

Charleston Southern University



2009-10 Student-Athlete  
Handbook

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## **WELCOME TO CHARLESTON SOUTHERN UNIVERSITY**

Charleston Southern University is a charter member of the Big South Conference and sponsors 16 sports at the NCAA Division I level. CSU offers you the opportunity to achieve academic excellence, athletic success and personal growth. Approximately 300 student-athletes participate in the athletics program annually.

### **STRATEGIC GOAL**

The University's strategic goal for the department of athletics is to provide a competitive NCAA Division I athletic program in compliance with NCAA guidelines, enhancing the academic, emotional, and spiritual development of the University's student-athletes.

### **DEPARTMENT COMMITMENT, PURPOSE AND GOALS**

Charleston Southern University is committed to providing an outstanding athletic program in a Christian environment. In conjunction with the academic and Christian philosophy of the institution, a sound athletic program is a fundamental component of the educational development of our students. The athletic department, through its coaches, administrators and staff, is committed to providing a program that will strive to uphold the highest standards of fairness, student-athlete welfare, gender equity, and good sportsmanship.

The purpose of the Department of Athletics is to provide a viable sports program that is an integral part of the overall mission and purpose of Charleston Southern University. The University will be responsible for the control of its athletic program and will ensure that it is conducted in a manner consistent with the institution's standards of excellence. High priority will be placed on Christian environment, academic standards, and financial integrity.

Intercollegiate athletics enhances the visibility of the institution. Therefore, the Department of Athletics will strive to present a positive image to promote the overall reputation of Charleston Southern University. It will also seek to develop institutional loyalty by fostering a sense of pride in students, faculty, alumni, and the general public. The physical and emotional well-being of each participant is a primary concern of the Department of Athletics. The Athletic Administration will provide resources as needed to help student-athletes earn their degrees. Always remember you are a student-athlete. The Athletics program is accountable to the University, the Board of Trustees, the Big South Conference, and the National Collegiate Athletic Association.

#### Goals:

- ↳ To assist each student-athlete in reaching his/her goals for personal development
- ↳ To enable student-athletes to meet the demands of both academic standards and athletic competition while preparing to graduate from the University
- ↳ To ensure the welfare, health, and safety of all student-athletes
- ↳ To ensure equitable and fair treatment of every student-athlete
- ↳ To maintain a coaching staff that will provide the best in athletic instruction and will motivate and inspire student-athletes
- ↳ To foster ethical conduct and fair play
- ↳ To field teams that are competitive for conference championships and the national opportunities that conference championship may bring
- ↳ To generate positive involvement by various constituencies
- ↳ To maximize revenues from all sources to fund the athletic program
- ↳ To provide student-athletes with the best athletic facilities and equipment within the financial means of the University
- ↳ To adhere to the rules and regulations set forth by the University, the Board of Trustees, the Big South Conference, and the NCAA

## **STATEMENT OF EQUITABLE OPPORTUNITY**

The Department of Athletics believes in the fair treatment of all student-athletes and department personnel. Policies have been incorporated into daily practice that ensure the equitable treatment of each individual, regardless of gender, race, or national origin. These policies affect issues including, but not limited to, personnel, student-athletes, teams, travel, competition, facilities and grants-in-aid. The Department of Athletics believes in policies and operating procedures that are free of discriminatory practices, and the Department stands on a commitment to equity. The Department is particularly sensitive to the need for proper role models in coaching and administrative positions. Therefore, the department actively seeks female and minority candidates for any personnel vacancy. Every effort will be taken to conduct a search consistent with the Department's commitment to providing an equal opportunity for each applicant.

## **COMMITMENT TO NCAA RULES COMPLIANCE**

Charleston Southern University is required by the NCAA to operate its intercollegiate athletics program in compliance with the Association's regulations. The University is committed to maintaining institutional control over the affairs of its intercollegiate athletics programs and will not tolerate intentional disregard for the rules. All individuals associated with the athletics program, including student-athletes, prospects, coaches, staff, faculty and other representatives of the institution's athletics interests are expected to conduct themselves in a manner consistent with the NCAA's ethical conduct legislation found in Bylaw 10.

During the conduct of any investigation into possible NCAA violations, all individuals associated with the athletics program are expected to cooperate fully with CSU, Big South Conference or NCAA staff members involved in conducting the investigation. Any individual who refuses to cooperate fully or provides false or misleading information pursuant to an investigation will face disciplinary action including, but not limited to, loss of eligibility, athletic financial aid, suspension or termination.

## **CORE VALUES**

- ⌵ To treat student-athletes as responsible adults
- ⌵ To treat everyone with respect
- ⌵ To display honesty and integrity in all dealings
- ⌵ To provide an opportunity for athletic development in a Christian setting

## **EXPECTATIONS AND RESPONSIBILITIES**

The same University policies that apply to all CSU students also apply to you. However, we realize you have time commitments, physical demands, and visibility which other students may not experience. The CSU coaches and staff are here to support you and to provide the resources necessary for you to reach your full potential. However, you are ultimately responsible for your own academic progress, personal conduct, and athletic success. CSU student-athletes are students first. Each student-athlete has the responsibility to fulfill clear expectations. These include:

- ⌵ Understanding that earning a degree is the primary goal of the student-athlete
- ⌵ Meeting all academic responsibilities, including regular class attendance and the completion of all assignments in a timely manner
- ⌵ Complying with all rules and regulations of the NCAA, the Big South Conference, and the University, while avoiding situations that compromise compliance with the rules
- ⌵ Meeting regularly with faculty advisors and your Student-Athlete Success Coordinator
- ⌵ Striving to be involved as a complete member of the University community and making a strong effort to maximize your educational experience

It is the policy of Charleston Southern University that all those associated with the athletic program maintain the highest degree of ethical conduct. All persons involved with intercollegiate athletics are expected to conduct themselves in a manner that will positively reflect the image of the University. Behavior that has the potential of harming the reputation of the University will not be tolerated. The Athletics Department reserves the right to establish standards of personal grooming, including, but not limited to, hair length, dress code and earrings.

## **I. STUDENT SUPPORT SERVICES**

The Student Success Center is located in the Strom Thurmond Center. The staff of the Student Success Center provides assistance with advising and registration, as well as assistance for those students with learning disabilities. In accordance with sections 503 and 504 of the Rehabilitation Act, Charleston Southern University is committed to providing reasonable accommodations for disabled students who are otherwise qualified to pursue college level work.

Students are responsible for making their disabilities known and for providing the appropriate documentation, as required. All forms of documentation are considered confidential and are subject to review by members of the Special Needs Committee. The University may recommend or require additional testing to further define the accommodations.

The University also employs a Director of Student-Athlete Success to facilitate the special needs of student-athletes. Please visit the Bell South Student Success Center located on the 1<sup>st</sup> floor of the Strom Thurmond Center for more information.

### **ACADEMIC COUNSELING**

Academic Counseling is provided to every student through a faculty advisor. Freshmen are assigned to specially trained freshmen advisors to assist them through the first year. Upperclassmen and sophomores are assigned to advisors from their declared major field of study. The advisor's function is to help the student understand the University catalog and to plan a curriculum schedule that enables the student to graduate as efficiently as possible. It is the responsibility of all students to be sure they understand the policies, procedures, and requirements associated with their academic program. The student-athlete should be aware of NCAA academic requirements and communicate them to the academic advisor. Do not expect the faculty to be experts regarding NCAA or Athletic Department regulations.

### **COUNSELING CENTER SERVICES**

These services are available on a confidential basis to assist students with personal problems that may be affecting academic performance.

### **TUTORIAL SERVICES**

Tutorial services are available through the Learning Center on campus and are designed to:

- ⊃ Assist the student one-on-one with specific courses, proofreading, and study skills
- ⊃ Conduct group study sessions to help the student better understand the subject matter
- ⊃ Prepare you for an upcoming course that you may feel apprehensive about, or for a course that you are repeating
- ⊃ Provide needed academic assistance at no cost to you

### **STUDY HALL**

If you are required to attend study hall, you are expected to attend regularly, to arrive on time, and to be prepared to study. Your coach will establish the location, time, duration, supervision, conditions for being released from study hall, and other specific procedures. In general, study hall is for student-athletes who are new transfers or freshmen on athletic scholarship, maintaining a GPA (semester or cumulative) of 2.0 or less, or have been recommended to attend study hall by their coaches. The following study hall regulations will be strictly enforced and will also apply during Night Study Hall sessions meeting in the Library.

