



2009-2010 Student Athlete Handbook

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Letter from the Athletic Director, Norwood Teague



Dear Student-Athletes,

Welcome to another promising year at Virginia Commonwealth University. For those of you new to the school, we're excited that you chose to be a part of something special here at VCU. To those student-athletes who are returning, congratulations on an outstanding 2008-09 school year.

My staff and I would like to wish each student-athlete the best of luck negotiating what can be a hectic schedule of classes, meetings, practices, games and campus life. We would also like you to know that you don't have to do it alone.

VCU has outstanding support services and staff available to help you along the way. Please do not hesitate to take advantage of our experienced academic support team and dedicated compliance officers. They're here to make sure you reach your academic goals and realize your educational potential.

I have the utmost confidence that VCU student-athletes will not only continue to compete for championships on the field, but achieve excellence in the classroom. Go Rams!

Sincerely,



Norwood T. Teague
Director of Athletics

Core Principles

The Department of Intercollegiate Athletics is committed to advancing the overall University mission and has established the following core principles to add value to the institution and the greater Richmond community.

- To provide each VCU Student Athlete with a quality experience that helps each individual grow and develop as a productive member of society.
- To build pride in every VCU constituent by having a top quality program and communicating each “victory” through a successful branding strategy.
- To generate significant revenues and manage expenses to maximize the productivity from available resources.
- To manage the total operations of the athletic department and athletics facilities so that VCU Athletics provides the most efficient and effective utilization of resources.

Athlete Code of Ethics

As a student athlete at VCU, you have the opportunity to develop your academic, athletic, and personal abilities in a community environment. In addition, athletics gives you an opportunity to travel, represent your institution and learn the importance of teamwork. Representing your team and the University requires a commitment to certain ethical guidelines and behaviors. Such ethics include but are not limited to:

- Respect different points of view
- Strive for the highest degree of excellence
- Abide by the spirit of the rules
- Maintain high standards of courtesy, behavior and integrity
- Respect and accept the decisions of the coach
- Exhibit dignity in manner and dress when representing one’s institution at all times
- Respect the accomplishments of teammates
- Exert maximum efforts in academics, practice and competition

Coaches’ Jurisdiction and Team Rules

The coach is responsible for the total conduct of his/her sport program and team rules within limits of authority defined by the:

- Philosophy and goals of the Athletic Department
- University and Athletic Department policies and procedures
- Rules and regulations of the Colonial Athletic Association (CAA) and the National Collegiate Athletic Association (NCAA)

The Athletic Director will review violations of team rules set forth by each head coach. Suspension and loss of grant can occur after review by the Athletic Director.

Student Athlete Responsibilities

Preface

VCU student athletes, like all other students are guided by University policies concerning Student Life and the civil and criminal codes of the Commonwealth of Virginia and nation. Additionally, student-athletes are to comply with policies contained in the *Virginia Commonwealth University Student-Athlete Handbook*. Accordingly, infractions of policy or law are adjudicated as follows:

- A. *VCU Student-Athlete Responsibilities* governs the student's privilege and permission to participate in any aspect of NCAA sports competition.
- B. *Rules & Procedures of Virginia Commonwealth University* governs an individual's status as a student and the ability to participate in the academic programs of the university.
- C. The civil and criminal courts of Virginia and the United States govern an individual's status as a citizen and his/her rights thereof.

Responsibilities

This document is designed to institute clear expectations regarding standards of integrity and assure that VCU student-athletes represent themselves and the University in a manner that reflects positively on all parties both on and off the field. Athletics participation is a privilege coupled with responsibility and obligation. The university Athletics Director or designee will clearly communicate to prospective and current student-athletes Virginia Commonwealth University's institutional values and expected behaviors of a student-athlete. In addition, the Athletics Director or designee will communicate athletic sanctions in the event the student is charged with crimes or violation of university policy. This document pertains to a student-athlete's participation in intercollegiate athletics. It does not address university status as a student. VCU student-athletes are also subject to regulations pertaining to the Commonwealth of Virginia, the NCAA, the Colonial Athletic Association and Virginia Commonwealth University.

Procedures

The Athletics Department administrators, coaches, athletic trainers, and staff are to conduct themselves in a manner that creates a positive image of those individuals associated with VCU. Likewise, student-athletes are expected to uphold the same standards of conduct and to be positive role models within the academic and athletic communities. A clear statement of sanctions is a necessary component in addressing inappropriate behavior. Situations can be more clearly and objectively resolved when such a statement exists. The following areas are highlighted as such:

- All participants shall demonstrate honesty and integrity in their statements and actions.
- Student- athletes shall not, and shall not be required to, allow their participation in athletic programs interfere with their educational activities, (i.e., fulfilling class requirements)

- Student-athletes are expected to exhibit a higher standard of behavior than might be expected of other students and to avoid conduct that may appear improper.
- All participants shall treat one another and all other people with dignity and respect.
- Conduct that is verbally or physically threatening or abusive, belligerent, or harassing shall not occur at any time.
- Any infraction contrary to this document will result in investigation and adjudication appropriate to the alleged offense.

Criminal Violations of Local, State or Federal Law

Major: Felony Charge

If the Virginia Commonwealth University Athletics Department has information which leads it to conclude that a student-athlete has been arrested or charged with a felony, or with a crime involving gambling or game fixing under Virginia law or any other jurisdictional equivalent, the student-athlete shall be suspended automatically, by the Director of Athletics, from practice and competition until the charges are dropped, dismissed or otherwise resolved. The student-athlete may appeal this decision pursuant to the Appeals Procedure found in this document. By suspending the student-athlete, the Athletics Department is not prejudging guilt or innocence nor whether department discipline is necessary. Rather, the suspension protects the integrity of the department in instances where a student-athlete has been arrested or charged with a criminal offense.

Felony Conviction

Any student-athlete convicted of or pleading guilty or no contest to a felony charge or a game fixing charge under Virginia law or any other jurisdictional equivalent shall be permanently dismissed from the team by the Director of Athletics. If the athlete appeals the conviction, the dismissal will remain in effect throughout the appeals process and will not be reversed unless the appeal is successful and the conviction is overturned in a court of law. The athlete shall retain her/his grant-in-aid for the balance of the academic year. The Athletics Department shall recommend to the Director of Financial Aid that the grant-in-aid not be renewed for any succeeding academic years. The student-athlete may appeal this decision pursuant to the Appeals Procedure found in this document. NOTE: student-athletes involved in gambling violations also shall be subject to the sanctions contained in Section 10.4 of the NCAA Manual.

