The AUM Student-Athlete Handbook provides information for all student-athletes on NCAA, conference and institutional rules, regulations and policies for athletic participation. If you have questions regarding information in any of the handbook sections, please contact your coach or a member of the athletic administration for clarification.

TABLE OF CONTENTS

ATHLETICS ORGANIZATION AND ADMINISTRATION 8
MISSION AND VALUES STATEMENTS, CODE OF ETHICS 8
MISSION STATEMENT 8
VISION STATEMENT 9
CODE OF ETHICS 9
NCAA DIVISION II PHILOSOPHY STATEMENT 9
CORE BELIEFS 9
ATHLETIC DEPARTMENT ORGANIZATIONAL CHART 10
ATHLETICS DEPARTMENT STAFF DIRECTORY 12
DEPARTMENT OVERVIEW 14
ATHLETICS GOVERNING ASSOCIATION 15
CONFERENCE 15
INSTITUTION 15
ATHLETIC ADVISORY BOARD 15
FACULTY ATHLETIC REPRESENTATIVE 16
STUDENT-ATHLETE ADVISORY COMMITTEE 16
COMMUNITY ENGAGEMENT 17

STUDENT-ATHLETE CODE OF CONDUCT 18
EXPECTATIONS AND STANDARDS 18
STANDARDS OF CONDUCT 19
TEAM RULES 20
SPORTSMANSHIP 21
MISCONDUCT 21
GRIEVANCES 23
DISCIPLINARY SANCTIONS AND DISCIPLINARY PROCESS 23
TITLE IX - HARASSMENT POLICY 24
WHO IS COVERED BY TITLE IX? 25
NON-DISCRIMINATION NOTICE 25
UNIVERSITY TITLE IX COORDINATORS 25
FAILURE TO COMPLY WITH TITLE IX 25
COMPLAINTS UNDER TITLE IX: STUDENTS 26
CONTACT INFORMATION 26
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTI-HAZING POLICY</td>
<td>26</td>
</tr>
<tr>
<td>SOCIAL MEDIA POLICY</td>
<td>28</td>
</tr>
<tr>
<td>STUDENT HOST RESPONSIBILITIES</td>
<td>28</td>
</tr>
<tr>
<td>Conduct Expectations</td>
<td>28</td>
</tr>
<tr>
<td>TOBACCO PRODUCTS</td>
<td>28</td>
</tr>
<tr>
<td>FAMILY RIGHTS AND PRIVACY ACT (FERPA)</td>
<td>29</td>
</tr>
<tr>
<td><strong>ATHLETIC COMPLIANCE</strong></td>
<td>30</td>
</tr>
<tr>
<td>OUR RESPONSIBILITY</td>
<td>30</td>
</tr>
<tr>
<td>REPORTING A VIOLATION</td>
<td>30</td>
</tr>
<tr>
<td>REPORTING A CRIME OR SUSPECTED WRONGDOING</td>
<td>30</td>
</tr>
<tr>
<td>BEGINNING OF THE YEAR</td>
<td>30</td>
</tr>
<tr>
<td>ACADEMIC STATUS</td>
<td>31</td>
</tr>
<tr>
<td>COMPLIANCE WITH OTHER NCAA AND CONFERENCE LEGISLATION</td>
<td>31</td>
</tr>
<tr>
<td>Unethical Conduct</td>
<td>31</td>
</tr>
<tr>
<td>Student-Athlete Statement</td>
<td>32</td>
</tr>
<tr>
<td>Drug-Testing Consent Form</td>
<td>32</td>
</tr>
<tr>
<td>Authorization/Buckley Amendment Consent Form — Disclosure of Protected Health Information</td>
<td>32</td>
</tr>
<tr>
<td><strong>AMATEURISM</strong></td>
<td>34</td>
</tr>
<tr>
<td>Promotional Activities</td>
<td>34</td>
</tr>
<tr>
<td>Gambling</td>
<td>34</td>
</tr>
<tr>
<td>Outside Competition</td>
<td>35</td>
</tr>
<tr>
<td><strong>RECRUITING</strong></td>
<td>36</td>
</tr>
<tr>
<td>Official Visit</td>
<td>36</td>
</tr>
<tr>
<td>Hosting Prospective Student-Athletes</td>
<td>37</td>
</tr>
<tr>
<td>General Recruiting Reminder</td>
<td>39</td>
</tr>
<tr>
<td><strong>ELIGIBILITY</strong></td>
<td>41</td>
</tr>
<tr>
<td>Eligibility for Practice and Competition</td>
<td>41</td>
</tr>
<tr>
<td>Eligibility for Practice</td>
<td>41</td>
</tr>
<tr>
<td>Eligibility for Competition</td>
<td>42</td>
</tr>
<tr>
<td>Progress Toward Degree</td>
<td>45</td>
</tr>
<tr>
<td><strong>GOOD ACADEMIC STANDING</strong></td>
<td>46</td>
</tr>
<tr>
<td>Eligibility for Competition Semester to Semester</td>
<td>47</td>
</tr>
<tr>
<td>Eligibility for Competition Academic Year to Academic Year</td>
<td>47</td>
</tr>
<tr>
<td>Academic Probation/Suspension Policy</td>
<td>47</td>
</tr>
<tr>
<td>Academic Eligibility</td>
<td>47</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>48</td>
</tr>
<tr>
<td>Clearing Probation</td>
<td>48</td>
</tr>
<tr>
<td>Academic Suspension</td>
<td>49</td>
</tr>
<tr>
<td>Indefinite Suspension</td>
<td>49</td>
</tr>
<tr>
<td><strong>END OF THE YEAR</strong></td>
<td>50</td>
</tr>
<tr>
<td>Reporting Violation</td>
<td>50</td>
</tr>
<tr>
<td>Reporting a Crime or Suspected Wrongdoing</td>
<td>50</td>
</tr>
<tr>
<td>Beginning of the Year</td>
<td>50</td>
</tr>
<tr>
<td>Academic Status</td>
<td>50</td>
</tr>
<tr>
<td>Compliance with Other NCAA and Conference Legislation</td>
<td>50</td>
</tr>
<tr>
<td>Unethical Conduct</td>
<td>50</td>
</tr>
<tr>
<td>Student-Athlete Statement</td>
<td>50</td>
</tr>
<tr>
<td>Drug-Testing Consent Form</td>
<td>50</td>
</tr>
<tr>
<td>Authorization/Buckley Amendment Consent Form — Disclosure of Protected Health Information</td>
<td>50</td>
</tr>
</tbody>
</table>

*Note: The page numbers indicate the starting page of each section.*
ATHLETICS ORGANIZATION AND ADMINISTRATION

This handbook has been compiled so that each Auburn University at Montgomery student-athlete may be informed of the general rules and regulations of the Department of Athletics. All questions related to this material should be directed to the student-athlete’s respective coach or to a member of athletic administration.

Student-athletes are encouraged to use the resources available on campus to help. Please take the time to familiarize yourself with the information within this handbook. It serves as your guide to the policies and procedures impacting our student-athletes and to the many resources we offer to our students, ranging from tutoring services to dealing with relationships. The athletics staff is willing to lend a hand or direct the student-athlete to someone who is able to help. Ultimately, the student-athlete is in control of their success on the field and in the classroom.

Competing at any level is a privilege - not a right. Therefore, it is expected that student-athletes act responsibly when representing Auburn University at Montgomery, the Department of Athletics and most importantly, themselves.

This handbook is not a contract. It is a collection of AUM athletic and administrative policies that govern action pertaining to student-athletes and a compilation of information about the University and current practices that will be of practical use to the student-athlete. Policy statements printed herein are subject to change from time to time. Information will be updated as necessary with an updated copy can be found on the AUM website.

MISSION AND VALUES STATEMENTS, CODE OF ETHICS

The intercollegiate athletic program at Auburn University at Montgomery is an integral part of the total education program. As such, we strive for excellence by providing our men and women student-athletes with exemplary leadership, quality facilities and services, and the opportunity to compete at the highest level possible. The educational well-being and the academic success of the participating student-athletes is a primary concern.

MISSION STATEMENT

To provide a competitive program for student-athletes that will support the development of the whole person through education and competition in order to stimulate a lasting attitude of respect, responsibility, integrity leadership and sportsmanship.
VISION STATEMENT

It is the vision of the Auburn University at Montgomery Department of Athletics to maintain a program that encourages the individual student-athlete to pursue excellence in all endeavors culminating in graduation. It is also our goal to compete at the highest competitive level at the conference and national levels. This will be done with integrity and an institutional commitment to compliance.

CODE OF ETHICS

• Academically, we will excel in the classroom
• Athletically, we will compete for championships
• Ethically, we will participate by the rules and regulations
• Fiscally, we will manage our resources in a responsible manner, seeking to acquire outside revenue sources
• Socially, we will provide our fans with a preeminent customer service experience
• Culturally, we will provide an environment of inclusion and equitable treatment for all

NCAA DIVISION II PHILOSOPHY STATEMENT

Higher education has lasting importance on an individual’s future success. For this reason, the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletic competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning opportunity provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

CORE BELIEFS

• Learning - multiple opportunities to broaden knowledge and skills
• Balance - emphasis on collective knowledge; integration of skills
• Resourcefulness - versatile skill set drawn from broad range of experiences
• Sportsmanship - respect for fairness, courtesy; ethical conduct toward others
• Passion - enthusiastic dedication and desire in effort
• Service - positive societal attitude through contributions to community
A U M is dedicated to providing its student-athletes with the best experience possible with a strong commitment to excellence in the classroom, and on the field. It is the goal of A U M to continue its emphasis on student-welfare and fully implement the NCAA Life in the Balance and its core beliefs to help student-athletes become effective members of the community in which they live.
# Intercollegiate Athletics Staff Directory

**Dr. Carl Stockton, Chancellor**

## Administrative Staff:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Director of Athletics - interim</td>
<td>Jessie Rosa</td>
<td>244-3541</td>
</tr>
<tr>
<td>Associate Director of Athletics/SA</td>
<td>Jessie Rosa</td>
<td>244-3712</td>
</tr>
<tr>
<td>Assistant Director of Athletics for Compliance</td>
<td>Andréé Houston</td>
<td>244-3152</td>
</tr>
<tr>
<td>Faculty Athletics Representative</td>
<td>Dr. John Aho</td>
<td>244-3738</td>
</tr>
<tr>
<td>Athletic Administrative Assistant</td>
<td>Susan Terino</td>
<td>244-3541</td>
</tr>
<tr>
<td>Sports Information Director</td>
<td>Tim Lutz</td>
<td>244-3832</td>
</tr>
<tr>
<td>Graduate Assistant, Compliance</td>
<td>Courtney</td>
<td>244-3928</td>
</tr>
<tr>
<td>Intern, Compliance</td>
<td>Devon Smith</td>
<td>244-3928</td>
</tr>
<tr>
<td>Graduate Assistant, Sports Information</td>
<td>Billy Mangum</td>
<td>244-3175</td>
</tr>
<tr>
<td>Graduate Assistant, Sports Information</td>
<td>Jordan Lindsay</td>
<td>244-3175</td>
</tr>
<tr>
<td>Head Athletic Trainer</td>
<td>Kyle Sampsell</td>
<td>244-3234</td>
</tr>
<tr>
<td>Assistant Athletic Trainer</td>
<td>Molly Maffei</td>
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<tr>
<td>Assistant Athletic Trainer</td>
<td>Bradley Williams</td>
<td>244-3653</td>
</tr>
<tr>
<td>Assistant Athletic Trainer</td>
<td>Tamara Stacey</td>
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## Coaching Staff:

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<thead>
<tr>
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<th>Name</th>
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<tbody>
<tr>
<td>Baseball</td>
<td>Head Coach</td>
<td>Marty Lovrich</td>
<td>244-3237</td>
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<td></td>
<td>Assistant Coach</td>
<td>Clay Booth</td>
<td>244-3236</td>
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<tr>
<td>Men’s Basketball</td>
<td>Head Coach</td>
<td>Michael Cheaney</td>
<td>244-3542</td>
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<tr>
<td></td>
<td>Assistant Coach</td>
<td>Robert Penny</td>
<td>244-3093</td>
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<tr>
<td>Women’s Basketball</td>
<td>Head Coach</td>
<td>Dan Davis</td>
<td>244-3235</td>
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<tr>
<td></td>
<td>Assistant Coach</td>
<td>Kris Seigenthaler</td>
<td>244-3366</td>
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<tr>
<td>Men’s/Women’s Cross Country</td>
<td>Head Coach</td>
<td>Ryan Thompson</td>
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<td></td>
<td>Graduate Assistant Coach</td>
<td>Chloe Brown</td>
<td>244-3541</td>
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<tr>
<td>Men’s Soccer</td>
<td>Head Coach</td>
<td>Wulf Koch</td>
<td>244-3617</td>
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<td>Volunteer Coach</td>
<td>Spencer Jacoby</td>
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<tr>
<td>Women’s Soccer</td>
<td>Head Coach</td>
<td>Tafadzwa Ziyenge</td>
<td>244-3141</td>
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<tr>
<td></td>
<td>Graduate Assistant Coach</td>
<td>Spencer Valdespino</td>
<td>244-3141</td>
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<tr>
<td>softball</td>
<td>Head Coach</td>
<td>Eric Newell</td>
<td>244-3538</td>
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<tr>
<td></td>
<td>Assistant Coach</td>
<td>Scottie Wilkes</td>
<td>244-3520</td>
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<tr>
<td>Men’s/Women’s Tennis</td>
<td>Coach</td>
<td>Rolando Vargas</td>
<td>244-3448</td>
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<tr>
<td></td>
<td>Graduate Assistant Coach</td>
<td>Fares Kilani</td>
<td>244-3448</td>
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<tr>
<td>Volleyball</td>
<td>Head Coach</td>
<td>Melissa Robinson</td>
<td>244-3175</td>
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<tr>
<td></td>
<td>Graduate Assistant Coach</td>
<td>TBD</td>
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DEPARTMENT OVERVIEW

We strive to provide a competitive program for student-athletes that will support the development of the whole person through education and competition in order to stimulate a lasting attitude of respect, responsibility, integrity leadership and sportsmanship. The University adheres to the guidelines for fair and equitable intercollegiate athletic competition as set forth by the NCAA.

Generally speaking, the intercollegiate program is set forth to provide athletic competition for the male and female students of the University; to provide a training ground for those students who are planning a career, either professionally or administratively, in the field of athletics; to provide a wholesome recreational outlet for both the participant and spectator; and to develop the spirit of athletic achievement in a competitive situation.

AUM student-athletes are reminded that as a member of the NCAA, the University subscribes to and is bound by rules of those organizations governing the conduct of intercollegiate athletics and eligibility of those student-athletes who participate therein. These rules aim to keep athletics in its useful, but subordinate, place in the educational program of the University. The immediate responsibility for enforcing these rules is placed by the University jointly upon the Department of Athletics staff and the Intercollegiate Athletic Committee, comprised of faculty, administrative staff and student members, who are responsible directly to the Chancellor of the University.

AUM’s student-athletes belong to a proud tradition...a tradition of academic and athletic excellence. Our success on the field and in the classroom will continue because our student-athletes, coaches and administrators share in the commitment that the “tradition of excellence” be maintained. A vital component of the commitment to the tradition of excellence is the understanding that AUM’s athletes are students first.

AUM student-athletes have a responsibility to fulfill clear expectations which include:

- Earning a baccalaureate degree.
- Meeting all academic responsibilities; attending class regularly, turning in assignments, interacting with faculty, meeting with faculty advisors, and taking advantage of University resources.
- Striving to be involved as a member of the University community and making a strong effort to make the most of the educational experience.
- Understanding and utilizing the support services available in the Warhawk Academic Success Center (WASC); assuming the responsibility to seek assistance when needed.
- Understanding that the assumption of personal responsibility is the foundation of the education experience. All student-athletes should be aware that at all times they represent the University, the Athletic Department and their team.
Upperclassmen must understand that it is their responsibility to serve as exemplary role models for new student-athletes.

- Making a commitment to academic integrity

ATHLETICS GOVERNING ASSOCIATION

CONFERENCE

Auburn University at Montgomery is a member of the Gulf South Conference (GSC). The GSC member institutions believe good sportsmanship is an integral part of competition. In order for good sportsmanship to prevail, coaches, student-athletes, and fans must display respect, fairness, honesty and responsibility before, during and after all athletic contests.

INSTITUTION

Auburn University at Montgomery is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, educational specialist and doctoral degrees.

BOARD OF TRUSTEES

The Board of Trustees, as the highest governing body of Auburn University at Montgomery (AUM), has ultimate control and responsibility for determining and revising policies regarding AUM. This authority is delegated to the Chancellor of AUM, under whose jurisdiction the Department of Athletics directly falls.

OFFICE OF THE CHANCELLOR

The Chancellor is charged with the official responsibility for certifying that the Department of Athletics polices, programs and activities are in compliance with National Collegiate Athletic Association (NCAA) and Conference rules and regulations, as well as the applicable laws of the State of Alabama.

ATHLETIC ADVISORY BOARD

INTERCOLLEGIATE ATHLETICS COMMITTEE

The Intercollegiate Athletics Committee (IAC) exists to help the University develop and maintain the best possible intercollegiate athletic program consistent with the academic integrity of the institution and the academic and social development of student-athletes. The IAC is the primary committee that advises the Chancellor on all matters pertaining to the education and well being of student-athletes, Gender Equity/Title IX and the
academic integrity of the intercollegiate athletic program. The IAC, on behalf of the Chancellor, provides the necessary campus input and participation in intercollegiate athletics as required by the conference, National Collegiate Athletic Association and AUM. The IAC will also be responsible for making recommendations to the Faculty Senate on issues regarding the intercollegiate athletic program of the University.

The IAC consists of one representative from each College and the Library. As defined by the Faculty Senate, a committee member term shall last three years and shall not serve more than two terms, except for those units of fewer than fifteen full-time faculty members, who may serve no more than four consecutive terms. A representative of the Student Government Association and a representative from the Student-athlete Advisory Committee will serve as voting members. The IAC will meet a minimum of once per semester to discuss the status of the intercollegiate athletic program and any recommendations from the Faculty Senate.

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**FACULTY ATHLETIC REPRESENTATIVE**

The Faculty Athletic Representative (FAR) is the key institutional liaison to the Department of Athletics. The involvement of the FAR includes eligibility certification, academic-related duties, maintaining an atmosphere of compliance and institutional control, and assisting in investigations of rules compliance. The FAR also serves as key contact for student-athletes regarding academics and welfare.

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**STUDENT-ATHLETE ADVISORY COMMITTEE**

The Student-Athlete Advisory Committee (SAAC) is a primary avenue of communication between student-athletes, the institution, and athletics administration. The SAAC provides a forum in which student-athletes and Athletic Department leadership can discuss openly issues relevant to intercollegiate athletics including student-athlete welfare. The SAAC group consists of a diverse representation of two representatives from each institutional sport. A copy of the SAAC Constitution is available in the Compliance Office.

The Purpose of SAAC is:

- To facilitate and promote efficient communication between the administration and the student-athletes to better serve their needs
- To make recommendations on programs designed to serve these needs
- To encourage increased involvement of the student-athletes in campus and community projects
- To promote increased communication between intercollegiate teams
To design and provide programs that encourage academic achievement, health promotion, social responsibility, leadership skills, and general awareness; as well as to support and encourage graduation

To promote an atmosphere within the department that encourages and welcomes unity among all student-athletes

Any student-athlete interested in serving as a representative for the AUM SAAC committee should contact his/her head coach, the Assistant Director of Athletics for Compliance or the Director of Athletics. The Student-Athlete Advisory Committee is a recognized club/organization by the Office of Student Involvement and Leadership Programs within the Division of Student Affairs and may request funding for special projects.

STUDENT-ATHLETE ADVISORY COMMITTEE SPORTSMANSHIP STATEMENT

At AUM, we display sportsmanship by acting with respect and integrity. We are committed to providing our fans and visitors with a hospitable environment, as would be expected when we are visitors. For this reason, we have zero tolerance of unsportsmanlike conduct from any student athlete, coach, or personnel because the behavior of these representatives reflects on the University. It should be the goal of all persons associated with AUM to place the integrity and values of AUM ahead of everything else. Therefore, we expect nothing but greatness from our representatives because our standard is excellence and our goal is to be great.

COMMUNITY ENGAGEMENT

The Department of Athletics has a strong tradition of helping others in the community. The Department of Athletics promotes this tradition by encouraging its teams to volunteer their services in various community projects. Student-athletes are required to complete at least 10 hours. There are many benefits of community service. It is another way for our athletes to build character, gain leadership skills, understand the importance of helping others and give back to the community that supports their athletic endeavors.
STUDENT-ATHLETE CODE OF CONDUCT

The Department of Athletics fully supports the mission and standards of the university and is committed to being represented by student-athletes who are in compliance with the behavior expected of all enrolled students. Participation in intercollegiate athletics at AUM is a privilege that requires responsibility above and beyond the normal participation standards.

The ongoing monitoring of student-athletes is in the best interest of both the student-athletes and the university. AUM student-athletes are to represent the university personally in a manner that is representative of the high standards of the programs of excellence in both academics and extracurricular activities.

The Department of Athletics strives for gender equity by providing equitable athletic opportunities for both men and women and developing and sustaining programs, which help all student-athletes achieve their potential academically, athletically and developmentally. AUM makes every effort to employ coaches and staff members who are capable of performing as professionals in an educational community where high standards of integrity and ethical behavior, as well as sportsmanship are expected of its members. The Department of Athletics places great emphasis upon retention and graduation rate, trying to increase these numbers toward an ideal 100 percent. Finally, we will continue to recruit student-athletes that are academically and athletically prepared for a competitive university environment.

EXPECTATIONS AND STANDARDS

- To maintain good physical and mental health habits and strong sense of community among all student-athletes
- To hold accountable any student-athlete who may be using or experiencing problems with alcohol or drugs and refer them to treatment and support them as needed
- To identify inappropriate behavior patterns and provide a means of intervention and treatment (e.g. education and counseling)
- To help ensure that every student-athlete is medically and emotionally competent to participate in healthy and competitive athletic play
- To ensure that all AUM student-athletes are exemplary representatives of the university, on campus, in athletic play, in the community, and when representing the university
Every student-athlete is expected to conduct him or herself in a manner that exhibits honor and respect to the team, department, university and surrounding community for the duration of his or her tenure as a student-athlete. In addition, student-athletes are accountable to the following authorities:

- State and federal laws, both civil and criminal
- University Student Code of Conduct
- National Collegiate Athletic Association
- Conference
- Team Rules

The NCAA defines unethical conduct by a prospective student-athlete or enrolled student-athlete or a current or form institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, may include, but is not limited to, the following. Unethical conduct is subject to disciplinary action by the institution, conference, and/or NCAA.

- Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution
- Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete
- Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid
- Knowing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation
- Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner")
- Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state or federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.3: however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law
• Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades, test scores)
• Fraudulence or misconduct in connection with entrance or placement examinations
• Engaging in any athletics competition under an assumed name or with intent otherwise to deceive

TEAM RULES

It shall be the head coach’s responsibility to establish and enforce additional team regulations for his/her particular sport. All student-athletes are expected to comply with established team and training rules. Any student-athletes have the right to appeal any unfavorable disciplinary action by a coach to the Director of Athletics, who may choose to forward the appeal to the Intercollegiate Athletics Committee. The following guidelines will apply to all student-athletes.

• Athletics aid may be reduced or cancelled during the period of the award if the student-athlete:
  ▪ renders himself/herself ineligible for intercollegiate competition;
  ▪ fraudulently misrepresents any information on an application, letter of intent or financial aid agreement
  ▪ engages in serious misconduct warranting substantial disciplinary penalty;
  ▪ voluntarily withdraws from a sport for personal reasons.

• Student-athletes are expected to attend all classes. Missing classes except for scheduled games will not be tolerated. Missing class to attend practice is a violation of NCAA regulations.

• Possession and/or use of a controlled substance may be deemed sufficient cause for immediate dismissal from the team and for possible disciplinary action by University authorities.

• The purchase and/or consumption of alcoholic beverages by student-athletes or student employees, regardless of age, on any road trip, or while representing the University, is strictly forbidden and will result in disciplinary action which may include suspension or dismissal from the team.

• No play or game personnel may use any form of tobacco product during athletic practices and contests.

• Participation in gambling activities that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling, is a violation of NCAA regulations.

• All student-athletes are expected to display acceptable behavior on and off the playing field. Fighting, verbal abuse, taunting, hazing activities and foul language are not acceptable.
• All athletes must travel to events with the team. A student-athlete may return home with parent(s) or guardian(s) provided prior approval has been received by the coach. The parent or guardian must submit the travel approval form at least 24 hours prior to departure from the campus for that specific event or contest.

• Participation in ceremonies or team and department-sponsored activities is expected of each student-athlete.

• Game uniforms, including warm-ups, jackets, etc., are to be worn only at games or upon other occasions as specified by the coach. All apparel is the property of the University and must be returned at the end of the playing season to the head coach. Failure to return apparel and equipment will result in a hold being placed on your student account.

• Attendance at training sessions and practices must take precedence over non-athletic extracurricular meetings and events. Exceptions are at the discretion of the coach.

• The student-athlete is expected to participate in all practices and games. Illness, injury or special needs must be communicated to and approved by the Sports Medicine Staff and head coach.

• Violations of guidelines may be sufficient grounds for reduced athletics financial aid, nonrenewal of athletics financial aid, and disciplinary action up to and including suspension or dismissal from the team.

• The Department of Athletics does not forbid any specific extracurricular activities but only allows participation as long as it does not interfere with official team activities. Scholarship athletes should have other extracurricular activities approved by head coach during the recruiting process.

SPORSTM A N SHIP

Individuals employed by or associated with AUM to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

It shall be the responsibility of AUM to ensure that all individuals employed by or directly associated with the athletic program of this institution, including its student-athletes, conduct themselves in a sportsmanlike manner when representing their university, especially at intercollegiate athletic contests. Unsportsmanlike conduct shall subject the individual to disciplinary action.

MISCONDUCT
Student-athletes are expected to uphold the university’s Student Code of Conduct. At all times, student-athletes are required to conduct themselves in a manner respectful of themselves, their team, the university and Department of Athletics, game officials, opponents, and property. Student-athletes are to refrain from disrespectful conduct, such as unsportsmanlike conduct like profane, abusive, demeaning, harassing, threatening, or obscene expression. Disrespectful conduct will be reviewed by the Head Coach and Director of Athletics and may result in disciplinary action.

At the beginning of each academic year, a mandatory presentation will be made to all student-athletes to outline and to review institutional and NCAA regulations, drug and alcohol policies, conduct policies, as well their purposes and implementation. The Director of Athletics or his/her designee will make this presentation to each team. Each student-athlete will be required to sign a form acknowledging receipt and understanding of the policy in order to participate in intercollegiate athletics at AUM.

Possible conduct infractions not covered by the university policies and procedures will be administered by the Director of Athletics or his/her designee.

