College of Charleston
Department of Athletics

Student-Athlete Handbook

2017-2018
Message from Director of Athletics, Matt Roberts

Dear Student-Athletes,

Welcome to another academic year at The College. I am excited and honored to serve as your Athletics Director. Every day we will strive to fulfill our vision of **Empowering Growth, Shaping Champions and Fulfiling Dreams.** We will do all we can to provide you with the resources necessary to pursue your goals academically, athletically and socially.

This Handbook contains a wealth of information that you may find helpful as you navigate through another year on campus. Please use this as a resource to answer any questions you may have about departmental and campus policies and procedures.

As a student-athlete you represent the CofC and Charleston communities each time you wear the Maroon and Gold. With this honor comes the responsibility to operate in alignment with our six core values – **Integrity, Teamwork, Service, Enthusiasm, Respect, Competitive Excellence** – and put forth the best effort in everything you do.

I invite you to stop by office or contact me if there is anything I can ever do to assist you. I look forward to cheering you on at your competitions this season and celebrating your athletic and academic success!

Go Cougs!

Matt Roberts
Director of Athletics
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Notice of Update to the Student-Athlete Handbook

The College of Charleston Department of Athletics Student-Athlete Handbook is subject to updates at the discretion of the Director of Athletics. The Student-Athlete Handbook will be posted on cofcsports.com and available to Student-Athletes on OAKs. Student-athletes will be notified when the handbook is updated.

Last Update: August 19, 2017
CHAPTER I: INTRODUCTION

College of Charleston Mission, Purpose, and Values

Mission
The College of Charleston is a state supported, comprehensive institution providing a high quality education in the arts and sciences, education and business.

Consistent with its heritage since its founding in 1770, the College retains a strong liberal arts undergraduate curriculum. Located in the heart of historic Charleston, it strives to meet the growing educational demands primarily of the Lowcountry and the state and, secondarily, of the Southeast. A superior quality undergraduate program is central to the mission of the College of Charleston. As a prominent component of the state’s higher education system, the College encourages and supports research.

In addition to offering a broad range of baccalaureate degree programs, the College incorporates the University of Charleston, South Carolina (UCSC), established by state statute in 1992, which serves as a research institution where the graduate and research programs associated with the College are housed. UCSC provides master’s degree programs and anticipates offering a limited number of doctoral degrees should location and need warrant. The College also provides an extensive credit and non-credit continuing education program and cultural activities for residents of the Lowcountry of South Carolina.

The College of Charleston seeks applicants capable of successfully completing degree requirements and pays particular attention to identifying and admitting students who excel academically. The College of Charleston serves a diverse student body from its geographic area and also attracts students from national and international communities. The College provides students a community in which to engage in original inquiry and creative expression in an atmosphere of intellectual freedom. This community, founded on the principles of the liberal arts tradition, provides students the opportunity to realize their intellectual and personal potential and to become responsible, productive members of society.

Purpose
To pursue and share knowledge through study, inquiry and creation in order to empower the individual and enrich society.

Values
- **Academic excellence** that furthers intellectual, creative, ethical and social development through a broad range of programs centered on the liberal arts and sciences.
- **Student-focused community** that embraces mutual respect, collaboration and diversity for the welfare of the individual and the institution.
- **The history, traditions, culture and environment of Charleston and the Lowcountry** that foster distinctive opportunities for innovative academic programs and relationships that advance our public mission in the city of Charleston, the state of South Carolina and the world.
Mission
In alignment with the educational mission of the College, we inspire and empower our student-athletes and staff to realize their intellectual, athletic, and personal potential. Embracing a culture of respect, integrity, and inclusion, we serve as ambassadors for the College and a source of pride for our alumni and the Charleston community. Through student-athlete focused programming, we compete for championships and graduate leaders.

Vision

Values
Integrity - Do the right thing.
Teamwork - Achieve together.
Service - Impact others.
Enthusiasm - Pursue with passion.
Respect - Honor traditions; embrace differences.
Competitive Excellence - Strive for greatness.

National Collegiate Athletic Association (NCAA)
The Association, through its member institutions, conferences and national office staff – shares a belief in and commitment to:

- The collegiate model of athletics in which students participate as an avocation, balancing their academic, social and athletics experiences.
- The highest levels of integrity and sportsmanship.
- The pursuit of excellence in both academics and athletics.
- The supporting role that intercollegiate athletics plays in the higher education mission and in enhancing the sense of community and strengthening the identity of member institutions.
- An inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds.
- Respect for institutional autonomy and philosophical differences.
- Presidential leadership of intercollegiate athletics at the campus, conference and national levels.

Colonial Athletic Association (CAA)
The Colonial Athletic Association is a product of its member institutions, which as a group, strives to enhance the individual efforts and interests of its member institutions.

In return, as an equal partner, each institution is obligated to make the requisite commitment to achieve the common goal.

The Conference will stress the role of intercollegiate athletics within the educational framework of the institution. In this regard, academic considerations will receive top priority in conference decisions.
Student-athletes have the right to regularly prepare for and attend classes and final examinations without significant interruption from athletic participation. Each conference member will adopt and adhere to policies, which respect the academic priority of its student-athletes.

The Conference will support a quality broad-based championship program that accommodates the diverse interests and abilities of our student bodies. Toward this end, the Conference recognizes the full participation by all eligible institutions and student-athletes as a top priority.

The determination of a champion(s) in each Conference sport is a historic and valuable function of the Conference. The Conference championship represents the culmination of each season’s competitive efforts for the vast majority of CAA student-athletes. The student-athletes’ participation in the determination of the Conference champion shall reflect the high value the Conference places on these events.

CAA Student-Athlete Mission Statement
As CAA Student-Athletes we commit ourselves to “Be The Difference.” As leaders in the community we personify and instill sportsmanship, perseverance, and compassion to establish a legacy based on today’s excellence and tomorrow’s success. [Adopted: November 3, 2008]

Colonial Academic Alliance
The Colonial Academic Alliance facilitates collaboration and communication across member institutions, engaging faculty, staff, and students in meaningful initiatives that challenge the status quo, enrich the academic environment, and advance student success.

In support of student athletes’ academic excellence, the Colonial Academic Alliance and Colonial Athletic Association collaboratively developed an academic resource sharing program to assist traveling teams. When student athletes travel to another Alliance campus to compete, the host school will make the following resources available upon request:

- A dedicated room for study hall
- Computer access
- Proctors for tests or exams
- A common password for wireless access
- Tutoring assistance
- Access to library or other academic resources

www.caa-academics.org/for-students/for-student-athletes/
CHAPTER II: STUDENT ATHLETE CONDUCT & ETHICS

The Student-Athlete Code of Conduct is designed to alert you, the student-athlete, to the behavior expected of you and to the potential consequences if you violate the Student-Athlete Code of Conduct. Student-athletes at the College of Charleston are representatives of their team, the Athletic Department, and the College and, as such, are expected to demonstrate good character by displaying integrity, honesty, respect for others, and good sportsmanship. All students must comply with the Student-Athlete Code of Conduct in addition to (1) all College of Charleston rules and policies, including the Student Handbook, (2) all Athletic Department rules and policies, (3) all Colonial Athletic Association rules and policies, (4) all NCAA rules and policies, and (4) all city, county, state, and federal laws and standards of behavior.

The Student-Athlete Code of Conduct is an Athletic Department policy that applies to all student-athletes, including those that are not actively competing in their sport. The standards and expectations set forth apply at all times: in season, out of season, on or off campus, and on and off the playing field. Sanctions will be applied for violation of this Code.

Student-athletes have an obligation to report their Code of Conduct violations to their head coaches or the Faculty Athletics Representative as soon as possible and no later than 24 hours after the violation occurred. Student-athletes who do not conform to this Code may be subject to greater consequences for misconduct that is not reported or that involves multiple or repeat violations.

The head coach or Faculty Athletics Representative who learns of a Code of Conduct violation shall report the same to the Athletic Director within 24 hours.

College of Charleston Student Conduct

As members of the College community, students are expected to evidence a high standard of personal conduct and to respect the rights of other students, faculty, staff members, and visitors on campus. Students also are expected to adhere to all federal, state and local laws. All student-athletes are subject to all rules, regulations, and procedures as stated in the College's Student Code of Conduct. (See The Student Handbook.)

CAA Code of Conduct and Sportsmanship Pledge

The College of Charleston is a member of the Colonial Athletic Association. The Colonial Athletic Association code of conduct is followed at all sporting events. The Code of Conduct is the CAA Student-Athlete Sportsmanship Pledge, which encourages and promotes good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in today’s event in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated and are grounds for removal from the site of competition.

CAA Student-Athlete Sportsmanship Pledge (Adopted: Feb 14, 2013)

- I am a CAA Student-Athlete. I respect myself.
- Through respecting myself, I respect my opponent.
- Through respecting my opponent, I respect the game.
• Through respecting the game, I respect the officials.
• Through respecting the officials, I respect the outcome.
• My example, in victory or defeat, nurtures respect in others.
• Will you follow my lead?

Department of Athletics Code of Conduct

The Athletics Department supports the mission and standards of the College and is committed to being represented by student-athletes who exhibit the best behavior expected of enrolled students. Being a student-athlete and representing the institution in a public manner is a privilege that requires responsibility above and beyond the usual institutional standards.

Furthermore, the Athletics Department has additional departmental and individual sport conduct and participation policies. By agreeing to be an athlete, student-athletes are required to and agree to abide by the following rules and guidelines, among other College of Charleston, CAA, city, county, state, and federal rules and guidelines.

Academics
• Student-athletes will maintain academic eligibility and progress towards a degree.
• Student-athletes are expected to attend class, be punctual, be prepared, complete assignments on time, and participate in class.
• Student-athletes must adhere to the College’s academic policies and procedures regarding academic honesty and integrity.

Alcohol
The following acts are prohibited:
• Possessing or consuming alcohol under the age of 21;
• Driving while under the influence of alcohol;
• Misrepresenting age for the purpose of possessing, purchasing, or consuming alcohol;
• Purchasing or serving alcohol to someone underage;
• Public intoxication;
• Consumption of alcohol while hosting a prospect on a visit (official or unofficial) to campus; and
• Consumption of alcohol during team travel or at official team functions.

Drugs
The following acts are prohibited:
• Possessing, selling or using illegal drugs; and
• Possessing, selling, or using controlled substances.

Hazing and Bullying
The Athletics Department forbids hazing and bullying of any kind. Hazing is defined as an act which could endanger the mental or physical health or safety of a student-athlete or non-student-athlete, or which damages or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Bullying is defined as unwanted, aggressive and often repetitive behavior by one or more individuals against another than involves a real or perceived power imbalance.
Discrimination and Harassment (discussed in greater detail below)

Discrimination or harassment on the basis of any of the following is prohibited: age; disability; sex, gender, sexual orientation, gender identity or expression; genetic information; national origin; race and color; religion; and veteran status and involvement in the United States uniformed services.

The College will not tolerate sexual or gender-based harassment or other misconduct. Please be advised that Sexual Misconduct, as defined in the College of Charleston Student Handbook, is expressly prohibited and will not be permitted.

Gambling

Student-athletes shall not knowingly:

• provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition,
• solicit a bet on any intercollegiate team,
• accept a bet on any team representing the institution, or
• participate in any gambling activity that involves intercollegiate athletics through a bookmaker, a parlay card or any other method employed by organized gambling.

Weapons

• The possession or use of firearms on or around any campus is prohibited.
• Explosives and other weapons are prohibited.

Social Networking

• Student-athletes should not post obscene, profane, or other inappropriate information or photographs online.

Legal

• Any violation of city, county, state, or federal law is considered misconduct under the Student-Athlete Code of Conduct.
• Students are obligated to report any arrest to his/her head coach and/or the Director of Athletics. The Director of Athletics will decide what, if any, punishment is appropriate based on the facts and circumstances.
• The head coach of each individual sport has the right to set conduct and participation standards for his/her team that exceed those listed in this handbook.

Consequences for Misconduct

The Department of Athletics will not tolerate public or private behavior that might bring discredit to the College or its athletics program and may punish such behavior based upon the circumstances surrounding the behavior. Violations of the Code of Conduct may result in sanctions, including possible permanent suspension from competition and/or loss of athletic aid. The Director of Athletics will be the final arbitrator in all issues involving violations of Athletics Department conduct policies.
Honesty and Sportsmanship

All participating student-athletes shall deport themselves 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 generally recognized high standards associated with wholesome competitive sports.

Unethical Conduct

Unethical conduct by a student-athlete may include, but is not limited to, the following:

• refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
• knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
• knowing involvement in offering or providing a prospective or enrolled student-athlete an improper inducement or extra benefit, or
• knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement or knowledge of matters relevant to a possible violation of an NCAA regulation.

