

MARSHALL UNIVERSITY ATHLETICS

TABLE OF CONTENTS

The Fountain.....	4	Sports Medicine.....	40
The HERD WAY.....	4	New Student Athlete	
Student Athlete Code of Conduct.....	5	Returning Student Athletes	
NCAA Sportsmanship/Ethical Conduct.....	6	Open Tryouts	
Sun Belt Sporting Behavior/Ethical Conduct.....	6	Insurance Coverage	
Athletic Policies.....	12	Non-Athletic Related Injuries	
Class Attendance Policy.....	12	Optical Care	
Excused Absences	12	Prescription Drugs	
Housing	14	Emergency Treatment	
Drug Policy.....	15	Sports Information Office.....	41
Drug Education		Student Athlete Advisory Committee.....	42
Reportable Offenses		International Student Athletes.....	42
Drug Testing		Health Insurance Resources	
NCAA Drug Testing		International Student Tax Information	
MUAD Testing		Name, Image, Likeness	
Collection Methodology		Cheerleading Policies and Procedures.....	44
Testing Methodology		Student Athlete Ticket Policy.....	46
Positive Results		Complimentary Admissions Policies	
Confidentiality		Basketball	
Disciplinary Action		Football	
Safe Harbor		Men's/Women's Soccer	
Contract		Olympic Sports	
Failure to Report for a Test		Cheer	
Appeal Process		Post Season Events	
Drug Counseling and Rehabilitation		Academics.....	48
Financial Responsibilities		Declaration of Degree/Major	
Supplement Use		Requirements & Procedures for Graduation	
Tobacco Products		Graduation Application Deadlines	
Drug Effects		Transfer Credit	
Anabolic Steroids		Orientation	
NCAA Banned Substances		Priority Registration	
Drug Screening Program		Prerequisites	
Drug Use Probable Cause		Enrollment	
Consent Forms		Add/Drop	

Athletic Obligation Hold	
Academic Dishonesty Policy.....	50
Academic Rights and Responsibilities.....	50
Buck Harless Student Athlete Program.....	50
Academic Advising	
Graduation Tracking	
Monitoring Athletic Eligibility	
Study Hall Requirements	
Tutorial Services	
Progress Evaluations	
University Academic Recognition	
Sun Belt Honors	
Online Courses	
Professional Development Certificate	
Be HERD Mental Wellness & Performance	54
Social Media Use Policy	57
Learning Disability Services.....	59
Prior Diagnosis	
Testing Services	
Higher Education Learning Problems	
(HELP) Program	
Tutorial Services	
Individualized Educational Programs	
Reasonable Accommodations	
General Procedure for Receiving	
Reasonable Accommodations	
Weekly Meetings	
Eligibility.....	60
Compliance.....	61
NCAA and Sun Belt Rules	
Gambling	
Unethical Conduct	
Employment	
Recruiting	
Extra Benefits	
Athletically Related Activities	
Outside Competition	

Agents	
Transfer Requests	
Financial Aid.....	66
Responsibility Imposed by the Grant-In-Aid	
Term of Award	
Additional Aid	
Voluntary Withdrawal	
Renewal Procedures	
Summer School	
Financial Aid Satisfactory Academic	
Progress Policy	
Terms and Conditions of the Athletics	
Grant-In-Aid	
Post-Eligibility Aid	
NCAA Special Assistance Fund	
Cancellation and Reduction of Athletic Aid	
Athletic Aid Grievance Procedure	
Name, Image and Likeness.....	72
General Policy	
Student-Athlete Obligation	
Restricted Promotional Opportunities	
Use of Institutional Marks, Logos, &	
Facilities	
Disclosure	
Missed Class/Representing Marshall	
University	
International Student-Athletes	
Pell Grant	
Education	
Campus Directory.....	73
Athletic Department Phone Directory.....	74

MARSHALL UNIVERSITY ATHLETICS

The Fountain:

We Are...Competitive and Driven

We Are...Inclusive and Diverse

We Are...Collaborative and Innovative

We Are...Gritty and Resilient

We Are...Accountable and Ethical

We Are...Marshall

THE HERD WAY:

Together

Hardwork

Excellence

Honor

Energy

Respect

Diverse

Will

Ambitious

Yearn

Marshall University
Department of Athletics
Student-Athlete Code of Conduct
2022-23

If a student-athlete is charged with a misdemeanor, felony, a violation of the Marshall Student Code of Rights and Responsibilities (Student Code), or generally exhibits behavior that reflects poorly on the student-athlete's team or the Department of Athletics, the student-athlete is required to inform the appropriate head coach or sport administrator within 24 hours. Coaches and sport administrators will then promptly notify the Athletic Director. In all cases, the following policy will be utilized until enough information is obtained to make a final determination for the purposes of Athletic Department sanctions. If charges include a Student Code violation, sanctions may also be imposed by the Marshall University Office of Judicial Affairs. The student-athlete will be required to satisfactorily complete all sanctions imposed by the Athletics Department and the University. Failure to do so will result in further sanctions and may result in dismissal from the student-athlete's respective team.

A. Felony Charge

Any student-athlete who is charged with a felony in any jurisdiction will be immediately suspended on an interim basis from all competition until the Director of Athletics and his designee have the opportunity to review all of the information. The Director of Athletics will determine what immediate sanctions are appropriate before the student-athlete is reinstated for competition. The student-athlete may be permitted to continue practicing or working out with his/her respective team and shall retain all athletic grants-in-aid pending resolution of the charges as long as the student-athlete remains academically eligible for continued enrollment at the University. At the discretion of the Director of Athletics, after reviewing all related information available at the time, the student-athlete may continue to be suspended from practice and competition, depending on the gravity of the charges imposed.

B. Felony Conviction

Any student-athlete convicted of or pleading guilty or no contest to a felony charge shall permanently be dismissed from the team. The student-athlete may be required to forfeit all remaining athletic aid for the remainder of the semester at the athletic department's discretion. At the conclusion of the academic semester, the Department of Athletics shall recommend to the Director of Financial Aid that the grant-in-aid shall not be renewed for any succeeding academic years.

C. Misdemeanor Charge and/or Conviction:

Any student-athlete who is arrested and/or charged misdemeanor will be subject to a review process. The Director of Athletics and/or designee will review the charges and all of the surrounding circumstances. If the student-athlete has already been convicted or plead guilty to the misdemeanor this will factor into the disciplinary actions. The

Director of Athletics and/or designee will impose sanctions delineated in Section I of this policy based upon, but not limited to, the following factors:

- Nature of the charge
- Prior behavior
- Self-disclosure of the act
- Cooperation during the process
- Alcohol and/or drug use

D. Hazing/Bullying

Hazing means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. Hazing is further defined in the Marshall University Student Handbook, but it is defined under MU BOG SA-1.

Hazing is strictly forbidden by Marshall University among students and alumni, both on and off campus. Hazing is further defined and addressed in the Marshall University Student Handbook. Complaints or questions regarding hazing may be registered with any member of the Athletics Department Staff or the Director of Judicial Affairs.

In the event that a student-athlete is found in violation of the University's policy regarding hazing he/she will be subject to both University judiciary sanctions and Athletic Department sanctions as delineated in Section I.

E. Title IX

Title IX is a federal law which prohibits discrimination on the basis of sex in educational programs that receive federal funding. Marshall University Board of Governors Policy No. GA-1 Discrimination, Harassment, Sexual Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation details prohibited conduct under Title IX, as well as the process by which complaints are made, investigated, and adjudicated between members of the University community. Complaints involving students, faculty, or staff should be reported immediately to Debra Hart, Title IX Coordinator at 304-696-2597 or TitleIX@Marshall.edu. Complaints may be made anonymously, and while confidentiality is the aspiration, it is not always possible or appropriate.

The University offers a number of support services for parties involved in sexual discrimination, including harassment, sexual and domestic misconduct, stalking and retaliation. For more specifics on this policy and available resources, please go to <https://www.marshall.edu/board/files/MUBOG-GA-01-Discrimination-Harassment-Sexual-Harassment2022-08.pdf>, or contact Beatrice Crane Banford, Associate Athletic Director at 304-696-5225.

Any student-athlete who is found in violation of the University's Title IX policy will be subject to both University sanctions and Athletic Department sanctions as delineated in Section I.

F. Alcohol Consumption

Student-athletes are required to comply with federal, state and local laws. Excessive consumption of intoxicating beverages is strongly discouraged no matter what the student's age. No Marshall Athletics or Team apparel shall be worn in bars or at parties where alcohol is served.

There will be absolutely no alcohol consumed by a student-athlete at any time while on an Athletics road trip. Student-athletes may not consume alcohol while participating in official or unofficial visits, or anytime prospective student-athletes are present. Additionally, no student-athlete will consume alcohol at any Athletics or University function. All aforementioned standards may be overridden by stricter individual team policies.

Violations of the Alcohol Consumption Policy will be subject to sanctions determined by the Director of Athletics or his designee as outlined in Section I of this policy

If a student-athlete suspects that a member of the team has an alcohol problem, he or she should contact a member of the sports medicine staff, coaching staff or administrative staff for guidance. Additionally, the Marshall University Counseling Center provides confidential counseling as well as assistance with information, resources or programs.

G. Social Responsibility for Public Health Expectations

Student-athletes are required to comply with all public health safety guidelines, directives, or laws, as set forth by Marshall Athletics, University, city, state, or federal officials. Full compliance with these guidelines, directives, or laws is required at all times, whether the student-athlete is on- or off-campus.

Failure to comply with these guidelines may result in sanctions as delineated in Section I.

H. General Standards of Behavior

Personal conduct or behavior that becomes a distraction or disruption to the student-athlete's respective team or which reflects poorly on Marshall University or its Department of Athletics will not be tolerated, and is subject to sanctions determined by the Director of Athletics or his designee as outlined in Section I of this policy. Personal conduct involving violations of the Marshall Athletics Social Media Use Policy or the Marshall Athletics Personal Relationships Policy may in some cases warrant sanctions under this Code of Conduct.

I. Sanctions

Sanctions imposed by the Director of Athletics or his designee can include, but shall not be limited to, and may be imposed in no particular order:

1. Warning
2. Restricted use of athletic services or facilities
3. Probation
4. Restitution (Payment for damaged property)
5. Suspension from practice and/or competition for a stated period of time
6. Revocation of Cost of Attendance
7. Immediate reduction or cancellation of his/her athletic grant-in-aid
8. Dismissal from the team.

J. Team Rules

Head coaches will establish team rules consistent with this Code of Conduct. Team rules shall be in writing and distributed to team members at the start of each academic year or the beginning of the playing season, whichever comes first. The Head Coach and the Director of Athletics have the authority to impose sanctions for the violation of team rules, but the Head Coach shall not impose the sanction of suspension or expulsion without first discussing the circumstances of the suspension or expulsion with the Director of Athletics. The sanctions listed in I. of this Code of Conduct are the same sanctions that may be imposed for team rules violations.

Appeals of sanctions under team rules will follow the appeal process set forth in L of this Code of Conduct.

K. Drug-Free Schools and Communities Act

The entire Marshall the entire Marshall University community, including student-athletes and staff, is required to comply with Drug-Free Schools and Communities Act.

The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited at Marshall University, including its property or as a part of any of its programs or activities. Further, reporting to work, class, or any University function under the influence of an illicit controlled substance or alcohol is prohibited. Failure to comply will result in disciplinary sanctions consistent with local, state, and federal law.

Possible disciplinary sanctions:

1. Expulsion;
2. Probationary suspension;
3. Deferred suspension;
4. Conduct probation; or
5. Formal warning

More information regarding the drug policy and disciplinary sanctions can be found: <https://www.marshall.edu/disclosures/drugfree/#::~text=The%20unlawful%20manufacture%2C%20distribution%2C%20dispensing,of%20its%20programs%20or%20activities>.

L. Appeal Process

If a student-athlete is sanctioned under this policy, the student-athlete may appeal the sanction(s) as follows:

1. The student-athlete shall file a written appeal with all supporting documentation with the appropriate sport administrator or the Director of Athletics within 10 working days of receipt of the notice of the sanction.
2. The sanction(s) imposed shall remain in effect while the appeal is pending
3. The Review Committee will be comprised of the President or designee, Faculty Athletics Representative, and a Department of Athletics senior staff member who does not oversee the student-athlete's sport.
4. The Review Committee shall consider all relevant material, including witness statements. The Review Committee may permit the student-athlete and/or other witnesses to appear to make a statement before the committee. Any hearing may be recorded.
5. The Review Committee shall not determine whether the legal issue faced by the student-athlete is valid. It shall be assumed, for purposes of the appeal, that the student-athlete was properly convicted of and/or properly plead guilty/no contest to the underlying criminal charges.
6. The student-athlete may have an advisor present whose role is limited strictly to advising the student-athlete and who shall not participate in any other manner unless asked by the Review Committee under Paragraph K (4).

The Faculty Athletics Representative shall issue a written decision on the Review Committee's recommendation within 15 days of the receipt of the Appeal. The decision of the Review Committee is final.

NCAA PRINCIPLE OF SPORTSMANSHIP AND ETHICAL CONDUCT

NCAA MANUAL, BYLAWS 2.4 and 10

2.4 The Principle of 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 athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation, but also in the broad spectrum of activities affecting the athletics program. It is the responsibility of each institution to: (a) Establish policies for sportsmanship and ethical conduct in intercollegiate athletics consistent with the educational mission and goals of the institution; and (b) Educate, on a continuing basis, all constituencies about the policies in Constitution 2.4-(a).

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

SUN BELT SPORTING BEHAVIOR AND ETHICAL CONDUCT

It is a principle of the Conference that student-athletes, coaches, athletics administrators, support groups, and all others associated with intercollegiate athletics adhere to such fundamental values as respect, fairness, civility, honesty and accountability. The Commissioner is charged with the education of member institutions and game officials regarding Conference policies and procedures. Additionally, the Commissioner is charged with monitoring the enforcement of Conference policies and procedures to ensure consistent and immediate application of policies and appropriate sanctions.

SPORTING BEHAVIOR

5.7 Student-Athlete Responsibility: Student-athletes are expected to become knowledgeable of the institution, conference, and NCAA policies regarding sporting behavior and ethical conduct. Student-athletes are expected to treat all athletics groups, officials and opponents with the utmost respect. Athletics administrators will not tolerate aggressive behavior and such acts of aggression could result in the student-athlete being removed from the team and the potential for his or her scholarship to be withdrawn.

SPORTING BEHAVIOR AND ETHICAL CONDUCT

- 10.1 Ethical Conduct.** The Sun Belt Conference expects all persons associated with the conference to embrace the NCAA Standards of Ethical Conduct as described in NCAA Bylaw 10.
- 10.2 Sporting Behavior.** The Conference holds all individuals associated with an institution's athletic department and events to the highest ideals of sporting behavior. All athletic administrators, coaches, student-athletes, spirit groups and fans shall act with respect, fairness, civility and honesty in an effort to create an appropriate environment for athletic competition as well as a positive image for their universities. Taunting, baiting, and fighting are unacceptable behaviors.
- 10.5 Standards of Conduct.**
- 10.5.1 Misconduct.** Misconduct includes any act of dishonesty, non-sporting behavior, or unprofessional behavior, committed during or related to competition. Misconduct shall also include a coach's failure to attend a league meeting or media obligation without prior approval from or notification to the Conference office.
- 10.5.3 Student-Athletes.** Conference student-athletes are expected to conduct themselves in a manner which will reflect credit on the institution and the Conference and create a collegial environment in which to conduct competition. Proper conduct is also essential to crowd control.
- 10.6 Noncompliance.** An institution or an individual found in violation of the Conference's Standards of Conduct shall be subject to disciplinary action administered by the Commissioner as set out in Bylaw 2.3.

ATHLETIC POLICIES

Class Attendance Policy

The Department of Athletics and the Buck Harless Student-Athlete Program's main goal is for all student-athletes to graduate from Marshall University. Faithful class attendance is the first step toward graduation, and consistent class attendance sends a message to the faculty that the student-athlete takes the course seriously. Therefore, all student-athletes are required to attend, in a prompt manner, all class sessions and to remain for the entire length of each class session.

The following policy is established to require that student-athletes assume responsibility for their own class attendance:

1. Student-athletes must abide by the policies established by each faculty member or incur the consequences imposed by the faculty.
2. For student-athletes who do not attend classes as required, in addition to incurring the consequences imposed by the faculty, may also incur appropriate consequences to be decided by the head coach.

