# 2019-2020 Student-Athlete Handbook Table of Contents

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INTRODUCTION

Every student-athlete who participates in intercollegiate athletics becomes a member of a team that represents Appalachian State University. By doing so, a student-athlete assumes special obligations and responsibilities for meeting requirements established by the NCAA, the Sun Belt Conference, and Appalachian State University.

The Department of Athletics recognizes student-athletes as students first, whose highest priority is completing their college degree. The Department of Athletics expects each student-athlete to attend all classes and complete all assignments.

As a student-athlete, you are held to the highest standard of excellence. All choices and decisions regarding personal/academic life reside with the student-athlete. The Department of Athletics strives to provide opportunity for student-athletes to grow and develop to their fullest potential.

Please READ ALL of the information in this handbook. It has been designed to be a helpful reference guide for all athletic and academic rules of the NCAA, the Sun Belt Conference, and Appalachian State University.

To the extent any information provided in this handbook is inconsistent with the policies or rules of the NCAA, Sun Belt Conference, or Appalachian State University, the official policies and rules of those entities shall govern. This handbook does not create any contractual relationship between the University and its student-athletes. The University reserves the right to revise this handbook at any time during a student-athlete’s time of enrollment.

MESSAGE FROM THE DIRECTOR OF ATHLETICS

Dear Appalachian State University Student-Athlete:

I am so pleased that you are on our team at Appalachian State University. We have 20 varsity sport programs, over 450 student-athletes, and consider ourselves one family.

At Appalachian State, we emphasize and strive to live out our core values daily: (1) academic integrity, (2) social responsibility, (3) competitive excellence and (4) world-class experience. These values are an integral part of our culture and how we evaluate ourselves.

You are at a great university, with many people inside and outside of athletics who are here to assist you in ensuring you have a great experience at Appalachian State. Please review the student-athlete handbook carefully. You will find policies and procedures to help you during your time at Appalachian State, as well as key support resources at our great university.

Best of luck in 2019-2020 academic year, and thank you for representing Appalachian State University.

Doug Gillin

Director of Athletics
MISSION STATEMENTS/SCHOOL HISTORY/TRADITIONS

NCAA
The Association - through its member institutions, conferences and national office staff - shares a belief in and commitment to:

- The collegiate model of athletics in which students participate as an avocation, balancing their academic, social and athletics experiences.
- The highest levels of integrity and sportsmanship.
- The pursuit of excellence in both academics and athletics.
- The supporting role that intercollegiate athletics plays in the higher education mission and in enhancing the sense of community and strengthening the identity of member institutions.
- An inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds.
- Respect for institutional autonomy and philosophical differences.
- Presidential leadership of intercollegiate athletics at the campus, conference and national levels.

Appalachian State University
Appalachian State University prepares students to lead purposeful lives as engaged global citizens who understand their responsibilities in creating a sustainable future for all. We promote a spirit of inclusion that inspires students, faculty, and staff to form relationships extending well beyond graduation. Our students think critically, communicate effectively, make local to global connections, and understand the responsibilities of community engagement. We embrace our obligation to help create healthy, just, and sustainable societies by equipping our students to live with knowledge, compassion, dedication, humility, and dignity.

Department of Athletics
Our Mission:

- To support of the educational mission of the University.
- To protect and promote the safety, health, and well-being of each student-athlete.
- To guide and support our student-athletes in their quest for excellence – academically, athletically, and socially.
- To gather and engage our University community to become a part of our plans.

Department of Athletics Diversity Statement
Appalachian State athletics promotes an inclusive culture that fosters equitable participation for student-athletes, as well as equitable career opportunities for coaches, administrators and support staff from diverse backgrounds and perspectives.
School History

Blanford B. Dougherty and Dauphin D. Dougherty founded Watauga Academy in 1899, with only 53 students enrolled in three grades, for the purpose of educating teachers for the mountains of northwest North Carolina. In 1929, the school became a four-year, degree-granting institution named Appalachian State Teachers’ College. Appalachian State attained national standards by becoming accredited by the American Association for Teacher Education in 1939, and the Southern Association of Colleges and Schools in 1942. Between 1955 and 1969, with Dr. William H. Plemmons serving as president, Appalachian State was transformed from a single-purpose teachers’ college into a multi-purpose regional university. Appalachian State Teachers’ College then became Appalachian State University in 1967 and has been part of the University of North Carolina system since 1971.

Traditions

Yosef

The origin of the name Yosef comes from mountain talk for "yourself," the idea that regardless of whether you are a fan, friend, or alumnus and you have a heart of black and gold, you are Yosef. Yosef first appeared in the 1942 edition of The Rhododendron, Appalachian State's annual yearbook. He was presented as a member of the freshman class with the name Dan'l Boone Yoseff from Appalachian. The second "f" was later dropped from the name in January 1947. Yosef became the official school mascot in 1948.

School Colors

Appalachian State University’s official school colors are Black and Gold.

Mountaineers Songs

<table>
<thead>
<tr>
<th>Appalachian State University Alma Mater</th>
<th>Appalachian State University Fight Song</th>
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<td>Cherished Vision of the Southland</td>
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<tr>
<td>Alma Mater in the Hills</td>
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<tr>
<td>Thou dost point our minds to wisdom</td>
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<tr>
<td>‘Til the truth our spirit thrills</td>
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<tr>
<td>Appalachian Alma Mater, of our hearts</td>
<td></td>
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<tr>
<td>The joy and pride</td>
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<tr>
<td>Lead us ever, lead us onward</td>
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<tr>
<td>Vanguard of the hero’s side</td>
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<tr>
<td>Hi-Hi-Ha-yike-us</td>
<td></td>
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<tr>
<td>Nobody like us,</td>
<td></td>
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<tr>
<td>We are the mountaineers, mountaineers!</td>
<td></td>
</tr>
<tr>
<td>Always a-winning</td>
<td></td>
</tr>
<tr>
<td>Always a-grinning</td>
<td></td>
</tr>
<tr>
<td>Always a-feeling fine</td>
<td></td>
</tr>
<tr>
<td>Repeat</td>
<td></td>
</tr>
<tr>
<td>You bey, hey</td>
<td></td>
</tr>
<tr>
<td>Go Apps!</td>
<td></td>
</tr>
<tr>
<td>Fight Apps!</td>
<td></td>
</tr>
<tr>
<td>Go, fight, win Apps</td>
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STUDENT-ATHLETE LIFE

Mountaineer R.I.S.E

The Department of Athletics is committed to providing intentional programing to support the comprehensive development of our student-athletes as a total person and to assist you in building a solid foundation for a successful life after athletics.

Core Values
Our core values guide and govern our action at all times. They define “The Mountaineer Way.”

- Academic Integrity
- Social Responsibility
- Competitive Excellence
- World-class Experience

The Mountaineer R.I.S.E. program supports the mission of the athletics department by providing programs that enhance the student-athlete experience and prepare you to be successful on and off the playing fields.

Mountaineers Transition Program

The Mountaineers Transition Program is a four-week program geared toward providing freshman student-athletes with necessary campus resources and tools as they embark on the collegiate athletics journey.
Habitudes
Habitudes is a leadership program tailored specifically for the unique needs of student-athletes that will prepare and develop Mountaineers into effective leaders on campus, on their teams, in the community, and in their professional careers. The program incorporates transformational leadership values that assist student-athletes in gaining great self-awareness of themselves as leaders, and will teach student-athletes how to maximize their effectiveness in leading, influencing and inspiring others.

Women’s Empowerment and Men’s Empowerment
This programming provides Appalachian State student-athletes with a safe, comfortable and inclusive environment in which to engage in open, honest and vulnerable conversations on topics of their choice. We seek to equip our student-athletes with tools and resources available on campus and in the community to successfully navigate challenges.

Professional and Career Development
Professional and career development programming provides student-athletes with the skills and resources necessary to transition into a professional career of their choice. The Department of Athletics partners with the Career Development Office to provide unique opportunities to student-athletes to prepare for professional careers. Areas of focus include:

- Student-Athlete Mentorship
- Resume Workshops
- Career Exploration Opportunities
- Dining Etiquette
- Networking Nights
- Business Attire Workshop
- Interviewing Skills
- Job Search and Placement Assistance

For more information about Mountaineer R.I.S.E., contact Pierre Banks, Director of Student-Athlete Development, at 828-262-6617 or bankspm@appstate.edu.

Appalachian Student-Athlete Advisory Committee (SAAC)

What is SAAC?
SAAC is a committee comprised of student-athletes to provide insight on the student-athlete experience. SAAC also offers input on the rules, regulations, and policies that affect the lives of student-athletes on NCAA-member institution campuses.

What is SAAC’s mission?
SAAC’s mission is to enhance the holistic student-athlete experience by promoting opportunity, protecting student-athlete welfare, and fostering a positive student-athlete image.

What role does SAAC play?
- SAAC serves as a liaison to the Appalachian State University Department of Athletics for the student-athlete body.
- SAAC serves as a representative to voice interests and concerns of student-athletes.
SAAC strives to always be informed of any issues or topics that affect Division I athletics and, in particular, Appalachian State student-athletes.
SAAC informs teammates of current and relevant news surrounding Appalachian State University athletics, the Sun Belt Conference, and the NCAA.

What are SAAC’s guiding principles?
- Implement constructive student-athlete well-being.
- Overall educational experience.
- Cultural diversity and gender equity.
- Health and safety.
- Student-athlete coach relationship.
- Fairness.
- Openness and honesty.
- Student-athlete involvement.

SAAC On Appalachian State Campus
SAAC is a very important part of the Appalachian State University Department of Athletics because it provides a voice for the student-athletes. The membership comprises representatives from each sport, who serve as an advisory committee for the Athletic Department, Sun Belt Conference, and NCAA. Each of Appalachian State’s 20 teams will have at least two (2) student-athlete representatives, nominated by coaches. Athletic Training students also will have two (2) representatives on SAAC. Additional student-athletes will be added to SAAC at the discretion of the SAAC advisor. SAAC meets monthly, and the meetings provide many opportunities for student-athletes, including the following:
- Communication with administrators and staff from the Appalachian State University campus and the Department of Athletics;
- NCAA and Sun Belt Conference legislation voting;
- Discussion of issues impacting the student-athletes;
- Assistance in planning SADL (Student-Athlete Leadership & Development) events; and
- Leadership Development.

Yosef Club and Student Yosef Club

Yosef Club
The Yosef Club aids Appalachian State's student-athletes through scholarship, athletic facility enhancement, and programmatic needs support.

Student Yosef Club
The Student Yosef Club (SYC) is a membership-based student booster organization whose mission is to support Appalachian State student-athletes, maintain an electric game-day atmosphere, and fuel the Mountaineer spirit.

Strength and Conditioning

Weight Room Regulations
- Communicate with strength staff about open lift times.
- Be on time.
- No one can work out in the weight room without a strength coach present.
- Don’t be a distraction.
- Athletes do not chew GUM in the weight room.
- Wear issued gear at all times - App State or neutral colors.
- Must be wearing ‘athletic’ shoes (Team Issue/Nike).
- No rings or watches worn during training session.
- No cell phones, iPods, or headphones unless using cardio equipment.
- Squat and bench INSIDE the racks.
- Clips on the bar at all times.
- Spotters used for all heavy free weight lifts.
- No sitting down or leaning against equipment between sets.
- Rack weights and replace equipment after each exercise. CLEAN UP!
- Return your workout sheet to its designated area.
- Athletes don’t enter coach’s office/use chair or computer unless directed to do so.
- Athletes don’t have control of the music; do not attempt to change it.
- All make-up/extra workouts must be done during open time.
- Attach each workout – PUNCH THE CLOCK!

**Equipment Room**

Equipment and apparel will be issued to student-athletes at the beginning of each academic year only after each student-athlete has received medical clearance and completed the necessary compliance paperwork and has been declared eligible to practice. Equipment is checked-out through the Director of Team Services, the equipment staff or by your coaches. Student-athletes are responsible for all equipment and the condition of the articles checked-out. Student-athletes who do not return checked-out equipment will be billed by the Athletics Business Office. Athletic clothing is issued for practice and game use only. It is not to be worn to class, worn by friends, or used for recreational purposes.

*Apparel (e.g., practice shirts, shorts, socks, uniforms, shoes, undergarments, etc.)*

NCAA rules allow student-athletes to retain apparel items such as practice shirts, shorts, socks, shoes, and undergarments at the end of that individual’s collegiate participation. NCAA rules also allows student-athletes to keep those items if it has been determined that those items cannot be re-used in future seasons. Other apparel items, such as sweats and uniforms, may be retained at the end of a student-athlete's collegiate participation if the items are no longer being used by a team. Charges may be applied at the discretion of the coaching and equipment staff for such apparel items. Apparel items may be retained over the summer by student-athletes who have not yet exhausted eligibility and who will return to Appalachian State to participate in intercollegiate athletics.

*Equipment (e.g., helmets, sticks, pads, shin guards etc.)*

NCAA rules prohibit student-athletes to retain equipment following the end of the student-athlete’s collegiate participation. However, student-athletes may purchase used equipment following the end of their participation and exhaustion of eligibility. The price of all used equipment will be determined by the equipment staff based on the market value of each item.

Any used equipment sold must be available on the same cost basis to other individuals (non-student-athletes) interested in purchasing such equipment. All purchases must be made through the equipment office and the Director of Team Services.

This provision includes all custom-fitted equipment, such as helmets, pads, sticks, etc.
Summer Equipment Use
Equipment may be retained during the summer by student-athletes who have not yet exhausted eligibility and who will return to Appalachian State to participate in intercollegiate athletics.

Prohibition on Purchase Discounts
Coaches are prohibited from allowing student-athletes to utilize any University or departmental discount rates or arrangements to purchase equipment or apparel items for personal use. This is considered an extra benefit.

Note: If you are permitted to purchase equipment that the University does not provide, it can be purchased using a discounted rate or arrangement, but you must purchase the equipment at market value if you want to keep it after exhausting eligibility.

Please contact the Athletics Compliance Office at 828-262-7843 if you have questions regarding what is or is not allowed.

APPFUEL – Performance Nutrition for the Student-Athlete

Mission Statement
Performance nutrition will maximize the capability of the student-athlete and take him or her to the next level of his or her sport. Proper nutrition will fuel the student-athlete’s body to maximize his or her capabilities, skills and overall healthy habits to take with them when they graduate.

Purpose
Our ultimate goal is to educate Appalachian State student-athletes on healthy dietary habits and to provide appropriate “fuel” pre-, intra- and post-workout to aid in optimal performance and recovery for the next training session. When student-athletes become seniors, they will have a solid knowledge base of performance nutrition, and will be able to provide mentorship for younger student-athletes.

Seven Key Elements to a Proper Performance Diet
Always Hydrate
Pack meals and snacks
Protein with meals and snack
Fruits and veggies at meals
Use carbs to fuel workout
Eat every 3-4 hours
Live by the “80/20 rule”

Appalachian State athletics is committed to supporting the needs and development of the whole student-athlete and nutrition is an essential component to your success and performance as an athlete. Appalachian State athletics utilizes the services of a consultant registered dietitian.
What services does APPFUEL provide?

- Performance nutrition education for all sports.
- One-on-one nutrition consultations.
- Team presentations.
- Maintenance of nutrition education boards in the athletic facilities.
- Maintenance of the @App_fuel Twitter account.
- Grocery store tours.
- Assistance with on-campus eating.
- Management of the APPFUEL Stations.

How can you utilize APPFUEL services?

- Contact Sam Mellert at mellerts@appstate.edu; (828) 262-6265 or (828) 457-2449.
- Have your sports medicine trainer, strength and conditioning coach or sport coach send a referral to APPFUEL.
- Visit the APPFUEL stations for performance nutrition information.
- Follow APPFUEL on Twitter @App_fuel.

While any student-athlete can benefit from APPFUEL services, you should strongly consider talking to APPFUEL if:

- You are constantly fatigued.
- You are struggling to meet your performance goals.
- You are drastically changing your diet.
- You are struggling with an eating disorder.
- You have a history of anemia, Celiac disease, Type I Diabetes, GI issues or food allergies that severely restrict your diet.
- You follow a vegetarian or vegan diet.

What are the APPFUEL Stations?

APPFUEL stations are snack bars designed for the student athlete. We all know it can be challenging to participate in all your workouts and practices, attend classes and study hall, and eat meals and snacks every few hours throughout the day. APPFUEL stations provide an opportunity for you to grab a snack during our designated fueling station hours. Another benefit of APPFUEL stations is the modeling of healthy fueling for performance, which, we hope, will carry over to dietary choices you make on your own. APPFUEL stations are not meant to be a substitution for your meal plans or a packed meal you might bring from home if you live off campus; the stations are meant to supplement your diet.

Locations

- Stadium Weight Room

Hours of Operation

Hours of operation are posted in the Stadium weight room and on Twitter at Twitter @App_fuel.
The rest of the Performance Nutrition Section includes:

- **Athletes Plate**: use this model to build your performance plate based on your training intensity.
- **NCAA guidelines on supplements**: we cannot emphasize enough the importance of checking with your sports medicine team before you put any non–food substance into your body. YOU are responsible for what goes into your body. Things are not always as they appear when it comes to supplements. APPFUEL can help explain the purpose and potential pros and cons of a particular supplement. But that does not negate the fact that supplements still need to be checked for potential contamination and permissibility through our sports medicine team.

We look forward to seeing you at APPFUEL.

Contact information: Sam Mellert at mellerts@appstate.edu; (828) 262-6265 or (828) 457-2449.
**FATS**
1 Teaspoon

- Avocado Oils
- Nuts
- Seeds
- Cheese
- Butter

**FLAVORS**

- Salt/Pepper
- Herbs
- Spices
- Vinegar
- Salsa
- Mustard
- Ketchup

**EASY TRAINING / WEIGHT MANAGEMENT:**
Training volume and intensity vary from day to day and week to week along your training/competition plan. Eating your meals and fueling your workout or race should also be cycled according to how hard or easy it is. Consult with your sport dietitian to put the Athlete’s Plate into practice!

The Athlete’s Plates are tools for you to better adjust your eating to the physical demands of your sport!

**EASY** An easy day may contain just an easy workout or tapering without the need to load up for competition with energy and nutrients. Easy day meals may also apply to athletes trying to lose weight and athletes in sports requiring less energy (calories) due to the nature of their sport.

**MODERATE** A moderate day may be one where you train twice but focus on technical skill in one workout and on endurance or strength in the other. The moderate day should be your baseline from where you adjust your plate down (easy) or up (hard/race).

**HARD** A hard day contains at least 2 workouts that are relatively hard or competition. If your competition requires extra fuel from carbohydrates, use this plate to load up in the days before, throughout, and after the event day.

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The Athlete’s Plates are a collaboration between the United States Olympic Committee Sport Dietitians and the University of Colorado (UCCS) Sport Nutrition Graduate Program. For educational use only. Print and use front and back as a handout.
**APP STATE**

**PERFORMANCE/NUTRITION**

- **D**rink water **ALWAYS**
- **E**at **F**ruits and **V**egetables
- **F**ind **E**at **L**ean **P**rotein
- **D**on't ever **S**kip **B**reakfast
- **E**stablish your own **T**ime **R**est/Recovery

**DIRECTOR OF PERFORMANCE NUTRITION**
Marisa Faibish, MS, RD
faibishmb@appstate.edu
828.457.2449
Eligibility Meeting Requirement

All student-athletes must attend their team’s NCAA eligibility meeting conducted by the Appalachian State Athletics Compliance staff at the beginning and end of each academic year. NCAA, Sun Belt, and Appalachian State University rules are reviewed and applicable NCAA eligibility form completion is mandatory for all student-athletes.

NCAA rules state that any student who wishes to try-out for an intercollegiate team must complete applicable NCAA eligibility forms to participate with a team and attend a NCAA eligibility meeting with the Appalachian State Athletics Compliance staff.

If a student-athlete does not complete the required NCAA forms and/or misses the NCAA eligibility meeting, he or she will not be permitted to participate in practice/competition until both requirements are completed.

Sports Participation and Exit Interviews

Countable Athletically Related Activity (CARA Documentation and Monitoring Procedure)
Each week, coaches are required to submit CARA logs via JumpForward to the Athletics Compliance Office. The Athletics Compliance Office is responsible for monitoring countable athletically-related activities and will review each CARA log once it is submitted to ensure that all hours are in compliance with NCAA regulations. The Athletics Compliance Office will submit the CARA logs to student-athletes from each sport to verify that the logs are accurate.

Any NCAA violations found during this process will be investigated further following the violation investigation procedure outlined in the Appalachian State Athletics Compliance Policies & Procedures Manual.

Student-Athletes are encouraged to talk to their coach, sport administrator, or the Athletics Compliance Office about any questions/concerns regarding countable athletically-related activities. The Athletics Compliance Office may conduct random meetings with student-athletes and/or support staff about verifying countable athletically-related activities.

