



VCU University College
Virginia Commonwealth University
Enhancing student success

VCU is an equal opportunity/affirmative action employer.

Virginia Commonwealth University

Office of Student Athlete Support Services, 804-828-2183

Office Hours: Monday – Friday, 8:30 – 4:30

Location: Room 157, East Wing, Siegel Center

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NCAA Compliance

Location: Room 2109, Sports Medicine Building

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Athletic Department Directory

Administration Siegel Center **804-828-4000**

Ed McLaughlin	Director of Athletics	804-828-8110
Jon Palumbo	Deputy Director of Athletics	804-827-0805
Jeff Cupps	Executive Associate Athletic Director	804-282-2255
Glenn Hofmann	Executive Associate Athletic Director	804-828-7398
Robby Robinson	Assoc. Athletic Dir. for Corporate Sponsorships	804-828-4648
Pat Stauffer	Assoc. Athletic Dir. for Olympic Sports	804-828-4813
Eddie Benion	Assist. Athletic Dir. For Sports Medicine	804-828-8978
DeTrease Harrison	Assist. Athletic Dir. for Fiscal Affairs	804-828-4050
Andrew Hartley	Assist. Athletic Dir. for Major Gifts	804-828-1726
Tim Kontos	Assist. Athletic Dir for Sport Performance	804-827-1365
Jen Woodie	Executive Coordinator to Dir. of Athl.	804-828-6692
Keith Rafter	Assist. Athletic Dir for Sport Operations	804-827-0586
Vic Cegles	Director of the Ram Athletic Fund	804-828-4771
Meghan Millar	Director of Ticket Operations	804-827-0808
Abby Bergakker	Director of Stewardship	804-828-8110
Takeya McLaurin	Director of Personnel/Scholarship	804-827-0794
Carletta Wilson	Office Service Assistant (Sports Medicine Bldg)	804-828-4045

Department of Athletic Communications Sports Medicine Bldg **804-828-3440**

Scott Day	Assist. Athletic Dir. for Athletic Comm.	804-828-1727
Chris Kowalczyk	Assist. Dir. of Creative Content	804-828-8818
Mitchell Moore	Assist. Athletic Communications	804-828-8496
Eddie Johnson	Director of Interactive Media	804-828-2324
Mike Voyack	Director of Video and Technology	804-828-2319

Sports Medicine Sports Medicine Building

Eddie Benion	Head Men's Athletic Trainer	804-828-2321
Vacant	Head Women's Athletic Trainer	804-828-2321

Fax Numbers

Administrative	804-828-7526
Athletic Communications	804-828-9428
Sports Medicine Building	804-828-4938
Compliance	804-827-6215

Mailing Addresses

VCU Athletics - Siegel Center
1200 W. Broad St.
P.O. Box 843013
Richmond, VA 23284-3013

VCU Athletics - Sports Medicine Building
1300 W. Broad St.
P.O. Box 842003
Richmond, VA 23284-2003

VCU Resources

VCU General Information		804-828-0100
Information Desk-Student Commons		804-828-1981
One-Stop Shop	1 st Floor Harris Hall	804-828-1349
Financial Aid	http://www.enrollment.vcu.edu/finaid/	804-828-6669
Records and Registration – Official Transcripts		804-828-1349
Student Accounting	http://www.enrollment.vcu.edu/accounting/	804-828-2228
Unofficial Transcripts		eServices
Campus Learning Center	Hibbs Hall	804-827-8108
Writing Center	1 st Floor	
Supplemental Instructions	Various Rooms in Hibbs	
CLEP Testing	Testing Center, 1 st Floor Hibbs Hall	
Career Center	University Student Commons	804-828-1645
	http://www.students.vcu.edu/careers/	
Counseling Services	Commons, Room 238	804-828-6200
	http://www.students.vcu.edu/counseling/	
Dining Services – Meal Plan	1111 W. Broad St.	804-828-1148
Disability Support Services	Commons, Room 102	804-828-2253
	http://www.students.vcu.edu/dss/	
Office of International Education		804-828-8471
Office of Multicultural Affairs-OMSA		804-828-6672
Parking and Transportation	1108A W. Broad St.	804-828-8726
Password or eID questions	Information Technology	804-828-2227
Residential Life & Housing	Main Office	804-828-7666
SafeRide, Escort Services	Campus wide	804-828-9255
Sexual Assault and Domestic Violence @ the WELL		804-828-9355
Student Health Center	Sports Medicine Building	804-828-8828
	http://www.students.vcu.edu/health/	
Student Organizations	University Student Commons	804-828-3648
	http://www.usca.vcu.edu/studentorgs/	
VCU OneCard (lost/replace card)	Technology Administration	804-827-2273
VCU Police (Emergency)		804-828-1234
VCU Police (Non-Emergency)		804-828-1196
The WELL (Wellness Resource Ctr)	815 S. Cathedral Place	804-828-WELL
	http://www.thewell.vcu.edu/	

VCU Student Athlete Handbook

Core Principles

The Department of Intercollegiate Athletics is committed to advancing the overall University mission and has established the following core principles to add value to the institution and the greater Richmond community.

- To provide each VCU Student Athlete with a quality experience that helps each individual grow and develop as a productive member of society.
- To build pride in every VCU constituent by having a top quality program and communicating each “victory” through a successful branding strategy.
- To generate significant revenues and manage expenses to maximize the productivity from available resources.
- To manage the total operations of the athletic department and athletics facilities so that VCU Athletics provides the most efficient and effective utilization of resources.

Athlete Code of Ethics

As a student athlete at VCU, you have the opportunity to develop your academic, athletic, and personal abilities in a community environment. In addition, athletics gives you an opportunity to travel, represent your institution and learn the importance of teamwork. Representing your team and the University requires a commitment to certain ethical guidelines and behaviors. Such ethics include but are not limited to:

- Respect different points of view
- Strive for the highest degree of excellence
- Abide by the spirit of the rules
- Maintain high standards of courtesy, behavior and integrity
- Respect and accept the decisions of the coach
- Exhibit dignity in manner and dress when representing one’s institution at all times
- Respect the accomplishments of teammates
- Exert maximum efforts in academics, practice and competition

Coaches’ Jurisdiction and Team Rules

The coach is responsible for the total conduct of his/her sport program and team rules within limits of authority defined by the:

- Philosophy and goals of the Athletic Department
- University and Athletic Department policies and procedures
- Rules and regulations of the Colonial Athletic Association (CAA) and the National Collegiate Athletic Association (NCAA)

The Athletic Director will review violations of team rules set forth by each head coach. Suspension and loss of grant can occur after review by the Athletic Director.

Student Athlete Responsibilities

Preface

VCU student athletes, like all other students are guided by University policies concerning Student Life and the civil and criminal codes of the Commonwealth of Virginia and nation. Additionally, student athletes are to comply with policies contained in the *Virginia Commonwealth University Student athlete Handbook*. Accordingly, infractions of policy or law are adjudicated as follows:

- A. *VCU Student athlete Responsibilities* governs the student’s privilege and permission to participate in any aspect of NCAA sports competition.
- B. *Rules & Procedures of Virginia Commonwealth University* governs an individual’s status as a student and the ability to participate in the academic programs of the university.
- C. The civil and criminal courts of Virginia and the United States govern an individual’s status as a citizen and his/her rights thereof.

VCU Student Athlete Responsibilities

This document is designed to institute clear expectations regarding standards of integrity and assure that VCU student athletes represent themselves and the University in a manner that reflects positively on all parties both on and off the field. Athletics participation is a privilege coupled with responsibility and obligation. The university Athletics Director or designee will clearly communicate to prospective and current student athletes Virginia Commonwealth University's institutional values and expected behaviors of a student athlete. In addition, the Athletics Director or designee will communicate athletic sanctions in the event the student is charged with crimes or violation of university policy. This document pertains to a student athlete's participation in intercollegiate athletics. It does not address university status as a student. VCU student athletes are also subject to regulations pertaining to the Commonwealth of Virginia, the NCAA, the Colonial Athletic Association and Virginia Commonwealth University.

Procedures

The Athletics Department administrators, coaches, athletic trainers, and staff are to conduct themselves in a manner that creates a positive image of those individuals associated with VCU. Likewise, student athletes are expected to uphold the same standards of conduct and to be positive role models within the academic and athletic communities. A clear statement of sanctions is a necessary component in addressing inappropriate behavior. Situations can be more clearly and objectively resolved when such a statement exists. The following areas are highlighted as such:

- All participants shall demonstrate honesty and integrity in their statements and actions.
- Student- athletes shall not, and shall not be required to, allow their participation in athletic programs interfere with their educational activities, (i.e., fulfilling class requirements)
- Student athletes are expected to exhibit a higher standard of behavior than might be expected of other students and to avoid conduct that may appear improper.
- All participants shall treat one another and all other people with dignity and respect.
- Conduct that is verbally or physically threatening or abusive, belligerent, or harassing shall not occur at any time.
- Any infraction contrary to this document will result in investigation and adjudication appropriate to the alleged offense.

Criminal Violations of Local, State or Federal Law

Major: Felony Charge

If the Virginia Commonwealth University Athletics Department has information which leads it to conclude that a student athlete has been arrested or charged with a felony, or with a crime involving gambling or game fixing under Virginia law or any other jurisdictional equivalent, the student athlete shall be suspended automatically, by the Director of Athletics, from practice and competition until the charges are dropped, dismissed or otherwise resolved. The student athlete may appeal this decision pursuant to the Appeals Procedure found in this document. By suspending the student athlete, the Athletics Department is not prejudging guilt or innocence nor whether department discipline is necessary. Rather, the suspension protects the integrity of the department in instances where a student athlete has been arrested or charged with a criminal offense.

