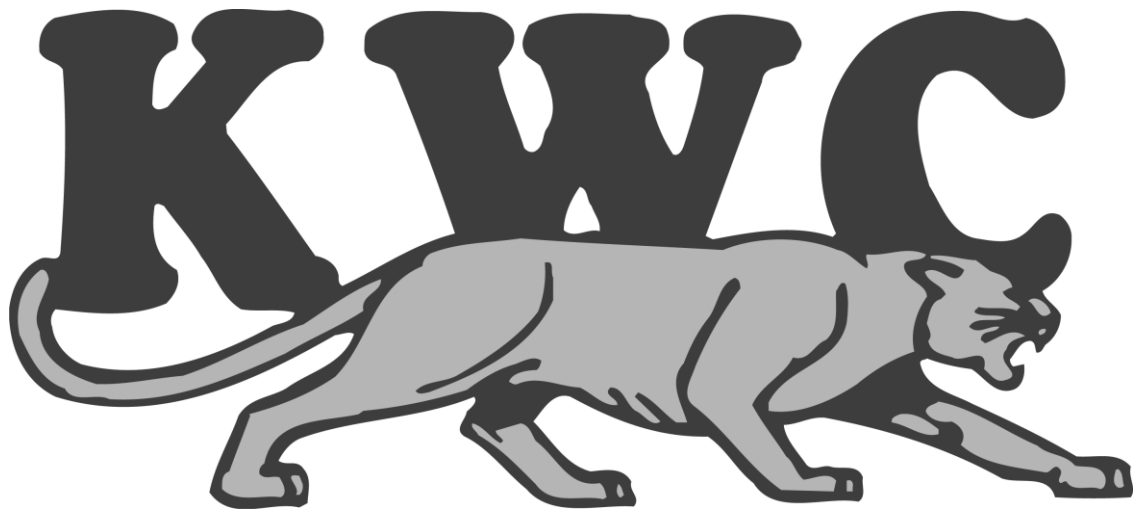


Student-Athlete Handbook

2015-16



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1.0 Athletics

1.1 Intercollegiate Athletics Mission Statement

Intercollegiate athletics, as an integral part of Kentucky Wesleyan College, develops the leadership of student-athletes in a setting that combines achievement in intercollegiate athletics competition with academic excellence and community service. Athletics provides opportunities for student-athletes to achieve their maximum potential on the field, in the classroom and in the community. Athletics creates a forum for celebrating the advancements of the College and builds winning relationships with local, regional, and national audiences. Through the participation of the student-athlete, athletics instills the high standards of honesty and good sportsmanship, reflecting the honor and dignity that characterize participation in competitive sports in the collegiate setting.

1.2 Guiding Principles for the Conduct of Kentucky Wesleyan College Athletics

- A. The Athletics Department is committed to the principles of ethical conduct and rules of compliance.
- B. The staff, student-athletes, and other individuals and groups representing the athletics interest of the College shall comply with the rules and regulations of the NCAA and the Great Midwest Athletic Conference (G-MAC).
- C. The President has the ultimate responsibility and authority for the operation and personnel of the athletics program. The President and the President's cabinet shall provide oversight and broad policy formulation for the athletics program in a manner consistent with other departments on campus.
- D. All funds raised and expended on athletics are subject to college-defined practices of documentation, review, and oversight. The College shall approve all expenditures from any source for athletics. Budget and audit procedures for athletics shall be consistent with those followed by the College and with those provisions of the NCAA Constitution 6.2. The awarding of financial aid is a function of and is controlled by administrative officials of the College and faculty committees.
- E. The athletics program shall be conducted in a manner designed to protect the physical and educational welfare of the student-athletes.
- F. The Athletic Department upholds the principle of amateurism. Any student athlete receiving remuneration for participating in athletics other than institutional grants-in-aid in accordance with the governing legislation of the athletic association memberships of the institution is classified as professional and is, thereby, ineligible for participation.
- G. The athletics program is committed to complying with federal and state laws regarding gender equity.
- H. The athletics program shall be conducted in such a way as to promote the character development of participants, enhance the integrity of higher education, and promote civility in society. The values of respect, honesty, fairness, civility, and responsibility shall be manifested not only in athletics participation but also in all aspects of activities affecting the athletics program.
- I. The student-athletes shall be an integral part of the student body. The admission, academic standing, and academic progress of student-athletes shall be consistent with the policies and standards adopted by the College for the student body in general.

- J. Academic support services shall be made available for all student-athletes, and student-athletes shall be encouraged and assisted in reaching attainable academic goals in degree plans of their choosing.
- K. The coaching staff shall follow all written policies established in all sports to minimize student-athletes' conflicts with class time and/or final exams as a result of participation in athletics.
- L. The Athletics Department shall not discriminate with respect to governance policies on the basis of age, color, disability, gender, national origin, race, religion, creed, or sexual orientation.
- M. The Athletics Department shall promote gender and ethnic diversity among student-athletes, coaches and staff members.