Minor: Misdemeanor Charge and/or Conviction

Any student-athlete who is arrested, charged and/or convicted of a misdemeanor charge (other than gambling or game fixing which are addressed above and other than minor traffic infractions) will be subject to a review process. The Athletics Director will review the charges and all of the surrounding circumstances. Sanctions for misdemeanor charges may be delegated as the Director of Athletics sees fit. Factors to be considered include but are not limited to:

- A. Nature of charge (violent or non-violent)
- B. Prior behavior
- C. Self disclosure of the violation

- D. Cooperation during the investigation
- E. Alcohol and/or drug use
- F. Consistency with regard to handling of other cases.

Athletics Department sanctions may include, but shall not be limited to:

- A. Warning
- B. Counseling Sessions
- C. Community Service
- D. Probation
- E. Restricted use of athletic services or facilities
- F. Suspension from play and/or practice for a stated period of time. [Attention will be paid to those offenses that result (or are likely to result) in extended trials or continuing legal circumstances that will require the undistracted attention of the involved student-athlete.] Once identified, these offenses may result in an automatic suspension from practice and/or playing privileges until the charges are dropped, dismissed or resolved to the satisfaction of the institution.
- G. Dismissal from the team (available for a conviction or if the student-athlete pleads guilty or no contest to a misdemeanor). In the event of dismissal from the team, the student-athlete may retain her/his grant-in-aid for the balance of the academic year. The Athletics Department shall recommend to the VCU Director of Financial Aid that the grant-in-aid not be renewed for any succeeding academic years.

If an athlete appeals a misdemeanor conviction, the sanction imposed as a result of the conviction will remain in effect throughout the appeals process. The sanction will not be removed unless the appeal is successful and the conviction is overturned by a court of law.

The Athletics Director will use this review process when athletics department employees first learn of a charge and/or arrest. This process will also be utilized again, in its entirety, if there is then a conviction resulting from the charge and/or arrest. The student-athlete may appeal any decision made pursuant to this review process by following the appeals procedure found in this document.

VCU Judicial Affairs & Academic Integrity Rules & Procedures

At the discretion of the Athletics Director or designee, a student-athlete found responsible for misconduct per VCU Judicial Affairs and Academic Integrity Rules and Procedures may also be disciplined in a manner consistent to the sanctions outlined for misdemeanor charges in this document.

Athletics Department Student Host Recruiting Policies

At the discretion of the Athletics Director or designee, a student-athlete found responsible for violating the Student Host Recruiting Policy indicated in the *VCU Student-Athlete Handbook* will be disciplined in a manner consistent with the sanctions outlined for misdemeanor charges in this document.

Unsportsmanlike Conduct during an Athletic Contest

The Athletics Director will review student-athlete unsportsmanlike conduct that occurs during an athletic contest. It is the Athletic Director's responsibility to assign sanctions to the offender, if determined to be necessary. The student-athlete will also be subject to any applicable Colonial Athletic Association and NCAA sanctions.

Privacy

A student-athlete grants to the university the right to publicly disclose an athlete's suspension or dismissal from intercollegiate athletics. However, in recognition of a student-athlete's right to privacy, no other information concerning violation of the behavior addressed in this document may be released without the student-athlete's authorization.

Notice of Violation & Hearing

When a student-athlete violates the terms of this document, the Director of Athletics or designee, shall immediately inform the head coach and student-athlete of a sanction in writing. The written notice should be hand delivered (or express mailed) and include information about the appeal process. The notice should be kept on file until two years after the student graduates or indefinitely if the student leaves the university without graduating

Appeals Procedure

Any student-athlete sanctioned under these procedures may appeal within five working days, in writing, to the Athletics Director. In the event of an appeal, a review committee shall consider all factors, including any extenuating circumstances. The student-athlete must appear personally before the committee, with or without a representative of her/his own choosing from the members of the university community. The review committee shall be composed of:

- A. The President (or designee)
- B. The Associate Vice Provost and Dean of Student Affairs (or designee)
- C. The NCAA Faculty Athletics Representative (who shall chair the committee).

Within five working days after hearing the appeal, the committee shall issue its decision, which shall be final with no further right of review.

Relevant Policies

1. Violations of University Regulations

Violations of the University's Student Code of Conduct, available at <http://www.students.vcu.edu/judicialaffairs/rules&procedures/> are under the jurisdiction of the Associate Vice Provost and Dean of Student Affairs

2. Violations of Team Rules

Each head coach may develop and enforce his or her own set of team rules to establish standards for team conduct. These rules may be more restrictive than athletics department, university, conference, or NCAA rules. The head coach presents team rules to the student-athletes each season. Head coaches have the authority to suspend or dismiss student-athletes if violations of team rules warrant such a decision. Appeals of team rules are to be resolved by the Director of Athletics or designee.

3. Violations of NCAA Regulations

Student-athletes are subject to the rules and regulations of the NCAA, as well as the penalties imposed by VCU Athletics regarding the breach of the regulations. Full NCAA Legislation is available in the NCAA Manual or on-line at <http://www.ncaa.org>

4. Violations of Colonial Athletic Association Conference Regulations

Virginia Commonwealth University and its Athletics Department fully endorse the policies of the Colonial Athletic Association as they relate to student-athlete conduct, conference championship play and in the intra-conference transfer of student-athletes. CAA rules and regulations may be found in the CAA Conference Manual or on-line at

http://www.caasports.com/ViewArticle.dbml?DB_OEM_ID=8500&KEY=&ATCLID=299298 in the relevant policy section.

CAA Sportsmanship Pledge

This pledge is read at every CAA sport competition and represents a compass to guide each and every student athlete on the field, in the classroom, in the community.

I am a CAA student-athlete, I respect myself.

Through respecting myself, I respect my opponent.

Through respecting my opponent, I respect the game.

Through respecting the game, I respect the officials.

Through respecting the officials, I respect the outcome.