Nondiscrimination and Harassment Policies (Excerpts)

*The information provided below is summary information for your convenience. You should review the nondiscrimination and harassment policies in their entirety. These policies can be found at: http://policy.cofc.edu/documents/9.1.10.pdf http://policy.cofc.edu/documents/12.4.6.pdf

It is the policy of the College of Charleston to promote and foster a learning, working and living environment where civil discourse, respect for the individual and appreciation for the diversity of human experiences are valued.

The College’s policy, “Prohibition of Discrimination and Harassment, Including Sexual Harassment and Abuse,” protects the College community from discrimination and harassment based on age, disability, sex, gender, sexual orientation, gender identity or expression, genetic information, national origin, race and color, religion, veteran status, and involvement in the United States uniformed services. This policy applies to all members of the College community (i.e. applicants for employment or admission, students, faculty, and staff of the College, the College Board of Trustees, visiting faculty, contractors and consultants performing work or performing services on College owned or leased property and all other invitees of the College).

A member of the College community shall not, on the basis of the categories listed above be subjected to conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or other educational benefit, or of creating an intimidating, hostile or offensive working, learning or living environment.

It is a violation of this policy for any member of the College community to harass or discriminate against another on the basis of the categories listed above.
Sexual Harassment/Sexual Abuse

The College will not tolerate sexual or gender-based harassment. Acts of such harassment and abuse may include, but are not limited to:

- Unwelcome sexual advances or requests for sexual favors based upon gender, sexual orientation, gender identity or gender expression;
- Unwanted physical contact, including touching, pinching, or brushing the body;
- Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats, epithets, slurs, or negative stereotyping;
- Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, obscene gestures, written or graphic material that defames or shows hostility or aversion toward an individual or group because of gender, sexual orientation, gender identity, or gender expression;
- Repeated, unwelcome requests for social engagements;
- Questions about sexual behavior or preference; and
- Stalking, intimidation and hostility, including written or graphic material (e.g., via electronic communications);
- Acts of physical aggression including rape, sexual assault, sexual battery and sexual coercion;
- Domestic violence; and
- Relationship/dating violence.

Sexual harassment and abuse includes conduct that is directed at a student because of his or her sexual orientation or gender identity or expression.

A single incident of sexual assault may be sufficiently severe or pervasive to interfere unreasonably with one’s educational environment and therefore create a hostile environment. Sexually-related conduct creates a hostile environment if it is sufficiently severe or pervasive to interfere unreasonably with academic, other educational, or employment performance or participation in a College activity or living environment.

Sexual/gender harassment includes in-person acts and/or behavior via computer, telephone or other electronic medium, including text messages, emails, social media and other forms of electronic communication.

Sexual Harassment/Abuse and Consent

Effective consent involves the presence of explicit voluntary and knowing verbal consent or overt action clearly expressing consent. Such signals of consent must be mutual and ongoing. Silence, in and of itself, does not convey consent. “Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.”

Effective consent is also absent when the activity in question exceeds the scope of effective consent previously given. The fact of a previous relationship or prior consent does not imply current consent.

Consent obtained through fraud or force, whether that force is physical or through threats, intimidation or coercion, is not regarded as effective consent.
It is the responsibility of the initiator (the person who wants to engage in the specific sexual activity) to make sure that s/he has consent from the other person. Use of alcohol or drugs by the person initiating sexual activity shall not diminish their responsibility to obtain consent.

If an alleged victim is under the age of consent as defined by state law or is declared unable to give consent due to a mental or physical condition, and the respondent either knew that fact or reasonably should have known that fact, the respondent will likely be found responsible for Sexual Misconduct. The legal age of consent in South Carolina is 16 years old.

Sexual conduct with a minor is defined as engaging in sexual battery with a victim who is less than sixteen years of age; such conduct when the actor is in a position of familial, custodial, or official authority to coerce the victim to submit shall be considered a criminal offense for which a report to police authorities and/or state child welfare authorities must be made by the person with information about such abuse.

If the alleged victim is incapacitated and therefore unable to consent, that is ineffective consent. Incapacitation is a state where someone cannot make informed, rational judgments and decisions “because they lack the capacity to give knowing consent (e.g., to understand the ‘who, what, when, where, why or how’ of their sexual interaction).” Examples of incapacitation can include, but are not limited to, the following: a person who is passed out, experiencing blackouts, or asleep.

Where alcohol is involved, incapacitation is defined with respect to how the alcohol consumed impacts a person’s decision-making capacity, awareness of consequences, and ability to make fully informed judgments.

The use or distribution of rape drugs is strictly prohibited. “Possession, use and/or distribution of any of these substances including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another Student is a violation of this policy.

Confidentiality
The College recognizes that confidentiality is important. Information gathered during an investigation shall be maintained as confidential to the extent reasonably possible and permitted under law. Examples of situations when confidentiality will not be maintained include circumstances when the College is required by law to disclose information (i.e., in response to legal process) or when disclosure is required by the College’s outweighing interest to protect the rights and safety of others.

Prohibition of Retaliation
The College prohibits adverse treatment of employees or students for exercising their rights under this Policy. Any good faith report of discrimination and/or harassment, experienced or observed, should be made without fear of retaliation by the College. RETALIATION AGAINST ANY EMPLOYEE OR STUDENT FOR FILING A COMPLAINT OR PARTICIPATING IN AN INVESTIGATION IN GOOD FAITH IS STRICTLY PROHIBITED BY LAW AND THIS POLICY. VIOLATORS WILL BE SUBJECT TO THE IMMEDIATE CONSIDERATION OF DISCIPLINARY AND/OR REMEDIAL ACTION THAT COULD INCLUDE SEPARATION FROM THE COLLEGE.

What To Do If Discrimination or Harassment/Abuse Has Occurred?
If you or someone you know may be the victim of any form of sexual misconduct, you are strongly urged to seek immediate assistance. For additional information regarding resources, prevention, education and training,
please visit the Sexual Misconduct website at:
http://studentaffairs.cofc.edu/sexual-misconduct-resources/resources/index.php

Assistance can be obtained 24 hours a day, seven days a week from:
• Office of Victim Services – Emergency pager 843-724-3600 or at 843-953-2273 during non-emergency times
• Department of Public Safety – 843-953-5611
• City of Charleston Police Department – 911

Campus Offices Available to Assist Students

OFFICE OF VICTIM SERVICES
843.953.2273
24-hour pager: 843.724.3600
victimservices.cofc.edu
• Coordinates immediate medical intervention and initial support.
• Assists the student with appropriate interim measures (e.g. changing class schedule or housing).
• Provides referrals to on- and off-campus resources.
• Maintains confidentiality to level requested by student.
• Explains the student’s rights, responsibilities and options.
• Explains the reporting process and assists the student, if he/she chooses, in filing a report with the appropriate law enforcement agency and/or the College.
• As necessary and upon student request, serves as liaison with individuals on and off campus.
• Go to victimservices.cofc.edu for online victim assistance, including confidential reports.

People Against Rape (PAR)
Phone Number — 843.745.0144
Address — 259 Meeting St Charleston, SC 29401
www.peopleagainstrape.org
Types of Assistance Provided –
• 24 hour crisis hotline
• Crisis Intervention
• Medical and Legal Appointment Accompaniment
• Support and Follow-Up via Healing Process
• Support Groups for Victims and Their Families
• Individual Counseling and Therapy Referrals

Medical University of South Carolina
MUSC SANE (Sexual Assault Nurse Practitioner) MUSC Emergency Room
Address — 171 Ashley Avenue Charleston, SC 29425
Phone Number — 843.792.1414
http://www.muschealth.com/women/services/sane_program.htm
Types of Assistance Provided –
• Forensically trained nurses on call for the MUSC Emergency Room 24/7 to assist and collect evidence after an acute sexual assault (within 120 hours/5 days).
• Office of Victim Services (843-953-2273) can assist with arranging a SANE exam.
• No cost for a forensic examination for sexual assault, regardless of their involvement with law enforcement, when certain conditions are met. See the State Office for Victims’ Services website (http://www.sova.sc.gov/).

Student Health Services
Main Office #: 843.953.5520
Hours: 8:30 a.m. to 5:00 p.m., Monday through Friday
Email: healthservices@cofc.edu
Location – 181 Calhoun Street
http://studenthealth.cofc.edu/
(1) Purpose – Student Health Services is staffed by physicians, nurse practitioners, physician assistants, and registered nurses and is available to address the health needs of Students only.
(2) Types of Assistance Provided – In addition to customary and routine healthcare matters, Student Health Services also provides information about sexual health and sexual safety and serves as a resource for Students to acquire information about sexuality. Services include, but are not limited to:
  • Available to address the health needs of students and can provide appropriate referrals.
  • Not able to collect evidence after a sexual assault but can provide a referral.

DEPARTMENT OF PUBLIC SAFETY
Emergency: 843.953.5611
Non-emergency: 843.953.5609
publicsafety.cofc.edu
• Students can report occurrences of sexual misconduct and/or can file a criminal complaint.
• Attends to students’ immediate safety concerns.
• Takes steps to conduct criminal investigations.

Charleston Police Department
Phone Number — 911
Address — 180 Lockwood Blvd. Charleston, SC 29403
• Students can file criminal complaints with the City of Charleston Police Department for assaults that occur off campus.

Counseling and Substance Abuse Services
Main Office #: 843.953.5640 After Hours #: 843.953.5611 (Public Safety)
Location – Robert Scott Small Building, 3rd floor
http://counseling.cofc.edu/
(1) Purpose – The professionals in the Office of Counseling and Substance Abuse Services (CASAS) are available to help Students, free of charge, and on a regular or an emergency basis.
(2) Types of Assistance Provided: CASAS provides counseling for individuals who have been victimized; who are suffering the mental health after-effects of a victimization; who have been accused of Sexual Misconduct and who need assistance with family and a variety of relationship concerns. CASAS can also help direct Students
appropriate community resources, both on and off campus, which might better meet their needs. Services include, but are not limited to:

- Assists students who have experienced sexual misconduct with personal counseling/support.
- Provides a list of counselors in the Charleston for survivors seeking off campus counseling assistance.
- Confidential per SC Code Ann. §19-11-95.

DEAN OF STUDENTS AND DEPUTY TITLE IX COORDINATOR
843.953.5522
deanofstudents.cofc.edu

- Students can report occurrences of sexual misconduct and/or can file a campus complaint.
- Explains students’ rights and options. Assists with academic needs and can arrange appropriate interim measures (e.g., changing class schedule or housing). Takes steps to prevent retaliation.
- Takes steps to prevent retaliation.

DIRECTOR OF HUMAN RELATIONS AND MINORITY AFFAIRS AND TITLE IX COORDINATOR
843.953.5758; HRMA@cofc.edu
Robert Scott Small Building, Room 112
hrma.cofc.edu

- Coordinates compliance with federal and state civil rights legislation, including Title IX.
- Members of the campus (i.e. staff, faculty, students) can report occurrences of sexual misconduct and file a complaint with the Director or her designee.
- Explains campus members’ rights and options; can assist with appropriate interim measures and takes steps to prevent retaliation.
- Investigates allegations and creates reports for College action.

College officials who receive reports of possible discrimination or harassment should immediately refer the matter to the Title IX Coordinator and the Dean of Students for processing and shall not disclose the allegations to anyone else without the prior consent of the Dean of Students, the Title IX Coordinator, or the General Counsel.

Inquiries – Inquiries concerning the application of Title IX to any circumstance may be addressed to the College’s Title IX Coordinator at:

Kimberly Gertner, Director
Main Office #: 843.953.5758
Fax #: 843.953.6421
Email - gertnerka@cofc.edu
Office of Human Relations and Minority Affairs
College of Charleston 66 George Street Charleston, SC 29424
Office Location - Robert Scott Small Building, Room 112, 175 Calhoun Street Charleston, SC 29401

More Information including important definitions, information about reporting policies, protocols, investigation procedures, and grievance/adjudication procedures are found at:
http://policy.cofc.edu/documents/12.4.6.pdf
Athletics Communications: Communicating with the Media

Basic Tips
When dealing with local and national media, student-athletes should remember that they not only represent themselves, but the College of Charleston, their coaches and their teammates. Fans of CofC and hometown media outlets are interested in our student-athletes intercollegiate experience. The opportunity to work with the media is a learning experience in developing communication skills which can be helpful, not only during college, but in future professional and business careers.

