



***Student - Athlete
Handbook
2020-2021***

1.0	Athletics.....	4
1.1	Intercollegiate Athletics Mission Statement.....	4
1.2	Guiding Principles for the Conduct of Kentucky Wesleyan Athletics.....	4
2.0	Student-Athlete Welfare and Sporting Conduct.....	5
2.1	Rights and Privacy.....	5
2.2	Student-Athlete Code of Conduct	5
2.3	Student-Athlete Expectations	5
2.4	Social Media.....	6
2.5	Exit Interviews	6
2.6	Student-Athlete Surveys.....	6
2.7	Student-Athlete Grievance Procedure	6
2.8	Team Travel	7
2.9	Transfer/Release Requests	7
2.10	Appeal Process for a Denied Transfer/Release Request	7
2.11	Medical Hardships and Red Shirts	7
2.12	Sporting Conduct.....	8
3.0	Amateurism	9
3.1	Amateurism Regulations	9
4.0	Recruiting	9
4.1	Student Host	9
5.0	Eligibility.....	9
5.1	Full-time Enrollment	9
5.2	Degree Applicable.....	10
5.3	Credit Hours	10
5.4	GPA.....	10
5.5	Declaration of Major	11
5.6	Ethical Conduct (14.01.3.3)	11
6.0	Financial Aid.....	11
6.1	College Charges Not Covered by the Full Grant-In-Aid.....	11
6.2	Student-Athlete Employment.....	11
6.3	Rules of Employment.....	11
6.4	Renewal or Non-renewal of Athletics Financial Aid (15.3.5)	12
6.5	Reduction and Cancellation (15.3.4).....	12
6.6	Hearing Opportunity Required (15.3.4.1.3)	12
7.0	Awards & Benefits (14.01.3.2)	12
8.0	Playing & Practice Seasons.....	12
8.1	Countable Athletically Related Activities – In Season	12
8.2	Daily and Weekly Time Limitations – In Season	12
8.3	Countable Athletically Related Activities – Out-of-Season.....	13
9.0	Gambling.....	13
10.0	Drug Testing.....	14
10.1	NCAA Drug Testing.....	14
10.2	Drug Testing Consent Form	14
10.3	Kentucky Wesleyan Athletics College Drug Testing Policy.....	15
11.0	Academic.....	15
11.1	Advising System.....	18
11.2	Class Attendance	18
11.3	Notifying Professors of Absence from Class for Athletic Events.....	18
11.4	Missed Exams Due to Athletic Events	19
11.5	Changing Majors	19

11.6	Dropping Courses	19
11.7	Summer School Classes	19
11.8	Registration Procedures.....	19
11.9	Repeating Courses	19
12.0	Student-Athlete Advisory Committee	20
12.1	What is the Student-Athlete Advisory Committee?	20
12.2	Student-Athlete Advisory Committee	20
13.0	Campus Services	20
13.1	Tutoring	20
13.2	Physical Health.....	20
13.3	Mental Health	20
13.4	Career	20

Important Telephone Numbers

Rob Mallory, Director of Athletics	852-3331
Mark Shook, Senior Associate Athletic Director Internal Operations	852-3349
Greg Richard, Director of Athletic Marketing and Operations	852-3195
Liz Wacienga, Director of Athletic Communications and Senior Women’s Administrator	852-3347
Ken Badylak, Assistant Director of Athletic Communications.....	852-3205
Jenifer Heady, Administrative Assistant	852-3330
Jerad Weatley, Athletic Trainer.....	852-3505
Alex Vogel, Athletic Trainer	852-3332
Billy Pat Hume, Athletic Insurance Coordinator.....	852-3333
Tom Mitzel, President	852-3104
Dr. Paula Dehn, V.P. of Academic Affairs/ Dean of the College	852-3117
Dan Frazier, V.P. for Finance.....	852-3113
Scott Kramer, V.P. for Executive Initiatives and Retention.....	852-3244
Matthew Ruark, V.P. of Admissions and Financial Aid	852-3120
Crystal Hamilton, Director of Financial Aid.....	852-3120
Rebecca McQueen, V.P of Student Affairs.....	852-3285
Lori Etheridge, Assistant Dean of Students/ Director of Resident Life	852-3284
Tonya Marksberry, Director of Student Health Services	852-3288
Terri Petzold, Director of Counseling Services.....	852-3183
Deborah Russell, Faculty Athletics Representative and Title IX Coordinator	852-3266
Deborah Jones, Director of Career Development.....	852-3302
Campus Security.....	929-8609