2.0 Student-Athlete Welfare and Sporting Conduct

2.1 Rights and Privacy

- A. Student-athletes have the right to be judged fairly, to be treated with respect, to be secure, and to be free of harassment in their privacy as individual citizens. The College has policies and procedures that intend to assure these rights.
- B. Student-athletes should inform themselves of rules governing College requirements, registration, academic standards, student activities, student conduct, parking, and similar matters, for they are held responsible for knowing and abiding by them.
- C. Student-athlete educational records and other personally identifiable information are protected by the Family Educational Rights and Privacy Act of 1974 and may not be disclosed without the student-athlete's consent, except for the instances specified in the College Bulletin. Every student-athlete will be asked to sign a Buckley Amendment consent form which allows the Athletics Department personnel to disclose educational records to authorized representatives of Kentucky Wesleyan College, the G-MAC, and the NCAA for the purposes of determining eligibility for athletically related financial aid and for participation in intercollegiate athletics.
- D. All information gathered will be held in strict confidence. Professional ethics, college regulations, and state/federal laws guide use of this information.

2.2 Student-Athlete Code of Conduct

Student-athletes are expected to conduct themselves in a responsible manner at all times. It is a privilege, not a right, to be a student-athlete at Kentucky Wesleyan College. Applicable team rules, Athletic Department rules, NCAA rules, as well as the Code of Student Conduct of the College, which governs all college students, bind student-athletes. Consequences of misconduct may include, but are not limited to, verbal or written reprimands; loss of practice privileges; loss of playing privileges; suspension from the team; reduction, cancellation or non-renewal of financial aid; or permanent dismissal from the team.

2.3 Student-Athlete Expectations

- A. Student-athletes are advised to conduct themselves both on and off the playing fields in a manner that will reflect positively on them, teammates, coaches, the Athletics Department, and Kentucky Wesleyan College. Certain expectations are inherent with participation in collegiate athletics programs. The following expectations have been identified by the Athletics Department for all student-athletes:
 - Make satisfactory progress toward a degree and graduate.
 - Comply with all College, NCAA, conference, and team rules.

- Report any knowledge of a violation of NCAA rules and regulations.
- Represent Kentucky Wesleyan College with class and dignity.
- Be respectful of teammates, opponents, coaches, administrators, officials, fans, and the media.
- Get involved in campus and community activities.

2.4 Social Media

It is imperative that student-athletes recognize the significance of their behavior as visible members of the campus community. Although the Athletics Department respects the rights and freedoms of all student-athletes, caution should be taken when communicating and participating in social media. Student-athletes should maintain their personal integrity and the integrity of the College at all times.

2.5 Exit Interviews

The Faculty Athletics Representative or designated representative (excluding a coaching staff member) will conduct exit interviews with senior student-athletes whose eligibility has expired. Information gathered from the questionnaires will be kept confidential and will not be shared with members of the coaching staff.

2.6 Student-Athlete Surveys

All returning student-athletes will be asked to complete a survey at the end of each academic year during the year-end administrative close out meetings with each sport. The purpose of the survey is to enhance the student-athlete's experience by identifying areas needing improvement. The surveys will include questions regarding the student-athlete's athletic and academic experience. Student-athletes may request to schedule an individual meeting with an athletics administrator regarding concerns or suggestions for improvement of their specific sport or the Athletics Department in general.

2.7 Student-Athlete Grievance Procedure

- A. Student-athlete grievance is defined as any student-athlete complaint in which the NCAA requires a grievance procedure. The exception to this grievance process is matters concerning financial aid, which are handled by the Financial Aid Office.
- B. Informal Process: If applicable, parties involved should make every attempt to resolve their differences informally through in-person meetings.
- C. Formal Procedure: The following step-by-step grievance procedure has been established in order to help rectify disputes between players, parents, coaches, and administrators. The person(s) filing the grievance must do so formally in writing.
 - I. Student-athlete meets with the Head Coach, administrator, staff member, and/or persons with whom the grievance is about.
 - II. Student-athlete meets with the Director of Athletics to discuss the problem. The athletics administrator will then meet with others referenced in the grievance.
 - III. If necessary, all parties will then meet with the Director of Athletics to discuss the grievance.
 - IV. Within a two-day period after this formal meeting, the Director of Athletics and/or his/her designee shall notify the student-athlete, in writing, of the decision of the Athletics Department to resolve the grievance.

- V. If the student-athlete is unsatisfied with the decision of the Athletic Director and/or substantial new information has been discovered that was previously unavailable, the student-athlete, within a two-day period, shall notify the Compliance Committee, in writing, that she/he wishes to appeal the decision of the Athletics Department.
- VI. After receiving the appeal, the Compliance Committee shall call a formal meeting with all parties involved in the dispute.
- VII. Within a two-day period after the appeal meeting, the Compliance Committee shall notify the student-athlete, in writing, of the decision. The decision of the Compliance Committee shall be final.

2.8 Team Travel

Each Head Coach is responsible for establishing rules, guidelines, and expectations (dress, conduct, curfews, etc.) for student-athletes during team travel. All team members are required to travel to and from the athletics event in the mode of transportation designated by the Athletics Department. All team members must stay with the team at the assigned lodgings. Prior to departure, the student-athlete is required to communicate with respective professors about missed class time. It is the responsibility of the student-athlete to make arrangements to make-up any and all missed class work. As per NCAA rules, the Athletics Department may pay only for transportation, meals, and lodging during team travel. Student-athletes must pay for room service, laundry, phone calls, pay television, movies, and other incidental charges.

2.9 Transfer/Release Requests

The student-athlete must make all transfer releases to his/her respective head coaches. The transfer request process is as follows:

- A. Student-athlete makes a verbal request for a transfer release to his/her respective Head Coach.
- B. If the Head Coach grants the transfer release, the Head Coach will then present the request to the Director of Athletics for final approval.
- C. If the Head Coach denies the transfer release request, the student-athlete may then make a verbal request to the Director of Athletics.
- D. If the Director of Athletics denies the transfer release, the student-athlete shall make a written request to have his/her transfer/release request heard before the Faculty Athletics Committee.

