



**Western Carolina University**  
**Student-Athlete Handbook**  
**2021 - 2022**

Property of: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

**If found, please return to the Jordan Phillips Field House!**

## THE DEPARTMENT OF ATHLETICS PERSONNEL AND HEAD COACHES

\*All phone extensions begin with the area code (828)

<b>Title</b>	<b>Name</b>	<b>Office</b>	<b>Phone</b>	<b>E-MAIL</b>
<b>Director of Athletics</b>	Alex Gary	Ramsey	227-7338	<a href="mailto:athleticsdirector@email.wcu.edu">athleticsdirector@email.wcu.edu</a>
<b>Deputy Athletics Director/COO</b>	Kyle Pifer	Ramsey	227-2666	<a href="mailto:kpifer@email.wcu.edu">kpifer@email.wcu.edu</a>
<b>Associate AD External Affairs</b>	Chad Gerrety	Ramsey	227-2767	<a href="mailto:cgerrety@email.wcu.edu">cgerrety@email.wcu.edu</a>
<b>Athletics Business Manager</b>	Amanda Murchie		227-7442	<a href="mailto:amagruder@email.wcu.edu">amagruder@email.wcu.edu</a>
<b>Associate AD for Student Services / Senior Woman Admin</b>	Stacey Miller	Field House	227-2541	<a href="mailto:smiller@email.wcu.edu">smiller@email.wcu.edu</a>
<b>Assistant AD for Media Relations</b>	Daniel Hooker	Ramsey	227-2339	<a href="mailto:dhooker@email.wcu.edu">dhooker@email.wcu.edu</a>
<b>Faculty Athletics Representative</b>	Dr. Alex Macaulay	McKee	227-3497	<a href="mailto:macaulay@email.wcu.edu">macaulay@email.wcu.edu</a>
<b>Athletics Administrative Assistant</b>	Kim Jamison	Ramsey	227-7338	<a href="mailto:kjamison@email.wcu.edu">kjamison@email.wcu.edu</a>
<b>Football Administrative Assistant</b>	Sandy Neunschwander	Ramsey	227-7395	<a href="mailto:sneuens@email.wcu.edu">sneuens@email.wcu.edu</a>
<b>Director of Compliance</b>	Dan Gibson	Field House	227-2366	<a href="mailto:gibsond@email.wcu.edu">gibsond@email.wcu.edu</a>
<b>Director of Academic Support</b>	Anita Puerto	Field House	227-2442	<a href="mailto:acpuerto@email.wcu.edu">acpuerto@email.wcu.edu</a>
<b>Assistant Director of Academic Support</b>	Ashley Buck	Field House	227-2337	<a href="mailto:ambuck@email.wcu.edu">ambuck@email.wcu.edu</a>
<b>Assistant Director of Academic Support</b>		Field House	227-2679	
<b>Associate Director of the Catamount Club</b>	Blake Cantrell	Ramsey	227-2056	<a href="mailto:acantrell@email.wcu.edu">acantrell@email.wcu.edu</a>
<b>Assistant Director of the Catamount Club</b>	April Bass	Ramsey	227-3794	<a href="mailto:abass@email.wcu.edu">abass@email.wcu.edu</a>
<b>Assistant Director of the Catamount Club</b>	Anthony Miele	Ramsey	227-3047	<a href="mailto:amiele@email.wcu.edu">amiele@email.wcu.edu</a>
<b>Catamount Club Assistant</b>	Jeff Bewsey		227-2244	<a href="mailto:bewsey@email.wcu.edu">bewsey@email.wcu.edu</a>
<b>Director of Athletic Facilities</b>	Rory Jimerson	Ramsey	227-2024	<a href="mailto:rejimerson@email.wcu.edu">rejimerson@email.wcu.edu</a>
<b>Game Operations and Facilities Assistant</b>	Eynde Frazier	Ramsey	227-2440	<a href="mailto:evfrazier@email.wcu.edu">evfrazier@email.wcu.edu</a>
<b>Director of Corporate Sponsorship</b>	Michael Ceccarelli	Ramsey	227-2038	<a href="mailto:mveccarelli@email.wcu.edu">mveccarelli@email.wcu.edu</a>
<b>Director of Marketing/ Promotions</b>	Ashley Alletto	Ramsey	227-2513	<a href="mailto:aalletto@email.wcu.edu">aalletto@email.wcu.edu</a>
<b>Director for Media Relations/ Social Media Director</b>	Denise Gideon	Ramsey	227-2336	<a href="mailto:dgideon@email.wcu.edu">dgideon@email.wcu.edu</a>
<b>Director of Media Relations</b>	Steven Grandy	Ramsey	227-2655	<a href="mailto:sgrandy@email.wcu.edu">sgrandy@email.wcu.edu</a>
<b>Director for Video Operations</b>	Noah Sautter	Ramsey	227-2458	<a href="mailto:nssautter@email.wcu.edu">nssautter@email.wcu.edu</a>
<b>Director of Ticket Operations</b>	Ben Page	Ramsey	227-2335	<a href="mailto:wpage@email.wcu.edu">wpage@email.wcu.edu</a>
<b>Director of Sports Medicine</b>	Steve Honbarger	Ramsey	227-2043	<a href="mailto:shonbarger@email.wcu.edu">shonbarger@email.wcu.edu</a>
<b>Assistant Athletic Trainer</b>	Nicole Bohannon	Ramsey	227-2369	<a href="mailto:nbohannon@email.wcu.edu">nbohannon@email.wcu.edu</a>
<b>Assistant Athletic Trainer</b>	Jackson Thompson	Ramsey	227-2369	<a href="mailto:jmthompson@email.wcu.edu">jmthompson@email.wcu.edu</a>
<b>Assistant Athletic Trainer</b>	Braxton Zeigler	Ramsey	227-2106	<a href="mailto:bzeigler@email.wcu.edu">bzeigler@email.wcu.edu</a>
<b>Athletic Training Intern</b>	Tyler Spain	Ramsey	227-2304	<a href="mailto:tspain@email.wcu.edu">tspain@email.wcu.edu</a>
<b>Director of Sports Performance &amp; Nutrition</b>	Ben Jacobs	Field House	227-3792	<a href="mailto:jacobsb@email.wcu.edu">jacobsb@email.wcu.edu</a>
<b>Assistant Director of Athletic Performance</b>	Collin Lawless	Field House	227-3792	<a href="mailto:clawless@email.wcu.edu">clawless@email.wcu.edu</a>
<b>Head Equipment Manager</b>	Mike Taylor	Ramsey	227-2042	<a href="mailto:mtaylor@email.wcu.edu">mtaylor@email.wcu.edu</a>
<b>Assistant Equipment Manager</b>	Alayna Ledford	Ramsey	227-2677	<a href="mailto:ahledford@email.wcu.edu">ahledford@email.wcu.edu</a>
<b>Head Baseball Coach</b>	Bobby Moranda	Ramsey	227-2021	<a href="mailto:bmoranda@email.wcu.edu">bmoranda@email.wcu.edu</a>
<b>Head Basketball Coach (Men)</b>	Justin Gray	Ramsey	227-2017	<a href="mailto:grayj@email.wcu.edu">grayj@email.wcu.edu</a>
<b>Head Basketball Coach (Women)</b>	Kiley Hill	Ramsey	227-2028	<a href="mailto:klhill@email.wcu.edu">klhill@email.wcu.edu</a>
<b>Head Football Coach</b>	Kerwin Bell	Ramsey	227-2015	<a href="mailto:wcufootball@email.wcu.edu">wcufootball@email.wcu.edu</a>

<b>Head Golf Coach (Men)</b>	Tim Eckberg	Field House	227-3638	<a href="mailto:tjeckberg@email.wcu.edu">tjeckberg@email.wcu.edu</a>
<b>Head Golf Coach (Women)</b>	Courtney Gunter	Field House	227-3797	<a href="mailto:cgunter@email.wcu.edu">cgunter@email.wcu.edu</a>
<b>Head Soccer Coach (Women)</b>	Chad Miller	Camp Lab	227-2025	<a href="mailto:millercc@email.wcu.edu">millercc@email.wcu.edu</a>
<b>Head Softball Coach (Women)</b>	Jim Clift	Camp Lab	227-2532	<a href="mailto:jrclift@email.wcu.edu">jrclift@email.wcu.edu</a>
<b>Head Tennis Coach (Women)</b>	Bret Beaver	Camp Lab	227-2338	<a href="mailto:beaverb@email.wcu.edu">beaverb@email.wcu.edu</a>
<b>Head Track &amp; Field/Cross Country Coach (M&amp;W)</b>	Jesse Norman	Camp Lab	227-2026	<a href="mailto:jnorman@email.wcu.edu">jnorman@email.wcu.edu</a>
<b>Head Volleyball Coach (Women)</b>	Karen Glover	Ramsey	227-2032	<a href="mailto:klglover@email.wcu.edu">klglover@email.wcu.edu</a>
<b>Head Cheerleading Coach</b>	Ashley Crowe	Killian Annex	227-7338	<a href="mailto:catamountcheer@yahoo.com">catamountcheer@yahoo.com</a>

## DIRECTORY OF CAMPUS CONTACTS

\*All numbers use area code (828) and begin with 227 (Example: 828-227-2539)

<b>TITLE</b>	<b>NAME</b>	<b>OFFICE</b>	<b>PHONE</b>	<b>E-MAIL</b>
<b>Athletic Academic Advising</b>	Kaylan Lance	Killian Annex		
<b>Admissions</b>		Camp Building	x7317	<a href="mailto:admiss@email.wcu.edu">admiss@email.wcu.edu</a>
<b>Auto Registration Services</b>	Barbara Anders	Outreach Annex	x7275	<a href="mailto:baranders@email.wcu.edu">baranders@email.wcu.edu</a>
<b>Book Rental/Sales</b>	Pam Degraffenreid	Bookstore	x7346	<a href="mailto:degraffen@email.wcu.edu">degraffen@email.wcu.edu</a>
<b>Center for Career and Professional Development</b>		Reid 150	x7133	<a href="mailto:careerservices@wcu.edu">careerservices@wcu.edu</a>
<b>CAT-TRAN Services</b>	Chet Parker	Scott Hall	x8726	<a href="mailto:chesterparker@email.wcu.edu">chesterparker@email.wcu.edu</a>
<b>Technology Commons</b>		Hunter Library	x7487	<a href="mailto:ithelp@email.wcu.edu">ithelp@email.wcu.edu</a>
<b>Counseling and Psychological Services (CAPS)</b>		225 Bird Bldg.	x7469	
<b>Dean of Students/Student Affairs</b>	Bashaun Smith	227 HFR	x7147	<a href="mailto:bashaunsmith@email.wcu.edu">bashaunsmith@email.wcu.edu</a>
<b>Office of Accessibility Resources</b>		135 Killian Annex	x3886	<a href="mailto:accessibility@email.wcu.edu">accessibility@email.wcu.edu</a>
<b>Emergency (Police or Medical)</b>			x8911	
<b>Financial Aid Office</b>	Matt Ellsworth	Camp Building	x7290	<a href="mailto:ellsworth@email.wcu.edu">ellsworth@email.wcu.edu</a>
<b>University Center</b>	Jeff Hughes	210 Univ. Center	x3620	<a href="mailto:hughes@email.wcu.edu">hughes@email.wcu.edu</a>
<b>Food Services</b>		Courtyard Dining Hall	x3778	<a href="mailto:campusdining@wcu.edu">campusdining@wcu.edu</a>
<b>Health Services</b>		Bird Building	x7640	<a href="mailto:cathealth@email.wcu.edu">cathealth@email.wcu.edu</a>
<b>ID Cards (Cat Card)</b>	Tatum Beck	226 Brown Hall	x7003	<a href="mailto:tdbeck@email.wcu.edu">tdbeck@email.wcu.edu</a>
<b>Campus Recreation Center</b>			x7069	<a href="mailto:reccenter@email.wcu.edu">reccenter@email.wcu.edu</a>
<b>Library-Circulation Center</b>		Hunter Library	x7485	
<b>Mentoring and Persistence to Success (MAPS)</b>		205 Killian Annex	x7127	<a href="mailto:maps@email.wcu.edu">maps@email.wcu.edu</a>
<b>Non-Emergency Police</b>	Steve Lillard	Outreach Annex	x7301	<a href="mailto:sdlillard@email.wcu.edu">sdlillard@email.wcu.edu</a>
<b>Intercultural Affairs</b>		227 Univ Center	x2276	<a href="mailto:ica@email.wcu.edu">ica@email.wcu.edu</a>
<b>Registrar's Office</b>		206 Killian Annex	x7216	<a href="mailto:registrarsoffice@email.wcu.edu">registrarsoffice@email.wcu.edu</a>
<b>Residential Living</b>	Lisa Surber	Brown Hall	x7303	<a href="mailto:surber@email.wcu.edu">surber@email.wcu.edu</a>
<b>Student Employment</b>	Carrie Hachadurian	Reid 150	x3888	<a href="mailto:cphachadurian@email.wcu.edu">cphachadurian@email.wcu.edu</a>
<b>Title IX Coordinator</b>	Ivy Gibson	520 H.F. Robinson	x7116	<a href="mailto:igibson@email.wcu.edu">igibson@email.wcu.edu</a>
<b>Writing and Learning Commons</b>		Belk 207	x2274	<a href="mailto:walc@email.wcu.edu">walc@email.wcu.edu</a>

## WCU ALMA MATER

Hail to thee, our Alma Mater  
Faithful, kind, and true;  
every son and every daughter  
Offers praise to you

(Chorus)

Hail to the dearest spot of all;  
Hail to WCU!

Light and life and fond devotion  
all to thee are due.

Purple robes and colors golden,  
Streaming everywhere,  
Swell our hearts with pride for olden  
Days and friendships dear.

(Chorus)

Under shade trees' friendly bowers,  
Voices, ever gay,  
Mingle with the breath of flowers  
and the song bird's lay.

(Chorus)

Shout aloud with one long chorus,  
Voices clear and true,  
lifted high in praise and honor,  
All for WCU!

(Chorus)



### WCU COMMUNITY CREED

# LIVE CREED

DSCE.WCU.EDU

Western  
Carolina  
UNIVERSITY

I will **LIVE** by high standards of  
academic and personal **INTEGRITY**.

I will **EMBRACE** my **RESPONSIBILITIES**  
as a member of this community.

I will **RESPECT** the rights and  
well-being of **OTHERS**.

I will **VALUE DIVERSITY**, inclusive  
excellence, and individual differences.

I will **ENGAGE MYSELF** in the artistic,  
cultural and academic life of my University.

I will **CELEBRATE** and express pride in  
**WESTERN CAROLINA UNIVERSITY**.

## THE WCU FIGHT SONG

Fight on! You Catamounts  
Fight for purple and gold  
Fight on to victory

True warriors bold  
Wave the royal banner high  
And let it fill the western sky  
So fight on! you Catamounts  
Fight to vic-to-ry!

Western, Western, Go Western! Go  
Cats!

*Adopted in 1981, Western's fight song  
was composed by members of the uni-  
versity faculty*

## WESTERN CAROLINA UNIVERSITY ROLE AND MISSION

WCU was founded in 1889 to bring higher education and career opportunities to the western region of North Carolina. A member of the University of North Carolina system, WCU now provides an education to more than 10,000 students from 48 states and 35 countries.