NEVER agree to a telephone or personal interview unless the arrangements have been coordinated by the CofC Athletics Communications Office. If a member of the media calls you, tell them to contact the CofC Athletics Communications Office. The media is not your enemy. In fact, they can be your friends, if you handle them properly and take the initiative during interviews. As a student-athlete, you have many opportunities to meet and interact with fans and the public as well as with the media. Remember that nothing is confidential, “off the record” or “just between us.” Once it is spoken, it will probably be repeated. Keep in mind you represent the institution, as well as your team, wherever you go and whatever you do, especially in this day in age of social media and easy access to information via your Facebook, Twitter, YouTube, Instagram, and Snapchat accounts.

Print
Newspapers must dig deeper to keep their readers interested. Be prepared to spend more time on your answers. Try to give them the most in-depth view. The print interview presents the greatest challenge, because your spoken words are translated.

Television
Television is looking for short, concise answers in the 10-20 second range. Your first impression is critical. Take off your hat and sunglasses. Male athletes should not wear any jewelry.

Radio
Radio is a very relaxed medium, because it’s usually in a non-formal setting and the possibility of being misquoted is zero.

Dos and Do Nots of Athletics Communications

DO
- Practice
- You are the expert; educate reporters about your sport
- Think ahead; Relax - think positively
- Keep direct eye contact and stay focused
- Praise your teammates and credit your coaches; keep your cool
- Talk in short, complete sentences
- Think before you speak - silence is sometimes the best answer
- Offer background information that the interviewer doesn’t know
- Look nice - your appearance counts
- Be on time for scheduled interviews and return phone calls
- Have a game plan - identify two or three main points that you want to get across
- Understand that how you behave when you lose may be more important than your actions when you win
• End the interview with a simple “Thank You”
• Refer difficult or controversial questions to your coach or Director of Athletics Communications

DO NOT
• Think of the media as the enemy
• Look down
• Be worried about the pauses between questions - reporters are writing or recording
• Talk too fast
• Answer a question you do not know the answer to; it is okay to say “I don’t know.”
• Answer questions with which you are not comfortable
• Say things that may come back to haunt you
• Say NEVER
• Use technical language or sports jargon that the reporter or general public do not understand
• Play favorites - speak to all reporters equally
• Speak for others
• Swear - There are over 350,000 words in the English language
• Blame the officials or judges
• Start every answer with “Well . . .”
• Use “Uhh . . .” or “You know . . .” or any other vocalized pauses
• Go “off the record” - If you do not want to see it in the newspapers, do not say it!
CHAPTER III: STUDENT-ATHLETE ACADEMIC SUPPORT AND DEVELOPMENT

**Student-Athlete Academic Services (SAAS)**

At the College of Charleston, you become part of a vibrant, energetic learning community, where you are supported and encouraged to strive for excellence while creating your own experience. SAAS is here to support and empower you as you grow during your time at the College and prepare yourself for a successful future.

**Comprehensive Academic Advising and Registration**

SAAS advisors serve as the primary professional advisor for student-athletes until they declare their major. At that point, your academic department will assign you a faculty advisor in addition to your SAAS advisor. SAAS advisors are responsible for assisting you with developing and managing your graduation plan (based on a 4-year track) in the context of you intercollegiate athletics participation and the goals you have set for your future.

**Athletic Hold**

Your SAAS advisor will place an athletic hold on your registration account to safeguard your eligibility and the academic integrity of the College. This hold prevents you from altering their academic schedule. To alter/change your schedule, please contact your SAAS advisor who will ask you to complete a Request to Drop, Add, Withdraw form before releasing the athletic hold.

**Declaring an Academic Major**

ALWAYS discuss declaration of major or a change in major, concentration, or minor with your SAAS advisor prior to making a change. Such a change could render you immediately academically ineligible. Your athletic hold will NOT prevent you from making a change without consultation with your SAAS advisor, so it is your responsibility to discuss your declaration plans with SAAS.

Student-athletes are required by the NCAA to have officially declared a major course of study leading toward a specific baccalaureate degree by the beginning of their fifth semester of full-time collegiate enrollment.

To make a change to your program of study, please visit the Program of Study Management (POSM) link located in MyCharleston under the Academic Services tab. After you have completed the process of declaring for a major you will receive an email in your C-Mail account that will let you know about the next step in the process. Once a major is officially declared, only courses counting toward the total credits needed for a degree may be used for eligibility purposes. This provision includes transfer students from four-year or two-year collegiate institutions.

**Priority Registration**

Student-athletes must register for each semester during the priority registration period to help ensure course selection. This privilege allows you an opportunity to progress towards your degree while choosing class times that will best fit athletic obligations such as travel schedule and practice. Each semester, when the SAAS distributes the Advising Worksheet and Record, student-athletes should do the following to ensure NCAA eligibility and satisfactory progress towards a degree:

- Complete the Pre-Advising worksheet
• Meet with your academic major advisor if you have declared a major or your SAAS advisor if you are undeclared
• Submit the executed Advising Worksheet and Record to your SAAS advisor by that semester’s deadline (which SAAS will communicate via email to student-athletes and coaches). Submission of this form triggers the release of the athletic hold
• Complete registration for the upcoming semester on the assigned priority registration day (which SAAS will communicate via email to student-athletes and coaches).

Other Registration Notes
• SAAS Advisors cannot override you into a full course and will not make a request to a department on your behalf to do so. However, student-athletes can reach out to a department or professor to request an override if the situation merits such a request.
• SAAS Advisors are not privy to student-athletes’ non-athletic financial aid awards or the eligibility criteria required to maintain those awards. You are responsible for awareness of those criteria, communicating their requirements to their athletic academic advisor, and ultimately for ensuring that their academic decisions allow them to meet their financial aid requirements.

Adding, Dropping, or Withdrawing from a Course
You should not adjust your schedule without consulting with your SAAS advisor. Follow this procedure to drop or withdraw from a course:
• Complete a Request to Add, Drop, or Withdraw Form prior to the appropriate deadlines.
• Have your form signed by your SAAS advisor.
• Once approved, drop, add, or withdraw from the course(s) by using your MyCharleston account.

BASIC Continuing NCAA Eligibility
As a student-athlete, it is your responsibility to maintain your athletic eligibility. Please review these rules below, which outline the bare minimum to maintain academic eligibility; SAAS encourages you to set much higher personal academic goals.
• You must be enrolled in 12 semester hours at all times to compete and practice.
• You must complete a minimum of 6 semester hours in the previous full-time regular academic term.
• You must complete a minimum of 18 semester hours during academic year (fall and spring semesters).
• Beginning of 2nd Year: You must earn 24 semester hours prior to the start of your second year of collegiate enrollment and have a cumulative GPA of a 1.8. The 1.8 GPA must be maintained entering the Spring semester.
• You must declare a major by the start of the 5th semester.
• Beginning of 3rd Year: Complete 40% of hours required for your declared major and have a cumulative GPA of a 1.9. Maintain the 1.9 GPA entering the spring semester.
• Beginning of 4th Year: Complete 60% of hours required for your declared major and have a cumulative GPA of a 2.0. Maintain the 2.0 GPA entering the spring semester.
• Beginning of 5th Year: Complete 80% of hours required for your declared major and have a cumulative GPA of a 2.0. Maintain the 2.0 GPA entering the spring semester.
• Continuing eligibility rules apply to transfer students as well.
Academic Support

CARE: Cougar Academic & Resource Engagement

The purpose of the CARE Requirement is to assist student-athletes in structuring their approach to studying in a manner that serves their learning styles and academic and developmental needs while providing accountability and encouraging student-athletes to grow towards independent self-management.

The Week for the CARE Requirement begins and ends at noon on Fridays.

First-semester College of Charleston student-athletes are required to complete 6-10 CARE Hours each week. The academic advisor, with the SAAS director's approval, will determine the appropriate number of hours for these first-semester student-athletes.

Freshmen earning a 3.300 or better during their first term of collegiate enrollment will qualify for a SAAS review of their individual academic situation, and their CARE Hours may be reduced from 6-10 hours, but not to fewer than 2 hours, or changed to Task-Based CARE. After establishing a GPA at the College, transfer students will migrate to the normal scale for CARE Hours, unless otherwise assigned by the academic advisor, with the SAAS director's approval.

 Sophomore Student-Athletes:
 Cumulative GPA Scale
 <= 1.999 = 8 hours/week
 2.000 - 2.299 = 6 hours/week
 2.300 - 2.499 = 4 hours/week
 2.500 - 2.599 = 2 hours/week and/or Task-Based CARE

 Junior Student-Athletes:
 Cumulative GPA Scale
 <= 2.299 = Task-Based CARE Hours
 2.300 - 2.499 = 4 hours/week and/or Task-Based CARE
 2.500 - 2.599 AND/OR passed fewer than 12 credit hours the previous term=2 hours/week and/or Task-Based CARE

 Senior, & 5th Year Student-Athletes:
 Cumulative GPA Scale
 <= 2.299 = Task-Based CARE
 2.300 - 2.399 = 4 hours/week and/or Task-Based CARE

SAAS advisors have the flexibility to adjust the CARE for any student-athlete with approval from the director.

Student-Athletes may earn CARE Hours by:
• Clocking in to the study hall facility and actively engaging in a meeting with an advisor, mentor, or independent study.
• Signing in using appropriate sign-in procedures at the Center for Student Learning (a green sheet is
   ONLY required for SI Sessions).
• Submitting a green sheet for a meeting with a faculty member
• Requesting the SAAS advisor’s pre-approval for another educational function (meeting with a study
group, attending a lecture/play/event for class, time in art studio or lab, etc.) and following stated
procedures for accountability. (signed green sheet, text photos with time stamps, work product, etc.).
Student-Athletes complete Task-Based CARE by:
• Meeting with the academic advisor 1x weekly
• Creating a task list either in that weekly session or prior to that weekly session; first weekly session
   should be Sunday or Monday
• Demonstrating that the task list is complete by noon each Friday; the SAAS advisor has discretion in
determining the completion of Task-Based CARE

SAAS Facility Regulations
In order to promote a space that is comfortable and conducive to learning, SAAS has established the following
rules:
• RESPECT the facility. Clean up after yourself, push in the chairs, and log off the computers. Put
  borrowed resources back where you found them.
• When necessary, step outside to use the phone. Put your phone away while in the facility.
• Sign in and out to earn CARE hours. SAAS staff will sign you out and delete your time if you are not in
  the facility while you are signed in.
• Be quiet and respectful of others.
• The door to the middle back room should be kept open at all times unless the SAAS staff allows
  otherwise.
• Use the main entrance to the facility, not the outside door. Do not let strangers into the facility. Asks
guests to use the front entrance to TD Arena.
• The use of the facility is restricted to student-athletes, athletic trainers, team managers, and Athletics
  Department staff. Request permission for any guest to use the facility (for a group project, for example.)

Academic Meetings
As part of the CARE Requirement, SAAS staff may assign you to meet with them on a regular re-occurring basis.
This may be bi-weekly, weekly, or bi-monthly. Though these meetings are structured to meet your individual
needs, activities the SAAS advisor is likely to include are:
• Discussion of academic progress
• Time and task management
• Goal setting and tracking
• Skill development (academic reading/writing, studying, notetaking, test taking, etc.)

Academic Monitoring
In an effort to monitor academic progress and attendance, SAAS requests progress reports on all student-
athletes from faculty once before and once after midterms. This information is provided to the SAAS advisor
and the SAAS director and is discussed with the student-athlete. It is also shared with the coach and the sports supervisor. SAAS also communicates midterm and final grades with the coach, sports supervisor, and senior athletics administration.

**Technology Checkout**

Laptop computers, TI-83 & TI-84 calculators, and other electronics devices are available for student-athletes to check-out. If they are not returned within the timeframe provided, the student-athlete may be prohibited from checking out equipment in the future. If the device is lost or stolen during travel, the student-athlete must inform the SAAS office immediately. Replacement or repair cost of the device may be charged to the student-athlete.

**The Center for Student Learning**

*Addlestone Library | 205 Calhoun Street | Room 116 | 843.953.5635 | http://csl.cofc.edu*

The Center for Student Learning (CSL) provides academic assistance to all students at the College of Charleston. When you follow appropriate sign in procedures at the CSL, you can earn hours towards your CARE requirement.

**Walk-in Labs**

The CSL offers several walk-in labs to assist students in their studies. The Writing Lab aids students throughout the writing process, from selecting a writing topic at the beginning of a semester to instructing how to proofread a final draft. The Math Lab, the Center's most popular service, assists students enrolled in algebra, statistics, and calculus courses. The Science Lab offers help with College of Charleston Biology, Chemistry, Physics, Astronomy, Computer Science, and Geology courses. The Speaking Lab can assist speakers to prepare presentations for specific audiences, as well as learn the most effective ways to use technology to enhance speeches. Students receive help in the Language Lab in thirteen different languages of study. The Accounting Lab provides the support for students enrolled in the foundation accounting courses.

