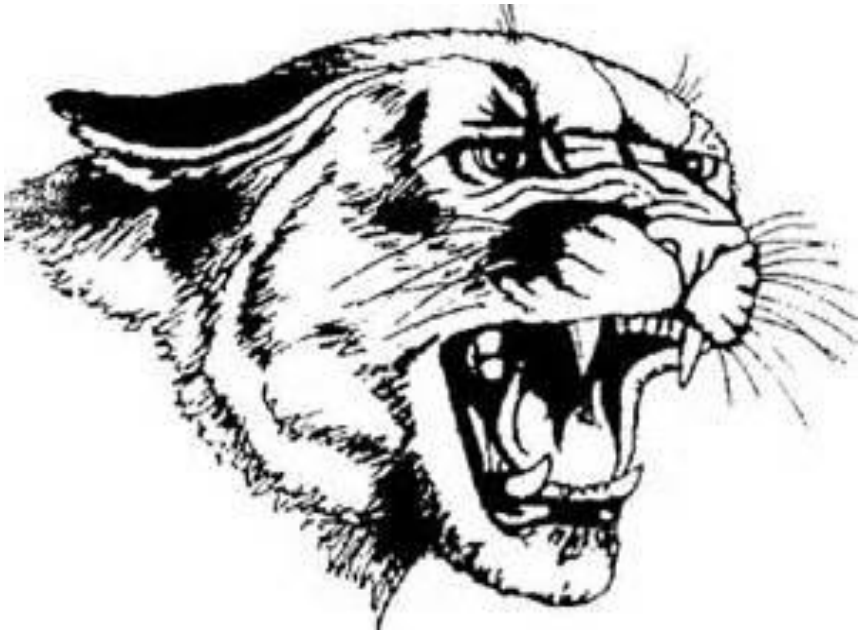
Lawson State Cougars



Student-Athletic

Handbook

3060 Wilson Rd SW . Birminghmam, AL. 35221
205-929-6389
http://www.lawsonstate.edu/athletics.aspx

PURPOSE OF MANUAL

This manual is intended to help you as an the student-athlete of Lawson State Community College understand the department of athletics .Please note that the contents of this manual are specific to the department. It is important that you read, understand, and utilize this manual. Please feel free to ask questions if anything is unclear.

Alabama Community College Conference www.acccathletics.com

135 South Union Street, Montgomery, Al 36104

Commissioner & Men's Regional Director: Mr. Dean Myrick. dean.myrick@accs.edu
Phone: 334-293-4546

Women's Regional Director: Dr. Michelle Ivey
mivey@marionmilitary.edu phone: 334-683-2359

POLICY NAME:	**805.01: Intercollegiate Athletics**
EFFECTIVE:	May 10, 2017
SUPERSEDES:	
SOURCE:	*ACT #2015-125*
CROSS REFERENCE:	

1. Each institution of the Alabama Community College System accredited by the Commission on Colleges of the Southern Association of Colleges and Schools may participate in intercollegiate athletics provided they are conducted and administered in accordance with the policies of the Alabama Community College Conference (ACCC), and the National Junior College Athletic Association (NJCAA). The Commissioner of the Alabama Community College Conference is responsible for the enforcement of the ACCC and NJCAA policies.

2. Each college must provide equal access in athletics for men and women as specified in Title IX of the Education Amendments, the *Americans with Disabilities Act* (ADA) for the disabled, and other appropriate federal statutes.

3. Intercollegiate football is prohibited in the Alabama Community College System.

4. The Chancellor may recommend to the Board of Trustees resolutions honoring System athletic teams and individuals for appropriate state, district, and national achievements in intercollegiate athletics.

5. Institutions participating in intercollegiate athletics will comply with all directives from The National Junior College Athletic Association concerning drug testing and substance abuse.