My example, in victory or defeat, nurtures respect in others.

Will you follow my lead?

Compliance Office

For more information, go to <http://vcuathletics.tv/comp/>

NCAA Rules and Athletic Eligibility

The NCAA and the Colonial Athletic Association (CAA) have strict rules that are to be followed at all times by members of VCU's Athletic Department, its supporters, and its student athletes.

Violations of these rules in any fashion, regardless of the level of fault on the part of the student athlete, **result in immediate loss of eligibility from athletic participation.**

Rules that you, the student athlete, **must adhere by** includes the following:

- You cannot accept cash, prizes, non-personalized merchandise awards, gift certificates, travel expenses or a salary for your participation in outside competition in your sport.
- Before any tryout for or contract with a professional sports team, it must be cleared by the Director of Athletics.
- You cannot agree to be represented by or obtain representation from an agent for the purposes of marketing your skills.
- Do not accept any gifts of cash, loans, use of car, or anything of value from anyone employed by VCU, an alumnus or supporter of VCU's athletic program.
- Do not accept free equipment or discount because you are an athlete from sporting goods companies or sports equipment manufacturing firms.
- You may not receive any non-athletic institutional aid or outside aid unless it is approved by the office of financial aid.
- Do not participate on any outside team during the academic year. See compliance for exceptions during vacation periods.
- Do not participate in any basketball summer league or on any outside team during the summer, which has not been approved by the NCAA and the compliance office.
- Do not contact another four-year institution regarding transfer without receiving prior written permission from VCU. See your coach and the Director of Compliance if another institution contacts you.
- Do not accept travel or per diem expenses from an outside organization sponsoring a competition if such reimbursement is dependent on how you perform.

Time Allowed for Eligibility

NCAA Bylaw 14.2: Student athletes may compete in a **maximum of four (4) years of eligibility within five (5) consecutive calendar years.**

The five (5) years begin when you enroll as a full-time student at **any** institution. Exceptions may be granted by the NCAA Eligibility Committee for any of the following reasons:

- Military Service

- Official Church Service
- The Peace Corps
- Pregnancy for female student athletes

Season of Competition

NCAA Bylaw 14.02.6: Student athletes may compete in a **maximum of four seasons** of intercollegiate competition. One has utilized a season of competition when one:

- (a) Represents the institution in any contest against outside competition, regardless of how the competition is classified (e.g., scrimmage, exhibition or joint practice session with another institution's team) or whether the student is enrolled in a minimum full-time program of studies;
- (b) Competes in the uniform of the institution or, during the academic year, utilizes any apparel (excluding apparel no longer utilized by the institution) or equipment received from the institution that includes institutional identification; or
- (c) Competes and receives expenses (e.g., transportation, meals, room, or entry fees) from the institution for the competition.

Countable Hours

Student athletes may not participate in countable athletically related activities for more than:

In-Season

- 4 Hours per day
- 20 hours per week

Out-of-Season

- 2 hours per day
- 8 hours per week

Student athletes shall have one day off per week while in-season and during the academic year, in which no countable athletic activity will occur. This day does not need to remain constant from week to week. A week is defined as any seven consecutive days.

Countable Athletically Related Activities	NOT Countable Athletically Related Activities
<ul style="list-style-type: none"> ▪ Any required activity with an athletics purpose at the direction of, or supervised by, a coach (includes strength and conditioning coaches): <ul style="list-style-type: none"> –Practice; –Competition; –Required weight-training and conditioning; –Participation in a physical-fitness class; –Film or videotape reviews of athletics practices or contests; –Individual workouts. ▪ Required participation in camps, clinics or workshops; ▪ Meetings initiated by coaches or other institutional staff member on athletically related matters; ▪ On-court or on-field activities called by any member or members of a team and confined primarily to members of that team that are considered as requisite for participation in that sport; ▪ Visiting the competition site in the sports of cross country, golf and skiing. 	<ul style="list-style-type: none"> ▪ Training-table or competition-related meals; ▪ Physical rehabilitation; ▪ Dressing, showering or taping; ▪ Athletics department academic study hall or tutoring sessions; ▪ Meeting with coaches on nonathletics matters; ▪ Travel to and from practice and competition; ▪ Visiting the competition site in sports other then cross country, golf and skiing; ▪ Medical examinations or treatments; ▪ Fund-raising activities; ▪ Recruiting activities (e.g., serving as a host); ▪ Public relations activities related to the student-athlete’s sport; ▪ Participation in regular physical education classes, with or without credit, that are listed in the institution’s catalog and open to all students; ▪ Voluntary individual workouts not required or supervised by coaching staff members. A coach may design a voluntary general individual workout program for a student-athlete; ▪ Individual consultation with a coaching staff member initiated voluntarily by a student-athlete, provided the coach and the student-athlete do not engage in athletically related activities; ▪ The provision of videotapes to a student-athlete by a coach that include a personalized message and athletically related information (e.g., discussion of plays, general workout programs, lectures on strategy related to sport), provided the viewing of the videotape is voluntary.

If you need more information regarding what constitutes countable and non- countable athletically-related activities, please see the Compliance Office.

Academic Eligibility

All Student athletes at VCU:

- Must be enrolled **as full-time and degree-seeking students in good standing**. Managers must be full-time, degree-seeking students. A student who has an academic or disciplinary suspension is not in good standing.
- Must **complete a minimum of 6 semester hours** of academic credit in each full-time regular academic term to be certified eligible for the next semester.
- Must be **properly advised**. NCAA eligibility is predicated on the satisfactory completion of course work that would lead to a four-year degree in a designated major. In order to ensure continued NCAA participation, student athletes must confer with a departmental advisor and the Office of Student Athlete Support Services, to create or alter their course schedule.
- Must have **prior written permission for summer school courses**. NCAA rules require that summer school courses not taken at VCU must have prior written approval. This may be accomplished by completing the “Request to Take Course at Another Institution” form. See the Office of Student Athlete Support Services for this form, or go to records & registration forms on the VCU website.
- Must declare a major at the beginning of their third year of college. If a major is declared prior to the third year, students-athletes must meet satisfactory progress for that major at that time.
- Must complete a minimum of 24 hours of academic credit before the start of his or her second year of collegiate enrollment.
 - No more than 6 credits, taken over the summer, can be counted towards the minimum 24 credits each year.
- Must earn 18 credit hours during each regular academic year (fall and spring semesters) after initial year of enrollment, while continuing to meet percentage of degree requirements outlined below.

