

**Faculty Athletics Committee
2010 - 2011 Committee Report**

The Faculty Athletics Committee physically met three times during the academic year: 09/09/2010, 10/14/2010, and 02/01/2011. The committee also held an e-meeting 01/25/2011 – 02/03/2011 to vote on the new Gender Equity and Diversity Plans developed by Athletics. The committee participated in athlete exit interviews on December 7, 2010. The committee will also hold athlete exit interviews April 28, 2011 and April 29, 2011. All of the committee members also actively participated on the NCAA Self Study committees, which required an immense amount of work.

A subcommittee comprised of Gretchen Potts, Aaron Shaheen and Kim Wingate performed a review of Academic Services on January 28, 2011. The report is attached.

A review of committee meeting minutes is below. **Major decisions and recommendations are in BOLD.**

09/09/2010: The committee approved the missed class schedules for the fall sports and most of the spring sports. The committee also discussed the development of a more succinct policy on missed classes. Athletics Director Rick Hart gave a review of 2009-2010 and provided the committee with the summary brochures. Laura Herron and Paul Watson discussed the NCAA Self Study.

10/14/2010: Laura Herron presented a PowerPoint presentation regarding APR. The committee voted to hold athlete exit interviews in the fall semester on Reading Day. In the past, exit interviews had only been completed in the spring. The committee also voted to approve the following policy for missed classes:

Ideally teams should not miss more than three Monday, Wednesday, Friday classes or two Tuesday, Thursday classes, excluding conference and national championships. If an athlete will miss a class before 1:00 p.m., it will be counted as a missed class.

Guidelines:

- (1) Athletes should be encouraged to schedule classes before 1:00 p.m. on Monday, Wednesday, Friday, or 1:30 p.m. on Tuesday, Thursday, if at all possible***
- (2) If a team schedule will go against the policy, a justification must be made for the additional missed classes. This may be made verbally by an administrator from Athletics to the Faculty Athletics Committee.***

01/25/2011 – 02/03/2011: The committee held an e-meeting to vote on Gender Equity and Diversity Plans that were developed by Athletics. These plans were approved unanimously with a few grammatical changes.

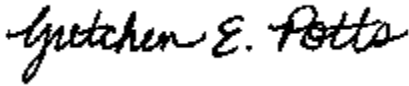
02/10/2011: AD Rick Hart discussed the academic success of the student athletes. Average GPA has been raised from 2.61 to 2.95 and 168 student-athletes achieved a 3.0 GPA or above. The search for the VB coach was coming to a close, Gretchen Potts, Chair of Faculty Athletics served on the committee. A change to the women's golf schedule was approved. Laura Herron also discussed the APR, indicating the outlook is very good. Paul Watson discussed the NCAA Self Study and praised Laura Herron for all of her hard work.

Handbook Recommendation: The committee recommends an update to the Faculty Handbook regarding the membership of the Faculty Athletics Committee. Additionally, the committee feels that two student athletes should be added to the members of the committee.

Current Handbook text: No fewer than five (5) faculty members who are committed to summer meetings; two (2) students; ex officio: Chancellor's Representative, Dean of Admissions and Records, Director of Athletics, Southern Conference faculty representative, Assistant Athletic Director for Academics, and the Athletics' Academic Compliance Coordinator.

Suggested Handbook text: **No fewer than five (5) faculty members who are committed to summer meetings; two (2) students from SGA, two (2) student athletes; ex officio: Chancellor's representative, Associate Provost for Academic Administration, Southern Conference Faculty representative, Director of Athletics, Senior Associate Athletics Director for Compliance and Administration, Assistant Athletic Director for Student Support Services, Director of Admissions, and Registrar.**

Respectfully submitted,



Gretchen E. Potts, Ph.D.
Chair, Athletics Committee

Leroy Fanning	HHP	Stephen Doyle	Student
Chris Brockman	FIN	Brooke Butler	Student
Billy Edwards	MATH	Jocelyn Sanders	Assoc Provost
Paul Watson	PSY	Rick Hart	Athletic Director
Matt Matthews	MATH	Mike Jones	SoCon FAR
Cheryl Robinson	SOE	Laura Herron	Assoc AD
Aaron Shaheen	ENGL	Yancy Freeman	Dir of Admissions
Patrick Sweetman	THPS	Linda Orth	Registrar
Kim Wingate	SOE	Terry Denniston	Chancellor's Rep
Ethan Carver	BIOL	Emily Blackman	Assist AD for SSS

Review of UTC Athletics Academic Support Services

Date of Review: January 28, 2011

Members of Review Committee: Dr. Gretchen Potts (Chemistry), Dr. Aaron Shaheen (English), Dr. Kimberly Wingate (School of Education)

The committee reviewed all academic support services provided by UTC Athletics. This report is a summary of the services reviewed as well as suggestions for changes (indicated by underlined text).

- A. Tutoring Services:** Tutors are available through the Mocs Opportunity Center for Success located in Arena 443. Appointments can be arranged through any Athletic Academic Advisor or directly by the student through the Grades First program. All student-athletes have tutoring available and we do our best to find tutors for all subjects. Tutors must be at least college sophomores with a strong GPA (minimum 3.0 GPA). They must have received an A or a B in the classes they are tutoring. Whenever possible, seniors and graduate students are hired. GPAs and academic standing are checked each term for the tutors. Tutors are trained through a 3 hour training session prior to the term (see attached manual, **Appendix I**) and all tutoring sessions take place in our academic center for monitoring purposes. Reports on each tutoring session are due via Grades First within 24 hours of the tutoring session. Pay rate is based on experience or degree level: \$8.00 -10.00 –undergraduate, \$10 -12– graduate students, \$12-15 –graduate degree, \$15 – those with a graduate degree and a special skill or has special work experience of more than 10 years in their field. If a qualified tutor is not available, students may see an on-campus tutor that is available through the different departments, and academics will pay for the services if there is a charge. Tutor reports are reviewed by their athletic advisor on a weekly basis.

The space for tutoring is currently not big enough for the demand. Since all tutoring is done within the confines of McKenzie Arena on the 4th floor, more space is needed. Students and tutors are working in hallways and in common space, which makes it difficult to study. Currently the large classroom spaces are shared with the Health and Human Performance (HHP) department. With the anticipated move of the HHP department to another building on campus, it is the recommendation of the committee that the additional classroom space be given to the Athletics department for use as academic space.

- B. Supervised Study:** Study hall is available to all teams. However, night time study hall is only available within the Student Support Services for the football program due to numbers and space. Other sports typically hold their study hall during the day based on class schedule rather than by team. There is a monitor who makes sure students are in attendance and working on academic pursuits. Sundays there is also an open study hall time from 2:00-5:00 pm for all student athletes to take advantage of. Academic advisors and/or coaches determine who is required to attend study hall. Generally anyone deemed in academic risk is required to attend study hall. All freshmen football and basketball players are required to attend study hall. Students earn their way out of study hall by raising their GPA. Students who do miss study hall

appointments are turned in to the Assistant AD for Student Support services and to their head coach.

The committee recommends a mandatory 3 hours of study hall each week for all freshman athletes during their first year if adequate space is available.

- C. Computer Access:** The student-athletes have access to 11 working (and aging) computers located in McKenzie Arena, near the area where Supervised Study takes place. This is a ratio of about 28:1 for athletes to computers. There are also four laptops that can be checked out for travel to away matches. Several of the buses and vans used for travel are equipped with Wi-Fi access so assignments can be submitted while travelling, if a laptop is available. All UTC students (including student-athletes) have access to computer labs on campus; one of the largest is located in the University Center, which is a short walk from the Arena.

The committee recommends the purchase of at least 9 more desktop computers for student athletes, but also an update to the current computers for a total of 20 desktops. In addition, the number of laptops should be increased to at least 10 so that more athletes have use during in-season travel. To aid in cost-reduction, the purchase of netbooks might be more feasible (than laptops) as most students only need word-processing access. Netbooks tend to have longer battery-life which would be ideal for bus travel.

- D. Monitoring of academic coursework performance:** Athletic academic advisors are responsible for monitoring and reporting academic progress. Using the Grades First program, advisors are able to monitor progress of student tutoring sessions each day and create reports for their teams. All athletes are required to meet with their advisor at least two times each term. However, some are required to meet more often. UTC Athletics considers a 2.60 GPA at risk for students and all students with an at-risk GPA must meet with their academic advisor once per month. Those with a 2.0 GPA and below must meet with their advisor once per week. At least twice per semester all professors are sent a progress check on student-athletes which helps us to monitor their performance in the classroom. Additional checks can be sent at the advisor's discretion. Some coaches also perform random class attendance checks on a daily basis. This is done on a sport by sport basis. All reports are compiled in Grades First and reported to coaches and the Assistant AD for Student Support Services weekly.
- E. Monitoring of progress toward degree (PTD):** PTD is monitored by the athletic department and by the UTC Records office. Athletic advisors and the Compliance Director continuously meet to discuss PTD of students. Additionally, The Records Office compiles a spreadsheet that indicates degree hours passed, degree hours enrolled in, and PTD requirements. At the beginning of each semester the Athletic Department and the Records office get together to discuss the progress of each student to ensure they are meeting PTD standards. The Records Office has the final say in PTD.
- F. Monitoring of Athletic Eligibility:** Athletic eligibility is monitored by the athletic department and by the UTC Records office. Athletic advisors and the Compliance Director continuously meet to discuss the athletic eligibility of students. Additionally, The Records Office compiles a

spreadsheet that indicates degree hours passed, degree hours enrolled in, 6/18 hour rule, and PTD requirements. At the beginning of each semester the Athletic Department and the Records office get together to discuss the progress of each student to ensure they are meeting eligibility standards. The Records Office has the final say in eligibility.

G. Workshop programming or coursework for student-athlete survival skills: All freshman student-athletes are required to take USTU 1250, First Year Studies: The UTC Experience, which covers time management, study skills and note taking. There are specific sections for student-athletes which are taught by the Assistant AD for Student Support Services in order to specifically focus on the challenges of being a student-athlete.

H. Integration of campus student life programs and services: Academic support services utilize all campus programming, including but not limited to:

- Center for Advisement and Student Success
- Counseling and Career Planning Office
- Office for Students with Disabilities
- Programming offered through the Housing Department
- Placement & Student Employment
- New Student Orientation

I. Routine Rules Education: Each team is required to attend rules education at the beginning of each term.

J. Accommodations for and monitoring of student-athletes with learning disabilities: Student-athletes are treated the same as non-athletes when it comes to learning disabilities. All are referred to the UTC Office for Students with Disabilities (OSD). All students with previously documented EIDs are registered with our Office for Students with Disabilities (OSD). They still remain within the advising and monitoring structure of the Athletic advisement office but also retain the services of OSD. If a student is suspected of having an EID, they are immediately referred to a doctor for diagnosis through our athletic training office. If diagnosed they are then referred to OSD. The information below is from the OSD website (<http://www.utc.edu/OSD>):

OSD Mission Statement: The Office for Students with Disabilities (OSD) at The University of Tennessee at Chattanooga is committed to ensuring that each student has equal access to all educational opportunities and maximizes their potential regardless of the impact of their disability. OSD is also committed to supporting the ongoing development of an accessible university that embraces diversity. This mission is accomplished by

- Creating a physically, programmatically and attitudinally accessible environment where people are accepted and expected to participate fully regardless of their disability.
- Encouraging the development of an educational culture that embraces and celebrates people's differences.

Services Available: The Office for Students with Disabilities works on a case-by-case basis to determine appropriate accommodations based on documentation. OSD provides the following services, but are not limited to: extended test time, distraction-reduced environment for test taking, alternative test format, note takers, scribes, readers, sign language/oral interpreters, transcribing, academic coaching, alternative formats of material (Braille, E-Text), RFB & D books on CD, RFB & D CD readers, assistive listening devices (FM System), adaptive technology labs, adaptive technology software (Jaws, Kurzweil 1000 & 3000, ZoomText, Dragon Naturally Speaking, Text Help, Inspiration), and technology for check out - first come, first served basis (See Adaptive Technology Resources)

- K. Specific academic success programs for at-risk as deemed by institution student-athletes:** Students who enter UTC in an at-risk category are enrolled in USTU 1250 – First year studies. This class is a one hour course that emphasizes study skills and time management. Other courses are also considered such as the English 1010+1 which offers a supplemental instruction course along with the regular English class. Other supplemental instruction classes are also used such as Intro to Psychology and Intro to Sociology in order to give the student more assistance with the class. Students who do not earn a 2.0 GPA their first term are required to take the USTU1999 – Mindset for Success course. The counseling and career planning office is utilized for students who continue to have difficulty with study skills. Further, they are required to meet weekly with their athletic advisor. Continuing at-risk students are also given assistance. Supplemental instruction courses as well as on campus tutoring is available to heighten what is offered within athletics. The counseling and career planning office is utilized for students who continue to have difficulty with study skills. Students with between a 2.60-2.00 GPA must meet with their advisor on a monthly basis. Those with at or below a 2.0 GPA must meet with their advisor weekly. Students with a diagnosed learning or physical disability are referred to the Office for Students with Disabilities (OSD).
- L. Mentoring of academic at-risk:** At-risk students are paired with what is called an “Academic Coach” (AC). ACs are responsible for meeting with students on a weekly basis throughout the term. Organization, time management, and study skills are re-enforced as well as helping the student with any specific problems or concerns. Reports are typed into Grades First and are monitored by the athletic academic advisors.
- M. Structured supervised study for at-risk:** Coaches and academic advisors determine who is required to attend study hall. Generally anyone deemed in academic risk is required to attend study hall. All freshmen football and basketball players are required to attend study hall. Students earn their way out of study hall by raising their GPA. Students who do miss study hall appointments are turned in to the Assistant AD for Student Support services and to their head coach. Study halls are monitored by either an academic advisor or graduate assistants. Students have specific tutor or academic coaching sessions during their study hall time.
- N. Student-Athlete Handbook:** There is a student-athlete handbook that is distributed to all student-athletes (see **Appendix II**).