**By Appointment Tutoring**

By appointment tutoring is available in some classes that are not supported by walk-in labs or Supplemental Instruction. Subject areas supported with by appointment tutoring include:

- Economics
- Psychology
- General Studies
- Speaking Lab
- All Languages (except Spanish)

**Online Tutoring**

The Center for Student Learning is pleased to provide online tutoring, via the GoBoard online tutoring platform, for select College of Charleston courses. Online tutoring can be a convenient and effective option for students seeking academic support outside of the CSL’s business hours. Benefits of online tutoring include:

- **Flexible scheduling:** with online tutoring, learning can happen anytime. This flexibility may be attractive for students with commitments such as work and family support.
Convenient physical location: as long as you have a good internet connection, a laptop/desktop with a camera and microphone, and a set of headphones, you can set yourself up for your online appointment from anywhere.

Easy-to-use platform: the GoBoard online platform is user-friendly, with no software to install and nothing to download. Simply receive an email from your tutor at the time of your appointment, click the link, and get to work!

To learn more about the online tutoring program or to inquire about which courses are currently included in the program, contact the CSL.

Supplemental Instruction
Supplemental Instruction is a collaborative learning program developed at the University of Missouri-Kansas City. Supplemental Instruction focuses on high attrition courses, not high-risk students. SI helps student acquire and refine the tools essential for learning the course content. Supplemental Instruction sessions give students a chance to work together with trained facilitators or Supplemental Instruction leaders to discuss course concepts, develop strategies for studying course material, work problems, and review notes.

Math Assistance Program (MAP)
For students in Math 111 (Pre-Calculus), MAP is an opportunity to work with peers collaboratively to get questions answered, work practice problems, and reveal misconceptions about Pre-Cal. MAP sessions are offered each week during the semester by a CSL tutor and students can attend as many sessions as they would like and stay for as long as they want or can. MAP is a free service offered by the CSL in partnership with the Math Department.

Study Strategies
Study strategies is an integral part of the Center for Student Learning by offering weekly study strategies workshops throughout the semester on various topics and one-on-one sessions with a member of our professional staff. We will assist you in analyzing your problem areas and helping you brainstorm new techniques and strategies to correct them.

Study strategies workshops serve as a platform to offer you general study strategy tips such as time management, goal setting and motivation, studying more effectively for tests, note taking, working better in groups and with yourself, understanding college level reading, stress management, preparing for finals, and much more.

Learning Enhancement Program
Learning Specialist
The learning specialist coordinates the Learning Enhancement Program which provides support to student-athletes with specific learning concerns. The learning specialist is available to consult with any student-athlete, coach, or athletics department staff member and is the primary liaison with Sports Medicine and the College’s Center for Disability Services.

Academic Mentoring
SAAS Academic Mentors assist student-athletes, who are experiencing academic difficulty, in developing the skills necessary to be a successful independent students and maximize their academic potential. Areas of
emphasis include, but are not limited to: enhancing time management and organizational skills, reinforcing best practices in study habits, teaching note taking and test taking skills, providing strategies for learning based on student-athlete’s individual learning style, and coordinating additional resources to best target student-athlete needs.

Return to Learn (Excerpt of full Procedure)

When a student-athlete sustains a head injury, the Sports Medicine Concussion Coordinator will contact the Director of SAAS. The Concussion Coordinator will ensure that Sports Medicine will fax a letter regarding the head injury and potential absences from class to the Absence Memo Office. The Director of SAAS will contact the student-athlete’s faculty members via email, including the Return to Learn (RTL) Plan and the RTL Chart and will copy the student-athlete, the concussion coordinator, and the SAAS advisor.

The Director of Sports Medicine, Student Athlete Academic Services (SAAS) as well as the Team Physician will navigate the return to learn protocol for each individual student athlete. Accommodations will be made on a case-by-case bases and adapted for each individual athlete.

A multi-disciplinary team will navigate more complex cases of prolonged return-to-learn protocols (greater than two weeks). This multi-disciplinary team will communicate at the discretion of the team physician/director of sports medicine.

AD/HD & NCAA Banned Substances

In order to take a prescribed stimulant for AD/HD and remain in compliance with NCAA rules, three things are required of you:

Address prior to the start of school:

A copy of the clinical evaluation that identifies the assessment tools and procedures used in diagnosis. It should include the following information:

- Comprehensive clinical evaluation that records observations and results from ADD/ADHD rating scales (e.g. Connors, ASRS, CAARS, Brown ADD Scale for Adults, Barkley Childhood Symptom Scale, PAI) and references the DSM-IV criteria
- Previous treatment for ADD/ADHD if applicable
- Diagnosis and recommended treatment

Bring to your Sports Medicine physical each year:
The College of Charleston Sports Medicine Medical Exemption Request for the use of a NCAA Banned Substance form. This form follows in this document.

Provide to your athletic trainer every time you refill your Rx:

A copy of the most recent prescription documented by the athletic trainer; you should provide this to your athletic trainer each time you refill your prescription.

*Student-athletes often see medical doctors who provide an AD/HD diagnosis and prescribe them a stimulant without proper clinical testing. While the learning specialist will assist a student-athlete in that situation with the testing process, the Athletics Department reserves the right to not pay for that student-athlete’s testing.

The Center for Disability Services | SNAP
Services and accommodations for students with any documented disability are provided by SNAP. Accommodations are based on medical and/or psycho-educational documentation submitted along with consultation with professors regarding the essential elements of the course and are determined on a case-by-case basis.

SNAP (Students Needing Access Parity) Services provides assistance and guidance to students with a documented disability to ensure equal access to all programs and services of the College. Once a student is approved for services, SNAP provides:

- Special advising and registration.
- Reasonable and appropriate accommodations specific to individual needs based on the psycho-educational assessment or medical documentation.
- Communication with instructors, upon request, to heighten their awareness of individual student needs and to seek appropriate accommodations.
- Alternative courses to the math/logic and foreign language requirement if need is documented by psycho-educational assessment or medical documentation.
  
  Please note: If math is considered to be an essential component of the major, alternatives to the math/logic requirement may not be used.
- Assistive Technology: Dragon Naturally Speaking, WYNN readers, Zoom Text, JAWS, textbooks and printed material in alternate formats (brailing, electronic, RFB&D), tape recorders, CD players, talking calculators, video magnifiers.

Class Engagement and Attendance
Consistent class attendance and participation are essential to academic success. It is YOUR responsibility to attend every class session on time for each course in which you are registered, even if the faculty member does not take attendance. Class attendance, alone, will not lead to academic success. SAAS expects you to engage and to be positive influences in the classroom. Further, engagement in assignments, in or out of class, should exhibit a commitment to academic excellence.

Class Absences Due to Athletics Participation
The College’s Undergraduate Catalog details expectations for class attendance. Student-athletes are expected to attend all classes and laboratory meetings of your courses. Class attendance is a crucial part of any course. During the first week of classes, instructors will announce and distribute their attendance policies via syllabi, class announcement or other means. Whatever the policy, you are responsible for all information disseminated in the course. If you miss more than the permissible number of class meetings, the professor has the discretion to issue a grade of WA, equivalent to a grade of F.

The responsibilities associated with absences due to athletic competition include:

- Attending all course meetings not affected by athletic competition.
- Providing this absence memo to and discussing the attendance policy with the faculty for each course early in the semester.
- Following up throughout the semester regarding plans for addressing missed assignments.
• Satisfying “all academic objectives, requirements, and prerequisites as defined by the instructor and the College” and being “responsible for all information disseminated in the course.”

It is your responsibility to communicate with your professors to let them know that you are a student-athlete. SAAS expects you to approach their professors during the first week of class to distribute the Absence Memo and to discuss any conflicts with class meetings/assignments. In some cases, the professor’s class attendance policy will make it impossible for you to be successful. In these instances, you should immediately meet with your SAAS advisor to determine how to approach that situation. Student-athletes should also plan with each professor when and how to make up missed assignments or exams.

NOTE: PROVIDING AN ABSENCE MEMO DOES NOT MEAN THAT YOUR ABSENCES ARE EXCUSED! This decision is up to each individual professor. Early communication between you and your professor is very important, and you are ALWAYS RESPONSIBLE FOR SATISFYING ALL ACADEMIC OBJECTIVES, REQUIREMENTS, AND PREREQUISITES AS DEFINED BY THE INSTRUCTOR AND THE COLLEGE AND FOR ALL INFORMATION DISSEMINATED IN THE COURSE.

Prior to each individual trip, the SAAS advisor will send professors Travel Letters which will include any changes in travel plans and the exact travel roster.

Class Absences Due to Illness, Injury, or Personal Reason
If you are ill or injured, you should contact your athletic trainer and SAAS advisor who will assist you in developing a plan that will help you manage your academics during that time. The SAAS advisor may seek confirmation from the athletic trainer. If you see Stude Health Services and their staff recommends that you miss class, you should request that an Absence Memo be sent to your professors.

In the case of an absence due to some personal reason, notify your SAAS advisor who will assist you in developing a plan that will help you manage your academics during that time. The SAAS advisor will suggest that you provide documentation to the Absence Memo Office so that an Absence Memo will be sent to your professors.

Regardless of the reason for the absence, you should contact each professor to inform him or her of the absence and understand that EVEN DOCUMENTED ABSENCES ARE NOT EXCUSED unless your individual professor chooses to excuse you. You are ALWAYS RESPONSIBLE FOR SATISFYING ALL ACADEMIC OBJECTIVES, REQUIREMENTS, AND PREREQUISITES AS DEFINED BY THE INSTRUCTOR AND THE COLLEGE AND FOR ALL INFORMATION DISSEMINATED IN THE COURSE.

Academic Integrity
In support of the College of Charleston, the Department of Athletics and SAAS expects its student-athletes and staff to act within the Honor Code at all times. Integrity is one of our core values.

From: College of Charleston Student Handbook: A Guide to Civil and Honorable Conduct 2017-2018

The Honor Code of the College of Charleston specifically forbids:
1. Lying: knowingly furnishing false information, orally or in writing, including but not limited to deceit or efforts to deceive relating to academic work, to information legitimately sought by an official or employee of the College, and to testimony before individuals authorized to inquire or investigate conduct; lying also includes the fraudulent use of identification cards and fabrication of data, endnotes, footnotes and other information related to academic work.

2. Cheating: the actual giving or receiving of unauthorized, dishonest assistance that might give one student an unfair advantage over another in the performance of any assigned, graded academic work, inside or outside of the classroom, and by any means whatsoever, including but not limited to fraud, duress, deception, theft, talking, making signs, gestures, copying, electronic messaging, photography, unauthorized reuse of previously graded work, unauthorized dual submission, unauthorized collaboration and unauthorized use or possession of study aids, memoranda, books, data, or other information. The term cheating includes engaging in any behavior related to graded academic work specifically prohibited by an instructor in the course syllabus or class discussion.

3. Attempted cheating: a willful act designed to accomplish cheating, but falling short of that goal.

4. Stealing: the unauthorized taking or appropriating of property from the College or from another member of the college community. Note also that stealing includes unauthorized copying of and unauthorized access to computer software.

5. Attempted stealing: a willful act designed to accomplish stealing, but falling short of that goal.

6. Plagiarism:
   6.1. The verbatim repetition, without acknowledgement, of the writings of another author. All significant phrases, clauses, or passages taken directly from source material must be enclosed in quotation marks and acknowledged in the text itself and/or in footnotes/endnotes.
   6.2. Borrowing without acknowledging the source.
   6.3. Paraphrasing the thoughts of another writer without acknowledgement.
   6.4. Allowing any other person or organization to prepare work which one then submits as his/her own.

Penalties (Sanctions) for Violations of the Honor Code

7.1. XXF – Transcript Notation (See Appendix A for full description.)
   A. The status indicator and grade of XXF means failure due to academic dishonesty. If a student is found responsible for an act of "serious" academic dishonesty, the Registrar’s Office will insert the XXF grade for that course after notice from the Dean of Students. The XXF remains on the student’s official transcript for a minimum of 2 years. After 2 years, the student can petition the Honor Board for removal of the XX. The F grade will remain on the transcript.
   B. Instructors, with assistance from the Dean of Students if requested, will assess whether the behavior of the student falls into one of three classes:
Class 1 – act involves significant premeditation; conspiracy and/or intent to deceive, e.g., purchasing a research paper.
Penalties: XXF and either suspension or expulsion assigned if student found responsible by Honor Board or other decisional authority.

Class 2 – act involves deliberate failure to comply with assignment directions, some conspiracy and/or intent to deceive, e.g., use of the Internet when prohibited, some fabricated endnotes or data, copying several answers from another student’s test.
Penalties: XXF and other sanctions assigned if student found responsible by Honor Board or other decisional authority.