Major: Felony Conviction

Any student athlete convicted of or pleading guilty or no contest to a felony charge or a game fixing charge under Virginia law or any other jurisdictional equivalent shall be permanently dismissed from the team by the Director of Athletics. If the athlete appeals the conviction, the dismissal will remain in effect throughout the appeals process and will not be reversed unless the appeal is successful and the conviction is overturned in a court of law. The athlete shall retain her/his grant-in-aid for the balance of the academic year. The Athletics Department shall recommend to the Director of Financial Aid that the grant-in-aid not be renewed for any succeeding academic years. The student athlete may appeal this decision pursuant to the Appeals Procedure found in this document. NOTE: student athletes involved in gambling violations also shall be subject to the sanctions contained in Section 10.4 of the NCAA Manual

Minor: Misdemeanor Charge and/or Conviction

Any student athlete who is arrested, charged and/or convicted of a misdemeanor charge (other than gambling or game fixing which are addressed above and other than minor traffic infractions) will be subject to a review

process. The Athletics Director will review the charges and all of the surrounding circumstances. Sanctions for misdemeanor charges may be delegated as the Director of Athletics sees fit. Factors to be considered include but are not limited to:

- A. Nature of charge (violent or non-violent)
- B. Prior behavior
- C. Self disclosure of the violation
- D. Cooperation during the investigation
- E. Alcohol and/or drug use
- F. Consistency with regard to handling of other cases.

Athletics Department sanctions may include, but shall not be limited to:

- A. Warning
- B. Counseling Sessions
- C. Community Service
- D. Probation
- E. Restricted use of athletic services or facilities
- F. Suspension from play and/or practice for a stated period of time. [Attention will be paid to those offenses that result (or are likely to result) in extended trials or continuing legal circumstances that will require the undistracted attention of the involved student athlete.] Once identified, these offenses may result in an automatic suspension from practice and/or playing privileges until the charges are dropped, dismissed or resolved to the satisfaction of the institution.
- G. Dismissal from the team (available for a conviction or if the student athlete pleads guilty or no contest to a misdemeanor). In the event of dismissal from the team, the student athlete may retain her/his grant-in-aid for the balance of the academic year. The Athletics Department shall recommend to the VCU Director of Financial Aid that the grant-in-aid not be renewed for any succeeding academic years.

If an athlete appeals a misdemeanor conviction, the sanction imposed as a result of the conviction will remain in effect throughout the appeals process. The sanction will not be removed unless the appeal is successful and the conviction is overturned by a court of law.

The Athletics Director will use this review process when athletics department employees first learn of a charge and/or arrest. This process will also be utilized again, in its entirety, if there is then a conviction resulting from the charge and/or arrest. The student athlete may appeal any decision made pursuant to this review process by following the appeals procedure found in this document.

VCU Judicial Affairs & Academic Integrity Rules & Procedures

At the discretion of the Athletics Director or designee, a student athlete found responsible for misconduct per VCU Judicial Affairs and Academic Integrity Rules and Procedures may also be disciplined in a manner consistent to the sanctions outlined for misdemeanor charges in this document.

Athletics Department Student Host Recruiting Policies

At the discretion of the Athletics Director or designee, a student athlete found responsible for violating the Student Host Recruiting Policy indicated in the *VCU Student athlete Handbook* will be disciplined in a manner consistent with the sanctions outlined for misdemeanor charges in this document.

Unsportsmanlike Conduct during an Athletic Contest

The Athletics Director will review student athlete unsportsmanlike conduct that occurs during an athletic contest. It is the Athletic Director's responsibility to assign sanctions to the offender, if determined to be necessary. The student athlete will also be subject to any applicable Colonial Athletic Association and NCAA sanctions.

Privacy

A student athlete grants to the university the right to publicly disclose an athlete's suspension or dismissal from intercollegiate athletics. However, in recognition of a student athlete's right to privacy, no other information concerning violation of the behavior addressed in this document may be released without the student athlete's authorization.

Notice of Violation & Hearing

When a student athlete violates the terms of this document, the Director of Athletics or designee, shall immediately inform the head coach and student athlete of a sanction in writing. The written notice should be hand delivered (or express mailed) and include information about the appeal process. The notice should be kept on file until two years after the student graduates or indefinitely if the student leaves the university without graduating.

Appeals Procedure

Any student athlete sanctioned under these procedures may appeal within five working days, in writing, to the Athletics Director. In the event of an appeal, a review committee shall consider all factors, including any extenuating circumstances. The student athlete must appear personally before the committee, with or without a representative of her/his own choosing from the members of the university community. The review committee shall be composed of:

- A. The President (or designee)
- B. The Associate Vice Provost and Dean of Student Affairs (or designee)
- C. The NCAA Faculty Athletics Representative (who shall chair the committee).

Within five working days after hearing the appeal, the committee shall issue its decision, which shall be final with no further right of review.

Relevant Policies

1. Violations of University Regulations

Violations of the University's Student Code of Conduct, available at <http://www.provost.vcu.edu/pdfs/rulesandprocedures.pdf> are under the jurisdiction of the Associate Vice Provost and Dean of Student Affairs

2. Violations of Team Rules

Each head coach may develop and enforce his or her own set of team rules to establish standards for team conduct. These rules may be more restrictive than athletics department, university, conference, or NCAA rules. The head coach presents team rules to the student athletes each season. Head coaches have the authority to suspend or dismiss student athletes if violations of team rules warrant such a decision. Appeals of team rules are to be resolved by the Director of Athletics or designee.

3. Violations of NCAA Regulations

Student athletes are subject to the rules and regulations of the NCAA, as well as the penalties imposed by VCU Athletics regarding the breach of the regulations. Full NCAA Legislation is available online in the NCAA Manual at <http://www.ncaapublications.com/productdownloads/D112.pdf>

4. Violations of Atlantic 10 Conference Regulations

Virginia Commonwealth University and its Athletics Department fully endorse the policies of the Atlantic 10 Conference as they relate to student athlete conduct, conference championship play and in the intra-conference transfer of student athletes.

VCU Athletics Code of Sportslike Behavior

Sportslike Conduct. It shall be the responsibility of the Director of Athletics to ensure that all VCU student athletes and all individuals employed by or directly associated with VCU Athletics comport themselves in a sportslike manner when representing VCU, especially at intercollegiate athletic contests.

Disciplinary Action and Penalties

Acts of Unsportslike Conduct. Acts of unsportslike conduct shall be subject to disciplinary action. Violators of acts of unsportslike conduct shall be subject to the penalties specified below by the Director of Athletics. The decision of the Director of Athletics concerning incidents of unsportslike conduct and appropriate penalties shall be final. Acts of unsportslike conduct shall include, but not be limited to the following:

Striking or attempting to strike or otherwise physically abusing an official, opposing coach, spectator or athlete. Any person committing such an act shall be subject to the following penalties:

First Offense: A written reprimand and suspension for up to the next three scheduled contests in the sport as deemed appropriate.

Repeat Offense: A written reprimand and suspension for such number of additional contests as deemed appropriate.

Intentionally, or with careless disregard for one's conduct, inciting participants or spectators to violent or abusive action. Violators shall be subject to the following penalties:

First Offense: A written reprimand and suspension for up to the next two scheduled contests in the sport.

Repeat Offense: A written reprimand and a suspension for such number of additional contests as deemed appropriate.

Using obscene gestures or profane or unduly provocative language or action toward an official, student, coach, or spectator. Violators shall be subject to the following penalties:

First Offense: A written reprimand for the first offense.

Repeat Offense: A written reprimand and a suspension for up to the next three scheduled contests in the sport.

Publicly and unduly criticizing a game official, conference personnel, another university, or a student-athlete or personnel of another university. Violators shall be subject to the following penalties:

First Offense: A written reprimand for the first offense.

Repeat Offense: A written reprimand and a suspension for up to the next three scheduled contests in the sport.

Negative recruiting by making unduly derogatory statements about another university, any of its personnel or its athletic program, to a prospective student athlete, the prospect's parents, high school coach, or other person interested in the prospective athlete. Violators shall be subject to the following penalties:

First Offense: A written reprimand.

Repeat Offense: A written reprimand and a suspension of the privilege of recruiting for up to one year.

Committing any act of unsportsmanlike conduct not specifically described above shall subject violators to any of the described penalties which the Director of Athletics determines most suitably addresses the conduct involved. In addition to any penalty which may be assessed, the Director of Athletics may take such remedial action believed to be proper to deter any future unsportsmanlike conduct.

Definition and Application of Terms

Suspension – Student athlete: A student athlete shall not participate and shall not be present in the playing venue in the designated number of contests, but may practice.

Suspension – Coach: A coach may not have contact or communication with the team and personnel and coaches two hours before and two hours after competition and cannot be present in the involved playing venue for the designated number of contests, but may conduct practice sessions.

Carrying Penalty Over to Next Season. Whenever a penalty or suspension is imposed at or near the end of a season of competition, the penalty may be carried over into the next season of competition.

VCU Athletics Student Athlete Grievance Behavior

The Department of Athletics of Virginia Commonwealth University is committed to resolving all complaints or grievances brought to its attention in the most equitable fashion possible for all persons concerned. It is the expectation of the Athletic Department that attempts be made to resolve any complaints or grievances via the informal procedures outlined below. However, if a satisfactory resolution of the problem proves impossible through the informal mechanism, formal grievance procedures may be employed. NOTE: Decisions regarding the reduction or termination of an athletic grant-in-aid may be grieved through the process set forth in the Non-Renewal Letter which must be issued to the student athlete prior to such a reduction or termination, and in compliance with NCAA legislation.