Percentage of degree/GPA requirements (requirements for the upcoming year):

Second Year	% degree: none (24 credits minimum)	GPA: 90%	(1.8 out of 2.0)
Third Year	% degree: 40% (120 credit program = 48 credits)	GPA: 95%	(1.9 out of 2.0)
Fourth Year	% degree: 60% (120 credit program = 72 credits)	GPA: 100%	(2.0 out of 2.0)
Fifth Year	% degree: 80% (120 credit program = 96 credits)	GPA: 100%	(2.0 out of 2.0)

Please note that the NCAA rules are minimum standards and that VCU encourages student athletes to excel beyond this minimum.

Varsity Awards

VCU letter jackets

Student-athletes who have successfully completed their first year of eligibility (**not a redshirt year**) on an athletic team will be eligible to receive a VCU letter jacket PROVIDED they return to the team as an active participant the following season.

- Student-athletes who are released from the team or elect not to participate the following season will **not** be awarded a jacket.

If eligible to receive a letter jacket, the student-athlete will be required to be fitted in early May. Information regarding dates and times of fitting sessions will be available from your respective coaches in late Spring. Letter jackets are awarded to student - athletes upon returning for the fall semester.

Athletics awards

NCAA Bylaw 16.1.4: Athletics awards given to individual student-athletes shall be limited to those approved or administered by the member institution, its conference or an approved agency and shall be limited in value and number as specified per NCAA legislation. **Awards received for intercollegiate athletics participation (even if the student-athlete's name or picture does not appear on the award) may NOT be sold, exchanged or assigned for another item of value at any time even after the student-athlete leaves VCU.**

Participation awards

Awards for participation in intercollegiate athletics may be presented each year, limited in value and number as specified per NCAA legislation. Awards for participation in special events may be provided **only** to student-athletes eligible to participate in the competition.

Awards for Winning Conference and National Championships

Awards for winning an individual or team conference or national championship may be presented each year, limited in value and number as specified per NCAA legislation. Awards for winning a conference or national championship in a team sport may be provided **only** to student-athletes eligible to participate in the competition.

Special Achievement Awards

Awards may be provided each year to individual student-athletes and teams to recognize achievements, honors and distinctions, limited in value and number as specified per NCAA legislation.

VCU Policy on Hazing

Hazing is illegal in the state of Virginia and will not be acceptable under any circumstances at Virginia Commonwealth University.

(Virginia Statue on Hazing is Code 18.2-56)

Definition: Hazing is activity which is physically or mentally abusive, potentially dangerous, humiliating or demeaning, or which interferes with academic achievement and human rights of the individual.

“Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of and educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include, students at an educational institution.

A person commits a hazing offense if the person:

- Engages in hazing.
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
- Intentionally, knowingly, or recklessly permits hazing to occur.
- Has firsthand knowledge of the planning of specific hazing incidents.
- Has firsthand knowledge that a specific hazing incident has occurred and knowingly fails to report it in writing to an appropriate official.

Suspected incidents of hazing involving VCU Athletics teams or student athletes should be reported to either:

- Director for Student Services, Chris Pope, cdpope@vcu.edu, 804-828-7618
- Director of Athletics, Norwood Teague, nteague@vcu.edu, 804-828-8110

All conversations are held in strict confidence.

Student Hosts of On-campus Prospects

A student athlete chosen to represent the department and university in hosting a prospect will:

- Sign a document stating they will abide by the standards and spirit of the rules set forth by the University and the NCAA surrounding a visit.
- Meet with the head coach to discuss the hosting requirements.
- Avoid, at all times, the perception of impropriety during the course of the visit.
- Providing the opportunity to consume or actual consumption of alcohol and drug by the host or prospect on all official visits is strictly prohibited.

Alcohol Policy

The Department of Athletics at Virginia Commonwealth University advocates the development of healthy and responsible lifestyles for student-athletes during their years of eligibility as a long-term enrichment and enhancement of their lives. In addition, this policy underscores the importance of the role our student-athletes serve as University representatives and role models to the many youth who admire them.

Substance abuse and dependence, and crimes and other situations which occur while under the influence of mood-altering substances are a major health and safety hazard in our society. The use of illegal substances and drugs is a crime and will not be condoned. The use of performance enhancing drugs is detrimental to student health and as a form of cheating, constitutes unacceptable behavior. Alcohol use by student-athletes who are under the legal drinking age in Virginia is against the law; for those student-athletes who are of legal drinking age in Virginia, excessive alcohol use is ill-advised and is strongly discouraged.

Gambling

<http://vcuathletics.tv/comp/current/gambling.html>

Gambling in any form is illegal and can render you ineligible. As a student-athlete, this means you may not participate in wagers for any item, including apparel, gift certificates or cash, sports “pools,” even among friends, gambling via the Internet or “800” numbers, or fantasy leagues that award a prize and require a fee. Sharing information about injuries, new plays, team morale, discipline problems, etc., with anyone who gambles is also against NCAA regulations.

The following activities are prohibited:

- Making a bet on any intercollegiate athletics contest.
- Accepting a bet or bribe or agreeing to throw, fix or influence the outcome of any intercollegiate athletics contest.
- Failing to report any bribe offer or any knowledge of any attempt to throw or fix a game or to influence its outcome.
- Participating through a bookmaker in any gambling activity (i.e. betting on a parlay card) involving athletics.

It is a federal offense to influence or attempt to influence a sporting contest by bribery. It is also a federal offense to make use of interstate facilities, including the telephone or mail, for placing of illegal bets. Both may result in fines and/or imprisonment.

Consequences of gambling

- Student-athletes that violate the NCAA gambling policy by placing a bet on any college or professional sport or providing information to someone who does gamble are declared ineligible to compete in college sports.

- If you accept or place a bet on any college or professional team other than your own, you are automatically suspended for a minimum of one year and are charged with a season of competition.
- If you accept or place a bet on any team at your school, you will be permanently ineligible.
- Student-athletes may also be at risk of losing athletics scholarships, being expelled from the school, being banned from other college and professional sports, and being arrested and charged with a crime.