2.10 Appeal Process for a Denied Transfer/Release Request

The written request to have transfer release request heard before the Faculty Athletics Committee shall be filed if the student-athlete's request has been denied by the Head Coach and Director of Athletics. The student-athlete needs to send a written request for a hearing to the Faculty Athletics Representative. The Faculty Athletics Representative will agree upon a meeting date with the student-athlete, Head Coach, and Director of Athletics.

2.11 Medical Hardships and Red Shirts

Should a student-athlete become injured and should the injury result in the inability to compete the remainder of an athletic season, an institution may petition for a medical hardship waiver under these regulations:

1. The injury or illness occurs when the student-athlete has not participated in more than two contests or dates of competition (whichever is applicable to that sport) or 20 percent (whichever number is greater) of the scheduled contests of the institution or dates of competition in his/her sport.

2. Only scheduled competition (excluding scrimmages and exhibition contests) against outside participants during the playing season that concludes with the NCAA championship shall be counted under this limitation in calculating both the number of contests or dates of competition in which the student-athlete has participated and the number of scheduled contests or dates of competition during that season in the sport.
3. The head athletic trainer will submit such appeals for the student athlete.

2.12 Sporting Conduct

Sporting conduct is defined as playing fair, losing without complaining, and winning without boasting. One of the responsibilities of student-athletes, coaches, spirit-team members, and athletics administrators at Kentucky Wesleyan College is to display good sportsmanship at all athletics events. Unsportsmanlike conduct by others never justifies retaliation. Whether competing or attending other athletics events, all members of the athletics program are representing Kentucky Wesleyan College and are expected to demonstrate good sportsmanship at all times.

All student-athletes will be required to sign a Sportsmanship Pledge before being allowed to participate in intercollegiate competition.

G-MAC Regulations on Unsportsmanlike Conduct

Unsportsmanlike conduct shall subject the individual to disciplinary action. The member institution with which the offending individual is associated may also be subject to disciplinary action if it is determined that the policies of the institution, actions, or failure to act contributed to the individual's misconduct. Unsportsmanlike behavior will not be tolerated. Examples of unsportsmanlike behavior include, but are not limited to, the following:

1. Any game participant who strikes or physically abuses (or attempts to strike or physically abuse) an official, coach, student-athlete, staff member, or spectator;
2. Any game participant who intentionally incites participants or spectators to abusive or violent actions;
3. Any game participant who uses obscene gestures or profane, demeaning, or unruly provocative language or actions toward game officials, student-athletes, coaches, institutions, staff members, or spectators;
4. Any game participant who is publicly critical of game officiating or any game official, the conference or its personnel, another institution, or its personnel;
5. Any representative of a conference athletics program who engages in negative recruiting by making derogatory statements to a prospective student-athlete of another academic institution. The offending institution or its personnel shall be subject to a public reprimand for the first offense, and to a suspension of the privilege of recruiting for one season for an additional offense; or
6. Acts of unsporting conduct not specifically prescribed.

G-MAC Minimum Penalty for Ejection: The Conference commissioner is authorized to impose individual penalties of formal, private, or public reprimands, and suspensions for up to two contests, for violations of Conference regulations or serious acts of unsportsmanlike conduct. An individual serving a suspension may not be in the playing facility for the time period beginning thirty minutes prior to the start of the contest and ending thirty minutes after the contest has concluded. The commissioner may assess additional penalties as appropriate. The minimum penalty described above is not subject to appeal.

3.0 Amateurism

3.1 Amateurism Regulations

A student-athlete shall not be eligible for participation in an intercollegiate sport if the individual takes or has taken pay, or has accepted the promise of pay in any form, for participation in that sport, or if the individual has violated any of the other regulations related to amateurism set forth in Bylaw 12.

A student-athlete cannot have signed or promised to sign with an agent, semi-professional or professional team or anyone else who offers to help manage a professional career. If he/ she has received prize money, he/ she may also be ineligible. Please contact the Assistant Athletic Director of Compliance before accepting any items or participating in outside competition.

4.0 Recruiting

4.1 Student Host

Acting as a student host is an important service to the institution and the Athletics Department. Appropriate conduct is required of the student-athletes by Kentucky Wesleyan College, the Conference, and NCAA standards.

- A. Student-athletes must be enrolled at this institution. If he/ she is a freshman student, he/ she must have been a high-school qualifier.
- B. A maximum of \$30 per day may be provided to cover the entertainment expenses of the host, the prospect and the prospect's parents, legal guardians or spouse. The host may be provided with an additional \$15 per day for each additional prospect entertained by him/ her.
- C. No cash may be given to the visiting prospect or anyone else.
- D. The host may not use entertainment funds to purchase, or otherwise provide the prospect with, gifts of value (e.g. souvenirs or clothing).
- E. The host may not use vehicles provided or arranged for by any institutional staff member or booster of the athletics interests.
- F. The host may not transport the prospect or anyone accompanying the prospect more than 30 miles from the campus.
- G. The host should not allow recruiting conversations to occur off campus between the prospect and a booster of the athletics program. (If an unplanned meeting occurs, only an exchange of greetings is permissible.)
- H. The host may receive a complimentary admission (not a hard ticket) when accompanying a prospect to a campus athletics event.
- I. **The host is responsible for turning in all receipts and/or remaining cash from the funds advanced.**

5.0 Eligibility

5.1 Full-time Enrollment

To practice, compete, and receive athletic financial aid, student-athletes must be registered in 12 hours of coursework. If at any time during the semester he/ she drops below full-time status, he/ she will no longer be able to practice or compete. Student-athlete athletic financial aid will be prorated and will only be given for the full-time enrollment.