Class 3 – act mostly due to ignorance, misunderstanding, confusion and/or poor communication between instructor and class, e.g., unintentional violation of the class rules on collaboration or the rules of citation.
Penalties: The instructor sets the penalty and discusses it with the student. Both the instructor and student sign a form. The form is forwarded to the Office of the Dean of Students. See "Class 3 Report Form" on the Honor System website.

7.2. Other penalties for violations of the Honor Code range up to and include expulsion from the College. Other penalties may be combined with the XXF. Attempted cheating, attempted stealing, and the knowing possession of stolen property shall be subject to the same punishment as the other offenses. Because the potential penalties for an Honor Code violation are extremely serious, all students should be thoroughly familiar with the above definitions and be guided by them.


Summer School Aid
Summer school aid is not guaranteed as part of any student-athletes’ Athletic Grant In Aid and is awarded by the Summer School Aid Committee through an application process. The Summer School Aid Committee will communicate deadlines for the process via email and will strictly adhere to those deadlines. Decisions of the committee may be appealed, and the committee will consult with the Director of Athletics on those appeals. The outcome of the appeal is final.

Conditions for Receiving Summer Aid:
• Available only if you were on athletic aid during the academic year.
• Requests for aid for study abroad & internships will be considered on a case-by-case basis & must comply with NCAA regulations.
• Extended Summer courses will be considered on a case-by-case basis.
• If housing expenses are granted, the Department of Athletics calculates this portion of the award based on covering housing expenses one day before and after each summer session.
• If you withdraw from a course, you will be required to reimburse the Athletics Department for any tuition, room, board, and book charges associated with the withdraw. This also applies when replacing one class for another (ADD/DROP).
• If you fail a course, you will be required to reimburse the department for any tuition, room, board, and book charges associated with that class.
• If your award includes a book scholarship, you must return your books at the end of the term, or you will be required to reimburse the Athletics Department.

*The Summer School Aid Committee reserves the right to add additional conditions on a case-by-case basis as part of the summer school contract.

Summer School at Other Colleges
If you decide to take coursework at another college during the summer, then you should:
• Search for a course(s) at another institution that you believe may transfer to the College. It is not the responsibility of the SAAS advisor to find a course for you.
• Discuss the course selection with your SAAS advisor.
• Complete the Coursework Elsewhere Form (Available on the Registrar's Office website under forms).
• Register for the course at the visiting college. Make sure to check the deadlines for course registration.
• Upon completion of the course, you must request that that institution send an official transcript to the College of Charleston Registrar's Office. Assuming you followed the appropriate procedures and earned a C or better, this process will result in the hours transferring to the College. Hours will not be counted towards your NCAA eligibility until they are listed on your official transcript.

Note: Students should consult the Undergraduate Catalog for the rules/limits regarding eligibility for transferring credit in the senior year.

Transfer credit for these courses will be accepted upon the receipt of an official transcript in accordance with the guidelines set forth in the College of Charleston Undergraduate Catalog. These include but are not limited to:

• A grade of "C" (2.0) or better must be earned and the final official transcript received by the registrar in order for transfer credit to be awarded.
• A maximum of 60 hours total may be transferred from two-year institutions.
• No more than eight semester hours total of PEHD/THTR activity/dance courses may be applied towards a College of Charleston degree.

Note: Only credit hours transfer – not the grade earned at the other school.

Student-Athlete Development
The College of Charleston Student-Athlete Affairs program seeks to serve the missions of the College of Charleston and the Department of Athletics through programming that prepares student-athletes for fulfilling lives and careers both during and after their collegiate experience. Student-Athlete Affairs will foster student-athlete development in their academic, athletic, career, personal, and community responsibilities.

Cougar Cup
Our athletic teams compete against one another to win the COUGAR CUP. The competition runs from the beginning of April until March 31st of the following year. By utilizing our student-athletes’ inclination towards
The COUGAR CUP provides incentive for increased involvement in developmental programs that encompass the mission of Student-Athlete Development.

The Associate Director of SAAS for Student-Athlete Development will communicate Cougar Cup point-earning opportunities and update the Department of Athletics on the teams’ progress in the competition via email, Twitter, and the monthly Cougar Cup Corner newsletter.

The Program has five components:

**Commitment to Academic Excellence**
To support the academic progress of the student-athlete toward intellectual development and graduation.

**Commitment to Athletic Excellence**
To build philosophical foundations for the development of athletic programs that are broad-based, equitable and dedicated to the well-being of the student-athlete.

**Commitment to Personal Development**
To support the development of a well-balanced lifestyle for student-athletes, encouraging emotional well-being, leadership, personal growth and decision-making skills.

**Commitment to Career Development**
To encourage the student-athlete to develop and pursue career and life goals. This places a priority on preparing for life after intercollegiate sports.

**Commitment to Service**
To engage the student-athlete in service to his or her campus and surrounding communities. This challenges our student athletes to give back to the Charleston community.

**Student-Athlete Advisory Committee (SAAC)**
The College of Charleston Student-Athlete Advisory Committee is comprised of student-athletes assembled to provide insight on the student-athlete experience. Members of SAAC are representatives from each athletic team. Team representatives are responsible for sharing information about SAAC with their teammates. SAAC meetings are held every three weeks.

**Student-Athlete 101**
Student-Athlete 101 is a 10-week course that the College of Charleston Department of Athletics requires for all first semester freshmen student-athletes. Throughout this course, you will learn what it means to be a successful student-athlete in Charleston.

**Pathways To Success**
The Pathways to Success workshop series focuses on many different areas that will empower our student-athletes to be successful during their time at the College and long afterwards. A minimum of five workshops are held every fall and spring semester, and student-athletes are REQUIRED to attend two workshops each semester.

CHAPTER IV: NCAA COMPLIANCE

Amateurism Principles

A student-athlete must be an amateur as defined by the NCAA. The following are some of the most common acts by which a student-athlete may make themselves a professional athlete and thereby become ineligible:

- Sign a contract or enter into an agreement with a professional team,
- Compete with a professional team for compensation,
- Enter into a contract, either orally or in writing, to be represented by an agent in the marketing of an individual’s athletic ability or in a sport
- Receive money or re-numeration for coaching in any sport (i.e. golf or tennis lessons)
- Participate in any athletic competition under an assumed name, or otherwise with intent to deceive
- Engage, either for money or any other substantial consideration, in promotion wherein his/her usefulness or value arises chiefly from the publicity value of his/her name as an athlete rather than from his/her ability to perform.

To avoid any danger of losing NCAA eligibility or amateur status, a student-athlete should consult the Director of Athletics in the event contact is made by an agent or any representative of professional sports.

Agents

An individual shall be ineligible for participation in an intercollegiate sport if he or she ever has agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletic ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport.

If an agent contacts you, please direct them to Compliance.

Complimentary Tickets

NCAA rules (Bylaw 16.2.1.1 and 16.2.1.2) state an institution may provide up to four (4) complimentary admissions per home contest to a student-athlete in the sport in which the individual participates.

Complimentary admissions are provided through a pass list. The pass list will be accessible to the student-athlete with a password through an online form, with the following rules:

- The FULL NAME of the person must be listed for each admission.
- The person must present an ID at the gate and remain inside once admitted.
- Pass lists are closed online 24 hours before the start of a home contest and 48 hours before the start of an away contest. This deadline is subject to change at the discretion of the ticket office for games that are likely to be sold out.
Persons without full names, IDs or names on the list prior to the deadline WILL NOT be granted complimentary admission. Student-Athletes who do not follow these procedures, repeatedly abuse the pass list, or who’s guests become abusive will lose this privilege.

### Countable Athletically Related Activities (CARA)

**Countable Athletically Related Activities**
- Practice, as specified in NCAA Bylaw 17.02.1
- Competition
- Required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member.
- Participation in a physical-fitness class conducted by a member of the athletic staff, unless the class is listed in the institution’s catalog and open to all students
- Film or videotape reviews of athletics practices or contests required, supervised or monitored by institutional staff members.
- Required participation in camps, clinics, or workshops.
- Meetings initiated by coaches or other institutional staff members on athletically related matters.
- Individual workouts required or supervised by a member of the coaching staff. However, in the sport of swimming and diving, the coach may be present during voluntary individual workouts in the institution’s regular practice facility and may provide safety or skill instruction, provided the coach does not conduct the individual’s workout.
- On-court or off-court activities called by any member of a team and confined primarily to members of that team that are considered to be a requisite for participation in that sport.
- Visiting the competition site in the sports of cross country and golf.
- Required weight-training and conditioning activities at the direction of or supervised by an institutional staff member. A student-athlete may not be involved in required conditioning activities, other than weight-training, in his/her sport.
- Participation in a physical-fitness class conducted by a member of the athletics staff, unless the class is regular physical education classes open to every student.

### NON-COUNTABLE Required Athletically Related Activities (RARA)

**NON-COUNTABLE Required Athletically Related Activities (RARA)**
- Training-table or competition-related meals.
- Physical rehabilitation.
- Dressing, showering, or taping.
- Athletics department academic study hall or tutoring session.
- Meetings with coaches on non-athletics matters.
- Travel to and from practice and competition.
- Medical examination or treatments.
- Fund-raising activities.
- Recruiting activities.
- Public relations activities related to the student-athlete’s sport.
• Participation in regular physical education classes, with or without credit, that are listed in the institution’s catalog and open to all students.
• Voluntary individual workouts provided these workouts are not required or supervised by coaching staff members, except that such activities may be monitored for safety purposes by the institution’s strength and conditioning personnel. A coach may design a voluntary general individual workout program for a student-athlete.
• Individual consultation with a coaching staff member initiated voluntarily by a student-athlete, provided the coach and student-athlete do not engage in athletically related activities.
• Use of an institution’s athletic facilities by student-athletes, provided the activities are not supervised by or held at the direction of any member of an institution’s coaching staff.
• Visiting the competition site in sports other than cross country and golf.
• The provision of videotapes to a student-athlete by an institution’s coach that include a personalized message and athletically related information provided the viewing of the videotape by the student-athlete is voluntary.

Daily/Weekly Hour Limitations – Playing Season
The NCAA regulates that a student-athlete’s participation in countable athletically related activities shall be limited to a maximum of four hours per day and 20 hours per week.

Weekly Hour Limitations – Outside of Playing Season
The NCAA regulates that a student-athlete’s participation in countable athletically related activities outside the playing season shall be limited to a maximum of eight hours per week. Two hours of that maximum of eight hours per week can be individual skill-instruction, provided that no more than four student-athletes from the same team is involved in skill-related instruction with their coach(es) at any one time, student-athletes must request the instruction and are limited to two hours of skill instruction per week.

Employment
Earnings from a student-athlete’s on or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete’s cost of attendance or in the institution’s financial aid limitations, provided:

The student-athlete’s compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;
• The student-athlete is compensated only for work actually performed; and
• The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

The student-athlete, as a representative of the College of Charleston, is expected to behave responsibly and perform job duties to the best of his/her ability. If a student-athlete is dismissed from a position because of poor attitude or job performance, he/she will not be assisted in finding further employment.

The following rules apply to all type of student-athlete employment:
• The student-athlete must perform useful work.
• The rate of pay must be the regular rate paid for such duties.
• Hours paid must be equal to actual hours worked.
• Payment in advance of hours worked is not permitted.
• Transportation to the job site may be provided only if such transportation is made available to all employees.
• Student-athletes are responsible for complying with employment rules and are to report any irregularities in employment compensation or benefits to Compliance.

Extra Benefit – NCAA Bylaw 16.02.3
An extra benefit is any special arrangement by an institutional employee or a representative of the institution’s athletics interest to provide a student-athlete or the student-athlete’s relative or friends a benefit not expressly authorized by the NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution’s students or their relatives or friends or to a particular segment of the student body determined on a basis unrelated to athletics.