Employee-Student Consensual Relationship

VCU is committed to maintaining learning and work environments as free as possible from conflict of interest, exploitation and favoritism. Employees and students are not to engage in consensual relationships whenever the employee has a “position of authority” such as:

- Teaching or Coaching
- Supervising or advising students as a part of a sport program or employment

More information can be found on the VCU Human Resources website at:

<http://www.provost.vcu.edu/pdfs/consensual-relationships-policy.pdf>

Extra Benefits

A student-athlete shall **NOT** receive any extra benefit. If the student-athlete receives an extra benefit not authorized by NCAA legislation, the individual is ineligible in all sports.

Definition: An **extra benefit** is any special arrangement by a VCU employee or a representative of the VCU athletics interests to provide a student-athlete or the student-athlete’s relative or friend a benefit not expressly authorized by NCAA legislation.

If student-athlete receives a benefit provided to him/her based on the student-athlete’s athletics ability, it is a violation of NCAA legislation.

Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation **IF** it is demonstrated that the same benefit is generally available to the VCU students or their relatives or friends or to a particular segment of the student body (e.g., foreign students, minority students determined on a basis unrelated to athletics ability).

For violations of NCAA legislation in which the value of the benefit is \$100 or less, the student-athlete will have to repay the value of the benefit to a charity of his/her choice. The student-athlete will remain ineligible from the time the institution has knowledge of receipt of the impermissible benefit until the student-athlete repays the benefit.

Scholarship Reduction and Cancellation during the Period of the Award

VCU may reduce or cancel athletic financial aid during the period of the award if the student-athlete:

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

The student athlete must be notified in writing of an opportunity for a hearing if his/her aid is reduced or cancelled during the period of the award.

Reduction or cancellation is not permitted during the period of the award:

- On the basis of a student athlete's athletic ability, performance or contribution to a team's success
- Because of an injury that prevents the recipient from participating in athletics
- For any other athletic reason

Renewals and Non-Renewals at the end of the Award:

- The renewal of University financial aid based in any degree on athletic ability **must be made on or before July 1 of each year.**
- Each student athlete who received aid the previous year will be notified in writing whether his/her aid will be renewed.
- If there is a reduction or cancellation, the University must inform the student athlete in writing that he/she may request a hearing.

Separate Travel Arrangements by Student Athletes

It is understood that there are situations where student athletes may travel separately from the team to sanctioned competitions. Those athletes must comply with these policies:

- Arrangements approved by the Head coach and team Administrator.
- "Release and Waiver of Liability" signed three (3) days prior to the travel.
- Completed release forms kept on file.

All forms can be found and must be returned to:

Pat Stauffer, Assistant Athletic Director for Olympic Sports, 804-828-4813

Sports Medicine Program

The Sports Medicine Program provides the prevention, care and rehabilitation of sports-related injuries/ illnesses.

<u>VCU Athletic Trainers</u>	<u>Training Room Address</u>	<u>Hours of Operation</u>
Todd Craft, ATC	Sports Medicine Building	M-F 10a.m.-6p.m.
Wendy Sheppard, ATC	1300 W. Broad St.	Sat-Sun by appt. or team
Nicole Stevens, ATC	Room 130	804-828-2321

***Under no circumstances will a coach or student athlete be allowed use of the athletic training room without the direct supervision of the athletic training staff. ***

- You should report all injuries or illnesses to the athletic training staff. The athletic trainers will report all injuries or illness to the respective coaches.
- No student athlete should be sent directly to the doctor or to the hospital except in the case of an emergency.
- All other injuries and illnesses require clearance and referral from the Sports Medicine staff.
- Athletic teams that are in season will receive top priority in athletic training room services.
- It is the responsibility of each student athlete to ensure that he/she is on time for taping and treatments to be on time for practice.

Banned Drug Classes

<http://www.ncaa.org/drugtesting>

- The current list of specific banned drugs and exceptions is located on the NCAA Web site.
- Please be aware that this list is ever changing, refer all questions to your athletic trainer for the most current information. Athletic Training Room: 804-828-2321
- You are held accountable for all drugs within the banned-drug classes regardless of whether they have been specifically identified

The examples are NOT all-inclusive. This list is ever changing.

- (a) Stimulants; (NoDoz [Caffeine pills], etc.)
- (b) Anabolic agents; (Andro, Dianabol, etc.)
- (c) Substances banned for specific sports; (Caffeine, etc.)
- (d) Diuretics and other masking agents; (Water Pills)
- (e) Street drugs; (Marijuana, Cocaine, Crystal Meth, etc.)
- (f) Peptide hormones and analogues; (Oxytocin, DHEA, etc.)
- (g) Anti-estrogens; and (Clomid, etc.)
- (h) Beta-2 Agonists

Medical Hardship

NCAA Bylaw 14.2.4: Student athletes may regain a season of competition if an institution requests a waiver on your behalf. This waiver will be processed and granted by the conference office. In order to

be considered for a medical hardship, all of the following conditions must apply:

- The incapacitating *injury or illness occurs in one of the four seasons of intercollegiate competition* at any two-year or four-year collegiate institution or occurs subsequent to the first day of classes in the student athlete's senior year in high school;
- The *injury or illness occurs prior to the completion of the first half of the playing season that concludes with the NCAA championship in that sport* and results in incapacity to compete for the remainder of that playing season; **and**
- The injury or illness occurs when you have *not participated in more than three contest or dates of competition (whichever is applicable to that sport) or 30 percent (whichever number is greater)* of the institution's scheduled contests or dates of competition in your sport.

Employment

<http://vcuathletics.tv/comp/current/employment.html>

Student athletes may earn legitimate on- or off-campus employment during the academic year provided:

- All employment must be approved by the head coach and reported to the Director of Compliance by completing a **Student Athlete Employment form**.
- Your compensation may not include any remuneration for value or utility that you might have for an employer because of the publicity, reputation, fame or personal following that you have obtained because of athletics ability.
- You may be compensated only for work actually performed and at a rate commensurate with the going rate in that locality for similar services.

