

2014-2015

Coppin State University Student-Athlete Handbook



This Handbook Belongs to:

Name:

Address:

City, State, Zip:

Phone:

Email:

Department of Athletics

Coppin State University

2014-2015

Dear Students,

Welcome to the 2014-15 season at Coppin State University. As of this moment, you are now a key component of the excellence that is Coppin State University. From athletics, academics, service, and more, you will play an integral role in continuing, and building upon, our proud traditions that have existed for more than 100 years.

Last year the Eagles experienced tremendous success both on a team and individual level. Success on this level is a testament to the hard work and dedication that you have committed to your sport and to your academic endeavors. The Athletic Department is here to support you as you strive to reach new heights both on the playing field and in the classroom and we encourage you to take full advantage of the support services that are provided to you through coaches, trainers and athletic department staff. We are excited to have you here as part of the Eagle family and we are committed to providing you with the resources you need to achieve your goals, both academically and athletically.

As a student-athlete, you will also be given the opportunity to serve the University, the City of Baltimore, and the State of Maryland in unique ways. You will be an ambassador of the University and a role model to those around you, thus paving the way for the next generation of Coppin State Eagles. In each of these exciting roles, your successes will become part of the proud Eagle legacy.

This student-athlete handbook is an important tool for all student-athletes. You will find information critical to your success both as a student and as an athlete. Please take the time to review it, and follow the policies and procedures we have in place. If questions arise, do not hesitate to talk to your head coach or speak to a member of the Athletic Department administration. We are looking forward to another great year of Eagle athletics. Thank you for being here - it's great to be an Eagle!

Derrick Ramsey

Director of Athletics



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PLEASE NOTE

Student-athletes must comply with all NCAA, MEAC, and Coppin State University rules, regulations, and policies. This handbook contains information relevant to student-athletes but is an overview of the most asked out or encountered rules, regulations and policies.

This handbook should not be exclusively relied upon as it does not contain every rule, regulation, or policy applicable to every student-athlete. This handbook should not be used as a substitute for other important knowledge sources such as the Coppin State University Student Handbook, the Coppin State University Student Code of Conduct, or the NCAA Division I Manual.

If you have any questions, comments, or concerns regarding a rule, regulation, or policy please do not hesitate to contact the Compliance Office, especially if you are aware of or suspect a rules violation. The Compliance Office can be contacted via the following:

Physical Education Complex: Room 323
(410) 951-3742

COPPIN STATE UNIVERSITY

Department of Athletics

I. THE DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

A. MISSION

Coppin State University Department of Athletics' mission is to assume an active role in providing equal opportunity for both men and women by developing and sustaining programs which help student-athletes achieve their maximum potential – both academically and athletically. The Department is an integral part of the University, and it strives to achieve the same standards of excellence as exist in the University's teaching, research and public service efforts. The Department believes that the student-athlete is first and foremost a student possessing individual rights, academic abilities, personal interests and ambitions. The Department of Athletics is committed to maintaining integrity and institutional control by observing and adhering to all rules and regulations governing its programs.

This statement is consistent with the mission of the University which is to provide high quality undergraduate and graduate education and to continue its development as a model comprehensive, urban, Liberal Arts University.

B. EXPECTATIONS OF STUDENT-ATHLETES

Being away from home and part of a diverse campus community means greater freedom to make your own decisions and pursue personal interests. As a member of an intercollegiate athletic team you will also be a very visible part of the community. With that freedom and visibility comes responsibility. As a student-athlete, your actions matter – not only to you, but also to your teammates, the Department of Athletics and Coppin State University. Athletes representing Coppin State University must set good examples of moral and ethical conduct so as to portray Coppin State University as the institution it is: one with students of integrity, respect and excellence.

You are expected to attend class, study halls (when warranted), complete assignments on time and work diligently toward earning a degree. It is the policy of the Department of Athletics to encourage student-athletes to pursue the degree program of their choice. You are expected to meet all academic requirements of Coppin State University, the Mid-Eastern Athletic Conference (MEAC) and the National Collegiate Athletic Association (NCAA). You are expected to participate in and be on time for all practices, training, team meals and meetings. You are expected to comply with all team rules and policies as set forth by your coach, in addition to Coppin State University, NCAA and MEAC rules and policies. This includes all Coppin State University polices and the Student Code of Conduct. You are also expected to uphold the sportsmanship and integrity of the MEAC and NCAA.

C. ORIENTATION

Each year the Department schedules an Orientation Program during the first week of school to give student-athletes a chance to settle into the University environment and take care of administrative details. During the week, student-athletes take physical examinations and meet with their academic advisor, trainer and the sports information department. The Department also gives a Rules Orientation session for each sports team. At this session you will be able to ask questions about NCAA, MEAC, and Coppin State University rules. You will also be required to complete a number of forms, some of which are discussed in this handbook.

II. ATHLETIC GOVERNING ASSOCIATIONS

A. NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

Coppin State University is one of over 1000 member institutions in the NCAA. The three primary purposes of the NCAA are (1) to sponsor national championship competition, (2) to inform all involved parties of rules and regulations governing the academic and athletic eligibility of student-athletes and conduct of athletics programs and (3) to enforce those rules and regulations.

Coppin State University is a Division I member of the NCAA. Traditionally, members of this division are the major universities and larger collegiate institutions with million dollar budgets for athletics.

B. MID-EASTERN ATHLETIC CONFERENCE (MEAC)

Coppin State University is also one of thirteen member institutions in the MEAC. All of these member institutions are:

Bethune-Cookman College (Daytona Beach, Fla.)	Morgan State University (Baltimore, Md.)
Coppin State University (Baltimore, Md.)	North Carolina A&T State Univ. (Greensboro, N.C.)
Delaware State University (Dover, Del.)	North Carolina Central University (Durham, NC)
Florida A&M University (Tallahassee, Fla.)	Norfolk State University (Norfolk, VA)
Hampton University (Hampton, Va.)	Savannah State University (Savannah, GA)
Howard University (Washington, D.C.)	South Carolina State University (Orangeburg, S.C.)
University of Md. - Eastern Shore (Princess Anne, Md.)	

The MEAC conducts championships in:

Men's Baseball	Men's and Women's Basketball	Women's Bowling
Men's Football	Men's and Women's Cross Country	Women's Softball
	Men's and Women's Indoor Track	Women's Volleyball
	Men's and Women's Tennis	
	Men's and Women's Outdoor Track	

C. ELIGIBILITY

As a member of both the NCAA and MEAC, Coppin State University athletes, and members of the Department of Athletics are subject to the strict rules of these governance organizations. For student-athletes, once you become an "enrolled student-athlete" (meaning you have attended at least one day of class in college), you become subject to these rules and thus there are a number of things you are prohibited from doing. Engaging in any of these prohibits activities will render you immediately ineligible for athletic participation and may jeopardize your athletic scholarship/financial aid.