This list is composed of the Athletic department staff

Athletic Staff and Coaches

Contact	Phone
Athletic Director: Carlton Rice crice@lawsonstate.edu	205-929-6389
Administrative Assistant: Kelly Finley kfinley@lawsonstate.edu	205-929-2087
Head Baseball Coach: Blake Lewis blewis@lawsonstate.edu	205-929-6489
Asst. Baseball Coach: Thomas Ryan Sadler tsadler@lawsonstate.edu	205-929-6332
Asst. Baseball Coach: Logan Nix loganknix@gmail.com	
Asst. Baseball Coach: Cameron Chaftez csc456@aol.com	
Head Men's Basketball Coach: Stott Carter cscarter@lawsonstate.edu	205-929-6463
Asst. Men's Basketball Coach: Jonathan Jefferson jjefferson@lawsonstate.edu	205-929-2164
Head Volleyball Coach: Aubrey Wiley awiley@lawsonstate.edu	205-929-6363
Assistant Volleyball Coach: Demetrius Miller meekee04@hotmail.com	205-929-6363
Head Women's Basketball: Tiffany Frederick tfrederick@lawsonstate.edu	205-929-2128
Asst. Women's Basketball: Marvin Jones Mtj121@yahoo.com	205-929-2128
Auxiliary Supervisor: Katrina Dudley kdudley@lawsonstate.edu	205-929-6392
Dance & Cheer Coach: Andria Smith asmith@lawsonstate.edu	205-929-6392
Dance & Cheer Assistant Coach:	
Health &PE Department Chairperson Coach: Eric Agee eagee@lawsonstate.edu	205-929-2140
Athletic Trainer: Katie Tanguay ktanguay@csmsportsmedicine.com	
Athletic Operations: Jacques Shelby jacques4@uab.edu	

EQUAL OPPORTUNITY STATEMENT

Lawson State Community College is an Equal Opportunity/Equal Access Institution. It is the policy of the Alabama State Board of Education and Lawson State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, sex, religion, national origin, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Mrs. Janine Jones, Birmingham Campus at 205-929-6396 is the coordinator for all non-discrimination policies for students.

ADA COMPLIANCE STATEMENT

It is the policy of Lawson State Community College to afford equal opportunities in education and in employment to qualified persons regardless of age, color, creed, disability, national origin, race, religion, or sex, in accordance with all applicable federal and state constitutions, laws, and valid regulations. For additional information on student related issues, including ADA, Section 504, Title II and Title IX questions or concerns, please contact Ms. Renay Herndon, Bessemer Campus, at 205-929-3419.

DISCRIMINATION AND HARASSMENT POLICY

Unlawful harassment of any individual for any reason is not acceptable at Lawson State Community College. Harassment is a form of prohibited discrimination and may arise in situations unique to a given interpersonal relationship or in actions rooted in an attitude toward a group. Sexual harassment is perhaps the most commonly understood form of harassment, but it is important to note that harassment on any demographic basis- including race, sex, religion, color, national origin, age, disability, gender identity, sexual orientation-also occurs and is expressly forbidden. Abuse of the relationship between teacher and student, or provider and patient, is of particular concern because of the educational and health care missions of Lawson State Community College. In all cases, harassment undermines the College's commitment to excellence and to respect the dignity and worth of all individuals.

Social Networks

Lawson State Community College takes free expression seriously and goes to great lengths to protect the right. Social networks such as facebook and sites such as twitter have expanded your opportunities to express yourself, connect with friends, and build your network. Still there are several responsibilities to consider when you create your persona and post messages online.

What you post may become public information. You may have a much larger audience, even with a private account, than you might be aware. What you post is going to be around for a while. Caching and other forms of technology can capture your postings; information may be accessible even after you've removed it.

What you post can harm others. You are free to express yourself on social networks in ways that feel appropriate for you. However, it is important that you respect the privacy and rights of others. Posting private information about your teammates or fellow students may place both you and your subject in a contentious situation.