Permissible Hours of Countable Athletically-Related Activities

<table>
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<tr>
<th>In Season</th>
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<tbody>
<tr>
<td>Maximum 20 Hours Each Week</td>
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<tr>
<td>Maximum 4 Hours Each Day</td>
</tr>
<tr>
<td>At Least One Required Day Off Each Week</td>
</tr>
<tr>
<td>No CARA Limit During Official Vacation Periods</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Out of Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum 8 Hours Each Week</td>
</tr>
<tr>
<td>Maximum 4 Hours Each Day</td>
</tr>
<tr>
<td>Maximum 4 Hours Skill Instruction Each Week</td>
</tr>
<tr>
<td>Maximum 4 Hours Film Review Each Week (Football)</td>
</tr>
<tr>
<td>At Least Two Required Days Off Each Week</td>
</tr>
<tr>
<td>No CARA Allowed During Official Vacation Periods</td>
</tr>
<tr>
<td>No CARA Allowed During Finals Week and One Week Prior</td>
</tr>
</tbody>
</table>
During the playing season, NCAA Bylaw 17.1.6 determines that a student-athlete’s participation in countable athletically-related activities shall be limited to a maximum of four (4) hours per day and twenty (20) hours per week with one (1) required day off. Countable athletically related activities cannot occur between 12AM and 5AM. In addition, there are no hour limitations or day off requirements during official vacation periods (e.g., fall break, Labor Day, winter break, spring break, etc.).

Outside the playing season, however, student athletes are limited to eight (8) hours per week of countable athletically related activities. Furthermore, ONLY required conditioning, weight training, and individual skill instruction (two hours maximum) are permitted. Only required conditioning, weight training, and film review (two hours maximum) are permitted in football. In addition, there shall be two (2) required days off per week during the off-season. No countable athletically related activities may occur during official vacation periods while the sport is out-of-season. Finally, the NCAA prohibits all countable athletically related activities outside of the playing season beginning one (1) week (7 days) prior to the start of the final examination period through the conclusion of exams.

Examples of Countable/Non-Countable Athletically Related Activity

<table>
<thead>
<tr>
<th>Countable Athletically-Related Activities</th>
<th>Non-Countable Athletically-Related Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice</td>
<td>Compliance Meetings</td>
</tr>
<tr>
<td>Competition (NO CARA May Occur AFTER a competition on the day of competition)</td>
<td>Study Hall, Tutoring, or Academic Meetings</td>
</tr>
<tr>
<td>Athletics Meetings with a Coach (Initiated/Required by Coach)</td>
<td>Meetings with a Coach (Initiated by Student-Athlete)</td>
</tr>
<tr>
<td></td>
<td>*So Long as NO CARA occurs</td>
</tr>
<tr>
<td>Field, Floor, or On-Court Activity With Coach</td>
<td>Life Skills, Leadership, SAAC, Nutritionist, Drug/Alcohol Educational Meetings</td>
</tr>
<tr>
<td>Setting up Offensive/Defensive Alignments</td>
<td>Voluntary Weight Training NOT Conducted by Sport Coach or Program Staff Member (OK if Strength &amp; Conditioning Coach/Staff is Present)</td>
</tr>
<tr>
<td>Required Weight Training/Conditioning Activities</td>
<td>Voluntary Sport-Related Activities (Initiated by Student-Athlete, No Attendance Taken, NO Coach Present, No Penalty for No Show)</td>
</tr>
<tr>
<td>On-Court or On-Field Activities Called and Required by Any Member of the Team and Confined Primarily to Members of that Team</td>
<td>Travel to/from Competition Site (So Long as NO CARA occurs)</td>
</tr>
<tr>
<td>Required Participation in Camps/Clinics</td>
<td>Training Room Activities (Treatment, Taping, Rehabilitation) and Medical Examination</td>
</tr>
<tr>
<td>Voluntary Workouts with Coaching Staff Members Present and Watching OR Working Out</td>
<td>Fund-Raising Activities, Public Relations Events, Promotional Activities, Community Service/Outreach Programs</td>
</tr>
<tr>
<td>Film Sessions Required/Monitored/Instructed by Coaches</td>
<td>Banquets (Awards or Post-Season Banquets)</td>
</tr>
<tr>
<td>Other Athletically-Related Activities Required by Coaches</td>
<td>Recruiting Activities (e.g., Student-Athlete Host)</td>
</tr>
</tbody>
</table>

Definition: Voluntary Activity

The following conditions MUST be met for an activity to be considered voluntary:

- The student-athlete must KNOW it is voluntary and must NOT be required to report information related to the activity back to the coach.
NO staff member may report information back to the coaches about the activity.

The activity must be initiated and requested solely by the student-athlete.

The student-athlete’s attendance may NOT be recorded and the student may NOT be subject to penalty if he/she does not participate.

App State coaches/staff may NOT provide any incentive or recognition based on attendance or performance in the activity.

Safety exception: sport coaches in wrestling and field events (Track & Field) may be present and supervise (but may not conduct) voluntary workouts. In all other sports, coaches may NOT be present at voluntary workouts.

Summer Practice
The NCAA prohibits organized practice during the summer in all sports, except football, and men’s and women’s basketball. Track, cross country, tennis, golf, and wrestling have an exception that allows a student-athlete to request individual instruction during the summer from their coaching staff.

Football
Football student-athletes can participate in eight (8) hours per week of conditioning, weight training, and film review during the summer, with a maximum of two (2) of the eight (8) hours devoted to film review.

Student-athletes must be enrolled in summer school to participate, but can opt out of the summer school requirement by meeting a pre-determined academic threshold. The eight (8) weeks are not required to be consecutive, but a student-athlete who is enrolled in summer school will only be able to participate during the days that summer school is in-session. There is no limit on the number of football student-athletes who can participate at a given time.

Between January 1 and the start of preseason practice, football student-athletes must have eight (8) weeks of student-athlete discretionary time where no countable athletically related activity can occur.

Men’s and Women’s Basketball
Men’s and women’s basketball student-athletes can participate in eight (8) hours per week of conditioning, weight training, and skill instruction during the summer, with a maximum of two (2) of the eight (8) hours devoted to skill instruction.

Student-athletes must be enrolled in summer school to participate, but can opt out of the summer school requirement by meeting a pre-determined academic threshold. The eight (8) weeks are not required to be consecutive, but a student-athlete who is enrolled in summer school will only be able to participate during the days that summer school is in-session. There is no limit on the number of basketball student-athletes who can participate at a given time.

Outside Competition Prohibition
A student-athlete in any sport other than men’s basketball may not participate on an outside team during the academic year without losing his/her eligibility. The only time a student-athlete may participate on an outside team is during an official University break period, as listed on the academic calendar published by the Office of the Registrar. Student-athletes who choose to participate on an outside team during an official, published University holiday cannot exceed institutional limits set forth in NCAA Bylaw 17.31.
The following are the maximum number of Appalachian State University student-athletes who may compete on the same outside team:

- **Baseball (4)**
- **Basketball (2)**
- **Cross Country (2)**
- **Field Hockey (5)**
- **Football (5)**
- **Golf (2)**
- **Soccer (5)**
- **Softball (4)**
- **Tennis (2)**
- **Track (7)**
- **Volleyball (2)**
- **Wrestling (5)**

**Please note that soccer, field hockey and volleyball may participate on outside teams after May 1st, as long as the competition is approved by the Director of Athletics or designee; the institutional limits are followed; and no class time is missed. Volleyball is confined to outdoor, sand, or grass doubles tournaments.**

*Basketball student-athletes are not allowed to participate on any outside team, except during the summer on NCAA-certified league teams. Please check with the Athletics Compliance Office prior to participating on an outside team in basketball to ensure that the league is NCAA-certified. Playing on an outside team that is not NCAA-certified will affect your athletics eligibility at Appalachian State. Your eligibility may depend on it.*

Any student-athlete planning to participate on any outside team must complete an “Outside Competition Form” on the Athletics Compliance website on www.appstatesports.com.

**Student-athlete Exit Interviews**

Student-athletes who exhaust eligibility are sent exit interview document by their team’s sport administrator. Student-athletes are requested to complete the document and return it to their team’s sport administrator.

**Professional Sports, Agents, The Draft, Contracts and Tryouts**

Student-athletes must be amateurs in his/her intercollegiate sport, and their participation should be motivated primarily by education and by the physical, mental and social benefits derived through such participation. Any violation of NCAA rules related to professional sports, agents, the draft, contracts, and tryouts could have negative consequences on your eligibility for competition at Appalachian State University. Here are a few rules to remember from the NCAA Manual.

**General Rule.** A student-athlete will be ineligible for participation in an intercollegiate sport if he or she ever has agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletics ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the student-athlete will be ineligible to participate in any sport.

**Representation for Future Negotiations.** A student-athlete will be ineligible if he or she enters into a verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place after the individual has completed his or her eligibility in that sport.

**Benefits from Prospective Agents.** A student-athlete will be ineligible if he or she (or his or her relatives or friends) accept transportation or other benefits from:

- Any person who represents a student-athlete in the marketing of his or her athletics ability. The receipt of such expenses constitutes compensation based on athletics skill and is an extra benefit not available to the student body in general; or
An agent, even if the agent has indicated that he/she has no interest in representing the student-athlete in the marketing of his or her athletics ability or reputation and does not represent individuals in the student-athlete’s sport.

Legal Counsel. Securing advice from a lawyer concerning a proposed professional sports contract shall not be considered contracting for representation by an agent, unless the lawyer also represents the student-athlete in negotiations for a contract.

Presence of a Lawyer at Negotiations. A lawyer may not be present during discussions of a contract offer with a professional organization or have any direct contact (e.g., in person, by telephone, by mail, or any other means) with a professional sports organization on behalf of the student-athlete. A lawyer’s presence during such discussions is considered representation by an agent.

NOTE: No agreement, oral or written, can be reached with an agent until a student-athlete has exhausted all remaining eligibility.

Communication with Agents. All agents who want to contact current student-athletes must first register with the Athletics Compliance Office. Please contact the Athletics Compliance Office at 828-262-7843 if an agent contacts you.

Promotional Activities

A student-athlete with eligibility remaining may have his/her name, picture, or appearance used by the University or any recognized entity thereof (e.g. fraternity, sorority, student government), or the conference, or a non-institutional charitable, educational, or non-profit agency. This is permissible as long as it is incidental to the student-athlete’s participation in his/her sport and the following conditions are met:

- Participation is subject to the limitations on participants in such activities as set forth in Bylaw 17;
- The activity in which participate does not involve co-sponsorship, advertisement, or promotion by a commercial agency other than through the reproduction of the sponsoring company’s officially-registered trademark or logo on printed materials like pictures, posters, or calendars. No personal names, messages, or slogans are allowed;
- The name or picture of the student-athlete may not appear on an institution’s promotional item (e.g. poster, calendar) if it includes a reproduction of a product that has an officially-registered trademark or logo on it;
- No class time is missed;
- Funds derived from the activity go directly to the University, the Sun Belt Conference, or to the charitable, educational, or non-profit agency;
- Student-athlete can accept actual and necessary expenses from the University, the Sun Belt Conference, or the charitable, educational, or non-profit agency related to participation in the activity;
- Student-athlete name, picture, or appearance is not used to promote the commercial ventures of any non-profit agency;
- Commercial items with names, likenesses, or pictures of multiple student-athletes may be sold at university-controlled or charitable, educational, or non-profit agency outlets. Items bearing the name, likeness, or picture of an individual student-athlete may not be sold; and
You and an authorized representative of the charitable, educational, or non-profit agency sign a release statement ensuring your name, image, and appearance are used in a manner consistent with these requirements.

Note: Promotional activities may not occur until officially approved by the Athletics Compliance Office. To receive approval, a request must be submitted on a Promotional Activities Form, located in the student-athlete section of the compliance website on www.appstatesports.com.

Employment

Prior to becoming employed:

- Student-athletes must get prior approval from the Athletics Compliance Office;
- Compensation received must be for work actually performed;
- Compensation cannot include payment for the added value the student-athlete may provide to the employer in the form of publicity, reputation, or other form related to his/her athletic ability; and
- Compensation must be commensurate with the going rate for similar services in that location.

NOTE: A student-athlete who does not receive prior approval from the Athletics Compliance Office by completing the Outside Employment form may jeopardize his or her athletics eligibility. Approval must be obtained prior to beginning employment. Outside employment and fee-for-lesson forms are located on www.appstatesports.com.

Complimentary Tickets

NCAA rules allow student-athletes to receive a maximum of four (4) complimentary admissions to home and away athletic events when admission is charged for their sport. The Department of Athletics reserves the right to provide fewer tickets.

- Complimentary admissions are provided through a Pass List. No “hard tickets” will be provided.
- Student-athletes must provide the full name of each person who will receive complimentary admission. Student-athletes should inform their guests that proper identification will be required to sign for and receive admission at the Pass List Gate.
- Non-qualifiers (student-athletes who do not meet NCAA initial eligibility requirements) may receive complimentary admission for only themselves to all regular season home contests during their first year of enrollment.
- Sale of complimentary admissions prohibited. A student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value.
- Sale Above Face Value: A student-athlete may not purchase tickets for an intercollegiate athletic event from the institution and then sell the tickets at a price greater than their face value. Anti-scalping laws apply.
- Payment to Third-Party: Individuals designated by the student-athlete to receive complimentary admissions are not permitted to receive any type of payment for these admissions or exchange or assign them for any item of value. Receipt of payment for complimentary admissions by such designated individuals is prohibited and considered an extra benefit that may affect the student-athlete’s NCAA eligibility.
- **Student-Athlete Ticket Purchases:** An institution may not provide a special arrangement to sell a student-athlete a ticket(s) to an athletics event. Tickets shall be available for purchase by student-athletes according to the same purchasing procedures that apply to other students.

- **Professional Sports Tickets:** An institution or any representative of its athletics interests may not purchase or otherwise obtain tickets to a professional sports event and make the tickets available to student-athletes enrolled in an NCAA member institution. Such a gift of tickets represents an unacceptable extra benefit that may affect the student-athlete’s NCAA eligibility. Professional sports tickets may be provided by the institution as entertainment in conjunction with practice or competition.

**Impermissible Benefits**

Student-athletes may not receive any award or expense allowance that is not authorized by the NCAA. If you accept impermissible benefits or awards, you may lose your eligibility, your scholarship, and your privilege to compete in intercollegiate athletics. Please see Summary of NCAA Regulations (Appendix A) for more details.

Many student-athletes consider impermissible benefits only in terms of accepting gifts or money. You may not receive these benefits from coaches, representatives of athletics interests (boosters), or University employees. Other examples of impermissible benefits include:

- Cash or loans, including bail or bonds in any amount, or co-signing for a loan by someone you are not legally dependent upon;
- Gifts, discounts, or free services (e.g., airline tickets, restaurant meals, etc.);
- Use of another person’s automobile;
- Rent-free or reduced-cost housing, or a benefit connected with on- or off-campus housing (e.g., TV set, stereo equipment, video game equipment, iPods, cell phones, etc.);
- Employment at a higher rate than the wages paid to others for similar work, or payment for work not performed;
- Transportation (aside from transportation related to an occasional home meal);
- Receiving any material benefits not available to the general student body, including excessive educational expenses and financial aid;
- Free or reduced-cost tickets to an athletic, institutional, or community event;
- Receiving more than the allotted number of complimentary game admissions;
- Financial aid for post-graduate education, unless you have eligibility remaining;
- Selling complimentary game admissions at any price;
- Jeopardizing your amateur status by accepting benefits and items, as stated in Item 5 (directly or indirectly) because of athletic skill in that sport;
- Accepting improper awards for your athletic performance (for example, cash, country club memberships, etc.) or having the maximum value or number of awards exceed NCAA limitations (See, the Recognition Section of this Handbook for additional information regarding allowable awards and other expenses permitted for recognition of your athletic talent);
- Receiving professional sport tickets through the Athletics Department or a booster, unless the tickets are provided for team entertainment purposes when your team travels to an away competition;
- Being reimbursed for transportation to away events, except in accordance with NCAA guidelines that allow the institution to provide transportation from home or campus to the event site and vice versa;
- Association or contract agreement with an agent or professional sports team; and
- Excessive expenses received from an outside amateur sports team or organization.

Student-athletes must not accept preferential treatment of any kind that is not provided to the general student body.

If there is any doubt about whether a certain benefit is permissible, check with the Athletics Compliance Office to ensure that it will not jeopardize your eligibility.

**Camps & Clinics**

Student-athletes may be employed at institutional sports camps and clinics throughout the academic year and during the summer. Student-athletes must be approved by the Director of Athletics or designee to work at a summer camp or clinic. All student-athletes must be paid at the same rate, except for increases due to number of years worked.

**Student-Athlete Vehicles on Campus Policy**

University policy allows freshmen to have automobiles on campus, but parking is restricted to only certain lots. Freshmen may purchase parking at off-campus locations. Upperclassmen are allowed to register their cars and park on campus, according to regular University parking regulations. No special exceptions can be made for student-athletes. Any parking/towing fines, as well as off-campus parking expenses, are your personal responsibility and cannot be covered by an athletic scholarship.

Parking on campus is a privilege, not a right. You must follow all University Parking Services rules and regulations while on the Appalachian State campus. Student-athletes without proper campus parking hangtags or stickers are held to all University regulations. When teams travel or practice off-campus, it is best for non-registered vehicles to be left at an off-campus site to avoid having your vehicle ticketed, booted, or towed.

As part of the fall eligibility meeting each year, you will be asked to submit in writing information about the vehicle you have in Boone. Per NCAA rules, the Department of Athletics needs to account for our student-athletes’ vehicles.

We will need the make, model, year, and license plate number of the vehicle. You will also be asked vehicle ownership information and how it has been, or is being, paid for and by whom. This information is necessary to confirm that the vehicle was not provided as an impermissible benefit inconsistent with NCAA rules.
AppState-ALERT is the Appalachian State University 24/7 emergency messaging system. Using a combination of text messaging, voice messaging, the siren warning system, PC desktop alerts, email, and web technologies, AppState-ALERT is designed to provide Appalachian students, faculty and staff members with timely information in the event of a campus emergency. Cell phone text and voice messages will only be sent by the University when an emergency exists that is considered an "imminent threat." An "imminent threat" is defined as a significant emergency or dangerous situation involving an immediate threat to the life safety of the campus community.”

In the event of a campus emergency, emergency notifications will be distributed to students, faculty and staff members using any or all of the following methods:

- **Text Messaging:** Emergency notifications will be sent as text messages to all cell numbers registered with APPSTATE-ALERT as "Emergency Cell-Text."
- **Voice Messaging:** Emergency notifications will be sent as voice messages to all cell numbers registered with APPSTATE-ALERT as "Emergency Cell-Voice."
- **Siren Warning System:** During high-risk conditions, the siren will be used to broadcast an audible warning message across the campus.
- **Email:** Emergency notifications will be sent to every appstate.edu email address.
- **Web:** Emergency notifications will be posted on www.appstatealert.com, in addition to emergency.appstate.edu, appstate.edu, and myasu.appstate.edu.

**How can I register for APPSTATE-ALERT text and/or voice messaging?**

Registering your cell phone numbers with APPSTATE-ALERT is quick and easy. Just update your Emergency Contacts in Banner Self Service. (This system is also available within AppalNET.)

Registering your cell phone numbers with APPSTATE-ALERT (the Appalachian State University 24/7 emergency messaging system) is quick and easy. Just update your Emergency Contacts in Banner Self Service. (This system is also available within AppalNET.)

**Note:** If you choose to receive emergency notifications via text and/or voice messaging, you agree to incur any applicable costs from your carrier for receiving these messages.

**Note:** Registered cell phone numbers should become active in the APPSTATE-ALERT system within one (1) business day of completion of the below registration steps.

**When does the registration take effect?**

Once you register in Banner Self Service or AppalNET, the number is uploaded to the alert system the next day at 5 a.m. Eastern time. For instance, if you register using Banner Self Service at 10 a.m. on Tuesday, the number will not be uploaded until 5 a.m. on Wednesday. You will not receive emergency messages until your number is uploaded.

Secondly, since your number is tied to your Banner Self Service account, the registration is not finalized until your account is “active”, which means you are enrolled in a class and classes have started. If you are planning to attend Appalachian but have not yet started classes, your number will not be active in the alert system.
You only have to register once. If you register your freshman year, your number will stay active as long as you are affiliated with the University. There is no need to register every academic year unless your number changes.

**STUDENT-ATHLETE SUPPORT RESOURCES**

*Counseling and Psychological Services*

Appalachian State University’s Counseling and Psychological Services Center has as its primary purpose the prevention and treatment of the mental health concerns of its students. Visit their website at www.counseling.appstate.edu.