O. Student Support Services Staff: There are currently four full-time staff members in Athletics dedicated to student support services. This constitutes a less than 100:1 ratio for student-athlete to academic counselor ratio. Below is a summary of the staff and their duties.

1. Assistant Athletics Director for Student Support Services – Dr. Emily Blackman
 - a. Oversees the unit
 - b. Advises the men's basketball team
 - c. Coordinates the men's basketball study hall
 - d. Reports to the Provost for Academic Affairs and to the Athletics Director
 - e. Qualifications: over 5 years in intercollegiate academic services and a Ph.D. in Sport administration.

2. Director for Student Support Services – Rhonda Thompson, M.Ed.
 - a. Advises the men's football program
 - b. Coordinates the men's football study hall
 - c. Reports to the Asst. AD for Student Support Services
 - d. Qualifications: over 3 years intercollegiate academic services and an M.Ed.

3. Academic Advisor –Rhonda Reynolds
 - a. Advises the men's and women's track and cross country programs
 - b. Advises the men's wrestling program
 - c. Advises the men's and women's tennis programs
 - d. Coordinates tutoring for these teams
 - e. Reports to the Asst. AD for Student Support Services
 - f. Qualifications: Over 3 years intercollegiate academic services; currently pursuing a master's degree.

4. Academic Advisor – Lindsey Wendorf
 - a. Advises the women's softball program
 - b. Advises the men's and women's golf teams
 - c. Advises the women's volleyball team
 - d. Advises the women's basketball program
 - e. Coordinates tutoring for these teams
 - f. Coordinates international admissions
 - g. Reports to the Asst. AD for Student Support Services
 - h. Qualifications: 6 months in intercollegiate academic services; currently pursuing a master's degree.

P. Institutional Oversight, Reporting, Academic Liaisons and Policies: The department of Student Athlete Support Services has a dual reporting line to the Provost for Academic Affairs, Dr. Phil Oldham, as well as to the Athletics Director, Rick Hart. This allows for institutional oversight. In addition, the University Registrar has final say in the academic eligibility of all student-athletes. No academic counselor reports to any coaching staff or is a member of any coaching staff. Each sport has a designated member of their coaching staff as an academic liaison. The policies regarding academic expectations of student-athletes and coaches including

communicating with campus faculty are not currently written. Some have been formalized in the Student-Athlete handbook but none for coaches.

Q. Additional Programming, Service Opportunities and Support: A career program was offered 1/25/11 and was mandatory for all student-athletes. Though post-graduate opportunities are handled by each academic advisor. Personal growth and development are handled by the Personal Best program. Personal Best is a group of campus constituents that cover various topics with student-athletes at their request. Each team is required to have a community service program each year. Students have been involved in the Komen Race for the Cure as well as many other events in the community. Athletes Supporting Athletes programming encourages student-athletes to support each other's competition by organizing one competition from each sport to attend in groups to show their support. The Student Athlete Advisory Council meets once a month.

The committee recommends more programming specifically dealing with post-graduate opportunities and leadership.

UTC Athletics Tutor Manual

Table of Contents

Mission and Staff -----	page 2
Student Support Services center -----	page 3
Tutor Contract & Responsibilities -----	page 4
Compensation -----	page 5
Guidelines for Conduct -----	page 6
Academic Integrity -----	page 7
Academic Fraud -----	page 8
NCAA Guidelines & Regulations -----	page 9
NCAA Regulations on Conduct of Athletics Staff -----	page 10
NCAA Rules Relating to Tutorial Services -----	page 11
Tutoring Procedures -----	page 13
Planning for a Successful Tutoring Experience -----	page 14
Tutoring Tips and Techniques -----	page 15
Situations and Strategies -----	page 17

Student Support Services

University of Tennessee at Chattanooga

Office Phone: (423) 425-4459

Location: McKenzie Arena Room 448



Our Mission:

We guide, encourage and support our Student-Athletes in their quest for comprehensive excellence - academically, athletically and socially. Above all else, we prepare Students for productive and meaningful lives.

Student Support Services Staff:

Emily L. Blackman, Ph.D	Assistant Athletics Director for Student Support Services
Rhonda Thompson	Director of Student Support Services
Rhonda Reynolds	Academic Advisor
Lindsey Wendorf	Academic Advisor
Pamela Henry	Tutor Coordinator
Damien Readus	Football Study Hall Coordinator
Aaron Grisham	Men's Basketball Study Hall Coordinator

Student Support Services

Adopted with permission from Baylor University

During each academic term the office of Student Support Services is operated, supervised, and funded by The University of Tennessee at Chattanooga's Department of Athletics.

Computer Lab Fall & Spring Hours:	Sunday	5:00 pm – 10:00 pm
	Monday - Thursday	8:00 am – 10:00 pm
	Friday	8:00 am – 5:00 pm
	Saturday	Closed

Summer Hours	Sunday	Closed
	Monday - Friday	8:00 am – 5:00 pm
	Saturday	Closed

Location: **McKenzie Area, Room 443**

Dates of operation: **First day of semester through last day of final exams.**

Study Areas

- **Classrooms** are located in the McKenzie Arena. These classrooms may be used for individual study or tutoring. A classroom may be available for group tutoring sessions if approval is given by the Director of Student Support Services.
- The **computer lab** is also monitored and is to be used only by **student-athletes** whose current assignment requires them to work on a computer. Tutors may use the computers for tutoring purposes if there is space available.

Tutor Contract
Student-Athlete Services

YOUR RESPONSIBILITIES AS AN STUDENT SUPPORT SERVICES TUTOR:

By accepting a position as a tutor, you agree to do all of the following:

- Discuss the student-athlete's academic progress only with the student-athlete and Student Support Services personnel assigned to the student-athlete.
- Do not discuss the student-athlete's academic performance with any other student-athlete, tutor, or any other personnel who do not have a need to know, which includes any parent or guardian.
- Maintain academic integrity and abide by all Student Support Services and NCAA regulations in all of your tutoring sessions. (This includes **never** writing on or editing papers.)
- Provide tutoring on a regularly scheduled basis to student-athletes assigned specifically by Student Support Services and to any other student-athletes who are enrolled in courses in your designated subject area(s).
- Be available to tutor during your regularly scheduled hours throughout the semester, and be available to tutor your assigned student-athletes during the week of final exams.
- Abide by all Student Support Services' policies and respect Student Support Services staff.
- Submit all documentation **on time** and report regularly regarding the student-athlete's academic progress, tutoring procedures and other related issues. (This includes returning e-mails and phone calls in a timely manner.)
- Gather any and all information necessary to provide for tutoring. This will usually include:
 - a. Exchanging phone numbers and e-mail addresses
 - b. Obtaining a course syllabus for each class you tutor
 - c. Learning about all significant assignments and due dates
 - d. Obtaining the textbook(s) for any courses you tutor, when possible and necessary.
 - e. Creating aids for tutor sessions that may include sample tests, quizzes, or study guides.
- Attend all Student Support Services staff meetings (or make them up as necessary by meeting with a staff member in Student Support Services).

Failure to satisfy any of these responsibilities at any time constitutes grounds for immediate termination as a member of the Student Support Services tutoring staff.

Signature _____

Date _____

Coordinator of Academic Service _____

Date _____

Compensation

Pay scale

The starting hourly wages are as follows:
\$8.00 per hour undergraduate
\$10.00 per hour graduate

Activities for which you may be paid

As a tutor you will be paid for the time you spend working with student-athletes as well as the preparation time for those meetings. Time sheets containing hours for the following services will be paid without question:

- Tutoring sessions with student-athletes
- Time spent waiting for a student-athlete to arrive for a scheduled appointment (up to 15 minutes)
- Reasonable preparation for your sessions (up to 30 minutes)
- Any scheduled staff meetings

Pay checks

You will be paid bi-weekly following the schedule on the UTC Human Resources website. Failure to turn in your timesheet on-time will mean you will not be paid until the following pay period. We will not hunt you down for your timesheet. It is your responsibility. All funds will be direct deposited into your bank account as you have set up with the University.

GUIDELINES FOR CONDUCT

Below is a copy of the guidelines explained to each student-athlete. As a **tutor**, it is important to set a positive example by observing all STUDENT SUPPORT SERVICES' policies and procedures, which include:

- Student Support Services Center is for studying and homework *only*.
- Student-Athletes must have textbooks and/or class notes before signing in.
- Any problems with the equipment or environmental conditions should be reported promptly to the STUDENT SUPPORT SERVICES staff on duty.
- Classrooms may be used for study hall, individual studying or group tutoring sessions. Study Hall has priority in the classrooms.
- Internet and e-mail are available for class assignments only.
- Alcohol and tobacco products are banned in the STUDENT SUPPORT SERVICES CENTER.
- It is expected that all persons dispose of trash properly before departing from the STUDENT SUPPORT SERVICES CENTER.
- Cell phones may not be used (for calls, texting, internet, etc.) during study hall and tutoring sessions.

ACADEMIC INTEGRITY

As a tutor employed by the University of Tennessee at Chattanooga, you are bound by the University's Honor Code.

Violating the Honor Code constitutes grounds for immediate dismissal from your contract and other possible University sanctions.

Honor Code: "I pledge that I will neither give nor receive unauthorized aid on any test or assignment. I understand that plagiarism constitutes a serious instance of unauthorized aid. I further pledge that I will exert every effort to insure that the **Honor Code** is upheld by others and that I will actively support the establishment and continuance of a campus-wide climate of **honor** and integrity.

You must not only avoid doing course work for any student-athlete, but also the appearance that you are doing so. For example, a tutor should *never* do the following:

- Write corrections on any student-athlete's work. Only the person who will be receiving the grade for the work should be making corrections.
- Do any typing for a student-athlete.
- Provide a student-athlete with access to his/her class notes. While it is appropriate to use information from those notes during a tutoring session, it is never acceptable to allow the student-athlete free access to the notes.
- Provide a student-athlete his/her own work from a previous semester.

If you are employed as a Graduate Assistant by an academic department, you **cannot** tutor any class that has been assigned to you as part of your assistantship. In other words, if you are a Graduate Assistant in the Anthropology Department, helping a professor in his/her teaching of ANTH 1520, Intro to Anthropology, you should *never* accept a tutoring assignment for any section of that professor's class. When such a situation arises, students often perceive that student-athletes are receiving an unfair advantage over others in class. This is especially true if you have **any involvement whatsoever** in the preparation or evaluation of **any** assignments or examinations. **This policy is not negotiable.**

ACADEMIC FRAUD

Academic Fraud is a term used to describe any act by a student which may result in the false academic evaluation of that student or of another student. Academic fraud includes but is not limited to the following:

- Offering one's own work, in whole or in part, as the work of another.
- Incorporating into one's work passages taken either word for word or in substance from a work of another, unless the student credits the original author and identifies the original author's work with appropriate references.
- Offering work that was previously submitted for credit in another course, unless the student secures permission to do so prior to submission from the instructor.
- Using, during an examination period, material not authorized by the instructor giving the examination.
- Offering course credit work prepared in collaboration with another, unless the student secures the instructor's permission in advance of submission.
- Taking an examination for another student or knowingly permitting another person to take an examination for oneself.
- Giving, receiving, or obtaining information pertaining to an examination during an examination period, unless such action is authorized by the instructor giving the examination.
- Divulging the contents of an essay or objective examination designated by the instructor as an examination not to be removed from the examination room or discussed.
- Engaging in any behavior that creates an unfair advantage.
- Intentionally injuring another student academically.
- Failing to report dishonorable conduct.
- Altering or falsifying academic documents such as transcripts, change of schedule forms, closed class forms, doctors' excuses, grade reports, and other such documents.

NCAA Guidelines and Regulations

The NCAA is the national governing body of college athletics. The NCAA has set certain guidelines that apply to **tutors** of student-athletes. The NCAA considers tutors, counselors, and monitors to be institutional staff members. If you know of a student-athlete that is submitting work that is not his or her own, or is submitting test or examination materials that is not his or her own, it is your responsibility as a staff member of The University of Tennessee at Chattanooga to report this activity to the Athletics Compliance Office.

The following summary of regulations is not comprehensive. **ASK BEFORE YOU ACT!**

It is permissible for tutors, counselors, and monitors to:

- Provide tutorial assistance through the OFFICE OF STUDENT SUPPORT SERVICES to students that are enrolled full-time.
- Provide career counseling services through the Offices of Student Support Services to enrolled student-athletes.
- Make computer terminals available to enrolled student-athletes.
- Provide other academic advising services to enrolled student-athletes.

It is NOT permissible for tutors, counselors, and monitors to:

- Provide any other benefit to a student-athlete that is not available to other students.
- Type papers or other class work for student-athletes at no cost to the student-athlete.
- Pay a student-athlete money or give any tangible item to a student-athlete in exchange for placing the tutor's name on the student-athlete's complimentary admission list.
- Provide reduced rate typing services for student-athletes.
- Provide cost-free or reduced-rate copying services for student-athletes.
- Complete course assignments for student-athletes.
- Provide student-athletes the use of telephone calling cards or other credit cards for personal use.
- Provide the student-athlete with the use of an automobile.
- Assist a student-athlete with the payment of his or her bills, parking tickets, etc.
- Provide tutorial services through the OFFICE OF STUDENT SUPPORT SERVICES to a prospective student-athlete (student that has started classes in the 9th grade).
- Assist prospect students to enroll at another collegiate institution (i.e., two-year college) in part-time, full-time, or correspondence courses.
- Complete course work for a prospect student-athlete.

NCAA Regulations on the CONDUCT OF ATHLETICS STAFF

Buckley Amendment

An institution is not permitted to disclose information regarding a student-athlete's:

- a. Results of NCAA or institutional drug tests;
- b. Academic transcripts from an institution including UTC;
- c. Pre-college test scores and information relating to eligibility of nonstandard testing;
- d. Records concerning financial aid;
- e. Records concerning campus or home address or phone numbers; and
- f. Any other papers or information pertaining to his or her NCAA or Southern Conference eligibility.