5.2 Degree Applicable

All credits used for certification purposes must be degree applicable hours. That means these credits must fall into one of the following categories:

- A. Major hours (as determined by your advisor)
- B. General Education hours (includes 42 hours of above 3000 level work-Registrar determines)
- C. Electives (Registrar and advisor determine)

Many transfer students have already exhausted their elective hours. They also tend to be caught by the general education requirement of having 42 hours of above 3000 level work. So it is usually advised when choosing electives to choose 3000 level or above coursework.

5.3 Credit Hours

An evaluation of the first semester will be done to determine:

- Is the student-athlete in good academic and social standing as defined by KWC?
- Did he/ she pass the 9-hour rule for the fall?
- If he/ she was a transfer or have more than 48 hours earned, G-MAC rule says student-athletes must maintain a 2.0. Did he/ she earn the appropriate GPA?

An evaluation will be done at the conclusion of the academic year to determine:

- Is the student-athlete in good academic and social standing as defined by KWC?
- Did he/she pass the 6-hour rule for the spring?
- Did he/she pass 24 degree-applicable hours?
- Did he/she earn the appropriate GPA?

9-hour rule:

- The student-athlete must pass 9 hours each semester to play the next semester.
- These 9 hours must be degree applicable.
- After the semester is finished, there is no way to fix this deficit.

24-hour rule:

- The student-athlete must pass 24 hours total each year.
- These must be degree applicable.
- He/ she must complete 18 hours during the semester; thus may only use 6 hours from summer school.

5.4 GPA

Note that a cumulative GPA will be calculated using only hours earned at KWC. If the student-athlete needs to do summer coursework to bring up their GPA, the credits must be taken at KWC. Kentucky Wesleyan policy is that all students must remain in Good Academic Standing to compete in any athletic event.

Good Academic Standing Scale:

- 1-23 hours 1.6
- 24-47 hours 1.8
- 48-59 hours 1.9
- 60 or more hours 2.0

Additionally, NCAA guidelines state that in order to be eligible to compete in a sport, the student-athlete must have a 2.0 GPA at the start of the Fall Semester.

5.5 Declaration of Major

If the student-athlete has completed 4 full-time semesters he/ she must declare a major. See the Registrar to declare a major.

5.6 Ethical Conduct (14.01.3.3)

A prospective or enrolled student-athlete who is found to have engaged in unethical conduct shall be ineligible for intercollegiate competition in all sports. Unethical conduct consists of, but is not limited to:

- Fraudulence in connection with entrance or placement exam;
- Engaging in any athletics competition under an assumed name or with intent otherwise to deceive;
- Dishonesty in evading or violating NCAA regulations; or
- Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the student's involvement in or knowledge of matters relevant to a possible violation of NCAA regulations.

6.0 Financial Aid

Financial aid in the form of athletic grants is available to all participants of each intercollegiate team on recommendation by the coach of each sport and approval by the Athletic Director and the Director of Financial Aid. Athletic grants-in-aid are made available in a package with all other financial aid that is available to all college students who can demonstrate a need factor through the completion of financial aid materials. The amount of athletic aid is subject to the regulations of the NCAA, as well as state and federal grant regulations.

6.1 College Charges Not Covered by the Full Grant-In-Aid

- Orientation Fee
- Residence Halls damage deposit
- Cost of treatment for non-athletically related injuries
- Student Insurance
- Library fines
- Fines for damage to university property
- School supplies, reference books, pens, notebooks, etc.
- Vehicle Registration Fee, parking fines, etc.
- Lost textbooks

6.2 Student-Athlete Employment

If a coach or another staff member helps the student-athlete find employment, keep in mind that he/ she is representing the Department of Athletics and the College. Employment contacts made on their behalf are made in compliance with departmental and NCAA rules and regulations. Always report this type of employment to the Assistant Athletic Director for Compliance.

6.3 Rules of Employment

The following rules are applicable to any type of student-athlete employment:

- The work performed must be useful;
- The rate of pay must be the normal rate of pay for duties performed;
- The hours paid must be the hours worked;
- Payment in advance of hours worked is not permitted; and transportation to work may be provided only if transportation is available to employees.

6.4 Renewal or Non-renewal of Athletics Financial Aid (15.3.5)

It is the policy of the Athletics Department to honor its financial commitment to each student-athlete in accordance with NCAA (15.3) and G-MAC rules. An athletics aid award may be issued for a minimum of one (1) semester and for not more than one (1) academic year (Bylaw 15.3.3).

6.5 Reduction and Cancellation (15.3.4)

Institutional financial aid may be graduated or canceled during the period of the award if the recipient:

- A. Renders himself or herself ineligible for intercollegiate competition; or
- B. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or
- C. Engages in serious misconduct warranting substantial disciplinary penalty, or
- D. Voluntarily withdraws from a sport for personal reasons.

