College of Charleston
Department of Athletics


Student-Athlete Handbook

2018-2019
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 Fulfilling 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 White. 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 my 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
# Department of Athletics Administration

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>PHONE (843)</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roberts, Matt</td>
<td>Director of Athletics</td>
<td>953-8254</td>
<td><a href="mailto:robertsmj1@cofc.edu">robertsmj1@cofc.edu</a></td>
</tr>
<tr>
<td>Mattie, Terri</td>
<td>Exec. Asst. to the Dir. of Athletics</td>
<td>953-8254</td>
<td><a href="mailto:mattietl@cofc.edu">mattietl@cofc.edu</a></td>
</tr>
<tr>
<td>Benigni, Vince</td>
<td>Faculty Athletics Representative</td>
<td>953-7019</td>
<td><a href="mailto:benigniv@cofc.edu">benigniv@cofc.edu</a></td>
</tr>
<tr>
<td>Lageman, Laura</td>
<td>Sr. Associate AD/SWA</td>
<td>953-5467</td>
<td><a href="mailto:lagemanl@cofc.edu">lagemanl@cofc.edu</a></td>
</tr>
<tr>
<td>Walton, Jamaal</td>
<td>Associate AD/External Operations</td>
<td>953-5498</td>
<td><a href="mailto:waltonjo@cofc.edu">waltonjo@cofc.edu</a></td>
</tr>
<tr>
<td>German, Otto</td>
<td>Asst. AD/NCAA Compliance</td>
<td>953-8145</td>
<td><a href="mailto:germano@cofc.edu">germano@cofc.edu</a></td>
</tr>
<tr>
<td>Ijames, Weston</td>
<td>Asst. AD/Business and Finance</td>
<td>953-6472</td>
<td><a href="mailto:ijameswt@cofc.edu">ijameswt@cofc.edu</a></td>
</tr>
<tr>
<td>Tiller, Kate</td>
<td>Asst. AD/Student-Athlete Academic Services</td>
<td>953-3660</td>
<td><a href="mailto:tillerk@cofc.edu">tillerk@cofc.edu</a></td>
</tr>
<tr>
<td>Baker, Jerry</td>
<td>Exec. Director/Cougar Club</td>
<td>953-6550</td>
<td><a href="mailto:bakerj@cofc.edu">bakerj@cofc.edu</a></td>
</tr>
<tr>
<td>Navor, Marlene</td>
<td>Director/Athletics Communications</td>
<td>953-6720</td>
<td><a href="mailto:navormunu@cofc.edu">navormunu@cofc.edu</a></td>
</tr>
<tr>
<td>Weber, J.B.</td>
<td>Director/Compliance</td>
<td>953-9562</td>
<td><a href="mailto:jbweber@cofc.edu">jbweber@cofc.edu</a></td>
</tr>
<tr>
<td>Rogers, Jessica</td>
<td>Director/Marketing</td>
<td>953-3926</td>
<td><a href="mailto:rogersja@cofc.edu">rogersja@cofc.edu</a></td>
</tr>
<tr>
<td>Semenetz, Greg</td>
<td>Director/Operations</td>
<td>953-5409</td>
<td><a href="mailto:semenetzspg@cofc.edu">semenetzspg@cofc.edu</a></td>
</tr>
<tr>
<td>Horschel, Chris</td>
<td>Director/Sports Medicine.</td>
<td>953-3267</td>
<td><a href="mailto:horschelc@cofc.edu">horschelc@cofc.edu</a></td>
</tr>
<tr>
<td>Proto, Marc</td>
<td>Director/Sports Performance</td>
<td>953-3603</td>
<td><a href="mailto:protoma@cofc.edu">protoma@cofc.edu</a></td>
</tr>
<tr>
<td>Mottola, Kelly</td>
<td>Director/Ticket Operations</td>
<td>953-5479</td>
<td><a href="mailto:mottolak@cofc.edu">mottolak@cofc.edu</a></td>
</tr>
<tr>
<td>Kilburn, Charlotte</td>
<td>Sports Nutritionist</td>
<td>953-3602</td>
<td><a href="mailto:capertonkilburnc@cofc.edu">capertonkilburnc@cofc.edu</a></td>
</tr>
<tr>
<td>Clark, Patricia</td>
<td>Administrative Assistant</td>
<td>953-5556</td>
<td><a href="mailto:clarkp@cofc.edu">clarkp@cofc.edu</a></td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

## CHAPTER I: INTRODUCTION

- College of Charleston Mission, Purpose, and Values ................................................................. 8
- Department of Athletics Mission, Vision, and Values ................................................................. 9
- NCAA Mission Statement ........................................................................................................... 9
- The Colonial Athletic Association ............................................................................................... 9-10

## CHAPTER II: STUDENT-ATHLETE CONDUCT & ETHICS

- College of Charleston Student Conduct ..................................................................................... 11
- CAA Code of Conduct ................................................................................................................ 11-12
- Department of Athletics Code of Conduct .................................................................................. 12-13
- Honesty and Sportsmanship ....................................................................................................... 14
- Non-Discrimination and Harassment Policies .......................................................................... 14-17
- Campus Offices Available to Assist Students .......................................................................... 17-19
- Athletics Communications: Communicating with the Media .................................................. 20-21

## CHAPTER III: STUDENT ATHLETE ACADEMIC SUPPORT AND DEVELOPMENT

- Student-Athlete Academic Services ............................................................................................ 22
- Comprehensive Academic Advising and Registration ............................................................... 22-23
  - Athletic Hold
  - Declaring an Academic Major
  - Priority Registration
  - Other Registration Notes
  - Adding, Dropping, or Withdrawing from a Course
  - Basic Continuing Eligibility
- Academic Support .................................................................................................................... 23-26
  - Cougar Academic & Resource Engagement
  - SAAS Facility Regulations
  - Academic Meetings
  - Academic Monitoring
  - Technology Checkout
  - The Center for Student Learning
- Learning Enhancement Program ................................................................................................ 27-28
  - Learning Specialist
  - Academic Mentoring
  - Return to Learn
  - AD/HD & NCAA Banned Substances
  - Center for Disability Services | SNAP
Class Engagement and Attendance

Class Absences Due to Athletic Participation
Class Absences Due to Illness, Injury, or Personal Reason

Academic Integrity

Summer School
Summer School Aid
Summer School at Other Colleges

Student Athlete Development
Cougar Cup
Student Athlete Advisory Committee (SAAC)
Student-Athlete 101
Pathways to Success