- ⊃ No food, drinks or tobacco products are allowed in Study Hall
- ⊃ No cell phones, pagers or DVDs permitted
- ⊃ Laptops are permitted only for the purpose of typing papers
- ⊃ No socializing or disruptive behavior
- ⊃ No watching videos or reading newspapers or magazines
- ⊃ Violation of one or more of these rules will result in dismissal from study hall and deduction of study hall hours

☺ If you are asked to leave the Library, you will lose your study hall hours

### **CLASS ATTENDANCE**

The CSU Department of Athletics believes that classroom attendance and academic success are directly correlated. Therefore, you are required to attend all classes. If you miss class due to illness, contact your professor as soon as possible. Your professors will be more willing to assist you in making up work if you demonstrate academic initiative and take responsibility for your absences. Class attendance, as well as academic progress, is monitored by the Student-Athlete Success Coordinator and staff through the use of progress reports sent to each of your instructors. These reports are shared with your coaches.

## **II. ACADEMIC EXCELLENCE**

### **MAKE-UP POLICY FOR STUDENT REPRESENTATIVES**

The following policy became effective June 1, 2001, and applies to all students representing the University, including student-athletes. The specific dates and times that student representatives will be representing the University on official business must be approved in advance by one of the following:

(1) Provost or other Senior Officer, or (2) Academic Dean, or (3) Dean of Students. Under this policy, all student representatives are subject to the same attendance policy as all other undergraduate students. However, student representatives who must be absent from classes while representing CSU on official business will be allowed to make up tests, assignments and/or other activities without penalty. Course syllabi must reflect how and when this may be accomplished.

Student Representatives will register along with all other students according to their classification (Senior, Junior, Sophomore, Freshmen). Dates are published on the Academic Calendar. Students who experience scheduling conflicts during registration as a result of officially representing the University should contact the appropriate academic department chairperson in an effort to design an acceptable class schedule. Students may seek further redress from the appropriate academic dean. The academic dean's decision is final. Such resolution will be handled on a case-by-case basis.

### **ACADEMIC INTEGRITY POLICY (R-58)**

**A Community of Honor:** As a liberal arts university committed to the Christian faith, Charleston Southern University seeks to develop ethical men and women of disciplined, creative minds and lives that focus on leadership, service, and learning. The Honor System of Charleston Southern University is designed to provide an academic community of trust in which students can enjoy the opportunity to grow both intellectually and personally. For these purposes, the following rules and guidelines will be applied.

**Academic Dishonesty:** "Academic Dishonesty" is the transfer, receipt, or use of academic information, or the attempted transfer, receipt, or use of academic information in a manner not authorized by the instructor or by University rules. It includes, but is not limited to, cheating and plagiarism as well as aiding or encouraging another to commit academic dishonesty.

"Cheating" is defined as wrongfully giving, taking, or presenting any information or material borrowed from another source – including the Internet-- by a student with the intent of aiding himself or another on academic work. This includes, but is not limited to a test, examination, presentation, experiment or any written assignment, which is considered in any way in the determination of the final grade.

"Plagiarism" is the taking or attempted taking of an idea, a writing, a graphic, music composition, art or datum of another without giving proper credit and presenting or attempting to present it as one's own. It is also taking written materials of one's own that have been used for a previous course assignment and using it without reference to it in its original form. Students are encouraged to ask their instructor(s) for clarification regarding their academic dishonesty standards. Instructors are encouraged to include academic dishonesty/integrity standards on their course syllabi.

**Procedure:**

**A.** It is the responsibility of an instructor to certify that academic assignments are independently mastered sufficiently to merit course credit. The responsibility of the student is to independently master academic assignments, refrain from acts of academic dishonesty, and refuse to aid or tolerate the academic dishonesty of others.

**B.** If an instructor determines that the student is guilty of academic dishonesty, the instructor must discuss the matter with the student. In the event the instructor cannot reach the student in a timely manner, such as when the student has gone home at the end of a semester, the instructor may assign a grade of “I” (Incomplete) until the student can be contacted and the matter of academic dishonesty discussed. The instructor then completes the “Academic Violation Form,” which should include evidence and other necessary documentation. The instructor will determine the appropriate remedy: either a grade of zero on the assignment in question or a grade of “F” in the course. The student will designate whether he/she accepts the remedy for the violation of the dishonesty policy or wishes to appeal the instructor’s decision. If a student elects to appeal, the “appeal due date” line must be completed on the Academic Violation Form. (See the Appeals section below for more information regarding the appeals process)

**C.** Upon completion, the instructor forwards the Academic Violation Form to the Registrar’s Office for placement in the student’s permanent record. The Registrar will forward copies of the Academic Violation Form to the student, the faculty member, department chair, academic dean, dean of students, provost, and president. Not appealing when the form is first completed or by the appeal due date will be taken as an admission of guilt, except under compelling circumstances to be determined at the sole discretion of the provost.

**D.** If upon receipt of the Academic Violation Form the Registrar determines that the student is guilty of a second offense, then a grade of FD (Failure Due to Academic Dishonesty) will be assigned by the Registrar for the course regardless of the remedy specified on the Academic Violation Form. Assigning the FD is to be done by the Registrar when the second Academic Violation Form is placed in the student’s record, and the Registrar will notify all parties in writing. The student is then permanently disbarred from membership in any honorary society and is permanently ineligible for any CSU honor list. The student may petition the Academic Integrity Appeals Committee to have the dishonesty notation (D) removed from the transcript after one year if no additional dishonesty offenses occur and the student satisfactorily completes the Academic Integrity Program as approved by the Faculty Senate. The grade of F remains on the transcript. Upon receipt by the Registrar of a third offense, the Registrar will assign the grade of FD and then notify all parties. After all appeals are exhausted, if the third offense still stands, then the student will be permanently expelled from the University. The notice of expulsion will be forwarded to the student, department chair, appropriate academic dean, dean of students, provost, and president. A copy of the final report with the three offenses will become a part of the student’s permanent record. The university reserves the right to expel the student after a first or second offense, depending on the circumstances and at the sole discretion of the provost.

**Appeals:**

**A.** The student who wishes to appeal an academic violation charge should submit his/her appeal in writing to the chair of the appropriate department by the appeal due date indicated on the Academic Violation Form, which is normally within 10 regularly scheduled class days after the completion date of the Academic Violation Form. This statement should contain the reasons for which the student is appealing the instructor’s decision. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred. Within 10 regularly scheduled class days of receiving the written appeal, the department chair will notify in writing both the instructor and the student of the chair’s decision. If the department chair is also the instructor who files the Academic Violation Form, then the student must appeal to the appropriate academic dean.

**B.** When, in the opinion of the department chair, the student fails to show reasonable cause for further investigation, the chair may deny the appeal without taking further action. When, in the opinion of the department chair, a student’s appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred, the chair will meet with the faculty member and with the student and render a decision within 10 regularly scheduled class days of the receipt of the appeal.

If the decision favors granting the student's appeal, the department chair may request that the Registrar remove the Academic Violation Form from the student's record. The chair will notify both the student and the instructor of this action.

C. If the student files the initial appeal or elects to appeal the chair's decision during Maymester, Summer I, Summer II or during final exam week of the Fall or Spring semesters and if the instructor or department chair is not available during that time, all of the foregoing time requirements begin to run with the first day of class in the next major term. In extreme or unusual circumstances regarding the timeliness of the appeals process, the provost will make the final determination.

D. Any student who has exhausted the remedies open under the procedures outlined above may appeal the entire matter to the Academic Integrity Appeals Committee in writing within 10 regularly scheduled class days of receiving the response from the department chair. Upon receipt of the appeal, the Academic Integrity Appeals Committee will review the matter and issue a decision within 15 regularly scheduled class days. The Academic Integrity Appeals Committee has the authority to deny the appeal, reduce the penalties in the event of extenuating circumstances, or direct the registrar to remove the record of the Academic Violation Form from the student's permanent record. The results of the Academic Integrity Appeals Committee are final.

E. All results from the proceedings of the Academic Dishonesty Appeals Committee should be reported to the appropriate academic dean, dean of students, provost, and president as information.

F. The Academic Integrity Appeals Committee will be composed of five members: three faculty and two students. Faculty members must be full-time faculty and are elected by the general faculty: one from the College of Humanities, one from the College of Sciences and one from the Professional Schools. Faculty members are elected for three-year terms. Service dates are staggered, so only one position is up for election each year. The two student members are appointed by the Student Government Association officers for one-year terms. If a member of the Academic Integrity Appeals Committee is unavailable, is involved in the matter being appealed, or feels that he/she must excuse himself/herself, then that member will be replaced. If the member being replaced is a faculty member, then the provost will select the replacement. Similarly, if the member being replaced is a student, then the Student Government Association officers will select the replacement. The Academic Integrity Appeals Committee is distinct from the Faculty Appeals Committee that hears appeals of final grades as defined in policy R-45 of the CSU Policy and Procedure Manual. Note: During the appeals process, the student may continue to attend the class in which the violation occurred.

By action of the Faculty Senate and approval of the Board of Trustees on March 25, 2003.