Informal Procedure

Any student athlete with a complaint or grievance involving an athletic team, coach, department official or policy should discuss and attempt to resolve the complaint or grievance with the person(s) involved. All persons involved in the process should make every attempt to resolve the problem as promptly as possible. In the event that a satisfactory resolution cannot be reached by the parties involved, the following actions may be taken by the grievant.

1. The grievant may consult informally and confidentially with a third party with whom she/he feels comfortable. Among those who might serve as resources are coaches, faculty athletic representatives, academic counselors, members of the Athletic Department administration or members of the Intercollegiate Athletic Council. With the aid of that person, the grievant may attempt to identify other approaches to resolving the problem. After consultation, the grievant should make an additional attempt to resolve the problem with the person(s) involved.
2. If no satisfactory resolution of the complaint or grievance can be achieved, the grievant may request that the resource person call together the persons involved in an attempt to facilitate an informal resolution.
3. At the discretion of the Director of Athletics, he or his designee, may schedule a meeting with the grievant in a final attempt to resolve the problem informally. The Director of Athletics, or his designee, may also wish to contact the person(s) about whom the complaint is being lodged.
4. If a meeting among those involved is not feasible or if the parties are unable to resolve the complaint or grievance to their satisfaction, the grievant may use the formal grievance procedure. NOTE: The grievant is strongly encouraged to employ the informal procedure prior to taking formal action.

Formal Procedure

Should the grievant wish to employ formal means to resolve a complaint or grievance, the following action should be taken:

1. The grievant should notify the Director of Athletics of his/her grievance in writing, outlining the complaint(s), the person(s) involved and any other pertinent information.
2. The Director of Athletics, or his designee, shall conduct a preliminary interview with the grievant. The Director of Athletics, or his designee, may also wish to contact the person(s) about whom the complaint is being lodged.
3. The Director of Athletics, or his designee, shall conduct a formal meeting involving the grievant, the person(s) against whom the complaint is made and any other relevant parties. Each party may also be accompanied by an advisor.
4. Within a reasonable time period after the formal meeting, but no more than 14 days, the Director of Athletics, or his designee, shall notify the grievant, in writing, of the decision.

Formal Appeal

Should the grievant be unsatisfied with the decision of the Director of Athletics, or his designee, he or she may take the following steps:

1. Within 7 days after receipt of a written decision, the grievant should notify the Faculty Athletics Representative (FAR), in writing, that he or she wishes to appeal the decision.
2. Within 21 days of receipt of the request for appeal, the FAR shall convene an ad hoc committee of three members consisting of the FAR and two members of the Intercollegiate Athletic Council selected by the FAR to conduct a formal meeting to hear the appeal.
3. Within a reasonable time period after the appeal meeting, but no more than 14 days, the FAR shall notify the grievant and the Director of Athletics, in writing, of the committee's decision. The decision of the committee shall be final.

VCU Compliance Office

NCAA Rules and Athletic Eligibility

The NCAA and the Colonial Athletic Association (CAA) have strict rules that are to be followed at all times by members of VCU's Athletic Department, its supporters, and its student athletes.

Violations of these rules in any fashion, regardless of the level of fault on the part of the student athlete, **result in immediate loss of eligibility from athletic participation.**

Rules that you, the student athlete, **must adhere to** includes the following:

- You cannot accept cash, prizes, non-personalized merchandise awards, gift certificates, travel expenses or a salary for your participation in outside competition in your sport.
- Before any tryout for or contract with a professional sports team, it must be cleared by the Director of Athletics.
- You cannot agree to be represented by or obtain representation from an agent for the purposes of marketing your skills.
- Do not accept any gifts of cash, loans, use of car, or anything of value from anyone employed by VCU, an alumnus or supporter of VCU's athletic program.
- Do not accept free equipment or discount because you are an athlete from sporting goods companies or sports equipment manufacturing firms.
- You may not receive any non-athletic institutional aid or outside aid unless it is approved by the office of financial aid.
- Do not participate on any outside team during the academic year. See compliance for exceptions during vacation periods.
- Do not participate in any basketball summer league or on any outside team during the summer, which has not been approved by the NCAA and the compliance office.
- Do not contact another four-year institution regarding transfer without receiving prior written permission from VCU. See your coach and the Director of Compliance if another institution contacts you.
- Do not accept travel or per diem expenses from an outside organization sponsoring a competition if such reimbursement is dependent on how you perform.

Time Allowed for Eligibility

NCAA Bylaw 14.2: Student athletes may compete in a **maximum of four (4) years of eligibility within five (5) consecutive calendar years.**

The fifth (5) years begin when you enroll as a full-time student at **any** institution. Exceptions may be granted by the NCAA Eligibility Committee for any of the following reasons:

- Military Service
- Official Church Service
- The Peace Corps
- Pregnancy for female student athletes

Season of Competition

NCAA Bylaw 14.02.6: Student athletes may compete in a **maximum of four seasons** of intercollegiate competition. One has utilized a season of competition when one:

- (a) Represents the institution in any contest against outside competition, regardless of how the competition is classified (e.g., scrimmage, exhibition or joint practice session with another institution's team) or whether the student is enrolled in a minimum full-time program of studies;
- (b) Competes in the uniform of the institution or, during the academic year, utilizes any apparel (excluding apparel no longer utilized by the institution) or equipment received from the institution that includes institutional identification; or
- (c) Competes and receives expenses (e.g., transportation, meals, room, or entry fees) from the institution for the competition.

Countable Hours

Student athletes may not participate in countable athletically related activities for more than:

- | | |
|---|--|
| <p><u>In-Season</u></p> <ul style="list-style-type: none"> • 4 hours per day • 20 hours per week | <p><u>Out-of-Season</u></p> <ul style="list-style-type: none"> • 2 hours per day • 8 hours per week |
|---|--|

Student athletes shall have one day off per week while in-season and during the academic year, in which no countable athletic activity will occur. This day does not need to remain constant from week to week. A week is defined as any seven consecutive days.

Please see the Compliance Office for specific information regarding what constitutes countable and non-countable athletically-related activities. For more information, go to the website: <http://vcuathletics.tv/comp/>

Countable Athletically Related Activities	NOT Countable Athletically Related Activities
<ul style="list-style-type: none"> ▪ Any required activity with an athletics purpose at the direction of, or supervised by, a coach (includes strength and conditioning coaches): <ul style="list-style-type: none"> – Practice; – Competition; – Required weight-training and conditioning; – Participation in a physical-fitness class; – Film or videotape reviews of athletics practices or contests; – Individual workouts. ▪ Required participation in camps, clinics or workshops; ▪ Meetings initiated by coaches or other institutional staff member on athletically related matters; ▪ On-court or on-field activities called by any member or members of a team and confined primarily to members of that team that are considered as requisite for participation in that sport; ▪ Visiting the competition site in the sports of cross-country, golf and skiing. 	<ul style="list-style-type: none"> ▪ Training-table or competition-related meals; ▪ Physical rehabilitation; ▪ Dressing, showering or taping; ▪ Athletics department academic study hall or tutoring sessions; ▪ Meeting with coaches on nonathletic matters; ▪ Travel to and from practice and competition; ▪ Visiting the competition site in sports other than cross country, golf and skiing; ▪ Medical examinations or treatments; ▪ Fund-raising activities; ▪ Recruiting activities (e.g., serving as a host); ▪ Public relations activities related to the student athlete’s sport; ▪ Participation in regular physical education classes, with or without credit, that are listed in the institution’s catalog and open to all students; ▪ Voluntary individual workouts not required or supervised by coaching staff members. A coach may design a voluntary general individual workout program for a student athlete; ▪ Individual consultation with a coaching staff member initiated voluntarily by a student athlete, provided the coach and the student athlete do not engage in athletically related activities; ▪ The provision of videotapes to a student athlete by a coach that include a personalized message and athletically related information (e.g., discussion of plays, general workout programs, lectures on strategy related to sport), provided the viewing of the videotape is voluntary. ▪ Student athlete performing required field or facility preparation or maintenance.

Academic Eligibility

All Student athletes at VCU:

- Must be enrolled as **full-time and degree-seeking students in good standing**. *Student managers* must be full-time, degree-seeking students. A student who has an academic or disciplinary suspension is not in good standing.
- Must **complete a minimum of 6 semester hours** of academic credit in each full-time regular academic term to be certified eligible for the next semester.
- Must be **properly advised**. NCAA eligibility is predicated on the satisfactory completion of course work that would lead to a four-year degree in a designated major. In order to ensure continued NCAA participation, student athletes must confer with a departmental advisor and the Office of Student Athlete Support Services, to create or alter their course schedule.
- Must have **prior written permission for summer school courses**. NCAA rules require that summer school courses not taken at VCU must have prior written approval. This may be accomplished by completing the “Request to Take Course at Another Institution” form. See the Office of Student Athlete Support Services for this form, or go to records & registration forms on the VCU website.
- Must **declare a major at the beginning of their third year of college**. If a major is declared prior to the third year, students-athletes must meet satisfactory progress for that major at that time.
- Must complete a minimum of 24 hours of academic credit before the start of his or her second year of collegiate enrollment.
- No more than 6 credits, taken over the summer, can be counted towards the minimum 24 credits each year.
- Must earn 18 credit hours during each regular academic year (fall and spring semesters) after initial year of enrollment, while continuing to meet percentage of degree requirements outlined below.