Chapter IV: Compliance

Amateurism Principles
Agents
Complimentary Tickets
Employment
Ethical Conduct
Extra Benefit
Financial Aid: Athletics-Grant-In-Aid
Period of Award
Cancelations, Reductions, Renewals & Nonrenewals
Student-Athlete Athletically Related Financial Aid Appeal Hearing
Gambling
Guidelines for Seeking Resolution to Grievances
Serving as a Student-Athlete Host
Textbooks
Transfer Processes & Guidelines
CAA Intra-Conference Transfer Rule
Travel
Violations Prevention & Reporting

Chapter V: Student-Athlete Health and Wellness

Sports Medicine
TD Arena Athletic Training Room
Patriot’s Point Athletic Training Room
Athletic Training Room Rules & Regulations

Sports Medicine Guidelines and Procedures
Physical Examinations
Medical Expenses & Insurance
NCAA Banned Drug Classes........................................................................................................48-50
Department of Athletics Drug Testing Guidelines..................................................................50-57
Department of Athletics Alcohol Policy....................................................................................58-59
Sports Nutrition.......................................................................................................................59-60
Sports Performance..................................................................................................................60
  Hours of Operation
  Cougar Pride
  Dress Code
  Expectations
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 2018
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.
Department of Athletics Mission, Vision, and Values

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.
  
  ncaa.org

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
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 in 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/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, Ketomine, 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 – 843-953-2273
- 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
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 — 198 Rutledge Ave #5 Charleston, SC 29403
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 — 843.792.3826
http://www.muschealth.org/sexual-assault/index.html
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 to 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
843.953.5754
Robert Scott Small Building, Suite 115
http://eop.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 #: 843.953.5754
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, Suite 115, 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 Don’ts 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 iss 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 academic advisor for student-athletes until they declare their majors. 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, most often, on a 4-year track) in the context of your 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 your 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.

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 and practice. Each semester, when the SAAS distributes the Advising Worksheet, you should do the following to ensure NCAA eligibility and satisfactory progress towards a degree:

- Begin to Complete the Advising Worksheet prior to meeting with an advisor.
- 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 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:
• Begin to complete the Request to Add, Drop, or Withdraw Form prior to the appropriate deadlines.
• Meet with your SAAS advisor to finalize the form.
• Once approved, drop, add, or withdraw from the course(s) by using your MyCharleston account.

Continuing NCAA Eligibility
Ultimately, student-athletes are responsible for their continuing academic eligibility. Continuing academic eligibility is complex and unique to each student-athlete. SAAS advisors advise you in your maintenance of your academic eligibility, and the Department of Compliance certifies your eligibility prior to the beginning of each semester. Direct any questions regarding your academic eligibility first to your SAAS advisor and then to the Department of Compliance.

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 Sundays at 4:00 p.m. and ends at noon on Fridays.

First-semester student-athletes are required to complete 6-10 CARE Hours each week. The SAAS 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 SAAS advisor, with the SAAS director’s approval.

<table>
<thead>
<tr>
<th>Year</th>
<th>Cumulative GPA Scale</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore Student-Athletes</td>
<td>≤ 1.999</td>
<td>8 hours/week</td>
</tr>
<tr>
<td></td>
<td>2.000 – 2.299</td>
<td>6 hours/week</td>
</tr>
<tr>
<td></td>
<td>2.300 – 2.499</td>
<td>4 hours/week</td>
</tr>
<tr>
<td></td>
<td>2.500 – 2.599</td>
<td>2 hours/week and/or Task-Based CARE</td>
</tr>
<tr>
<td>Junior Student-Athletes</td>
<td>≤ – 2.299</td>
<td>Task-Based CARE Hours</td>
</tr>
<tr>
<td></td>
<td>2.300 – 2.499</td>
<td>4 hours/week and/or Task-Based CARE</td>
</tr>
<tr>
<td></td>
<td>2.500 – 2.599 AND/OR passed fewer than 12 credit hours the previous term</td>
<td>2 hours/week and/or Task-Based CARE</td>
</tr>
<tr>
<td>Senior, &amp; 5th Year Student-Athletes</td>
<td>≤ – 2.299</td>
<td>Task-Based CARE</td>
</tr>
<tr>
<td></td>
<td>2.300 – 2.399</td>
<td>4 hours/week and/or Task-Based CARE</td>
</tr>
</tbody>
</table>

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

**Student-Athletes may earn CARE Hours by:**

- Clocking in to the study hall facility & 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 an Alternative CARE form 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.) & following stated procedures for accountability (signed green sheet, text photos with time stamps, work product, etc.).

No CARE hours will be awarded for time between midnight and 6:00 a.m.

**Student-Athletes complete Task-Based CARE by:**

- Meeting with the academic advisor 1x weekly and 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.

**Consequences for Unmet CARE Requirements**

1st offense: Coaches discretion | 2nd offense: Student-athlete must make up missed hours the following week plus hours required for the week | 3rd offense: Student-athlete must make up missed hours the following week along with meeting with their SAAS advisor | 4th offense: Student-athlete must make up missed hours the following week along with meeting with their SAAS advisor and the SAAS director. An email will also be sent to the sports’ supervisor. | 5th offense: Student-athlete must make up missed hours the following week along with meeting with their SAAS advisor, the SAAS director, and coach. An email will also be sent to the sports’
**If a student misses an excessive (15) amount of hours at one time, the makeup hours will be capped at 15 and the student will automatically jump to the 3rd warning. **

**SAAS Facility Expectations**
In order to promote a space that is comfortable and conducive to learning, SAAS has establish the following expectations:

- Swipe in when you arrive and out when you leave (for more than five minutes). You will be checked out of study hall if you are signed in while not in study hall.
- Engage in academic work. You should not be on websites for non-academic reasons or on your cell phone.
- Clean up after yourself—log off the computer, push in your chair, return any borrowed supplies, and throw away any trash.
- Keep talking to a minimum, and speak quietly when you must.
- Respect others.
- The SAAS staff will ask you to leave if you do not meet the expectations for Study Hall.

**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
Calculators and other electronic 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. 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. The Business Statistics Lab focuses on the School of Business’s DSCI 232 requirement.

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:
- Decision Science 304
- Economics
- Finance
- General Studies
- Music Theory/Music Appreciation
- Psychology
- Philosophy
- Speaking Lab
- All Languages (except Spanish)

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, including ADD/ADHD. 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 student 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 faxes 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 Directors of Sports Medicine and 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 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.