### OUR MISSION

Western Carolina University creates learning opportunities that incorporate teaching, research, service, and engagement through on campus, off campus, on-line and international experiences. The university focuses its undergraduate, masters and three doctoral programs, educational outreach, research, and creative and cultural activities to sustain and improve individual lives and enhance economic and community development in Western Carolina and beyond.

### OUR CORE VALUES AND GUIDING PRINCIPLES

- Excellence, Scholarship, Teaching and Learning
- Collaboration with and Respect for our Communities
- Free and Open Interchange of Ideas
- Responsible Stewardship and Organizational Effectiveness
- Organizational and Environmental Sustainability
- Cultural Diversity and Equal Opportunity

### OUR VISION

To be a national model for student learning and engagement that embraces its responsibilities as a regionally engaged university.

## DEPARTMENT OF ATHLETICS ROLE AND MISSION

### MISSION STATEMENT

The Department of Athletics at Western Carolina University is an integral element of the institution and participates fully in the central University mission of teaching and learning. Just as the University seeks to create a community of scholarship in which the activities of its members are conducted with the highest standards of knowledge and practice in their disciplines, the Athletics program promotes the highest levels of academic and athletic success that shares in the responsibility of achieving the goals of the University.

The activities of the Athletics program provide an environment in which students, coaches, faculty, staff, and administrators jointly assume the responsibility for the success on and off the venues of play. The Athletics program embraces the concept that student-athletes are first and foremost students who possess academic goals, personal interests, and vocational ambitions similar to those of any other student. The Athletics program complements other University programs by enhancing the educational, social, career, and athletic opportunities of the students who participate in athletics. This environment also fosters a commitment to high standards of personal and professional conduct by all members of the athletic community manifested in the highest level of personal and professional integrity.

The Western Carolina University Department of Athletics actively promotes a fair and equitable distribution of athletic opportunities, resources, and benefits to all Athletics program participants - including student-athletes, coaches, and staff – and endeavors to ensure a discrimination free environment for all program participants.

The Athletics program provides significant contributions to the University by enhancing loyalty to the alma mater, strengthening the pride and enthusiasm of alumni, fostering a strong sense of community, and serving as a positive public relations tool for the University.

### VISION STATEMENT

Western Carolina University Department of Athletics is committed to success with integrity. Through this commitment, we will realize our vision of becoming the premier institution of choice to be a student-athlete, coach, or athletic administrator in the Southern Conference.

## ROLE OF STUDENT-ATHLETES

Participating in intercollegiate athletics at Western Carolina University is a unique privilege. As an intercollegiate athletics participant, student-athletes are expected to be responsible citizens in their respective community, utilizing opportunities and experiences to enhance educational pursuits and overall life skills. As such, each student-athlete has the responsibility to fulfill clear expectations including the following:

- Understanding that earning a degree is the primary goal of the student-athlete.
- Meeting all academic responsibilities to include the following:
  - Attend all classes
  - Completion of all assignments in a timely manner
  - Meeting with faculty, advisors and deans.
- Complying with all rules and regulations of the NCAA, the Southern Conference and the university, and an understanding that it is each student-athlete's responsibility to be aware of the rules and regulations. If in doubt, ask your coach or administrator.
- Striving to be involved as a full-fledged member of the university community and making a strong effort to derive as much as possible from the educational experience. This includes establishing open and mature relationships with faculty and the student body at large.
- Understanding that the assumption of personal responsibility is at the heart of the educational experience, student-athletes function largely as representatives of the university, the Department of Athletics and their team, both within and outside the campus community. Due to the high profile nature of being an athlete at Western Carolina, student-athletes are held to high standards of behavioral expectations and ethical conduct. Student-athletes are expected to conduct themselves at all times in a manner that honors and complements themselves, their teammates, the Department of Athletics and Western Carolina University.

## SPORTSMANSHIP POLICY

### STATEMENT OF POLICY AND PURPOSE

It is the policy of Western Carolina University that all university athletic representatives (including student-athletes, managers, trainers and cheerleaders) must maintain the highest degree of decorum. All persons involved with intercollegiate athletics must conduct themselves in a manner as not to embarrass the institution by their actions. Behavior by institutional representatives that does not meet this standard and which has the potential of harming the reputation of the institution or any of its units will not be tolerated.

Good sportsmanship must be an integral part of every sport sponsored by Western Carolina University. All student-athletes and athletic department staff are expected to follow the Southern Conference sportsmanship policy.

### DISCIPLINARY ACTION WITHIN THE DEPARTMENT OF ATHLETICS

The Director of Athletics and/or Sport Supervisor and the Head Coach will review each action of inappropriate and unethical behavior. At the sole discretion of the Director of Athletics or designee, and depending on the severity of the incident, the following system of progressive discipline will be utilized to deal with the situation:

- **Oral Warning:** The Director of Athletics and/or the Sport Supervisor, in consultation with the Head Coach, shall review the incident and counsel the individual concerning his or her actions and future behavior. A private oral reprimand will be issued.
- **Written Warning:** Recurrence of behavior previously identified, or in situations where conduct is of a highly offensive nature, the individual will be reprimanded with a written letter. Appropriate documentation will be placed in the individual's file. Other disciplinary action may be taken as deemed fit and proper by the Director of Athletics or designee.
- **Suspension/Termination:** In cases where conduct is of an inflammatory or violent nature, or in cases of conduct previously documented and for which the individual has been warned or counseled, the individual may be subject to disciplinary action up to and including suspension or termination from athletics.

### SOUTHERN CONFERENCE SPORTSMANSHIP POLICIES ON EJECTION

Any institutional personnel removed from a contest for any reason shall be subject to the policies outlined by the Southern Conference.

### DISTRIBUTION OF INFORMATION

Each year at a designated meeting, all involved students will be required to sign a form stating their understanding of the University's policy concerning sportsmanship and ethical behavior. Students must sign this form to be a member of one of Western Carolina University's intercollegiate sports programs. In addition, members of support units (i.e. managers, cheerleaders, etc.) will be held to the same standards.

## DEPARTMENT OF INTERCOLLEGIATE ATHLETICS CODE OF ETHICAL CONDUCT

Student-Athletes at Western Carolina University are subject to the regulations and procedures outlined in the institution's Catalogue, Student Handbook, and all other published material containing such regulations and procedures. WCU supports and enforces state and federal laws. In addition, student-athletes are subject to all rules and regulations required for individual participation on specific teams. Student-athletes are expected to be thoroughly familiar with institutional and departmental rules and regulations, including the Department of Intercollegiate Athletics Code of Ethical Conduct.

If there is a breach in this Code of Ethical Conduct, in addition to university regulations, the following actions may be taken: disciplinary warning, probation, suspension, removal from team, and/or loss of athletics scholarship. Violations of the Code of Ethical Conduct shall be referred for action to the Director of Athletics or designee. In the event of a breach or suspected breach of the Code, the Director of Athletics or designee shall ensure due process.

### ATHLETIC DEPARTMENT/TEAM RULES

- All Head Coaches of each sports program are responsible for developing, distributing and discussing rules by which the team will operate. Team rules are reviewed and approved by the Director of Athletics or designee prior to their distribution.
- Team rules carry the same authority as all other regulations that govern the Department of Athletics and the university.
- Sanctions imposed for the violation of team rules are the responsibility of the Head Coach of each sports program, and will be consistent with the policies outlined in the Department of Athletics' Code of Ethical Conduct.
- Student-athletes are required to disclose if they are arrested or otherwise charged with a criminal offense by any law enforcement agency or any other incident that is subject to investigation by any law enforcement agency or student judicial affairs. Student-athletes must report this to their Head Coach and Director of Athletics or designee immediately.
- Appropriate Academic Conduct (See Academics Program).
- Appropriate conduct and adherence to team policies.

### UNLAWFUL CONDUCT

- Each student is held responsible for adherence to **federal, state, and local law and regulations and University policies**. Those who fail in this responsibility will be subject to disciplinary action and/or referral for prosecution by government authorities.
- If charged with a misdemeanor, based on circumstances, punitive actions against the student-athlete may include, but not be limited to, suspension from competition. Punitive actions may be appealed to the Director of Athletics or designee.
- Any student-athlete charged with a felony is automatically suspended from competition, pending 1) Review by the Director of Athletics, or 2) Final judgment from the legal or student judicial system. At the discretion of the Director of Athletics, further punitive actions may be imposed.

## WCU CODE OF STUDENT CONDUCT

This Western Carolina University Student Code of Ethical Conduct exercises the duty of the Chancellor to regulate matters of student conduct in the University community. All WCU students are expected to be familiar with the Code and to conduct themselves in accord with these requirements.

Western Carolina University is committed to providing an inclusive and welcoming environment and does not discriminate, or treat people differently on the basis of race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation; and National Guard or veteran status. More information can be found by searching for "university policies" [here](#) (link also found at the end of this document).

All student inquiries concerning the Code should be directed initially to the Department of Student Community Ethics. The current version of this document, which may be revised from time to time, shall be available from the Division of Student Affairs online at <http://wcucode.wcu.edu/>.

## ALCOHOL AND DRUG EDUCATION PROGRAM

The Western Carolina University Department of Athletics 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 have a negative effect on the performance of student-athletes, both in the classroom and in sports. Therefore, the Department of Athletics, in conjunction with Health Services, has established a drug and alcohol abuse prevention and screening program in order to allow its student-athletes to progress toward their athletics and academic goals in a drug free environment.

## OBJECTIVES

- To educate the student-athlete concerning the physical, psychological, and social effects of drug/alcohol abuse.
- To identify through periodic testing those student-athletes who may be involved in drug or alcohol abuse.
- To provide a comprehensive counseling and rehabilitation program.

All student-athletes will be required to attend a mandatory seminar throughout the year, as part of an ongoing effort to educate student-athletes about the responsible use and potential dangers of alcohol consumption and drug abuse. Other programs will be presented on an elective basis as the need and/or availability of special speakers arises.

## ALCOHOL CONSUMPTION

Western Carolina University does not condone the illegal or irresponsible use of alcohol under any circumstances. State and federal regulations regarding alcohol use are expressly upheld. Specific sports programs may devise team policies regarding alcohol consumption.

Student-athletes are prohibited from the consumption of or being under the influence of alcoholic beverages in connection with any team function. A team function (relative to this policy) is defined as any activity that incorporates the team, including but not limited to:

- Traveling to or from a site of competition
- Presence at a site of competition with the team, or as a representative of the team
- Presence at any team or individual's practice
- Alcohol use during recruiting visits

Disciplinary measures will be taken regarding the violation of this policy.

## DRUG USE

Student-athletes are prohibited from illegal use of drugs, as defined by state, federal, and NCAA regulations. The illegal or unethical use of performance enhancing substances is also prohibited. Some of these drugs and substances include, but are not limited to: opiates, barbiturates, anabolic androgenic steroids, and/or masking agents.

## DRUG TESTING

This program is designed for the members of our intercollegiate athletic teams and cheerleaders. This program is in addition to the drug education screening program required by the NCAA. The concept of the program is two-fold as follows:

First, many drugs, when used in connection with athletic activities or physical conditioning programs, pose serious risks to the health of the athlete. Symptoms of illness, temporary injury, addiction and even death may be caused by such drug use. Second, the use of certain drugs temporarily may improve some types of athletic performance and, thereby, create an unfair competitive advantage for the person using them. Such uses of drugs violate the basic principles of sportsmanship.

Some of the drugs about which we are concerned are illegal (that is, the law forbids their sale, purchase, or possession). Some may be purchased lawfully "over the counter" in retail stores. But all of these drugs have one common factor, they are not compatible with the integrity of our athletic program, either because they pose a hazard to the health of the athlete or because they interfere with fair competition.

Thus, Western Carolina University does not permit anyone who engages in prohibited uses of drugs to participate in its intercollegiate athletics program. To become and remain a participant, a person must comply with the terms of this program on drug education, screening, counseling and the drug-screening program set forth by the NCAA. Accordingly, you should read these requirements carefully, and if you are willing to abide by them and the NCAA program you should sign your name at the place provided. If you decide not to sign, you will not be permitted to participate in the university intercollegiate athletic programs and may have an adverse effect on your athletic scholarship.

## PROGRAM PURPOSES

The purpose of the drug education, screening and counseling program are (1) to help persons avoid improper involvement with drugs, by insuring that they are well informed about drugs and drug abuse; (2) to detect possible drug abuse through a screening program based on periodic testing designed to reveal the use of drugs; (3) to assist in the rehabilitation of persons found to be misusing drugs; and (4) finally, to disassociate from our athletic program any person who is found to have violated the requirements of this policy.

## EDUCATIONAL ACTIVITIES

The most important part of this program is the ongoing educational effort through which students may become thoroughly informed about the abuse of drugs. An annual mandatory meeting will be held to educate the members of the University Athletic Department and the cheerleaders, student-athletes, managers and student athletic trainers regarding drug abuse and related problems confronting administrators, and coaches. Cheerleaders and student-athletes are required to attend these meetings.



## PROHIBITED DRUGS

A student, during the period of his or her eligibility to participate in intercollegiate athletics, may not use the drugs specified by the NCAA, which may be found at [www.ncaa.org/health-safety/policy/drug-testing](http://www.ncaa.org/health-safety/policy/drug-testing). If an otherwise prohibited drug is being used at the prescription of a physician, the athlete may continue to participate in athletics or cheerleading if: (1) with respect to possible risk to the health of the athlete, the attending physician certifies in writing that specified athletic activity may be safely undertaken and the athlete executes a prescribed waiver which relieves Western Carolina University of any responsibility for illness or injury attributable to engagement in athletic activity while under the influence of the prescribed medication; and (2) with respect to possible performance-enhancing effects, the athlete's attending physician, in consultation with Western Carolina University medical and athletic authorities, can and does implement a schedule of medication that precludes such performance-enhancing effects during times relevant to intercollegiate athletic competition.

## SCREENING PROGRAMS

By subscribing to this education, screening, and counseling program, a participating student agrees to submit to tests designed to reveal the use of any of the drugs listed as banned by the NCAA. The basic test to be used for drug screening is a urinalysis, which is designed to reveal the presence of the banned substance. No such test will be administered unless the affected person first has signed a notice form. However, other types of tests from time to time may be utilized to determine the presence of banned substances. A separate consent form must be signed before any test other than a urinalysis is conducted.

The testing based on urinalysis will be implemented as follows:

### I. When the Test Will Be Administered

#### A. Unannounced Random Testing

All student-athletes and cheerleaders will be subject to periodic unannounced random testing. Specifically, on various occasions during the academic year, a percentage of the student-athletes and cheerleaders currently "in season" or in sanctioned training will be selected, at random, to be tested. The selection of individuals will be made through a blind drawing of names from the team rosters by the Drug Testing Company under contract with the University, upon notification from the Drug Testing Coordinator. The list of persons so selected for testing will be supplied by the Drug Testing Company under contract with the University to the Drug Testing Coordinator. The Drug Testing Coordinator will give each Head Coach a written notice form detailing which student-athletes are to be tested. The Drug Testing Coordinator and Head Coach will in turn contact the selected student-athletes immediately. Such notification shall be accomplished by delivery to the selected student-athlete a copy of a signed statement, prepared by the Drug Testing Coordinator, listing the student who was duly selected, at random, to be tested on the date specified. The notification also shall include the time and location of the test. The student is required to sign and submit to the Head Coach, or his delegate, the form, thereby acknowledging receipt. Upon notification, the student-athlete will be required to proceed to the drug testing site at the time scheduled on the notification form.

