

Printed Name: _____ Cell Number: _____

TTU Email: _____ Personal Email: _____

Sport: _____

Responsibilities of Student-Athletes 2018-2019

You are ultimately responsible for maintaining your academic eligibility and making satisfactory progress toward graduation. The following are some specific guidelines with which you are expected to comply.

1. General Goals

- a. Register for 15 credit hours per semester and pass 15 hours. You must receive the permission of the Assistant Director of Athletics for Academics (ADAA) if you plan to carry fewer than 15 or more than 17 credit-hours.
- b. Attend every class when you are not traveling with your team; check iLearn daily; check TTU e-mail regularly; and represent Tech Athletics with integrity and pride.
 - i. Treat classes like practice time; respect faculty; and pursue academics like a fulltime job.
 - ii. Review each class syllabus and course iLearn site carefully, as contact information for the instructor, assignments, and other essential information are usually found there.
 - iii. 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.
- c. Communicate frequently with your instructors, especially if you are being challenged academically.
- d. Request a tutor through GradesFirst or ask a member of the Athletics Academic Advising staff for tutoring assistance when you begin to feel you are getting behind in a course. Mrs. Kiser is our tutoring coordinator.
- e. Undergraduates must be continuously registered for 12 credit-hours and graduate student-athletes for 9 graduate credit-hours by the end of the first week of the semester, in order to participate in Tennessee Tech intercollegiate athletic programs.

2. Choosing or Changing a Major

- a. You **must** declare a major before starting your 5th semester.
- b. You **must** see an Athletic Academic Advisor (AAA) before you change your major because you must be registered in a major in which you meet NCAA rules for athletic participation.

3. Scheduling

- a. Meet with your major/primary advisor during the early advisement period and ensure you and your advisor are aware of your practice times and team travel limitations for the upcoming semester.
- b. Acquire an Alternate PIN from your departmental academic advisor prior to Registration Week.
- c. Clear all holds (e.g., traffic fines, overdue loans) before your Early Registration date or Confirmation deadline. Those students who do not comply with Early Registration instructions will answer to their coaches or the Associate Director of Athletics for Sports and Compliance.
- d. Confirm your schedule before the Confirmation deadline so that your schedule is not purged and you do not have to re-register for a less desirable schedule.

4. Adding, Dropping, and Repeating Courses

- a. All schedule changes must be approved by an AAA.
- b. The ADAA, your coach, and your departmental advisor must sign your Drop Form before you may drop a course after the first week of classes. However, before a scholarship student-athlete may withdraw from a course, a TTU Athletics Request to Withdraw from a Class must be completed. Detailed justification for the withdrawal must be provided and the request 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.**
- c. You may not repeat a class that you previously passed without consulting the ADAA. Our mutual goal is to move the student-athlete toward graduation as efficiently as possible.

- d. Courses that do not count in your program of study must be approved by the ADAA. Once again, our mutual goal is to move the student-athlete toward graduation as efficiently as possible. Second degrees, 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.
- e. You must get permission by the ADAA and Associate AD for Sports and Compliance before registering for **ANY** online course. **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, ADAA, and Associate AD for Sports and Compliance.**
- f. Inform Mrs. Borch-Jensen of all schedule changes if on a Book scholarship.

