WVU Tech Athletic Department
Student-Athlete Handbook

Updated: Fall 2019
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## IMPORTANT CAMPUS NUMBERS (AREA CODE 304)

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<tr>
<td>Accessibility Services</td>
<td>Robert C. Byrd Learning Resource Center – Suite 300C</td>
<td>929.1232</td>
</tr>
<tr>
<td>Admissions</td>
<td>Admissions House – 400 S. Kanawha St.</td>
<td>929.0311</td>
</tr>
<tr>
<td>Athletics</td>
<td>Athletic Administration House – 503 S. Kanawha St.</td>
<td>929.1500 Fax: 304.929.1691</td>
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<tr>
<td>Bookstore</td>
<td>Robert C. Byrd Learning Resource Center – Room # 218</td>
<td>929.1360</td>
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<tr>
<td>Campus President</td>
<td>President’s House – 408 S. Kanawha St.</td>
<td>304.929.1228</td>
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<tr>
<td>Career Services</td>
<td>Student Life House – 505 S. Kanawha St.</td>
<td>304.929.1232</td>
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<tr>
<td>College of Business, Humanities &amp; Social Sciences</td>
<td>Carter Hall</td>
<td>304.929.1267</td>
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<td>Counseling Services</td>
<td>Student Life House – 505 S. Kanawha St.</td>
<td>304.929.1237</td>
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<td>Dean of Students</td>
<td>Student Life House – 505 S. Kanawha St.</td>
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<td>Development</td>
<td>410 Neville St. – 4th Floor</td>
<td>304.929.1403</td>
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<td>Dining Services</td>
<td>Robert C. Byrd Learning Resource Center – 1st Floor</td>
<td>304.929.1226</td>
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<td>Facilities</td>
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<td>Financial Aid</td>
<td>Benedum Center – 609 S. Kanawha St.</td>
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<td>Human Resources</td>
<td>Benedum Center – 609 S. Kanawha St.</td>
<td>304.929.1540</td>
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<td>Library</td>
<td>Robert C. Byrd Learning Resource Center – 2nd Floor</td>
<td>304.929.1232</td>
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<td>One Stop Shop (Student Accounts, Financial Aid &amp; Registrar)</td>
<td>Benedum Center – 609 S. Kanawha St.</td>
<td>304.929.0333</td>
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<tr>
<td>President</td>
<td>President’s House – 408 S. Kanawha St.</td>
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<td>Provost</td>
<td>706 S. Kanawha St.</td>
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<td>Registrar &amp; Records</td>
<td>Benedum Center – 609 S. Kanawha St.</td>
<td>304.929.1450 Fax: 304.929.1696</td>
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<td>Services &amp; Learning</td>
<td>Student Life House – 505 S. Kanawha St.</td>
<td>304.929.1247</td>
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<td>Student Health Clinic</td>
<td>Life Sciences Building – Room # 119-121</td>
<td>304.929.1241</td>
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<td>Student Life</td>
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<td>Student Programing &amp; Organizations</td>
<td>Benedum Center – 609 S. Kanawha St. Room G10</td>
<td>304.929.1310</td>
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<td>Student Success Center</td>
<td>Robert C. Byrd Learning Resource Center – 2nd Floor</td>
<td>304.929.0346</td>
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<td>Tech Adventures</td>
<td>Tech Adventures House – S. Kanawha St.</td>
<td>304.929.0327</td>
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<td>TRIO Student Support Services</td>
<td>Benedum Center – 609 S. Kanawha St.</td>
<td>304.929.1293</td>
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<td>Tutoring Services</td>
<td>Student Success Center: Robert C. Byrd Learning Resource Center – 2nd Floor</td>
<td>304.929.0347</td>
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<td>Upward Bound</td>
<td>Benedum Center – 609 S. Kanawha St. Room G2</td>
<td>304.929.1290</td>
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<tr>
<td>University Police</td>
<td>313 S. Kanawha St.</td>
<td>304.929.2677</td>
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<tr>
<td>University Relations</td>
<td>University Relations House - 501 S. Kanawha St.</td>
<td>304.929.1403</td>
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ATHLETIC DEPARTMENT DIRECTORY

Athletic Department Phone Numbers (AREA CODE 304)

ADMINISTRATION
Kenny Howell, Director of Athletics/Compliance 929.1500
Garrett Goosman, Assistant Director of Athletics/Head Golf Coach 929.1501
Melissa Hoag, Assistant Accountant 929.1500
TBD, Senior Woman Administrator
Rebecca Brouse, Sports Information Director 929.1401
Jamie Dearien, Athletics Trainer/Sports Studies Instructor 929.1518
Britnee Gibson, Athletics Trainer 929.1517

COACHING STAFF

Baseball
Lawrence Nesselrodt, Head Coach 929.1514
TBD, Assistant Coach 929.1508

Men’s Basketball
James Long, Head Coach 929.1512
George Wilmore, Assistant Coach 929.1506
Payton Sturm, Assistant Coach 929.1506

Women’s Basketball
Anna Kowalska, Head Coach 929.1516
TBD, Assistant Coach 929.1511

Men’s & Women’s Track & Field
Jeremy Bloom, Head Coach 929.1503
AJ Gruttadauro, Assistant Coach
Bruce Cox, Director of Operations

Men’s & Women’s Cross County
Jeremy Bloom, Head Coach 929.1503
AJ Gruttadauro, Assistant Coach
Bruce Cox, Director of Operations

Men’s Soccer
Oliver Hewitt-Fisher, Interim Head Coach 929.1513
Luka Pauk, Assistant Coach 929.1507

Volleyball
Amber Linville, Interim Head Coach 929.1503
TBD, Assistant Coach

Women’s Soccer
Kate Franks-Carr, Head Coach 929.0339
Jenna Pacyna, Assistant Coach 929.1509

Wrestling
Dustin Stough, Head Coach 240.321.3679
Joel Harris, Assistant Coach 304.719.3681

Softball
Amber Affholter, Head Coach/Head Cheerleading Coach/Live 5 Coordinator 929.1515
TBD, Assistant Coach 929.1510

Men’s & Women’s Swimming
Will Hughes, Head Coach 929.1505
West Virginia University Institute of Technology Mission Statement

“West Virginia University Institute of Technology provides an accessible and supportive environment in which students are guided to be active and contributing members of society by fostering intellectual and personal growth through comprehensive educational experiences.”

Institutional Goals

Reflective of its dual roles as division of the State’s land-grant, flagship institution and as regional leader in its academic specializations, the primary goal of WVU Tech is to enable the full potential of students and residents of its service area. Toward this end, Tech’s educational programs and services are:

Goal 1: Engage undergraduate students in a challenging academic environment.

Objectives
1. Educate, retain, and graduate the leaders of tomorrow at the undergraduate level.
2. Encourage innovation in teaching and, through assessment of outcomes and objectives, transform the curriculum to provide students with the skills they need to succeed in a rapidly changing global society.
3. Strengthen relationships with state and regional primary and secondary education systems, as well as community and technical colleges, to facilitate a seamless, life-long learning process.

Goal 2: Excel in scholarly activity, professional development, and innovation throughout the institution.

Objectives
1. Increase scholarly activity addressing challenges faced by West Virginia, the nation, and the world.
2. Strengthen interdisciplinary activity in scholarship, professional development, and creativity.
3. Encourage interdisciplinary activity in scholarship, professional development, and creativity.

Goal 3: Maintain and strengthen an environment that promotes, attracts, supports, and includes diverse groups of students, faculty and staff.

Objectives
1. Incorporate diversity broadly into the curriculum.
2. Facilitate intercultural, intercommunity, and campus-wide outreach.

Goal 4: Advance national awareness, international activity, and global engagement.

Objectives
1. Promote international activity, world-wide engagement, and awareness of national and global issues.
2. Integrate global themes broadly into the curriculum.

Goal 5: Enhance the well-being and the quality of life of the people of West Virginia.

Objectives
1. Promote sustainable economic development and a cultural environment that improve the quality of life throughout the state.
2. Increase opportunities for West Virginians through life-long learning and community outreach.
**WVU Tech Athletics Philosophy Statement**

“The program of intercollegiate athletics is and will be administered in accordance with a statement of philosophy that is consistent with the purpose and goals of the institution and NAIA.”

The intercollegiate athletic program at WVU Tech endeavors to contribute to the total education of each individual student by providing a disciplined teaching/learning experience outside the classroom. The athletic program strives to provide an environment of wholesome competition to assist in the development of responsible citizens. The athletic experience seeks to foster the personal qualities of high ethical values, a competitive spirit, winning as part of a team, and excelling individually. Student-athletes may develop their athletic interest and potential through a variety of intercollegiate sports.

The intercollegiate program also endeavors to stimulate the creation of spirit, pride, and unity within the entire community and provides wholesome entertainment for the Institution and citizens of the surrounding areas. WVU Tech athletics strives to create a positive public image contributing both to the recruitment of students and to the support of the Institution from its many publics.

**WVU Tech Athletics**

“The West Virginia University Institute of Technology Intercollegiate Athletic Program functions as an integral part of the academic and social environment of the University and the community in which it resides. Consistent with the University’s stated mission and goals, its coaches, student-athletes, and professional staff strive to maintain the highest standards of academic achievement, sportsmanship, athletic competitiveness, integrity, and citizenship. The intercollegiate athletic program is committed to the principles, mission, and guidelines set forth by WVU Tech and the NAIA.”