10.1 Unethical Conduct

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member may include, but is not limited to the following:

- a. Refusal to furnish information relevant to an investigation of a possible of an NCAA regulation when requested to do so by the NCAA or UTC;
- b. Knowing involvement in arranging for fraudulent academic credit of false transcripts for a prospective or an enrolled student-athlete;
- c. Knowing involvement in offering or providing a prospective or enrolled student-athlete an improper inducement, extra benefit,, or improper financial aid;
- d. Knowingly furnishing the NCAA or UTC false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of NCAA legislation;
- e. Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor, or representative of an agent or advisor (e.g., "runner").

NCAA RULES RELATING TO TUTORIAL SERVICES

As a tutor employed by The University of Tennessee at Chattanooga, you are also bound by rules issued by the National Collegiate Athletic Association (NCAA) governing conduct and benefits. Specifically, your services are among the “permissible benefits” student-athletes receive as part of their services.

However, there is a lengthy list of actions that constitute “non permissible benefits,” and among these are providing a student-athlete with any of the following:

- typing services;
- use of a photocopier at no cost or reduced costs;
- meals;
- entertainment;
- transportation;
- gifts

The list above is *not* a complete list of “non-permissible benefits.” Hence, if you have *any* questions about this issue, you should contact the Director of Student Support Services. **Your failure to abide by NCAA rules could legitimately endanger a student-athlete’s current and/or future eligibility to compete.**

Additional NCAA Regulations:

10.3 Gambling Activities

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

- a. Provide information to individuals involved in organized gambling activities concerning collegiate athletics;
- b. Solicit a bet on any team representing the institution;
- c. Accept a bet on any team representing the institution;
- d. Solicit or accept a bet on any collegiate competition for any item that has value;
- e. Participate in any gambling activity that involves collegiate or professional athletics, through a bookmaker, a parlay card, office pool, or any other method employed by organized gambling.

Important Reminder

Report any **inappropriate** behavior to the Athletics Compliance Office, such as:

- Requests or pressures from student-athletes
- **Romantic or social involvement between tutors and student-athletes**
- Alleged or actual NCAA rules violations
- Any incident of academic fraud
- Extra benefits impermissibly given to student-athletes such as gifts, meals, or transportation.

16.02.03 Extra Benefit

An extra benefit is any special arrangement by an institutional employee or a representative of the institution’s athletics interest to provide a student-athlete or the student-athlete’s relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit is generally available to the institution’s students or their relatives or friends or to a particular segment of the

student body (e.g., foreign students, minority students) determined on basis unrelated to athletic ability.

16.3.2 Permissible Expenses

NCAA legislation permits an institution to finance certain academic and support services if it is determined to be appropriate and necessary for the academic success of our student-athletes, including but not limited to the following:

- a. Tutoring expenses;
- b. Drug-rehabilitation program expenses;
- c. Counseling expenses related to the treatment of an eating disorder;
- d. On-campus student development and career counseling (including the provision of related material of little or no commercial value to student-athletes) utilizing outside resources
- e. Use of computers and typewriters. Use of institutionally owned computers and typewriters on a check-out and retrieval basis; however, typing/word processing/editing services or costs may not be provided, even if typed reports and other papers are requirements of a course in which a student-athlete is enrolled.
- f. Use of copy machines, fax machines and the Internet, including related long distance charges, provided the use is for the purposes related to the completion of required academic coursework;
- g. Course supplies (e.g., calculators, art supplies, computer disks, subscriptions), provided such course supplies are required of all students in the course and specified in the institution's catalog or course syllabus;
- h. Cost of a field trip, provided the field trip is required of all students in the course and the fee for such trips is specified in the institution's catalog; and
- i. Non-electronic day planners.

16.2.2.1 Sale of Complimentary Admissions

A student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value.

16.12.2.2.2 Non-permissible – Telephones and Credit Cards

It is not permissible to allow a student-athlete to use a telephone or credit card for personal reasons without charge or at reduced costs.

TUTORING PROCEDURES

Establishing Tutor Sessions

Student-athletes may receive tutorial assistance **only** after they have been assigned a tutor through STUDENT ATHELTE SERVICES. Tutoring assignments will be made when one of the following occurs:

- The student's coach or academic advisor requires him/her to receive tutorial assistance, or
 - The student-athlete submits a **request** for tutorial assistance.
1. Upon being matched with a student-athlete tutors will be contacted via Grades First regarding student and subject they will be tutoring as well as time for scheduled tutoring sessions.
 2. After a tutoring session is complete the tutor is responsible for logging into Grades First and writing academic comments describing the session.
 3. It is important to note that tutors will not be paid for any sessions if they have not logged into Grades First and documented the tutoring session.

Location of Tutor Sessions

Tutoring sessions should be held in the McKenzie Arena during regularly scheduled computer lab hours. If on some occasion a tutor or student-athlete should find it necessary to meet outside of the McKenzie Arena prior approval from Student Support Services staff should be given before meeting outside of the Arena. If permission is given tutoring should **only** occur in a public place **on** campus (i.e. library or University Center). **NEVER** should tutoring take place in a student-athlete's or tutor's place of residence.

PLANNING FOR A SUCCESSFUL TUTORING EXPERIENCE

(adopted with permission from TEXAS A & M)

The Initial Tutoring Session

- Use the first few minutes to introduce yourself and get to know the student-athlete. Build rapport by asking questions that do not elicit a “yes” or “no” response.
- Exchange phone numbers and/or email addresses with the student-athlete.
- Review schedules to establish a regular meeting time and location. Remember to keep it at the STUDENT SUCCESS CENTER.
- Ask to see the course syllabus and go over it with the student-athlete.
- Tutoring sessions required by the coach and Academic Advisors are mandatory and the student-athlete must attend as scheduled.

Before Tutoring

- You are encouraged to create study aids or quizzes for the student-athlete to reinforce the material. Do not do the work for the student-athlete! For example, you can create a list of terms for the student—athlete to study, but do not write out the definitions for them. Remember to email a copy of these aids to the COORDINATOR OF ACADEMIC SERVICES.
- Be creative and imaginative in your tutoring methods. Look for ways to motivate and involve the student-athlete.
- Review session notes from the previous sessions with the student-athlete.
- Set the appropriate tone for each session by being on time, alert, and prepared.

While Tutoring

- At the beginning of each session, ask the student-athlete what he/she wants to accomplish. Adapt your plans for the session to incorporate the student-athlete’s concerns with what you think needs to be accomplished. Develop a plan that satisfies both parties.
- Briefly review material learned in the previous session, allowing the student-athlete to demonstrate mastery of the ideas.
- Listen to the student-athlete. Be prepared to adjust the plans and your style as you learn more about the student-athlete’s learning style, abilities, and needs. For maximizing results, incorporate multiple learning styles by involving writing, reading, and listening.
- Be diligent – work from the beginning to the end of the tutoring session.
- Be patient with the student-athlete and offer encouragement often.
- If helping with homework, do **NOT** do the student-athlete’s work for them! You and the student-athlete must abide by The University of Tennessee at Chattanooga’s Honor Code.

After Tutoring

- Before ending your tutoring session, review the date, time, and location for the next tutoring session with the student-athlete. Help the student-athlete make a study plan for the week.
- Document your tutoring session in Grades First; please include all relevant details.
- Informally evaluate each session. Analyze which strategies and techniques worked and which were not successful. Use this information when planning your next session.

Tutoring Tips and Techniques

Defining the Student-Athlete's Needs

- Evaluate the student-athlete's academic strengths and weaknesses.
- Determine the student-athlete's learning style, the most effective mode of instruction.
- Allow the student-athlete to explain anticipated or current class difficulties.
- Remember to ask open-ended questions (what, why, or how) in order to receive more than a single-answer response.
- The three most common problems that you will likely encounter while working with student-athletes are weak study skills, poor reading comprehension, and/or lack of motivation.

Finding Solutions

- Suggest study skills that will enable the student-athlete to study more efficiently.
- Review difficult or technical vocabulary that may hinder reading comprehension. Review difficult text and help the student-athlete to discover the main idea.
- Remember to stay positive and point out academic accomplishments. Academic success will lead to newfound energy and commitment.
- Keep open-communication with the **DIRECTOR OF STUDENT SUPPORT SERVICES** with any struggles you incur.

Tutoring Techniques

Summarizing

- Summarizing can be used at the end or throughout a tutoring session. Student-athletes can summarize orally, in writing, or with the use of diagrams/pictures. Bite-sized pieces of summary information usually work well.

Silence

- When asking questions, allow the student-athlete time to think. Silently count to ten before answering the question. Silence prevents the student-athlete from feeling rushed and helps them develop confidence. Rushing in to fill a void in the conversation can close down lines of communication, causing the tutoring session to become a one-way process.

Paraphrase

- Paraphrase by rewording the student-athlete's responses. The method demonstrates that he/she has clearly communicated the concepts and that you were listening. Paraphrasing will either help make a concept clearer to the student-athlete or it will demonstrate that the student-athlete is not communicating or comprehending accurately.

Writing or Diagramming

- Visual learners respond well to this method. As you explain concepts, remember to use visual aids. This strategy may also be reversed, with the student-athlete writing or diagramming concepts for the tutor.

Evaluating

- Developing short quizzes for student-athletes can evaluate and reinforce learning. When developing a test, keep in mind the type of test the student-athlete might expect to be

given by the professor. By developing test-taking skills, the student-athlete will be more confident when taking the professor's test.

Demonstrating

- Walking the student-athlete through a difficult thought process serves to show how something works or what it means. Use this strategy to help explain abstract ideas or concepts that need to be explained in more detail. This strategy may also be reversed, with the student-athlete demonstrating a concept to tutor. Encourage the student to explain or act-out a concept.

TUTORING: SITUATIONS AND STRATEGIES

Strategies for Specific Situations

What do I do if the student-athlete...

Is passive and contributes little to the session

- The student-athlete may have not prepared, be insecure, be experiencing fatigue, or feel overwhelmed.
- Ask the students-athlete to work on a dry-erase board or on paper to demonstrate what he/she knows.
- Try to elicit an active response from the student-athlete, leaving enough time for a response.
- Explain the material for clarification. Ask the student to demonstrate understanding.

Avoids giving information concerning academic progress

- The student-athlete may be ashamed of unsuccessfulness or not able to accurately assess his/her academic situation
- Ask for feedback to make sure that the student-athlete understands the assignments.

Comes to a session with appearance of being under the influence of an impairing substance.

- Terminate the session tactfully.
- Inform the **COORDINATOR OF ACA SEV** immediately.

Thinks the tutor can work academic miracles

- The student-athlete may lack confidence in his/her ability or desire to think in terms of miracles as opposed to hard, tedious work.
- Help the student-athlete take responsibility for his/her work.
- Isolate assignments into manageable tasks.
- Help the student-athlete make a daily schedule to feel less overwhelmed.

Will not take responsibility for his/her grades

- The student-athlete may feel overwhelmed or lazy.
- Determine objective reasons for the grades.
- Make a plan for what the student-athlete can do to improve the situation.
- Remember that the ultimate responsibility is on the student-athlete.

Is consistently late or absent.

- Note this in Grades First.
- Tell the student-athlete why lateness and poor attendance are problems.

Flirts with or has a crush on you

- The student-athlete may want to equalize the student-tutor relationship, misread your professional interest for social interest, is nervous or is attracted to you.
- Be professional!
- **STUDENT ATHLETE SERVICES** prohibits social/dating relationships between tutors and student-athletes.
- If necessary, discuss the matter openly with the student-athlete in such a way that there are no hard feelings.

Does not do his/her homework regularly

- The student – athlete may not be interested in the course material or may be distracted by social/personal matters.
- Try to go over all homework assignments regularly.
- Discuss the value of homework and reinforce material.
- Do not do the homework for him/her!
- Help the student determine a time to do the work and help him/her prioritize his/her schedule.

Wants you to write his/her paper or do his/her homework

- The student-athlete may not understand your role or may be panicked or lazy.
- **NEVER** do their written assignments!
- Help the student-athlete feel capable.
- Help the student-athlete develop a plan to complete the assignment.
- Isolate assignment into manageable tasks.

Continually want to talk about personal problems rather than do school work

- The student-athlete may be avoiding academic work or is more comfortable with social interaction rather than academic interaction.
- If the problem is severe, do not provide personal council to the student-athlete.
- Share your concerns with Director of Student Support Services.
- Remember to keep this conversation confidential between you, the student-athlete, and the Director of Student Support Services.
- If the student-athlete is inventing personal things to talk about, get back to the basics, such as outlining goals for the tutoring session.
- Focus on what the student-athlete wants or needs to accomplish during that session.

Is finding school too difficult

- The student-athlete may be enrolled in a heavy course load, have personal problems, be anxious, not studying enough, or not using proper study skills.
- Talk about some of the above reasons.
- If the student-athlete's anxieties are exaggerated, review his/her academic accomplishments to build confidence.
- If the student-athlete is able to do well in the course, talk about his/her goals for the course and what is needed to meet these goals.

Feels his/her academic problem is overwhelming and/or hopeless

- The student-athlete may need assistance with study skills or may be having personal problems unrelated to school.
- Try to determine if the student-athlete's feelings are grounded in reality.
- Try to break down assignments into manageable tasks.
- Focus on academic successes.
- Encourage the student-athlete to talk with his/her professor and the Director of Student Support Services.

Will not take the session seriously

- The student-athlete does not realize the accomplishments possible through tutoring or is anxious

APPENDIX I: UTC Athletics Tutor Manual

- Give the student-athlete tangible objectives to accomplish and show how tutoring will benefit.
- Focus on a constructive plan, not attitudes.

Does not think you are competent

- The student-athlete may have difficulty taking direction from anyone who is not in an unquestionable position of authority.
- Do not take the student-athlete's attitude personally.
- Be professional and discuss your tutoring qualifications without being defensive.

Always tries to catch you in a mistake

- The student-athlete likes to be in control, may be unaware of his/her behavior, or is trying to show confidence.
- Determine if the student-athlete is aware of his/her behavior.
- Try not to feel personally attacked.