What you post may affect your future. There is a growing trend for employees to check google and social networks to gather information about potential candidates. The online persona you create today may be available when you begin your internship or full-time job search or when you apply to professional or

graduate school-even if you think you've deleted it. Carefully consider how you want people to perceive you before you give them the chance to misinterpret your profile and pictures.
Keep in mind that sanctions may be imposed if you use social media to depict unlawful, inappropriate, or dangerous behavior such as full or partial nudity (of yourself or others), sexual acts, racial, religious or sexual epithets, underage drinking, illicit drugs, bullying, hazing, or any other unlawful activity (including but not limited to harassment).

Athletic Department Mission

Competition, Opportunity, Success

At Lawson State, we are fortunate to be surrounded by tremendous young men and women who accomplish great things both on and off the field of competition. It is the college's belief that athletics provides an innovative addition to the leadership development and character growth that traditional college curriculum promotes. Through athletics, the college experience is enhanced by the opportunity for students to advance their total development. Their total development is accessed through physical fitness, which will consequently increase the likelihood for lasting physical activity involvement.

We at Lawson State Community College greatly appreciate and encourage our programs and their focus on establishing and maintaining diversity for the student-athletes. We also work in connection with a variety of programs and services that will meet the needs of each and every student-athlete. Highly supported by the athletic program are the regulations of Title IX, which reflects the focus of presenting equal athletic opportunities for all athletes.

Athletic Department Goal and Objectives

Goal

Lawson state community College Athletics is committed to providing quality educational experiences, and to offer participation in intercollegiate athletics. We are dedicated to encourage individual development and team achievement and enhance the academic success, and physical and emotional well-being of student-athletes.

Objectives

1. Seeing our student-athletes graduate and move on to a university and earning their degree.
2. Holding student-athletes accountable for their actions, understanding that there are rules and policies that are to be followed.
3. Build the foundation for a successful experience for everyone associated with our athletic department

Athletics Department Procedures/Activities

1. **Eligibility**
    a. Ensure that athletes are enrolled /pass at least 12 credit hours and maintain a minimum GPA of 2.0 per semester (excluding summer).
    b. Make periodic checks throughout the semester to ensure athletes are maintaining their grades at or above acceptable levels, and are attending classes.
    c. Mandatory study hall for **ALL** Lawson State student-athletes.
2. **Leadership Skills**
    a. Promote the development of leadership and management skills by encouraging athletes to assume leadership roles within different team sports, and within the community service projects.
    b. Involve athletes in team sports that require them to be cooperative and to develop their interpersonal skills in order to achieve both team and individual success.
3. **Recognition**
    a. Provide recognition and awards to the best athletes and scholars.
    b. Provide feedback/evaluation to all athletes in order to enhance their opportunities for continuing their education and career after they leave Lawson State Community College.

ATHLETIC DEPARTMENT POLICIES AND PROCEDURES

Individual Rules

Athletes are expected to avoid all situations that will embarrass themselves, their families and the College. Student-athletes should have an interest in the protection and control of the LSCC image. Any article of clothing or item with the LSCC logo is not to be worn or used at any function or social event that involves inappropriate use of alcohol or drugs. This includes photos and posts on social networking websites, such as Facebook, Twitter, etc. You are expected to always act in a manner that supports a positive image of yourself as an athlete and representative or LSCC. Athletes are expected to adhere to the **dress code** and use good **personal hygiene** at all times. We expect you to be on time and **attend** all classes.

We expect you to take care of all equipment and property that belongs to the college.

We expect you to be on **time** for all college and team functions

We expect you to show **respect** for coaches, college officials, faculty, community members, opposing teams, game officials, and fellow players.

Use, possession, and distribution of narcotics, dangerous drugs or other controlled substances are prohibited by law. Student-athletes are subject to unannounced random testing for enforcement of this rule. Student-athletes found in violation will be subject to disciplinary action by Mr. Darren Allen, Assistant Dean and the respective coach.

Use of any tobacco products at any meeting, practice, or athletic contest is prohibited by NJCAA, ACCC, and LSCC's policy. Any college official may report a policy violation to the coach or Athletic Director.