- Any member of the Department of Athletics may report a violation of the Policy.
- Any member of Campus Police may report a violation of the Policy.
- All reports must be based on first-hand knowledge and will remain confidential.
- All reports of violation must be submitted to the Director of Athletics in writing within one week of the event.
- The Director of Athletics will notify the student-athlete and the coach of the respective sport of the violation and appropriate sanctions. In the absence of the Director of Athletics, the Associate Director of Athletics will serve in this capacity.

Any student-athlete, coach or administrator who is ejected from a contest will be automatically suspended from participation in the next scheduled contest of their team. Suspension will carry over to the next season. Acts of unsportsmanlike conduct by any individual may include, but are not limited to:

- Striking or physically abusing an official, opposing coach, player or spectator
- Intentionally inciting participants or spectators to violent or abusive action
- Using obscene gestures, profane, unduly provocative language or action towards officials, opponents, or spectators
- Engaging in negative recruiting by making statements to prospective student-athlete, parents, high school coach or other person interested in the prospective student-athlete which are not of a positive nature about another academic institution or its personnel
- Being unduly critical publicly of any game official, conference personnel, another member institution or its personnel
- Being involved in any acts of unsportsmanlike conduct not specifically prescribed

**GRIEVANCES**

The Department of Athletics is committed to ensuring all department constituents (coaches, student-athletes, staff and volunteers) represent the university with integrity, emphasizing equity, inclusiveness and compliance. To this end, the Department of Athletics will operate as an inclusive community that both values the expression of differences and promotes excellence in instruction, personal development and institutional success.

All disputes and conflicts involving student-athletes, coaches and/or athletics support staff that cannot be resolved between individuals directly involved should be directed to the appropriate sport administrator or the Faculty Athletics Representative. One or both of these individuals will review the case and mediate a resolution (except in the case of allegations of sexual misconduct) involving the appropriate coach(es) and Department of Athletics staff members.

The Department of Athletics is supportive of the established processes for voicing grievance in both academic and non-academic issues related to violations of the conduct regulations. Moreover, in the event of accusations, the department is committed to providing an environment of fairness where the student-athletes have an opportunity to participate in the enforcement procedures.

**DISCIPLINARY SANCTIONS AND DISCIPLINARY PROCESS**

All athletic disciplinary hearings will be heard by the Director of Athletics or his/her designee.

- **Violation of Team Rules**: Head Coaches will establish team rules consistent with the expectations and standards of the department. Team rules shall be in writing and distributed to team members at the start of each academic year. The Head Coach and Director of Athletics each have the authority to impose sanctions for violation of team rules.
- **Violation of Rules or Policies other than Team Rules**: For violations of rules and policies other than team rules (e.g., violations of NCAA rules, AUM policies, etc.) the Head Coach may impose sanctions with the approval of the Director of Athletics, or designee.
- **Violations of university policies**: Will be handled as deemed appropriate by the Vice Chancellor for Student Affairs. Additional sanctions may be placed on the student-athletes from the Director of Athletics and/or head coach for such violations.
• The Director of Athletics will handle violations of the Athletics Expectations and Standards Policy that fall outside the University Student Code of Conduct (e.g. behavior not in keeping with the University Expectations and Standards, breaking curfew, dress code on a road trip, acting as a poor host for prospective students, etc.).

• Violation of Criminal Law: Student-athletes arrested for, or charged with, violating the criminal law may be placed on immediate suspension from involvement in team activity pending further investigation. The Head Coach and/or Director of Athletics may, for violation of criminal law, impose team sanctions on the student-athlete.

• Multi-Sport Athletes: Multi-sport athletes will not be relieved of any sanctions previously imposed in connection with rules violation while participating in another team sport when changing sports.

Possible sanctions include but are not limited to:

• Warning: The issuance of a written warning
• Probation: Special status with conditions imposed for a limited time
• Community Service: At the direction of the Department of Athletics
• Restitution: Payment for damaged property
• Temporary Suspension: Removal of a student-athlete from all Department of Athletics activities, including participation in team events, for a limited time
• Interim Suspension: Removal of a student-athlete from all Department of Athletics activities, including participation in team events, for a specified period of no less than one season
• Expulsion: Permanent removal from a team and/or Department of Athletics activities
• Withdrawal of Financial Aid: Termination of athletic-related financial aid at first opportunity allowable by NCAA regulations

TITLE IX - HARASSMENT POLICY

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." 20 U.S.C. § 1681

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance. Title IX also prohibits sexual harassment, which includes sexual assault and sexual violence. Additional information regarding what behaviors may constitute sexual harassment and other forms of sexual misconduct is available at www.aum.edu.
WHO IS COVERED BY TITLE IX?

Educational institutions that receive federal financial assistance are covered by Title IX. If only one of the institution’s programs or activities receives federal funding, all of the programs within the institution must comply with Title IX regulations.

NON-DISCRIMINATION NOTICE

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Auburn University at Montgomery does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, gender identity, national or ethnic origin, disability, or veteran status in employment processes, admission or financial aid programs, or educational programs or activities.

UNIVERSITY TITLE IX COORDINATORS

In accordance with Title IX regulations, the University has designated Jeanine Boddie-LaVan, Senior HR Officer, as the University’s Title IX Coordinator. She is charged with monitoring compliance with these regulations and coordinating efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws. Questions regarding Title IX, as well as concerns and complaints of non-compliance, may be directed to her.

Dr. Janice Lyn, Vice Chancellor of Student Affairs, has been designated as Deputy Title IX Coordinator for Student Sexual Misconduct. She is responsible for receiving student complaints of sexual harassment, including sexual assault, sexual violence or other sexual misconduct, against other AUM students.

The University also designates Dr. Nicole Thompson, Assistant Vice Chancellor for Student Affairs as Deputy Title IX Coordinator for Athletics. She is responsible for receiving complaints of sexual harassment, including sexual assault, sexual violence or other sexual misconduct or gender equity, against administrators, coaches, or other AUM students.

FAILURE TO COMPLY WITH TITLE IX

The penalty for failure to comply with Title IX in the most extreme circumstances can include the termination of all or part of an institution’s federal funding. This includes grants, subsidies, and other program funds from the federal government. In addition to
the loss of federal funds, universities may be sued by those seeking redress for violations of Title IX. It is essential that institutions receiving federal financial assistances operate in a nondiscriminatory manner. To ensure the University’s compliance with the law, adherence to Title IX regulations is everyone’s responsibility.

COMPLAINTS UNDER TITLE IX: STUDENTS

If you are a student who believes you have been subjected to (1) sexual harassment by University faculty or staff; or (2) any other form of gender discrimination under Title IX, you may report such misconduct or file a formal complaint with the Title IX Coordinator in the Office of Human Resources and Affirmative Action. Complaints must be submitted in writing not more than 300 days after the incident(s) in question. For good cause, and at the University’s discretion, the writing requirement or the 300 day time limitation may be waived.

If you are a student who believes you have been or are the victim of sexual harassment, including sexual assault, sexual violence or other sexual misconduct, by another university student, you may report such conduct or file a complaint under Title IX with the Deputy Title IX Coordinator for Student Sexual Misconduct.

CONTACT INFORMATION

Jeanine Boddie-LaVan, Senior HR Officer & Title IX Coordinator
Office of Human Resources and Affirmative Action
Phone: (334) 244-3639  Fax: (334) 244-3751
Email: jblavan@aum.edu

Dr. Janice Lyn, Vice Chancellor of Student Affairs & Deputy Title IX Coordinator for Student Sexual Misconduct
Office of the Dean of Students
Phone: (334) 244-3028
Email: jlyn@aum.edu

Dr. Nicole Thompson, Assistant Vice Chancellor for Student Affairs & Deputy Title IX Coordinator for Athletics
Department of Athletics
Phone: (334) 244-3106
Email: cthomp23@aum.edu

ANTI-HAZING POLICY
The AUM Department of Athletics will not tolerate any form of hazing amongst its students, staff or teams. To view the University Anti-Hazing Policy visit www.aum.edu.
SOCIAL MEDIA POLICY

Student-athletes are encouraged to use discretion when posting on social network sites, such as Facebook, Instagram, Twitter, Tumblr, etc. If a student-athlete represents the Department of Athletics, or AUM and its faculty, staff and/or students in any manner inconsistent with the mission of the University, the University reserves the right to take appropriate disciplinary action. Student-athletes are responsible for adhering to all rules and guidelines in the Student-Athlete and University Handbooks.

STUDENT HOST RESPONSIBILITIES

CONDUCT EXPECTATIONS

Individuals involved in the recruiting visit will act in a responsible manner and are expected to abide by the law. The use of alcohol, drugs, sex and gambling in recruiting are prohibited and will result in disciplinary action.

- Individuals involved in the recruiting visit will act in a responsible manner and are expected to abide by the law. (Do not take an underage recruit to a bar or club which allows admittance only to those over 21 years of age. Alcohol is prohibited regardless of age.)
- NCAA Rules must be abided by in all situations (see above).
- No engagement in any type of “adult entertainment” (i.e., exotic dance clubs, escort services).
- Never leave a recruit alone or with a non-team member (e.g., President’s Select). No dates or “set-ups” for the recruit.
- Have a plan for entertaining the recruit and review with your head coach or designee. Advise the head coach in advance of any changes to the plan.
- Report to your head coach immediately if your recruit acts in a manner detrimental to him/herself and/or AUM.

TOBACCO PRODUCTS

As a tobacco-free campus, the use of tobacco products is prohibited by all game personnel (i.e. coaches, players, trainers, managers, and game officials) in all sports during practice and competition.
The Family Rights and Privacy Act (FERPA) is designed to protect the privacy of students’ educational records. The Authorization to Release Educational Record Information request form is completed during the student-athlete orientation each academic year. The authorization provided by this form will expire one year from the date which it is signed. This authorization may also be withdrawn or revoked at any time by giving written notice. For more information visit www.aum.edu.
ATHLETIC COMPLIANCE

OUR RESPONSIBILITY

As a student-athlete at Auburn University at Montgomery you are responsible for adhering to the rules and regulations of the NCAA, Conference, and University. It is important that you have an understanding of these rules so you are able to identify a situation that may jeopardize your eligibility. Some, but not all of these rules, are summarized below. Please direct any NCAA or Conference question to the Athletic Compliance Office and remember ASK BEFORE YOU ACT.

REPORTING A VIOLATION

Any individual may report an alleged, rumored, or suspected violation to the Athletic Compliance Office, Director of Athletics or the Faculty Athletics Representative. It is your responsibility to report any alleged or suspected rules violations. Information may be submitted verbally or written.

REPORTING A CRIME OR SUSPECTED WRONGDOING

Call campus police 334-244-3424. You can report non-criminal related issues to your head coach, an athletic administrator, or staff.

BEGINNING OF THE YEAR

At the start of each academic year, the Department of Athletics conducts an orientation for all student-athletes. The purpose of the orientation is to introduce academic support staff and offices, campus support staff and offices, athletic department staff, and the Faculty Athletics Representative. The department discusses compliance related paperwork, reviews rules, introduces new changes within the department, and provides an updated version of the student-athlete handbook.
Before participation in intercollegiate competition each academic year, a student-athlete shall sign a statement in a form prescribed by the NCAA DII Management Council in which the student-athlete submits information related to eligibility, recruitment, financial aid, amateur status, previous positive drug tests administered by any other athletics organization and involvement in organized gambling activities related to intercollegiate or professional athletics competition under the Association's governing legislation.

The student-athlete also consents to be tested for the use of drugs prohibited by NCAA legislation. A student-athlete shall complete and sign the consent form before practice or competition, or before the Monday of the fourth week of classes, whichever is earlier.

**ACADEMIC STATUS**

To be eligible to represent an institution in intercollegiate athletic competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree. A waiver of the minimum full-time enrollment requirement may be granted for a student enrolled in the final term of the baccalaureate program. Also a student may represent the institution while enrolled as a graduate or professional student or while enrolled and seeking a second baccalaureate degree at the same institution.

**COMPLIANCE WITH OTHER NCAA AND CONFERENCE LEGISLATION**

To be eligible to represent the University in intercollegiate athletics competition, a student-athlete shall be in compliance with all applicable provisions of the constitution and bylaws of the Association and all rules and regulations of the University and the conference(s) of which the institution is a member. Specific attention is called to legislation affecting eligibility in the following areas.

**UNETHICAL CONDUCT**

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

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

STUDENT-ATHLETE STATEMENT

Prior to participation in intercollegiate competition each academic year, a student-athlete shall sign a statement in a form prescribed by the NCAA DII Management Council in which the student-athlete submits information related to eligibility, recruitment, financial aid, amateur status and involvement in organized gambling activities related to intercollegiate athletics competition under the Associations' governing legislation. Failure to complete and sign the statement shall result in the student-athlete's ineligibility for participation in all intercollegiate competition. Violations of this bylaw do not affect a student-athlete's eligibility if the violation occurred due to an institutional administrative error or oversight, and the student-athlete subsequently signs the form; however, the violation shall be considered an institutional violation per Constitution 2.8.1.

DRUG-TESTING CONSENT FORM

Each academic year, a student-athlete shall sign a form prescribed by the Management Council in which the student-athlete consents to be tested for the use of drugs prohibited 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 is earlier, shall result in the student-athletes ineligibility for participation (i.e., practice and competition) in all intercollegiate athletics. Violations of this bylaw do not affect a student-athlete's eligibility if the violation occurred due to an institutional administrative error or oversight, and the student-athlete subsequently signs the form; however, the violation shall be considered an institutional violation per Constitution 2.8.1

AUTHORIZATION/BUCKLEY AMENDMENT CONSENT FORM—DISCLOSURE OF PROTECTED HEALTH INFORMATION

The student-athlete may voluntarily sign a statement in which the student-athlete authorizes/consents to the institution's physicians, athletic trainers and health care personnel to disclose the student-athlete's injury/illness and participation information associated with the student-athlete's training and participation in intercollegiate athletics to the NCAA and to its Injury Surveillance Program (ISP), agents and employees for the purpose of conducting research into the reduction of athletics injuries. The
authorization/consent by the student-athlete is voluntary and is not required for the student-athlete to be eligible to participate.
AMATEURISM

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

You cannot have signed or promised to sign with an agent, semi-professional or professional team or anyone else who offers to help manage your professional career. If you have received prize money, you may also be ineligible. Please contact the Assistant Director of Athletics for Compliance if any of these things have occurred.

PROMOTIONAL ACTIVITIES

Promotional appearance requests for all student-athletes must comply with the guidelines. If the appearance request complies with the applicable guidelines, Auburn University at Montgomery will accommodate such request at its discretion. Factors the university considers to determine if an appearance request will be approved include, but are not limited to, distance the student-athlete will have to travel to appear, time of year, academic issues and the number of appearance requests for the specific student-athlete.

GAMBLING

Staff members of the Department of Athletics, student-athletes and non-Department of Athletics staff members who have responsibilities within or over the Department of Athletics shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition
- Solicit a bet on any intercollegiate, amateur, professional contest and/or team
- Accept a bet on any team and/or individual representing the institution
- Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value
- Participate in any sport wagering activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling
- Participate in internet sport wagering
- Participate in auctions in which bids are placed on teams, individuals or contest
• Participate in any pools or fantasy leagues in which an entry fee is required and/or there is an opportunity to win a prize

Institutional staff members found in violation of the provisions of this regulation shall be subject to disciplinary or corrective action as set forth in the applicable national association enforcement procedures, whether such violations occurred at the certifying institution or during the individual’s previous employment at another member institution.

OUTSIDE COMPETITION

Participation on any outside teams, while a member of an intercollegiate team, may jeopardize a student-athlete’s eligibility. Student-athletes must have written permission from their Head Coach and the Assistant Director of Athletics for Compliance prior to participation on any outside teams or in outside competition at any time of the year, including summer. Regulations are sport specific.

Sports Other Than Basketball
After enrollment, a student-athlete becomes ineligible if the student-athlete competes as a member of any outside team during AUM’s intercollegiate season in his/her sport. If there are separate fall and spring playing seasons, it is permissible to participate during the period between seasons without affecting eligibility (approval is still required). With approval, it is also permissible for a student-athlete to participate in outside competition as an individual during the academic year, as long as the student-athlete represents him/herself in the competition and does not receive expenses from an outside team.

Basketball
In the sport of basketball, student-athletes are not permitted to compete on any outside teams in the sport at any time while a member of AUM’s intercollegiate team. Summer league participation is the only competition permitted, but prior approval is still required.

Procedure for Approving Outside Competition
• The student-athlete will inform the Head Coach of his/her desire to participate in outside competition.
• The student-athlete will obtain and fill out the Outside Competition Approval Form and present it to their Head Coach for approval.
• If approved, the student-athlete must present the form to the Department of Athletics for review and approval.

A copy of the form provided will remain on file in the Department of Athletics.
RECRUITING

You may be asked to assist in the recruiting process of prospective student-athletes. Rules that apply to your participation in recruitment include:

- You may not telephone or meet off-campus with a recruit for the purpose of promoting our athletic program or encouraging enrollment at AUM.
- You may not provide any material assistance (e.g., a place to stay, rides, meals, etc.) or an item of value (e.g., apparel) to any prospective student-athletes, even if the prospective student-athlete has signed the National Letter of Intent to attend the university. Recruits remain prospects as defined by the NCAA until the first day of fall classes, the first day of preseason practice, or the first day of summer bridge classes whichever comes first. Please contact the Compliance Office if you are unsure when someone is still considered a prospect.

You may be invited by your high-school coach or a program planner for a local organization to speak to a group. You may do so, and speak generally about your experiences as a student-athlete (e.g. time management). However, please be aware of the following:

- You may not make a recruiting “pitch” for AUM.
- You may not talk one-on-one with any student who is in grades 9-12, other than casual civil conversation not involving recruitment.
- You may not comment publicly about any prospective student-athlete that AUM is recruiting including during interviews by the media and on your personal social media site (e.g. Twitter, Facebook). Student-athletes can generally post a photograph, comment or status update of a prospect if it is unrelated to the prospect’s campus visit, does not include a recruiting message or endorsement and was not directed by a staff member.

Please speak with the Assistant Director of Athletics for Compliance in advance if you are asked to participate in high school activities.

OFFICIAL VISIT

AUM Athletics shall provide each visiting recruit and his/her family the opportunity to gain knowledge about academic programs, familiarize themselves with the athletics department including possible future teammates, coaches and support staff and experience what campus and community life would be like as a student-athlete.

YOU can make the difference when a recruit is deciding whether to attend AUM. The coaches have spent many hours getting to know recruits and their families and educating
them on what AUM has to offer in the way of academic courses, distinguished professors, state-of-the-art facilities, etc. For many, the decision-making process can be equally influenced by the people prospects meet on campus and the things they do while in the Montgomery community. You are our best sales people – use what has made AUM a great place for you to show recruits it’s the right place for them.

Our goal is for the recruit to confirm AUM will be the “right fit,” both academically and athletically, and for the university (e.g., coaches, staff) to feel the same way.

Remember, a recruiting visit is about the recruit. As you are showing recruits what it means to be a Warhawk – always representing the university well, working hard in the classroom and giving your all in your sport – those are some specific things to remember that will help to make sure they get the right message.

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**HOSTING PROSPECTIVE STUDENT-ATHLETES**

Current AUM student-athletes may serve as a host for prospective student-athletes who are on an official visit. You may receive $30 per day when you host the prospect. If you host more than one prospect, you may receive an additional $20 per day. This is to cover any meal expenses you incur.

To be designated as a host, a student-athlete must be a current AUM student and may not be a non-qualifier in his/her first year of residence. The Head Coach will submit the Student-Host Form to the Department of Athletics.

- The approved student-host form is given to the Administrative Associate to distribute funds to the student-athlete host.
- The student-athlete host must meet with the Administrative Associate to review procedures and receive the allotted funds to host the prospective student-athlete (PSA).
- On the first business day post visit, the student-athlete host must return all itemized receipts and/or unused funds to the Administrative Associate.

If the PSA is going to stay overnight with the student host, the Head Coach must verify with the Office of Admissions and Recruitment the PSA has completed an application and has emergency contact information on file. The following procedures must be followed:

(Housing and Residential Life Overnight Guest Policy)

- Overnight guests must be at least 18 years of age and must have photo identification in their possession.
- Residents are responsible for completing an Overnight Guest form, which can be retrieved from an RA, in order to have an overnight guest in the residence hall.
- Overnight guests of the same sex are limited to staying in a resident’s room no more than 3 nights per month.
- Consent of the roommate(s) must be obtained.
• Overnight guests of the opposite sex are NOT permitted in a resident’s room under any circumstances.
• Every guest is subject to university rules and regulations which affirm each student’s right to study, sleep, and privacy.
• It is the duty of the resident host to monitor and accept responsibility for the behavior of guests.
• All guests in any residence hall must be escorted by the host resident of that building at all times.
• The university reserves the right to deny access to any guest if it has been determined that the individual has disturbed, disrupted, or endangered any residents.

Complimentary admission is available to PSA’s during their official visit to AUM to attend athletic events. A coach must request complimentary admission for a PSA. If requested, the PSA will need to sign-in at the General Admissions table to receive admission to the sporting event; otherwise the PSA is responsible for the sporting event admission fee.

The Student Host Official Guidelines are as follows:

• Only one student-athlete from AUM can serve as an official host for each prospect per day. As a freshman, a student-athlete must have been a high school qualifier as determined by the eligibility centers of the applicable national athletic associations in order to serve as a host.
• A maximum of $30 per day meal money may be provided to the student-athlete to cover actual costs of meals for the prospect, anyone else accompanying them and himself/herself.
  • These funds cannot be used to purchase souvenirs such as hats, t-shirts, or any other mementos.
  • It is the responsibility of the student-athlete to personally handle this money, to collect receipts for money spent and to turn the receipts in to the Administrative Associate. **Student hosts may not give cash directly to the prospect, teammates or anyone else.**
• Any institutional staff member and/or other student-athletes not serving in the role of student-athlete host who wish to accompany the PSA during any entertainment activity may permissibly do so only if they cover their own entertainment costs. Entertainment activities are permissible; however, all participants, including PSA’s, must cover their own entertainment costs.
  o As an example, if during an official visit the student host chose to take the PSA to a movie, the student-athlete host could not use the allotted institutional funds to purchase the movie tickets.
• Student-athletes may not use vehicles provided or arranged for by any coach, institution staff member or booster of the institution. **Never** allow the recruit or anyone accompanying the recruit to operate their vehicle.
• Entertainment with the prospect and his/her guests must occur within a 30-mile radius of campus.

• When accompanying a prospect and his/her guests, a student-athlete may receive complimentary admission to campus athletic events via a pass list. No “hard tickets” will be issued for admission.

• Be aware that it is not permissible for a prospective student-athlete and booster (broadly defined as a “booster” as an individual, agency, entity or organization who is known by an institution to have participated in or been a member of an agency that promotes the institution's intercollegiate athletics program; have made financial contributions to the athletics department or a booster organization for the department; have been involved otherwise in promoting the institution's athletics program; have been a season ticket holder; have provided benefits to student-athletes or their relatives or friends) to have a conversation beyond an exchange of greetings. Try to prevent this situation from occurring if possible.

• Prospective student-athletes may engage in recreational/workout activities as long as the following conditions exist: The activity is not initiated or observed by the coach; it is not designed to test the athletic abilities of the prospective student-athlete; and the prospects must provide his/her-own equipment and apparel and may not be loaned these items. The perspective student-athlete must pay any fee associated with facility use (guest fee).

As a representative of AUM, student-athletes should use appropriate judgment in entertaining prospects. This includes, but is not limited to, not attending, arranging, or providing adult entertainment or gambling/wagering activities for the PSA. Consumption or purchase of alcoholic beverages by any individual under the age of 21 is illegal.

GENERAL RECRUITING REMINDER

Publicity: Student-hosts may not post a photograph, comment or status update of a prospect while the prospect is on a campus visit.

Boosters: Boosters may not come in contact with the prospects or provide funds to entertain a prospect.

Meals: The designated student host may receive meals when accompanying the prospect.

Entertainment: It is not permissible to entertain other relatives (e.g., siblings) or friends of a prospect at any time.

Comp Admissions: General seating to home athletics contests only. Media/bench area, press box, suite access is not permitted.

Automobiles: Coaches, staff, or boosters cannot provide an automobile for use by the prospect or the student host.
Host Entertainment Money: A UM may provide a host with a maximum of $30 for each day of the official visit to cover the actual costs of entertaining the prospect (and the prospect's parents, legal guardian or spouse).

Souvenirs: A UM may not give or buy a prospect or those persons who accompany the prospect any souvenirs such as shirts, photographs, jerseys, shoes, etc. The $30/day entertainment money may not be used to buy souvenirs.
ELIGIBILITY

Your athletics eligibility at AUM is an ongoing process. Review the following information each semester with the Faculty Athletics Representative, the Assistant Director of Athletics for Compliance, and/or your Head Coach to make sure you are making satisfactory progress and meeting NCAA progress-toward-degree requirements.

ELIGIBILITY FOR PRACTICE AND COMPETITION

ELIGIBILITY FOR PRACTICE

Before a student-athlete can participate in intercollegiate athletics each academic semester, the student-athlete must be cleared. Participation will only be granted to those student-athletes who have met all NCAA and institutional regulations. This process begins with the practice clearance process.

All student-athletes must be cleared for practice through the practice clearance process. This process takes place at the start of each academic semester (fall and spring) with the Registrar’s Office, Sports Medicine, Office of Financial Aid, Department of Athletics, and the Faculty Athletic Representative.

- The Registrar’s Office reviews academic credentials (e.g. major declared, enrolled full-time, holds, and appropriately coded) and updates the Practice Clearance Spreadsheet. When a student-athlete meets all academic requirements, the Registrar will clear the student-athlete for practice.
- Sports Medicine coordinates with each Head Coach for student-athletes to complete their medical forms/medical exam. Once a student-athlete has met all medical requirements (e.g. passed their physical, completed required forms and tests) for practice, Sports Medicine will clear the student-athlete for practice.
- The Office of Financial Aid reviews Financial Aid Report/Scholarship List, Exempt Institutional Aid Form, and Outside Aid Declaration Form to confirm individual and team limits are not exceeded. Once aid has been verified, Financial Aid will clear the student-athlete for practice. Financial Aid will verify whether a student-athlete has been cleared prior to the disbursement of any athletics aid.
- The Department of Athletics confirms incoming student-athletes (e.g. initial and transfers enrollees) are in the cue for review through the NCAA Eligibility Center, the enrollment history of all student-athletes is updated, and the appropriate forms have been completed by the student-athlete. Once a student-athlete has met all initial/transfer/continuing requirements, the Assistant Director of Athletics for Compliance will clear the student for practice.
• The FAR will review all requirements.
• As the start of practice near, the Assistant Director of Athletics for Compliance will send notification to the Head Coach regarding the practice clearance status of each student-athlete. The Assistant Director of Athletics for Compliance will work with each sport to ensure completeness and accuracy of the practice clearance roster throughout the year.
• It is the responsibility of the Head Coach to withhold student-athletes from practice, who have not been cleared to practice.