D. INTRAMURAL PARTICIPATION

Members of intercollegiate athletic teams are **not permitted** to participate in intramural competition in the same sport (i.e., an intercollegiate basketball player may not enter intramural basketball competition but may participate in intramural volleyball). Coaches may further restrict intramural participation during the sport's official practice and competition season.

III. STUDENT-ATHLETE ADVISORY COUNCIL

A. PURPOSE

The Student-Athlete Advisory Council was formed for the purpose of providing a communications link between student-athletes and the Department of Athletics' administration in the development of all policy affecting student-athletes. In addition, the Council serves to encourage communication and unity between and among teams and promote and support athletics activities.

The Council meets once every month, October through April, to discuss policies, issues and projects relating to student-athletes, teams and the department.

B. MEMBERSHIP

The Council is composed of:

1. One representative from each team, and an alternate
2. The Director of Athletics or his or her designee (non-voting)
3. The Director of Compliance (non-voting)

Each member has one (1) vote in all matters before the Council unless a non-voting member.

C. ELECTIONS

Team representatives and alternates are elected by their head coach. Each representative serves a one year term but may be re-elected.

Any student-athlete (scholarship or non-scholarship) is eligible for election. All interested students are encouraged to get involved, but each should carefully consider his or her academic and athletic responsibilities before making the additional commitment to membership on the Council.

D. RESPONSIBILITIES

Each team representative is expected to:

1. Attend all council meetings and activities (a convenient regular meeting time will be agreed upon the first meeting).
2. Represent his or her team's views at council meetings. (This means team representatives must talk to their teammates about issues or projects discussed at council meetings. Coaches will allow time before or after practice for team meetings/discussion.)
3. Report to his or her team and coach on what happened at council meetings and distribute the minutes of meetings.
4. Organize team members to help with any special projects.

E. OFFICERS

At the first meeting each fall, the Council will assign (by election or consensus) certain responsibilities to Council members:

1. PRESIDENT – Will chair all council meetings and act as the official representative of the Council.
2. VICE PRESIDENT - Will serve as chair at all council meetings in the absence of the president.

3. SECRETARY - Will record the minutes of all meetings, prepare a draft for typing and deliver it to the Assistant Athletic Director for typing and reproductions.

The Council also has the option of creating new positions (offices) as they deem appropriate.

F. MEETINGS

The Council's function is to provide a forum for discussion of anything that concerns Coppin State University student-athletes. The Director of Athletics or his or her designee will brief the Council on departmental policies as they pertain to the respective issues or concerns. All decisions or opinions formulated by the Council will be received by the Department of Athletics as a **recommendation** from the student-athlete body.

G. OTHER FUNCTIONS

The Council is also responsible for disseminating information to the student-athlete body, including the annual student-athlete athletic program evaluation. At the end of each academic year, student-athletes are requested to evaluate the athletic program in the following areas: facilities and equipment, weight room, athletic training, sports information, student services, coaching, practices, scheduling, athletic administration, and overall performance. The results of this survey are used by the Department of Athletics to measure its performance in key areas from the perspective of the student-athletes.

IV GENERAL POLICIES AND PROCEDURES FOR STUDENT-ATHLETES

A. BASIC RULES

1. Do not accept cash prizes, non-personalized merchandise awards, gift certificates, travel/per diem expenses or a salary for your participation in outside competition in your sport.
2. Do not be employed on a “fee for lesson” basis.
3. Do not agree to be represented by an “agent” for the purpose of marketing your sports skills.
4. Do not agree to or accept compensation for the use of your name or photograph to promote the role or use of a commercial product.
5. Do not accept any gifts, free dinners, loans, and use of car or anything of value from anyone employed by Coppin State University, an alumnus or any friend or supporter of Coppin State University’s athletic program. Please consult the university compliance officer for the athletic program if you have any questions.
6. Do not accept free equipment from sporting goods companies or sports equipment manufacturing firms, including rackets, shoes, articles of clothing, etc. (Note: The company may donate such items to Coppin State University and your coach may issue such equipment to you as team equipment).
7. The Department of Athletics, however, can help to find you a summer or vacation period job as long as it is for a standard rate of compensation.
8. Do not receive non-athletic institutional aid or outside aid unless prior approval is received from the university compliance officer for the athletic program who has the responsibility to check NCAA rules to be sure such aid is permitted.
9. Do not participate in any outside team during the academic year.
10. Do not participate in a basketball summer league or on any outside team in basketball during the summer which isn’t approved by the NCAA and the Director of Athletics.
11. Do not accept travel or per diem expenses from an outside organization sponsoring a competition if such reimbursement is dependent upon place finish.

Please contact your coach immediately before accepting any benefit or award for participating in any outside competition so that he or she can check to make sure that you are not breaking any rules.

B. COACHES’ JURISDICTION/TEAM RULES

The coach is responsible for the total conduct of his or her program within the limits of the authority defined by the philosophy and goals of the Department, the rules and regulations of Coppin State University, NCAA, MEAC and other appropriate governing bodies. All policies established by coaches are in the best interest of the student-athletes and shall be enforced without prejudice. Team rules should be clearly stated to the team and when possible, presented in writing. Player conduct and dress policies applicable to team travel and home events shall be established by the coach and shall insure that players conduct themselves in a manner reflecting positively upon the reputation of Coppin State University.

It is within the power of the coach to remove anyone from a team for violation of team rules.

C. CONDUCT/PLAYER APPEARANCE/ALCOHOL AND DRUG POLICIES

The Department of Athletics does not tolerate substance abuse.

Student-athletes shall refrain from consuming alcoholic beverages during his or her practice and playing seasons, while representing Coppin State University at competitive events or official social events related to such competition.

Student-athletes shall refrain from consuming drugs which would enhance performance or modify his or her mood at anytime unless prescribed by a physician for medical reasons.

Any student-athlete found in the possession of narcotics and/or alcoholic beverages are subject to institution sanctions as stated in the Coppin State University Student Handbook.

D. EDUCATION PROGRAM

Student-athletes are required to attend all substance abuse educational seminars sponsored by the Department of Athletics. A student-athlete who fails to satisfactorily attend required substance abuse education meetings will jeopardize his/her eligibility to participate within intercollegiate athletics.

E. GAMBLING/SPORTS WAGERING – NCAA POSITION ON GAMBLING

The NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the intercollegiate athletics community. Sports wagering demeans the competition and competitors alike by sending a message that is contrary to the purposes and meaning of “sport.” Sports competition should be appreciated for the inherent benefits related to participation of student-athletes, coaches and institutions in fair contests, not the amount of money wagered on the outcome of the competition.