- If you are experiencing an emergency, the Counseling Center will see you right away. See Note below for additional information regarding emergency situations.
- To see a counselor for a non-emergency, you can come to the Walk-In Clinic (Monday - Friday: 8:30-11:00 a.m. & 1:00-4:00 p.m.). Please bring your ASU ID card. When you arrive, let the receptionist know that you would like to meet with a counselor for walk-in. You will complete information that asks about your history and concerns (15-20 minutes) and meet with a counselor for 20-25 minutes this first visit. The counselor will then talk with you about the services that may best meet your needs. Please bear in mind that students may have to wait their turn during Walk-In Clinic and therefore should allow enough time to be seen.
- If you are coming to talk about how to help a friend, let the receptionist know.
- If your class schedule does not allow you to make Walk-In times, please stop by or call the Counseling Center (828-262-3180) and let the receptionist know that you are not able to make Walk-In Clinic on any of the days and would like to schedule an appointment.
- Although the Counseling Center sees most students when they come to Walk-In Clinic, on some days there may be more students for walk-in than counselors available. If that occurs, you may be asked if you can come to walk-in another day. If this is not an emergency and you are able to come back to Walk-In another day, the Counseling Center welcomes you to do so. If you come back another day during Walk-In Clinic and all counselors are again full, please tell the receptionist that this is the second time you have come. The receptionist will arrange a time for you to be seen.

**Note Regarding Emergency Situations:** The Counseling Center also offers after-hours emergency coverage (when school is in session) for situations such as suicidal thoughts, recent sexual assault, homicidal thoughts, the death of a friend or loved one, having unusual experiences such as hearing voices or seeing things other people do not, and other similar events. Call the Campus Police Department at 828-262-2150 and ask to speak with the counselor on-call. The counselor on-call will be notified and will call you back.

*Appalachian Cares*

Appalachian Cares (http://appcares.appstate.edu/) is a place to find updates about matters of student health and safety. It also functions as the most up-to-date clearinghouse of information, resources and support available for students, faculty and staff regarding student health and safety.
If you are concerned about the well-being of someone in your campus community, if you are observing behaviors that make you feel uncomfortable or unsafe, you don't have to have all the answers. On this website, you can find resources and contacts to help. If you don't see what you need here, or if you have any ideas, questions or concerns regarding student life at Appalachian, you can submit them at the Appalachian Cares website: http://appcares.appstate.edu/.

Sport Administrators

The sport administrator is a Department of Athletics administrator who oversees the operations and functions of specific athletic teams. If a student-athlete has any issues, concerns or suggestions regarding his or her experience, including coach staff and individuals or offices that support the student-athlete’s sport, he or she should contact his or her sport’s administrator.

<table>
<thead>
<tr>
<th>Sport Administrators</th>
<th>Sport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doug Gillin, Director of Athletics</td>
<td>Football, Men’s Basketball, Women's Softball</td>
</tr>
<tr>
<td>Phone: (828) 262-7825</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:gillindp@appstate.edu">gillindp@appstate.edu</a></td>
<td></td>
</tr>
<tr>
<td>Makini Thompson, Senior Associate Athletics</td>
<td>Women’s Basketball, Men’s &amp; Women's Cross Country, Men's Soccer,</td>
</tr>
<tr>
<td>for Administration/ SWA</td>
<td>Men's &amp; Women's Indoor Track &amp; Field, Men's &amp; Women's Outdoor Track &amp;</td>
</tr>
<tr>
<td>Phone: (828) 262-8580</td>
<td>Field, Women's Volleyball</td>
</tr>
<tr>
<td>Email: <a href="mailto:thompsonm2@appstate.edu">thompsonm2@appstate.edu</a></td>
<td></td>
</tr>
<tr>
<td>Jonathan Reeder, Senior Associate Athletics</td>
<td>Baseball, Women's Soccer, Men's Wrestling</td>
</tr>
<tr>
<td>for Internal Operations</td>
<td></td>
</tr>
<tr>
<td>Phone: (828) 406-5992</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:reederjb@appstate.edu">reederjb@appstate.edu</a></td>
<td></td>
</tr>
<tr>
<td>Jon Mitchell, Senior Associate Athletics</td>
<td>Women's Field Hockey</td>
</tr>
<tr>
<td>for Student-Athlete Health and Well-Being</td>
<td></td>
</tr>
<tr>
<td>Phone: (828) 262-6265</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:mitchelljt2@appstate.edu">mitchelljt2@appstate.edu</a></td>
<td></td>
</tr>
<tr>
<td>Spencer Bridges, Associate Athletics</td>
<td>Men’s Golf, Women’s Golf</td>
</tr>
<tr>
<td>for Marketing</td>
<td></td>
</tr>
<tr>
<td>Phone: (828) 262-6554</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:bridgessj1@appstate.edu">bridgessj1@appstate.edu</a></td>
<td></td>
</tr>
<tr>
<td>John Welch, Associate Athletics Director</td>
<td>Men’s Tennis, Women’s Tennis</td>
</tr>
<tr>
<td>For Internal Operations</td>
<td></td>
</tr>
<tr>
<td>Phone: (828) 262-8447</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:welchje@appstate.edu">welchje@appstate.edu</a></td>
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</tbody>
</table>

Office of Equity, Diversity and Compliance

The Office of Equity, Diversity and Compliance (EDC) and the Office of Disability Services (ODS) are charged to ensure that the dignity of students, employees and campus visitors is upheld when equal access to education and employment is guaranteed, respectful treatment is assured, and an appreciation of differences is fostered for all members of the university community.

EDC staff guide and monitor search and hiring procedures, affirmative action and equal opportunity
compliance, recruitment and admission strategies, and the exit interview process for University employees. Complaints about unlawful or impermissible harassment or discrimination from any member of the University community are investigated by EDC staff and brought to resolution.

EDC staff provide workshops in harassment prevention and responsible human relations to any on- or off-campus classes, organizations, departments or units.

Office of Equity, Diversity and Compliance
Dr. April Paul Baer
Director of Investigations and Title IX Compliance/Title IX Coordinator
123 I. G. Greer Hall
Phone: 828-262-2144
Email: baerap@appstate.edu

Office of Disability Services
Consistent with Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA), it is the policy of Appalachian State University that no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that receives federal financial assistance.

ODS is the designated office to assist eligible students, faculty, staff and visitors with any disabilities by determining access needs and coordinating academic adjustments or workplace accommodations. Under Section 504 and the ADA, accommodations are determined individually and are intended to minimize the effects of the impact of specific limitations caused by a disability in order for a qualified individual to have equal access to programs, services and activities.

Equal opportunity is the foundation of success; however, it does not ensure than an individual with a disability must, or will, achieve an identical result or level of achievement as persons without disabilities. An accommodation removes barriers and provides the ability to participate in or benefit from equally.

ODS works diligently to ensure individuals with disabilities are provided an inclusive experience and equal opportunity at Appalachian State University by broadening disability awareness, striving to remove barriers, and determining/coordination reasonable accommodations.

Office of Disability Services
Maranda R. Maxey
Director & ADA/504 Coordinator
224 Joyce Lawrence Lane
Suite 112 Anne Belk Hall
Phone: 828-262-3056
Contact: https://odr.appstate.edu/contact
Ombuds Office

It's pretty common to have a moment when you wish you could have a conversation about a problem or something that concerns you with someone who is neutral and can help you to acquire perspective and think about and assess a range of alternatives. The ASU Ombuds Office provides a confidential environment where you can do just that, whether you are a faculty member, a student or an employee of the University in a staff position. To the extent that the disclosure of information about an aspect of a student’s life at the University is permitted by state and federal law, parents or legal guardians of students may also receive our assistance. Visit http://ombuds.appstate.edu/ for more information.

The Ombuds Office does:

- Listen to your concerns and questions;
- Identify and explore options and next steps;
- Discuss resolution strategies;
- Provide another—and impartial—perspective;
- Facilitate difficult conversations as an impartial third party;
- Help open avenues of communication;
- Suggest alternative solutions and resources and make referrals to appropriate university offices;
- Assist in sorting through why your approach(es) may not have been successful and explore alternative solutions; and
- Track patterns of systemic problems on campus and forward suggestions for changes in policy, or the consideration of alternative strategies, to the university administration.

The Ombuds Office does not:

- Maintain records that identify you as a client of the office;
- Represent individuals in formal proceedings;
- Conduct or participate in formal investigations;
- Provide psychological counseling;
- Offer legal advice;
- Testify at or gather evidence for formal administrative proceedings;
- Advocate for individuals or departments; nor
- Revise or rescind policies.

The Ombuds Office holds the identity and all communications with those seeking assistance in strict confidence, and does not disclose confidential communications unless given permission to do so, except as required by law or where, in the judgment of the Ombuds, there appears to be imminent risk of serious harm.

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<tr>
<th>The Ombuds Office</th>
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<tr>
<td>Dr. Bob Hill, ASU Ombud</td>
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<tr>
<td>I.G. Greer 236-A</td>
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<tr>
<td>Phone: 828-262-2559</td>
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<tr>
<td>Email: <a href="mailto:ombud@appstate.edu">ombud@appstate.edu</a></td>
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</tbody>
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Multicultural Student-Development

Multicultural Center
The Multicultural Center at Appalachian State University provides a bridge that connects and promotes the uniqueness of various multicultural groups while encouraging respect and appreciation of the history, traditions and culture of these diverse groups. The Multicultural Center accomplishes this by providing a venue for hosting exhibits, programs, activities and lectures that seek to enhance the rich cultures that comprise our collective community (http://multiculturalcenter.appstate.edu/).

<table>
<thead>
<tr>
<th>Danielle J. Carter</th>
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<tr>
<td>Director</td>
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<tr>
<td>Suite 255, Plemmons Student Union</td>
</tr>
<tr>
<td>Phone: 262-6158</td>
</tr>
<tr>
<td>Email: <a href="mailto:carterdj1@appstate.edu">carterdj1@appstate.edu</a></td>
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LGBT Center
The Henderson Springs LGBT Center provides resources, support, information, and a welcoming atmosphere for LGBT individuals and their allies (https://lgbt.appstate.edu/about).

International Hallway
Plemmons Student Union
Phone: 828-262-8566

Women’s Center
Our Mission Statement: to enhance awareness of the challenges facing women on this campus and in this society, and to promote, support, and celebrate the diverse Appalachian State University women's community. The Women’s Center strives to foster an environment that creates opportunities for the education, leadership development and personal growth of women, regardless of their background or beliefs. The Women's Center contributes to the ASU community by offering its own programs and services, collaborating with all existing entities and by working to transform discriminatory institutional structures and practices (http://womenscenter.appstate.edu/).

International Hallway
Plemmons Student Union
Phone: 828-262-6744

Office of International Education and Development
Appalachian State University combines a strong liberal arts foundation with a comprehensive, pervasive, and integrated commitment to internationalization. The mission of internationalization efforts at Appalachian State is to develop awareness, knowledge, and appreciation of and respect for cultural differences in both domestic and international contexts in students, faculty, staff, and the surrounding communities. The University is also dedicated to creating a campus environment that builds the theoretical and practical skills needed to interact effectively in a global society. Through the curriculum, co-curricular activities, relationships with scholars and students from around the world, education abroad programs, grants and scholarships for collaborative research abroad, and numerous cross-cultural programs, Appalachian State creates opportunities for students to understand the world and be active participants in it.
Appalachian’s ability to fulfill the commitment to internationalization is the result of bright and curious students working with an inspired and diverse faculty, a demanding and interdisciplinary curriculum, and a thriving international program.

**Education Abroad for Student-Athletes**

Appalachian Overseas Education Programs: Appalachian Overseas Education Programs offer students a wide selection of faculty-led, short-term study abroad programs. Students have the opportunity to earn up to six credit hours, which are applied toward their degree programs, while spending one to five weeks abroad. With the exception of some language programs, Appalachian State faculty members teach short-term study abroad courses in English. Financial aid is available to eligible students. Program participants can also apply for a limited number of education abroad scholarships offered through OIED.

Student-athletes have a lot to juggle between training, competing, and their school work to the point that studying abroad can seem like a far-off dream. However, more and more student-athletes are taking advantage of these opportunities and reaping the benefits that an international experience can provide. Such benefits include:

- Global perspective on their coursework.
- An advantage in the global workforce through the skills (e.g., flexibility, language, ability to work in cross-cultural teams, independence, etc.) they will learn while abroad.
- An opportunity to view sports through a new cultural lens.
- A greater understanding of themselves and the U.S.

The Office of International Education and Development is committed to helping student-athletes find a program that enables them to make continued progress toward their degrees while still allowing them to be on-campus for practices and competition.

**Important things to keep in mind while planning an international experience:**

- **Communication** – Please discuss in advance your interest in study abroad with your coaches, academic advisors, and, if applicable, your teammates and parents/guardians. It may also be helpful to speak with other student-athletes who have studies abroad to consider the pros and cons of your decision.

- **Timing** – Study abroad programs are available in the spring/fall/academic year and during the spring and winter breaks, and summer sessions. Think about when you athletic season takes place. Do you have obligations in the preseason and/or additional tournament in the postseason? Are their team commitments and training scheduled in the off-season? Appalachian offers a variety of program options for students, from faculty-led programs to short-term partner and semester options that range from one week to eight months abroad. A good place to start is by reviewing the Guide Me section of our website.

- **Funding** – There are various funding sources available for students looking to study abroad. Students participating in a semester study abroad program will be eligible to apply their normal semester financial aid package to their program costs. Students are also encouraged to research additional Office of International Education Scholarship workshops.

- **NCAA Compliance & Eligibility** – As a student-athlete, there are certain rules you must follow regarding monetary compensation, accepting gifts, coaching, competing in events not sanctioned by the NCAA, etc. These regulations can get complicated while you are overseas. Please speak with James Bandy, Assistant to the Chancellor for Athletics (828-262-7843) for clarification.
• **Nutrition** – Depending on your host country or region, your eating pattern may not be the same as in the U.S. We recommend consulting with Appalachian State Nutritionist Marisa Faibish (faibishmb@appstate.edu) to create a nutrition plan prior to your departure if you expect your food selections to change while abroad. Additionally, upon your return to the U.S., we recommend following up with your nutritionist to discuss responsible and healthy steps that will ensure optimal health and nutrition for your sport.

• **Training Overseas** – The onus is on you to stay in good physical condition for the duration of your study abroad experience. Speak with your host university/program provider about what training and athletics facilities you have access to in the community. You may also want to create a workout routine with your strength and conditioning coach before going overseas. Keep your coaches and teammates updated about your routine and progress. This can have a positive impact on team cohesion, despite the geographic separation.

• **Re-entry** – The study abroad experience is transformative. When you return, you may experience reverse culture shock. The severity and when it occurs varies with each individual. If you require additional assistance during your readjustment process, Appalachian Staff Counselor Heidi Campbell (campbellha@appstate.edu) is available for you. Another great resource are the advisors in the Office of International Education and Development.

_Next Steps_

To learn more about the study abroad application timelines, visit [https://international.appstate.edu/education-abroad/guide-me](https://international.appstate.edu/education-abroad/guide-me). We also encourage all students to schedule a one-on-one appointment with one of our advisors.

<table>
<thead>
<tr>
<th>Maria Anastasiou, PhD</th>
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<tbody>
<tr>
<td>Executive Director</td>
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<tr>
<td>Office of International Education and Development</td>
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<tr>
<td>Plemons Student Union, Suite 321</td>
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<tr>
<td>Phone: 828-262-2816</td>
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<tr>
<td>Email: <a href="mailto:anastasioum@appstate.edu">anastasioum@appstate.edu</a></td>
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<tr>
<td>Alternate Email: <a href="mailto:studyabroad@appstate.edu">studyabroad@appstate.edu</a></td>
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_Career Development Center_

The Career Development Center empowers students and alumni, as active participants, to select and develop careers consistent with their values, interests, abilities, experiences, and education. Through career exploration and experiential opportunities, students are motivated to expand their knowledge of themselves and their skills relevant to the global economy and community (https://careers.appstate.edu).

<table>
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<tr>
<th>Career Development Center</th>
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<tr>
<td>John E. Thomas Hall</td>
</tr>
<tr>
<td>Room 369</td>
</tr>
<tr>
<td>Phone: (828) 262-2180</td>
</tr>
<tr>
<td>Email: <a href="mailto:careercenter@appstate.edu">careercenter@appstate.edu</a></td>
</tr>
</tbody>
</table>
ACADEMICS

Academic Services for Student-Athletes

Academic Services for Student-Athletes supports and challenges student-athletes in their pursuit for academic excellence. Academic Integrity is an essential component of academic excellence. As a student-athlete at Appalachian State University, you understand that you represent not only yourself, but also your team and the University. You understand that Appalachian State University’s Academic Integrity Code is designed to "create an atmosphere of trust, respect, fairness, honesty and responsibility” (p. 2, Academic Integrity Code). You further understand that, as a student-athlete, you are expected to uphold these principles.

Academic Services for Student-Athletes is part of a larger academic program called the Student Learning Center (SLC). The SLC is committed to the growth and development of individual students. Student-athletes are responsible for their own academic progress and success; however, the SLC provides student-athletes with service to assist them in achieving their academic goals.

Student-athletes receive the following services:

- Orientation before initial enrollment.
- Academic advising which can include major and career exploration.
- Referral to appropriate campus resources.
- Small group and LEAD tutoring.
- Study hall and academic mentoring.
- Eligibility information and certification.
- Priority registration.
- Advocacy for co-curricular engagement and recognition.
- Mid-term academic progress reports.

Universal Tutorial Services (SLC)

Tutorial services are offered in many lower-level courses and a limited number of upper level courses. The services are offered in small group tutoring, LEAD tutoring and departmental help labs. Tutoring services are free and are conducted by peer tutors who are recommended by faculty. Tutors are trained, and many receive certification through the College Reading and Learning Association (CRLA). Students should consult with their advisor as to which tutoring service is most appropriate for their need.

Study Hall For Student-Athletes (SLC)

The goals of study hall are to provide structured study time during the day and to provide educational mentoring in time management, organizational skills, and academic strategies. Educational mentors monitor academic progress and communicate regularly with academic advisors. Due to the emphasis on academic integrity, all student-athletes complete an academic integrity workshop and sign an academic integrity pledge in study hall.

Student-athletes are required to attend study hall their first semester. Subsequent participation is determined by the academic advisor in consultation with the student-athlete’s coach.
Priority Registration
Student-athletes have the opportunity to register early for classes each semester, following graduate students and seniors. This allows student-athletes the best opportunity to choose class times that will best fit athletic obligations and assists them with timely degree completion.

Eligibility Requirements for Student-Athletes

There are a number of rules and regulations from both Appalachian State University and the NCAA that all student-athletes must satisfy to ensure eligibility. These rules and their descriptions are outlined below. Please read carefully; it is your responsibility as a student-athlete to maintain your athletic eligibility. Your head coach will be notified if your eligibility status changes or is placed in jeopardy.

12-hour Rule
You must be enrolled in a minimum of 12 credit hours per semester to compete or practice in a sport. Dropping below 12 credit hours during a semester will result in immediate ineligibility for that semester. Do not drop a class until you have talked with your athletics academic advisor!

6-hour Rule
To be eligible for competition each semester, you must have successfully completed at least six (6) degree hours during the previous semester.

18-hour Rule
18 degree hours must be completed during the fall and spring academic terms only.

24-hour Rule
You must complete a total of 24 credit hours prior to the start of your second year of collegiate enrollment to be eligible for competition. These hours may be earned through AP credits, a summer enrollment, and dual enrollment while in high school, etc. All student-athletes have the opportunity to regain eligibility by meeting the 24-hour rule after the first semester (fall) of your second year. Note: There is an exception for baseball, outlined below.

You may need to enroll in summer school to be eligible to compete. If you have a question about your eligibility status, contact your athletic academic advisor to determine your status and whether you will need to attend summer school.

Other Important Eligibility Information

- Remedial or developmental hours may count as part of the required 24 hours during the first year of college attendance, but may not be used to meet the "percentage of degree" eligibility requirements.
- "Elective" hours can be counted as degree hours only if the student's degree program allows for electives.
- Hours cannot be earned for a repeated course that was previously passed.
- Hours cannot be earned for a class passed with a "D" if the major requires the course be passed with a "C" (e.g., Education, Health and Physical Education, Business majors).
- Hours towards a specific minor can be used for eligibility requirements only if a minor is required for the student's particular major/degree (e.g., Communications).
- "Percentage of degree" requirements and GPA rules also apply to transfer students.
- If you wish to take a summer course at another institution, you should discuss this with your athletic academic advisor. To receive credit for coursework at another institution, a student must be in good academic standing, receive prior approval from the Office of Transfer Services for 1000-2000 level courses, or the appropriate Dean’s office for 3000-level courses, and obtain a grade of "C" or better. Appalachian State University’s Registrar’s Office must receive a copy of an official transcript before credit will be awarded. Please see your athletics academic advisor prior to enrollment at the other institution for assistance with this process.