Percentage of degree/GPA requirements (requirements for the upcoming year):

Second Year % degree:	none	(24 credits minimum)	GPA: 90%	(1.8 out of 2.0)
Third Year % degree:	40%	(120 credit program = 48 credits)	GPA: 95%	(1.9 out of 2.0)
Fourth Year % degree:	60%	(120 credit program = 72 credits)	GPA: 100%	(2.0 out of 2.0)
Fifth Year % degree:	80%	(120 credit program = 96 credits)	GPA: 100%	(2.0 out of 2.0)

Please note that the NCAA rules are minimum standards and that VCU encourages student athletes to excel beyond this minimum.

Scholarship Reduction and Cancellation During the Period of the Award

VCU may reduce or cancel athletic financial aid during the period of the award if the student- athlete:

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

The student athlete must be notified in writing of an opportunity for a hearing if his/her aid is reduced or cancelled during the period of the award.

Reduction or cancellation is not permitted during the period of the award:

- On the basis of a student athlete’s athletic ability, performance or contribution to a team’s success
- Because of an injury that prevents the recipient from participating in athletics
- For any other athletic reason

Renewals and Non-Renewals at the end of the Award:

- The renewal of University financial aid based in any degree on athletic ability **must be made on or before July 1 of each year**.
- Each student athlete who received aid the previous year will be notified in writing whether his/her aid will be renewed.
- If there is a reduction or cancellation, the University must inform the student athlete in writing that he/she may request a hearing.

VCU Student Athlete Varsity Awards

VCU letter jackets

Student athletes who have successfully completed their first year of eligibility (**not a redshirt year**) on an athletic team will be eligible to receive a VCU letter jacket PROVIDED they return to the team as an active participant the following season. **Student athletes who are released from the team or elect not to participate the following season will not be awarded a jacket.**

If eligible to receive a letter jacket, the student athlete will be required to be fitted in early May. Information regarding dates and times of fitting sessions will be available from your respective coaches in late Spring. Letter jackets are awarded to student athletes upon returning for the fall semester.

Athletics awards

NCAA Bylaw 16.1.4: Athletics awards given to individual student athletes shall be limited to those approved or administered by the member institution, its conference or an approved agency and shall be limited in value and number as specified per NCAA legislation. Awards received for intercollegiate athletics participation (even if the student athlete's name or picture does not appear on the award) may NOT be sold, exchanged or assigned for another item of value at any time even after the student athlete leaves VCU.

Participation awards

Awards for participation in intercollegiate athletics may be presented each year, limited in value and number as specified per NCAA legislation. Awards for participation in special events may be provided only to student athletes eligible to participate in the competition.

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 per NCAA legislation. Awards for winning a conference or national championship in a team sport may be provided only to student athletes eligible to participate in the competition.

Special Achievement Awards

Awards may be provided each year to individual student athletes and teams to recognize achievements, honors and distinctions, limited in value and number as specified per NCAA legislation.

Extra Benefits

A student athlete shall NOT receive any extra benefit. If the student athlete receives an extra benefit not authorized by NCAA legislation, the individual is ineligible in all sports.

Definition: An extra benefit is any special arrangement by a VCU employee or a representative of the VCU athletics interests to provide a student athlete or the student athlete's relative or friend a benefit not expressly authorized by NCAA legislation.

If a student athlete receives a benefit provided to him/her based on the student athlete's athletics ability, it is a violation of NCAA legislation. Receipt of a benefit by student athletes or their relatives or friends is not a violation of NCAA legislation IF it is demonstrated that the same benefit is generally available to the VCU students or their relatives or friends or to a particular segment of the student body (e.g., foreign students, minority students determined on a basis unrelated to athletics ability). For violations of NCAA legislation in which the value of the benefit is \$100 or less, the student athlete will have to repay the value of the benefit to a charity of his/her choice. The student athlete will remain ineligible from the time the institution has knowledge of receipt of the impermissible benefit until the student athlete repays the benefit.

Separate Travel Arrangements by Student Athlete

It is understood that there are situations where student athletes may travel separately from the team to sanctioned competitions. Those athletes must comply with these policies:

- Arrangements approved by the Head coach and team Administrator.
- "Release and Waiver of Liability" signed three (3) days prior to the travel.
- Completed release forms kept on file.

All forms can be found and must be returned to: Pat Stauffer: 804-828-4813

VCU Policy on Hazing

Hazing is illegal in the state of Virginia and will not be acceptable under any circumstances at Virginia Commonwealth University. Hazing is activity which is physically or mentally abusive, potentially dangerous, humiliating or demeaning, or which interferes with academic achievement and human rights of the individual.

“Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include, students at an educational institution.

The term “hazing” includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described.
- Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code of the Commonwealth of Virginia

A person commits a hazing offense if the person:

- Engages in hazing.
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
- Intentionally, knowingly, or recklessly permits hazing to occur.
- Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution.
- Has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report it in writing to the dean of students or other appropriate official of the educational institution

The Virginia Statute on Hazing (18.2-56)

“It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college, or university. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor, unless the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony. Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. The president, or other presiding official of any school, college or university, receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student found guilty of hazing or mistreating another student so as to cause bodily injury, expel such student so found guilty, and shall make report thereof to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall present the same to the grand jury of such city or county convened next after such report is made to him.” (History Code 1950, § 18.1-71; 1960, c. 358; 1975, cc. 14, 15)

Suspected incidents of hazing involving VCU Athletics teams or student athletes **should be reported** to the Assistant Athletic Director for Compliance & Student Athlete Services, Chad Wall, 804-828-7618, or the Director of Athletics, and will be held in **strictest confidence**. If, in review, it is determined that a hazing incident may have occurred, the matter will be turned over to the Vice President of Student Affairs for investigation

University Sanctions

In addition to any punishment imposed by the civil or criminal courts of the Commonwealth of Virginia, VCU may impose sanctions as a response to hazing incidents involving its students.

The Vice President of Student Affairs or designee will conduct an investigation and determine sanctions when notified that an organization has violated University regulations or local, state and federal statutes. The organization will be

contacted and informed that an investigation is being conducted. Organizations may receive one of the following sanctions:

- Censure: A letter of warning shall be sent to the current president of the organization and a copy placed in the permanent file of the organization.
- Suspension: The organization shall lose the privilege of using University space for social and fundraising activities and be denied use of student activity fees for a period of time determined by the Vice President or designee.
- Cancellation: The organization shall no longer be registered at Virginia Commonwealth University. The length of cancellation shall also be determined by the Vice President or designee.

The exact nature of the sanction imposed on the organization shall be based on the severity of the violations. All sanctions can be appealed as described in the document in Rights and Responsibilities of Registered Student Organizations, available from the Student Activities Center, Commons Lower Level.

Based upon the outcome of the University's inquiry into a hazing incident, and in addition to the possible sanctions levied by the University and Commonwealth of Virginia, the Athletic Department may invoke the following penalties:

- Reduce or withdraw the individual's athletic scholarship
- Remove the individual from the intercollegiate sports program for a period of time or permanently suspend, for a period of time, the sports team involved in the incident from intercollegiate competition

Student Host of On-Campus Prospects

A student athlete chosen to represent the department and university in hosting a prospect will:

- Sign a document stating they will abide by the standards and spirit of the rules set forth by the University and the NCAA surrounding a visit.
- Meet with the head coach to discuss the hosting requirements.
- Avoid, at all times, the perception of impropriety during the course of the visit.
- Providing the opportunity to consume or actual consumption of alcohol and drug by the host or prospect on all official visits is strictly prohibited.
- See additional policies and procedures for hosting in your team handbook.

Employee-Student Consensual Relationship

VCU is committed to maintaining learning and work environments as free as possible from conflict of interest, exploitation and favoritism. Employees and students are not to engage in consensual relationships whenever the employee has a "position of authority" such as:

- Teaching or Coaching
- Supervising or advising students as a part of a sport program or employment

More information on VCU Human Resources website: <http://www.provost.vcu.edu/pdfs/consensual-relationships-policy.pdf>

VCU Student Athlete Employment

Student athletes may earn legitimate on- or off-campus employment during the academic year provided:

- All employment must be approved by the head coach and reported to the Director of Compliance by completing a **Student Athlete Employment form**.
- Your compensation may not include any remuneration for value or utility that you might have for an employer because of the publicity, reputation, fame or personal following that you have obtained because of athletics ability.
- You may be compensated only for work actually performed and at a rate commensurate with the going rate in that locality for similar services.

For more information: <http://vcuathletics.tv/comp/current/employment.html>

NCAA Bylaws allow for student athlete employment during the academic year. To avoid any improprieties, a monitoring procedure for school-year employment is imperative. Student athletes will be reminded of this policy during the compliance meeting and will be required to affirm their understanding of employment procedures. Additionally, to secure school year employment, the student-athlete will be asked to complete employment program paperwork. Additionally, the Athletic Department may assist student athletes in finding employment during the summer, including the summer prior to enrolling. Representatives of Athletics interests are permitted to employ or

assist in finding employment for student athlete during the summer; however, compensation must be commensurate with the going rate in that locality and for work actually performed. All employment arranged by an Athletic Department staff member or representative of Athletics interests should be reported to the compliance staff via the appropriate documentation

To specify, a student athlete may earn legitimate on or off-campus employment during the academic year provided:

- All employment is reported to the compliance office & a Student athlete Employment Form is completed (see <http://vcuathletics.tv/comp/boosters/forms.html>);
- The student athlete's compensation does not include any remuneration for value or utility that the student athlete may have for the employer because of the publicity, reputation, fame or personal following that he/she has obtained because of athletic ability;
- The student athlete is compensated only for work actually performed; &
- The student athlete is compensated at a rate commensurate with the going rate in that locality for similar services

The student athlete's employer as well as the coach must approve by signature; the student athlete employment form before the employment may commence. The documents utilized will assist the compliance office in contacting the employer about rules education regarding employment and impermissible benefits. Information gathered from the student athlete will include all but not limited to the following:

- Name and contact information of employer
- Supervisor information
- Salary information
- Payment and earnings information
- Anticipated weekly hours

Transfer Procedures

No member of the Athletics Department of other institution may discuss with any student athlete currently enrolled at VCU, any information concerning their institution's programs or about transferring without first receiving permission from VCU Athletic Director or designee.