The following are examples of extra benefits or services that are prohibited under NCAA legislation:

• Car of any use of a car or other transportation
• Clothing
• Haircut or other miscellaneous service
• Gift(s)
• Money, loan(s), a guarantee of bond or signing/co-signing of a note to arrange a loan
• Ticket(s) for any kind of entertainment
• Payment of long distance telephone calls
• Free or reduced merchandise from a merchant (unless it is available to the general public)
• Free or reduced meals at a restaurant
• Free or reduced room and/or board from a booster (This includes in Charleston, your home city or any other location)
• Members of the athletic department staff (including tutors) may not type reports, papers, letters, etc.
• Special discounts, payment arrangements or credit on a purchase (e.g. airline tickets) or service (e.g. laundry, dry cleaning)

Financial Aid - Athletics Grant-In-Aid
Student-athletes who are recruited, as defined by the NCAA, and receive athletically determined financial aid are subject to NCAA and Institutional guidelines. The following list summarizes the more important guidelines and responsibilities of the student-athlete:

An Athletics Grant-In-Aid is a contract between the College of Charleston Department of Athletics and the student-athlete which stipulates the amount of athletic financial aid that the student-athlete is to receive in
return for his/her participation in a sport and the obligations of both parties after the grant is signed. The Athletic Grant in Aid can cover the cost of tuition and fees, room and board, and required course-related books. To qualify for athletics aid at the College of Charleston, the student-athlete must:

- Meet all admissions requirements of the College of Charleston;
- Meet and maintain all eligibility requirements for participation and financial aid established by the NCAA, the Southern Conference and the College of Charleston; and
- Apply for all available financial aid by completing the appropriate needs analysis form.

NCAA regulations restrict the total amount of financial aid that an athlete can receive. Should the student-athlete receive a federal grant or other financial aid, those funds may replace a portion of the athletics grant in order to meet NCAA limitations.

Period of Award
Athletics aid may not be awarded for a period of more than one academic year. Enrolled student-athletes can receive institutional aid for summer school only after they have completed a minimum of one regular term at the College of Charleston. Aid cannot be used to attend summer school at another institution. A student-athlete can only receive aid in proportion to the amount of athletically related financial aid the student-athlete received during the previous academic year.

Renewals and Nonrenewals
The renewal of institutional financial aid/AGIA shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous year and who has eligibility remaining for the ensuing academic year whether the grant has been renewed or not renewed. Notification of renewals and nonrenewals must come from the institution's regular financial aid authority and not from the institution's athletics department.

Please remember that if the institution does not renew or decides to reduce financial aid for the ensuing academic year, the institution shall inform the student-athlete that he or she, upon request in writing, shall be provided a hearing before the institutional agency making the award.

Athletic aid may be reduced or canceled during the term of the award if:

- The student-athlete becomes ineligible for intercollegiate competition;
- The student-athlete fraudulently misrepresents any information on an application, letter of intent or financial aid agreement;
- The student-athlete engages in serious misconduct warranting substantial disciplinary penalty; or
- The student-athlete withdraws from the sport for personal reasons.

Athletic aid must be reduced or canceled if:

- The student-athlete signs a professional sports contract;
- The student-athlete accepts money or other aid that exceeds NCAA financial aid limitations; or
- The student-athlete agrees to be represented by an agent.

Athletic aid may not be increased, reduced or canceled during the term of the award:
• On the basis of a student-athlete’s athletic ability, performance or contribution to a team’s success;
• Because of an injury that prevents the participant from participating; or
• For any athletic reason.

Student-Athlete Appeal Hearing
If your athletic aid is reduced or canceled, and you disagree with the decision of the athletic department, you are entitled to a prompt appeal hearing before the institution’s regular financial aid appeals committee.

Gambling
The NCAA opposes all forms of legal/illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the intercollegiate athletics community. Sports wagering demeans the competition and competitors alike by a message that is contrary to the purpose and meaning of “sport.”

Sports competition should be appreciated for the inherent benefits related to participation of student-athletes, coaches and institution in fair contests, not the amount of money wagered on the outcome of the competition.

For these reasons the NCAA membership has adopted specific rules prohibiting athletic departments’ staff members and student-athletes from engaging in gambling activities as they relate to intercollegiate or professional sporting events.

Gambling Activities
Staff members of a member conference, staff members of the athletics department of a member institution and student-athletes shall not engage in sports wagering or provide information to individuals involved in any type of sports wagering activities. Sports wagering includes placing, accepting or soliciting a wager (on a staff member’s or student-athlete’s own behalf or on the behalf of others) of any type with any individual or organization on any collegiate, amateur, or professional team or contest. Examples of sports wagering include, but not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contest; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (“point shaving”) or who participates in any sports wagering activity involving the student-athlete’s institution shall permanently lose all remaining regular-season and postseason eligibility in all sports.

A student-athlete who participates in any sports wagering activity through the Internet, a bookmaker or a parlay card shall be ineligible for all regular-season and postseason competition for a minimum of a period of one year from the date of the institution’s determination that a violation occurred and shall be charged with the loss of a minimum of one season of eligibility. If the student-athlete is determined to have been involved in a later violation of any portion Bylaw 10.3, the student-athlete shall permanently lose all remaining regular-season and postseason eligibility in all sports.

Student-athletes shall not knowingly:
• provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition,
• solicit a bet on any intercollegiate team,
• accept a bet on any team presenting the institution, or
• participate in any gambling activity that involves intercollegiate athletics through a bookmaker, a parlay card or any other method employed by organized gambling.

**Disciplinary Action**
Student-athletes found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition, subject to appeal to the NCAA Eligibility Committee for restoration of eligibility.

**Grievances**
If you have a grievance with a Coach, use the following procedure:
• You must first meet with the appropriate Head Coach to express the grievance and seek to resolve it.
• If you are not satisfied that a resolution has been reached with the Head Coach, you may than meet with the Assistant Director of Athletics, NCAA Compliance to pursue resolution of the grievance.
• If you remain unsatisfied, you may appeal the situation to the Director of Athletics, whose decision will be final.

All parties involved in this grievance procedure should maintain records of dates, discussions and decisions.

**International Academic Eligibility**
Student-athletes who are admitted to the College of Charleston from a foreign country are evaluated for NCAA eligibility in accordance with the "Guide to International Academic Standards for Athletics Eligibility" published by the NCAA.

All foreign student-athletes are required to submit official copies of their SAT and/or ACT scores and official copies of their secondary transcripts or certificates. These documents are then evaluated in accordance to the eligibility guide for their country to determine if the student-athlete meets the initial eligibility requirements as set forth by the NCAA.

**Intra-conference Transfer Rule**
Appplies to all CAA sports except Football

**Pre-Matriculation**
The CAA Intra-conference Transfer Rule applies to an incoming student-athlete that has signed a valid National Letter of Intent (NLI) with a CAA institution. A prospective student-athlete who signs a valid NLI with a CAA institution but subsequently enrolls at a different CAA institution must fulfill two academic years of residence prior to being certified eligible to compete.
**Post-Matriculation**

The CAA Intra-conference Transfer Rule applies to a student-athlete in a conference sport that has ever been the recipient of athletically-related financial aid at a CAA institution. If the student-athlete decides to transfer within the conference he/she must fulfill two academic years of residence prior to being certified eligible to compete at the second CAA institution.

**Exceptions**

The CAA Intra-conference Transfer Rule does not apply in these situations:

1. The rule does not apply to a student-athlete that has never received athletically-related financial aid at the first CAA institution.
2. The rule does not apply when the first CAA institution drops the sport in which the student-athlete has participated. [Adopted: March 6, 1989; Revised: July, 1999, June 3, 2004, June 8, 2005, Revised June 6, 2012]

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**Recruiting – Student Host**

Student-athletes will be asked, on occasion, to assist their coaches in recruiting prospective student-athletes for the next year by acting as a Student Host during a prospect's official visit. Acting as a Student Host is an important service to the institution and the Athletics Department. Appropriate conduct is required of you by institutional, conference, and NCAA standards to avoid violations:

- A student host must be enrolled at the College of Charleston.
- The College may provide a maximum of $30 to only the student host for each day of the visit to cover all actual cost of entertaining the prospect (and the prospect’s parents, legal guardians or spouse), excluding the cost of meals and admission to campus athletic events. These funds may not be used for the purchase of souvenirs such as T-shirts or other institutional mementos. It is permissible to provide the student host with an additional $15 per day for each additional prospect the host entertains.
- The College may provide a complimentary meal to the student host who is accompanying the prospect.
- If several students host a prospect, the entertainment money may be utilized to cover the actual and necessary expenses incurred by the prospect and all host. Only one host per prospect may be provided a free meal if restaurant facilities are used.
- The College may give the student host free admission (while accompanying a prospect) to a campus athletics event.
- The College may not provide the student host (or the prospect) with a car to use during an official visit. Boosters also cannot provide cars for this purpose.
- A student host may not transport the prospect or anyone accompanying the prospect more than 30 miles from the campus.
- The student host is responsible for turning in any receipts and/or remaining cash from funds advanced to the coach. This should be done on the Monday following the recruiting weekend.

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**Student-Statement & Drug Testing Consent Form**

Each academic year the NCAA requires every student-athlete to sign two statements in order to participate in intercollegiate athletics.
The NCAA Student Statement has two parts:

- A statement concerning eligibility and the Buckley Amendment consent. Signing the statement concerning eligibility affirms that to the best of a student-athlete's knowledge they are eligible to compete in intercollegiate competition. Signing the Buckley Amendment Consent certifies agreement to disclose educational records.
- A signature on the Drug-Testing Consent Form is required before tryouts, practice, and competition can occur. By signing this consent form, each athlete confirms that they are aware of the NCAA drug-testing programs and testing policy.

Each of the College of Charleston's student-athletes must complete these forms before being declared eligible for outside competition.

Textbooks

As part of an Athletic Grant-In-Aid, the Department of Athletics may furnish you the textbooks that are required for your academic courses. The Assistant AD for Business and Finance will send the College of Charleston bookstore a list of student-athletes on book scholarship prior to each semester. The Bookstore will pull and pre-box books for student-athletes on this list. You can pick your books up at the Textbook Information Counter. Check your order to be sure that you have all that are required for your courses.

If you change courses at the start of the semester, during the Drop/Add period:
1) If you have not yet picked up any of your books, take the printout of your new course schedule (this shows your name, Student ID# and courses) to the Bookstore, and they will give you all the required books
2) If you already collected your books, return the unneeded books from the courses you dropped to the Bookstore and present a new schedule to request new books.

NCAA financial aid regulations prohibit the Department from purchasing dictionaries, reference books, calendars, book bags, and/or supplies for you. Any unauthorized purchase charged to the Department of Athletics is a violation of NCAA regulations as well as College policy and may place your academic and athletic eligibility in jeopardy.

To maintain compliance with NCAA Bylaws concerning books for student-athletes paid by Athletics: you are required to turn in all books and course-required items (e.g. printed materials from Sas-E-Ink or other sources, calculators, etc.) that have been paid for by the Department of Athletics as part of your Athletic Grant-In-Aid.

It is mandatory that you return all books and required materials to the Book Information counter of the College of Charleston Bookstore at the end of each semester or whenever you drop a course. Books and all other course related items must be turned in by the last date of final exams for that semester. If books are not returned within this time frame, you will be responsible for paying back the cost of the books and required materials. Any books or items missing will require the Department of Athletics to put a hold on your account until the amount owed is paid in full to the Department of Athletics.

Transfer Eligibility Waiver Appeal Procedure
If your request for a Transfer Eligibility Waiver and Release is denied by your head coach, you may appeal that decision to the Director of Athletics. The appeal must be submitted in writing within ten (10) days of receipt of the Head Coach written denial of the request.

If the Director of Athletics does not grant the release request, you will receive written notification of the denial within five (5) days. You may then appeal the decision to the Appeals Review Committee by submitting a written request for a hearing within ten (10) days of receiving the Director’s denial.

The Appeals Review Committee consists of the following institutional representatives:

1. The NCAA Faculty Athletic Representative
2. The NCAA Director of Compliance
3. The Chairperson of the Faculty Athletics Student Affairs Committee, who will be the chair of the Appeals Review Committee.

The decision of the Appeals Review Committee will be final. All parties involved in the appeal procedures should maintain written records of dates, discussions and decisions.

**Travel**

Athletics teams will travel to other sites and institutions to compete in regular season and tournament competition. Student-athletes must always remember that they are representing the College of Charleston as well as themselves on these trips. The conduct and actions of each student-athlete individually and each team should reflect the mission of the College and its athletics program. Remember that the College is paying your travel expenses as an ambassador of the institution to aid in general recruiting and as part of its outreach, public relations, and alumni programs.

As student-athletes, you must be aware that you are being watched by the general public and different constituencies of the institution at times other than competition. You can be assured that any inappropriate actions by you or your teammates that are observed by outsiders will result in a letter to college administrators. Never forget that collegiate athletes are role models to many youngsters whom they may not even know.

Student-athletes should also understand that the College, the Athletics Department, and each team coach are responsible for their well-being, safety, and conduct during official travel. To successfully do this, each coach must follow institutional and NCAA guidelines and rules that pertain to official travel. Student-athletes are responsible for helping in this process by observing the following policies:

- Student-athletes must travel both to and from the site of competition with the official team traveling party. Separate travel arrangements must be pre-approved in writing;
- Only eligible student-athletes on the official squad list may accompany a team for an official campus event;
- Student-athletes should be well-groomed at all times and conform to individual team standards;
- Alcohol, drug, and visitation policies remain in force while representing the College on official travel;
• Internet Access, movie rentals, and long distance telephone calls cannot be charged to rooms and paid for by the College;
• Student-athletes’ friends or relatives may not accompany a team at the College’s expense;
• Leave motel rooms and visiting dressing rooms in good condition;
• Be courteous and mannerly to all around you.