<table>
<thead>
<tr>
<th>ACADEMIC CLASS (Semester of Full-time Enrollment)</th>
<th>NCAA CONTINUING ACADEMIC ELIGIBILITY REQUIREMENTS</th>
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| Sophomore (entering 3rd semester)             | Must have earned at least 6 credit hours each semester.  
Must have earned at least 24 credit hours during the previous year, with at least 18 earned during the regular academic year (fall and spring).  
90% (1.8 GPA) of the minimum cumulative GPA for graduation each semester. |
| Junior (entering 5th semester)                 | Must have earned at least 6 credit hours each semester.  
Must have earned at least 18 credit hours during the regular academic year (fall and spring).  
Must have officially declared a major (completed appropriate online form).  
95% (1.9 GPA) of the minimum cumulative GPA for graduation each semester.  
40% of degree hours must be completed. |
| Senior (entering 7th semester)                 | Must have earned at least 6 credit hours each semester.  
Must have earned at least 18 credit hours during the regular academic year (fall and spring).  
100% (2.0 GPA) of the minimum cumulative GPA for graduation each semester.  
60% of degree hours must be completed. |
| 5th-Year Senior (entering 9th semester)        | Must have earned at least 6 credit hours each semester.  
Must have earned at least 18 credit hours during the regular academic year (fall and spring).  
100% (2.0 GPA) of the minimum cumulative GPA for graduation each semester.  
80% of degree hours must be completed. |

Once a student-athlete has officially declared a major, all hours used toward meeting the satisfactory progress requirements must be applicable toward the student-athlete’s designated degree program.
Baseball Eligibility Requirements Exception (Baseball Only)
A baseball student-athlete must meet all academic eligibility requirements at the beginning of the fall term or he will be ineligible for competition for the remainder of the academic year.

Nine-hour Rule (Football Only)
A football student-athlete who does not successfully complete at least nine (9) hours of academic credit during the fall term and earn the Academic Progress Rate (APR) eligibility point for the fall term shall not be eligible to compete in the first four (4) contests against outside competition during the following playing season.

One-time Exception (Football Only)
One time during a football student-athlete’s five-year period of eligibility, a football student-athlete who does not meet the nine (9) hour rule for the fall term may regain eligibility to compete in the first four (4) contests against outside competition in the following playing season, provided he successfully completes at least 27 semester hours of academic credit before beginning the next fall term. A football student-athlete in his first year of full-time collegiate enrollment may use credit hours earned at the certified institution during the summer prior to initial full-time enrollment and credit hours earned during the summer following the regular academic year to satisfy the 27-semester-hour requirement. He will have the opportunity to re-gain the four (4) lost contests the following fall by completing a minimum of 27 hours by the end of the summer. Note: 18 of those hours must be completed during the fall and spring semester only.

Violation of Nine-hour Rule (Football Only) (After one-time exception has been utilized)
A football student-athlete who does not meet the nine (9)-hour rule and is ineligible to compete in the first four (4) contests of a playing season against outside competition may regain eligibility to compete in the third and fourth contests of that season, provided he successfully completes at least 27-semester hours of academic credit before the beginning of the next fall term. A football student-athlete in his first year of full-time collegiate enrollment may use credit hours earned at the certifying institution during the summer prior to initial full-time enrollment and credit hours earned during the summer following the regular academic year to satisfy the 27-semester-hour requirement.

Importance of Early Major Declaration
It is important that you decide your major early to maintain eligibility and graduate within four (4) years. Some key resources to help you decide on a major are your academic advisor, Career Development Center, and Career Exploration Office.

Undeclared and Declared Majors
All academic records for undeclared majors are held in the University College Academic Advising Center. You are considered to have an undeclared major as long as your records are in University College. When you have completed 30 or more semester hours, have completed First-Year Seminar (UCO 1200) and R C 1000, and have a minimum cumulative GPA of 2.0, you are eligible to officially declare your major. You must complete the declaration of major online at: http://advising.appstate.edu/declaration-major-form.
If a minor is required for your degree, you must also declare your minor on this form. NCAA rules require you to declare a major by the start of your fifth semester of full-time enrollment. Once you formally declare, you will be advised in your upper-division courses by a departmental advisor or college advising staff. You should also continue to meet with your athletics academic advisor to discuss eligibility and degree progress.

Five-year Rule
You have five (5) calendar years to complete four (4) athletic seasons in a sport. The five-year clock begins when you first enroll as a full time student or first compete at any two- or four-year collegiate institution. These years are continuous. You do not regain the time during which you are not enrolled in school. You may be granted an extra year of competition within that five-year period if you meet exception criteria under NCAA Bylaw 12.8, as determined by the NCAA.

Medical Hardship
Student-athletes who have competed during a season and sustain a season-ending injury may be eligible for a medical hardship waiver. A student-athlete may regain a season of competition by the Sun Belt Conference or the NCAA Committee on Student-Athlete Reinstatement for reasons of "hardship." Hardship is defined as an incapacity resulting from an injury or illness that has occurred during the first half of the championship season under specific conditions set forth by the NCAA. The injury or illness must occur when the student-athlete has not participated in more than three contests or dates of competition (whichever is applicable to that sport) or 30 percent of the team’s scheduled or completed contests or dates of competition (whichever number is greater) in his or her sport. See the Athletics Compliance Office for more information.

Medical Redshirts
Redshirting for medical reasons means that a student-athlete is unable to participate due to medical reasons (supported by contemporaneous medical documentation) for the entire competitive season. See the Athletics Compliance Office for more information.

Academic Policies

Dropping and Adding Courses
Students may drop or add any course during the first five (5) class days of a regular academic term. After the fifth day of classes, students will not be allowed to add any course. Always check with an athletics academic advisor before dropping or adding a course, to determine its effect on your athletic eligibility.

Career Course Drops
Students may only drop four (4) courses during their entire academic career at Appalachian State. The career course drops extend nine weeks into the semester. Student-athletes are required to contact their athletics academic advisor prior to dropping a course. A registration hold, which shows as an “NCAA hold” on the account, is set to prevent a student-athlete from dropping below 12 hours (full-time status). An NCAA hold can only be removed by an athletics academic advisor after the academic advisor determines that the student’s athletic eligibility will not be jeopardized by dropping the course.
**Academic Standing**
To be in good standing at the end of each semester at Appalachian State, you must have a 2.00 cumulative grade point average (GPA) and maintain a 67% ratio or higher of cumulative earned hours to cumulative attempted hours. Please note that attempted hours include both institutional and transfer hours.

**Adding a “Closed” Course**
Some courses have a wait list option, which allows students to place themselves on the wait list through the registration system. If the course does not have a wait list, students may contact the faculty for permission to add a course that has already closed.

**Academic Probation**
A student who does not meet the required cumulative 2.0 GPA requirement will be placed on Academic Probation. Once a student has used (2) semesters of probation, he or she will be academically suspended. In addition, if a student earns a 0.0 GPA in their first semester at Appalachian State, he or she will be academically suspended.

**Grade Forgiveness Policy**
A student may repeat up to four (4) courses in which the initial course grade will be excluded from the cumulative grade point average (GPA). A student-athlete must discuss repeating a course with an athletics academic advisor to assess how it may impact athletic eligibility. Once the course is completed, the repeat will be processed automatically by the registrar's office.

**Academic Monitoring**

**Class Attendance Policies**
Consistent class attendance and participation are essential to academic success. It is YOUR responsibility to attend every class and to be on time regardless of the faculty member’s attendance policy. Each professor has their own class attendance policy, as outlined in their syllabus.

**Class Absences Due to Athletic Competition/Travel**
Coaches will give each student-athlete on the travel roster a travel letter indicating the days the student-athlete will miss class due to traveling to and competing in away-from-home competition. Student-athletes are expected to share this letter with each of their professors on the first day of class. Students should discuss travel absences with each professor to determine if the absences will negatively impact their potential success in the class. If it is determined by the professor that the number of absences will negatively impact the student-athlete, the student-athlete should meet with his or her advisor within the first few days of the semester. Throughout the semester, at least two class meetings prior to a scheduled absence, student-athletes should remind professors of their upcoming competition, and discuss a plan for completing assignments and exams that are scheduled during the travel period. Student-athletes not traveling with their team are expected to attend class.

**Class Absences Due to Illness or Injury**
Student-athletes who have an extended personal illness or injury should contact the head athletic trainer, your coach, and your athletics academic advisor. Student-athletes should also inform each of their professors of impending class absences.
University Withdrawal
When it is necessary for a student-athlete to withdraw from the University, it is important that the appropriate procedure is followed. Failure to complete the process correctly could adversely affect the student-athlete’s academic record and future athletics eligibility. Before a student withdraws, he/she should contact his/her athletics academic advisor to ensure that the withdrawal is done properly. Student-athletes also need to contact the Compliance Office so that athletic aid can be adjusted per the withdrawal.

Progress Reports
Progress reports for student-athletes are completed by faculty members during the semester to help monitor academic progress and attendance. This information is provided to the student-athlete’s athletics academic advisor and head coach. A conference may be held with the academic advisor and student-athlete to develop an appropriate academic plan.

Student-Athlete Promotional Appearances
The NCAA allows student-athletes to speak to groups and make appearances for institutional, charitable, educational, or non-profit promotions. (See information above, page 11.) You are not permitted to miss class to attend or support any promotional appearances.

Academic Recognition
Appalachian State honors and recognizes student-athlete academic achievement in the following ways:

Athletics Academic Honor Roll: Student-athletes who earn a 3.25 GPA or higher and are enrolled as full-time students are listed on the Athletics Academic Honor Roll at the end of each semester.

Scholar-Athlete Ring: Student-athletes who graduate with a cumulative 3.0 GPA or higher and participate in a varsity sport during both junior and senior years are awarded the scholar athlete ring. The ring is presented at a home football game the following year.

Dean’s List: Any undergraduate who maintains a 3.45 GPA or higher with 12-14 hours or 3.25 with 15 or more hours of semester work at Appalachian State is listed on the Dean's List.

Chancellor’s List: This recognition is given to any undergraduate student who has a 3.85 GPA or higher and is considered full-time with courses counted toward graduation from Appalachian State.

Graduation with Honors: A student must complete four semesters in residence at Appalachian State (12 or more hours each semester/a total of 58 hours) and earn a 3.45 to graduate "cum laude," 3.65 to graduate "magna cum laude," and 3.85 to graduate "summa cum laude."

Sun Belt Conference Academic Honor Roll: Any student-athlete who maintains a 3.0 – 3.49 GPA for the academic year is listed on the Sun Belt Conference Academic Honor Roll.

Sun Belt Conference Commissioner’s List: Any student-athlete who maintains a 3.5 or higher GPA for the academic year is listed on the Sun Belt Conference Commissioner’s List.
Sun Belt Conference Medallion: Any student-athlete who successfully completes graduation requirements shall be awarded a graduation Medallion awarded by the Conference. The Conference Medallion may be worn during graduation ceremonies.

Athletics Banquet: A sports banquet is held annually for all student-athletes and is sponsored by the Department of Athletics and the Former Athletes Association. Some of the awards include the following:

- Most Valuable Player (for each varsity team).
- Brakefield Award (for the graduating senior student-athlete with the highest overall GPA): This award is presented at the sports banquet to the December graduate with the highest GPA; the student who graduates in May or August with the highest GPA is recognized during the Scholar Ring ceremony in the fall.
- Edmundson Award (for the student-athlete not on athletic aid who has shown special spirit and leadership in athletic endeavors. The recipient of this award must be from North Carolina).
- Goodyear Family Award (for a male or female student-athlete of a non-revenue sport. He or she must be a rising junior who demonstrates strength of character, verifiable financial need and a minimum 2.0 GPA.

STUDENT-ATHLETE HEALTH CARE

The health and well-being of student-athletes is a priority for the Appalachian State Department of Athletics. To further this priority, Appalachian State has several medical providers available on a referral basis for student-athletes’ health care needs. It is through these services, both on- and off-campus, that our student-athletes receive quality health care.

Athletic Training Facilities and Services

Appalachian State employs several full-time staff athletic trainers who work with student-athletes to ensure that necessary health care is provided. Additionally, the University offers an accredited undergraduate athletic training curriculum. Athletic training students within this curriculum assist the staff athletic trainers in providing student-athlete health care. These athletic training students will be assigned to a different sport each semester. The athletic training students report to their respective supervising staff athletic trainer regarding injured student-athletes. There are five (5) fully-equipped athletic training rooms available to meet the needs of student-athletes. Each sport has a specific athletic training facility designated for its use.

Policies and Procedures

Prior to each academic year, the athletic training staff updates the athletic training website including policies and procedures regarding health care (App State Sports Medicine). Also found on the site are the student-athlete medical forms that all student-athletes must complete each year prior to participating in sports. These forms include, but are not limited to, the Parent Information Form, Medical Insurance Acknowledgment, Pre-Participation History Form, Female Supplemental Form, Medical Consent Form, Nutritional Supplement Disclosure, Prescription Disclosure, Football Warning Statement, Student-Athlete Concussion Appendix A, and the Sickle Cell Fact Sheet and Questionnaire. These forms must be completed annually.
All new student-athletes also must complete a comprehensive pre-participation exam conducted by our staff medical providers. Each year thereafter, a limited screening is completed by the athletic training staff with a health status update for each student-athlete. If a condition warrants further medical attention, a referral will be made. Our staff is not able to provide in-house treatment for serious conditions.

In addition to completing necessary forms and exams, the student-athlete is required to inform the staff athletic trainers of all injuries and illnesses that occurred during the academic year. In order for the Athletics Department to assist with referrals and filing insurance claims with the University’s secondary insurance provider (see “Insurance Coverage” below), the student-athlete must follow specific procedures. Student-athletes who self-direct medical services (e.g., get second opinion without prior approval), except in emergencies, assume sole responsibility for payment of their own medical bills.

**Insurance Coverage**

All students (including student-athletes) are required to submit proof of a personal health insurance policy that is accepted in the state of North Carolina while enrolled at the University. If a student-athlete does not have health insurance or his or her health insurance is not accepted in North Carolina, the student-athlete will be required to purchase the “Student Blue” health insurance policy offered by the University or another plan that is accepted in North Carolina. The insurance held by the student-athlete or purchased after enrollment will be the student-athlete’s primary health insurance while enrolled at the University. Link for Student Blue: https://www.bcbsnc.com/content/studentblue/asu/index.htm?page=welcome

If a student-athlete is covered by military insurance (Tri Care), he or she must transfer the benefits to North Carolina. If a student-athlete has a Health Maintenance Organization (HMO) plan or have other contractual agreements with the health insurance plan, he or she must note this on the Health Insurance Information form. Furthermore, we request an Out of Area Endorsement Letter from the primary care physician (PCP) in the event your PCP is not located in North Carolina. In the event of an injury, this will aid us in the prompt treatment of the student-athlete and will help insure prompt payment of any incurred medical expenses. Also, if surgery is required, please notify the PCP if the insurance carrier requires prior approval.

In addition to the student-athlete’s primary health insurance, the University also carries a secondary health insurance policy. This policy is strictly a SECONDARY policy that will only cover excess medical expenses not covered by the student-athlete’s primary health insurance. Also, please note that the University’s secondary policy will NOT cover any injury or illness that is not sustained during supervised participation of intercollegiate athletics or official travel to and from scheduled contests. Any other circumstances under which injuries or illness occur are regarded as non-athletic in nature and are not covered by the University’s secondary policy. In addition, pre-existing conditions and congenital conditions are specifically excluded from coverage under this secondary insurance policy. Therefore, any injuries or illnesses that are not athletic or that occur as a result of any pre-existing or congenital condition will be the sole responsibility of the student-athlete.

If a student-athlete sustains an injury during supervised participation in intercollegiate athletics or official travel to and from scheduled contests, the athletic training staff will submit any medical expenses not covered by the student-athlete’s primary health insurance the University’s secondary health insurance carrier. The athletic training staff will require the student-athlete’s assistance to submit the claim to the University’s secondary insurance carrier. In the event that the secondary insurance carrier declines to cover the amounts submitted, the athletics training staff will notify the student-athlete of that determination.
In order for the University to file a claim with its secondary health insurance carrier, the student-athlete must follow the below steps:

- If an injury occurs and care is provided outside of an athletic training room, the student-athlete must first file for coverage under their primary insurance. If there are any amounts not covered by the student-athlete’s primary insurance, the athletic training staff will submit a claim for those amounts under the University’s secondary insurance policy.

- The student-athlete must provide copies of any and all bills from the primary insurance company or other individual health care providers to the athletic training staff (828-262-6265) immediately upon receipt.

- The athletic training staff will file excess medical expenses to the University’s secondary insurance carrier promptly upon receipt of documentation from the student-athlete.

- Once submitted to the secondary insurance carrier, that carrier may request additional information. The athletic training staff will convey any such requests to the student-athlete, who must provide the requested information in a timely manner. If the student-athlete fails to provide the requested information in a timely matter, the secondary insurance carrier could deny the claim. If a claim is denied, any amounts left unpaid will be the sole responsibility of the student-athlete.

All medical services provided outside of the athletic training room must be coordinated and scheduled by the athletic training staff.

Self-directed visits by the student-athlete or a parent or guardian, will be the sole responsibility of the student-athlete. This provision may be waived in an emergency situation. Therefore, student-athletes should review their own primary policy in order to understand coverage for any non-athletic injuries and illnesses that might be sustained while away at school. It is important to note that parents or guardians who request their own second opinion or choose to use their physicians/medical providers for surgery will be solely responsible for any bills associated with these visits. Any excess amounts not covered by the student-athlete’s primary health insurance will NOT be submitted to the University’s secondary insurance policy for coverage.

International Coverage
All international student-athletes must contact the Office of International Education and Development by phone (828-262-2046) to discuss health insurance options. Visit their site at http://international.appstate.edu/isss. If an international student-athlete’s insurance is rejected and the student-athlete is not able to waive the Student Health Insurance (SHI), the student-athlete will be billed for the Blue Cross Blue Shield Insurance policy offered by the University.
WHAT IS A CONCUSSION?
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- Ca e d d Mi db 4d/fu L film I$711111 bky. Pleoae e,qupment such as a bat, la eim $*21 or field hock er ball.

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?
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IT'S BET11ER TO MISS ONE GAME THAN THE WHOLE SEASON
WHEN IN DOUBT GET CHECKED OUT.
Pregnancy Policy for Female Student-Athletes

These policies and procedures have been developed consistent with the standards and guidelines outlined in the NCAA Sports Medicine Handbook. They are adopted to establish protection for the pregnant student-athlete and her unborn child. The procedures outlined in this document allow the student-athlete to make healthy decisions concerning her pregnancy and future as a collegiate student-athlete.

The University generally adheres to guidelines set forth in the NCAA Sports Medicine Handbook.

The Department of Athletics recognize that a student-athlete’s pregnancy is often a stressful event. As soon as you learn that you are pregnant, we encourage you to tell someone with whom you feel safe or who can best support you during this difficult time. While you are in the best position to determine who is safe to discuss your pregnancy, we will respect your confidentiality as long as it is medically safe to do so. At Appalachian State, we want to help you achieve your academic goals while protecting your physical and psychological health and the health of your pregnancy. You should know that many student-athletes have traversed through these same life transitions successfully, and there is usually no reason to make overly-rushed decisions.

A student-athlete MUST first BE CLEARED by her own OB/GYN and by a University team medical provider before participating in ANY athletic activity. Medical clearance of the student-athlete will be documented by signing an informed consent by two (2) involved physicians/medical providers, the student-athlete, and a member of the athletics administration.

Each case will be evaluated on an individual and sport-specific basis, and treated as appropriate. Special consideration will be given for student-athletes participating in contact sports or sports posing a high risk of falling. The student-athlete may be able to continue her participation in competitive activity up to the fourteenth week of pregnancy, depending on the sport in which she is involved. The student-athlete may continue cardiovascular and weight lifting workouts past that date, as advised by both physicians/medical providers. The student-athlete will be advised of warning signs to stop exercise during her pregnancy by University medical staff. The student-athlete must also be cleared by the same physicians/medical providers before returning to post-partum athletic activity.