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
Lightsey Center 104 | 843.953.1431

Services and accommodations for students with any documented disability, including ADD/ADHD 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. Please consult Lizzy Johnson, the SAAS learning specialist at johnsonem1@cofc.edu, if you have any questions, or need assistance applying for accommodations.

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: Sonocent Audio Notetaker software, 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 Student 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 separately 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 in accordance with the College’s Honor Code at all times. Athletics staff must report student-athletes for alleged academic misconduct as is required by institutional policy.


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**

**Summer School Aid**
Summer school aid is not guaranteed as part of any student-athlete’s 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 other institution. 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 Development 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 Development will foster student-athlete development in their academic, athletic, career, personal, and community responsibilities.

**Cougar Cup**

The Cougar Cup is an inner-athletic department competition among teams that provides comprehensive guidance for student-athletes in the areas of personal and professional growth and community service. Teams also earn points for their academic and athletic achievement throughout the year. The competition runs from the beginning of April until March 31st of the following year. By utilizing our student-athletes’ inclination towards competition, 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.

**Student-Athlete Advisory Committee (SAAC)**

The SAAC mission is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive image. This is achieved through provided community service opportunities for all student-athletes, voting on NCAA legislation, and providing insight on the student-athlete experience. Coaches nominate two representatives and leaders from their teams who attend meetings, relay information, and truly become that voice for their team and the athletic department as a whole.

**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 provides opportunities for our student-athletes to further their growth towards success. From learning how to prepare meals while away from home, developing a resume and interview skills, to successfully managing their money, we want our Cougars to leave CofC feeling prepared and confident! Student-athletes can choose from at least 5 workshops offered each fall and spring semester that are aimed to empower them to grow holistically while they are at the College and beyond.
CHAPTER IV: NCAA COMPLIANCE

Amateurism Principles
A student-athlete must be an amateur as defined by NCAA Bylaw 12 in order to be eligible for competition. The following are some examples of acts by which a student-athlete lose his or her amateur status and thereby become ineligible:

- Sign a contract or enter into an agreement with a professional team
- Compete with a professional team for compensation,
- Agree either orally or in writing, to be represented by an agent
- Allow one’s name, likeness or image to be used to promote or endorse a commercial product of service
- Expect pay or compensation in any form for competing in athletics
- Participate in any athletic competition under an assumed name, or otherwise with intent to deceive

What is above is not an exhaustive list, but only a short list of examples. To avoid any danger of losing NCAA eligibility or amateur status, a student-athlete should consult the Director of Athletics with any questions.

Athlete-Agents
Athlete-Agents are required to register with the College of Charleston Athletics Compliance Office prior to having any contact with a College of Charleston Student-Athlete who has eligibility remaining. Student-Athletes should not have any contact with any athlete-agent who is not registered with the Athletics Compliance Office. If a student-athlete is contacted by an Athlete-Agent, he or she should refer that athlete-agent to the compliance office.

Remember it is permissible to have contact with an athlete-agent who has registered with compliance, but under such circumstances it remains impermissible to agree orally or in writing to be represented by an athlete-agent or to accept money or benefits (e.g. meals, gifts, equipment) from an athlete-agent.

Complimentary Tickets
NCAA rules (Bylaw 16.2.1.1 and 16.2.1.2) state an institution may provide up to four complimentary admissions per home or away intercollegiate athletics event to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest. 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 ticket office located at the front entrance of the Patriots Point Athletic Complex.
- Pass lists are closed online 2 hours before the start of a home contest. This deadline is subject to change at the discretion of the ticket office for games that are likely to be sold out.
- Student-athletes may not receive payment for complimentary admissions, nor exchange them for any item of value.
- 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 whose guests become abusive will lose this privilege.

Online Pass List Instructions:

1.) To leave complimentary tickets go to www.cofcsports.com
2.) On the main menu bar under Tickets select Guest Management.

3.) That will bring you to a screen where you must login using your username and password (login-last name, first name initial, password-last name).

4.) Once logged in- add a guest to your list click on Guest then Add.

5.) Here is where you can enter all your guest information, name, relationship, etc. then hit save.

6.) Once all your guest information is finished, click Event, and then specify which game you wish to leave complimentary admission for.

7.) Use the drop down arrow to indicate which guests will receive your complimentary admission for that game, and then save by clicking Assign Tickets.

8.) Once finished and saved- complimentary admission will be left for your guest at the will call window located at the ticket office at the front entrance of Patriots Point Athletic Complex.

---

**Employment**

NCAA Bylaws 12.4.1 and 15.2.7 expressly permit student-athlete employment and exempt it from financial aid limitations provided the below criteria are met:

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.

Student-Athletes and their employers must complete a student-athlete employment form prior to the student-athlete’s employment to ensure and document that the above conditions are met. Student-athletes are responsible for complying with employment rules and are to report any irregularities in employment compensation or benefits to the Athletics Compliance Office.

---

**Ethical Conduct**

NCAA Bylaw 10.01.1 requires that “Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.” Student-Athletes at the College of Charleston are expected to act in accordance with NCAA Ethical Conduct legislation and, at all times, refrain from unethical conduct as defined by NCAA Bylaw 10.1. NCAA Bylaw 10.1 defines Unethical Conduct as follows:

**10.1 Unethical Conduct.** Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, may include, but is not limited to, the following: *(Revised: 1/10/90, 1/9/96, 2/22/01, 8/4/05, 4/27/06, 1/8/07, 5/9/07, 10/23/07, 5/6/08, 1/16/10, 10/5/10, 4/28/16 effective 8/1/16)*

(a) 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;

(b) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;

(c) Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
(d) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");

(e) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.2; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;

(f) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or

(g) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution’s athletics department regarding an individual’s amateur status.

Extra Benefit – NCAA Bylaw 16.02.3 & 16.11.2

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 an extra benefit by student-athletes or their relatives or friends is a violation of NCAA Legislation and affects student-athlete eligibility. Receipt of a benefit by a student-athlete’s 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

Financial Aid for student-athletes at the College of Charleston is subject to College of Charleston financial aid policies and procedures, applicable NCAA financial aid legislation, and state and federal financial aid regulations.