University Excused Absence Due to Team Travel

Students who must miss class due to University-Sponsored Activities (i.e. team travel) will receive a University Excused Absence. At the beginning of each semester, the head coach and BHSAP athletic counselor work closely to provide written verification for student-athletes who will be missing class due to representing MU on official athletic travel for competition.

Marshall University policy states that University-related absences are to be excused. However, each absence is determined at the instructor's discretion.

Each student is responsible for informing/reminding his/her instructor of class absences IN ADVANCE by providing them a copy of the University-approved travel letter from the BHSAP office. Students must make arrangements with the professor PRIOR TO THE ABSENCE if student will miss assignments and/or exams.

If a student-athlete is enrolled in an online course, the student **IS NOT** excused from deadlines in online courses. Course assignments and exams, must be completed prior to departure unless the professor agrees to an extension. Students must consult with their instructor. It is at the instructor's discretion as to whether or not they may extend an online due date.

If a student-athlete encounters any opposition from an instructor due to travel obligations, please inform your BHSAP counselor as soon as possible. Every effort will be made to resolve the issue.

University Excused Absence Due to Illness

Please see the following excused absence policy for students who miss class due illness:
<https://www.marshall.edu/academic-affairs/policies/#ExcusedAbsences>

In order to obtain an excused absence due to illness, please complete the Undergraduate University Excused Absence Form at: <https://www.marshall.edu/student-affairs/excused-absence-form/>

University Excused Absence Due to Medical Circumstances, Death or Critical Illness of an Immediate Family Member, or Extreme Personal Emergencies

Please see the following excused absence policy for students who miss class due medical circumstances, death or critical illness of an immediate family member, or extreme personal emergencies:
<https://www.marshall.edu/academic-affairs/policies/#ExcusedAbsences>

Marshall University

Housing Release Requirements

Marshall University has a 2 year residency requirement. Signing a lease off-campus does not exempt a student from the requirement. **Freshmen and Sophomores: Do not sign a lease until you have received written notification from the University (Housing and Residence Life or Disability Services) indicating that you have been released from the residency requirement.**

Commuter Release:

- You must live at home (permanent residence of a parent or court-appointed legal guardian). This information should match where you graduated from high school and the address you used to applied to the University.
- An apartment that is not your permanent residence and is not inhabited by your parent or guardian does not meet the requirements for a Commuter Release. This living arrangement is a violation of the Student Code of Rights and Responsibilities.

Financial Release:

- Financial Releases are granted only in extreme circumstances, and must be approved by the Office of Financial Aid. All available aid, including loans, will be considered in determining whether the student's financial need meets the requirements for a Financial Release.
- This type of release will be reviewed in late-May or June, after financial aid eligibility has been determined.

Medical Release:

- Students requesting a Medical Release must schedule a meeting with the Director of Disability Services. Student-athletes must also schedule a meeting with their sport administrator.
- A Medical Release requires a letter from a medical doctor on office letterhead (NOT a prescription pad). The letter must be dated and signed by the medical doctor, include the information listed below, and be provided to the Director of Disability Services:
 - The student's diagnosed disability/medical condition, with appropriate supporting documentation;
 - Medications that the student may be taking and how that medication might affect the student's ability to live on-campus;
 - Accommodations recommended, based on the diagnosis;
 - How the student's diagnosed disability/medical condition will affect the student's ability to live on-campus, AND, how living off-campus will be different for the student than living on-campus.
- NOTE: Releases are only granted if the University is unable to provide reasonable accommodations. In most cases, the majority of medical needs can be accommodated.

Release Based on Psychological Diagnosis:

- Students requesting a Release Based on Psychological Diagnosis must schedule a meeting with the Director of Disability Services. Student-athletes must also schedule a meeting with their sport administrator, who will provide education on the process.
- Students requesting a Release Based on Psychological Diagnosis will need a psychological evaluation administered within the previous 3 years by a licensed psychologist, which includes:
 - The psychological diagnosis;
 - Medications prescribed to the student, and how that medication might affect the student's ability to live on-campus;
 - Recommended accommodations based on the diagnosis;
 - How the student's diagnosed disability/psychological condition will affect the student's ability to live on campus, and how living off-campus will be different for the student than living on-campus.
- NOTE: Releases are only granted if the University is unable to provide reasonable accommodations. In most cases, the majority of psychological needs can be accommodated.

Miscellaneous Releases: (Office of Housing and Residence Life)

- Academic hours qualifying for Junior status
- Married students
- Out of high school for a minimum of 2 years, or over the age of 21

DRUG POLICY

The Marshall University Athletics Department (MUAD) is committed to providing a healthy and safe environment for its student-athletes, coaches, and staff. Drug abuse by MU student-athletes, coaches, and staff will not be condoned or tolerated. It is the responsibility of the athletic staff and coaches to see that drug abuse does not occur on our teams, and if it does, to refer those student-athletes for counseling to prevent further use or abuse. Illicit drugs can have a detrimental effect on the student-athlete's health and performance (see Appendix 1). Anabolic steroids have been proven to be detrimental to the student-athlete's health (see Appendix 2). The NCAA and all sports federations ban steroids. The use of anabolic steroids by MU student-athletes is prohibited. The health and welfare of the student-athletes, coaches, and staff is of paramount concern to the MU Athletics Department. It is the department's commitment to provide a drug-free environment. In order to meet this commitment, the following comprehensive drug policy and program has been developed and implemented.

OBJECTIVES

The Athletics Department has established the following Substance Abuse Policy and Program

Objectives:

1. To educate student-athletes, coaches, and staff members about the physical, social, psychological, financial, and legal problems associated with drug use
2. To identify student-athletes who are abusing alcohol or drugs and assure prompt counseling and treatment
3. To provide a program to assist individuals who use or abuse drugs or alcohol to recognize their problem and be referred for counseling and rehabilitation
4. To provide a fair administrative process for sanctions and appeals
5. To provide information and warnings about the use of supplements

THE PROGRAM

The Substance Abuse Policy consists of these components: drug education, reportable offenses, testing, random/probable cause notification, and disciplinary actions. The program complies with and augments NCAA and Marshall University Substance Abuse Programs and Policies.

1. Drug Education

The Athletics Department will sponsor an education program that is coordinated by the Drug Testing Coordinator. The program's objective is to educate student-athletes, coaches, and staff members about the physical, psychological, financial, and legal problems associated with alcohol and drug use and/or involvement.

2. Reportable Offenses

Any student-athlete involved in an alcohol or drug-related incident including, but not limited to: DUI, fighting, domestic violence, trafficking in controlled substances, will be subject to immediate evaluation for possible alcohol or drug abuse. The student-athlete will be required to undergo evaluation, counseling, and drug screening as determined by the Director of Athletics and/or sport administrator. Additionally, the student-athlete will be subject to sanctions as set forth in the Marshall Athletics Student-Athlete Code of Conduct.

3. Drug Testing

Drug-testing through urinalysis methodology, blood collection and/or genetic testing will be utilized for collection. Random testing will be conducted multiple times each semester, and all student-athletes should anticipate a minimum of one random test during their career at Marshall.

A. Consent Forms:

Each student-athlete must sign an NCAA Consent Form provided by the compliance office and MUAD substance abuse testing authorization form each year. These forms will be kept on file. A student-athlete who does not sign the required authorization forms will not be permitted to participate in practice or competition.

B. Banned Substances:

MUAD may test for drugs listed on the NCAA Banned Drug List, including but not limited to anabolic steroids and illegal “street drugs” (see Appendix 3).

C. Prescription Medication

Some prescription drugs, including but not limited to ADHD medications, are listed on the NCAA Banned Drug List. Any athlete currently taking medication for previously diagnosed ADHD or another medical issue must have their medical diagnosis and other appropriate documentation on file in with the MU Sports Medicine staff.

Documentation includes a comprehensive clinical evaluation, recording observations and results from ADHD rating scales, a physical exam and any lab work, previous treatment for ADHD, and the diagnosis and recommended treatment. The physician can provide documentation of the above either with a cover letter and attachments or provide the medical record. This documentation will be kept on file in the athletics department until such time that the student athlete tests positive for the stimulant. A simple statement from the prescribing physician that he or she is treating the student-athlete for ADHD with said medication does not meet the required standard for documentation purposes.

Note: You will be in violation of this policy if you test positive for a prescription drug that has not been prescribed to you. Physician documentation will be required.

4. NCAA Year Round Drug Testing

MUAD will participate in the NCAA Year Round Drug Testing Program for Football and one other Men’s/Women’s sports. Drugs that will be tested include: Anabolic steroids, diuretics, ephedrine, peptide hormones and analogues, and urine manipulators. Any student-athlete who tests positive in the NCAA Program will be required to comply with all NCAA and MUAD disciplinary actions, and receive mandatory counseling. A copy of the NCAA Year Round Drug Testing Program is on file in the Athletic Training Room and the Compliance Office.

5. MUAD Testing

A. Baseline Testing

All new student-athletes will be immediately drug tested when they initially report to campus. This baseline testing shall be used as an opportunity for the coaches and staff to educate all incoming student-athletes about the program and our expectations of their behavior as Marshall student-athletes. Because of the educational nature of baseline testing, a positive test will not be treated as a First Offense and it will not be subject to the First Offense penalties noted below (except as detailed in 6. Collection Methodology). Any positive tests conducted on new student-

athletes after completion of baseline testing will not be afforded the protection under baseline testing protocol and will result in the penalties outlined below.

B. Random Selection

The drug-testing schedule will be determined by the Drug Testing Coordinator. The head coach will be notified the day of or the day prior to the screening, depending on the pre-arranged testing time. Individual student-athletes will be randomly chosen for screening. All student-athletes will be eligible for testing each time. Testing will be conducted year round. The Drug Testing Coordinator, head coach or sport administrator will notify the selected student-athletes. If the testing takes place at another time and location, the student-athlete will be contacted via a notification form (Appendix 4). The Athletics Director or designee has the authority to request or approve the testing of additional individuals (with probable cause) or full-team drug testing at any time.

C. Probable Cause

Student-athletes will be drug tested and/or evaluated if there is probable cause to suspect alcohol, drug use or abuse. The coaching staff, administrators, academic advisors, athletic trainers, or strength coaches may receive a report of substance abuse or observe certain signs, symptoms, or changes in behavior that may cause him or her to suspect substance abuse. These staff members have a duty to report any suspicions to the Athletics Director or sport administrator. A signed report will be forwarded to the drug testing coordinator or the team physician using the form in Appendix 5. Signs, symptoms and behaviors, that may trigger probable cause include but are not limited to academic, emotional and physical indicators. The student-athlete will be notified of the decision regarding the need for counseling and/or testing. Student-athletes who seek Medical Amnesty under the Marshall University Procedures for Reports Against Students will not be tested under the Probable Cause section of this Substance Abuse Policy.

6. Collection Methodology

MUAD has contracted with a certified commercial laboratory to perform the collection and testing of MU student-athletes. The laboratory's protocol will be followed for collection. Direct observation of the student-athlete during collection is required per NCAA testing protocol. Except for special cases, laboratory staff will handle all paperwork, collection, observation, and chain of custody related to the screening. MUAD staff members may assist in the screening procedures at the request of laboratory staff. For special case screenings, a member of the MU Athletic Training Staff may handle the collection and direct observation. The staff member will follow the laboratory's procedures, guidelines, and chain of custody requirements for the urine sample.

In the event that a student-athlete is caught attempting to adulterate his/her sample or cheat the test in any way, that attempt will count as a positive test, and the student-athlete will face disciplinary action in

accordance with the appropriate level of offense. In the case of a baseline test, cheating attempts will count as a First Offense under the policy.

If after three (3) hours a student-athlete is unable to produce a sample appropriate for testing, other means of collection (blood or genetic) will be utilized.

7. Testing Methodology

Urine sample, blood collection, and/or genetic collection will be sent to an independent lab for testing. Chain of custody procedures will be followed from collection to notification of the MU Athletics Department.

8. Positive Results

All drug-testing results, which are numerically encoded to protect the student-athlete's identity, are delivered to the Drug Testing Coordinator who will deliver the results to the Athletics Director or sport administrator. The Drug Testing Coordinator will identify any student-athlete with a positive test result to the Athletics Director or sport administrator. The Athletics Director or sport administrator and head coach will meet with the student-athlete to review the positive test and consequences. If additional written team sanctions exist for the student-athlete's respective sport, his/her head coach will then discuss those with the student-athlete to review those penalties. The student-athlete will then be referred to the Drug Testing Coordinator who will review the established policy and procedures, including the appeal process, appropriate disciplinary actions, and explain the program of evaluation, counseling, and future testing. A contract which states the specific disciplinary actions, including action by the head coach, will be signed by the student-athlete, head coach and/or Drug Testing Coordinator.

9. Confidentiality

Student-athletes are assigned a numeric code which appears on all lab forms thus protecting their identities. Only the Drug Testing Coordinator has the rosters that match the names to the codes. These rosters are kept in a locked file in the Drug Testing Coordinator's office. The Athletics Director, the sport administrator, and head coach are informed of the identity of the student-athlete. Other individuals (Assistant Coaches, Strength Staff, Athletic Trainers, Academic Staff, Medical Staff, etc.) will be informed ONLY on a need-to-know basis. As part of the treatment program, the student-athlete may be required to participate in group counseling sessions which may affect confidentiality.

10. Disciplinary Action

A. NCAA Year Round and Championship or Bowl Game Testing Program

A positive drug test in the NCAA Drug Testing Program will result in sanctions determined by the NCAA. A positive test result in the NCAA program can be considered a positive test result in the

MU program per the Athletics Director. MU Athletics Department disciplinary actions will be in addition to NCAA's sanctions.

B. MUAD Substance Abuse Disciplinary Policy

The team physician may medically disqualify the student-athlete from all athletic participation if indicated following a positive drug test result.

First Offense

1. Parent(s), guardian, and/or spouse notified via telephone or in-person meeting either by the Drug Testing Coordinator, Sport Administrator, or Head Coach.
2. Participate in substance abuse evaluation by an individual or agency designated by the Drug Testing Coordinator and undergo mandatory counseling as directed by the Department of Athletics.
3. Periodic testing, as specified by the Director of Athletics or designee.
4. Additional disciplinary action, if required by the head coach.
5. The team physician may medically disqualify a student-athlete from all athletic participation if indicated.
6. Possible dismissal from team. In the event of dismissal from the team, the student-athlete shall retain his/her athletic grant-in-aid for the remainder of the current semester. As to subsequent semesters, the Director of Athletics will make a decision to recommend to the Marshall University Office of Student Financial Assistance that the student-athlete's athletic grant-in-aid be renewed or non-renewed, based on individual circumstances.

Second Offense

1. Parent(s), guardian, and/or spouse notified via telephone or in-person meeting either by Drug Testing Coordinator, Sport Administrator, or Head Coach.
2. Suspension from the next eligible 5% of games or contests the student-athlete would have participated in, with a minimum of 1 full championship season game, including post-season and competitions in the next season, if necessary. In the event that the required percentage results in a decimal, the number will be rounded to the nearest whole, for the purposes of determining the competitions from which the student-athlete will be suspended. The head coach may permit the student-athlete to participate in practices and team meetings during the suspension period

following the team physician's clearance, but reserves the right to implement more stringent team policies than those adopted by the Department of Athletics.

3. Participate in substance abuse evaluation by an individual or agency designated by the Drug Testing Coordinator and undergo mandatory counseling as directed by the Department of Athletics.
4. Monthly testing for a period of one year.
5. Additional disciplinary action, if required by the head coach.
6. The team physician may medically disqualify a student-athlete from all athletic participation, if indicated.
7. Possible termination from team. In the event of dismissal from the team, the student-athlete shall retain his/her athletic grant-in-aid for the remainder of the current semester. As to subsequent semesters, the Director of Athletics will make a decision to recommend to the Marshall University Office of Student Financial Assistance that the student-athlete's athletic grant-in-aid be renewed or non-renewed, based on individual circumstances.

Third Offense

1. Cancellation of eligibility to participate in the athletic program.
2. Any athletic grant-in-aid will be recommended by the Director of Athletics for non-renewal.
3. Current grant-in-aid may be canceled in accordance with NCAA and conference guidelines.
4. Parent(s), guardian, and/or spouse notified in writing by the Athletics Director.