For these reasons, the NCAA membership has adopted specific rules prohibiting athletics department staff members and student-athletes from engaging in gambling activities as they relate to intercollegiate or professional sporting events.

Gambling activities:

NCAA institutions should note the following information as it relates to gambling and student-athletes and athletics department personnel. According to NCAA Bylaw 10.3 staff members of a member institution’s athletic department and student-athletes shall not knowingly:

1. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition.
2. Solicit a bet on any intercollegiate team.
3. Accept a bet on any team representing the institution; or
4. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

F. SPORTS PUBLICITY

1. THE ATHLETICS COMMUNICATIONS OFFICE

The Coppin State University Athletics Communication Office is the publicity and media relations office for the University’s intercollegiate athletic program and is located on the third floor of the Physical Education Complex (PEC). The Athletics Communication Office is responsible for all media relations and publicity, publications, statistics, photography, promotion of

Athletes/Coaches for awards, and historical records. The goal of the Athletics Communications Office is to effectively communicate to the news media and other interested groups information about the athletic program. The office produces media guides, game day programs, schedule cards and news releases as part of its daily activities. It is also responsible for responding to news media inquiries and arranging all media interviews.

2. MEDIA GUIDELINES FOR ATHLETES

1. **All interviews must** be arranged by the athletics communications office. If a reporter calls your home or room, ask them to contact the athletics communications office at 410-951-3729. This is to protect you from having to deal with unauthorized persons who attempt to contact you for questionable purposes.
2. Never give your dorm phone number or home phone number to a reporter (the athletics communications office will never give out your dorm or home phone number). You will be provided use of an athletics communications office phone in the event a long-distance line is needed for an interview.
3. Never talk “off-the-record.” If a reporter is present, don’t say anything you don’t want to see in print.
4. **There may be times or situations when the coaching staff wishes for players not to talk to the media. Respect those times and situations.**
5. Be on time for scheduled interviews.
6. If a story is written that is inaccurate, contact the athletics communications office, and we will make your concern known and correct the inaccuracy when possible.
7. Be positive whenever possible and give credit to your teammates. Every great player needs teammates who do the other things that allow you to be successful.
8. Reporters are interested in reporting the games and responsibilities as facts, and they interpret those facts. They are not there to make you look good, nor as they there to make you look bad. They have a job to do, and it is important that you understand and cooperate whenever possible.
9. There may be times when you are uncomfortable with certain questions. If so, tell the reporter “I’m not comfortable discussing that.”
10. Keep in mind that the public’s acceptance of an individual, the team and the University is developed by the impressions made by how you handle yourself in the public eye
11. Don’t attempt to answer a question to which you do not know the answer.

Note: At the beginning of each school year, each student-athlete should complete a Coppin State University Athletics Communications Incoming Athlete or Player Update (See Appendix for sample).

G. TRANSFER RULES AND POLICIES

Before seriously considering transferring to another institution, there are some rules that you, as a student-athlete, must consider:

1. Before contacting the other institution you should first obtain permission from the Compliance Office because Coppin State University must give written permission to the other institution before someone from that institution can contact you.
2. Your request to transfer must also be made to your head coach.
3. If permission to contact is granted, you must attend an exit interview, as there are important rules and considerations you must consider as they may affect your eligibility.

B. H. SOCIAL MEDIA POLICY

Coppin State University student-athletes are representatives of the University and community. The athletic department requires student-athletes to exercise good judgment in their use of social media websites, and to conduct these activities in a responsible and respectful manner.

It is impermissible for student-athletes to post information, photos, or other representations of sexual content, inappropriate behavior (e.g., drug or alcohol use), or items that could be interpreted as demeaning or inflammatory.

Student-athletes are required to abide by all team policies, athletic department policies, and NCAA rules when utilizing social media websites.

Student-athletes are not permitted to initiate communication with a prospective student-athlete as a result of the prospective student-athlete's recruitment by Coppin State University.

It is not permissible to comment on injuries, officiating, or team matters that could reasonably be expected to be confidential to team members.

Student-athletes are required to follow all respective social media website rules.

Best Practices and Reminders

- Think twice before posting. If you wouldn't want your coach, parents, or future employer to see your post, don't post it.
- Be respectful and positive.
- Remember, many different audiences view your posts including fans, alumni, kids, local authorities, parents, faculty, etc.
- The internet is permanent. Even if you delete something, it's still out there somewhere. Be in the right state of mind when you make a post. Do not post when your judgment is impaired. Coaches and administrators monitor social media websites. Potential employers use these social media websites to screen candidates. Use the privacy/security settings made available on these sites.
- Violation of the Student-Athlete Social Media Policy may result in disciplinary action--including temporary or permanent suspension from the team--as determined by athletic director and head coach.

V. STUDENT-ATHLETE DRUG POLICY STATEMENT AND DRUG TESTING PROGRAM

Coppin State University recognizes that the use of certain drugs (other than under a physician's care) is not in the best interest of the student-athlete or the Coppin athletic program because the use of these drugs:

1. Can affect the **physical and mental health and well-being** of the student-athlete.
2. Can alter the athletic and academic performance of the student-athlete.
3. Can be dangerous to the student-athlete or to others, especially during any athletic activity; and
4. **Compromises the integrity and spirit of intercollegiate athletic competition and is, in most cases, illegal.**

For these reasons, Coppin operates a mandatory drug testing program. The purpose of the program is to:

1. Educate student-athletes about the physical, mental and legal consequences of illegal drug use.
2. Prevent and deter drug abuse by student-athletes.
3. Detect student-athletes who may be involved in drug use or abuse through testing methods.
4. Assist in the treatment and rehabilitation of a student-athlete who tests positive for drug use as part of this program.
5. Provide reasonable safeguards assuring that every student-athlete is able to participate in athletics competition unimpaired by illegal or banned drugs.
6. Provide a common mechanism for the detection, sanction and treatment of specific cases of drug use or abuse.

A. THE DRUG TESTING PROGRAM

Each student-athlete who has been declared eligible for practice and/or competition by NCAA and MEAC standards is required to participate in the drug testing program.

Each student-athlete is required to sign a drug testing consent form as a condition of participation in the athletic program. (See Appendix for a sample)

B. METHOD

Testing will be done by urinalysis. The urinalysis may include procedure for detection of any one or any combination of the following drugs:

1. All drugs or harmful substances prohibited as controlled dangerous substances under Schedules I through V of Article 27, Sec. 279 of the Annotated Code of Maryland (as amended from time to time).
2. All harmful substances, the inhaling or smelling of which is prohibited by Article 27, Sec. 301 of the Annotated Code of Maryland (as amended from time to time).
3. All prescription drugs as defined in Article 27, Sec. 300 of the Annotated Code of Maryland (as amended from time to time).
4. All drugs and harmful substances prohibited by NCAA legislation. (See Appendix for a sample)

The testing program will be under the control and supervision of the Coppin State University of Nursing Community Health Clinic (hereafter Health Clinic). The number, timing, and the procedures for testing shall be determined by the Health Clinic in consultation with the Department of Athletics.