Athletics grant-in-aid agreements are contractual agreements between the College of Charleston Department of Athletics and the student-athlete. These athletics grant-in-aid agreements are different for each individual student-athlete. They stipulate the amount of athletically related financial aid that the student-athlete is to receive in return for his or her participation in a sport and the obligations of both parties after the grant is signed. Student-athletes should refer to their own specific athletic grant-in-aid agreements for the terms and conditions that are specific to them. Student-athletes can request a copy of their athletic grant-in-aid agreements from the Athletics Compliance Office at any time.
Athletics grant-in-aid agreements can cover the cost of tuition and fees, room and board, required course-related books and certain incidental expenses but cannot exceed the full cost of attendance as is determined by federal financial aid regulations.

NCAA rules and federal financial regulations restrict the total amount of financial aid that a student-athlete can receive to the full cost of attendance as determined by the Office Financial Assistance and Veterans Affairs. Student-Athlete must report all outside financial aid they receive to the Office Financial Assistance and Veterans Affairs. Should the student-athlete receive a federal grant or other financial aid, those funds may replace a portion of the athletics grant and the athletics grants may be reduced in order to meet applicable NCAA limitations.

Summer financial athletically related aid is not included in regular academic year grant-in-aid agreements. Summer athletic grant-in-aids are separate and the awarding of summer athletics grant-in-aids is solely discretion of the Athletics Department.

**Period of Award**
The period of award of athletics grant-in-aid agreements can vary. The period of award cannot be less than one academic year and not be more than the student-athlete’s five-year period of eligibility. Under very specific circumstances, periods of award can be less than one year. The period of award only covers the regular academic year. Summer athletics grants-in-aid agreements are separate. Student-athletes should refer to their own specific grant-in-aid agreement to determine their specific period of award.

**Cancellations, Reductions, 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 his or her athletics grant-in-aid has been renewed or not renewed. Notification of renewals and nonrenewals must come from the institution’s regular financial aid authority (Office Financial Assistance and Veterans Affairs).

If the institution cancels a student-athlete’s athletics grant-in-aid during the period of award, does not renew or decides to reduce a student-athlete’s athletics grant-in-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 in accordance with NCAA legislation and the policies of the Office Financial Assistance and Veterans Affairs.

Athletically related financial aid may be reduced or cancelled during the period of the award and/or not renewed for subsequent academic years if:

- The student-athlete renders himself or herself 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;
- The student-athlete withdraws on his or her own initiative from the sport for personal reasons; or
- The student-athlete gives the institution written notification of transfer
- The student-athlete fails to comply with College of Charleston policies, rules and regulations that are applicable to all students
- The student-athlete fails non-athletically related rules prescribed by the College of Charleston Athletics Department
- The student-athlete fails to abide by non-athletically related team rules as established by the applicable coaching staff

Athletically related financial aid may not be reduced or canceled during the period 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 athletics reason.
Athletically related financial aid, at the discretion of the athletics department:
- may be increased at any time for any reason; and/or
- may be awarded retroactively back to the beginning of that current academic year

**Student-Athlete Athletically Related Financial Aid Appeal Hearing**

If a student-athlete’s athletics grant-in-aid is reduced or cancelled, and he or she disagrees with the decision of the athletic department, he or she is entitled to a prompt appeal hearing in accordance with applicable NCAA legislation and the policies of the Office of Financial Assistance and Veterans Affairs before a financial aid appeals committee composed of non-athletics department personnel. The Office of Financial Assistance and Veterans Affairs procedure for such a hearing is as follows:

The following steps outline the procedures for informing student athletes of their right to appeal the non-renewal or reduction of their athletic aid as well as the general procedures involved in the appeal process.

After receiving the letter of non-renewal/decrease, the student should submit the following documentation within 10 business days. Once all documentation is received by the committee, the student and Athletics will be notified about the time & place for an in-person hearing before the financial aid appeals committee. If available, submitted documentation may be shared with both parties up to five days prior to the hearing. If not available, submitted documentation will be shared at the beginning of the hearing.

A student who wishes to appeal shall submit a written request that includes the following:

- Name, sport, and any other demographic data, if requested.
- Type and amount of previous financial aid, if requested.
- A personal statement that includes reasons for believing the decision was unjustified.
- Provide copies of any relevant documents that support the appeal

The Hearing Committee shall consist of staff members from the financial aid office and any other members the Chair deems necessary. If a hearing is scheduled, the student-athlete, coach(s), director of athletics, and compliance officer will be notified of the time and place. The solo non-voting member of the hearing committee is the Assistant Director of NCAA Compliance, who serves only as a resource concerning NCAA, conference, and Department of Athletics rules and regulations for the voting members of the hearing panel and does not participate in questioning.

The hearing is informal. No rules of evidence apply. Each of the primary participants in the hearing is afforded an opportunity to speak privately with the committee. As such, no third party representation will be allowed and neither the student-athlete nor the Athletic Department shall be represented by an attorney or proceed through legal counsel at the hearing. They may, however, seek the advice of legal counsel or be represented by legal counsel outside the hearing.

There will be no cross examination by the parties of each other. Testimony by either party must be pertinent to the case. Any questions that one party wishes to ask the other party will be addressed to the Chair of the Hearing Committee, who will determine the relevance. Representatives from both parties will be given an opportunity to testify. Each side should be brief and to the point. The Chair of the Hearing Committee may ask witnesses to wait outside the hearing room until their time to testify. The hearing will not be recorded by CofC. The deliberation will not be recorded.

- The compliance officer may be heard to determine if all actions and occurrences were in compliance with the NCAA rules and regulations as they may apply.
• The athletic director may be heard to determine if athletic policy and procedure was followed in cancelling or reducing the student’s AGIA award. Additional questions may be asked if the athletic director was familiar with the student and coach scenario.
• The coach will be heard to determine why the AGIA award was reduced or cancelled.
• The student will be heard to explain why he/she feels that the AGIA award was unjustifiably reduced or cancelled.
• The Hearing Committee may request additional documentation after the hearing to support what was said in the hearing.

At the conclusion of the hearing, the Hearing Committee shall confer. Once testimony has been given, the committee will consider its decision in private. Only members of the Hearing Committee shall vote on the decision. Written notification of the decision will be sent to the student, coach, and Director of Compliance for the Athletic Department within 10 business days. The decision will not be made verbally.

This is the final stage of the NCAA AGIA appeal process at the College of Charleston. The decision of the Hearing Committee is final and is binding on all parties. There is no further internal appeal avenue provided by the NCAA, Conference, or CofC rules, regulations, or policies.