Positive Drug Test Forgiveness

If a student-athlete has previously tested positive for street drugs on one or two occasions (not to include baseline test), he/she has an opportunity to have one positive test removed from his/her record. The student-athlete must be in compliance with the prescribed treatment plan and must not have any positive drug tests during one full calendar year immediately following his/her most recent positive drug test, with a minimum of six negative tests within the given calendar year (e.g. a student-athlete who tested positive in October may have his/her prior test forgiven if he has no additional positive tests during the next calendar year at the end of the 12th month, in this example end of October). Prior positive drug tests forgiveness is available only once during a student-athlete's career.

Safe Harbor

With the understanding that there are circumstances where individuals have severe substance abuse and/or alcohol problems which stem from background, habit, or recreation, the Department of Athletics has developed a policy to assist all individuals who desire to make a positive life change. To this end, the Safe Harbor Program was developed.

It is the assumption that individuals who self-refer through the Safe Harbor Program are actively seeking help and are interested in making a positive life change. It is the commitment of Marshall University to assist all individuals in this process. Those seeking assistance through the Safe Harbor Program will be assessed by a trained professional to evaluate the nature and severity of the condition. A recommendation for treatment, based on the assessment, will be made. The Department of Athletics may finance the treatment process as long as the student-athlete referred is committed to the prescribed program and satisfactorily completes all requirements.

The features of the Safe Harbor Program are as follows:

1. The student-athlete will receive immediate assistance for the substance abuse condition
2. The student-athlete will take control of his/her life
3. No penalty will be assessed for a positive test while under the Safe Harbor Program
4. Parent/legal guardian will not be notified of entry into Safe Harbor or positive test results unless medically necessary.

The following are the parameters of the Safe Harbor Program:

- i. Safe Harbor can be utilized only one time in the student-athlete's career at Marshall University.
- ii. A student-athlete is eligible for admittance to the Safe Harbor Program prior to the notification of a substance abuse test. A prior positive test does not preclude a student-athlete from

- entering the Safe Harbor, but once a student-athlete has been notified of an impending substance abuse test, they are no longer able to retroactively invoke Safe Harbor.
- iii. Although a positive drug test does not preclude a student-athlete from entering the Safe Harbor Program, he/she must fulfill the prescribed first- or second-offense obligations attached to that positive test, and the Safe Harbor may not be retroactively invoked.
 - iv. Once a student-athlete declares “Safe Harbor” he/she will:
 - 1. Be tested for drugs and/or alcohol immediately to determine a Safe Harbor Baseline
 - 2. Be evaluated by an individual or agency designated by the Drug Testing Coordinator, regardless of the drug/alcohol test results
 - 3. Follow and complete the prescribed counseling/ treatment plan
 - 4. Be drug tested on a regular basis during the course of the Safe Harbor treatment for comparison against the Safe Harbor Baseline, which must indicate a reduction from the baseline, including a final exit test. If there is not a reduction from Safe Harbor Baseline and there is noncompliance with the counselor, there will be full dismissal from Safe Harbor.
 - 5. Remain in Safe Harbor until released by the counselor and/or team physician for a period of time determined by the assigned counselor.
 - 6. Not be eligible for randomized Marshall Athletics drug testing while in Safe Harbor, but will remain eligible for drug testing by the NCAA
 - 7. A positive test result after a student-athlete leaves the Safe Harbor Program will count as a violation of the substance abuse policy.
 - 8. The team physician may medically disqualify a student-athlete from all athletic participation if indicated.

Failure to comply with any aspect of the counseling program or any subsequent positive drug test indicating new or increased use of a banned substance will result in removal from Safe Harbor, and the student-athlete will be held accountable for the disciplinary actions set forth for the first positive test. The student-athlete will then be re-enrolled in the regular testing program and disciplinary action can be enforced according to the MUAD Substance Abuse Policy. The Athletics Director, sport administrator, head athletic trainer, and the Team Physician may be informed of your request for Safe Harbor. Other university officials may be informed only to the extent necessary for the implementation of this policy.

All offenses are cumulative throughout the student-athlete’s eligibility.

Following the first positive test for each offense, the student-athlete will be tested again. Since certain drugs can remain in the human body for extended periods of time, the student-athlete will be tested until he/she receives a negative test result. However, each test must show evidence of no increased drug use or it can be considered as another offense. Once a negative screen is obtained, any subsequent positive screens will be treated as an additional offense.

11. Contract

The student-athlete will sign a Disciplinary Action Contract (see Appendix 7). This contract will outline disciplinary actions and procedures the student-athlete must follow as part of the MUAD Substance Abuse Policy. Failure to comply with the contract can result in suspension or termination from the team.

12. Failure to Report for a Test

Any student-athlete who does not report for a drug screen will be reported to the Athletics Director. Failure to report to a drug screen automatically results in a positive drug test. Disciplinary action will be taken in accordance to the proper level of offense. Disciplinary action will be imposed, such as performing additional community service in the local schools, but can also include suspension.

APPEAL PROCESS

If a student-athlete tests positive for a banned substance, he/she has the right to appeal the test result and/or disciplinary action. The Athletics Director must receive a written request found in Appendix 8 within 48 hours of the notification of the positive test. Upon the Athletics Director's approval of the student-athlete's request to have the results of the drug screen appealed, the Drug Testing Coordinator will contact the Drug Testing Laboratory. A second drug screen can be performed at a certified laboratory of the student-athlete's choosing using the original sample at the student athlete's expense (~\$100). Testimony regarding the chain of custody and procedures at the laboratory can be provided for the student-athlete by the laboratory, also at the athlete's expense. If the student-athlete wishes to appeal a disciplinary decision or procedure, the Athletics Director must receive the written request for appeal within 48 hours of the student-athlete's notification of the penalty. The Athletics Director may assemble an Appeals Committee to conduct a hearing in a timely manner following receipt of the request by the student-athlete. The Athletics Director will determine participation status of the student-athlete during the appeals process following medical clearance by the Team Physician. Once the student-athlete is cleared, the Head Coach will still have the discretion to determine participation in team activities.

Appeals Committee:

The Appeals Committee consists of:

1. The Drug Testing Coordinator
2. An uninvolved Sport Administrator
3. The Dean of Student Affairs, or designee

DRUG COUNSELING AND REHABILITATION

The Marshall University Athletics Department will require all student-athletes who test positive on their drug screen or who have a self-admitted drug, alcohol or related problem to go through a comprehensive evaluation, counseling, and rehabilitation program to help them overcome the problem.

Student-athletes who are responsible for first or second offenses will meet with the Team Physician and/or Drug Testing Coordinator for a referral to evaluation and counseling. The student-athlete will be required to attend counseling sessions and follow the treatment plan prescribed until released by the counselor. This plan may include out-patient or in-patient therapy, attendance at Alcohol Anonymous or Narcotics Anonymous meetings, group sessions, or other special treatments.

To deter future drug use, the student-athlete may be required to undergo additional drug tests if recommended by the counselor or mandated by the Athletic Director.

FINANCIAL RESPONSIBILITIES

Once a student-athlete has tested positive for a banned substance, he or she will be required to be evaluated by the Marshall University Counseling Center of their substance abuse problem. The student-athlete will be referred for the appropriate follow-up counseling or treatment. Student-athletes who abuse drugs or alcohol may require long term counseling and in-patient comprehensive care to help them deal with their problem. Financial responsibilities must be determined prior to any form of long-term counseling (including semester breaks when counseling is to be continued off campus), in-patient therapy, or hospitalization. The student-athlete or his or her parent(s) or guardian will be responsible for these costs.

SUPPLEMENT USE

The Marshall University Department of Athletics discourages the use of supplements by student-athletes. Student-athletes must be cautious of using supplements available through commercial outlets as many contain substances banned by the NCAA. Student-athletes can improve their strength and performance through proper nutrition, conditioning, and rest. Pursuant to NCAA regulations, Marshall University Athletics can only provide non-ergogenic nutritional supplements that do not contain any NCAA banned substances. Permissible supplements include: carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters, vitamins, and minerals.

Remember: The NCAA will test for the banned stimulant, ephedrine (Ephedra, MA Huang) during its year-round testing program. This applies to all sports eligible for testing.

Any student-athlete who takes supplements or medications from any other source **must** complete the Student-Athlete Supplement Disclosure Form (Appendix 9), meet with the team athletic trainer, strength

coach, and/or nutritionist, and return the form to the appropriate athletic trainer to be kept on file. Please use extreme caution when taking anything given to you or purchased from a commercial outlet. Remember that labeling on these products can be misleading and inaccurate and sales personnel are paid to sell these products. Terms such as “natural”, “healthy”, or “ephedra free” do not necessarily imply safety nor does it imply that the NCAA approves the substance. Bottom line: the student-athlete is responsible for knowing what is contained in any supplement that he/she takes.

TOBACCO PRODUCTS

In accordance with NCAA legislation, the use of tobacco products is prohibited by student-athletes and all game personnel (e.g., coaches, athletic trainers, managers, and game officials) in all sports during practices, competitions, team meetings and athletic training treatments and rehabilitation. Further, as a tobacco-free campus, the use of tobacco products is prohibited on Marshall University property.

Appendix 1

HOW DRUG USAGE MAY AFFECT ATHLETIC PERFORMANCE

<u>DRUG</u>	<u>EFFECT</u>
COCAINE	Over stimulates reflexes Distorts vision Hurries muscle movement Weakens breathing Long-term use weakens muscles and nerves and makes them prone to injuries Alters normal appetite
MARIJUANA	Slows reflexes Long-term use weakens muscles and nerves and makes them prone to injuries Slow or non-reactive pupils distort vision Hearing impairment
AMPHETAMINES	Over stimulates reflexes Distorts vision Alters normal appetite
ALCOHOL	Reduces mental alertness for approximately 24 hours after a binge of about three beers or drinks.

HOW MARIJUANA AND COCAINE CAN CAUSE ATHLETIC INJURIES

- ◆ depletes energy
- ◆ impairs visual perception
- ◆ alters normal reflexes
- ◆ drives out chemicals at nerve-endings
- ◆ decreases immune and inflammatory mechanisms necessary for healing
(i.e. routine simple injuries don't heal rapidly)
- ◆ collects in fatty tissues around muscles, tendons, and ligaments (i.e. marijuana)
- ◆ worsens normal simple injuries

Appendix 2

ANABOLIC STEROIDS

This class of drug is a derivative of the male hormone testosterone. Testosterone will increase protein synthesis, when coupled with training and proper diet, may create an increase in lean muscle mass. Being a hormone, the anabolic steroid will interfere with the normal hypothalamic-pituitary-gonadal thermostat and disturb the body's delicate hormone balance. This interference can produce detrimental side effects. Anabolic Steroids are banned by the NCAA, USOC/IOC, all sports federations, and professional athletic organizations. MUAD will not condone or tolerate the use of Anabolic Steroids by the student-athlete.

The Risks of Steroid Use

All of the following have been linked to steroid use:

1. Aggressiveness leading to violence
2. Mood swings
3. Psychiatric disorders, psychotic episodes
4. Acne
5. Balding
6. Hypertension
7. High blood cholesterol
8. Cardiac arrhythmias
9. Diminished libido
10. Atrophy of the testicles
11. Impotence
12. Stunted growth
13. Kidney disease
14. Liver damage
15. Enlarged prostate
16. Prostatitis
17. Breast enlargement (male)

(In Females)

1. Menstrual problems
2. Breast atrophy
3. Excessive hair growth
4. Enlarged clitoris
5. Deepening of voice

2022-23 NCAA Banned Substances

NCAA Division I Bylaw 12 and NCAA Divisions II and III Bylaw 14 require that schools provide drug education to all student-athletes. The athletics director or athletics director's designee shall disseminate the list of banned-drug classes to all student-athletes and educate them about products that might contain banned drugs. All student-athletes are to be notified the list may change during the academic year, that updates may be found on the NCAA website (ncaa.org) and informed of the appropriate athletics department procedures for disseminating updates to the list. It is the student-athlete's responsibility to check with the appropriate or designated athletics and/or medical staff before using any substance.

The NCAA bans the following drug classes:

1. Stimulants.
2. Anabolic agents.
3. Alcohol and beta blockers (banned for rifle only).
4. Diuretics and masking agents.
5. Narcotics.
6. Cannabinoids.
7. Peptide hormones, growth factors, related substances and mimetics.
8. Hormone and metabolic modulators.
9. Beta-2 agonists.

Note: Any substance chemically/pharmacologically related to any of the classes listed above and with no current approval by any governmental regulatory health authority for human therapeutic use (e.g., drugs under pre-clinical or clinical development or discontinued, designer drugs, substances approved only for veterinary use) is also banned. All drugs within the banned-drug class shall be considered to be banned regardless of whether they have been specifically identified. Examples of substances under each class can be found at ncaa.org/drugtesting. There is no complete list of banned substances.

Substances and Methods Subject to Restrictions:

1. Blood and gene doping.
2. Local anesthetics (permitted under some conditions).
3. Manipulation of urine samples.
4. Tampering of urine samples.
5. Beta-2 agonists (permitted only by inhalation with prescription).

NCAA Nutritional/Dietary Supplements:

Before using any nutritional/dietary supplement product, a student-athlete should review the product and its label with the appropriate athletics department and/or medical staff.

1. Many nutritional/dietary supplements are contaminated with banned substances not listed on the label.
2. Nutritional/dietary supplements, including vitamins and minerals, are not well-regulated and may cause a positive drug test.
3. Student-athletes have tested positive and lost their eligibility using nutritional/dietary supplements.
4. Any product containing a nutritional/dietary supplement ingredient is taken at your own risk.

As part of its responsibility to provide education about banned substances, athletics department staff should consider providing information about supplement use and the importance of having nutritional/dietary products evaluate by

qualified staff members before consuming. The NCAA has identified Drug Free Sport AXIS™ (AXIS) as the service designated to facilitate student-athlete and institutional review of label ingredients in medications and nutritional/dietary supplements. Contact AXIS at 816-474-7321 or dfsaxis.com (password ncaa1, ncaa2 or ncaa3).

For the 2022-2023 list of NCAA Banned Substances, please visit this website to view the current list:

https://ncaaorg.s3.amazonaws.com/ssi/substance/2022-23NCAA_BannedSubstances.pdf

MARSHALL UNIVERSITY ATHLETICS DEPARTMENT
DRUG SCREENING PROGRAM
STUDENT-ATHLETE NOTIFICATION FORM
(Individual Student-Athlete Testing)

NAME: _____ SPORT: _____

DATE OF NOTIFICATION: _____ TIME OF NOTIFICATION: _____

I, the undersigned, acknowledge being notified to appear for MU drug testing and have been notified to report to _____ at _____ a.m./p.m. Failure to appear will result in disciplinary action.

Student-Athlete Signature: _____

MU Representative: _____

MARSHALL UNIVERSITY

PROBABLE CAUSE TO SUSPECT DRUG USE NOTIFICATION FORM

I, _____, under the probable cause to suspect alcohol, drug use or abuse provisions that is outlined in the MUAD Substance Abuse Policy, report the following objective sign(s), symptom(s) or behavior(s) that I reasonably believe warrant _____ be referred for possible drug testing.

Athletic Dept. Staff Member
Name of Student-Athlete

The following sign(s), symptom(s) or behavior(s) were observed by me over the past _____ hours and/or _____ days.

Please check below all that apply:

The Student-Athlete has shown:

- _____ irritability
- _____ loss of temper
- _____ poor motivation
- _____ failure to follow directions
- _____ verbal outburst (e.g. to faculty, staff, teammates)
- _____ physical outburst (e.g. throwing equipment)
- _____ emotional outburst
- _____ sudden weight gain
- _____ sudden weight loss
- _____ sloppy hygiene and/or appearance

The Student-Athlete has been:

- _____ late for practice
- _____ late for class
- _____ not attending class
- _____ receiving poor grades

- _____ missing appointments
- _____ missing/skipping meals

The Student-Athlete has demonstrated the following:

- _____ dilated pupils
- _____ constricted pupils
- _____ red eyes
- _____ smell of alcohol on the breath
- _____ smell of marijuana
- _____ staggering or difficulty walking
- _____ constantly running and/or red nose
- _____ over stimulated or "hyper"
- _____ excessive talking
- _____ withdrawn and/or less communicative
- _____ periods of memory loss
- _____ slurred speech
- _____ recurrent motor vehicle accidents and/or violations (give dates _____)
- _____ violations of MU Code of Student Conduct

Other specific objective findings include:

Signatures

Print Name of Athletic Dept. Staff

Signature of Athletic Dept.