If any of these situations persists, contact the Director of Student Support Services!

UTC ATHLETICS
STUDENT ATHLETE HANDBOOK
2010-2011

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA VISION, MISSION AND CORE VALUES

VISION

The University of Tennessee at Chattanooga will be recognized as a premier metropolitan university, known for its outstanding undergraduate and graduate academic programs, scholarly and creative achievements, diversity and inclusiveness, and critical partnerships that take advantage of our setting to provide solutions to global concerns.

MISSION

The University of Tennessee at Chattanooga is an engaged, metropolitan university committed to excellence in teaching, research, and service, and dedicated to meeting the diverse needs of the region through strategic partnerships and community involvement.

CORE VALUES

In fulfilling our mission, we are committed to our core values:

Preparing for the Future

- The development of ethical and socially-responsible leaders, professionals, scholars, and citizens
- The creation of opportunities for those who seek truth, knowledge, and higher quality of life

Education and Engagement

- Excellence in teaching within a student-focused, supportive, and challenging environment
- Achievement and national recognition in research, scholarship, and creative endeavors
- Effective partnerships that provide meaningful involvement in educational, economic, and community development

Positive Institutional Environment

- A collegial, mutually respectful, and professionally rewarding environment
- Broad diversity of people and ideas to strengthen our institution and community
- Reasonable and affordable access to quality higher education

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS MISSION AND CORE VALUES

MISSION

We guide, encourage and support our Student-Athletes in their quest for comprehensive excellence – academically, athletically and socially. Above all else, we prepare Students for productive and meaningful lives.

CORE VALUES

Six Core Values guide and govern our actions at all times.

Integrity

We can be counted upon to “do the right thing.”

Respect

We treat ourselves and others with dignity and respect.

Positive Attitude

We expect the best of ourselves and others.

Premier Service

We work together to serve the needs of our constituents. We take care of people.

Accountability

We’re accountable for our actions. We are an important part of a great team.

Continuous Improvement

We are continually learning and looking for “better ways” to get things done.

Appendix II: Student Athlete Handbook

STATEMENT ON STUDENT-ATHLETE LIFE

Above all else, our first concern will always be the safety, health and well-being of each and every one of our Student-Athletes.

We pledge to provide lessons to our Student-Athletes in six specific areas:

Academics

- Importance of a Quality Education – Earn a Degree
- Informed Decision-Making

Athletics

- A Competitive Spirit
- Athletic Skill Sets
- The Benefit of a Team

Life Skills

- Opportunities to Serve Those Less Fortunate
- Instill a Gentle Heart
- Sense of Discipline
- The Value of Hard Work

Personal Development

- Correct Inappropriate Behavior – Fair and Equitable Manner
- Perspective – The Difference Between Disappointment and Tragedy
- Foster Lifelong Friendships
- Healthy Lifestyles

Leadership

- The Nature of our Mission and Core Values
- Emerge with Leadership Qualities and Experience

Career Placement

- Meaningful Job
- Appreciation for the Importance of Service

As a department of athletics, our role, in fact, our mission is to assist in the transformation of our Student-Athletes. In the process of participation in UTC Athletics, we prepare our Student-Athletes for productive and meaningful lives: they simply become better people. We surround our Student-Athletes with people/individuals who are models for the behaviors we wish for them to adopt. We develop programs which celebrate our Student-Athletes' success.

HOUSING

It is the responsibility of each individual coach to reserve adequate housing for his/her student-athletes. Returning student-athletes who have a room as part of the GIA shall submit housing applications by way of the on-line housing web page. Student-athletes without room GIA will follow the same sign-up procedures as other students.

If approved to move off-campus, it is the student-athlete's responsibility to inform the University Housing Office prior to moving or a financial penalty may be applied to that student's billing. The Athletics Department will not pay for any housing penalties assessed to a student-athlete. It is the responsibility of each Head Coach to provide the Housing Office with the names and UTC ID numbers of all student-athletes living on campus.

The athletic department, working with the Housing Office, will provide information concerning room spaces available for each sport and deadline dates. All athletes are expected to conduct themselves in accordance with all University policies and are to be treated as any other student living in University Housing. Any damage in or around a student-athlete's room is the responsibility of the student-athlete if the damage to University property can be directly attributed to that individual.

PARKING

You may keep a vehicle on campus if you follow the University and Departmental regulations. All students who park in University parking lots are required to purchase a parking permit. Even if you elect not to purchase a parking permit, you must register your vehicle. When a person receives a citation and a registration or parking hangtag is not visible, the penalty is more costly. Citations must be paid during the semester in which they occurred in order to register for the next semester or to receive grades. If you are not returning to UTC you still must pay your fines. Otherwise your account will be turned over to a collection agency. If you do not pay your fines to them, you will receive a “bad” credit rating.

FINANCIAL AID/SCHOLARSHIPS

A student-athlete who receives financial assistance other than that authorized by the National Collegiate Athletic Association (NCAA) shall not be eligible for intercollegiate athletics competition. See compliance office for details. (Room 449)

A student-athlete may receive athletically related financial aid administered by UTC without violating the principle of amateurism, provided the amount does not exceed the cost of education, such aid shall not exceed the cost of attendance as published by UTC. Any other financial assistance, except that received from one upon whom the student-athlete is naturally or legally dependent, shall be prohibited unless specifically authorized by the NCAA.

A student-athlete must meet applicable NCAA conference and institutional regulations to be eligible for institutional financial aid. If these regulations are met, the student-athlete may be awarded institutional financial aid during any term in which a student-athlete is in regular attendance [i.e., was enrolled initially in a minimum fulltime program of studies as defined by the certifying institution during that term] under the following circumstances:

The student-athlete is an undergraduate or graduate student with eligibility remaining; or within six years after initial enrollment in a collegiate institution (provided the student does not receive such aid for more than five years during that period); however, after the six-year period expires, this restriction shall apply only to unearned athletics aid for which the athletics department intercedes on behalf of the student-athlete.

MAXIMUM INSTITUTIONAL FINANCIAL AID TO INDIVIDUAL

UTC shall not award financial aid to a student-athlete that exceeds the *cost of attendance* that normally is incurred by students enrolled in a comparable program at that institution or that exceeds the limitations established by Division I, whichever is less. Any financial aid permitted that would result in a student-athlete’s total financial aid exceeding the value of tuition and fees, room and board and required course-related books shall be based upon the demonstrated financial need of the individual student-athlete.

FINANCIAL AID NOT ADMINISTERED BY INSTITUTION

Any student who receives financial aid other than that administered by UTC shall not be eligible for intercollegiate athletics competition, unless it is specifically approved under the Association’s rules of amateurism or the aid is:

- Received from one upon whom the student-athlete is naturally or legally dependent;
- Awarded solely on bases having no relationship to athletics ability;
- Awarded through an established and continuing program to aid students, of which athletics participation shall not be the major criterion (e.g., National Merit Scholarship), under the conditions listed in NCAA Bylaw 15.2.5.3; or
- Awarded through an established and continuing program for recognition of outstanding high-school graduates, of which athletics participation may be a major criterion (e.g., honorary high-school award), under the conditions listed in NCAA Bylaw 15.2.5.4.

NON-RECRUITED STUDENT-ATHLETE

If a student-athlete was not recruited and receives institutional financial aid unrelated to athletics ability and in excess of a full grant-in-aid, the student may retain the aid for the period of the award without any adjustment. Once the original period of the award expires, renewal of the same financial aid in excess of the limitation is permissible only if the aid is renewed on the same basis as originally awarded.

ONE-YEAR LIMIT

Where a student’s athletics ability is taken into consideration in any degree in awarding financial aid, such aid shall not be awarded in excess of one academic year.

Appendix II: Student Athlete Handbook

RENEWAL OF FINANCIAL AID

The renewal of institutional financial aid will be made on or before the first of July prior to the academic year in which it is to be effective. UTC will notify, in writing, each student-athlete who received a scholarship the previous academic year, regarding the renewal of the grant.

The decision to renew or not to renew the athletic financial aid is left to the decision of the head coach of each sport. If the institution decides not to renew or decides to reduce financial aid for the next academic year, the student-athlete may request a hearing before the institutional agency making the award. The student-athlete should request this hearing in writing to the Director of Athletics.

Financial Aid may be canceled during the period of the award, if the student voluntarily withdraws, if the athlete engages in serious misconduct warranting substantial disciplinary penalty, fraudulently misrepresents any information, or renders him/herself ineligible for intercollegiate competition.

BOOK LOAN PROGRAM

As a portion of athletic financial aid, a student-athlete may be entitled to receive a book loan. A list of student-athletes receiving book loans will be generated for the Bookstore. The student-athlete will then receive a form to take to the University's Bookstore. A student-athlete will not be given books if the books from previous semester(s) have not been returned.

At the end of each semester, the student-athlete must return all required books/course materials to the University Bookstore **no later than the last day of exams**. Any student-athlete who loses books or has books stolen must report such a loss to his or her coach immediately. If the book(s) are not located and returned, the student-athlete will be required to pay for them. If books are not returned or paid for, a hold will be placed on the student-athlete's next semester registration or he/she will be billed if they no longer attend. When a course is added or dropped, the student-athlete will secure a book change form from his/her advisor to take to the bookstore in order to receive or return the required books.

FIFTH-YEAR EXHAUSTED ELIGIBILITY AID (I.E. "PLUS-ONE")

Plus-One Aid is not automatic. A student-athlete must apply for this in the semester immediately proceeding the time he/she wishes to receive the aid. See Laura Herron for an application. When student-athletes have completed their eligibility, have received no more than four years of grant-in-aid funds, and have maintained satisfactory progress (as defined by the NCAA) toward their degrees during their eligibility periods, the UTC Athletics Department **may** pay up to full tuition and/or fees for a maximum of two semesters for those who meet the guidelines.

POLICY/CRITERIA FOR AWARD

- If student has received three or more summers of aid, student may not receive plus one aid without special committee review.
- A written recommendation by the Head Coach is required.
- Fifth Year scholarship aid may cover no more than two terms and limited to tuition only if funding allows, not to exceed the dollar amount received during your last year of eligibility.
- Completion of the Plus-One application must be submitted to the Associate Athletic Director for Compliance by April 1.
- Student-athlete must meet NCAA Progress-Towards-Degree's standards to receive 5th year aid. These standards include: good academic standing; completion of 6 degree applicable hours the previous full time academic term; completion of 18 degree applicable hours in the previous academic year; completion of 80% of course requirements in degree program; and 2.0 cumulative grade point average.
- No student will receive aid beyond five years.

SUMMER SCHOOL POLICY

Reasons for Attending:

- Team APR improvement; (OR)
- A student-athlete must need aid to graduate; (OR)
- A student-athlete must need aid for eligibility.

Priority will be given to teams needing APR improvement, students who need summer school for eligibility purposes followed by student-athletes who need summer school to graduate. Coaches may utilize restricted accounts to pay for summer school needs that are not met under the above policy. If a student-athlete drops a summer course after the refund

Appendix II: Student Athlete Handbook

deadline date, any amount not refunded will become their personal financial responsibility. In cases of exceptional circumstances, an appeal must be made in writing to the committee. Summer school athletic aid to any one student-athlete cannot exceed the percent awarded to that student-athlete during the previous academic year. If a student athlete receives an F or a non-passing grade, they will be responsible to pay back the cost of the attendance of the course to the Athletics department.

STUDENT-ATHLETE CODE OF CONDUCT

The intent of this Code of Conduct and Discipline Policy is not to supersede any other NCAA or university policy; nor is it to judge who is guilty or not guilty. It is meant to set high standards relating to the department's expectations of how student-athletes represent the University of Tennessee at Chattanooga and to state the potential consequences for those student-athletes who make poor choices which reflect negatively on themselves and the university.

As the university's most visible ambassadors, student-athletes at UTC are expected to uphold, at all times, high standards of integrity and behavior which will reflect well upon themselves, their families, coaches, teammates, the Department of Athletics and the University of Tennessee at Chattanooga. Student-athletes are expected to act with propriety, to respect the rights of others, and abide by all state and federal laws and all rules and regulations of UTC, the Southern Conference, and the NCAA. Failure to do so may result in suspension from the team or even the university. Scholarship athletes risk having all or part of their financial aid revoked for infraction of this code. The Head Coach of each sport has his/her own set of team training/conduct rules. The UTC Athletics Administration will fully support appropriate disciplinary action taken by a coach. Should a student-athlete wish to appeal any disciplinary action, he/she should contact the Senior Woman Administrator.

In the case of behavioral problems, which involve formal criminal charges by a law enforcement agency, the involved student-athlete will be placed on suspension by the Department of Athletics until the facts of the incident are reviewed.

- In the event the student-athlete is charged with a felony, absent extraordinary circumstances as determined by the administration, he/she will not be permitted to represent UTC Athletics in game competition until such time as the charge is resolved and all court, university and athletics department conditions for reinstatement have been met;
- Absent extraordinary circumstances as determined by the administration, misdemeanor charges and subsequent discipline will be handled by the Head Coach, after review by the Director of Athletics, relative to circumstances, background, as well as current and past deportment of the student-athlete involved. If misdemeanor charges result in a sentence, which involves serving time in jail, the student-athlete involved will not be permitted to represent UTC athletics in game competition until that time is served.

Indefinite suspensions can be instituted in any case where an individual's actions represent the University of Tennessee at Chattanooga and its Athletics program in a manner inconsistent with this code of conduct. Each case will be reviewed by the Director of Athletics and Head Coach independent from any other, taking into account that no two cases are identical in nature and that each must be assessed based on the facts presented.

- Student-athletes will follow the rules of UTC, the Southern Conference and the NCAA. Student-athletes will exhibit outstanding sportsmanship and will encourage their teammates to do likewise.
- Student-athletes will follow all academic procedures as established by the University, the athletic academic advisor and the coach.
- Student-athletes will participate in student-athlete development programs as directed by the coach and the Department of Athletics.
- Student-athletes must consent to participate in the Department of Athletics mandatory drug-testing program. A student-athlete will not be allowed to participate on any intercollegiate team unless he/she fully participates in this drug-testing program.