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 may 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.

Guidelines for Seeking Resolution to Grievances
Student-athletes are welcome to bring grievances to the attention of the athletic department to seek a resolution. A student-athlete seeking to address a grievance should use the following guidelines to seek resolution:

- First, the student-athlete should meet with the appropriate Head Coach to express the grievance and seek to resolve it.
- If the student-athlete is not satisfied that a resolution has been reached with the applicable Head Coach, he or she may then meet with the applicable supervising sport administrator to pursue resolution of the grievance.
- If the student-athlete remains unsatisfied, he or she may appeal the situation to the Director of Athletics.
- The Director of Athletics may, at his or her discretion, invite the Faculty Athletics Represented to become involved and serves as a non-athletic observer or mediator.
- The Athletics Director or supervising sport administrator may involve the compliance staff if NCAA Rules are potentially an issue involved in the grievance.

All parties involved in this process for the resolution of grievances should maintain records of dates, discussions and decisions. These guidelines for grievance resolution always defer to official College of Charleston Policies, State and Federal Law, and NCAA Legislation where applicable.

Serving as a Student-Athlete 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. Student-Athletes who serve as student-host must read and sign the Student-Athlete Host Form and are expected to comply with all applicable NCAA rules. Serving as a student-athlete host is an important service to the College of Charleston and the Department of Intercollegiate Athletics. Appropriate conduct is required of student-athletes serving as student-athlete host by the College of Charleston, Colonial Athletics Association and National Collegiate Athletic Association. Applicable rules for student athlete host include, but are not limited to:

1. The student-athlete host must be enrolled full-time as a student at the College of Charleston.
2. The student-athlete host will be provided money with which to entertain only the prospect and his/her parents. This money may not exceed $75/day, with an additional $40/day for each additional prospect that you entertain.
3. The student-athlete host may not give the prospect cash, nor may the student-athlete host use the entertainment funds to purchase or provide the prospect with gifts of value (e.g. souvenirs or clothing items).
4. The student-athlete host may not transport the prospect or anyone accompanying him/her more than 30 miles from the College of Charleston.
5. No College of Charleston institutional staff member or athletic booster may provide or arrange for an automobile to use to transport the prospect or anyone accompanying him/her.

6. The student-athlete host should not allow the prospect to have a recruiting conversation, either on or off campus, with a booster of the athletic program. If an unplanned meeting occurs, only an exchange of greetings is permissible.

7. The student-athlete host may allow the prospect to participate in a workout or recreational activity during his/her visit, provided the activity is not organized or observed by members of the coaching staff and it is not designed to test the athletics ability of the prospect.

8. The student-athlete host may receive a complimentary admission to a campus athletics event, provided the student-athlete host is accompanying a prospect to that event.

9. The student-athlete host may not allow the prospect to use alcohol or drugs during the visit.

---

**Textbooks**

As part of an Athletic Grant-In-Aid, the Department of Athletics may furnish a student-athlete the textbooks that are required for his or her 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. A student-athlete can pick his or her books up at the Textbook Information Counter. Each student-athlete should check his or her order to be sure that all books required for his or her courses have been included.

If a student-athlete changes courses at the start of the semester, during the Drop/Add period:

1) If the student-athlete has not yet picked up any of his or her books, he or she should take the printout of his or her new course schedule (this shows the student-athlete’s name, Student ID# and courses) to the Bookstore, and they will give the student-athlete all the required books.

2) If the student-athlete has already collected his or her books, he or she should return the unneded books from the courses he or she dropped to the Bookstore, and he or she should present a new schedule to request new books.

NCAA extra benefits regulations prohibit the Athletics Department from purchasing items not expressly authorized by NCAA Legislation for student-athletes. Any unauthorized purchase charged to the Department of Athletics is a violation of NCAA regulations as well as College policy and may place a student-athlete’s eligibility in jeopardy.

To maintain compliance with NCAA Bylaws concerning books for student-athletes paid by Athletics: student-athletes 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 his or her Athletic Grant-In-Aid.

It is mandatory that the student-athletes 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 a student-athlete drops 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, the student-athlete 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 the student-athlete’s account until the amount owed is paid in full to the Department of Athletics.

---

**Transfer Processes and Guidelines**

**Requesting Permission to Contact Process (to be used until October 15, 2018)**

Should you desire a possible transfer to another institution, you are required to request permission to contact from the Athletics Director of the College of Charleston. NCAA Bylaw 13.1.1.3 prohibits athletic staff members at other institutions from contacting you without the written permission of the Athletics Director or his or her designee. Request for permission to contact other institutions should be made in writing to the Athletics Director or to the...
Athletics Compliance Office. You will receive a written response to your request within seven (7) business days. The Athletics Director renders all decisions on permission to contact requests. The Athletics Director has discretion to grant or deny a student-athlete permission to contact other institutions on a case-by-case basis. Should permission to contact be denied, you will be afforded a hearing in accordance with NCAA Bylaw 13.1.1.3.2.

Furthermore, should you request permission to contact another institution or indicate your intention to transfer to another institution you may lose access to benefits and services provided to student-athletes. The benefits and services you may lose access to include, but are not limited to, access to athletic department facilities, sports medicine services, sports performance services and student-athlete academic services. The Athletics Director has discretion on a case-by-case basis to determine what benefits and services a student-athlete who requests permission to contact another institution or indicates an intention to transfer may be denied.

Permission to Contact Appeal Hearing Process

If your request for permission to contact another institution is denied, you may request a hearing in accordance with NCAA Bylaw 13.1.1.3.2. Requests for an appeal hearing should be made to the Faculty Athletics Representative in writing within ten (10) business days of receiving the Athletics Director’s written denial of permission to contact.

Once a hearing has been requested the Faculty Athletics Representative shall convene an appeal hearing committee. The hearing shall be scheduled within five (5) business days of the student-athlete’s request. It must occur within fifteen (15) business days of the student-athletes request.

The committee shall be composed of College of Charleston faculty and staff from outside the athletics department. Whenever possible, the appeals hearing committee shall be composed of members of the College’s Athletics Compliance Oversight Committee. The Faculty Athletics Representative shall chair the committee and appoint its membership. There shall be no less than three (3) members and no more than five (5).

An Athletics Department Compliance Administrator may be, at the discretion of the committee chair, appointed to serve the committee as a non-voting expert on applicable NCAA Legislation.