All student-athletes are subject to unannounced, random tests during the course of the academic year. The Director of Athletics or designee will determine the percentage of each team that will be actually. The Director of Athletics or designee shall provide the Health Clinic with team rosters and student-athletes will be randomly selected for testing by the Health Clinic consistent with the team percentages prescribed by the Director of Athletics.

Student-athletes may also be tested as mandated by the NCAA.

Student-athletes who demonstrate symptoms or behaviors which are indicative of substance abuse may be tested individually or as a part of a regularly scheduled test. These cases will be anonymously reviewed by the Director of the Health Clinic or designee to determine if testing is warranted. **No notice of testing is required.**

Student-athletes, who have a **history of a prior positive test** for prohibited drugs through Coppin State University's drug test program, or any other reliable testing program, may be required to submit to additional drug-testing.

C. SANCTIONS

The following sanctions are adopted by Coppin State University for positive drug testing and shall be imposed in addition to any required NCAA sanctions that may apply.

General: A student-athletes who fails to report for a scheduled drug test after notification shall be treated as having a first positive test result. Any attempt to adulterate or any actual adulteration of a urine specimen will be treated as a positive test result.

First Positive: After a confirmed positive test, the student-athlete will be subject to mandatory counseling at the Health Clinic or in a program approved by the director. Failure to attend mandatory counseling sessions, submit to drug testing, and/or comply with any other activities specified by the Health Clinic will result in a second offense status. In addition to attendance at counseling sessions, the student-athlete will be required to undergo further drug testing as determined by the Health Clinic. This is in addition to any NCAA imposed penalty.

Second Positive: After a confirmed second positive test, the student-athlete will be suspended from team practice and scheduled events for two weeks plus any NCAA imposed penalty. Continued counseling and Drug testing as determined by the Health Clinic are also required. Failure to attend mandatory counseling, submit to drug testing, and/or comply with any other activities specified by the Health Clinic will result in a third offense status.

Third Positive: After a confirmed third positive test, the student-athlete will be suspended from their team indefinitely, will lose their athletic housing and use of athletic facilities, will have their financial assistance terminated at the completion of the current academic year, and/or will have further sanctions imposed upon them, including suspension or expulsion and NCAA sanctions. Continued counseling and drug testing as determined by the Health Clinic are required. Reinstatement will be considered by the Director of Athletics in consultation with the Health Clinic.

D. DRUG TESTING APPEAL PROCESS

A student-athlete may appeal either the finding of the presence of a prohibited substance, or the sanction imposed as a result of a positive finding or as a result of a sanction due to missing a scheduled drug test.

To appeal a positive finding and/or the sanction imposed, the student-athlete must file **an appeal in writing accompanied by supporting evidence**. The appeal must be filed with the Director of Athletics within seven days of notification of the results of the test and the sanction imposed.

The student's appeal will be heard by the Appeal Committee for Secondary Infractions in the Department of Athletics. At the hearing, the student-athlete can present witnesses and evidence on his behalf.

A written copy of the appeal's committee's decision will be provided to the student-athlete and the Director of Athletics within five working days of the hearing.

VI. FINANCIAL MATTERS/BENEFITS AFFECTING STUDENT-ATHLETES

A. ATHLETIC GRANTS-IN-AID

A student-athlete who receives an athletic grant-in-aid has extensive responsibilities to Coppin State University. It is expected that each student-athlete receiving an athletic grant-in-aid will be a contributing member of the team in addition to being an exemplary member of the program. Athletic grants are awarded on a **one-year basis** as per NCAA regulations. During the period of the award, athletic grants may be reduced or canceled if the student-athlete voluntarily withdraws from the team, or is removed from the team for disciplinary reasons or for academic ineligibility.

B. RENEWAL OF ATHLETIC GRANTS-IN-AID

The process of renewing, reducing or cancellation of an Athletic grant-in-aid is begun when a coach makes a recommendation to the Director of Athletics. **No offer of an athletic scholarship is official or binding until it is offered in writing and signed by the Director of Athletics.** Any verbal offer from a coach or offer made in writing without the signature of the Director of Athletics is just an indication that a recommendation will be made to the Director of Athletics. The Director of Athletics has the option to approve or deny any scholarship recommendation from a head coach for any reason. A cancellation or reduction in athletic aid from the previous year will entitle you to a hearing opportunity in accordance with NCAA rules.

All scholarship renewal agreements must be issued by July 1. Copies are retained by the student-athlete, the Coppin State University financial aid office, and the athletic office. If you ever have a question about the terms of your financial aid agreement, please do not hesitate to see your coach, the Associate Athletic Director or the Director of Athletics.

C. NON-RENEWAL OF ATHLETIC GRANTS-IN-AID POLICY AND PROCEDURE

Athletic grants are awarded on a **one-year basis** as per NCAA regulations. If a student-athlete received institutional financial aid the academic year before and still has eligibility remaining, notification will be made in writing indicating if the aid is going to be renewed, reduced or canceled. If reduced or canceled, the following steps must be accomplished:

1. Coach notifies all student-athletes of scholarship reduction or cancellation
 - a. Coach places all reductions and cancellations on renewal/non-renewal form and sends it to the Director of Compliance
2. Director of Compliance reviews the list, then sends all renewal/non-renewal forms to the Director for Academic Services for assessment
3. Director of Compliance schedules a meeting with the coach to discuss APR ramifications
4. After assessment, the forms and supporting documents are sent to the Athletic Director
5. Coach meets with the Athletic Director, Director of Compliance, and Director for Academic Services to talk about non-renewals
6. Final decision is made by the Athletic Director

D. ATHLETIC SCHOLARSHIPS

An athletic scholarship may not exceed the cost of tuition, required fees, room, board and books for a single academic year (Fall and Spring semesters). Partial scholarships may also be awarded. Other

forms of financial assistance such as academic scholarships or Pell Grants may also be provided to qualified student-athletes.

NCAA regulations require that all athletic scholarships be awarded for a maximum of one (1) academic year. If you adhere to the terms of the scholarship agreement, give maximum effort at practice, perform to the best of your ability and maintain all other academic and athletic eligibility requirements, your scholarship may be renewed. You will be notified by July 1 of your renewal or non-renewal. If you do not believe a non-renewal to be justified, you will be instructed to write a letter to the Director of Financial Aid specifying your reasons for believing so and make an appointment for an appeal hearing within the time specified within the letter. You are entitled to a hearing before a University appointed committee in such instances.