Transfer Procedures

No member of the Athletics Department of other institution may discuss with any student-athlete currently enrolled at VCU, any information concerning their institution's programs or about transferring without first receiving permission from VCU Athletic Director or designee.

Transfer procedure for student-athlete who is leaving VCU to attend another collegiate institution:

1. The compliance office receives a written transfer release request from another collegiate institution. -- **OR** -- the compliance office is contacted by a current VCU student-athlete requesting a release to another institution.
2. The compliance office contacts the sports head coach for approval or denial of the request.

Note: No further steps will be taken by the compliance office until the student-athlete's head coach has been apprised of the request.

3. If the head coach grants permission for a student-athlete to explore transfer options, a general release statement will be produced by the compliance office. Two options may occur.
4. The coach may ask that a release be a blanket statement. A "To whom it may concern" statement will be created so that a student-athlete can pursue options with any institution of their choosing. Alternatively, the coach may release the student-athlete only to specific institutions upon his/her review. If the latter, communications between the coach and the compliance office must remain open so that accurate records reflecting requests and answers are maintained.
5. Blanket releases will become the responsibility of the student-athlete to disperse to the school(s) of their choice. A copy will remain on file in the student's compliance folder.
6. Institutionally specific releases will be processed via email by the compliance office ASAP.
7. If the head coach denies the release request, a transfer denial letter will be sent immediately to the inquiring institution via email.
8. A copy of any response provided will remain on file in the Compliance Office.

Office of Student Athlete Support Services

<http://www.vcu.edu/uc/athlete/>

Each team is assigned an advisor who will coordinate academic and personal advising. The advisor will assist the student athlete in meeting requirements for academic progress and athletic eligibility consistent with VCU's policies and NCAA rules and regulations.

Sofia Hiort Wright: Men's and Women's Tennis, Men's Basketball,

Scott Quarforth: Baseball, Golf, Women's Basketball, Women's Track/Field and XC

Matthew Smith: Field Hockey, Volleyball, Men's Track/Field and XC

Kasey Mattison: Tutoring/Peer Mentor Coordinator, Women's Soccer, Men's Soccer

Study Hall

- Study Hall requirements are set by the team coaches and academic advisor.
- Hours are only accepted between Sunday afternoon and Thursday night.
- Hours will not be accepted for student athletes who fail to log out upon leaving.
- Disruptive students will be asked to leave and forfeit *all* hours for that session.
- Weekly time reports are sent to the head coach at the end of every week.
- Every session must consist of a minimum one (1) hour and a maximum of two (2) hours.

HOURS:

Hibbs Hall Basement Room B-14

Sun. 4pm-10pm,

Mon. – Thurs. 5pm- 10pm

Sports Med. Computer Lab

Mon. –Thurs. 8am-5pm

Class Attendance

- Student athletes are required to attend all classes when on the VCU campus.
- Absence notices are given prior to Add/Drop, during the season of competition outlining missed classes due to competition.
- Absence notices are *Not Official*, professors have the choice of accepting these absences.
- *ALL* missed work and tests are the responsibility of the student athlete and should be completed prior to the date missed.
- Unexcused absences will be reported to the Head Coach and Athletic Director by the Academic Advisor and may result in missed competition(s).

Tutors

The Office of Student Athlete Support Services agrees to provide subject area tutoring to a student athlete if he/she accepts the following guidelines for participation.

Student athlete agrees to the following;

1. Be on time for all tutoring appointments. Tutoring sessions will last 1 hour and you must meet at least once a week for the remainder of the semester.
2. Attend all classes and labs. If you miss class because of a game, find a classmate to get notes.
3. Tutors are not responsible to teach material you missed because of a game.
4. Bring course syllabus, book and notebook to every session.
5. Develop a *Plan of Action* with the tutor, which may include meeting with your professor to discuss effective study strategies.
6. Try to do homework/reading or assignments before meeting with the tutor. Write down questions or problems.
7. You must call or email your advisor a day in advance (**24 hours**) to change or cancel an appointment.

Three late arrivals, no-shows or coming unprepared will result in a meeting between the student, academic advisor, and head coach to determine disciplinary measures.

All tutoring appointments are coordinated by: Kasey Mattison, ksmattison@vcu.edu, 804-828-1654

Hours of Operation for Tutoring

Sunday, 4 pm – 10 pm	Hibbs Halls, Writing Center 1 st Floor
Monday – Friday, 9 am – 5 pm	Sports Medicine Building, 2 nd Floor
Monday – Thursday, 5 pm – 10 pm	Hibbs Hall, Basement Room B-14

Peer Mentoring Program

This is a program developed to help first-year student athletes' transition into the collegiate environment.

- All first year student athletes will be paired up with an upper class student athlete during the fall semester.
- Weekly meetings are required between the mentee and mentor during the fall semester.
- Discussion topics include study habits, time management, and transitional issues.
- Student athletes below a 2.5 Cumulative GPA after the first semester are required to remain in the program during the spring semester.

Academic Regulations

Grading and Marking System

VCU course work is measured both in terms of quantity (semester hours of credit) and quality (grades). Grades are assigned according to a letter system, where each letter is assigned a grade point value.

A= 4.00 B=3.00 C=2.00 D=1.00 F=0.00

Grade-Point Average

The GPA is calculated by dividing the total number of grade points earned at VCU by the total number of credits attempted at VCU. Transfer credits are not counted in the GPA.

Step 1: (Grade value * Class Credit) = Points earned

Step 2: Add up the points earned for all classes taken (W = do not count in this calculation)

Step 3: Total Grade Point Value/Total Number of credits

Academic Good Standing

- A student remains in good standing when one's cumulative GPA is above a 2.0

Academic Warning

- Occurs when one's cumulative GPA falls below a 2.0 at the end of any semester.
- Next semester credit limit is 14.

Academic Probation

- Occurs when cumulative GPA remains below a 2.0 for two consecutive semesters.
- Next semester credit limit is 13.
- A student must earn a *semester* GPA of 2.0 every semester while on probation.

Academic Suspension

- Students who fail to earn a *semester* GPA of 2.0 while on probation are thus suspended.
- First suspension is for two (2) consecutive semesters (including summer).
- Second suspension is for five (5) academic years.
- Students must re-apply for admission. Students return on Probation status.