6.6 Hearing Opportunity Required (15.3.4.1.3)

If the grant-in-aid is not renewed, or is reduced, the student-athlete will be notified in writing by the Director of Financial Aid of the student-athletes right to request a hearing to appeal the action on or before July 1 prior to the academic year in which the aid was to be awarded. The student-athlete will be given fifteen (15) working days from the date of the non-renewal notification letter in which to notify the Director of Financial Aid of intent to appeal the decision. The expiration of this fifteen (15) working day period will conclude the student-athlete's right to appeal.

7.0 Awards & Benefits (14.01.3.2)

Receipt by a student-athlete of non-permissible awards, extra benefits, or excessive or improper expenses not authorized by NCAA legislation violates the Association's amateurism principle and renders the student-athlete ineligible for athletics participation in the sport for which the improper award, benefit, or expense was received.

8.0 Playing & Practice Seasons

8.1 Countable Athletically Related Activities – In Season

- Practice – includes team and individual instruction
- Competition
- Required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member
- Individual, skill-related activities requested by a student-athlete or workouts required by or supervised by a member of the institution's coaching staff
- On-site activities called by a member(s) of a team that is considered as a requisite for participation in that sport (e.g. captain's practice)
- Film or videotape reviews of athletic practices or contests
- Required participation in camps, clinics or workshops
- Meetings initiated by coaches or other institutional staff members on athletically related matters
- Visiting the competition site in the sports of cross country and golf

8.2 Daily and Weekly Time Limitations – In Season

- Student-athletes' participation in countable athletically related activities shall be limited to four hours per day, 20 hours per week.
- Student-athletes are required to have one day off per week during the playing season. A team travel day may be considered as a day off, provided no countable athletically related activities occur during that day.
- All competition counts as 3 hours, regardless of actual duration.
- A practice round of golf may exceed the four hours per day limitation, but the weekly limit of 20 is still in effect. A practice round on the day prior to the start of a collegiate

golf tournament at the tournament site shall count as three hours, regardless of the duration of the round.

- Hourly and weekly limitations do not go into effect until the first day of classes or the first date of competition, whichever occurs first.
- Hourly and weekly limitations are not in effect during the academic year between terms when classes are not in session (e.g. Christmas Break and Spring Break)
- See Bylaw 17.02.1.1 for a detailed description of Countable Athletically Related Activities.
- Practice is prohibited after competition.
- Practice may not be conducted at any time (including vacation periods) following competition, except between contests, rounds or events during a multi-day or multi-event competition (e.g. doubleheaders in softball or baseball, rounds of golf in a multi-day tournament).

8.3 Countable Athletically Related Activities – Out-of-Season

- Out-of-season limits: 8 hours per week
- Maximum of 2 hours per week for individual skill-related instruction or team activities.
- Required weight training and conditioning activities held at the direction of or supervised by an institutional staff member.
- Individual skill-related instruction requested by a student-athlete (no more than 4 student-athletes from the same team may participate in instruction at any one time).
- No Countable Athletically Related Activities permitted outside the playing season during an institutional period (e.g. Thanksgiving, Christmas, Spring Break and Summer Vacation.)
- See Bylaw 17.1.6.2 for detailed description of Countable Athletically Related Activities outside of the playing season.

9.0 Gambling

The NCAA Student-Athlete Statement signed by all student-athletes at the beginning of every year says that, “you affirm that you meet the NCAA regulations regarding eligibility, recruitment, financial aid, amateur status and involvement in organized gambling.” This means **you may not gamble on college or professional sports!** It’s against the rules! (NCAA Bylaw 10.3).

Staff members of the athletics department and student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition.
- Solicit a non-monetary (e.g., shirt, dinner) or monetary bet on any intercollegiate team
- Accept a bet on any team representing the institution;
- Participate in any gambling activity that involved intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.
- Be involved in pools that require an entrance fee.

Violations of this NCAA Bylaw will jeopardize a student-athlete’s eligibility and is punishable by state and federal law. Student-athletes are expected to do the following:

- Report coach or Athletic Director any offers of gifts, money, or favors in exchange for supplying team information or for attempting to alter the outcome of any contest.
- Maintain a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions.
- Contact the coach or other departmental personnel (e.g. Sports Information Director) when a question concerning appropriate release of team information occurs.

- Recognize that participation in gambling or bribery activities will result in disciplinary action by the NCAA as well as local, state, and/or federal prosecution of the involved individual(s).

10.0 Drug Testing

10.1 NCAA Drug Testing

The NCAA randomly tests student-athletes for banned substances. If he/ she has tested positive for a NCAA banned substance, he/ she will lose his/ her eligibility for a minimum of one (1) year and will not be able to participate in athletic activities at any NCAA institution for a minimum of one (1) calendar year following the positive test.