Counseling may be provided by either physician/medical provider or the Counseling and Psychological Services Department. There shall be no grant-in-aid penalty or unlawful discrimination imposed on the student-athlete because of pregnancy, and pregnancy will be treated the same as any other temporary health condition. The student-athlete is hereby informed that NCAA rules permit a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy. A student-athlete desiring such an extension should submit a written request through the staff athletic trainer for her sport. *(Approved by Athletics Council, 09/15/2010)*

Please note that the University complies with all federal and North Carolina laws regarding pregnancy and does not discriminate on basis of pregnancy, gender, or sex. Pregnancy will not affect your athletic eligibility or aid as long as you are in good academic standing with the University and you do not voluntarily withdraw from your team. The Athletic Department’s main concern is health of the student-athlete and unborn child.
Appalachian State has implemented a weight policy to allow student-athletes the ability to achieve optimal performance and provide a healthy environment for the student-athlete. Coaches should not discriminate against a student-athlete because of weight. Concerns by coaches about a student-athlete’s weight or eating habits shall be addressed with the staff athletic trainer, not the student-athlete. All concerns regarding student-athletes and their weight should be directed to the sport’s staff athletic trainer. The staff athletic trainer, in conjunction with strength and conditioning staff, will assess the concern and then confer with the student-athlete and his/her head coach.

The following pre-season services will be offered to interested teams/student-athletes:

- Body Composition Analysis
- Height
- Weight
- Body Fat Percentage
- Sport-Specific Testing (determined by strength and conditioning staff)

Student-athletes who need further assistance regarding weight loss, weight gain, and/or conditioning will be handled by the strength and conditioning staff, athletic department’s nutritionist, and staff athletic trainer. These areas will utilize all services available on campus and, when necessary, make outside referrals. These services will be available at all times during the year on an individual basis.

Disordered Eating Policy

**Purpose**

To provide a comprehensive approach to prevention, intervention, treatment, and rehabilitation for all Appalachian State University student-athletes with eating disorder issues.

**Policies**

- The Director of Athletics shall establish a Disordered Eating Management Team to oversee implementation of this policy.
- All details of a student-athlete’s interaction with the Disordered Eating Management Team remain confidential and private, within the management team, unless the physician/medical provider or athletics administrator (Director of Athletics or designee) determines that disclosure is necessary to protect the health/safety of the student-athlete. If the student-athlete is at least 18 years old, the parent(s)/guardian(s) will be involved only upon written permission of the student-athlete or if the athletics administrator believes the student-athlete’s health/safety is in danger. If the student-athlete is under 18 years of age, the parent(s)/guardian(s) must be consulted prior to medical treatment.
- Only medical personnel may weigh student-athletes, set weight goals, measure body composition, interact with student-athletes in regard to body image with an eating disorder.
- A physician or medical provider may require a student-athlete to sign a health maintenance contract in order to continue participation in athletically related or other team activities.
- Coaches and/or athletics department personnel should follow the “Weight Policy for Student-Athletes” contained in the Appalachian State Student-Athlete Handbook. Personnel who are concerned about the weight, body composition, or eating issues of any student-athlete must refer concerns to a staff athletic trainer, and should NOT discuss those concerns or make comments about weight or body composition directly to the student-athlete.
- Student-athletes diagnosed with an eating disorder may be restricted or prohibited from athletics participation by a physician/medical provider if:
  - The student-athlete’s health is at risk with a certain level of continued sport participation; or
  - The student-athlete fails to comply with a signed health maintenance contract.

**Disordered Eating Management Team**

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Description of Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical Clinician:</strong></td>
<td></td>
</tr>
<tr>
<td>Dr. Chris Bullers, M.D.</td>
<td>Diagnoses eating disorder</td>
</tr>
<tr>
<td></td>
<td>Develops treatment plan in conjunction with Psychologist</td>
</tr>
<tr>
<td></td>
<td>Makes ultimate decision regarding athletic participation/restrictions</td>
</tr>
<tr>
<td><strong>Psychologist:</strong></td>
<td></td>
</tr>
<tr>
<td>Heidi Campbell, M.A.</td>
<td>Contacted when student-athlete identified with potential eating disorder</td>
</tr>
<tr>
<td></td>
<td>Determines if concerns are warranted and develops treatment plan in conjunction with Medical Director</td>
</tr>
<tr>
<td><strong>Orthopedist:</strong></td>
<td></td>
</tr>
<tr>
<td>Dr. Benjamin Parker, M.D.</td>
<td>Makes athletic participation decisions regarding any orthopedic injuries</td>
</tr>
<tr>
<td><strong>Dietician</strong></td>
<td></td>
</tr>
<tr>
<td>Sam Mellert</td>
<td>Monitors nutritional patterns of student-athlete</td>
</tr>
<tr>
<td></td>
<td>Provides and/or assists in individual/team/coach/staff nutritional educational opportunities</td>
</tr>
<tr>
<td><strong>Staff Athletic Trainer</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facilitates referral of student-athlete to Medical Director and Psychologist</td>
</tr>
<tr>
<td></td>
<td>Directly oversees the student-athlete(s) involved</td>
</tr>
<tr>
<td><strong>Head Coach</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Involved with the management team only at the request of the student-athlete and/or management team member</td>
</tr>
<tr>
<td><strong>Athletics Administrator</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ensures that the concerns of the Athletics Department are considered</td>
</tr>
</tbody>
</table>

(Approved by Athletics Council, 09/15/2010)
WHAT IS SICKLE CELL TRAIT?

Sickle cell trait is not a disease. Sickle cell trait is the inheritance of one gene for sickle hemoglobin and one for normal hemoglobin. Sickle cell trait will not turn into the disease. Sickle cell trait is a life-long condition that will not change overtime.

DO YOU KNOW IF YOU HAVE SICKLE CELL TRAIT?

People at high risk for having sickle cell trait are those whose ancestors come from Africa, South or Central America, India, Saudi Arabia, and Caribbean and Mediterranean countries.

Sickle cell trait occurs in about 8 percent of the U.S. African-American population, and between one in 2,000 to one in 10,000 in the Caucasian population.

Most U.S. states test at birth, but most athletes with sickle cell trait don’t know they have it.

The NCAA recommends that athletics departments confirm the sickle cell trait status in all student-athletes.

Knowledge of sickle cell trait status can be a gateway to education and simple precautions that may prevent collapse among athletes with sickle cell trait, allowing you to thrive in your sport.

HOW CAN I PREVENT A COLLAPSE?

Know your sickle cell trait status.
Engage in a slow and gradual preseason conditioning regimen.
Build up your intensity slowly while training.
Set your own pace. Use adequate rest and recovery between repetitions, especially during “gassers” and intense station or mar drills.
Avoid pushing with all-out exertion longer than two to three minutes without a rest interval or a breather.
If you experience symptoms such as muscle pain, abnormal weakness, undue fatigue or breathlessness, stop the activity immediately and notify your athletic trainer and/or coach.
Stay well hydrated at all times, especially in hot and humid conditions.
Avoid using high-caffeine energy drinks or supplements, or other stimulants, as they may contribute to dehydration.

 Maintain proper asthma management.
 Refrain from extreme exercise during acute illness.
 If feeling ill, or while experiencing a fever.
 Beware when adjusting to a change in altitude, e.g., a rise in altitude of as little as 2,000 feet. Modify your training and request that supplemental oxygen be available to you.
 Seek prompt medical care when experiencing unusual physical distress.

For more information and resources visit www.ncaa.org/health-safety
CODE OF ETHICS AND CONDUCT

Sportsmanship
Appalachian State upholds the NCAA general principle on honesty and sportsmanship which states, “Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports” (NCAA Bylaw 10.01.1).

Sun Belt Conference Game Ejection Policy
An individual ejected from a contest for any reason shall be subject to the applicable NCAA rules regarding the ejection. The Sun Belt Conference Commissioner may impose additional disciplinary action or penalties after reviewing the incident.

Ethical Conduct
When joining the Appalachian State intercollegiate athletics program, you become a representative of both your team and the University. It is important that your personal conduct displays good moral and ethical judgment. You are expected to conduct yourself both on- and off-campus in a manner that reflects positively on the University, department of athletics, and your team. Participation in intercollegiate athletics is a privilege, not a right.

Unethical Conduct (NCAA Bylaw 10.1)
Appalachian State athletics upholds the above NCAA Bylaw which states, “Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member (e.g., coach, professor, tutor, teaching assistant, student manager, student athletic trainer) may include, but is not limited to, the following:

- Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual’s institution;
- Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- Knowing involvement in offering or providing a prospective or an enrolled student-athlete improper inducement or extra benefit or improper financial aid;
- Knowingly furnishing the NCAA or the individual’s institution information concerning the individual’s involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
- Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., “runner”);
- Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.2; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal laws;
- Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores);
- Fraudulence or misconduct in connection with entrance or placement examinations;
- Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or
- Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution’s athletics department regarding an individual’s amateur status.

Violence, Rape and Sexual Assault Policies

Violence/Weapon Statement
North Carolina General Statute 14-269.2 makes it unlawful for anyone other than police officers to carry or possess firearms or weapons on campus. The only exception to this provision relevant for purposes of this handbook is that a person who has a lawfully issued concealed handgun permit (or a person exempt under North Carolina law from obtaining such a permit) may store their handgun in a closed compartment or container within their locked vehicle on campus. The handgun must remain in the closed compartment at all times. The University’s definition of weapons includes: BB gun, air rifle, air pistol, paintball guns, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except for personal shaving), sharp pointed or edged instruments except instructional supplies, unaltered nail files and clips and tools used solely for preparing food, instruction, and maintenance. This law is strictly enforced.

Rape and Sexual Assault Policy
Rape, sexual assault, and sexual misconduct violate criminal law and Appalachian State’s Code of Student Conduct. The precise definitions of those terms vary somewhat between state and federal law and the Code of Student Conduct. In general, sexual assault is sexual contact engaged in by force and without consent from the victim. Rape, being a form of sexual assault, occurs when an individual or group forces another person to engage in sexual intercourse without consent or by means of threats or violence. Student-athletes are responsible for understanding what it means to consent to sexual activity (requires clear, knowing, voluntary, and sober permission). They also are responsible for understanding all applicable definitions of rape, sexual assault, sexual misconduct, and sexual harassment. The Department of Athletics considers such acts to be among the most serious acts of misconduct and will review them as such under the Student-Athlete Discipline Policy (see below).

For more information about the definition of the terms discussed above, please refer to:

- Appalachian State University Code of Student Conduct, Section 4.15 and Appendix D.
- North Carolina General Statutes Chapter 14, Article 7A (Sections 14-27.1 et seq.)

Social Media Conduct Policy
The Appalachian State Department of Athletics recognizes and supports its student-athletes’ rights to freedom of speech, expression and association, including the use of online social networks. In this context, however, each student-athlete must remember that playing and competing for Appalachian State is a privilege. As a student-athlete, you represent the University and you are expected to portray yourself, your team, and the University in a positive manner at all times. Therefore, online postings must be consistent with federal and state laws and the rules, regulations and policies of the team, department, University and NCAA.
Furthermore, Appalachian State student-athletes are prohibited from posting inappropriate content of any kind on social media or other internet sites (Facebook, Twitter, blogs, etc.). Inappropriate content includes, but is not limited to:

- Comments of a racist or sexist nature;
- Profane comments (including racial, gender, sexual and/or homophobic slurs);
- Derogatory comments about student-athletes or coaches from other institutions;
- Derogatory comments about Appalachian State students, coaches, faculty or staff; and
- Any comment about a recruit or a recruit’s campus visit prior to the time the recruit has signed a written commitment to attend Appalachian State.

Violators are subject to department and/or team discipline up to and including suspension and/or dismissal from the team, and loss of athletic grant-in-aid. Discipline will be at the discretion of the head coach and director of athletics.

Coaches reserve the right to implement more specific social media policies for student-athletes on their own teams.

Athletics Hazing Policy

Hazing Defined
The Appalachian State Code of Student Conduct, Section 4.12, defines hazing as “causing or permitting an individual, as part of an initiation or as a criterion or perceived criterion of membership in a society, club, athletic team, or similar group or organization, to participate in any activity that subjects or is likely to subject that individual or others to risk of physical, mental, or emotional harm, or destroys or removes property, whether or not that individual has consented to participation in the activity. Silent participation or being in the presence of hazing is not a neutral act; they are considered a violation of this provision.”

North Carolina State Hazing Law: Chapter 14; Article 9. § 14 35. Hazing; Definition and Punishment states “It is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: ‘to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group.’ Any violation of this section shall constitute a Class 2 misdemeanor.” (See N.C.G.S. § 15A 1340.23 for punishment limits for each class of offense and prior conviction level.)

Policy
The Appalachian State Department of Athletics supports only those activities which are constructive, educational, inspirational, and that contribute to a student-athlete’s intellectual and personal development. The Department of Athletics opposes any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student-athlete; that produces embarrassment, ridicule or harassment of an individual; or that willfully destroys or removes property of another person or entity for the purpose of initiation or admission into, or affiliation with, or as a condition of continued membership on, any athletics team or group.
**Prohibited Behaviors**

Actions and activities that may be prohibited under the Appalachian State Code of Student Conduct and the Department of Athletics Hazing Policy, and may be a violation of North Carolina state law, regardless of the person's intention or willingness to participate, include, but are not limited to, the following:

- Any type of initiation or other activity where there is an expectation of individuals joining a particular team or group to participate in behavior designed to humiliate, degrade, or abuse them or others;
- Brutality of any nature, outside the realm of normal practice and competition. This includes, but is not limited to: whipping, beating, branding, forced calisthenics, and/or exposure to the elements;
- Forcing or requiring calisthenics (e.g.: push-ups, sit-ups, runs or similar activities in a setting not related to team training supervised by the sport coaches, athletic trainers or strength coaches);
- Forcing, requiring, or pressuring an individual to consume alcoholic beverages. To review the Department of Athletics alcohol use policy, please visit: Department of Athletics Alcohol and Tobacco Policy;
- Forcing, requiring, or pressuring an individual to consume any food, drug, or other substance, and/or be tattooed, pierced, or expected to shave any part of the body, including hair on the head;
- Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to generally accepted societal norms and/or beliefs (e.g. public profanity, indecent or lewd conduct or sexual gestures in public, etc.);
- Any activity or action that creates risk to the property of the University or the health, safety, property, or reputation of members of its community;
- Assigning or endorsing pranks such as stealing from or harassing another individual, group or organization;
- Awakening or disturbing individuals during normal sleeping hours;
- Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate outside the realm of normal practice and competition;
- Physical abuse of any kind;
- Forcing, encouraging, or pressuring someone to wear, in public, apparel which is conspicuous and not within the norm of what is considered to be in good taste;
- Engaging in public stunts and buffoonery;
- Nudity at any time or forced reading, listening, or viewing of pornographic material;
- Paddling, beating, or otherwise permitting a member to hit other members;
- Causing substances such as eggs, mud, paint, or honey to be thrown at, poured on, or otherwise applied to the body of a member; and
- Morally degrading or humiliating games or other activities that make a member the object of amusement, ridicule, or intimidation.

**Questions for Student-Athletes to Consider**

If you are uncertain about whether a specific activity constitutes hazing, take into consideration the following:

- Is the activity required for team membership? If not required, is there an expectation or peer pressure for a team member to participate?
Would you object to the activity being videotaped and shown to parents or athletics administrators?
Does the activity involve any illegal behavior?
Does the activity involve one group (e.g., upperclassmen) doing something to another group (e.g.,
new players)?
Does participation in the activity endanger anyone?
Is there risk of psychological damage?

If you answered “yes” to one or more of the above questions, it will likely be interpreted as hazing. Also,
spending a considerable amount of time questioning whether or not a particular activity violates the hazing
policy is usually an indication that the activity is hazing and, therefore, prohibited.

Examples of Positive Team Building Behaviors
There are certain activities in which teams can engage that contribute to "team bonding" in a positive way.
Some examples of appropriate team activities include:

- Testing skills or knowledge, tryouts, or auditions;
- Going on a trip, ropes course, or preseason practice;
- Dress-up formally for an event;
- Undertake group projects, fundraisers, community events, or community service;
- Take part in group (entire team) singing, chanting, or cheering;
- Being a mentor / Big Sister / Big Brother; and/or
- Team movie nights.

Reporting Suspected Hazing Activities
It is the responsibility of the Department of Athletics staff, as well as the student-athletes, to ensure compliance
with this policy. As such, the following guidelines apply:

- Any individual who believes that this policy has been violated should refer the matter to a Department
  of Athletics staff member, sport administrator or the Faculty Athletics Representative for appropriate
  action;
- Individuals who have knowledge of (either by viewing or participating in) hazing activities, or who
  suspect that hazing activities may occur or have already occurred, must report such activities and
  thoroughly cooperate in an investigation by University officials, as stated in the University Code of
  Student Conduct; and
- Those not reporting hazing activities, not cooperating, or providing false or misleading information
  will be subject to Department of Athletics and University sanctions.

Policy Enforcement
Allegations of hazing may result in referrals to law enforcement, the University’s Office of Student Conduct,
and/or the Department of Athletics for review and possible action pursuant to applicable laws and policies.
The Department of Athletics will consider such allegations under its Student Athlete Discipline Policy and
Procedures. Student-athletes determined to have engaged in hazing may also be subject to NCAA sanctions.

Sports Wagering
Although many states recently have passed laws that permit gambling/wagering on intercollegiate and
professional sports, NCAA rules still prohibit athletics department staff members and student-athletes from
engaging in gambling activities involving intercollegiate and professional sporting events.
NCAs member colleges and universities have defined sports wagering as putting something at risk, such as an entry fee, with the opportunity to win something in return. Because of this, student-athletes, coaches and administrators may not participate in competitions where there is both a required entry fee and an opportunity to win a prize.

NCAA Bylaw 10.02.1 defines “sports wagering” to include placing, accepting, or soliciting a wager (by a staff member or student-athlete, or on behalf of others) of any type, with any individual or organization, on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals, or contests; and pools or fantasy leagues in which an entry-fee is required and there is an opportunity to win a prize.

NCAA Bylaw 10.02.2, defines a “wager” as any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value.

NCAA Bylaw 10.3 states that the following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur, or professional athletics competition:

- Staff members of an institution's athletics department;
- Non-athletics department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individual to whom athletics reports);
- Staff members of a conference office; and
- Student-athletes.

This means you may not place a bet of any sort on any college or professional sports event nor give information to anyone who places bets on any college or professional sports.

_Examples of Non-permissible Activities_

- Sports pools run by friends in the dorms;
- Wagers (e.g., cash, shirt, dinner) on ANY professional or college event;
- Fantasy leagues that require an entry-fee and award a prize;
- Internet gambling on sports events;
- Sports wagering using “800” numbers; and
- Sharing information about injuries on your team, new plays, team morale, or discipline problems to anyone who gambles.

_NCAA Sanctions for Student-Athletes in Violation of NCAA Bylaw 10.3 (Sports Wagering)_

- A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins ("point shaving") or who participates in any sports wagering activity involving the student-athlete's institution shall permanently lose all remaining regular-season and post-season eligibility in all sports.

- A student-athlete who participates in any sports wagering activity through the Internet, a bookmaker or a parlay card shall be ineligible for all regular-season and post-season competition for a minimum of a period of one (1) year from the date of the institution's determination that a violation occurred and shall be charged with the loss of a minimum of one (1) season of eligibility.
If the student-athlete is determined to have been involved in a later violation of any portion of Bylaw 10.3, the student-athlete shall permanently lose all remaining regular-season and post-season eligibility in all sports.

**Athletics Department Sports Wagering Directive**

All student-athletes are urged to report to their head coach any offer to gamble, whether directly or indirectly, for their own protection and that of their teammates. It is important to report any contact seeking information or attempting to “fix” a competition.

**Hosting a Recruit**

Prior to hosting a recruit, you will be required to read and sign the Student-Athlete Recruiting Host Form. You will be expected to abide by the rules listed on the form. These rules include:

- You must be a student-athlete to host. All freshman serving as hosts must be a Qualifier with the NCAA Eligibility Center.
- You will receive up to a maximum of $75 for each day from your coach to cover all entertainment expenses for yourself (and all hosts), the prospect, and the prospect’s parents, legal guardians, or spouse. Neither you nor the prospect may spend the advance on other people. Never give cash to the prospect or their guests.
- You may receive up to $40 additional per day from your coach for each additional prospect you entertain.
- You may only spend the allotted amount of money you have received.
- Only one host per prospect may be provided a free meal if restaurant facilities are utilized.
- You can spend the money only during the prospect’s visit.
- You cannot:
  - Use additional money from a coach or anyone to spend during the prospect’s visit.
  - Use the advance money to purchase Appalachian State souvenirs such as T-shirts, hats, etc.
  - Use the advance money for the purchase of alcoholic beverages or tobacco products of any kind, as Appalachian State Athletics requires hosts to maintain an alcohol-free recruitment process.
  - Use the advance money for the purchase of illegal substances.
  - Go to any “drinking” establishment (e.g., bar).
  - Request the use of escorts or exotic dancers for sexual favors.
  - Go to gentleman and adult entertainment facilities (e.g., strip clubs).
  - Arrange any type of sexual rendezvous as a means of recruiting.
  - Participate in activities or events at any location that would be perceived as lewd.
  - Obtain and view pornographic materials as entertainment.
  - Participate in any gambling activities.
- You may not transport the prospect, or anyone accompanying the prospect, more than 30 miles from the App State campus; further you may not use vehicles provided or arranged for by any institutional staff member or booster. Provide your own transportation. Never allow a prospective recruit to use your vehicle.
- You must be aware of the prospect’s itinerary at all times and return a prospect and their guests to their accommodations no later than midnight.
• You should not allow recruiting conversations to occur anywhere between the prospect and a booster of the athletic program. If an unplanned meeting occurs, only an exchange of greeting is allowed.
• A prospect may engage in recreational workouts as long as the activities are not organized or observed by the Appalachian State coaching staff, and are not designed to test the athletics ability of the prospects.
• You may receive a complimentary admission (no hard tickets) when accompanying a prospect to a campus event. Your Appalachian State ID will admit you to all Appalachian State athletic events. (Tickets to home events for post-season competition must be purchased from the entertainment money. It is against NCAA rules to provide complimentary tickets to post-season events held on campus).
• You are responsible for returning any remaining cash and from the host advance money to your coach and completing the host receipt report on the Student-Athlete Recruiting Host Form. This is to be done on Monday following the recruiting weekend. Failure to comply may result in withholding future advance money for hosting purposes.