Coaches are responsible for ensuring that all student-athletes, managers and officials adhere to this policy. Failure to do so could result in disciplinary action

Team Rules

The policies and procedures stated above are the rules required by the Athletic Department. Coaches will implement rules that they feel are necessary for the success of their respective teams. Each team member will receive a copy of the team rules for his/her respective sport from the coach. A copy of the rules will be kept in the athletic office and will be reviewed by the Assistant Dean. Violation of any rule, regulation, or law may subject the student to disciplinary hearing and possible loss of scholarship and/or suspension from the College.

Travel and Transportation

The Athletic Department will provide all transportation necessary for an athletic team. This includes travel to all games and all tournaments. It is the responsibility of the head coach to ensure that all players travel with the team and are under his/her supervision.

Scholarship Renewal and Cancellation

The scholarship agreement or letter of intent is signed for a period of one academic year (aug.1-july 31). Renewal of the scholarship agreement is by recommendation of the head coach and approval by the Athletic Director and the Assistant Dean.

Cancellation or modification of grant-in-aid during the period of its effectiveness because of injury or good or bad athletic performance is prohibited. Cancellation of a grant-in-aid is permitted for the following:

- Athlete becomes ineligible for participation in athletics because of academic reasons.
- Disciplinary reasons or misconduct (unrelated to athletic ability) and serious enough to warrant permanent suspension or dismissal from the athletic program (Scholarship Addendum)
- Student-athlete voluntarily withdraws from a sport
- Release Agreement is signed and submitted online

Textbook Loans

Under the scholarship agreement, the student-athlete will be issued textbooks from the bookstore for each semester of enrollment. These textbooks can be obtained at the LSCC Bookstore on or after the first day of each semester.

The textbooks are on loan to the student and must be cared for, properly. Textbooks must be returned to the bookstore at the end of the semester. Any losses or damages to the textbooks will result in denial to register for the subsequent term, restitution, withholding of transcripts, and possible loss of scholarship.

Dorm and Meal Plans

Under guidelines set forth by the Alabama State Board of Education and the Department of Postsecondary Education, housing and meal plans are not part of any athletic scholarship. **(Refer to the office of student life handbook)**

Insurance

Athletic accident insurance is provided by the institution for the benefit of student-athletes. This coverage is offered on a "secondary" basis only. Under the terms of the policy, this coverage is considered secondary to all valid and collectible medical insurance policies. Most notable is parental insurance coverage under which the student-athlete is covered as an eligible dependent.
It is important that the head coach have each student-athlete complete the insurance questionnaire and submit a copy of the student-athlete's primary coverage card to the Athletic coordinator. In the event of an injury that the College's insurance will cover, it is the responsibility of the Athletic coordinator to provide all necessary insurance forms for filing a proper claim. It is the responsibility of the student-athlete and his/her parent/guardian to complete all required forms and return them to the head coach in a timely manner.

Injuries

If an injury occurs, the student-athlete must notify the head coach and athletic trainer so that proper medical referrals can be made. An Injury report must be completed and submitted to the head coach. This report is necessary for filing an insurance claim. This will assist the head coach in making adjustments for participation, and assist the athletic trainer in the rehabilitation of the student-athlete.

Athletic Injury – An injury that occurs during practice or game:

1. There will be co-pay charged at the time of treatment. This co-pay is determined by your insurance company.
2. On arrival at the doctor's office or physical therapy appointment, you will need:
   - Picture ID
   - Your primary insurance card and Lawson State insurance information
   - Money for your co-pay
   - Completed Lawson State forms stating that your visit has been approved by the Athletic Director
3. Return any paper work that you receive from the doctor's office to the Athletic Director's office.