### **SANCTIONS FOR VIOLATIONS OF ACADEMIC INTEGRITY POLICY**

A first offense violation of the Academic Integrity Policy will result in disciplinary probation for one full semester or four months. For all students, the convicted person will not be able to represent CSU as an office holder, club member, musician, ministry participant, or in any other extracurricular activity for a period equal to two-tenths (20 percent) of the semester's scheduled events. For athletes, this means the convicted person will not be able to represent CSU on the field of play for a term equal to two-tenths (20 percent) of the season's schedule. This suspension will be in effect for consecutive games, meets, matches or tournaments.

A second offense violation of the Academic Integrity Policy will result in disciplinary probation for one full academic year. For all students, the convicted person will not be able to represent CSU as an office holder, club member, musician, ministry participant, or in any other extracurricular activity for a period equal to one-half (50 percent) of the semester's scheduled events. For athletes, this means the convicted person will not be able to represent CSU on the field of play for a term equal to one-half (50 percent) of the season's schedule. This suspension will be in effect for consecutive games, meets, matches or tournaments.

A third offense violation of the Academic Integrity Policy will result in the student being permanently expelled from the University.

### **FAILURE DUE TO EXCESSIVE ABSENCE POLICY**

An absence is defined as any nonattendance, regardless of cause, whether due to illness, emergency, or official leave. Three instances of tardiness are equal to one absence. Missing a class due to athletic participation or travel is considered an absence. However, any student representing the University will be

allowed to make up missed assignments. All student-athletes must take responsibility under these circumstances and make the appropriate arrangements with their professors beforehand.

A professor will automatically drop the student from a class, with a grade of FA, which means Failure to Attend, when the student has missed 25 percent of the class meetings. Using this formula, the example below shows the number of absences for typical classes during the fall and spring semesters, except those taught through the Department of Foundation Studies.

Description	Absences at which you will FA
MWF Classes	11
TTH Classes	7
Sat. or Evening Classes	4
Accelerated (AEDP) Classes	6

The Bridge Program has the following attendance policy:

Regular semester classes meeting MWF	7
Regular semester classes meeting TTH	5

### **FULL-TIME ENROLLMENT REQUIREMENT**

NCAA regulations require student-athletes to be enrolled in a minimum of 12 credit hours at all times during the term in order to remain eligible for practice and competition.

### **DROP/ADD PRODEDURE**

Student-athletes are required to meet with the NCAA Compliance Director or the Student-Athlete Success Coordinator before dropping or adding a course to determine the effects on meeting NCAA satisfactory progress requirements. Remember that dropping below 12 credit hours will result in immediate ineligibility for practice and competition. This regulation applies even if you receive a grade of FA in a course and drop below 12 hours of enrollment.

### **REPEATED COURSES**

Repeating a course should be completed with caution. If you are repeating a course for which you have previously earned credit, the course may be used only once in determining your NCAA satisfactory progress. At CSU, a course may be taken only three times in an attempt to earn credit. All attempts count, including grades of W, WP, WF, FA, and F.

### **INCOMPLETE GRADES**

Incomplete (I) grades are assigned when, for reasons approved by the professor, the student has been unable to complete the coursework by the end of the semester. Responsibility for removing the incomplete grade rests with the student. The grade must be removed before midterm of the following major semester, or it automatically becomes an F. Please refer to the Student Handbook for procedures on appeal of grades.

### **ENGLISH PROFICIENCY EXAM**

The English Proficiency Exam (EPE) is a graduation requirement for all students transferring in English 111 from another collegiate institution. Contact the Academic Advising office for further information.

### **DECLARATION OF MAJOR**

NCAA regulations require that you declare a major leading toward a specific baccalaureate degree by the beginning of your 5<sup>th</sup> semester of full-time enrollment. Do not change your major without consulting with the Director Student-Athlete Success Coordinator because this action could affect your NCAA academic eligibility.

## GRADING SYSTEM

The CSU grading system is based on a four-point scale. The grade point average (GPA) is a weighted average of the grades that you have made in your classes. It is also referred to as Quality Point Average (QPA). Grade points are numerical values that are assigned to a letter grade. Foundation Studies Program courses are not included in the GPA calculation.

A	=	4 quality points
B+	=	3.5 quality points
B	=	3.0 quality points
C+	=	2.5 quality points
C	=	2.0 quality points
D	=	1.0 quality point
F	=	0 quality points
		*Note: Failure due to absences is treated just like an "F" in calculating GPA

## NCAA ACADEMIC ELIGIBILITY REQUIREMENTS (PROGRESS TOWARD DEGREE)

**6 Hour Rule:** All student-athletes must earn at least 6 degree applicable credit hours during each semester in order to be eligible during the next major term. Example: If a student-athlete earns only 5 credit hours during the Fall semester, the student-athlete would not be eligible to compete during the Spring semester. Similarly, a student-athlete who earns only 5 credit hours during the spring semester would not be eligible to compete during the following fall semester.

**24/18 Hour Rule:** Student-athletes must earn at least 24 degree applicable credit hours prior to the start of their second year of full-time collegiate enrollment, with at least 18 of those hours being earned during the regular academic year. During each academic year subsequent to the first year, student-athletes must earn at least 18 degree applicable credit hours during the regular academic year. The regular academic year is defined as the time period from the beginning of the fall semester through commencement exercises in the spring.

### Percent Degree Requirement:

Minimum course requirements that must be completed in the student's specific degree program are:

- 40** percent upon entering 3<sup>rd</sup> year of collegiate enrollment (50 hours of a 125 credit hour program)
- 60** percent upon entering 4<sup>th</sup> year of collegiate enrollment (75 hours of a 125 credit hour program)
- 80** percent upon entering 5<sup>th</sup> year of collegiate enrollment (100 hours of a 125 credit hour program)

### Minimum GPA Requirement:

Minimum GPA requirements must be completed as follows:

- ↳ Upon entering the 2nd year of collegiate enrollment, a cumulative 1.8 GPA
- ↳ Upon entering the 3<sup>rd</sup> year of collegiate enrollment, a cumulative 1.9 GPA
- ↳ Upon entering the 4th year of collegiate enrollment, a cumulative 2.0 GPA

## SUMMER COURSES AT OTHER INSTITUTIONS

You must receive prior written approval from the Registrar at CSU in order to take courses at other institutions.

## DEAN'S LIST

The Dean's List is determined at the end of the fall and spring semesters. The Office of the Provost and Vice President for Academic Affairs prepares a list of full-time students (12 hours or more) who have a 3.5 or above GPA for that semester. GPA for honors determination is not rounded up. Graduation with honors is determined by the student's cumulative GPA according to the following scale and also requires that at least 60 semester hours of course work have been earned at CSU.

Summa Cum Laude	3.90 – 4.00 GPA
Magna Cum Laude	3.75 – 3.89 GPA
Cum Laude	3.50 – 3.74 GPA

### **BIG SOUTH CONFERENCE PRESIDENTIAL HONOR ROLL**

The Big South Presidential Honor Roll is awarded annually to student-athletes who averaged at least a 3.0 GPA during the academic year while competing in athletics.

### **BIG SOUTH CONFERENCE SCHOLAR-ATHLETE**

Each sport will have a Big South Scholar-Athlete Team that is announced at the Conference Banquet each year. One member from each university will be chosen to this team. From this team, one athlete will be chosen as the Big South Scholar-Athlete of the Year for that team.

### **SELECT SCHOLAR-ATHLETE OF THE YEAR**

This award is given by the Big South Conference. The nominees must be seniors with at least a 3.0 GPA. The Faculty Athletics Representatives nominate the athletes from their universities.

### **ACADEMIC ALL-AMERICAN**

The Academic All-American is nominated by the Sports Information Director to the College Sports Information Directors of America. Winners are chosen on the basis of athletic and academic excellence.

### **TOP SCHOLAR-ATHLETE OF THE YEAR**

Each fall semester, the Athletics Department and Student-Athlete Success Program recognize one individual from each team as the top scholar-athlete for the previous school year, based on the following criteria:

- ⊃ Must be a returning player, and
- ⊃ Present highest GPA for the year for the entire team with Sophomore standing or above

## **III. NCAA RULES TO KNOW**

### **FINANCIAL AID**

The athletic grant-in-aid is a contract between Charleston Southern University and the student-athlete. The period of award for athletic grants-in-aid is for one (1) academic year, unless specified for only one semester. Athletic grants-in-aid must be signed by all parties in order to be valid.

Athletic grants-in-aid may be decreased or canceled during the period of award if the recipient:

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

Student-athletes must be enrolled full time (12 semester hours or more) to receive their athletic grant-in-aid. Although the NCAA permits student-athletes to enroll in less than 12 hours during the final semester of their undergraduate program (e.g., student needs only 6 hours to complete degree), it is the student's responsibility to consult with the Financial Aid Office to determine whether such an arrangement impacts ability to receive financial aid.

The renewal or nonrenewal of a student-athlete's grant-in-aid must be made before July 1, prior to the academic year in which it is to be effective. Official written notification of the renewal or nonrenewal comes from the institution's financial aid office. A hearing opportunity is provided for any student-athlete whose athletic grant-in-aid has been reduced or cancelled. Any student-athlete wishing to appeal the institution's decision to reduce or cancel an athletic grant-in-aid should contact the Financial Aid Director.