**Goals of the Athletic Program**

In pursuit of its mission, the WVU Tech athletic program strives to:

1. Maximize academic achievement, culminating in a degree;
2. Provide staff, resources, and facilities to support competitive programs within the RSC, AAC and NAIA;
3. Establish and adhere to standards of conduct for both student-athletes and staff which are consistent with the NAIA Champions of Character Core Values;
4. Provide a high-quality experience for every constituent of WVU Tech (students, athletes, coaches, alumni, faculty, staff, and community);
5. Conduct a program which is an integral part of the WVU Tech community and educational system.
6. Provide an environment of wholesome competition to assist in the development of responsible citizens.

**NAIA Champions of Character**

The National Association of Intercollegiate Athletics (NAIA) Champions of Character program is designed to instill an understanding of character values in sport and provide practical tools for student-athletes, coaches, and parents to use in modeling exemplary character traits. Launched by the NAIA in 2000, the Champions of Character program addresses character issues more comprehensively than any other national program for youth. The program currently reaches hundreds of thousands of students on nearly 300 college and university campuses in North America and extends into their surrounding communities.
The NAIA Champions of Character program is an educational outreach initiative which emphasizes the tenets of character and integrity, not only for NAIA college students, but for younger students, coaches, and parents in our communities. Coaches, parents, administrators, and community partners all have a role in developing students of character. The NAIA Champions of Character program brings them training, guidelines, and behavior models to create positive environments that promote personal growth, and fun sport activity.

Core Values

“The NAIA Champions of Character program has established five core values that go well beyond the playing field to the daily decisions of our youth. These character values help young people and those associated with their development - make good choices in all aspects of their life and reflect the true spirit of competition.”

Respect

Those associated with sport show respect by treating themselves, other persons, institutions, and their sport according to the highest standards of conduct. It implies civilized and gracious behavior to players, coaches, fans, and parents.

Responsibility

Athletes show responsibility by making academic progress toward graduation their top priority. They solve problems rather than make excuses, and are reliable team players. Students should be accountable for their actions and decisions, and coaches and administrators should maintain high standards of competence and conduct.

Integrity

For student competitors and their coaches, integrity means keeping commitments and conducting honest behavior. Coaches must subscribe to and practice the Coaches Code and Code of Ethics, and student-athletes must know and understand the Champions of Character Student-Athlete Pledge.

Servant Leadership

This core value refers to putting the group first and becoming responsible for personal and group roles while performing at your best. Students demonstrating servant leadership have a primary purpose of serving others while striving to become a personal and team leader. The servant-leader provides a critical service to society and the great gift of good example.

Sportsmanship

The conduct of educational sports according to the highest standards is our expectation for sportmanship. Administrators, coaches, students, fans, and parents are expected to act correctly even when others do not, and demonstrate fairness and equity in all contests and relationships.

Live 5 for NAIA Student-Athletes

The NAIA Live 5 program teaches student-athletes how they apply the five core values of Champions of Character to everyday life both on and off the field. The objective is to have Student-athletes take short, interactive courses to learn what the five Champions of Character core values mean how to apply them to everyday life both inside and outside of competition. Live 5 coordinator for WVU Tech is Amber Affholter.
Student-Athlete Conduct

Student-Athlete Code of Conduct

The Intercollegiate Athletic program at WVU Tech facilitates the personal growth and education of students through their participation in a comprehensive sports program within the NAIA. As an integral part of the University, the Intercollegiate Athletic program actively promotes fair competition, fosters the pursuit of academic and athletic excellence, supports core institutional values of equity and diversity, and provides community enrichment.

The University is proud of the high caliber of its student-athletes. The Intercollegiate Athletic program is committed to the guiding principles of honesty, integrity, respect, ethical conduct, teamwork, and hard work in support of student-athletes in their roles as scholars, athletes, campus leaders, and community members.

The University expects its student-athletes to train and strive for their highest degree of athletic excellence and sportsmanship; to demonstrate academic integrity and accomplishment; and to conduct themselves responsibly as members of the campus and larger community.

I. Standards of Conduct

It is a privilege and not a right to be a student-athlete and all student-athletes are expected to conduct themselves in a manner that exhibits honor and respect to the team, department, University and surrounding community for the duration of their tenure as a student-athlete. As a member of the student body at WVU Tech, student-athletes must act in accordance with the WVU Tech Code of Conduct, as published by the Institution (Bearfacts). In addition, student-athletes are accountable to the following authorities (hereafter referenced as “governing authorities”):

- Local ordinances, and State & Federal laws, both civil and criminal;
- National Association of Intercollegiate Athletics (NAIA);
- River States Conference (RSC)
- Appalachian Athletic Conference (AAC)
- West Virginia University Institute of Technology (WVU Tech);
- Department of Intercollegiate Athletics;
- Respective Team Rule

For clarification of the governing authorities, student-athletes should consult with a member of the coaching staff or administration. Violation of any of the standards of conduct encompassed in these authorities may result in discipline as described in Section IV below, as well as civil and/or criminal liability.

Reporting Obligation. All student-athletes are obligated to report any violations of this Code of Conduct to their Head Coach or to the Director of Athletics within 24 hours of becoming aware of the violation. This obligation is in effect year-round, including semester and summer breaks.

II. Definitions

Student-Athlete: Once students are accorded the status of a WVU Tech student-athlete, they are expected to act in accordance with this Code of Conduct until the completion of eligibility, including semester and summer breaks, or such time that they are no longer a student-athlete at
WVU Tech. Students are bound by this Code at the point at which there is intent to enroll at the University, including but not limited to, their formal admission and/or attendance at pre-registration prior to initial enrollment.

**Team Function:** An athletic team function is defined as any on- or off-campus gathering organized, arranged or initiated by Department of Athletics staff or team members, where the intent or reason to gather is to conduct business or engage in any athletic or social activity related to the team’s purpose. If any standards established by the governing authorities are violated during a team function, and there is no clear evidence that the team attempted any restraining action through its members, the team will be held responsible and disciplinary action will be taken.

**Hazing:** Hazing is any act — whether physical, mental, emotional or psychological — that subjects another person, voluntarily or involuntarily, to conduct that may abuse, mistreat, degrade, humiliate, harass or intimidate or otherwise compromise the inherent dignity of the person; and, any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade or abuse them regardless of the person’s willingness to participate. In addition, any requirements by a team member that compel another member to participate in any activity which is against University policy or law will be defined as hazing.

**Sportsmanship:** Sportsmanship shall be defined in accordance with the standards of the NAIA, RSC, AAC, and the University Department of Athletics. In general, a sportsperson is one who can take a loss or defeat without complaint, a victory without gloating, and who treats opponents with fairness, generosity and courtesy. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents, and property. Sportsmanship also requires maintaining self-control, and refusing to be drawn into or encourage physical conflict not otherwise required by proper execution of the sport. All student-athletes are obligated to represent themselves, the team, the Athletic Department, the University, their families, and their communities, with the highest level of sportsmanship.

**Public Media:** Public media refers to technologies used to communicate messages (dissemination of fact, opinion, and entertainment) and whose mission is to serve or engage a public. Public media domains include print outlets (such as newspapers, books, magazines, posters, flyers, etc.), traditional public and commercial broadcasts (such as TV, radio, film), digital (such as the Internet, e-mail, social media networks, podcasting, chat rooms and blogging) and any new platforms and distribution mechanisms to expand reach and engage audiences (listeners, users).

When utilizing any public media outlets, student-athletes are expected to conduct themselves responsibly as members of their respective team, the Athletics Department, the University, and the community.

**III. Prohibited Conduct.**

Prohibited conduct includes violation of any of the standards established by the governing authorities identified above. By way of illustration, and without limitation to these prohibitions, student-athletes must not violate any of the policies described below. These and other prohibitions are described in more detail in WVU Tech student handbook, the AII web page, and the NAIA, RSC & AAC manuals.
A. **Academic Dishonesty.** The Department of Athletics expects students to engage in all academic pursuits in a manner beyond reproach. Offenses against academic honesty are any acts that would have the effect of unfairly promoting or enhancing one’s academic standing, including cheating, plagiarism, knowingly permitting or assisting any person in the commission of an offense of academic dishonesty, or any violation of the WVU Tech policy against and be aware of the Academic Dishonesty and Academic Standards sections of the WVU Tech Catalog.

B. **Alcohol.** Prohibited acts include (1) possessing or consuming alcohol if under the age of 21, (2) operating a motor vehicle while under the influence of alcohol, (3) misrepresenting one’s age for the purpose of purchasing, possessing, or consuming alcohol, (4) purchasing, furnishing, or serving alcohol to or for an underage person, (5) being dangerously intoxicated to the point where State law mandates being taken into custody, (6) other prohibited acts as outlined in the WVU Tech student handbook, (7) violations of additional Team Rules regarding alcohol use, and/or (8) consumption of alcohol during team travel or at team functions.

C. **Other Drugs.** Prohibited acts include (1) possessing or using illegal substances, as defined by law, (2) possessing or using controlled substances as defined by law (provided that controlled substances may be taken pursuant to a properly issued prescription in the amount prescribed), (3) distributing, selling, or possessing with the intent to distribute illegal or controlled substances, as defined by law.