1.0 Athletics

1.1 Intercollegiate Athletics Mission Statement

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

1.2 Guiding Principles for the Conduct of Kentucky Wesleyan Athletics

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

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

2.0 Student-Athlete Welfare and Sporting Conduct

2.1 Rights and Privacy

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

2.2 Student-Athlete Code of Conduct

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

2.3 Student-Athlete Expectations

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

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

2.4 Social Media

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

2.5 Exit Interviews

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

2.6 Student-Athlete Surveys

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

2.7 Student-Athlete Grievance Procedure

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

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

2.8 Team Travel

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

2.9 Transfer/Release Requests

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

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

2.10 Appeal Process for a Denied Transfer/Release Request

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

2.11 Medical Hardships and Red Shirts

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

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

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

2.12 Sporting Conduct

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

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

G-MAC Regulations on Unsportsmanlike Conduct

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

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

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

3.0 Amateurism

3.1 Amateurism Regulations

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

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

4.0 Recruiting

4.1 Student Host

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

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

5.0 Eligibility

5.1 Full-time Enrollment

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

5.2 Degree Applicable

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

- A. Major hours (as determined by your advisor)
- B. General Education hours (includes 42 hours of above 300 level work-Registrar determines)
- C. Electives (Registrar and advisor determine)

Many transfer students have already exhausted their elective hours. They also tend to be caught by the general education requirement of having 42 hours of above 300 level work. So it is usually advised when choosing electives to choose 300 level or above coursework.

5.3 Credit Hours

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

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

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

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

9-hour rule:

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

24-hour rule:

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

5.4 GPA

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

Good Academic Standing Scale:

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

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

5.5 Declaration of Major

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

5.6 Ethical Conduct (14.01.3.3)

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

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

6.0 Financial Aid

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

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

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

6.2 Student-Athlete Employment

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

6.3 Rules of Employment

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

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

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

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

6.5 Reduction and Cancellation (15.3.4)

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

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

6.6 Hearing Opportunity Required (15.3.4.1.3)

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

7.0 Awards & Benefits (14.01.3.2)

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

8.0 Playing & Practice Seasons

8.1 Countable Athletically Related Activities – In Season

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

8.2 Daily and Weekly Time Limitations – In Season

- Student-athletes' participation in countable athletically related activities shall be limited to four hours per day, 20 hours per week.

- Student-athletes are required to have one day off per week during the playing season. A team travel day may be considered as a day off, provided no countable athletically related activities occur during that day.
- All competition counts as 3 hours, regardless of actual duration.
- A practice round of golf may exceed the four hours per day limitation, but the weekly limit of 20 is still in effect. A practice round on the day prior to the start of a collegiate golf tournament at the tournament site shall count as three hours, regardless of the duration of the round.
- Hourly and weekly limitations do not go into effect until the first day of classes or the first date of competition, whichever occurs first.
- Hourly and weekly limitations are not in effect during the academic year between terms when classes are not in session (e.g. Christmas Break and Spring Break)
- See Bylaw 17.02.1.1 for a detailed description of Countable Athletically Related Activities.
- Practice is prohibited after competition.
- Practice may not be conducted at any time (including vacation periods) following competition, except between contests, rounds or events during a multi-day or multi-event competition (e.g. doubleheaders in softball or baseball, rounds of golf in a multi-day tournament).

8.3 Countable Athletically Related Activities – Out-of-Season

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

9.0 Gambling

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

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

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

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

- Report coach or Athletic Director any offers of gifts, money, or favors in exchange for supplying team information or for attempting to alter the outcome of any contest.
- Maintain a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions.
- Contact the coach or other departmental personnel (e.g. Sports Information Director) when a question concerning appropriate release of team information occurs.
- Recognize that participation in gambling or bribery activities will result in disciplinary action by the NCAA as well as local, state, and/or federal prosecution of the involved individual(s).

10.0 Drug Testing

10.1 NCAA Drug Testing

The NCAA conducts random, year-round testing for banned substances and testing in relation to NCAA championship and postseason football events. NCAA legislation requires that all student-athletes sign a drug testing consent form in order to be eligible for participation. Examples of banned substances can be found at www.ncaa.org/drugtesting. All student-athletes should check with a member of the athletic training staff prior to ingestion of any over the counter supplement.