#### B. Testing in Response to Individualized Reasonable Suspicion:

Student-athletes or cheerleaders may be subject to testing at any time when, in the judgment of the Director of Athletics or designee, there is reasonable cause to suspect the student is engaged in the use of any of the drugs prohibited by this policy.

### II. Consequences of Failure to Participate in, or Cooperate with, Testing

- A. Failure to execute the required individual notification form will be considered a positive test. The procedures prescribed under Consequences of Impermissible Drug Use will apply.
- B. Failure to appear at the designated time and place for testing, without a verified excuse acceptable to the Drug Testing Coordinator will be considered a positive test. The procedures prescribed under Consequences of Impermissible Drug Use will apply.
- C. Failure to produce the required urine specimen within a twenty-four (24) hour period will be considered a positive test. The procedures prescribed under Consequences of Impermissible Drug Use will apply.

### III. Administration of Proposed Drug Screening Program

- A. A member of the sports medicine staff or third party contractor will perform actual testing. The University may also contract with a third party to collect as well as test the specimens.
- B. Collection and testing protocols must assure dependable procurement, identification, security, shipment, and testing of specimens. Testing of all specimens must be performed in a NIDA-certified laboratory.
- C. Actual collection and testing protocols shall be provided to the students being testing at any time before collection of specimens.
- D. Notification of results:
  - a. The Drug Testing Coordinator will receive the test results and correlate the ID number with the screened athletes.

- b. The Drug Testing Coordinator will then notify the Athletic Director and the Head Coach of any positive results.

## CONSEQUENCES OF IMPERMISSIBLE DRUG USE

When there has been a reliable determination of improper drug use during the period of the student's intercollegiate athletic eligibility, through verified positive test results, the student will be subject, at minimum to the following requirements. Coaches, in conjunction with the Director of Athletics, *may have* more stringent team rules than those listed below.

### I. First Occasion

- A. Confidential meeting to evaluate the nature and extent of drug involvement: The student will be required to meet privately with the Drug Testing Coordinator to ascertain the facts about the nature, extent and history of the problem. In eliciting information from the student, responses are to be oral, are not to be given under oath, and are to be revealed only to University officials, or appropriate persons authorized by the student. No other persons or agencies will be given information except in response to a valid subpoena or court order. The Drug Testing Coordinator shall determine the nature and extent of institutional counseling and medical intervention that may be required as a condition to continued athletic eligibility. In the event that the nature of the individual's drug involvement is such that the Drug Testing Coordinator determines that counseling or medical intervention should occur before the student may continue to participate in athletics, the student may be suspended from athletic participation pending the results of counseling and/or medical intervention.
- B. Counseling and rehabilitation: As a minimum, the student will have at least two personal counseling sessions with the Counseling Center Counselor. If the student fails to appear at the designated time and place for counseling required under this section, without a verified excuse acceptable to the Drug Testing Coordinator, eligibility to participate in intercollegiate athletics, as deemed by the Director of Athletics or designee, will be forfeited until the student appears at the counseling session.
- C. Follow-up testing: The student will undergo follow-up testing, as often as once a week, for as long as is deemed appropriate by the Drug Testing Coordinator, for the remainder of the intercollegiate athletic session, including sanctioned training.

### II. Second Occasion

- A. Suspension or loss of eligibility: The student will be suspended from competition in intercollegiate athletics for 10 percent of the scheduled contests as determined by the Athletic Director or designee.
- B. Counseling and rehabilitation: The student will undergo counseling at the direction of the Counseling Center for the duration of any period of suspension, and thereafter for as long as the Drug Testing Coordinator in consultation with the Counselor deems appropriate. If the student fails to appear at the designated time and place for counseling required under this section, without a verified excuse acceptable to the Drug Testing Coordinator, eligibility to participate in intercollegiate athletics, as deemed by the Director of Athletics or designee, will be forfeited until the student appears at the counseling session.
- C. Follow-up testing: The student will undergo follow-up testing, as often as once a week, for as long as is deemed appropriate by the Drug Testing Coordinator, for the remainder of the intercollegiate athletic session, including sanctioned training.

### III. Third Occasion

- A. Dismissal from Athletics: The student-athlete will immediately be removed from their respective team as well as have their scholarship cancelled. Student-Athlete may be able to appeal the cancellation of athletic aid per the Student-Athlete Grievance and Appeal Procedure.
- B. Counseling and rehabilitation: If a student has been removed from their respective team, they may seek assistance from established University counseling and medical resources otherwise available to students incident to their enrollment at WCU.

## CONFIDENTIALITY OF INFORMATION CONCERNING DRUG USE

Any information concerning a student's alleged or confirmed improper use of drugs, solicited or received pursuant to implementation of this program, shall be restricted to institutional personnel responsible for administering the program. No other release of such information will be made without the student's written consent, unless in response to appropriate judicial process. The institution cannot guarantee that law enforcement or prosecutorial authorities will not gain access to information in the possession of the institution, since a valid subpoena or other enabling court order might be issued to compel disclosure; the institution, however, will not voluntarily disclose such information, in the absence of a court order or valid subpoena.

## IMPROPER PROVISION OF DRUGS BY INSTITUTIONAL PERSONNEL

No officer, employee, or agent of Western Carolina University may supply to any student any drug that may endanger an athlete or effect ability or performance, or otherwise encourage or induce any student improperly to use drugs, except when specific drugs may be prescribed by qualified medical personnel for the treatment of individual students. Any person who has information about a possible violation of this policy should report such information promptly to the Director

of Athletics, who shall have full authority to investigate the allegation and to report the results of an investigation to the Chancellor, for appropriate disciplinary proceedings against anyone who is charged with having violated this policy.

Note: Student-Athletes will be required to sign a statement of Agreement to Drug Testing Policy after reviewing the policy, which will be kept on file with the Department of Athletics.

## NCAA DRUG SCREENING PROGRAM

According to Bylaw 14.1.4, each academic year the student-athlete shall sign a form prescribed by the Committee on Competitive Safeguards and Medical Aspects of Sports in which the student-athlete consents to be tested for the use of substances banned by NCAA legislation. Failure to complete and sign the consent form before practice or competition or before the Monday of the fourth week of classes, whichever date occurs first, shall result in the student athlete's ineligibility for participation (i.e., practice and competition) in all intercollegiate athletics. The NCAA Drug Testing consent form remains in effect until a subsequent form is executed.

The current NCAA list of banned-drug classes is available from the NCAA and at [www.NCAA.org/drugtesting](http://www.NCAA.org/drugtesting). In addition, other substances may be screened to gather data for making decisions as to whether additional drugs should be added to the list. The NCAA Executive Committee will be responsible for reviewing and revising the list of banned-drug classes.

**No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.**

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete's own risk. Student-athletes should contact their institution's team physician or athletic trainer for further information.

**It is your responsibility to check with the appropriate athletics staff before using any substance.**

**Note to Student-Athletes: There is no complete list of banned substances. Do not rely on this list to rule out any supplement ingredient. Check with your athletics department staff prior to using a supplement.**

## ATHLETIC EQUIPMENT POLICY

Athletic equipment will be issued to student-athletes once cleared to participate in intercollegiate athletics through the Compliance Office and the assigned Athletic Trainer. Student-athletes accept responsibility for all issued equipment, whether stolen, lost, or damaged unless the condition warrants excuse. At the conclusion of the season, or as appropriate, all issued equipment must be returned to the issuing agent (head coach or equipment manager). Student-athletes who fail to return issued equipment will be billed for the cost of the equipment.

## TEAM TRAVEL POLICY

All team travel is the responsibility of the Head Coach of each sports program. An itinerary, including departure and return dates and times, the travel destination, and the travel party members will be provided to the Sport Supervisor or designee prior to departure. Head coaches assume all responsibility for the travel party from the point of departure to the point of return, or until student-athletes are released at the conclusion of competition as prior arrangements may dictate. Student-athletes who travel individually or as part of a team are expected to represent themselves in a manner that is complementary to themselves, their teammates and coaches, the Department of Athletics, and Western Carolina University.

For travel that conflicts with class schedules, student-athletes are required to notify professors one week prior to the absence (or, preferably at the beginning of the semester). Such notification is made using the class absence letter, which is prepared by the Department of Athletics and signed by the Director of Athletics and/or designee and the Head Coach. Head coaches will provide student-athletes with the class absence letter. Even though the class absence letter is provided, it is ultimately up to the individual faculty member as to whether they will consider the absence "excused."

## NCAA TRANSFER REQUESTS POLICY

A student-athlete considering transferring should carefully read the information below before communicating with other institutions.

### REQUESTING A TRANSFER

A student-athlete who wants to contact other schools regarding transferring must submit a notification of intent to transfer to the Compliance Office. Once received, the Compliance Office has two business days to add the student-athlete's information into a national transfer database accessible by other college coaches.

Until this process is complete it is impermissible for WCU student-athletes to communicate directly or indirectly (e.g., through former coaches) with other coaches. Please note that, student-athletes who provide notification of intent to transfer may have their athletics financial aid modified, nonrenewed, or canceled in following semesters.

For one-time-transfer exception or other transfer-related requests, the transferring student-athlete must make his or her request in writing to the Compliance Office. If the request is denied, the student-athlete has the opportunity for hearing regarding the denial. For questions related to the hearing process, student-athletes should contact the Faculty Athletics Representative.

### HEARING OPPORTUNITY

Whenever the Athletic Department denies a student-athlete's request for immediate eligibility via the one-time transfer exception found in NCAA Bylaw 14.5.5.2.10, the student shall be notified in writing by the Compliance Office of the decision. The notice shall contain the student's right to a hearing in accordance with the requirements of the Constitution of the NCAA, before the Advisory Committee on Student Financial Aid. The request for a hearing shall be made in writing to the Faculty-Athletics Representative within seven (7) business days of receipt of the notice of the decision to deny the one-time transfer request. It shall be the responsibility of the hearing committee to:

- Conduct a hearing and provide written results of the hearing to the student-athlete within fifteen (15) business days of the student's request for said hearing. When the University is not in session, the hearing shall be held as soon as reasonably possible. If the institutions fails to conduct the hearing or provide the written results to the student-athlete within fifteen (15) business days, the release shall be granted by default.
- Make findings of fact and a determination as to the denial of the one-time transfer exception.
- Notify the student as soon as possible of the committee's decision.

For further detail, please review the Appeal of Administrative Decisions procedure under the Student-Athlete Grievance and Appeal Procedure section.

### NATIONAL LETTER OF INTENT RELEASE

Even if a student-athlete is placed on the transfer portal, that does not mean they are released from the National Letter of Intent (NLI) if they signed one. To request a release from the NLI, a student-athlete must place that request through the NLI website at [www.nationalletter.org](http://www.nationalletter.org).

### TRANSFERRING WITHIN THE SOUTHERN CONFERENCE

A student-athlete may receive permission to contact another Southern Conference institution. However, intra-conference transfer rules require recruited student-athletes and those that received athletic aid to serve a year in residence before being eligible for competition at the next Southern Conference institution. Non-recruited student-athletes who do not receive athletic aid may participate immediately in the same sport if the student-athlete otherwise fulfills the NCAA transfer exception requirements and has eligibility remaining in that sport.

### TRANSFER FACTS

A general rule for any student-athlete transferring from one four-year institution to another four-year institution is that they serve one academic year in residence. However, there are exceptions to this rule that may allow a student-athlete to be eligible immediately upon transferring. Exceptions can be discussed with the Director of Compliance. The departure of a coaching staff member does not grant a student-athlete permission to contact other institution coaches, nor does it provide relief from the year in residence requirement.

## STUDENT-ATHLETE GRIEVANCE AND APPEAL PROCEDURE

### POLICY

Western Carolina University ("WCU") is committed to ensuring the welfare of its student-athletes. The policies and procedures set forth below are to be used when a student-athlete wants to obtain a review of a decision affecting the student-athlete's scholarships or awards, or potential transfers to other colleges and universities, and shall be published in the Student-Athlete Handbook.

### PROCEDURE

#### I. Notification of Certain Adverse Decisions

##### A. Cancellation, Reduction or Non-renewal of Athletic Scholarships

If a decision is made to cancel, reduce, or not renew the scholarship or award of a student-athlete, the Athletic Director shall forward his/her decision to change the status of the student-athlete to the Financial Aid Office for review. The Financial Aid Office shall review relevant information to determine whether the decision, if implemented, would violate any NCAA or WCU guideline, rule, regulation, or policy. If the Financial Aid Office determines that there is no violation of any NCAA or WCU guideline, rule, regulation, or policy, the Financial Aid Office shall provide written notice to the student-athlete of the adverse decision along with a summary of the student-athlete's rights to an appeal, with a copy to the Athletic Director.

##### B. Transfer Request Denials

If a decision is made to deny the transfer request of a student-athlete, the Athletic Director shall provide written notice to the student-athlete of the adverse decision along with a summary of the student-athlete's rights to an appeal.

## **II. Appeal of Administrative Decisions**

The student-athlete may appeal an adverse decision referenced in I.A or I.B above by providing a written notice of appeal to the Faculty Athletics Representative, with a copy to the Athletic Director, within fifteen (15) calendar days after receipt of the adverse decision referenced in I.A or I.B above, or within fifteen (15) calendar days after the student otherwise becomes aware of the act or decision giving rise to the appeal.

The written notice of appeal must include the following:

1. a summary of the student-athlete's grievance/objection, including facts and circumstances which support the student-athlete's position; and
2. the grounds for the appeal. The grounds for appeal are limited to the following:
  - a. there was a failure on the part of the Athletic Department and/or other administrative authority to comply with NCAA or WCU guidelines, rules, regulations, or policies;
  - b. the decision was arbitrary and unfair; or
  - c. the decision was not supported by the evidence.

## **III. Student-Athlete Grievance Committee/Membership and Chair**

Upon receipt of the student-athlete's notice of appeal, the Faculty Athletics Representative shall immediately arrange for the appointment of the Student-athlete Grievance Committee ("Committee"). The Committee shall be comprised of five (5) members and shall include the following individuals:

1. a representative from Admissions (appointed by the Director of that office);
2. a representative from Student Affairs (appointed by the Vice Chancellor of that division);
3. a faculty member of the Athletics Committee (appointed by the chair of that committee); and
4. one (1) male and one (1) female member of the Student-athlete Advisory Committee (appointed by the chair of the council).

No member of the Committee may have prior knowledge of the student-athlete's grievance or be a teammate of the grieving party.

The faculty member of the Committee shall be designated by the Committee as the Chair and shall be the presiding officer at the hearing. The Chair shall act to ensure that all participants in a hearing have a reasonable opportunity to be heard, and shall maintain the integrity of this student-athlete grievance and appeal procedure and other applicable NCAA or WCU guidelines, rules, regulations, and policies.