Your scholarship may be reduced or canceled during the academic year only under the following circumstances:

1. You **become ineligible** for intercollegiate competition.
2. You give **false information** on your application, letter of intent or financial aid agreement.
3. You engage in serious **misconduct** that brings disciplinary action from this institution.
4. You voluntarily **withdraw** from the sport for personal reasons.
5. You sign a professional sports contract for your sport.
6. You agree to be represented by an **agent** or accept money from an agent or anyone associated with him or her.
7. You receive other aid that causes you to exceed your individual limit.

E. ADDITIONAL SCHOLARSHIPS

The following is a list of additional scholarships/earnings, some of which may exceed a full grant-in-aid:

1. Scholarships or grants-in-aid administered by Coppin State University:
 - a. Coppin State University Athletic Scholarship/Out-of-State waiver
 - b. Coppin State University Diversity Grant
 - c. Coppin State University Honors Achievement Scholarship
 - d. Coppin State University Honors Opportunity Scholarship
 - e. Coppin State University Honors Book Stipend
 - f. Coppin State University Residential Assistance Housing Benefits
 - g. Coppin State University Residential Assistance Board Benefits
 - h. DC Tuition Waiver
2. Maryland State Sponsored Scholarships
 - a. Maryland Child Care Providers Scholarship
 - b. Maryland Guaranteed Access Grant
 - c. Maryland House of Delegates Scholarship
 - d. Maryland Senatorial Scholarship
 - e. Maryland State Education Assistance Grant
 - f. Tuition Waiver Benefits
3. Third Party Outside Grants/Scholarships
4. On-campus or off-campus employment earnings during the semester
5. Aid awarded to a recruited student-athlete through an established and continuing outside program for the recognition of outstanding high school graduates in which athletics participation may be a major criterion
6. Educational Government Grants
7. Federal Supplemental Educational Opportunity Grant
8. Federal Work-Study Program

9. Professional Sports Stipend: Any bonus or salary, no matter when received or contracted for, from a professional sports organization
10. Athletics Participation Compensation: Any other income, no matter when received or contracted for, from participation in an athletic event unless eligibility has been exhausted in that sport
11. Loans
12. An honorary award for outstanding academic achievement or an established Coppin State University research grant
13. Legitimate loans that are based on a regular repayment schedule, available to all students and administered on the same basis for all students:
14. Federal Direct Loans
15. Federal Perkins Loans
16. The following government grants are also available to qualified applicants:
 - a. Pell Grant
 - b. AmeriCorps Program
 - c. Disabled Veterans
 - d. Military Reserve Training Programs
 - e. Montgomery G.I. Bill
 - f. Special U.S. Government Entitlement Programs
 - g. Veterans Educational Assistance Program (VEAP)
 - h. Vocational Rehabilitation for Service-Disabled Veterans Program

F. BOOKS

The NCAA has no monetary limit for course related books. However, **all books must be required for a course in which the student-athlete is enrolled.** Materials such as lab coats and required rental materials, e.g., tape recorders, do not fall under the definition of required books. The department only purchases books for those student-athletes who are receiving a full grant-in-aid or have been awarded a scholarship for books by his/her coach. Coppin State University's book policy has the following rules:

1. The Department of Athletics purchases all books through the Coppin State University Bookstore. Used books in top condition are purchased first, then new books.
2. The compliance officer for the athletics program provides the student-athlete with a book contract form which is brought to the bookstore.
3. Each student-athlete is required to pick up the books from the university bookstore by presenting the form and selecting the books.
4. Any student-athlete who adds or drops a course must have his or her semester course breakdown screen verified in the Coppin State University Administrative Mainframe by the university compliance officer.
5. On receiving the books, each student-athlete must sign and date his or her contract indicating receipt of the books listed.
6. All book exchanges must be made by the conclusion of the Add/Drop period.
7. Student-athletes may keep all books at the end of the semester.

G. EXPENSES NOT PAID BY COPPIN STATE UNIVERSITY

While at Coppin State University, if you incur any of the following expenses, you will be responsible for payment:

1. Cost of replacement of residence hall keys.
2. Any telephone calls or damages incurred while representing Coppin State University in athletic competition.
3. Fines for damage to property.

4. Library or parking fees.
5. Vehicle registration for campus parking.
6. Non-athletic medical costs.
7. Replacement fee for lost meal card or ID card.
8. Supplies such as paper, pens, folders and notebooks.
9. Typing costs.
10. Any medical bills incurred without prior approval from the Head Athletic Trainer.
11. Room deposit/damage fee for Residence Hall.
12. Any other incidental costs not approved by the NCAA.

H. STUDENT-ATHLETES AND EMPLOYMENT

The NCAA currently monitors employment and the receipt of any extra earnings by student-athletes. A Division I student-athlete may earn legitimate on and off campus employment income during the semester or term time with prior approval. Before employment, however, the student-athlete and the employer **must** sign a written statement, to be kept on file in the athletics department, which specifies specific conditions of employment. Listed below are some NCAA rules to remember about employment:

1. A form must be filled out before you begin employment. (See Appendix for a Sample)
2. If you receive any money through grants, loans or other sources (except your family) you must report it to the Department of Athletics. Certain earnings must be counted as part of your scholarship package.
3. Student-athletes are responsible for ensuring that their work, practice, competition and class schedules are not in conflict. Any conflict is a violation of institutional and NCAA policies.

I. STUDENT-ATHLETE SPECIAL ASSISTANCE FUND

The NCAA provides for funds to be made available for special assistance to student-athletes who are qualifiers or who are in their second year of residency and are receiving Pell Grants. Non-Pell Grant recipients may also be eligible for assistance if they are receiving countable athletically related aid and who have demonstrated financial need as determined by the Financial Aid Office. These funds may be used for purchase of expendable and non-expendable required academic course supplies, costs associated with student-athlete or family emergencies, medical and dental costs not covered by another insurance program (e.g., premium for optional medical insurance, hearing aids, vision therapy and off campus psychological counseling). In addition the cost of clothing and other essential expenses up to \$500 may be given to Pell Grant eligible and a student with unmet needs.

Special Assistance Fund Guidelines:

The following student-athletes are eligible to apply for funds:

1. Pell Grant eligible student-athletes (except non-qualifiers or partial-qualifiers in their initial year of residence), including student-athletes who have exhausted their athletic eligibility or are no longer able to participate because of medical reasons.
2. Student-athletes who are receiving countable athletically related financial aid and who have demonstrated financial need as determined by an analysis conducted consistent with federal methodology or the methodology used for all students at the institution.
3. For a foreign student-athlete, an official foreign student-athlete advisory entity of the institution outside the athletics department must certify in writing that the student-athlete has financial need.