Physical Exams

1. All athletes are required to receive clearance through a physical examination before participation. Doctors contact information must be legible.
2. Physical examinations will be coordinated by the certified athletic trainer

Drug Testing Policy

As a condition of participation in intercollegiate athletics in the ACCC, each student-athlete will be required to sign a consent form (Appendix A) agreeing to undergo drug testing and authorizing release of test results to the Athletic Director, Head Coach, College President, and ACCC Commissioner in accordance with this Policy. Failure to consent to or, in the case of consenting student-athlete, to comply with all requirements of this Policy will result in athlete being ineligible for participation in sport. Student-athletes that are under the age of majority in Alabama (18) will be required to have parental or guardian consent to participate in this Policy. Failure of the parent to sign the consent form will result in the student-athlete being ruled ineligible for participation in sport. PROHIBITED DRUGS/SUBSTANCES The drug testing process may include analysis of, but not limited to, the NCAA list of banned drug classes. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example on the NCAA list of banned-drug classes. For an ongoing updated list of the banned-drug list view the NCAA's website at www.ncaa.org. Prohibited substances that ACCC schools will screen any sport for include, but are not limited to, marijuana, PCP, opiates, MDMA (Ecstasy), amphetamines, and cocaine. All student-athletes are required to keep their respective athletic director aware of any prescribed drugs and dietary supplements that he or she may be taking.

Types of Drug Test

The ACCC Drug Education and Testing Policy testing component shall consist of two (2) types of drug testing. Any attempt to circumvent or tamper with drug testing collection process will result in the test being considered a positive test.

1. UNANNOUNCED RANDOM TESTING All student-athletes who have signed the ACCC drug testing consent form (Appendix A) are subject to unannounced random testing. Testing of the student-athlete will be conducted throughout the year at unannounced random intervals, utilizing an on-site testing device. Individuals conducting drug testing must be certified by a licensed drug testing distributor or lab. Random individual and/or random team testing will be done at least twice a semester (fall and spring). Each college will test at least ten percent of its total student-athletes at each random testing, and this testing can be conducted outside of the student-athlete's particular competitive season. For random testing, all student-athletes will be included in a pool of names from which they may be selected by a computerized method of random selection. This selection shall be done by each institution by utilizing random number selection. Each institution shall be responsible for maintaining an updated listing of student-athletes to provide an accurate random selection pool. The unannounced random drug testing will be conducted on a zero to 24 hour notification basis, meaning that the student-athlete may be provided with zero to no more than 24 hours' notice of pending drug screen. Once notified, they are required to report for drug testing at the assigned time and place. Failure to report at the assigned time and follow appropriate procedures will result in the sanctions outlined below for a positive test.

2. FOLLOW-UP TESTING A student-athlete who has returned to participation in intercollegiate sports following a confirmed positive drug test under this policy will be subject to a follow-up test. Any and all costs associated with the assessment and any subsequent treatment or counseling resulting from a positive screen will be the responsibility of the student-athlete. Testing will be unannounced and will be required at a frequency determined by the Athletic Director or his/her designee.

NOTIFICATION AND REPORTING FOR COLLECTIONS The student-athlete will be notified of and scheduled for testing by the by the Athletic Director. Failure to report at the designated time without justification and/or failure to follow appropriate procedures will result in the sanctions outlined below for a positive test. Student-athletes shall provide picture identification when entering the drug testing station.

SPECIMEN COLLECTION PROCEDURES All specimens will be collected following the ACCC's Specimen Collection Procedures, which can be found in Appendix B. Any attempt to circumvent or tamper with the drug testing collection process will result in the test being considered a positive test. The student-athlete that tries to circumvent or tamper with the drug testing collection process will still be required to provide a sample within their three hour time frame. An athlete that leaves the testing room without providing a testable sample will automatically receive a positive test result. **REPORTING RESULTS** All results will be made available to the Athletic Director. The Athletic Director will then notify the Head Coach. The student-athlete may present evidence of any mitigating circumstances that he/she feels may be important to the outcome of the drug test prior to imposition of any intervention or required treatment or counseling program consistent with the appeals process described within the document. If the laboratory reports a specimen as substituted, manipulated or adulterated, the student-athlete will be deemed to have refused to submit to testing and treated as if the test were positive for a banned substance. Any confirmed positive drug test results are to be communicated by the Athletic Director within 24 hours to the College President and ACCC Commissioner. Individual records shall not be released to any other person, other than the student-athlete, without first obtaining a specific written authorization from the student-athlete (Appendix A)