Date

Reviewed By:

Staff Athletic Trainer and/or Team Physician

Date

If testing is warranted, use notification form.

Appendix 6

MARSHALL UNIVERSITY ATHLETICS DEPARTMENT

DECLARATION OF SAFE HARBOR FORM

I hereby declare “safe harbor” from the MUAD Substance Abuse program. I understand that this is the one and only time I am permitted to declare safe harbor and I will:

- Be tested for drugs and/or alcohol immediately
- Be evaluated by Counselor/Team Physician regardless of the test results
- Follow and complete the prescribed counseling/ treatment plan
- Be drug/alcohol tested at a frequency prescribed by the counselor or team physician
- Remain in Safe Harbor until released by the counselor and/or team physician.
- Not be eligible for randomized drug testing while in Safe Harbor, but will remain eligible for drug testing by the NCAA

Follow other steps described in this program under the safe harbor section.

Name (Print): _____

Signature: _____ Date: _____

For Staff Athletic Trainer and/or Team Physician:

Eligible for safe harbor: Yes _____ No _____

Reviewed safe harbor program: Yes _____ No _____

Signature: _____ Date: _____

Title: _____

**MARSHALL UNIVERSITY ATHLETICS DEPARTMENT
DRUG SCREENING PROGRAM
DISCIPLINARY ACTION CONTRACT**

I _____, understand that on _____,

I was found to have a positive drug screen for _____.

This constitutes a First Offense _____ Second Offense _____ Third Offense _____ following a meeting with _____, I understand that I will follow the appropriate sanctions for the offense as outlined in the Substance Abuse Policy.

My Head Coach may add the following sanctions or penalties:

Failure to comply with any of the above sanctions may result in my suspension, dismissal, and/or adjustment or termination of my scholarship.

Parents Contacted _____ Date _____

By: Phone _____ Letter _____ In Person _____

I have read, understand, and agree to comply with the above.

Name - Print

Signature

Date

Coach/ Head Athletic Trainer Signature

Date

Appendix 8

**MARSHALL UNIVERSITY ATHLETICS DEPARTMENT
NOTIFICATION OF APPEALS FORM**

This form is to be submitted to the Athletics Director or designate within 48 hours of being notified of a positive drug test or notification of the penalty if you are appealing the disciplinary decision.

Student-Athlete Name: _____

Phone Number: _____

Date of Drug Test: _____

Date of Notification of Results: _____

Date of Notification of Appeal: _____

Reason for Appeal: _____

Signatures:

Student-Athlete

Date

Athletics Director

Date

STUDENT-ATHLETE SUPPLEMENT DISCLOSURE FORM

I, _____ would like to take the following

(Student-Athlete's Name- Please Print)

nutritional supplement(s). I acknowledge the risk of losing my eligibility to participate in athletics if I test positive for an NCAA banned substance that may be found in any substance that I may take regardless of the reason or purpose of taking such supplements. Remember, the MU Athletics policy concerning the use of supplements discourages their use. Student-athletes can improve their strength and performance or achieve bodyweight goals through proper nutrition, conditioning, and rest. I further heed the warnings concerning labeling of these products. Specifically, that labeling on these products can be misleading and inaccurate and sales personnel are paid to sell these products. Terms such as "ephedra-free", "healthy", or "naturally occurring" do not necessarily imply safety nor does it imply that the NCAA approves the substance. Additional information can be found at www.drugfreesport.com/rec (password: ncaa1).

BRAND NAME	INGREDIENTS	COMMENTS
1) _____		
2). _____		
3). _____		
4). _____		

I have met with the following people and have been advised about using the above supplements. I acknowledge that I am responsible for knowing what is contained in any supplement I take and for any positive drug test as a result of such use.

_____	_____	_____	_____
Student-Athlete (signature)	Date	Athletic Trainer	Date
_____	_____	_____	_____
Nutritionist	Date	Strength Coach	Date

MARSHALL UNIVERSITY ATHLETICS DEPARTMENT
Consent to Drug Testing/ Authorization for Release of Information
Limited Waiver of Confidentiality

Acknowledgement of Receipt of the MUAD Substance Abuse Program/Policy

I, _____ Sport: _____

(Student-Athlete's Name- Please Print)

acknowledge that I/we have received, read and understand Marshall University Athletics Department Substance Abuse Program. This program includes education and counseling with regard to substance abuse; and disciplinary sanctions which might be imposed as a result of this program if it is determined that the Student-Athlete has violated the provisions or intent of the policy. In consideration for the opportunity for the Student-Athlete named below to participate in intercollegiate athletics at Marshall University, I/we enter into the terms of this consent and authorization. I/We hereby give my/our consent to have samples of the Student-Athlete's urine collected before, during, or after the academic year for testing for the presence of certain drugs or substances in accordance with the provisions of the Marshall University Athletic Department Substance Abuse Policy. I/We further authorize the University to conduct analysis testing under the program and agree that the results of the testing will be released on a confidential basis to the head athletic trainer at Marshall University; my parent(s), legal guardian, or spouse; the head coach of any sport of which I am a member; the athletics director of Marshall University; team physician; and others as listed within the program/policy on a need to know basis. To the extent set forth in this document, I waive any privilege I might have in connection with such information.

I/We also understand that my/the Student-Athlete's participation in intercollegiate athletics is conditioned upon my/his/her full and good faith participation and cooperation in all aspects of the program including testing, education, counseling, and rehabilitation. In consideration for the opportunity to participate in intercollegiate athletics at Marshall University, I/we also release from legal responsibility or liability, Marshall University, its Board of Trustees, Marshall University Athletics Department, the MUAA Board of Directors, and the officers, employees, representatives, and agents of both entities for the release of such information and records as authorized by this form. I/We further expressly waive any rights under applicable state or federal laws, or University policy, including but not limited to The Family Education and Privacy Act (20 USC 1232g), to the confidentiality of the information and documents resulting from my/the Student-Athlete's participation in this program, to the extent that disclosures are made as pursuant to the program stated.

Signature- Student-Athlete

Date

Signature- Parent or Legal Guardian (if under 18)

Date

Name- Parent or Guardian- Please Print

Please sign and tear off form. Return to a staff athletic trainer to be placed in your file.

SPORTS MEDICINE

The Marshall University Sports Medicine Department is primarily concerned with the prevention, treatment and rehabilitation of athletic injuries involved in all athletic programs. The care and treatment of student-athletes is coordinated by the team physician. Under the direction of the team physician and sports medicine staff, specific policies and practices are designed to provide the optimal health care possible for our student-athletes. The sports medicine staff will also provide the necessary emergency care in the event of an injury and through the team physician, the proper referral of the student-athlete. Through the treatment, care and rehabilitation of the student-athlete, our primary goal is the return of normal function for the individual and the return to safe athletic participation.

New Student-Athletes

All student-athletes participating in a program for the first time shall undergo a physical exam and be cleared to participate by our team physician. In addition, *all medical history and other forms required by the Sports Medicine Department must be completed and on file prior to the first practice.* These physical forms are mailed to all new student-athletes over the summer.

Returning Student-Athletes

All returning student-athletes shall fill out a medical history update and undergo a physical screening. *All medical forms required by the Sports Medicine Department must be completed and on file prior to the first practice of the academic year.*

Open Tryouts

All student-athletes participating in an open tryout must sign a "Waiver and Assumption of Risk Form". A staff member and coach for the sport will be present at all open tryouts to witness the signing of the waiver form and to note any information from the prospective student-athletes. No one will participate without first signing the waiver form. Once the final team is selected, athletes in this category must undergo a physical as a new student-athlete.

Insurance Coverage

The Department of Athletics has secured secondary or excess insurance coverage for athletic injuries. To be enrolled, each student-athlete must complete and return the insurance card/questionnaire to the Sports Medicine Department. In the event of an injury, the student-athlete is responsible for providing the Sports Medicine Department with his/her insurance explanation of benefits or verification of non-insurance. The Department of Athletics will only be responsible for bills approved by the Director of Sports Medicine or his designee prior to services rendered and is always a secondary carrier after the athletes' primary insurance has been exhausted. Each student-athlete is mailed a complete explanation of the Marshall University Athletic Insurance Policy. Additional copies are available in the Athletic Training Room.

Non-Athletic Related Injuries

The Department of Athletics strongly encourages each student-athlete to review his/her health insurance. It will be strongly suggested to uninsured student-athletes to purchase Student Government Health Insurance Policy available to all students. Applications are available through the Student Government Office.

Optical Care

Contact lenses will be provided for student-athletes only on an as needed basis for athletic competition as determined by an optical evaluation. They will be replaced by the Athletic Department only if lost or damaged during an organized and supervised practice or game. In no case shall any corrective eyewear

be purchased for non-athletic activities. Glasses will be purchased for injury protection, not visual correction.

Prescription Drugs

The Department of Athletics will only be responsible for therapeutic drugs required as a direct result of athletic injury or illness and approved by our team physician. All prescriptions must be authorized in advance by the Sports Medicine Department. The Sports Medicine staff will direct the student-athlete in obtaining the medication.

Emergency Treatment

In the event of an emergency, the student-athlete should contact a member of the Sports Medicine staff. If an athletic trainer cannot be located, report to the Student Health Services and follow their instructions. In the event that the injury is perceived to be life threatening, call 911 and attempt to contact a member of the Sports Medicine staff when it is reasonable to do so.

SPORTS INFORMATION OFFICE

The Marshall Sports Information Department (SID) exists to serve as a liaison between the Department of Athletics and the media. The SID Office is responsible for organizing all interviews between student-athletes and the media and is instrumental in the development of many of the department's publications. It also compiles and updates statistics for all Marshall sporting events as well as organizes team and player photographs. The SID nominates and promotes athletes for various conference and national honors.

Good relations between you and the media are equally beneficial. Your main contact with the media is through interviews. Here are some interview dos and don'ts:

- | | |
|-----------------------|------------------------------------|
| • Do be prepared | • Don't say "no comment" |
| • Do be prompt | • Don't be negative |
| • Do be positive | • Don't lose your control |
| • Do praise your team | • Don't forget your schedule |
| • Do be personable | • Don't be sarcastic |
| • Do be cooperative | • Don't use slang or fillers |
| • Do be polite | • Don't forget you are always "on" |

As a Marshall student-athlete, you have responsibilities related to media communication. Marshall University expects all athletes to act in an ethical manner. Never speak with a media member "off the record." Practice modesty in victory and self-control in defeat. Act professional at all times. Never participate in "trash talking" and always praise your teammates and opponents.

While the Athletic Department expects athletes to be responsible, it also remembers that athletes

have rights. Correct incorrect information. Set time limits. Defer certain questions to other people.

Most important, relax, act honestly, and be yourself. Communicating with the media is a learning opportunity that is not readily available to all students. The experience will be more enjoyable the more cooperative and positive you are.

STUDENT-ATHLETE ADVISORY COMMITTEE

The Marshall Student-Athlete Advisory Committee (SAAC) was implemented in 1995 with the goal of enhancing communication between Marshall student-athletes and athletic administrators. It is a leadership organization comprised of two individuals from each varsity team nominated by the team's head coach. This group is responsible for five primary goals:

1. To present necessary and innovative proposals to improve the overall student-athlete experience;
2. To promote and enhance the overall experience and academic success of Marshall student-athletes;
3. Act as advisors on NCAA legislation, presenting the student-athlete viewpoint;
4. Develop community service projects for the student-athletes; and
5. Encourage student-athletes to participate and engage in student-athlete development programming.

Duties of SAAC representatives:

- Follow the Student-Athlete Code of Conduct and all athletic department policies
- Attend all SAAC meetings and related events
- Serve the needs of fellow student-athletes via leadership and support
- Embody the role of a student-athlete leader and promote a positive student-athlete image on campus and in the community through integrity and school pride
- Assist in the growth and development of Marshall's SAAC

For more information regarding the Marshall Student-Athlete Advisory Committee, please contact an athletic administrator, the special assistant to the director of athletics, your head coach, or your team representative. If you would like more information about Sun Belt Conference SAAC, please visit their website at: [Sun Belt Conference Student-Athlete Advisory Committee \(SAAC\) - Sun Belt Conference \(sunbeltsports.org\)](http://sunbeltsports.org).

INTERNATIONAL STUDENT ATHLETES

Health Insurance Resources

The Office for International Student Services and the INTO Program require all international students (on F-1 and J-1 visas) to have health insurance while studying at Marshall University. Insurance will protect you against the very high medical costs in the U.S.A. If you are on an athletic scholarship, your insurance will be covered and you can ignore the following steps. If you are not on scholarship, you will be required to purchase health insurance by following these next steps. If you have trouble or need assistance please contact your athletic trainer or see compliance.

To purchase your insurance, visit *GeoBlue Online Enrollment* (ogse.geobluestudents.com), then click “I Agree” and select “New” if you are new to Marshall. If you are returning then select “Renewal”. From here, you will enter your information. For Term Description, you will need to select the Annual-Fixed from August 1 20XX to July 31 20XX unless you will only be enrolled in the Fall or Spring terms for that year. Midyear enrollees will want to select SPR/SUM-Fixed Jan, 1 20XX to July 31, 20XX. The annual cost of insurance is currently at \$2,003.40 for the 2022-23 academic year.

International Student Tax Information

All students, including domestic students, are subject to taxation by the IRS and state and local entities for athletic and other scholarships as well as any amounts beyond tuition, books, and fees. The IRS requires the provider of the scholarship to withhold 14% (state and local percentages will vary) of the taxable portion of the scholarship and pay it directly to the IRS for international student-athletes only.

All international student-athletes receiving taxable scholarship amounts (room and board and cost of attendance allowances) should apply immediately upon arrival for an ITIN (Individual Taxpayer Identification Number) through Athletics and the Office of International Student Services so they may be eligible to file a tax return in the spring in order to try and obtain any permitted tax refunds. Tax assistance is available for all international students in the spring through the Office for International Student Services.

Some countries have a tax treaty with the United States, which allows students to exempt their scholarships from the 14% withholding requirement. “U.S. Tax Treaties” (Available for download at <http://www.irs.gov>). Not all tax treaties have the scholarship benefit component.

In order for student-athletes to take advantage of the Tax Treaties Benefits and exemption from withholding they need an ITIN (or Social Security number if employed on campus) and need to have the University issue a W-8BEN form. Students living on campus on room and board scholarships are issued invoices for the required taxes through the bursar’s office three times a semester. Off campus students will have the taxes withheld from room and board stipends (townchecks). Taxes are also withheld from the Cost of Attendance checks.

Marshall is required to collect these taxes and remit to the IRS based on federal law.

Athletic contact for International Student Tax Information: Sean Tuttle, (304) 696-6383, or via email at s.tuttle@marshall.edu or located in the Shewey Athletic Building.

Name, Image and Likeness

International student-athletes should not enter into any contracts for compensation regarding their name, image, or likeness without first obtaining permission from the Marshall University International Student Services Office.

Marshall University International Student Services Office: 304-696-6265

CHEERLEADING POLICIES AND PROCEDURES

The following information is excerpted from the Marshall University Spirit Handbook and pertains to the eligibility of cheerleaders. Please contact a member of the spirit staff for more information regarding Marshall University Cheerleading.