5. Tutoring

- a. Student-athletes may request tutoring at any time via their GradesFirst accounts. We encourage student-athletes to use University resources, as the Volpe Library Tutoring Center recently has expanded tutor availability significantly. Additionally, departmental tutoring centers (e.g., Chemistry, Business, and the Engineering Student Success Center) provide excellent academic support in their respective areas.
- b. With head coach approval, documented tutoring may count toward weekly WIN study hall hours, as we view tutoring as an excellent use of a student-athlete's time. All tutoring received by student-athletes outside of study hall should be documented weekly by submitting a Student-Athlete Tutor Verification Summary Report, which provides tutoring program accountability.
- c. The Department of Athletics will not pay for tutoring that has not been pre-approved by the Athletics Academic Advising staff. Permission must be requested to receive more than 2 hours of weekly Athletics-provided tutoring in a single subject area. **Do not begin Athletics-compensated tutoring without pre-approval.**
- d. Each student-athlete will deliver a signed Student-Athlete Tutoring Verification Summary Report to the Athletics Academic Advising Office UC 235 (or place it in the Athletics Academic Advising dropbox that is accessible through the office door) by 10 a.m. on Monday to report any University- or Athletics-provided tutoring that was received in the previous week..
- e. Failure by student-athletes who had received Athletics-provided tutoring to submit weekly summaries by 10 a.m. Monday (Tuesday when Monday is a holiday) **will result in your notification by an Athletics Academic Advisor.** If a Student-Athlete Tutoring Verification Summary Report is then not received by 10 a.m. Tuesday, your head coach will be notified. Subsequent failure to comply with reporting requirements will result in suspension or termination of Athletics-provided tutoring privileges.
- f. Student-athletes enrolled in **ENGL 1010, ENGL 1020, or ENGL 2130/2235/2330** and who require additional academic support for these classes will coordinate that tutoring support through Mrs. Lewis or Mrs. Kiser.
- g. You must provide at least 12 hours notice to cancel a tutoring session. Your sports program will be billed for one hour of tutoring for each missed tutoring session.

6. Study Hall Expectations

- a. Athletics Academic Advising Office personnel provide weekday and evening study halls. There typically will be tutors for Mathematics, Chemistry, Biology, Social Sciences, EXPW and Basic Business at the evening study hall sessions. Afternoon study hall tutoring will be available, but subject coverage will be limited. Student-athletes in the WIN program are expected to attend these study halls to meet their weekly, coach-assigned targets, unless alternate arrangements are made with the head coach.
- b. Basic Study Hall Rules.
 - i. You are responsible for logging in and out of study hall. Do not expect study hall credit if you fail to meet that responsibility.
 - ii. Show up prepared to do meaningful study. If you don't have anything to study, sign out and return when you do have work to accomplish.
 - iii. If you will need a laptop, bring a laptop. You may sign out of study hall to acquire a laptop from the Volpe Library.
 - iv. Cell phones should be out of sight. If you must use your phone for personal business, log out of study hall and use your phone in the hallway. Any use of smart phones in study hall will require approval of the study hall supervisor.
 - v. If you are using a laptop or smart phone at study hall, you must sit in the front half of the study hall. If you are caught watching non-academic videos or are on social media, you will be asked to sign out of study hall for that day.

- vi. Don't be a distraction to others. You will be warned once and then be asked to leave.
- vii. Obey the study hall supervisor. The supervisor has a direct line to your head coach. Disrespect of the supervisor will result in ejection from study hall.
- viii. Food is not permitted at evening study hall. Covered drinks may be permitted. However, students attending afternoon study hall in UC 371 may bring lunch or snacks, provided they continue to study and take all trash with them. We want building custodians to know that we appreciate being able to use their facilities for study hall and that we will keep them clean.

7. Excerpts from 2018-2019 Undergraduate Catalog

- a. Undergraduate Degree Requirements. *Each student is personally responsible for completing all requirements established for his or her degree by the University, college, and department. It is the student's responsibility to inform himself or herself of these requirements. A student's advisor may not assume these responsibilities. Any substitution, waiver, or exemption from any established requirement or academic standard may be accomplished only with appropriate approval.*
- b. Filing of Application for Graduation. *All candidates for an undergraduate degree must file an application for graduation no later than the deadlines provided:*
 - 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.*
- c. Class Attendance. *A student is expected to attend each meeting of every class for which he/she is registered...Regular class attendance is a definite part of the total performance required for the satisfactory completion of any course, and an unsatisfactory attendance record may adversely affect the final grade recorded for the course. Unsatisfactory class attendance may result in the student receiving a grade of "F." A student who is unable to return to classes due to an emergency or serious accident should notify the Office of Student Affairs. A student who cannot avoid an absence from a class for any other reason is expected to assume the responsibility of explaining his absence to the instructor and for making arrangements to complete the work missed. **Tardiness is recorded as an absence.***
- d. Student Responsibility. *Students are responsible for the proper completion of their academic programs; for familiarity with requirements of the University Catalog under which they intend to graduate; for maintaining the grade average required; and for meeting other degree requirements. A student may receive counsel from an academic advisor; however, the final responsibility remains that of the student.*
- e. Disability Services. *The Office of Disability Services is designed to assist students with disabilities in their educational development and vocational outcomes. The program provides direct assistance in appropriate classroom accommodations, creation and maintenance of an accessible physical environment, access to technology equipment, and encouragement of independence. Students with disabilities are urged to come by the Office of Disability Services in Room 112, Roaden University Center, to discuss their educational plans and special needs. Documentation of a disability [e.g., IEP or 504 Plan] by professionals is necessary in determining the level of assistance that might be useful. Visit the Office of Disability Services or see Ms. Leveda if you have questions.*