MEDICAL REVIEW OF POSITIVE TEST RESULTS All specimens identified as positive on the initial test shall be confirmed by the testing laboratory. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results obtained from the testing laboratory. The MRO shall:

1. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student-athlete's medical history, or review of any other relevant biomedical factors.
2. Review all medical records made available by the tested student-athlete when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student-athlete an opportunity to discuss the result. The MRO will contact the student-athlete directly to discuss the results of the test or if unsuccessful in contacting the student-athlete directly, the MRO shall contact the designated representative who shall have the student-athlete contact the MRO as soon as possible. **SANCTIONS** A student-athlete who is found to have used of a prohibited substance will be sanctioned according to this Policy. **Member colleges may have rules and sanctions that are more stringent than those outlined in this Policy.** These rules, when applied, shall be recognized and supported. However, at no time, shall a team policy, rule, or sanction minimize the requirements and sanctions of this Policy.

FIRST OFFENSE

1. The Athletic Director will report the confirmed positive drug test finding(s) to the ACCC Commissioner and College President.
2. The Athletic Director or his/her designee will schedule a confidential meeting with the student-athlete and the head coach.
3. The Athletic Director or his/her designee may notify the student-athlete's parent(s) or legal guardian(s) by telephone and in writing.
4. The student-athlete will be suspended from 25% of all regularly scheduled games and/or dates during the current regular and/or postseason season or the subsequent regular season if the confirmed positive test occurs during the offseason. If the confirmed positive test occurs at such a time that the 25%

suspension is not completed by the end of the season in which the test occurred, the suspension from competition will be carried over to the regular season of the next academic year.

5. While serving his/her suspension, the student-athlete will not be allowed to participate in practices and team workouts.

6. The student-athlete will be required to attend an alcohol/drug assessment course scheduled by the Athletic Director or his/her designee. This course will be scheduled for the student-athlete once a positive test is confirmed. This class will be at the expense of the student-athlete. This course must be completed before student-athlete will be allowed to return to competition.

7. A student-athlete must receive a negative follow-up drug test before he/she will be permitted to return to participation in the athletic program. A student-athlete is financially responsible for this follow-up test.

8. Student-athletes who are suspended for a confirmed positive drug test and successfully complete a substance abuse program will be required to submit to follow-up drug testing for the duration of his/her time while in the athletic program.

SECOND OFFENSE

1. The Athletic Director or his/her designee will report the confirmed positive drug test finding(s) to the ACCC Commissioner and College President.

2. The Athletic Director or his/her designee will schedule a confidential meeting with the student-athlete and head coach to review the confirmed positive drug test results.

3. The Athletic Director or his/her designee will notify the student-athlete's parent(s) or legal guardian(s) by telephone and in writing.

4. The student-athlete will be immediately dismissed from their respective athletic team and will forfeit their athletic scholarship.

PROHIBITION FROM ENROLLING AT OTHER MEMBER COLLEGE

Students who are permanently suspended from an ACCC member college for failing to comply with this Policy will be prohibited from competing at any other ACCC member college until such student is in compliance with the drug policy.

MEDICAL EXCEPTIONS

The ACCC recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the ACCC allows exception to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. In order to be considered for a medical exception, the student-athlete must present this request to the Athletic Director prior to or at the time of any drug tests.

APPEAL PROCESS

Student-athletes who test positive for a banned substance by the laboratory retained by the college may, within 72 hours following receipt of notice of the laboratory finding, contest the findings. The student-athlete must write (letter, email, etc.) his/her contest with the initial test. Upon the student-athlete's request for additional testing of the sample, the Athletic Director or his/her designee will formally request the laboratory retained by the college to perform testing on specimen B. The student-athlete may choose to be present at the opening of specimen B at the laboratory. If the student-athlete does not wish to be present at the opening of specimen B, but desires to be represented, arrangements will be made for a surrogate to attend the opening of specimen B. The surrogate will not be involved with any other aspect of the analysis of the specimen. The student-athlete or his/her surrogate will attest to the sample number and the integrity of the security seal prior to the laboratory opening of specimen B. Specimen B findings will be final, and no further appeals may be made.