Transfer procedure for student athlete who is leaving VCU to attend another collegiate institution:

1. The compliance office receives a written transfer release request from another collegiate institution. -- **OR** -- the compliance office is contacted by a current VCU student athlete requesting a release to another institution.
2. The compliance office contacts the sports head coach for approval or denial of the request.

Note: No further steps will be taken by the compliance office until the student athlete's head coach has been apprised of the request.

3. If the head coach grants permission for a student athlete to explore transfer options, a general release statement will be produced by the compliance office. Two options may occur.
4. The coach may ask that a release be a blanket statement. A "To whom it may concern" statement will be created so that a student athlete can pursue options with any institution of their choosing. Alternatively, the coach may release the student athlete only to specific institutions upon his/her review. If the latter, communications between the coach and the compliance office must remain open so that accurate records reflecting requests and answers are maintained.
5. Blanket releases will become the responsibility of the student athlete to disperse to the school(s) of their choice. A copy will remain on file in the student's compliance folder.
6. Institutionally specific releases will be processed via email by the compliance office ASAP.
7. If the head coach denies the release request, a transfer denial letter will be sent immediately to the inquiring institution via email.
8. A copy of any response provided will remain on file in the Compliance Office.

VCU Student Athlete Drug and Alcohol Policy

The Department of Athletics at Virginia Commonwealth University advocates the development of healthy and responsible lifestyles for student athletes during their years of eligibility as a long term enrichment and enhancement of their lives. In addition, this policy underscores the importance of the role our student athletes serve as University representatives and role models to the many youth who admire them. Substance abuse and dependence, and crimes and other situations which occur while under the influence of mood-altering substances are a major health and safety hazard in our society. The use of illegal substances and drugs is a crime and will not be condoned. The use of performance enhancing drugs is detrimental to student health and as a form of cheating, constitutes unacceptable behavior. Alcohol use by student athletes who are under the legal drinking age in Virginia is against the law; for those student athletes who are of legal drinking age in Virginia, excessive alcohol use is ill-advised and is strongly discouraged.

Drug and Alcohol Program

Introduction

The Department of Athletics at Virginia Commonwealth University, its coaching personnel, physicians, athletic trainers, and administrators, strongly believe that the abuse of alcohol and illicit use of drugs (excluding those drugs prescribed by a physician to treat a specific medical condition) can be detrimental to the physical and mental well-being of its student athletes, no matter when such use should occur during the year. Additionally, use or abuse of alcohol and or drugs can seriously interfere with the performance of individuals as students and as athletes and can be extremely injurious to student athletes and their teammates, particularly when participating in athletic competition or practice. In light of health, safety and social concerns, the Athletic Department at Virginia Commonwealth University has implemented a mandatory program of alcohol and drug education, drug testing, and counseling/rehabilitation efforts to assist and benefit its student athletes. The student athlete's parent(s) or legal guardian(s) will be informed of these actions if the student athlete is a minor.

Program Statement

The program is educationally focused with three distinct phases. The first phase is a program of drug prevention and awareness. Secondly, a drug screening process has been designed to identify those individuals who need additional and more concentrated counseling. Thirdly, incentives have been designed to discourage use by those who, despite education and counseling, persist in illicit drug and substance use. The purpose of Virginia Commonwealth University Intercollegiate Athletics' Alcohol and Drug Education Program is to inform and help student athletes at the University. This program is based on the Athletic Department's belief that alcohol abuse and drug use are detrimental to student athletes and are a violation of team rules. Specific goals of this program are:

1. To educate VCU student athletes about the associated problems of alcohol abuse and drug use and abuse.
2. To discourage any drug use or alcohol abuse by VCU student athletes.
3. To identify any student athlete who may be abusing alcohol or using drugs, to identify the drugs, and provide any substance abuse education as may be needed by the student athlete.
4. To educate any student athlete, so identified, on how such usage may affect the student- athlete and his or her team and teammates.
5. To see that any chronic dependency is treated and addressed properly.
6. To provide reasonable safeguards that every student athlete is medically competent to participate in athletic competition.
7. To encourage discussion about any questions the student athletes may have, either
 - i. specifically generally, about use of alcohol or drugs.
8. To demonstrate the commitment of the Athletic Department to a proactive/combative effort in substance abuse.

Implementation of the Alcohol and Drug Education Program

At the beginning of the academic year a presentation will be made to all intercollegiate student- athletes at VCU to outline and to review the Intercollegiate Athletics Alcohol and Drug Education Program, its purposes, and its plan for implementation. Prior to the beginning of the academic year copies of this program will be mailed to each student athlete and to the parent(s) or legal guardian(s) of first-year and new transfer student athletes. Each student athlete will sign a form acknowledging receipt and understanding of the program, providing consent to the administration of the urinalysis testing requested by the program, and permitting release of drug-testing information to a limited, defined group of individuals as described in the substance abuse program section. Each athletic team shall participate in one substance abuse education program each semester. A topic related to team needs may be substituted for one of these programs. It is hoped that no VCU student athletes will have a problem with drug or alcohol abuse; however, alcohol

and drugs have touched practically all occupations and age groups, with some exceptionally respected persons found to be abusers. Drug testing, if for no other reason, should enhance the feeling of trust and camaraderie among student athletes and their teammates in that it demonstrates a commitment to substance-free competition.

The Substance Abuse Testing Program

The Head Athletic Trainers are charged with implementing the substance abuse testing program. Student athletes will be subject to random and regular testing, announced and unannounced, throughout the calendar year for substances that may include, but are not necessarily limited to, the following:

- Alcohol
- Amphetamines, including Adderall
- Barbiturates
- Cocaine
- Methaqualude
- Opiates
- Morphine
- Codeine
- Steroids
- Clenbuterol
- PCP (Angel Dust) and analogues
- Tetrahydrocannabinol (THC or Marijuana) Including second hand smoke
- Masking agents
- Diuretics
- Designer or club drug

With reasonable suspicion of drug usage, the student athlete may be required to be tested independently of the random sample. Suspicion of use may come from a number of sources including but not limited to: teammates, coaches, the Dean of Students, the Campus Police, University Housing, and the community. Outside sources such as the Office of the Dean of Students and the Campus Police may inform the Athletic Department of incidents of substance abuse by student athletes. Those who at any time experience a positive test can expect further screening to be done on a more regular basis. For the student athlete's and teammates' safety, every student athlete who tests positive must be retested to obtain medical clearance before participation in a practice session or competition. Student athletes will be notified by the Head Athletic Trainers of drug testing. The drug test shall consist of a collection of a urine specimen from the student athlete under the supervision of the athletic training staff. The Assistant Athletic Director for Sports Medicine shall be informed of the test results.

NCAA Testing and Sanctions

The NCAA will test at championship events and, in some cases, on a random basis. Positive tests will result in a one-year suspension from NCAA competition per NCAA policy.

The Program

1. The privacy of all student athletes will be protected. Information disclosed in the program must be restricted to personnel responsible for its administration. Release of information is made only with the athlete's written consent, or by appropriate judicial process requiring disclosure.
2. The information provided to student athletes includes a description of the purposes of the drug awareness programs and specific information about the drug-testing component. Student-athletes are informed of procedures for collecting samples and procedures upon determination that a test result is positive, including both verification of the result and due process. Student-athletes are also advised of sanctions that may be imposed for violations of the policy.
3. The University provides information about the program to all intercollegiate athletes and recruits early in the recruitment process, or during the academic year. VCU views participation in intercollegiate athletics as a privilege, therefore student athletes are deemed to implied consent to drug testing by their voluntary participation in any intercollegiate athletic activity. Student-athletes must agree, by NCAA rules, to undergo drug testing prior to their participation in any NCAA championship event.

Educational Program

1. The VCU Athletic Department sponsors at least one educational seminar each year on the negative aspects of drug use.
2. Attendance at scheduled sessions is mandatory and any individual failing to attend without proper authorization must attend a special prescribed program, dealing with drug use.
3. University and community resources are utilized for these educational seminars. The major objective of this program is to develop a healthy and positive self-image and to avoid the use of drugs.

Prohibited Drugs

1. Use of controlled substances regulated by federal or state law, such as amphetamines, cocaine, cannabinoids, barbiturates, anabolic steroids, other performance enhancing drugs, and any other controlled substance by any member of any intercollegiate athletic team of Virginia Commonwealth University is expressly prohibited, whether such use occurs before or during the sport's season. The only exceptions are for licensed physician-prescribed medication for the individual student athlete.
2. Unauthorized use of such drugs will constitute an abuse of the privilege of practicing with the team and representing the University in intercollegiate athletic competition. Such unauthorized use may result in the student being denied the opportunity to practice with the team, or to play in one or more competitions.