10.2 Drug Testing Consent Form

The Drug Testing Consent Form that is signed prior to participation each academic year states:

- A student-athlete who is found to have utilized a substance on the list of banned drugs, as set forth in Bylaw 31.2.3.4 shall be declared ineligible for further participation in regular-season and postseason competition in all sports in accordance with the provisions in Bylaw 18.4.1.5.1. The certifying institution may appeal to the NCAA Eligibility Committee for restoration of the student-athlete's eligibility if the institution concludes that circumstance warrant restoration. (Bylaw 18.4.1.5)
- A student-athlete who tests positive (in accordance with the testing methods authorized by the NCAA Executive Committee) shall be charged with loss of a minimum of one (1) season of competition or a minimum of the equivalent of one full season of competition if the season of competition has not yet begun for that student athlete. The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending on calendar year (e.g., 365 days) after the student-athlete's positive drug test, and until the student-athlete retests negative (in accordance with the testing methods authorized by the Executive Committee) and the Eligibility Committee restores the student-athlete's eligibility.
- If the student-athlete tests positive a second time for the use of any drug, other than a "street drug" as defined in Bylaw 31.2.3.2, he or she shall lose all remaining regular-season and postseason eligibility in all sports. In addition, the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug.
- If the student-athlete tests positive for the use of a "street drug" after being restored to eligibility, he or shall be charged with the loss of a minimum of one additional season of competition in all sports and also shall remain ineligible for regular-season and postseason competition at least through the next calendar year. (Bylaw 18.4.1.5.1)
- The Executive Committee shall adopt a list of banned drugs and shall authorize methods for drug testing of student-athletes on a year-round basis. This list of banned drugs and the procedure for informing institutions about authorized methods for drug testing are set forth in Bylaws 31.2.3.1 and 31.2.3.4, respectively. (Bylaw 18.4.1.5.2)
- The current list of banned drugs may be found at www.ncaa.org/health-safety and is included with this handbook.

10.3 Kentucky Wesleyan Athletics College Drug Testing Policy

Substance Abuse

The Athletics Department at Kentucky Wesleyan College recognizes that drug and alcohol abuse is a significant problem in modern society. Specifically, the misuse or abuse of prescription drugs, non-medically indicated drugs, "street drugs" AND alcohol all have a

negative effect on the performance of student-athletes, both in the classroom and in sports, and will not be permitted at Kentucky Wesleyan College.

Drug Testing Program

Drug testing will be performed on Kentucky Wesleyan student-athletes on an annual basis in accordance with NCAA policies. Student-athletes may also be tested on a regular basis when there is cause to believe that testing is warranted due to reasonable suspicion (example- DUI, any signs and or symptoms of possible drug use). Testing may also be performed “for cause” at the discretion of the head athletic trainer and in consultation with coaches and administrators. Student-athletes will be selected randomly for testing. These student-athletes will be required to provide a urine sample under the strict supervision of personnel selected by the head athletic trainer or a representative of the NCAA. Student-athletes may have a witness accompany them to certify identification and to monitor the proceedings.

A sample will be analyzed for presence of drugs banned by the NCAA. Student-athletes must refer to the complete list of banned drugs in the NCAA manual or the NCAA website. A diluted sample will be considered a positive result

All positive tests will be reported to the head athletics trainer who will contact the respective head coach and notify the Athletic Director. Refusal to participate and comply with the drug testing procedures will be treated as a positive test result.

ALL COLLECTIONS AND / OR TESTING UNDER THIS POLICY SHALL BE OBSERVED COLLECTIONS

Laboratory Analysis/Reporting Results

Urine samples will be collected and sent to an independent SAMHSA and/or World Anti-Doping Agency approved laboratory for analysis. Kentucky Wesleyan College hereby certifies that any laboratory it engages for the testing of performance enhancing drugs/agents will abide by the World Anti-Doping Agency code of ethics as it relates to the testing of samples. Furthermore, Kentucky Wesleyan College certifies that no sample will be sent to a laboratory for the sole purpose of monitoring an athlete for the detection of performance enhancing substances in order to circumvent a positive drug test. Each sample will be tested in accordance with this policy to determine if banned drugs or substances are present and the appropriate sanctions will apply for positive results. If the laboratory reports a specimen is substituted, manipulated or altered, the student-athlete will be deemed to have refused to submit to testing and treated as if the test were positive for a banned substance. All student-athlete information and records associated with the Kentucky Wesleyan College will be confidential and will be released only to those individuals with a legitimate need to know.

Course of Punitive Action

Refusal to sign a consent form prohibits a student-athlete from participating in any intercollegiate sport at Kentucky Wesleyan College. Any student-athlete who tests positive for a banned substance or who refuses to submit to a required drug test as described in this policy shall be subject to the sanctions below

First Offense:

A student-athletes' FIRST POSITIVE identification of the use and/or abuse of un-prescribed medications or illegal chemicals are in serious violation of Kentucky Wesleyan Athletics Department rules and ethics. (The Athletics Director will be notified of any positive drug tests). A meeting will be called to assess each student-athlete's problem and will include: the head

coach, Athletics Director, Head of Athletic Training, and student-athlete. At that point, the cooperation of the student-athlete in assessing his/her problem will weigh much in his/her favor as to what rehabilitative action will result. The student-athlete will place a call to his/her parents to inform them of his/her positive identification in the drug screening. This call will be performed in the presence of the head coach, athletics director, and athletics trainer at an agreed upon time. If the student-athlete refuses to make the call home, the Athletics Department reserves the right to make the call to the parents, by way of the student-athlete's signature on this document. Depending on the assessment of the student-athlete's problem, the department may request a minimum of five (5) hours of professional counseling to assist the athlete in a drug-free life. (The Head of Athletic Training will schedule the initial counseling session for the athlete following the confrontation meeting. The student-athlete will receive information on drug rehabilitation and referral sources. If it is determined that the student-athlete's problem has been corrected, he/she will be allowed to continue participating in his/her sport. No student-athlete will be allowed to participate while intoxicated (intoxicated means a high level of any controlled substance not normally found in the human body.) Finally, the student-athlete will be asked to provide another urine specimen to be tested within the next thirty (30) days from the initial notification meeting of the first positive test result.