ELIGIBILITY FOR COMPETITION

As a freshman student-athlete your eligibility to participate in intercollegiate athletic competition in your first academic year at AUM is based on the NCAA Eligibility Center’s academic and amateurisms certification decision. This is accompanied by your enrollment status as a full-time student at AUM.
As a transfer student-athlete your eligibility to participate in intercollegiate athletic competition in your first academic year at AUM is based on the NCAA Eligibility Center’s academic and amateurism certification decision as well as transfer requirement.
set forth by the NCAA. This is accompanied by your enrollment status as a full-time student at AUM.

![](image)

**FIGURE 14-7**

Two-Year College Transfer Requirements  
(Bylaw 14.5.4)  
(Effective August 1, 2016)

<table>
<thead>
<tr>
<th>Qualifier with no four-year attendance and ONLY one full-time semester/quarter at two-year institution</th>
<th>All other qualifiers, partial qualifiers and nonqualifiers</th>
<th>All other qualifiers, partial qualifiers and nonqualifiers</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONLY one full-time semester/quarter</td>
<td>Two full-time semesters/three full-time quarters</td>
<td>Two full-time semesters/three full-time quarters</td>
</tr>
</tbody>
</table>
| 12 semester- or quarter-hours of transferable degree credit | • 12-semester or 12-quarter-hours of transferable degree credit per term of attendance:  
  • Six-semester/eight-quarter hours of transferable English;  
  • Three-semester/four-quarter hours of transferable math; and  
  • Three-semester/four-quarter hours of transferable science | Graduate |
| Transferable GPA of 2.200 | Transferable GPA of 2.200* | |
| Limit of two physical education activity credits for credit requirements and GPA | Limit of two physical education activity credits for credit requirements and GPA | |

* A nonqualifier who meets all the two-year transfer requirements EXCEPT the 2.20 GPA but has a minimum 2.00 GPA is eligible for practice and financial aid.
PROGRESS TOWARD DEGREE

Student-athletes’ progress toward degree based on NCAA standards is monitored three times a year (fall, spring, and summer) with the assistance of Academic College Representatives (ACR). ACRs are appointed by each academic college (General Curriculum, Arts & Science, Business, Education, Nursing & Health Sciences, and Public Policy & Justice). The Eligibility Certification Committee initiates and finalizes the progress toward degree process to maintain an accurate record for the certification of eligibility. Student-athletes entering their fifth semester must declare a major. From that point, the semester credits used to meet satisfactory-progress requirements must be degree credit toward the student-athlete’s designated degree program.

NCAA progress-toward-degree requirements are designed to guide student-athletes through their academic journey to graduation. The standards ensure student-athletes take the appropriate steps toward their degree, tackling everything from grade-point average to term-by-term and annual credit hour requirements.

### FIGURE 14-4

**Summary of Division II Progress-Toward-Degree Requirements**  
(Effective August 1, 2016)

<table>
<thead>
<tr>
<th>Entering Second Year of Collegiate Enrollment</th>
<th>Entering Third Year of Collegiate Enrollment</th>
<th>Entering Fourth Year of Collegiate Enrollment</th>
<th>Entering Fifth Year of Collegiate Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nine credits per term if enrolled full-time the previous term</td>
<td>Nine credits per term if enrolled full-time the previous term</td>
<td>Nine credits per term if enrolled full-time the previous term</td>
<td>Nine credits per term if enrolled full-time the previous term</td>
</tr>
<tr>
<td>18/27 credits earned during regular academic year (not including summer)</td>
<td>18/27 credits earned during regular academic year (not including summer)</td>
<td>18/27 credits earned during regular academic year (not including summer)</td>
<td>18/27 credits earned during regular academic year (not including summer)</td>
</tr>
<tr>
<td>24 semester/36 quarter hours</td>
<td>24 semester/36 quarter hours or 48/72 following second year of collegiate enrollment</td>
<td>24 semester/36 quarter hours</td>
<td>24 semester/36 quarter hours</td>
</tr>
<tr>
<td>2.0 cumulative GPA</td>
<td>2.0 cumulative GPA</td>
<td>2.0 cumulative GPA</td>
<td>2.0 cumulative GPA</td>
</tr>
<tr>
<td>Designation of degree program</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[This is a summary only. Please refer to Bylaw 14.4 for more detailed information.]
One of the most important forms regarding a student-athlete’s eligibility is the Progress Toward Degree form. This form allows the Eligibility Certification Committee to verify degree applicable coursework. Each semester you are enrolled an Academic College Representative will complete the form. You will sign the form with the Faculty Athletics Representative, the Assistant Director of Athletics for Compliance, and Head Coach. It is very important that you understand the form, as your signature validates that you understand your eligibility status. Student-athletes are responsible for their academic status, so please ask for advice if you have issues or concerns.

The Eligibility Certification Committee confirms the following requirements are met to certify student-athletes as eligible at the start of the fall semester. Student-athletes initially enrolled in college in the spring semester, must meet these requirements at the start of each spring semester.

- Full-Time Enrollment
- Good academic standing
- 9 credit hours earned in the last-full time term of enrollment
- 18 credits earned during regular academic year (not including summer)
- 24 credit hours earned in the preceding academic year
- 2.0 institution cumulative grade point average
- Designated/declared major by 5th semester

The Eligibility Certification Committee confirms the following requirements are met to certify student-athletes as eligible at the start of the spring semester for all fall initial enrollees, provided they were eligible in the fall semester. Student-athletes initially enrolled in college in the spring semester must meet these requirements at the start of each fall semester, provided they were eligible in the spring semester.

- Full-Time Enrollment
- Good academic standing
- 9 credit hours earned in the last-full time term of enrollment
- 2.0 institution cumulative grade point average

If a student-athlete is not eligible in the fall semester, they must meet all requirements in the next semester to regain their eligibility.

GOOD ACADEMIC STANDING

Good academic standing is defined as being eligible to continue as a student at AUM the following academic term. Student must have a 2.0 grade point average (both AUM and their cumulative GPA) to be in good standing academically. The conditional
classification does not constitute good standing. For any student to participate in extracurricular activities, the student must be in good academic standing.

**ELIGIBILITY FOR COMPETITION SEMESTER TO SEMESTER**

- Student-athlete must be in good standing with the institution (2.0 institution GPA and 2.0 cumulative GPA).
- Student-athlete must satisfactorily complete at least nine (9) degree applicable semester hours of academic credit in the preceding regular semester to be eligible for athletics participation during the next academic semester. Hours earned in remedial courses do not count.

**ELIGIBILITY FOR COMPETITION ACADEMIC YEAR TO ACADEMIC YEAR**

- Student-athlete must be in good standing with the institution (2.0 institution GPA and 2.0 cumulative GPA).
- Student-athlete must satisfactorily complete at least nine (9) degree applicable semester hours of academic credit in the preceding regular semester to be eligible for athletics participation during the next academic semester. Hours earned in remedial courses do not count.
- Student-athlete must pass 18 degree applicable semester hours of academic credit during the academic year (Fall and Spring semester only).
- Student-athlete must pass 24 degree applicable semester hours of academic credit during the academic calendar year (Fall, Spring and Summer).
- Concluding a student-athlete's fourth (4th) semester of full-time enrollment, the student-athlete is required to have completed 48 degree applicable semester hours of academic credit.

**ACADEMIC PROBATION/SUSPENSION POLICY**

The University expects each undergraduate to maintain a level of academic achievement consistent with University standards and to make reasonable progress toward the completion of a chosen curriculum.
The University may place a student on probation or suspension at any time if he or she neglects academic work or makes unsatisfactory progress toward graduation, as defined by the following categories.

**ACADEMIC PROBATION**

A student will be placed on academic probation whenever his or her cumulative grade point average at AUM is less than the grade point average identified below for the applicable level of cumulative graded hours:

<table>
<thead>
<tr>
<th>Cumulative Grade Hours</th>
<th>AUM GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 27</td>
<td>GPA is less than 1.43</td>
</tr>
<tr>
<td>28 - 57</td>
<td>GPA is less than 1.73</td>
</tr>
<tr>
<td>58 - 87</td>
<td>GPA is less than 1.81</td>
</tr>
<tr>
<td>More than 87</td>
<td>GPA is less than 1.87</td>
</tr>
</tbody>
</table>

1 Cumulative graded hours include hours attempted at AUM and attempted hours transferred from any other institution(s).

2 Only the institution GPA earned at AUM is used to determine the probation and suspension status (regardless of what the overall GPA may before transfer students).

No entering freshman or transfer student will be placed on probation at the conclusion of his or her first semester's work.

**CLEARING PROBATION**

A student may clear probation by elevating the cumulative grade point average at AUM to equal to or greater than those identified above for the applicable class level. Credits and grades earned at another institution may not be used to clear probation.
ACADEMIC SUSPENSION

A student will be placed on academic suspension whenever his or her cumulative grade point average at AUM is less than the grade point average identified below for the applicable level of cumulative graded hours:

<table>
<thead>
<tr>
<th>Cumulative Grade Hours¹</th>
<th>AUM GPA²</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 27</td>
<td>GPA is less than 1.00</td>
</tr>
<tr>
<td>28 - 57</td>
<td>GPA is less than 1.52</td>
</tr>
<tr>
<td>58 - 87</td>
<td>GPA is less than 1.61</td>
</tr>
<tr>
<td>More than 87</td>
<td>GPA is less than 1.76</td>
</tr>
</tbody>
</table>

¹Cumulative graded hours include hours attempted at AUM and attempted hours transferred from any other institution(s).

²Only the institution GPA earned at AUM is used to determine the probation and suspension status (regardless of what the overall GPA may before transfer students).

A student will be suspended only if he or she was on academic probation the previously enrolled term. A student will not be placed on academic suspension at the end of a semester in which a 2.0 (C) average was earned but will be continued on academic probation.

The first academic suspension will be for a period of one semester, summer term being counted as any other term. A student will be readmitted (by AUM’s Office of the Registrar) on academic probation following the expiration of the academic suspension.

No credit earned at another institution by a student on suspension form AUM will be used in clearing a suspension or in meeting requirements for any AUM degree.

INDEFINITE SUSPENSION

A student who returns to AUM on academic probation after an academic suspension will be placed on indefinite suspension whenever his or her cumulative grade point average at AUM is less than the grade point average identified above (under the heading Academic Suspension) for the applicable class level. A student will not be placed on indefinite suspension at the end of a semester in which a 2.0 (C) average is earned but will be continued on academic probation. Indefinite suspension will be for a period of at least
two terms (more than two terms if there are multiple indefinite suspensions), summer being counted as any other term, and the student may be readmitted only after submitting a petition for readmission to the Associate Provost for Undergraduate Studies and interviewing with the Readmission Committee on the basis of adequate evidence of the student's ability, maturity and motivation.

No credit earned at another institution by a student on indefinite suspension form AUM will be used in clearing a suspension or in meeting requirements for any AUM degree.

Note: If a final academic or indefinite suspension decision cannot be made because of deferred grades or the resolution of Incomplete or In Progress grades, the student will be suspended but permitted to register for the next semester on a conditional basis. All deferred grades and resolutions of Incomplete and In Progress grades that may affect the suspension consideration must be resolved within two weeks of the beginning of the semester for which the conditional approval to register was granted. If the deferred grades and/or resolutions of Incomplete and In Progress grades are not recorded in the Office of the Registrar within the first two weeks or the grades are not of sufficient quality to override the suspension criteria, the student will be suspended and dismissed from the university.

(AUM Course Catalog)

REMEDIAL/DEVELOPMENTAL COURSES

If a student is required to take remedial/developmental courses due to a performance deficiency, those courses will not count toward full-time attendance and will not count toward progress toward degree to be eligible for athletic participation during the next semester and academic year.

- For example, if a student-athlete takes 12 hours in the fall semester and one course (4 hours) is considered remedial/developmental, the student is considered not to be enrolled full time because the student-athlete would only be enrolled in 8 credit generating hours.
- For example, if a student-athlete takes 16 hours in the fall semester and one course (4 hours) is considered remedial/developmental, the student is considered to be enrolled full time because the student-athlete would be enrolled in 12 credit generating hours.

This means that remedial/developmental courses may need to be taken the summer prior to enrollment, in addition to a full academic course load, or during subsequent summers for a student-athlete to continue to make progress in their designated major to be eligible for athletic participation.
REPEATING A COURSE

If repeating a class in which the student-athlete received an unsatisfactory grade, they can only count that class one time toward the 24 hours required for maintaining athletic eligibility.

- For example, if student-athlete takes 12 hours during the fall semester and 12 hours during the spring semester, and during that time they repeated a 3-hour class that had previously received credit for, their annual semester credit total would be 21 hours. If this were to occur the student-athlete would need to take a 3-hour course during the summer semester to be eligible for athletic participation during the next academic year.

This rule does not apply for grades of “F,” as the student-athlete receives no class credit when this grade is received or when the minimum grade requirement is not met to satisfy progress toward degree.

FULL-TIME ENROLLMENT

Student-athletes must take no less than 12 semester credit hours during each semester to be eligible for practice and competition in their respective sport.

Remedial/developmental classes do not count toward full-time attendance. If a student-athlete drops below this 12-hour minimum, it will result in them becoming immediately ineligible for practice and competition and the loss of athletic related financial aid for the remainder of the current semester. Student-athletes should not drop a class prior to completing the Eligibility Certification Class Add/Drop Form and meeting with their Head Coach, College or Faculty Advisor, the Faculty Athletic Representative, and the Assistant Director of Athletics for Compliance.

ADDING/DROPPING CLASSES

All student-athletes will have athletic holds placed on their term coursework. This will prevent them from dropping below 12 hours and becoming ineligible to participate in competitions. If, during that academic term, a student-athlete desires to drop a class, they must:

- Discuss this with the Head Coach
- Meet with the Faculty Athletics Representative
- Meet with the Assistant Director of Athletics for Compliance
These individuals will review the request, and if found to not impact eligibility status, they will authorize the action using the AUM Class Drop Form. The student-athlete will then take the form to the Registrar’s Office, who will update/revise their course schedule.

In adding course work, student-athletes will be able to add course without assistance up to 18 hours of enrollment. If adding a class exceeds 18 hours, university policy states that any student must seek special permission from their academic advisor.


 DECLARING A MAJOR

By the beginning of the student-athlete’s fifth full-time semester, the student-athlete is required to have designated a program of studies leading towards a specific baccalaureate degree. From that point, the credits used to meet satisfactory-progress requirements must be degree credit toward the student’s designated degree program. If the student-athlete declares a major prior to their fifth full time semester of enrollment, all acceptable semester credit hours that apply to any bachelor degree program will count towards Progress-Toward-Degree component.

Students who are fully admitted and have declared a major are initially advised at a central advising office in the College in which the major falls. Freshmen work closely with this adviser to complete core and major courses. Upon attaining sophomore status, these students either continue with this central advising procedure or are assigned a departmental adviser who then serves as a consultant for academic concerns and other issues affecting academic performance and graduation/career track. Academic concerns can also be discussed with personnel at the WASC.

A declaration of a major is only official if the appropriate paperwork has been complete and submitted to the Registrar’s Office by the student-athlete.


 DECLARING A MINOR

Many student-athletes choose to pursue a minor in a field that they feel will help with their career. With the changing job market, student-athletes should have the opportunity to earn meaningful degrees that will best position them to be successful after college. A student-athlete may designate an optional minor in pursuit of their baccalaureate degree. A student-athlete who has designated an optional minor may utilize a maximum of six (6) credit hours per term earned in the minor to fulfill the credit-hour requirements for meeting progress toward degree provided the minor was declared prior to the start of the semester.

A declaration of a minor is only official if the appropriate paperwork has been complete and submitted to the Registrar’s Office by the student-athlete.
10-SEMESTER RULE

During the 10 semesters in which the student-athlete is enrolled in a collegiate institution in at least a minimum full-time program of studies, student-athlete complete his or her four seasons of intercollegiate competition in any one sport.

SUMMER SCHOOL & ENROLLMENT AT AN OUTSIDE INSTITUTION

According to the transient summer/non-term session procedures, student-athletes may utilize summer/non-term credits for eligibility if the student-athlete needs additional credits to fulfill the PTD requirements. Any student-athlete at AUM who wishes to take summer/non-term courses at another institution must request a transient form from their academic college advisor. Once a student has received approval, by obtaining the appropriate signatures from the academic college, the form is brought to the Registrar to confirm good standing. If it is determined that the student is not in good standing, permission is denied. While transient coursework can assist a student-athlete in meeting PTD requirements, transient coursework does not assist a student-athlete in meeting the GPA requirement.

ATHLETIC ELIGIBILITY SUMMARY

At the end of each academic term an athletic eligibility summary will be compiled by the Eligibility Certification Committee to identifying areas of concern following the posting of final grades. The coaching staff is required to review the academic status of each student-athlete with the Faculty Athletics Representative and/or Assistant Director of Athletic for Compliance. The purpose of this review is to discuss any academic concern and approaches to remediate ineligibility through the use of the Eligibility Awareness form. Student-athletes with academic concerns will receive a copy of their Eligibility Awareness form, which will include approaches to remediate.
The Warhawk Academic Success Center, located on the 2nd floor of the Ida Belle Young Library Tower, is home to the Learning Center and the Student Success and Retention Office. Working together, these two offices serve to support students and their academic success. Our mission is simple - supporting the academic success of students and their persistence towards graduation. For more information regarding the Learning Center please visit www.aum.edu.

The Student Success and Retention office provides student-centered advising and programming. Student Success and Retention advises students through experiences that CHALLENGE them, provide them with academic and personal SUPPORT, and foster their ENGAGEMENT with their coursework, faculty, and campus life. We strive to cultivate the connections, skills, and knowledge among students so that they thrive within, and contribute to, AUM and our surrounding community.

The Student Success and Retention office is home to the Bridge program, Undeclared Academic Advising, UNIV 1000, and Warhawk Warning.

Academic Advising

All students receive advising prior to registering each semester. Your major determines who your advisor is, and where you will be advised. Students who have not declared a major are advised by the School of Liberal Arts advising. Academic advising is a critical component to your success. We encourage you to develop a relationship with your academic advisor, and for you to seek their counsel when determining your course schedule. This advising relationship continues throughout the student’s enrollment, emphasizing curriculum planning and progress toward individual goals.
ACADEMIC TUTORING

Learning Center  Instructional Support Lab (ISL)
Ida Bell Young Tower 225  Goodwyn Hall 203
Phone:  244-3470  Phone:  244-3265
Email: mgreen11@aum.edu  Email: agulley@aum.edu

The Learning Center (LC) is located in 225 Library Tower and provides the student community with one-on-one tutoring in mathematics in any course, accounting, English as a Second Language and writing in any course. Consultations focus on teaching students how to solve math problems or how to plan a paper, structure it, and research ideas for it. They can help students learn how to recognize recurring errors so they can write, proofread, and edit their own papers more effectively.

The LC also provides math and writing tutors on the second floor in The Commons for students living on campus. A math and an English tutor will also be on duty in the second floor lobby of The Commons during fall and spring semesters for students who live on campus. They tutor in The Commons Monday through Thursday. Check www.aum.edu/learningcenter for current hours. In addition, the LC offers online students the opportunity to use our online writing consultation services. Call 244-3470 to make appointments.

The Instructional Support Lab (ISL), located in 203 Goodwyn Hall, provides tutoring for students enrolled in biology, chemistry, mathematics, physics or general science courses. Tutorial services are available on a first-come, first-served basis. No appointments are necessary.

Tutors in the LC/ISL are highly qualified in their fields. Some are undergraduate students who have clearly demonstrated their expertise in math, science, accounting, or English. Some are part-time instructors at AUM. Others are professional tutors with graduate degrees in their fields.
The Office of Accountability and Advocacy works to ensure that students are knowledgeable regarding the guidelines that govern student conduct. Staff serve as advocates in empowering students in their academic and social development through programming, personal interactions and resource guidance.

The Office of Accountability and Advocacy supports students by:

• Providing clarity on university policies and procedures
• Creating an opportunity for communication among those involved in resolving a problem or conflict
• Helping students to develop problem-solving skills and promote critical thinking
• Providing referral to sources that can assist in creating a helping network
• Providing training and programming on topics related to communication, conflict, university policy, judicial resolution and areas of advocacy which impact academic and social development
• Assisting students in evaluating and assessing a variety of options to address concerns
• Assisting students through the judicial process
The Office of Student Accounts provides financial services to students making tuition and fee payments, and assists with questions regarding student accounts. It also serves as a resource for general campus information. For detailed information regarding payment deadlines, types of payments, and general guidelines for managing your student account, visit the Cashier Office website at http://www.aum.edu/admissions/financial-information/cashier-office

The Career Development Center can help you with all the important steps in choosing a career: assessing skills, interests, and abilities; exploring majors and career options; experimenting with possible career options; and then organizing and conducting a job or graduate school search.

Good career development practices begin as soon as you begin classes. Career counseling and interest inventories are available to all students to aid in making decisions regarding a career or college major. The Career Resource and Information Center is available for you to research career areas and perspective employers. Job-search seminars and individual consultation sessions to students are given throughout the year to assist in writing resumes, cover letters, and developing effective job interviewing and job search techniques. These seminars and sessions are recommended for all AUM students so they can prepare to meet recruiters and employers who come to campus to interview students for co-op opportunities and full-time employment upon graduation. You are encouraged to register...
with the Career Development Center by joining the online student resume database, Warhawk JOBS, available on your MyAUM web portal.

In addition, a variety of career topics and information is always available to you via the Career Center website, www.aum.edu/cdc. The Career Development Center sponsors major recruiting events each year, such as:

• Career Fairs
• Employer Cakewalks (Part-time and seasonal employment)
• Graduate & Professional School Fairs
• Employer Information Sessions & On-Campus Interviewing
• Teacher Interview

COUNSELING CENTER

Taylor Center 319
Phone: 244-3469
E-mail: counselingcenter@aum.edu

The university counseling center supports students throughout their academic experience by offering free services for students enrolled in a degree-granting program. Counseling is a process that promotes greater self-awareness and development in behaviors, feelings and relationships as it relates to difficulties which impede daily life satisfaction. Students seeking services from the center will be met with acceptance, trust and respect by a trained professional supported by a licensed supervisor certified in the state of Alabama. The counseling process can be initiated by the student or through referral by a teacher, family member, friend, or professional in the community. However, the choice to begin or continue counseling is left to the student. Feel free to come by and meet our friendly staff. Walk-ins are welcomed and appointments are encouraged.

Hours of operation are Monday through Friday 8 a.m.-5 p.m. with extended and emergency services as needed. The staff of the Auburn Montgomery Counseling Center is committed to the ethical standards of the Alabama professional licensing board. In accordance with that commitment, students’ right to privacy within a counseling
relationship will be maintained to the extent allowed by law and university policy. Exceptions to this may include endangerment to self, others and child abuse. Counseling records are not part of a student’s official academic records. Counseling center records are maintained separately and protected by the American Health Insurance Portability and Accountability Act of 1996, or HIPA, as it is more commonly referenced. HIPA ensures that that all medical records meet consistent standards with regard to documentation, handling and privacy.

Services include individual and group counseling, assessment, consultation and referral services. In addition, the counseling center team is available to provide professional presentations on a variety of topics for your civic group, campus organization or dorm events.

Why seek counseling?

Students generally visit the center in an effort to lead a healthier lifestyle, gain support or knowledge in making healthy decisions or general “feel better.” Some common topics include:

- Skills for coping with stress
- Tips for improving self-esteem
- Management of relationships
- Understand their sexuality
- Coping with grief
- Becoming more assertive
- Cope with depression or anxiety
- Drinking or substance use issues
- Effective time management
- Adjustment to college life
The Center for Disability Services provides academic support services to students, faculty, staff, and AUM visitors who have disabilities that require accommodations. Among our services are peer counseling, individualized planning, test proctoring, note taking, electronic text, interpreting, captioning, and support regarding classroom accommodations. Other services may be offered based on individual needs. CDS provides information about AUM and community resources and serves as the liaison for faculty and students with disabilities in academic and campus life activities.

To be eligible to receive services, students must meet the academic and technical standards of AUM and have a disability as defined by Section 504 of the Rehabilitation Act of 1973, as amended, and by the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008. Current documentation of the disability by a qualified provider must be submitted to CDS. For further information about specialized services, eligibility requirements, and accommodations, call or visit the Center for Disability Services.

The Office of Diversity and Multicultural Affairs helps AUM achieve institutional diversity through campus-wide partnerships and collaborations. Institutional diversity in the 21st century must integrate domestic and international cultures in addition to helping everyone navigate issues of gender, sexual orientation, social class, mixed generations, levels of ability, learning styles, acts of prejudice/hate, and similar topics. Within this context, AUM’s Office of Diversity and Multicultural Affairs provides leadership in three
specific areas: educational/awareness initiatives, supplemental recruitment/retention strategies, and enhanced diversification of curricular and co-curricular initiatives.

OFFICE OF FINANCIAL AID

Taylor Center 111
Phone: 244-3571

The Office of Financial Aid administers federal, state, and institutional financial aid programs that provide assistance to students who, without such aid, may be unable to attend AUM. In order to apply for these programs, a student must complete the Free Application for Federal Student Aid (FAFSA).

Student aid is awarded as an addition to, not in lieu of, reasonable contributions from parental income, other parental resources, and the student’s own resources and earnings. The maximum financial aid award will not exceed the sum actually needed to supplement family resources. The university reserves the right to limit awards to prevent award duplication. By visiting our website at www.aum.edu/Financial Aid, students can find detailed information regarding financial aid programs and application procedures.

Financial aid funds will be applied to each student’s account balance for tuition, fees, and other institutional charges no earlier than the beginning of classes. Funds remaining after all charges are paid will be refunded to the student by the Cashier Office. Students earn financial aid funds through attendance; therefore, students who fail to attend classes within the first three class meetings are subject to cancellation of their financial aid and the mandatory repayment of those funds previously used to pay institutional charges.

A separate summer application is required for students who plan to attend summer term. An online application can be found on the AUM “Money Matters” web page in mid-April each year.

STUDENT HEALTH CLINIC

Moore Hall 102
Phone: 244-3281

Medical assistance and health maintenance services are provided to currently enrolled AUM students. Student Health Clinic services are available for a minimum co-payment
per visit. There are other medical services available at a higher fee. Students must show a valid AUM student identification card at the time they are seen.

The hours of operation are 8:15 a.m. to 4:30 p.m., Monday through Friday, when the university is in session. Appointments can be made but walk-ins are welcome. If you need assistance with transportation to the Student Health Clinic, you may call Campus Police at 244-3424.

Students needing medical attention after 5 p.m. and on weekends will be directed to an off-campus facility at their own expense. Patients with needs beyond the scope of the Student Health Clinic will be referred to an external health care provider, the emergency room, or a physician of choice at their own expense.

If you are not covered under an insurance program, you are encouraged to participate in the low cost student health insurance program available through the university. Information about this program is available at www.aum.edu/shs.

Student-Athletes must report an injury and are referred, if necessary, by our Head Athletic Trainer, to the proper medical practitioner.

- No student-athlete is to go to a physician, dentist, the hospital, or any other medical personnel or facility without first securing permission from the Head Athletic Trainer.
- The Department of Athletics will not be held responsible for any charges unless the athlete receives permission from the Head Athletic Trainer to seek treatment.