## **ATHLETIC GRANT-IN-AID DISCLAIMER FOR FRESHMEN AND SLECTED TRANSFER STUDENT-ATHLETES**

In order to receive an athletic grant-in-aid during your first academic year of enrollment at CSU, you must be certified by the NCAA Eligibility Center as a "**Qualifier.**" You are required to submit official SAT or ACT test scores and official high school transcripts from ALL high schools you have attended directly to the NCAA Eligibility Center. Official means that test scores must be sent from the appropriate testing agency and transcripts must be sent from the high school directly to the NCAA Eligibility Center. CSU is not permitted to send copies of your test scores or transcripts to the NCAA Eligibility Center on your behalf. You are responsible for ensuring that the NCAA Eligibility Center has received all required documents necessary for determining your eligibility for financial aid, practice and competition. Please be advised that if you have not been certified as eligible by the end of CSU's official "drop/add" period for each major semester, or if you have been designated as a "Non-Qualifier," your athletic grant-in-aid will be cancelled as required by NCAA regulations, and you shall become financially responsible for any balance incurred with the CSU Business Affairs Office in connection with your enrollment

### **Procedure for Appealing Reduction or Cancellation of Athletic Aid**

- ⊘ The Student-athlete is sent a letter from the financial aid office explaining that the scholarship is not being renewed or is being reduced for the ensuing year.
- ⊘ The student-athlete is provided information about how to appeal the reduction/cancellation of aid.
- ⊘ Once the student responds in writing that he/she wishes to appeal the decision to cancel or reduce the athletic scholarship for the coming year, the NCAA Financial Aid Appeals Committee is notified of the need to meet.
- ⊘ The Committee includes the Senior Financial Aid Counselor, FAR, Student Representative, Registrar, Vice President for Enrollment Management and NCAA Compliance Officer (ex-officio for resource only)
- ⊘ Each committee member is provided with a copy of the cancellation or reduction letter, any additional information provided by the coach or the student-athlete regarding the scholarship and a copy of the NCAA reductions and cancellations.
- ⊘ The student-athlete is allowed/encouraged to appear before the committee to state his or her case
- ⊘ The coach is then provided the same opportunity
- ⊘ Committee members are allowed to clarify any issues with the NCAA Compliance Officer
- ⊘ After hearing from both parties, the committee then votes regarding the appeal
- ⊘ Official notification of the committee's decision is "normally" sent to the student and coach within 24 hours

### **EXPENSES NOT COVERED AS PART OF ATHLETIC GRANT**

Questions always arise concerning the types of University expenses that are covered when a student-athlete receives a full athletic grant-in-aid. Tuition and course-related fees, required books (when listed on the grant-in-aid), room and board are covered. The expenses listed below are not covered by your athletic grant-in-aid.

- ⊘ Long-distance phone calls made from your residence hall or hotel rooms during team travel.
- ⊘ Cost of treatment for nonathletically related injuries;
- ⊘ Library fines;
- ⊘ Fines for damages to University property, including residence halls;
- ⊘ Key deposits or replacement of lost residence hall key;
- ⊘ Consumable charges which can be anything from lab fees for breakage to nonrequired field trips;
- ⊘ Replacement fee for lost meal cards;
- ⊘ School supplies, pens, notebooks, paper, clothing, etc.;
- ⊘ Vehicle registration fee and parking fines;
- ⊘ Typing cost;
- ⊘ Student Health Insurance (required CSU); and

☞ Charges for lost athletic issued equipment.

### **STUDENT-ATHLETE EMPLOYMENT**

Student-athletes are permitted to earn legitimate on or off campus employment income during the academic year, provided they do not receive any remuneration based on their reputation or fame. In addition, student-athletes must be compensated at a rate commensurate with the going rate in that locality for similar services, and must be compensated only for work actually performed.

### **NCAA POLICY ON GAMBLING, SPORTS WAGERING AND ETHICAL CONDUCT**

The NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the intercollegiate athletics community. Sport wagering demeans the competition and competitors alike by sending a message that is contrary to the purposes and meaning of sport. Sports competition should be appreciated for the inherent benefits related to participation of student-athletes, coaches, and institutions in fair contests, not the amount of money wagered on the outcome of the competition. For these reasons, the NCAA membership has adopted specific rules prohibiting athletic department staff members and student-athletes from engaging in gambling activities as they relate to intercollegiate or professional sporting events. Specifically, you are prohibited from placing or accepting bets on college or professional sports via the internet, 1-800 numbers, sports brackets or pools and friendly wagers involving cash merchandise or any other item of material value..

In accordance with NCAA Bylaw 10.3, staff members and student-athletes shall not knowingly provide information to individuals involved in organized gambling activities, solicit a bet on any intercollegiate team, accept a bet on any team representing the institution or participate in any activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

### **TRANSFER POLICY (RELEASE)**

Occasionally, a student-athlete may wish to transfer to another institution. Consistent with NCAA Bylaw 13.1.1.3, the Athletic Director reserves the right to deny any release request deemed not in the best interest of the University's athletics program. In addition, the Athletic Director, as a matter of "general policy", will likely deny the following types of release requests:

- A request to transfer to a Big South or Southern Conference institution, even if the request is for participation in another sport
- A request to transfer to an institution which appears, or is likely to appear, on the playing schedule of any of CSU's teams
- A request to transfer following involvement in serious misconduct on or off-campus as determined by the Vice President for Planning and Student Affairs, Athletic Director and/or Dean of Students
- A request to transfer while ineligible for intercollegiate competition (e.g., APR)

The University has invested considerable time and financial resources in recruiting student-athletes. Therefore, the primary purpose of this transfer policy is to protect the competitive interests of the athletic program. However, the Athletic Director has authority to deviate from the "general policy" when, in his judgment, the student-athlete's request for a release can be accommodated without placing the University at a competitive disadvantage.

### **PROCEDURE FOR REQUESTING A RELEASE**

1. The student-athlete should always discuss his/her desire to transfer with the head coach.
2. The student-athlete should then request an official release from the Athletic Director.
3. The Athletic Director will notify the Compliance Officer whether the release has been granted or denied.

4. If the release is granted, the Compliance Officer will work with the student-athlete regarding the distribution of the release.
5. If the release is denied, the Compliance Officer will notify the student-athlete of his/her right to an appeal hearing.

#### **HEARING OPPORTUNITY**

In cases where a release is denied, student-athletes will be notified in writing regarding their right to request a hearing. The committee responsible for deciding the case consists of faculty and staff who are not employed by the athletic department. The hearing provides an opportunity for the student-athlete and representatives from the athletic department to present their rationale regarding why the request should be granted or denied. You must understand that once you request a release and sign the Notice of Separation, your coach is not obligated to hold your scholarship for the ensuing semester or year. The coach may choose to process the cancellation of your athletic grant through the Financial Aid Office upon your requesting a release to transfer.

#### **TIME LIMITS FOR PRACTICE AND COMPETITION**

NCAA regulations limit your participation in required countable athletically related activities to a maximum of 20 hours per week during the playing season, with no more than four hours per day. In addition, you must be provided with at least one day off during each week. Outside the playing season, you are limited to a maximum of eight hours per week of required weight training, conditioning, and skill instruction, and you must be provided with two days off during each week.

#### **VOLUNTARY ATHLETICALLY RELATED ACTIVITIES**

In order for any athletically related activity to be considered “voluntary,” all of the following conditions must be met:

- ⊃ The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity.
- ⊃ The activity must be initialed and requested solely by the student-athlete. Neither the institution nor any athletic department staff member may require the student-athlete to participate in the activity at any time.
- ⊃ The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purpose of reporting such information to coaching staff members or other student-athletes; and
- ⊃ The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity.

#### **PARTICIPATION ON AN OUTSIDE TEAM**

You should never compete as a member of any outside team, unless you have permission from the NCAA Compliance Director. An outside team is any non-CSU team (i.e., local club, church, recreation league). Participating on an outside team could render you permanently ineligible in your sport.

#### **COMPLIMENTARY ADMISSIONS**

As a student-athlete, you are permitted four complimentary admissions to all of the institution's regular season home athletic events. The individuals you designate must present an I.D. at the time of entrance to the athletic event. If you have questions about the administration of the complimentary ticket policy, contact the Assistant Athletic Director for Operations or the Ticket Manager.

#### **USE OF TOBACCO PRODUCTS**

NCAA regulations prohibit the use of tobacco by student-athletes, coaches and game officials during practice and competition. The penalty for violating this policy is suspension from the competition or practice.

#### **USE OF SPORTS AGENTS**

You may not agree, verbally or in writing, to have an agent represent you for the purpose of marketing your athletic skills. Further, you are not permitted to receive items of value, including, but not limited to, cash, clothes, merchandise, or transportation expenses from a sports agent. Once you agree to allow an agent to represent you or receive any benefits from an agent, you lose all remaining eligibility in your sport.