8. Summer School

- a. Obtain written approval to attend classes at an institution other than TTU. See an AAA for details.
- b. Only student-athletes on athletic scholarships for the most recent academic year can apply for summer semester athletic scholarships. Priority will be given to student-athletes who require summer school for eligibility, who request classes to facilitate early graduation, and who have complied fully with the academic responsibilities outlined in this document.
- c. A student-athlete can be held financially responsible for any summer courses that are dropped or failed, unless all classes have been attended, all assignments completed on time, and the student has not violated any academic policies of Tennessee Tech, as outlined in the Tennessee Tech University Catalog, TTU Student Handbook, and TTU Student-Athlete Handbook.

9. **5th-Year Scholarships.** 5th-year athletic financial aid is not guaranteed. It is a privilege.
- Only student-athletes on athletic scholarships for the most recent academic year, and whose eligibility has been exhausted, can apply for 5th-year scholarships. 5th-year applications must be submitted prior to June 1.
 - A student-athlete can be held financially responsible for any 5th-year courses that are dropped or failed, unless all classes have been attended, all assignments completed on time, and the student has not violated any academic policies of Tennessee Tech, as outlined in the Tennessee Tech University Catalog, TTU Student Handbook, and TTU Student-Athlete Handbook.
 - In lieu of special circumstances, recipients of 5th-year aid will work in the Department of Athletics for the weekly number of hours computed as follows: (% of full grant per semester) x (20 hours) = Required weekly hours. 5th-year athletic aid will be awarded for one semester. It may be renewed, if needed, following satisfactory completion of the initial semester.
10. **Tennessee Tech Athletic Financial Aid Agreement.** Institutional aid based on athletics ability may be reduced or cancelled in accordance with NCAA Rule 15.3.4 and TTU Policy 907. NCAA rules also allow for cancellation or reduction based on violation of written athletic policies. These policies are as stated below.
- Academic Effort. Athletic aid may be cancelled if a student-athlete:
 - Misses more than 10% of classes for unexcused absences per semester.
 - Does not adhere to the WIN program guidelines (e.g., failing to meet WIN-related requirements more than three times (unexcused) per semester).
 - Is found guilty of any type of academic fraud or cheating.
 - Drug Test Result. Athletic aid may be cancelled if a student-athlete tests positive (NCAA required test or otherwise) for any substance banned by the NCAA.
 - Social Behavior
 - Athletic aid may be cancelled if a student-athlete is convicted of a felony or misdemeanor.
 - Aid may be reduced if a student-athlete has received two citations in writing from either the head coach (and approved by the Athletics Director) or from the Athletics Director directly for inappropriate behavior that results in embarrassment to the team, the Athletics Department, or the University.
 - Special Circumstances. Aid may be reduced if a student-athlete violates a written clause in a renewal contact that is within NCAA and OVC rules and has been approved by the Athletics Director for inclusion, due to circumstances believed to be in the best interest of the student-athlete.
11. **Book Return Policy.** For student-athletes who are receiving Athletics Book Scholarships:
- Books are due back in good condition (i.e., a condition such that the books can be reissued, as determined by the Assistant Director of Athletics for Academics) by the end of Finals Week of the semester in which they were issued to you. If any books are not returned by the end of Finals Week or are not returned in good condition, your head coach will be informed ***within the next week***.
 - If the head coach's efforts to have you return or replace the books ***no later than one week (7 days) prior to the first day of classes of the next semester***, your student account will be debited the replacement value of the books. Once a charge is assessed, it will not be removed.

I have read, understand, and realize that I am responsible for complying with the policy guidance contained in the *Responsibilities of Student-Athletes 2018-2019*, University Catalog, and TTU Student Handbook.

Printed Name

Signature

Date