D. **Nutritional or Dietary Supplements.** Many nutritional/dietary supplements contain substances banned by WVU Tech. In addition, the U.S. Food and Drug Administration does not strictly regulate the supplement industry; therefore, the purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive drug test and thus affect the eligibility of student-athletes. To avoid violation of this standard, whenever there is a question student-athletes should contact the team physician or athletic trainer and/or consult the list of banned drugs as described in the WVU Tech drug policy.

E. **Hazing.** Hazing in connection with membership or participation in University athletic teams or team activities is strictly prohibited. See definition of “hazing” above and the Department of Athletics’ Student-Athlete handbook.

F. **Violence.** WVU Tech’s violence prevention policies, and response procedures for violent incidents, are intended to protect the health and safety of the campus and the community and ultimately to advance the educational mission of the University. Student-athletes are prohibited from engaging in violent acts including sexual violence (date rape, stranger rape, sexual harassment); hate crimes; hazing; assault on a person or property; stalking, or any other conduct prohibited by University policy and/or law.

G. **Disrespect.** When serving as representatives of the University athletic program, student-athletes are required to comport themselves in a manner respectful of themselves, their team, the University and its Department of Athletics, game officials, opponents, and property. Student-athletes are to refrain from disrespectful conduct such as unsportsmanlike conduct; profane, abusive, demeaning, harassing, threatening or obscene expression; or deliberate damage to equipment or other property. Disrespectful conduct will be reviewed by the Head Coach and Director of Athletics and may result in disciplinary action.
H. **Poor Sportsmanship.** Student-athletes at WVU Tech are held accountable to a high standard of ethical conduct in all activities affecting the athletics program. “Unsportsmanlike” conduct, as defined by the NAIA, RSC, AII, AAC or WVU Tech published materials will be reviewed by the Director of Athletics and may result in disciplinary action.

I. **Gambling and Bribery.** Student-athletes shall not knowingly (1) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, (2) Solicit a bet on any intercollegiate team, (3) Accept a bet on any team representing the institution, (4) Solicit or accept a bet on any intercollegiate competition for any item that has tangible value (e.g. cash, clothing or equipment, meals), and/or (5) Participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.

J. **Unexcused Class Absences and Poor Academic Performance.** Student-athletes are expected to attend class regularly and punctually, and to fulfill course load and academic performance requirements. Failure to meet such obligations may affect eligibility to participate in team sports and scholarship eligibility, as well as academic standing.

K. **Failure to Meet Team Obligations.** Student-athletes must complete training requirements; arrive promptly for team practices, meetings, and departures for away games and other team events; attend team functions; and otherwise fulfill their responsibilities as team members. Absences must be excused in advance by the Head Coach unless an unforeseeable emergency arises.

L. **Social Networking Policy.** Student-athletes, as members of the WVU Tech community, are permitted to have profiles on social networking websites provided that:
   1. No offensive or inappropriate pictures are posted.
   2. No offensive or inappropriate comments are posted.
   3. Any information placed on the website(s) does not violate the ethics and intent behind the student code of conduct, the student-athlete code of conduct, team rules, and the WVU Tech Intercollegiate Athletics alcohol and illegal drug policy.

   Student-athletes should remember that they are ambassadors of the University and always in the public eye. Content posted by student-athletes at other institutions or even other students on campus may be considered unacceptable content when posted or displayed on a student-athlete’s profile. Questions regarding acceptable content should be directed to the head coach, sport supervisor, or Director of Athletics/Compliance (Kenny Howell 304.929.1500).

   We advise WVU Tech student-athletes to exercise extreme caution in their use of social networking websites. Understand that anything posted online is available to anyone including potential employers, graduate programs, scholarship committees, media, as well as predators.

   The University, including coaches and administrators, has the right to monitor these websites. Anyone identifying themselves as a member of a WVU Tech team in any way will be subject to a higher standard of conduct. All student-athletes will be held to the standards, sanctions, and processes set forth in this handbook.
The Student-Athlete Code of Conduct is an addition to the Student Code of Conduct listed in the Bearfacts (more information about the Student Code of Conduct can be found at http://studentlife.wvutech.edu/r/download/215634).

**Disciplinary Process and Sanctions**

The Department of Athletics’ disciplinary process is independent of and supplements the University judicial process. The Department of Athletics may levy sanctions above and beyond those levied by the normal University judicial process, and for violations that do not fall under the rules of other authorities. Sanctions will vary depending on the type and circumstances of the violation. A first-time offense may be serious enough to warrant any of the possible sanctions listed in IV.F below. Failure to participate and cooperate in a Department of Athletics, RSC, AAC, or NAIA investigation of a possible violation of this Code of Conduct, conference rules, or NAIA rules, may itself constitute a basis for disciplinary action.

A. **Violations of Team Rules.** Head Coaches will establish team rules consistent with this Code of Conduct. Team rules shall be in writing and distributed to team members at the start of each academic year or the beginning of the playing season, whichever comes first. The Head Coach and the Athletic Director have the authority to impose sanctions for the violation of team rules, but the Head Coach shall not impose the sanction of suspension or expulsion from the team without first discussing the circumstances of the suspension or expulsion with the Athletic Director.

B. **Violations that fall under the Department of Intercollegiate Athletics Health, Alcohol and Drug Education & Assistance Program.** Such violations will be dealt with according to the requirements of this program.

C. **Violation of Rules or Policies other than Team Rules.** For violations of rules and policies other than team rules (e.g., violations of RSC, AAC or NAIA rules, student handbook, etc.) the Athletic Director, or the Head Coach with the approval of the Athletic Director may impose sanctions.

D. **Violation of Criminal Law.** When a student-athlete has engaged in conduct alleged to be in violation of criminal law, immediately upon receipt of notice of such possible violation the Head Coach must report the information to the Athletic Director. Student-athletes arrested for, or charged with, violating the criminal law will be placed on immediate administrative suspension from involvement in team activity pending further investigation. If a violation would constitute a misdemeanor, the Head Coach in consultation with the Athletic Director may in the exercise of his/her reasonable discretion lift the administrative suspension. If a violation of law constitutes a felony, the administrative suspension may be lifted only upon authorization of the Director of Athletics. In all cases in which a student-athlete is arrested for or charged with illegal use of drugs, illegal gambling, or sexual misconduct or violence, the student-athlete will be immediately suspended, and the suspension may be lifted only by the Director of Athletics. The Head Coach may, for violation of criminal law, impose team sanctions on the student-athlete apart from suspension with the approval of the Athletic Director.

E. **Multi-Sport Athletes.** Multi-sport athletes will not be relieved of any sanctions previously imposed in connection with rules violation while participating in another team sport when changing sports.
F. Possible sanctions include, but are not limited to:

1. Warning – The issuance of a written warning.
2. Probation – Special status with conditions imposed for a limited time.
3. Community Service.
4. Restitution – Payment for damaged property.
5. Temporary Suspension – Removal of a student-athlete from all Department of Athletics activities, including athletic participation in team events, for a limited period of time.
6. Suspension – Removal of a student-athlete from all Department of Athletics activities, including athletic participation in team events, for a specified period of no less than one season.
7. Expulsion – Permanent removal from a team and/or Department of Athletics activities.

IV. Appeals

Procedures for appeals pertaining to the renewal of financial aid are governed by WVU and NAIA regulations. Appeals related to athletics financial aid will be considered by the Appeals Committee. The committee is chaired by the Director of Financial Aid.

Coaches are expected to provide the opportunity and time to student-athletes to discuss a decision to restrict their participation or to remove them from the team.

Appeal of a Coach’s Decision. If a disagreement cannot be resolved between a coach and player, the student-athlete may appeal the decision in writing to the Director of Athletics. This appeal must be made within 14 calendar days from the student-athlete’s meeting with the head coach. In the event there is a disagreement on a decision that cannot be deferred until a hearing with the Athletic Director is held, the decision of the head coach shall stand until such time as a hearing can be arranged.

Appeal of Athletic Director Decision. A student-athlete (or a sport team or sports program) may appeal a decision of the Athletic Director, either in independently imposing a sanction or upholding a coach’s sanction, to the University if the decision affects participation in intercollegiate athletics.

Team Rules. Each head coach is responsible for providing individual team rules at the beginning of each academic year. Team rules ensure that at all times student-athletes shall conduct themselves in a manner that reflects positively upon WVU Tech.

Student-Athlete Financial Aid. The NAIA, RSC, AAC, and WVU Tech regulations provide that grant-in-aid based on athletic ability may be awarded for only tuition, room, or board, necessary for your selected course of study, depending on the amount of the award. A grant-in-aid is awarded and is renewable on a year-to-year basis. Renewal and non-renewal notices will be provided to each athlete prior to July 1. Renewal awards must be signed by the athlete (Note: a parent’s signature is required if the student-athlete is a minor) and returned to the Athletic Department. These forms will be forwarded to the Student Financial Aid Office. Grant-in-aid amounts may be reduced immediately or canceled during the term of the award if the student-athlete becomes ineligible for intercollegiate competition (e.g., dropping below full-time participation).
status of 12 hours; providing false information on a University application, or financial aid agreement; engaging in serious misconduct that brings disciplinary action from WVU Tech; or voluntarily withdrawing from the sport for personal reasons).