To apply for these funds, student-athletes must submit an application and an itemized cost estimate (e.g., copy of a medical bill, clothing receipts) of what the funds will cover. Applications are kept on file in the office of the university compliance officer for the athletic program. **You will be contacted in writing if you are eligible for the special assistance fund and given detailed instructions of what must be completed.**

J. COPPIN STATE UNIVERSITY STUDENT SUPPORT SERVICES

Coppin State University Student Support Services is an academic support program designed to help eligible students achieve academic and personal success while at Coppin State University. This program addresses the educational, social and cultural needs of the student participants.

1. ELIGIBILITY STANDARDS

Any student enrolled at Coppin State University who is pursuing a college degree and:

1. Is a first generation college student (parents did not earn a college degree), or
2. Meets family income guidelines established by the federal government, or
3. Has a documented physical or learning disability, or
4. Has an academic need for Student Support Services

2. SERVICES AVAILABLE AT COPPIN STATE UNIVERSITY STUDENT SUPPORT SERVICES

1. Assistance in obtaining the maximum amount of financial assistance
2. Free tutoring
3. Career exploration and counseling
4. Educational planning
5. Cultural enrichment activities
6. Personal counseling
7. Schedule planning
8. Informative workshops

K. ATHLETIC MEDICAL CARE

All student-athletes are required to pass a physical examination before participating in intercollegiate athletics. The exam will be given each year by qualified medical personnel in cooperation with the training staff. The purpose of the exam is to determine your health status and evaluate your medical history. You must be certified as physically fit before participating in the first practice.

You will receive complete medical care for treatment of athletic-related injuries and illnesses. The training room staff and consulting physicians are as committed to providing the same care and benefits to non-scholarship athletes as they are to scholarship athletes.

1. TREATMENT

You must report any injury or illness to the training staff and see the athletic trainer for any athletic-related problem. The trainer will assess the extent of your injury and you will be given a treatment plan or referred to a physician. You must be referred from the trainer for the department of athletics insurance to be utilized for payment of any charges. The instructions you receive for care and rehabilitation of your injury should be carefully followed. **While under**

medical care you may not practice or participate without permission from the trainer and/or physician. For health concerns that are non-athletic related, please visit the Health Clinic.

2. DENTAL AND OPTICAL CARE

The Department of Athletics is not responsible for care or treatment of dental conditions unless the problem is the direct result of an athletic injury. The Department of Athletics will not purchase contact lenses or glasses for student-athletes unless they are lost or broken while competing. You must receive a referral from the trainer in order for the Department of Athletics insurance to be utilized for payment of charges. **NOTE: All student-athletes receiving Pell Grants are eligible to receive these services through the special assistance fund.**

3. EMERGENCY CARE

If you need emergency care and the training room is closed, go directly to the nearest hospital. Notify the head trainer as soon as possible. Remember, the situation must be an athletic-related emergency for the Department of Athletics insurance to be utilized for payment of charges.

4. INSURANCE

Coppin State University carries insurance for all student-athletes. The Department of Athletics' insurance is intended to be used as a secondary policy in conjunction with the personal insurance policies of the families of participating student-athletes. The Coppin State University policy will cover any charges your personal insurance does not cover. Coppin State University also holds a catastrophic injury and disability policy on all student-athletes. It is recommended that you have additional hospitalization and accident coverage through your family to cover non-athletic related illnesses or injuries. Coppin State University does not accept responsibility for pre-existing injuries.

L. STRENGTH AND CONDITIONING

The athletic training staff, strength and conditioning coach and your coach will help you reach and maintain your best physical condition by designing a program tailored to your specific goals. You will be expected to follow the plan for the purpose of increasing flexibility, speed and endurance, thus minimizing the possibility of injury. You will also be expected to participate in workouts in the "off season."

You will receive instruction on proper use of the weight room equipment by the staff. Allow them to assist you and please abide by the weight room rules which have been established for your safety.

M. WEIGHT ROOM RULES:

1. Only Coppin State University staff and student-athletes are allowed in the weight room during scheduled department of athletics times.
2. You must wear proper clothing and shoes.
3. Do not bring food or beverages into the weight room.
4. Return equipment to original or proper position after use.
5. Consult the staff for instruction and use proper safety techniques at all times.
6. Student-athletes are not allowed to use the weight room alone. **If your coach is not there you must leave the room.**

N. AWARDS

1. LETTER AWARDS

Each student-athlete who completes a sports season will receive a certificate letter at the end of the academic year.

2. SPECIAL AWARDS

At the discretion of the head coach, each individual sport may also present special awards such as team most outstanding performer or unsung hero awards. In addition, each year, many Coppin State University student-athletes receive post-season accolades such as All-Conference and All-America awards for their athletic heroics.

3. ACADEMIC AWARDS

At Coppin State University, student-athletes are not just recognized for their athletic achievements. A number of student-athletes annually receive certificates and awards for academic excellence. Most of the organizations which name All-Academic teams require a minimum grade point average of 3.0. Each year the MEAC honors its highest achieving academic student-athletes on an All-Academic team, so study hard and remember that you are not only recognized for what you accomplish on the playing field but in the classroom as well.

O. TRAVEL

Schedules for all sports are competitive and designed to provide you with the finest athletic experiences possible. All athletes are expected to leave for and return from away competition with the team. Our insurance policy and responsibility for your health and safety prohibit traveling in your own vehicles to or from games. However, special travel arrangements may be made by your coach under extenuating circumstances.

Whenever you travel with a team, you must always remember that you are representing the University and your actions and behavior reflect upon Coppin State University and the University of Maryland System. Please be sure this reflection is positive. **It is the policy of the Department of Athletics to minimize the amount of class time missed for team travel. All scheduling is done in an effort to minimize class absence.**

P. UNIFORMS AND EQUIPMENT

The Department of Athletics may provide you with the equipment and uniforms necessary for your sport. Each student-athlete is expected to care for equipment and uniforms issued and **all items are to be returned at the end of your traditional season.** Replacement of lost or unduly damaged articles is the student-athlete's responsibility and an appropriate charge will be placed on the student's account.

Team members are expected to fully cooperate with the equipment manager in the distribution, maintenance and collection of equipment. Managers will provide laundry service for athletic uniforms only.

Q. TICKETS TO ATHLETIC EVENTS

For any event requiring a ticket, student-athletes **participating in that event** are permitted to receive four (4) complimentary tickets per contest issued through a pass list. These tickets may be given to family members, relatives or friends.

To attend other men's and women's athletics home events in sports other than your own, NCAA rules require that you be admitted via the student-athlete fee. You must follow the same ticket acquisition procedures as other students who pay the athletic fee. To gain admittance to any athletic event requiring a ticket, all students must display a validated student identification card.