Deans List

- Semester GPA of 3.5, remaining full-time (12 credits), No "D" or "F" or "I".

Athletic Directors Honor List

- Semester GPA of 3.0, remaining full-time (12 credits).

CAA Commissioners Award

- Semester GPA of 3.2, remaining full-time (12 credits), awarded season of competition.

Repeated Courses

- All courses attempted while a student at VCU can be repeated, prior to graduation.
- Grades of "D" or "F" can be excluded in cumulative GPA calculations once the course has been repeated and a grade of "C" or better is achieved.
- Grades for the same class will only be excluded once and only when repeated at VCU.

Mark of Withdrawn (W)

- The mark of "W" indicates the student has officially withdrawn or was withdrawn for nonattendance by the professor.

- The last day to withdraw is the end of the tenth (10) week of classes.
- **Student athletes must maintain full-time enrollment** to continue varsity sport participation, and thus will not be allowed to withdraw if this results in falling below 12 credits.

Change of Grade

- A final grade may be corrected by the faculty member.
- Requires the submission of the Change of Grade Form to the chair of the department in which the course was taught. The chair will forward the form to the school's dean who will send it to University Enrollment Services/Records and Registration.
- Change of grade must be submitted by the department chair no later than 30 days after the beginning of the following academic fall or spring semester.
- A change of grade that affects the student's academic eligibility to enroll must be made during the first week of classes in the semester or summer session in which the student plans to continue attendance.

Honor System

The Honor System gives definitions and illustrative examples of six acts, which are violations of the policy:

- Cheating
- Plagiarism
- Facilitating academic dishonesty
- Abuse of academic materials
- Stealing
- Lying

The honor code is located on the VCU website at:

<http://www.students.vcu.edu/rg/policies/honor.html>

There are six penalties for students found guilty of these honor system violations: honor probation, assignment of grades, suspension, expulsion, revocation and other relevant sanctions.

Grades of "D"

Student athletes who have received "D" grades will have those courses counted toward NCAA academic eligibility requirements.

Should a major other than UHS be declared and student athletes have received grades of "D," then these courses may or may not be counted toward NCAA academic eligibility, depending upon the declared major requirements. Some examples are:

- MASC 101 a "D" will not count in the Mass Communications Major
- PSYC 101 a "D" will not count in the Psychology major

"D" grade courses may need to be repeated for admission into the MCV programs AND as such may not be countable for NCAA athletics competition or VCU graduation. See the Office of Student Athlete Support Services for more information.

Mark of Incomplete (I)

- Given by the professor when deemed appropriate due to unforeseen circumstances.
- "I" Grades must be submitted before the deadline for Grade Submissions.
- Students are responsible to meet with the professor to determine appropriate work.

- **ALL** work must be submitted before the Incomplete Deadline, 30 days after the start of the following academic Fall or Spring semester.
- Extensions to the end of the semester must be filed in writing by the professor and appropriate Dean prior to this deadline.

Satisfactory Academic Progress

To be eligible to receive federal financial aid at VCU, students **must make Satisfactory Academic Progress (SAP) towards their degree. Undergraduate Requirements:**

- Minimum Cumulative GPA: 60 credits or less → 1.5, Over 60 credits → 2.0
- The student must earn 67% of their overall attempted hours (not including transfer hrs).
- The student must not be attempting more than 150% of the hours required for their degree program (including transfer hours, i.e. 180 credits for a 120 credit degree program).
- The student has not completely withdrawn from his/her last two consecutive semesters.

The Financial Aid Office performs an annual SAP review for students who receive or apply for financial aid. Students will be alerted with “warning” letters, whenever possible. When students fail to meet SAP requirements, they will receive suspension letters. Students whose eligibility for financial aid has been suspended may submit an “appeal” if mitigating circumstances prevented the student from maintaining SAP.

Contact the Office of Financial Aid at 804-828-6669 or faidmail@vcu.edu.

CHAMPS Life Skills

CHAMPS/Life Skills is a NCAA sponsored program designed to focus on the total development of the student athlete. The VCU Life Skills program is a comprehensive approach to providing educational experiences and services, which focus on the individual.

Coordinator: Alisha Childress, Room 2104, Sports Medicine Building, childressaj@vcu.edu, (804) 827-1108

Academic Excellence

Student athletes are provided with a variety of academic support programs through the Office of Student Athlete Support Services. Student athletes experiencing any academic difficulties can meet with their Academic Advisor to arrange for a tutor or be provided with study skills strategies. Student athletes may use the computer lab to learn word processing, complete assignments, check e-mail and research topics via the Internet. First-year student athletes have the opportunity to take UNIV 101. This one-credit classes will familiarize them with general academic requirements and services at VCU, as well as help student athletes with the transition from high school to college. The course will involve discussions of the roles of athletes as public figures, goal setting, career exploration, interpersonal skills, and personal health issues, in addition to study skills and time management strategies.

Personal Development

VCU is committed to supporting the development of a well-balanced lifestyle for student athletes by encouraging emotional and physical well-being and an understanding of values and diversity. Student athletes will be able to participate in a variety of sessions throughout the course of the year on alcohol, nutrition, financial planning and diversity.

Career Development

To encourage student athletes to develop and pursue career and life goals, student athletes at VCU have the opportunity to research career choices and develop the skills needed to be competitive in the business world. Seminars and workshops are offered on interviewing, resume writing and applying to graduate schools, as well as informal receptions with alumni working in a variety of professions. Participation in these various events will assist student athletes in maximizing opportunities in securing a meaningful career.

Community Service

Student athletes at VCU are looked upon as role models on-campus and within the local community. As such, student athletes are encouraged to participate in a variety of outreach programs. Student

athletes have the opportunity to communicate to young people the importance of education, the value of teamwork, self-discipline, perseverance and commitment to goals. Programs in which student athletes participate include speaking to elementary and middle school groups, tutoring at local schools, acting as mentors for middle school students and working with various youth sports groups.

Student-Athlete Advisory Committee (SAAC)

Mission Statement:

The purpose of the Virginia Commonwealth University Student-Athlete Advisory Committee (SAAC) is to create programs for student-athletes that will encourage academic achievement, career development, health and wellness promotion, community outreach, and personal development. VCU SAAC serves as a channel of communication between the Athletic administration and student-athletes to voice and discuss concerns. The VCU SAAC strives to promote intercollegiate unity, equal representation of varsity sports, and encourages student-athletes to become more involved in campus and community activities.