HOUSING AND RESIDENCE LIFE

Housing: 244-3572
Residence Life Office: 244-3296
E-mail: housing@aum.edu

Housing and Residence Life offers you the benefits that come with being close to classes and activities, living and learning with friends, making better grades, and getting involved in a community. You will be surrounded by all of the cultural, social and sporting events that make Auburn Montgomery vibrant and you can build a network of lifelong friends to share memories of campus life. Our supportive living-learning communities will connect you to other students with similar academic, cultural, and social interests and experiences.
Our residence halls are new or recently renovated, providing the home-like environment you want. Some halls feature in-house computer labs and study lounges and all offer free laundry areas, free cable TV, and free high-speed Internet.

Housing is open to anyone who is a student at AUM. You may apply for housing after being accepted to AUM. To apply, login into your my.aum.edu and access the Housing online application. A $100 non-refundable application fee must accompany housing applications. All Housing fees are billed to your AUM student account. For further information, contact one of the numbers above.

A U M P O L I C E D E P A R T M E N T

Taylor Center 267
Phone: 244-3424
E-mail: bmitche8@aum.edu or mlewis8@aum.edu

The Auburn University Montgomery Police Department is committed to providing our students, staff, faculty, visitors and guests with prompt, courteous and professional police services. While we provide a committed effort to ensure your safety, we cannot promise you total isolation from crime. Personal safety and crime prevention efforts are the responsibility of the entire AUM community and it is important that everyone takes responsibility for the safety of their person and property. The key to preventing crime is awareness, which can be best accomplished through education.

The AUM Police Department is proud to provide the following services:

- Patrol of campus buildings, resident halls, and parking lots
- Safety Walks
- Parking Tags
- Personal Safety Seminars
- Emergency Preparedness Seminars
- Campus Event Security
- Building Access
- Lost and Found
- Flat Tire Assistance
- Dead Battery Assistance
The Office of the Registrar maintains all official academic records of the university. Other responsibilities include grade processing, class schedules, registration procedures, graduation, monitoring probation and suspension policies, and maintaining academic transcripts, final grades and grade changes.
ACADEMICS

AUM provides a number of services to enhance student success. These services are provided as part of the Warhawk Academic Success Center (WASC). The WASC is home to the Learning Center and the Student Success and Retention Center.

A cademic tutoring services are administered by the Learning Center, where peer tutors are provided free of charge to students requesting assistance with their classes. Tutoring sessions may be one-on-one or in small groups. Students may establish a regular schedule of visits or drop in as needed. Services such as tutorials, writing exercises, and assistance with outlines, bibliographies, paraphrasing, and documentation are provided; computers for word processing and both print and electronic materials are available.

The Student Success and Retention Center provides student-centered advising and academic programming, academic personal support, and fosters engagement with coursework, faculty and campus life.

ACADEMIC HONESTY

Academic standards are held in high regard by the university. The Student Academic Honesty Code is presented in the AUM Student Handbook and applies to all students taking AUM classes. By applying for admissions, all students agree to conform to this code. The following regulations are designed to support the interests of AUM, its students and faculty, in maintaining the honesty and integrity essential to and inherent in an academic institution. The following are examples of prohibited activities:

- The possession, receipt, transmission, or use of any material or assistance not authorized in the preparation of any academic exercises to be submitted for credit as a part of a course or to be submitted in fulfillment of a requirement.
- The possession, receipt, transmission or use of unauthorized material while an exam or quiz is in progress.
- Knowingly giving unauthorized assistance to another person during an examination or other academic exercise or credit activity.
- Selling, giving, lending, or otherwise furnishing to any other person any unauthorized material which can be shown to contain questions or answers from tests previously administered and returned to a student by the instructor.
- Submitting themes, essays, term papers, design projects, theses, etc., that is not the work of the student submitting them.

Additional potential violations may be reviewed in the AUM Student Handbook. If academic integrity is not maintained, the Department of Athletics and/or the individual’s
coach maintains the right to sanction the student-athlete in addition to penalties received from academia.

**ACADEMIC ADVISING**

All students receive advising prior to registering each semester. Your major determines who your advisor is, and where you will be advised. Students who have not declared a major are advised by the School of Liberal Arts advising. Academic advising is a critical component to your success. We encourage you to develop a relationship with your academic advisor, and for you to seek their counsel when determining your course schedule. This advising relationship continues throughout the student’s enrollment, emphasizing curriculum planning and progress toward individual goals.

**ACADEMIC PROGRESS REPORTS**

The Assistant Director of Athletics for Compliance submits progress report to faculty and staff for full-term courses twice a semester to evaluate the academic status, attendance record, additional support, and areas of concerns for student-athletes in each of their classes.

- Progress reports are submitted to faculty and staff through Qualtrics at week 4 and week 11 of the academic semester. The process of submitting the survey begins with:
  - Pulling term information for student from Argos utilizing report: Student Midterm Athletes (Qualtrics).
  - Activating the Student-Athlete Academic Progress Report in Qualtrics.
  - Creating a panel for the student information to be directed directly to their professor for each specific course.
  - Distribute Survey utilizing the panel created.

- The Progress Report Survey remains open for (1) one week.

- The data is collected and distributed to each Head Coach, Sport Administrators, FAR, and WASC for additional follow-up.

The Assistant Athletics Director for Compliance will submit a Warhawk Warning based on the week 4 and week 11 progress report for student-athletes whose academic performance warrants academic support from the WASC.
**MID-TERM GRADES**

Mid-term grade reporting is another component of the Warhawk Warning program. Mid-term grades provide students with information regarding how they are performing in their classes. This allows the student the opportunity to make the adjustments needed to improve upon, or maintain their academic performance.

- Mid-term grades are provided for 1st half term courses, full-term courses, and 2nd half term courses by the Director of the WASC.
- The Assistant Athletics Director for Compliance reviews, identifies issues, and distributes to each Head Coach, Sport Administrator, FAR for additional follow-up.

Based on mid-term reports and Warhawks Warning referrals, a representative from the Warhawks Academic Success Center will request to meet with SAs who are deemed “at risk” to develop strategies for academic success. All student-athletes who receive a grade of “F” at mid-term will be contacted by a Student Success Advisor.

**WARHAWK WARNING**

Warhawk Warning is the academic early warning system that allows concerned faculty and staff members to identify students who may benefit from a connection to a student support program.

Once a faculty or staff members creates a Warhawk Warning for a student-athlete:

- The Student Success and Retention Office and the Compliance Office receive notification via email simultaneously.
- The Student Success and Retention Office will contact the student-athlete and the Athletic Compliance Office send notification to the Head Coach, FAR, and Sport Administrator.
- Student Success Advisors may refer students to other support services on campus, as needed.
- Coaches may schedule a meeting a Student Success Advisor regarding any academic or success concerns they have of a student-athlete.
• Student-athletes may schedule a meeting with a Student Success Advisor regarding any academic or student success concerns.

STUDY HALL

Head coaches may require study hall sessions for the student-athletes within their programs. Head coaches will set the duration, frequency and attendance requirement for their respective team. Study hall sessions typically take place at the Ida Bell Young Library Tower, in various campus computer labs and/or multi-purpose spaces. The Head Coach has access to their student-athletes schedules, absences Warhawk Warnings, and academic progress reports.

TUTORING

<table>
<thead>
<tr>
<th>Learning Center</th>
<th>Instructional Support Lab (ISL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ida Bell Young Tower 225</td>
<td>Goodwyn Hall 203</td>
</tr>
<tr>
<td>Phone: 244-3470</td>
<td>Phone: 244-3265</td>
</tr>
<tr>
<td>Email: <a href="mailto:mgreen11@aum.edu">mgreen11@aum.edu</a></td>
<td>Email: <a href="mailto:agulley@aum.edu">agulley@aum.edu</a></td>
</tr>
</tbody>
</table>

The Learning Center (LC) is located in 225 Library Tower and provides the student community with one-on-one tutoring in mathematics in any course, accounting, English as a Second Language and writing in any course. Consultations focus on teaching students how to solve math problems or how to plan a paper, structure it, and research ideas for it. They can help students learn how to recognize recurring errors so they can write, proofread, and edit their own papers more effectively.

The LC also provides math and writing tutors on the second floor in The Commons for students living on campus. A math and an English tutor will also be on duty in the second floor lobby of The Commons during fall and spring semesters for students who live on campus. They tutor in The Commons Monday through Thursday. Check www.aum.edu/learningcenter for current hours. In addition, the LC offers online students the opportunity to use our online writing consultation services. Call 244-3470 to make appointments.

The Instructional Support Lab (ISL), located in 203 Goodwyn Hall, provides tutoring for students enrolled in biology, chemistry, mathematics, physics or general science courses. Tutorial services are available on a first-come, first-served basis. No appointments are necessary.
Tutors in the LC/ISL are highly qualified in their fields. Some are undergraduate students who have clearly demonstrated their expertise in math, science, accounting, or English. Some are part-time instructors at AUM. Others are professional tutors with graduate degrees in their fields.

FACULTY NOTIFICATION REGARDING STUDENT-ATHLETE ABSENCES

**Travel Notice**

To assist student-athletes in identifying themselves to their professor and for the purpose of informing their professor of potential missed class time, the Department of Athletics will issue a Travel Notice. The student-athlete is expected to distribute this document to faculty and staff at the beginning of the semester. This document does not replace the Travel Letter for each competition, but it serves as notice, informing faculty and staff of potential dates a student-athlete may be out of class due to intercollegiate competition or related travel.

- The Compliance Office will prepare a travel notice for each sport each semester.
- The Assistant Athletics Director for Compliance and/or FAR will schedule a time to meet with each team to review and distribute the Travel Notice.
- The Travel Notice is to be provided by the student-athlete to each professor.

Any issues regarding anticipated missed class time should be brought to the attention of the FAR and Sport Administrator.

**Travel Roster**

The Department of Athletics must maintain record of travel clearance for competition, home and away, to ensure benefits are permissibly allocated to eligible student-athletes. This document also serves as a notice for student-athletes to disseminate to faculty and staff, as it relates to missed class time for the courses they are enrolled in through AUM.

- The Head Coach completes the travel roster form to include the names of all eligible student-athletes.
- The Head Coach submits the travel roster form for approval to Head Athletic Trainer, Assistant Athletics Director for Compliance, and the designated Sport Administrator.
- The Compliance Office electronically disseminates the approved travel roster to the head coach, Director of Athletics, Associate Athletics Director/Senior Woman
• It is then the responsibility of the Head Coach to forward the travel roster form to their student-athletes to provide to their professors, regarding missed class time for intercollegiate competition. It is important that the Head Coach clearly communicates report time and the expectation of student-athletes to attend regularly scheduled classes until the designated time.

• Should any changes arise, a new travel roster should be submitted.

• Issues regarding missed class time should be brought to the attention of the FAR and Sport Administrator.

• Missed class time due to scheduled athletic events, travel directly related to athletic events or as determined by each course professor are excused absences.

• Non-athletic related absences are unexcused.

• Only eligible and healthy student-athletes are excused from class for travel during the regular season.

**REGISTERING FOR CLASSES**

The Department of Athletics cannot determine academic schedules. Athletic administrators or coaches may only offer advice about courses that should be taken in light of eligibility requirements and competitive schedules. However, the student-athlete and his/her faculty advisor determine their class schedule. Student-athletes are afforded the opportunity to register for classes on the first day of registration. It is prudent to have already scheduled an appointment, met with your advisor and checked for any holds on your account before this date.

Student-athletes are responsible for registering for classes at the earliest possible time available to assist in getting class times that avoid conflict with athletic-related travel and competition.

**CLASS ATTENDANCE**

**University Attendance Policy:** (from Academic Standards Committee, 11/26/12; passed by Faculty Senate, 5/10/13; approved by Provost, 6/27/2013):

“"The University bases its class attendance policy on the premise that regular communication between the course instructor and student as well as among students"
themselves is of significant value in the learning process. Because University curricula involve multiple and diverse types of instruction, however, individual units may vary from this policy due to state or accreditation requirements and will inform students of those attendance requirements.

All course instructors will monitor attendance during the first two weeks of class to meet federal financial aid guidelines. Students and course instructors have the following responsibilities involving class attendance:

Except where certification or program needs require greater strictness or where activities cannot feasibly be repeated (e.g. chemistry, biology labs) the University expects course instructors to allow makeup work for student absences caused by:

- official university events with excuses provided in advance by the head of the University unit involved (e.g. for intercollegiate athletic matches, required academic events/academic travel)
- student illness/medical emergency or medical emergency for member of student’s immediate family
- death of a member of student’s immediate family
- military orders (notification should occur prior to the absence)
- jury duty or court subpoena (notification should occur prior to the absence)
- religious holiday (notification should occur prior to the absence)
- weather emergencies or perilous driving conditions (with notification if feasible)

The course instructor may request appropriate verification for any absence. Arrangements to make up work missed because of absence should be initiated by the student. Beyond this expectation, each course instructor determines the class attendance policy for his/her course.

Course instructors will give students this policy, along with requirements for test and quiz attendance and make-up work, on the written syllabus at the beginning of the term. Students are expected to attend classes punctually. All classes are to begin promptly at the scheduled time. If the course instructor does not appear within 20 minutes after that time, students may leave without penalty. All classes will be dismissed promptly at the end of the scheduled period. Excuses for non-academic or extracurricular student absences will be granted at the discretion of the course instructor. After a written warning, a course instructor may issue a student the grade of “FA” for excessive absences.”

MISS ED CL ASS TI ME
Each student is expected to attend all classes for which he/she is enrolled. The attendance policy for each course is determined by the instructor of the course. This policy shall be made known to the class at the beginning of each semester. It is the student’s responsibility to know the policy on attendance for each course in which he/she is enrolled. It is the responsibility of student-athletes to attend every class session held when they are not ill, involved with a personal emergency, or traveling with the team. Consistent class attendance and participation are essential to academic success. Poor class attendance is a major factor in nearly all cases of academic failure.

Although approved athletic-related travel is considered an excused absence, student-athletes are expected to communicate any missed class time due to athletic-related travel with their professors and provide a team travel roster as necessary. Student-athletes are expected to attend all classes on a travel day that occur prior to the scheduled departure time.

**MISSED CLASS FOR MEDICAL ABSENCE**

While injury and illness are a normal part of daily life, the Sports Medicine staff must be informed of the student-athlete’s class schedule to avoid missed class-time for doctor appointments, surgery, and rehabilitation, when possible. For medical situations which result in missed class-time (e.g. concussion during practice or game):

- It is the responsibility of Sports Medicine to email the student-athletes professor, FAR, Assistant Athletics Director for Compliance, and the Sport Administrator regarding the student-athlete’s absence.

- The Sports Medicine staff should include date of incident, medical note from physician regarding condition of student-athlete and/or limitations, and date to resume class attendance.

- It is the responsibility of the student-athlete to communicate with the professor, if able to do so, regarding any missed classwork.

- It is the responsibility of the Sports Medicine staff to communicate with the institution’s Center for Disability Services if accommodations (e.g. notes taken due to broken hand) are needed.

- Any issues regarding missed class time should be brought to the attention of the FAR and a Sport Administrator.
The Auburn University at Montgomery Department of Athletics is honored to recognize student-athletes for completion of their academic degree with a student-athlete sash to be worn during the commencement exercise. The Department of Athletics is proud of the commitment to excellence of our student-athletes not only on their playing fields, but also in the classroom. To receive a sash, a student-athlete must have been nominated by the program’s head coach, completed his/her career in good standing with the team and been on the team’s official roster during their final season of eligibility. Exceptions to these rules may be considered in the event of a documented medical hardship. Prior to commencement, the Department of Athletics will hold a ceremony to formally present sashes to the graduating SA’s.
FINANCIAL AID

A student-athlete must meet applicable NCAA, conference and institutional regulations to be eligible for institutional financial aid. If these regulations are met, the student-athlete may be granted athletically related financial aid for a maximum of 10 semesters. Any institutional financial aid provided after 10 semesters is left to the discretion of the institution consistent with institutional policies for awarding financial aid in general. A student-athlete may be awarded institutional financial aid during any term in which a student-athlete is in regular attendance (i.e., was enrolled initially in a minimum full-time program of studies as defined by the certifying institution during that term). A student-athlete may receive athletically related financial aid while enrolled in less than a minimum full-time program of studies, provided the student is enrolled in the final semester or quarter of his or her baccalaureate degree program and the institution certifies that the student is carrying (for credit) the courses necessary to complete the degree requirements.

ATHLETICALLY-RELATED FINANCIAL AID

The institution shall not award financial aid in an amount over the institution’s cost of attendance. Athletically related financial aid shall not be awarded in an amount over the institution’s full grant-in-aid (GIA) amount. Full GIA includes:

- Tuition
- Mandatory fees,
- Books, required course materials,
- Board and room

TUITION

Tuition fees are based per credit hour. Tuition fees are set each academic year by the institution and can vary from year to year.

MANDATORY FEES

Mandatory fees consist of technology fee, student health fee, student activity fee, and administrative service fee. Other institutional fees are considered optional fees due to services offered or rendered on an optional basis to the student body. Optional fees (e.g.
online course fees, hybrid course fees, lab fees, university affiliation fees) are not considered mandatory fees and therefore not factored into athletics grant-in-aid.

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**BOOKS AND REQUIRED COURSE MATERIALS**

Student-athletes receiving an athletic book scholarship are only allowed to utilize institutional funds from athletics for required books and required course materials received. Any money received from the re-sale of textbooks at the conclusion of a term is the sole property of the student-athlete.

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**ATHLETIC TEXTBOOK PROCEDURE**

Student-athletes receiving an athletic book scholarship are required to show their AUM ID to purchase their required course related books. Books can be purchase by scholarship student-athletes from the campus bookstore, The Warhawk Shop, located in the Taylor Center. AUM may provide student-athlete on book scholarship with required course related books. At no time, according to NCAA rules, may a student-athlete sell or arrange for the sale by a party of an issued book. Other merchandise may not be purchase through an athletic book scholarship. Additionally, books may not be acquired for anyone else (e.g. friends, peers, family members). Violations may results in a loss of eligibility.

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**ROOM AND BOARD**

Room and Board and for the student only, based on the official board and room allowance listed in the official institutional publication.

Student-athletes are strictly bound by the rules and policies of AUM Housing & Residence Life. Carefully read and understand the terms of your housing contract. Athletics cannot intercede on behalf of student-athletes violating policies and procedures of AUM Housing & Residence Life. All student-athletes staying on campus are required to make the necessary arrangements for their own housing. It is also strongly recommended to apply early in order to obtain your preferred choice of room assignments.

Any student-athletes receiving housing scholarship will be required to reside in campus residence halls. Freshman student-athletes are required to reside in on-campus housing. In limited instances, student-athletes may be approved by the Director of Athletics to live off-campus. The Off-Campus Housing Request Form must be completed and submitted prior to August 1 each academic year.

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**Changes to Room and Board**

The institution does not provide room and board allowances for off-campus living. If a student-athlete chooses to live off campus, it is departmental policy that initially awarded
housing and meals for the mandatory on-campus meal plan is forfeit as athletic scholarship by the student-athlete. This will be considered a reduction in athletic aid and all procedures regarding reduction in athletic aid will be adhered.

<table>
<thead>
<tr>
<th>Example</th>
<th>On-Campus (Initial Award)</th>
<th>Off (Continuing Award)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>15 Hours</td>
<td>15 Hours</td>
</tr>
<tr>
<td>Housing</td>
<td>$2500</td>
<td>x</td>
</tr>
<tr>
<td>Meals</td>
<td>$600 campus mandatory meal plan</td>
<td>$100 off-campus mandatory meal plan</td>
</tr>
<tr>
<td>Books</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>Total</td>
<td>15 Hours + $3,500</td>
<td>15 Hours + $500</td>
</tr>
</tbody>
</table>

**MEALS**

All students are subject to the mandatory meal plan based on their residence status. Additional funds may be added to a student’s Warhawk ID at the Warhawk Shop, located in the Taylor Center at any time. Student-athletes receiving an athletic meal scholarship will receive access of funds at the start of the academic semester, provided they are enrolled full-time. Any funds remaining at the end of the semester from the mandatory, additional, or athletic meal scholarship are retained and available to the student until July 31 each year.

**GRANT-IN-AID (GIA)**

- A grant-in-aid is a one (1) year renewable contract.
- Continuing student-athletes will be notified no later than July 1st, regarding their renewal or non-renewal status.
- A student-athlete may not receive athletically related financial aid in excess of a full grant-in-aid, which includes tuition, room, board, books, and required fees.
- A student-athlete may receive other non-countable financial aid unrelated to athletic ability (i.e. academic scholarships, need-base scholarships, and federal aid) up to the full cost of attendance or the value of a full grant-in-aid plus aid that
is permissible by federal regulations, up to the cost-of-attendance. Federal entitlement grants, loans, and work-study are not countable in financial aid limits.

**CRITERIA**

The following criteria must be met for a grant-in-aid agreement to be valid:

- Fulfills the scholastic and social requirements expected of all students
- Abides by the training rules and regulations specified by the Head Coach and Department of Athletics
- Maintains an attitude conducive to cooperative effort in support of the athletic program
- Abides by all AUM rules, regulations, and policies, including those in the Student Handbook and Student-Athlete Handbook
- Adapts any countable financial aid (e.g. athletic, institutional, outside aid) in excess of the individual and/or team limit or cost of attendance
- Maintains an annual physical examination completed by a consulting physician in order to participate in conditioning, practice or competition
- Maintain amateur status and has taken no action to classify themselves as a professional
- Provides AUM with a list of my previous attendance history prior to enrolling at AUM

**SUMMARY OF PRINCIPLE TERMS AND CONDITIONS**

- The award must conform to the rules and regulations set forth by the institution and the NCAA.
- Athletically related financial aid may be awarded for any term during which the student-athlete is in regular attendance as an undergraduate student with eligibility remaining. The renewal of athletically related financial aid must be made on or before July 1 prior to the academic year it is to be effective.
- The maximum amount of permissible athletically related financial aid may not exceed actual cost (tuition & fee, room & board, meals, and books). All athletically related financial aid combined cannot exceed the value of the full grant-in-aid.
- A student-athlete may receive financial assistance only if it is administered by the institution or received from anyone upon whom the student-athlete is naturally or legally dependent.
• When athletically related financial aid is awarded to a student-athlete, such aid combined with other institutional financial aid the student-athlete receives may not exceed the value of the institution’s cost of attendance.

CONDITIONS RESULTING IN AID BEING WITHDRAWN

• Student fails to meet the admissions requirements for AUM;
• Student becomes ineligible for intercollegiate competition based on institution and/or NCAA academic requirements;
• Student falsely represents any information on an application or financial aid agreement;
• Student engages in serious misconduct warranting substantial disciplinary actions from this institution;
• Student voluntarily withdraws from a sport for personal reasons;
• Student does not maintain amateur status with all NCAA guidelines;
• Student signs a professional sports contract for a sport without making the Director of Athletics aware in writing; and/or
• Student withdraws from classes after the deadline and without proper approval, making this contract void and the student immediately responsible for any and all institutional charges.

REVISION OF AID DURING THE PERIOD OF AWARD

Revisions to student-athletes GIA awards may be necessary as a result of:

• Notification of a receipt of an outside scholarship or grant.
• Notification of a receipt of a department or institutional scholarship or grant.
• Any changes in their financial aid information due to the corrections of FAFSA information submitted, including completion of the federal verification process.
• Approval of a Professional Judgment (financial) appeal.
• Any change in their enrollment status.
• Any circumstance that under federal, state, or institutional law or policy requires a revision to any student-athlete financial aid package.

Once an award period begins, institutional financial aid may only be increased if the institution can demonstrate an increase is unrelated in any manner to an athletic reason. Institutional financial aid may be increased prior to the commencement of the period of the award for any reason.
ATHLETICALLY RELATED AID APPEALS HEARING

In accordance with NCAA rules and departmental policies and procedures, the institution is required to provide written notification to a student-athlete of their right to a hearing before the AUM Athletic Appeals Committee when their athletics grant-in-aid is reduced or cancelled.

The Athletic Appeals Committee (ACC) consists of the Associate Dean for Student Affairs, Registrar, Director of Financial Aid, Chief Campus Services Officer, 2 faculty members, and one student (non-athlete). The committee is charged with review of any grant-in-aid, permission to contact, or transfer appeals.

- The ACC Chair is responsible for scheduling the Athletic Appeal Hearing.
- The ACC Chair will gather documentation from both parties for the committee to review prior to the hearing.
- It is the responsibility of the committee to provide a fair and reasonable decision in response to the athletic appeal hearing.
- The committee is responsible for making recommendation to the student-athlete and the Department of Athletics.
- The committee will meet as needed.
- All committee members are provided with the AUM Athletics Compliance Manual and NCAA Division II Manual.

PROCEDURE

The ACC will consider the appeal of a student-athlete regarding any permission to contact, transfer release decision, or athletic scholarship changes and to determine whether actions taken by the AUM Department of Athletics are consistent with the National Collegiate Athletic Association (NCAA) and Auburn University at Montgomery policies regarding these matters.

Athletic Appeals Committee (AAC) members are:

Chair
- Assistant Vice Chancellor / Assistant Dean for Student Affairs
  Dr. Yulanda Tyre, Chair

Members
**The committee requires a quorum in order to hear the appeal (five members).**

The Faculty Athletics Representative and/or the Assistant Director of Athletics for Compliance may be called upon to provide clarification or interpretations.

- Faculty Athletics Representative  
  Dr. John Aho**
- ADAC  
  Ms. Andree’ P. Houston**

**PROCESS OF NOTIFICATION AND REQUEST FOR AN ATHLETIC APPEAL HEARING**

- The Associate Director of Financial Aid (from the institution’s regular financial aid authority) will provide written notification to the student-athlete within 14 calendar days of the student-athlete being notified of the decision to reduce or cancel during the period of the award or the reduction or nonrenewal of aid for the following academic year. The written notification from the Associate Director of Financial Aid will inform the student-athlete of their rights to an appeal hearing. The notification will include a copy of one or more of the following documents:
  - Permission to contact, notification from the Department of Athletics to the student-athlete
  - Permission to transfer, notification from the Department of Athletics
  - Reduction or non-renewal of financial aid, notification from the institution’s regular financial aid authority.
- For the purpose of establishing when a student-athlete has been notified, the date the student signs the Grant-In-Aid Recommendation Form and/or Student-
Athlete Request for Permission to Contact and Transfer Release will serve as the date the student-athlete is notified of the decision to reduce or cancel aid during the period of the award, the reduction or nonrenewal of aid for the following academic year, or the decision to deny permission to contact or grant transfer release. If the student-athlete does not sign, supplemental documentation will be used to determine when the student-athlete was notified.

