

The Tennessee Technological University Student-Athlete Handbook has been revised as of July 2017. This handbook is a statement of NCAA and OVC rules and TTU policies. In cases of discrepancy between the Handbook and the policy, the terms of the rule or policy supersede any statement in this handbook.

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Included in Student-Athlete Handbook:

TTU Policies and Procedures on Drug Education and Screening
Student-Athlete Medical Policy and Procedure Handbook

Included on Flash Drive:

Welcome Letter from TTU President and Director of Athletics
Compliance Signature Packet to Include:
 Student-Athlete Statement, NCAA and TTU FERPA Waivers, NCAA,
 HIPPA and TTU Urinalysis Screening Consent Forms
NCAA Banned-Drug Classes and Issues/Bylaws Pertaining to Drugs
TTU Sports Emergency Action Plan
TTU-NCAA Compliance Structure
Summary of NCAA Regulations – Division I
Concussion Fact Sheet
Sickle Cell Trait Fact Sheet
NCAA Catastrophic Benefit Program Summary
Academic Handbook/WIN Responsibilities/Contact Information
Social Media Best Practices
Athletes and Alcohol Performance
TTU Sexual Misconduct and Title IX Compliance Brochure
Suicide Prevention Hotline
APC Dress Code
Campus Map

DEPARTMENT OF ATHLETICS TELEPHONE DIRECTORY

| <u>Name</u> | <u>Campus Ext.</u> |
|--|---|
| <u>Administration</u> | <u>(Area Code 931- and Local Prefix 372-)</u> |
| Director of Athletics (AD) | 6306 |
| Associate AD for Sports and Compliance | 3939 |
| Associate Director for Athletic Development | 3929 |
| Associate AD for Business and Personnel/SWA | 3944 |
| Assistant AD for External Relations | 3945 |
| Facilities and Events Coordinators | 6293, 3916 |
| Marketing/Promotion Coordinators | 3937, 3669 |
| Assistant AD for Academics and Student-Athlete Welfare | 3943 |
| Academic Advisors | 3153, 3912, 6248 |
| Faculty Athletics Representative | 3365, 6469 |
| Admin. Asst./Academic Support and Certification | 6260 |
| Director of Compliance | 3949 |
| Sports Information Director | 3088 |
| Sports Information Coordinators | 3883, 6139 |
| Director of Athletic Performance | 6278 |
| Head Athletic Trainer | 3934 |
| Assistant Athletic Trainers | 3968 |
| Executive Assistant to the Director of Athletics | 6306 |
| Ticket Manager | 3941 |
| Office Supervisor/Accounts Payable | 3942 |
| Athletics Travel | 3940 |
| Ticket Office | 3940 |
| Fax number | 3114 |
| Commissioner, Ohio Valley Conference | (615) 371-1788 |
| <u>Women's Sports</u> | |
| Basketball - Head Coach | 6292 |
| Basketball - Assistants | 3922, 3926, 6294 |
| Basketball - Administrative Associate | 3921 |
| Cross-Country/Indoor & Outdoor Track – Coaches | 3749 |
| Golf - Coaches | 3994 |
| Soccer - Head Coach | 6200 |
| Soccer Assistants | 6226 |
| Softball - Coaches | 6552 |
| Volleyball - Head Coach | 3924 |

| | |
|---------------------------------------|---------------------------------------|
| Volleyball Assistants | 3992, 3993 |
| Women's Sports Secretary | 3940 |
| <u>Men's Sports</u> | |
| Baseball - Head Coach | 3925 |
| Baseball - Assistants | 3853, 6546 |
| Basketball - Head Coach | 3950 |
| Basketball - Assistants | 3951, 3952, 3953, 6115 |
| Basketball – Administrative Associate | 3956 |
| Cross-Country - Coaches | 3749 |
| Football - Head Coach | 3930 |
| Football - Assistants | 3198, 3199, 3914, 3936, 3935, 3932 |
| Football – Administrative Associate | 3930 |
| Golf - Coaches | 3994 |
| Tennis - Coaches | 854-0569 |

INTERCOLLEGIATE ATHLETICS MISSION STATEMENT

The mission of Tennessee Technological University (TTU) Intercollegiate Athletics, based upon and consistent with the University's mission, is to encourage student scholarship and sportsmanship with emphasis placed on helping student-athletes make appropriate progress toward completion of their chosen academic degree programs and become productive members of society.

The TTU Intercollegiate Athletics Program serves as a rallying point for the University as well as a public relations outlet for University activities by striving to bring positive recognition to TTU through a program built on concepts including excellence, integrity, and enthusiasm.

Academic integrity is a key element in athletic decisions, thus ensuring that the educational values, practices, and the University's mission set the standard for the program. TTU's athletic program strives for student-athlete excellence in competition and in the academic setting. TTU seeks to field disciplined and competitive athletic teams dedicated to observing sportsmanship and applicable rules, to providing quality athletic training and medical support to intercollegiate athletics, and to supporting the general welfare of student-athletes.

The TTU Intercollegiate Athletics Program focuses on the overall development of all persons participating in athletics. Ethical conduct and good sportsmanship are promoted among faculty and students, alumni and friends, athletics department staff, and student-athletes. The program adheres to the policies, rules, and guidelines of the National Collegiate Athletic Association (NCAA), the Ohio Valley Conference (OVC), and the institution.

Intercollegiate Athletics is as supportive of women as of men and as supportive of those in the minority as those in the majority. The program is committed to complying with Title IX regulations. Intercollegiate Athletics provides opportunities to eligible persons without regard to age, gender, color, race, religion, national origin, sexual orientation, or disability.

(Approved by Athletics Committee 12-9-2003 and by TTU Administrative Council 2-25-2004)

STUDENT-ATHLETE ADVISORY COMMITTEE

Purpose

The purpose of the Student-Athlete Advisory Committee (SAAC) is to provide student-athletes a forum through which they can communicate directly with the Director of Athletics about issues that may affect athletics teams and/or individual student-athletes. SAAC may review NCAA and OVC proposals and policies that affect student-athletes, and it shall advise the Director of Athletics about its position on such matters.

SAAC shall be an advisory body to the Director of Athletics and shall be comprised of at least one captain or an elected representative from each varsity athletics team which Tennessee Tech sponsors. SAAC shall meet a minimum of once per semester.

1. ACADEMIC REQUIREMENTS

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A. INITIAL ACADEMIC REQUIREMENTS FOR FIRST-TIME ATHLETES

All initial academic requirements for eligibility are determined by NCAA Bylaw 14.3. All decisions regarding eligibility for practice and competition during the first year of enrollment are determined by the NCAA Eligibility Center.

B. PROGRESS TOWARD DEGREE

Degree Program: A continuing or transfer student-athlete must declare a specific baccalaureate degree program by the beginning of the third year (fifth semester) of enrollment.

Progress Toward Degree: To be academically eligible for competition as a continuing student-athlete, one must make progress toward a degree in each of three ways:

1. Annual progress: Eligibility for competition shall be determined by the student athlete's academic record in existence at the beginning of the Fall semester, based upon satisfactory completion of at least:
 - a. Twenty-four (24) semester hours of academic credit prior to the start of the third semester following the student-athlete's initial full-time enrollment. (A maximum of six hours of developmental work may apply). College credit earned in high school, AP credit and summer prior to initial full-time enrollment can count in the 24-hour rule.
 - b. Eighteen (18) semester hours of academic credit since the beginning of the previous Fall semester, or since the beginning of the preceding two semesters. (Hours must be toward a specific baccalaureate degree after the fourth semester. Hours earned during the Summer may not be used to fulfill this requirement); and
 - c. Term-by-term progress. Six (6) semester hours of academic credit (toward a specific baccalaureate degree program after the fourth semester) the preceding regular academic semester (e.g., Fall semester) in which the student-athlete has been enrolled at any collegiate institution. The six-hour rule must be met each semester to be eligible to compete the following semester. Student-athletes participating in football must complete nine credit hours in the fall term, and student-athletes participating in baseball must be academically eligible at the beginning of the fall semester to be eligible to compete during the championship season.

Note: Prior written approval by appropriate academic officials is necessary in order to use course work taken in the summer at a non-TBR university for satisfactory progress purposes.

2. Total credit hour progress toward a specific baccalaureate degree (required hours will vary with the academic program):
 - 40% completed at the beginning of the third academic year (fifth semester of full-time enrollment)
 - 60% completed at the beginning of the fourth academic year (seventh semester of full-time enrollment)
 - 80% completed at the beginning of the fifth academic year (ninth semester of full-time enrollment)
3. Overall GPA Requirement (a percentage of the GPA required for graduation by the Tennessee Tech):
 - 90% at the beginning of the third and fourth semester (1.800 at TTU)
 - 95% at the beginning of the fifth and sixth semester (1.900 at TTU)
 - 100% at the beginning of all semesters starting with the seventh and subsequent semesters (2.000 at TTU)

C. OHIO VALLEY CONFERENCE (OVC) BYLAW III- RULES OF ELIGIBILITY

1. Conference regular-season eligibility requirements shall be identical to those stated in NCAA Bylaw 14. (OVC Bylaw 11.1)
2. Lists of the eligible student-athletes at an OVC institution must be approved and signed by the Registrar, the Director of Athletics and the Faculty Athletics Representative of that institution and filed in the OVC Commissioner's office prior to the first competition in each sport. (OVC Bylaw 11.4)

D. TTU ELIGIBILITY ISSUES; MISSING CLASS FOR COMPETITION

1. Eligibility Issues:
 - a. The sequence of steps used at Tennessee Tech for determining student-athlete academic eligibility is given in Tennessee Tech Policy 903 Section C.
 - b. For the purpose of eligibility for participation in institutionally sponsored extracurricular activities, all students are considered to be in good academic

standing as long as they achieve sufficient qualitative and quantitative academic progress to allow them to remain enrolled in the institution. For additional information, see the Academic Standards on the Academics Regulations and Registration webpage at <http://catalog.tntech.edu/content.php?catoid=11&navoid=2008>.

2. Missing Class for Competition:

- a. Each individual class instructor is required to include a course attendance policy in their syllabus. Student-athletes and managers should understand the policy for each class and seek clarification from their course instructors during the first week of classes for each semester. If there are conflicts requiring a schedule change, those adjustments also should be made during the first week of classes. During the first week of each semester, it is each student-athlete's responsibility to identify conflicts between attendance policies, team practices, competitions, and team travel. Athletic Academic Advisors can assist students with schedule adjustments.
- b. NCAA member institutions are obligated to establish policies in all sports regarding student-athletes' missed class time due to participation in intercollegiate athletics and in athletics competition during final exam periods. (NCAA Bylaw 3.2.4.13). No class time should be missed due to practice activities. (NCAA Bylaw 17.1.7.6.2). The missed class time policy for Tennessee Tech Athletics can be found under Tennessee Tech Policy No. 917, Section III. I.
- c. Coaches should be sensitive to final examination schedules when scheduling games and practice sessions. The Director of Athletics must approve all contests scheduled during final exams. Further, all coaches should be aware of the number of absences that result from required participation in the sport. The Assistant Athletics Director for Academics and Student Welfare will conduct monitoring of missed classes. Any excessive absences are to be brought to the attention of the Director of Athletics, the Associate Athletics Director for Sports and Compliance, and the Faculty Athletics Representative.

2. ACADEMIC INFORMATION

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One of the guiding principles of Tennessee Tech University and the Department of Athletics is that each student-athlete has the primary goal of obtaining a degree from the University. The athletics program at Tennessee Tech should be conducted in a manner designed to foster the educational welfare of the student-athlete and support this primary goal. The athletics program shall conduct student activities as an integral part of the student-athlete's educational experience.

All student-athletes have the right to expect academic support services. The Assistant Athletics Director for Academics and Student-Athlete Welfare has the primary responsibility of coordinating these support services. The Assistant Athletics Director for Academics and Student-Athlete Welfare will provide tutoring and other assistance on an *as-needed* basis, in consultation with the student-athlete and respective head coach.

A. ACADEMIC ELIGIBILITY

Student-athletes are certified each year regarding their eligibility for intercollegiate competition. The student-athlete must meet the requirements of Tennessee Tech, the OVC, and the NCAA. To be eligible for participation in any varsity sport, a student-athlete must be registered for a minimum of 12 undergraduate hours per term or nine graduate credit hours per term, and the Athletics administration at Tennessee Tech highly encourages each student-athlete to register for and pass 15 credit hours per term. A student-athlete must receive the permission of the Assistant Athletics Director for Academics and Student-Athlete Welfare if he or she plans to carry fewer than 14 credit hours. In order to be academically eligible, each student-athlete must meet the rules of NCAA Bylaw 14. All student-athletes must have declared a major by the beginning of their fifth semester, and only hours in that particular major will be countable toward certification. A maximum of six semester hours of remedial/developmental courses may be used in the first academic year for satisfactory progress. All student-athletes, with the exception of fall football requirements, must earn a minimum of six credit hours in their major each term of full term enrollment to be eligible to participate in the next regular academic term. Football student-athletes must pass nine credit hours in the fall semester.