Programming and events sponsored by SAAC include:

- VCU P.R.I.D.E Event (first-year student athletes)
- Annual Clothing Drive (December)
- Toiletry Drive (Year round)
- Student-Athlete Banquet (End of the Spring semester)
- Homecoming Chill N Grill (February)
- National Gordie Day (Fall Semester)

Life Skills Coordinator, Alisha Childress, serves as the SAAC Advisor.

If you would like to become a SAAC member or participate in any events, contact Alisha: 804-827-1108 (office)

childressaj@vcu.edu (email)

Sports Medicine Building, 2nd Floor, Room 210

Student Athlete Opportunity Fund (SAOF)

The SAOF fund is established to help assist student athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics.

ELIGIBILITY FOR THE FUNDS:

- All student athletes are eligible, regardless of whether they are grant-in-aid recipients.
- Must demonstrate need or have exhausted eligibility or no longer participate due to medical reasons.
- Funds are mainly directed to those athletes who have exhausted eligibility.
- Grants are determined by the Director of Athletes on or around May 1.
- Applications are available in the Athletics Business Office in the Siegel Center.

NCAA Compliance Directory

Christian Pope,	Assist. Dir. of Athletics/Student Services	cdpope@vcu.edu	828-7618
Vera Chistova,	Director of Compliance	chistovav@vcu.edu	828-4819

Office of Student Athlete Support Services

Sofia Hiort Wright,	Director	shiort@vcu.edu	828-2184
Scott Quarforth,	Student Athlete Advisor	scquarforth@vcu.edu	828-1655
Matthew Smith,	Student Athlete Advisor	msmith43@vcu.edu	828-4298
Kasey Mattison,	Student Athlete Development Coordinator	ksmattison@vcu.edu	828-1654
Alisha Childress,	LifeSkills Coordinator	childressaj@vcu.edu	827-1108

Athletic Department Directory

Administration Siegel Center 828-4000

Norwood Teague	Director of Athletics	828-8110
Jeff Cupps	Sr. Assoc. Athletic Dir for Internal Operations	828-2255
Mike Ellis	Assoc. Athletic Dir.	827-0805
Alex Fotiou	Assist. Director of Development & Corporate Sales	828-6692
DeTrease Harrison	Assist. Athletic Dir. for Fiscal Affairs	828-4050
Andrew Hartley	Assist. Athletic Dir. for Development and Ticketing	828-7267
Justin Jannuzzi	Development & Corporate Sales Director	828-2452
Keith Rafter	Assist. Athletic Dir. for Marketing and Promotions	827-0586
Robby Robinson	Assoc. Athletic Dir. for Corporate Sponsorships	828-4648
Scott Secules	Sr. Assoc. Athletic Dir. for External Affairs	828-7474
Pat Stauffer	Assist. Athletic Dir. for Olympic Sports – SWA	828-4813
Kate Tucker	Personnel Administrator/Scholarship Coordinator	827-0794
Carletta Wilson	Office Service Assistant (Sports Medicine Bldg)	828-4045
Meghan Millar	Director of Ticket Operations	827-0808
Vic Cegles	Assist. Dir. of Ticketing and Development	828-4771

Department of Athletic Communications Sports Medicine Bldg 828-3440

Scott Day	Dir. of Athletic Communications	828-1727
Justin Harris	Assist. Athletic Dir. for External Communications	828-9567
Eddie Johnson	Director of Interactive Media	828-2324
Chris Kowalczyk	Assist. Dir. of Creative Content	828-8818
Mike Voyack	Dir. of Video and Technology	828-2319
Mitchell Moore	Athletic Communications Assistant	828-8496

<u>Sports Medicine</u>	Sports Medicine Building	
Todd Craft	Head Men’s Athletic Trainer	828-2321
Wendy Sheppard	Head Women’s Athletic Trainer	828-2321
Nicole Stevens	Certified Athletic Trainer	828-2321

Strength and Conditioning

Tim Kontos
Ryan Horn

Sports Medicine Bldg

Assist. Athletic Dir. For Sports Performance
Assistant Director of Sports Performance

827-1365
827-1365

Fax Numbers

Administrative
Athletic Communications
Sports Medicine Building
Compliance

828-7526
828-9428
828-4938
827-6215

Mailing Addresses

VCU Athletics
Siegel Center
1200 W. Broad St.
P.O. Box 843013
Richmond, VA 23284-3013

VCU Athletics
Sports Medicine Building
1300 W. Broad St.
P.O. Box 842003
Richmond, VA 23284-2003

Insider's Guide to VCU Resources

Billing – Student Accounting http://www.enrollment.vcu.edu/accounting/	Founder's Hall	804-828-2228
Transcript – Official	Founder's Hall	804-828-1349
Transcripts – Unofficial	On-line, MyVCU Portal	eServices
Campus Learning Center <ul style="list-style-type: none">▪ Writing Center▪ Supplemental Instructions▪ CLEP Testing	Hibbs Hall 1 st Floor Various Rooms in Hibbs Testing Center	804-827-8108
Career Center http://www.students.vcu.edu/careers/	University Student Commons	804-828-1645
Counseling Services http://www.students.vcu.edu/counseling/	Commons, Room 238	804-828-6200
Disability Services http://www.students.vcu.edu/dss/	Commons, Room 102	804-828-2253
SafeRide, Escort Services	Campus wide	804-828-9255
Financial Aid http://www.enrollment.vcu.edu/finaid/	Ginter House	804-828-6669
Student Health Center http://www.students.vcu.edu/health/	Sports Medicine Building	804-828-8828

Wellness Center (The WELL) http://www.thewell.vcu.edu/	815 S. Cathedral Place	804-828-WELL
Parking and Transportation	1108A W. Broad St.	804-828-8726
Password or eID questions	Information Technology	804-828-2227
VCU OneCard (lost)	Technology Administration	804-827-2273
Student Organizations http://www.usca.vcu.edu/studentorg	University Student Commons	804-828-3648