**EXTRA BENEFITS**

An extra benefit is any special arrangement or item you receive that is not generally available to the student body. Extra benefits would include such things as the use of an automobile, meals, cash, clothes, assistance with paying bills and transportation expenses. You should never accept such extra benefits from anyone other than your parent or legal guardian.

**SPECIAL ASSISTANCE FUND**

This fund is administered by the Big South Conference and is designed to financially assist student-athletes with demonstrated financial need. Qualifying student-athletes may receive up to \$500 per year for essentials. Funds are subject to availability and are not guaranteed.

**ETHICAL CONDUCT**

The University routinely investigates possible violations of NCAA regulations. As a student-athlete, NCAA regulations require you to fully cooperate with CSU, NCAA and Big South Conference officials during the conduct of any investigation into possible rules violations. Please be advised that providing false or misleading information pursuant to such an investigation will result in your being declared ineligible for intercollegiate competition and may result in the loss of your athletic grant-in-aid.



#### IV. ATHLETIC EXCELLENCE

##### Athletic Department Commitment Pledge

Your staff will lead your program relationally by:

1. Equating Team and Family-

- The staff will communicate all necessary information.
- The staff will show respect in the use of language and manner of treatment.
- The staff will treat each team member as an individual and provide counsel on any matter.
- The staff will execute discipline when any team policy is not followed.

Your staff will lead your program spiritually by:

1. Leading the way in your beginning and developing a relationship with Jesus Christ.
2. Striving to be a role model in all situations.
3. Conducting all affairs of the program with integrity.

Your staff will lead your program academically by:

1. Clearly showing academics to be the program's top priority.
2. Being sensitive to the time demands placed on players by practice, meetings, travel, and off-season programs.
3. Monitoring and assisting players in their academic progress.

Your staff will lead your program technically by:

1. Supplying the highest level of expertise in techniques, drill and teaching progressions.
2. Supplying the highest level of expertise and guidance with the physical development programs.

Your staff will lead in raising team morale by:

1. Working with the university administration, within university fiscal parameters, to maintain quality team travel, equipment, food, and facilities.
2. Consistently developing attitudes of gratefulness in staff and team members.

Your staff will lead your program in emotional preparation by:

1. Supporting and assisting players in motivating themselves to consistently play hard and win contests.
2. Making the chief aim of the program to be that each player develops his/her potential to the fullest.

Your staff will assist each player in reaching their career goals.

Signed: \_\_\_\_\_  
H. Small, Director of Athletics

## Student-Athlete Commitment Pledge

I will function relationally like a champion which means that I will:

1. Equate Team and Family-
  - I will treat my teammates as brothers/sisters by supporting and encouraging them; especially injured and younger players.
  - I will seek to eliminate any animosity caused by disputes.
  - I will stress team unity above all else so that there are no divisions between team members or with the coaching staff.
  - I will respect my teammates and coaches by being on time at all times and by speaking positively about my teammates and coaches
  - I will submit to program and University rules and discipline, especially those policies I may not be in full agreement with.

I will function academically like a champion which means that I will:

1. Meet and exceed requirements for eligibility
2. Utilize all academic resources to the fullest extent
3. Effectively communicate with my professors

I will practice like a champion which means that I will:

1. Prepare mentally by knowing my assignments and concentrating through any circumstances.
2. Prepare emotionally by working even harder when tired and by giving 100% effort in every practice, meeting, and video session.

I will prepare physically like a champion which means that I will:

1. Follow all training programs and exceed testing goals.
2. Do everything possible to increase my strength, speed and technique skills.
3. Be mindful of proper nutrition and not risk poor performance by the detrimental use of alcohol and other drugs.

I will prepare emotionally like a champion which means that I will:

1. Motivate myself to be "Up" for every contest this season.
2. Motivate myself to "compete."
3. Motivate myself to have a strong desire to win.

## V. PERSONAL DEVELOPMENT

### UNSPORTSMANLIKE CONDUCT

Charleston Southern University expects all student-athletes to compete with honesty, integrity and in accordance with the rules of the game. Unsportsmanlike conduct such as fighting, verbal abuse of game officials, fans or opponents will not be tolerated and is grounds for suspension from competition and/or loss of athletics aid. The Big South Conference and/or the NCAA may impose additional penalties.

### LIFE SKILLS PROGRAM

The Life Skills Program is a personal development program designed to reach all of you as student-athletes based on your individual needs, focusing on the individual as a whole - academically, athletically and emotionally - and on the changing needs and skills you have during your college years and beyond. The CSU Department of Athletics is dedicated to each student-athlete's success, providing learning and growth experiences in each of the five points of commitment in our life skills program.

- ↳ The Academic Commitment: to support the academic progress of the student-athlete toward intellectual development and graduation
- ↳ The Athletics Commitment: to build philosophical foundations for the development of athletic programs that are broad-based, equitable and dedicated to the well-being of the student-athlete
- ↳ The Personal Development Commitment: to support the development of a well-balanced lifestyle for student-athletes, encouraging emotional well-being, personal growth and decision-making skills
- ↳ The Service Commitment: to engage the student-athlete in service to his/her campus and surrounding communities
- ↳ The Career Development Commitment: to encourage the student-athlete to develop and pursue career and life goals

You will be involved in programs from the above areas throughout your career as a student-athlete individually and/or in groups. The Assistant Dean of Student Development is your Life Skills Coordinator. The Assistant Dean may be contacted regarding any of these programs.

### STUDENT-ATHLETE ADVISORY COMMITTEE

The SAAC is formed from representatives of each varsity sport and student trainers, who are either elected or appointed by their group. They take an active role in pursuing the concerns of the student-athletes and recommending improvements and actions. The purpose of the SAAC is threefold:

- ↳ To serve as the major communication link between student-athletes, student trainers, athletic administration and faculty
- ↳ To inform student-athletes and student trainers of developments and concerns of the NCAA
- ↳ To inform student-athletes and student trainers of developments and concerns related to intercollegiate athletics

### STUDENT-ATHLETE GRIEVANCE PROCEDURE

Recognizing there are times when conflicts arise involving student-athletes and members of the athletics department staff, the department of athletics has established this procedure. The purpose of this procedure is to provide student-athletes and coaches with an opportunity to share their concerns with an objective third party in hopes of resolving the conflict. The Grievance Committee shall be composed of the following individuals: Faculty Athletic Representative (Chair), Assistant Athletic Director for Compliance, Financial Aid Director, Senior Women's Administrator, Dean of Students, Chair of the Faculty Athletic Committee and a representative from the Student-Athlete Advisory Committee. The Committee hears evidence from both parties involved and makes a recommendation to the Director of Athletics as to a specific course of action. The final decision for resolving the conflict rests with the Director of Athletics.

Procedure:

- ↘ When a conflict arises between a player and a member of the athletics department staff, every effort should be made by the involved parties to resolve the matter.
- ↘ If a mutual understanding cannot be reached between the parties, the student-athlete may request a hearing before the Committee. The request for a hearing must be submitted in writing to the Faculty Athletics Representative and must include a brief summary of the issues involved. After reviewing the request, the FAR will determine if a hearing before the Committee is warranted.
- ↘ If the request for a hearing is granted, the Assistant Athletic Director for Compliance will convene the Committee. Both the student-athlete and the staff member will be provided an opportunity to appear before the Committee to share their concerns.
- ↘ After hearing from both parties, the Committee will draft a recommendation outlining a course of action, if any, and submit it to the Athletics Director.
- ↘ After reviewing the committee's recommendation(s), the Athletics Director will render a final decision on the matter and notify the parties involved.

#### **INTERNET AND EMAIL DECORUM**

Student-athletes are reminded to use extreme caution when visiting social-networking web sites such as myspace and facebook. As a safety precaution, student-athletes are strongly discouraged from providing personally identifiable information to such web sites or blogs. In addition, please be advised that offensive or inappropriate material posted by CSU student-athletes to such sites which brings discredit to Charleston Southern University will not be tolerated. Offensive and/or inappropriate material includes, but is not limited to, photographs, audio or video streams, text or any other form of communication containing abusive, profane or threatening language or lewd or obscene content. Violations of this policy may result in the loss of athletic scholarship and/or suspension from the athletic program.

#### **DRUG AND ALCOHOL POLICY**

Minimum penalties for violation of the CSU Alcohol Policy are listed below and can also be found in the 2009-10 CSU Student Handbook, located at [www.charlestonsouthern.edu](http://www.charlestonsouthern.edu). CSU student-athletes are expected to follow the University's Student Code of Conduct and the Student-Athlete Handbook both on and off campus. The confirmed use of **any illegal substance** or any other violation of the CSU Drug Policy will not be tolerated and will result in the student-athlete's suspension from the University.