Chapter V: Sports Medicine & Wellness

Sports Medicine
It is the responsibility of all athletes and coaches to report any injuries and illnesses to the College’s Sports Medicine Staff as soon as they occur so that appropriate treatment can be provided.

TD Arena Athletic Training Room
Rehabilitation 9:00 am - 12:00 noon M-F
Team Prep/Rehab 1:00 pm - 5:00 pm M-F
Practice/Event Coverage After Normal Hours and Weekends as team schedules dictate

Patriot’s Point Athletic Training Room
Practice/Event Coverage as team schedules dictate.

All student athletes are encouraged to have a scheduled appointment with a staff member or athletic training student. These appointments should be scheduled with the athletic trainer assigned to your team.

Athletic Training Room Rules and Regulations
The following rules and regulations will be posted in each athletic training facility and discussed with each student athlete in team meetings at the beginning of each academic year.

• This is a co-ed facility; please dress accordingly.
• NO ONE is to be in the athletic training rooms or receiving court/field treatment without supervision. No student athlete should be left unattended in the athletic training rooms.
• NO ONE is to initiate his/her own treatment for a new or pre-existing injury.
• Nothing (equipment, supplies, records, information, etc.) should be taken out of the athletic training rooms without permission from a staff athletic trainer and documentation.
• Student athletes are not allowed in the supply closets, equipment cage, athletic training kits or cabinets.
• The athletic training room is not a lounge. NO roughhousing or any other activity that interferes with our purpose and operations will be tolerated.
• NO swearing or vulgarity.
• Tobacco is not to be smoked or chewed in the athletic training rooms or on the field, whether at practice or games in accordance with the NCAA policy on tobacco use.
• NO food or beverages (other than water) are allowed into the athletic training facility. Food may be consumed in the offices with permission of the athletic training staff.
• All personal items belonging to student athletes or athletic training students are to be placed out of the flow of traffic. The athletic training staff will not be responsible for any personal belongings left in the athletic training room.
• Computers, telephones and fax machines are to be used by athletic training students and staff athletic trainers ONLY for business and educational purposes only.
• Shoes are not allowed on treatment tables.
• Ice bags are to be dumped in the sink and bags thrown in the trash when treatment is complete.
• Clean up your area before leaving, DO NOT leave supplies and equipment on the tables or floor after treatment.

FAILURE TO COMPLY WITH ANY OF THE ABOVE RULES AND REGULATIONS MAY RESULT IN DISMISSAL FROM THE ATHLETIC TRAINING ROOM.

Sports Medicine Guidelines and Procedures

Physical Examinations
1. It is mandatory that ALL student-athletes complete the Pre-Participation Paperwork Packet and return it to the College's Sports Medicine staff prior to each academic year. These forms will be completed annually and are required prior to participation in any practice, workout, or event. These forms can be accessed on the Sports Medicine page of the main C of C Athletic Web-site (www.cofcsports.com).

2. No student at the College of Charleston will be allowed to participate in any practice, workout, or event without a physical examination including proof of Sickle Cell Testing that is approved by the Sports Medicine staff.

3. Physical examinations for all rostered student-athletes are provided annually prior to start of the Fall Semester. Student-athletes who miss this physical and begin competition after the physical have been provided, who walk on or who try-out for a team will be responsible for obtaining a physical, including proof of Sickle Cell Testing, at their own expense. Appropriate Late Roster Addition/Try-out paperwork can be accessed at the Sports Medicine Web-site.

Medical Expenses and Insurance
Injuries do occur and we attempt to provide our athletes with the best possible care. However, it is important that the following guidelines are understood:

1. Personal insurance (either parent or individual policy) is the primary and initial source of payment. The College of Charleston's athletic insurance company is a secondary policy. If the parent does not have insurance coverage on their son/daughter, the coverage of the College of Charleston's athletic insurance company will become primary for athletic related injuries only.

2. Primary Insurance information is mandatory from the student-athlete or their parents. This information must be submitted to the sports medicine staff during the pre-participation clearance process.

3. For a sport-related medical bill, the bill is first sent to the personal insurance company and their insurance is expected to pay its limits. If there is a balance, it should be forwarded to the College of Charleston along with an
"Explanation of Benefits" statement provided by the personal insurance company indicating the amount paid and the balance. This information will then be forwarded to the College’s insurance company. The College’s insurance company will not process any bills without the above information.

4. College of Charleston’s student-athletes are covered for a period of two calendar years from the date of an injury sustained during supervised athletic activities (e.g. conditioning, practicing, or games.) Injuries must be reported immediately to an Athletic Trainer to be considered for payment. There are certain important exceptions. A complete explanation of the Medical Insurance Program is available on the Sports Medicine web page.

<table>
<thead>
<tr>
<th>NCAA Banned Drug Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or <a href="http://www.ncaa.org/health-safety">www.ncaa.org/health-safety</a> for the current list. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. <strong>No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.</strong></td>
</tr>
</tbody>
</table>

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

**Bylaw 31.2.3. Banned Drugs**

The following is a list of banned-drug classes, with some examples of substances under each class. **No substance belonging to the banned drug class may be used, regardless of whether it is specifically listed as an example.**

**(a) Stimulants:**
- amiphenazole
- amphetamine
- bemigride
- benzphetamine
- bromantan
- caffeine1 (guarana)
- chlorphentermine
- cocaine
- cropropamide
- crothetamide
- diethylpropion
- dimethylamphetamine
- doxapram
- ephedrine (ephedra, ma huang)
- ethamivan
- ethylamphetamine
- fencamfamine
- meclofenoxate
- methamphetamine
- methylhexidoxymethylpheta mine
- MDMA, ecstasy
- methylphenidate
- nikethamide
- octopamine
- pemoline
- pentetrazol
- phenmetrazine
- phentermine
- phenylpropanolamine (ppa)
- pictrotoxin
- pipradol
- prolintane
- strychnine
- synephrine (citrus aurantium, zhi shi, bitter orange)
- and related compounds

**The following stimulants are not banned:**
- phenylephrine
- pseudoephedrine
(b) Anabolic Agents:
Anabolic steroids
androstenediol
androstenedione
boldenone
clostebol
dehydrochlormethyltestosterone
dehydroepiandrosterone
(DHEA)
dihydrotestosterone (DHT)
dromostanolone
epitrenbolone
fluoxymesterone
gestrinone
mesterolone
methandienone
methyltestosterone
nandrolone
norandrostenediol
norandrostenedione
norethandrolone
oxandrolone
oxymesterone
oxymetholone
stanozolol
testosterone2
tetrahydrogestrinone (THG)
trenbolone
and related compounds
Other Anabolic Agents
Clenbuterol

c) Substances Banned for Specific Sports:
Alcohol
atenolol
metoprolol
nadolol
pindolol
propranolol
timolol
and related compounds
(d) Diuretics and other urine manipulators:
- acetazolamide, hydrochlorothiazide
- bendroflumethiazide, hydroflumethiazide
- benzthiazide, methyclothiazide
- bumetanide, metolazone
- chlorothiazide, polythiazide
- chlorthalidone, probenecid
- ethacrynic acid, spironolactone (canrenone)
- finasteride, triamterene
- flumethiazide, trichlormethiazide
- furosemide, and related compounds

(e) Street Drugs:
- heroin (tetrahydrocannabinol)
- marijuana (THC)

(f) Peptide Hormones and Analogues
- corticotrophin (ACTH)
- growth hormone (hGH, somatotrophin)
- human chorionic gonadotrophin (hCG)
- insulin-like growth factor (IGF-1)
- luteinizing hormone (LH)

All the respective releasing factors of the above mentioned substances also are banned.
- erythropoietin (EPO)
- sermorelin
- darbepoetin

(g) Anti-estrogens:
- anastrozole, tamoxifen
- clomiphene, and related compounds

(h) Definitions of positive depends on the following:
1 for caffeine—if the concentration in urine exceeds 15 micrograms/ml.
2 for testosterone—an adverse analytical finding (positive result) based on any reliable analytical method (e.g., IRMS, GCMS, CIR) which shows that the testosterone is of exogenous origin, or if the ratio of the total concentration of testosterone to that of epitestosterone in the urine is greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.
3 for marijuana and THC — if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

31.2.3.4.1 Drugs and Procedures

Subject to Restrictions.
The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used:
(Revised: 8/15/89)
(g) **Blood Doping.** The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes) is prohibited, and any evidence confirming use will be cause for action consistent with that taken for a positive drug test. (Revised: 8/15/89, 5/4/92)

(b) **Local Anesthetics.** The Executive Committee will permit the limited use of local anesthetics under the following conditions:

(1) That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine; (Revised: 12/9/91, 5/6/93)
(2) That only local or topical injections can be used (i.e., intravenous injections are not permitted); and
(3) That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.

(c) **Manipulation of Urine Samples.** The Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing. Examples of banned methods are catheterization, urine substitution and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epitestosterone administration. (Revised: 8/15/89, 6/17/92, 7/22/97)

(d) **Beta 2 Agonists.** The use of beta 2 agonists is permitted by inhalation only. (Adopted: 8/13/93)

(e) **Additional Analysis.** Drug screening for select nonbanned substances may be conducted for nonpunitive purposes. (Revised: 8/15/89)

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**Department of Athletics Drug Testing Guidelines**

### 7.5 Drug Testing Policy

#### 7.5.1 Purpose

The College of Charleston Athletic Department, its coaching staff, physicians, athletic trainers, and administrators strongly believe that the use of illegal drugs, abuse of prescribed medication, or the abuse of alcohol are detrimental to the physical and mental well-being of its student-athletes. Improper drug use poses a risk of health and safety to the student-athlete, is against the law, and a violation of department rules. Therefore, the Athletic Department has implemented a mandatory drug testing program, education, and counseling to protect the health and safety of the student-athlete associated to the College of Charleston. The central goal of the College of Charleston Athletics drug abuse policy is to discourage the use of illegal drugs, create a level playing field for its student-athletes, and to provide help for those student-athletes with a drug / alcohol related issue.

#### 7.5.2 Testing

Mandatory random testing for NCAA banned substances and/or illegal “street” drugs will take place throughout the academic year on various dates. Also, individual teams and individual athletes who qualify for post-season NCAA competition will be tested prior to departure for NCAA post-season play. Other teams or individuals qualifying for post-season competition may also be subject to testing.

In addition, the NCAA will conduct a minimum of one test per year at our institution. Mandatory individualized testing may also occur. (See 7.5.4)

#### 7.5.3 Random Testing

Every student-athlete shall be subject to random selection and may be chosen for multiple tests in any academic year.

Each student athlete will be required to complete Consent to Institutional Drug Testing form in conjunction with their pre-participation clearance. Late additions to team rosters must complete the drug testing consent form
when completing the Pre-Participation Examination paperwork. Head Coaches will be required to submit a team phone list, including all pertinent local and cellular phone numbers to the Director of Sports Medicine within the first two weeks of the semester.

Refusal to sign the Drug Testing Consent Form will be considered a 1st positive test. A random drawing of student-athletes will be used to determine the test pool. Each student selected for drug testing will be notified by a member of the Sports Medicine staff and given instructions regarding the testing site and testing times. Head Coaches will also be notified which of their student athletes have been chosen for the test. Every effort will be made to locate the student athlete to ensure testing can be completed.

Once a student-athlete has been informed, absence from testing or failure to cooperate with instructions given to the student-athlete at the test site will be considered a positive test.

If the Sports Medicine Staff is unable to notify the student-athlete on the day of the test, an Athletics Administrator will be notified by the Director of Sports Medicine and documentation will be provided detailing the method(s) used, the number of attempts and the time of day of the attempts. The Athletics Administrator and the Director of Sports Medicine will either:

- Accept the athletes’ circumstances.
- Reject the circumstances as being insufficient and require that the athlete report for drug testing at a date/time/location designated by the Director of Sports Medicine.

The Athletics Administrator may require that the student-athlete in question be held out of competition and any practices (including conditioning/weight training) until the test is completed.