B. CLASS ATTENDANCE

It is the responsibility of every student-athlete to check every course syllabus during the first week of classes and identify any potential conflict with team travel or the ability to pass his/her classes due to projected excess absences. If conflicts exist, they should be discussed with the respective professor(s) during the first week of classes. Schedules should be adjusted if required. Irreconcilable conflicts should be brought to the attention of the Assistant Athletics Director for

Academics and Student-Athlete Welfare.

It is the responsibility of the student-athlete to attend every class session for which he/she is scheduled, unless illness, team travel, or personal emergencies force his/her absence. For those specific absences, an official excuse will be provided. Any illness should be brought to the attention of a coach and the Head Athletic Trainer. Personal emergencies should be identified to the head coach, the Assistant Athletics Director for Academics and Student-Athlete Welfare, and the Office of Student Affairs. A student who is absent from class is expected to assume the responsibility for making arrangements, if allowed by the instructor, to complete the work missed. Make-up work must be scheduled with each individual instructor in advance of team travel. If assistance is needed, student-athletes should contact the Assistant Athletics Director for Academics and Student-Athlete Welfare. Consistent class attendance and participation are vital ingredients to academic success. Excessive absences may result in a failing grade, loss of athletic financial aid, compromised eligibility to compete, and challenges in rescheduling a necessary course. Please refer to Tennessee Tech Policy 266 (Class Attendance) for further information.

In addition to attending every class when not traveling with your team, student-athletes should check iLearn daily, check Tennessee Tech e-mail regularly, and represent Tennessee Tech Athletics with integrity and pride.

- a. Respect your professors as you do your coaches.
- b. Treat class time like practice time, and pursue academics like a full-time job.
- c. Inform your professors of team travel dates in advance of travel and complete assignments as early as possible. Arrange to have a fellow student take notes for you.
- d. Communicate frequently with your instructors, especially if you are being challenged academically.

C. BOOKS

All student-athletes who are on book scholarship must pick up books in the office of the Assistant Athletic Director for Academics and Student-Athlete Welfare at the beginning of each semester. Required books and course materials are provided by Athletics. Additional books may be picked up, as needed, but the requirement must be identified in a course syllabus or in correspondence from the professor.

Book Policy

Books are due back in good condition (i.e., a condition such that the books can be reissued, as

determined by the Assistant Athletic Director for Academics and Student-Athlete Welfare) by the end of Finals Week of the semester in which they were issued. If any books are not returned by the end of Finals Week or are not returned in good condition, the appropriate head coach will be informed **within the next week**. If the head coach's efforts are unsuccessful in having books returned **no later than one week (7 days) prior to the first day of classes of the next semester**, the student's account will be debited the replacement value of the books.

D. CHANGE OF MAJOR

Student-athletes may not change their major without first conferring with an Athletics Academic Advisor, who will discuss the proposed change with the NCAA Certification Analyst. Failure to acquire approval of an Athletics Academic Advisor in advance of a change of major may result in the loss of eligibility.

The official date of a student's change of major is the date noted by the Records Office on the change of major form when the form is received and date-stamped. Because of processing time and other responsibilities, the change of major may not actually be processed in Banner for several days or even weeks, and any report generated from the student system would indicate that the change of major took place on the date it was entered in Banner. The official date however, will be noted on the change of major form which is kept in the student's vault record.

E. ACADEMIC PROBATION

Student-athletes follow the same policy as other students for retention, which can be found in Tennessee Tech Policy 263 or <http://catalog.tntech.edu/>.

F. REGISTRATION

All student-athletes are given priority registration and should register at the time assigned to them. Failure to do so results in a multitude of scheduling problems. Student-athletes must confer with an advisor in their particular academic area for recommended classes and to acquire an ALT PIN registration code. However, seeing only this advisor is not sufficient since many advisors are not knowledgeable of the NCAA or OVC regulations that govern eligibility. Class schedules should be approved by an Athletics Academic Advisor.

Any changes in original schedules must be approved by an Athletics Academic Advisor to avoid eligibility problems. For course withdrawals, the Assistant Director of Athletics for Academics and Student-Athlete Welfare, your coach, and your departmental advisor must sign your Drop Form before you may drop a course after the first week of classes. Additionally, before a scholarship student-athlete may withdraw from a course, a TTU Athletics Withdrawal Request must be completed. Detailed justification for the withdrawal must be provided and the request

must be signed by your head coach, your advisor in your major, the Assistant Director of Athletics for Academics and Student-Athlete Welfare and then must be approved by the Associate Director of Athletics for Sports and Compliance. If there is a record of poor attendance or failure to utilize tutoring, either the student-athlete or the head coach will be held financially accountable for the lost tuition and fees.

Any overload in scheduling (20 credit hours or more) must be approved by the Assistant Athletics Director for Academics and Student Welfare, the student-athlete's academic advisor in his/her particular academic (major) area, and the appropriate dean.

You may not repeat a class that you previously passed without consulting the Assistant Athletic Director for Academics and Student-Athlete Welfare. Our mutual goal is to move the student-athlete toward graduation as efficiently as possible.

Courses that do not count in your program of study must be approved by the Assistant Athletic Director for Academics and Student-Athlete Welfare. Once again, our mutual goal is to move the student-athlete toward graduation as efficiently as possible. Extra academic minors, licensure endorsements, or additional courses that might enhance a student's graduate school application resume are not the responsibility of the Department of Athletics and will be approved on a case-by-case basis.

The Department of Athletics will not pay for Regents Online Degree Program (RODP/-R50) or TN eCampus courses, unless specifically approved by the head coach, Assistant Athletic Director for Academics and Student-Athlete Welfare, and Associate Director of Athletics for Sports and Compliance.

G. SUMMER SCHOOL

At times it may be necessary to attend summer school for eligibility purposes or to facilitate an earlier graduation date. The Assistant Athletics Director for Academics and Student-Athlete Welfare, in consultation with the head coach and other Department of Athletics administrators (e.g., Associate Athletics Director for Sports and Compliance, Associate Athletics Director for Business and Personnel/SWA, Director of Compliance, or the Director of Athletics), will review each case.

Countable summer courses taken at Tennessee Tech are acceptable toward graduation, percentage-toward-degree, and GPA. Courses may be taken at other colleges or universities if the proper documentation is presented. Written prior approval must be granted before enrolling for classes at other institutions to ensure the courses will count toward graduation. These forms may be picked up in the office of the Assistant Athletics Director for Academics and Student-Athlete Welfare. Tennessee Tech is not allowed to pay for summer school at another institution. Athletic scholarships for summer school classes at Tennessee Tech are at the discretion of the Department of Athletics, so a Summer School Request for Academic Aid should be submitted for

consideration before the end of spring semester.

Student-athletes attending other institutions must request that a transcript of their work be immediately forwarded to the Office of Records at Tennessee Tech upon completion of the term. Student-athletes should review and fully understand Tennessee Tech Policy 261 regarding policy on transfer of credits, as Tennessee Tech will not use transfer credit GPA in calculating a student's GPA.

H. FIFTH-YEAR SCHOLARSHIP

If the budget permits, a fifth-year carryover scholarship may be available to a student-athlete who needs additional coursework to complete his/her degree. A student-athlete would be eligible for additional scholarship money if he/she has diligently worked toward degree completion. The head coach shall recommend the student-athlete for a fifth-year scholarship to the Assistant Athletics Director for Academics and Student-Athlete Welfare through the Fifth-Year Scholarship application process. Applications will be available approximately April 1 for the following academic year, and applications will be reviewed and approved by a committee of athletic administrators. All fifth-year scholarship recipients are required to work within the Department of Athletics. The amount of work time is determined by the percent of a full scholarship that the student-athlete received and the class load required for graduation.

I. STUDY HALL/WIN PROGRAM REQUIREMENTS

The frequency and length of study hall varies with the particular sport and the needs of the individual. These sessions are always supervised by personnel coordinated by Athletics Academic Advisors. GradesFirst reports are made available to coaches concerning attendance, absences, tutoring, tardiness, or disciplinary problems. Guidelines for study hall can be found in the WIN Program requirements.

J. TUTORING

Tutorial assistance is provided as deemed necessary by the Assistant Athletics Director for Academics and Student-Athlete Welfare or designee. Tutors may be assigned to individuals or to lead study groups. All tutors are hired or arranged through the Assistant Athletics Director for Academics and Student-Athlete Welfare or designee on the basis of need. Abuse of tutoring privileges, unacceptable conduct in study hall, or unexcused class absences can result in the suspension or loss of this service.

Student-athletes should use tutoring services available at study hall, if applicable. Next, they

should seek tutoring assistance through their respective major departments (as available) or through the Volpe Library Tutoring Center. If those resources are insufficient, inadequate, or unavailable due to student-athlete schedule conflicts, student-athletes may apply for individual tutoring via GradesFirst. Tutors usually will be assigned within 48 hours. The weekly limit of two hours of tutoring per subject may be extended by submitting a request to the Assistant Athletics Director for Academics and Student-Athlete Welfare.

It is recommended that students use the tutoring services early in the semester before falling too far behind in his or her course work. They should contact the Assistant Athletics Director for Academics and Student-Athlete Welfare for assistance in any area.

K. COMPUTER USAGE

Computers and a printer are available in the study room adjoining the office of the Assistant Athletics Director for Academics and Student-Athlete Welfare. Macbook computers may be checked out for short periods from the Athletic Advising Office. Priority is given to traveling student-athletes. Disregard of due dates will result in suspension of laptop checkout privileges.

L. WIN PROGRAM OVERVIEW; —WORK INTENSELY NOW!

The Tennessee Tech Department of Athletics uses an academic success framework - the Work Intensely Now (WIN) program - to support the academic success, retention, and progress toward graduation of its more than 300 student-athletes. The Department of Athletics WIN program provides supplemental academic support to freshmen student-athletes and managers, as well as to transfer and returning student-athletes, whose GPAs or general academic progress place them at risk for maintaining NCAA eligibility or adequate progress toward graduation. The program is designed to reinforce the importance of setting academic priorities and establishing an academic routine in an advantageous study environment. The program involves the student-athletes, coaches, academic advisors, tutors, and faculty cooperating to support the general goal of academic success.

Weekly meetings with an academic coach are a critical component of the WIN Program. On most athletic teams, an assigned coach (head coach or designated assistant) meets with each student-athlete in his/her WIN program team at least once per week to discuss academic progress and concerns, as well as to review each student's planner and assignment due dates. In addition to the weekly meetings, tutoring is provided to student-athletes. Although student-athletes are encouraged to use the tutoring resources available through Athletics study hall and Tennessee Tech (e.g., Volpe Library; Chemistry Department; Basic Business Tutoring Center; Engineering Student Success Center), student tutors are hired for courses for which Tennessee Tech resources are routinely not available or when a student-athlete's schedule does not permit use of standard tutoring resources. This is a very important benefit.

Athletics provides some academically-oriented workshops that are provided by its staff of four academic advisors. Workshops frequently are scheduled at the beginning of each semester when freshmen can benefit most from learning how to succeed in college classes, how to interface with professors, how to access requisite technology (e.g., iLearn), and how to use a planner to more effectively manage their time.

Finally, coaches require those student-athletes enrolled in the WIN program to complete a predetermined number of hours in “study hall” every week. These study halls are supervised and offered during weekday daytime hours and Monday through Thursday evenings in a central location. Student-athletes are expected to use study halls for reading, reviewing notes, group study, tutoring, and completing homework and projects. Student-athletes attending study hall are required to conform to study hall rules. Daily reports of study hall attendance are made available to coaches.

The Department of Athletics uses the GradesFirst Student Support System, which provides a secure and versatile system that integrates with Banner to provide an efficient method of communicating with professors and students via e-mail, text, or Facebook; organizing and managing tutoring services; initiating student-athlete academic progress requests; organizing student-athlete data; and generating reports.

M. EXCERPTS FROM ACADEMIC POLICY; TTU POLICY 260

Section A:

Notwithstanding anything in this policy to the contrary, each student is personally responsible for completing all degree and graduation requirements. While a student's advisor may assist the student in identifying and understanding these requirements, ultimately it is the student's responsibility to inform himself or herself of these requirements. Any substitution, waiver, or exemption for or from any applicable requirement or academic standard may be accomplished only with appropriate approval.

Section H:

Graduation Requirements

1. In addition to completing the degree requirements above detailed, in order to graduate from Tennessee Tech, a student must fulfill the following requirements:

a. All candidates for an undergraduate degree must file an [application for graduation](#) found no later than the deadlines provided below:

i. For students planning to graduate in the spring semester, the graduation application must be filed no later than September 1 of the previous year;

ii. For students planning to graduate in the summer semester, the graduation application must be filed no later than December 1 of the previous year;

iii. For students planning to graduate in the fall semester, the graduation application must be filed no later than May 1 of that year.

b. With the exception of grades for courses taken at another institution during the student's final semester before graduation ("transfer grades"), all requirements for graduation, including but not limited to substitution forms, grade changes, and requests for exception, must be received by the Graduation Office (Derryberry Room 122) no later than two (2) days prior to graduation date. In addition, all transcripts related to transfer work must be received by the Graduation Office no later than two (2) weeks after the graduation date. The receipt of such transcripts more than two (2) weeks after the graduation date will result in the student's graduation occurring at the end of the next semester.