ATHLETICS FINANCIAL AID

Financial Aid Policies and Appeals Procedure

An athletically-related grant-in-aid, as well as other forms of financial assistance, may be provided to assist with a student-athlete’s educational expenses.

Academic Year Athletics Aid
Teams are provided with a specific number of athletic grants-in-aid or a dollar figure for a coach to award scholarships for the academic year (fall and spring semesters) in accordance with budgetary restrictions and NCAA regulations. These grants are then processed and awarded by the University Financial Aid Office upon recommendation of the head coach and approval by the director of athletics, or designee. Athletic grants-in-aid are not reimbursements for services performed, but are provided to help student-athletes with their educational expenses. An athletics grant is restricted to covering specific educational expenses: tuition and fees, room and board, and required course-related books.

If you entered Appalachian State University as a prospective scholarship student-athlete directly from high school or from a community college, you were notified of your initial financial aid award with your National Letter of Intent (NLI) and/or Appalachian State Grant-in-Aid. You will still receive notification of your grant-in-aid from the University Financial Aid Office upon recommendation of the head coach and approval by the director of athletics, or designee. Disbursement of your athletics financial aid award will not occur for first-time freshmen until the NCAA Eligibility Center has declared you a Qualifier and you have been fully admitted to Appalachian State. If you are a 2-year or 4-year transfer, this disbursement will not occur until you have been certified as academically eligible and eligible to receive athletics aid at Appalachian State by the Athletics Compliance Office.

Grants-in-aid may be reduced or cancelled during the period of the award if you:

• Render yourself ineligible for athletic competition;
• Fraudulently misrepresent information on your application, National Letter of Intent or Athletics Financial Aid Agreement;
- Are found to have engaged in serious misconduct by the University’s Office of Student Conduct, warranting substantial disciplinary penalty;
- It is determined you violated non-athletically related conditions (e.g., compliance with academic policies or standards, compliance with athletics department rules or policies); or
- Provide written notification of intent to transfer to another institution. *(Effective 10/15/2018)*

Grants-in-aid must be reduced or cancelled if you:

- Sign a professional sports contract for your sport;
- Accept money for playing in an athletics contest which exceeds the cost of actual and necessary expenses;
- Agree to be represented by an agent (orally or in writing) for the purposes of marketing his or her athletics ability or reputation in that sport; or
- After initial full-time collegiate enrollment, enters into a professional draft.

Grants-in-aid shall automatically be canceled if a student-athlete voluntarily withdraws from his/her sport, unless otherwise approved by the Director of Athletics for extenuating circumstances (e.g., the timing of the student-athlete’s voluntary withdrawal makes it impractical to cancel the student-athlete’s athletics aid).

All returners must be notified in writing by July 1st of each year whether your athletics aid will be renewed, reduced or not renewed for the following academic year. Such notification shall come from Appalachian State’s Financial Aid Office. Any reduction/cancellation to the original grant must be approved by the director of athletics, or designee, pursuant to the guidelines specified by the NCAA.

*Summer Athletics Aid*

Academic year grants-in-aid do not include summer sessions. Summer term grants-in-aid are never guaranteed and are considered a privilege, not a right. However, the Department of Athletics is committed to helping student-athletes graduate in a timely manner and, in return, the student-athlete will be expected to plan a course schedule that adheres to a four-year graduation plan. An additional summer award (though it does not have to be in writing to you), is necessary for summer session(s). Your head coach, in consultation with your academic advisor and the director of athletics, or designee, decides who will be awarded aid for summer school. Per NCAA rules, summer athletics aid is to be awarded in proportion to the amount received during the previous academic year. Summer athletics aid can be awarded prior to an initial fall award only in proportion to the amount of athletics aid the student will receive for the following academic year.

*5th-year With No Eligibility Remaining Athletics Aid*

The Department of Athletics encourages all student-athletes to complete their degrees in four (4) years. If you are a scholarship student-athlete and have not graduated by the time you have completed your four (4) years of eligibility, you may request financial assistance (i.e., 5th-year athletics aid) from the Department of Athletics to assist you in completing your degree. Fifth-year athletics aid is not guaranteed as part of any athletics scholarship award that you have previously received from Appalachian State. Rather, 5th-year athletics aid is awarded at the discretion of the Department of Athletics, subject to the availability of funds and the following considerations:

- Fifth-year aid shall only be provided to student-athletes currently receiving athletics aid.
- Unless otherwise approved by the Director of Athletics, 5th-year aid shall cover, at a maximum, tuition, fees and required books at a level proportionate to the amount of athletics aid that a student-athlete received for these elements during the previous regular academic term or academic year.
- Unless otherwise approved by the Director of Athletics, no aid shall be provided for room and board cost of attendance.
- Student-athletes may apply for additional financial assistance through the Appalachian State University student financial aid office to help offset their total cost of attendance (including room and board expenses).
- Fifth-year aid shall be recommended by the head coach and approved by the Director of Athletics.
- The student-athlete’s cumulative four-year academic record, including the number of failed courses, dropped courses, and withdrawals shall be considered.
- The number of summer terms in which the student-athlete has received athletics aid shall be considered.
- Upon the Director of Athletics’ approval of the student-athlete’s 5th-year athletics aid request, the student-athlete shall meet with his/her athletics academic advisor to develop an academic plan that ensures the student-athlete will complete his/her degree within a specified timeframe.
- The student-athlete’s academic plan shall be signed by the student-athlete, the student-athlete’s head coach, and the student-athlete’s athletics academic advisor.
- All 5th-year athletics aid approvals or cancellations shall be at the discretion of the Director of Athletics. (updated 8/17/18)

Appealing Non-renewal, Reduction or Cancellation of Aid

If your aid is not renewed for the upcoming year, or is reduced or discontinued during the period of the award, you will receive a notification letter from the Financial Aid Office. If you feel that the non-renewal, reduction or cancellation of your aid is unfair or unjustified, you have the right to request a hearing, as provided by NCAA regulations. The non-renewal, reduction or cancellation letter will explain the appeal process you must follow. You must act within the timeline in the letter for an appeal to be heard. You must have had a face-to-face meeting with your coach and sport administrator or the Director of Athletics about the decision not to renew, reduce or cancel your scholarship before an appeal will be heard by the Faculty/Staff Committee on Athletic Appeals. The Committee on Athletic Appeals consists of two (2) faculty members, three university staff members from outside of athletics, one student and one member from the financial aid office. The decision of this committee is final and will be communicated in writing to the student-athlete, head coach, sport administrator, Athletics Compliance Office, and the director of athletics.

Appeal Request/Hearing Process

- Student-athlete must call the Office of Student Financial Aid no later than the date specified in the notice of cancellation, reduction, or non-renewal.
- Student-athlete must also send written notification requesting a hearing, postmarked on or before the date specified in the notice of cancellation, reduction, or non-renewal.
- Upon receipt of the letter requesting an appeal hearing, the student-athlete, head coach, athletics financial aid liaison, and director of athletics are informed of the request for hearing.
The student-athlete, head coach, and Faculty/Staff Committee for Athletic Appeals are contacted to determine possible hearing dates/times. The Faculty/Staff Committee is not provided with the name of the student-athlete or head coach prior to the hearing.

The hearing date and time and location are then confirmed.

The final details of the hearing are then communicated to the student-athlete, head coach, and the Committee. The student-athlete and Head Coach are provided with a tentative agenda and the protocol/requirements for the hearing.

Reminder emails are sent two (2) days prior to the hearing.

The student-athlete and representative(s) from the Department of Athletics will have an opportunity to be heard.

After each party is heard, the Committee will cast ballots to determine whether or not the decision not to renew, reduce, or cancel will be upheld.

The moderator tallies the ballots and then communicates the Committee’s decision to the student-athlete, head coach, sport administrator, athletics financial aid liaison, Athletics Compliance Office, and director of athletics. The Committee’s decision is final.

Other Financial Aid

All financial assistance received by a student-athlete must be reported annually and be in compliance with NCAA and Sun Belt Conference rules and regulations. Therefore, if you receive an athletics scholarship, it is very important that you check with the Athletics Compliance Office and your head coach before accepting any additional aid.

In most cases, you are not eligible to participate in intercollegiate athletics if you receive financial aid that exceeds the value of the cost of attendance. The “cost of attendance” is an estimated budget calculated by the University Financial Aid Office, using federal regulations. The cost of attendance includes the total cost of tuition and fees, room and board, books and supplies, transportation, and other expenses related to your attendance at Appalachian State. You can receive institutional financial aid based on athletics ability and educational expenses up to the value of a full grant-in-aid, plus any other financial aid up to the cost of attendance. A full grant-in-aid is defined as tuition, fees, room and board plus required books. If you receive a Pell Grant, you may receive financial aid as explained above up to the cost of attendance, or the value of a full grant-in-aid plus the Pell Grant, whichever is greater.

Your combined athletically-related aid and any countable aid cannot exceed your cost of attendance at Appalachian State.

Pell Grants

Pell Grants are available to any student meeting required federal government standards of financial need and are awarded regardless of other aid being received. In order to receive a Pell Grant, you must complete a Free Application for Federal Student Aid (FAFSA) available online at http://www.fafsa.ed.gov/. Contact the Financial Aid Office if you need assistance with your FAFSA. A student-athlete who receives a Pell Grant may also receive other financial aid and the Pell Grant up to the cost of attendance.

If you receive 100% of your Pell Grant eligibility during the academic year, you cannot receive any Pell that following summer. If you do not receive 100% of your Pell eligibility during the academic year, you could potentially be eligible to receive Pell funding during the summer sessions. Pell eligibility is determined by submission of the FAFSA during the academic year and by completing the Financial Aid Summer Sessions Application during the summer. Please contact the Office of Student Financial Aid if you have questions.
Outside Private Scholarships

Outside private scholarships are scholarships you may receive from your high school or booster club before you enroll at Appalachian State. Outside private scholarships can also come from other foundations, church, or civic organizations. You or the awarding agency must provide a copy of the application for the scholarship when you or the awarding agency sends the check to the Financial Aid Office. Regardless of when you receive the aid, all outside private scholarship checks must be submitted to the Financial Aid Office per Appalachian State and NCAA rules. The Financial Aid Office, in conjunction with the Athletics Compliance Office, will determine whether or not the award is permissible under NCAA bylaws. The Financial Aid Office and the Athletics Compliance Office will also determine if the aid will affect the team countable aid limits. The NCAA has set team and individual limits depending on the type of aid received.

If you are receiving a full athletic scholarship and the Pell Grant, you may not be able to receive any outside private scholarships during the academic year as you may already be over the cost of attendance. You might be able to have the awarding agency ask to have the funds used for summer school instead.

Please contact the Financial Aid Office regarding any outside private scholarships you receive or contact the Athletics Compliance Office by email at athleticscompliance@appstate.edu or by phone at (828) 262-7843.

Student Loans

Eligibility for student loans is established with submission of the Free Application for Federal Student Aid (FAFSA). If students have not already been awarded up to their cost of attendance with other aid, loans are offered during the financial aid awarding process.

Off-campus Housing

If you are a scholarship student-athlete, you must receive permission from your head coach to live off-campus. The room allowance you receive must comply with NCAA financial aid rules and regulations. If you are a full-scholarship student-athlete, a pre-determined amount for room and/or board for the academic year will be divided monthly throughout the academic year. You will receive five (5) monthly checks in July, August, September, October, and November for the fall semester, and five (5) monthly checks in November, January, February, March, and April for the spring semester. You will receive two checks in November for your December and January rent. Be sure to pay your January rent before you leave for the semester break, as your January rent may be due before you return to campus for the spring semester. A full scholarship student-athlete should sign up for Direct Deposit for his/her monthly checks. If the student-athlete is not signed up for Direct Deposit, he/she must pick-up his/her monthly check at the Business Services Building located at 1039 State Farm Road before the beginning of each of the above months throughout the academic year. Only the student-athlete is allowed to pick-up his/her own check. No exceptions.

Food Services

The cafeteria provides meals to all students on a cash or meal-plan basis. Student-athletes living on campus may choose a Low, Standard, High, Training Table, or Super meal-plan option. The Training Table meal-plan includes breakfast and dinner at a designated on-campus dining facility. A meal card is then provided with a set dollar amount for lunch and can be used at all other campus dining facilities. The Training Table privileges are discontinued when a student-athlete is dropped from the team roster or misconduct occurs. All full scholarship student-athletes living on campus are on a list sent from Athletics to Food Services with the meal plan the Department of Athletics is paying for in your scholarship. This overrides whatever option you chose.

If you are living on campus, you can still sign up for a meal plan or pay by meal on campus whenever you choose.
Training Table, Non-scholarship Student-Athletes
Any member of a team may participate in the Training Table meal plan provided by the Department of Athletics, in conjunction with Appalachian State Food Services, by signing a contract. To do so, please contact your team’s head coach. This service will provide three (3) meals per day Monday through Friday, and breakfast and lunch on Saturdays and Sundays. The Training Table meal-plan cost will be set at the beginning of each academic year. If you are on the Standard or High meal-plan, the cost of your meal expenses that exceed Training Table expenses will be billed to you.
# Appalachian State Athletics Fifth-Year Aid Request Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Sport</th>
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<tbody>
<tr>
<td>Phone</td>
<td>Email</td>
</tr>
<tr>
<td>Banner #</td>
<td>Date</td>
</tr>
</tbody>
</table>

What is your current amount of athletics aid?

How many academic years have you received athletics aid?  1  2  3  4

How many summer terms have you received athletics aid?  1  2  3  4

What is your major?

How many hours are required for your major?

How many hours have you completed toward your major?

How many hours remain in your major?

How many semesters will you need to complete your degree requirements?  1  2

How many courses have you failed during your enrollment at Appalachian State?

How many courses have you dropped/withdrawn from during your enrollment at Appalachian State?

Have you submitted your FAFSA for other financial aid?  Yes  No

By signing below, I affirm that all of the information provided on this form is accurate and complete.

<table>
<thead>
<tr>
<th>Signature of Student-Athlete</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Head Coach</td>
<td>Date</td>
</tr>
</tbody>
</table>
DO NOT COMPLETE – FOR OFFICE USE ONLY

Approval by Director of Athletics (or designee)

Signature of Director of Athletics (or designee)  Date
NCAA Student Assistance Fund

The NCAA has a fund established to assist qualified student-athletes by providing additional funds for specified expenses. Please consult with the Athletics Compliance Office in Owens Field House regarding this fund (athleticscompliance@appstate.edu).

Textbook Policies

Rental Textbook Policy
To receive rental textbooks, each student athlete must take a copy of his or her class schedule to the Bookstore. Bookstore staff will retrieve the available rental textbooks and issue them to the student athlete. For the purchase of non-rental textbooks, see below.

Rental Return Policy
Rental textbooks must be returned to the Bookstore by the specified date. Any books lost or not returned will be governed by the Bookstore's regular policy. Charges incurred by a student-athlete as a result of not returning rental textbooks WILL NOT be covered by the Athletics Department. In the event of a dropped class, applicable rental textbooks must be returned to the Bookstore in accordance with procedures and deadlines established by the Bookstore.

Purchased (Non-rental) Textbook Policy
Each semester, a list of full-scholarship student-athletes is sent to the Bookstore, allowing those student-athletes to charge textbooks required for coursework that are not available through the rental program. Books must ONLY be purchased for yourself. Purchasing books for other students is a violation of NCAA, Sun Belt Conference and University rules and will result in loss of book privileges. (See below, Book Abuse Policy). Student-athletes who are permitted to charge purchased textbooks must submit to the Assistant Director of Compliance for Financial Aid in the Athletics Compliance Office a copy of the syllabus (or written proof of the requirement) for each course that requires a purchased (non-rental) textbook. Student-athletes who are not receiving full athletic scholarships must pay for purchased textbooks out of pocket.

All textbooks that have been charged to the athletics department must be returned to the Athletics Compliance Office at the end of the term. The Athletics Compliance Office is located in Owens Field House.

- No charges will be assessed to a student-athlete’s account for books returned by 4:30 p.m. on the last day of finals each semester.
- If the student-athlete wants to keep any of his or her books, he or she would need to notify the Athletics Business Office by 4:30 p.m. on the last day of exams, with payment submitted to Student Accounts. The amount to be charged to the student-athlete’s account will be 100% of the price the athletics department paid for the books at the beginning of the term.
- If books are not returned or paid for by 4:30 p.m. on the last day of exams, the Athletics Business Office will assess a charge to the student-athlete through the Student Accounts Office equal to 100% of the purchase price of the non-rental textbooks. No late returns will be accepted. Any late returns will be assessed a charge of 50% of the original cost of the purchased books on the student’s account.
Any book or access codes for online books purchased outside of the Appalachian State University Bookstore will be an additional cost toward a student’s financial aid cost-of-attendance. If the student-athlete has already been awarded financial aid up to his or her cost-of-attendance during an academic year, and makes a book purchase outside of the Appalachian State University Bookstore, the student-athlete may owe money back to the University.

_Dropped-class Return Policy for Purchased Textbooks_
If a student-athlete drops a class before the end of the drop/add period, he or she must return the applicable book(s) (both rental and purchased) to the Bookstore immediately. Student-athletes who drop a class and do not return purchased textbooks by the end of the drop/add period will be charged 100% of the purchase price for those books. Also, student athletes who drop a class after the end of drop/add will be charged 100% of the purchase price for textbooks purchased.

_Book Abuse Policy_
Charging textbooks that are not required for coursework (listed on a syllabus or accompanied by written documentation from the professor) is strictly prohibited. In the event of an inappropriate purchase, the student-athlete’s account will be charged full price for the non-required book(s), and charging privileges will be suspended for the remainder of the current academic year and for the entirety of the next academic year. Revocation of charging privileges will require the student-athlete to pay for his or her purchased textbooks out of pocket. **A STUDENT-ATHLETE IS PROHIBITED FROM CHARGING BOOKS TO THE DEPARTMENT OF ATHLETICS FOR ANOTHER STUDENT-ATHLETE, FRIEND, OR ANY OTHER PERSON.**

_University Charges Not Paid by the Athletics Department_

- Orientation fees;
- Cost of treatment for non-athletically related injuries and illnesses;
- Library fines;
- Fines for damage to University property, including the residence halls;
- Key deposits or replacement of lost residence hall keys;
- "Consumable charges" which can be anything from lab fees for damage to non-required field trips;
- Replacement fee for lost identification cards;
- Computer software;
- School supplies, pens, notebooks, paper, calculators, dictionaries, etc. (calculators are available for check out in SLA);
- Vehicle registration fees;
- Parking fines;
- Typing costs;
- Photocopying costs (copies are permissible when related to completing academic coursework);
- Charges for lost or unreturned athletic-issued equipment;
- Costs for P.E. classes extra charges for equipment;
- Costs for materials for classes for which you keep the materials or make something with those materials;
- Costs for lost or unreturned (non-rental) paperback books to the Athletics Compliance Office at end of each semester or summer session; and
- Other ineligible expenses as determined by the Athletics Compliance Office.
STUDENT-ATHLETE DISCIPLINE AND TRANSFER POLICY PROCEDURES AND APPEALS

Student-Athlete Discipline Policy

The Appalachian State Department of Athletics requires all student-athletes (also including cheerleaders, athletic training students, etc.) to conduct themselves in a respectable manner consistent with the mission of the University, the Sun Belt Conference, and the NCAA.