10.2 Consequences of a Positive Test in NCAA Testing Program

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

- A student-athlete who tests positive for an NCAA banned drug must immediately be declared ineligible.
- A student-athlete who tests positive for a banned drug other than an "illicit drug" shall be withheld from competition in all sports for a minimum of 365 days from the drug-test collection date and shall lose a year of eligibility. A student-athlete who tests positive for an "illicit drug" shall be withheld from competition for 50 percent of a season in all sports (at least the first 50 percent of all contests or dates of competition in the season following the positive test).
- A student-athlete who tests positive has an opportunity to appeal the sanctions resulting from the positive drug test.
- A student-athlete who tests positive a second time for the use of any drug other than an "illicit drug" shall lose all remaining regular season and postseason eligibility in all sports. A student-athlete who tests positive a second time for an "illicit drug" shall be withheld from competition for 365 days from the date of the test and shall lose an additional year of eligibility.
- The penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than an "illicit drug."
- A student-athlete found to have tampered with an NCAA drug-test sample shall be charged with the loss of a minimum of two seasons of competition in all sports and shall remain ineligible for all regular season and postseason competitions during the time period ending two calendar years (730 days) from the date of the test.
- If a student-athlete transfers to a non-NCAA institution while ineligible because of a positive NCAA drug test, and competes in collegiate competition within the prescribed penalty at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular season and postseason competitions until the student-athlete does not compete in collegiate competition for the entirety of the prescribed penalty.

10.3 Kentucky Wesleyan Athletics College Drug Testing Policy

Substance Abuse

The Athletics Department at Kentucky Wesleyan College recognizes that drug and alcohol abuse is a significant problem in modern society. Specifically, the misuse or abuse of prescription drugs, non-medically indicated drugs, “street drugs” AND alcohol all have a negative effect on the performance of student-athletes, both in the classroom and in sports, and will not be permitted at Kentucky Wesleyan.

Purpose

The goal of this policy is to help identify and aid student athletes who use or abuse illegal drugs or NCAA banned substances and to act as a deterrent for future use. This testing procedure is meant to add to the NCAA drug testing done by the Drug Free Sport Corporation, which does the testing for the NCAA compliance. Drug testing done by the NCAA through Drug Free Sport Inc. is independent from Kentucky Wesleyan Athletics Drug policy.

Student athletes will be subject to random testing each semester they are active on a varsity athletics roster. Student athletes can seek help at any time and are encouraged to ask for it. A student athlete may voluntarily admit to the use of an illicit substance at any time prior to being drawn for random testing. If a student voluntarily admits to the use and seeks treatment for an illicit substance, that student athlete's head coach will not be initially informed unless requested by the student athlete. If a student athlete admits to the use of an illicit substance after being drawn for random testing, he or she will still be subject to the penalties as outlined in this policy. Upon admittance the student may be subject to certain restrictions based on medical need. Each admittance following the first, or any admittance following a previous failed test will result in the same punishments outlined in this policy.

A student athlete can also be tested at any time based on reasonable suspicion, as defined within this policy. Reasonable suspicion of use of an illegal substance may be determined by the Athletic Director, Athletic Trainer, coaching staff, or Student Services staff. Reasonable suspicion must be based on specific knowledge, facts, or observation of behavior. A request of reasonable suspicion must be submitted to the Athletic Director or Athletic Trainer for review, and testing must follow the procedures defined in this policy.

If a student athlete is placed under probation by the student conduct board for a drug related offense of any nature, they will be subject to testing under reasonable suspicion. If a student is found to be in violation of this policy in any way they will be subject to the punishments outlined in this policy without appeal.

Student athletes selected for drug testing are expected to act in a professional manner, bring only a photo ID with them, and provide an adequate specimen. If cheating or tampering is suspected the student athlete will be tested again and be accompanied by a member of the athletic department staff or coaching staff. Any athlete caught trying to cheat the testing by either masking agents or in any way will be subject to further testing and punishments. Student athletes are highly encouraged to seek all help needed to overcome any addiction. The student athletes can contact the sports medicine staff for help with a problem and can be kept confidential and receive the help they need.