Drug Screening

1. Under the program, there is routine drug-testing for the use of all prohibited substances by any member of any intercollegiate athletic team at Virginia Commonwealth University.
2. If the student athlete fails to submit to drug screening, the individual must be interviewed by the Director of Athletics and the Head Athletic Trainers to explain his/her reasons. Under such circumstances, the Athletic Department reserves the right to refuse the student the privilege to participate in any team practices or intercollegiate competition.
3. All student athletes will be required to submit urine samples at any time the individual is enrolled at VCU. These samples will be tested for prohibited substances.
4. The Head Athletic Trainers will notify the randomly selected student athletes to submit urine samples at the designated date, time, and location.
5. All student athletes are required to make themselves available for post-game or event testing, pursuant to NCAA rules.
6. All student athletes who are otherwise eligible to compete in NCAA championship competitions must sign the consent to drug testing prescribed by the NCAA and undergo such testing as required by the NCAA in order to participate. (This "specific consent" is required by the NCAA before any NCAA championship event).

Collection Procedures are in accordance with the NCAA Bylaws and the VCU Athletic Department.

Violations of the Policy

1. Failure to undergo drug-testing renders the student athlete ineligible to practice with the team, or to represent the University in intercollegiate athletics until a test with negative results is submitted.
2. The sanctions for confirmed positive test results are set forth below.

FIRST VIOLATION (first confirmed positive test):

- a. Notification of the confirmed positive test is given to the student athlete, the Director of Athletics, Associate Athletic Director for Administration, Head Coach, Team Physician, Head Athletic Trainers, and parent or guardian (if the student athlete is under 18 years of age).
- b. The student athlete is required to complete an individualized alcohol and drug education program designated by the Athletic Department's Head Athletic Trainers.
- c. The student athlete is removed from the random sample category and is tested regularly for the drug(s) found in the first confirmed positive test.

SECOND VIOLATION (second confirmed positive test):

- a. Notification of the confirmed positive test is given to the student athlete, the Director of Athletics, Associate Athletic Director for Administration, Head Coach, Team Physician, Head Athletic Trainers, and parent or guardian (if the student athlete is under 18 years of age).
- b. The student athlete is required to undergo an independent evaluation of their drug abuse problem at the student athlete's expense and comply with recommendations presented in the independent evaluation.

- c. Following such notification, the student athlete is sanctioned by not being allowed to practice with the athletic team or compete in any intercollegiate competition until two consecutive tests within 6 months are negative.

THIRD VIOLATION (subsequent confirmed positive test):

- a. Notification of the confirmed positive test is given to the student athlete, the Director of Athletics, Associate Director for Administration, Head Coach, Team Physician, Head Athletic Trainers, and parent or guardian (if the student athlete is under 18 years of age).
- b. The student athlete is suspended from practice and competition.

If a student athlete's third test is positive, it must be assumed that the student athlete has a very significant problem or has made some conscious value judgments as to his or her behavior, and this must be treated extremely seriously. The third offense will dictate an indefinite suspension of the student athlete from practice and athletic competition, and the student athlete will be asked to return for frequent testing. Prior to suspension, the student athlete will have the opportunity to discuss the matter with the Director of Athletics and to present evidence of any mitigating circumstances. At this time recommendations may determine forfeiture of the student athlete's grant-in-aid.

Sanctions

If a student athlete is involved in a drug related incident in which criminal or civil actions may be taken against the individual, whether or not he/she is charged in the offense (violations of University regulations, violations of local, state, and/or federal laws), the Director of Athletics may suspend the student athlete temporarily, after consultation with the head coach of that team, the Head Athletic Trainers, and/or other officials who may have knowledge of the incident. The temporary suspension may remain in effect until the case is adjudicated and a decision rendered and/or further investigation of the facts of the matter allow for a permanent action to be taken by the Director of Athletics. All suspensions will be explained as a "violation of team rules" unless made public by the student athlete. As long as the student athlete is on a grant-in-aid or squad list, he/she will be subject to the substance abuse policy. The student athlete will not be subject to University student disciplinary action solely as a result of a positive drug test. The University will not voluntarily supply personally identifiable test data or results of a test to any law enforcement agency unless required by law.

The Alcohol Program

Virginia Commonwealth University does not condone the illegal or otherwise irresponsible use of alcohol. Alcohol dependence is a progressive disorder in which both psychological and physical dependency can develop. The negative physical and mental effects of the abuse of alcohol are well documented. Even low doses of alcohol impair brain function, judgment, alertness, coordination, and reflexes. Very high doses cause suppression of respiration and death. Chronic alcohol abuse can produce substance abuse disorders, dementia, sexual impotence, cirrhosis of the liver, heart disease, and sudden withdrawal can produce severe anxiety, tremors, hallucinations, and life-threatening convulsions. Therefore, it is the responsibility of every member of the University community to know the risks associated with alcohol use and abuse. This responsibility obligates students and employees to know relevant University policies and federal, state, and local laws and to conduct themselves in accordance with these laws and policies. Violation of state alcohol laws is a criminal misdemeanor which is punishable by suspension of driver's license, imprisonment for up to twelve months, and/or fines up to \$2,500. Any member of the University community who violates state alcohol control laws is subject to prosecution. Whether or not criminal charges are brought, all students are subject to University discipline for any violation of state alcohol laws that occurs (i) on University-owned or leased property, (ii) at University-sponsored or supervised functions, or (iii) under other circumstances involving a direct and substantial connection to the University. Any student found to have engaged in such conduct is subject to the entire range of University sanctions described in the University's Rules and Procedures, including suspension and expulsion.

The consumption of alcohol by student athletes is prohibited in connection with any official intercollegiate team function. An official team function, for purposes of this policy, is defined as any activity that is held at the direction of or under the supervision of the team's coaching staff (e.g. team dinner, recruiting, road trips). This applies to coaches and staff as well.

Sanctions

The student athlete's head coach will be notified. Additionally, the student athlete who tests positive for alcohol on a substance abuse test will be required to meet with the Substance Abuse Counselor and comply with the recommendations of the Substance Abuse Counselor and subsequently retest negative. A student athlete who consumes alcohol will be accountable for any alcohol-related incident in which he or she is involved. In such cases, the student athlete is subject to University, Athletic Department or team disciplinary action is dependent upon the incident having or not having legal implications. If a student athlete is involved in an alcohol-related incident in which there are no legal implications, the

Director of Athletics, in consultation with the Head Coach of that team and, the Head Athletic Trainers will determine if the circumstances warrant suspension of the student athlete from practice and/or game competition. If a student athlete is involved in an alcohol abuse related incident which may have legal implications, whether or not he/she is charged in the offense (violations of University regulations, violations of local, state, and/or federal laws), the Director of Athletics may suspend the student athlete indefinitely or permanently, after consultation with the head coach of that team, the Head Athletic Trainers and/or other officials who may have knowledge of the incident.. All matters related to subsequent alcohol related offenses during the student athlete's NCAA eligibility will be handled in a manner consistent with the second and/or third positive drug tests. The Athletic Department prohibits the use of any funds to be used toward the purchase of alcoholic beverages in a setting at which student athletes or prospective student athletes will be in attendance. This applies to prospective student athletes' use or purchase of alcohol for them while visiting the University and their student hosts. Regardless of whether a student athlete or student host has reached the legal drinking age, purchasing alcohol for consumption by a person under the legal drinking age (a teammate or, in most cases, a prospective student athlete) is a violation of state law.

Student Athlete's Right of Appeal

The student athlete has the right to appeal sanctions imposed by the Director of Athletics if he/she is convinced the test results are incorrect, the student's refusal to participate in the program is justified, or there exist other mitigating circumstances. The student athlete is required to file a written appeal with the Director of NCAA Compliance within three (3) days of notification of sanction. The appeal will be reviewed and a final decision rendered within five working days by the Director of NCAA Compliance and Associate Director for Administration.

Conclusion

It is believed and hoped that implementation of this Virginia Commonwealth University Alcohol and Drug Education Program will serve to benefit all connected with intercollegiate athletics at the University. Further, it is believed that participation in this program will aid student athletes in becoming better students, better athletes, and better able to make individual, informed, and intelligent decisions with reference to drug and alcohol usage, both now and in the future.

Gambling

Gambling in any form is illegal and can render you ineligible. As a student athlete, this means you may not participate in wagers for any item, including apparel, gift certificates or cash, sports "pools," even among friends, gambling via the Internet or "800" numbers, or fantasy leagues that award a prize and require a fee. Sharing information about injuries, new plays, team morale, discipline problems, etc., with anyone who gambles is also against NCAA regulations. For more info: <http://vcuathletics.tv/comp/current/gambling.html>

The following activities are prohibited:

- Making a bet on any intercollegiate athletics contest.
- Accepting a bet or bribe or agreeing to throw, fix or influence the outcome of any intercollegiate athletics contest.
- Failing to report any bribe offer or any knowledge of any attempt to throw or fix a game or to influence its outcome.
- Participating through a bookmaker in any gambling activity (i.e. betting on a parlay card) involving athletics.

It is a federal offense to influence or attempt to influence a sporting contest by bribery. It is also a federal offense to make use of interstate facilities, including the telephone or mail, for placing of illegal bets. Both may result in fines and/or imprisonment.

Consequences of gambling

- Student athletes that violate the NCAA gambling policy by placing a bet on any college or professional sport or providing information to someone who does gamble are declared ineligible to compete in college sports.
- If you accept or place a bet on any college or professional team other than your own, you are automatically suspended for a minimum of one year and are charged with a season of competition.
- If you accept or place a bet on any team at your school, you will be permanently ineligible.
- Student athletes may also be at risk of losing athletics scholarships, being expelled from the school, being banned from other college and professional sports, and being arrested and charged with a crime.

Sports Medicine Program

The VCU Athletics Sports Medicine Program provides the prevention, care and rehabilitation of sports-related injuries/ illnesses.