Student-athletes are subject to all University policies, including regulations outlined in the Student Handbook and the Appalachian State University Code of Student Conduct. In addition, due to the increased visibility and public scrutiny of athletic programs and the privilege of representing Appalachian State as a student-athlete, you are expected to meet higher standards of personal conduct and appearance than those required by other University regulations. Therefore, in addition to the sanctions that may be imposed for misconduct, as stated in the Student Handbook, student-athletes may be sanctioned by the appropriate Department of Athletics official for any of the following reasons:

- Violation of NCAA, Sun Belt Conference, Department of Athletics, or team rules;
- Arrested and charged with a felony, or convicted of a misdemeanor other than a minor traffic offense, including game fixing and gambling; Charged with or found responsible for a violation of the Code of Student Conduct (Code of Student Conduct Website);
- Possession of any illegal drug*;
- Unauthorized possession of any anabolic/androgenic steroid*;
- Illegal possession or consumption of alcohol, beer, or wine;
- Fighting with, threatening the safety of, or harassing any individual;
- Hazing
- Destruction or damage of University property;
- Unauthorized entry into any University building;
- Any interference with the normal operations of the University or any disruption or conduct which interferes with the rights and opportunities of those who attend the University; and/or
- Any conduct that reflects unfavorably upon Appalachian State or the Department of Athletics; and/or
- Retaliation against any individual for reporting any violation of this policy, or for participating in any investigation or proceeding relating to any alleged violation of this policy.

Sanctions imposed by the Department of Athletics may include suspension or removal from team participation and loss of athletic grant-in-aid. A student-athlete charged with underage alcohol possession or consumption will be required to complete a substance abuse evaluation assessment, performed by the University Counseling Center, at the student-athlete’s own expense. The cancellation or non-renewal of a student-athlete’s grant-in-aid for any act of misconduct will be conducted in accordance NCAA and Sun Belt Conference regulations.

*Consumption of any illegal drug or unauthorized consumption of any anabolic/androgenic steroid will be handled in accordance with the Athletics Department’s Drug Education, Screening and Counseling Program. Conviction of a DWI or similar violation will be subject to the same sanctions and procedures as a positive drug test in F.1 of the Athletics Department’s Drug Education Screening and Counseling Program.
Student-Athlete Discipline Policy and Procedures

The following steps are to be followed regarding administration of the Athletics Department’s Student-Athlete Discipline Policy:

- A student-athlete alleged to have violated the Student-Athlete Discipline Policy must immediately notify the head coach and the director of athletics of the violation. This includes allegations of misconduct referred to the University’s Office of Student Conduct.

- When a head coach, assistant coach or department of athletics staff member learns that a student-athlete has been involved in an alleged act of misconduct, as described in the Student-Athlete Discipline Policy or the Code of Student Conduct, the individual must:
  - Head Coach - immediately notify the director of athletics or designee of the alleged violation.
  - Assistant Coach - immediately notify the head coach, who must notify the director of athletics of the alleged violation.
  - Staff Member - immediately notify the Director of Athletics of the alleged violation.

- The Department of Athletics may proceed with disciplinary action under these Student-Athlete Discipline Policy Procedures immediately upon notification of alleged misconduct and need not await the outcome of criminal, University Office of Student Conduct, or other proceedings.

- A student-athlete may be suspended temporarily from competition or other participation in team activities, pending a final determination under the Student-Athlete Appeals Process described below, if the director of athletics or designee: 1) meets with the student-athlete; 2) explains what the alleged violation is and what evidence exists; 3) allows the student-athlete to explain, deny, or rebut said evidence and allegation; and 4) the director of athletics or designee determines that the evidence is sufficient to warrant an immediate suspension. The temporary suspension may remain effective, at the director of athletics discretion, until the appeals process results in a final decision.

- Student-athletes charged with a felony or crime that involves gambling or game-fixing will be suspended immediately from their team. Student-athletes who are convicted of, or who plead guilty to, a felony or game-fixing charge will be permanently removed from their teams.

- The head coach will meet with the student-athlete to discuss the allegations or charge(s) and give the student-athlete an opportunity to respond. In scheduling this meeting, the head coach or other appropriate athletics administrator will confer with law enforcement and campus officials in order to avoid interfering with any ongoing investigation.

- The head coach will review the incident and determine which sanctions, if any, will be imposed by the Department of Athletics. In making this determination, the head coach may consider any credible information related to team, athletics department, conference, and NCAA standards, rules, and policies. The head coach may impose sanctions pursuant to such standards, rules, and policies independent of criminal, Office of Student Conduct, or other proceedings.

- The head coach will notify the student-athlete of the sanctions imposed.
Athletics administration will share with the Office of Student Conduct when a student-athlete has had his/her second violation of the Athletics Drug Testing Policy. The Office of Student Conduct will then contact the student-athlete and proceed accordingly.

No Department of Athletics representative shall, under any circumstances, attempt to influence the outcome of any criminal or Office of Student Conduct proceeding, or influence or obstruct the investigation of allegations of misconduct or criminal charges involving a student-athlete.

Student-Athlete Disciplinary Appeals Process

[This policy to be updated pending revisions made by A. Eggers et. al.]

A coach’s decision regarding a Department of Athletics disciplinary sanction will be presumed reasonable. A student-athlete who feels that a sanction against him or her is unreasonable must first take informal steps to resolve the situation prior to entering into a formal appeal process.

Informal Steps

- The student-athlete must discuss the issue directly with the team’s head coach.
- If the issue is not resolved, the student-athlete must discuss the issue with the team’s head coach and sport administrator.
- If the issue remains unresolved, the student-athlete may request a meeting with the director of athletics. The director of athletics will notify the student-athlete in writing (via e-mail to the student-athlete’s University e-mail address) of the Director’s decision regarding what disciplinary sanction, if any, will be imposed.

If none of the informal steps listed above result in a resolution, the student-athlete may then initiate the formal Appeal Process as set forth below.

NOTE: For student-athletes appealing issues regarding TRANSFERS see additional information under the TRANSFER REQUESTS & APPEALS section.

Formal Appeal Process

To begin a formal appeal process, the student-athlete must submit a written request to the Faculty Athletics Representative (FAR) for an appeal hearing.

- A letter requesting a hearing must be sent to the FAR (e-mail is appropriate) within seven (7) calendar days from the date of the director of athletics’ written notification of disciplinary sanction. This written request must explain why the student-athlete believes that the sanction or other disciplinary action was 1) not a reasonable decision (i.e., that the decision was arbitrary, capricious, or illegal) or 2) that there are compelling and mitigating circumstances to support a lesser disciplinary sanction. These are the only two grounds for appealing the decision of the director of athletics.
- The FAR will appoint a committee of three (3) members of the Athletic Council to hear the appeals. No officer or agent of the department of athletics shall serve on this committee.
- The Appeal Committee will strive to hold the hearing as soon as possible. The hearing shall be conducted in private. Only the following individuals may attend: members of the committee; the head coach; the director of athletics or a designee; and the student-athlete who may be accompanied by one support person of his or her choice. The role of the student-athlete’s support person is to provide emotional support to the student-athlete.
The support person may not participate in the proceedings, address any participants or, in the sole discretion of the appeals committee chair, delay, disrupt, or otherwise interfere with the proceeding.

- The burden shall be on the student-athlete to establish that the disciplinary sanction was unreasonable (i.e., arbitrary, capricious, or illegal), or to demonstrate compelling and mitigating circumstances to support a lesser disciplinary sanction. The purpose of the appeal is to review the appropriateness of the sanction, not to conduct a de novo (entirely new) evidentiary hearing. The Committee may consider any documents or information that it believes will assist the committee in making a fair decision. The student-athlete and his or her support person may be present during this portion of the hearing.

- After receiving all such documents or information and hearing from the parties, the Committee shall deliberate in private for the purpose of making findings of fact. The findings and decision shall be based exclusively on information supplied at the hearing. Within three (3) calendar days after the hearing, the committee shall report its findings of fact and decision to the FAR concerning whether the student-athlete has met the burden of proof described above. If the burden of proof is not met, the director of athletics’ decision will be affirmed. If the student-athlete meets the required burden of proof, the Committee’s report will indicate when the student-athlete may resume participation or have any sanctions lifted or reduced. The FAR shall then adopt, modify, or reject the Committee’s decision. The decision of the FAR shall be final and binding.

**Transfer Request and Appeals**

The NCAA prohibits another institution or its coaching staff from contacting a student-athlete regarding transfer without first obtaining permission to speak from your current institution’s Director of Athletics or designee. Prior to speaking to another institution or their head coach, the following steps must be completed:

- The student-athlete must first speak with his or her Head Coach to discuss the possibility of being released.
- After speaking with the head coach, if it concluded that the student-athlete wants to transfer, the student-athlete must submit his or her request to transfer in writing (email is acceptable) to the following: 1) head coach; 2) Athletic Compliance Office; and 3) Faculty Athletic Representative.
- Upon receipt of the request, the Head Coach is responsible for responding to the student-athlete within seven (7) business days. If the coach does not respond within seven (7) business days, the release is granted by default.
- If the head coach agrees to grant a full-release, the head coach (or designed) is responsible for informing the Athletic Compliance Office immediately. The student-athlete is responsible for contacting the Athletic Compliance Office to obtain the appropriate paperwork to provide to other institutions.
- If the head coach denies permission to speak or transfer, the student-athlete has a right to appeal following the steps below:
  - He or she must submit the request to appeal in writing (email is acceptable) to the following: 1) head coach; 2) Athletic Compliance Office; and the 3) Faculty Athletic Representative. The letter of appeal should include specific reasons why the student-athlete should be granted his or her request.
Upon receipt of the written request by the Faculty Athletics Representative, the institution has fifteen (15) business days to conduct the appeal hearing. The Faculty Athletics Representative will appoint a committee of three (3) members of the Athletic Council to hear the appeal. No officer or agent of the Department of Athletics shall serve on the appeal committee. The student-athlete will be granted the opportunity to appear before the Committee in person (or over the phone in unusual circumstances). The hearing shall be conducted in private. Only the following individuals may attend: members of the Committee; the head coach; the director of athletics or a designee; and the student-athlete who may be accompanied by one support person of his or her choice. The role of the student-athlete’s support person is to provide emotional support to the student-athlete. The support person may not participate in the proceedings, address any participants or, in the sole discretion of the appeals committee chair, delay, disrupt, or otherwise interfere with the proceeding.

If the hearing is not conducted within fifteen (15) business days, the appeal is granted by default.

After the hearing, the Committee shall deliberate in provide for the purpose of making findings of fact. The findings and decision shall be based exclusively on information supplied at the hearing.

The committee shall report its conclusions concerning the facts, as well as a decision to the Faculty Athletics Representative. The FAR shall then decide whether or not to adopt the committee’s decision. The FAR’s decision is final and binding.

Student-Athlete Notification of Intent to Transfer

Effective October 15, 2018, a student-athlete who wishes to transfer must submit a written notice of intent to transfer to both his/her head coach and to Athletics Compliance Office. Upon receipt of the student-athlete’s written notice, the Athletics Compliance Office shall enter the student-athletes name into a national student-athlete transfer database operated by the NCAA within two business days.

Note: Per NCAA Bylaw 15.3.4.2-(e), Appalachian State Department of Athletics reserves the right to reduce or cancel a student-athlete’s athletics aid at the end of the term in which the student-athlete submits his/her written statement of intent to transfer. Further, the Department of Athletics is not obligated to reinstate the student-athlete’s athletics aid for the next regular academic term if the student-athlete should decide to return to Appalachian State.

Access to the One-Time Transfer Exception

A student-athlete who has submitted his/her written notice of intent to transfer and ultimately transfers to another NCAA member institution may have access to the one-time transfer exception to the transfer year of residence requirement only if the student-athlete has a minimum 2.6 cumulative GPA or unless otherwise approved by the Director of Athletics. If a student-athlete transfers with below a 2.6 cumulative GPA, he/she will not be granted access to the one-time transfer exception (if applicable), unless otherwise approved by the Director of Athletics for extenuating circumstances (e.g., family emergency, etc.). Any student-athlete who is denied access to the one-time transfer exception (for any reason) shall be provided a hearing opportunity per NCAA Bylaw 14.5.5.2.10.1. Hearing opportunity/appeals procedures are outlined in the Transfer Request and Appeals section of this handbook.
Services Available After Requesting Permission to Speak to Another Institution or Submitting Written Notice of Intent to Transfer

If a student-athlete has requested permission to speak to another institution submitted his or her written notice of intent to transfer and is subsequently removed from the team’s roster, the head coach, sport administrator, director of athletic training services, director of strength & conditioning, and/or the director of athletics has the discretion to allow continued access to certain support services or facilities. Generally, the following services will no longer be available to former student-athletes:

- APPFUEL.
- Equipment/the equipment room.
- Access to athletics facilities.
- Access to weight rooms (i.e., Athletics Center, Holmes Convocation Center, and Varsity Gym weight rooms).

Former student-athletes may have continued access to the following services on a case-by-case basis. The head coach, sport administrator, director of athletic training services, director of strength & conditioning, and/or director of athletics may also determine additional conditions regarding access to these athletics services. Generally, services that will continue to be available to former student-athletes include but are not limited to:

- Athletics Compliance Office.
- Athletic training (limited to current/continuing sport-related injury/illness).
- Academic advising (for students who have not yet declared their major).

DRUGS AND SUPPLEMENTS USE POLICY

Policies and Forms

Introduction
Since 1986, the Department of Athletics has administered a Drug Education, Screening and Counseling policy for the members of our intercollegiate athletic teams. Based on the premise that drug use is not compatible with optimal athletic performance, the concept of the program is threefold:

- Many drugs, when used in connection with athletic activities or physical conditioning programs, pose serious health risks to student-athletes. Symptoms of illness, temporary injury, and even death can be caused by drug use. Also, certain drugs mask symptoms of illness/injury, thereby preventing their detection.
- The use of certain drugs may temporarily improve some types of athletic performance and create an unfair competitive advantage for the person using them. Such uses of drugs violate the basic principles of sportsmanship.
- Intercollegiate student-athletes are often highly-publicized role models, and their abuse of drugs can negatively influence young people and damage the institution’s reputation.

Some of the drugs we are concerned about are illegal (as the state and/or federal law prohibits their sale, purchase, or possession). Others may only be legally-obtained by medical prescription. Finally, some drugs may be purchased lawfully “over the counter” (OTC) in retail stores.
But all of these drugs have one thing in common -- they are not compatible with the integrity of our athletic program, either because they pose a hazard to the health of the student-athlete, or because they interfere with fair competition or institutional integrity. Do not use drugs, unless such use is necessary to your health and lawfully-prescribed by a licensed medical doctor.

Consistent with these principles, a student-athlete must comply with the terms of this program on drug education, screening and counseling. For purposes of this program, the term “student-athlete” shall include cheerleaders. Accordingly, you should read these requirements carefully, and sign your name at the space provided on the attached consent form (Attachment C). If you decide not to comply, or if you fail to sign the consent form, it is considered a second positive and the Follow-Up Testing section below applies.

**Program Purposes**

The purposes of the drug education, screening, and counseling program are (1) to educate student-athletes and athletics staff with accurate information about the problems associated with substance use in sport, promoting health and safety in sport; (2) to provide a deterrent effect against prohibited substances through the administration of drug testing; (3) to identify student-athletes in need of treatment and rehabilitation and to facilitate professional referral for such; and (4) to identify and possibly eliminate chronic users in order to maintain the integrity of the intercollegiate athletics program.

**Drug Education**

The most important aspect of this program is education of student-athletes and staff personnel about the problems related to drug use and its association with athletics.

As directed by this program, various activities and resources are made available to the student-athlete and athletic staff personnel throughout the school year. Participation in these activities is highly recommended and occasionally required.

Publications and educational materials are also made available for the student-athlete in an effort to better meet individual concerns.

Perhaps most importantly, administrators and coaching staff are always available to listen to, assist, and refer student-athletes with problems. The first priority is to inform the student-athlete of the dangers of drug use and its potentially lethal mixture with athletics. This comprehensive drug education program is intended to deter drug use by our student-athletes. Every effort will be made to protect confidentiality to the extent permitted by law and NCAA regulations. Student-athletes wishing to ensure a confidential conversation should consult with a counselor at the University’s Counseling & Psychological Services (828-262-2150).

**Prohibited Drugs**

No student-athlete, during the period of his or her intercollegiate athletic eligibility, shall use drugs from the classes listed in the 2018-19 NCAA Banned Drugs List at the end of the Student-Athlete Handbook, unless prescribed by a physician. In that case, the student-athlete must notify the staff athletic trainer for the student-athlete’s respective team or Associate Athletic Director of Student-Athlete Health and Well-Being, and will only be allowed to participate after clearance by the Medical Director, or his/her designee. Failure to notify will constitute improper drug use, and a student-athlete shall be subject to the consequences listed in the Follow-up Testing section below.
Screening Program

By subscribing to this education, screening and counseling program, a participating student-athlete agrees to submit to tests designed to reveal the use of any of the drugs listed in Attachment E of the Student-Athlete Handbook. No testing procedure will be administered unless the selected student-athlete first has received and signed a notice (see Attachment B and Attachment C to this Program), which expressly identifies the specific procedure that he or she has been asked to undergo at a specified time on a specific date. The basic test to be used for drug screening is urinalysis. However, other types of tests may be utilized from time to time to determine the presence of drugs listed in Attachment E of the Student-Athlete Handbook. Signing the notice constitutes the student-athlete’s consent to submit to the required test. Failure to sign the notice and to submit to the required test shall result in the consequences specified in Consequences of Failure to Participate In or Cooperate With Testing section below.

The testing based on urinalysis will be implemented as follows:

1. When Tests Occur

   ▪ **Unannounced Random Testing**
     All student-athletes who have signed the institutional drug-testing consent form and are listed on the institutional squad list are subject to unannounced random testing. Student-athletes listed on the squad list who have exhausted their eligibility, who are not receiving an athletics scholarship, or who have had a career-ending injury will not be selected for unannounced random testing. The director of athletics or his or her designee will select student-athletes from the official institutional squad lists by using a computerized random number program. Unannounced random testing shall occur for at least 10% of each sports team.

   ▪ **Pre-season Screening**
     Student-athletes are subject to pre-season drug testing and may be notified of such by the director of athletics or his/her designee at any time prior to their first competition. Pre-season testing may be unannounced random testing or in response to individualized reasonable suspicion.

   ▪ **Testing in Response to Individualized Reasonable Suspicion**
     A student-athlete may be subject to testing at any time when, in the judgment of the director of athletics or designee, there are reasonable grounds for suspecting that a student-athlete is or has engaged in the use of any of the drugs prohibited by this policy. Such individualized reasonable suspicion may be based on objective information as determined by the director of athletic, head coach, assistant coach, director of athletic training, assistant athletic trainer, or team physician, and deemed reliable by the director of athletics or his/her designee. Individualized reasonable suspicion may include, without limitation, (1) observed possession or use of substances appearing to be prohibited drugs; (2) arrest or conviction for a criminal offense related to the possession, use or transfer of prohibited drugs or substances; or (3) observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators that may be used in evaluating a student-athlete’s abnormal appearance, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes, and legal involvement.
If individualized reasonable suspicion is determined to exist, the director of athletics or his/her designee will notify the student-athlete and the student-athlete must stay with a member of their coaching staff, the athletics administration staff, or the athletic training staff, until an adequate specimen is produce. Note: the possession and/or use of illegal substances may be determine by means other than urinalysis. When a student-athlete is found to be in possession and/or in the act of using such substances, he or she will be subject to the same procedures that would be followed in the case of a confirmed positive test under the Consequences of “Occasions” of Impermissible Drug Use section below.

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

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

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

2. **Selection and Notification for Testing**

   **Selection**
   - Selection of student-athletes may be performed for reasons outlined in the Screening Program – When Tests Occur section above.
   - The student-athletes will be selected from an institutional squad list.
   - The drug testing program director/drug testing site coordinator will be notified of the selection list no later than two days before the test date.
   - The drug-testing program is in effect throughout the calendar year, including the summer.

   **Notification**
   - All student-athletes to be tested will be notified by their head coach and/or drug testing program director/drug testing site coordinator and/or staff athletic trainer on the day they are to be tested.
   - The student-athlete will be informed of the designated testing site and time to report to the testing site.
   - The student-athlete will be contacted by phone, email, or in person.
Inability to Locate a Student-Athlete
If a student-athlete cannot be located by the drug testing program director/drug testing site coordinator and/or staff athletic trainer, the head coach will be informed of such person’s inability to locate the student-athlete. It then becomes the head coach’s responsibility to locate and refer the student-athlete to the assigned drug testing site at the designated time and date for testing.

3. Administration of Drug Screening
Appalachian State University will make good faith efforts to follow the collection procedure set forth by the United States Department of Health and Human Services. The specimen collection area will be sealed, and only one (1) student-athlete may be tested at a time. Testing is performed by a contracted clinical chemistry laboratory that performs controlled substances testing and which has demonstrated satisfactory performance in the forensic urine drug testing programs of the United States Department of Health and Human Services or the College of American Pathologists for the type of tests and controlled substances being evaluated. Positive tests are confirmed by gas chromatography/mass spectrometry to prevent false positive tests.