#### **Minimum Penalties**

Students guilty of alcohol offenses will receive the minimum sanctions as stated below, which automatically apply upon a finding of guilty by a CSU hearing panel or University official. At the discretion of the Dean of Students or the disciplinary committee, additional sanctions may be applied.

#### **Alcohol – First Offense**

- Minimum \$250.00 fine
- 10 hours campus service as prescribed by the Dean of Students
- Drug and alcohol counseling with an approved counselor
- Disciplinary probation (one full calendar year)
- For athletes, the person found responsible for this violation will not be allowed to represent CSU on the field of play for a term equal to one-fifth (20 percent) of the season's schedule. This suspension will be in effect for consecutive games, meets, matches, or tournaments.

- For all students, the person found responsible for this violation will not be able to represent CSU as an official office holder, club member, musician, ministry participant or in any other extracurricular activity for a period equal to one-fifth (20 percent) of the semester's schedule of events. This suspension will be in effect for consecutive events.
- Notification of parents

#### **Alcohol – Second Offense**

- Minimum \$500.00 fine
- Drug and alcohol education program at student's expense
- Disciplinary probation for an INDEFINITE period of time.
- **Suspension** from the residence halls
- For athletes, this means the person found responsible for this violation will not be able to represent CSU on the field of play for a term equal to one full season. This suspension will be in effect for consecutive games, meets, matches, or tournaments.
- For all students, this means the person found responsible for this violation will not be able to represent CSU as an office holder, club member, musician, ministry participant, or in any other extracurricular activity for a period equal to one full semester of scheduled events. This suspension will be in effect for consecutive events.
- Notification of parents

#### **Alcohol – Third Offense**

- Suspension from the University for a minimum of one year. After one year, the person found responsible for this violation may reapply to the University and revocation of the suspension will be *considered* at that time.

#### **Drugs**

With the discovery of any illegal substance in the room, car, or on the person of the accused (including, but not limited to marijuana, cocaine, LSD, crack, or legal drugs used illegally), CSU officials will charge individuals involved with a campus violation and notify the North Charleston Police Department. If found responsible by a CSU hearing panel or official, *regardless of the actions taken by civil authorities*, the individual **will be suspended** from the University.

#### **Visitation**

##### First Offense

- \$250.00 fine
- Disciplinary probation for one full calendar year

##### Second Offense

- Suspension from the residence hall

### **CHARLESTON SOUTHERN UNIVERSITY ATHLETIC DEPARTMENT INSTITUTIONAL DRUG TESTING POLICY/PROCEDURE**

Revised: April 2009

*This policy is not to be construed as a contract between Charleston Southern University and the Student-Athlete.*

#### **INTRODUCTION**

Charleston Southern University Athletics Department is committed to the physical welfare of its student-athletes. Unfortunately, many individuals in our society at large have lost their lives or ruined their athletic careers due to the use of drugs. In an effort to combat this epidemic, Charleston Southern University has implemented a drug education and testing program to promote healthy, responsible lifestyles for its student-athletes.

To become and remain a participant at Charleston Southern University, a student-athlete must comply with the terms of this program that encourages drug education, screening and counseling. Through participating in this program, a student-athlete agrees to submit to any test prescribed by the Charleston Southern University Athletic Department to detect unauthorized drug use.

Accordingly, the coaches, athletic staff and Charleston Southern University endorse the philosophy, purpose and implementation of this program. In addition, each educational session that is offered by Charleston Southern University Athletic Department will be attended by both coaches and student-athletes. The following information outlines the approved Drug Education Program, including testing policies and procedures. Charleston Southern University may amend this policy at any time, with or without notice, as the Department of Athletics deems appropriate.

#### **PURPOSE OF THE PROGRAM**

The intent of the program is not to interfere with a student-athlete's right to privacy, but to assist and educate him/her about drug related issues. The CSU Athletic Department is concerned with those situations where the use of drugs seriously interferes with any student-athlete's health, academics, athletic performance, creates a risk to teammates and/or others or is considered so serious as to be detrimental to the affairs of Charleston Southern University.

The purpose of the program is multifaceted. The program focuses on the following objectives:

1. Deterring the use of drugs and alcohol
2. Identifying substance abuse
3. Providing rehabilitation and educational services
4. Promoting the role of Charleston Southern University student-athletes as representatives of the University and positive role models for the youth of the community
5. Penalize student-athletes that do not adhere to the requirements of the program

#### **RANDOM TESTING**

All student-athletes who are associated with Charleston Southern University athletics are subject to drug testing. Testing will occur randomly throughout an athlete's matriculation. Periodic testing of a portion of the total student-athlete population will occur at regular intervals. A student-athlete may be tested at any time, i.e.) summer vacation, prior to post-season competition, upon arrival to campus from designated vacation breaks. **All athletes are eligible for every test.** Therefore, an athlete may be tested more than once a year. The Assistant Athletic Director for Medical Services will determine site, time and testing date. Each student-athlete will be randomly selected by the Assistant Athletic Director for Medical Services and/or the Athletic Director.

Selected student-athletes will be notified prior to testing in-person or by direct telephone contact. It is the Athletic Trainer's responsibility to inform the Athletic Director of the individuals who do not report to the test site at the time determined. If a student-athlete does not report, he/she will be sanctioned for his/her action. A no-show will be interpreted as a positive test result.

#### **REASONABLE SUSPICION CLAUSE**

In addition to the random drug testing selection process, a student-athlete may be selected by the Head Coach, Athletic Director and/or the Assistant Athletic Director for Medical Services to be tested for drug use when **reasonable suspicion** of drug abuse exists. Reasonable suspicion is defined as suspicion founded on specific, objective facts which, when taken with rational inferences that may be drawn there from, indicate that a medical evaluation and/or testing will likely confirm that prohibited drugs are being used.

Reasonable suspicion will normally be based on the observation of behavior or conduct, or the presence of certain physical or emotional characteristics or patterns, which are symptomatic of the use of prohibited drugs. Examples which may give rise to reasonable suspicion include violation of state laws or University regulations governing the use of alcohol and drugs, including driving while intoxicated or under the influence of drugs; violent conduct including assault and sexual assault; vandalism; theft; chronic fatigue or loss of vitality; decreased interest or effort in practices and competitions; prolonged illness or injuries; unexpected weight and/or strength gains or losses; unexplained fluctuations in moods expressed as inappropriate irritability, hostility, anxiety, anger, or withdrawal.

Reasonable suspicion meaning, "if the available facts were conveyed to a responsible person unfamiliar with the student-athlete or the athletic program, that person would conclude that there is a factual basis for

determining that the student-athlete is using a prohibited substance.” Reasonable suspicion may include, but is not limited to the following instances: possession of illegal drugs, legally charged with the sale or purchase of illegal drugs, witnessed drug use by a reliable source, presenting the physical and or/emotional signs that may indicate possible drug use.

### **SAFE HARBOR**

Safe Harbor is a program that permits students to refer themselves for help and treatment for the use of alcohol, illegal drugs, or legal drugs being abused or used illegally. If the student comes forward of his or her own free will, help is available and the student will not be subject to disciplinary sanctions provided ALL provisions of the Safe Harbor are strictly adhered to.

To enter into safe harbor, students will contact the Office of the Dean of Students. *At that point*, the student will enter into an agreement and sign a consent form outlining the guidelines and provisions of the Safe Harbor Program. The student is considered to be in safe harbor at that point and *all provisions of the program are applicable from that point on*.

Entry into the Safe Harbor Program affords students the opportunity to receive professional counseling, educational programming, and provides accountability. An individual treatment plan will be developed between the student and his or her counselor. The duration of the program will be determined by the counselor.

Students are advised that they will be subject to random drug testing while in the Safe Harbor Program. A positive drug test during safe harbor will result in applicable disciplinary sanctions being imposed. Students may NOT enter into the Safe Harbor Program after being notified of his or her participation in an impending drug test or after being charged with a drug or alcohol-related disciplinary offense. Students are still encouraged to seek free and confidential treatment and/or referrals from the Office of Counseling Services at any time.

(Note: Students are required to pay for drug testing while participating in the Safe Harbor Program.)

### **IMPLEMENTATION OF THE PROGRAM**

At the beginning of each academic year, an educational program is presented to all intercollegiate athletic teams at Charleston Southern University. A copy of the Athletic Department’s Drug Educational Testing Policy is given to each student-athlete.

The Assistant Athletic Director for Compliance shall inform individual teams about the program during their annual compliance meeting. Information concerning the purpose, population, methodology, drugs of consideration, testing procedures, guidelines and sanctions shall be discussed with the student-athletes. Note that the Charleston Southern University and NCAA Drug Testing Programs are completely separate in nature. All NCAA testing will be held in accordance with all NCAA sanctions.