Grant-in-aid amounts must be reduced or canceled if the student-athlete signs a professional contract for the sport; accepts money for playing in an athletic contest which exceeds the cost of a full grant; agree to be represented by an agent; or receive other aid that applies to his/her individual limits. Student-athletes may be eligible for Federal, State, and institutional financial aid, and can apply for non-athletic financial assistance through the Student Financial Aid office. All student-athlete appeals will be heard by the Financial Aid Appeals Committee.

**Eligibility Requirements for Student-Athletes**

- Each student-athlete must supply the WVU Tech Admissions Office & NAIA Eligibility Center with all transcripts from any previous institution including high school.
- Every student-athlete must be enrolled in at least 12 credit hours each semester to compete in collegiate athletics.
- All freshmen must have graduated high school or its equivalent.
- All freshmen must meet two of three conditions:
  1. A minimum ACT score of 18 or minimum SAT score of 870 (composite scores on a National Test), if the SAT was taken after May 1st, 2019.
  2. An overall high school grade point average of 2.0 or higher on a 4.0 scale.
  3. Graduate in the upper half of the student’s graduating class.
- All student-athletes who have not participated at the NAIA level must be declared eligible by the NAIA Eligibility Center prior to competition.
- All first-time freshmen must pass 9 hours prior to second term of attendance to retain eligibility.
- Any student-athlete, who was not NAIA eligible out of high school, must fulfill one year of residency at WVU Tech before being allowed to compete.
- All student-athletes must have 24 credit hours earned in previous 2 full-time semesters (summer or part-time hours that fall between or after the most previous can count)
- Student-athletes must have 24 credit hours passed for every season of competition completed. (Example: To play in a third season of sport a student must have passed at least 48 hours.)
- All college juniors and seniors must have a cumulative grade point average of 2.0 or higher to compete.
- Each transfer student will be evaluated at face value of all transcripts during first-term certification by NAIA Eligibility Center. After the student is certified as eligible by NAIA EC and has been at WVU Tech one semester, the student’s eligibility will be determined on the WVU Tech evaluation of those transcripts.
- All student-athletes who wish to compete in a fourth season of sport must have completed a minimum of 48 credit hours in general education and/or intended major.
- All transfer students must complete a NAIA transfer form and NAIA competitive experience form prior to competition.
- All transfers, whose most recent competition was at a 4-year institution, must get a release from that institution. If not, student must fulfill 16-week residency at WVU Tech.
Transfer Rules for Student-Athletes Leaving WVU Tech

- NAIA rules require any institution contacted by a WVU Tech student-athlete to notify the WVU Tech Director of Athletics within 10 days of original contact (contact initiated by other institution is not permitted and is a violation of NAIA Ethics Rules).
- No releases will be granted to student-athletes who owe a balance to WVU Tech or possess WVU Tech Athletics equipment or team gear/apparel.
- Any student-athlete who has signed and returned his/her scholarship renewal will not be granted a release without appeal to the Director of Athletics.

Academic Excellence

Student-Athlete Responsibility

You are a student-athlete. You are a special breed of student selected by WVU Tech coaches to represent this university in athletic competition. You are neither exclusively a student nor are you exclusively an athlete. As such, you may never be penalized in the classroom for what you do or do not do on your respective playing field. However, it is likely that if you fail to own up to your responsibilities in the classroom, your opportunity to play may be restricted. As a student-athlete, you must realize that participation in intercollegiate athletics is a privilege, not a right.

As a student-athlete at WVU Tech, it is your responsibility to satisfy the minimum academic requirements necessary for participation in intercollegiate athletics. These requirements may include NAIA, RSC, AAC, and institutional requirements. They may also include requirements set forth by your coach. If you fail to meet these requirements you may be prohibited from participation in intercollegiate athletics. It is your responsibility to:

1. Attend every class unless excused for an athletic competition or illness/injury.
2. Complete all class assignments and projects on a timely basis.
3. Prepare for class where preparation is required.
4. Take adequate notes during lectures.
5. Make sure to get notes from a classmate or professor if you miss a class.
6. Set aside adequate study time for quizzes, tests and exams.
7. Arrange to make up any quizzes, tests or exams missed due to team competition or other mandatory athletic functions.
8. Always put forth your best effort.

“The NAIA minimum academic requirements were set forth within the previous sections. Presently, there are no additional conference or institutional requirements; however WVU Tech coaches may impose their own academic requirements for participation.”

Career Services. The Career Services Office provides career development assistance to all WVU Tech students. Daily contact with employers and faculty enables the office to provide students with up-to-date information about how to put your college degree to work.

Experience – A Comprehensive Online Tool. Apply for jobs and connect with employers, participate in workshops and activities, schedule interviews, post your resume and more. Contact Career Services via email at career@mail.wvu.edu or 304.929.1232 to establish your Experience account.
**Job Postings.** Career Services receives full-time, part-time, cooperative education, internship and summer position announcements regularly. We forward the credentials of students that meet position requirements to employers and interviews are often arranged through *Experience*.

**Career Advising.** Students in the process of making academic, major, or career choices can receive individual assistance from several on-campus sources. The Student Success Center (SSC), Student Support Services (SSS), and Career Services work together to provide career guidance to students. You may seek support from any of these offices.

**Career Fairs/Job Expos.** A number of employer representatives visit campus each semester for these special events. Students are invited to meet with representatives from public and private business, engineering and healthcare fields to present their resumes and discuss employment opportunities. Additional on-campus and off-campus career fair events are announced and available to students throughout the academic year.

**Graduate and Professional School Information.** Graduate school catalogs, program directories and free application materials for the GRE, GMAT, LSAT, MCAT, TOEFL and TSE examinations are available.

**When should I visit Career Services?** Career decisions are best thought out carefully. Therefore, students are encouraged to begin in their first semester to take advantage of the extensive opportunities available through WVU Tech Career Services throughout their collegiate experience.

**Career Coaching Appointments.** Receive guidance for deciding a major, what to do after college, creating a resume and cover letter or exploring job or internship opportunities by scheduling a career coaching appointment! Contact Career Services at 304.929.1232.

**Academic Advisor Meetings.** All students who have declared a major must meet with their academic advisor within their declared college/unit each semester.

**Grade Checks.** Grade checks will be administered periodically each semester for all student-athletes at the discretion of the head coach. These grade checks are intended to check the Academic Excellence, attendance and performance of the student-athletes as well as to identify any problems or weaknesses the student-athlete may be experiencing.

Coaches will have access to grade checks. Student-athletes who are recorded as having problems with performance or absenteeism will be contacted to discuss the situation and how to rectify it.

**Student Success Center.** The Student Success Center provides academic advising services for first-year and transfer students. The center coordinates new student orientation, tutoring and other student success services for all students on campus. Located on the 3rd floor of the Vining Library, this location is a prime location for students to meet, study, and relax. Contact: 304.929.1232


**Student Support Services.** The Student Support Services is a federally funded TRIO program that provides uniquely designed educational programs and services for participants in the areas of professional/peer tutoring, career exploration, personal or academic counseling and many student workshops geared toward college success. Contact: 304.929.1293 [http://studentlife.wvutech.edu/student-services/student-success/student-support-services](http://studentlife.wvutech.edu/student-services/student-success/student-support-services)
Grading System and Calculating Grades Grading Scale

All academic programs have baseline standards of scholastic quality that must be met or exceeded. Grade Point Average (GPA) is computed on grades earned in courses taken at WVU Tech and transfer institutions. GPA is based on all work for which a student received a letter grade other than “W”, “WU”, “P”, “S”, and “X”. A grade received in a developmental course is not calculated in the GPA.

To calculate grade point average:

1. Multiply the number of credit hours per course by the numeric value of its letter grade to obtain the number of grade points earned for each course.

2. Add all of the grade points earned for all of the courses completed.

3. Divide the total grade points earned by the total number of credit hours for all courses whose grades carry a numeric grade value.

The following example shows how to do it. Assume 16 credit hours completed earned the following grades:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Value</th>
<th>Credits x Value</th>
<th>Grade Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>3 x 3</td>
<td>9</td>
</tr>
<tr>
<td>Mathematics 126</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>3 x 4</td>
<td>12</td>
</tr>
<tr>
<td>Geology 101</td>
<td>3</td>
<td>C</td>
<td>2</td>
<td>3 x 2</td>
<td>6</td>
</tr>
<tr>
<td>Political Science 101</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>3 x 3</td>
<td>9</td>
</tr>
<tr>
<td>Spanish 101</td>
<td>1</td>
<td>D</td>
<td>1</td>
<td>3 x 1</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 201</td>
<td>1</td>
<td>P</td>
<td>0</td>
<td>3 x 0</td>
<td>0</td>
</tr>
</tbody>
</table>

GPA = 39 divided by 15, for a grade point average of 2.6.

Note that a similar process may be used to calculate the GPA for all credits (including those transferred from other institutions), for credits earned at the institution, or for credits earned in the major.

Quality points associated with the grades are as followed: A=4.00 B=3.00 C=2.00 D=1.00 F=0.00

No credit is granted for an “F” but an “F” is calculated in your GPA.

Class Attendance Policy

Presently, there has been no official attendance policy set forth by the NAIA, RSC, AAC, or by WVU Tech. However, it cannot be emphasized enough that class attendance is essential to academic eligibility. Therefore, coaches do not tolerate poor class attendance from their players. Every coach has a different attendance policy. Generally, your coaches will inform you of their attendance policy prior to participation.