## **IV. Student Grievance Appeal Hearing Procedures**

The student-athlete shall have an opportunity to have his/her grievance heard by the full Committee. The Chair shall schedule a hearing as soon as practicable, but in no event later than twenty (20) calendar days following receipt of the student-athlete's notice of appeal. In the event the student-athlete does not attend the hearing, he/she shall be deemed to have waived his/her right to a hearing.

The hearing shall be informal, and the rules of evidence shall not apply. The Chair has the authority to reject evidence that is redundant or has no relevance to the matters at issue. The hearing will be private. Attorneys are not permitted to participate at the hearing; however, the student-athlete may designate one (1) advisor to provide assistance. The advisor may not speak or participate directly at the hearing.

The student-athlete shall present his/her evidence first. The Athletic Director and/or other administrative authority shall then have the opportunity to respond. Rebuttal evidence may be allowed at the discretion of the Chair. The student-athlete and the Athletic Director and/or other administrative authority shall each have the opportunity to present the testimony of witnesses and other evidence, to cross examine witnesses, and to examine any and all documentary evidence. Committee members may directly question either party or any witness. The Chair shall ensure that a record of the hearing is made. Upon request, a copy of the record shall be furnished to the student-athlete at a reasonable cost.

The full Committee shall deliberate privately and shall consider only the evidence presented at the hearing. The decision of the Committee shall be by majority vote (3 of 5 votes) of the members present at the hearing, and shall be supported by a preponderance of the evidence. The Chair shall provide written notice of the Committee's decision, which shall include the factual basis for such decision, to the student-athlete within fifteen (15) calendar days following the conclusion of the hearing. The decision of the Committee shall be final and non-reviewable.

## **V. Reporting Requirement**

At the end of each academic year, the Faculty Athletics Representative shall report to the Chancellor concerning the frequency and nature of any and all student-athlete grievance appeals.

## SOCIAL NETWORKING SITES POLICY

Student-athletes must be concerned with any behavior that might embarrass themselves, their teams, and/or the university. *This includes any activities conducted online.*

Western Carolina University recognizes individuals' expression of first amendment rights of free speech, including participation online social networking sites (e.g. Instagram, Twitter, Facebook, SnapChat Vine, Friendstar, Xanga, Bebo, etc.).

The university and Department of Athletics does not place any restrictions on the use of these sites by student-athletes. We remind you that as a member of the WCU Department of Athletics, you are a representative of the university and always in the public eye. It is wise to protect your social media and restrict access as well as on what items you post, like, follow, befriend, etc.

Please keep the following points in mind as you participate on social networking web sites.

- Before participating in any online community, understand that anything posted online is available to anyone on the planet. Any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Do not fall into the trap that just because the content has a “limited availability” or “deletes itself” after a certain amount of time – one screenshot can have adverse affects.
- Do not post information, photos, or other items online that could embarrass you, your team or the university. This includes information, photos and items that may be posted by others on your page.
- Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes, while others want to get close to student-athletes to give them a sense of membership in the team.
- Exercise caution as to what information you post on your website about your whereabouts or plans. You could be opening yourself up to predators such as stalkers, rapists and thieves.
- The university, including coaches and administrators, has the right to monitor these web sites. An individual team, coaching staff, etc., could enact more stringent social media regulations so know the team rules.
- Please note that student-athletes could face discipline and even dismissal for violation of the standards or philosophies of the university, the Department of Athletics and/or the NCAA on social media.

## POLICIES AND PROCEDURES FOR CAMPUS VISITS

The Department of Athletics is committed to recruiting prospective student-athletes that will represent the mission of the department and Western Carolina University. To assure a positive experience for prospective student-athletes during a campus visit, the following policies and procedures should be followed:

### CAMPUS VISITS EDUCATION SESSIONS

Educational sessions for individuals hosting prospective student-athletes during campus visits are the responsibility of the head coach.

### CAMPUS VISITS

During campus visits, only student-athletes from your sport with eligibility remaining shall be used as a host. Prior to a campus visit, the student-athlete shall understand and sign the student host instruction/receipt form. In addition, the student-athlete shall be presented with a Student Host card that contains guidelines and rules for the visit.

During campus visits, prospective student-athletes shall be prohibited from involvement in the following activities:

- Being supplied with or partaking of alcohol or an illegal substance
- Involvement in a situation that could constitute inappropriate sexual conduct, assault or harassment
- Excessive Meals and Transportation, including transportation outside a 30-mile radius
- Use of escorts, exotic dancers, and adult entertainment including gambling/gaming activities
- Activities or events at any location that may cause a perception of impropriety

In addition, to create a positive visit, the host student-athlete shall assure the following:

- Treat the prospective student-athlete as you would want to be treated in an unfamiliar environment
- Be certain that the prospect always knows how and where to reach you should you become separated
- If you have been assigned to host a specific prospect for an overnight visit, you are obligated to make sure that the prospect spends the night in the assigned location
- If a curfew is specified, assure it is adhered to

### VIOLATIONS OF CAMPUS VISIT POLICIES AND PROCEDURES

During or at the conclusion of a campus visit, if it is felt that a violation of the Campus Visit Policies and Procedures has occurred, it shall be reported to the Head Coach and to the Director of Athletics or designee.

## FINANCIAL AID

All financial aid, including athletically and non-athletically related grants-in-aid, is issued to entering and enrolled students and student-athletes through the Office of Financial Aid. The Office of Financial Aid is solely responsible for issuing financial aid awards. In order to speak with any Western Carolina University student-athlete, all agents and/or financial planners must be registered with the Western Carolina Athletics Compliance Office. Please complete and submit the registration packet to the Western Carolina Compliance Office.

Student-athletes are permitted: scholarships, grants, tuition waivers, employee dependent tuition benefits, loans from legitimate financial institutions, on-campus employment, aid from government or private sources for which the institution is responsible for selecting the recipient or determining the amount of aid, or providing matching or supplementary funds for a previously determined recipient; off-campus employment earnings, and for student-athletes recruited by the institution; financial aid awarded through an established and continuing outside program up to the full cost of the program. **All sources of financial aid must be reported to the Western Carolina University Office of Financial Aid.**

A financial aid award which is given to a student-athlete based on athletic ability or sports performance is considered an athletic grant. According to NCAA regulations, athletic grants are limited to bona fide educational expenses including tuition, fees, room, and board. **An athletic grant-in-aid is usually awarded for one academic year and may be renewed each year for the remainder of eligibility.** Changes in athletically related financial aid awards require written notification to student-athletes prior to July 1 of each year.

**Student-athletes are eligible to receive athletically related financial aid provided the following conditions are met:**

- Academic eligibility meets initial eligibility and satisfactory progress requirements
- Team, department, institution, conference and NCAA guidelines and policies are upheld
- Active participation on the team and in the institution is maintained

**Conditions that may cause your athletic grant to be reduced or cancelled**

- Failing to make satisfactory progress in the course of study
- Failure to follow team rules
- Misrepresentation of any information on the admission application, financial aid agreement, Letter of Intent, or NCAA Student-Athlete Statement
- Engaging in misconduct and being placed on probation by the regular student disciplinary authority, which prohibits participation in athletics
- Failure to comply with WCU Department of Athletics expectations as stated in this document
- Voluntary withdrawal
- Discontinuing your participation in activities required (practice, strength training, rehab, etc.) in the sports you've received your athletic grant i
- Completion of eligibility

**Conditions that cannot reduce or cancel your athletic grant during the academic year:**

- Due to injury or illness over the period during the length of the term of the grant-in-aid award. Student-athletes who incur injury must, however, abide by all team, institution, conference and NCAA regulations
- Athletic ability, performance or contribution to a team's success

**Student-Athlete Special Assistance Fund**

- The Department of Athletics in consultation with the Financial Aid Office will determine who is eligible to receive monies from the special assistance fund

## NCAA ELIGIBILITY POLICY

- Prior to the first date of athletics participation, student-athletes must be cleared for participation through the office of the Director for Compliance
- Western Carolina University, Southern Conference, and NCAA regulations will be reviewed to ensure compliance
- Student-athletes will be required to read, discuss and sign the Student-Athlete statement and the Drug Testing Consent form prior to participation
- Student-athletes are permitted four seasons of intercollegiate competition in any one sport. The seasons of intercollegiate competition must be completed within five calendar years from the beginning of the first semester registered for a minimum full-time program of studies in a collegiate institution

- Student-athletes must demonstrate satisfactory academic requirements as set forth by the NCAA and Western Carolina University
- Student-athletes are not permitted to participate as a member in any non-collegiate, all-star, or amateur competition in their sport except as approved by the NCAA. Such participation could compromise intercollegiate athletics eligibility. For questions regarding outside competition, consult with the Director of Compliance

## PROMOTIONAL ACTIVITIES

Western Carolina University or a recognized entity thereof (e.g., fraternity, sorority or student government organization), the Southern Conference or a non-institutional charitable, educational or nonprofit agency may use a student-athlete's name, picture, or appearance to support its charitable or educational activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided the following conditions are met and the Promotional Activities form has been completed:

- The student-athlete receives written approval to participate from the Director of Athletics or designee
- The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's officially registered regular trademark or logo printed materials such as pictures, posters and calendars
- The name of a student-athlete with remaining eligibility may not appear on Western Carolina's printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity's officially registered trademark or logo also appears on the item
- The student-athlete does not miss class
- All moneys derived from the activity or project go directly to Western Carolina University, the Southern Conference or the charitable, educational or nonprofit agency
- The student-athlete may accept actual and necessary expenses from Western Carolina University, the conference or the charitable, educational or nonprofit agency related to participation in such activity

## DONATIONS/MEMORABILIA

Western Carolina University student-athletes and coaches are pleased to sign autographs for Catamount fans of all ages. However, due to several factors, including NCAA legislation and Compliance issues, the increased unauthorized use and sale of autographed items, and the volume of requests being received, the WCU Athletic Department has followed suit of many other universities across the country and instituted guidelines for obtaining autographs.

- Coaches and student-athletes will continue to sign autographs at games, team events, "Meet the Catamounts" events, etc. Items signed on these occasions will be personalized (signed specifically to the name of the person requesting the autograph or the name of the person for whom the requestor is getting the autograph).
- If you wish to obtain an autograph from a WCU coaching staff member/administrator through the mail, you may do so by using the request form. All items to be autographed must be supplied by the person/organization requesting the autograph, and the WCU Autograph Request Form/return postage/self-addressed stamped envelope must accompany the item. Autograph requests will be granted on a first-come, first-served basis. One autograph request per sport per year is permitted. Receipt of an item for coaching staff members/administrators for a charitable purpose in no way guarantees subsequent donations by WCU Athletics. **WCU Athletics will not fulfill requests for autographs by individual student-athletes and/or teams.**
- All autograph requests of a WCU coaching staff member/administrator, for personal use and for charitable organizations, will be screened by the Department of Athletics Compliance staff. Requests not permitted by NCAA legislation will be returned.
- In compliance with NCAA Bylaws, autographed items cannot be sold or used for fundraising efforts that directly or indirectly benefit high school (grades 9-12), prep school or 2-year college prospective student-athletes. Autographed items cannot be provided to a high school, high school coach or staff member. Autographed items cannot be provided to a high school student-athlete or the parents/relatives of a high school student-athlete. Autographed items cannot be provided to a high school booster club. Autographed items may not, under any circumstance, be re-sold or auctioned through the internet (e.g., eBay, etc.). **WCU Athletics reserves the right to request the return of any item that may appear for sale or is being used in any way that may be considered an NCAA violation.**
- As each team's coaching staff has a limited amount of time during the playing season, no in-season autograph requests will be granted.
- Please allow 4-6 weeks for return of item.



## PRACTICE AND PLAYING SEASONS REGULATIONS

### TEAM PARTICIPATION

Participation on a team and participation in a contest is up to the discretion of the Head Coach of that team.

### Countable Athletically-Related Activities

#### **During the Playing Season:**

- Competition* All competition and any associated athletically related activities on the day of competition shall count as three hours regardless of actual duration of these activities. Practice may not be conducted following competition.
- Practice* Any meeting, activity or instruction involving sports-related information and having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member or members of an institution's coaching staff.
- Practice includes the following:*
- Field, floor or on-court activity
  - Setting up offensive or defensive alignment
  - Chalk Talk
  - Lecture on, or discussion of, strategy related to the sport
  - Activities using equipment related to the sport
  - Discussions or review of game films, motion pictures or videotapes related to the sport
- Weight Training* Any weight training or conditioning held at the direction of, supervised by, or required by an institutional staff member.
- Meetings* Any meeting held by any member of the coaching staff regarding athletically-related matters (i.e. chalk talks, lectures on strategy, films)
- Individual Workout* Any individual workout required or supervised by a member of the coaching staff

#### **Summer Activities:**

*Individual Sports* – Individual workout sessions with the coach are allowed provided the assistance was requested by the student-athlete.

*Team Sports* – Practice, weight training or conditioning activities required or supervised by a coach (including voluntary activities) are prohibited.

Exception: Football; Men's/Women's Basketball

*Summer Use of Weight Room Facilities* – Student-athletes are permitted to use the weight room facilities during the summer regular scheduled times posted by the weight room. All such conditioning activities are **voluntary**. The coaches may have expectations or goals for you in the summer, but they may not require you to work out. You may not meet with your coaches to watch films or discuss athletically related topics.

Exception: Football; Men's/Women's Basketball

### TIME LIMITS FOR COUNTABLE ATHLETICALLY-RELATED ACTIVITIES

#### **During the Playing Season:**

- Maximum* 4 hours per calendar day, 20 hours per week.
- Day Off* Mandatory 1 day off per week.
- Competition* Equals 3 hours (regardless of length of competition), no practice allowed after competition.
- Class Time* Class time shall not be missed for practice activities or game day activities not part of the official competition schedule except when a team is traveling to an away contest and the practice is in conjunction with the contest.

#### **Outside the Playing Season (During the Academic Year Only):**

- Maximum* 8 hours per week (of which not more than two hours per week may be spent on individual skill-related instruction).
- Day Off* Outside the playing season during the academic year, all countable athletically related activities are prohibited during two calendar **days** per week

*Note:* Weight training and conditioning drills that may stimulate game activities are permissible, provided no offensive or defensive alignments are set up and no equipment related to the sport are utilized. These are the only team related activities allowed that are required by, supervised by, or held at the direction of a coaching staff member.

