned Drugs;
  - 3.2. For one calendar year (365 days from the date of the test) if it is a positive test for a substance in the Street Drug class, as described in the Banned Drugs;
4. Mandatory conference calls with parents/guardians by Director of Athletics or his/her designee.
5. The student athlete will also be referred to the Dean of Students who will address the matter through the student judicial process. The college's student judicial process is an educational process, not a legal process, which addresses all students who are alleged to have violated college policy. It is described in the student handbook, The Key: A Guide to Campus Life, which can be found on MyFC and the college's website.

### 3rd Positive Test Result

1. Head Athletic Trainer and Director of Athletics notified
2. Director of Athletics will notify Head Coach
3. Upon notification of a positive test result, suspended immediately from intercollegiate athletic participation for remaining eligibility, for a substance in the Street Drug class, as described in the Banned Drugs;
4. Mandatory conference calls with parents/guardians by Director of Athletics or his/her designee.
5. The student athlete will also be referred to the Dean of Students who will address the matter through the student judicial process. The college's student judicial process is an educational process, not a legal process, which addresses all students who are alleged to have violated college policy. It is described in the student handbook, The Key: A Guide to Campus Life, which can be found on MyFC and the college's website.

## **Failure to Comply**

Failure to comply with the recommendations of the counseling center or external counseling agency will subject the student-athlete to suspension from the team for a period of time designated by the Director of Athletics. Failure to comply with sanctions imposed through the college's student judicial process may also have additional consequences as described in the student handbook, [The Key: A Guide to Campus Life](#).

## **Adjudications through the Campus Judicial System and Voluntary Admissions**

If a student-athlete is the "Responding Party" in disciplinary proceedings through the Campus Judicial System, as described in the student handbook, [The Key: A Guide to Campus Life](#), and a final determination is made that the student-athlete engaged in "Prohibited Conduct" involving the use of a Banned Drug, the final determination will be considered a positive test result which will subject the student-athlete to the sanctions and referral process that apply to positive drug screen results. However, the student-athlete will **not** be referred to the Dean of Students for a second disciplinary proceeding through the Campus Judicial System following this final determination, because the first determination is conclusive for purposes of this section.

If a student-athlete is the "Responding Party" in a disciplinary proceeding through the Campus Judicial System, as described in the student handbook, [The Key: A Guide to Campus Life](#), and the student-athlete admits, in writing, that he/she used a Banned Drug, the student-athlete's written admission will be considered a positive test result which will subject the student-athlete to the sanctions and referral process that apply to positive drug tests results. However, the student-athlete will not be referred to the Dean of Students for a second disciplinary proceeding through the Campus Judicial System following this written admission, because this written admission is conclusive for purposes of this section.

## **Appeal Process**

Student-athletes who test positive under the terms of the Substance Abuse & Random Drug Testing Policies & Procedures will meet with the Director of Athletics or his/her designee prior to imposition of any sanction.

The student-athlete may appeal the Test One positive test finding in writing to the Director of Athletics within 48 hours of the first post-positive test meeting. The student-athlete may have an advocate or other representative present to advise him/her while presenting the appeal. An appeal meeting will be set no more than seventy-two (72) hours after the written request is received. Either the student-athlete or other parties involved may request an extension of this time to the Director of Athletics, upon showing good cause. These proceedings shall include an opportunity for the student-athlete to

present evidence, as well as to review the results of the Test One and request Test Two. The proceedings shall be confidential. The decision by the Director of Athletics or his/her designee will be final.

### **Referral Process**

In the event of a positive test result, the student-athlete will be required to seek counseling and comply with any recommendations of the counselor. Part of the referral process will include the student-athlete signing a waiver and release of information that allows the Director of Athletics or his/her designee to contact parents/guardians and allows release of any treatment plan or recommendations to the Director of Athletics and parents/guardians. This waiver will also allow the Director of Athletics or his/her designee to monitor compliance with the treatment plan. Failure to comply with the recommendations of the counseling services office or external counseling agency will subject the student-athlete to an additional suspension from the team for a period of time designated by the Director of Athletics.

### **Responsibility of the Student Athlete**

It is the responsibility of the student athlete to read the Franklin College Substance Abuse & Random Drug Testing Policies & Procedures prior to participation in athletics. If the student athlete tests positive under the guidelines set forth in said Policy, it will be the student-athlete's responsibility to pay for any services, which are required by sanctions.

### **Confidentiality**

Each specimen will be identified at the testing site by only a code number to protect the anonymity of the student athlete and shall be analyzed for the presence of drugs. The identification of each sample taken will be kept confidential by the Athletic Training Staff. Only positive tests results will be reported to the Director of Athletics. The identity of all student athletes tested will be kept confidential.