If your coach does not inform you of his or her class attendance policy prior to athletic participation, and
such a policy exists, it is your responsibility to find out what it is. In addition, many professors at WVU Tech have their own personal class attendance policies. If any of your professors have such a policy, it will be set forth on the class syllabus that you are given on the first day of classes each semester. Your professor can modify your grade if you miss more than a specified number of unexcused classes. It is your responsibility to read the syllabus for each class and to know whether your professor has a class attendance policy.

**Travel and Absence Due to Illness or Injury.** Classroom participation is essential to the educational process. Therefore, when the instructor indicates in the syllabus that class participation is essential to the educational goals of the course, the instructor may lower a student’s final grade because of successive absences.

If you make expect to miss a class due to illness or injury, it is again your responsibility to adequately communicate with your professor as soon as possible. In general, if you are truly unable to attend class due to illness or injury your professor will make every effort to accommodate you. However, if you wait too long to inform your professor of your condition, the damage to your grade may be irreparable.

If you make every effort possible to adequately communicate with your professor concerning excusable absences, and your professor refuses to accommodate your needs in any way, please make the particular situation known to your respective coach, the Athletic Director and/or the Faculty Athletics Representative.

**Absence Due to Team Travel for Athletic Competition.** Student-athletes who miss class due to athletic competition are responsible for all work missed. Student-athletes should inform their professor of their team schedule and any projected absences as soon as possible at the beginning of the semester.

**Withdrawing From a Class.** If at any time you are considering withdrawing from a class, you must first speak with your coach and the Assistant Athletic Director for Compliance. After getting approval to drop the class, it is your responsibility as the student to drop the class from your schedule. Remember to double check the drop to make sure it is processed.

During the first three weeks of the official course, withdrawals will not be reflected on the student’s transcript. An instructor may initiate a withdrawal for any student who does not attend classes during this three week period. From the fourth week through the eighth week (midterm), official course withdrawals will be assured a grade of W (withdrawal). The W will appear on the student’s transcript, but will not be computed in the GPA. Course withdrawals after the midterm date will not usually be allowed.

In circumstances beyond control, a W may be granted with approval of the instructor, the appropriate chairperson, and the dean of the college offering the course. In cases not approved, the student will receive a grade of an F, which will affect your GPA.

**Withdrawal from Classes**

**Deadlines**

Until the Friday of the tenth week of class (or Friday of the fourth week in a six-week summer course, or Friday of the second week of a three-week summer course), students may withdraw from individual courses. Deadlines are listed each semester on the academic calendar provided on the Current Students web page: www.wvutech.edu/current_students. If a student follows all established University
procedures and withdraws by the published deadline, he or she will receive a “W” on the transcript. Grade point averages are not affected in any way by this mark; however, the ratio of courses attempted versus courses completed may affect financial aid eligibility.

**Procedures for Withdrawing from Individual Courses**

Before withdrawing from individual classes, students should consult an advisor to determine if:

- The course load would be reduced below the minimal number of hours required to qualify for financial aid, housing, varsity athletic competition, or international full-time student status.
- The courses to be dropped are required to fulfill academic probationary conditions.
- The courses from which the student wants to withdraw might be co-requisite with other courses he or she is taking, or prerequisite to other courses required for the next term.

**Refunds of Tuition and Fees for Dropped Classes**

If a student drops one or more classes the first week of the semester and has fewer than 12 hours after the drop, the following refund policies apply:

- Tuition, special, and refundable miscellaneous fees are refundable at 100% for the dropped classes during the first week of classes only.
- Refunds of tuition and fees for summer terms will be pro-rated based on the part of term.
- Laboratory fees are refundable at 100% during the first week of classes only and nonrefundable thereafter.
- Miscellaneous fees that are nonrefundable include transcript fee, graduation fee (if graduating), late payment fee, and reinstatement fee.

Classes dropped after the first week of the term will not be eligible for any refund of tuition and fees, including laboratory fees.

Students officially withdrawing from all courses on or before the last day to register are eligible for 100% adjustment of assessed tuition. Students dropping courses on or before the last day to register, reducing their course load from full-time to part-time status, are entitled to a 100% adjustment for courses dropped.

Students officially withdrawing from all courses after the last day to register, but through the last day to drop a course without a grade appearing on the student’s record are eligible for a 50% adjustment of assessed tuition. Students dropping courses during this period, reducing their course load from full-time to part-time status, are entitled to a 50% adjustment of tuition for the courses dropped.

**Withdrawing From the University**

If at any time you are considering withdrawing from WVU Tech, you must check with the Assistant Athletic Director for Compliance first. Students withdrawing completely from school after midterm need the approval of the dean of the student’s major on the late withdrawal form.

**Refunds of Tuition and Fees for Withdrawal from the University**

The student who officially withdraws from WVU Tech is eligible for a prorated refund of tuition,
special fees, and certain miscellaneous fees, based upon the date of withdrawal. To withdraw officially and receive a refund, the student must submit a completed withdrawal form, available at the Office of the Registrar or on-line at techregistrar.wvutech.edu/forms. Every effort is made to process refunds within 30 days.

Refund schedules of tuition and fees for official withdrawal are determined by the WV Higher Education Policy Commission, and for the fall and spring semesters are posted online at studentaccounts.wvu.edu/refunds.

Refund periods for the summer semester, which are considerably abbreviated, are posted online at studentaccounts.wvu.edu/refunds.

Laboratory fees are refundable during the first week of classes only. Nonrefundable fees include the transcript fee, graduation fee (if graduating), late registration/payment fee,

Exceptions to the refund policy for withdrawal from the University include:

- Students entering the armed services of the United States may be granted full refund of refundable fees (but no course credit) if the call comes before the end of the first three-fourths of the semester. If the call comes after that, full credit for courses may be granted if the student has passing grades at the time of departure. Students must submit a copy of their deployment orders to the WVU Tech Office of the Registrar.
- Students withdrawn administratively due to catastrophic illness or death will be provided a refund as approved by the Dean of Students or his/her designee.

Questions about WVU Tech’s refund policies should be directed to the Cashier’s Office.

If a student receives financial aid and s/he withdraws, s/he will be subject to the Refund and Repayment Policy. Federal regulations require that WVU Tech calculate eligibility for students who completely withdraw or are dismissed before completing the enrollment period. Students who receive all unsatisfactory grades (defined as at least one “F” and no passing grades) at the end of the grading period will be considered as unofficially withdrawn at the semester mid-point unless documentation is available that demonstrates continued class participation. Application of this policy may result in the necessity for a student to return financial aid funds to various Title IV federal aid programs.

A student earns Title IV federal aid based upon the length of time the student remains enrolled during the enrollment period. Students who withdraw on or before completing more than 60% of the semester may be required to return a portion of federal financial assistance. The determination of 60% of the term is computed by dividing the total number of calendar days in the term into the number of calendar days completed as of the date of withdrawal. Scheduled breaks of five consecutive days or more are excluded. The percentage of Title IV assistance which the student has earned is equal to this percentage of the term completed. If the withdrawal occurs after more than 60% of the term is completed, the percentage earned is considered to be 100%.

If more Title IV aid was disbursed than was earned by the student, WVU is required to return the less of (1) the unearned aid percentage of institutional charges or (2) the unearned aid percentage applied to the total Title IV aid received. The student must return unearned aid for which s/he is responsible after subtracting the amount the school will return. Funds are returned in the following priority:
1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Perkins Loan
4. Direct PLUS (Graduate Student)
5. Direct PLUS (Parent)
6. Pell Grant
7. FSEOG
8. TEACH Grant

The return of financial aid may result in unpaid charges to WVU for tuition/fees and room/board. WVU will bill the student for any balance due. Students who owe a repayment to any federal financial aid program are no longer eligible for financial aid at any post-secondary institution. Eligibility may be regained after repayment is satisfied. If less Title IV aid was disbursed than was earned by the student, the student is entitled to a post-withdrawal disbursement within thirty days of withdrawal. Check with the Financial Aid Office for requirements.

Faculty Athletics Representative. The Faculty Athletics Representative (FAR) is a member of the faculty, appointed by the Campus President to bridge academic and athletic interests and to serve as a liaison between the Athletic Department and faculty. In this capacity, Dr. Deborah Beutler works with the Campus Provost and the Athletic Director to support a campus environment in which the athletics program is maintained as a vital component of the student body. Duties include the enhancement of academic integrity, institutional control, and student-athlete welfare. Dr. Beutler is a professor in the Biology Department. Dr. Beutler can be reached at Deborah.Beutler@mail.wvu.edu

Physical Welfare

The priority of the Sports Medicine Program at WVU Tech is to provide quality care for the student-athletes of the University. The athletic training staff strives to protect and return the injured student-athlete to sport participation as quickly and safely as possible. The Sports Medicine staff possesses knowledge in injury prevention; injury recognition, evaluation, and assessment; immediate care; and the treatment, rehabilitation, and reconditioning of athletic injuries.

Health and Wellness. Part of being a successful student is taking care of yourself, and at WVU Tech, we provide health and wellness services that can help you do just that.

Lactation Rooms. The Beckley campus offers two lactation rooms located at Learning Resource Center 320 and Life Sciences 106.

Counseling Services. Whether you’re full or part-time, resident or commuter, we offer counseling services and programs designed to help you navigate life as a student. WVU Tech Counseling Services provides a comfortable and inclusive environment where you can receive confidential support and valuable information on issues facing students from all walks of life. Our counseling services are free of charge for all WVU Tech students.