7.5.4 Testing In Response to Individualized Reasonable Suspicion

A student-athlete may be subject to testing at any time when, in the judgment of the Athletics Administration there is reasonable cause to suspect the student is engaged in the use of any of the drugs prohibited by this policy. Individualized reasonable suspicion means: if the available facts were conveyed to a reasonable person unfamiliar with the student or athletics program, that person would conclude that there is a factual basis for determining that the student is using a prohibited drug. Such individualized reasonable suspicion may be based on information from any source, deemed reliable by the Athletics Administration, including, but not limited to:

- observed possession or use of substances that reasonably appear to be drugs of the type prohibited.
- arrest or conviction for criminal offense related to the possession, use or trafficking in drugs
- observed abnormal appearance, conduct or behavior, such as unusual patterns of absence from training or competition, reasonably interpreted as being caused by the use of drugs

If individualized reasonable suspicion is found to exist by a consensus of the Athletics Administration, the student athlete will be included in the next drug testing pool.

7.5.5 Testing of Teams/Individuals Qualifying for Post Season Play

Teams/Individuals which qualify for NCAA post-season competition will be required to participate in drug testing prior to departure from campus to participate in post-season competition. Other teams or individuals qualifying for post-season competition may also be subject to testing.

- All student-athletes currently on the team’s travel roster may be tested. This roster will consist of only those student-athletes who are eligible for post-season participation. This roster may include alternative eligible student-athletes who may be substituted at any time for current student-athletes on the NCAA post-season roster.
- A member of the Sports Medicine Staff will notify the student athletes and will provide instructions regarding test times and location. The Head Coach will also be notified and is encouraged to contact team members to ensure compliance.
- If the Sports Medicine Staff is unable to notify the student-athlete on the day of the test, the Director of Sports Medicine will notify an Athletics Administrator and documentation will be provided detailing the method(s) used, the number of attempts and the time of day of the attempts. The Athletics Administrator and the Director of Sports Medicine will either:
  - Accept the athletes’ circumstances.
  - Reject the circumstances as being insufficient and require that the athlete complete drug testing at a date/time/location designated by the Director of Sports Medicine.
The Athletics Administrator may require that the student-athlete in question be held out of competition and any practices (including conditioning/weight training) until the test is completed.

7.5.6 Collection

• Collection will be contracted by an independent professional group approved by the Athletics Administration.
• The collectors will conduct themselves in accordance with the stipulation of the contract and will preserve the personal dignity of the student-athlete being tested.
• Verbal instructions will be provided to each student-athlete being tested.
• Each student-athlete must present a picture I.D. at the testing station.
• The student-athlete will provide an observed urine sample and/or hair samples (as determined by the Director of Sports Medicine and the Athletic Director).

• An observed urine sample (performed by a tester of the same gender) will consist of the following: student-athlete will present to testing area in proper attire (shorts and shirt), they will be asked to raise shirt to shoulders and lower shorts/underwear below their knees, the student-athlete will then be instructed to rotate 360 degrees so the tester can assure there is no contraband on the student-athlete that could alter the sample, the tester will then observe the student-athlete providing the urine sample.

Failure to comply with this process will be deemed a positive test.
• Each student-athlete will be given the opportunity to report current prescription medication being used prior to being tested. This should be done by reporting to the Athletic Training Room to complete a Medical Declaration Form. In order for the form to be completed, the student-athlete must have a doctor’s prescription or the prescription bottle in hand.
• In the event a student-athlete cannot supply an appropriate urine specimen, the collector may provide water in order to induce a sample.
• In the event a student-athlete cannot supply an appropriate urine specimen after drinking water, the student-athlete will be subject to a retest. If the student-athlete is unable to produce a specimen during the retest, a hair sample will be acquired by the approved collection agency for testing at a date and time designated by the Director of Sports Medicine.
• If a student-athlete fails to cooperate in the collection process or there is a suspicion of sample adulteration or suspected intentional withholding of a specimen, the name will be given to an Athletics Administrator for investigation and may be considered a positive test.
• It will be the responsibility of the Director of Sports Medicine to periodically monitor the collection process to ensure proper protocol and assist collectors when needed.

7.5.7 Self-Referral

At any time prior to being selected for drug testing, a student-athlete may refer himself/herself to any Athletics Department staff member for help with any substance abuse problem. A person who self-refers will immediately be placed on probation. This is a one-time only option (one time in five years). Self-referral is not an option for a student-athlete once he/she has been identified for testing.

Terms of Probation:
• Automatic visit to the Counseling & Substance Abuse Services office for a counseling session to determine if enrollment into a substance abuse or educational program is necessary. If it is deemed necessary by the counselor, the student-athlete must successfully complete the designated program, which may include but is not limited to additional counseling, treatment or other interventions. The Athletics Administration will have the right to monitor the attendance of the student-athlete in the program. The student-athlete must inform the counselor/counseling staff that they are to allow the Athletics Administration to monitor their compliance with this requirement. Failure to do so will be considered a Positive Test.
• Upon successful completion of the designated program, the student-athlete will be subject to mandatory drug testing for the remainder of his/her eligibility.

A student-athlete who fails to satisfy the terms of the probation will be subject to penalties associated with the applicable positive test.

7.5.8 Positive Drug Test Penalties
More severe consequences than those listed below may be imposed by the coach, but must be approved by the Director of Athletics.

**Institutional First Positive Test**
- The student-athlete will be required to participate in counseling sessions with professional counselors as determined by the College of Charleston Sports Medicine Staff.
- The student-athlete will be required to perform community service work for a minimum of 15 hours to a maximum of 30 hours.
- The student-athlete will be subjected to regular testing until there is no longer any drug found in the sample provided. Further the student-athlete will be on all future random testing for the remainder of their academic/athletic career at the College of Charleston.

**Institutional Second Positive Test**
- The student-athlete will be required to participate in counseling sessions with professional counselors as determined by the College of Charleston Sports Medicine Staff.
- The student-athlete will be required to perform community service work for a minimum of 30 hours.
- The student-athlete will be subjected to regular testing until there is no longer any drug found in the sample provided. Further the student-athlete will be on all future random testing for the remainder of their academic/athletic career at the College of Charleston.
- The suspension from 25% of in-season contests immediately following the positive test including post season contests, but excluding scrimmages and exhibition games.

**Institutional Third Positive Test**
- The student-athlete will be allowed to participate in counseling sessions with professional counselors as determined by the College of Charleston Sports Medicine Staff.
- The student-athlete shall be permanently suspended from further participation in any intercollegiate athletic program.
- Cancellation of financial or other assistance and grant-in-aid provided to the student-athlete by the College of Charleston.

**Positive test for anabolic agents that are banned substances.**
After any positive test for a banned substance that is an anabolic agent, the Director of Athletics shall have the authority to terminate the student-athlete’s eligibility for athletics participation.

**Positive test for a banned substance that is not an anabolic agent (Heroin, Cocaine, Crack Cocaine, and Crystal Methadone).**
After any positive test for a banned substance that is an anabolic agent, the Director of Athletics shall have the authority to terminate the student-athlete’s eligibility for athletics participation and permanent loss of scholarship.

*Reminder: The head coach of the respective team can institute tougher penalties than those listed above in consultation with and with approval of the Director of Athletics.

**Note:** For the purpose of this policy, Athletics Administrator refers to the Director of Athletics or his/her designee.

**ALL SANCTIONS ARE CUMULATIVE FOR THE DURATION OF THE STUDENT-ATHLETE’S ELIGIBILITY.**

**NCAA Positive Test**
An individual testing positive for banned substances will be held in violation of Bylaw 18.4.1.5.1 Student athletes who test positive are subject to at least a one-year suspension and loss of eligibility.
It should be noted, that nutritional supplements available at over-the-counter retail outlets and via the internet are not regulated and may contain substances banned by the NCAA.

**7.5.9 Types of Tests**
A. Screening method will be enzyme immunoassay
B. Confirmation method will be gas chromatography / mass spectrometry
C. Hair Test

**7.5.10 Right to Appeal**
Student-athletes may appeal a positive test. Appeals must be submitted in writing to an Athletics Administrator within five (5) days of a positive test result. Pending the decision of the Athletics Administration the student-athlete may not be involved in any team or Athletic Department activities.

*Note: For the purpose of this policy, Athletics Administrator refers to the Director of Athletics or his/her designee.

**Department of Athletics Alcohol Policy**

**For Student Athletes Under 21 Years of Age**

A. First Offense
   - Counseling assessment and feedback.
   - Four (4) hours of community service.
   - Suspension for two (2) traditional season contests or 10% of the scheduled contests, whichever is less (within 2 weeks after confirmation of offense).

B. Second Offense
   - Counseling assessment and feedback.
   - Eight (8) hours of community service.
   - Suspension for four (4) traditional season contests or 20% of the scheduled contests, whichever is less (within 2 weeks after confirmation of offense).

C. Third Offense
   - Counseling assessment and feedback.
   - Sixteen (16) hours of community service.
   - Suspension from competition for a minimum of one academic semester.

D. Fourth Offense
   - Permanent loss of athletic scholarship.
   - Dismissal from team.

**For Student Athletes Over 21 Years of Age**

A. First Offense
   - Counseling assessment and feedback.
   - Two (2) hours of community service.
   - Suspension for one (1) traditional season contest or 5% of the scheduled contests, whichever is less (within 2 weeks after confirmation of offense).

B. Second Offense
   - Counseling assessment and feedback.
   - Four (4) hours of community service.
   - Suspension for two (2) traditional season contests or 10% of the scheduled contests, whichever is less (within 2 weeks after confirmation of offense).

C. Third Offense
   - Counseling assessment and feedback.
   - Eight (8) hours of community service.
   - Suspension for four (4) traditional season contests or 20% of the scheduled contests, whichever is less (within 2 weeks after confirmation of offense).

D. Fourth Offense
   - Permanent loss of athletic scholarship
   - Dismissal from team

All sanctions are cumulative. If the student athlete commits no violations for 2 calendar years, then penalties are reset to zero.

If more than an appropriate number of team members are identified and sanctioned at one time, the administration may stagger suspensions.
Appeals may be made in writing to the Athletics Disciplinary Committee (the AD, Associate AD/SWA and Director of Sports Medicine). All appeals must be received within seven (7) business days from confirmation of offense.

The head coach for each respective team may institute penalties that are more stringent than those detailed above with approval from the Director of Athletics.

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**Sports Performance**

**Weight Room Rules & Regulations**

The College of Charleston Sports Performance staff is committed to providing every student-athlete with the best training available to prepare you for competition. Please follow these simple rules below, and there should be no problems achieving your goals in the weight room. We are all here for one purpose – to get better and win championships. We are in the pursuit of excellence – Cougar Pride!

**Hours of Operation**

The weight room hours of operation are Monday, Wednesday, Friday from 7:00 a.m. – 8:00 p.m. and Tuesday and Thursday from 7:00 a.m. – 7:00 p.m. You are to lift only at your team’s specified time. If you have a conflict, the Sports Performance staff will work with you to find a time to make up your lift.

**Cougar Pride**

College of Charleston colors (maroon, white, and gold) and neutral colors (black, white, and grey) are the only accepted colors in the weight room. If you are wearing a different color such as blue, orange, purple, etc., you will be asked to change into College of Charleston colors.

**Dress Code**

There will not be any tank-tops or any shorts shorter than mid-thigh allowed in the weight room. Some other items not allowed in the weight room are head gear (skull caps, hats, etc) and open-toed shoes. If you are found wearing these items, you will be asked to change. If you are wearing any items that are part of your team’s uniform, i.e. tights, etc., that will be allowed.

**Weight Room Expectations**

- **Stay out of designated areas**: The College of Charleston coaching staff is the only one admitted in the office areas. Please be respectful and ask a coach if you need assistance. Please do not touch the stereo. If you would like something different to be played during your workout, ask a staff member to assist you.
- **Cell Phones**: Cell phones are not permitted in the weight room. All cell phones must be turned off before entering. If you are expecting an important phone call, let the coaching staff know, and we will accommodate your needs.
- **Clean up after yourself**: All barbells must be cleaned off and plates and dumbbells placed back in the correct location after use. If you use any other piece of equipment in the weight room, please return it after you are finished. The staff will help you if you need assistance.
- **Be respectful**: All student-athletes are required to be respectful to each other and the staff. There will be absolutely no fighting, pushing, screaming, etc. allowed in the weight room. If any student-athlete displays this type of behavior, he will be asked to leave immediately. Repeated offenses will result in a one week suspension, followed by a month suspension, followed by year-long suspension.
- **Be on time**: Do not be late! If you anticipate that a class might run late, or you have trouble making your time you must notify your strength and conditioning coach. We will accommodate your needs only if you let us know before your workout.
- **Work hard and stay focused**: If being a collegiate student-athlete at the Division I level was easy, everyone would do it. Training is hard. Commit yourself to getting better and stay focused - train hard every single workout. Championships are not won in a day. Every workout is important in achieving your goals