## HARDSHIP AND REDSHIRT STATUS

A student-athlete may be granted an additional year of competition by the conference or the Committee on Student-Athlete Reinstatement for reasons of “hardship.” Hardship is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions:

- The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institutions or occurs after the first day of classes in the student-athlete’s senior year in high school;
- The injury or illness occurs prior to the first competition of the second half of the playing season that concludes with the NCAA championship in that sport and results in incapacity to compete for the remainder of that playing season;
- In team sports, the injury or illness occurs when the student-athlete has not participated in more than three contests or dates of competition (whichever is applicable to that sport) or 30 percent (whichever number is greater) of the institution’s scheduled or completed contests or dates of competition in his or her sport. Only scheduled or completed competition against outside participants during the playing season that concludes with the NCAA championship, or, if so designated, during the official NCAA championship playing season in that sport (e.g., spring baseball, fall soccer), shall be countable 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 or completed contests or dates of competition during that season in the sport. Dates of competition that are exempted (e.g., alumni contests, foreign team in the United States) from the maximum permissible number of contests or dates of competition shall count toward the number of contests or dates in which the student-athlete has participated and the number of scheduled or completed contests or dates of competition in the season, except for scrimmages and exhibition contests that are specifically identified as such in the sport’s Bylaw 17 playing and practice season regulations. Scrimmages and exhibition contests that are not exempted from the maximum permissible number of contests or dates of competition may be excluded from the calculation only if they are identified as such in the sport’s Bylaw 17 playing and practice season regulations; and
- In individual sports, the injury or illness occurs when the student-athlete has not participated in more than three dates of competition or 30 percent (whichever number is greater) of the maximum permissible number of dates of competition as set forth in Bylaw 17 plus one date for a conference championship (e.g., gymnastics:  $13 + 1 = 14$ , wrestling:  $16 + 1 = 17$ ), regardless of whether the team participates in the conference championship, provided the institution is a member of a conference and the conference holds a championship event in the applicable sport. Dates of competition that are exempted per Bylaw 17 (e.g., alumni contests, foreign team in the United States) from the maximum permissible number of dates of competition do not count toward the number of dates in which the student-athlete has participated.

Note: Hardship waivers must be requested by a head coach to the compliance office, at the completion of the year in which the hardship occurred.

## STUDENT-ATHLETE EMPLOYMENT

Earnings from a Student-Athlete on- or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete’s cost of attendance or in the institution’s financial aid limitations, provided the student-athlete’s compensation is only for work actually performed and at a rate commensurate with the going rate in that locality for similar services. Such compensation may 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. Once a student-athlete has indicated on the Student-Athlete Data Sheet that he/she is employed, the student-athlete completes the **Student-Athlete Employment Form**. The form is then taken or sent to the student-athlete’s employer for verification of the information provided by the student-athlete. The Job Coordinator/Director of Compliance and/or employer works with the student-athlete in filling out the **Student-Athlete Employment Form**. A student-athlete who receives compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis must submit a **Student-Athlete Employment Fee-for-Lesson Instruction** form to the Director of Compliance.

All Student-Athletes must submit information regarding summer employment prior to the end of the spring semester.

## EXTRA BENEFITS

An extra benefit is any special arrangement made by an institutional employee or a representative of the institution’s athletics interest to provide a student-athlete or the student-athlete’s relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to a University student or their relatives or friends or to a particular segment of the student body (i.e. foreign students, minority students) determined on a basis unrelated to athletics ability.

**Extra benefits include (but are not limited to) the following examples:**

- Use of cars
- Meals outside the home
- More than occasional family meal
- Gifts (Material and Monetary)
- Loan of Money
- Signing or cosigning a note with an outside agency to arrange a loan
- Housing arrangements for families of student-athletes when they visit the campus
- Long distance telephone calls not paid for by the student-athletes

## TOBACCO POLICY

Western Carolina University Department of Athletics does not condone the use of tobacco. Tobacco use may result in a physical dependency on nicotine. The negative effects of tobacco use are well documented in high incidences of oral, lung and other forms of cancer. Smokeless tobacco (chew, dip, spit, snuff, etc.) is included in this policy.

The use of tobacco is prohibited in connection with any intercollegiate team function. A team function is defined as any activity that is held as a team whether it is AEP, meetings, practices, games, or informal workouts on or off the grounds of Western Carolina University. Western Carolina University Department of Athletics also strongly encourages its student-athletes to abstain from tobacco use in their private lives.

### 17.1.8 USE OF TOBACCO PRODUCTS BY STUDENT-ATHLETES

#### **NCAA Legislation Prohibits Use of Tobacco Products**

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

## GAMBLING

Staff members of a member conference, staff members of the Department of Athletics of a member institution and student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletic competition
- Solicit a bet on Western Carolina University or any other intercollegiate team
- Accept a bet on any team representing the institution
- Solicit or accept a bet on any intercollegiate competition for any item (i.e. cash, shirt, dinner that has tangible value)
- As prohibited by the NCAA, participating in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling

Disciplinary measures will be taken regarding the violation of this policy.

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

## AMATEURISM AND SPORTS AGENTS

An individual loses amateur status, and thus shall not be eligible for intercollegiate competition in a particular sport, if the individual:

- Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport
- Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation
- Signs a contract of commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received
- Receives, directly or indirectly, a salary reimbursement of expenses or any other form of financial assistance from a professional sports organization based upon athletics skill or participation

- Competes on any professional athletics team and knows (or had reason to know) that the team is a professional athletics team, even if no pay or remuneration for expenses was received
- Enters into a professional draft
- Accepts money, transportation, or other benefits from an agent (This includes parents)
- Agreed to have an agent market your athletics ability or reputation in your sport

Student-athletes are prohibited from entering into any form of agreement with a sports agent for the purpose of negotiating a future professional sports contract prior to the completion of intercollegiate athletics eligibility. **Student-athletes will automatically become ineligible to participate in intercollegiate athletics if such a relationship is formed with a sports agent.** Unless a sports agent gives prior written notice to the Director of Athletics, such an agent cannot contact student-athletes regarding a professional contract before the end of the student-athlete's final season of play.

Student-athletes who accept any form of benefit (including transportation) from a sports agent, friend, relative or spokesperson of a sports agent, or any other individual interested in marketing student-athletes athletic ability or reputation will automatically become ineligible to participate in intercollegiate athletics.

Student-athletes are encouraged to discuss these matters with the Director of Compliance, and to inform the Director of Athletics of decisions made concerning intercollegiate athletics eligibility.

#### **Exception for Prize Money—Tennis- Prior to Full-Time Collegiate Enrollment**

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).

## COMPLIMENTARY ATHLETICS EVENT ADMISSION POLICY

The NCAA permits student-athletes to receive up to four (4) complimentary admissions to each home contest in the sport in which student-athletes participate. Prior to each home event, student-athletes must provide a list to their coach (football athletes should submit this through the ticket office) of the first and last names of those who will receive the complimentary admissions. No changes can be made once the list has been turned into the ticket office. Complimentary admissions guests will report to a designated ticket stand to receive tickets. Identification and signature will be required to receive tickets.

As students of Western Carolina University, admission to all athletics events is made possible through the student activity fee. Students showing a current CatCard and ticket printed from the online ticketing system, permits admission to these events.

#### NONPERMISSIBLE PROCEDURES

- **Sale of Complimentary Admissions:** A student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value.
- **Payment to Third Party:** Individuals designated by the student-athlete to receive complimentary admissions are not permitted to receive any type of payment for the admissions or to exchange or assign them for any item of value. Receipt of payment for complimentary admissions by such designated individuals is prohibited and considered an extra benefit.
- **Student-Athlete Ticket Purchases:** An institution may not provide a special arrangement to sell a student-athlete ticket(s) to an athletics event. Tickets shall be available for purchase by student-athletes according to the same purchasing procedures used for other students.
- **Sale above Face Value:** A student-athlete may not purchase tickets for an intercollegiate athletics event from the institution and then sell the tickets at a price greater than their face value.
- **Professional Sports Tickets:** An institution or any representative of its athletics interests may not purchase or otherwise obtain tickets to a professional sports event and make these tickets available to student-athletes enrolled in an NCAA member institution. Such a gift of tickets would represent an unacceptable extra benefit. Professional sports tickets may be provided as entertainment in conjunction with practice or competition.
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# ACADEMIC ELIGIBILITY FOR ATHLETICS PARTICIPATION

## INITIAL (FRESHMEN) ATHLETICS ELIGIBILITY

NCAA Division I institutions must ensure incoming freshman meet specific academic requirements prior to receiving athletically related financial aid, and prior to practicing or competing in intercollegiate athletics. The NCAA Eligibility Center must certify all student-athletes entering the institution as full-time freshmen. Please contact the Eligibility Center with questions about the certification process:

**NCAA Eligibility Center  
P.O. Box 7136  
Indianapolis, IN 46207**

## ACADEMIC STANDING

A student's academic standing during any term is determined by the cumulative grade point average (GPA) earned on the total quality hours and the semester or overall credit completion rate. Student Academic Standing is defined as either: Good Academic Standing, Academic Notice, Academic Warning, Academic Suspension, or Academic Dismissal. Academic Standing considers both qualitative (GPA) and quantitative (percent completion) measures. For more information go to [advising.wcu.edu](http://advISING.wcu.edu).

## GOOD ACADEMIC STANDING

Good Academic Standing and Satisfactory Academic Progress (SAP). All students are expected to earn and maintain a grade-point average (GPA) of at least 2.0 each semester and to successfully complete (earn) at least 67% of their attempted hours. Successful completion of a course means that a student must have credit pending (i.e. incomplete) or must earn credit for the course with a grade other than F, U, NC or W. Students in Good Standing will receive a notification if their semester completion rate falls below 67%.

## ACADEMIC WARNING

### **Academic Warning for Continuing Students:**

Continuing students are placed on academic warning if the student's cumulative Western Carolina University grade point average (GPA) falls below 2.0 or if the student fails to complete 67% of their attempted hours in their two most recently completed terms of enrollment or if the student fails to complete 67% of their overall WCU attempted hours. Cumulative GPA, semester, and overall completion rate is reviewed at the end of each semester. Students who fail to complete 67% of their attempted hours in their two most recently completed terms of enrollment or fail to complete 67% of their overall WCU attempted hours **regardless of cumulative GPA** will be placed on academic warning.

At the end of the term of academic warning, students must achieve the following to regain good academic standing:

- **Earn a 67% completion rate on the hours attempted for the semester, and**
- **Earn an overall 67% completion rate on all WCU hours attempted, and**
- **Raise the cumulative GPA to good standing (2.0),**

or

- **Earn a 67% completion rate on the hours attempted for the semester, and**
- **Earn an overall 67% completion rate on all WCU hour attempted, and**
- **Earn a minimum 2.30 term GPA during the warning term.**

Failure to achieve one of the above academic criteria will result in academic suspension.

[Academic Warning for First-Semester Freshman and New Transfers](#) see academic suspension below.

## ACADEMIC SUSPENSION

### **Academic Suspension for Continuing Students:**

Students who are on Academic Warning and who fail to meet the criteria necessary for continued enrollment will be suspended. All students have the right to appeal prior to the published appeals deadline. (See appeals below.) Students who are granted an appeal will be required to participate in an Academic Action Plan. Students who are suspended are not eligible to enroll at the University during the next regular (Fall or Spring) semester but may apply for readmission after serving one semester of suspension.

When students return from suspension, they are placed on academic warning and must have an Academic Action Plan. Failure to meet the terms of the Academic Action Plan will result in **dismissal** from the University (see Academic Dismissal below).

### **Academic Suspension and Learning Contract Option for First-Semester Freshman and New Transfers:**

First-semester freshman and new transfers who earn a cumulative GPA within the range of 1.0 to 1.999 at the end of their first semester will be suspended unless they choose to participate in a Learning Contract. Students will receive information

about the Learning Contract option with their notice of suspension and must respond by the contract's deadline to continue for a second semester. This option is not available to first-semester freshman and new transfer students who earn a cumulative GPA below 1.0

### **Learning Contract Program:**

Students who are given a Learning Contract option and who choose not to participate in the Learning Contract program are not eligible to continue enrollment in the University for one term. If readmitted after a lapse in enrollment, students are reminded that they will return to Western Carolina University under the general guidelines for academic warning.

The Learning Contract Program specifies that these students work closely with an academic advisor. The student and advisor will discuss academic performance issues, set realistic goals, and make plans to reach those goals, including linking students with campus resources that can help them succeed. Follow-up contacts will occur throughout the semester.

When appropriate, students should use the University's grade replacement policy to improve their academic standing (excluding the First Year Seminar). Additionally, these students must successfully complete all the conditions of their Learning Contract. Failure to meet these criteria will result in academic suspension.

### **Temporary Summer Status:**

Students who were suspended at the end of the spring term may be granted temporary status and allowed to continue their enrollment during the summer. Temporary Summer Status is not Good Standing and students who choose this option to continue their enrollment during the summer are not eligible for any federal, state, or institutional financial assistance. If at the end of the summer a student fails to regain Good Standing the student's Academic Suspension remains in effect and enrollment will cease, except as allowed through the appeals process.

### **ACADEMIC DISMISSAL**

Students who have served a semester of **suspension** and who, upon return fail to meet the terms of their Academic Action Plan, or who fail to meet the 2.00 cumulative GPA and 67% successful completion rate will be dismissed from the university. Students who are **dismissed** must sit out for two years before they will be eligible to reapply for future enrollment at Western Carolina University.

### **APPEAL PROCESS FOR ACADEMIC SUSPENSION AND ACADEMIC DISMISSAL**

Appeals for reinstatement without having to serve a specified period of suspension are approved or denied by the Academic and Admission Appeals Board (referred to here as "Board"). The Board's decision is final and is based upon the student's letter of appeal, which should include the following:

- **The reason for the student's poor academic performance,**
- **Documentation of extenuating circumstances, and**
- **A plan for rectifying the academic performance and raising the GPA to acceptable standards**

**Requests for reinstatement must be submitted to the Advising Center by the deadline stated in the academic suspension notification letter, which also includes instructions for completing the request for reinstatement. A student whose appeal for reinstatement is approved will be designated as "Suspended/Reinstated" on his or her academic record and allowed to continue their enrollment under an Academic Action Plan.**

### **Re-admission After Suspension:**

Students who have been out the required amount of time may apply for readmission through a Statement of Academic Intent (SAI). The application and deadlines for the SAI process can be found on WCU's website at <https://www.wcu.edu/learn/academic-services/advising-center/academic-standing-other-policies/sai.aspx>.

### **WCU CLASS ATTENDANCE POLICY**

#### **General Attendance Policy:**

All students are expected to attend and participate in all meetings of the courses in which they are enrolled; any absence is incurred at the student's own risk.

Each instructor will establish the attendance requirements, make-up procedures, and guidelines for absences in each course and the effect that irregular attendance, lack of participation, and inadequate preparation will have upon a student's grade. Attendance requirements and their relationships to grades shall reflect the norms of the department and college and should not conflict with university policy herein. The instructor will distribute written attendance policies to students at the beginning of each term. An instructor may establish special and more demanding attendance requirements for students who are performing less than satisfactorily. Each student is responsible for complying with the announced procedures for making up missed work.

Students with more unexcused absences than the semester hours given for a course can expect the instructor to lower their final grade, especially in a 100-(freshman) or 200-(sophomore) level course. Missing approximately 10% of class meeting times (e.g. 4-5 MWF classes, 3 TR classes, or 1 laboratory or night class) or more constitutes a significant amount of class materials and experience and is very difficult, if not impossible, to make up. Class attendance may be required of undergraduate students as a condition of admission or readmission to the university or of eligibility to continue enrollment.

#### **University Excused Absences:**

In addition to a documented and bona fide medical emergency, the death of an immediate family member, or pre-arranged absence for religious observance, excused absences are granted for University events including: performances and events sanctioned by the Chancellor to promote the image of the University, regularly scheduled University team competitions (athletic and otherwise) including postseason play (practices and training sessions are excluded), and student engagement sponsored by the institution and approved by the Provost (e.g. research presentations and performances at national conferences or events).