Student Health Clinic. WVU Tech’s Student Health Clinic is conveniently located in Montgomery General Hospital and is open to all students for walk-in and by-appointment visits. From allergy shots and immunizations to doctor referrals, sports physicals and checkups, the clinic offers a full suite of essential medical services to keep students healthy and productive. Clinic visits are free of charge and there is typically no co-pay or deductible required. Students with chronic health issues should schedule an initial visit so the clinic may establish a treatment plan for emergency situations.
Sports Medicine Injury Policy

Injury Policy. The student-athlete is responsible to notify the athletic trainer at the time of the event of any injury or illness. If the student-athlete does not report the injury/illness at the time of practice or event they must report to the Sports Medicine Clinic at the opening of the next day to allow the athletic trainer adequate time to evaluate and determine playing status.

Concussion Policy. The student-athlete will be required to sign a document following reading a pamphlet on concussion awareness. Student-athletes will be required to take the ImPACT concussion baseline test in their first and third year of athletic participation. The ImPACT concussion assessment tool allows the Sports Medicine staff and team physician the ability to compare a baseline score to a post-concussion score if the athlete sustains a concussion(s) during their athletic participation at WVU Tech. The student-athlete is expected to report any signs and symptoms of a concussion to the athletic trainer at the time of the incident. The student-athlete will then be assessed by the athletic training staff and/or the team physician.

HIPAA. The WVU Tech Sports Medicine Department complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The purpose of the act is to ensure health insurance portability, to reduce fraud and abuse, to require security for health information, and to enforce privacy standards for health information.

Student-athletes will be asked to sign an annual HIPAA authorization form for the Sports Medicine staff to receive or send medical records to medical providers.

Physical Exams. All student-athletes are required to have a physical examination every year by a certified physician (MD or DO) before participation may begin, including but not limited to, individual workouts. It is highly recommended that each student-athlete who needs one, to complete this exam before arriving on campus.

However, if you choose to complete the exam after your arrival, arrangements for the exam are the sole responsibility of the student-athlete.

Accessibility Services. WVU Tech partners with the Office of Accessibility Services on the West Virginia University main campus, to help students achieve success regardless of any physical, learning, psychological, sensory or other documented disability. A WVU Tech Accessibility Counsellor is available for consultation in the Student Success Center located in the Library in the Robert C. Byrd Learning Resource Center or at 304-929-1342.

Register for Services Online:
• Log on to Accessibility Services Online.
• You will see the Online Student Application. Please complete each question and be sure to place an answer in each answer box. You will be prompted to complete the form again if there are blank fields remaining.
• Once the form is completed, enter the required Captcha and click Submit Application.
• Once you have submitted your application, you will be asked if you would like to upload any information. Click NO and exit the program. Your information will be forwarded to the Office of Accessibility Services.
Schedule an appointment with Accessibility Services. You can contact a counselor by calling the WVU Office of Accessibility Services at 304-929-1342.

Request Accommodations with Accessibility Services:
• Log on to Accessibility Services Online.
• Enter your MyID information into the username and password.
• Once in your account, scroll down the page to the Select Accommodations section and check the box by each course in which you wish to request accommodations.
• Click the Step 2 – Continue to Customize Accommodations button found below your listed courses.
• Check the boxes by the accommodations you wish to receive. NOTE: Alternative testing includes extended time for tests, quizzes, and a separate, quiet testing area. Do not choose Alternative formatted text unless you would like your textbooks in an audio format for that course.
• Scroll down and click on Submit your Accommodation Request.
• You will know your request is successful when you see the System Update is Successful message and you are returned to the main screen.
• After submitting your request, please email access2@mail.wvu.edu to inform them of your request.
• When your accommodation letters are emailed to your professor, you will also receive an email to the address on file with the Office of Accessibility Services.

Insurance
WVU Tech, as a division of West Virginia University, has joined many of our peer institutions in requiring students to have health insurance coverage beginning in Fall 2014. Student-athletes must provide a proof of insurance form each year and must have proper medical documentation and proof of physical exam on file with the sports medicine office before being permitted to participate in team activities. Please make sure that a copy of your insurance card (front and back) is sent in with the form. WVU Tech offers athletic insurance that is a secondary policy, meaning that it picks up where your coverage leaves off. There is now a $0.00 deductible for this coverage, but your primary insurance will always be billed first. Injuries that occur during official practice and games are the only claims that can be made on the athletic insurance.

The athletic insurance ONLY covers if the student-athlete is hurt during practice or competition.

Students and student-athletes without qualifying primary medical insurance must purchase an institutional policy offered through WVU or a policy that meets the Institutional requirements. Each student must enroll or fill out the waiver stating you have appropriate coverage.

Please go to (http://studentinsurance.wvu.edu/) and complete waiver/enrollment. By entering your insurance information, the Institution will be able to determine if your insurance policy meets requirements. The date on completing your waiver application has to be done every year, typically it’s done in July or August for the date changes every year.

For more information about other health care plan options available through the WV insurance exchange, please visit healthcare.gov. If you have any other questions, please contact WVU Student Insurance Office by e-mail at sio@mail.wvu.edu or call 304.293.6815.
Sports Medicine Clinic Policies

Athletic Training Room General Conduct

Below are guidelines for student-athletes to follow while being treated in the athletic training room:

1. Student-athletes must sign-in on the provided treatment sheet before each and every session of treatment.
2. If a student-athlete requires rehabilitation for an injury, he or she must sign-up for a scheduled time with the sports medicine staff.
3. Absolutely no form of tobacco is permitted in the Sports Medicine Clinic.
4. No shoes on the treatment tables are permitted.
5. No cleats are permitted in the athletic training room.
6. No food or drink is permitted in the Athletic Training Room.
7. Shirt and shorts must be worn at all times.
8. One hour before practice is designated for taping and pre-practice treatments only. No treatment or taping will begin 20 minutes before the start of practice.
9. No loitering in the Athletic Training Room.

Sign In Procedures for Athletic Training Services Policy. All student-athletes are expected to sign in every time they receive any services Sports Medicine/Athletic Training related. Student-athletes will sign their name and the service they receive into the blue sign-in book located on the table to the left of the Athletic Training Room entrance. Athletic Training services include, but not limited to, Electrical Stimulation, Ankle Taping, Ice Bag, or Heat. Cooperation is expected so that the WVU Tech Sports Medicine Staff properly record treatments and activities in the Athletic Training Room.

Nutritional/Dietary Supplements Warning: Prior to consuming any nutritional/dietary supplement product, review the product with your athletic department staff!

- 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.

For more information: http://www.ncaa.org/health-and-safety/policy/drug-testing

Physician Referral Procedure. In order for the Sports Medicine Staff to adequately serve our student-athlete needs, it is important to know/control when our student-athletes seek out the next level of professional care. When insured athletes present with a condition in need of referral, the following guidelines will be used:

1. Injured student-athletes or student-athletes with general medical condition(s) will be referred to a physician at the discretion of the Sports Medicine Staff.
2. Student-athletes with previous medical conditions may continue to seek treatment from their physicians. However, if that physician is outside the WVU Tech Sports Medicine Team, the student-athlete will need to sign a HIPAA release in order to ensure proper communication regarding the management of the student-athletes’ injury/illness.
3. Student-athletes should not seek out alternative medical treatment without the knowledge of the Sports Medicine Staff. Student-athletes who seek out alternative medical treatment without the knowledge of the Sports Medicine Staff may jeopardize their eligibility under the WVU Tech insurance policy.

**Sickle Cell Trait Testing.** Knowledge of sickle cell trait status can be a gateway to education and simple precautions that may prevent sickling collapse and enable student-athletes with sickle cell trait to thrive in sport. Currently, all divisions of the NCAA require this testing of all student-athletes. By knowing your status, the Sports Medicine staff can be better prepared to manage those athletes at risk of complications.

In a recent review of non-traumatic sports deaths in high school and college athletes (1), the top four killers, in order of occurrence, were: cardiovascular conditions, hyperthermia (heatstroke), acute rhabdomyolysis tied to sickle cell trait, and asthma. Sickle cell trait is the inheritance of one gene for sickle hemoglobin and one for normal hemoglobin. During intense or extensive exertion, the sickle hemoglobin can change the shape of red cells from round to a quarter-moon, or “sickle.” This change, exertional sickling, can pose a grave risk for some athletes.

A condition of inheritance versus race, the sickle gene is common in people whose origin is from areas where malaria is widespread. Over the millennia, carrying one sickle gene fended off death from malaria, leaving one in 12 African-Americans (versus one in 2,000 to one in 10,000 white Americans) with sickle cell trait. The sickle gene is also present in those of Mediterranean, Middle Eastern, Indian, Caribbean and South and Central American ancestry; hence, the required screening of all newborns in the United States.

For more information: [http://www.nata.org/consensus-statements](http://www.nata.org/consensus-statements)

   o Accessed August 1st, 2015.

**Weight Room Policies.** The WVU Tech Athletic Weight Room is located in the basement of Carter Hall. This weight room is only exclusive for athletic team use during reserved times. When in use, teams and student-athletes are reminded to adhere to the following policies:

1. No team or individual is allowed in the weight room unsupervised at any time. At least one coach per team must be present at all times during any weight room session.
2. All weights must be returned to their proper place after use.
3. Use of the weight room is a team privilege - misuse or mistreatment of the weight room or equipment will result in loss of that privilege.
4. Shirts and athletic shoes are required for all patrons.
5. Please report any damaged or missing equipment to the administration.
6. Please wipe down equipment after use.