- The student-athlete has ten (10) calendar days from the date of the written notice to request an athletic appeal hearing.
- If an athletic appeal hearing is requested, the institution will conduct an athletic appeal hearing within 30 calendar days from receiving the student-athlete's request for an athletic appeal hearing.
- The ACC conducts the hearing in accordance with the athletic appeals hearing procedures regarding any permission to contact decision, transfer release decision or athletic grant-in-aid decision.
- The student-athlete may present documentation to support their appeal.
- The athletic personnel involved, (i.e. head and/or assistant coach), may provide documentation as rationale related to the denial of permission to contact, transfer release, or reduction in aid or non-renewal of the student-athlete's grant-in-aid.
- The Assistant Director of Athletics for Compliance and/or the Faculty Athletic Representative may be called upon to provide clarification or interpretations.
- The student-athlete will receive notification within two (2) business days of following the ACC decision. Written notification of the decision will be provided within five (5) business days of the Athletic Appeal Committee decision.

**FORMAT FOR AN ATHLETIC APPEAL HEARING**

The athletic appeal hearing is designed to provide each of the parties, the student-athlete and spokesperson for the Department of Athletics, with a fair and reasonable opportunity to present their respective points regarding the student-athlete’s appeal.

If the student-athlete is unavailable to be present for the athletic appeal hearing, he/she has the option to teleconference or videoconference in or to have the case determined by written documents from both parties.

The athletic appeal hearing shall be closed to the public and, because the athletic appeal hearing is not a legal proceeding; legal counsel shall represent neither of the parties. The student-athlete is permitted to bring to the athletic appeal hearing a maximum of two observers from the following categories: members of the immediate family, legal guardians, fellow students, and attorneys. See below for further details on the role of the advisor. Proper decorum shall be maintained at all times. It shall be the option of the
chair to tape record the athletic appeal hearing to assist the committee in its deliberations.

Each party shall have an opportunity to present their points in accordance with the following:

- Introduction and review of purpose and format by the Chair of the ACC.
  - Chair calls the session of the ACC to order and states day, date, and time.
  - Chair will ask all parties to introduce themselves and state their respective role in the athletic appeal hearing.
  - Chair will review purpose of athletic appeal hearing.
  - Chair will remind observers (if any) that the proceedings are serious and that they are expected to remain quiet throughout the proceedings.
  - Athletic appeal hearing will begin.
  - All procedural questions are subject to the final decision of the chairperson.
- The student-athlete will present relevant information in support of his/her appeal at a designated date/time separate from the Department of Athletics. As part of his/her presentation, the student-athlete may present written statements or other documentation, which corroborate or otherwise clarify points that he/she presents. If statements or other documents are presented, at least five copies of each document must be made available. The student-athlete may elect to have one of his/her observers act as an advisor. The selection of an advisor is limited to any currently enrolled full-time student or parent/legal guardian. The advisor may not actively participate but may confer and give advice in a quiet, confidential and non-disruptive manner.
- Witnesses supporting the student-athlete (if any) will individually present information and are then questioned by the Department of Athletics spokesperson then the student-athlete.
- Members of the AAC can ask questions during all stages of the student-athlete’s athletic appeal hearing, excluding the summation.
- The student-athlete is entitled to the final word and shall have five minutes to summarize key points.
- Following the above, the student-athlete’s portion of the athletic appeal hearing shall be completed.
- The spokesperson for the Department of Athletics will present relevant information in support of the action taken concerning the student-athlete’s appeal at a designated date/time from the student-athlete. As part of his/her presentation, the Department’s spokesperson may present written statements or other documentation, which corroborate or otherwise clarify points presented by the Department. If statements or other documents are presented, at least five copies of each document must be made available.
• Witnesses supporting the Department of Athletics (if any) will individually present information and are then questioned by the student-athlete then the Department spokesperson.

• Members of the AAC can ask questions during all stages of the Department of Athletics’ athletic appeal hearing, excluding the summation.

• The Department of Athletics spokesperson shall also have five minutes to summarize key points.

• Following the above, the Department portion of the athletic appeal hearing shall be completed.

• Once both parties portion of the athletic appeal hearing is completed, the committee will move to a closed session for deliberation.

• The student-athlete and Department of Athletics will be notified of the Committee’s findings within two business days following their decision. Written notification of the decision shall be made within five business days of the athletic appeal hearing.

• The decision of the AAC shall be final and members of the committee, other than the Chair, will not be available for questions by either party or other individuals who might express an interest in the athletic appeal hearing. The Chair will be available to clarify questions for the student, Director of Athletics, or the Chancellor of AUM as they relate to the decision itself.

INSTITUTIONAL AID AND OUTSIDE RESOURCES AWARD VERIFICATION

Student-athletes must report any outside aid to the Office of Financial Aid by August 1st of each academic year. Student-athletes will need to complete an Outside Aid Declaration Form as well as have the organization or individual providing the outside resource complete the Outside Aid Verification Form. These forms will be made available to all student-athletes at the beginning of the year compliance meeting as well as the end of year compliance meeting.

For compliance purposes, all such aid must be reviewed in order to determine if it will affect a student-athlete’s individual equivalency and/or the team’s total equivalency. Institutional and outside aid may not be released to a student-athlete’s account until the aid has been verified; as a result, making the SA responsible for any balances. Failure to disclose outside awards and financial assistance could result in receiving financial aid in excess of what is permitted and, thus, jeopardize a student-athlete’s eligibility to compete in intercollegiate athletics.

INSTITUTIONAL AID
A cademic awards that are part of the institution's normal arrangements for academic scholarships, awarded independently of athletics interests and in amounts consistent with the pattern of all such awards made by the institution are to be verified as exempt from an individual equivalency limit and the team's equivalency limit to ensure the scholarship awarded does not exceed the permissible limit. Student-athletes at Auburn University at Montgomery may not receive athletically related financial aid in excess of a full grant-in-aid, which includes tuition, room, board, books, and required fees. A student-athlete may receive other non-countable financial aid unrelated to athletic ability (i.e. academic or honors scholarships) up to the full cost of attendance or the value of a full grant-in-aid plus aid that is permissible by federal regulations, up to the cost-of-attendance. Federal entitlement grants, loans, and work are not countable in financial aid limits.

OUTSIDE AID

A s a student-athlete, you are required to disclose all outside (non-university) aid and financial assistance (including pre-paid college tuition plans) that you will receive for the academic year. For Compliance purposes, all such aid must be reviewed in order to determine if it will affect your individual eligibility and/or the equivalency total for your sport. Aid may not be released to your account until the aid is verified; as a result, making you responsible for any balances remaining on your AUM bill. Failure to disclose outside awards and financial assistance you receive could result in you receiving financial aid in excess of what is permitted and, thus, jeopardize your eligibility to compete in intercollegiate athletics. If it is determined you received aid in excess of what is permitted, you will be notified and required to relinquish or repay the amount you were over-awarded and you will not be eligible to compete until certified. I understand that by accepting outside aid and financial assistance, that exceeds the value of a full grant-in-aid; your athletic scholarship amount can be reduced.

Grant-In-Aid Contributions by Donors

It is permissible for an individual to contribute funds to AUM to finance a scholarship for a particular sport. All donations to the athletics scholarship fund by outside organizations shall be deposited in an institutional fund and be administered by appropriate institutional committees under the control of the Vice Chancellor for Advancement. It is not permissible for an individual to contribute funds to finance a scholarship or grant-in-aid for a particular SA.
An institution may not award financial aid to a student-athlete who is under contract to or currently receiving compensation from a professional sports organization in the sport in which the student-athlete will participate at the certifying institution.

It is permissible to award institutional financial aid to a student-athlete provided the student-athlete is not a professional in the sport in which the student-athlete will participate at the certifying institution. Therefore, a professional athlete in one sport may represent a member institution in a different sport and may receive institutional financial assistance in the second sport.

However, a student-athlete who currently is receiving institutional financial aid and signs a contract in the same sport or receives compensation from an agent or a professional sports organization may continue to receive such aid for the remainder of the term of the award, provided the student-athlete has completed his or her four seasons of competition.

A former professional athlete may receive institutional financial aid in the same sport, provided the following conditions are met:

- The student-athlete no longer is involved in professional athletics;
- The student-athlete is not receiving any remuneration from a professional sports organization; and
- The student-athlete has no active contractual relationship with any professional athletics team, although the student-athlete may remain bound by an option clause [a clause in the contract that requires assignment to a particular team if the student-athlete’s professional athletics career is resumed, as opposed to a clause that suspends the contractual relationship only for a specified period of time (e.g., during the academic year while the professional athletics team is not competing) and permits the contractual relationship to be reinstated by the student-athlete or the professional athletics team or organization].

**ATHLETIC OUT-OF-STATE TUITION WAIVER ELIGIBILITY**

The athletic out-of-state tuition waiver for student-athletes is only available for:

- Active student-athletes during the summer semester, who are considered to be on a full-tuition athletic scholarship (15 hours), except when a student-athlete can only take a certain number of hours based on class availability or their major, and they were scholarship at less than 15 for their final semester of eligibility.
- Student-athletes who have exhausted their eligibility and was previously considered to be on a full-tuition athletic scholarship (15 hours).
  - The athletic tuition waiver is available the fall, spring and summer semesters following the completion of their eligibility.
• The student-athlete must have exhausted their seasons of competition, be in good standing with the Department of Athletics, and receive a minimum of 15 hours of tuition scholarship to receive a summer athletic tuition waiver, except when a student-athlete can only take a certain number of hours based on class availability or their major, and they were scholarship at less than 15 for their final semester of eligibility, in order to be considered for this waiver.

• The Associate Director of Athletics/Senior Woman Administrator will submit a list to the Vice Chancellor of Financial Affairs indicating the student-athletes who are eligible to receive the athletic tuition waiver.

• The list will include the student-athlete’s sport, name, S#, and status.

• The Vice Chancellor of Financial Affairs will process the athletic tuition waivers through the Department of Financial Affairs.

FIFTH YEAR ATHLETIC ELIGIBILITY SCHOLARSHIP

The 5th Year Athletic Eligibility Scholarship is intended to assist student-athletes who have exhausted their eligibility and have a need for financial assistance to complete their undergraduate degree.

CRITERIA

• The student-athlete has been enrolled for no more than 10-semesters, in undergraduate coursework.

• The student athlete must have completed a minimum of four semesters at Auburn University at Montgomery.

• The student-athlete has a maximum of 30 credit hours remaining to complete his/her degree.

• The student-athlete has a minimum institutional GPA of 2.5

• The student-athlete must be in good academic standing – able to continue at the institution.

• The student-athlete has exhausted all of his/her eligibility in his/her respective sport.

• The student-athlete cannot participate in another sport and be eligible for this scholarship.

• The student-athlete has not received a grade of failure to attend (FA) during their enrollment.

• The student-athlete has not / will not sign or play with a professional sports team while receiving aid.
Application Packets Should Include All of the Following:

- Student-Athlete Application
- Unofficial Transcript
- Student Aid Report (SAR), obtain upon completion of your Free Application for Federal Student Aid (FAFSA)
- A personal essay by the applicant which communicates to the committee:
  - Your experience at Auburn University at Montgomery.
  - Your academic and career goals.
  - Why are you applying for the exhausted athletic eligibility scholarship?
  - How will the receipt of this award impact you?
  - How will you pay it forward / contribute to the 5th Year Athletic Eligibility Scholarship fund in the future?
- Academic Progress Evaluation from College Academic Advisor
- Letter of Recommendation from Head Coach

CONDITIONS

- You must be enrolled full time and stay enrolled for the term (12 hours) unless enrolled in your final semester for graduation. (Required internship will be reviewed separately.)
- In order for aid to be renewed for the following term you must maintain progress toward your degree and maintain an institutional term and cumulative GPA of 2.5.
- Student-Athletes withdrawing from, failing to attend, or failing a course will be required to repay the Department of Athletics the amount of the scholarship.
- Aid may be cancelled due to misconduct that results in disciplinary actions from the department or institution.

STUDENT-ATHLETE EMPLOYMENT

All student-athletes are eligible for employment during the academic year, vacation periods, and summer. Employment is defined as work done in exchange for pay or a barter arrangement. The Athletic Compliance Office must keep a written record verifying all student employment.

Before beginning employment, meet with your head coach to complete the Student-Athlete Employment Form and Agreement. Once you have received your coach’s approval, submit the form to the Athletic Compliance Office for verification. If your employment changes during the year, you are responsible for informing your head coach and contacting the Department of Athletics.
The following conditions apply to all types of student-athlete employment:

- The student-athlete may only be paid for the work actually performed.
- The rate of pay must be the regular rate paid for such duties.
- An employer shall not use the reputation of the student-athlete employee to promote the sale of the employer’s product or service.
- Hours paid must equal actual hours worked.
- Payment in advance of hours worked is not permitted.
- Transportation to the job site may be provided only if such transportation is made available to all employees.
- The employer cannot provide you with any benefits or privileges that are not provided to all employees.
- Student-athletes are responsible for complying with employment rules and are to report any irregularities in employment compensation or benefits to the Department of Athletics.

Prior to employment, the student-athlete must schedule a meeting with the Assistant Director of Athletics for Compliance, who will review the appropriate NCAA regulations governing student-athlete employment and will review the required procedure to be completed by the student-athlete prior to employment.

- The student-athletes must complete the Student-Athlete Employment Form and Agreement for employment during the academic year, winter vacation period, and summer vacation period and secure approval from his/her coach.
- The student-athlete will provide the employer with an Employer Education and an Employer Participation and Verification Agreement to the potential employer for their signature, which shall confirm the employer’s commitment to adhere to NCAA and University regulations.
- Once approved, the student-athlete can begin employment.

A student-athlete may receive compensation for teaching or coaching sports skills or techniques in his or her sport on a fee-for-lesson basis, provided:

- Earnings from student-athletes on or off campus employment that occurs at any time is exempt and is not included when determining a student-athlete’s full grant-in-aid or AUM’s financial aid limitations.
- Student-athletes may not receive compensation for the value the student-athlete may have for AUM because of publicity, reputation, fame, or personal following.
• Student-athletes must be compensated only for work actually performed and at the rate commensurate with the going rate in that locality for similar services.

INTERNATIONAL ON-CAMPUS STUDENT EMPLOYMENT

Regulations permit the following kinds of on-campus employment:

• Work on the school premises, employed by the I-20 issuing institution. (3.33.1.1)

  On-campus employment includes work done as a teaching or research assistant as well as jobs in the school library, cafeteria, and administrative offices. If the school is the employer, the only general restriction on the type of work that can be done is that the work cannot “displace United States residents,” which generally is interpreted to mean that an on-campus employer may not remove a U.S. worker to hire and F-1 student.

• Work on the school premises, employed by on-campus commercial firms. (3.33.1.2)

  “On-campus” also includes employment with “on-location commercial firms which provide services for students on campus, such as the school bookstore or cafeteria.” The nature of the services being provided by and on-location commercial firm is important to consider, with the focus being whether the commercial firm provides direct student services. The regulation states that “employment with on-site commercial firms, such as a construction company building a school building, which do not provide direct student services, is not deemed on-campus employment for purposes of this paragraph.”

• Practice Note Discussion [8 C.F.R. 214.2(f)(9)(i)]

  Opinions can differ on whether the “on-campus employment with an on-location commercial firm” clause permits F-1 student employment with restaurant chains or other businesses such as software or office supply chains operating on campus, in locations such as student centers. While some argue that as long as the business endeavor proves “services for students on campus,” it should be seen to fit within 8 C.F.R. § 214.2(f)(9)(i), others take a more conservative position, and distinguish between commercial enterprises that have a contract with the school to provide certain services on campus, and commercial enterprises that have merely leased space on campus to conduct their public business. This issue is mentioned here to point out that a question has been raised, and is subject to different interpretations. Since unauthorized employment can have significant adverse consequences on a student’s future eligibility for immigration benefits, advisers may wish to consult their general counsel to discuss this issue.

89
SPORT INSTRUCTIONAL LESSONS

Any student-athlete providing lessons in exchange for a fee must coordinate the lesson through their coach and the Department of Athletics.

INTERNATIONAL STUDENT-ATHLETES

- All revenues generated through the teaching of lessons will be deposited in the Revenue account of the Department of Athletics Operating and Maintenance Account. International student-athletes providing lessons must complete a new hire form for a student worker position within the Department of Athletics and through the Office of Human Resources. This will require the student-athlete to present copies of their driver's license/passport, and their social security card. Each student will be paid the federal minimum wage. The wage scale is based upon the Fair Labor Standards Act of the United States Department of Labor Wage and Hour Division. [$7.25 beginning July 24, 2009]

DOMESTIC STUDENT-ATHLETES

- The teaching of sport lessons must not conflict with the teaching of scheduled classes of any AUM facility. Lessons may not coincide with any Department of Athletics activity. A student-athlete may never miss a registered class in order to provide sport instruction. An international student-athlete on an F-1 Visa must be in total compliance with the NAFSA Manual, section 3.32.1 regarding permissible on-campus employment. Each coach will assist in monitoring these regulations in cooperation with the International Student Advisor and Director of Athletics. The teaching of sport lessons by an international student athlete at an off-campus site is prohibited.

- Each Head Coach will keep a log of lessons taught within their sport. The log will include the name of the student-athlete teaching the lesson, the date of the lesson, the time involved with the lesson, the name of the student receiving the lesson and the fee charged for the instruction. Fees should be paid to the coach directly and not involve the student-athlete. It is recommended that the fee is paid by check. Payment in cash will require the issuance of a receipt. Each student-athlete teaching lessons will submit a student worker timesheet that will be signed by their supervisor/coach. Collected fees will be turned
into the Department of Athletics for deposit by the end of the next business day.

**PLAYING AND PRACTICE SEASONS**

Student-athletes must have on file with the Head Athletic Trainer a valid physical examination, drug testing consent, sickle cell solubility test, and proof of minimal limit athletic injury insurance prior to any participation in conditioning, practice or competition.

Each sport, with the exception of Men’s and Women’s Basketball, has a championship and non-championship segment in which practice and/or competition is conducted based on NCAA regulations. Within each segment, there is an in-season period and an out-of-season period.

- **Championship Segment** of play that concludes with the NCAA National Tournament.
- **Non-championship** segment consist of 24 days of play within a 45-consectutive day window.

**CONTEST AND DATES OF COMPETITION**

Scheduling of each sport season is the responsibility of the Head Coach for each intercollegiate program. This process may not proceed until such time as the conference schedules have been approved by the Conference Commissioner. A sport schedule is tentative until approved by the Director of Athletics, who will evaluate missed class time, balance between home and way, conflicts with any known A UM functions, or potential conflicts in providing quality game management for home events. The schedule does not get posted on the athletic website until it has administrative approval and appropriate game contracts are completed.

<table>
<thead>
<tr>
<th>Sport</th>
<th># of Games/Contest/Playing Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>50 contests</td>
</tr>
<tr>
<td>Basketball (M &amp; W)</td>
<td>26 contests</td>
</tr>
<tr>
<td>Cross Country (M &amp; W)</td>
<td>7 dates of competition</td>
</tr>
<tr>
<td>Soccer (M &amp; W)</td>
<td>18 matches played at any time during the sport season. 5 additional dates in spring on weekends or non-scheduled class dates.</td>
</tr>
<tr>
<td>Softball</td>
<td>56 contests</td>
</tr>
</tbody>
</table>
The Department of Athletics is responsible for monitoring playing and practice seasons for all intercollegiate sports teams. This includes monitoring playing season declarations, countable athletically-related activities (CARA) for both in-season and out-of-season, and number of contests.

Participation in any countable athletic related activity organized and/or directed by any member of the coaching staff.

Activities that are considered a practice:

- Film sessions involving a coach and one or more student-athlete
- Walkthrough drills, regardless of the use of equipment
- Individual skills workouts (batting practice, putting lessons, etc.) involving a member of the coaching staff
- Open gyms that are closed to the public and attended by a member of the coaching staff
- Sport specific activity classes only available to invited students

Countable Athletically Related Activities (CARA) for the purpose of practice hour limitations include:

- Practice (no more than four hours per day);
- Athletic meetings with a coach that are initiated or required by the coach;
- Competition (counts as 3 hours regardless of actual length);
- Field, floor, and on-court activities;
- Setting up offensive and defensive alignments;
- On-court or on-field activities called by any member of the team and confirmed to members of the team at the request of the coaching staff
- Required weight training and conditioning activities;
- Required participation in camps/clinics;
- Visiting the competition site in golf or cross country;
- Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff;
- Participation in a physical activity class for S-A’s only and taught by a member of the athletics staff
- Discussion or review of film;
• Participation in clinics in which SAs and coaches are both present; and
• Participation in a physical activity class for Student-Athletes only and taught any Athletics staff.

Non-CARA for the purpose of practice hour limitations includes:

• Compliance meetings;
• Meetings with a coach initiated by the student-athlete;
• Warhawk Life Skills Study meetings, sessions, or events;
• Study tables, tutoring, or academic meetings;
• Student Athlete Advisory Committee (SAAC) meetings;
• Voluntary weight training not conducted by a coach;
• Voluntary sport-related activities, no attendance taken, no coach present;
• Traveling to/from site of competition;
• Training room activities;
• Recruiting activities (student host);
• Pre-game meals;
• Attending banquets; and
• Fundraising or public relations/promotional activities or community service projects.

IN-SEASON

During the in-season period (i.e., championship and non-championship segments), a student-athlete may participate in a maximum of 20 hours per week of countable athletically related activities.

• Practice - including team and individual instruction
• Competition
• Required weight training and conditioning activities
• Individual skill-related activities requested by the student-athlete
• On-site activities called by a member(s) of a team that is considered as a requisite for participation in that sport (i.e. Captain’s Practice)
• Film or videotape review of practices or contests
• Required participation in camps, clinics, or workshops
• Meetings initiated by coaches
• Visiting the competition site in cross country

The daily and weekly time limitations on countable athletically related activities in-season:
- Maximum of 4 hours per day
- Maximum of 20 hours per week
- All competition counts as 3 hours regardless of duration
- Required one day off

**OUT-OF-SEASON**

The remaining days of the academic year not included in the in-season period are considered out-of-season. A student-athlete may participate in a maximum of eight hours per week of countable athletically related activities and may not participate in any countable athletically related activities on two days per week during the out-of-season period. These activities may include:

- Participation in up to 2 hours of required skill instruction
- Required weight training and conditioning activities
- No Countable Athletically Related Activities permitted outside the playing season during an institutional period with no classes (Thanksgiving, Christmas, Spring Break, Summer)
- No Countable Athletically Related Activities permitted one week prior to the beginning of the institution's final examination period through the conclusion on the final examination period.

The daily and weekly time limitations on countable athletically related activities for out of season are as follows:

- Maximum of 8 hours per week
- Of the 8 hours, no more than 2 hours of skill instruction
- Required two days off

**DAILY AND WEEKLY HOUR LIMITATIONS**

Hourly and weekly limitations do not go into effect during preseason prior to the first day of classes or the first scheduled contest, whichever comes first.

Hourly and weekly limitations are not in effect during the institution's term-time official vacation period (i.e. Christmas, Spring Break) as listed in the institution's official calendar, and during the academic year between semesters when classes are not in session.

**PRACTICE PROHIBITED AFTER COMPETITION**
Practice may not be conducted at any time (including vacation periods) following competition, except between contests, rounds or events during a multi-day or multi-event competition (e.g. doubleheaders in baseball, matches in volleyball).

REQUIRED DAY OFF FROM COUNTABLE ATHLETIC RELATED ACTIVITIES

During the academic year, student-athletes shall not engage in any countable athletically related activities on one day per week during the playing season and two days per week outside the playing season. The required day(s) off may occur on any day of the week and may change from week to week. A “week” is defined as any seven consecutive days, determined at the institution's discretion.

CONFIRMATION OF COUNTABLE ATHLETIC RELATED ACTIVITIES

The procedures for documenting weekly countable athletically-related activities are as follows:

• The Head Coach is responsible for submitting the CARA Log for the previous week, on the following Tuesday by 12pm (Noon). For each day, the Head Coach is responsible for indicating the date and length of all team activity in the following areas: practice, competition, team meeting, conditioning, weight training, skill instruction, and film review.
• CARA Log required signatures are as follows:
  o The Coach
  o A student athlete (this must vary among the roster) each week
  o Athletic Compliance Office
  o Additional student verification signature
• CARA Logs are submitted to and reviewed by the Athletic Compliance Office.
• Random team practice checks will be conducted by a member of the executive athletic staff and/or FAR to ensure compliance.
• All possible violations will be investigated.
• The Director of Athletics is notified of those Head Coaches who do not meet the deadline for submission of CARA forms. Any alleged violations uncovered as a result of CARA form reviews are handled in accordance with the procedures of investigating a violation.

SEASONS OF COMPETITION
GUIDELINES REGARDING A STUDENT-ATHLETE’S SEASONS OF COMPETITION

The accurate recording of student-athlete participation is critical for several reasons. Unless a waiver is applied for and granted from the NCAA, all student-athletes are limited to four seasons of competitive eligibility in each sport. Once these four seasons are used, a student-athlete is no longer eligible for intercollegiate competition in that sport. Additionally, accurate documentation regarding student-athlete participation is critical in obtaining a medical hardship waiver, should the need arise.

A student-athlete utilizes a season of competitive eligibility if, at any time during an academic year, he/she represents the institution in competition against individuals not on the institution's team. This is true regardless of how that competition is classified or when it occurs. Therefore, a student-athlete who participates in any of the following has utilized one of his/her four seasons of competitive eligibility in that sport:

- A joint practice session; or
- A scrimmage (other than intra-squad); or
- An alumni game; or
- An exhibition.

Also, a student-athlete who does any of the following has utilized one of his/her four seasons of competitive eligibility in that sport:

- Competes in the uniform of the institution; or
- Competes in outside competition during their sports playing and practice season; or
- Receives expenses associated with competition of any type.

GUIDELINES FOR SEASON-OF-COMPETITION WAIVER REQUESTS

A student-athlete may be granted an additional year of competition by the Committee of Student-Athlete Reinstatement when, due to extenuating circumstances the student-athlete, while eligible, did not in more than two contests or dates of competition or 20 percent of the team's completed contests/dates of competition.

- Extenuating circumstances include, but are not limited to, the following:
o The student-athlete is unable to compete as a result of a life-threatening injury or illness suffered by a member of the student-athlete's immediate family, which clearly is supported by contemporaneous medical documentation;

o The student-athlete is unable to compete as a result of extreme financial difficulties as a result of a specific event (e.g., layoff, death in family) experienced by the student-athlete or an individual on whom the student-athlete is legally dependent. These circumstances must be clearly supported by objective documentation (e.g., decree of bankruptcy, proof of termination) and must be beyond the control of the student-athlete or the individual on whom the student-athlete is legally dependent;

o The student-athlete's institution dropped the sport (in which the student has practiced or competed) from its intercollegiate program; and

o The student-athlete participated in nonregular-season competition (e.g., alumni contest, exhibition contests, scrimmages, nonchampionship segment contests) due to a coach's documented misunderstanding of the legislation. The competition must have occurred while the student-athlete was representing an NCAA institution.

Participation includes:

• If the percentage calculation for the 20-percent rule results in a decimal -- any decimal -- the whole number preceding it is always rounded up. For example, if the softball team competes in 56 games, 20 percent of 56 is 11.2. Due to the "rounding-up," a softball team member who competed in 12 games does qualify for a medical hardship waiver.