Gambling, wagering or betting in any form on any athletic activity is prohibited.

On a team trip, or at any team-related function, student-athletes cannot consume alcohol, use tobacco products, or use illegal substances. This includes travel to and from an event, home games, team gatherings before/after games and any time the team is together in an official capacity. Coaches will designate additional team rules for road trips including room visitation, family time, curfews, etc. While on a team trip, student-athletes must travel with the team unless special permission is obtained from the head coach.

Appendix II: Student Athlete Handbook

HAZING

Student-athletes may not participate in any form of hazing or initiation. Any activity of this nature is strictly prohibited and allegations will be thoroughly investigated. If it is found that the policy was breached, involved student-athlete(s) may be suspended from the team for a specified time. The University has a policy regarding hazing and the Dean of Students will be notified if the Department determines that hazing has occurred.

In the case of behavioral problems that involve formal criminal charges by a law enforcement agency, the involved student-athlete may be placed on suspension until the facts of the incident are reviewed.

CRIMINAL CONDUCT OR ACCUSATIONS

In the event that the student-athlete is charged with a felony, absent from extraordinary circumstances as determined by the University and/or athletic administration, he/she will not be permitted to represent the University in game competition until such time as the charge is resolved and all court, University, and Athletic Department conditions for reinstatement have been met.

Absent extraordinary circumstances as determined by the University and/or athletic administration, a student-athlete charged with misdemeanor offenses will have his/her case reviewed by the Director of Athletics or their designee pending the outcome by legal authorities. Interim disciplinary actions may be invoked by the athletic administration if deemed appropriate.

STUDENT-ATHLETE MISCONDUCT

As a representative of the University and of the Department, your behavior can have serious effects on everyone concerned with the University and Athletic program. Therefore, if you violate a University regulation or a city, state, or federal law, you are not exempt from further penalty by the Department.

The Department conducts an annual review of the NCAA and SoCon regulations, which affect you as a student-athlete. Each year, you are required to sign an affidavit signifying that you understand your responsibilities to those regulations. If you ever encounter a situation in which you are unsure of your appropriate behavior according to NCAA, SoCon, University, or Departmental regulations, DO NOT HESITATE to discuss the matter with the Director of Athletics, the Director of Compliance, the Senior Woman Administrator, your head coach or any other staff member of the Athletics Department.

Student misconduct includes, but not limited to:

- Lying, fraud, abuse of property, and disturbing the peace;
- Possessing firearms or explosives;
- Unsportsmanlike conduct;
- Academic dishonesty (cheating and plagiarism);
- Stealing, accessory to theft, unauthorized entry and accessory to unauthorized entry.

GAMBLING

Your participation in gambling, even in the most minor fashion, may jeopardize your athletic playing career. You are required by the NCAA and by the Athletic Department to report anyone who attempts to secure information from you about problems which might alter the normal performance of your team, especially if they offer gifts, money, or favors in exchange of that information OR for altering the outcome of a contest.

SOCIAL WEBSITE NETWORKS

Social website networks such as Facebook and MySpace are very popular sites for college students. These, however, are public domains which are subject to review by anyone with access to a computer. Given the nature of these websites, the Department encourages student-athletes to remember their role as representatives of the University. Any writings or photographs may be considered for public scrutiny including access to members of the media, parents, coaches, and potential employers. If you are a member of one of these social networks, the Department advises you to maintain a level of appropriate behavior, avoid being portrayed in a negative way that might adversely affect your status as a student-athlete, avoid presentation of any illegal activity or violation of team rules.

UNSPORTSMANLIKE CONDUCT

The Department of Athletics condemns any act by a player that deliberately injures an opponent or teammate during a game or practice. The techniques taught to you by your coaches are designed to minimize the risk of injury to you and to

Appendix II: Student Athlete Handbook

your opponent. These student-athlete standards for team conduct also apply to your involvement with spectators, game officials, and media representatives. The Department enforces established guidelines related to sportsmanlike conduct. Some examples of unsportsmanlike behavior that you will avoid include but are not limited to:

- Physical or verbal abuse of an official, coach opponent, teammate, or spectator;
- Unauthorized seizure of equipment or camera from officials or media representatives;
- Use of obscene or inappropriate language or gestures toward officials, coaches, opponents, teammates, or spectators;
- Any action that violates generally recognized intercollegiate athletics' standards or the values and standards associated with UTC as determined by each Head Coach and approved by the Director of Athletics.

PLAYING AND PRACTICE

During the playing season, all countable athletically related activities shall be prohibited during one calendar day per week. A student-athlete's participation in countable athletically related activities shall be limited to a maximum of four hours per day and 20 hours per week.

Outside of the playing season during the academic year, only a student-athlete's participation in the countable athletically related activities specified in shall be permitted. All countable athletically-related activities shall be prohibited during two calendar days per week. A student-athlete's participation in such activities shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on individual skill workouts and in Division I-AA football, the viewing of game film. A student-athlete may not participate in any countable athletically related activities outside the playing season during any UTC vacation period (e.g., summer, academic year).

PRESEASON PRACTICE

Daily and weekly hour limitations do not apply to countable athletically related activities occurring during preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier.

VACATION PERIODS AND BETWEEN TERMS

Daily and weekly hour limitations do not apply to countable athletically related activities occurring during UTC's official vacation period, as listed in the UTC official calendar, and during the academic year between terms when classes are not in session. If such vacation periods occur during any part of a week in which classes are in session, UTC is subject to the daily and weekly hour limitations during the portion of the week when classes are in session and must provide the student-athletes with a day off, which may be a vacation day.

PRACTICE PROHIBITED AFTER COMPETITION

Practice may not be conducted at any time (including vacation periods) following competition, except between contests, rounds or events during a multi-day or multi-event competition (e.g., double-headers in softball or baseball, rounds of golf in a multi-day tournament).

SKILL INSTRUCTION

Participation by student-athletes in individual skill-related instruction in sports other than football is permitted outside the UTC declared playing season, no more than four student-athletes from the same team are involved in skill-related instruction with their coach (es) at any one time in any facility and the student-athletes request the instruction.

NCAA REGULATIONS: ACADEMIC PROGRESS TOWARD DEGREE

All institutional rules and regulations supersede the rules for eligibility through the NCAA; please refer to your UT Chattanooga Handbook and the University Academic Catalog for the standards of progress for your particular major and for University rules and regulations.

For student-athletes who entered college on or AFTER August 1, 2003 (Progress-Toward-Degree Rules):

- Good academic standing as determined by University standards (found in the UTC Undergraduate Catalog under "Continuation Standards")
- Completion of a **minimum** of 18 degree applicable hours during the regular academic year (Fall/Spring).
- Completion of **minimum** of 6 degree applicable hours in previous full-time term (Fall/Spring).

Appendix II: Student Athlete Handbook

- Designation of degree program (major) by third year.
- Completion of 24 total hours before the start of the institutions' *third semester* with a **minimum** of 18 hours coming from Fall/Spring for all first year students;
- After the initial year of enrollment, student-athletes must pass a **minimum of 18 hours during the Fall/Spring** with no summer school to help meet those minimum hours; Summer hours after the first year of initial enrollment can be used to help meet the percent rule or GPA only.

Completion of at least the following percent of course requirements in your major:

- Year 3/ Fifth semester of full time enrollment = 40% (usually 48 hours)
- Year 4/ Seventh semester of full time enrollment = 60% (usually 72 hours)
- Year 5/ Ninth semester of full time enrollment = 80% (usually 96 hours)

Fulfillment of minimum grade point average requirement which will be certified every semester:

- Year 2/ Third semester of full time enrollment= 90% (1.8 GPA)
- Year 3/ Fifth semester of full time enrollment = 95% (1.9 GPA)
- Years 4 & 5/ Seventh and Ninth semester of full time enrollment = 100% (2.0 GPA)

You must designate a degree program before the beginning of your fifth semester. All course work must be applicable to that major to ensure that you meet the percentage of degree requirements for eligibility. Any change in your major must be documented by filling out the "Request for Change of Major/Minor" form, signed by the Athletic Advisor assigned to your sport and returned to the UTC Records Office at 109 Race Hall. Please check with the Director of the Mocs Center in Arena 443 prior to changing your major to ensure that eligibility problems will not arise.

INVOLVEMENT WITH PROFESSIONAL TEAMS

TRYOUT BEFORE ENROLLMENT

A student-athlete remains eligible in a sport even though, prior to enrollment in a collegiate institution, the student-athlete may have tried out with a professional team (or a combine including that team), provided such a visit did not exceed 48 hours and any payment or compensation in connection with the visit was not in excess of actual and necessary expenses. A self-financed tryout may be for any length of time. (NCAA Bylaw 12.2.1.1)

TRYOUT AFTER ENROLLMENT

A student-athlete shall not try out with a professional athletics team in a sport or permit a professional athletics team to conduct medical examinations during any part of the academic year (i.e., from the beginning of the fall term through completion of the spring term, including any intervening vacation period) while enrolled in a collegiate institution as a regular student in at least a minimum full-time academic load, unless the student-athlete has exhausted eligibility in that sport. The student-athlete may try out with a professional organization in a sport during the summer or during the academic year while not a full-time student, provided the student-athlete does not receive any form of expenses or other compensation from the professional organization. (NCAA Bylaw 12.2.1.2)

PRACTICE WITHOUT COMPETITION

An individual may participate in practice sessions conducted by a professional team, provided such participation meets the requirements of NCAA legislation governing tryouts with professional athletics teams and the individual does not:

- Receive any compensation for participation in the practice sessions;
- Enter into any contract or agreement with a professional team or sports organization; or
- Take part in any outside competition (games or scrimmages) as a representative of a professional team. (NCAA Bylaw 12.2.2)

COMPETITION AGAINST PROFESSIONALS

An individual may participate singularly or as a member of an amateur team against professional athletes. (NCAA Bylaw 12.2.3.1)

COMPETITION WITH PROFESSIONALS

An individual shall not be eligible for intercollegiate athletics in a sport if the individual ever participated on a team and knew (or had reason to know) that the team was a professional team in that sport. However, an individual may compete on

Appendix II: Student Athlete Handbook

tennis, golf, two-person sand volleyball or two-person synchronized diving teams with persons who are competing for cash or a comparable prize, provided the individual does not receive payment of any kind for such participation. (NCAA Bylaw 12.2.3.2)

PROFESSIONAL ATHLETE

A professional athlete is one who receives any kind of payment, directly or indirectly, for athletics participation except as permitted by the governing legislation of the Association. (NCAA Bylaw 12.02.3)

PROFESSIONAL ATHLETICS TEAM

A professional team is any organized team that:

- Is a member of a recognized professional sports organization;
- Is directly supported or sponsored by a professional team or professional sports organization;
- Is a member of a playing league that is directly supported or sponsored by a professional team or professional sports organization or;
- Has an athlete receiving for his or her participation any kind of payment, directly or indirectly, from a professional team or professional sports organization. (NCAA Bylaw 12.02.4.)

DRAFT AND INQUIRY

Inquiry

An individual may inquire of a professional sports organization about eligibility for a professional-league player draft or request information about the individual's market value without affecting his or her amateur status. (NCAA Bylaw 12.2.4.1)

Draft List

An individual loses amateur status in a particular sport when the individual asks to be placed on the draft list or supplemental draft list of a professional league in that sport, even though:

The individual asks that his/her name be withdrawn from the draft list prior to the actual draft;

The individual's name remains on the list but he/she is not drafted; or

The individual is drafted but does not sign an agreement with any professional athletics team. (NCAA Bylaw 12.2.4.2)

AGENTS

An individual shall be ineligible for participation in an intercollegiate sport if he/she ever has agreed (orally or in writing) to be represented by an agent for the purpose of marketing his/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 individual shall be ineligible to participate in any sport. (NCAA Bylaw 12.3.1)

ATHLETIC AWARDS AND BENEFITS

EXTRA BENEFIT

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

THE UTC VARSITY ATHLETE AND ATHLETIC AWARDS

The Department selects deserving student-athletes to receive athletic awards as recognition of the athletic participation, academic performance, and outstanding achievement in various elements of the unique life of the student-athlete. Factors which are taken into consideration in award selection include: athletic performance, academic standing, service to your team, and observance of University, Department, team, and training rules and regulations, sportsmanship and personal conduct.

To receive any athletic award, a student-athlete must be an amateur athlete representing the University and eligible for competition (as defined by the NCAA). Awards are standardized by the Athletic Department and are limited to Southern Conference and NCAA requirements. The NCAA restricts athletic awards to those which are approved and administered

Appendix II: Student Athlete Handbook

by the University, SoCon, or other approved agencies. Additional NCAA limitations set the maximum value and number of awards a student-athlete may receive from the Department. In general, to be eligible for an award in any sport, you must complete the season, train to the satisfaction of the coach and be recommended by the coach. Exceptions may be granted for injury or for any reason deemed legitimate by the Head Coach.

Awards by outside groups or organizations are not allowed unless approved by the Director of Athletics.

CONFERENCE AWARDS

The Directors of Athletics of the Southern Conference annually select two Athletes-of-the-Year, one female and one male. Lists of ALL-SoCon Players of the Year for most sports are also compiled by numerous groups. The prominent are those named by the respective sports coaches and the Southern Conference Media Association.

The Southern Conference presents the trophies and awards for individual and team achievement at the end of the conference regular season. In general, the following awards are made, but there are differences according to sport. Please consult with your coach or inquire of the Sports Information Director to learn the exact awards for your sport.