3. ATHLETICS REQUIREMENTS AND INFORMATION

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A. AMATEURISM

An amateur student-athlete is defined by NCAA Bylaw 12. “Only an amateur student-athlete is eligible for intercollegiate athletics participation in a particular sport.” (NCAA Bylaw 12.01.1)

An individual must comply with the following conditions to retain amateur status:

Amateur Status: An individual loses amateur status and thus shall not be eligible for intercollegiate competition in a particular sport if the individual (NCAA Bylaw 12.1.2):

- (a) Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport;
- (b) Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
- (c) Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received, except as permitted in Bylaw 12.2.5.1; *(Revised: 4/29/10 effective 8/1/10)*
- (d) Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation, except as permitted by NCAA rules and regulations;
- (e) Competes on any professional athletics team per Bylaw 12.02.5, even if no pay or remuneration for expenses was received, except as permitted in Bylaw 12.2.3.2.1; *(Revised: 4/25/02 effective 8/1/02, 4/29/10 effective 8/1/10)*
- (f) After initial full-time collegiate enrollment, enters into a professional draft (see Bylaw 12.2.4); or *(Revised: 4/25/02 effective 8/1/02, 4/24/03 effective 8/1/03)*
- (g) Enters into an agreement with an agent. *(Adopted: 4/25/02 effective 8/1/02)*

Note: Exceptions to NCAA amateur rules are covered by NCAA Bylaw 12.1.2.4.

Forms of Pay. An individual loses amateur status through receipt of “pay,” which includes, but is not limited to, the following practices (NCAA Bylaw 12.1.2.1):

1. Educational expenses not permitted by the governing legislation of this Association. (See NCAA Bylaw 15 regarding permissible financial aid to enrolled student-athletes).
2. Any direct or indirect salary, gratuity, or comparable compensation.

3. Any division or split of surplus (bonuses, game receipts, etc.).
4. Excessive or improper expenses, awards, and benefits (see Bylaw 16 regarding permissible awards, benefits, and expenses to enrolled student-athletes).
5. Expenses received from an outside amateur sports team or organization in excess of actual and necessary travel, room and board expenses, and apparel and equipment (for individual and team use only from teams or organizations not affiliated with member institutions, including local sports clubs as set forth in NCAA Bylaw 13.11.2.4) for competition and practice held in preparation for such competition. Practice must be conducted in a continuous time period preceding the competition except for practice sessions conducted by a national team, which occasionally may be interrupted for specific periods of time preceding the competition.
6. Actual and necessary expenses or any other form of compensation to participate in athletics competition (while not representing an educational institution) from a sponsor other than an individual upon whom the athlete is naturally or legally dependent or the nonprofessional organization that is sponsoring the competition.
7. Expenses received by the parents or legal guardians of a participant in athletics competition from a nonprofessional organization sponsoring the competition in excess of actual and necessary travel, room and board expenses, or expenses not made available to the parents or legal guardians of all participants in the competition.
8. Payment to individual team members or individual competitors for unspecified or un-itemized expenses beyond actual and necessary travel, room and board expenses for practice and competition.
9. Expenses incurred or awards received by an individual that are prohibited by the rules governing an amateur, non-collegiate event in which the individual participates.
10. Any payment, including actual and necessary expenses, conditioned on the individual's or team's place finish or performance or given on an incentive basis, or receipt of expenses in excess of the same reasonable amount for permissible expenses given to all individuals or team members involved in the competition.
11. Educational expenses provided to an individual by an outside sports team or organization that are based in any degree upon the recipient's athletics ability (except as specified in NCAA Bylaws 15.2.6), even if the funds are given to the institution to administer to the recipient.
12. Cash, or the equivalent thereof (e.g., trust fund), as an award for participation in competition at any time, even if such an award is permitted under the rules governing an

amateur, non-collegiate event in which the individual is participating. An award or a cash prize that an individual could not receive under NCAA legislation may not be forwarded in the individual's name to a different individual or agency.

13. Preferential treatment, benefits, or services because of the individual's athletics reputation or skill or payback potential as a professional athlete, unless such treatment, benefits, or services are specifically permitted under NCAA legislation.

Exception for Payment of NCAA Eligibility Center Fee. A high-school booster club (as opposed to specific individuals) may pay the necessary fee for prospects at that high school to be certified by the Eligibility Center, provided no particular prospect(s) is singled out because of his or her athletics ability or reputation. (NCAA Bylaw 12.1.2.4.9)

Exceptions to Amateurism Rules (NCAA Bylaw 12.1.2.4): In sports other than tennis, an individual may accept prize money based on his or her place finish or performance in an athletics event. Such prize money may not exceed actual and necessary expenses and may be provided only by the sponsor of the event. The calculation of actual and necessary expenses shall not include the expenses or fees of anyone other than the individual (e.g., coach's fees or expenses, parent's expenses) (NCAA Bylaw 12.1.2.4.1). In tennis, prior to full-time collegiate enrollment, an individual may accept up to \$10,000 per calendar year in prize money based on his or her place finish or performance in athletics events. Such prize money may be provided only by the sponsor of an event in which the individual participates. Once the individual has accepted \$10,000 in prize money in a particular year, he or she may receive additional prize money on a per-event basis, provided such prize money does not exceed the individual's actual and necessary expenses for participation in the event. The calculation of actual and necessary expenses shall not include the expenses or fees of anyone other than the individual (e.g., coach's fees or expenses, parent's expenses) (NCAA Bylaw 12.1.2.4.2.1).

Professionalism. An individual is not eligible for participation in an intercollegiate sport if that individual ever has been a professional in that sport. An individual becomes a professional if he or she (NCAA Bylaw 12.2):

1. Signs a contract or commitment of any kind to participate in professional athletics in that sport, regardless of its legal enforceability or any consideration received.
2. Receives more than actual and necessary expenses for practice with a professional team, or competes as a member of a professional team. However, a person may compete on a tennis, golf or two-person sand volleyball team with persons who are competing for cash or a comparable prize, provided the individual does not receive payment of any kind for such participation.

3. Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional organization in that sport based upon athletics skill or participation, except as permitted by the Association's legislation.

Involvement with Professional Teams - Tryouts:

Tryout prior to enrollment - In sports other than men's ice hockey and skiing, prior to initial full-time collegiate enrollment, an individual may participate in a tryout with a professional team or league, provided he or she does not receive more than actual and necessary expenses to participate. (NCAA Bylaw 12.2.1.2.)

Tryout after enrollment - After initial full-time collegiate enrollment, an individual who has eligibility remaining may try out with a professional athletics team (or participate in a combine including that team) at any time, provided the individual does not miss class. The individual may receive actual and necessary expenses in conjunction with one 48-hour tryout per professional team (or a combine including that team). The 48-hour tryout period shall begin at the time the individual arrives at the tryout location. At the completion of the 48-hour period, the individual must depart the location of the tryout immediately in order to receive return transportation expenses. A tryout may extend beyond 48 hours if the individual self-finances additional expenses, including return transportation. A self-financed tryout may be for any length of time, provided the individual does not miss class. (NCAA Bylaw 12.2.1.3)

Use of Agents - General Rule:

An individual shall be ineligible for participation in an intercollegiate sport if he or she ever has agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletics ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport. (NCAA Bylaw 12.3.1)

Employment:

Fee-for-lesson instruction - A student-athlete may receive compensation for teaching or coaching sports skills or techniques in his or her sport on a fee-for-lesson basis, provided institutional facilities are not used; playing lessons shall not be permitted; the institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided during any time of the year; the compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity; instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time; and the student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions. (NCAA Bylaw 12.4.2.1)

Camp/clinic employment, general rule - A student-athlete may be employed by his or her institution, by another institution, or by a private organization to work in a camp or clinic as a counselor, unless otherwise restricted by NCAA legislation (see NCAA Bylaw 13.12 for camp and clinic regulations). Out-of-season playing and practice limitations may restrict the number of players from the same institution who may be employed in that institution's camp. (NCAA Bylaw 12.4.3)

Self-Employment - A student-athlete may establish his or her own business, provided the student-athlete's name, photograph, appearance or athletics reputation are not used to promote the business (NCAA Bylaw 12.4.4).

Non-Permissible Promotional Activities:

Advertisements and promotions subsequent to enrollment - Subsequent to becoming a student-athlete, an individual shall not be eligible for participation in intercollegiate athletics if the individual (NCAA Bylaw 12.5.2):

1. Accepts any remuneration for or permits the use of his or her name or picture to advertise, recommend, or promote directly the sale/use of a commercial product/service of any kind, or;
2. Receives remuneration for endorsing a commercial product or service through the individual's use of such product or service.
3. If an institution, without the student-athlete's knowledge or consent, uses or permits the use of the student-athlete's name or picture in a manner contrary to Bylaw 12.5.2.1, the violation shall be considered an institutional violation; however, the student-athlete's eligibility shall not be affected. (NCAA Bylaw 12.5.2.1.2, Improper Use of Student-Athlete's Name or Picture)
4. 12.5.2.3 Specifically Restricted Activities
 - a. 12.5.2.3.1 Name-the-Player Contest. A student-athlete may not permit use of his or her name or picture in a "name-the-player" contest conducted by a commercial business for the purpose of promoting that business.
 - b. 12.5.2.3.2 Athletics Equipment Advertisement. A student-athlete's name or picture may not be used by an athletics equipment company or manufacturer to publicize the fact that an institution's team utilizes its equipment.
 - c. 12.5.2.3.3 Promotional Contests. Receipt of a prize for winning a promotional activity (e.g., making a half-court basketball shot, being involved in a money scramble) held in conjunction with a member institution's intercollegiate competition by a prospective or

enrolled student-athlete (or a member of his or her family) does not affect a student-athlete's eligibility, provided the prize is won through a random drawing in which all members of the general public or the student body are eligible to participate.

B. COMPLIMENTARY GAME PASSES (FOOTBALL AND BASKETBALL)

1. An institution may provide four complimentary admissions per home or away contest to a student-athlete in the sport in which he/she practices or competes. (NCAA Bylaw 16.2.1.1) Student-athletes generally will not receive the maximum of four admissions to an away contest because these passes are limited by the number received from the other institution which could be fewer than four per student-athlete.
2. A student-athlete may not receive payment from any source for his/her complimentary admissions. (NCAA Bylaw 16.2.2.1)
3. At TTU, complimentary admissions are provided in the sports for which single-game admission is charged: football and basketball.

C. ATHLETICS HOUSING AND MEAL PLANS

1. Housing plan:

- a. Student-athletes awarded a room scholarship are provided a room in one of the dormitories. If the student-athlete elects to stay in a private dormitory room or the new dormitory suites, the cost of a double occupancy room is applied to his/her student account. Any difference in the cost must be paid by the student-athlete.

Note: A coach may, with the permission of the Director of Athletics, elect to provide an underclassman with a scholarship to cover the cost of a room in the new dormitories.

- b. If a student-athlete would like to receive a housing stipend after completing the freshman residency requirement, he or she may request permission to live off-campus from their Head Coach. Final permission is granted by the Director of Athletics or designee
2. Meal plans: All plans may be used in the Marketplace Cafeteria or in the Swoops Food Court during selected hours. Flex dollars can be used in Swoops at any time. Meal plans follow can be found on the [TTU Dining Service](#) website.

D. ATHLETICS SCHOLARSHIPS (AWARDING OF, LOSS OF, GRADATION OF)

Definition and awarding of athletics financial aid:

1. Athletics financial aid is institutional financial aid that is awarded, based in any degree, on athletics ability.
2. A full grant-in-aid consists of tuition, fees, room, board and course-related books. (NCAA Bylaw 15.02.5)
3. A student-athlete must be enrolled in a full-time program of studies to be eligible to receive athletics financial aid. (NCAA Bylaw 15.01.5)
4. A student-athlete shall not be eligible to participate in intercollegiate athletics if he or she receives financial aid that exceeds the value of the cost of attendance as defined in Bylaw 15.02.2. A student-athlete may receive institutional financial aid based on athletics ability (per Bylaw 15.02.4.1) and educational expenses awarded per Bylaw 15.2.6.4 up to the value of a full grant-in-aid, plus any other financial aid up to the cost of attendance (NCAA Bylaw 15.1). A student-athlete who receives a Pell Grant may receive financial aid equivalent to the limitation set forth in Bylaw 15.1 or the value of a full grant-in-aid plus the Pell Grant, whichever is greater (NCAA Bylaw 15.1.1).