Second Offense:

A student-athlete's **SECOND POSITIVE** identification of the use and/or abuse of un-prescribed medications or illegal chemicals is a **VERY SERIOUS** violation of Kentucky Wesleyan Athletics Department rules and ethics. The student-athlete will again be confronted and the student-athlete can be suspended indefinitely (minimum of 30 days) from any participation and/or 10% of his/her regular season games in his/her sport. The said student-athlete **WILL NOT** be permitted to return to athletics participation until **ALL** of the following criteria have been met:

1. Make a phone call to the student-athlete's parent(s) to convey his/her continued problem and consequences.
2. Obtain a minimum of 10 clock hours of Rehabilitative Counseling.
3. Provide another urine specimen to be tested within the next thirty (30) days from the date of notification in the second confrontation meeting. Specimen must be tested negative.

After the completion of the above criteria, the student-athlete's status will be evaluated. This **DOES NOT** guarantee the player's return to his/her sport.

Third Offense:

A student-athlete's **THIRD POSITIVE** identification of the use and/or abuse of un-prescribed medications or illegal chemicals indicates to the Kentucky Wesleyan Athletic Department that the said student-athlete has **NO** intentions to conform to established rules and ethics and poses a safety hazard to his/her sport and the Athletics Department. Therefore, the situation will:

1. Make a phone call to the student-athletes parent(s) to convey his/her serious abuse of illegal substances and consequences.
2. Suspend this individual from any participation or involvement with the Kentucky Wesleyan Athletics Department for a period no less than one calendar year (365 days) from the date of the student-athlete's positive drug test and must be retested negative.
3. Require that the student-athlete receive a minimum of 20 clock hours of professional rehabilitative counseling, in addition of a referral to a local Alcohol & Drug Abuse Clinic prior to petitioning for reinstatement and must have the recommendation of the College Dean of Student Life. The Director of Athletics, Head Coach, Athletic Trainer, and Dean of Student

Life will then meet only after a written petition from the student-athlete to the Director of Athletics has been submitted. A meeting will be scheduled to meet with the student-athlete to discuss his/her status.

Follow-up Testing

A student-athlete who has returned to participate in intercollegiate sports following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Athletic Director or his/her designee in consultation with the counselor or specialist involved in the student-athlete's case.

Missing a Counseling Session

It is the responsibility of the student-athlete who makes an appointment with a counselor to keep that appointment. If the student-athlete is not able to keep the appointment, he or she is expected to cancel the appointment by telephone, preferably 24 hours in advance but at least by 8:30 a.m. on the day of the appointment. Prior to the appointment, the student-athlete will read and sign an informed consent for evaluation and treatment, which includes an agreement to follow the appointment policies. Failure to keep or cancel an appointment as stated above may result in suspension from practice and/or competition as determined by the Director of Athletics or his/her designee.

Appeal

Student-athletes who test positive under the terms of the Kentucky Wesleyan Athletic Drug Policy will be entitled to a hearing with the Director of Athletics or his/her designee prior to the imposition of any sanction. Requests for such a hearing must be made within forty-eight (48) hours of notification of a positive test result. If the forty-eight hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Director of Athletics. The student-athlete may have an advocate or other representative present if the student so desires. However, the student-athlete must present his or her own case. The meeting should take place no more than seventy-two (72) hours after the written request is received. Either the student-athlete or the other parties involved may request an extension of time to the Director of Athletics, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Director of Athletics or his/her designee regarding the sanction to be imposed shall be final.

11.0 Academic

11.1 Advising System

Student-athletes must be advised each semester by their respective faculty academic advisor. **This is not optional; this is mandatory.** The Faculty Athletics Representative will monitor compliance with NCAA progress towards degree requirements.

11.2 Class Attendance

Student-athletes should recognize the positive benefits of class attendance and participation. All student-athletes are expected to attend all class meetings of the course in which they are enrolled; any absence is incurred at the student-athlete's risk.

At the beginning of each semester, instructors provide a syllabus to each student that explains class attendance requirements, makeup procedures, and guidelines for excused absences. The consequences of absences, inadequate preparation, and lack of participation are also made clear. Resolution of missed work and attendance issues are to be discussed with the instructor. Only

the instructor can excuse a student-athlete from course responsibilities. The Vice-President for Academic Affairs is the person who excuses students from classes. In case of a severe illness, accident, or an emergency, the student-athlete should make direct contact with the instructor, the Head Coach, and the Vice-President for Academic Affairs/Dean of the College immediately. If the instructor cannot be reached directly, a message should be left in the instructor's department mailbox or with the Administrative Assistant to the Dean and/or Academic Support Assistant. Email is often the most efficient way to contact instructors. Tardiness is treated as an absence, unless satisfactory explanation is made to the instructor at the end of the class period. Student-athletes should seek information concerning penalties for excessive tardiness within the published guidelines of course syllabi.