<u>VCU Athletic Trainers</u>	<u>Training Room Address</u>	<u>Hours of Operation</u>
Eddie Benion, ATC	Sports Medicine Building	M-F 8 a.m.-6p.m.
Kristen Treadwell, ATC	1300 W. Broad St.	Sat-Sun by appt. or team
Nicole Stevens, ATC	Room 130	804-828-2321

***Under no circumstances will a coach or student athlete be allowed use of the athletic training room without the direct supervision of the athletic training staff. ***

- You should report all injuries or illnesses to the athletic training staff. The athletic trainers will report all injuries or illness to the respective coaches.
- No student athlete should be sent directly to the doctor or to the hospital *except* in the case of an emergency.
- All other injuries and illnesses require clearance and referral from the Sports Medicine staff.
- Athletic teams that are in season will receive top priority in athletic training room services.
- It is the responsibility of each student athlete to ensure that he/she is on time for taping and treatments to be on time for practice.

Banned Drug Classes

- The current list of specific banned drugs and exceptions is located on the NCAA Web site.
- Please be aware that this list is ever changing, refer all questions to your athletic trainer for the most current information. Athletic Training Room: 804-828-2321
- You are held accountable for ***all*** drugs within the banned-drug classes regardless of whether they have been specifically identified
- See VCU Student Athlete Drug and Alcohol Policy

The examples are NOT all-inclusive. This list is ever changing.

- (a) Stimulants; (**NoDoz [Caffeine pills], etc.**)
- (b) Anabolic agents; (**Andro, Dianabol, etc.**)
- (c) Substances banned for specific sports; (**Caffeine, etc.**)
- (d) Diuretics and other masking agents; (**Water Pills**)
- (e) Street drugs; (**Marijuana, Cocaine, Crystal Meth, etc.**)
- (f) Peptide hormones and analogues; and (**Oxytocin, DHEA, etc.**)
- (g) Anti-estrogens. (**Clomid, etc.**)

Medical Hardship

NCAA Bylaw 14.2.4: Student athletes may regain a season of competition if an institution requests a waiver on your behalf. This waiver will be processed and granted by the conference office. In order to be considered for a medical hardship, ***all*** of the following conditions must apply:

- The incapacitating ***injury or illness occurs in one of the four seasons of intercollegiate competition*** at any two-year or four-year collegiate institution or occurs subsequent to the first day of classes in the student athlete's senior year in high school;
- The ***injury or illness occurs prior to the completion of the first half of the playing season that concludes with the NCAA championship in that sport*** and results in incapacity to compete for the remainder of that playing season; ***and***
- The injury or illness occurs when you have ***not participated in more than three contest or dates of competition (whichever is applicable to that sport) or 30 percent (whichever number is greater)*** of the institution's scheduled contests or dates of competition in your sport.

Special Assistance Fund

The NCAA has established a fund, which institutions may use to assist student athletes with travel for family emergencies, medical and dental expenses, academic course supplies, clothing and other essential materials. Student athletes may access the fund subject to the following conditions:

1. They are Pell grant recipients;
2. They are receiving athletic aid and have demonstrated federal financial need, as determined by the Financial Aid office; or
3. They are international student athletes who have demonstrated financial need, as determined by the University's Office of International Education.

Student athletes must fulfill their responsibilities as student athletes in order to receive this benefit. These responsibilities include, but are not limited to, completing the year as a member of a team and attending all scheduled classes in which enrolled. Student athletes should not assume that because they are eligible for the Special Assistance Fund that any of the above expenses are automatically reimbursable. All Special Assistance Fund reimbursements must be approved in advance by the Director of Athletics or the Senior Associate Athletic Director for Business Affairs, after the review by the compliance staff. Coaches should familiarize themselves with the general use and requirements of the Special Assistance Fund as a possible means of assistance to student athletes with financial need.

Student Athlete Opportunity Fund (SAOF)

INTENT AND PRINCIPLES: The Student Athlete Opportunity Fund (SAOF), established and funded by the NCAA, is intended to provide direct benefits to student athletes or their families. As a guiding principle, the fund is to be used to assist student athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or that recognize academic achievement. Accordingly, receipt of Student Athlete Opportunity Fund monies shall not be included in determining the permissible amount of financial aid that a member institution may award to a student athlete. Further, inasmuch as the fund is designed to provide direct benefits to student athletes, the fund is not intended to be used to replace existing budget items. Allocation of SAOF funds is the responsibility of the Director of Athletics or his designee. It is the policy of VCU Athletics to allocate the largest portion of SAOF funds to assist student athletes whose athletic eligibility has expired with the cost of completing their undergraduate education at VCU. Students may apply for SAOF degree completion grant assistance each spring. Applications are available in the Athletics Business Office. SAOF grants are awarded on or about May 1 each year. Please contact **Chad Wall at 828-7618** or **Jeff Cupps at 828-2255** for more information.

ELIGIBILITY FOR THE FUND: All student athletes are eligible to receive SAOF benefits, regardless of whether they are grant-in-aid recipients, have demonstrated need or have either exhausted eligibility or who no longer participate due to medical reasons. Additionally, student athletes receiving monies from the Special Assistance Fund may also receive SAOF benefits.

PROHIBITED USES FOR THE FUND: Pursuant to NCAA Bylaw 15.01, SAOF funds may not be used for the following:

- Salaries and benefits
 - Grants-in-aid (other than summer school) for student athletes with remaining eligibility
 - Capital improvements
 - Stipends and outside athletics development opportunities
-
- **Applications are due May 1** for student athletes, whose athletic eligibility will expire, that want to apply for the **SAOF grant completion program** that awards tuition assistance funds to offset the costs associated with undergraduate degree completion. Applications and program guidelines are available at the Athletics Business Office. **Awards are announced by May 15 of each year.**

Peer Mentoring Program

This is a program developed to help first-year student athletes' transition into the collegiate environment.

- Many first year student athletes will be paired with an upper class student athlete during the fall semester.
- Weekly meetings are required between the mentee and mentor during the fall semester.
- Discussion topics include study habits, time management, and transitioning to VCU.
- Student athletes below a 2.5 Cumulative GPA after the first semester are required to remain in the program during the spring semester.

Introductory Courses

UNIV 101: Introduction to the University (Fall semester)

- This is a one (1) credit course offered to all incoming first-year students at VCU.
- Student athletes are taught NCAA eligibility rules required for the next 4 years.
- Course topics include (but not limited to) University policies, VCU resources, academic success, personal management, and financial management.

UNIV 102: MINDSET for Academic Success (Spring semester)

- This is a one (1) credit course that is required for second semester first year students on Academic Warning (Cumulative GPA below 2.0).
- Course topics include (but not limited to) time management, motivation, and study skills.

UNIV 103: Education and Career Planning (Spring semester)

- This is a three (3) credit course directed towards students undecided in their major.
- Student athletes have the option to take this course during either their first or second year.
- Course topics include (but not limited to) personal inventories, career exploration, VCU majors exploration, and job searching skills.

VCU Academic Regulations

Grading and Marking System: VCU coursework is measured both in terms of quantity (semester hours of credit) and quality (grades). Grades are assigned according to a letter system, where each letter is assigned a grade point value.

A= 4.00 B=3.00 C=2.00 D=1.00 F=0.00

Grade-Point Average: The GPA is calculated by dividing the total number of grade points earned at VCU by the total number of credits attempted at VCU. Transfer credits are not counted in the GPA.

Step 1: (Grade value * Class Credit) = Points earned

Step 2: Add up the points earned for all classes taken (W = do not count in this calculation)

Step 3: Total Grade Point Value/Total Number of credits

Academic Good Standing: A student remains in good standing when one's cumulative GPA is above a 2.0

Academic Warning: Cumulative GPA falls below a 2.0 at the end of any semester. Next semester credit limit is 14. Required to have weekly meetings with your advisor.

Academic Probation: Cumulative GPA remains below a 2.0 for two consecutive semesters.

- Next semester credit limit is 13.
- A student must earn a *semester* GPA of 2.0 every semester while on probation and meet weekly with your advisor.

Academic Suspension: Students who fail to earn a *semester* GPA of 2.0 while on probation are thus suspended.

- First suspension is for two (2) consecutive semesters (including summer).
- Second suspension is for five (5) academic years.
- Students must re-apply for admission. Students return on Probation status.

Deans List: Semester GPA of 3.5, remaining full-time (12 credits), No “D” or “F” or “I”.

Athletic Directors Honor List: Semester GPA of 3.0, remaining full-time (12 credits).

Repeated Courses

- All courses attempted while a student at VCU can be repeated, prior to graduation.
- Grades of “D” or “F” can be excluded in cumulative GPA calculations once the course has been repeated and a grade of “C” or better is achieved.
- Grades for the same class will only be excluded once and only when repeated at VCU.

Mark of Withdrawn (W)

- The mark of “W” indicates the student has officially withdrawn or was withdrawn for nonattendance by the professor.
- The last day to withdraw is the end of the tenth (10) week of classes.
- **Student athletes must maintain full-time enrollment** to continue varsity sport participation, and thus will not be allowed to withdraw if this results in falling below 12 credits.

Change of Grade

- A final grade may be corrected by the faculty member.
- Requires the submission of the Change of Grade Form to the chair of the department in which the course was taught. The chair will forward the form to the school’s dean who will send it to University Enrollment Services/Records and Registration.
- Change of grade must be submitted by the department chair no later than 30 days after the beginning of the following academic fall or spring semester.
- A change of grade that affects the student’s academic eligibility to enroll must be made during the first week of classes in the semester or summer session in which the student plans to continue attendance.