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**GUIDELINES FOR MEDICAL HARDSHIP WAIVER REQUESTS**

A student-athlete may be granted an additional year of competition through a Medical Hardship Waiver by which the Gulf South Conference (GSC) approves. Hardship is defined as an incapacity resulting from an injury or illness that has occurred under 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 institution;

• The injury or illness results in an incapacity to compete for the remainder of that playing season; and
• The student-athlete may not have participated in more than two contests or dates of competition or 20 percent of the team's completed contests/dates of competition.
  o If the percentage calculation for the 20-percent rule results in a decimal -- any decimal -- the whole number preceding it is always rounded up. For example, if the softball team competes in 56 games, 20 percent of 56 is 11.2. Due to the "rounding-up," a softball team member who competed in 12 games does qualify for a medical hardship waiver.
• Appropriate medical documentation must exist and be provided.
  o A copy of the attending physician’s work product contemporaneous to the evaluation and diagnosis (e.g., the physician’s notes from the examination), including the dates of treatment;
  o A statement that the injury or illness diagnosed "rendered the student-athlete medically unable to participate for the remainder of the season." The physician must make it clear that the student-athlete was not able to return to participate in regular practice or contests for the rest of the year. This statement must NOT include any editorializing about granting a redshirt or hardship waiver.
    o Note: GSC requirement that the diagnosis and certification must be made by an MD or OD.
  o The schedule from the year in which the hardship occurred, the number of contests in which the student-athlete participated and the dates of such participation.
• The ADs, SWAs and FARs should handle the specification of the waiver and the reasons for it. Inasmuch as the FARs have primary responsibility for Eligibility, it is recommended that FARs submit these waivers.

GAME BY GAME PARTICIPATION & SEASON OF COMPETITION RECORDS

The Head Coach is responsible for submitting a Participation Roster that records how many games each student-athlete participates in and identifies who has used a season of competition for their respective sport. This report is due by the 5th of each month (e.g. the Participation Roster for competition during the month of February is due March 5th). This allows for accurate tracking of the number of seasons of competitive eligibility utilized by each student-athlete. The information on this form is used to update the Practice Clearance Spreadsheet and the "Number of Seasons Utilized" on the NCAA Squad List.

VOLUNTARY ACTIVITIES
To be considered a "voluntary" activity, all the following conditions must be met:

- Coaches may NOT observe the activity.
- The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, non-coaching athletics department staff members who observe the activity (e.g., strength coach, trainer, manager) may not report back to the student-athlete's coach any information related to the activity; [NOTE: Coaches may not observe voluntary activities.]
- The activity must be initiated and requested solely by the student-athlete. Neither AUM nor any Department of Athletics staff member may require the student-athlete to participate in the activity at any time;
- The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
- The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the AUM nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.

**SUMMER VOLUNTARY WORKOUTS**

In fall championship sports, beginning June 1 through the conclusion of the institution's summer vacation period (August commencement), strength and conditioning personnel may design and conduct workout programs for SAs in those programs that will be reporting for fall practice.

Certified strength and conditioning personnel may design a workout only at the request of a student-athlete from winter and spring sport but may not conduct the workout at any time during the summer. If the student-athlete wishes to use the Wellness Center, staff may only supervise the activity for safety purposes.

**SUMMER WORKOUT APPROVAL PROCESS**

In order to participate in summer workout, practice clearance must be received. Refer to the Eligibility Section.

**MANDATORY MEDICAL EXAM**
Prior to participation in any out of season conditioning activities, including summer voluntary workouts:

- Student-athletes beginning their initial season of eligibility at AUM will be required to undergo a medical examination or evaluation administered or supervised by a physician. The medical exam or evaluation must be administered within six (6) months prior to participation in the activity or may use a physical that cleared the student athlete for participation in his/her sport during the most recent academic year.
- Returning SAs must have an updated medical history within the last six (6) months and be cleared by the Sports Medicine staff for such activity.

**SICKLE CELL SOLUBILITY TEST**

In compliance with NCAA Bylaw 17.1, the Department of Athletics requires all student-athletes, to have one of the following as part of his/her pre-participation physical examination:

- Results from a previous sickle cell trait solubility test (SST). The student-athlete will be responsible for all costs associated with this test.
- A signed waiver from the student-athlete whereby he/she refuses the right to have their sickle cell status determined.

It is required that Prospective Student-Athletes (PSAs) participating in activities have this documentation prior to participation. Documentation must be present BEFORE the Student-Athlete is permitted to participate in any strength and conditioning sessions.

**VACATION PERIOD EXPENSES**

AUM may provide the following in accordance with NCAA rules:

- An institution may rent, at the regular institutional rate, dormitory space to a prospective or enrolled student-athlete during the summer months if it is the institution’s policy to make dormitory space available on the same basis to all prospective or enrolled students. The institution may not provide an on-campus or off-campus housing benefit for student-athletes that are not available on the same basis to the general student body.
- An institution may provide permissible nutritional supplements to a student-athlete for the purpose of providing additional calories and electrolytes. Permissible nutritional supplements do not contain any NCAA banned substances and are identified according to the following classes: carbohydrate/electrolytes drinks, energy bars, carbohydrate boosters and vitamins and minerals.
OUTSIDE COMPETITION

Per NCAA guidelines, it is permissible for a student-athlete to participate in outside competition as an individual during the academic year in the student-athlete’s sport, as long as the student-athlete represents only himself or herself in the competition and does not engage in such competition as a member of or receive expenses from an outside team.

- Competing Unattached or as an Individual means that a student may not compete in any apparel that identifies with A U M. This includes any shoes, other apparel or equipment that has been provided by the institution.
- Competing Unattached or as an individual means that a student may not receive any travel expenses (meal money, snacks, lodging, gas or mileage reimbursement) that may be provided to team members participating.
- Competing Unattached or as an Individual means that students are voluntarily participating in the event and A U M is not responsible for any such injury sustained in the competition. In the event of an injury, the SA will be responsible for medical expenses for the treatment and rehabilitation of such injury.

The procedure for a student-athlete to competing as an individual or unattached is as follows:

- The student-athletes must complete an Unattached Competition Waiver by reviewing the requirements, signing, and obtaining the necessary signatures.
- The student-athlete must return the Unattached Competition Waiver to the Compliance Office.
- A notice of approval will be sent from the Athletic Compliance Office to the student-athlete, Head Coach, Faculty Athletic Representative, and executive athletic staff.
DRUG EDUCATION AND TESTING PROGRAM POLICY

The A U M Athletic Department Drug and Alcohol Education/Testing Program has been designed to assist our student-athletes in bringing about a drug-free lifestyle. The specific objectives of this program include:

• To prevent any drug and/or alcohol abuse (or misuse) by A U M student-athletes and to educate them concerning the associated problems of drug and/or alcohol abuse.
• To identify any A U M student-athletes that may be abusing drugs and/or alcohol and identify the drug.
• To establish any necessary treatment, counseling, and education for any A U M student-athlete identified as a drug and/or alcohol abuser.
• To safeguard the health and safety of the student-athlete.

A U M does not condone the use, sale or possession of illegal drugs or drug paraphernalia or the abuse of alcohol/tobacco. According to NCAA regulations, athletes must sign a drug testing consent form before participation in the A U M athletic program. This form must be signed before the student-athlete can attend any university or team conditioning, practice, or competition. Any athlete under the age of 18 will require a parental (or legal guardian) consent on the form. Consent forms are kept on file by the Athletic Department and will be available for examination by a representative of the NCAA.

EDUCATION

• Student-athletes are required to attend one drug and alcohol education program per year and are encouraged to attend additional meetings.
• Annual presentation is made to the athletic teams explaining the purposes and procedures of the drug and alcohol screening program.
• Student-athletes annually sign an A U M consent form wherein the student-athlete agrees to be randomly tested for the use of drugs prohibited by the NCAA banned drug list. Consent is required prior to the student’s participation in intercollegiate competition.

DRUG TESTING
The institutional drug and alcohol education/testing program are separate and distinct from the NCAA program (including without limitation, and sanction phases). Student-athlete will be defined as any individual who appears on the official NCAA squad list for their respective sport at the time of selection. Although a positive test result in the NCAA program will count as a positive under the AUM program, any positive under the AUM program will not count as a positive under the NCAA. AUM may amend its program at any time as may be deemed necessary.

CONSENT AND SELECTION OF STUDENT-ATHLETES TO BE TESTED

Prior to participating in any sport, each student-athlete will be given a copy of the AUM Athletics Department Drug and Alcohol Education and Testing Policy. Each student-athlete must acknowledge in writing he or she read this statement, and must agree in writing to participate in the drug and alcohol testing program. The student-athlete must also agree to the release of information about a positive drug test to his or her parents, legal guardians, the Director of Athletics, the Head Coach of the sport, the medical staff, athletic trainers, and the sport administrator, the Compliance Administrator, the Faculty Athletics Representative and the Chancellor. (Nothing in these procedures shall be construed to create a contract between a student-athlete and AUM or its representatives. However signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions contained in this policy and shall be a legal contractual obligation of the student-athlete). Please note that parental consent will be needed for student-athletes under the age of 18. It should be included on the consent form.

- Student-athletes on the official team rosters for the academic year will be subject to testing for those banned substances listed hereafter.
- Random testing of student-athletes will be conducted throughout the year by Drug Free Sport (in season, out of season and summer school), with the selection of student-athletes made by the computer from squad lists or rosters. Notifications of such random selection, and the time and place for conducting the test, shall be given to the student-athlete by the NCAA designated Drug Testing Coordinator for the institution.
- No prior notice is required for actual testing.
- Student-athletes may also be tested if there exists a “reasonable suspicion” that the individual is using banned drugs or alcohol. The determination of reasonable suspicion shall be made by a Coach, the Director of Athletics, the team physician, an athletics trainer, and academic counselor, the sport administrator or the Head Athletics Trainer. Such individuals have the responsibility to make a determination if there is reasonable suspicion the student-athlete is using banned drugs or alcohol, and they shall document any observation concerning the
appearance, behavior, physical changes, attitude changes, or absences from class, meetings or practices. There may be a variety of observations which lead to a determination of reasonable suspicion, including information gathered from other sources. Observations leading to a determination of reasonable suspicion include, but are not limited to:

- Mood swings
- Loss of interest in school, sports and practice
- Increased number of tardiness's and absences from practice and class
- Increased aggressiveness
- Severe facial and body acne
- Weight loss or weight gain
- Erratic behavior
- Disorientation and confusion
- Impaired short-term memory
- Any other actions, behavior or observations the Athletics Department personnel believe create a reasonable suspicion of drug use

The determination of reasonable suspicion, when reasonably possible, should be made by two members of the department. Thereafter, the student-athlete shall be requested to promptly submit a sample for testing.

- When multiple, positive tests have been reported to a team, the Coach, sport administrator or Director of Athletics may request team testing on a regular basis.
- A positive drug test obtained as a result of testing by the NCAA will count as a positive in the AUM drug testing program. The penalties for lost playing time in the AUM program will run concurrently with the NCAA penalties for loss of playing time.
- Student-athletes being tested shall submit a specimen at such time and place as directed by the Director of Athletics, Head Coach, or Head Athletics Trainer. If the test results are positive, the student-athletes may be retested in accordance with the provisions of paragraph F below. The primary method of testing is urine drug testing, however blood, serum, or hair may be used.
- Drug Free Sport has been selected to provide collection, chain of custody procedures and analysis of the urine or other specimen. All positive tests indicating the presence of a banned substance and/or metabolite of such a substance must be confirmed by the laboratory.
- Drug Free Sport shall report its findings to the Director of Athletics and Head Athletics Trainer. Upon receipt of a positive test, the Head Athletics Trainer is required to report that positive test to the Director of Athletics and Faculty Athletics Representative to insure appropriate institutional control of drug testing procedures.
- Only the Director of Athletics, Faculty Athletics Representative, Head Coach, Head Athletics Trainer, Team Physicians, Director of Compliance, sport
administrator and the student-athlete’s parents or guardians will be made aware of the results of the drug test. All questions about the results of the drug test must be addressed to the Director of Athletics, and the Director of Athletics will be the sole respondent. The Head Athletics Trainer will notify the student-athlete within 72 hours (if possible) after receipt of positive test results.

- **Post-season/Championship Screening:** Any participant or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the post-season competition. If a student-athlete tests positive, he/she will not be allowed to compete at the post-season event and will be subject to the sanctions herein.

- **Re-entry Testing:** A student-athlete who has had his/her eligibility to participate in intercollegiate sports suspended as a result of a drug and alcohol violation may be required to undergo re-entry drug and/or alcohol testing prior to regaining eligibility. The Director of Athletics (or designee) shall arrange for re-entry testing after the counselor or specialist involved in the student-athlete’s case indicates that re-entry into the intercollegiate sports program is appropriate.

- **Follow-up Testing:** A student-athlete who has returned to participation in intercollegiate following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Director of Athletics (or designee) in consultation with the counselor or specialist involved in the student-athlete’s case.

- **Team Testing:** All student-athletes who have signed the institutional drug-testing consent form and are listed on the institutional roster list are subject to unannounced random team testing at any time. The Director of Athletics (or designee) will select an entire team from the list of teams sponsored by the institution using a computerized random number program.

- **Pre-season Screening:** Student-athletes are subject to pre-season drug testing and may be notified of such by the Director of Athletics (or designee) at any time prior to their first competition.

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**SPECIMEN COLLECTION PROCEDURES**

- Only those persons authorized by the institution will be allowed in the collection room.

- When arriving to the collection room, the student-athlete will provide photo identification or a client representative will need to identify the student-athlete. The student-athlete will then print his/her name and arrival time on the Roster Sign-In Form.

- The student-athlete will select a Custody & Control Form (CCF) from a supply of such and work with the institutional collector to supply the necessary information before proceeding with the specimen collection process.
• The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by the institutional collector (same gender) to the restroom to provide a specimen. The student-athlete will rinse his/her hands with water (no soap) and then dry their hands. Then the student-athlete will place a specimen barcode from the Custody & Control Form onto the beaker.

• The institutional collector will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.

• The student-athlete will be responsible for keeping the collection beaker closed and controlled.

• Fluids and food given to student-athletes who have difficulty voiding must be from sealed containers (approved by the institutional collector), opened and consumed in the collection room. These items must be free of any other banned substances.

• If the specimen is incomplete, the student-athlete must remain in the collection room until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.

• If the specimen is incomplete and the student-athlete must leave the collection room for a reason approved by the institutional collector, the specimen must be discarded.

• Upon return to the collection room, the student-athlete will begin the collection procedure again.

• Once an adequate volume specimen is provided; the institutional collector will escort the student-athlete to the specimen processing table.

• The specimen processor will instruct the student-athlete to closely observe the specimen processing steps and will then measure the specific gravity.

• If the urine has a specific gravity below 1.005, no value will be recorded on the CCF and the specimen will be discarded by the student-athlete with the institutional collector observing. The student-athlete must remain in the collection room until another specimen is provided. The student-athlete will provide another specimen.

• Once the specimen processor has determined the specimen has a specific gravity above 1.005 the sample will be processed and sent to the laboratory.

• If the laboratory determines that a student-athlete’s sample is inadequate for analysis, at the client’s discretion, another sample may be collected.

• If a student-athlete is suspected of manipulating specimens (e.g., via dilution, substitution), the institutional collector will collect another specimen from the student-athlete.

• Once a specimen has been provided that meets the on-site specific gravity, the student-athlete will select a sample collection kit from a supply of such.

• The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic and open the A vial lid. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into vials above the minimum volume level (35 mL
in A vial; 15 mL in B vial) and pour as much urine as possible into the vials using care not to exceed the maximum levels (90 mL in A vial; 60 mL in B vial).

- The specimen Processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.
- The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF.
- The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials in the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.
- The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials in the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.
- The student-athlete is then released by the institutional collector.
- All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the “drugs of abuse” laboratory and one sample is placed in the shipping container for shipment to the “anabolic steroids” laboratory.
- After the collection has been completed, the samples will be forwarded to the appropriate laboratory and copies of any forms forwarded to the Sport Drug Testing Department.
- The samples then become property of the client.
- If the student-athlete does not comply with the collection process, the institutional collector will notify the appropriate institutional administrator and Drug Free Sport.
- Student-athletes will be assessed a penalty as if a first positive test had occurred for any adulteration, manipulation and/or alteration of a sample. The 1st positive in this category is a one point offense and an additional offense of this nature is a two point penalty.
- Student-athletes can be excused from drug testing only under the most extreme circumstances (e.g., sickness, family emergency). The student-athlete is responsible for providing written verification for such absences. Approval of a verifiable absence is the responsibility of the Director of Athletics.

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**Substances to be Included in Testing Program**

Prescribed substances for which student-athletes may be tested include, but are not limited to, those listed as banned drugs in NCAA Banned Drugs. For the full NCAA list visit [www.ncaa.org/2016-17-ncaa-banned-drugs-list](http://www.ncaa.org/2016-17-ncaa-banned-drugs-list).

Student-athletes are prohibited from the use of any drug substance banned by the NCAA or AUM. Drug categories banned include, but are not limited to, stimulants, anabolic steroids, diuretics, street drugs, peptide hormones and analogues, releasing factors
(erythropoietin and sermorelin), and related substances. The term “related substances” as used herein comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:

- Blood doping;
- Gene doping;
- Local anesthetics (under some conditions);
- Manipulation of urine samples

**FAILURE TO APPEAR**

A student-athlete who fails to appear for drug testing his/her career at the University may be assessed a three point penalty each time he/she fails to appear. The Head Coach will be notified and the student-athlete in question will not be allowed to practice or participate in any way until an adequate specimen is collected at the student-athlete’s expense.

**POSITIVE RESULTS**

Each intercollegiate athletics team may have policies, as determined by the Head Coach in that sport, which may be stricter than the Athletic Department policy. In no case can a team policy be less severe than the Departmental policy.

**PLAYING TIME PENALTIES/PENALTY STRUCTURE FOR USE OF BANNED SUBSTANCES**

- First Offense------Suspension of 25% of team’s competitive season
- Second Offense----Suspension of 50% of team’s competitive season
- Third Offense------Permanent loss of playing status at AUM
CONDITIONS OF SUSPENSION

- The student-athlete’s suspension will take effect during the team’s competitive season, including post-season and NCAA competition. The suspended events will be for the next consecutive events in the schedule, extending into the next season if applicable. Only contests which count towards NCAA Championships will be counted to satisfy playing time penalties (e.g., no exhibition contests, summer tour, or exempted contests such as alumni contests).
- Student-athletes who are serving a penalty will be allowed to practice, but not be allowed to participate in intercollegiate competition or other events that surround the competition.
- Suspension from competition will occur while the student-athlete is enrolled at AUM. All suspensions will be served during the student-athlete’s playing status. They will not be allowed to dress out, sit on the bench, be in the team area during competition, travel to away contests, have pre-game meals or be in the pre- or post-game locker room.

APPEALS PROCESS

Student-athletes who test positive for a banned substance by the laboratory retained by the institution may, within 72 hours following receipt of notice of the laboratory finding, contest the finding. Upon the student-athlete’s request for additional testing of the sample, the Director of Athletics (or designee) will formally request the laboratory retained by AUM to perform testing on specimen B. Specimen B findings will be final, subject to the results of any appeal. If specimen B results are negative the drug test will be considered negative.

Student-athletes who test positive under the terms of this policy will be entitled to a hearing with the Director of Athletics (or designee) prior to the imposition of any sanction. Requests for such a hearing must be made within forty-eight (48) hours of notification of a positive test result. If the forty-eight hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Director of Athletics (or designee).

The student-athlete may have and advocate or other representative present if the student so desires. However, the student-athlete must present his/her own case. The meeting should take place no more than seventy-two (72) hours after the written request is received. Either the student-athlete or the other parties involved may request an extension of time to the Director of Athletics, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The
proceedings shall be confidential. The decision by the Director of Athletics (or designee) regarding the sanction to be imposed shall be final.

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**CRIMINAL OFFENSES INVOLVING DRUGS AND ALCOHOL**

Any student-athlete involved in an alcohol or drug related incident will be subject to immediate investigation. Drug and alcohol related incidents would include but are not limited to: driving under the influence (DUI), public intoxication, underage consumption of alcohol, fights, disturbances, domestic violence, trafficking in controlled substances, or other activities prohibited by local, state or federal law.

It is the responsibility of the student-athlete involved in the incident to report the matter immediately to his/her Head Coach and Head Athletics Trainer who will immediately make a report to the Director of Athletics. Failure of the student-athlete to report the incident is itself a violation and subject to sanctions. The Director of Athletics is required to report to the FAR.

The Investigating Committee for all criminal offenses involving drugs and alcohol shall consist of the Director of Athletics (or designee), the student-athlete’s Head Coach, the chair of the Intercollegiate Athletics Committee and/or the Faculty Athletics Representative. The Director of Compliance will serve as an ex officio member of the committee. The Investigating Committee will be chaired by the chair of the IAC or FAR. The Director of Athletics will inform the student-athlete of the findings and recommendations of the Investigating Committee.

Any student-athlete charged with DUI will receive an immediate temporary suspension from all competitions pending a preliminary investigation. The charge will be investigated within a reasonable time by the Investigating Committee. If the charge appears to have merit the penalties may range from playing time suspension to loss of scholarship and will be considered a positive drug test. If the charge does not appear to have merit the temporary suspension will be lifted.

All criminal offenses involving drugs and alcohol will be immediately evaluated by the Investigating Committee and penalties recommended as appropriate for the incident. The AUM investigation and possible penalties are separate and apart from any criminal prosecution resulting from the incident. In most cases, the AUM investigation and penalties would occur well in advance of the legal disposition of the matter.

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**DIETARY SUPPLEMENTS**
It is to be noted that the Athletics Department does not condone the use of dietary/nutritional supplements. Student-athletes should be advised that the most effective and safest way to enhance his/her performance is to avoid dietary/nutritional supplement products and rely on a combination of a healthy diet, appropriate conditioning, rest and recovery, and avoiding substance abuse. Some nutritional supplements contain banned substances, and student-athletes will be subject to penalties for their use.

Student-athletes are required to list all nutritional supplements he/she are currently consuming. (See attached Student-Athlete Nutritional/Dietary Supplement Disclosure and Review Form.) Student-athletes should check all supplements through the Resource Exchange Center (REC) staffed by the National Center for Drug Free Sport. The REC is the only authoritative resource for questions related to whether listed ingredients on nutritional supplement product labels or in medications contain banned substances.

Products labeled as dietary supplements sold over the counter, in print advertisements and through the internet are under-regulated by the U.S. FDA. Dietary supplements are at risk of contamination or may include ingredients that are banned under AUM’s drug testing policy. Student-athletes have tested positive and lost their eligibility using dietary supplements. Any product containing dietary supplement ingredients is taken at the student-athlete’s own risk.

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff. There are no NCAA approved supplement products.

- Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility from using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- Any product containing a dietary supplement ingredient is taken at your own risk.

MEDICAL EXCEPTIONS

Student-athletes should be aware some prescription medication may contain banned substances and all student-athletes will be subject to penalties for their use. Student-athletes should inform their athletic trainer, the Head Athletics Trainer or the team physician of any prescription medicine they are taking.
The NCAA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the NCAA allows exception to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants (including those used to treat ADHD), beta blockers, beta-2 agonists, diuretics, peptide hormones, anabolic agents and anti-estrogens.
SAFE HARBOR

A student-athlete eligible for the Safe Harbor program may refer himself/herself for voluntary evaluation, testing and treatment for alcohol or drug problems. A student-athlete is not eligible for the Safe Harbor Program:

- More than one time
- After he/she has been informed of an impending drug test
- A documentation of a positive drug test
- Thirty days prior to NCAA or conference post-season competition

AUM will work with the student-athlete to prepare a Safe Harbor treatment plan, which may include confidential drug testing. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program and such a positive initial test will not result in any administrative sanctions except those listed in this section (i.e. the team physician may suspend the student-athlete from play or practice if medically indicated). A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty days, as determined by the treatment plan.

If a student-athlete is determined to have new banned substance use and/or alcohol use after the initial Safe Harbor Program test (as determined by follow-up testing), or fails to comply with the Safe Harbor Program treatment plan, the student-athlete will be removed from the Safe Harbor Program and be subject to appropriate disciplinary actions as detailed in the AUM Department of Athletics Drug Testing Policy and Procedures. Entering the Safe Harbor Program will be treated as one of the disciplinary action phases and any positive test indicating new banned substance use and/or alcohol after the initial Safe Harbor Program test will be treated as a subsequent positive.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of student-athletes eligible for random drug testing by AUM. Students in the Safe Harbor Program may be selected for drug testing by the NCAA.

The Director of Athletics, Team Physician, Head Athletics Trainer, and the student-athlete’s Head Coach may be informed of the student-athlete’s participation in the Safe Harbor Program. The athletics trainer assigned to the student-athlete’s sport may also be notified if medically appropriate. An assistant coach may also be informed at the discretion of the Head Coach. Other University employees may be informed only the extent necessary for the implementation of this policy.
NCAA DRUG TESTING

In addition to the institutional drug testing set forth in Section 13, the NCAA will require additional drug testing. This testing can be done year round, as long as the student-athlete is receiving athletic aid of any kind.

BANNED DRUGS

It is your responsibility to check with the appropriate or designated athletics staff before using any substance or supplement. The NCAA bans the following classes of drugs:

- Stimulants: Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexaneamine, "bath salts" (mephedrone); octopamine; DMBA; etc. Exceptions: phenylephrine and pseudoephedrine are not banned.
- Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetionate): Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; ostarine, stanozolol; stenbolone; testosterone; trenbolone; SARMS (ostarine); etc.
- Alcohol and Beta Blockers (banned for rifle only): Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.
- Diuretics (water pills) and Other Masking Agents: Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triamterene; trichlormethiazide; etc.
- Street Drugs: Heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073).
- Peptide Hormones and Analogues: Growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1; etc.
- Anti-Estrogens: Anastrozole; tamoxifen; formestane; ATD; clomiphene; SERMS (nolvadex); etc.
- Beta-2 Agonists: Bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; etc.

For the full NCAA list of banned substances and guidelines visit www.ncaa.org/2016-17-ncaa-banned-drugs-list.
While competing as a student-athlete at Auburn University at Montgomery, you may have your photo taken, or video recorded, during an athletic sponsored event by a photojournalist associated with the institution. The athletic department reserves the right to co-ownership of those photos and videos to use for departmental and promotion purposes. By signing the acknowledgement statement within this handbook, you confirm you understand and consent for your likeness to be used in photographs, video or digital recordings, as well as your name and identity to be revealed by descriptive text or commentary.
EXTRA BENEFITS

An extra benefit is defined as any special arrangement by an institutional employee or a representative of the institution's athletics interest (i.e. boosters) to provide a student-athlete (or a student-athlete's relative or friend) a benefit that is not generally available to other AUM students and their relative and/or friends or, is not expressly authorized by NCAA legislation. Therefore, please be aware of the following:

A student-athlete cannot accept anything from an employee of AUM (including a coach) or an AUM booster. This includes, but is not limited to the use of a car, clothing, gifts (even a prize, trinket or item of minimal value), books, money, tickets for any kind of entertainment, or payment of long distance telephone calls.