Championship Trophies (one per team)

All-Conference Team

Player-of-the-Year

Freshman-of-the-Year

Players-of-the-Week, in some, but not all, sports

Plaques presented to the members of the team that win a conference championship

Individual plaques based on the final finish in individual sports

The Southern Conference is made up of the following institutions:

Appalachian State University, Boone, NC, www.appstate.edu

The Citadel, Charleston, SC, www.citadel.edu

The College of Charleston, Charleston, SC, www.cofc.edu

Davidson College, Davidson, NC, www.davidson.edu

Elon College, Elon, NC, www.elon.edu

Furman University, Greenville, SC, www.furman.edu

Georgia Southern University, Statesboro, GA, www.georgiasouthern.edu

Samford University, Birmingham, AL, www.samford.edu

UNC at Greensboro, Greensboro, NC, www.uncg.edu

University of Tennessee at Chattanooga, www.utc.edu

Western Carolina University, Cullowhee, NC, www.wcu.edu

Wofford College, Spartanburg, SC, www.wofford.edu

ALL-AMERICA AWARDS

All-America status is earned through the NCAA's national ranking systems in tennis, indoor-outdoor track, cross-country, wrestling, volleyball, soccer, softball, and golf. Lists of All-America winners in basketball and football are compiled by numerous groups. Among the most prominent are those named by: Kodak, Associated Press, National Association of Basketball Coaches, American Football Coaches Association, NCAA Consensus, Basketball Writers of America Association, The Sporting News, and College Sports Information Directors of America (COSIDA).

A complete listing of other national honors (i.e. All-star games, MVP's, etc) and their recipients are included in each annual basketball and football media guides.

The Southern Conference is in turn a member of the National Collegiate Athletic Association (NCAA). Because of UTC's membership in the SoCon and the NCAA, we adhere to many rules governing the playing rules and season and academic eligibility to participate in a varsity sport.

Appendix II: Student Athlete Handbook

UTC strongly believes in following these rules both in spirit and in the letter. As a student-athlete, you need to be aware of the rules that affect your participation. You must understand that these requirements for eligibility are inflexible, and there is no room for error in complying with the Satisfactory Progress Rules.

COMPLIMENTARY ADMISSIONS AND TICKET BENEFITS

NCAA rules state an institution may provide up to four (4) complimentary admissions per home or away contest to a student-athlete in the sport in which the individual participates, regardless of whether the student-athlete competes in the contest.

Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. UTC shall be responsible for this administration procedure, and the student-athlete's eligibility could be affected by involvement in action contrary to the provisions in the NCAA manual (i.e., receipt of more than the permissible four complimentary admissions or the sale or exchange of a complimentary admission for any item of value).

DESIGNATION COMPLIMENTARY TICKETS

PLEASE print the full name of the individual(s) you are designating to receive complimentary admissions in the correct spaces. Complimentary admissions may be designated to relatives, students, or friends. Student-athletes may transfer any or all of their complimentary admissions to a fellow student-athlete of the same sport. These complimentary admissions must be noted by each of the student-athletes involved in the procedure.

Once the list is turned into the Ticket Office, it is final and additions or changes will not be allowed.

The individual utilizing the complimentary admissions must present identification to the person supervising the use of the pass list at the admission gate. The individual shall be provided a ticket in football, volleyball, soccer, men's and women's basketball, wrestling, and softball.

Once the individual is admitted, he or she must remain within the gates. Each individual may receive one ticket, and he/she can receive it only when entering the gate.

MCKENZIE ARENA EVENTS

If your sport IS men's or women's basketball

To reserve your complimentary tickets you must sign up with the coach or athletics staff member responsible before 5:00 pm or after practice two days prior to the home game. If you do not report before the designated deadline, you cannot designate complimentary admissions. On the day of the game, those individuals you have designated should report to the Arena Gate A, on the street level adjacent to Gate One. Complimentary admissions will be issued with a valid picture ID when the gates open, usually one hour before tip-off. All tickets are reserved for men's basketball and general admission for women's basketball. Please ask individuals to arrive early to avoid long lines.

If your sport IS NOT men's or women's basketball

If you wish to attend a game present your validated MOCS Card at the student entrance at Gate One. Student seating for men's games is in Sections 102-108 and 302-304. Seats for women's games are general admission. To purchase a guest ticket for a game, please stop by the McKenzie Arena Box Office at Gate One Monday through Friday, between 10:00 am and 5:00 pm.

MACLELLAN GYM EVENTS

If your sport IS wrestling

To reserve your complimentary tickets you must sign up with the coach or athletics staff member responsible before 5:00 pm or after practice on the day before the game or match. If you do not report before the deadline, you cannot designate complimentary admissions. On the day of the athletic event, those individuals you have designated should report to the main entrance of the gym facing Boling Apartments on Douglas Street.

If your sport IS NOT wrestling

If you wish to attend a game present your validated MOCS Card at the gym's student entrance on the Douglas Street side facing Boling Apartments. To purchase a guest ticket for a game, please stop by the McKenzie Arena Box Office at Gate One Monday through Friday, between 10:00 am and 5:00 pm or purchase them at the gate on the day of the game or match. Student guest tickets are \$2.

FINLEY STADIUM/DAVENPORT FIELD EVENTS

If your sport IS football

Appendix II: Student Athlete Handbook

Each week a request envelope will be placed in your locker for the next week's game. You will receive (4) complimentary tickets for a home contest; (2) for an away contest. To reserve your complimentary tickets, you must complete and turn in request envelopes to room 415 before 5:00 pm or after practice on the Wednesday before a Saturday game, or Tuesday before a Thursday game. You must turn in all names at this time. If you do not report before the deadline, you cannot designate complimentary admissions for the upcoming games. The Ticket Office reserves the right to push up the deadline for certain away games. On the day of the game, those individuals you have designated should report to Finley Stadium's Foundry Gate South, adjacent to the First Tennessee Pavilion. With a valid picture ID, complimentary admissions will be issued when the gates open usually (1½ hours before kickoff). Designated tickets are for the General Admission seating area. Please ask individuals to arrive early to avoid long lines.

If your sport IS NOT football

If you wish to attend a game, present your validated MOCs Card at any of the open Finley Stadium gates. Student seating for football games is in section 126, 127 and 128 on the north side of the stadium. To purchase a guest ticket for a game, please stop by the McKenzie Arena Box Office at Gate One Monday through Friday 10:00 am to 5:00 pm or you may purchase them at the gate on the day of the game. Student guest tickets are \$5.

JIM FROST STADIUM EVENTS

If your sport IS softball

To reserve your complimentary tickets you must sign up with the coach or athletics staff member responsible before 5:00 pm or after practice on the day before the home game. If you do not report before the designated deadline, you cannot designate complimentary admissions.

If your sport IS NOT softball

If you wish to attend a game, present your validated MOCS Card at the front gates. All seating is general admission. To purchase a guest ticket for a game, please stop by the McKenzie Arena Box Office Monday through Friday 10:00 am to 5:00 pm or purchase them at the gate on the day of the game. Student guest tickets are \$2.

SPORTS MEDICINE

The goal of the UTC Athletics Sports Medicine Program is to support UTC Athletics' mission of unparalleled excellence in all programs and activities. The Sports Medicine Program will deliver the highest quality health care to its student-athletes by providing injury/illness prevention, evaluation, and diagnosis, treatment, and rehabilitation services while maximizing athletic performance. Through this health care and prevention education, the UTC Sports Medicine Program will become a leader for sports medical services in Tennessee, The Southern Conference, and the NCAA.

SPORTS MEDICINE MISSION

We protect and promote the safety, health and well-being of each and every one of our Student-Athletes.

We provide and coordinate a comprehensive array of professional healthcare services-evaluation, education and treatment.

We work closely with our coaching staff as they develop their plan for athletic competition.

Above all else, we protect and promote the safety, health and well-being of each and every one of our Student-Athletes.

SPORTS MEDICINE STAFF

<u>Staff</u>	<u>Responsibility</u>	<u>Office/Cell</u>
Todd Bullard	FB/Golf/Administration	425-4740/505-3854
Mike Booi	WR/Tennis	425-5598/517-881-4313
Ryan Degon	Assistant Football	425-5719/518-651-4637
TBA	WBBK/Women's Tennis	425-5599
MacKenzie McDonald	MBBK/TK-CC	425-2803/774-7295
Jessica Tanner	VB/SFB	425-5637/ 973-809-0855

Appendix II: Student Athlete Handbook

Graduate Assistants

Grant Davis	Football	425-4275/865-806-1491
Jo Gundrum	Softball	425-4275/252-412-1495
Adam Chinery	Soccer	425-4275
Countess Davis	TK/CC-Tennis	425-4275
Athletic Trainig Room	General Line.....	425-4275
Fax Line.....		425-5436

Team Physician

Bryan Mayol Non-Operative Sports Medicine

Team Surgeons

J. A. Dorizas Orthopedist
Chad Smith Orthopedist
Michael Tew Orthopedis

ATHLETIC TRAINING ROOM OPERATIONS

Hours of Availability

Fall/Spring Semester

8:00-11:00am/1:00-5:00pm

Accommodations will be made for individual teams as the need arises. Contact your team's athletic trainer to coordinate this.

Christmas Break

8:00-11:00am/1:00-4:30pm

The athletic training room will be closed for normal operation during official school closing for the Christmas holiday. Teams competing during this time will have access to the athletic training room and services during specified practice/games.

Summer Semesters

8:00am-4:00pm

Treatment Times

Athletes will receive a morning, pre-practice, and post-practice treatment. These treatment times will vary by sport, but a three treatment a day standard will be held for each and every injured athlete.

Team Physicians Athletic Training Room Schedule

The team physician keeps regular hours in the Athletic Training Room each week. Student-athletes may make an appointment to see the physician through their team athletic trainer. The Athletic Training Room schedules for Team Physicians may change each semester based on need and availability. Please check with sports medicine staff for current schedules.

Routine Health Care

Appendix II: Student Athlete Handbook

Treatment for non-athletically related illnesses and injuries is obtained through University Health Services. For services including urgent care, general medical care, STD testing, prescriptions, and counseling call 423-778-9303. For athletes currently enrolled at UTC, there is no charge for an office visit.

Counseling/Mental Health

Counseling and mental health care is not provided by the Sports Medicine Department. Student athletes may receive free, confidential counseling at the UTC Counseling Center in Room 338 of the University Center or can schedule an appointment by calling 423-425-4438.

PRE-PARTICIPATION PHYSICALS

General Policy

All incoming student-athletes must undergo a pre-participation physical prior to participation in intercollegiate athletics at UT Chattanooga. This physical is performed by the non-operative sports medicine team physician in conjunction with the team orthopedists. The team physicians alone have the ability to clear a potential student athlete for full participation.

Returning student-athletes must complete an updated history packet and do not have to repeat a pre-participation physical. If the student-athlete's updated history reveals they have suffered an injury or may be suffering an undiagnosed medical condition, the team physician will perform an evaluation to determine any care needed and their participation status.

MEDICAL RECORDS

General Policy

A student-athlete's medical record is a confidential document containing the medical care received while at UT Chattanooga. This record allows for planning of coordinated care and helps ensure a full picture of the individual's health. Records will be maintained in the athletic training room with only sports medicine personnel directly involved with the care of the student-athlete having access to it.

Athlete Privacy

Sports medicine staff will keep medical information confidential in accordance with the student-athlete's authorization as outlined in the form *Authorization to Disclose Protected Health Information*. Medical information may be shared between sports medicine staff and other athletics staff if the information has a direct bearing on a student-athlete's health or education. In all cases only the minimum necessary information will be disclosed.

PHYSICIAN REFERRALS

Referral Mechanism

If an injury or condition requires evaluation by a physician, the sport medicine staff will refer student athletes to University Health Services, for initial evaluation with the team physician. If a further referral is needed, the non-operative sports medicine physician will arrange for the needed services. This procedure is for all services including orthopedics, imaging, labs, and cardiology. Any student-athlete receiving medical care from a referral not initiated by UTC Sports Medicine cannot receive follow-up care thru UTC Sports Medicine for the involved injury/condition nor can the medical care be the financial responsibility of UTC Athletics.

Second Opinions

A second opinion may be requested and will be performed by physicians within UTC Sports Medicine's physician network. Second opinions sought outside of this network or without the knowledge or consent of the Director of Sports Medicine, will not be covered by the university's secondary insurance policy and will be the financial responsibility of the student-athlete.

INSURANCE REQUIREMENTS & POLICIES

General Policy

Appendix II: Student Athlete Handbook

UTC Athletics carries a secondary insurance policy to cover injuries arising as a result of athletics participation. All students-athletes are required to carry their own primary health insurance to cover injuries and illness not related to participation in UTC Athletics. If an athlete is injured during athletics participation, a claim with his/her primary medical insurance carrier will be filed. Any expenses not covered by the primary insurance will be paid under the UTC Athletics policy, subject to its limitations and conditions.

The Athletics Insurance Policy cannot pay or reimburse for the following:

Elective Treatment or Surgery	Chiropractic Care
Contacts or Glasses	Orthotics
Prescriptions (unrelated to injury)	Pre-existing condition/injury
Outpatient Drug Rehabilitation	Non-injury related dental care

Dental Injuries/Care

UTC Athletics will pay for dental injuries received during formal practice or competition. All dental injuries should be reported to the sports medicine staff as soon as possible. UTC Athletics is not responsible and cannot pay for routine dental care or procedures unrelated to a dental injury received during athletics participation.

Cold/Cough/Flu

During a student-athlete's season as recognized by the NCAA, the athletic department is allowed to pay for cold/cough/flu or other illnesses. Student athletes should come to the athletic training room for initial evaluation and referral.

Mental Health

Mental health care is not typically covered by the athletics insurance policy. Claims will be considered on a case by case basis. Student athletes may receive free counseling at the UTC Counseling Center by calling 423-425-4438.

Medical Bills

For medical expenses to be covered by the university's policy, athletes must go through the Sports Medicine department for all referrals and coordination of services. Any medical bills a student athlete receives in connection to care for an injury related to athletic participation should be brought to the sports medicine staff in a timely manner, so that payment can be arranged.