1. Academic Requirements for Cheerleading Try-outs and Participation

- a. Participants will have four (4) years to participate within a five (5) year window. This five-year clock begins on the student's initial full-time enrollment to any university.
- b. Prospective cheerleaders must provide proof of admission to Marshall University if trying out prior to initial enrollment.
- c. Current cheerleaders must be enrolled in no fewer than 12 credit hours during each semester of participation.
- d. Students must maintain an overall grade point average of a 2.0 and average no fewer than 12 credit hours per semester enrolled to be eligible to participate on the Marshall University cheer squad. Hours from courses taken during the summer may count toward the average.
- e. Participants must earn a minimum semester GPA of 2.0 to be eligible to represent Marshall as a cheerleader at any off-campus competitions of the subsequent semester.
 - a. This restriction takes effect when grades are released for that semester and includes, but is not limited to: bowl games, Sun Belt Conference tournament, NCA Nationals, and NCA Camp.
 - b. Current Marshall Cheerleaders who are not eligible to represent the University due to their semester grade point average will not be permitted to travel (even at their own expense) to Marshall functions listed in item II.E.(1). Those cheerleaders will be expected to cover any home events and focus on their academics while other members of the team are traveling.
 - c. Any participant who earns less than a 2.0 GPA in two (2) semesters at Marshall University will be ineligible to participate on the cheerleading squad.
- d. Any participant who quits or has been dismissed from the Marshall Cheerleading team will not be eligible to participate for one year.
- e. Marshall Cheerleaders are expected to attend all classes. Information regarding missed class time will be collected periodically from course instructors.
- f. Each week, Marshall Cheerleaders must complete minimum required study hall hours assigned by the Head Cheerleading coach.
- g. Marshall Cheerleaders are required to return signed progress reports within seven (7) days of distribution from the Buck Harless Student-Athlete Program.
- h. Failure to meet requirements listed above will result in disciplinary action as determined by the Head Cheerleading Coach and the Spirit Programs Director.

2. Additional Participation Requirements

- General Expectations
 - Conduct and behavior of Marshall Cheerleaders must be exemplary at all times, both in and out of uniform.
 - Marshall Cheerleaders will conduct themselves in a lawful manner and in compliance with all city, state and federal laws.
 - Marshall Cheerleaders are further subject to the Marshall University Student Code of Rights and Responsibilities, the Marshall University Student-Athlete Code of Conduct, and the Sun Belt Conference Sportsmanship Policy.
 - Marshall Cheerleaders are subject to the Marshall University Athletics Social Media Use Policy.

- Marshall University Cheerleaders are accountable to the Marshall University Athletics Substance Abuse Policy and will be subject to random drug testing as per that policy.
- Cheerleaders will not consume or possess alcoholic beverages at official functions while representing Marshall University, while wearing University-issued attire, or traveling as a member of the squad. Similarly, cheerleaders are not permitted to smoke in any of these situations.

3. Health and Lifestyle

- Conduct which poses an unacceptable risk and /or disregard for the health, safety and welfare of participants will result in appropriate disciplinary action including but not limited to scholarship reduction and/or suspension.
- Marshall Cheerleaders must be in top physical condition and have sufficient strength to base pyramids and to lift, hold, throw and catch other squad members safely.
- Squad members must be of appropriate size and weight such that they can be lifted, held, thrown, caught and tumble safely.
- Participants must demonstrate the level of flexibility which is necessary in the athletic aspects of cheerleading.
- All squad members are required to perform mandatory weight lifting and cardiovascular workouts through the Marshall Strength and Conditioning program. In doing so, participants must adhere to the rules and expectations of the strength staff.
- Cheerleaders will immediately report an injury or illness to the sports medicine personnel and a member of the cheerleading coaching staff. Sports medicine staff members will assess and determine an injured or ill cheerleader's ability to participate.

STUDENT-ATHLETE PLAYER-GUEST TICKET POLICY

Complimentary player-guest tickets for student-athletes will be distributed in accordance with NCAA Bylaw 16.2. In accordance with NCAA regulations, hard tickets will not be issued and guests of student-athletes will be permitted entry to an event through a pass list at a complimentary ticket gate on game-day only. Student-athletes and/or their family members may not sell player-guest tickets or trade them for items of value. Doing so will jeopardize the NCAA eligibility of the student-athlete. Further, agents, runners, and Marshall boosters may not be assigned player-guest tickets.

MEN'S AND WOMEN'S BASKETBALL

The Compliance Office and Ticket Office will oversee and audit complimentary player-guest ticket requests and issuance.

Home Games

Each student-athlete on the team squad list will be provided with four (4) complimentary admissions. All guests must have a valid photo ID at the gate in order to be admitted. Guests two-years-old and younger do not need a ticket for admittance to home game. Tickets may be retrieved inside the upstairs Third Avenue entrance to the Cam Henderson Center.

Away Games

Each student-athlete in the team's travel party (designated by the coaching staff) will be provided complimentary admissions subject to availability based on the home institution. Generally, four (4) tickets will be provided. All guests must have a valid photo ID at the gate in order to be admitted. Ticket policies vary by institution, so all guests should be assigned a ticket regardless of age. Tickets retrieval locations will vary based on the home institution.

All player-guest ticket requests/assignments must be made through the online ARMS complimentary ticket system for which each student-athlete has a unique username and password. The system will close five (5) hours prior to the start of each game. Guest may not be added after the system closes and name changes will not be allowed at the gate. If desired, student-athletes may transfer their unused tickets to teammates through the system.

Guests may be added to a student-athlete's player-guest database throughout the season. Student-athletes must accurately categorize each individual's relationship to them (e.g., family member or friend). Falsified relationship may jeopardize a student-athlete's eligibility.

FOOTBALL

The Compliance Office and Ticket Office will oversee and audit complimentary player-guest ticket requests and issuance.

Home Games

Each student-athlete on the team squad list will be provided with four (4) complimentary admissions. All guests must have a valid photo ID at the gate in order to be admitted. Guests two-years-old and younger do not need a ticket for admittance to home game. Tickets may be retrieved at Gate A of Joan C. Edwards Stadiums.

Away Games

Each student-athlete in the team's travel party (designated by the coaching staff) will be provided complimentary admissions subject to availability based on the home institution. Generally, four (4) tickets will be provided. All guests must have a valid photo ID at the gate in order to be admitted. Ticket policies vary by institution, so all guests should be assigned a ticket regardless of age. Tickets retrieval locations will vary based on the home institution.

All player-guest ticket requests/assignments must be made through the online ARMS complimentary ticket system ARMS for which each student-athlete has a unique username and password. The system will open each game week at 12 pm on Sunday. The system will close at 1:30 pm two (2) days before each contest. The system closes Thursday for Saturday games and Tuesday for Thursday games, and so on. Guest may not be added after the system closes and name changes will not be allowed at the gate. If desired, student-athletes may transfer their unused tickets to teammates through the system.

Guests may be added to a student-athlete's player-guest database throughout the season. Student-athletes must accurately categorize each individual's relationship to them (e.g., family member or friend). Falsified relationship may jeopardize a student-athlete's eligibility.

MEN'S AND WOMEN'S SOCCER

The Compliance Office and Ticket Office will oversee and audit complimentary player-guest ticket requests and issuance.

Home Games

Each student-athlete on the team squad list will be provided with four (4) complimentary admissions. All guests must have a valid photo ID at the gate in order to be admitted. Guests two-years-old and younger do not need a ticket for admittance to home game. Men's and Women's Soccer tickets may be retrieved at the Fifth Avenue entrance of Hoops Family Field at Veterans Memorial Soccer Complex.

Away Games

Each student-athlete in the team's travel party (designated by the coaching staff) will be provided complimentary admissions subject to availability based on the home institution. Generally, four (4) tickets will be provided. All guests must have a valid photo ID at the gate in order to be admitted. Ticket policies vary by institution, so all guests should be assigned a ticket regardless of age. Tickets retrieval locations will vary based on the home institution.

All player-guest ticket requests/assignments must be made through the online ARMS complimentary ticket system for which each student-athlete has a unique username and password. The system will close three (3) hours prior to the start of each game. Guest may not be added after the system closes and name changes will not be allowed at the gate. If desired, student-athletes may transfer their unused tickets to teammates through the system.

Guests may be added to a student-athlete's player-guest database throughout the season. Student-athletes must accurately categorize each individual's relationship to them (e.g., family member or friend). Falsified relationship may jeopardize a student-athlete's eligibility.

ALL OTHER SPORTS

No charge/tickets for Olympic sports.

CHEER

The Ticket Office will oversee and audit complimentary cheerleader-guest ticket requests and issuance. For regular season home events, team members who are active participants in the event (designated by the coaching staff) will be provided with two (2) complimentary admissions. Away complimentary tickets will be subject to availability. Hard tickets will not be issued and guests of cheerleaders will be permitted entry to an event through a pass list at a complimentary ticket gate on game-day only. Cheerleaders may assign their tickets to the guests of other cheerleaders, however only the cheerleader who is assigning the complimentary ticket(s) may add or change the name(s) of his or her recipient(s).

POSTSEASON EVENTS (SUN BELT AND NCAA)

Player-guest tickets for postseason events will be subject to NCAA and conference guidelines. NCAA regulations permit an institution to provide up to six (6) complimentary admissions per student-athlete for postseason events, however ticket allocations and assignments will be based on regular season away game policies and procedures, subject to availability.

ACADEMICS

Declaration of Degree/Major

If you are unsure of the major you want to pursue, you can declare your major as “undecided”. However, the NCAA requires all student-athletes to declare a baccalaureate major at the conclusion of their second year of collegiate enrollment. You must meet with your BHSAP counselor before declaring in the appropriate college. Once a student-athlete has declared a major, all courses taken henceforth must be accepted for degree credit in that particular program. The first week of class during each semester is crucial, as well as the first day of class for each summer term. Marshall’s computer system must indicate the correct major and classes being taken for that semester must be applicable to the curriculum for the major indicated.

Student-athletes wishing to change their major must meet with their BHSAP counselor PRIOR to changing their major. Failure to do so, could result in the student-athlete rendering themselves immediately ineligible for failing to meet progress toward degree requirements.

Requirements and Procedures for Graduation

All programs at Marshall University require a minimum of 120 hours for graduation, some degrees may require more. To meet graduation requirements, a student must complete the necessary hours, including required upper level hours, curriculum for that particular major, and have a minimum of a 2.0 cumulative and institutional GPA’s. Many majors require a higher cumulative and institutional GPA for graduation. For example, the School of Journalism requires a 2.25 and teaching fields in the College of Education require a 2.7. Please consult the Undergraduate Catalog, as well as your academic advisor for the specific graduation requirements for your chosen major.

Student-athletes are required to request an official evaluation during their junior year and no later than their senior year of enrollment. To receive an evaluation, students must schedule an appointment with

their academic advisor. Students should apply for graduation as soon as they register for their last semester of classes. Deadlines for graduation applications are listed below. The college advisor will do a final check to confirm that students have met all of their graduation requirements. Students are strongly encouraged to apply for graduation one semester **prior** to graduating so the advisor can make sure you are enrolled in all remaining requirements.

Applying for graduation:

Students are required to officially apply for graduation. Please follow these instructions: <https://www.marshall.edu/registrar/files/Online-Graduation-Application-Instructions-Updated-8-16-17.pdf>. You will need to be ready to pay for your diploma at the time of application.

Graduation Application Deadlines

Fall: usually the first week of September for December graduation

Spring: usually the first week of February for May graduation

Transfer Credit

All students transferring to Marshall pay a transcript evaluation fee to have previously earned courses converted to MU equivalencies. Transfer students may need to provide copies of course descriptions or syllabi from colleges/universities attended. This is to ensure that classes already completed will be given due consideration for MU Core requirements.

Upon acceptance to Marshall, students/individuals must have MU permission to take classes at another institution. An approval form must be signed by the Admissions Office, the appropriate Associate Dean, and the Registrar before enrolling in a course. Please be prepared to provide a description of the course you wish to take. This is a precaution taken to ensure that the course meets MU standards and is accepted toward degree credit. *It is very important that all student-athletes taking courses outside Marshall be admitted as a transient student at the visiting institution.* After you have completed the course, request an official transcript from the institution to be mailed to MU. Before you register for classes at another institution, please consult with your athletic advisor.

Orientation

All incoming freshmen and transfer students are required to attend a day of summer orientation during the months of June, July or August. Once you have been admitted, please click on the following link to sign up for an Orientation date: <https://www.marshall.edu/orientation/>. Students will be registered for fall classes once they have registered for an Orientation date.

An orientation waiver may be submitted to the Office of Recruitment for those who live more 300 miles away. Once approved, the student will be required to complete an online orientation. The Office of Recruitment will contact the student with instructions regarding the online orientation.

All students are required to pay an enrollment deposit of \$100 prior to being allowed to register for their first semester of classes. Students on full scholarship are not required to pay the enrollment deposit.

Priority Registration

All student-athletes receive priority registration privileges and register prior to the rest of the student body in an effort to schedule classes that fit around practice times. All student-athletes must follow these procedures:

- Meet with their University appointed advisor to choose courses;
- Meet with their BHSAP counselor to pick appropriate sections (days/times) of courses, and receive the student-athlete approval stamp;
- Those on academic obligation and/or an advisor's hold must get appropriate papers/signatures/stamps from their college. Financial, social, and admission obligation holds must be removed before being allowed to register. If a class interferes with practice, the coach must approve the schedule.
- You should be diligent in checking your myMU account for any holds, including but not limited to advisor holds, parking tickets, accounts receivable holds, admission holds, international insurance and taxes, or holds from your college such as academic obligations.

Prerequisites

Many MU courses have prerequisites that need to be satisfied before taking other courses. These prerequisites should be taken as soon as possible in your collegiate career. Many courses require specific test scores before they may be taken. If test scores do not meet the requirements, remedial courses will be required. Students who do not meet the minimum prerequisite for specific required courses for their major, may be required to take a prerequisite course or a course with additional hours, such as MTH121B, ENG101P, or CHM111. All courses needed to fulfill prerequisite requirements should be confirmed with your academic advisor. Student-athletes are responsible for meeting with their academic advisor and making sure they are taking/successfully completing the necessary courses to stay on track for graduation.

Enrollment

Student-athletes must remain in 12 credit hours (full-time status) each term in order to be eligible for competition and practice. The only time you are permitted to be enrolled below full time is if you have fewer than 12 hours remaining to graduate. Remaining full-time is also a requirement for financial aid and medical insurance, in most cases.

Add/Drop

The last chance to add a class to your schedule for a traditional semester is the Friday of the first week of class. A student may withdraw from a full-term course within the first 10 weeks of the semester. This requires stamped approval from your BHSAP counselor. If a withdrawal occurs after the first week of class, a "W" will be indicated on the student's official transcript. "W's do not have any impact on your GPA, however, they do count against your Financial Aid completion ratio. Please consult with the Financial Aid office concerning how this might impact your ability to receive aid in the future.

Athletic Obligation Hold

As long as you remain an active student-athlete and/or until you graduate, all student-athletes have a hold placed on by their BHSAP counselor. You will not be allowed to add, drop or register for classes without approval from your BHSAP counselor. This precaution is necessary to help monitor your graduation and

athletic eligibility. The Registrar's office will not alter your schedule without BHSAP approval stamp from your counselor. Also, the hold will prohibit you from using MyMU.

ACADEMIC DISHONESTY POLICY

The Marshall University Board of Governors Policy No. AA-12 – **Academic Dishonesty** can be found at the following website: <https://www.marshall.edu/board/files/MUBOG-AA-12-Academic-Dishonesty-2020-01.pdf>

ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

The Marshall University Board of Governors Policy No. SA-1 – **Student Rights and Responsibilities** can be found at the following website: <https://www.marshall.edu/eeoaa/files/8-1-2022-SA-1-Student-Rights-and-Responsibilities.pdf>

The Marshall University Board of Governors Policy No. SA-2 – **Student Academic Rights** can be found at the following website: <https://www.marshall.edu/board/files/2013/08/MUBOG-SA-2-Student-Academic-Rights-2013-06-final.pdf>

The Marshall University Board of Governors Policy No. SA-3 – **The Code of Student Rights and Responsibilities** can be found at the following website: <https://www.marshall.edu/board/files/MUBOG-SA-3-Student-Code-of-Rights-and-Responsibilities-2015-01-final.pdf>

BUCK HARLESS STUDENT-ATHLETE PROGRAM

The Buck Harless Student-Athlete Program (BHSAP), part of the Marshall University Athletic Department, exists to assist all Marshall student-athletes with balancing the demands of both academics and athletics. Central to the mission of intercollegiate athletics at MU is the opportunity for student-athletes to experience a well-rounded educational program. BHSAP assists student-athletes through daily services, individualized guidance, and current curriculum information in achieving their academic goals while participating in a NCAA Division I intercollegiate athletic program. Participation in these services ensures progress toward graduation through timely completion of degree requirements for baccalaureate and graduate programs.

Promotion of equal opportunities for all student-athletes, regardless of gender, race, national origin, ethnicity, grant-in-aid status, or sport priority, is an important focus of BHSAP's function.