Specimen collections and handling are conducted in the following sequence:

- The student-athlete signs notification of selection.
- The drug testing program site coordinator or his/her delegate signs as a witness.
- The student-athlete arrives promptly at the designated testing site.
- The student-athlete is identified by the collector or may be asked to show an Appalachian State University picture identification card to the collector.
- The student-athlete picks up a urinalysis collection kit.
- A chain of custody form from the laboratory will be appropriately completed to assure specimen quality along with safe and accurate identification.
- The student-athlete urinates in the presence of the collector and places the specimen in the appropriate vial. The specimen must be at least 60ml with an adequate concentration for testing.
- The student-athlete (or the collector in the presence of the student-athlete) pours the 60ml specimen into two (2) separate 30ml vials.
- The student-athlete (or the collector in the presence of the student-athlete) seals the collection vials.
- The student-athlete (or the collector in the presence of the student-athlete) places the specimen into a packing bag and seals the bag.

Test Results
Urine samples will be collected and sent to an independent SAMHSA-or WADA-accredited laboratory for analysis. Each sample will be tested to determine if banned drugs or substances are present. If the laboratory reports (or a student-athlete is suspected of) a specimen as substituted, manipulated or adulterated, the student-athlete will be deemed to have refused to submit to testing and treated as if the test were positive for a banned substance. Utilizing a split sample procedure, the laboratory will screen for prohibited drugs from the A vial. If the sample screens positive, the laboratory will confirm the result from the A vial. All negative specimens will be discarded and a negative report returned to the director of athletic training at Appalachian State University. If there is confirmation of a positive result, the results will be reported to the director of athletic training, who will then share the results as outlined below.
Should the student-athlete request a second confirmation, the same laboratory will utilize the securely frozen B vial the second test. **PLEASE NOTE:** if a student-athlete tests positive for a prescription medication (e.g., codeine) and cannot show proof of a prescription for a documented and legitimate medical reason from a license physician, the student-athlete will be subject to the same consequences as any other confirmed positive test.

**Notification of Test Results**

- The drug testing program site director/drug testing program site coordinator will receive reports of each specimen test from the laboratory. Results will be correlated with the test numbers for identification of screened student-athletes.
- Notification of positive results will be provided to the drug testing program site director, who will notify the following parties:
  - Director of Athletics,
  - Head Coach,
  - Head Team Physician,
  - Member of Appalachian State University Counseling Center, and
  - Athletics Compliance Office.
- The director of athletics, sport administrator, or head coach will notify the student-athlete.
- The documentation containing each student-athlete’s name and specimen number is personally delivered to the director of athletic training services.
- Documentation is kept in a secure location.

4. **Consequences of Failure to Participate In or Cooperate With Drug Testing**

- A student-athlete’s failure or refusal to sign the required Individual Consent (Attachment C) form will be considered a third positive test and, among other consequences, eligibility to participate in intercollegiate athletics will be terminated.
- A student-athlete’s failure to appear at the designated time and place for testing will result in suspension of eligibility to participate in intercollegiate athletics. The student-athlete will be eligible for reinstatement following completion of urine collection. Failure to appear at the designated time and place will be consistent with a consequence of an occasion of impermissible drug use.
- A student-athlete’s failure within a reasonable period of time, as determined by the director of athletic training series and/or the drug testing program site coordinator, to produce the required urine sample will result in suspension of eligibility to participate in intercollegiate athletics until the student-athlete produces the required specimen.
- If a student-athlete refuses to sign the memorandum regarding notification of selection (Attachment A) eligibility to participate in intercollegiate athletics will be suspended. The student-athlete will be eligible for reinstatement after he or she signs the notification form, provides a urine sample, and upon evaluation by the director of athletics regarding the student-athlete’s non-compliance. Such refusal shall be deemed as an “occasion” of impermissible drug use.
Consequences of “Occasions” of Impermissible Drug Use

A confirmed positive test of improper drug use, or failure by a student-athlete to fully comply with testing procedures, is deemed to constitute an occasion of impermissible drug use. The provisions applicable to such conduct are as follows:

First Occasion

- The student-athlete will be required to meet privately with the director of athletics, director of athletic training services, and head coach to ascertain the facts of the nature, extent, and history of the problem. In eliciting information from the student-athlete, responses are to be oral, not provided under oath, and may be revealed only to University officials and the parents or guardians of the student-athlete. The information provided will not be shared with other persons or agencies, except in response to a valid subpoena or court order.
- The nature and extent of counseling and medical intervention that may be required as a condition to continued athletic eligibility will depend on the nature of the student-athlete’s drug involvement. As a minimum, within seven business days of notification or within such other time frame determined by the director of athletics, the student-athlete shall schedule a meeting with the head team physician to evaluate health risks associated with participation and will have a personal counseling session with the alcohol and other drug services coordinator for Appalachian State University. Failure to complete these requirements may lead to suspension.
- A student-athlete whose urinalysis screen produces a positive result will be subjected to follow-up screening (regular and random) after completion of mandatory counseling sessions, as determined by the director of athletic training services in consultation with the staff counselor.
- The Appalachian State Department of Athletics reserves the right to require the student-athlete to contact their parents to explain the positive test, what must be done to correct the situation, and the possible consequences if the student-athlete continues to be involved with substance abuse.
- Student-athletes who test positive will be encouraged to meet with a member of the athletic department staff to discuss various educational opportunities and to develop a plan for continued support throughout their time at Appalachian State University.

More severe consequences than those listed in this policy may be imposed if the head coach has distributed a written policy describing those consequences to each team member when he or she becomes a member of the team and at the beginning of each academic year. Such a team policy must be annually approved in advance according to Appalachian State University Athletics Compliance Policies and Procedures.

If the coordinator of alcohol and other drug service for Appalachian State University determines that a need exists for evaluation or counseling off campus or additional medical attention, the student-athlete will be referred, potentially at their own expense, to an outside agency. The student-athlete may be subject to unannounced follow-up testing at any time thereafter. Failure to successfully complete any of the sanctions for a “first occasion” of this policy will constitute a “second occasion” of this policy and the student-athlete will be subject to the penalties listed below.

Second Occasion

- The student-athlete will be required to meet privately with the Director of Athletics, Associate Athletic Director for Student-Athlete Health and Well-Being, and head coach to ascertain the facts of the nature, extent, and history of the problem. In eliciting information from the student-athlete, responses are to be oral, not provided under oath, and may be revealed only to University officials and the parents or guardians of the student-athlete. The information provided will not be shared with other persons or agencies, except in response to a valid subpoena or court order.
The nature and extent of counseling and medical intervention that may be required as a condition to continued athletic eligibility will depend on the nature of the student-athletes drug involvement. As a minimum, within seven business days of notification or within such other time frame determined by the director of athletics, the student-athlete shall schedule a meeting with the head team physician to evaluate health risks associated with participation and will have a personal counseling session with the coordinator of alcohol and other drug service for Appalachian State University. Failure to complete these requirements may lead to suspension.

The student-athlete will be suspended from 10 percent of the allowable dates of competition for the championship season as determined by the NCAA Division I Manual. When 10 percent of a season equals a partial number of games that number will be rounded up to the next whole number of games. For example, if 10 percent of the season equals 2.1 games, the student-athlete will miss three (3) games.

- The suspension will begin with the next regular schedule contest immediately following the student-athlete being notified of a positive test result.
- If the positive test result occurs in the non-championship season, the suspension will carry over into the next championship season. Note: scrimmages and out of season competitions will not count toward the 10 percent and eligibility to participate in those events will be determined by the head coach.
- If the student-athlete is injured and unable to participate, his or her suspension will begin after he or she is cleared to participate with no restrictions.
- The student-athlete will be required to attend all athletically related activities at the head coach’s discretion during this suspension, unless the student-athlete is in a scheduled counseling session.
- The student athlete may participate in all practice sessions during the duration of the second offense, provided that a medical evaluation supports a determination that the drug use in question does not place the student-athlete at undue risk.

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<th>Sport</th>
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<tr>
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</tr>
<tr>
<td>M. &amp; W. Cross Country</td>
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</tr>
<tr>
<td>Volleyball</td>
<td>3</td>
</tr>
<tr>
<td>Wrestling</td>
<td>2 matches/1 tournament</td>
</tr>
<tr>
<td>M. &amp; W. Cheerleading</td>
<td># will correspond with the number of dates/contests missed with the sport for which you are cheering.</td>
</tr>
</tbody>
</table>
• A student-athlete whose urinalysis screen produces a positive result will be subjected to follow-up screening (regular and random) after completion of mandatory counseling sessions, as determined by the director of athletic training services in consultation with the staff counselor.

• The Appalachian State Department of Athletics reserves the right to require the student-athlete to contact their parents to explain the positive test, what must be done to correct the situation, and the possible consequences if the student-athlete continues to be involved with substance abuse.

• Student-athletes who test positive will be required to meet with a member of the athletic department staff to discuss various educational opportunities and to develop a plan for continued support throughout their time at Appalachian State University.

More severe consequences than those listed in this policy may be imposed if the head coach has distributed a written policy describing those consequences to each team member when he or she becomes a member of the team and at the beginning of each academic year. Such a team policy must be annually approved in advance according to Appalachian State University Athletics Compliance Policies and Procedures.

If the coordinator of alcohol and other drug service for Appalachian State University determines that a need exists for evaluation or counseling off campus or additional medical attention, the student-athlete will be referred, potentially at their own expense, to an outside agency. The student-athlete may be subject to unannounced follow-up testing at any time thereafter. Failure to successfully complete any of the sanctions for a “first occasion” of this policy will constitute a “second occasion” of this policy and the student-athlete will be subject to the penalties listed below.

**Third Occasion**

- The student-athlete will be declared ineligible, and his or her athletics grant-in-aid will be cancelled. Regarding the cancellation of the athletics grant-in-aid, in order to be in compliance with institutional, conference, and NCAA rules and regulations, the institution shall provide the student-athlete an opportunity for a hearing, per NCAA Bylaw 15.3.2.3.

- Counseling, arranged by the coordinator of alcohol and other drug services for Appalachian State University, will be encouraged. The student-athlete will be required to follow any recommendations of the Coordinator, including possible outside referral potentially at the student-athlete’s expense.

- The Appalachian State Department of Athletics reserves the right to require the student-athlete to contact their parents to explain the positive test, what must be done to correct the situation, and the possible consequences if the student-athlete continues to be involved with substance abuse.

- The athletics administration will notify the Office of Student Conduct when a student-athlete has had his/her third violation of the Athletics Drug-Testing Policy. The Office of Student Conduct will contact the student-athlete and proceed accordingly.

**Procedures for Imposing Serious Sanctions**

Before imposing a sanction of suspension of 10 percent of competition season, dismissal from an athletic team, cancellation of eligibility to participate in intercollegiate athletic events, or cancellation and/or non-renewal of an athletic scholarship, a student-athlete may appeal sanctions by utilizing the Student-Athlete Disciplinary Appeals Process listed under the Student-Athlete Appeals section of the Appalachian State University Student-Athlete Handbook.
Alcohol, Tobacco and Supplements Policies

Alcohol
Appalachian State University’s Department of Athletics prohibits student-athletes from drinking alcoholic beverages when, (a) traveling with or representing their teams, (b) while attending any athletics department event, or (c) while participating in any athletics department activity.

In addition, North Carolina state law sets a minimum age limit of 21 to purchase and consume alcoholic beverages. Student-athletes are expected to always be at their best. Excessive consumption of alcohol is strongly discouraged regardless of age, as it may affect your intellectual and athletic abilities. Remember, as a student-athlete you are in the public eye and your consumption of alcohol may affect the public perception of you, your team, the department of athletics, and university. If at any time you have concerns that you or a teammate may have a problem with alcohol, please talk to your coach, trainer, or other campus or athletics department personnel. The consumption of alcoholic beverages on campus is governed by Policy 106.1 in the Appalachian State University Policy Manual (http://policy.appstate.edu/Alcoholic_Beverages).

Coaches may implement more specific alcohol policies for student-athletes on their own teams.

NCAA and Department of Athletics Tobacco Policy
The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or that competition (NCAA Bylaw 17.1.10).

Supplements
The NCAA strictly prohibits the use of performance enhancing supplement (anabolic steroids and any derivatives), and has strict guidelines pertaining to the use of dietary supplements. It is your responsibility to check with the drug testing site coordinator (Jon Mitchell, mitchelljt2@appstate.edu) before using any supplement.

Many products labeled as dietary supplements are widely advertised and sold over the counter or internet without any regulation by the U.S. Food and Drug Administration. Dietary supplements are at risk of contamination or may include ingredients that are banned under NCAA and University drug testing policies. The safety or purity of any dietary supplement product cannot be guaranteed. Also, the claims made by manufacturers may not be backed up with reliable, scientific research. Student-athletes take any dietary supplement at their own risk. Remember to report all medications and supplements to your sports staff athletic trainer, no matter how insignificant you believe them to be. Informing your athletic trainer about supplements you are taking could save your life. Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting Drug Free Sport Axis at (877) 202-0769 or https://dfaxis.com/userslogin (password: ncaa1).

Positive Drug Tests
To ensure that the policy of the NCAA Drug Education, Screening, and Counseling program is carried out as it is designed. The director of athletics, head coach, medical director and Athletics Compliance Office will be notified of all positive drug tests in accordance with Attachment C below.
Attachment A

Appalachian State University Department of Athletics Drug Education, Testing and Counseling Program

DRUG TEST NOTIFICATION

Student-Athlete Name: ________________________________

Testing Date: ________________________________

Time: ________________________________

You have been selected for drug screening by urinalysis. This screening is ordered in accordance with the APPALACHIAN STATE Athletics Drug Education, Screening and Counseling Program protocol. Please see this section in your student-athlete handbook or planner for more information. This will be an observed urine collection.

- Report to the drug testing collection site at the date and time listed above.
- Bring a PHOTO ID with you to the testing site.
- Do not urinate immediately before arrival at testing site.
- Do not over-hydrate. This may cause your sample to be diluted and force you to re-test.
- Please direct any questions/concerns about this process to:

  Maggie Berkowitz
  Drug Testing Program Site Coordinator
  Appalachian State University Athletics Drug Education, Screening and Counseling Program
  Phone: 828-262-7478
  Email: berkowitzm@appstate.edu

  Jon T. Mitchell
  Drug Testing Program Coordinator
  Appalachian State University Athletics Drug Education, Screening, and Counseling Program
  Phone: 704-472-5172
  Email: mitchelljt2@appstate.edu

Student-Athlete’s Signature: ________________________________ Date: ____________________

Office Use Only

<table>
<thead>
<tr>
<th>Test/Screening Description</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unannounced Random Testing</td>
<td></td>
</tr>
<tr>
<td>Pre-Season Screening</td>
<td></td>
</tr>
<tr>
<td>Reasonable Suspicion Screening</td>
<td></td>
</tr>
<tr>
<td>Postseason/Championship Screening</td>
<td></td>
</tr>
<tr>
<td>Re-entry Testing</td>
<td></td>
</tr>
<tr>
<td>Follow-Up Testing</td>
<td></td>
</tr>
</tbody>
</table>
Attachment B

Appalachian State University Department of Athletics Drug Education-Screening Counseling Program Consent Form

I am 18 years old? Yes or No (Choose One)

I have read this statement of policy; I have been given an opportunity to ask any questions I may have had about the policy; I understand the policy and my responsibilities under it; and have decided voluntarily to participate in the intercollegiate athletics program under the terms and conditions of this policy and other rules and regulations adopted now or in the future to govern athletic programs of Appalachian State University. I specifically authorize disclosure of test results and information regarding my conduct obtained through this program to my parent(s) or guardian(s), director of athletics, sport administrator, head coach, academic advisor, team athletic trainer, head athletic trainer, medical director and professional counselor.

_________________________________________  ______________________________________
Signature of Student-Athlete                    (Date)

_________________________________________  ______________________________________
Signature of One Parent or Guardian if student is under 18 years of age.       (Date)

_________________________________________  _________________________________
Name                                              Sport
Attachment C
Appalachian State University Department of Athletics
Drug Education, Testing and Counseling Program

FLOW CHART FOR NCAA POSITIVE DRUG SCREEN

This form is necessary to ensure that the policy of the NCAA Drug Education, Screening, and Counseling program is carried out as it is designed. This form is confidential, and only those people required to sign it, will see it. Upon being notified of a positive screen, the following individuals need to be notified in the appropriate space to confirm that according to policy, they fulfilled their responsibility.

On this day______________, the following student-athlete was identified as testing positive for substance use/abuse_______________________________.

The Associate Athletic Director of Student-Athlete Health and Well-Being _________________ has notified the following individuals that the student-athlete has tested positive for substance use/abuse.

Director of Athletics_________________________ Date______________ Time______________

Head Coach_______________________________ Date______________ Time______________

Medical Director___________________________ Date______________ Time______________

Athletics Compliance Office_________________ Date______________ Time______________

The student-athlete has met with the Director of Athletics, Head Coach, Associate Athletic Director of Student-Athlete Health and Well-Being, and Athletics Compliance Office and has been informed of a positive drug screen result. In addition, the student-athlete has been informed of the consequences and what must be done according to the policy as the result. The student-athlete understands the policy.

Student-Athlete_____________________________ Date________________ Time__________

Associate Athletic Director of Student-Athlete Health and Well-Being ______________________

Date_________________________ Time_________________________
The NCAA bans the following classes of drugs:

a. Stimulants.
b. Anabolic Agents.
c. Alcohol and Beta Blockers (banned for rifle only).
d. Diuretics and Other Masking Agents.
e. Illicit Drugs.
f. Peptide Hormones and Analogues.
g. Anti-estrogens.
h. Beta-2 Agonists.

Note: Any substance chemically related to these classes is also banned.
The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified. See exceptions in the following examples listed for each class.

Drugs and Procedures Subject to Restrictions:

b. Gene Doping.
c. Local Anesthetics (under some conditions).
d. Manipulation of Urine Samples.
e. Beta-2 Agonists permitted only by prescription and inhalation (i.e. Albuterol).

NCAA Nutritional/Dietary Supplements WARNING:

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff!

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

Check with your athletics department staff prior to using a supplement.
Examples of NCAA Banned Substances in Each Drug Class.

THERE IS NO COMPLETE LIST OF BANNED SUBSTANCES.
Do not rely on this list to rule out any label ingredient.

Stimulants:
- amphetamine (Adderall);
- caffeine (guarana);
- cocaine;
- ephedrine;
- methamphetamine;
- methylphenidate (Ritalin);
- synephrine (bitter orange);
- dimethylamylamine (DMAA, methylhexanamine);
- “bath salts” (mephedrone);
- Octopamine;
- hordenine;
- dimethylbutylamine (DMBA, AMP, 4-amino methylpentane citrate);
- phenethylamines (PEAs);
- dimethylhexylamine (DMHA, Octodrine) etc.

exceptions: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenedione):
- Androstenedione;
- boldenone;
- clenbuterol;
- DHEA (7-Keto);
- epi-trenbolone;
- testosterone;
- etiocholanolone;
- methasterone;
- methandienone;
- nandrolone;
- norandrostenedione;
- stanozolol;
- stenbolone;
- trenbolone;
- SARMS (ostarine, ligandrol, LGD-4033); etc.

Alcohol and Beta Blockers (banned for rifle only):
- alcohol;
- atenolol;
- metoprolol;
- nadolol;
- pindolol;
- propranolol;
- timolol; etc.

Diuretics (water pills) and Other Masking Agents:
- bumetanide;
- chlorothiazide;
- furosemide;
- hydrochlorothiazide;
- probenecid;
- spironolactone (canrenone);
- triameterene;
- trichlormethiazide; etc.

exceptions: finasteride is not banned.

Illicit Drugs:
- heroin;
- marijuana;
- tetrahydrocannabinol (THC);
- synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073).

Peptide Hormones and Analogues:
- growth hormone (hGH);
- human chorionic gonadotropin (hCG);
- erythropoietin (EPO);
- IGF-1 (colostrum, deer antler velvet); etc.

exceptions: insulin, Synthroid are not banned.

Anti-Estrogens:
- anastrozole;
- tamoxifen;
- formestane;
- ATD, clomiphene;
- SERMS (nolvadex);
- Arimidex;
- clomid;
- evista;
- fulvestrant;
- aromatase inhibitors (Androst-3,5-dien-7,17-dione,
- letrozole; etc.

Beta-2 Agonists:
- bambuterol;
- formoterol;
- salbutamol;
- salmeterol;
- higenamine;
- norcoclaurine; etc.

Any substance that is chemically related to one of the above classes,
even if it is not listed as an example, is also banned!

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting Drug Free Sport AXIS, 877-202-0769 or www.drugfreesport.com/axis password ncaa1, ncaa2 or ncaa3.

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