A student who anticipates missing a high number of classes (i.e. 10% or more of class time) for excused absences is required to discuss this issue with the instructor during the first week of classes to determine the possible solutions or consequences. Courses in professional programs with accreditation or licensure requirements should not be taken in a semester where a student anticipates a high number of absences.

### Drop for Non-Attendance:

An instructor will have the discretion to cancel a student's registration for a course if the previously registered student fails to attend the first class meeting and fails to notify the instructor prior to the end of the first day of class. Students may re-register for the course on a seats-available basis up through the end of the drop/add period (5th day of semester).

Although instructors may drop students for non-attendance, students should not assume that this will occur. Students are responsible for dropping a course, if that is their intent, to avoid a grade of W or F.

### GRADE-POINT AVERAGE

The GPA is determined by dividing the total number of quality points by the total number of quality hours.

Grade	Quality Points per Semester Hour	Example:			
		Course	Hours Attempted	Grade	Quality Points Earned
A	4.0				
A-	3.67	ENGL 101	3	B+ (3.33)	9.99
B+	3.33	MATH 101	3	C (2.0)	6.0
B	3.0	HEAL 120	2	A (4.0)	8.0
B-	2.67	GEOG 324	4	B- (2.67)	10.68
C+	2.33	SPAN 105	3	D (1.0)	3.0
C	2.0	Totals	15		37.67
C-	1.67				
D+	1.33	37.67/15=2.511 GPA			
D	1.0				
D-	.67				
F	0				

## SUMMARY OF THE DIVISION I NCAA ACADEMIC ELIGIBILITY REQUIREMENTS

**Note: This is intended as a summary only and does not include significant detail. Student-athletes must remain in good academic standing to remain eligible to compete in intercollegiate athletics.**

Entering Second Year of Collegiate Enrollment	Entering Third Year of Collegiate Enrollment	Entering Fourth Year of Collegiate Enrollment	Entering Fifth Year of Collegiate Enrollment
<ul style="list-style-type: none"> <li>• 24 semester/36 quarter credits</li> <li>• 18/27 credits earned during academic year</li> <li>• 90% of GPA for graduation</li> <li>• Six credits/term</li> <li>• A maximum of six semester/ nine quarter hours of remedial courses may be used in the first year</li> </ul>	<ul style="list-style-type: none"> <li>• 40% of degree requirements</li> <li>• 18/27 credits earned during academic year</li> <li>• 95% of GPA for graduation</li> <li>• Six credits/term</li> <li>• Declaration of degree program</li> </ul>	<ul style="list-style-type: none"> <li>• 60% of degree requirements</li> <li>• 18/27 credits earned during academic year</li> <li>• 100% of GPA for graduation</li> <li>• Six credits/term</li> </ul>	<ul style="list-style-type: none"> <li>• 80% of degree requirements</li> <li>• 18/27 credits earned during academic year</li> <li>• 100% of GPA for graduation</li> <li>• Six credits/term</li> </ul>

## Six (6) Credit Hours

All student-athletes, including those currently enrolled, must successfully complete at least six (6) degree applicable hours in the previous regular academic term of full-time enrollment to be eligible to participate in the next regular academic term

## Nine (9) Credit Hours

All football student-athletes must successfully complete at least nine (9) degree applicable hours in the fall semester to be eligible for all contest in the upcoming academic year.

# STUDENT-ATHLETE ACADEMIC SUPPORT SERVICES

## MISSION

The mission of Student-Athlete Academic Support Services is to successfully promote student-athlete welfare by integrating academic, athletic, and leadership experiences. The SAASS Office attempts to put the WCU student-athletes in positions to benefit from the educational, professional and cultural advantages of higher education.

The SAASS Office does this by:

- Assisting student-athletes in reaching academic, career, and life goals
  - Develop student-athlete life skills
  - Provide leadership opportunities
- Supporting the success of the student-athletes by actively engaging the larger university community
- Providing necessary resources to be academically successful
- Providing leadership opportunities
- Maintaining NCAA eligibility

## PURPOSE OF ACADEMIC SUPPORT STAFF

*The Office of Student-Athlete Support Services is staffed by the Associate Athletic Director for Student Services/SWA, Director of Academic Support Services, Assistant Directors, academic counselors, and student academic assistants.*

## ACADEMIC ENHANCEMENT PROGRAM (AEP)

The primary function of AEP is to assist in the transition to WCU as well as to work with student-athletes to ensure academic success. This is done through a variety of resources; including study hall hours, academic workshops, peer mentoring, and academic meetings. The WCU Department of Athletics recognizes the need to prepare first year student-athletes (both freshmen and transfer students) to ensure that all students are transitioning successfully. Therefore, all first-year students have required participation in the AEP program.

## REQUIRED ATTENDEES AND REQUIRED HOURS

Student-athletes may be required to participate in AEP if deemed necessary by the academic support staff. Several factors are used in the academic assessment of student-athletes and include, but are not limited to, student-athletes who: play multiple sports, were accepted under special admission criterion, receive athletic aid, have acknowledged a learning disability, are a first-generation student, fall below an acceptable GPA during the term, initial student-athlete enrollees, etc. The Academic Enhancement Program is also available for all student-athletes who voluntarily wish to participate. All participants in the Academic Enhancement Program will be assigned a minimum of 3 study hall hours per week. Additional academic support meetings/appointments will be set as necessary.

## SAASS GUIDELINES

If the student does not achieve the academic benchmarks, s/he must return to AEP the following semester and earn the minimum requirements listed for returning student-athletes in order to be exempt in subsequent semesters.

- Students are required to maintain a quiet, productive atmosphere while in AEP.
- Students are required to swipe their Cat Card or type in their 920 in order to be counted present for study hall sessions.
- WCU Student Code of Conduct, WCU Student-Athlete Code of Conduct, and NCAA rules must be followed at all times.
- No obscenity is allowed in the facility (i.e. foul language, clothing, etc.).
- Students are required to dress appropriately.
- If a student-athlete is required to attend outside activities for class that interfere with AEP requirements (i.e. play, instructor meeting, tutoring), these activities will not count toward AEP requirements unless approved by their academic counselor.
- Students are required to receive permission from their academic counselor or the Director of Academic Support **at least 24 hours** in advance to receive an excused absence from any academic support appointment.



- Cell phones must be turned to silent, and students should not expect to make phone calls during their session. The student can use their cell phone to listen to music but should not allow their phone usage to become a distraction.
- Headphone use is permitted in study hall as long as the volume is such that no one else can hear the music. If a student has to be asked more than once to stay on task or turn it down s/he will lose phone/music privileges entirely for the session and may earn penalty point(s).
- Students are required to come prepared to all AEP activities with textbooks, notebooks and other materials needed to complete upcoming assignments.
- Missed sessions and missed time are to be made up within the calendar week in which they are missed (Sunday – Friday before 3:30 pm).
- Computer usage in the facility is for **academic** purposes only. Students are not permitted to visit social media and other sites.
- No food or drinks allowed during study hall.
- If dismissed from AEP, students are expected to sign-out and exit the facility without disruption.
- Tobacco products are not allowed inside the Field House.
- Respect will be shown to all tutors, staff and fellow students at all times. Students will be dismissed from the facility for disrespectful behavior.

**Penalty Point Structure that will be utilized for the Academic Enhancement Program:**

- Unexcused absence during required appointment (meeting, tutoring, study hall, workshop, etc.) = 1 point
- Unprepared/Not working = 1/2 point
- Disruptive/Disrespectful = 1/2 point
- Incomplete weekly required study hall time = up to 1 point
- Additional points may be assigned for tardiness, signing out early, etc.
  - If a student-athlete earns 3 points, they are required to meet with the Director of Academic Support, their counselor, and the head coach of their sport to discuss appropriate actions going forward.
  - If a student-athlete earns 4 points the sport supervisor will be notified and a meeting may be scheduled between the sport supervisor, Director of Academic Support, the head coach, the academic counselor, and the student-athlete.
  - If a student-athlete earns 5 points all team activities may be suspended until the student meets with the Athletic Director, Head Coach, Associate AD for Student Services, and/or Director of Academic Support. Other penalties may be utilized as deemed necessary (i.e. continued suspension, scholarship reduction).

**STUDY HALL HOURS – SUBJECT TO CHANGE BASED ON COVID-19 PROTOCOLS**

<p><u>MONDAY, WEDNESDAY, FRIDAY</u></p> <ul style="list-style-type: none"> <li>• 8:00 – 8:50 am</li> <li>• 9:05 – 9:55 am</li> <li>• 10:10 – 11:00 am</li> <li>• 11:15 – 12:05 pm</li> <li>• 12:20 – 1:10 pm</li> <li>• 1:25 – 2:15 pm</li> <li>• 2:30 – 3:20 pm</li> <li>(This is the last session on Friday)</li> <li>• 4:40 – 5:30 pm</li> <li>• 5:45 – 6:35 pm</li> <li>• 6:50 – 7:40 pm</li> <li>• 7:55 – 8:45 pm</li> </ul>	<p><u>TUESDAY, THURSDAY</u></p> <ul style="list-style-type: none"> <li>• 8:00 – 9:15 am</li> <li>• 9:30 – 10:45 am</li> <li>• 11:00 – 12:15 pm</li> <li>• 12:30 – 1:45 pm</li> <li>• 2:00 – 3:15 pm</li> <li>• 3:30 – 4:45 pm</li> <li>• 5:00 – 6:15 pm</li> <li>• 6:30 – 7:45 pm</li> <li>• 8:00 – 9:15 pm</li> </ul>	<p><u>Sunday</u></p> <ul style="list-style-type: none"> <li>• 2:00 – 2:50 pm</li> <li>• 3:00 – 3:50 pm</li> <li>• 4:00 – 4:50 pm</li> <li>• 5:00 – 5:50 pm</li> <li>• These times are subject to change each semester, and will be announced to the student-athlete body when finalized.</li> </ul>
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**COMPUTER LAB AND LAPTOP COMPUTER POLICY**

Using the computer lab/laptops is a privilege. Do not abuse this privilege. Failure to follow the rules will result in either suspension of privileges for the individual or for all student-athletes.

- Inappropriate use of email or internet will not be tolerated.

- No viewing or printing of obscene materials.
- While in the computer lab or using laptops, student-athletes must be working on something **academically** related.
- Any papers saved on the computers may be erased at any time; therefore, it is essential that all materials be saved on a personal disk, portable USB key, or Google Docs.
- The computer lab is to be kept clean at all times. All paper should be placed in the appropriate recycling areas.
- Printing services are for academic material only. Students should only print in color when necessary. Student-athletes should not print for classmates or non-athlete students. Former student-athletes (quit, dismissed, transferring) are not allowed to use the printing services without proper payment.
- When laptops are borrowed they should properly checked out and checked back in. They are to be returned no later than the deadline set by the academic counselor.

## SUGGESTIONS FOR ACADEMIC SUCCESS

- Prior to the beginning of a new semester, meet with the designated academic advisor & academic support staff to plan course schedules and create a plan for academic success. Be sure to make and keep all appointments with these professionals.
- Ensure selected course schedules meet all NCAA and university requirements. The academic advisors and athletic academic support staff may assist this process.
- Student-athletes are reminded that they are expected to **attend all classes** and **complete all assignments** in a timely manner.
- Dress appropriately, arrive on time, sit near the front of the classroom, and be prepared to actively participate. Show courtesy and respect to all professors and classmates.
- Establish an early, ongoing relationship with your professors and instructors to better facilitate communication and trust.
- Notify the SAASS staff when difficulties with courses arise. Take advantage of the services provided through the Academic Enhancement Program.
- Drop or add courses only with the approval of the academic counselor and academic advisor.
- Arrange to have textbooks, supplies and other necessary materials in a timely manner.
- Inform instructors of class absences for athletics competition prior to absences. Coaches will provide student-athletes with class excuse letters, signed by the Director of Athletics and Associate AD/SWA, to be hand delivered to instructors **immediately**. Make arrangements with instructors to make up the work, hand in assignments, and take quizzes or exams in a timely manner.
- You must remind professors, in writing, **one week in advance of each travel-related absence**.

## TUTORING SERVICES

Tutoring services on campus are free to all students. The Writing and Learning Commons (WaLC) is located in Belk 207 and the Mathematics Tutoring Center (MTC) is located in Killian Annex 214.

The WaLC provides free course tutoring, writing tutoring, academic skills consultations, international student consultations, and online writing and learning resources for all students. An appointment must be made 24 hours in advance and cannot be cancelled within 12 hours of the appointment time. To schedule appointments for any services through the WaLC, visit [tutoring.wcu.edu](http://tutoring.wcu.edu) or call (828) 227-2442.

The MTC provides free drop-in tutoring for mathematics courses and subject matters, and weekly course-specific tutoring workshops for several 100 level math courses each semester. This facility also provides graduate and professional exam preparation resources.

Each facility has a sign-in computer at the entrance. Students must sign in and out each time they attend tutoring at either the Writing and Learning Commons (WaLC) or the Mathematics Tutoring Center (MTC). This is how the academic counselors will monitor whether or not the student-athlete attended his/her tutoring session.

If the student-athlete requests a tutoring in a class that is not offered at any of the academic success centers, the student-athlete should contact the professor/instructor directly to solicit tutor suggestions, and then the SAASS staff will follow up with the professor/instructor if needed. When a tutor is identified, the tutor is matched with the student-athlete in need and arrangements for tutoring are made. If a professor/instructor is unable to suggest a tutor, the student-athlete is directed to seek assistance from the professor/instructor directly during his/her office hours, and/or pair up with a study partner from the course.

The WaLC is available to all students on WCU's campus. Distance students, and students taking classes at Biltmore Park, are encouraged to use Brainfuse and the WaLC's online resources. The WaLC offers tutors in the majority of 100 and 200 level courses. WaLC tutors facilitate individual and/or small group study sessions. The tutors are recommended by the professor/instructor (or department) to tutor for the course. Tutors must go through an extensive training with the Director of the WaLC.

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The Office of Accessibility Resources supports the removal of barriers and equal access for qualified students with disabilities. Academic accommodations are designed to ensure access to instruction and course content and should not be interpreted as an alteration of academic standards. For more information about the registration process for students with disabilities call (828) 227-3886 or visit the Office of Accessibility Resources homepage.

## SUPPLEMENTAL TEXT POLICY

All student-athletes receiving a full athletic scholarship who are required to purchase supplemental text and/or equipment may obtain assistance from the SAASS office. The student-athlete must be able to show proof of need (as indicated on course syllabi). The academic support staff will complete the supplemental equipment/textbook request form that the student-athlete will take to the WCU Bookstore. Upon receiving the item(s), the student-athlete will return the bookstore receipt to the SAASS staff. **The student-athlete is responsible for returning all items in good working condition by the return date indicated on the form. If the student-athlete fails to return the item(s), the student will be charged by WCU for the cost of repair or replacement, as necessary.**

## STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The Student-Athlete Advisory Committee (SAAC) is a leadership committee made up of student-athlete representatives from each sports program. The NCAA requires the sponsorship of the SAAC and maintains a strong relationship with the Southern Conference Student-Athlete Advisory Committee. The Western Carolina University SAAC is an excellent vehicle to promote communication between the athletic administration and student-athletes. The WCU Department of Athletics has a wealth of information that needs to be routinely distributed to the student-athletes and at the same time, is interested in receiving more feedback from student-athletes about department policies and structure. The purpose of the SAAC includes the following:

- Generating a student-athlete voice within the department by meeting, at least, monthly to discuss current issues in intercollegiate athletics and evaluate and suggest improvements regarding departmental policy and procedures
- Soliciting student-athlete responses to proposed NCAA legislation.
- Creating a vehicle for student-athlete representation on campus-wide committees.
- Assisting the Department of Athletics in addressing the needs and concerns of the student-athletes.
- Assisting with the overall development and implementation of the Student-Athlete Affairs program at Western Carolina University.
- Planning and implement activities and programs to enhance the student-athlete experience
- Organizing community service efforts.
- Helping to promote life-long leadership skills in the SAAC members and other student-athletes.