The hearing is informal. No rules of evidence apply. Each of the primary participants in the hearing is afforded an opportunity to speak privately with the committee. As such, no third party representation will be allowed and neither the student-athlete nor the Athletic Department shall be represented by an attorney or proceed through legal counsel at the hearing. They may, however, seek the advice of legal counsel or be represented by legal counsel outside the hearing.

The appeals hearing committee will follow the below guidelines in conducting the hearing:

1. The Student-Athlete and the Coach and/or other Athletics Department Representatives (e.g. The Athletics Director of Sport Supervising Administrator) shall be permitted to submit a written personal statement of not more than five (5) pages that includes the reason for his or her position and copies of any relevant documents that support their position. The personal statements and any supporting documents must be submitted two (2) business days prior to the date of the hearing.
2. The Student-Athlete and the Coach and/or other Athletics Department Representatives (e.g. The Athletics Director of Sport Supervising Administrator) will be afforded the opportunity to be heard either in person or by telephone by the committee.
3. Once the Student-Athlete and the Coach and/or other Athletics Department Representatives (e.g. The Athletics Director of Sport Supervising Administrator) have been afforded the opportunity to be heard, any member of the committee will be permitted to ask questions of the student-athlete or athletics department representative.
4. At the discretion of the committee chair, the committee may elect to be hear from third parties who have information relevant to the appeal request.
5. The committee will deliberate and then vote. Only a simple majority vote of the committee determines the decision of the appeal hearing.

6. The committee chair will publish the committee’s decision in writing to the student-athlete, applicable head coach, the Athletics Director and the Athletics Compliance Office within 15 business days of the student-athlete’s request for the hearing.

The decision of the appeals hearing committee will be final. All parties involved in the appeal procedures should maintain written records of dates, discussions and decisions.

**Written Notification of Transfer Process (to be used from October 15, 2018)**

1. On or after October 15, 2018, student-athletes seeking to contact athletics personnel at another 4-year institution and potentially transfer to another 4-year institution must submit a completed and signed Written Notification of Transfer Form to the College of Charleston Athletics Compliance Office. The Athletics Compliance Office will then enter the student-athlete in the national transfer database within two business days as is required by the legislation. The Athletics Compliance Office will notify the student-athlete via email when his or her name has been entered into the national transfer database. At that point, the student-athlete is free to contact personnel at another 4-year institution.

2. Under the notification of transfer rules, the College of Charleston cannot prevent you from contacting another institution or receiving athletically related financial aid from another institution once you have completed the written notification of transfer form and been entered into the national transfer database. It is important for student-athletes to note that the College of Charleston can still deny the one-time transfer exception for immediate eligibility at another institution. If you are denied the one-time transfer exception, you will be afforded a hearing in accordance with NCAA Bylaw 14.5.5.2.10.1.

3. You should also note that the CAA Intra-Conference Transfer Rule is still in effect, so if you transfer to another CAA institution you cannot be eligible there until you have served two academic years in residence.

4. You are also informed, under new NCAA financial aid rules, giving written notification of transfer to the athletics department is now grounds for the Athletics Department to cancel your athletically related financial aid (athletic scholarship) during the period of award. If you give written notification of transfer during a regular academic term, the athletics department has discretion to cancel your athletically related financial aid (athletic scholarship) at the end of the term then in progress regular academic term. If written notification of transfer is given between academic terms, the athletics department can at its discretion cancel your athletically related financial aid (athletic scholarship) immediately.

**One-Time Transfer Exception Appeal Hearing Process**

If the one-time transfer exception for immediate eligibility is denied, you may request a hearing in accordance with NCAA Bylaw 14.5.5.2.10.1. Requests for an appeal hearing should be made to the Faculty Athletics Representative in writing within ten (10) business days of receiving written notice that you have been denied the one-time transfer exception.

Once a hearing has been requested the Faculty Athletics Representative shall convene an appeal hearing committee. The hearing shall be scheduled within five (5) business days of the student-athlete’s request. It must occur within fifteen (15) business days of the student-athletes request.

The committee shall be composed of College of Charleston faculty and staff from outside the athletics department. Whenever possible, the appeals hearing committee shall be composed of members of the College’s Athletics Compliance Oversight Committee. The Faculty Athletics Representative shall chair the committee and appoint its membership. There shall be no less than three (3) members and no more than five (5).
An Athletics Department Compliance Administrator may be, at the discretion of the committee chair, appointed to serve the committee as a non-voting expert on applicable NCAA Legislation.

The hearing is informal. No rules of evidence apply. Each of the primary participants in the hearing is afforded an opportunity to speak privately with the committee. As such, no third party representation will be allowed and neither the student-athlete nor the Athletic Department shall be represented by an attorney or proceed through legal counsel at the hearing. They may, however, seek the advice of legal counsel or be represented by legal counsel outside the hearing.

The appeals hearing committee will follow the below guidelines in conducting the hearing:

1. The Student-Athlete and the Coach and/or other Athletics Department Representatives (e.g. The Athletics Director of Sport Supervising Administrator) shall be permitted to submit a written personal statement of not more than five (5) pages that includes the reason for his or her position and copies of any relevant documents that support their position. The personal statements and any supporting documents must be submitted two (2) business days prior to the date of the hearing.
2. The Student-Athlete and the Coach and/or other Athletics Department Representatives (e.g. The Athletics Director of Sport Supervising Administrator) will be afforded the opportunity to be heard either in person or by telephone by the committee.
3. Once the Student-Athlete and the Coach and/or other Athletics Department Representatives (e.g. The Athletics Director of Sport Supervising Administrator) have been afforded the opportunity to be heard, any member of the committee will be permitted to ask questions of the student-athlete or athletics department representative.
4. At the discretion of the committee chair, the committee may elect to hear from third parties who have information relevant to the appeal request.
5. The committee will deliberate and then vote. Only a simple majority vote of the committee determines the decision of the appeal hearing.
6. The committee chair will publish the committee’s decision in writing to the student-athlete, applicable head coach, the Athletics Director and the Athletics Compliance Office within 15 business days of the student-athlete’s request for the hearing.

The decision of the appeals hearing committee will be final. All parties involved in the appeal procedures should maintain written records of dates, discussions and decisions.

**CAA Intra-Conference Transfer Rule**

**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 as 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 or 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].

**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 may 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’s coaches 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 away from home or neutral site competition;
- 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 hotel/motel rooms and visiting dressing rooms in good condition;
- And student-athletes should be polite and courteous at all times while traveling for The College.