Specific examples include, but are not limited to:

- A student-athlete cannot accept free or reduced cost room and/or board from employee of AUM (including a coach) or an AUM booster. This includes in Montgomery, in the student-athlete's home city or any other location.
- A student-athlete may not accept free or reduced cost storage room for personal belongings for the summer months from employee of AUM (including a coach) or an AUM booster.
- A student-athlete cannot accept free or reduced merchandise or services from any merchant unless that free or reduced cost item is also available to the general public.
- On infrequent, special occasions (e.g., a birthday, Thanksgiving, etc.), a student-athlete may accept an invitation for a meal, provided that an occasional meal form has been submitted and approved.
- A student-athlete may only use a Department of Athletics copy machine, fax machine, or the Internet provided the use is for the purposes related to the completion of required course work and has been approved in advance by the Compliance Office.
- Using departmental equipment or the long distance access code of an employee of AUM for personal use is not permissible.
- Members of the Department of Athletics staff, tutors, and institutional staff are not permitted to type reports, papers, letters, etc., for a student-athlete.
- A student-athlete cannot receive a special discount, payment arrangement or credit on a purchase (e.g., airline ticket, clothing), or service (e.g., laundry, dry cleaning) from an employee or booster.
• An employee of AUM (including a coach) or an AUM booster cannot provide a student-athlete with a loan of money, a guarantee of bond, the use of an automobile or the signing or co-signing of a note to arrange a loan.

The acceptance by a student-athlete of any of the above extra benefits is a violation and places the student-athlete's eligibility for intercollegiate competition in immediate jeopardy.

COMPLIMENTARY ADMISS IONS

All complimentary admissions to AUM home athletic events shall be monitored by the Athletic Compliance Office. The procedures for securing complimentary admissions for student-athletes are detailed below:

Student-Athletes:

An institution may provide four complimentary admissions per home or away intercollegiate athletics event to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest. Institutional limits may be placed on student-athlete complimentary admissions due to seating limitations in various venues, and/or purchase requirements. Fifth year eligibility exhausted and medical exempt student-athletes do not meet this requirement.

Procedure Home and Away Contest:

- The Head Coach is responsible for submitting the complimentary admission pass list to the compliance Office 48 hours prior to the athletic event.
- Student-athletes must list their guests by the indicated time for each respective game.
- Student-athletes may select up to four guests for each contest. It is important that the student-athlete accurately list the first and last names of their guests on the complimentary admission list. A teammate can assist another teammate by putting family members, relatives or friends of another player on his/her list. This must be done by the student-athlete giving his or her permission to a teammate verbally. Immediate family members (i.e., parents, siblings) must be listed by the respective student-athletes before anyone else can be listed (i.e., friends).
- The Head Coach and the Assistant Athletics Director for Compliance will review and approve guests for the student-athletes.
• The Compliance Office will print the complimentary admission list for the sport and submits an electronic copy to the pass gate administrator for home contests/ opponent institution for away contest. The list will be utilized at a location designated by the institution/opponent institution (ex. will-call).
• All guests are required to show a photo ID and sign for their complimentary admission. Each guest must appear in person to receive his/her complimentary admission. Valid picture identification is required for all individuals using a complimentary admission. Guests that are 15 years of age or younger that do not have a picture i.D. must request their complimentary admission with an adult that has proper identification and also appears on the pass list.
• Everyone, regardless of age, must present a ticket for admission.
• Individuals receiving complimentary admissions must proceed immediately into the respective venue. Once inside, individuals may not exit and re-enter. No pass outs will be issued.
• The complimentary admission list administer is responsible for submitting the pass list to the Compliance Office within 24 hours after the completion of the event.
• The copy of the document will be kept on record.

**OCCASIONAL MEALS**

A student-athlete or team may receive an occasional meal in the vicinity of AUM on infrequent and special occasions from an AUM staff member. An AUM staff member may provide reasonable local transportation to student-athletes to attend such meals. A student-athlete or team may also receive an occasional meal from a representative of athletics interest provided:

• The meal must be provided in the individual’s home only and may be catered; and
• The representative of athletics interest or an institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.

• The procedures are the following:
• The student-athlete(s) or athletic team upon receipt of the invitation for a meal must inform their Head Coach, the Head Coach’s designee of the invitation. [Note: The Head Coaches designee must be a member of the coaching staff, listed on the Staff Designation form.
• The Head Coach, the Head Coach designee, or an athletic administrator shall coordinate the completion of the Occasional Meal Form. The following information will be requested:
  • Name of student-athlete(s) or team receiving the meal;
  • Name of the Department of Athletics staff member or booster providing the meal;
• Date and time occasional meal will take place;
• Location where occasional meal will take place;
• Reason the occasional meal is being offered;
• Transportation that will be provided, if any, to transport the student-athlete(s) to the occasional meal; and

- Once the Occasional Meal Form is completed, the Head Coach and the individual providing the meal will need to sign the form stating they understand and will abide by the provisions within the document.
- Once the Head Coach and the individual providing the meal have signed the Occasional Meal Form, they will forward it to the Athletic Compliance Office.
- The form shall be submitted to Athletic Compliance Office prior to the meal (preferably, one (1) week prior to the requested date).
- The Athletic Compliance Office will review the form for completeness and accuracy.
- If approved, the Athletic Compliance Office will sign the Occasional Meal Form and send a copy to the Head Coach, Associate Director of Athletics, and the Director of Athletics. The original will be kept on file in the Athletic Compliance Office.
- If not approved, the Athletic Compliance Office will notify and discuss with the Head Coach the reason the meal was not approved.

STUDENT-AWARDS PROGRAM

The Department of Athletics selects deserving student-athletes to receive athletics awards as recognition of athletic participation, academic performance, and outstanding achievement.

Participation Awards
Awards for participation in intercollegiate athletics may be presented each year, limited in value and number as specified in Figure 16-1. Awards for participation in special events may be provided only to student-athletes eligible to participate in the competition.

Senior Scholar-Athlete Award
An institution may provide a maximum of two senior scholar-athlete awards each year to graduating seniors. The award may consist of a tangible item and a postgraduate scholarship. The postgraduate scholarship shall be used for graduate studies at the recipient’s choice of institution and shall be disbursed directly to that institution. Such a scholarship only may be awarded to a student-athlete who will complete the requirements for a baccalaureate degree within one term of the award and no funds will be distributed prior to the completion of the baccalaureate degree. A student-athlete who has received an institutional postgraduate scholarship as part of a senior scholar-athlete award shall no longer be eligible to participate in intercollegiate athletics, except that the student-athlete
may complete the remainder of any season currently in progress at the time of the award (e.g., postseason competition in the spring sport which occurs after graduation).

**Awards for Winning Conference and National Championships**
Awards for winning an individual or team conference or national championship may be presented each year, limited in value and number as specified in Figure 16-2. Awards for winning a conference or national championship in a team sport may be provided only to student-athletes who were eligible to participate in the championship event. Separate awards may be presented to both the regular-season conference champion and the postseason conference champion, but if the same institution wins both the regular-season and postseason conference championship, the combined value of both awards should not exceed the permissible limit.

**Special Achievement Awards**
Awards may be provided each year to individual student-athletes and teams to recognize special achievements, honors and distinctions, limited in value and number as specified in Figure 16-3.

**Local Civic Organization**
A local civic organization (e.g., Rotary Club, Touchdown Club) may provide awards to a member institution’s team(s). The following regulations shall apply to such an event:
- All awards must be approved by the institution and must be counted in the institution’s limit for institutional awards; and
- The organization may not recognize or provide awards to prospective student-athletes at the banquet.

**Awards Banquets**
- An institution may conduct awards banquets to commemorate the athletics and/or academic accomplishments of its student-athletes.
- One time per year, an institution’s athletics booster club may finance an intercollegiate team’s transportation expenses to a recognition banquet, provided all expenses are paid through the institution’s Department of Athletics, the location of the event is not more than 100 miles from the campus, and no tangible award is provided to members of the team.

**Post-Season Team Award Banquets**
Post-season team banquets may be budgeted in your sport budget or may be absorbed by restricted account funds (booster account). Head Coaches can decide how and where this event is conducted. The Department of Athletics will not provide or be purchasing plaques for team banquets. Teams may purchase awards on their own; however, this expense will be absorbed from the team budget (or restricted account).
Any participation award to your student-athletes must be approved by the Director of Athletics and Assistant Director of Athletics for Compliance and meet the financial maximums allowable per NCAA Figure 16-1.

Complimentary admission may be provided to friends and relatives of a student-athlete to attend an institutional awards banquet.

An occasional meal may only be provided to relatives and/or legal guardians of a student-athlete. Any additional guests of a student-athlete invited to the event must pay for their meal per NCAA rules.

Warhawks’ Choice Awards
The Department of Athletics in conjunction with the Student-Athlete Advisory Committee will host an annual institutional awards program during the spring semester.

The Department of Athletics will provide and purchasing certificates, plaques, and trophies for the event. Any award to student-athletes must be approved by the director of Athletics and Assistant Director of Athletics for Compliance and meet the financial maximums allowable per NCAA Figure 16-1.

Complimentary admission may be provided to friends and relatives of a student-athlete to attend an institutional awards banquet.

An occasional meal may only be provided to relatives and/or legal guardians of a student-athlete. Any additional guests of a student-athlete invited to the event must pay for their meal per NCAA rules.

Recognition by Professional Sports Organization
A student-athlete may accept a complimentary admission to a professional sports contest during which the student-athlete and/or collegiate team is being recognized by the professional sports organization for extraordinary achievements. Further, it shall be permissible for the professional sports organization to promote this event to the general public.

Expenses to Receive Noninstitutional Awards.
A conference, an institution, the U.S. Olympic Committee (or the international equivalent), a national governing body or the awarding agency may provide actual and necessary expenses for a student-athlete to receive a noninstitutional award or recognition for athletics or academic accomplishments. The conference, institution and other permissible entities may also provide actual and necessary expenses for up to two of the student-athlete’s relatives or legal guardians to attend the recognition event or awards presentation.
TRANSFERRING

If a prospective student-athlete wishes to transfer to AUM or a current student-athlete wishes to transfer from AUM, a permission to contact must be granted before the athlete and institution can contact one another regarding the possibility of transferring.

TRANSFERRING FROM FOUR YEAR COLLEGE

Procedures for recruiting 4-year college transfer are as follows:

- Each coach must notify the Assistant Director of Athletics for Compliance prior to discussing the possibility of transferring with any PSA who seeks a transfer to AUM.
- The Assistant Director of Athletics for Compliance is responsible for sending appropriate Permission to Contact/Transfer Tracer Form to the PSA’s current institution.
- The Assistant Director of Athletics for Compliance will provide the Head Coach with a copy of the response and Permission to Contact/Transfer Tracer Form from the PSA’s current institution.
- If permission is granted, the Head Coach will be instructed he/she may proceed with the recruitment of the Transfer PSA. Otherwise the Head Coach will be instructed to discontinue further recruitment of the PSA.
- The Assistant Director of Athletics for Compliance will enter this date into Compliance Assistant in the Recruiting Tab and file the request in the appropriate sport’s binder.

REQUEST FOR PERMISSION TO CONTACT AND TRANSFER RELEASE

The transfer process is as follows:

- A student-athlete who wishes to discuss the possibility of transferring to another institution must contact their Head Coach and complete the Student-Athlete Request for Permission to Contact and Transfer Release Form with their coach.
- If the Head Coach approves the request for permission to contact and/or transfer release to another institution, the student-athlete must complete a Status Change Form and GIARF with their Head Coach. By signing, the student-athlete understands that he/she forfeits his/her participation on the team and his/her scholarship for the following year. That scholarship can be renewed at the discretion of the Head Coach.
- Once the Student-Athlete Request for Permission to Contact and Transfer Release Form is received, the Assistant Athletics Director for Compliance will request a
meeting with the student-athlete to address academic, transfer requirements, and institution withdrawal processes. The student-athlete will be asked to complete the Exit Survey.

- The Athletics Compliance Office will provide a written release within 14 days.
- If the Head Coach denies the request for permission to contact and/or transfer release to another institution, student-athlete has the option to request a meeting with the Head Coach and sport administrator.
- A Head Coach may recommend to the Director of Athletics and Associate Director of Athletics/SWA that the release request be denied. The Director of Athletics will confer with the Assistant Athletics Director for Compliance and/or the Associate Director of Athletics/SWA concerning this request. The Director of Athletics and the Associate Director of Athletics/SWA then will make the final decision.
- If the request is not granted at this level, the student-athlete will be informed of their rights to request an appeal hearing by the Assistant Athletics Director for Compliance within 14 days of the written request.

REQUEST FOR PERMISSION TO CONTACT AND TRANSFER RELEASE APPEAL

The transfer out appeal process is as follows:

Student-athletes whose has been denied permission to contact and/or transfer release has a right to appeal. The procedure is as follows:

- The Assistant Athletics Director for Compliance will provide written notification to the student-athlete within 14 calendar days of the student-athlete being notified.
- For the purpose of establishing when a student-athlete has been notified, the date the student signs the Student—Athlete Request for Permission to Contact and Transfer Release and/or Grant-In-Aid Recommendation Form will serve as the date the student-athlete is notified of the decision. If the student-athlete does not sign, supplemental documentation will be used to determine when the student-athlete was notified.
- The written notification from the Assistant Athletics Director for Compliance will inform the student-athlete of their rights to an appeal hearing.
- The student-athlete has 10 calendar days from the date of the written notification from the Assistant Athletics Director for Compliance is sent to request an athletic appeal hearing.
• If an athletic appeal hearing is requested, the institution will conduct an athletic appeal hearing within 30 calendar days from receiving the student-athlete’s request for an athletic appeal hearing.
• The Athletic Appeals Committee conducts the hearing in accordance with the athletic appeals hearing procedures regarding any athletic grant-in-aid decision.
• The student-athlete may present documentation to support their appeal.
• The athletic personnel involved, (i.e. head and/or assistant coach), may provide documentation as rationale related to the reduction in aid or non-renewal of the SAs’ grant-in-aid.
• The Assistant Director of Athletics for Compliance and/or the Faculty Athletic Representative may be called upon to provide clarification or interpretations.
• The SA will receive notification within two (2) business days of following the Athletic Appeals Committee decision. Written notification of the decision will be provided within five (5) business days of the Athletic Appeal Committee decision.

WITHDRAWING FROM INSTITUTION

• When a student-athlete wishes to withdraw from the institution the student-athlete must submit a Withdrawal Form to the Office of the Registrar, submit notice to Housing and Residential Life, and Office of Student Accounts.
• The Registrar will contact the Assistant Athletics Director for Compliance and FAR to confirm, who will notify the Head Coach and Sports Administrator.
• Once the Department of Athletics has confirmed a student-athlete’s withdrawal from the institution the Registrar will proceed per institutional policy.
• The Head Coach will need to submit a Status Change Form and GIARF, if applicable to the Athletic Compliance Office.

INTRA-CONFERENCE TRANSFER RULE

Under GSC Rules, when a student-athlete seeks to transfer from one GSC school to another, the permission to contact and any subsequent release must come from the AD himself/herself; a designee other than the CEO of the institution is not permitted to issue permission.
SPORTS MEDICINE

Student-athletes deserve a safe and healthy college experience. College athletics come with inherent risks, but through partnerships, education and innovations we can provide student-athletes with the best environment for success. We are committed to providing comprehensive, high-quality medical services to every student-athlete. On-site medical services provided include, but are not limited to, prevention, evaluation, and treatment of injuries and illnesses, rehabilitation services, pre-participation exams, nutritional counseling, psychological counseling, and drug education and counseling.

The Sports Medicine staff is responsible for managing all instances that affect the health and safety of student-athletes. This includes, but is not limited to, participation, conditioning, protective equipment/devices, nutritional concerns, maintenance of safe playing fields and facilities, and any other matter that would affect the health or safety of the student-athlete.

PHILOSOPHY

The sports medicine program embodies the commitment of patient/student-athlete care, education of the student-athlete as well as the provider, personal and community service, and the implementation of research by following national best practices for health and safety.

DESIGNATION OF TEAM PHYSICIAN

Dr. Chai Chamnong, DO of Montgomery has been designated to serve as the physician to serve for all intercollegiate athletic teams in 2015-16. Dr. Chamnong will oversee the sports medicine efforts for injuries and illnesses incidental to the student-athlete’s participation in the intercollegiate athletics. All referrals for services and medical clearance for active participation will be handled under his direction. All contact and correspondence with Dr. Chamnong and his practice, as well as all other medical service providers, will be strictly coordinated through the Head Athletic Trainer.

THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)
The Health Insurance Portability and Accountability Act (HIPAA), protects the individual medical and health history information of our student-athletes. Confidentially of the students’ medical records must be maintained, as these are considered legal documents. Records are not permitted to leave the Sports Medicine offices. Anyone associated with access to documents that are the property of the department must comply with all regulations set forth by HIPAA. Sports Medicine personnel must remember that discussing the status of a student-athlete with other student-athletes is forbidden.

The Authorization to Disclose Protected Health Information form allows AUM to discuss, disclose and/or release information necessary to process or respond to eligibility inquiries, insurance inquiries including coverage, benefits, claims processing and Explanation of Benefits with respect to injury or sickness.

INJURY PREVENTION GUIDELINES

CONCUSSION MANAGEMENT

1) The following will be reviewed annually with student-athletes during a preseason team meeting: What is a concussion, how can I prevent a concussion, what are the symptoms of a concussion, what should I do if I think I have a concussion?
2) All student-athletes will complete and sign an Acceptance of Responsibility Statement to Inform Athletic Trainers of Concussive Symptoms (amnesia, confusion, headache, loss of consciousness, balance problems or dizziness, double or fuzzy vision, sensitivity to light, nausea, feeling sluggish, etc.).
3) When a student-athlete shows any signs, symptoms or reports behaviors consistent with a concussion, the athlete shall be removed from practice or competition immediately.
4) A student-athlete diagnosed with a concussion shall be withheld from the competition or practice and not return to activity for the remainder of that day.
5) SCAT II Assessment will be administered following all diagnosed concussions.
6) The student-athlete will be monitored for signs or symptoms of regression and transported as deemed appropriate.
7) Home health care plan instructions that include the following will be given: contacting certified athletic trainer immediately if the athlete starts vomiting at any time following the injury; limiting to the extent possible or totally avoid listening to loud music, watching television, playing video games, and computer usage until complete symptom resolution.
8) Upon resolution of concussive symptoms, the student-athlete will be reassessed via SCAT II.
9) After 24 hours of becoming asymptomatic the athlete will be allowed participation in low level functional activities i.e. weight lifting, jogging, push-ups, etc. If any post-concussion symptoms occur, the athlete should drop back to the previous asymptomatic level and try to progress again after 24 hours.

10) As the student-athlete completes tasks without the return of signs or symptoms the intensity of functional activities will be increased.

11) All athletes with concussive symptoms will be evaluated at this point by the Team Physician or the physician's designee and his/her recommendations will be adhered to at this time.

12) **Final Authority** for Return-to-Play shall reside with the team physician or the physician's designee.

13) The incident, evaluation, continued management, and clearance of the student-athlete with a concussion will be documented and placed in the student-athletes file.

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**RETURN TO PLAY/COMPETITION PROTOCOL**

1) No activity, complete rest. Once asymptomatic proceed to step 2.

2) Light aerobic exercise, i.e. walking/stationary cycle, no resistance training. If still asymptomatic, proceed to step 3.

3) Heavy aerobic exercise, i.e. sprints, jumping rope, interval training. Return to weight room for strength training. Still asymptomatic proceed to step 4.

4) Functional activities, i.e. shooting in basketball, throwing in baseball, etc. and progressive addition of resistance training steps 3 and 4. If still asymptomatic, proceed to step 5.

5) Non-contact drills. If still asymptomatic, proceed to step 6.

6) Full contact activity and/or exceptional testing after clearance from Team Physician/Physician's designee.

7) Return to full competition.

This protocol will be over the 7-10 days for return to play with a minimum of 7 days. With this protocol the athlete should continue to proceed to the next level if asymptomatic at the current level. If any post-concussion symptoms occur, the athlete should drop back to the previous asymptomatic level and try to progress again after 24 hours. A student-athlete should not be taking any pharmacological agents/medications that may mask or modify the symptoms of a concussion without the direction of the Team Physician.

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**RETURN TO LEARN PROTOCOL**

Following a concussion injury, the student-athlete may experience some level of mental incapacitation that makes it difficult to stay on top of their academic
requirements. The Sports Medicine Staff works closely with various members of faculty and staff to ensure that the student-athlete can return to their academic studies first and foremost.

The Concussion Management Team consists of the following:

- **Kyle Sampsell**: Director of Sports Medicine
- **John Aho**: Faculty Athletic Representative
- **Andree Houston**: Assistant Director of Athletics for Compliance
- **Greta Chambless**: Counseling Services

In order to return a student-athlete to a normal academic post-concussion, the following steps are taken:

1. After evaluation and verification of concussion, the Head Athletic Trainer will send an email to the Assistant Director of Athletics, the Faculty Athletic Representative, the Athletic Academic Advisor, and Student Affairs to inform them that the student-athlete has sustained a concussion and may need to arrange academic accommodations. At this point, the student-athlete will begin 48 hours of complete cognitive rest which includes no reading, texting, video games, or homework.

2. Upon completion of 48 hours of cognitive rest, the student-athlete will be re-evaluated for symptoms. If the Sports Medicine Staff determines that mental exertion is contra-indicated, a second email will be sent to the Concussion Management Team asking for the arrangement of academic accommodations with the student-athlete’s professors. If symptoms have decreased significantly, the student-athlete will be instructed to begin light mental activity with an end goal of being able to tolerate 30 minutes without an increase in symptoms.

3. Once the student-athlete can complete 30 minutes of mental exertion without an increase in symptoms, the student-athlete can return to class on a part-time basis. This may mean that they take breaks during class, attend part of class, and/or have extra time to complete assignments.

4. When the student-athlete can tolerate 40 minutes of mental exertion without an increase in symptoms, the student-athlete may begin a gradual decrease in academic accommodations depending on symptom response. The student-athlete should still remain on a part-time basis regarding class attendance.

5. When the student-athlete can tolerate 60 minutes of mental exertion without an increase in symptoms, most academic accommodations should be removed.
The student-athlete should be attending classes full-time at this stage. The student-athlete may still need accommodation in their more difficult courses.

- Once they have eliminated all academic accommodations, the student-athlete will begin the Return to Play Protocol.

Note: Continuous communication between the Sports Medicine Staff and the Concussion Management Team will occur throughout the entire process to ensure that all parties are aware of the student-athlete’s status.

MEDICAL ASSESSMENT / INJURY REFERRALS

The sports medicine center/athletic training room will be available for medical assessment, including long-term/daily rehab needs or injury referrals by appointment only from Monday to Friday. Illnesses should be reported early in the morning to ensure medical referral options as necessary. Additional hours are subject to practice and game schedules.

The Standard Medical Procedure (Assessment, Treatment, Care and Referral) for any injured or ill student-athlete is:

- When injured or ill, the student-athlete will report to the athletic training room for evaluation/assessment. The ATC will assess the injury, and determine if the student-athlete will:
  a. Be evaluated, treated and released (cleared/not cleared for participation)
  b. Be evaluated, treated and instructed to return the following day for further treatment, rehabilitation, or clearance for participation.
  c. Be evaluated and referred to Student Health Services for consultation if a second assessment is needed because the injury/illness cannot clearly be assessed. After consultation, a decision is made regarding initial treatment and follow-up care.
  d. Be evaluated and referred to a designated team physician(s) or another appropriate medical specialist as soon as possible. The team physician’s decision is final and will be followed. Any Certified Athletic Trainer, coach, or student-athlete with a concern about a specific diagnosis may discuss with the Head Athletic Trainer, who will present the concern to the team physician(s) if appropriate.
  e. Be evaluated, treated and transported in case of immediate medical emergency (via EMS) to appropriate hospital facilities. In such cases, campus security, the team physician(s), and the Head Athletic Trainer, if not present, will be notified. In cases of severe medical injuries or illnesses, the Director of Athletics will be notified by the Head Athletic Trainer.

- Student-athletes will be referred to team physicians only. Referrals may be made to Student Health Services at the discretion of the Athletic Trainer. The only
exception will be for local student-athletes that are existing patients with local area physicians. These referrals will go through the team’s Athletic Trainer to insure proper team physician notification and clearance. These student-athletes may also be required to be seen by a team physician at the discretion of the Head Athletic Trainer.

- At no time will a coach make a medical referral or have a prescription ordered by a non-AUM team physician for a student-athlete.
- Our team physician(s) have the final responsibility and say regarding injuries to our student-athletes. This includes pre-participation clearance in the way of a physical examination. The team’s Athletic Trainer is, alone, responsible for all referrals and follow-up referrals as needed.
- In the absence of a team physician, the team’s Athletic Trainer is responsible for determining when an athlete may continue participation in any practice or game. Post-injury, the team’s Athletic Trainer in conjunction with the team physician(s) will determine when a student-athlete may return to participation. Only the team’s Athletic Trainer, under the supervision of the team physician, will determine the types and lengths of continuation/discontinuation of treatments or rehabilitation of student-athletes.
- To facilitate proper medical procedure and care for all injured/ill student-athletes, a medical status report will be completed on all student-athletes who cannot participate normally due to injury or illness and be kept on file in the Head Athletic Trainer’s office. Communication with all head coaches may be done with a formal electronic report or verbally on a daily basis.
- All medical bills will be sent directly to the student-athlete’s home address on file with the University.
  a) Student-athlete should make two (2) copies of all itemized bills and submit one to your insurance company. Upon receipt of the Explanation of Benefits (EOB) from student’s insurance, you must send a copy of that information, along with a copy of the itemized bills, to the AUM Head Athletic Trainer. IF this procedure is not followed, there will be a delay in processing the claim.
  b) At times, our insurance carrier may need further information regarding a claim. Cooperation will accelerate the payment process. Ultimately, the athlete’s credit will be affected if the procedures are not followed.

**METHICILLIN-RESISTANT STAPHYLOCOCCUS AUREUS (MRSA)**

Skin infections and damage can have profound effects on the health of student-athletes. Open wounds, poor hygiene practices, close physical contact, and the sharing of towels or equipment commonly lead to the presence and spread of methicillin-resistant staphylococcus aureus, commonly referred to as MRSA, a potentially dangerous bacterial infection that can be resistant to commonly used antibiotics.
MRSA can be spread by having direct contact with another person's infection sharing personal items such as towels or razors that have touched infected skin; touching surfaces or items such as used bandages or equipment contaminated with MRSA.

Most staph infections, including MRSA, appear as a bump or infected area on the skin that may be red; swollen; painful; warm to the touch; full of pus or other drainage; accompanied by a fever.

The CDC recommendation is to practice good hygiene to prevent the transmission of MRSA.