Each student-athlete is thereafter asked to sign an NCAA Student Athlete Statement, NCAA Drug Testing Consent Form, and the CSU Institutional Drug Testing Consent Form acknowledging receipt and understanding of the Program. Student-athletes will also be asked to provide voluntary consent for the administration of the urinalysis testing required by the Program and a release of testing information to certain individuals. Any student-athlete under the age of eighteen (18) is required to obtain parental or legal guardian consent on the form as well.

### **METHODOLOGY**

Every possible step will be taken to ensure and maintain the confidentiality of the test results and to ensure the identity and integrity of the sample throughout the collection and testing process. The student-athlete must bring a photo I.D. to the specified testing site. All drug testing will be conducted in adherence to all NCAA Guidelines by the National Center for Drug Free Sport, Inc, or a comparable contracted provider.

By design, all positive test samples are re-screened. All involved parties are required to follow a strict chain of custody to protect the privacy and due rights of the individuals being tested.

Student-athletes may be randomly tested several times during the academic year, and testing will typically take place within **24 hours** of notification. Random selection will be carried out in the Office of Assistant Athletic Director for Medical Services. Selection will take place within individual teams and across the department. The drug-testing program will be conducted by the Athletic Training Staff and supervised by the Team Physicians and the Athletic Director.

The certified test results are returned to the Assistant Athletic Director for Medical Services who then will notify the Athletic Director. The Athletic Director will notify the Assistant Athletic Director for Compliance, the Head Coach, the Vice President for Planning and Student Affairs, and the Dean of Students. Every possible step is taken to assure and maintain the confidentiality of the test results and to ensure the identity and integrity of the sample throughout the collection and testing process. If a student-athlete attempts to adulterate, substitute or manipulate his/her urine specimen during the collection process, it will be treated in the same fashion as a positive drug test.

### **DRUGS OF CONSIDERATION**

Use of any of the following drugs, except as prescribed by a qualified physician to treat an individual's medical condition, by a member of any Charleston Southern University athletic team is expressly prohibited. The presence in a student-athlete's urine of a substance and/or metabolite of such substance belonging to a class of drugs currently banned by the NCAA may be cause for suspension, loss of eligibility, and/or loss of financial aid. Drug classes that will be tested include:

- A. Stimulants (Amphetamines, Metamphetamines, Cocaine)
- B. Depressants (Barbiturates, Methaqualone)
- C. Tetrahydrocannabinoids (Marijuana, Hashish)
- D. Narcotics (Opiates, Heroin)
- E. Hallucinogens (PCP, LSD)
- F. Diuretics
- G. Anabolic Steroids & Agents
- H. Peptide Hormones and Analogues (\*HGG,ACTH)

### **Use of Tobacco Products**

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

### **Dietary Supplements**

Some products sold as dietary supplements contain banned substances. No one can assure you that a supplement is 100% pure. If you test positive for a banned substance due to the consumption of a dietary supplement, you will be disciplined in the exact manner of any other positive test.

### **Student-Athlete Resources**

**NCAA's Drug Testing Site:**

[www.ncaa.org/health-safety](http://www.ncaa.org/health-safety)

**Dietary Supplement Resource Exchange Center**

[www.drugfreesport.com/rec](http://www.drugfreesport.com/rec)

### **GUIDELINES/SANCTIONS FOR POSITIVE TEST RESULTS**

There are three ways in which a student-athlete can test positive under this program. The first being any legal conviction of a student-athlete for underage possession of alcohol, DUI, public intoxication, the purchase or possession of illegal drugs. The second method, being any conviction of a student-athlete for violating the University's Alcohol and Drug Policy (See CSU Student Handbook, located online at [www.csuniv.edu](http://www.csuniv.edu)). And the third method, being in the opinion of the outside agency performing the drug testing, the presence of one or more of the prohibited drugs in the student-athlete's urine. In the event that the student-athlete has disclosed to the Athletic Training Staff all medications he/she is taking; has a documented medical history that includes a copy of all current prescriptions; as well as continuing to

diligently update this information, a positive test result does not include any such drug that is the result of treatment prescribed by a qualified physician for medical purposes. Simply having a prescription does not automatically qualify for a medical exception.

**I. POSITIVE TEST:**

- a. The Athletic Director shall notify the appropriate Head Coach that a positive test has occurred. Details regarding the types of drugs and other circumstantial information shall be kept confidential by the Athletic Director and the Assistant Athletic Director for Medical Services.
- b. The Athletic Director will notify the student-athlete that a positive test result was obtained. The student-athlete will then meet with the Athletic Director, Assistant Athletic Director for Medical Services, and the Assistant Athletic Director for Compliance.
- c. The student-athlete will be suspended from the CSU Athletic Program for a period of at least one year from the date of the positive test result and be required to enter a drug-abuse counseling program if the student-athlete is not expelled from the University. The student-athlete is also subject to the ramifications set forth in the CSU Student Handbook, which may include, but not limited to, fines, disciplinary probation, suspension from residence hall, counseling, administrative withdrawal, and expulsion from the university.
- d. If allowed to remain as an active member of the University, the student-athlete will be required to continue to submit to random drug testing for up to one year from the date of the positive test result.
- e. The student-athlete may be reinstated to the athletic program at the end of the one-year suspension at the discretion of the Athletic Director, if the student-athlete meets the above requirements and his/her follow-up tests remain negative.
- f. The Athletic Director, Assistant Athletic Director for Medical Services, Assistant Athletic Director for Compliance, Head Coach, Vice President of Planning and Student Affairs, and the Dean of Students will be notified of the positive test result.

**II. RIGHTS TO REQUEST A REVIEW:**

- a. If the student-athlete desires to contest the results or the test of the proposed sanctions, he or she has the right to request a review.
- b. The request for the review must be in writing and must be submitted within two days of the notification of the positive test result to the Athletic Director.
- c. Evidence of the student-athlete's use of prohibited drugs, including all test results, and the reasons why the proposed sanctions should be imposed will be presented to the Athletic Director for review. The student will have the right to contest the test results, to present reasons why the proposed action should not be taken, and to present evidence to support his or her contentions.
- d. The Athletic Director will render a written decision within five working days of the review, which will be the final decision in this matter.

### **III. ZERO TOLERANCE:**

Any student-athlete who engages in the sale or distribution of illegal drugs will be suspended from the University. Any existing athletic financial aid will be terminated at the end of the semester. In addition, the confirmed use of alcohol will result in disciplinary action as stated in the 2009-2010 CSU Student Handbook, located at [www.csuniv.edu](http://www.csuniv.edu). Charleston Southern University student-athletes are expected to follow the University's Student Code of Conduct and the Student-Athlete Handbook both on and off campus.

### **VI. POLICIES AND PROCEDURES FOR ATHLETIC TRAINING DEPARTMENT OPERATION AND MANAGEMENT**

#### **ATHLETIC TRAINING CENTER GENERAL OPERATIONAL HOURS**

The Athletic Training Center will be open:

##### **Monday – Friday**

Open 8:00 a.m. - 5:00 p.m.  
Closed 12:00 p.m. - 1:30 p.m.  
\* Convocation – Wednesdays \*  
Closed 10:45 a.m. - 1:30 p.m.

##### **Saturday – Sunday**

Hours will vary according to practice and event schedules. The Athletic Training Center will not remain open if there are no scheduled practices or competitions.

#### **PURPOSE**

Athletic Training is a branch of the Athletics Department. The athletic training staff is primarily responsible for the delivery of the health care system to all athletes participating in intercollegiate athletics at Charleston Southern University. This health care includes prevention, evaluation, treatment, rehabilitation, and management of injuries or illnesses sustained during practices or games, as well as on-site coverage of practices and games.

#### **PREPARTICIPATION EXAMINATIONS**

All athletes must be cleared by the CSU Athletic Training Staff prior to participation in any team related activity - there will be no exceptions. All athletes must pass a CSU-approved athletic physical examination by a physician in order to be cleared for participation. Once the physical examination is completed, a final clearance by a CSU Certified Athletic Trainer must be done on campus before being allowed to report to any preseason practice or team workout. New athletes will complete the Medical History Form, sign and complete the required policies and procedures prior to undergoing a comprehensive physical.

Returning athletes will complete the NCAA Interval Year Health Questionnaire. If any new injuries/illnesses have occurred since the end of the previous competitive season, the athlete may be referred to the team physician. If an athlete is not present for the prescheduled athletic physical examination process, the Athletics Department will not be held financially responsible for the Physician to complete the athletic physical examination in office.

#### **EVALUATION OF ATHLETIC INJURIES**

The team physician and Certified Athletic Trainer are the individuals responsible for diagnosis of all athletic injuries and illnesses.

It is the responsibility of any athlete requiring medical assistance as a result of an athletic injury to report this injury to the Athletic Training Staff as soon as possible.

Any medical condition that affects your ability to participate in athletics should be reported.