When using our facility, please be respectful of others:

- No food or drinks
- Properly dispose of trash
- Use professional language
- Respect others' privacy
- Lower voice volume and respect others who are studying
- If you want to listen to music, you must wear headphones/earbuds
- No tobacco products
- Refrain from inappropriate websites

Academic Advising

Counselors within the BHSAP advise student-athletes with class schedules and progress towards degree completion by working closely with Marshall University college advisors and departments. The BHSAP takes into consideration athletic schedules, travel itineraries, course load, and the student's potential.

Graduation Tracking

Students and athletic counselors monitor graduation progress through DegreeWorks and your academic advisor. You can access the DegreeWorks audit through myMU.

Monitoring Athletic Eligibility

The BHSAP assists and advises the student-athlete towards decisions that lead to graduation and the retention of athletic eligibility. Associate Deans and the Registrar are the official and final certifying officers on campus for athletic eligibility.

Tutorial Services

The BHSAP hires, trains, and provides qualified tutors to work one-on-one at no charge. Tutors are current graduate or undergraduate students. Tutor services typically begin after the first week of school.

Students who wish to receive tutoring should contact their athletic counselor. Once a request has been submitted, a staff member will compare your schedule to a tutor's schedule to determine an appropriate day and time. You will then be notified of your tutoring appointment and are expected to attend, be prompt and prepared on a regular basis until the end of the semester or until tutoring is cancelled. To cancel the tutor, you must contact your athletic counselor.

When traveling for athletics, please remember to remind the tutor so that the absence will not count against you. Other excused absences must be reported 24 hours prior to the appointment. Absences are reported on a daily basis to the coach and athletic counselor.

If you miss a tutor appointment more than twice, your tutoring will be cancelled for the remainder of the semester. A student-athlete who has been removed from tutorial services may appeal for reinstatement

to the Associate Athletic Director of Academics. The administration also reserves the right to suspend privileges of summer school funding and post-eligibility aid for disregarding academic responsibilities, including tutor absences.

Remember that tutors are hired to assist you with study skills, organization, and understanding the content of the course. They are available for students wishing to increase a “B” to an “A”, just as much as going from a “D/F” to a “C”. **Tutors will not do your assignments, type your papers, or speak to your instructors, etc.** If at any time you are not satisfied with your tutor, please bring it to the attention of your athletic counselor.

Student-athletes are prohibited from contacting or socializing with a tutor outside the BHSAP Academic Center.

Study Hall Requirements

Study hall requirements are set by your coach and athletic counselor. You will be required to use your ID to gain access to the Academic Center. You will swipe in at the front desk to track your time spent in the center. This allows the BHSAP staff to track your hours and report to the coaching staffs. If you fail to swipe in or out of the Academic Center, your time will not be counted.

Progress Evaluations

Twice a semester, the BHSAP will send progress evaluations to your professors so we can see your current grade in the class. These evaluations are returned to your athletic counselor and a summary of your grades will be given to your coach. The BHSAP counselors reserve the right to contact professors to check on a student’s progress anytime during the course of a term.

University Academic Recognition

All Marshall undergraduate students are named to the Dean’s list of their respective colleges each semester when they pass at least 12 graded hours with a 3.3 or higher semester GPA.

All Marshall students who earn a perfect 4.0 semester GPA for at least 12 graded hours are named to the President’s List.

Sun Belt Academic Honor Roll and Commissioner’s List

The Academic Honor Roll is awarded to all student-athletes that have earned a minimum cumulative GPA of 3.0 or higher during the previous academic year.

The Commissioner’s List is awarded to all student-athletes that have earned a minimum cumulative GPA of 3.5 or higher.

Online Courses

Student-athletes may take online courses to alleviate some time constraints. The syllabus and/or Schedule

of Due Dates will be displayed on all online courses, and should be followed throughout the semester. You are expected to keep up with the schedule and assigned coursework. **If you are traveling for an athletic competition, you must follow the posted deadlines. An excused absence due to travel does not pertain to online courses (unless the assignment or exam opens and closes during the allotted travel period). Deadlines must be met prior to travel.**

PROFESSIONAL DEVELOPMENT CERTIFICATE

In conjunction with Marshall's Career Education Center, the BHSAP offers a Professional Development Certificate. Multiple workshops are scheduled each fall and spring semester, including Social Media and Professionalism, LinkedIn/Job Search, Transferrable Skills, etc. Students who attend four different workshops will receive a certificate for completion of the program.

Career Education will also provide student-athletes with resume assistance, interviewing skills, and proper etiquette.

Be HERD Mental Wellness and Performance

The Marshall University Counseling Center and Athletics partners to provide mental wellness and performance support services to student-athletes through the Be HERD program. Services provided include:

- Individual Counseling
- Couples Counseling
- Group Counseling
- Sexual Assault & Abuse
- Rape Concerns
- Dating Concerns
- Eating Disorders
- Stress Management
- Time Management
- Self-Esteem Concerns
- Assertiveness Training
- Sexuality Concerns
- Domestic Violence
- Substance Abuse
- Co-Dependency
- Grief
- Depression and Anxiety
- Mental Illness
- Career and Identity Exploration

Scheduling Counseling Appointments

Student-athlete appointments with Be HERD can be initiated through one of the two ways listed below.

- <https://marshallcounseling.titaniumhwc.com/StudentAthleteReferralForm> is an online referral form which can be completed by any student-athlete or athletics department staff member. The completed form will be immediately directed to Treatment and Outreach Coordinator Stephanie Shaffer, who will communicate directly with the student-athlete within 24 hours to schedule an appointment. The form is also available on www.Herdzone.com, by pressing the Student-Athletes tab, on the far right.
- Alternatively, contact the program Coordinator, Stephanie Shaffer, via email, with the student's name, contact information, and concerns of the student-athlete, along with any additional information the student wishes to share. Stephanie Shaffer will reach out to the student within 24 hours to offer services.
- Be HERD Mental Wellness & Performance Email: beHERDmentalwellness@marshall.edu

Walk-In Counseling Appointments

A limited window for walk-in appointments will be available each week in the Be HERD office suite on Wednesdays, 8:00am-11:00am and 1:00-4:00pm. Walk-in hours will be posted outside the suite door.

- Be HERD Walk-in Online Scheduling Link:
<https://marshallcounseling.titaniumhwc.com/AWOS>.
- Walk into the Henderson Center Suite 3007 for an in-person session during designated hours.

Crisis Counseling and After-Hours Support

A mental health crisis is a situation in which a person's behavior puts them at risk of hurting themselves or others and/or prevents them from being able to care for themselves or function effectively. Crisis services are to be utilized only in acute situations where there is an imminent health and safety concern.

For an emergency or safety concern for a student-athlete on campus contact MUPD- 304-696- 4357 (HELP) or 911 immediately. MUPD will dispatch the on-call counselor immediately. If there is an off-campus emergency or safety concern, contact 911 immediately.

Protocall will serve as a supplement to counseling center services by providing a crisis and talk call line after hours. Protocall provides licensed and degreed mental health clinicians for students to talk with after hours. Protocall is used by many higher education counseling centers.

Protocall is to be used if a student-athlete wants to speak with a counselor, needs support after hours, and for non-emergency situations. **To speak with Protocall contact the counseling center's main line (304-696-3111) and select option 3 during daytime hours and option 2 during after-hours.**

For active harm, injury, and emergency contact MUPD or 911 immediately, not Protocall, or MUCC's On Call Counselor.

Counseling Process, Referrals, and Prescribed Medications

Student-athletes must take an active role in the counseling process to receive the full benefit. The student-athlete and the counselor work together as a team to personalize the counseling process by discussing individual goals and needs, then deciding the frequency of sessions. This team concept helps build trust and rapport between student-athletes and counselors while giving student-athletes control over their sessions.

There may be a time when a student-athlete and their counselor agree that medication may be beneficial. In that case, the counselor will provide a referral to a Marshall Athletics team physician or schedule an appointment for the student to talk with the Counseling Center's psychiatric support. Psychiatric Office visits are free to all students, but medication costs are the responsibility of the student-athlete or their primary medical insurance. Medications prescribed to student-athletes must be disclosed to the athletic training staff by the student-athlete and recorded in their Athletic Training Room medical file.

Confidentiality and Records

Information obtained during counseling sessions will not be disclosed outside of the Counseling Center without permission from the student-athlete. Throughout the entire counseling process, student-athletes can expect full protection of their privacy rights. The only exception to this is if students are a danger to themselves or others. The Counseling Center has a duty to protect students and those around them. If a student-athlete agrees to disclose information obtained during a counseling center, s/he will be provided a Release of Information form, which will then allow the counselor to disclose the information to individuals identified by the student-athlete in the Release.

A brief record of all interactions between students and counselors is kept in the Counseling Center's office. These records are not part of the Marshall University central files. University administrators and faculty outside the Counseling Center do not have access to counseling records. The Counseling Center is committed to protecting students' privacy.

Medications prescribed to student-athletes must be disclosed to the athletic training staff by the student-athlete and recorded in their Athletic Training Room medical file.

Mental Performance, Yoga, and Other Services

Mental performance workshops and other education opportunities will be held for student-athletes and coaches in partnership with Whole Brain Solutions and the Marshall University Wellness Center during the academic year. Topics may include stress management, conflict/communication, resilience, team building, leadership, emotional regulation, identity exploration, self-esteem building, psychological flexibility, and others upon request. Sport-specific Yoga sessions are also available. Access to this programming will be dependent upon resource availability.

Student-Athlete Social Media Use Policy

Participation on a Marshall University Athletics team is a privilege - not a right - that entails a great deal of responsibility and notoriety. Student-athletes must be cognizant of this at all times, including in their use of social media such as Twitter, Facebook, Instagram, Snapchat and YouTube. As highly visible members of the University community, Marshall student-athletes are expected to display responsibility and maturity in their use of social media.

Information, pictures and other content posted on these sites is available to the general public (e.g., administrators, classmates, media, employers, etc.) and may have implications for a student-athlete's personal safety and image, the image of his/her teammates and coaches, and the image of Marshall, as well as future career and professional opportunities. Material posted online is available for all to see. Any text or photo posted through social media is no longer that individual's property alone and what can be done with it is out of their control. Student-athletes are encouraged not to post their home address, local address, phone number(s) or any other personal information on social media. Student-athletes are also reminded that employers and graduate schools review social media for future employment and admission.

Any actions which are in violation of Marshall's *Student-Athlete Code of Conduct* or that otherwise are deemed inappropriate and/or compromise the image of the student-athlete, Marshall or its athletics department, are unacceptable. If ever in doubt about the appropriateness of a post, student-athletes must consider whether it upholds and positively reflects their own values and ethics as well as those of Marshall and its athletics department. Examples of inappropriate materials posted through social media may include, but are not limited to, depictions, discussions or presentations of:

- Violations of state or federal law, institutional policies, or NCAA regulations;
- Discrimination on the basis of race, color, nationality or ethnic origin;
- Alcohol or illegal drugs or paraphernalia;
- Sexually explicit or provocative activity;
- Profanity; and
- Hazing.

Student-athletes must keep the following rules in mind in their use of social media:

- Student-athletes must not post information, photographs or other items that could jeopardize their eligibility or that of a fellow student-athlete. Student-athletes must also not post things that could embarrass the university, the athletics department or their family.
- In addition to their own posts, student-athletes are responsible for the comments and/or pictures posted to their page/account by other individuals.
- If requested, student-athletes are required to register all of their social media accounts with the Marshall Athletics Department and/or any contracted monitoring service.
- Coaches, staff members and athletics department administrators may evaluate student-athletes' social media accounts.
- Student-athletes may face discipline including, but not limited to, suspension from practice and/or competition and/or loss of complimentary admissions, for a violation of any of the regulations within this policy.

By signing below, I acknowledge that I have read the Marshall University Social Media Use Policy, and I understand and agree that I am required to know, understand and follow the regulations contained herein. In addition, I understand and agree that I am responsible for knowing, understanding and following the rules, policies and procedures contained in the complete Student-Athlete Handbook and Code of Conduct, which can be found online at <http://www.herdzone.com/ot/buck-index-new.html>.

Student-Athlete's Name

Sport

Student-Athlete's Signature

Date

LEARNING DISABILITY SERVICES

The BHSAP offers many services to student-athletes who have disabilities and to those suspected of having disabilities. The BHSAP works with student-athletes who have learning disabilities, attention disorders, and communication disorders. Many of the same services are also available to any student-athlete who wishes to gain insight into their own learning styles and who wish to maximize their educational experience.

Prior Diagnosis

Incoming student-athletes who have previously been diagnosed as having a disability must provide a copy of the diagnostic report(s) before the Office of Disability Services can provide accommodations. The diagnostic report(s) must be no more than 2 years old.

Testing Services

Those student-athletes suspected of having a learning disability are referred to Marshall University's Psychology Clinic and/or to The Higher Education for Learning Problems (HELP) program for further evaluation. The BHSAP and Department of Athletics will cover the testing cost for students who show financial need. In order for student-athletes to be identified as having a disability, the diagnosis must come from a qualified and certified professional.

The screening process includes a confidential interview and multiple diagnostic assessments to determine the individual's strengths and weaknesses. The diagnostic assessments are tailored to the individual needs of each student-athlete. Some of the assessment instruments used for screening purposes are the Woodcock-Johnson Psycho-Educational Battery-Revised, the Kaufman Brief Intelligence Test, the Wide Range Achievement Test, Gates-MacGinitie Reading Test, and the Nelson Denny Reading Test. By evaluating the student-athlete's academic skills, intellectual potential and educational history; it becomes possible to identify individuals who may have a potential learning disability.

Once a disability has been diagnosed, the reasonable accommodations necessary will be provided by the HELP Program or the Office of Disability Services.

Higher Education for Learning Problems (HELP) Program

H.E.L.P. (Higher Education Learning Program) is an individual tutorial program for learning disabled students. This program is associated with MU, but is independent and requires private financing. Assistance with course work, study-skills, note taking skills and oral testing is available. Graduate assistants conduct tutorial sessions. Remediation in reading and spelling is also available from Learning Disabilities Specialists. Information can be obtained from H.E.L.P. at (304) 696-5256. There are additional fees if you utilize the HELP program. If a disabled student-athlete is interested in this type of support program and funding is an issue, they need to contact their BHSAP counselor who will request approval for funding from the sport administrator. This request does guarantee automatic funding approval.

Tutorial Services

As with all student-athletes, those with learning disabilities have the opportunity to seek tutoring services for any subject area. Individual conferences with the student-athletes, tutors, and their BHSAP counselor are available to maximize the tutorial sessions.

Reasonable Accommodations

The BHSAP counselor and the Office of Disability Services can aid student-athletes with a disability in obtaining reasonable accommodations for their classes. Some of those reasonable accommodations include a quiet separate testing room, extended time, a reader, an annotator and alternative testing formats. The Learning Specialist acts as a liaison between the student-athlete and their instructors to help facilitate reasonable accommodations.

The General Procedure for Receiving Reasonable Accommodations are:

1. Provide the BHSAP counselor and the Office of Disability Services with the appropriate documentation to verify your disability.
2. At the beginning of each semester, meet with their counselor and the Office of Disability Services to go over course syllabi to determine what, if any, accommodations are needed for each class.
3. After determining which classes you need accommodations in, the Office of Disability Services will send those professors a verification letter of your disability.
4. At the start of the semester, make an appointment to meet with your professors to discuss your disability and the types of accommodation you will need in his/her specific class.
5. Before each exam, remind the professor about your need for accommodations.

Notify the BHSAP counselor and the Office of Disability Services at least 48 hours prior to any exam to make needed arrangements.

Weekly Meetings

All student-athletes who have disabilities are strongly encouraged to attend weekly meetings with their academic counselor to help insure academic success. Individual meetings often address issues such as: time management, note taking, learning strategies, stress management, problem solving and self-advocacy. The purpose of these meetings are to help student-athletes negotiate their own particular deficits and develop successful compensatory strategies.

ACADEMIC ELIGIBILITY

In order to practice and/or compete, student-athletes must comply with athletic academic standards set forth by the NCAA and the Sun Belt Conference. The NCAA Eligibility Center certifies freshman eligibility.