Procedure

Every athlete on an active roster has the same probability to be drawn for testing. The testing will be determined by anonymous randomized selection that gives each athlete the same opportunity to be drawn regardless of sport team affiliation. This is done using a random number generator, each athlete is assigned a number in the system and then randomly drawn. Throughout the academic year Kentucky Wesleyan College athletics department will be testing around 20% of the student athlete population. All athletes will be notified no more than 24 hours before the scheduled testing. The testing will be done at a third-party site to be determined by the Athletic Director and Sports Medicine Staff. The student athlete will be notified by direct phone call and text message to report to the Athletics office. Failure to do so will result in an automatic non-negative test and penalties will be imposed. Once a student athlete has been drawn for testing their names are placed back into the pool to draw from, so it is possible to be drawn multiple times in 1 year.

If at any time the student athlete tests positive or admits to the use of illicit substances, they will be required to attend educational and counseling sessions. These sessions will be weekly for 1 hour each. There is a minimum of 5 hours of education for offenses. Missing sessions will not be tolerated. If a student must miss a session due to an excusable absence that session must be made up before they are to be considered out of the protocol. Testing will be done no later than 45 days post the initial positive test. Testing is also possible throughout each of these phases at any time at the athletic director's discretion.

The penalties outlined below are cumulative throughout a student athlete's career at Kentucky Wesleyan College. This means that if as a freshman a student athlete fails the initial random test and enters the protocol but passes the first phase, again fails as a senior, the student athlete will have been in violation of the drug testing policy for a second time and be subject to the second phase penalties.

In the event of a student athlete testing positive during that sports off season, all penalties will be imposed at the time of positive test and at the beginning of that sports season. Team or program rules may sanction a student-athlete only in excess of the penalties in this policy. Such rules must be provided in writing to the Athletic Director at the beginning of each academic year.

First Offense: (Intervention/Educational phase)

If an athlete provides a positive, non-negative, or failure to provide a specimen they will be subject to departmental penalties. In the first offense, the Athletic Trainer covering their sport, Athletic Director, Head Coach, and Dean of Students will be notified along with athlete guardian if requested by athlete. If the athlete voluntarily admits to the use of an illicit substance ***prior to being selected for testing*** and seeks help, only the Athletic Director, Sports Medicine Staff and Dean of Students will be notified. During this phase the student athlete will begin an education and prevention program established in coordination with Kentucky Wesleyan Sports medicine, the Athletic Director and Dean of Students. The educational portion will consist of 5 weeks of mandatory counseling meetings. Even if the student athlete can provide a negative sample before the 5-week minimum they will need to finish the educational portion.

Additionally, the student will complete 10 hours of community service. The student athlete may be held out of practice and competition if deemed medically necessary by the sports medicine staff (i.e. Athletic Trainers or Team Physicians). It is not mandatory during the first stage for suspension from competition or practice. During this period the student athlete is subject to additional testing. If the student is non-compliant with the drug education program or provides a

positive/ non negative specimen during this stage they are now considered to have been in violation of the drug policy for a second time.

Final testing following educational sessions will be done no more than 45 days following the first positive or non-negative specimen. If the student athlete is unable to provide a specimen or uncooperative with the process, the student athlete will then enter the second offense stage.

Second Offense: (Action Phase)

If a student athlete is found to have provided a positive specimen for a second time during their career at Kentucky Wesleyan College or have failed to complete the first intervention stage they are considered to have their second offence. During the second offence, the student athlete will be banned from all athletic competition and any team events which include but are not limited to team meals, practices, traveling, scrimmages, and any representation of Kentucky Wesleyan College on a public forum. The student athlete will be unable to participate as a member of the sports team for a minimum of 2 weeks and could remain out of competition until a negative sample is provided. Even if a student athlete can provide a negative specimen, the penalty will be enforced for the full 2 weeks. If a student athlete is in the second offense category they are not able to travel, this means if they are set to return during an away contest but have not provided a negative sample, or met the 2-week minimum before the team departs they will not be able to participate until the team returns. Persons notified of a second positive or non-negative test will be the Athletic Trainer covering their sport, Athletic director, student athletes Head coach, and the Dean of Students. The student athlete will be subject to further drug testing no more than 45 days post positive test. The student athlete will be reinstated only after successful completion of an education program and the ability to provide a negative specimen.