ALCOHOL POLICY Student-athletes are required to conduct themselves in accordance with member policies, in addition to federal, state and local laws. To the latter, possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws (Minor in Possession/MIP). As such, the ACCC views the use of alcohol to be incompatible with the goal of athletic excellence. A student-athlete who is caught on or off campus with any type of alcohol violation (i.e., MIP, DUI/OWI, supplying a minor) will be suspended for 25% of the maximum number of njcaa-allowable dates/games (number of dates/games will round up. The suspension will be enforced during the current regular and or postseason or the subsequent regular season(if confirmed positive tests occurs during offseason).

ENFORCEMENT OF ACCC DRUG EDUCATION AND TESTING POLICY

The following protocol will be utilized to ensure institutions comply with the ACCC Drug Education and Testing Policy:

NOTIFICATION OF CONFIRMED POSITIVE DRUG TEST RESULTS

The ACCC must be notified of all confirmed positive drug test results within 24 hours of member institutions being notified of such results. Colleges failing to notify the ACCC of confirmed positive drug tests will be fined $500 on the first occurrence, and will be ruled ineligible for postseason play in all sports on the second occurrence.

RANDOM AUDITS BY ACCC OFFICIALS

The ACCC will randomly audit 25% of the teams during the athletic year. At the time of the audit, member institutions will have 48 hours to deliver all drug test results to the ACCC Commissioner for review. Institutions will be deemed in non-compliance if:

1. Drug test results are not submitted within the 48 hour timeframe; or
2. After review of materials submitted, teams are found to not be in compliance with the ACCC's Drug Education and Testing Policy.

SANCTION FOR NON-COMPLIANCE

Schools not in compliance with the ACCC's Drug Education and Testing Policy will be fined $500 on the first occurrence and will be ruled ineligible for postseason play in all sports on the second occurrence. If member institutions have teams that do not qualify in the current year for postseason play, those teams will be ineligible the following year.

Uniforms and Equipment

It is the responsibility of the head coach to issue and inventory all items of equipment that are necessary for the student-athlete to participate properly in the sport. All issued items remain the property of LSCC. Loss or damage of the issued items will be charged to the student-athlete. Failure to properly care for or to replace lost or damaged items could result in forfeiture of the scholarship agreement.

There are certain items that will be regarded as personal items that the Athletic Department will not furnish. The head coach will provide a list of these items, and it is the responsibility of the student-athlete to obtain these items for his/her own use.

Attendance and Absences

Students are expected to attend all classes for which they are registered. Students should recognize that a mature acceptance of their responsibilities as a student is necessary for reasonable accomplishment in college work; this applies particularly in the area of all absences. Make sure you understand and follow each instructor's attendance policy.

Class Schedule and Drop/Add

By working with an advisor, the student-athlete should take courses that will apply to the curriculum he/she has chosen. The head coach should have the class schedule, on file each semester.

Student-athletes, managers, and cheerleaders are not permitted to drop or add a course during the semester without prior approval from the head coach and/or Athletic Director.

Advising and Counseling

Prior to registration for each semester, each student-athlete should be advised and counseled concerning the curriculum of his/her chosen field of study. A designated advisor works with each student to ensure scheduling conflicts do not occur. Coaches and players must obtain schedules through the academic advisors.

Academic Appeal Process

In the event that a student-athlete has a complaint, the matter should be resolved by following the athletic chain of command. The student-athlete should first notify the head coach and try to resolve the matter. If the complaint cannot be satisfactorily resolved, the coach, student-athlete, and the Athletic Director should meet to resolve the issue. In the event that the complaint cannot be settled to the satisfaction of all parties involved, the Athletic Director will request a meeting with the Assistant Dean. If the issue is still not resolved, a meeting with the President will be requested.