- Athletic trainers and personnel should wash their hands or use alcohol-based hand hygiene products before contact with players. Soap is supplied in the showers and bathrooms of all locker rooms. Hand soaps are effective in washing off the germs when used correctly. The important thing to remember is to wash hands vigorously with warm soapy water for at least 15 seconds.
- Gloves should be worn for wound care.
- Draining lesions should be kept clean and covered with dry gauze.
- The training room is treated daily with a disinfecting solution which covers the MRSA bacteria.
- Surfaces should be wiped down with a disinfectant after contact with a player with skin lesions, and if reusable instruments are used, they should be manually cleaned and then soaked in isopropyl alcohol.
- Players' clothes, sheets, and towels should be washed in hot water.
- Personal items such as clothing, linens, towels, razors, and bars of soap should not be shared.

Guidelines for Prevention:

- If you see a spot, check the spot and report to the sports medicine staff for evaluation.
- Know the signs of MRSA and get it treated early.
- Keep cuts and scrapes clean and covered.
- Encourage good hygiene such as cleaning hands regularly, regular showers, wash clothing and equipment.
- Don't share personal items such as towels, razors, equipment.
- Individual towels and uniforms for practice and games. Wash daily using hot water and an industrial concentrated detergent.
- Student-athletes must shower before any treatment.
- Whirlpools are cleaned after use and more often as needed with disinfectant.
- Student-athlete education is done informally by Sports Medicine staff and formally through posters.

This document is not intended as strict protocol, but rather as guidelines.

Recommended Treatment:

Prompt identification/treatment of skin lesions can:

- Reduce the likelihood of serious, invasive infectious complications in student-athletes
- Limit the spread of MRSA to other players, team staff, and family members

INSURANCE

At the beginning of each academic year the student-athlete will be required to provide the Director of Sports Medicine with information regarding personal and/or family medical insurance coverage. This form can be found on the athletic website. This information shall include the name of the insurance company, address, relevant policy numbers, and front and back copies of the policy card. No student-athlete will be allowed to participate in any practice or competition until the Parent’s Insurance Form has been completed in full and signed.

Any changes in insurance and/or coverage must be reported to the Sports Medicine staff immediately. New insurance forms must be completed and signed. Copies of the new insurance cards are also required. Failure to comply will cause a delay in processing the claim and the possibility of the account being turned over to collection thus making it the responsibility of the student-athlete.

Should a student-athlete’s insurance lapse during the academic year, the parent/guardians or the student-athlete will be responsible for total payment of all medical expenses. If the student-athlete’s health insurance is out-of-area or a guest form for coverage cannot be obtained, the student-athlete is responsible for knowing how to obtain medical service when outside of the insured area. It is important that in some instances follow-up medical treatment must be obtained in the coverage area. This may require the student-athlete to travel, at his or her own expense, to the proper coverage area for treatment.

Charges not covered by the student-athlete’s primary insurance or AUM secondary insurance policy become the sole responsibility of the student-athlete, parent/guardian, and/or policy holder.
International student-athletes must check with their primary insurance carrier to ensure that their coverage (surgery, diagnostic imaging, and doctors’ visits) will be valid in Montgomery, AL for athletic injuries. International student-athletes are encouraged to consider a supplemental policy for uninsured athletes.

Uninsured athletes may obtain coverage through the appropriate option provided by HCC Medical or any other supplemental group that meets the minimum coverage standards. Please make certain the policy chosen meets the deductible amount guidelines. Below are sample options but are provided as options only and do not indicate endorsement by AUM.

Two options for international coverage by HTH Worldwide Insurance Services are Global Student USA or the Preferred Plan. The link for the online enrollment portal is www.hthtravelinsurance.com/students_plans.cfm

A third option for international students is HCC Insurance Holding, Inc.: www.hccmis.com/studentsecure

Catastrophic Coverage

AUM will provide catastrophic insurance for the athlete’s protection in case of injuries sustained during supervised practices, games, conditioning or while in transit from campus to another institution to participate in a scheduled event.

Primary Coverage

All student-athletes, student-coaches, student-managers and cheerleaders are required to provide evidence of primary health insurance that includes coverage (surgery, diagnostic imaging, and doctor visits) for athletically related injuries. Primary insurance coverage is required at a maximum of $2,000 and a minimum of $10,000 per athletic injury.

It is the responsibility of the student-athlete, parent/guardian, and/or policy holder to be familiar with their primary medical plan. Proper procedures must be followed to assure there will be no reduction in benefits. This includes but is not limited to second opinions, pre-certification, and the use of preferred providers. If the student-athlete’s primary insurance coverage is provided through an HMO, PPO, POS or any plan using a preferred provider network, a preferred health care provider within the plans network must treat the injured student-athlete, except in the case of an emergency. Claims denied by the primary carrier for failure to follow their procedures and/or failure to seek care from a preferred provider will result in a denial of benefits by AUM. Although the Sports Medicine staff may help with accessing health care in the community, it is the ultimate responsibility of the student-athlete, parent/guardian, and/or policy holder to make sure the primary insurance plan(s) rules are being followed (i.e. using preferred providers).
SECONDARY COVERAGE

The Office of Financial Affairs provides limited secondary insurance coverage for student-athlete participation and will not cover injuries sustained in non-intercollegiate activities, unsupervised intercollegiate related activities, or for general medical conditions, including dental work, eye glasses, hearing aids, allergies, measles, chicken pox, appendicitis, warts, tumors, pregnancy, venereal diseases, abortions, common cold, flu, etc. Sports Medicine staff will assist the athlete in getting proper medical attention for the above listed, but will not be, in any way, financially responsible unless the injury is a result of sanctioned athletic practice or participation.

The AUM secondary insurance policy is designed to supplement the student-athlete’s personal primary insurance policy once the deductible for the student-athlete has been met. Any portion of a claim that is left outstanding by personal insurance will be reviewed and paid based on reasonable and customary charges. This policy will not necessarily cover all out of pocket expense and those are the responsibility of the student-athlete. Please do not allow your primary insurance plan to expire or terminate. The secondary insurance will not cover if there is no primary insurance claim. Any amount will be the responsibility of the student-athlete and/or their parents.

Any secondary opinions not deemed necessary by the designated Team Physician or Director of Sports Medicine and any resulting outcomes (i.e. surgeries, diagnostic testing, chiropractor visits) are the financial responsibility of the student-athlete. Braces and orthotic devices are not covered expenses unless they are prescribed by the treating physician for rehabilitation following a covered treatment. Prescription drugs will not be covered by AUM secondary insurance.

MEDICAL CARE WHILE TRAVELING

During team travel, all assigned Sports Medicine staff has an emergency folder with all necessary primary insurance information, secondary insurance information, and emergency contact information for their student-athletes. If the team is traveling without an athletic trainer, it is the head coach’s or designee’s responsibility to coordinate this information.

All injuries/illness are handled the same way as they are at home. All insurance policies/guidelines are in effect while the student-athlete is traveling. We will look to the host school for referral assistance with their team physicians whenever possible. When immediate medical care is deemed necessary by the attending athletic trainer and/or team physician, care should be arranged prior to a return to campus. If this is a life-threatening and/or catastrophic illness or injury the AUM Catastrophic Incident Policy should be followed.
If traveling without the assigned sports medicine staff member, the head coach should contact their Sports Medicine representative immediately and notify them of the situation.

**MEDICAL HISTORY AND PHYSICAL EXAM**

All student-athletes **MUST** complete, in all honesty, a comprehensive medical questionnaire and pass a physical examination signed by a medical doctor prior to practice or competition. If any diagnostic tests are deemed necessary to medically clear the student-athlete, any/all costs associated with obtaining those tests will be the responsibility of the student-athlete and/or their parents. Student-athletes may submit medical documentation from their primary and/or treating physician for review by the Team Physician. The Team Physician may re-examine and change the student-athlete’s eligibility status at any time.

**PRACTICE COVERAGE**

Practice/game coverage/assignments will be determined by the Director of Sports Medicine based on the nature of the sport and its risk of injury. Championship season practice/playing take precedent over non-championship season practice/play. All attempts should be made by coaches conducting practices during the non-championship season to plan them during the Athletic Training Center hours of daily operation. Any non-championship season competitions must be pre-approved by the Director of Sports Medicine to insure proper medical coverage.

**PRE-EXISTING INJURY/CONDITION**

All student-athletes are required, as part of their medical eligibility, to complete a comprehensive medical history questionnaire accurately and truthfully. Any information that is omitted, false, or intentionally withheld will result in the student-athlete and/or parents being financially responsible for any/all expenses incurred and for any/all medical treatment for the injury/condition determined.

The secondary insurance policy will not cover any injury/condition that occurred outside of the student-athlete’s participation and/or eligibility in collegiate athletics at AUM. Student-athletes will be given the opportunity to sign a Pre-Existing Condition Waiver if deemed appropriate by the AUM team physician so that they may participate with their pre-existing condition. By signing the waiver they agree to all contents of the waiver without exception.
PREGNANCY POLICY

The Department of Athletics is committed to the personal health and development of all our members, and to the educational mission of our school. We strive to provide an environment that respects all pregnancy and parenting decisions and urges all participants to work cooperatively toward degree completion. This policy sets forth the protections that should be provided for pregnant and parenting students, including those with pregnancy related conditions. It also prohibits retaliation against any student or employee who complains about issues related to the enforcement of this policy. We want to protect every student-athlete’s physical and psychological health, and their ability to complete their education.

FEDERAL LAWS

Title IX of the Education Amendments of 1972 bars discrimination on the basis of sex, which includes the guarantee of equal educational opportunity to pregnant and parenting students. This means that our student-athletes cannot be discriminated against because of their parental or marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. In addition, a student’s medical information may be protected by other federal laws. Some actions that may be permissible under NCAA rules are impermissible under federal law, and our institution adheres to federal law.

In order to comply with federal law:

- Our athletics department will only require a pregnant or parenting student-athlete’s physician to certify physical and emotional fitness as a condition for participating in athletics when such certification is required of student-athletes who experience other temporary disabilities.
- Our athletics department will allow a pregnant or parenting student-athlete to fully participate on the team, including all team-related activities, unless the student-athlete’s physician or other medical caregiver – in collaboration with our designated team physician - certifies that participation is not medically safe.
- Our athletics department will allow a pregnant student-athlete to continue to participate in a limited manner on the team, including all team-related activities, unless the student-athlete’s physician or other medical caregiver certifies that partial participation is not medically safe.
- Medically necessary absences from team activities due to pregnancy shall be considered excused absences.
- No coach or other department personnel shall suggest to any student-athlete that his or her continued participation on a team will be affected in any way by pregnancy or parental or marital status.
- Our athletics department will not allow a hostile or intimidating environment on the basis of pregnancy or parental status to exist. Acts or statements that are
hostile toward pregnancy or parenting, or that shun or shame the student-athlete because she is pregnant or parenting will not be tolerated. Such conduct prevents an individual from effectively participating in, or denies a person the benefits of, the educational opportunities provided by this institution.

- Our athletics department will not terminate or reduce a student-athlete's athletics aid because of the student-athlete’s pregnancy, marital or parental status during the term of the award.
- Students may take a medical pregnancy leave, and at the end of that leave they will be reinstated to the same status they had before the leave.
- Our athletics department will renew a pregnant, formerly pregnant, or parenting student-athlete’s award, so long as the student-athlete is in good standing academically, remains engaged with our athletics department and meets NCAA eligibility standards. Returning students may be evaluated in the same manner as any other team member to determine their specific position on the team, such as a starter or as a forward.
- Our athletics department will not permit the use of any written or verbal contract that requires a student-athlete to not get pregnant or become a parent as a condition of receiving an athletics award.

In order to assist our student-athletes:

- Our athletics department will help the pregnant or parenting student-athlete plan for his or her continued academic progress, in accord with the university’s educational mission.
- Our athletics department will help the student-athlete return to sport after pregnancy and during parenting, if the student-athlete so desires.
- The head athletic trainer can provide medical referrals, if requested, on where the student-athlete can access timely medical and obstetrical care.
REPORTING

- Our department will not require any student-athlete to reveal pregnancy or parenting status.
- Our department will work to create an environment which encourages the student-athlete to voluntarily reveal her pregnancy and his or her parenting status, in order for our institution to provide optimal support for physical and mental health with professional health care. The coach’s attitude toward pregnancy and parenting can be pivotal in creating such a safe environment.
- No athletics department personnel will publicly release personally identifiable health information about pregnancy without written, timely authorization from the student-athlete.
- When a student-athlete reveals her pregnancy or parenting status to athletics personnel, they should direct the student-athlete to this Policy. They should reiterate the department’s protection of the student-athlete’s team membership status and financial aid. Athletics personnel should refer the student-athlete to the team physician, to the student-athlete’s personal physician, or to a university-designated representative trained in providing information about pregnancy and parenting support options.
- Athletics personnel who suspect that a student-athlete is pregnant may report their concerns to the team physician or to a university-designated representative trained in pregnancy and parenting support options.
- Teammates of pregnant student-athletes may report their concerns to the team physician or to a university-designated representative trained in pregnancy and parenting support options.

REQUIRED FORMS

After July 1 each year, student-athletes are required to complete and return required forms to the Sports Medicine staff. Those forms must be returned, completed in full, prior to their scheduled pre-participation examination (PPE). No PPEs will be performed until all paperwork is complete. The forms that are required are:

- Medical Authorization to Release Information
- Concussion Understanding & Agreement
- Sickle Cell Trait Waiver Form (or provide Sickle Cell Solubility Test results)
- Statement of Insurance Understanding
- Student-athlete/Insurance Information Form
- Front & Back Copy of Primary Insurance
• Pre Participation Exam Form

At the scheduled PPE student-athletes are required to sign the following forms:

• Drug Testing Consent
• NCAA Drug Testing Consent
• NCAA HIPAA Release

SICKLE CELL POLICY

What is Sickle Cell?
Sickle cell trait is the inheritance of one gene for sickle hemoglobin and one for normal hemoglobin. During periods of intense exercise commonly seen in collegiate athletics, the sickle trait can change the shape of red blood cells from round to quarter-moon or “sickle” shaped. When this transformation occurs, these sickled red blood cells can accumulate in the bloodstream. The accumulation of sickled red blood cells can cause deprivation of blood to the muscles causing the athlete to collapse due to a condition called ischemic rhabdomyolysis, which is the rapid breakdown of muscle cells that are deprived of blood. Sickling generally occurs during periods of all-out exertion, but it also may start within 2 to 3 minutes of activity.

There are complications from sickling that can be confused with other less serious conditions, such as heat cramping, but can cause serious health issues or even death if the athlete continues to attempt to struggle through the activity. Heat, dehydration, altitude, asthma, and other medical conditions may increase the risk for and worsen the sickling, even in light to moderate intensity workouts.

Who is at Risk?
Sickle cell anemia is more commonly found in the African American (1 out of 12), Middle Eastern, Central and South American populations compared to the Caucasian population (1 out of 2,000 – 10,000). Currently, the U.S. Department of Health and Human Services requires mandatory testing for ALL newborns to test if the trait is present. This complication may result in a decreased amount of oxygen to the tissues of the body. There are NOT any restrictions to athletic participation, but the recommendations by the National Athletic Trainers Association have been proposed during exertional exercise for those individuals with sickle-cell trait. Although the consequences can be severe, sufficient rest, hydration, and cooling may be the treatment required to prevent most cases of “exertional sickling”.

The National Athletic Trainers Association and the NCAA has published guidelines regarding sickle cell trait. The consensus of the task force is the following:

1. Athletes with sickle cell trait can participate in all sports.
2. Red Blood cells can sickle during intense exertion, blocking blood vessels and posing grave risk for athletes with sickle cell trait.
3. Screening and simple precautions may prevent deaths and help the athlete with sickle cell trait thrive in his or her chosen sport.
4. Efforts to document newborn screening results should be made during the pre-participation exam.
5. In the absence of newborn screening results, institutions should carefully weigh the decision to screen based on the potential to provide key clinical information and targeted education that may save lives.
6. Irrespective of the screening process, institutions should educate staff, coaches, and athletes on the potentially lethal nature of this condition.
7. Education and precautions work best when targeted at those athletes who need it most; therefore, institutions should carefully weigh this factor in deciding whether to screen. In all accounts, the case for screening is strong.

In light of the above information, Auburn University at Montgomery is requiring **ALL student-athletes** to provide documentation of the results of their sickle-cell trait test or to sign a waiver. Please see the attached sickle-cell documentation form that **MUST** be completed prior to coming on campus.

There are two options to obtain this documentation:

1. **Have the sickle-cell trait testing** completed by their physician prior to arrival on campus. The student-athlete will be responsible for any expenses incurred due to this testing. This is the preferred method to provide adequate documentation.
2. **Provide documentation of their test results if they were tested at birth.** Contact their respective state Health Department (birth state) or pediatrician to obtain this documentation. The student-athlete will probably have to sign a release of information and complete other paperwork based on the requirements of the respective health department. There might be some complications with this option.

This documentation is mandatory and has been implemented as a part of the student-athlete required paperwork before participation in intercollegiate athletic activities.

**Recommendations and Treatment for student-athletes with sickle cell trait:**

- Build up training slowly with paced progressions, allow for longer rest and recovery periods. Student athletes should be involved in preseason strength and conditioning to enhance preparedness of athletes.
- Student-athletes with sickle cell trait should be excluded from participation in performance tests such as mile runs, serial sprints, etc.
- Cessation of activity with onset of symptoms (muscle “cramping”, pain swelling, weakness, tenderness, the inability to “catch breath”, fatigue, etc.)
- Allow sickle-cell trait student-athlete to set their own pace.
- The student-athlete should be involved in year around strength and conditioning programs.
• Student-athletes with sickle-cell trait that perform repetitive high speed sprints and/or interval training that induces a high level of lactic acid should be allowed extended recovery between repetitions.
• Allow student-athletes to seek evaluation once symptoms arise.
• Encourage proper hydration.
• Asthma, heat illness, and altitude CAN increase the likelihood of sickling.
• Sickle cell trait athletes should NOT participate when they are ill.
• Educate student-athletes about the signs and symptoms and encourage them to report these symptoms.
• Student-athletes with positive test results, family medical history, or other indicators of sickle cell disease are encouraged to share their test results and relevant medical information with the primary care physicians and seek individualized medical advice and counsel.
• **Student-athletes understand and agree that this policy and procedure are not substitutes for proper medical care, advice, and treatment.**

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**STUDENT-ATHLETE MEDICAL RECORDS AND FILES**

The Sports Medicine Office is responsible for management of all medical records for student-athletes while they are participating in intercollegiate athletics. The files containing all medical records are maintained in a secure environment and remain the property of the Department of Athletics until they are destroyed. A student-athlete can, at any time, request to view his/her file. If a student-athlete would like copies of any information contained within the file, they must request this in writing to the Head Athletic Trainer. No records will be released for any reason to anyone without written permission from the student-athlete. Upon completion of the student-athlete’s eligibility, his/her file will be moved to inactive status, and stored accordingly for seven years. At the conclusion of seven years, following the completion of athletic eligibility, the file and all of its contents will be destroyed.

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**TRAINING ROOM USAGE GUIDELINES**

• Athletes must have a completed AUM Physical and Medical Insurance form on file with the Athletic Trainers prior to any sport participation.
• Athletes must shower prior to entering post-practice (unless emergency)
• All athletes must be signed in when entering for treatment.
• No athlete may administer treatment to him or herself or to anyone else.
• Supplies and/or equipment are not to be removed without permission from a staff athletic trainer (i.e. tape, scissors, exercise equipment, etc.).
• Treatment will be administered as directed by a staff athletic trainer after evaluation. These treatments are to be scheduled at the staff’s discretion.
• No Cleats—No Profanity—No Loitering—No Tobacco products.
• This is a co-ed facility. Proper dress is required (decent t-shirt, shorts, etc.)
• Taping and treatment will be on a first come, first serve order, regardless of gender or sport. In-season sports will only receive priority in the event he/she arrives with an out of season sport. Student-athletes should arrive early before practice and it is their responsibility to get to practice on time. Do not use the athletic trainers as an excuse for late arrival to practice. Tape and/or treatment will stop 10 minutes before practices.
• Please place equipment and personal bags in the chairs inside of the Sports Medicine Center.
• It is the responsibility of the athlete to report all injuries/illnesses to a staff athletic trainer. Failure to do so will invalidate any secondary insurance coverage by the University.
• Report all prescription medications and over-the-counter nutritional supplements that are being used to a staff athletic trainer. False information on supplements may result in a positive drug test for banned substances contained in the product. For complete policy refer to student-athlete handbook.
• The staff and students are committed to providing athletes with the best possible health care. Please treat our staff and student athletic trainers in a professional, courteous, and respectful manner.
• Please respect and return University property including water bottles, coolers, etc.
• Cell phones are forbidden. This is to ensure the confidentiality and privacy of all athletes who enter.

Failure to comply with these rules will result in removal from the Sports Medicine Center.
INTERNATIONAL TAX

In accordance with Auburn University’s Tax Compliance for Non-Resident Aliens policy, all international student-athletes are subject to international taxes on any financial aid (scholarship) that they receive outside of tuition, fees, and books. AUM Athletics staff will be responsible for collecting required documentation from student-athletes at the beginning of each academic year (at semester for semester transfers) and submitting it to Auburn University’s Tax Compliance Office. Taxes will be applied to each student-athletes account and should be paid through the Office of Student Accounts. Unpaid balances will result in a financial hold which can have implications on the ability to register or request transcripts. For more information, please visit Auburn University’s Tax Compliance page by clicking here and selecting the Student Financial Services link.
TEAM TRAVEL

Student-athletes are required to travel to and from competitions through official team travel, unless otherwise approved by the Head Coach and Director of Athletics. For those approved, a waiver form is available through the Director of Athletics.
At the end of the year an electronic end of year surveys will be administered by the FAR and the SAAC representative for your sport. Since you as a student-athlete have an "insider's" view of the Department of Athletics, we value your experiences and opinions. Through you, we gain valuable feedback about our intercollegiate programs and your athletic experience. Specifically, we are interested in evaluating the following: the value of your athletic experiences; the extent of student-athletes’ time demands on you; any proposed changes you have for intercollegiate athletics; and your concerns related to the administration of your sport. Each survey will be kept anonymous in this process unless a request is made to speak with an Athletic Administrator and/or specific comments or rating require additional follow-up.
EMERGENCY ACTION PLANS

Coaches are required to review and understand the EAP specifically designed for their practice/competition venue at the start of their season. Additional medical emergency information will be given to each coach by the Athletic Trainer assigned to their team.

FIRE POLICY

If you discover a fire or smoke:

- If safe to do so, attempt to put the fire out with a portable fire extinguisher ONLY when you have been properly trained and when:
  1. The fire is small (wastebasket size)
  2. You are not alone
  3. A safe escape route is present

- If this is not the case, simply close the door and:
  1. Remove anyone from immediate danger.
  2. Confine the fire by closing doors as you leave the area.
  3. Activate the closest fire alarm and shout “fire” to alert building occupants.
  4. Call 244-3424 or 911 or use a campus emergency phone.

- Give the following information:
  1. Building Name
  2. Floor or Room Number
  3. Size or type of fire
  4. Your name and location

- Evacuate by the nearest exit or exit stairwell. Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep stairwells safe for evacuation and fire personnel.

- Go to your pre-determined Evacuation Assembly Area.

- Once assembled, help to account for personnel and report to the emergency response staff if any occupants are unaccounted for and may be still in the building.

- Meet and provide directions to emergency personnel on location, possible cause of the fire and any hazards associated with the fire
If You Hear the Alarm Siren or See a Fire Alarm Signal

a) Never assume the fire alarm is false
b) Close doors as you leave the area
c) Move to the nearest, safest exit or stairwell
d) Exit the building
e) Proceed to the designated assembly area.
f) Wait for further instructions from Emergency Personnel, Campus Police or the Fire Department.
g) If you are in a laboratory and hear the fire alarm, shut down any hazardous equipment, burners or processes as you exit, unless doing so presents a greater hazard.

If Trapped Inside Your Office or Area

a) Wedge cloth material along the bottom of a door to keep out smoke.
b) Close as many doors as possible between you and the fire.
c) Telephone the Campus Police at 244-3424 or 911, and notify them of your situation.
d) If windows are operable, and you must have air due to large volumes of smoke, open the window.
e) Break windows as a last resort, as they cannot be closed if necessary.
f) If necessary signal through the window to let emergency personnel know your location.

LIGHTNING POLICY

When severe weather threatens and lightning is involved, it is imperative that we take immediate action. The following protocol for lightning safety is based on guidelines laid out by the NATA and accepted by the NCAA.

- It is the responsibility of the coach and the athletic trainer to check local weather forecasts for approaching severe weather and/or severe weather warnings.
- Postpone or suspend activity if a thunderstorm appears imminent before or during an activity or contest (regardless of whether lightning is seen or thunder heard) until the hazard has passed. Signs of imminent thunderstorm activity are darkening clouds, high winds, and thunder or lightning activity.
- If a team is on the field unsupervised by the athletic trainer, it is the head coach's responsibility to make the call to get off of the field. However, if the athletic trainer comes out and deems that the environment is unsafe, it is their
duty to postpone activity. This warning will come as three blasts from an air horn. Once the danger has passed, one long blast will be given as a signal for safe return to activity.

• Seeking a safe structure or location at the first sign of lightning or thunder activity is highly recommended. By the time the flash-to-bang count reaches 30 seconds (or is less than 30 seconds), all individuals should already be inside or should immediately seek a safe structure or location. To use the flash-to-bang method, the observer begins counting when a lightning flash is sighted. Counting is stopped when the associated bang (thunder) is heard. Divide this count by 5 to determine the distance to the lightning flash (in miles). For example, a flash-to-bang count of 30 seconds equates to a distance of 6 miles.

• Once activities have been suspended, wait at least 30 minutes after the last sound of thunder or lightning flash before resuming an activity or returning outdoors. It is the duty of the coach to help the athletic trainer keep their athletes inside until after the danger has passed. Individuals who feel their hair stand on end or skin tingle or hear crackling noises should assume the lightning-safe position (crouched on the ground, weight on the balls of feet, feet together, head lowered, and ears covered). Do not lie flat on the ground.

• All athletes should have the right to leave an athletic site or activity, without fear of repercussion or penalty, in order to seek a safe structure or location if they feel they are in danger from impending lightning activity.

• The safe location for soccer, softball, and tennis student-athletes is the AUM Athletic Complex, and the safe location for baseball student-athletes is the Baseball Clubhouse.

• Individuals should avoid being in contact with, or in proximity, to the highest point of an open field. Do not take shelter under or near trees, flag poles, or light poles.

TORNADO POLICY

As soon as the EWS horns are heard everyone should be headed for shelter. For soccer, tennis, and basketball, everyone should take cover in the first floor hallways of the AUM Athletic Complex. Baseball should seek shelter in the clubhouse. Once everyone is inside they should be seated with their knees against their chest and head and face covered to protect them against flying debris. Warnings will be monitored by the athletic trainer and/or coaches for a safe resumption of activities.
Auburn University At Montgomery

I have read and thoroughly understand the information provided in the Auburn University at Montgomery Student-Athlete Handbook. I understand that a signed copy of this acknowledgement form must be submitted to the Department of Athletics within seven (7) days of receiving the Student-Athlete Handbook.

Student-Athlete’s Name (please Print): ________________________________

Sports Team: ________________________________ Date: _____________

Signature: ________________________________________________________