**Violations Prevention and Reporting**

NCAA Rules and Regulations are complex and they are constantly evolving. In addition, the NCAA has consistently held that ignorance of a rule or its application does not excuse a violation. Student-athletes are expected to know the NCAA rules and regulations. Therefore, in order to comply with the rules and prevent rules violations student-athletes are expected to ask the Athletics Compliance Office staff questions. The Athletics Compliance Office Staff is available at all times via email, text message or mobile telephone to answer student-athlete rules compliance questions. Remember to “Ask before you act” and that “ignorance is no excuse.”

Student-athletes are also expected to follow all Athletic Compliance Office guidelines, instructions and directives. Athletics Compliance Office guidelines, instructions and directives are intended to prevent violations of NCAA Legislation. Failure to comply with Athletics Compliance Office guidelines, instructions and directives could result in discipline by the Athletic Department or a student-athlete losing his or her eligibility for intercollegiate athletics because of resulting violations of NCAA rules and regulations.
Student-athletes are also expected to report suspected violations of NCAA rules and regulations to the Athletics Compliance Office. If a student-athlete has knowledge of or a reasonable suspicion of a violation of NCAA rules and regulation, he or she should report it to the Athletics Compliance Office. Violations Reports to the Athletics Compliance Office can be made in-person, via email, text message or telephone. Suspicions of Violations may also be reported anonymously in writing, by leaving an anonymous description of the allegations in the mailbox of a fulltime compliance administrator. In addition to the Athletics Compliance Office staff, student-athletes may also report suspicions of rules violations directly to the Director of Athletics, The Senior Women Administrator, Faculty Athletics Representative or a sport supervising administrator.
Chapter V: Student-Athlete Health & Wellness

Sports Medicine

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

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.

- The athletic training facilities are co-ed; 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 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 guardian does not have insurance coverage on the student-athlete, our Sports Medicine Department can provide information on affordable insurance plans that can be purchased for the student-athlete.

2. Primary Insurance information is mandatory from the student-athlete or their family. 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 which 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.

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

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 (guaraná) | chlorphentermine
cocaine | cropropamide | crothetamide | diethylpropion | dimethylamphetamine | doxapram | ephedrine
(ephedra, mahuang) | ethamivan | ethylamphetamines | fencamfamine | meclofenoxate | methamphetamine
methylenedioxymethamphetamine-(MDMA, ecstasy) | methylphenidate | nikethamide | octopamine | pemoline
pentetrazol | phendimetrazine | phenmetrazine | phentermine | phenylpropanolamine (ppa) | picrotoxine
pipradol | prolintane | strychnine | synephrine (citrus aurantium, zhi shi, bitter orange) | 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 | methyl testosterone | nandrolone
Norandrostenediol | norandrostenedione | norethandrolone | oxandrolone | oxymetholone
Stanozolol | testosterone | tetrahydrogestrinone (THG) | trenbolone | related compounds

Other Anabolic Agents
Clenbuterol

(c) Substances Banned for Specific Sports:
Alcohol | atenolol | metoprolol | nadolol | pindolol | propranolol | timolol | related compounds

(d) Diuretics and other urine manipulators:
acetazolamide | hydrochlorothiazide | bendroflumethiazide | benzthiazide | bumetanide | chlorothiazide
chlorthalidone | ethacrynic acid | finasteride | flumethiazide | furosemide | hydroflumethiazide
methylclothiazide | metolazone | polythiazide | probenecid | spironolactone (canrenone) | triamterene
trichlormethiazide | related compounds

(e) Street Drugs:
heroin | marijuana3 | (tetrahydrocannabinol) | (THC)3

(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 | clomiphene | tamoxifen | related compounds

(h) Definitions of positive depends on the following:
1 for caffeine—if the concentration in urine exceeds 15 micrograms/ml.
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.

3.1.2.3.4.1 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)

(a) 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)

Department of Athletics Drug Testing Guidelines

College of Charleston Athletics Department Drug Testing Guidelines

PLEASE READ THOROUGHLY BEFORE SIGNING THE CONSENT TO INSTITUTIONAL DRUG TESTING

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 and summer sessions they are enrolled in.

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
• abnormal weight change

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 student-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.

- 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 insure 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 (lasting the length of the student-athletes eligibility). The Athletics Administrator, Director of Sports Medicine, and the student-athlete’s head coach may be informed of the student-athletes participation in the self-referral program. The athletic trainer assigned to the student-athletes sport may also be notified if medically appropriate. The assistant coaching staff may also be informed at the discretion of the head coach. Other university employees (Counseling Services, Health Services) may be informed only to the extent necessary for the implementation of this policy. 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 Director of Sports Medicine 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 Director of Sports Medicine to monitor their compliance with this requirement. Failure to 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 or if a student-athlete is determined to have used new banned substances after the initial self-referral (as determined by follow up testing) will be subject to penalties associated with the applicable positive test.

7.5.8 Positive Drug Test Penalties

Confidentiality of Information Concerning Drug Use:

- Any information concerning a student-athlete’s alleged or confirmed improper use of drugs, solicited or received pursuant to implementation of this policy, is considered private health information and shall be restricted to institutional personnel and to parents of student-athletes (where permitted by applicable law).

Drug Testing Consent:

- Each student-athlete should read this statement of policy and ask any questions concerning it prior to giving consent to be tested.
- The student-athlete will be presented this policy during team meetings at the start of the academic year (when school starts in the Fall semester) with the Director of Sports Medicine, and then provided the policy in the student-athlete handbook.
- The student-athlete will also be required to sign a drug testing consent form when completing pre-season medical paperwork.

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

If a student-athlete is notified of a drug test and then reports to an Athletics Administrator or the Director of Sports Medicine to state they would fail the drug test due to taking a banned drug, this will be considered a positive test. The student-athlete will then complete said testing and start the Institutional drug test penalty that applies (1st, 2nd, or 3rd positive test).

Institutional First Positive Test
• A confidential meeting between the student-athlete, Director of Sports Medicine, Head Coach, and Sport Administrator will be held as soon as possible to evaluate the nature and extent of drug involvement.

• Notification of parents by the Head Coach, Sport Administrator, and the Director of Sports Medicine. The College of Charleston Department of Athletics recognizes the increased involvement of parents of student-athletes and will, therefore, notify parents of the impermissible drug use for the first time, when permitted by applicable law.