Cancellation or gradation of athletics financial aid:

1. Athletics financial aid may be reduced or canceled during the period of the award if the student-athlete renders himself/herself ineligible for competition, fraudulently misrepresents information with respect to admission or financial aid, engages in serious misconduct, or voluntarily withdraws from the sport for personal reasons. The student-athlete has the opportunity for a hearing in any case of cancellation or reduction of athletics financial aid. (NCAA Bylaws 15.3.4.2 & 15.3.2.3)
2. Athletics financial aid may not be increased, decreased or canceled during the period of the award due to athletics performance or ability, for an injury sustained while participating in athletics, or for any other athletics reason. (NCAA Bylaw 15.3.4.3)
3. A written notice of the renewal or non-renewal of athletics financial aid shall be provided to each student-athlete on or before July 1 prior to the academic year for which the aid is to be effective. The student-athlete has the opportunity for a hearing in any case of cancellation or reduction of athletics financial aid. (NCAA Bylaws 15.3.5.1)

4. Institutional aid based on athletics ability may be cancelled according to NCAA rule 15.3.4.2. The NCAA interpretations specifically allows for cancellation or reduction based on violation of written [Tennessee Tech Athletic Policy 907, Section D](#).
- E. INSTITUTIONAL FINANCIAL AID; MAXIMUM ALLOWABLE AID; WORKING ON-AND-OFF CAMPUS

Institutional financial aid consists of all funds administered by the institution (NCAA Bylaws 15.02.4)

1. Maximum allowable aid:
 - a. An institution may provide a student-athlete financial aid that covers other expenses related to attendance in combination with other permissible elements of financial aid up to the cost of attendance. (NCAA Bylaw 15.2.4)
 - b. A non-recruited student-athlete who is not receiving any athletics financial aid may receive financial aid in excess of a full grant-in-aid. Renewal of the same institutional financial aid in excess of the limitation must be made on the same basis as the original award.
2. Working on-and-off campus:

Earnings from a student-athlete's on- or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete's full grant-in-aid or in the institution's financial aid limitations provided:

 - a. The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability.
 - b. The student-athlete is compensated only for work actually performed.
 - c. The student-athlete is compensated at a rate commensurate with the going rate in the locality for similar services. (NCAA Bylaw 12.4.1)

F. GENERAL TEAM GUIDELINES, PLAYING AND PRACTICE SEASONS, DISMISSAL FROM TEAM, EMPLOYMENT AT CAMPS AND CLINICS, AND PARTICIPATION WITH A NON-COLLEGIATE AMATEUR TEAM

The Department of Athletics is dedicated to providing competitive academic and athletic opportunities to you, the student-athlete. It is our belief that strong academics, complemented by an athletics program, bring positive recognition to Tennessee Tech. These same opportunities will contribute to the student-athlete's physical, mental, social, and emotional growth. Providing the finest possible staff and facilities, the Department of Athletics strives for excellence, both in its teams and in its public service. Our wish is that the student-athlete's experiences will guide him/her to become a leader and role model, as our athletics program is Tennessee Tech's most publicly visible activity.

As a member of an athletics team at Tennessee Tech, a student-athlete is a representative of a particular team as well as an ambassador of the University, the community, and his/her family. As a student-athlete at Tennessee Tech, one is expected to:

1. Conduct himself/herself in such a manner as to bring credit to himself/herself, the Department of Athletics, the University, and his/her family.
2. Abide by the sportsmanship principles adopted by Tennessee Tech and the Ohio Valley Conference in practice and competition.
3. Attend and participate fully in scheduled practice, conditioning, training, or academic support sessions unless excused by the coach or other appropriate official designated by the coach.
4. Abide by all Tennessee Tech and Department of Athletics policies.
5. Abide by the rules and policies set forth by the NCAA.
6. Abide by the laws of the community, the State of Tennessee, and the United States.
7. Travel, room, and eat with the team on team trips unless the coach specifically approves of other arrangements. Normally, a player would only be permitted to be transported by a responsible parent or spouse with the permission of the coach.
8. Abide by all the rules for the respective team as explained by the coach. It is the coach's responsibility to fully explain the rules for a team.
9. Use of illegal drugs or abuse of legal drugs or alcohol will not be tolerated. Disciplinary

action will be taken as outlined in the Athletics Drug Policy or defined further by the rules of the team.

10. Accept responsibility and be held accountable for their actions. If a student-athlete behaves in a manner that brings discredit upon his/her team, the Department of Athletics, or TTU, there shall be consequences.
 - a. Coaches are expected to render fair and equitable consequences for inappropriate behavior. The Director of Athletics is ultimately responsible for monitoring the accountability of student-athletes and coaches.
 - b. If a student-athlete is arrested, charged with a criminal offense, or convicted of a criminal offense, the student-athlete will be suspended pending the outcome of the situation. If there are extenuating circumstances, the student-athlete may appeal the suspension to the Director of Athletics.

(Approved by Athletics Committee 2-28-2006)

Playing and Practice Seasons

Playing and practice seasons are set by each head coach within the limits allowed by the NCAA and approved by the Director of Athletics.

Dismissal from Team

There are no NCAA rules pertaining to dismissal from a varsity athletics team. Such rules at Tennessee Tech are set by each head coach subject to review by the Director of Athletics.

Employment at Camps and Clinics (NCAA Bylaw 13.12.2)

1. A student-athlete may be employed at any camp or clinic, if the following conditions are met:
 - a. The student-athlete must perform duties that are of a general supervisory nature in addition to any coaching or officiating assignments.
 - b. Compensation is commensurate with the going rate for those with like teaching ability or experience. Payment may not be based on value related to reputation or fame. The pay scale must be defensible.
 - c. A student-athlete who only lectures or demonstrates may not be paid.
 - d. Travel expenses may be paid to student-athletes only if such expenses are paid and the same reimbursement procedures are used for all camp employees.

2. A student-athlete may be employed at the institution's camp or clinic if the student-athlete does not participate in organized practice activities.
3. A student-athlete with eligibility remaining is not permitted to conduct his or her own camp or clinic.

Participation with a Non-Collegiate Amateur Team

A Division I student-athlete may not participate as a member of an outside amateur team during the academic year with the exception of any official vacation period published in the institution's catalog. The penalty is the loss of eligibility for the remainder of the year and for the subsequent academic year (in basketball, all further eligibility is lost). Participation on an outside team is permitted out of season with a restriction on basketball (see table below). Out of season competition is generally considered to be during the summer. (Ex. Rule 17.31.1.3 – Women's Soccer and Volleyball)

Further, there is a limit on the number of student-athletes from the same institution that may be on an outside amateur team at the same time:

| <u>NCAA Bylaw</u> | <u>Summer</u> | <u>Foreign Tour</u> |
|-------------------|--------------------|---------------------|
| <u>Citation:</u> | <u>17 by sport</u> | <u>(17.29.2)</u> |
| Baseball | 4 | 4 |
| Basketball | 2 | 2 |
| Cross-Country | 2 | 2 |
| Football | 5 | 5 |
| Golf | 2 | 2 |
| Soccer | 5 | 5 |
| Softball | 4 | 4 |
| Tennis | 2 | 2 |
| Track | 7 | 7 |
| Volleyball | 2 | 2 |

- (a) A number of student-athletes from the same institution on foreign tour with a non-collegiate amateur team that exceeds the number given will cause the tour to be counted as that institution's foreign tour as permitted by NCAA regulations (one tour every four years).
- (b) Basketball and baseball summer league teams must be approved by the NCAA Council.

- (c) Either the head coach or the Office of Compliance must be consulted prior to participating with any outside team during vacation, summer school, or a foreign tour. Rules may vary and participation could cause one to be ineligible.

G. GRIEVANCE/APPEAL PROCEDURE

General

The [Student Handbook](#) includes Tennessee Tech policies and procedures and is applicable to all student-athletes.

Tennessee Tech, in the implementation of Board approved policies and regulations pertaining to discipline and conduct of students, shall ensure the constitutional rights of students by affording a system of the constitutionally and legally sound procedures, which provide the protection of due process of law.

Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct, which (1) adversely affects the institution's pursuit of its educational objectives, (2) violates or shows a disregard for the rights of other members of the academic community, or (3) endangers property or persons on institution or institution-controlled property.

[TTU Policy 141](#) (Discrimination and Harassment) and [TTU Policy 143](#) (Sexual Misconduct) described the process for filing complaints related to discrimination or harassment.

Athletic Grievances

The Department of Athletics abides by [TTU policies](#).

Student-athletes may meet with the Director of Athletics, the Associate Athletics Director for Sports and Compliance or the Associate Athletics Director for Business and Personnel/SWA if they have problems or concerns they wish to further appeal or grieve, including issues of gender equity and minority issues. The student-athlete will be referred to appropriate University personnel, if necessary.

If appropriate, the Director of Athletics or the Associate Athletics Directors will meet with the respective coach, coaches, other student-athletes and/or appropriate members of the Department of Athletics staff to try to resolve problems. In hearing grievances, the Department of Athletics ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance will be applied.

Also, the Student-Athlete Advisory Committee to the Athletics Director was established in December 1994 with a representative from each team to assist student-

athletes in dealing with individual or team concerns.

H. ATHLETICS AWARDS

The following system is used for awarding varsity certificates and plaques:

1. Every year a student-athlete “letters,” he/she will receive a certificate.
2. Honorary awards may be recommended by the coaches. These will be considered in special circumstances when a student-athlete is unable to “letter.”
3. Criteria used by coaches for varsity awards:
 - a. Men’s and Women’s Cross Country
 - Must participate in a minimum of four (4) meets
 - Must complete the season in good standing.
 - Football
 - Must participate in a minimum of sixteen (16) quarters – use of coach’s discretion
 - Baseball
 - Must participate in all team activities. Must be in good standing during academic year
 - Men’s Basketball
 - Must participate in 33% of all regular season contests
 - Women’s Basketball
 - Must participate in 33% of regular season games and stay with the program for the entire year or championship season
 - Men’s Golf
 - Must participate in a minimum of two (2) tournaments
 - Women’s Golf
 - Must participate in a minimum of two (2) tournaments
 - Tennis
 - Must participate in one-third (1/3) of all matches (Includes practice and sanctioned matches and tournaments)
 - Must comply with all tennis team rules, regulations, and standards of conduct
 - Coach’s evaluation as to contribution to the team
 - Women’s Track and Field
 - Must compete in a minimum of six (6) track meets
 - Must complete the season in good standing

| | |
|------------|--|
| Volleyball | Must participate in 10% of all matches. Must be in good standing with team all season |
| Softball | Must participate in all team activities. Must be in good standing during academic year |
| Soccer | Must participate in all team activities. Must be in good standing during academic year |

Note: An exception to these criteria may be recommended by the head coach and approved by the Director of Athletics.

- b. Student-athletes must comply with all team rules, regulations, and standards of conduct as set by the coach and Tennessee Tech.
- c. At the end of the competitive season, the head coach shall submit to the Assistant Athletics Director for Academics and Student-Athlete Welfare a list of names recommended for certificates, service awards, and/or honorary awards.

OTHER AWARDS TO STUDENT-ATHLETES

The Athletics Sports Information Office oversees an awards program for Golden Eagle student-athletes. Most of these awards reflect accomplishments in both athletics and academics. The program consists of three areas:

- 1. Awards presented by outside organizations
- 2. Awards presented by Tennessee Tech
- 3. Awards presented by each team

Awards Presented by Outside Organizations: Several student-athletes from Tennessee Tech have won one or more of the honors in the list below. Tennessee Tech's Sports Information Office nominates (and provides supporting information for) student-athletes for such athletics-based honors as:

- *All-America
- *All-Region
- *OVC Female/Male Athlete of the Year
- *All-Conference
- *All-State (TSWA)
- *OVC Player of the Year (by sport)
- *All-State Player of the Year

In addition, the Sports Information Office vigorously pursues academic-based awards such as:

- | | |
|----------------------------|--------------------------------|
| *Academic All-America | *OVC Academic Medal of Honor |
| *Academic All-District | *OVC Commissioner's Honor Roll |
| *OVC Scholar-Athlete Award | *NCAA Woman of the Year |
| *IAA Scholar-Athlete | |

When situations arise, nominations will also be made for a variety of other awards, such as post-graduate scholarships, Most Courageous Award, and Academic All-America Hall of Fame.

Awards Presented by the University: Awards presented to student-athletes by Tennessee Tech have expanded to become one of the most comprehensive awards programs in the country. Most of these awards combine academics with athletics accomplishments. An Athletics Awards Committee chooses the award winners.

The most prestigious awards presented each year include the President's Award, the Outstanding Male and Female Athlete awards, and the Man and Woman of the Year awards. In addition, Tennessee Tech names the Athletics Director's Honor Roll each semester.

*The President's Award - At the conclusion of each athletic year, the Athletics Awards Committee selects one winner from each intercollegiate team as a recipient to represent his/her team. The winner must be a starter or valuable reserve, must have a cumulative grade point average of 2.65 or higher, and must have completed two (2) semesters at the University.

*Man of the Year/Woman of the Year - These awards are based on a combination of outstanding athletic ability, academic excellence and dedication to community service. Student-athletes from all sports programs shall be considered equally. Nominees are limited to student-athletes who complete their eligibility.

*Outstanding Male Athlete/Outstanding Female Athlete - These awards are based solely on athletics success. Student-athletes who have achieved notable success on at least the conference level will be considered. Other factors include the quality of competition, team success, historical success, and fan interest.