#### **TREATMENT OF ATHLETIC INJURIES**

All injuries are to be reported to the Athletic Training Staff. The Athletic Training staff will administer first aid to all injured athletes. Student-athletes at CSU are expected to follow the treatment and participation

instructions of the Athletic Training Staff until a Certified Athletic Trainer releases you. All treatments and rehabilitation are performed in the Athletic Training Center except for physical therapy procedures performed at pre-approved contracted medical facilities. **Rehabilitation is completed on a scheduled basis only in the morning and between classes. All treatments will be scheduled at the discretion of your designated Certified Athletic Trainer. A designated Certified Athletic Trainer will be available no later than one hour post-practice for any additional treatments.** No sport equipment is allowed inside the Athletic Training Center. Equipment should be left in the locker room or outside of the Athletic Training Center entrance.

When an injury hampers your ability to practice, you are expected to get an appointment and report to the Athletic Training Center at that time, unless instructed differently by an Athletic Training staff member. It is the athlete's responsibility to follow recommended Athletic Training Department procedures for the care and handling of any athletic injury. Failure to do so may result in unnecessary lengthy rehabilitation and prolonged absence from participation in that sport. The team physician, in conjunction with the Athletic Training staff, is the final authority in determining when an injured or sick athlete may return to practice or competition.

Any injury occurring after Athletic Training Center hours, when an Athletic Trainer is not present, shall be assessed as life-threatening or non-life-threatening. In the case of a life-threatening injury, the coach should call 911 and activate the Emergency Medical System and then notify a member of the certified staff as soon as possible. In the case of a non-life-threatening injury, the coach should contact one of the certified staff as soon as possible to receive instructions on appropriate health care.

#### **MEDICAL REFERRALS**

The CSU Team Physicians are available for office services as well as scheduled clinics in the Athletic Training Center. **All injuries must be evaluated by a Staff Athletic Trainer prior to referral to a physician.** The Athletics Department will not file **unauthorized** physician appointments with Charleston Southern University's secondary athletic insurance policy, regardless of injury occurring during supervised athletic participation. All appointments or referrals will be made by the Athletic Training staff and/or the team physician. **Athletes are responsible for providing their own transportation to and from all off-campus medical providers.** The Athletic Training Department may provide transportation, when available and if no other means of transportation can be arranged.

#### **EMERGENCIES**

Should a medical emergency occur, notify a member of the Certified Athletic Training Staff as soon as possible. When on campus, use Trident Regional Medical Center. Examples of a medical emergency are as follows, but are not limited to: Extreme illness (high temperature, heat illness, uncontrolled vomiting), serious uncontrollable bleeding, and severe head injury (unconsciousness) are examples of emergencies.

If there is an ample amount of time, please make an effort to contact a CSU Certified Athletic Trainer when using the emergency room. CSU's secondary insurance may assist with injuries directly related to supervised athletics participation. Contacting a CSU Certified Athletic Trainer may help the athlete avoid a costly bill. Illnesses and skin conditions are not covered financially by the Athletics Department. Should the athlete go to the emergency room for an injury, the athlete must report to the Athletic Training Center as soon as possible the next morning.

#### **FINANCIAL COVERAGE OF INJURIES**

All students-athletes at CSU are required to have primary medical insurance **that has coverage in the Charleston area.** Proof of personal insurance is required. Each athlete must complete an Insurance Information Form and provide a copy of his or her insurance card (front and back), in addition to the New/Returning CSU Student-Athlete Forms prior to being cleared for participation. Each athlete is responsible for knowing whether his or her insurance requires pre-certification for medical services.

**Charleston Southern University provides secondary insurance that may cover athletic injuries. At most, this policy covers only the remaining balance after the athlete's primary insurance has made a determination of benefits.**

All accidents occurring to athletes in supervised and scheduled Charleston Southern University sponsored practices/games may be covered by the accident insurance policy at Charleston Southern University. CSU will not be responsible to make a claim for our secondary insurance for such conditions as: illness, preexisting injuries, non-athletic injuries, general medical conditions, injuries that do not occur as the direct result of supervised collegiate athletic activities, failure to follow Athletic Training Department policy, and claims that have been denied by the athlete's primary insurance.

In the event that you lose coverage by your primary medical insurance through cancellation, failure to renew, or failure to transfer networks, Charleston Southern University will not be responsible for medical bills. All bills must first be filed through your primary insurance company. If you receive a bill from your insurance or the medical provider, **immediately** bring it to your staff Athletic Trainer for further instructions.

Once a supervised, athletic-related injury occurs, the bills are submitted to the athlete's **primary** insurance company. After your primary insurance company has fully processed the claim, the remainder of the bill is submitted to our **secondary** athletic insurance. Our insurance company cannot process a bill until it receives an Explanation of Benefits from the athlete's primary company.



## VII. GUIDING PRINCIPLES

### *Founding Principle:*

*“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you; and lo, I am with you always, even unto the end of the world. Amen.”*

**Mission:** Promoting Academic Excellence in a Christian Environment

**Vision:** To be a Christian university nationally recognized for integrating faith in learning, leading and serving

### BIBLICAL CORE VALUES: WHAT WE BELIEVE

**Scripture:** II Timothy 3:16 *“All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness.”* The Bible is the infallible record of God’s revelation to humanity, and it is the only sufficient source of appeal on matters relating to the Christian faith.

**God:** Genesis 1:1 *“In the beginning, God created the heavens and the earth.”* John 1:3 *“All things were made by him; and without him was not anything made that was made.”* There is one and only one living and true God. The historical account of Genesis decrees that He is the personal and direct Creator of all that exists, including the first human beings Adam and Eve. To Him we owe the highest love, reverence, and obedience.

**Jesus Christ:** John 14:6 *“Jesus said unto them, ‘I am the way, the truth, and the life; no man cometh unto the Father but by me.’”* God made provision through Christ for the redemption of sinful humanity by His substitutionary atonement on the cross, and He alone is sufficient as Savior.

**Salvation:** John 3:16 *“For God so loved the world, that He gave His only begotten Son, that whosoever believeth in him should not perish, but have everlasting life.”* Salvation involves God’s gracious redemption of individuals and is offered freely to all who accept Jesus Christ as personal Lord and Savior by repentance and faith.

**Life of the Believer:** Romans 12:2 *“And do not be conformed to this world, but be ye transformed by the renewing of your mind, that ye may prove what is that good and acceptable and perfect will of God.”* Christians are to be consistent with Scripture in their character and conduct.

**Evangelism and Missions:** Acts 1:8 *“But ye shall receive power, after that the Holy Ghost is come upon you; and ye shall be witnesses unto me both in Jerusalem, and in Judea, and in Samaria, and unto the uttermost part of the earth.”* It is the privilege and duty of every Christian to share the Gospel of Christ personally and by all other methods in harmony with the Gospel.

Adopted from **THE BAPTIST FAITH & MESSAGE**, Southern Baptist Convention, 1998.

### Athletic Department Telephone Directory

<b>Athletic Administration Main Office</b>	<b>www.csusports.com</b>	<b>863-7678</b>
<b>Administrative Staff:</b>		
Vice President for Planning & Student Affairs	Dr. Rick Brewer	863-7503
Director of Athletics	Hank Small	863-7080
Assistant AD Internal Affairs	James Bradley	863-7677
Assistant AD NCAA Compliance	Michael Hammond	863-7078
Associate AD External Affairs	Cathryn Broderhausen	863-7523
Director of Marketing	Brooke Kakassy	509-3343
Assistant AD Sports Med./Athletic Training	Toby Harkins	863-7681
Strength Coach	Toby Jacobi	863-7597
Business Manager	Crystal Boswell	863-7670
Assistant AD Media	Blake Freeland	863-7687
Director of Student-Athlete Success/SWA	Christie Faircloth-Dixon	863-7629
Athletic Administrative Assistant/Ticket Manager	Beth Boyle	863-7678
Faculty Athletic Representative	Dr. Arnold Hite	863-7909

<b>Head Coaches:</b>		
Baseball	Stuart Lake	863-7591
Men's Basketball	Barclay Radebaugh	863-7690
Women's Basketball	Julie Goodenough	863-7684
Football	Jay Mills	863-7119
Men's Golf	Mike Wilson	863-7122
Women's Golf	TBA	863-7678
Women's Soccer	Eric Terrill	863-7931
Softball	Shane Winkler	863-7686
Women's Tennis	Mike Baker	863-7145
Men's Cross Country / Track & Field	Tim Langford	863-7174
Women's Cross Country / Track & Field	Tosha Ansley	863-7111
Volleyball	Danyel Bellush	863-7680

#### Campus Services

Enrollment Services .....	863-7050
Registrar's Office .....	863-8060
Residence Life and Campus Safety .....	863-7104/7103
Student Activities .....	863-8031
Campus Minister .....	863-7218
Dean of Students .....	863-8008
University Emergency (on campus) .....	20#
University Emergency (off campus) .....	553-5896 or 911

*If dialing on campus, dial only the last four numbers.*

The information contained in this handbook is not intended to, nor does it, constitute a contract between Charleston Southern University and any student athlete.