VII. POLICIES REGARDING THE ACADEMIC PERFORMANCE OF STUDENT-ATHLETES

A. GENERAL PHILOSOPHY

Policies regarding the academic performance of student-athletes shall be guided by the philosophical position that our student-athletes are students first and foremost. Conflicts between class attendance and athletic participation are inevitable due to the inter-institutional nature of athletic programs and the amount of travel required to complete a reasonable, competitive schedule of athletic competition. **The department shall make every effort to insure that athletic participation does not negatively affect the student-athlete's academic performance.**

B. RESPONSIBILITIES OF STUDENT-ATHLETES AND COACHES

1. The Department of Athletics feels that a student-athlete's participation in athletics shall not be considered an extenuating circumstance upon which the student-athlete may be excused from fulfilling any academic responsibilities.
2. Student-athletes are expected to exhibit self-discipline in study habits and class attendance.
3. At the beginning of each semester, each student-athlete is **required to contact** the professor of any class which will be missed due to athletic competition. The Department will provide the student with a form to be given to the appropriate faculty listing your sport's schedule with projected times for missed class. **However, it is ultimately the responsibility of the student-athlete to communicate with the faculty regarding any missed classes due to athletic competition.**
4. **The Department of Athletics encourages coaches to limit the athletic participation of any student-athlete who (1) appears to be in academic difficulty or (2) misses classes for non-athletic program reasons other than illness, injury, or other extenuating circumstances.**

C. ACADEMIC ELIGIBILITY OF STUDENT-ATHLETES

1. NEW STUDENTS (INCLUDING WALK-ONS)

- A. For Freshmen - All freshmen student-athletes must go through the NCAA Clearinghouse and complete the NCAA initial eligibility requirements.
- B. Junior College Transfer students have additional criteria for eligibility which may be discussed with your coach(es).
- C. Each student-athlete has a maximum of four years of athletic eligibility (three years for partial and non-qualifiers). This eligibility must be completed within five years of his or her initial full-time enrollment in junior or senior college.

2. FULL-TIME STUDENT REQUIREMENT

- A. Each student-athlete, including walk-ons, must be enrolled in a minimum of 12 countable credit hours each semester unless he or she is a graduating senior and needs fewer than 12 credits to graduate at the end of the semester.
- B. If a student-athlete **falls below** the 12 credit hour minimum load, he or she will become **immediately ineligible** for financial aid and for participation in practice and competition.
- C. Do not drop or change a course without first consulting with the Associate Athletic Director for Compliance.
- D. It is recommended that student-athletes register for at least 15 credit hours per semester.

3. SATISFACTORY PROGRESS

A. FRESHMEN

Must pass a minimum of 24 countable hours of credit during the year (September to September) in order to be eligible the following year. At least 18 of the credits must be passed during the academic year (not summer school). No more than 6 of these credits can be developmental credits.

6 credits must be passed the semester prior to any outside competition or the student-athlete will render themselves automatically ineligible.

B. RETURNING STUDENT-ATHLETES

Must have passed 24 countable hours of credit during the previous year in order to be eligible the next year/or an average of twelve (12) countable hours for each semester in college. At least 18 of the credits must be passed during the academic year (not summer school). Be aware that developmental courses taken after your first year will not be counted toward the twenty-four (24) countable hours of credit needed each year.

C. PROGRESS TOWARDS DEGREE

Each student-athlete must earn 40% of degree requirements for his or her major prior to beginning the **fifth semester**. The percentage requirements increase to 60% and 80%, respectively for the **seventh and ninth semester**.

4. MAJOR DECLARATION

Each student-athlete must declare a major by the **beginning** of his or her **fifth** semester of enrollment in college.

5. GPA STANDARDS FOR CONTINUANCE AT THE UNIVERSITY

To be regarded as making satisfactory progress and be placed in “good academic standing”, a student-athlete must maintain a cumulative grade point average according to the following scale:

Credits Attempted (University credits and accepted transfer credits)	Minimum Cumulative Grade Point Average
First Year	1.80
Second Year	1.90
Third Year	2.00

6. ACADEMIC GRADE WARNING, PROBATION, SUSPENSION AND DISMISSAL

A student-athlete who fails to meet the Grade Point Average Requirement will be placed on academic alert for one semester. If the student fails to raise his or her average to the minimum required by the scale, the student will be placed on academic probation for one semester. If the student again fails to raise his or her average to the minimum required by the scale, the student will be suspended from the University. A suspended student must

follow the reinstatement procedures outlined in the Coppin State University: University Catalog.

7. COURSE REPETITION

Semester hours for a repeated course will be counted only once in calculating a student's GPA. (All repeated courses count toward registered hours.)

8. INCOMPLETE GRADES

If the number of incomplete grades causes the total number of completed credits to be fewer than 12, the student-athlete will be placed on temporary warning until the "I" grades have been removed. The satisfactory removal of the "I" grades will remove the student-athlete from the warning category.

D. REMINDERS OF ACADEMIC POLICIES

Remember you are ultimately responsible for remaining eligible. Please seek advice from the Associate Athletic Director for Compliance before making academic decisions.

1. You have until the end of the next semester following an "incomplete grade" to receive a higher grade. After that period you will be assigned the grade of "F".
2. If you repeat a course that you have already taken and passed, the second grade will replace the first grade. It is important to note that only one of the two grades may be counted toward NCAA eligibility.
3. **If you wish to take summer courses at another school you must have them pre-approved by your advisor and Coppin State University's registrar. Forms may be obtained from the registrar's office. Otherwise any hours earned will not count toward eligibility.**
4. You must take the prerequisite if a class indicates a prerequisite.
5. A final GPA of at least a 2.0 is required for graduation.
6. You have three semesters to complete all required developmental courses but only two to use them for NCAA eligibility purposes.
1. **Do not repeat courses you have already passed** without checking with the Associate Athletic Director.
7. **Do not take courses which are not applicable toward your degree program.**

E. TUTORING

It is the responsibility of the student-athlete to inform either his or her coach or the Coordinator of Athletics' Academic Support if he or she is struggling academically. Student-athletes eligible to participate in Student Support Services' tutoring program are encouraged to take advantage of this resource. The Academic Resources Center also provides tutoring services to all Coppin State University students. The Department of Athletics may provide tutoring for student-athletes who are in need and cannot be facilitated in one of the other institutional programs. Please note that it is the student-athletes responsibility to attend all scheduled tutoring sessions. Failure to cancel a session in a timely manner or to attend a specified session will result in punishments to be determined. **Students with special needs such as learning disabled students must meet individually with the Associate Athletic Director and in collaboration with the Coppin State University Faculty Athletic Representative and Coppin State University Student Support Services and a program of assistance will be set up to assist the particular student.**

F. CLASS ATTENDANCE

Student-athletes must adhere to the Coppin State University class attendance policy. Student-athletes are expected to make the most of the educational opportunities available by regularly attending classes and laboratory periods. According to the Coppin State University Attendance Policy, students who are absent from classes to participate in official college activities shall be deemed to be excused from those classes. Faculty are encouraged to cooperate by affording those students an opportunity to make up any exams, assignments, quizzes or other required work scheduled for submission or completion on the dates of those absences. **Students shall be responsible for contacting their instructors to make up any work missed and for completing makeup work as assigned by the instructors.**

With approval of the division dean and the Vice President for Academic Affairs, **exceptions** to this policy may be made on the basis of departmental instructional program needs (e.g., science lab practical, nursing clinical). Ordinarily, students shall not be excused from more classes than the University attendance policy allows for unexcused absences.