*Athletics Director's Honor Roll - Each semester, all students involved in athletics (student-athletes, team managers, cheerleaders, and athletics trainers) who achieve a 3.0 grade point average or higher are recognized on the AD Honor Roll. In addition, students who achieve a 4.0 are listed in the "Gold Club."

Awards Presented by Each Team:

Some athletics teams (basketball, baseball, and football) have presented individual awards for many years. The Sports Information Office coordinates an awards program that includes all sports, adding individual awards for sports such as golf, cross-country and softball. Each head coach chooses awards presented to his/her athletes. Most teams select the following honors:

- *Most Valuable
- *Most Improved
- *Most Dedicated
- *Impact Award (to a first-year team member)
- *Team Captain(s)

Three (3) awards are presented each year to the player who makes the “biggest overall contribution to the program.” These three (3) awards are:

- *Football - The Robert Hill Johnson Award
- *Men’s Basketball - The Sam Harley Lynn Award
- *Women’s Basketball - The Frank Porter Award

Three (3) additional honors were established in 1994 for leadership. They are:

- *Football - The Sonny Allen Leadership Award
- *Men’s & Women’s Basketball - The John P. Hendrix Leadership Awards

In addition, the OVC has additional awards presented to individual student-athletes across the conference each year. In addition to all-OVC athletic honors and team championships awards for each sport, there are:

- *OVC Scholar Athlete
- *Male Athlete of the Year
- *Female Athlete of the Year
- *OVC Medal of Honor
- *OVC Commissioner’s Honor Roll
- *Steve Hamilton Sportsmanship Award

For institutions, the OVC awards:

- *OVC Commissioner’s Cup
- *Institutional Sportsmanship Award
- *Team Sportsmanship Award
- *Academic Achievement Banner
- *Sgt. York Trophy

Student-Athlete, Manager, and Support Staff Graduation Stoles

Graduating student-athletes, managers, and support staff will have the opportunity to receive one of two distinctive graduation stoles, which they are encouraged to wear during university commencement ceremonies. Current and former student-athletes may be eligible to receive a “Student-Athlete Graduation Stole,” while managers and support staff may be eligible for the “Athletics Graduation Stole.” As with any university honor, a graduation stole is recognized as an achievement to be earned. It represents a student’s commitment to academics and athletics, which culminates in the awarding of their academic degree.

Tennessee Tech Athletics is proud to recognize each student’s commitment to excellence, not only on our fields and courts, but also in our classrooms. Each eligible student will be presented either the “Student-Athlete Graduation Stole” or the “Athletics Graduation Stole” during the Department of Athletics Graduation Reception that typically is held immediately following our university’s graduation practice for fall and spring semester commencement ceremonies. To be eligible to receive a graduation stole, a student must fulfill the following applicable requirements.

1. Accomplish all requirements to earn a degree from the university as determined by the Registrar.
2. Complete all applicable Senior Exit Exams.
3. Fulfill at least one of the following conditions:
 - a. Be included on the official “Status of Sports” roster as an Ohio Valley Conference certified student-athlete, who was eligible to compete during the academic year in which she/he will graduate and be approved by the head coach.
 - b. Exhausted their NCAA eligibility to compete (e.g., 5th-year student-athlete, student-athlete who signed a professional sports contract prior to their initial graduation date, medically retired student-athlete) but were included on the official “Status of Sports” roster as an Ohio Valley Conference certified student-athlete during their last semester of NCAA eligibility at the university. Student-athletes who have been retained on an athletic scholarship must have complied with all conditions for their athletic scholarship, as imposed by the Department of Athletics.
 - c. For managers and Athletics support staff. Served in Athletics for a minimum of two complete seasons or academic years (including the most recent season or academic year prior to graduation) and nominated by the head coach or the student’s direct supervisor.
4. All nominations for awarding of the “Student-Athlete Graduation Stole” or the “Athletics Graduation Stole” must be approved by the Director of Athletics.

Notes:

1. A head coach or staff member may file an exception with the Associate Director of Athletics for Sports/Compliance to request awarding of a “Student-Athlete Graduation Stole” or “Athletics Graduation Stole” to any current or former student, whom they wish to have honored but who does not meet requirements listed above. Exceptions must be approved by the Director of Athletics.
2. The Director of Athletics maintains the discretion to honor or not honor any student, based upon the Director’s opinion as to whether a student has met the spirit of the award.

I. EXIT INTERVIEWS

1. The Associate Athletics Director for Sports and Compliance, the SWA, FAR and/or Director of Compliance interview a minimum of one student-athlete who has completed his/her eligibility from each varsity team at the end of its sports season. Other student-athletes may be interviewed at the discretion of the Associate Athletics Director for Sports and Compliance. The interviews contain a variety of questions pertaining to coaching, team travel, academic services, gender equity, minority issues, and other aspects of the student-athlete experience. The Department of Athletics shares the information obtained during the interviews only on a need-to-know basis, but cannot guarantee confidentiality.
2. End of Season Questionnaire. At the conclusion of each season, all student-athletes are emailed an End of Season Questionnaire developed with guidance from NCAA Student-Athlete Affairs. The questionnaire collects responses to reflect the student-athlete perception on a variety of areas including coaching, athletic administration, team travel, academic services, training, gender equity, minority issues, and other aspects of the student-athlete experience. Individual responses are kept confidential.

J. NCAA PRINCIPLE OF SPORTSMANSHIP AND ETHICAL CONDUCT

“For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility.” (NCAA Bylaw 2.4)

K. OHIO VALLEY CONFERENCE SPORTSMANSHIP BYLAW

10.1 General Principles. The OVC is committed to sportsmanship and developing healthy environments for competition. The Conference will strive to create “hospitable” environments.

Part of the role of education through sports is to teach our youth and our communities to conduct themselves with respect for all participants and spectators.

10.4 Student-Athletes and Spirit Groups. Respect for the game in which the student-athletes and spirit groups (e.g. bands, cheerleaders, dance teams) participate also demands respect for the opponent. Student-athletes and spirit groups at Conference institutions are expected to treat opponents with sportsmanship. There can be no tolerance for verbal abuse, physical abuse, taunting and/or baiting of opponents.

10.5.1 Sportsmanship Statement - Read to Participants by Game Officials. Each official assigned by the OVC will be provided a card with the following statement which must be read to the captains and coaches of every contest prior to the beginning of the competition: “The Ohio Valley Conference requires officials to enforce all rules regarding unsportsmanlike conduct by coaches and student-athletes. There will be no tolerance of negative statements or actions between opposing teams, including verbal abuse, physical abuse, taunting or baiting. If such comments or behavior is observed, a penalty will be immediately assessed. If any coach protests an unsportsmanlike penalty, he/she will be ejected from the contest. We have been instructed not to issue warnings during the competition. It is strongly suggested that you remind your participants of this policy.”

10.7.1 Altercation Occurrence. If an altercation occurs during competition, all individuals who are on the bench are expected to remain there. It is incumbent upon the head coach to ensure that this occurs. The commissioner is authorized to suspend the head coach of a team whose bench personnel enter the field or court of play during an altercation, regardless of whether those individuals become involved in the altercation.

10.7.2 Minimum Penalty for Ejection from Conference Contest.

10.7.2.a Conference sponsored sports. Any coach, student-athlete or athletics staff member ejected from a Conference contest in conference-sponsored sports shall be assessed an appropriate penalty in accordance with NCAA playing rules for that sport. Additional penalties related to the ejection may be imposed by the Commissioner. (*amended and approved 2/7/2011*).

4. STUDENT-ATHLETE AWARENESS PROGRAM

4. STUDENT-ATHLETE AWARENESS PROGRAM

A. INFORMATION AND ASSISTANCE AVAILABLE

The TTU Office of Student Affairs provides a variety of student-oriented resources, among which are the Counseling Center and the Health Services Office.

The Counseling Center promotes mental health, personal growth, and personal relationships within the TTU community. The Counseling Center provides an array of mental health, career, educational, and consultative services. All counseling services are free to registered TTU students. The Counseling Center is located in the Roaden University Center, Room 307, and the phone number is 372-3331.

Health Services provides general medical care and nursing care for acute minor medical and surgical problems. The Health Services Office manages chronic medical and nursing problems and provides general prevention services. The Health Services office is located in Bell Hall Room 105 and the phone number is 372-3320.

Personal decisions related to health and personal well-being require informed decisions. Below are listed references in various categories that will provide information for sound decision-making related to personal well-being:

Abuse of Alcohol, Drugs, and Tobacco

Alcohol and Drug Abuse Bureau **(615) 741-1921**
425 5th Avenue North, 3rd Floor
Nashville, TN 37243

Alcoholics Anonymous **(877-794-2335)**
(<http://www.aa.org>)
* 24-hour treatment and help line

Cocaine Abuse Hotline **(800) 515-7707**

Bradford Health Services **888-577-0012**
1330 Neal Street
Cookeville, TN 38501
*Drug and alcohol counseling

Narcotics Anonymous **855-821-1937**
(<http://www.na.org>)
* 24-hour treatment and help line

National Council on Alcoholism and Drug Dependence
(<http://www.ncadd.org>)

National Institute on Alcohol Abuse and Alcoholism
(<http://www.niaaa.nih.gov>)

Plateau Mental Health Center (931) 432-4123
1200 South Willow Avenue
Cookeville, TN 38501

Communicable Diseases

Center for Disease Control National STD/HIV Hotline (800) 232-4636
(www.cdc.gov/nchstp/dstd/disease-info.htm)

Communicable Disease Section (615) 741-7247
Tennessee Department of Public Health
*Information and referrals on communicable diseases to local agencies

National AIDS Information Clearinghouse (800) 342-AIDS
*Information on AIDS and referrals to organizations that provide AIDS related services

Putnam County Public Health Department (931) 528-2531
701 County Services Drive
Cookeville, TN 38501

National Herpes Hotline (919) 361-8488

TTU Health Services (931) 372-3320
Nursing Building

Upper Cumberland Regional Health Office (931) 528-7531
1100 England Drive
Cookeville, TN 38501

Compulsive Behavior

Gamblers Anonymous (626) 960-3500
(<http://www.gamblersanonymous.org>)

National Eating Disorders Association (800) 931-2237
(<http://www.nationaleatingdisorders.org>)

Overeaters Anonymous (505) 891-2664
(<http://www.aa.org>)

TTU Counseling Center (931) 372-3331
Roaden University Center 307

Death and Dying

Grief Recovery Helpline (800) 445-4808
(<http://www.ggcoa.org>)

TTU Counseling Center (931) 372-3331
Roaden University Center 307

Dating and Domestic Violence

National Domestic Violence Hotline (800) 799-SAFE
(<http://www.ndvh.org>)

TTU Counseling Center (931) 372-3331
Roaden University Center 307

Genesis House (Business phone) (931) 526-5197 or
P.O. Box 1180 (931) 528-4679
Cookeville, TN 38503 * 24-hour Crisis Line: (800) 707-5197

Eating Disorders

Overeaters Anonymous (505) 891-2664
(<http://www.aa.org>)

TTU Counseling Center (931) 372-3331
Roaden University Center 307

National Eating Disorder Association
(<http://www.nationaleatingdisorders.org>) (800) 931-2237

Emergency Services

Emergency Hotline 911

Harassment

TTU Affirmative Action Office
Derryberry Hall 305 (931) 372-3016

TTU Dean of Students Office
Roaden University Center 339 (931) 372-3237

TTU Sexual or Racial Harassment Policy
(<http://www.tntech.edu/ttustudenthandbook/harassment-policy-sexual-or-racial/>)

TTU Women's Center
Pennebaker Hall 203 (931) 372-3850

Hazing

TTU Dean of Students Office
Roaden University Center 339 (931) 372-3237

TTU Director of Student Activities
Roaden University Center 122 (931) 372-3123

Learning Disabilities

TTU Office of Disability Services
Roaden University Center 112 (931) 372-6119

TTU Counseling Center
Roaden University Center 307 (931) 372-3331

Legal Services

Legal Aid Society (931) 528-7436

Health and Human Services

| | |
|---|-----------------------|
| Tennessee Department of Health 425 5th Ave N #3 Nashville, TN 37247 | (615) 741-3111 |
| Tennessee Department of Human Services 400 Deaderick Street Nashville, TN 37243 | (615) 313-4700 |
| Tennessee Early Intervention System Matthews-Daniel Hall Tennessee Technological University Cookeville, TN 38505 | (931) 372-3561 |
| American Red Cross 118 S. Dixie Ave. Cookeville, TN 38501 | (931) 582-3475 |
| Maternal and Child Health Service 425 5th Ave N #3 Nashville, TN 37243 | (615) 741-7353 |
| Putnam County Public Health Department 701 County Services Drive Cookeville, TN 38501 | (931) 528-2531 |
| Consumer Products Safety Commission | (800) 638-CPSC |
| National Pregnancy Hotline | (800) 848-5683 |
| Planned Parenthood 412 Dr. DB Todd Jr. Blvd. Nashville, TN 37203 | (615) 321-7216 |

Mental Health/Crisis

| | |
|---|-----------------------|
| Tennessee Department of Mental Health 601 Mainstream Drive Nashville, TN 37243 | (615) 532-6610 |
| Crisis Line * 24-hour hotline for help with depression, suicide, sexual abuse and/or pregnancy | (800) 866-9600 |

Plateau Mental Health Services
1200 S. Willow Ave.
Cookeville, TN 38501
* 24-hour Crisis Line

(931) 432-HELP
(800) 281-4943

TTU Counseling Center
Roaden University Center 307

(931) 372-3331

Sexual Orientation

TTU Counseling Center
Roaden University Center 307

(931) 372-3331

TTU Dean of Students Office
Roaden University Center 339

(931) 372-3237

American Psychological Association
(<http://helping.apa.org/daily/answers.html>)

Sexually Transmitted Infections

Local resources for sexually transmitted infection (STI) testing and information:

Putnam County Health Department **(931) 528-2531**
701 County Services Drive
Cookeville, TN 38501

Free testing for many STIs - Walk-in service
Other STI and treatment are based on income
Free condoms – ask for “brown bag”
Free pregnancy tests
Also offers contraceptive visits (includes Pap smear, hormonal contraceptives, etc.)