DIETARY SUPPLEMENTS

General Policy

Dietary supplements are marketed to student-athletes to improve performance, recovery time, muscle-building capability, and increase energy levels. There is concern in the lack of regulation and safety in the manufacture of these supplements. The ingredients in supplements are not typically subject to the regulations set by the United States Food and Drug Administration (the FDA). As a result, the contents may not be represented accurately on the list of ingredients and may contain banned substances, which can cause a student-athlete to have a positive drug test. Student-athletes should consult with the UTC sports medicine staff before taking ANY dietary supplement.

Student-athletes are also discouraged from consuming "energy drinks" as these can pose a risk as well. The active ingredient in most of these drinks is caffeine, which is regulated by the NCAA. It is possible to have a positive drug test if there is too much caffeine in your system. In addition, some of these drinks include ingredients that are not regulated by the FDA and could, therefore, contain other banned substances. Consult with the UTC sports medicine staff if you have any questions.

SUBSTANCE ABUSE AND DRUG TESTING POLICY

Coordination of Testing

As a student-athlete at UTC, you will be subject to institutional drug testing. This testing is in addition to the NCAA drug testing program. The institutional drug testing program conducts random and unannounced drug tests **year-round**. Student-athletes will be notified of a pending drug test via cell phone, text message, or in person. Student-athletes are ex-

Appendix II: Student Athlete Handbook

pected to confirm their notification of drug testing either verbally or in writing (such as a text message response) and will be given instructions regarding the test. Instructions given include:

- Date, time, and location of drug testing
- To bring a photo ID to the collection site
- To not go to the bathroom prior to the test
- That they will be held at the collection site until they need to use the restroom or they have class. They will be expected to report back to the collection site immediately after their class.
- If they are more than 30 minutes late to the collection site they will be expected to produce a sample immediately upon arrival. Failure to do so will be considered a no show and will be handled accordingly
- A no show may result in a positive test.

Consent for testing is given upon entrance to UTC Athletics as a part of the pre-participation physical.

Testing may also be performed at the request of Sports Medicine or Coaching staff, and may be performed anytime, without notice.

For A complete list of Banned-Drug Classes is available in the Athletic Training Room, Office of Compliance, or the NCAA Web site (www.ncaa.org).

DISORDERED EATING

Guidelines for Coaches and Athletic Staff

- If a coach desires a student-athlete to modify his or her diet, the coach will refer the student-athlete to the Director of Sports Medicine. The sports medicine staff will work closely with the medical staff (Team Physician, Registered Dietician, and Strength & Conditioning Coach) and will help the student-athlete to utilize these resources.
- Coaches may not weigh student-athletes in group settings, have mandatory weigh-ins, have set target weights, or apply external pressures to lose body weight. Body weight/composition is private information. There are only two exceptions to this rule
 1. **Pre-season weight monitoring during two-a-days for outdoor sports so that proper monitoring of hydration status of the student-athletes participating in these sports are noted and the welfare and medical safety of the student-athlete is ensured and not compromised.**
 2. **Weight certifications for wrestling**
- If a member of the UTC Coaching or Athletics Staff has a concern, or if an individual expresses concern to a UTC Athletics staff member that a student-athlete may have a potential eating disorder or body image issue, these aforementioned concerns should be reported directly to the Director of Sports Medicine. **All medical referrals will be coordinated through the Sports Medicine Department only.**

STUDENT-ATHLETE PREGNANCY GUIDELINES

The UTC Sports Medicine Department seeks to provide the best medical care for all its' student-athletes, including those who have chosen the path of maternity. Although it cannot assist with medical fees or bills associated with pregnancy, the Sports Medicine Department will provide assistance with the transition from athletic participation to maternity leave, and eventual return to athletic participation.

When brought to the attention of the UTC Sports Medicine Department, the student athlete will be advised to immediately seek the medical care of an OB/GYN if they have not already done so. Should she desire to continue competing for the university while pregnant, it will be under the direct care of a physician. She will also be required to inform pertinent UTC athletics' staff to include:

- Director of Sports Medicine
- Senior Women's Administrator
- Team Athletic Trainer
- Team Physician (if needed)

Appendix II: Student Athlete Handbook

Although the pregnant athlete may be allowed to participate in athletic activity during and after her pregnancy by her OB/GYN, the UTC Medical Staff understands that individuals vary, and will agree to follow the guidelines of the OB/GYN in conjunction with the UTC team physician to protect the health of the student athlete.

THE UTC VARSITY ATHLETE AND THE EQUIPMENT ROOM

Hours: Monday through Friday - 1:00 pm to 5:00 pm

ISSUED CLOTHING & EQUIPMENT

Any and all of the Athletic Department clothing and/or equipment that you are issued while you are at UTC belongs to the University. The day equipment is issued to you; it becomes your responsibility to keep up with it.

WORN OUT/BROKEN/DAMAGED EQUIPMENT OR CLOTHING

If any of your equipment wears out, breaks, or is damaged in any way, all you have to do is bring it to the Equipment Room, where it will be replaced.

MISSING EQUIPMENT/CLOTHING

Anytime you come into the equipment room to replace missing equipment, it will be recorded on the daily log. At the end of the semester these charges will be sent to the Business Office. You will be charged the replacement cost and your grades will be put on hold until the time you either pay the University or return the equipment.

WORKOUT CLOTHING/SHOES

Sweat suits and running shoes used for a workout must be returned to the equipment room the same day they are issued.

STUDENT MANAGERS

Managers have a busy and complicated work environment. They assist the head coach and head equipment manager and must account for all equipment daily. You are expected to treat the student managers with respect and dignity at all times.

ALTERATION OF EQUIPMENT

Because of liability insurance, at no time should you or anyone alter any of your equipment. If alterations need to be made, take that piece of equipment into the equipment room.

LAUNDRY BAG

Be sure your laundry loop is closed tightly and put into the hamper at the end of the day for washing. Please take clothing that has not been used that day off the loop. Each locker has a lock; it is your responsibility to lock it!

STATEMENT OF GENDER EQUALITY

The University of Tennessee at Chattanooga Department of Intercollegiate Athletics is committed to fair and equitable opportunities and treatment to student-athletes of both genders. The University currently offers 17 varsity sports for men and women.

Men's Sports

Basketball

Cross Country

Football

Men's Golf

Tennis

Indoor/Outdoor Track

Wrestling

Women's Sports

Basketball

Cross Country

Soccer

Softball

Tennis

Indoor /Outdoor Track

Women's Golf

Volleyball

GENDER EQUITY COMMITTEE

The University of Tennessee at Chattanooga Department of Intercollegiate Athletics Gender Equity Committee monitors gender equity. The committee is comprised of the Senior Woman Administrator (chair), the head coaches of women's sports, a sport's information director, assistant athletic trainer and representative from the athletics academic area.

Appendix II: Student Athlete Handbook

ASSESSMENT OF GENDER EQUITY

The Gender Equity Committee, under the direction of the Director of Athletics, will meet bi-annually to review and assess the athletic department's compliance with Title IX of the Education Amendment of 1972. The Gender Equity Committee will examine the three major athletic issues for compliance as defined by the Office of Civil Rights Intercollegiate Athletics Policy Interpretation of 1979.

The Three Categories Are:

- Accommodations of Interests and Abilities (sports offerings) Athletic
- Financial Assistance (scholarships)
- Other Program Areas
 - Equipment and supplies
 - Scheduling of games and practice times
 - Travel and per-diem allowances
 - Tutoring, Coaching, Publicity, and Support Services
 - Locker rooms, practice, and competitive facilities
 - Medical and training facilities and services
 - Housing and dining facilities and services
 - Recruitment of student-athletes

The Gender Equity Committee will also assess gender equity by applying the three-part test that is used by Office of Civil Rights when assessing whether an institution is providing nondiscriminatory participation opportunities for individuals of both sexes. Only one of the following parts has to be met for an institution to be in compliance with Title IX.

Whether intercollegiate level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective undergraduate enrollments; OR

Where the members of one sex have been and are underrepresented among intercollegiate athletes, whether the institution can show a history and continuing practice of program expansion which is demonstrably responsive to the developing interests and abilities of the members of that sex; OR

Where the members of one sex have been and are underrepresented among intercollegiate athletes, whether the institution can show a history and continuing practice of program expansion, as described above, whether it can be demonstrated that the interest and abilities of the members of that sex have been fully and effectively accommodated by the present program.

DOCUMENTATION

The Gender Equity Committee will submit an annual report to the Director of Athletics, Chancellor of the University and the Athletics Board that will determine what further action, if any, the University should take to ensure that the total athletics program equally and effectively accommodates the athletic interest and abilities of all students.

STATEMENT OF MINORITY EQUITY

It is the policy of UTC not to discriminate against any student, employee, or applicant for employment on the basis of race, color, religion, sex, national origin, disability, age, or being a disabled veteran or veteran of the Vietnam Era. This policy extends to recruitment, employment, promotion, demotion, transfer, lay-off, termination, compensation, training, benefits, and all other terms and conditions of employment. Employment opportunities will not be distinguished on the basis of gender unless gender is a bona fide occupational qualification.

The UTC Department of Intercollegiate Athletics is committed to these same policies in accordance with University of Tennessee system in regard to employment and recruitment. The Department of Athletics is also committed to the professional development of coaches and administrative staff. It also has a goal to provide all student-athletes, regardless of race or gender, equal opportunity for academic and athletic success and to strive to meet special needs within this student population.

Access by student-athletes to athletic facilities, such as the training room and weight room and to enhancement programs such as the study skill and tutorial areas, is made available without regard to gender or race.

Appendix II: Student Athlete Handbook

MINORITY EQUITY COMMITTEE

The committee functions as an advocacy for minority student-athletes and athletics personnel. All search committees have representation from the Minority Equity Committee when vacancies occur.

The committee has four charges:

- Maintaining an awareness of challenges experienced by minority student-athletes and athletics personnel.
- Monitoring the activities of the Department of Athletics to determine whether the goals documented in the “Minority Equity Plan” are accomplished.
- Reporting bi-annually to the Director of Athletics on the status of minority student-athletes and athletics personnel.
- Providing a source of mentorship for minority student-athletes.

STUDENT-ATHLETE GRIEVANCE PROCEDURE

The Department of Athletics at the University of Tennessee at Chattanooga is committed to resolving all complaints for grievances brought to its attention in the most equitable fashion possible for all persons concerned. The grounds for grievance may not infringe upon the coach’s judgment regarding ability or any other factor considered being important to further the goals of intercollegiate athletics at University of Tennessee at Chattanooga. It is every coach’s responsibility to treat each student-athlete in a fair, consistent, and appropriate manner. The Department of Athletics is adamant that the student-athlete’s best interest always is taken into consideration.

The administrative philosophy is to maintain an open door to both staff and student-athletes. It is the expectation of the Athletics Department that attempts be made to resolve any complaints or grievance via the informal procedures outlined below. However, if a satisfactory resolution of the problem proves impossible through the informal mechanism, then the formal grievance procedure may be employed.

INFORMAL PROCEDURE

Any student-athlete with a complaint or grievance involving an athletic team, coach, department official, or policy should discuss and attempt to resolve the complaint or grievance with the person(s) involved. All persons involved in the process should make every attempt to resolve the problem as promptly as possible. In the event that the parties involved cannot reach a satisfactory resolution, the student-athlete can request a meeting with the sport administrator or staff member’s supervisor (found on the Department of Athletics Organizational Chart). If a meeting among the involved parties is not feasible or if the parties are unable to resolve the complaint or grievance to their satisfaction, the grievant may use the formal grievance procedure.

FORMAL PROCEDURE

- The grievant is required to employ the informal procedure prior to taking formal action. Should the grievant wish to employ formal means to resolve a complaint or grievance, the following action should be taken.
- The grievant should notify the Director of Athletics of his/her grievance in writing, outlining the complaints, the persons involved and any other pertinent information.
- The Director of Athletics, or his designee, should conduct a preliminary interview with the grievant. The Director, or his designee, may deem it necessary to contact and interview the person(s) about whom the complaint is being lodged.
- The Director of Athletics, or his designee, shall conduct a formal meeting involving the grievant, the person(s) against whom the complaint is being made and any other relevant parties.
- Within a reasonable period of time after the formal meeting, Director of Athletics, or his designee, shall notify the grievant, in writing, of the decision.

COMPLAINT OF RACIAL DISCRIMINATION OR SEXUAL HARASSMENT

If any student-athlete feels that he/she has been the victim of racial discrimination or sexual harassment, he or she should notify Laura Herron, the Associate Athletic Director for Compliance/Senior Woman Administrator. She will assist the student-athlete with making a formal complaint to the University’s Director of Affirmative Action who will investigate all such allegations.

MEETING MEMBERS OF THE MEDIA

The staff members in the Sports Information Office are the department’s contacts with newspapers, radio and TV stations both in Chattanooga, in your home town and around the world. The Sports Information office is in Arena 132, telephone 425-5292. The University of Tennessee at Chattanooga’s athletic program generates extensive public interest and media coverage. The Department of Athletics is aware that its image affects the reputation of the entire University and your sports program, and urges you to use sound judgment when making any statements to the media.

Appendix II: Student Athlete Handbook

Because a single incident or impulsive statement can receive national attention, the Sports Information Office will arrange all contacts with the media; therefore, that office has developed certain policies concerning interviews and news conferences. Before you talk with a media representative, be sure that you have had advance contact with the Sports Information Office. These precautions are primarily to ensure the fair and accurate representation of the University, the Department, your sport, and YOU. The Sports Information Office is available as necessary to provide additional assistance. The Office can advise you on interview techniques and can offer ideas about the types of question that may be asked. The Office can also provide suggestions for handling sensitive or negative questions.

INTERVIEWS

You are encouraged to participate in interview sessions when they are arranged through the appropriate channels. The Sports Information Office schedules interviews around your availability and the media representative's schedule and will not ask you to miss class for interviews. You will be sent an interview notification/request form, setting a time and location to meet and requesting a response if those arrangements are inconvenient. Pre-contest interviews with student-athletes are usually arranged for before or after practice. You will not be asked to be available on contest days until after your contest.