Third Offense: (Suspension Phase)

If a student athlete provides a positive specimen for the 3rd time during their career at Kentucky Wesleyan College or have been unable to complete the first 2 stages successfully the Athletic Trainer covering their sport, Athletic Director, Dean of Students and the student athlete's Head Coach(s) will be notified. Upon entering the 3rd offense the student athlete will be subject to a suspension from all Kentucky Wesleyan Athletic sponsored events for 1 calendar year from the date of the failed test. If the reinstatement date the following year is on a day, the team is traveling or at an away contest that athlete will not be able to compete until the team returns due to the travel restriction.

Fourth Offense: (Removal Phase)

Any positive test additional to the 3-previous test will result in a permanent suspension from all Athletic competition at Kentucky Wesleyan College for the remainder of the athlete's eligibility.

Athletic Director Discretion

The Athletic Director maintains the discretion to add additional sanctions to any of the above penalties based on the circumstances of the situation, including but not limited to, an incident at the testing center, the type of behavior that may lead to reasonable suspicion, the type of substance for which a student tests positive, or prior incidents at the college.

11.0 Academic

11.1 Advising System

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

11.2 Class Attendance

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

At the beginning of each semester, instructors provide a syllabus to each student that explains class attendance requirements, makeup procedures, and guidelines for excused absences. The consequences of absences, inadequate preparation, and lack of participation are also made clear. Resolution of missed work and attendance issues are to be discussed with the instructor. Only the instructor can excuse a student-athlete from course responsibilities. The Vice-President for Academic Affairs is the person who excuses students from classes. In case of a severe illness, accident, or an emergency, the student-athlete should make direct contact with the instructor, the Head Coach, and the Vice-President for Academic Affairs/Dean of the College immediately. If the instructor cannot be reached directly, a message should be left in the instructor's department mailbox or with the Administrative Assistant to the Dean and/or Academic Support Assistant. Email is often the most efficient way to contact instructors.

Tardiness is treated as an absence, unless satisfactory explanation is made to the instructor at the end of the class period. Student-athletes should seek information concerning penalties for excessive tardiness within the published guidelines of course syllabi.

11.3 Notifying Professors of Absence from Class for Athletic Events

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

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

11.4 Missed Exams Due to Athletic Events

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

11.5 Changing Majors

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

11.6 Dropping Courses

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

11.7 Summer School Classes

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

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

11.8 Registration Procedures

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

11.9 Repeating Courses

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

12.0 Student-Athlete Advisory Committee

12.1 What is the Student-Athlete Advisory Committee?

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

12.2 Student-Athlete Advisory Committee

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

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

13.0 Campus Services

13.1 Tutoring

The Student Success Center, provides many services to all Kentucky Wesleyan students including peer tutoring, study sessions, writing assistance, and study skills assistance. All services are free to Wesleyan students. For more information, contact Shane Armstrong, Dean of Student Success at sarmstrong@kwc.edu or call 852-3220.

13.2 Physical Health

The Kentucky Wesleyan nurse, Tonya Marksberry, is found on the second floor of the Administration building. She can refer the student-athletes to local services. Her office hours are Monday – Wednesday from 9 a.m. until 4 p.m.; Thursday from 9 a.m. until 3 p.m. and Friday from 9 a.m. until 12 p.m.

Kentucky Wesleyan requires all full-time students to have health insurance coverage. If a student-athlete currently has no coverage, he/ she may consider coverage on their parents' plan if they are under 26 years of age. Check out some of the guidelines for The Affordable Care Act at HealthCare.gov, click on See Topics and then click on "Are Under 30". The student-athletes will be responsible for choosing and paying for their own health insurance.

13.3 Mental Health

The mental health of our athletes is just as important as their physical health. Kentucky Wesleyan provides mental health counseling services for all student-athletes through the Counseling Services Office located in the Administration Building Room 209B. This office is staffed by the Director of Counseling, Terri Petzold, who is a Licensed Clinical Social Worker. Services are provided for a number of issues. Fees for these services are included in tuition costs; there is no additional charge to the student.

Students may call the Counseling Services Office directly to schedule an appointment, 270-852-3183. In the event this calls go to voicemail, callers are encouraged to leave a message with contact information; the call will be returned promptly. All information shared with the counselor is considered strictly confidential.

13.4

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