• The student-athlete will be required to seek a substance abuse and behavioral assessment from The College’s Counseling and Substance Abuse Services and/or other medical resources. The student-athlete will then follow the plan of treatment as set forth by the Counseling and Substance Abuse Services. Any expenses incurred as the result of the assessment and all treatment and rehabilitation will be paid for by the student-athlete.

• The student-athlete will be required to perform community service work for a minimum of 15 hours to a maximum of 30 hours. The site of the community service hours must be approved by the Director of Sports Medicine. The student-athlete will have 6 weeks to complete this requirement. A student-athlete who fails to satisfy the terms of the service work will be deemed non-compliant.

• 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.

***If there are aggravating circumstances (e.g., other disciplinary issues that may compound the sanction), the Director of Athletics may impose additional sanctions at his/her discretion in regards to participation and/or reduction or cancellation of athletic aid.

Institutional Second Positive Test

• A confidential meeting between the student-athlete, Director of Sports Medicine, Head Coach, and/or Sport Administrator will be held as soon as possible to evaluate the nature and extent of drug involvement.

• Notification of parents by the Head Coach, Sport Administrator, and the Director of Sports Medicine. The College of Charleston Department of Athletics recognizes the increased involvement of parents of student-athletes and will, therefore, notify parents of the impermissible drug use for the second time, when permitted by applicable law.

• The student-athlete will be required to seek a substance abuse and behavioral assessment from The College’s Counseling and Substance Abuse Services and/or other medical resources. The student-athlete will then follow the plan of treatment as set forth by the Counseling and Substance Abuse Services. Any expenses incurred as the result of the assessment and all treatment and rehabilitation will be paid for by the student-athlete.

• The student-athlete will be required to perform community service work for a minimum of 30 hours. The site of the community service hours must be approved by the Director of Sports Medicine. The student-athlete will have 6 weeks to complete this requirement. A student-athlete who fails to satisfy the terms of the service work will be deemed non-compliant.

• 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.

***If there are aggravating circumstances (e.g., other disciplinary issues that may compound the sanction), the Director of Athletics may impose additional sanctions at his/her discretion in regards to participation and/or reduction or cancellation of athletic aid.

Institutional Third Positive Test
A confidential meeting between the student-athlete, Director of Sports Medicine, Head Coach, and/or Sport Administrator will be held as soon as possible to evaluate the nature and extent of drug involvement.

Notification of parents by the Head Coach, Sport Administrator, and the Director of Sports Medicine. The College of Charleston Department of Athletics recognizes the increased involvement of parents of student-athletes and will, therefore, notify parents of the impermissible drug use a third time, when permitted by applicable law, and will be notified that all athletics aid may be cancelled immediately.

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.
COLLEGE OF CHARLESTON ATHLETICS PERFORMANCE CONTRACT

Test Date: ____________

I, _________________________________, understand that this is my _______ offense for a positive drug test and must submit to the following consequences in order to retain eligibility within the College of Charleston Athletic Department.

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.

- Place required consequences here as they relate to the positive test (1st, 2nd, or 3rd failed test)

By signing this contract, I understand that the above mentioned tasks must be completed within_________ weeks.

Athlete: _______________________________ Date: ________________

Coach: _______________________________ Date: ________________

Dir. of Sports Medicine: ______________________ Date: ________________

Athletic Director: ________________________ Date: ________________
College of Charleston Self-Referral Agreement

I, _______________________________ have voluntarily disclosed that I have a substance abuse problem. I understand that by signing this I am seeking help and counseling for the issue. Also, by self-referring I understand that I am required to submit to a drug test in order to determine the substance for which I self-referred. This initial test will **NOT** be counted as a violation of the College of Charleston Athletics Drug Policy. In addition to this initial test I further understand that I will be required to submit to testing on a monthly basis for one (1) academic year following the self-referral. If any of these additional tests result in a positive test, I understand that this would result in a violation under the College of Charleston Athletics Drug Testing Policy.

I understand that my attendance in counseling sessions is a mandatory part of this self-referral. I also understand I must sign a release of medical information record with counseling services, this will allow counseling services to inform the Athletic Department of completion of the mandatory counseling sessions. I will attend all counseling sessions and any other treatments determined to be necessary by the professional counselors involved with the College of Charleston. If these mandatory counseling sessions are not completed this will be considered a violation of the College of Charleston Athletics Drug Policy.

Self-referral can only occur one (1) time during a student-athletes collegiate career. At the time counseling services determines the student-athlete no longer needs treatment, the student-athlete will then be subjected to random testing per the College of Charleston Athletics Drug Testing Policy. A copy of the College of Charleston Athletic Drug Testing Policy is in the student-athlete handbook or can be provided to you at any time from the Director of Sports Medicine.

Printed Name & Signature:

Witness Name & Signature:

Today’s Date:
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.

**Sports Nutrition**

Athletic performance and recovery from training are enhanced by attention to nutrient intake. Nutrition (food) is essential to daily performance and fueling for this performance allows student athletes to gain a competitive advantage in their sport. Working to improve general health, injury prevention/recovery, and to maximize academic and sports performance, nutrition counseling at C of C is tailored to best serve the individual student athlete and team fueling needs.

The director of sports nutrition meets one-on-one with student athletes as needed throughout the year, conducts team presentations/education on various topics such as:

- Healthy eating
- Cramping prevention
- Medical nutrition therapy: altered nutrition related lab values, anemia, sickle cell trait, celiac disease, PCOS, pre and post-surgery, food allergies, etc.
- Gastrointestinal discomfort or disorders
- Grocery store items of the week or tours as requested
- Maximizing muscle development or recovery
- Meal timing/menu/planning
- Weight gain or loss
- Disordered Eating
- Body Composition Assessment and Interpretation
- Body Image
- Dining out/ eating in the dining hall/ fast food
- Injury or Illness recovery
- Vegetarian or vegan diets

**Dietary Supplements**

Many student-athletes assume incorrectly that if dietary supplements can be purchased at a health food store they must be allowed under NCAA rules. Before consuming any nutritional/dietary supplement product, please be sure you have talked to your athletic trainer and/or the director of sports nutrition. Note: there are no specific “NCAA approved” supplements.

Please note the following NCAA warning:

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

Student-Athlete ReFuling Bar
The refueling bar is located in the weight room and post workout recovery nutrition is available for student-athletes as a recovery aid and not a meal replacement.

Contact the director of sports nutrition to schedule an appointment or team talk.

Sports Performance
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.

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.