Student-athletes who are qualifiers through the Eligibility Center have four (4) seasons of competition. Non-qualifiers who initially enroll at Marshall out of high school have three (3) seasons of competition, but may earn a fourth if they complete at least 80 percent of their degree prior to their fifth year of enrollment. Student-athletes have five (5) years, in which to utilize their seasons of competition. Once a student-athlete enrolls full-time at any institution, his/her "clock" starts, only stopping for special

exceptions related to military and missionary duty. Missed terms do not “stop” a student-athlete’s eligibility clock.

Student-athletes must maintain a full-time status of enrollment in order to practice and/or compete. Marshall defines full-time status as at least 12 credit hours for undergraduate students and at least nine (9) credit hours for graduate students. If a student-athlete drops below full-time, he or she is immediately ineligible for practice and/or competition until he or she regains full-time status.

Student Athletes must meet the following academic requirements at the conclusion of each academic year:

First Year: Pass a minimum of six (6) credit hours each semester
Pass 24 credit hours prior to the start of the third semester
Pass a minimum of 18 credit hours between the Fall and Spring semesters
Earn a minimum GPA of 1.800

Second Year: Pass a minimum of six (6) hours each semester
Pass a minimum of 18 credit hours between the Fall and Spring semesters
Earn a minimum GPA of 1.900
Declare a major prior to the start of the fifth semester
Achieve at least 40 percent progress toward degree (PTD)

Third Year: Pass a minimum of six (6) hours each semester
Pass a minimum of 18 credit hours between the Fall and Spring semesters
Earn a minimum GPA of 2.000
Achieve at least 60 percent PTD

Fourth Year: Pass a minimum of six (6) hours each semester
Pass a minimum of 18 credit hours between the Fall and Spring semesters
Earn a minimum GPA of 2.000
Achieve at least 80 percent PTD

Fifth Year: Pass a minimum of six (6) hours each semester
Pass a minimum of 18 credit hours between the Fall and Spring semesters
Earn a minimum GPA of 2.000
Graduate.

*Football: Must pass nine (9) credit hours in the Fall semester.

**Baseball: Must be eligible entering the Fall semester to be eligible in the Spring.

***Graduate Students only need to pass 6 credits per semester to be eligible.

COMPLIANCE

NCAA and Sun Belt Conference Rules

In accordance with NCAA rules and regulations, Marshall is responsible for the control and conduct of all elements of its intercollegiate athletics program. The area of institutional control and compliance falls under the guidance of the Associate Athletics Director for Compliance. This responsibility includes accountability for the acts of student-athletes, faculty and staff members and coaching staff members as well as representatives of the institution's athletics interests (i.e., boosters).

Gambling

Student-athletes are prohibited from gambling or wagering on any sport that the NCAA sponsors (amateur, professional or otherwise). This ban also applies to pools or fantasy leagues in which an entry fee is required or there is an opportunity to win a prize or money.

Gambling includes the possibility of receiving or standing to lose anything of value. Failure to abide by NCAA regulation against gambling could result in a violation of NCAA legislation and negatively affect a student-athlete's eligibility for intercollegiate competition and financial aid.

Unethical Conduct

Student-athletes are expected to conduct themselves with honesty, integrity and sportsmanship at all times, both on and off the playing surface. Examples of unethical conduct – as defined by the NCAA – may include, but are not limited to the following:

- Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested by the NCAA or the University;
- Involvement in arranging for fraudulent academic credit or false transcripts;
- Knowledge of or use of banned drugs; and
- Providing information to organized gambling, soliciting or accepting a bet on any intercollegiate team or any method of organized gambling.

A violation of NCAA regulations pertaining to unethical conduct could negatively affect a student-athlete's eligibility for intercollegiate competition and financial aid.

Employment

Student-athletes must receive approval from the Compliance Office prior to securing employment. Per NCAA regulations, student-athletes may be paid only for work actually performed and the rate of pay must be equal to that of a normal employee performing the same task. Student-athletes may not receive any benefits (e.g., transportation, meals, etc.) unless those benefits are provided to all other employees as well. Any and all updates to a student-athlete's employment status must be reported to the Compliance Office immediately.

To seek approval for employment, please contact a member of the Compliance Office staff or e-mail s.tuttle@marshall.edu.

Recruiting

Involvement by enrolled student-athletes in the recruiting process is limited to serving as a student host or meeting with prospective student-athletes during a visit to campus. Student hosts are expected to display responsible behavior in addition to abiding by certain NCAA regulations. At the discretion of a student-athlete's coach, he or she may be provided with the following:

- 1) A maximum of \$75 for each day of the visit to cover entertainment for the student-athlete and recruit (maximum of \$150 for two 24 hour periods). If hosting more than one recruit, a host may receive an additional \$40 per day per each additional recruit.
 - I. Intended for expenses for entertainment such as movie tickets.
 - II. May not be used to purchase souvenirs (e.g., shirts, balls, etc.).
- 2) A maximum of three (3) complimentary meals for each day of the visit (provided the host is accompanying the recruit during the official visit).
- 3) Complimentary admissions to campus athletics events (provided the host is accompanying the recruit to the event).

A few other reminders about serving as a host to a visiting recruit:

- 1) Use of a vehicle may not be provided or arranged by a coach, staff member or booster.
- 2) Student-athletes may not allow recruits to use or drive their vehicle.
- 3) Student-athletes may not transport the recruit or anyone else accompanying the recruit more than 30 miles from campus.
- 4) Drugs and alcohol may not be involved in the recruiting visit (regardless of the recruit's age).

Questions or concerns about hosting a visiting recruit should be addressed by contacting a member of the Compliance Office staff or by e-mailing s.tuttle@marshall.edu.

Extra-Benefits

It is an NCAA violation for student-athletes to receive something that is not generally available to the Marshall student body. Therefore, student-athletes should not accept transportation, payment of food or drink, or any other benefit from someone who is not an established friend or family member unless it is part of a Name, Image, or Likeness (NIL) deal. Accepting an extra benefit will jeopardize a student-athlete's eligibility to compete in NCAA sports.

Please contact a member of the Compliance Office staff or e-mail s.tuttle@marshall.edu with any questions or concerns related to extra benefits.

Athletically-Related Activities

Per NCAA regulations, a student-athlete's participation in countable athletically-related activities shall be limited to the following:

During the Playing Season	Outside the Playing Season
No more than four (4) hours per day	No more than four (4) hours per day
No more than 20 hours per week	No more than eight (8) hours per week
At least one (1) day off per week	At least two (2) days off per week

Countable activities that take place outside of the playing season are limited to weight training and conditioning, and skill instruction (no more than two hours per week). In football, skill instruction is prohibited outside of the playing season, but up to two (2) hours per week of film review and (2) hours per week of strength and conditioning is permitted.

An activity is considered countable any time a coaching staff member is present/viewing (even if initiated by the student-athlete). The attendance restriction does not apply to strength coaches as long as:

1. The activity is not required;
2. Strength coaches are present for health/safety purposes only (may not conduct the workout); and
3. Attendance is not reported to coaches/non-coaching staff members.

A few additional regulations to note:

- a. A golf practice round may exceed four (4) hours in a given day, but the full duration of the round must count against the 20-hour-per week limit.
- b. Each day of competition counts as three (3) hours regardless of the length of the contest or the duration/amount of activity before the contest.
- c. Countable activities are not permitted after a contest on the day of competition.
- d. There are no time limitations on countable activities that take place during an official University vacation period while a team is in-season.
- e. Class time may not be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.

Outside Competition

Student-athletes must receive approval from the Compliance Office prior to participating in competition as a member of an outside sports team or as an individual. Pending Compliance Office approval, student-athletes in all sports (except football) may compete in any non-collegiate, amateur competition during select time periods (e.g., summer break, official University vacation periods when team is out-of-season). Per NCAA regulations, the number of Marshall student-athletes on one outside team shall not exceed the following limitations:

Sport	Maximum # of Marshall SAs
Baseball	4
Basketball	2
Cross Country	Unlimited
Golf	Unlimited
Soccer	5
Softball	4
Swimming & Diving	Unlimited
Tennis	Unlimited
Track & Field	Unlimited

Volleyball	2
------------	---

To seek approval to compete in outside competition, please contact a member of the Compliance Office staff or e-mail s.tuttle@marshall.edu.

Agents

The term "agent" includes actual agents, runners (individuals who befriend student-athletes and frequently distribute impermissible benefits) and financial advisors. A student-athlete is permitted to enter into an agreement with a marketing agent for NIL opportunities only.

NCAA regulations prohibit a student-athlete from agreeing verbally or in writing to be represented by an agent in the present or in the future professional career. If a student-athlete enters into such an agreement, he or she is immediately ineligible for intercollegiate athletics competition. Further, a student-athlete may not accept transportation or other benefits from an athlete agent. This prohibition applies to the student-athlete as well as her or her relatives or friends.

It is not a violation of NCAA rules if a student-athlete merely talks to an agent (as long as an agreement for agent representation is not established) or socializes with an agent. For example, a student-athlete may go to dinner with an agent and no NCAA violations would result as long as the student-athlete provided his or her own transportation and paid for his or her own meal. Student-athletes and/or their family members should not have any communication/interaction with an agent without the consent and/or presence of a Compliance Office staff member.

In order to protect our student-athletes and the University from potential NCAA violations, athletics department policy requires all agents and advisors to register with the Compliance Office on an annual basis. West Virginia is one of 41 states to have enacted the Uniform Athlete Agents Act (UAAA), which is a model state law that provides a means of regulating the conduct of agents and requiring an agent to register with the Secretary of State in order to act as an agent in West Virginia.

Notification of Transfer/One-Time Transfer Exception

When a student-athlete in any sport submits a signed Notification of Transfer form they may be subject to a change in status as a member of their team, cancellation of athletic scholarship at the end of the current semester, and elimination of all privileges incidental to participation. Furthermore, per the Marshall University grant-in-aid policy, student-athletes who are removed from their teams will immediately forfeit the remainder of their cost of attendance benefits. A student-athlete that submits a notification of transfer is required to go through the NCAA transfer educational module prior to entering the transfer portal.

FINANCIAL AID

Responsibility Imposed by the Grant-In-Aid Program

The University's program of financial assistance to student-athletes involves mutual responsibilities. Many of these are explicitly stated in the NCAA Manual (Bylaw 15) and University regulations. They provide for the manner in which an offer of a grant-in-aid is to be made and accepted, for the limitations of financial assistance it may provide, and for the duration for which a grant-in-aid may be tendered. *The student can protect eligibility for financial assistance by remaining in good academic standing by making a bona fide effort to contribute to the success of his/her team, and for insuring that one's athletic skill or knowledge in athletics has not been used for financial gain.* However, in every case, the head coach's consideration and evaluation of the student-athlete will be the final determining factor as to renewal or non-renewal of an athletically-related grant-in-aid.

Grant renewal changes must be initiated by the head coach's recommendation and approval by the Director of Athletics and Director of Financial Aid. No student will be denied a renewal of a grant-in-aid because of an incapacitating injury (decision made by team physicians). In order to earn the recommendation for renewal of a grant-in-aid, a student-athlete must be a responsible member of the team and must be meeting his/her responsibility in the classroom. If seriously injured, a student-athlete need not continue to compete to earn the renewal of grant-in aid, but the student- athlete should not expect to receive renewal if he or she voluntarily withdraws from the athletics program by absenteeism and /or uncooperative attitude. NCAA Bylaw 15 governs the policies and procedures of athletically-related grants-in-aid.

Term of Award

The term of award is on an annual basis.

Additional Aid

If aid other than athletics award is received, it is the student-athlete's responsibility to inform a member of the Compliance Office staff or the Financial Aid Office immediately of the amount and type of assistance being received. If additional financial assistance is not reported, it could negatively impact a student-athlete's eligibility.

Voluntary Withdrawal

If a student-athlete voluntarily withdraws from participation in a sport for personal reasons, the student-athlete's grant-in-aid may be canceled under NCAA guidelines in accordance with Bylaw 15.

Renewal Procedures

The responsibility for the administration of athletically-related grants-in-aid is vested with the Director of Financial Aid and the Financial Aid Office. All aid is administered by the Director of Financial Aid upon the recommendation of the Director of Athletics. It is the Director's obligation, with the aid of the Registrar and Director of Financial Aid, to insure that the regulations of the NCAA and the University are observed. Non-renewal or other adjustments to a grant-in-aid must be initiated by the head coach. The Athletic Department representative to the Financial Aid a designated Compliance Office staff member. He or she will coordinate all adjustments and renewals/non- renewals to athletically-related financial aid.

Summer School

Summer school aid will be awarded in accordance with scholarship benefits received during the academic year and/or in accordance with the National Letter of Intent (NLI) award for incoming prospective student-athletes. Individual financial aid limits will apply (per NCAA Bylaw 15.2.8) to all summer aid. Student-athletes are eligible to receive summer school aid for a maximum of five years.

Summer school aid is not a given right of the student-athlete and will be awarded according at the discretion of the head coach and upon recommendation by the Buck Harless Student-Athlete Program, and approval from the Director of Athletics.

Dropping of summer courses may result in the loss of scholarship aid for the summer. A student-athlete who receives scholarship benefits and subsequently withdraws or fails a course may be charged the value of aid that they receive when not registered as a full-time student. This includes both a charge for meals and room (for student-athletes living on and off campus).

Student-athletes must register by the sign-up deadline (posted and announced by the Buck Harless Student-Athlete Program). Failure to register in a timely fashion will result in forfeiture of scholarship benefits.

Student-athlete taking e-courses and residing at a residence outside of the Huntington locale or at their permanent residence are not eligible for a town check during that term.

Financial Aid Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) is the term used to define successful completion of coursework to maintain eligibility for federal and state financial aid. Marshall University is required by regulations to determine whether a student is meeting SAP requirements. SAP evaluation for undergraduate students occurs at the conclusion of each payment period, which is at the end of the fall semester, spring semester, and summer terms. A student's entire academic history must be considered when determining SAP status whether or not the student received financial aid. This includes Advance Placement (AP) and International Baccalaureate (IB) credits, as well as transfer credits that reflect on the student's academic transcript as courses that may apply to a Marshall University degree.

To learn more about SAP and the requirements to maintain eligibility for federal and state financial aid at Marshall University, please visit <http://www.marshall.edu/sfa/eligibility-costs/financial-aid-satisfactory-academic-progress/>.

Terms and Conditions of an Athletically-Related Grant-in-Aid

1. You are eligible to receive this athletically-related financial aid provided you maintain an academic status that meets the satisfactory progress guidelines of Marshall University, the Sun Belt Conference, and the NCAA; abide by team policies, the Marshall University Student-Athlete Code of Conduct, and NCAA rules and regulations; conduct yourself in a responsible manner; and (in accordance with the directions of the coaches, but subject to any limitations resulting from injury or other similar cases) actively participate on the team in the intercollegiate athletics program for which this Grant-in-Aid is awarded. Failure to abide by any of the aforementioned codes, policies, rules or regulations may result in reduction or termination of the financial aid awarded in this agreement.
2. This Grant-in-Aid shall be in effect for one academic year and may be renewed on a year-to-year basis for up to four years. Any athletics aid given during a student-athlete's fifth year of collegiate

enrollment or after graduation will be awarded on a case-by-case basis as determined by the Director of Athletics.