Honor System

The Honor System gives definitions and illustrative examples of six acts, which are violations of the policy:

- Cheating
- Plagiarism
- Facilitating academic dishonesty
- Abuse of academic materials
- Stealing
- Lying

The honor code is located on the VCU website at: http://www.students.vcu.edu/rg/policies/honor.html

There are six penalties for students found guilty of these honor system violations: honor probation, assignment of grades, suspension, expulsion, revocation and other relevant sanctions.

Grades of “D”

Student athletes who have received “D” grades will have those courses counted toward NCAA academic eligibility requirements. Should a major other than UHS be declared and student athletes have received grades of “D,” then these courses may or may not be counted toward NCAA academic eligibility, depending upon the declared major requirements. Some examples are:

- MASC 101 a “D” will not count in the Mass Communications Major
- PSYC 101 a “D” will not count in the Psychology major

“D” grade courses may need to be repeated for admission into the MCV programs AND as such may not be countable for NCAA athletics competition or VCU graduation. See the Office of Student Athlete Support Services for more information.

Mark of Incomplete (I)

- Given by the professor when deemed appropriate due to unforeseen circumstances.
- “I” Grades must be submitted before the deadline for Grade Submissions.
- Students are responsible to meet with the professor to determine appropriate work.
- **ALL** work must be submitted before the Incomplete Deadline, 30 days after the start of the following academic Fall or Spring semester.
- Extensions to the end of the semester must be filed in writing by the professor and appropriate Dean prior to this deadline.

Satisfactory Academic Progress

To be eligible to receive federal financial aid at VCU, students **must make Satisfactory Academic Progress (SAP) towards their degree. Undergraduate Requirements:**

- Minimum Cumulative GPA: 60 credits or less → 1.5, Over 60 credits → 2.0
- The student must earn 67% of their overall attempted hours (not including transfer hrs).
- The student must not be attempting more than 150% of the hours required for their degree program (including transfer hours, i.e. 180 credits for a 120 credit degree program).
- The student has not completely withdrawn from his/her last two consecutive semesters.

The Financial Aid Office performs an annual SAP review for students who receive or apply for financial aid. Students will be alerted with “warning” letters, whenever possible. When students fail to meet SAP requirements, they will receive suspension letters. Students whose eligibility for financial aid has been suspended may submit an “appeal” if mitigating circumstances prevented the student from maintaining SAP.

Contact the Office of Financial Aid at 804-828-6669 or faidmail@vcu.edu.

VCU Life Skills

SAAC Advisor & Life Skills Coordinator: 804-827-1108

VCU Life Skills is designed to focus on the total development of the student athlete. The VCU Life Skills program is comprised of four key components: Academic Excellence, Personal Development, Career Development, and Community Engagement. It is recommended that student athletes actively work on their personal development throughout their tenure at VCU.

Academic Excellence

- **UNIV 101:** Introduction to the University is offered to VCU student athletes to aid in the transition to college and familiarizes the athlete with integral resources and information about VCU.
- **UNIV 103:** Education & Career Planning is offered to VCU student athletes that are exploring majors at VCU and career paths

Personal Development

- Workshops and activities supporting the positive development of the student athlete are offered throughout the year including **nutrition, alcohol education, financial planning, and diversity awareness.**

Career Development

- To encourage the career and life development of VCU student athletes, seminars and workshops are offered on **interviewing, resume writing, applying to graduate school, and networking events.**

Community Engagement

- Student athletes represent VCU as **role models** both on-campus and in the community. Throughout the school year, many teams and individual student athletes participate in a variety of **outreach programs** including **visiting local schools, mentoring children, and working with youth sport programs.**

Student athlete Advisory Committee (SAAC)

Mission Statement: The VCU SAAC strives to promote intercollegiate unity, equal representation of varsity sports, and encourages student athletes to become more involved in campus and community activities through programs for student athletes that will encourage academic achievement, career development, health and wellness promotion, community outreach, and personal development. VCU SAAC serves as liaisons between their team and the VCU Athletic administration.

SAAC programming and events include:

- VCU P.R.I.D.E Event for first-year student athletes and mentors (August)
- Bryan Park VCU Athletics Azalea Bed Work Day (Fall and Spring)
- National Gordie Day (Fall)
- Sock It To Homelessness Clothing Drive (partnership with VCU Alumni Assoc.)
- Homecoming Chill N Grill (February)
- National Girls and Women in Sports Day (February)
- VCU Student athlete Senior Banquet (End of the Spring semester)

VCUConnect

Bo Greenwood, Director of Student Athlete Development

VCUConnect is a full service career development program for student athletes focusing on personal connections and intellectual and professional growth. Through VCUConnect, student athletes will foster relationships with organizations and companies in the Downtown and Greater Richmond area. During their time at VCU, participants are able to enhance their career prospects by engaging in a professional development program and gaining invaluable work experience through internships. Upon graduation, students will be able to utilize the skills acquired and access the VCUConnect network to pursue full time employment with VCUConnect partners and other employers.

Professional Development

VCUConnect Professional Development is taught by career services and human resources professionals from VCU and Richmond area companies, VCU Academic Advisors, and other VCUConnect partners. By participating in Professional Development, student athletes arm themselves with a skill set enabling them to find and secure an internship that may lead to a full-time position. Professional Development topics include:

- Technology and Social Networking Etiquette
- Career Exploration and Job Searching
- Professional Dress and Appearance
- Resumes and Cover Letters
- Interviewing and Networking
- Workplace Expectations
- Formal Business Interviewing
- Managing Expectations

VCUConnect Partners

Student athletes participating in VCUConnect are expected to work with the Director of Student Athlete Development and their Academic Advisors to review appropriate positions and apply for internships and positions in which they are interested and qualified. VCUConnect currently partners with organizations from different industries located in the Downtown and Greater Richmond area, including:

- Advancement Concepts
- Aflac Insurance
- Asbury Automotive Group
- Big River
- Bon Secours
- Brandito
- Capital One
- CarMax
- Dominion Power
- EDC
- Enterprise
- Ernst and Young
- Federated Insurance
- Harrison & Bates
- Hometown Realty
- i9 Sports
- Keiter
- Martins
- Northwestern Mutual
- Prosperity Mortgage
- Snagajob
- Union First Market Bank

Career Athletes

Career Planning Guide for Student Athletes

Visit *Bo Greenwood* and www.Careerathletes.com for more information specific to VCU student athletes

25 Traits of an Athlete

Athletics is one of the most unforgettable and formative experiences individuals can be involved in. Years of training and head-to-head competition frequently develop characteristics within an athlete that may be predictors for future success.

- Results oriented
- Focused
- Competitive nature
- Understanding values of teamwork
- Handles pressure well
- Always striving to improve
- Coachable and willing to learn
- Knows how to execute a game plan
- Aggressive or assertive
- Confident
- Understands importance of time management
- Great discipline
- Strong work ethic
- Can overcome adversity
- Understands importance of preparation
- Mentally tough
- High energy level
- Goal oriented
- Strong character
- Self-motivated
- Able to handle multiple tasks simultaneously
- Can make pressure decisions
- Constructive criticism is viewed as a growth opportunity
- Understands accountability
- Seeks and loves a challenge

Prepare for Success

As you prepare to move into the next phase of your life, it is essential that you take personal responsibility for your future. You will be wise to be proactive in planning for a meaningful, productive and successful life! With respect to beginning your vocational career, there are critical areas in which to prepare for job interviews.

Use Success Talk!

Work towards developing a life long habit of thinking and speaking with a proactive, constructive attitude.

Words to weave into your personal interviews:

- Assertive
- Persistent
- Resilient
- Motivated
- Constructive
- Energetic
- Responsible
- Enthusiastic
- Confident
- Competitive
- Focused
- Disciplined
- Accountable
- Prepared

Dress for Success

Females

- Wear a suit with a jacket; no dresses (pant suit or skirt suit is acceptable)
- Flats or heels up to 2 ½ inches (no open-toed or high heeled shoes)
- Hosiery at or near skin color
- Portfolios are preferred over purses
- Clear or conservative nail polish, if used
- Minimal use of cosmetic make-up
- No more than one ring on each hand
- No more than one earring in each ear

Males

- Tie should be silk with conservative pattern
- Dark suits preferred as compared to sport coats
- Dark shoes; lace-ups are best
- Dark socks; calf-length or above
- Portfolios are preferred over briefcases
- Conservative hairstyles are best for interviews
- Facial hair, if any, should be well groomed
- Wedding or one class/athletic ring is preferred
- No earrings (if you wear one, take it out)
- No more than one ring on each hand
- No more than one earring in each ear

Writing References

The information presented is designed to help students during the writing process.

Plagiarism

Plagiarism represents an act of academic dishonesty that falls under the guidelines of the Honor System. VCU takes plagiarism very seriously and defines it as:

Representing the words, ideas, facts, opinions, theories, illustrations, tables or any part of another's work as one's own on academic assignments without customary and proper acknowledgement of the source. (Section III under VCU Honor System)

Proper Citations

The use of proper citations, as mentioned in the statement above, is vital. Here are a few resources at VCU that can help students with citation formatting.

The VCU Library has a wealth of online resources:

- Getting Started Writing: <http://www.library.vcu.edu/jbc/ref/getstarted.html>
- Citation Resource Guide: <http://www.library.vcu.edu/jbc/ref/getstarted.html>

Citation styles are an important part of the larger process of academic research and writing. Each profession or discipline has a preferred style or format for researchers to use so that published works conform to accepted standards. A citation style provides a uniform way of documenting the sources used in the preparation of the work, thus facilitating scholarly communication. –*VCU Libraries*

For more information on Citations contact:

Citation Styles Resource Guide
Name: Marilyn Scott
VCU Library Services
Phone: (804) 828-9049
Email: mjscott@vcu.edu