**West Virginia University Institute of Technology Athletics Department**  
**Substance Abuse Procedure**

**Statement of Philosophy.** West Virginia University Institute of Technology (WVU Tech) and the WVU Tech Department of Intercollegiate Athletics is committed to the health, safety, and well-being of the students and student-athletes who participate in its programs and represent the Institution in competitive
athletics. WVU Tech, the Department of Intercollegiate Athletics, and the athletic training staff believe it is our responsibility to do everything possible to protect the health and well-being of our student-athletes. It is our desire, therefore, to educate students about both the long and short term effects of alcohol, tobacco, banned substances, and over-the-counter dietary supplements on their performance and, much more importantly, their lives. It is our hope that our students and student-athletes will recognize the dangers of alcohol, tobacco, and substance abuse and, therefore, compete and live free of all dangerous substances.

Purpose of the WVU Tech Department of Athletics Drug Education and Drug Testing Program

1. To assure all students, student-athletes, parents, and University officials that the WVU Tech Department of Intercollegiate Athletics is committed to providing an alcohol-free, tobacco-free and banned-substance-free environment for the conduct of all athletic programs.
2. To disseminate information and to educate all students about the risks associated with alcohol, tobacco, banned substance, and dietary supplement use.
3. To deter students from using alcohol, tobacco, and drugs.
4. To identify students who are using and abusing alcohol, tobacco banned substances and dietary supplements and to provide avenues for treatment and rehabilitation.

Education Program. WVU Tech, with the assistance of the National Center for Drug Free Sports, Inc., will conduct an alcohol, tobacco, banned substance and dietary supplement education program for student-athletes, student assistants, and managers at least twice per year. Appropriate educational materials will be available to participants. Additionally, a resource pool of educational materials will be available for use by coaches and student-athletes at any time throughout the year. All student-athletes, student assistants, managers, coaches and Department of Intercollegiate Athletics staff members are required to attend. Make-up sessions will only be available to those absent with prior approval from the Athletic Director. Those individuals who do not attend will be suspended from practice and competition until they attend a make-up session.

I. Policies

A. Use of Dietary Supplements
   Many dietary supplements or ergogenic aids contain banned substances. The labeling of dietary supplements is not always accurate and may be misleading. Terms such as “healthy” or “all natural” do not mean dietary supplements are free of banned substance(s) or are safe to take. Using dietary supplements may lead to negative side effects such as dehydration and/or may cause positive tests for banned substances. Student-athletes who are currently taking dietary supplements or intend to take any are required to review the product with the Head Athletic Trainer. Student-athletes are encouraged to contact the National Center for Drug Free Sport, Inc. at http://www.drugfreesport.com/ or the Dietary Supplement Resource Exchange (REC) at http://www.drugfreesport.com/rec/ for information on dietary supplements and other banned substances. Be advised, the above mentioned web-sites and organizations are not associated with the West Virginia University Board of governors or WVU Tech.

B. Tobacco Policy
   The NAIA and WVU Tech prohibit the use of tobacco products by all athletic competition personnel (e.g. coaches, student-athletes, athletic trainers, managers, and game officials) in all sports during practice and competition. Violators of this policy shall be disqualified for the remainder of that competition.
C. Alcohol Policy

1. Generally: The NAIA and WVU Tech prohibits the use of alcohol by all athletic competition personnel (e.g. coaches, student-athletes, athletic trainers, managers, and game officials) in all sports during practice and competition.

2. Alcohol Related Incident: Any personnel convicted of an alcohol related incident, including in the dormitories or any court of law, will be considered to have violated this policy.

3. DUI and/or DWI: Any personnel who is convicted of a DUI (driving under the influence) or DWI (driving while intoxicated or impaired) will be considered to have violated this policy. A first offense of this type shall be sanctioned pursuant to the section of this policy titled Second Level Sanction. A second offense of this type shall be sanctioned pursuant to the section of this policy titled Third Level Sanction.

D. Banned Substances

1. Banned Substances: Type One
The use of the following banned substances are prohibited before, during, and after the athletic season, except as may be prescribed by a physician qualified to treat the medical condition for which the prescription is made. Violations including, but not limited to, positive tests and unlawful possession will be considered a violation pursuant to this policy.

- Amphetamines
- Benzodiazepines
- Barbiturates
- Cannabinoid

2. Banned Substances: Type Two
Use or possession of the following banned substances are prohibited before, during, and after the athletic season. Violations include, but not limited to, positive tests and unlawful possession will be considered a violation pursuant to this policy and shall be sanctioned pursuant to the section of this policy titled Second Level Sanction. This list of banned substances may be expanded and should not be viewed as an all-inclusive list.

- Methaqualone
- Opiates
- Phencyclidine
- Anabolic Steroids
- Cocaine

3. Distribution of Banned Substances (Type One and Type Two)
Any conviction related to the distribution of Type One or Type Two banned substances will be considered a violation of this policy and shall be sanctioned pursuant to the section titled Level Three Sanction. All other convictions for banned substance(s) related incidents, including in the dormitories or any court of law, will be considered a violation of this policy.

Reasonable suspicion, notification from the police or safety officials, violation of team rules, and/or concerns from the Athletic Director or athletic administration and coaches will result in a counseling referral without counting as a violation of this policy. Failure to comply with the counseling and/or referral could result in a violation of this policy.
Any subsequent incidents may also result in a counseling referral. Again, failure to comply with the counseling and/or referral may be considered a violation of this policy.

II. Procedure

A. Informed Consent

All student-athletes involved in a WVU Tech varsity or junior varsity sport, including student assistants and team managers, are required to sign an “Informed Consent” waiver giving the WVU Tech Department of Intercollegiate Athletics permission to test for alcohol, tobacco, banned substance, and/or dietary supplement abuse. Failure to sign the waiver form may result in suspension from participation or termination of eligibility to participate in intercollegiate athletics at WVU Tech. Student-athletes will be given the opportunity to ask any questions regarding the information contained within this policy, the testing program, or other related issues prior to signing the consent form.

B. Method of Selection

Unannounced random testing, team testing, and reasonable suspicion screening will be performed throughout the academic year. Official team rosters (including team managers, student assistants, redshirt student-athletes, and ineligible student-athletes) will be used to compose a list of all student-athletes eligible to be randomly selected. Additionally, any student-athlete may be subjected to testing at any time when the Athletic Director determines there is individualized reasonable suspicion to believe the student-athlete may be using a prohibited substance.

C. Voluntary Disclosure/Safe Harbor

A student-athlete who has engaged in prohibited use of alcohol, tobacco, banned substances, and/or dietary supplements is encouraged to seek assistance from the Department of Intercollegiate Athletics (Athletic Director, Athletic Trainer, or Medical Director) by voluntarily disclosing his or her use. If a student-athlete seeks assistance prior to being notified that he or she had been selected for testing for banned substances, the impermissible use will not be deemed a violation of this policy for purposes of determining sanctions; however, for health and safety reasons the student will be ineligible to participate in intercollegiate athletics pending an evaluation.

Upon entering the Safe Harbor Program, the student-athlete will be required to undergo initial screening which may include tests for alcohol, tobacco, banned substances and/or dietary supplement abuse as well as an evaluation by a drug education or substance abuse professional. As stated above, if the initial test result is positive, the impermissible use will not be deemed a violation of this policy for purposes of determining sanctions. The drug education or substance abuse professional shall determine the appropriate form(s) of intervention and rehabilitation needed by the student-athlete, based on the circumstances of the case. During the evaluation period, the student-athlete will not be allowed to practice or compete. The counselor will provide a summary of his or her findings and recommendations to the Athletic Director and the Athletic Trainer.

A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days as determined by the treatment plan, and will be removed from the random selection pool of students. However, the student will not be permitted to return to participation in intercollegiate athletics until the counselor has interviewed the student following the conclusion of the recommended treatment (or stage of
treatment, if applicable) and has determined that reentry into intercollegiate athletics is appropriate. If the counselor deems it necessary, the student-athlete will be required to undergo alcohol, tobacco, banned substance and/or dietary supplement testing as part of the reentry evaluation.

Failing to complete the treatment recommended by the counselor, having a second positive banned substance test result for any banned substance after entering the Safe Harbor Program that is determined to be a result of new banned substance use, or having a positive result on a reentry banned substance or alcohol test will be deemed a violation, pursuant to this policy (e.g., the initial positive drug test result plus the second/new positive drug test result) and the sanction imposed will be that of a “Second Level Violation.”

If the student-athlete regains his or her eligibility to participate in WVU Tech intercollegiate athletics, he or she may be required to undergo unannounced follow-up tests at the discretion of the Athletic Director in consultation with the counselor. A positive drug test result at any time after satisfactorily completing the Safe Harbor Program will count as the first positive drug test result.

D. Testing Procedure
The student-athlete will be notified of and scheduled for testing by the Institution. An Athletic Trainer will notify the student in person or by direct telephone communication of the date and time to report for testing and will have the student read and sign the Student-Athlete Notification Form. No specific time period is required for notification prior to the administration of any drug test.