3. Student-athletes receiving a partial scholarship will receive the percentage of base tuition and fees, room and board, and books/course materials listed on the front page of this agreement. Course fees, lab fees and other optional fees will not be considered when determining the appropriate dollar amount commensurate with the awarded percentage.
4. A cost of attendance allowance of \$2,200 (e.g., \$1,100 per semester) is factored into each student-athlete's grant-in-aid. Student-athletes who are awarded a full scholarship will receive the full amount of the allowance. Student-athletes who are awarded less than a full scholarship will receive an allowance equal to their scholarship percentage based on the traditional grant-in-aid value. Student-athletes who receive post-eligibility aid, medical aid, or who are no longer a member of the team, will not receive the cost of attendance allowance.
5. Financial aid or other funds received from any source other than Marshall University or persons upon whom you are naturally or legally dependent must be reported to the Office of Student Financial Assistance.
6. Please be aware that this award is in the form of an athletically-related Grant-in-Aid. Should you receive any additional institutional, federal or state awards, or any scholarships from outside organizations or agencies, your athletically-related Grant-in-Aid and all other sources will be reviewed and possibly adjusted to comply with federal and institutional guidelines and NCAA individual and team financial aid limitations. You must notify the Office of Student Financial Assistance if you receive any additional aid outside of what is listed on the front page of this agreement.
7. Marshall University's rules and regulations state that, as part of active participation in its intercollegiate athletics program, a student-athlete must comply at all times with all applicable laws as well as all University, Department of Athletics, the Sun Belt Conference and NCAA rules and regulations concerning the use of unlawful substances and/or substances that have the potential for abuse or are hazardous to health as determined by the medical advisors of Marshall University. As a condition of this Grant-in-Aid, you must agree to comply with all such laws, rules and regulations and to participate fully in any testing program designed to detect that presence of such substances.
8. This Grant-in-Aid may be immediately reduced or canceled during the term of this award if:
 - a) You render yourself ineligible for intercollegiate competition;
 - b) You fraudulently misrepresent any information on an application, letter of intent or financial aid agreement;
 - c) You engage in serious misconduct warranting substantial disciplinary penalty;
 - d) You voluntarily withdraw from a sport at any time for personal reasons;
 - e) You fail to comply with established institutional academic policies;
 - f) You fail to comply with Marshall University's Student-Athlete Code of Conduct; or
 - g) You fail to comply with the terms and conditions listed in this Grant-in-Aid.
9. This Grant-in-Aid must be canceled if:
 - h) You sign a professional sports contract in the sport for which this Grant-in-Aid is awarded;

- i) You accept money for playing in an athletic contest that causes you to exceed the cost of a full grant;
 - j) You agree to be represented by an agent and/or accept money that causes you to exceed the cost of a full grant; or
 - k) You receive other aid that causes you to exceed your individual limitations.
10. This Grant-in-Aid may not be decreased or terminated during the period of the award:
- l) On the basis of your athletic ability, performance, or contribution to the team's success;
 - m) Because of an injury that prevents you from participating in athletics; or
 - n) For any athletics reason.
 - o) Upon providing written notification of transfer. However, the aid may be decreased or canceled for the ensuing academic term.
11. Student-athletes that have exhausted eligibility and are receiving post-eligibility aid are obligated to fulfill an employment requirement within the Department of Athletics to be eligible to receive the aid. Post-eligibility aid recipients will receive their employment appointment from their team's sport administrator. Failure to meet the employment requirement may result in the cancellation of this Grant-in-Aid.
12. You will receive notification of the status of your Grant-in-Aid for the next academic year by July 1.

Post-Eligibility Aid

The goal at Marshall is for all of our athletes to receive a degree. Because this is not always possible to achieve in a four-year time period, the post-eligibility aid program is offered, and an extension to an athletics grant-in-aid after eligibility is exhausted may be granted under the provisions of NCAA Bylaw 15 and with the approval of the team's head coach and sport administrator. Criteria used for determining post-eligibility aid as follows:

- 1) Have exhausted eligibility in all sports.
- 2) Be within five (5) years of enrollment eligibility to receive aid in accordance with NCAA Bylaw 15.
- 3) Have a verified academic plan to graduate within the NCAA aid time frame limitations.
- 4) Demonstrated good academic and social responsibilities including, but not limited to: class attendance, tutor attendance, completion of assignments, respectful to staff, faculty and other students.
- 5) Obligated to fulfill an employment requirement within the Department of Athletics.
- 6) Aid value is based upon the scholarship level the student-athlete received in his or her fourth year of eligibility. Aid may be withdrawn at any time for misconduct, violations of the contract, academic deficiencies, and/or any criteria listed under Bylaw 15.

NCAA Student Assistance Fund

The NCAA Student Assistance Fund (SAF) is a pool of money shared by every Division I institution. This fund is designed to assist student-athletes that have financial need in specific areas. All student-athletes are eligible to receive assistance from the SAF, but it is not guaranteed, and every request requires the approval of the Compliance Office, the Business Office, Sport Administrators and Director of Athletics. This University is allocated limited funds and the Department of Athletics has established priority criteria for receipt of funding to ensure a fair and equitable distribution, as follows:

- a. Scholarship student-athletes receiving a Pell Grant.
- b. Non-Pell eligible scholarship student-athletes showing unmet needs as determined by the Financial Aid Office.
- c. Non-scholarship student-athletes receiving a Pell Grant.
- d. Non-scholarship student-athletes showing unmet needs as determined by the Financial Aid Office.
- e. All others as determined by the Senior Athletic Administration.

Specific uses of the SAF include emergency travel for student-athletes, medical expenses that are not covered by the University or student-athlete's insurance, summer school expenses, international medical insurance (for full scholarship international student-athletes only), and other expenses as approved by the Director of Athletics. Emergency travel covered by the SAF will be limited with each request requiring approval from the Director of Athletics. Additional SAF uses will be evaluated on a case-by-case basis.

Pursuant to NCAA Bylaw 15.01.6.1, Marshall may not use the SAF to finance salaries, grants-in-aid (other than summer school) for student-athletes with remaining eligibility, capital improvements, stipends and outside athletics development opportunities for student-athletes (e.g., participation in a sports camp or clinic, private sports-related instruction, greens fees, batting cage rental, outside foreign tour expenses).

Cancellation and Reduction of Athletically-Related Financial Aid

Athletically-related financial aid may be reduced or canceled during the period of award in accordance with NCAA Bylaw 15.3.4.2 if the recipient:

- a) Renders himself or herself ineligible for intercollegiate competition;
- b) Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement;
- c) Engages in serious misconduct warranting substantial disciplinary penalty; or
- d) Voluntarily (on his or her own initiative) withdraws from a sport at any time for personal reasons; however, the recipient's financial aid may not be awarded to another student-athlete in the academic term in which the aid was reduced or canceled. A student-athlete's request for written permission to contact another four-year collegiate institution regarding a possible transfer does not constitute a voluntary withdrawal.

Athletic Aid Grievance Procedure

If a student-athlete's athletics grant-in-aid is reduced or canceled, per Bylaw 15.3.2.4, he or she is afforded the opportunity to appeal the decision to the Athletic Scholarship Hearing Board. The appeal process shall be operated as follows:

- a. The Athletic Scholarship Hearing Board shall be comprised of the Director of Student Financial Aid, who shall serve as chair of the committee, and two other voting members, upon the recommendation of the Senior Vice President for Academic Affairs and Provost.
- b. The Board shall convene to hold hearings relative to the reduction, cancellation or non-renewal of athletic financial aid, as requested in writing by a student athlete.
- c. Athletes who have received notification from the Office of Student Financial Aid of reduction, cancellation or non-renewal of aid and who wish to use the appeal procedure shall give written notice to the Director of Student Financial Aid of their request for a review of the action taken by the Department of Athletics within ten (10) days from the date of notice. The notice submitted should include all documentation and related information the student athlete deems appropriate for consideration by the Hearing Board.
- d. The Director of Student Financial Aid shall schedule a hearing and send the athlete a notice of same. Such notice shall include the date, time, and location of the hearing. The student athlete or the Director of Student Financial Aid may request a rescheduled date or time at least 3 days prior to the hearing if either the date or time are inconvenient. The Director of Financial Aid will reschedule the hearing for a time not longer than five (5) working days after the originally scheduled hearing.
- e. A written list of witnesses and their relevance must be given to the Director of Student Financial Aid at least two (2) working days prior to the hearing. If the student athlete intends to have an advisor present, that individual must be identified to the Director of Financial Aid.
- f. The student athlete shall put forward his/her case.
 - a. The student athlete may choose to have an open hearing that includes those noted in V above. If so chosen, the student athlete must request the open hearing in writing at least three (3) working days prior to the scheduled hearing. If no request is made to the Director or Student Financial Aid, the hearing will be closed.
 - b. The student athlete may present witnesses in support of the case or, with the approval of the chair of the Board, written statements may be submitted. The testimony of witnesses may be question and answer or narrative.
 - c. At the completion of testimony by each witness, members of the Board may ask questions.
- g. The chair of the Board shall have the right to exclude evidence or testimony if determined to be irrelevant to the issue at hand or merely cumulative. The number of witnesses may be restricted, if it appears that participation is irrelevant or merely cumulative.
- h. The Hearing Board, as appropriate, will review matters presented with Athletic Department staff as determined appropriate. This process will be concluded within five (5) working days from the date of the hearing.
- i. The Hearing Board shall render a decision within ten (10) working days from the date of the hearing. The decision of the Hearing Board will be final.

NAME, IMAGE, and LIKENESS

General Policy

In accordance with the NCAA name, image and likeness legislation as well as the proposed West Virginia State Statute (HB2583), Marshall University may not restrict enrolled student-athletes from earning compensation for the use of their name, image, and likeness when they are not engaged in official team activities, or from obtaining professional representation to secure name, image, and likeness opportunities. Additionally, Marshall University may not provide or solicit a prospective student-athlete with compensation or a promise of compensation for the use of their name, image, or likeness. Marshall University institutional staff members shall not be involved in arranging name, image, or likeness agreements, contracts, appearances, gift-in-kinds and/or assist in any name, image, or likeness activities involving Marshall University student-athletes.

Student-Athlete Obligation

Student-athletes are expected to refrain from engaging in name, image, and likeness activities that are contrary to current NCAA legislation related to “pay for play”, impermissible recruiting inducements, or extra benefits. Examples of impermissible name, image, and likeness activities include but are not limited to:

- Compensation for work that is not performed;
- Agreements where compensation is provided to a student-athlete or prospective student athlete based on their enrollment at Marshall University;
- Compensation related to specific athletics performance (i.e., points scored, fastest time, passes completed, etc..).

Restricted Promotional Opportunities

Marshall University student-athletes may not enter a contract or obtain an opportunity for the use of their name, image, and likeness if compensation is provided in exchange for their athletic performance or attendance at Marshall University. Further, Marshall University retains the rights to disapprove of any name, image, and likeness activity that would cause a perception of impropriety or that could be viewed unfavorably by Marshall University constituents. These categories include but are not limited to:

- Alcohol or tobacco products (including e-cigarettes);
- Illegal products or services;
- Anabolic steroids or any other NCAA banned substances;
- Gambling goods or services;
- Activities that conflict with existing Marshall University exclusive sponsorship arrangements;
- Firearms, explosives, or any other lethal weapons;
- Adult entertainment and/or websites that include explicit materials;
- Athletics recruiting services.

Use of Institutional Marks, Logos, & Facilities

Marshall University student-athletes may not use property owned by Marshall University including intellectual property, facilities, logos, and symbols, in conjunction with a name, image, and likeness opportunity without the expressed written consent of the Director of Athletics and the Marshall University Office of Communications. Prohibited examples include but are not limited to:

- Wearing apparel or gear that visibly displays a registered Marshall University

- logo/trademark;
- Social media content that includes a Marshall University logo/trademark;
- Advertising goods or services while in a Marshall University facility;
- Use of video or pictures of Marshall University sporting events.

Disclosure

Prior to entering an agreement for the use of their name, image, and likeness, Marshall University student-athletes should disclose all name, image, and likeness activities through the Marshall University third party administrator (INFLCR). Requests should include all information related to the type of activity, the individuals involved, and the amount of compensation being provided. Should there be a change to any of the information the student-athlete should continuously update all changes through the Marshall University third party administrator.

Missed Class/Representing Marshall University

Marshall University student-athletes are not permitted to miss class in order to participate in any non-institutional name, image, likeness activities. Further, non-institutional name, image, and likeness activities may not occur while the student-athlete has reported on call for any official team activities. Marshall University defines “official team activities” as any activity with an athletic or academic purpose involving student-athletes and is at the direction of, or supervised by, one of more of the institution’s coaching or administrative staff. Such activities include, but are not limited, to the following:

- Practices;
- Competition, including travel to and from away from home contests;
- Academic study hall;
- Community service events;
- Organized team or individual promotional events;
- Compliance meetings.

International Student-Athletes

International student-athletes should not enter into any contracts for compensation regarding their name, image, or likeness without first obtaining permission from the Marshall University International Student Services Office.

Marshall University International Student Services Office: 304-696-6265

Pell Grant

Marshall University student-athletes should note that need-based financial aid (i.e, pell grant), may be impacted based on compensation received from name, image, and likeness activities. Any questions regarding potential impacts should be directed to the Marshall University Financial Aid Office.

Marshall University Financial Aid Office: 304-696-3242

Education

Marshall University is committed to educating all student-athletes, staff, and all applicable parties on all matters related to name, image, and likeness. Student-athletes will receive education related to their name, image, and likeness opportunities as well as their requirement to disclose those opportunities at least twice per year in both the beginning and end of the year compliance meetings. Additional education may be required at the discretion of the of the Director of Athletics or their designee.

CAMPUS DIRECTORY

Admission's Office	OM	304-696-3160
Athletic Office	Shewey Building	304-696-5408
Arts and Media, College of	SH 160	304-696-6433
Be HERD Mental Wellness & Performance	Henderson Center, Suite 3007	304-696-2267
Bookstore	MSC	304-696-3622
Bursar's Office	OM 101	304-696-6620
Business, College of	CH 334	304-696-2314
Campus Christian Center	Campus Christian Center	304-696-2444
Career Education	Career Services Building	304-696-2370
Center for African American Students	MSC 1W23	304-696-6705
Counseling Service	PH South Lobby	304-696-3111
Education, College of	JH 225	304-696-3131
Financial Aid	OM 120	304-696-3162
Graduate School	OM 113	304-696-6606
H.E.L.P.	Myers Hall	304-696-6252
Health Professions, College of	PH 224	304-696-2620
Honors	OM 230	304-696-5421
House and Residence Life	Holderby Hall	304-696-6765
I.D. Office	Drinko Library (1 st Floor)	304-696-6843
Info. Tech. & Engineering, College of	WEAC	304-696-5453
International Program, Center for	Welcome Center (1 st Floor)	304-696-6265
Liberal Arts, College of	OM 110	304-696-2350
Drinko Library	Drinko Library	304-696-2320
Parking	Public Safety	304-696-6406
Police Department, MU	Public Safety	304-696-4357
Registrar's Office	OM 106	304-696-6410
Science, College of	S 270	304-696-2372
Student Resource Center	MSC 2W16	304-696-5810
Student Support Services	PH West Lobby	304-696-3164
Women's Center	PH 143	304-696-3338
Writing Center	Drinko Library 2 nd floor	304-696-6254
University College	CB 212	304-696-7038

Athletic Department Phone Directory

Administration		
Christian Spears	304.696.5408	Athletic Director
Beatrice Crane Banford	304.696.5225	Senior Assoc. AD for Olympic Sports/SWA
Debra Boughton	304.696.2696	Exec. Assoc. AD - Championship Planning/Resources
Andrew Brown	304.696-3665	Assoc. AD, Facilities & Operations
Arlin Vieira		Spec. Asst. to Director of Athletics

Buck Harless Student Athlete Program		
Kaylyn Torain	304.696-6834	Asst. AD, Academic Services
Jake Aganus	304.696.8823	Assistant Director
Natasha Robinson	304.696.6624	Assistant Director
Ryan Signorino	304.696.3694	Assistant Director

Strategic Communications / Digital Strategy		
Rodney Kasey		Asst. AD for Digital Strategy/Brand Management
Grant Traylor	304.696.6525	Associate AD for Strategic Communications
David O'Leary	304.696.6525	Assoc. Director – Digital Content
Cody Linn	304.696.2418	Assoc. Director – Strategic Communications

Compliance		
Sean Tuttle	304.696.6383	Assoc. AD, Compliance

Business Office		
Dawn Kirtner	304.696.7083	Assistant AD for Business Operations
Garnet McKinley	304.696.5403	Business Office/HR

Big Green		
John Sutherland	304.696.3402	Senior Assoc. AD/Development & Executive Dir.
Teddy Kluemper	304.696.3401	Assoc. AD for Development
Taylor Hickman	304.696.5428	Assoc. AD: Capital Campaigns/Signature Events

Marketing & Ticket Office		
Ryan Crisp	304.696.3385	Assoc. AD: Annual Giving/Ticket Sales/Engagement
Sydney Shelton	304.696.5092	Director of Marketing
Matt Lewis		Marketing Assistant

Sports Medicine		
Chris Lapole	304.696.3715	Asst. AD, Head Athletic Trainer
Brandi Anders	304.696.2415	Associate Athletic Trainer

Strength and Conditioning		
----------------------------------	--	--

Ben Ashford		Asst. AD, Director of Sports Performance
Evan Mills		Director of Sports Performance