TTU Health Services **(931) 372-3320**
Located in Bell Hall, Room 105
Free testing for many STIs
Free treatment for many STIs, other treatments range from \$2-\$5
Free pregnancy tests
Offers emergency contraception (free if samples available or will call in a prescription)

TTU Counseling Center **(931) 372-3331**
Roaden University Center 307
All services are free
Offers counseling on a variety of personal issues
Struggling with decision to have sex, STI or partner’s STI?
Also has written material on sexual health issues

Center for Disease Control National STD/HIV Hotline **(800) 227-8922**
(www.cdc.gov/std/)

American Social Health Association
(www.ashastd.org)

TTU Women’s Center **(931) 372-3850**
Pennebaker Hall 203

Genesis House **(931) 526-5197** or
P.O. Box 1180 **(931) 528-4679**
Cookeville, TN 38503 * 24-hour Crisis Line: **(800) 707-5197**

B. AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (1990) bars discrimination in employment, public programs, transportation, public accommodations, and telecommunications to persons with disabilities. Any student who is otherwise qualified shall not be discriminated against in participating in the above situations. If you think that you might have a disability that may require special accommodations for learning and full participation in academic and social life at Tennessee Tech University, contact the Office of Disability Services (Roaden University Center, Room 112). This office will assist you with accommodations if you are able to verify that a disability exists.

The Tennessee Tech Office of Disability Services has several goals promoting independence, accessibility, and academic support to all students with verified disabilities. A full range of services include tutoring, course accommodations, accessibility, counseling, and adaptive or assistive technology. A grievance procedure is provided for students with disability concerns. Student-athletes who are otherwise qualified must be allowed to try out for athletics teams. Notification must be made in a manner that the student-athlete best communicates. Persons with disabilities who typically achieve college level status are those with sensory, physical, special health, and psychological impairments. Also, those with specific learning disabilities are entering and graduating from college.

C. HARASSMENT AND DISCRIMINATION

Tennessee Tech complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. Tennessee Tech is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran or genetic information in employment, educational programs and activities, and admissions. Please refer to [TTU Policy 141](#) and [143](#) for matters related to discrimination or harassment.

D. TTU POLICY ON SEXUAL ASSAULT

Tennessee Tech intends to comply fully with Title IX of the Education Amendments of 1972, Section 485(f) of the HEA, as amended by Section 304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR § 668.41, §668.46, and Appendix A to Subpart D of Part 668. Sexual misconduct is a form of sex discrimination prohibited by Title IX and Tennessee Tech.

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5. APPENDICES

STUDENT-ATHLETE MEDICAL POLICIES AND PROCEDURES HANDBOOK

AND

DRUG EDUCATION/ SCREENING POLICY

TENNESSEE TECHNOLOGICAL UNIVERSITY
STUDENT-ATHLETE MEDICAL POLICIES AND PROCEDURES

INTRODUCTION

Every student-athlete at Tennessee Technological University is entitled to the best medical care available while participating as a Golden Eagle. It is the responsibility of the Athletic Training/Sports Medicine Department to coordinate and deliver professional, comprehensive and innovative treatment, care and rehabilitation to all Tennessee Tech student-athletes.

There are specific guidelines the Department of Athletics, Athletic Training/Sports Medicine Department, coaches, and student-athletes must follow to comply with NCAA, Ohio Valley Conference, Tennessee Tech, and Department of Athletics rules and regulations. The goal of the Athletic Training/Sports Medicine Department is to keep each student-athlete injury free, or in the unfortunate case of an injury, to provide the best medical care possible to enable the student-athlete to return to safe participation.

RIGHTS OF A TENNESSEE TECH STUDENT-ATHLETE

As a Tennessee Tech student-athlete being treated by a member of the athletic training/sports medicine staff, one has the right to:

- Considerate and respectful treatment and care.
- Complete and current information from an athletic trainer or physician regarding his/her condition, treatment, rehabilitation, and prognosis in terms and language he/she can understand.
- Participation in the planning of his/her medical treatment and rehabilitation program.
- Confidential treatment of his/her personal and medical records.
- Approval or refusal of the release of his/her personal and medical information.
- Assurance of the Athletic Trainers' and Medical Staff's reasonable response to his/her requests.
- An expectation of continuity of care.

RESPONSIBILITY OF A TENNESSEE TECHNOLOGICAL UNIVERSITY STUDENT-ATHLETE

In order to achieve our objective to provide quality medical care, each student-athlete has a responsibility to:

- Report all injuries and illnesses within 48 hours.
- Follow the treatment and rehabilitation plan prescribed for him/her. It is the student-athlete's responsibility to advise the athletic trainers treating him/her if there is a problem or reason why he/she cannot follow the plan.
- Report to the training room daily for treatment until he/she is cleared.
- Report any change in his/her condition to a staff trainer.
- Be honest and direct with the trainers caring for him/her. Tell them exactly how he/she feels about the things that are happening to him/her.
- Understand his/her health problem and the treatment and rehabilitation program to his/her satisfaction. If the student-athlete does not understand any part of his/her program, he/she should ask a staff trainer or physician. Be sure he/she knows what is expected of him/her.

***WHEN YOU WANT TO KNOW.....ASK!!!
IF YOU HAVE SOMETHING TO SAY.....SPEAK UP!!***

NCAA REGULATIONS

NCAA-Legislation states that the University is responsible for the medical care of the student-athlete only when the injury is directly related to his/her sport during supervised practice, conditioning sessions or competition. In all cases, only expenses that are allowed to be paid by the NCAA rules may be covered, if approved by the Director of Athletics.

FINANCIAL COVERAGE OF MEDICAL CARE – INSURANCE

It is extremely important that the Department of Athletics policies and procedures related to insurance and financial responsibility be understood by and communicated to all student-athletes as well as their respective parent(s) and/or guardian(s). There is a mutual responsibility shared by all parties to adhere to these policies and procedures to ensure the proper processing and prompt payment of expenses related to the care and treatment of illness and injury. The following section outlines the rights and responsibilities of athletes regarding athletic health care. It is imperative that the athlete read and understand this information so that he/she knows what to expect and what is expected of him/her in the event of an injury or illness. This information will be distributed to student-athletes at the annual compliance meeting with the Student-Athlete Handbook.

MEDICAL REFERRAL POLICIES

1. Except in emergencies, a staff athletic trainer must screen all conditions prior to referral to a team physician or other consultant. This policy assures proper and immediate care, close follow-up treatment and smooth injury management for the student-athlete and the Tennessee Tech Athletic Training Staff / Sports Medicine Department.
2. The Athletic Training Staff / Sports Medicine Department will make all referral appointments. Transportation to medical facilities/offices will be provided by the Athletic Training Staff / Sports Medicine Department if the student- athlete is unable to arrange personal transportation.
3. Medical care and treatment of all student-athletes will be done through team physicians, consultants, and healthcare resources associated with the Tennessee Tech Sports Medicine team as approved by the Head Athletic Trainer.
4. If the student-athlete or parent desires medical care other than that provided by Tennessee Tech's Athletic Training Staff / Sports Medicine Department, he/she may do so at his/her own expense. This includes a second opinion obtained with/without the coordination or knowledge of the Athletic Training Staff / Sports Medicine Department. Records of doctor's visits, x-rays, lab results, etc., not initiated by the Athletic Training Staff / Sports Medicine Department must be on file before the student-athlete will be cleared to participate. The Seeking Care Outside of Tech Network Waiver stating this understanding must be completed prior to an outside visit.
5. On occasion, the Athletic Training Staff / Sports Medicine Department may request a second opinion or referral. All second opinions and referrals will be handled through Tennessee Tech's Athletic Training Staff / Sports Medicine Department only. Any appointments made without the coordination of the Athletic Training Staff / Sports Medicine Department will not be the financial or legal responsibility of Tennessee Tech University. In the event of a conflicting opinion between the two physicians, a third medical opinion will be obtained from a physician mutually acceptable to the student-athlete, parents and the two physicians. This appointment will be made through the Athletic Training Staff / Sports Medicine Department.
6. Student-athletes and/or parents or guardians should review the details of their insurance plan to make sure it provides adequate coverage for injuries and illnesses and should understand their insurance company's claim filing procedures and what must be done if injuries or illnesses occur while away from home.

Student-athletes should carry their insurance ID card (and prescription card, if one exists) on their person.

7. It is the responsibility of the student-athlete and/or parents or guardians to inform the Tennessee Tech Athletic Training Staff / Sports Medicine Department of any peculiarities and changes in his/her medical insurance coverage.
8. Arrangements for follow-up care with a physician for injuries incurred during athletic activity must be completed within a 14 day period after completion of the competitive season, eligibility or termination from the team. After said period, the Tennessee Tech University Department of Athletics is no longer financially responsible for any expenses incurred as a result of said injury unless other arrangements have been made with the Athletic Training Staff / Sports Medicine Department.

SPECIAL CIRCUMSTANCES

Special circumstances which may arise that are not covered by these policies will be reviewed on a case-by-case basis and a final decision will be rendered by the Director of Sports Medicine/Head Athletic Trainer on any action and disposition.

MEDICAL INSURANCE

It is strongly recommended that each student-athlete be covered by medical insurance in the event of an accident or non-sports related illness. Most student-athletes are covered by their parents' insurance until they graduate or turn 26.

If the student-athlete is not covered by insurance, the University offers a health insurance plan for a very reasonable fee. Insurance is not included in the University's fee. The Department of Athletics is not responsible for securing medical insurance for its student-athletes.

The Athletic Training Staff / Sports Medicine Department must have all insurance information for easy access prior to the start of pre-season practice. Individual insurance will be utilized to meet the University's deductible. The insurance plan in effect at Tennessee Tech is based on full payment of bills incurred within one year from the date of the accident to maximum coverage purchased by the University. This coverage pays only in excess of any policy maintained by the parents or student-athlete as a group or individual policy. The student-athlete's policy must contribute its maximum amount first, and if there is any shortage, it will be paid through the plan offered at the University to the maximum coverage purchased. The student-athlete's insurance coverage is the primary provider while the University's is a secondary coverage. If there are any questions regarding insurance, one should contact the Director of Sports Medicine/Head Athletic Trainer.

Tennessee Technological University shall provide secondary insurance for student-athletes according to the Tennessee Board of Regents' guidelines. The athletic training staff will note the injury on the medication receipt so that the administrative associate, who pays the bills, shall know that the Medical and Insurance account charge is legitimate. Injuries received during participation in practice-related activity, as defined by the NCAA, will be paid from the Medical and Insurance account.

Injuries received during participation in non-practice-related activity, as defined by the NCAA, shall be paid by the student-athlete. Under special circumstances, the charges may be paid from the sport's restricted account, if approved by the coach and the Director of Athletics.

The Student Assistance Fund shall continue to be used (for those who qualify and subject to available funds) for any injury or medication (i.e., athletic-or-non-athletic related), regardless of whether the occurrence is in- or out-of-season.

TENNESSEE TECHNOLOGICAL UNIVERSITY WILL NOT SEEK MEDICAL ASSISTANCE FOR ANY ATHLETE UNTIL WE HAVE ALL INFORMATION CONCERNING YOUR INSURANCE COVERAGE OR LACK OF COVERAGE!!

NO INSURANCE

Student-athletes with no insurance will be required to complete the No Insurance form in front of a notary public and be notarized. This form must be completed prior to the first conditioning or practice session.

STUDENT HEALTH SERVICES

Tennessee Tech University's Student Health Services provides services for minor illnesses or injuries to any student enrolled at the University on a walk-in basis during the hours of operation. The Health Services staff includes nurses, a nurse practitioner, physician and a pharmacist. Tennessee Technological University's Sports Medicine Department will not be responsible for any bills or expenses for medications administered and/or any other services (i.e., blood work, mono-test, etc.) at our Student Health Services unless it is an athletic injury sustained while participating in athletics. If a student-athlete is in-season and actively engaged in his/her sport and the student-athlete is referred to Student Health Services, and is unable to purchase medications, then he/she will need to discuss options with the Head Athletic Trainer and his/her head coach.