## STUDENT-ATHLETE DEVELOPMENT

The NCAA and the Division I-A Athletic Directors Association help prepare student-athletes for the challenges of life beyond the playing field developed the Student-Athlete Affairs program. The student development program at Western Carolina University (WCU) focuses on an all-inclusive approach to present our students with the support and resources that will expand their personal growth and life skills. WCU is committed to provide opportunities to enhance their career and personal development, community service, academic excellence, and leadership skills.

**Career and Personal Development:** Our primary purpose is to educate students through programming necessary to be prepared for success in their college and career goals. Our dedicated support will continue throughout each student's collegiate career, and as they seek their career journey upon graduation from WCU. Specifically, we will offer programs in resume building, professional networking and business etiquette, interviewing skills, and financial management.

**Community Service:** Engagement with the surrounding WNC communities through volunteer work will assist in maintaining and improving the positive relationships between WCU and the surrounding community. Spending time with the local elementary schools, visiting the Children's Hospitals, and sponsoring Christmas gifts for children of need in Jackson County are just a few of the areas we focus on.

**Academic Excellence:** Our academic support staff is dedicated to assist our students with their transition to college. Staff members work to identify the individual needs of our students, and collaborate with other departments as needed to offer programming, tutoring, and academic skills to improve learning strategies and academic success.

**Leadership Skills:** We are given a great opportunity to assist our students in their growth as leaders. Our objective is to help them see ways that they can thrive and be impactful as leaders in their career. It is our hope that through the many experiences provided to our students during their time at Western Carolina University, they will be prepared to achieve success as leaders in their careers and life.

## SPORTS MEDICINE DEPARTMENT

The mission of the WCU Sports Medicine Department is to create a fair environment for all student-athletes at WCU to access the best possible health care for sports related injuries. Our objective is to address the health care needs of each individual student-athlete and to return them to full participation as quickly and safely as possible and to advance the profession of athletic training through the practice and education in prevention, evaluation, management and rehabilitation of athletic injuries. WCU Sports Medicine Department consists of physicians, athletic trainers, and other medical support personnel that will assist with all medical needs within the limits of institutional and NCAA policy as outlined.

### CATAMOUNT SPORTS MEDICINE CENTER STAFF OFFICE

Steven Honbarger, Director of Sports Medicine.....227-2043

Andrew Browder, Associate Head Athletic Trainer.....227-2304

### CATAMOUNT SPORTS MEDICINE CENTER OPERATING HOURS

Provisions will be made on a seasonal basis to have the Sports Medicine Center open for treatment/therapy hours Monday through Friday.

General hours are from 7:00am to 12:00pm and 1:00pm to 5:00pm or until the end of the last afternoon practice. If in an emergency, the Sports Medicine Center is not open the injured student-athlete should be taken to either:

- Student Health Services
- Harris Regional Hospital Emergency Room

Emergency visits must be reported to a staff athletic trainer immediately. Appropriate care will be provided for all student-athletes in all sports whenever possible. Priority will be given to teams in-season.

Weekend hours will depend upon sports schedules and availability of staff based on sports schedules. Arrangements will be made for treatments/therapy sessions on Sundays.

### PRE-PARTICIPATION PHYSICAL EXAM

All new incoming student-athletes must receive a pre-participation physical through WCU health services. Returning athletes will have an annual medical health questionnaire review prior to activity. It shall be the responsibility of the Head Coach in cooperation with the Sports Medicine Department to assure all new incoming student-athletes at WCU have a physical examination prior to participation. This physical examination must be facilitated by the Sports Medicine Department and approved physicians. Physicals obtained outside of the WCU Sports Medicine Department will not be accepted. The purpose of this evaluation is to identify any conditions that would put the student-athlete at increased risk of injury or illness prior to their first practice of each new season. The physical will include a review of the medical history form that will need to be completed by each student-athlete, orthopedic screening and general medical screening. A privacy and confidentiality form will also be signed each year for each athlete. Returning athletes will fill out the NCAA Interval Year Health Questionnaire instead of a physical exam by a WCU physician. Please note that further information or diagnostic testing may be needed. No student-athlete will be issued equipment or be allowed to participate in any physical activity until notification is given by the Sports Medicine Department and Compliance Office that the student-athlete has been medically cleared for athletic participation. Individuals interested in participating in a try-out must follow the same policies as a new incoming athlete. Once that individual has been invited by the Head Coach to participate on a selective team, this policy will be triggered and an appropriate physical examination is required.

All medical records will be electronic and kept confidential and maintained on a secure server. In compliance with the Health Information Portability and Accountability Act (HIPAA) or the Family Educational Rights and Privacy Act (FERPA) the student athlete will sign a release of medical records prior to each school year giving consent to release medical records to the necessary medical professional(s) for the purpose of communication regarding the health care of that patient.

### SICKLE CELL SOLUBILITY TEST

The examination or evaluation of student-athletes who are beginning their initial season of eligibility and students who are trying out for a team shall include a sickle cell solubility test, unless documented official lab results of a prior test are provided to the institution.

### REPORTING OF ATHLETIC INJURIES

All injuries and illnesses should be reported and evaluated by the Sports Medicine staff as soon as possible, or within 24 hours of receiving emergency medical care. Dental and optical injuries must be reported on the day of the injury. If a student-athlete becomes ill beyond normal Sports Medicine Center operating hours, they should report to the Sports Medicine staff the first

thing the following morning. Treatment must begin immediately and coaches must be informed to make practice and game plans. Referral by a university physician and approval by a staff athletic trainer must be obtained prior to diagnostic tests, specialist appointments, and surgery in order for the Department of Athletics to assume financial liability. All authorized medical bills received by the student-athlete or parents should be immediately given to the staff athletic trainer responsible for that sport. (See Insurance Policies and Procedures). In emergencies, such as obvious long bone fractures, head, neck, and back injuries, if an athletic trainer is not present, the student athlete should not be moved. Alert the Sports Medicine staff and allow for the Emergency Medical Service to respond and transport the injured athlete to the nearest hospital.

The Sports Medicine staff will thoroughly evaluate the student-athlete and initiate care. If necessary, the student-athlete will be referred to the appropriate physician. Once an athlete is seen by a physician, that athlete and the certified athletic trainer must adhere to protocols set by that doctor. Once the athlete is cleared by that doctor, the certified athletic trainer must have the clearance from the Doctor before that athlete can return to play. Note: the athlete must be cleared/treated by the original doctor he/she was seen by until he/she is cleared. This is to prevent any miscommunication and give each athlete the best medical care we can provide. It is also the responsibility of the athlete to get any paperwork/doctors notes/orders pertaining to the current injury to the WCU Sports Medicine staff. With proper consent from the student-athlete, his/her competitive status will be communicated to the head coach immediately. It is the responsibility of the student-athlete to follow all protocols set forth by the WCU Sports Medicine Department, and any additional medical provider.

## TREATMENT OF ATHLETIC INJURIES

Treatment of athletic injuries will be supervised and conducted by the Sports Medicine staff. Treatments will be given in the designated sports medicine facility. Athletes are treated on first come, first serve basis--with the exception given to emergency situations. Athletes with a game/match will be given priority over those attending practices.

Daily injury reports will be available and given to each head coach and the Strength Coach as necessary. Coaches are to encourage student-athletes to report to the Sports Medicine Center a minimum of twice a day for treatment/ rehabilitation during regular operating hours.

## EVALUATION BY PHYSICIANS AND RETURN TO PLAY

Directions of the Sports Medicine staff must be implemented without alteration by the coaching staff. Coaches will neither require nor permit a sick or injured player to practice or participate in a game without approval of the medical staff. All coaches should be aware that they are not to diagnose, prescribe treatment, refer student-athletes to physicians, or prescribe drugs or diets; nor are they to return a student-athlete to practice and/or competition without proper medical authorization.

If there is a concern or complaint about the status of an injured athlete, please consult the staff athletic trainer that is in charge of that specific sport first. If this particular problem cannot be resolved, then please consult the Director of Sports Medicine.

Following evaluations of any injury by the Sports Medicine staff, student-athletes may be referred to a specialist by the staff. If student-athletes wish to seek other medical attention, prior written approval must be obtained from the Director of Sports Medicine. All visits without prior approval are considered second opinions, and are not covered under the WCU Secondary Insurance policy.

Student-athletes will sign a consent form for release of medical information to administration, sports information and/or professional scouts.

## EATING DISORDERS

If a coach or student-athlete observes behavior that brings concern, he/she should notify a WCU Athletic Trainer (ATC) and/or the Senior Women's Administrator (SWA). The ATC will arrange a meeting with the coach, SWA and student-athlete to discuss the concerns. The ATC will emphasize that anything the student-athlete wishes to share will be kept confidential. The ATC will answer any questions the student-athlete might have concerning eating disorders and his/her involvement in sport.

If the student-athlete admits he/she does have an eating disorder or expresses a desire for evaluation by a Physician, the ATC will refer him/her to the Eating Disorder Treatment Team (EDTT). A referral stating agreement of treatment will be filed and submitted to the Eating Disorders Treatment Team.

Once referred, a medical professional will contact the ATC with results of the diagnosis and recommendations for the student-athlete's welfare. This will determine the extent to which the student-athlete is able to participate in his/her sport. The ATC is responsible for notifying the SWA and coach of the student-athlete's limitations. The Physician and ATC can monitor symptoms and health status. Upon seeing the Physician, the student-athlete's health and participation status in sport can be re-assessed as needed.

If the student-athlete refuses treatment, the coach, ATC, and SWA along with the student-athlete, can decide to limit participation in his/her sport. The ATC will continue to monitor the student-athlete's behavior and, if symptoms of concern continue, the student-athlete will again be referred to the EDTT. If the student-athlete is in denial or refuses treatment again, but there is strong evidence supporting that the student-athlete does have a problem, then participation in sport may be suspended indefinitely until health status can be assessed by a Physician.

## PREGNANT STUDENT-ATHLETE POLICY

The NCAA, ACSM, and the Collegiate of Sports Medicine Foundation guidelines for participation by a pregnant student-athlete will be used as Western Carolina University's athletic department's basic policy. Any student-athlete at Western

Carolina University that is pregnant must immediately inform their coach, the athletic director, senior women's administrator, or the head/assistant certified athletic trainer of their condition. Confidentiality will be maintained concerning the student athletes condition. You will not forfeit your team membership status, benefits, or responsibilities, not be excluded from team activities due to pregnancy. A pregnancy will be treated as a "medical hardship" or leave of absence." This will include pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery for as long as is deemed necessary by Team Physician and/or specialist.

NO ATHLETE is allowed to participate within any sport, without seeking clearance from the Western Carolina University athletic training staff and team physician. Decision to begin or continue participation at Western Carolina University for a pregnant student-athlete is strictly left upon the athletic training staff and team physician of Western Carolina University, along with the student-athletes obstetrician.

You must receive appropriate prenatal counseling from the head athletic trainer along with the Team Physician and/or a specialist. They will discuss your medical condition and the risk of injury to you, as well as, to the fetus. Only after counseling and discussion has occurred in consultation with you, the head coach, and the athletics administration will the physician determine if you will be permitted to compete. If you choose to continue participation, you will sign a properly executed document of understanding and waiver before being permitted to continue.

### POST-SEASON/EXIT INTERVIEWS

As a follow-up to your athletic season, off-season workouts, and weightlifting sessions, the certified athletic trainers will review your injuries/illnesses so far incurred. Any problems you have sustained should be addressed and formal treatment will be identified. This form must be completed at the end of each sports season. Any findings may be referred to the Team Physician or consulting physician for review and further treatment, as indicated.

Every student athlete will read and sign an exit interview statement at the beginning of every school year in the case that they voluntarily discontinue participation or exhaust their eligibility. This form serves as a notice to all student-athletes that they have 30 days to inform the WCU Sports Medicine Department of any athletic related injury that requires follow-up care. It is the responsibility of the Sports Medicine Department to treat the reported injury until the athlete has returned to pre-injury status. After 30 day period, the former student-athlete will be financially responsible for all medical care they receive for an injury.

### ERGOGENIC AIDS:

Due to the increase in the use of ergogenic aids in intercollegiate athletics, the WCU Sports Medicine Department uses a medication and supplement form that each student-athlete must fill out prior to the beginning of his/her freshman year. The student-athlete will be able to make changes to this form whenever necessary. On this form, the student-athlete will list any medications or supplements he/she is currently taking. Since most ergogenic aids and nutritional supplements are not regulated by the Food and Drug Administration (FDA) there is also a section that outlines the consequences of testing positive for a banned substance during an NCAA drug test. The form is not complete until the student-athlete has read and signed this section. The WCU Sports Medicine department will be available to counsel and educate the student-athlete regarding the use of ergogenic aids. The student athlete can also look up substances on their own at [www.drugfreestport.com](http://www.drugfreestport.com), but be aware that the student athlete still must report all ergogenic aids to the certified athletic trainer covering that sport.

### COVERAGE OF PRACTICES AND EVENTS

In order to have medical coverage, the coach must provide a schedule of all practices at least 2 weeks in advance and all changes with scheduled practices must be notified to the Director of Sports Medicine and/or the head athletic trainer at least 24 hours in advance.

A certified athletic trainer will attend all home events. Traveling with other sports will be based on the availability of coverage for the sports medicine center. Generally, no intern athletic trainer coverage is provided for men's and women's golf, cheerleading, and women's tennis practices and away competitions. An Intern athletic trainer will be assigned to these sports and given the responsibility of medical needs for these teams.

### EQUIPMENT AND FACILITY

Coaches may check out a medical kit and/or coolers. We expect the equipment to be returned promptly. Should equipment not be returned, the Sports Medicine staff will bill that coach's budget for replacement costs.

### COMPLIANCE

It is the responsibility of all individuals to comply with all policies and procedures set forth in this manual. If at any time these policies and procedures are not followed, the Director of Sports Medicine must be notified immediately. Disciplinary action may be taken when dealing with a WCU Sports Medicine department staff member who does not comply with these policies and procedures. The WCU Sports Medicine department may refuse services, or deny financial responsibility in the event that a student-athlete does not follow the protocol set forth by the WCU Sports Medicine Department (i.e. wearing proper equipment, following restriction guidelines, showing up for treatment, etc.).