Official University activities shall include the following: required instructional activities; scheduled athletic competitions; dance, theatrical or musical performances and scheduled academic competitions. Student club meetings and rehearsals or practice sessions shall not be included.

The policy shall be implemented in the following manner: the person in charge of the activity (e.g., classroom instructor, coach, director) shall complete the appropriate form, obtain the necessary approvals and have the student distribute the signed form to their instructors **at least one week** in advance of the planned activity. Persons who sign the form shall keep a copy on file in his or her offices.

G. REGISTRATION AND COURSE SELECTION

Student-athletes at Coppin State University **must pre-register** for classes in order to remain eligible. Therefore you must take initiative and follow the procedures described below:

1. Evaluate your academic situation in terms of courses you need to take. If you need help see the Associate Athletic Director, your advisor, or the Undergraduate Advising Office.
2. Visit your major adviser as soon as appointments are available for advising. Pick up your registration packet from the Registrar's Office and prepare a sample schedule of classes. It is important that you do this as early as possible.
3. **Always sign up for 15 hours of credit toward your degree. If you have not declared a major, sign up for general education courses that will apply to any major.**
4. Scheduling is done via EagleLinks.
5. Once you have a schedule, do not change it by dropping and adding classes unless you have consulted with the Associate Athletic Director. An athletic hold is placed on each student-athlete's schedule to discourage changes not cleared through either of these offices.

H. STUDENT-ATHLETES STRUCTURED STUDY HALL

Student-athletes must attend structured study hall if they are a first year student-athlete, have earned less than 30 credits at Coppin State University, have a cumulative GPA that is lower than 2.6, or have been academically flagged through progress reports mid-semester. **Other student-athletes may also be required to attend structured study hall at the discretion of the individual coaches.**

Unless otherwise directed by ones coach or by the Director of Athletics, student-athletes are required to attend **10 hours of structured study hall** during the schedule set forth by the Director of Athletics. Only hours put in under the regulations set forth by the Director of Athletics will be deemed countable.

Tutors in Math and English are available in the English and Math labs for student-athletes who need assistance. Student-athletes are to inform the Associate Athletic Director if they need other tutors. Study partners, individual and small group tutoring can be arranged. When additional tutors are requested by a student-athlete, it is his or her responsibility to notify the tutor and the Associate Athletic Director, or the coach, that he/she will not be keeping an appointment. Failure to cancel an assigned tutoring session will be reported to the coaches.

It is expected that student-athletes make up any missed hours prior to the end of the next week to meet their required number of hours. Any excuses for absence must be directed to your coach. Coaches will receive an attendance report weekly. **Student-athletes may be withheld from practice and/or competition (or any other recommended penalties) for failure to adhere to the required structured study hall requirements.**

We encourage and recommend that those student-athletes who are not required to attend structured study hall take advantage of scheduled academic support workshops and tutoring opportunities.

1. STRUCTURED STUDY HALL RULES

Student-athletes are **required to sign in** and complete the items related to their academic needs. Any special request for study partners, individual or small group tutoring is to be made to the Associate Athletic Director or Assistant Director of Academic Support.

Student-athletes are to come prepared daily to work in a quiet study environment. Class schedules, books and syllabi are to be brought to study hall with you. Tutors or tutorial resources will be available to assist you. Ask questions when you need help. Be sure to sign out of structured study hall upon leaving in order to receive proper credit. **A contract detailing the regulations of study-hall will be signed by all participants.**

2. PENALTIES

Missed study hall, academic workshops, class time, and/or tutorial session are subject to the following penalties:

First Offence: Academic Counseling with Coach and Student-Athlete
Second Offence: Academic meeting and **suspended from practice**
Third Offence: Academic meeting and **suspended from competition**
Fourth Offence: Academic meeting and **suspended from team**

I. SUMMER SCHOOL

Student-athletes on athletic scholarship **may** have an opportunity to attend summer school at Coppin State University with part or all expenses paid. Your coach will make recommendations regarding which student-athletes will receive assistance based on academic history, eligibility needs, projected graduation, and his or her sport's annual budget. Summer school is an excellent way to make progress toward graduating on time.

J. ACADEMIC IMPROVEMENT CONTRACTS

After a disappointing semester academically, the Department of Athletics will ask you to take some steps to improve your situation. During a meeting with your coach and the Athletics' Director, you will

examine the difficulties you encountered the previous semester and set goals toward building a “study smart” strategy to earn better grades. You will be expected to meet the terms of the contract; failure to do so may result in the removal of your athletic scholarship or suspension from the team.

K. **PROGRESS REPORTS**

To track your academic progress, progress reports are sent to your professors during each semester. Your professors will provide information such as the number of absences you have accumulated, grades you have received on quizzes, exams and assignments, and the quality of your class participation. These reports are used by the Athletics’ Director to provide you with needed assistance and to make recommendations to your coach regarding athletic obligations.

VIII. GRIEVANCE PROCEDURE/POLICY CHANGES

The student-athlete who believes he or she has been unfairly treated or deprived of opportunities set forth in department policies or procedures always has an avenue for grievance. You are encouraged to approach your coach first to resolve all issues whenever possible. After discussing the matter with your coach, if you need to discuss it further you may see Associate Athletic Director, or the Director of Athletics. **All administrative offices have an open door policy.** Issues involving the Department of Athletics are to remain within the Department. **In addition, a blank grievance form is included in the back of this handbook. If you would like to put your grievance in writing please use this form and drop it off to the Associate Athletic Director or the Director of Athletics.** The form will be reviewed by senior administration and appropriate action will be taken to try and solve any issues that have arisen.

Another vehicle to express concerns is through the Student-Athlete Advisory Council which meets with the Assistant Athletic Director every month. This group considers matters of general concern to all student-athletes and you can contact your team representative for more information.

IX. DIRECTORY

Administration

Mr. Derrick Ramsey
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X. APPENDIX

Coppin State University Athletics Communications Incoming Athlete or Player Update Form

Drug-Testing Consent – NCAA Division I

NCAA Banned Drugs

Student-Athlete Employment Form

Grievance Form