PRE-SEASON PHYSICAL EXAMINATIONS

All student-athletes must have a physical examination prior to the start of their athletic season. This may include a physical exam every year or one per four-year career at Tennessee Tech. The physical exam will consist of a comprehensive history form, vision screening, general medical exam and an orthopedic screening. Further evaluation will be pursued if deemed necessary by the sports medicine personnel. Anyone missing the scheduled physical exam without prior permission from a staff trainer will be responsible for obtaining one at his/her own expense. No participation will be allowed until a copy of a physical exam is in the student-athlete's medical file.

SICKLE CELL TESTING

“Mandatory sickle cell testing in Division I focuses on keeping student-athletes as safe as possible. Division I colleges and universities collectively determined that mandatory screening is the best way to raise awareness among student-athletes and coaches and prevent potential serious illness or death in student-athletes who may carry the trait.” – NCAA Division I Manual, 17.1.5.1

Prior to any conditioning, strength training or team practice session, every student-athlete must complete the Sickle Cell testing form in the New Athlete Information and Medical Records packet. The student-athlete, or parent/guardian if under 18, must indicate if he/she wishes to be tested, has been tested previously or declines testing. If he/she wishes to be tested then the Athletic Training Staff / Sports Medicine Department will coordinate with Student Health Services to perform the test. The student-athlete will not be able to participate in any activity until the results of the test are obtained. If the student-athlete has been tested previously, he/she must provide the results of the test prior to any activity. The student-athlete may also decline the test by completing the associated Sickle Cell Testing Waiver and Release.

ADD/ADHD DOCUMENTATION

Any student-athlete with a documented history of ADD/ADHD must annually complete the NCAA Medical Exception Documentation Reporting form for ADD/ADHD in the packet. The form must be submitted to and completed by the treating physician. All documentation, including but not limited to, results of all testing and any other documentation that led the physician to the diagnosis, medication(s) and dosage, blood pressure and pulse readings, note that alternative non-banned medications have been considered and follow up orders must be submitted with the completed form. This information is extremely important to have on file to provide proof of prescription medication should a drug test return with a positive result. This information must be supplied prior to any strength training, conditioning or team practice session. If at any point during the year a student-athlete is diagnosed with ADD/ADHD it is the student-athletes responsibility to inform the Athletic Training Staff / Sports Medicine Department and begin the process of gaining all documentation.

PRE-EXISTING INJURIES OR CONDITIONS

Tennessee Technological University's Department of Athletics will not be responsible for any pre-existing injuries or conditions that occurred prior to joining a Tennessee Tech athletic team. Disqualification due to that pre-existing condition is at the discretion of the Tennessee Tech Sports Medicine Staff. Failure to report and document any preexisting conditions releases Tennessee Technological University's Department of Athletics from any liability in the event of another condition caused by the initial injury.

Tennessee Technological University's Athletic Department will not be financially responsible for medications of long-term pre-existing conditions including allergies, diabetes, acne, asthma, etc. The Sports Medicine Staff will be happy to assist the student-athlete in ordering and coordinating the administration of the medication, but will not be financially responsible for it.

REPORT ALL INJURIES AND ILLNESSES

All injuries and illnesses must be reported to a full-time athletic trainer or a graduate assistant athletic trainer as soon as possible. A minor injury often develops into a more significant injury unless properly and immediately treated. If ill or sick, do not lay in bed all day and then call or come into the Student Therapy Center/Athletic Training Room before practice. Injuries or illnesses must be reported and documented within the first 24 hours for Tennessee Technological University's Department of Athletics to be responsible.

REPORTING TIMES FOR INJURIES AND ILLNESSES

All injured or ill student-athletes must report to the Student Therapy Center/Athletic Training Room in the morning for evaluation, treatment and any necessary referrals. All student-athletes are seen on a first-come, first-served basis and should sign in with the graduate assistants on duty. Student-athletes getting taped or seen prior to a practice or a game will take precedence, unless there is a serious injury that needs to be attended to. Training room hours will be Monday - Friday from 8 a.m. until 11:30 a.m. and 1pm to 5pm. During fall home football games the athletic training room will be open for treatments four (4) hours prior to the start of the game. On Sundays, during the fall semester, the athletic training room will be open at 1 p.m. for all student-athletes needing treatments or evaluation. All other times will be posted in the athletic training room. Any student-athlete who is unable to fully participate in practice or competition must report to the Student Therapy Center/Training Room as requested by the staff trainer. The athletic training staff will then notify the student-athlete's coaching staff of his/her status.

INJURIES ON THE ROAD

If a student-athlete is injured or becomes ill during away competitions and there is not a TTU athletic trainer in attendance, the coach should contact the host athletic trainer to be advised on

the best route for evaluation and treatment. If a student-athlete is sent to an emergency room or is hospitalized while on an away trip, it is the responsibility of the coach to contact a TTU staff athletic trainer so the coordination of medical care and billing can be properly handled. As with all injuries and/or illnesses, the student-athlete's insurance will be utilized first and the University's insurance will be secondary. Tennessee Technological University's Department of Athletics is responsible for bills incurred on the road as a direct result of practice or competition. The student-athlete must report to the Student Therapy Center/Training Room (East Stadium) within 48 hours of returning from the competition for follow-up care and to ensure documentation of the injury or illness.

EMERGENCY (EVENINGS OR OFF-SEASON)

Occasionally, an unforeseen emergency (injury or illness) may occur in the evening after practice or in the off-season. If it is a life or death emergency, follow the onsite emergency action plan and dial 911 for help (from a campus phone 9911). There is more detailed emergency information available online or at the athletic venue. If it is not a life or death situation, first try to contact the trainer in charge of your sport or a student athletic trainer. If he/she is unavailable, call one of the staff athletic trainers (these phone numbers are provided with instructions on a wallet size card). As a last resort, go to the emergency room and continue to try to contact a staff athletic trainer. Do not hesitate to call an athletic trainer anytime. Prompt treatment will often hasten your recovery. If this emergency is not directly related to a practice or competition, the parents or student-athlete's insurance will be responsible for covering all costs. It is still necessary to call the training staff within 48 hours so consistent medical care and documentation can be maintained.

CLOSEOUT INTERVIEW WITH ATHLETIC TRAINING STAFF

Upon graduation, transferring or termination of an athletic career at Tennessee Tech, all student-athletes must have an exit interview with either the Head Athletic Trainer or one of his assistants to document any injuries sustained while at Tennessee Tech. If surgery or further treatment of any injury is required, it must be done within one year of leaving the team. No procedure will be paid for unless coordinated through the Tennessee Tech Sports Medicine Department. The TTU Department of Athletics will not be financially responsible for any injury or condition that is not documented in the student-athlete's permanent medical file.

MEDICAL EXCUSES FOR CLASS

No medical excuses will be issued from the Student Therapy Center/Athletic Training Room unless the illness or injury has been properly documented. The staff will not accept "I did not feel well and didn't go to class," when requesting an excuse. The excuse must be picked up within 24 hours of missing the class. If the student-athlete has seen a physician, dentist or Student Health Services in their offices, he/she must have their office issue the excuse. If he/she is in doubt of

whether or not an excuse is needed, he/she should always get one from the attending physician's office.

PRESCRIPTION MEDICATION

When a student-athlete is prescribed medication, the following procedure should be followed. If prescribed by a team physician, that medication will most likely be issued by that physician through his office. If the team physician does not provide the medication, a designated pharmacy will be used and the prescription will be paid for by Tennessee Tech if the medicine is prescribed for an athletic injury or illness. If the medicine is not for an athletic injury or illness, then the student-athlete is free to purchase the medicine at a pharmacy of his/her choosing.

If a student-athlete is injured or ill, he/she should not assume that the condition is the same as that of someone else. Do not share medication; many student-athletes have allergies to aspirin, penicillin or other medications. Do not take anything that is not prescribed specifically for you. Medications also react with each other, some foods and alcohol. Make sure the directions are followed exactly. When medication is prescribed, it will work only if taken regularly and properly. All questions regarding your medication should be directed to a staff trainer.

CONTACTS AND GLASSES POLICY

The NCAA allows Tennessee Technological University to purchase contacts or sport glasses only if needed by the student-athlete during practice/competition. (Due to a restricted budget such needs will be paid for by that sport's budget or via the NCAA Student Assistance Fund, if applicable). Regular glasses will not be paid for. Lost or damaged contacts will be the responsibility of the student-athlete unless lost or damaged during practice or competition. The student-athlete will be responsible for all contact solutions and cleaning supplies.

DENTAL CARE

Tennessee Technological University's Department of Athletics is only responsible for dental injuries that occur during organized practice or competition. All dental appointments must be made through the Sports Medicine Staff. NCAA legislation does not permit the University to be financially responsible for routine dental care (teeth cleaning, orthodontics, cavities or removal of wisdom teeth). Coordination of these services can be handled through the Student Therapy Center/Athletic Training Room at the student-athlete's expense.

COUNSELING

Occasionally, a student-athlete may need personal counseling, stress management or other types of psychological or psychiatric services. Tennessee Technological University's Sports Medicine Department Staff will coordinate these services, through the University Counseling Center or an

outside agency/physician. If the need is one of an athletic nature, the Department of Athletics will be financially responsible. If the need concerns drug rehabilitation or an eating disorder, the University may assist in the counseling of such. If the problem is not entirely athletically related, the parents and/or student-athletes will be financially responsible.

DRUG EDUCATION-SCREENING PROGRAM

Tennessee Technological University has a Drug Education-Screening Program to educate student-athletes regarding the physical, psychological and social effects of drugs. This is accomplished through the class entitled First-Year Connections/University 1020, which every student-athlete is required to take during their first year at the University. Tennessee Tech also administers a drug-screening program to monitor drug usage among its student-athletes. This program is outlined in this manual under the section POLICY AND PROCEDURES ON DRUG EDUCATION/SCREENING. A drug screening authorization statement that each student-athlete must sign is included in this manual.

HEAD INJURIES

Please refer to Tennessee Tech [Policy Number 952: Concussions](#).

PREGNANCY POLICY

Tennessee Technological University abides by the athletic policies set by the NCAA, Tennessee Technological University's Athletics Committee and the insurance carrier. On the matter of pregnancy, the following policy has been developed:

- Tennessee Technological University's Department of Athletics does not provide medical coverage for gynecology and obstetrics conditions/problems. It is, therefore, the responsibility of the student-athlete to seek and be financially responsible for medical coverage related to suspected or realized pregnancy.
- The pregnant student-athlete must be under the care of an obstetrician and provide written proof of such care.
- Termination of participation in practice and competitive events because of pregnancy will be at the discretion of the student-athlete and based on the advice of the attending obstetrician.

Ongoing membership of any team is contingent upon athletic promise and performance expectancies, the welfare of the team, and the student-athlete's academic welfare which are evaluated by the coaches involved. The Department of Athletics will abide by the attending obstetrician's recommendations regarding participation prior to, during and following pregnancy but assumes no responsibility for complications due to continued participation that may result in

permanent damage to the fetus or termination of pregnancy before term. In the terms of eligibility and financial aid regulations, the NCAA regards pregnancy within the same perspectives as an injury and illness.

RULES FOR THE DR. WILLIAM C. FRANCIS STUDENT THERAPY CENTER/ ATHLETIC TRAINING COMPLEX:

- The Student Therapy Center/Athletic Training Room should be treated as a medical facility. No horseplay, playing ball, etc., will be tolerated.
- Treat the Athletic Trainers-Sports Medicine Staff with respect. We are here to help you. If you have a problem with an athletic trainer, whether a staff or student trainer, see the Head Athletic Trainer to work things out.
- A student-athlete may request an additional trainer, or a trainer of the like sex, to be present for treatment that is a non-emergency.
- The Student Therapy Center/Athletic Training Room is not a lounge. You should only be in there for taping, evaluation, treatments, and rehabilitation or to speak with one of the athletic trainers.
- Stay out of the Sports Medicine Staff/Athletic Trainers' offices, unless you have questions or business with the staff. No one should be in the storage room without permission.
- Do not use the training room phone without permission.
- You must wear proper attire in the training room. We operate a co-ed facility.
- Do not remove anything from the training room without first getting permission from the sports medicine staff/athletic trainers.
- Shower after practice/workouts before coming to the Student Therapy Center/Athletic Training Complex for treatments, evaluation, etc.
- Treatments are begun by the Sports Medicine Staff/ Athletic Trainers only. Do not perform your own treatments.
- If injuries occur, the Sports Medicine Staff/Athletic Trainer, coaches, and strength coach will work together to coordinate any alternate practice, strength training and rehabilitation schedule.

STUDENT THERAPY CENTER/ATHLETIC TRAINING COMPLEX - HINTS

- The best treatment for the majority of sports-related injuries is to apply ICE. ICE should be applied for 20 minutes every hour for a new injury.
- Heat applied to an injured area may increase swelling. Do not apply hot packs or use the whirlpool with a fresh injury.
- Wounds occurring in athletic settings often become infected. Make sure you thoroughly cleanse even minor abrasions or cuts to prevent infection. If the wound becomes swollen or red, see a trainer.