NEWS CONFERENCES

In all sports, win or lose, you are required to be available to the media following a contest. Post-contest interviews are conducted in an equal access media room or separate area after a ten-minute "cool-down" period. The Sports Information Office will notify you if you are needed for post-contest interviews, and you will be expected to remain in the media room until all obligations are met. The usual news conference begins with comments by the coach or a student-athlete followed by questions from the media. Printed support material is usually made available to media representatives. If you have any questions concerning the type of information you may discuss with the media, check with the Sports Information Office.

SUGGESTED GUIDELINES FOR WORKING WITH THE MEDIA

UTC athletics program receives some of the finest media coverage in the Southeast and, for a school its size, maybe in the nation. The reason for this is that the athletes and coaches deal with the media in a professional and respectful way. Here are some guidelines to help you when speaking to media representatives. While some specifics may be appropriate for different sports, the Sports Information Office has included instructions on how to respond to both typical and high-stress situations, which may occur during or after a contest.

- Always be courteous. Use good manners and be on time for your interview. Being late for an interview is just as bad as being late for a team meeting or practice.
- Say good things about your opponent and your teammates. Don't let what you say become bulletin board material for an opposing team.
- Remember, you always have the right not to answer a question. If a member of the media asks you a question that you feel is not fair to you, just say, "I'd rather not answer that question." You always have that right.
- Whatever you say becomes a permanent record. What you say may not get on television or on the radio right away, and it may not get printed in the newspaper the next day, but it can be used a week, month, or even a year from now.
- Don't invite members of the media to your dorm, either during the season or in the off-season. Your room is a private domain for you and your roommates.
- Don't do interviews over the telephone from your room, apartment, or cell phone, unless arranged by the Sports Information Office.
- Don't be afraid of dealing with the media. Things you say and do in front of a television camera or a radio microphone can be edited and straightened out. One way that you can help yourself is by answering in complete sentences. Don't use one-word answers. Avoid cliché answers such as "we will take it one game at a time" and so on. Avoid "ahs" and "you knows".
- The media can be your friend. We are very fortunate here in Chattanooga that we work and deal with media representatives who are truly professional. If you are having a problem with a member of the media, please get in touch with the Sports Information Office, and we will get things straightened out.

The Sports Information Department will set up and arrange all of your interviews. If a member of the media calls you in your room, just say that all interviews are set up through the Sports Information Department. Also, don't provide your cell phone number.

ACADEMIC SUCCESS

ACADEMIC ASSISTANCE

Phone: (423) 425-2242

Tutors are available through the Mocs Opportunity Center for Success located in the Arena 443. Appointments with tutors can be arranged by the Mocs Center if the request is made at least 72 hours before the tutoring is required. In general, if you need a tutor, go to Arena 443 and fill out a request form. **There is no guarantee that tutors will be available for every class offered at UTC, but the Mocs Center staff will work with professors and other resources on campus to ensure that the most qualified tutors are employed by the Athletic Department.**

Students who are assigned a tutor and do not cancel the session in the appropriate timeframe will be subject to 1) suspension/cancellation of tutoring privileges 2) Financial charges equivalent to the missed session up to \$15 per hour. Missed sessions will be reported to the Academic Liaison for each sport.

ATHLETIC STUDY HALL

Head coaches from each sport decide whether or not team members are required to attend a certain number of hours per week in study hall. Student-athletes judged to be “at-risk” academically are required to work in the Mocs Opportunity Center for Success (Arena 443) 7-10 hours each week. Student-athletes are encouraged to use the MOCS room for writing papers, checking e-mail, quiet study, and using software for Math, Science, English, and Sociology classes.

Because of the limited number of computers and the demand at peak times for their access, casual use of the computers should be kept to a minimum. If students are waiting for access to a computer for academic purposes, you may be asked to turn over the use of that computer.

Hours

Monday	8:00 am-9:00 pm
Tuesday	8:00 am-9:00 pm
Wednesday	8:00 am-9:00 pm
Thursday	8:00 am-9:00 pm
Friday	8:00 am-5:00 pm

FULL TIME ENROLLMENT FOR ELIGIBILITY

In order to be eligible to compete, all student-athletes are required to carry a minimum of 12 semester credit hours each term. Correspondence course credit hours cannot be applied toward this requirement. Under no circumstances can a student-athlete drop below 12 hours of course work at any time during the semester.

All majors at UTC require at least 120 hours for graduation, which means one will need to average 15 hours a semester to attain a degree within 4 years.

ACADEMIC ADVISEMENT

Student athletes are required to meet with their athletics academic advisor a minimum of two times each semester. These sessions will discuss time management, study skills, course selection, as well as eligibility.

All junior and senior student-athletes should consult with their department advisor about classes needed for the next semester.

YOU WILL NOT BE ISSUED AN “ADVISEMENT CODE” FOR REGISTRATION UNTIL YOU HAVE MET WITH YOUR ATHLETIC ACADEMIC ADVISOR.

PRIORITY REGISTRATION

Student Athletes are among a group of targeted students who are allowed access to “Priority Registration” which occurs prior to the general student population registration. In order to use this service, students need to complete the advising process prior to the beginning of registration. Please watch for emails and posters regarding dates/times for advising. Students also need to ensure access to Priority Registration by making sure that the following items are addressed:

- Take care of all holds (parking, book fees, immunizations holds, dorm fees, phone bills). If you have ANY type of financial or disciplinary hold, you will not be allowed to register.
- See your advisor in your major.

Appendix II: Student Athlete Handbook

- Meet with the Mocs Center Staff.
- Your final schedule is your responsibility. Proofread it carefully.
- Registration will take place for student athlete through the Mocs Center staff. If you fail to meet the deadlines, you will not be receiving the “priority registration” status.

FEE PAYMENT/SCHEDULE CONFIRMATION

All student–athletes, even if they have a full grant-in-aid, must process their fees or confirm attendance through the bursar’s office, by the deadline established for each term. You must do this every semester, including summer. If you do not, your classes will be cancelled and you will have to pay a fee to re-register and face the certainty of not having access to the same schedule that you had previously registered for during the registration period.

CLASS ABSENCE

The Athletic Council reviews and ultimately approves each team’s proposed travel/competition schedule to ensure that there is minimal disruption of class attendance for each semester of competition. Each team submits departure times and is required to adhere to those departure times.

At this time there is no uniform “University Excused Absence Policy” for students who are participating in co-curricular activities. Currently, it is up to the individual professor to allow student-athletes who are considered “excused” under the Athletic Council review policy to miss class for travel and competition without penalty. Students are encouraged to present each faculty member with the list of absences that will affect the particular course to ensure that they will not sustain any penalty for representing the University. If there will be problems, you need to speak with the Director of Academic Support Services IMMEDIATELY to see if there is a possible section change or to drop the course.

No matter what the absence policy of various teachers may be, YOU must remember that you must save any absences for these extreme circumstances. Most teachers who have absence policies count “excused absences” as they would any type of absence. Therefore, if a teacher “allows” a certain number of absences without penalty, save those for travel or your grade will suffer.

If it becomes necessary for you to visit a physician, please inform the trainer of your class schedule BEFORE he/she calls for an appointment so that the trainer may, if possible, schedule your visit in such a way as to avoid missing classes. If you have a medical reason for missing class or are absent from the University because of a death in the family, the head trainer (medical reasons) or head coach in your sport (case of death) will inform your academic advisor in Athletics who will contact your professor(s). You must personally inform your professor of any absence. The director/advisor will only confirm your cause from the Athletics Department.

MANAGING YOUR TIME

How successful you are as both a student and as an athlete in college will be directly related to your ability to manage your time. Remember that every person is different. Therefore, you should make yourself a personal time schedule that realistically reflects your needs and work habits.

HOW TO USE THIS PLANNER

- 1.) Write your assignments, tests, finals, practices, games, travel games, etc. on both the monthly and weekly calendars. Use the monthly calendars to see the “big picture” and weekly calendars to focus on immediate goals.
- 2.) Use your syllabi at the beginning of the semester to fill in your assignment due dates for the whole semester as soon as you get them.
- 3.) Schedule specific study time for each day. Ex. “Study Math”
- 4.) Schedule study breaks, time to eat, and time to sleep for each day.
- 5.) Schedule free time to relax and regroup.
- 6.) Use time in between classes to study and review notes. This will lighten your study load later.
- 7.) Find the best place to study for you, which more than likely will not be your dorm room.
- 8.) If helpful, make “to do” lists. These should include classes, meetings, practices, games, tutoring, etc.
- 9.) Do not procrastinate. Stay on top of all assignments and reading.
- 10.) Approach studying like you do practice, strive to improve each day.

Appendix II: Student Athlete Handbook

THE APPROACH TO EVERY CLASS

- *Go To Class - Every Class!* Try missing practice and see what your coach thinks and says! College professors may not say anything if you are absent, but they notice and remember.
- *Read Your Syllabus and LIVE By It!* Most college teachers distribute a copy of the syllabus for the term at the first class. After that, many of them never mention any assignments in class. WHY? Because when professors make all their assignments in the syllabus, set test days, tell you in the syllabus about when papers are due and give you a copy, they expect you to treasure your syllabus and read it carefully before and after every class period. It is a key to success in their classes.
- *Always Go To Class Prepared.*
- *Be on time!*
- *Take Notes in Class.* Skip lines, which allow you to go back and add more important information.
- If you know that you are going to be absent for travel days, early in the semester find another student who takes good notes and ask if you may copy these notes from the days that you miss.
- *Immediately After Class, Analyze Your Class Notes.* Review, correct and mark your notes. Ask yourself “What did the professor want us to learn today?” Write that down along with your notes.
- *Study Your Notes.* Experts tell us that reciting your notes helps us to remember later. Reading your notes over just before a class period helps tie the ideas together. Before a test, try studying your notes silently, closing the book or notebook and seeing if you can say aloud what you have studied. Check yourself for accuracy. Recite to yourself again. Repeat until you are perfect. Then try to write it down. When you can do this, you are ready for the test.

ACADEMIC AWARDS

Academic achievement is highly recognized in intercollegiate athletics at UTC. The Department, each sport, and various groups, present many awards to honor exceptional academic efforts by student-athletes including some in the form of scholarships. Satisfying the criteria necessary to receive any of these honors may have a tremendous impact on your career goals. The Academic Support Office can give you details concerning these programs.

The most prominent of these honor rolls Are:

- Dean’s List: A student must earn a 3.2 semester GPA to be eligible.
- Southern Conference Honor Roll: A recipient must have completed 24 hours countable toward his/her degree during that year, have participated in a varsity sport, and have an average 3.0 GPA for that year.
- Athletic Director’s Honor Roll: A student must earn a 3.0 semester GPA to be eligible.

STUDENT-ATHLETE ADVISORY COMMITTEE

The mission of the SAAC is to encourage involvement in campus and community projects and to promote better communication between athletes, varsity teams, the athletic administration and the student body. The SAAC promotes the welfare of all students who participate in intercollegiate athletics as athletes, cheerleaders, student managers, student trainers, and students interning with the Athletic Department. Representatives from each sport meet to encourage involvement of all student-athletes in the promotion and development of athletics at UTC. A primary activity includes volunteer work in the Chattanooga community. Student-athletes speak to grade schools, junior highs and high schools about leadership and the role of the student and athlete. Meeting times are posted throughout the Athletic Department.

NCAA CHAMPS/LIFE SKILLS PROGRAM

The NCAA has developed the Life Skills Program to prepare student-athletes for the challenges of life beyond the playing field. The Life Skills Program is designed to help student-athletes bridge the gap from college life to professional life and to make a meaningful contribution to their communities.

CHAMPS (Challenging Athletes Minds for Personal Success)

CHAMPS focuses on the individual as a whole academically, athletically and emotionally and on the changing needs and skills of that individual in the years during and after college. We at UTC believe the premise that the same qualities and skills necessary for a student-athlete to attain a level of greatness in athletics can be applied to “real world” situations.

Appendix II: Student Athlete Handbook

FIVE POINT PROGRAM OF LEARNING

The focus of the program is on five commitments thought to be critical to personal growth. These are: academic excellence, athletics excellence, personal development, service development, and career development. The academic commitment, for instance, focuses on topics such as study skills, goal setting, time management skills and communications skills. Forums and information seminars are held throughout each semester to complement our mission. There is an area in the MOCS study room dedicated to career information and development. The UTC Academic Area strives to meet the needs of each athlete, utilizing printed information, videos, and computer programs for each of these commitment areas.

UTC DEPARTMENT OF ATHLETICS

All Offices are located in the Arena unless otherwise noted. Phone numbers are prefixed with: 423-425-xxxx

PHONE	NAME	ROOM
2207	Emily L. Blackman, PhD., Asst. A.D. - Student Support Services	450
5584	Jenelle Atiyeh, Academic Advisor	447
5654	Rhonda Reynolds	443
2242	Academics Services	443
4444	Business Office	409
4073	Compliance Office	451
2270	Rick Hart, Director of Athletics	408
4567	Equipment Room	130
5273	Megan Parker, Ticket Manager	415
5292	Jay Blackman, Director of Athletics Communications and Media Relations	132
4618	Anne Wehunt, Assistant Sports Information Director	132
2350	Jim Horten, Assistant Sports Information Director	132
5293	Weight Room	Vine Street
4740	Training Room/Sports Medicine	133
4592	Men's Basketball Office	435
4253	Women's Basketball Office	411
4494	Football Office	419
4625	Men's Golf Office	424
5566	Women's Golf Office	429
4359/4183	Men's Tennis Office	Rac. Center
4782	Track & Cross Country Office	425
5285/5302	Women's Soccer Office	446A
2107	Softball Office	413
5540	Women's Tennis Office	431
4069	Volleyball Office	430
4287	Wrestling Office	441A

OTHER IMPORTANT DEPARTMENTS

4438	Counseling and Career Planning	338 UC
4006	Office of Students with Disabilities	102 Frist Hall
5155	Records Office	109 Race Hall
4781	Bursar's Office	274 UC
4051	Parking Services	400 Palmetto
1774	The Writing Center	119 Holt Hall
4304	Housing	Stacey Town Center