11.3 Notifying Professors of Absence from Class for Athletic Events

It is the responsibility of the student-athlete to let the instructors know well in advance when he or she will be absent from class due to scheduled athletic events. It is also the responsibility of the student-athlete to find out the instructor's policy regarding missed class work. While meeting commitments to Kentucky Wesleyan College athletics, there will be occasions when travel and competition conflict with class attendance. The following guidelines have been prepared to help each student-athlete "start out on the right foot" each semester:

- Introduce yourself to all of your instructors in the first two or three weeks of the semester, preferably during their office hours.
- Discuss with the instructor how missed assignments will be submitted, how to reschedule missed exams, and how to receive notes from lectures missed while traveling for athletic events.
- Follow-up to make sure all class assignments were received and properly recorded. It is the student-athlete's responsibility to meet any exceptional demands instructors feel are appropriate. This can include, but is not limited to, taking the exam(s), class assignments, and or extra credit work prior to departure. All instructors vary with their requirements.
- If, for any reason, the ability to make-up assignments and/or exams is not possible, after all attempts fail, please contact the Faculty Athletics Representative as soon as the problem arises. Do not wait until the end of the semester!

11.4 Missed Exams Due to Athletic Events

It is the responsibility of the student-athlete to make arrangements with instructor(s) to schedule a time to make up an exam missed due to scheduled athletic-related events. Most exam schedules are outlined in the course syllabus distributed the first week or so of class. Compare course syllabi to the competition schedule and plan early!

11.5 Changing Majors

At no time should a student-athlete change his or her major without the guidance of his/ her current advisor and the Compliance Director. Once approval and "Change of Major Form" are obtained, the following procedure should be followed: Have Change of Major Form signed and dated in the Office of the Registrar. Failure to follow this procedure could result in loss of eligibility. The student-athletes should introduce himself/ herself to their new advisor ASAP and create a plan to graduate.

11.6 Dropping Courses

During the semester, classes cannot be dropped without approval of the academic advisor and notification of the Compliance Director. Once approval has been obtained, the student-athlete should get a drop slip from the academic advisor and instructor, and return the form to the Registrar's Office.

11.7 Summer School Classes

All student-athletes must sign up with the Registrar for all summer school courses taken at a college other than Kentucky Wesleyan College. This process is to ensure that all courses taken are degree applicable as well as transferable. Upon completion of the summer course, in order to receive credit the student-athlete must notify the Assistant Athletic Director of Compliance that summer school classes will be transferred in via an email to tdevinney@kwc.edu. An official copy of the transcript must be sent to Kentucky Wesleyan College from the Records Office of the college where the course was taken. The transcript should be mailed to the following address:

Kentucky Wesleyan College
Office of the Registrar
3000 Frederica Street
Owensboro, KY 42301

11.8 Registration Procedures

Student-athletes are encouraged to refer to the College Academic Calendar in the College Bulletin for specific registration dates. You must see your Academic Advisor to register for classes. **Your Coach is not your ACADEMIC advisor.**

11.9 Repeating Courses

Under current policy, all grades for each course appear on a student's transcript and all hours attempted and total quality points earned are used in calculating the official cumulative grade-point average. This is the official G.P.A. posted on the transcript and used to determine academic honors, class standing, academic probation, and suspension. In all cases of repeated courses, the hours earned can be credited only once. The best grade in that course may be used to calculate the grade-point average in the core curriculum (Bylaw 14.3.1.2.8). Athletic financial aid may not be used to pay for a repeated class.

12.0 Student-Athlete Advisory Committee

12.1 What is the Student-Athlete Advisory Committee?

The student-athlete advisory committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC also offers input on the rules, regulations, and policies that affect student-athletes' lives on NCAA member institution campuses. NCAA legislation mandates that all member institutions have student-athlete advisory committees on their respective campuses. Further, NCAA legislation requires that all member conferences have SAACs.

12.2 KWC Student-Athlete Advisory Committee

"The mission statement of the Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image."

The KWC Student-Athlete Advisory Committee is made up of representatives from each sports program to provide insight on the student-athlete experience. The SAAC also offers input on the rules, regulations, and policies that affect student-athletes' lives on campus. The SAAC meets monthly. All athletes are welcome and are encouraged to attend committee meetings. Any athlete with a concern should request that his or her sport representative or any other SAAC member place the item on the committee agenda. The student-athlete may also attend the meeting and bring up the matter as new business.

13.0 Campus Services

13.1 Tutoring

The Darrell PLUS Center, located in the Library Learning Center, provides many services to all KWC students including peer tutoring, study sessions, writing assistance, and study skills assistance. All services are free to Wesleyan students. For more information, contact Donna Hanley, Assistant Professor of Academic Support at [dhanley@kwc.edu](mailto:ghanley@kwc.edu) or call 852-3299.

13.2 Physical & Mental Health

The KWC nurse, Tonya Robinson, is found on the second floor of the Administration building. She can refer the student-athletes to local services. Her office hours are Monday – Friday from 9 a.m. until 3 p.m.

KWC requires all full-time students to have health insurance coverage. If a student-athlete currently has no coverage, he/ she may consider coverage on their parents' plan if they are under 26 years of age. Check out some of the guidelines for The Affordable Care Act at HealthCare.gov, and click on Young Adults. Students without health insurance must join the American College Student Association to find insurance. Electronic membership is free. The link is found in the PantherNet website by clicking on Campus Life, then Health Services. On the right side of the page, a direct link to the site can be found. The student-athletes will be responsible for choosing and paying for their own health insurance. They may choose insurance for a semester only, or for the entire year.

13.3 Career

FOCUS Career Education and Planning System is designed to help student-athletes summarize his/her self-assessed interests, skills, values, and personality and to help them develop career goals, decisions, and plans. FOCUS is free for Kentucky Wesleyan College students. For more information, contact Margaret Cambron by e-mail mcambbron@kwc.edu or by phone 852-3302.