- Preventive ankle taping or bracing is suggested for most sports. It is required if you are chronically injured. If taping is not desired, then either wrapping or bracing is recommended.
- It always takes more than one treatment to recover from an injury. Follow the treatment plan laid out for you. The more consistent your treatment, the quicker you will recover.
- Drink plenty of fluids before, during, and after practices and competition. Hydration is very important in preventing heat problems and ensuring the body performs efficiently.
- In order to help prevent muscle strains (muscle pulls) we suggest that you properly stretch and warm-up prior to practice, strength training or competition.
- Small blisters can lead to big problems. If a hot spot or blister develops, see a trainer for proper care. Make sure shoes fit properly and wear two pair of socks until shoes are broken in.

SUMMARY

This handbook contains a great deal of material. The student-athlete should periodically review these policies and procedures. The following is a summary of the important items that affect all Tennessee Technological University student-athletes.

- The student-athlete should report all injuries and illnesses to an athletic trainer within 24 hours.
- The NCAA allows the Tennessee Tech Department of Athletics to pay only for injuries and illnesses that occur as the direct result of your participation during an organized, supervised, practice, conditioning session or competition.
- Only expenses that are allowed to be paid by the NCAA rules maybe covered, if approved by the Director of Athletics.
- Make sure that the student-athlete is covered by medical insurance in the event he/she becomes ill or is injured in a situation that is not sports-related.
- Tennessee Tech University will not be responsible for pre-existing medical conditions.
- All physician appointments must be made by a member of the Tennessee Tech Athletic Training Staff / Sports Medicine Department. Failure to do so will result in the student-athlete being responsible for his/her own bill.
- The student-athlete should become familiar with the Student Therapy Center/Athletic Training Room rules, regulations and policies.
- The student-athlete should become familiar with the Drug Education/Screening Policy, understanding what is expected from him/her concerning the use of banned drugs. A student-athlete is required to participate in the First-Year Connections/University 1020 class to assist him/her in decision-making on the issues of drugs, sex, other health related issues, and college life.

- Any nutritional supplement that a student-athlete consumes will be at his/her own risk. The Tennessee Tech Athletic Training Staff / Sports Medicine Department will not be held responsible for the risks associated with dietary supplements and the possibility of the supplement containing a banned substance.

TENNESSEE TECH UNIVERSITY WILL NOT SEEK MEDICAL ASSISTANCE FOR ANY STUDENT-ATHLETE UNTIL WE HAVE ALL INFORMATION CONCERNING HIS/HER INSURANCE COVERAGE OR LACK OF COVERAGE!!

**Tennessee Technological
University
Policy No. 955**

**Drug Education and
Screening**

Policy No: 955

Policy Name: Drug Education and Screening

Policy Subject: Athletics

Effective Date: Pending Administrative Council Approval

Purpose

This defines the policies and procedures associated with drug education and screening for banned substances for the intercollegiate athletics programs at Tennessee Tech. This policy is separate and distinct from the NCAA drug testing policy, procedure and program.

Review

This policy will be reviewed every three years or whenever circumstances require review, by the Director of Athletics or the Faculty Athletics Representative, with recommendations for revision presented to the Athletics Committee, Administrative Council, and University Assembly.

Policy/Procedure

- A.** Education Effort: Tennessee Tech will provide drug and alcohol education to all new student-athletes and will continue to provide educational programming on an occasional basis as determined by the Director of Athletics.
- B.** Consent for Testing: As a condition of participation in intercollegiate athletics at Tennessee Tech University, each student-athlete will be required to sign a consent form agreeing to undergo drug testing and authorizing the release of test results in accordance with this policy.
- C.** Failure to consent or comply with the requirements of this policy may result in suspension from participation, or termination of eligibility to participate in intercollegiate athletics at Tennessee Tech.
- D.** Tennessee Tech will annually advise student-athletes about the purpose and procedure of drug testing and student-athletes will have the opportunity to ask questions regarding the information contained in the policy.
- E.** A student-athlete or team may be tested as often as deemed necessary, either on the recommendation of the Head Coach and approval of the Director of Athletics, or by recommendation of the Director of Athletics. The Director of Athletics may also approve alternative sanctions for specific situations including, but not limited to, team testing.
- F.** An individual student-athlete's test results may be released only to the Director of Athletics or designee, Head Athletics Trainer, team physicians, parent or guardian,

the head coach of his or her sport, and any other institutional officials with a legitimate need to know.

- G.** Select Types of Drug Testing: A student-athlete may be subject to any of the following types of drug testing:
- 1.** Unannounced Random Testing: Student-athletes will be selected at random from the official institutional squad list or an entire team may be chosen if there is suspicion of widespread drug use.
 - 2.** Preseason Screening: Student-athletes may be subject to pre-season drug testing and will be notified of such by the Head Coach, Head Athletic Trainer or Director of Athletics at any time prior to first competition.
 - 3.** Reasonable Suspicion Screening: A student-athlete may be subject to testing at any time when the Head Coach, Head Athletic Trainer or Director of Athletics determines there is individualized reasonable suspicion to believe the participant is using a prohibited drug. Such reasonable suspicion may be based on objective information as determined by the Director of Athletics or by an Associate/Assistant Athletic Director, Head Coach, Assistant Coach, Head Athletic Trainer, Assistant Athletic Trainer, or Team Physician, and deemed reliable by the Director of Athletics or his/her designee.
 - a.** Reasonable suspicion may include, without limitation, the observed possession or use of substances appearing to be prohibited drugs, an arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, or an observed abnormal appearance, abnormal conduct, or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances.
 - b.** Indicators that may be used in evaluating a student-athlete's abnormal appearance, conduct or performance include but are not limited to class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, changes in academic or athletic motivational level, emotional condition, mood changes, and contact with law enforcement agents or security personnel.
 - c.** If suspected, the Head Athletic Trainer will notify the student-athlete of the reasonable suspicion and the student-athlete must stay with a member of their coaching staff, the athletics administration staff, or the sports medicine staff, until an adequate specimen is produced.
 - d.** The possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession of or using such

substances, he or she will be subject to the same procedures that would be followed in the case of a positive urinalysis. Any student-athlete found to be in possession of an illegal substance on the campus of Tennessee Tech will be subject to Tennessee Tech Policies [172](#) and [302](#).

4. Postseason/Championship Screening: Any participant or team likely to advance to postseason championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within thirty (30) day prior to the postseason competition. If a student-athlete tests positive, he or she will not be allowed to compete at the postseason event and will be subject to the sanctions herein.
 5. Reentry Testing: A student-athlete who has had his or her eligibility to participate in intercollegiate sports suspended as a result of a positive drug test under this policy may be subject to follow-up testing prior to regaining eligibility. The Head Athletic Trainer shall arrange for re-entry testing after a time period that is deemed appropriate by the Director of Athletics and the Head Coach.
 6. Follow-Up Testing: A student-athlete who has returned to participation in intercollegiate athletics following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Director of Athletics or designee.
- H. Prohibited Drugs and Other Substances**
1. Drugs: The drug screening process may include analysis of, but not limited to, the [NCAA list of banned-drug classes](#). Tennessee Tech requires that all student-athletes notify the Sports Medicine staff of any prescription medication or dietary supplements that he or she may be taking. The Sports Medicine staff will not disclose information regarding legal drug use except on a need to know basis. Tennessee Tech reserves the right to test for any substances not contained on the NCAA banned drug list and may test at cut-off levels that differ from the NCAA program.
 2. Dietary Supplements: Many dietary supplements or ergogenic aids contain banned substances. Using dietary supplements may result in a positive drug test. Student-athletes who are currently taking or intend to take any dietary supplements are required to review the product with the Head Athletic Trainer. Student-athletes may use the Drug Free Sport Resource Exchange Center to obtain current and accurate information about dietary supplements, but ultimately the student-athlete is responsible for possible consumption of a banned substance and positive drug test.

- 3.** Tobacco: All student-athletes must follow NCAA and Tennessee Tech rules regarding tobacco use. The use of tobacco products is prohibited by all game personnel (e.g. coaches, student-athletes, athletic trainers, managers and game officials), in all sports, during practice and competition.
 - 4.** Alcohol: All student-athletes must follow Tennessee Tech [policy](#) and team rules regarding alcohol use. Head coaches are required to provide notice to student-athletes about team rules related to alcohol use.
- H.** Procedures:
- 1.** Specimen collection will be based on the procedures used by Tennessee Tech's NCAA compliant vendor's collection protocol.
 - 2.** A student-athlete shall report to a designated area at a specified time, and the student-athlete will be given reasonable notice.
 - 3.** The student-athlete will be required to produce a satisfactory amount of urine for testing.
 - 4.** During the time that the urine specimens are being collected, a representative from the Department of Athletics shall be present.
 - 5.** This representative shall witness the collection and will aid in the proper storage of the specimen for transport to the lab.
- I.** Consequences:
- 1.** First Positive Test
 - a.** The Head Athletic Trainer shall notify the Head Coach and the Director of Athletics.
 - b.** The student-athlete's parent or guardian shall be notified in writing by the Head Athletic Trainer.
 - c.** The Head Coach, with the affected student-athlete, shall jointly telephone the student-athlete's parent or guardian.
 - d.** The Head Athletic Trainer shall discuss the violation with the student-athlete and refer the student-athlete to counseling for the use of prohibited substances. The student-athlete will not be eligible for competition unless all obligations and requirements of the counseling program, as determined by the director of the counseling program, have been met.
 - e.** The student-athlete will be retested within 30 days, provided the retest date is sufficient to allow the substance to be eliminated from the body.
 - f.** Each Head Coach shall have a written team policy for any additional consequences for a student-athlete with a first positive test. Such policy must be approved in advance by the Director of Athletics.

- 2. Second Positive Test**
 - a.** The Head Coach will be notified by the Head Athletic Trainer.
 - b.** The student-athlete shall be immediately suspended from the team for the remainder of the season.
 - c.** The student-athlete's parent or guardian shall be notified in writing by the Head Athletic Trainer.
 - d.** The Head Coach, with the affected student-athlete, shall jointly telephone the student-athlete's parent or guardian.
 - e.** Tennessee Tech will not renew any athletically-related financial aid at the end of the academic year.
 - f.** The Head Coach may recommend to the Director of Athletics that the student-athlete be reinstated for the next season with convincing evidence of rehabilitation. The Director of Athletics will be the final decision making authority.
- 3. Third Positive Test**
 - a.** The Head Coach shall be notified by the Head Athletic Trainer.
 - b.** The student-athlete shall automatically be suspended from the team for the remainder of his/her career at Tennessee Tech, and his/her athletically-related financial aid will be forfeited for the remainder of the student's career at Tennessee Tech.
 - c.** The student-athlete's parent or guardian shall be notified in writing by the Director of Athletics or designee.
- J.** A failure to execute the drug testing consent form, an unexcused absence from a drug test or a refusal to provide a sample will be treated as a positive drug test.
- K.** Safe Harbor Program - Student-athletes will have the opportunity to self-disclose the use of illegal or NCAA banned substances prior to being selected for a drug test. The student-athlete will remain eligible provided the student-athlete accepts his/her placement into a counseling program. When all the obligations and requirements of the counseling program have been met as determined by the director of the program, he/she shall be released. If the student-athlete fails to meet the requirements, then he/she will be considered to have a first positive test. A student-athlete will only have the opportunity of utilizing the safe harbor program one time.
- L.** Second Sample Testing

1. Tennessee Tech will collect two samples. If the student-athlete believes the test is invalid or incorrect the student-athlete must challenge the test by providing a written request to test the second sample.
 2. The Director of Athletics, or designee, must receive this request within 48 hours, absent good cause, of the student-athlete's positive notification.
 3. The second sample will be tested at the expense of the student-athlete.
 4. Any reevaluation shall be administered the next business day (within 72 hours).
 5. If the reevaluation indicates that the student-athlete was free of the prohibited substance, Tennessee Tech and the Department of Athletics will reinstate the student-athlete to his/her respected team and will reimburse the student-athlete the cost of the additional screening.
- M. Appeal of positive drug test**
1. A student-athlete may appeal a positive drug test finding by sending a written appeal to the Director of Athletics within five (5) business days of the notification of the positive test result, absent good cause.
 2. The Director of Athletics or designee will serve as the chair of the Drug Screening Appeals Committee, which will consist of the following individuals:
 - a. Director of Athletics or designee
 - b. Faculty Athletics Representative or designee
 - c. Head Athletics Trainer or designee
 - d. Faculty member of the Athletics Committee
 - e. Team Physician or alternate designated by the Director of Athletics
 3. The chair of the committee must provide a written response to the student-athlete within five (5) business days after receiving all relevant information toward the appeal, absent good cause. The decision of the committee is final.
- N. Tampering with a drug test or manipulating a sample is a serious violation and subject to a separate penalty as determined by the Director of Athletics in consultation with the head coach.**

Interpretation

The President or his/her designee has the final authority to interpret the terms of this policy.

Citation of Authority for Policy

NCAA Bylaw 10; OVC Constitution and Bylaws