## INSURANCE PROGRAM POLICIES AND PROCEDURES

Western Carolina University's Athletic Insurance Program for student-athletes is an "excess" or "secondary" coverage. This simply means that any claim for benefits must first be filed with the student-athlete's primary insurance group. After the primary group insurance has paid or denied the submitted claim, according to the "Explanation of Benefits," WCU athletic insurance program will pay any remaining amounts up to the limits of the policy. The WCU program covers injuries sustained by a student-athlete only during official WCU-supervised practice and/or competition. An injury must be reported by the student-athlete and evaluated by a member of the WCU Sports Medicine Department within seven days of the injury, or within 24 hours of receiving emergency care. After evaluation, the student-athlete may then be referred to another member of the WCU Sports Medicine Team. If a student-athlete wishes to seek other medical attention, prior written approval must be obtained from the Director of Sports Medicine. The initial doctor visit for an unapproved outside medical opinion will not be covered. Any secondary care, specialist visits, and follow-up appointments relating to the current injury will be covered under WCU's excess insurance policy. ANY unapproved consultations or treatments are not covered under our secondary insurance program or by the Department of Athletics.

Our secondary insurance program is an accident policy and thus does not cover the following:

- An injury sustained in an activity, which is not associated with a WCU-supervised intercollegiate activity and/or competition.
- A chronic or recurrent injury which was sustained prior to or outside of participation in athletics at Western Carolina University. Including, any degenerative or overuse problem as diagnosed by a physician.
- Any sickness or illness (unless prescriptions are needed during the traditional in-season)

As part of the pre-participation physical examination each student-athlete should present a front and back copy of his/her insurance card to the WCU Sports Medicine Department. He/she must also complete an insurance information form that states our insurance policy. Make Sure your Personal Health Insurance is in network with Harris regional Hospital, Sylva, NC. (If your insurance would be considered out of network please contact you insurance carrier and request "guest privileges" while at college in order to avoid payment for services being denied.)

For incoming athletes and returning athletes these information packets will be posted online. (If the current year's insurance information form is not on file prior to an injury, parents will be held responsible for payment of any bill.) In the unfortunate event that an injury occurs, and medical expenses are generated the following protocol must be followed:

- The WCU Sports Medicine Department will present the front and back copy of the primary insurance card and an Athlete Accident Claim Form to the medical provider.
- Once the primary insurance has paid its' portion of the bill or denies payment, the student-athlete should send the itemized bill, along with an Explanation of Benefits ( EOB) from the primary insurance company to the WCU Athletic Training Department. The sports medicine department will forward this information to our secondary insurance company for payment.
- The bills must be received within 6 months of date of injury/initial doctor's appointment. If the bills are not received within 6 months, WCU will not be financially responsible.

Any payment made to the student-athlete or student-athlete's family by the primary or secondary insurance company for a claim filed for injury must be forwarded with the EOB to the provider or the WCU Department of Athletics so that the remaining balance can be filed with the secondary insurance. If a bill becomes delinquent as a result of failure to submit itemized bills, EOB, and/or payments received from insurance companies in a timely manner (6 months), the Department of Athletics will not assume financial responsibility. If the claim is denied due to lack of information it is the patient responsibility to fix the problem with the primary insurance company before WCU will assume any financial responsibility. Any questions regarding the Western Carolina University insurance program policies and procedures should be directed to the Director of Sports Medicine.

### WALK-ON STUDENT-ATHLETE INSURANCE POLICY

All non-scholarship student-athletes' (walk-on's) will be required to show proof of health insurance coverage. Walk-ons will not be able to participate until acceptable insurance coverage is approved. The insurance policy MUST provide coverage to athletic injuries. It should be understood that many student health insurance policies DO NOT cover athletic related injuries. Such policies will not be accepted as adequate coverage.

**The WCU Athletic Department does not assume any financial responsibility for any bills.** The student-athlete and or student-athlete's family are ultimately responsible for payment pending the insurance company's decision. However, if the proper referral and insurance procedures mentioned above are followed, the department's secondary insurance program will be made available to file claims for bills generated from the care of an athletic injury and thus out-of-pocket expenses will not be incurred. Any payment made to the student-athlete or student-athlete's family or primary insurance company for a claim filed for an injury must be forwarded with the EOB to the provider or the athletic department so that the remaining balance can be filed with the secondary insurance. If a bill becomes delinquent as a result of failure to submit itemized bills, EOBs, and/or payments received from the insurance companies in a timely manner or within six months from the date of injury/service, the athletic department will not assume financial responsibility.

Any questions regarding the WCU insurance program policies and procedures should be directed to:

Steven Honbarger - Director of Sports Medicine  
Western Carolina University Athletic Department  
Cullowhee, NC 28723

(Revised 12-08-16)

## INSURANCE PROGRAM POLICIES AND PROCEDURES FLOW CHART

- I. Injury Occurs: WCU Sports Medicine Staff completes insurance accident form for secondary insurance company
- II. Student-athletes' primary insurance information will be forwarded to all medical providers
- III. Providers' will bill the student-athletes' primary insurance
- IV. Primary Insurance will send the explanation of benefits (EOBs) to the student-athletes parents
- V. Parents must forward all EOBs to WCU Sports Medicine Department
- VI. Parents must forward all claim forms to WCU Sports Medicine Department
- VII. Parents must also forward any bills that they receive at their home
- VIII. Once the EOBs, claim forms, and bills are received, WCU Sports Medicine will send documents to the secondary insurance company for payment or will be paid out of athletic department funds
- VIII. The secondary insurance company will send WCU Sports Medicine Department EOBs to confirm payment

NOTE: If your son or daughter is not covered by a health insurance plan, all bills must be forwarded to WCU Sports Medicine Department ASAP. Any bills not forwarded to WCU Sports Medicine within six months from the date of injury will be the parent's responsibility.

## WESTERN CAROLINA STUDENT INSURANCE PROCEDURES

Beginning Fall 2006, Western Carolina University will mandate that each full-time student (undergraduate and graduate) have major medical health insurance. The cost of the University supported insurance plan is charged per semester. The cost of this insurance plan differs year to year and can be found on the following website: [bcbsnc.com/student](http://bcbsnc.com/student). This cost will be charged to your account automatically. The following are the two options for enrolling or waiving out of this program.

### OPTION 1 WAIVER

For those who currently have major medical health insurance, you will need to visit [bcbsnc.com/student](http://bcbsnc.com/student) to waive out of the University supported insurance program before the deadline on **September 10<sup>th</sup>**. After you waive out of the program the cost of the insurance will be removed from your account. However, please understand that if you do not do this before **September 9<sup>th</sup>** your account will be charged for the cost of the insurance. In order to waive out of the program, you must show proof the student is covered under a major medical health insurance plan. At some point you will also have to do this again to waive out of the insurance for spring semester. You will be notified via email to remind you of when to waive out again for the spring semester.

### OPTION 2 ENROLLMENT

For those who DO NOT have major medical health insurance, you will need to visit [bcbsnc.com/student](http://bcbsnc.com/student) to enroll in the University supported program. As always please feel free to contact the sports medicine department with any questions regarding this matter or any healthcare related issue.

## MEDIA POLICY

### THE ROLE OF THE MEDIA

The media covers Western Carolina because we are newsmakers and the demand from family, friends and WCU fans encourages reporters to cover us on a daily basis. Keep in mind the media will be both positive and negative in covering contests, practices and events surrounding your team and athletic department. The tone of the story can depend on you. For instance, if you win a game the story will be positive. Conversely, if you lose, expect the story to reflect that. However, even in losses your answers in the post-game interview session can turn negatives into positives.

### YOU REPRESENT WESTERN CAROLINA UNIVERSITY

As a representative of Western Carolina University, you have an obligation to your university, teammates, family and fans to be cooperative with the media. A large percentage of media coverage for a university comes from athletics. Therefore, most of what people know about WCU comes from you. Always be thoughtful when doing interviews to best reflect Western Carolina and your teammates. Your family, friends and fans want to hear what you have to say.

As your coaches have told you, you not only represent yourself, but you represent Western Carolina University, your coaches, your teammates, your family, your friends and those who support you at all times.



## INTERVIEWS CAN BE POSITIVE EXPERIENCES

Regardless of the subject, doing an interview will likely be a positive and rewarding experience. Getting through the process will give you an edge both on and off the field. Doing interviews allows you to hone certain skills like:

- Quick thinking and responses;
- Presentation in high pressure situations;
- Ability to speak clearly and assertively;
- And can prepare you for future endeavors such as job interviews.

All of these skills will help you on the field and give you a tremendous advantage over your competition in your post-athletic career.

## HOW YOU WILL BE CONTACTED

**The Department of Athletics will not give your home, dorm or cell phone numbers to the media.** However, there are ways media members may still obtain those numbers (i.e. directory). If a media member (including your hometown paper or the WCU student paper and radio) contacts you, please inform them that all interviews should be arranged through the media relations office. Interviews will be conducted after a practice or game, or in the athletics department. Also, please let your coach or the media relations office know if you have been contacted at home or your dorm so we may help handle the situation. The media relations office will always arrange interviews to accommodate your schedule and assist you prior to and during the interview.

## WHAT TO DO DURING AN INTERVIEW

- Use good manners and etiquette – “Yes, sir” ... “No ma’am” – we want media members to finish an interview knowing how great our student-athletes at Western Carolina are; and regardless of the subject matter of the interview, we want them to feel a good sense of respect.
- Be on time and look your best. If there is a schedule conflict please inform the media relations office as soon as possible so alternate plans can be made.
- Always speak clearly. Do not use slang. Avoid constantly using words and phrases such as “like” and “you know.”
- Take your time when answering all questions, even in front of a television camera. Think about what you want to say, even if it does not exactly answer the question. **The media can only use what you say!** With that in mind, do not get angry at your quotes. If you are pressed by the media on a subject, stand firm with your message. Do not say “no comment.” Say “I’d rather not discuss that subject” or “That is something for coach [or Mr. Randy Eaton or whomever] to answer.”
- Always be sure you understand exactly what the reporter is asking. If you do not understand, stop and ask for clarification.

## THE “WHAT IF” TRAP

Do not answer “what if” questions because they are usually set-ups, also known as “flammable” questions. Ask reporters to rephrase the question. Most “what if” questions end up as motivation on your opponents’ locker room billboards.

## INTERVIEW TIPS AND GUIDELINES

The best way to keep the focus on the game itself is using “safe” and “traditional” lines.

- When asked a “flammable” question, give an answer off the subject;
- Always be positive about your teammates, coaches and your fans;
- Always be positive and respectful about your opponents, their coaches and their fans;
- Avoid predictions. You can be confident in your team and your abilities without giving billboard material. Don’t say, “They are terrible” or “they got lucky last year and won’t be so lucky this year” or “we will win without question.” Do say things like “we have prepared hard for this game and, if we execute, we can win” or “we have the talent and experience to do well.” The words “we should” and “we hope” are always good. They express good fortune in a confident way without being cocky.

## AFTER THE INTERVIEW

If after doing an interview you feel something needs to be clarified, please talk with the media member and express your concern. **The media will likely work with you because they need** to build trust in order to continue working with you in the future. If time has passed, and there is still time to clarify something, please call the media relations office so they may call the reporter.

## SOCIAL MEDIA POLICIES

With more and more social media and online interaction, please understand the importance of being smart with your accounts and what you are posting. It is highly advised that you have your accounts protected and restrictive as to who can see what you are publishing. Opposing fans, media, etc., can only use what is out there about you, and many will take to

social media platforms in an effort to find information.

- Anyone can say anything on the internet and through social media - it is both the platform's greatest strength and chief weakness. Remember, though, when you are posting on the internet, your integrity is on display for the entire world to see, so strive to be ethical, truthful, and decent, using the best judgement and common sense. Often pausing and thinking before posting goes a long way
- Remember that actions do have consequences, be it through the athletics department, coaching staff, or teammates. Be mindful of what you are posting, as well as liking, following, and sharing. Items posted today can impact your future, so think before you post, retweet, like, share, etc.

## OTHER RESOURCES

1. University Policy 10: Policy Statement on Non-Discrimination and Equal Opportunity: <https://www.wcu.edu/discover/leadership/office-of-the-chancellor/legal-counsel-office/university-policies/numerical-index/university-policy-10.aspx>
2. Diversity at WCU: <https://www.wcu.edu/discover/diversity/>
3. Additional University Policies related to discrimination can be found at:  
[WCU Policy 10 - Policy Statement on Non-Discrimination and Equal Opportunity](#)  
[WCU Policy 53 – Unlawful Discrimination](#)

### WCU NON-DISCRIMINATION AND SEXUAL MISCONDUCT POLICY

The Western Carolina University (WCU) Athletic Department is committed to creating and maintaining an open, and inclusive environment and will not discriminate on the basis of race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation; and National Guard or veteran status. This includes a prohibition on sexual violence and sexual exploitation, which by definition, involves conduct of a sexual nature and are prohibited forms of sexual harassment. The University also prohibits stalking and interpersonal violence, which need not be based on an individual's protected status.

For questions about this policy please contact Stacey Miller, Associate Athletic Director of Student Services/SWA at [srmiller@email.wcu.edu](mailto:srmiller@email.wcu.edu) or (828) 227-2541.

#### **Definitions**

##### Sexual Harassment

Any unwelcome conduct of a sexual nature that is sufficiently severe, persistent or pervasive that it unreasonably denies, limits or interferes with an individual's ability to participate in an educational program or activity (Policy 53 - Unlawful Discrimination, Sexual Misconduct and Retaliation). Unwelcome conduct of a sexual nature includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

##### Sexual Misconduct

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- a. Sexual Assault – engaging in vaginal, oral, or anal penetration or intercourse without a person's Consent.
- b. Sexual Contact (Nonconsensual) – directly or indirectly engaging in any other physical contact not described in the definition of Sexual Assault which is performed without a person's Consent. Examples include, but are not limited to, the intentional touching of an unwilling person's genitalia, groin, breast, buttocks, or clothing covering them, or forcing an unwilling person to touch another's intimate parts as listed above.
- c. Sexual Exploitation – taking nonconsensual, unjust, or abusive sexual advantage of another for one's own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute Sexual Assault or Sexual Harassment. Examples of Sexual Exploitation include, but are not limited to: prostituting another person; nonconsensual video or audio recording of sexual activity; going beyond the boundaries of Consent (such as letting friends surreptitiously watch consensual sex acts, or unauthorized distribution of photos or other materials of a sexual nature); possessing, producing, and/or distributing child pornography; engaging in voyeurism, and inducing Incapacitation with the intent to commit sexual misconduct against another person or with the intent to create opportunity for a third party to commit sexual misconduct against another person or athlete.
- d. Stalking - Engaging in a course of conduct directed at a specific student-athlete or staff member, that would cause a

reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. "Course of conduct," is defined as a pattern of two or more acts over a period of time, however short, that evidence a continuity of purpose, and may include acts that are direct, indirect, or through third parties, by any action, method, device or means. Unwelcome conduct of asexual nature includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal actions will not be tolerated by WCU athletics. Sanctions of much matter will be through the University process and Athletic department.

### **Complaint Process**

In support, WCU Athletics provides a comprehensive range of educational programming and advocacy services to student-athletes, faculty, staff, and alumni.

If you believe that Western Carolina University has discriminated against you or a third party on the basis of race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation or veteran status, you may file a complaint with the Title IX Coordinator who can be reached at 520 HFR Administration Building, Cullowhee, NC, 28723, (828) 227-7116 or [igibson@wcu.edu](mailto:igibson@wcu.edu).