Failure to appear at the testing site will be treated as a positive result in violation of this policy. If a student is unable to produce a specimen or produces an insufficient volume for testing, he/she will be instructed to drink four ounces of fluid every thirty minutes for the remainder of the testing period, exercise vigorously, and/or consume approved snacks. If the specimen is incomplete and the student-athlete must leave the testing site for a reason approved by the collector, the specimen must be discarded. Upon return to the testing site, the athlete will begin the collection procedure again. Any attempt to alter the integrity or validity of the urine specimen and/or collection process will be treated as a positive result in violation of this policy.

E. Reporting of Results
Identification of those participating in the urinalysis and the results will be strictly confidential. The testing service will notify the Athletic Training Staff of all results. The Athletic Training Staff will review the results and if there is a positive test result, they will immediately inform the Athletic Director, the Medical Director, and the Assistant Athletic Director for Compliance, the Head Coach and the student. The Athletic Director shall notify the student-athlete of the positive test in person.

F. Medical Exception Process
WVU Tech recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the Department of Intercollegiate Athletics will allow exceptions for those students with a documented medical history which demonstrates a need for regular use of such a substance.
Student-athletes are required to inform the Athletic Training Staff of all medications (prescribed and over-the-counter) he/she is taking. WVU Tech will maintain, in the student’s medical record, documents from the prescribing physician demonstrating the need for regular use of such a drug. In the event the student-athlete tests positive for banned substances, the Athletic Training Staff in consultation with one of the Medical Directors will review the student-athlete’s medical record to determine whether a medical exception should be granted.

G. Results

1. **Generally:** In accordance with the purpose of this policy, the Department of Intercollegiate Athletics assumes that all student-athletes will test negative for the use of alcohol, tobacco and/or banned substances as listed above. There will be no maximum number of times a student-athlete may be tested during his/her career at WVU Tech.

2. **Effect of Negative Results in Retesting to Confirm Positive Test Result:** When the result of any retest for confirmation of a positive test is negative, it shall be assumed the immediately prior positive result was in error, and that prior test shall be treated as no violation.

3. **Positive Results:** Any positive urine test will result in a violation pursuant to this policy. All positive test results will be immediately retested by the contracted laboratory to assure there is no error in the result. Any incident involving alcohol and/or banned substances, including those in the residence halls or adjudicated in any court of law, will result in a violation pursuant to this policy.

4. **Violations:** If the student-athlete’s sample tests positively, the Athletic Training Staff will be notified by the laboratory. The student will be notified in person and in writing of the results of the test. In addition, copies of this letter will be given to the head coach, the Assistant Athletic Director for Compliance, and the Athletic Training Staff. The student-athlete will be advised that he or she may appeal this test result pursuant to the appeal process discussed below. Until the results of the appeal are available, the student is restricted from practice and/or competition. If the student elects not to appeal or if the appeal is unsuccessful, the student-athlete must schedule a meeting with his/her head coach, the Athletic Director, the Assistant Athletic Director for Compliance, and the Athletic Training Staff within ten (10) days. At this meeting, the student-athlete in the presence of these individuals, will telephone his/her parent(s) or guardian(s) and advise them of the results.

5. **Sanctions:**
   a. **Level One Sanction:** If the student-athlete has committed his or her first violation, the student-athlete will be suspended from participation in practices, games, and activities, including team meetings and pre-event meals, for no less than fifteen (15) days, and will be required to attend counseling for purposes of evaluation, education, and if necessary, treatment or counseling at the expense of the student-athlete. The student-athlete is expected to make an appointment to be seen by an appropriate counselor, as directed by the Department of Intercollegiate Athletics, within three days. The student will be required to sign a release of information to allow basic communication (e.g., whether the student-athlete arrived for an appointment or not) between the counselor and the Athletics Training Staff. Failure to sign such a release will render the student-athlete immediately ineligible for practice and competition.
The suspension will also include a time period of 10% of the team’s season competition schedule including postseason events. In computing the 10% penalty, .50 is rounded down and .51 is rounded up. The suspension will also include no traveling either to home or away events during this period. If a team completes its competition schedule while a student-athlete is under the above suspension, the student-athlete’s participation suspension will carry over into the following year’s (next season’s) competition.

Once the counselor releases the student-athlete and the student has met all other requirements pursuant to this policy, the Athletic Director, Athletic Training Staff and Medical Director will meet with the student-athlete concerning an appropriate reentry into WVU Tech athletics. Student-athletes will also be tested after an appropriate period of time following the initial positive test to determine if further action is needed. All testing done after the first test will be at the expense of the student-athlete.

b. Level Two Sanction: Unless otherwise directed pursuant to this policy, if the student-athlete has committed his or her second violation, the student-athlete will be suspended from participation in practices, games, and activities, including team meetings and pre-event meals, for no less than thirty (30) days, and will be required to attend counseling for purposes of evaluation, education, and if necessary, treatment or counseling at the expense of the student-athlete. The student-athlete will be required to sign a release of information to allow basic communication (e.g., whether the student-athlete arrived for an appointment or not) between the counselor and the Athletic Training Staff. Failure to sign such a release will render the student immediately ineligible for practice and competition.

The suspension will also include a time period of 20% of the team’s season .50 is rounded down and .51 is rounded up. The suspension will also include no traveling either to home or away events during this period. If a team completes its competition schedule while a student-athlete is under the above suspension, the student-athlete’s participation suspension will carry over into the following year’s (next season’s) competition. Once the counselor releases the student-athlete and he/she has met all other requirements of the suspension, the Athletic Director, Athletic Training Staff and Medical Director will meet with the student-athlete concerning an appropriate reentry into athletics. Student-athletes will also be tested within 30 days of the initial positive test to determine if further action is needed. All testing done after the first test will be at the expense of the student-athlete.

c. Level Three Sanction: Unless otherwise directed pursuant to this policy, if the student-athlete has committed his/her third violation, the student-athlete will immediately become ineligible to practice and compete in intercollegiate athletics for WVU Tech. At the discretion of the Athletic Director, all athletic provided financial aid will be withdrawn for the remainder of the student-athlete’s career. The student-athlete will also be referred for appropriate rehabilitation.

6. Appeal Process: Student-athletes who test positive for a banned substance may contest the findings within forty-eight (48) hours following the receipt of notice of the positive finding. Upon the student-athlete’s request for confirmation of the positive finding and
under the direction of the Athletic Director, the student-athlete will request the laboratory to perform confirmation testing on the student-athlete’s sample B, if applicable. The student-athlete may choose to be present at the opening of sample B at the laboratory. If the student-athlete does not wish to be present at the opening of sample B, but desires to be represented, arrangement will be made for a surrogate to attend the opening of sample B. Any and all expenses associated with the appeal, including travel and testing, will be incurred by the student. The surrogate will not be involved with any other aspect of the analysis of the sample. The student-athlete or his/her surrogate will attest to the sample number and the integrity of the security seal prior to the laboratory opening of sample B. Sample B findings will be final. If sample B results are negative, the drug test will be considered negative.

**West Virginia University Institute of Technology Buckley Amendment**

This waiver form and the results of any WVU Tech Department of Intercollegiate Athletics Drug Test that a student-athlete may take are part of his/her educational record. This record is protected by the Family Educational Rights and Privacy Act of 1974 and it may not be disclosed without the student-athlete’s consent. The student-athlete can give his/her consent to disclose only to authorized representatives of WVU Tech, the NAIA, the RSC the AII, and the following documents:

- This form;
- Results of NCAA Drug Tests;
- Results of WVU Tech Department of Intercollegiate Athletics Drug Tests;
- Results of positive drug tests done by non-NCAA, national, or international athletic organizations;
- Any transcript from student-athlete’s high school, WVU Tech, or any junior college or any other four year institution(s) the student-athlete has attended;
- Precollege test scores, appropriately related information and correspondence (e.g., testing sites, dates and letters of test-score certification or appeal) and, where when applicable, information relating to eligibility for or conduct of nonstandard testing;
- Graduation status;
- Race and gender identification;
- Records concerning the student-athlete’s financial aid;
- Any other paper or information pertaining to the student-athletes NAIA/RSC/AAC eligibility.
- Disciplinary records pertinent to the student-athlete’s participation as a student-athlete.

The student-athlete agrees to disclose these records only to determine his/her eligibility for intercollegiate athletics, his/her eligibility for athletically related financial aid, for evaluation of school and team academic success, for purposes of inclusion in summary institutional information reported to the NAIA (and which may be publicly released by it), for NAIA longitudinal research studies and for activities related to NAIA compliance reviews. The student-athlete will not be identified by name by the NAIA in any such published or distributed information.

Further, the student-athlete authorizes the NAIA to disclose personally identifiable information from his/her educational records (including information regarding any NAIA violations in which the student-athlete may become involved while he/she is a student-athlete) to a third party (including, but not limited to, the media) as necessary to correct inaccurate statements reported by the media, or related to a student-athlete reinstatement case, infractions case, or waiver request. The student-athlete also agrees that necessary case information (i.e., information from his/her student-athlete reinstatement case, infractions case, or waiver request) may be published or distributed to third parties as required by NAIA bylaws, policies, or procedures. The student-athlete will not be identified by name by the NAIA in any such published or distributed information. In addition, the student-athlete agrees to disclose the results of any positive drug test to his/her parents by telephone in the presence of the WVU Tech Athletic Director, WVU Tech Compliance Officer and a WVU Tech Athletic Trainer.