VCU is an equal opportunity/affirmative action employer.

This planner belongs to:

NAME ____________________________________________

ADDRESS ____________________________________________

CITY/TOWN ____________________________________________ ZIP CODE ____________

PHONE ____________________________________________

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight! 

Printed on recyclable paper

VCU Student Success
Virginia Commonwealth University
2020 - 2021 Student-Athlete Planner

Office of Student-Athlete Support Services, 804-828-2183
Office Hours: Monday – Friday, 8:30AM – 4:30PM
Location: 1109 West Marshall Street

Sofia Hiort Wright, Ph.D.,
shiort@vcu.edu
Associate Vice Provost of Academic Support & Senior Executive Associate Athletic Director/SWA
804-828-2184

Kasey Mattison, M.Ed.,
ksmattison@vcu.edu
Director of Student-Athlete Support Services
804-828-1654

Leslie Keen, M.Ed.,
landerson27@vcu.edu
Student-Athlete Academic Coordinator
804-828-1655

Jonathon Wilson, M.S.,
wilsonj11@vcu.edu
Student-Athlete Academic Coordinator
804-827-1108

Maggie Brocklebank, M.Ed.,
brocklebankm@vcu.edu
Student-Athlete Academic Coach
804-827-2056

Caroline Comey, M.S.,
cgcomey@vcu.edu
Student-Athlete Tutoring Coordinator
804-828-4298

Artis Gordon, M.Ed.,
ajgordon@vcu.edu
Director of Student-Athlete Development
804-827-3544

NCAA Compliance
Location: Room 2109, Sports Medicine Building

Noah Strebler
nstrebler@vcu.edu
Associate Athletic Director for Compliance
804-827-1003

Ernest Washington
elwashington@vcu.edu
Director of Compliance - Financial Aid
804-828-7618

Theresa Barsanti
tgbarsanti@vcu.edu
Director of Compliance - Recruiting
804-828-4819

Table of Contents

Athletic Department Directory.......................................................... 3
VCU Resources................................................................................. 5
Student-Athlete Handbook.............................................................. 6
University Policies and Expectations.............................................. 12
Student-Athlete Grievance Behavior............................................. 14
Compliance Office.......................................................................... 15
Student-Athlete Drug and Alcohol Program............................... 29
Sports Medicine Program.............................................................. 35
Office of Student-Athlete Support Services................................. 36
  -Student-Athlete Development.................................................. 39
<table>
<thead>
<tr>
<th>Administration</th>
<th>Siegel Center</th>
<th>804-828-4000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ed McLaughlin</td>
<td>Vice President &amp; Director of Athletics</td>
<td>804-828-6692</td>
</tr>
<tr>
<td>Mak Afework</td>
<td>Deputy Director of Athletics</td>
<td>804-827-0805</td>
</tr>
<tr>
<td>Sofia Hiort-Wright</td>
<td>Assoc. Vice Provost of Academic Support &amp; Senior Executive Assoc. Athletic Director/SWA</td>
<td>804-828-2184</td>
</tr>
<tr>
<td>Jeff Cupps</td>
<td>Executive Associate Athletic Director</td>
<td>804-282-2255</td>
</tr>
<tr>
<td>Danny Sterling</td>
<td>Executive Associate Athletic Director</td>
<td>804-828-7398</td>
</tr>
<tr>
<td>Takeya McLaurin</td>
<td>Senior Associate Athletic Director for Administration</td>
<td>804-828-4813</td>
</tr>
<tr>
<td>Tim Lampe</td>
<td>Senior Assoc. AD of Facilities and Siegel Center Op.</td>
<td>804-827-1000</td>
</tr>
<tr>
<td>Catherine Policastro</td>
<td>Executive Coordinator to VP &amp; Director of Athletics</td>
<td>804-828-6692</td>
</tr>
<tr>
<td>Bill Cole</td>
<td>Special Assistant to the VP &amp; Director of Athletics</td>
<td>804-828-6692</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department of Athletic Communications</th>
<th>Sports Medicine Bldg</th>
<th>804-828-3440</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Kowalczuk</td>
<td>Assistant Athletic Director for Athletics Communications</td>
<td>804-828-8818</td>
</tr>
<tr>
<td>Evan Nicely</td>
<td>Assistant Director of Athletics Communications</td>
<td>804-828-1727</td>
</tr>
<tr>
<td>Hannah Jo Riley</td>
<td>Assistant Director of Athletics Communications</td>
<td>804-828-8496</td>
</tr>
<tr>
<td>Eddie Johnson</td>
<td>Creative Director</td>
<td>804-828-2324</td>
</tr>
<tr>
<td>Christian Fox</td>
<td>Video Production Manager</td>
<td>804-828-2319</td>
</tr>
<tr>
<td>Cameron Hicks</td>
<td>Creative Video Content Manager</td>
<td>804-828-2319</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Services</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Sanders</td>
<td>Assistant Athletic Director for Business Services</td>
<td>804-828-4050</td>
</tr>
<tr>
<td>Carletta Wilson</td>
<td>Office Manager (Sports Medicine Bldg)</td>
<td>804-828-4045</td>
</tr>
<tr>
<td>Grace Blevins</td>
<td>Employee &amp; Student-Athlete Services Coordinator</td>
<td>804-827-0793</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Development</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Danny Sterling</td>
<td>Executive Associate Athletic Director</td>
<td>804-828-7398</td>
</tr>
<tr>
<td>Bryan Allen</td>
<td>Associate Athletic Director for Major Gifts</td>
<td>804-828-1764</td>
</tr>
<tr>
<td>Daniel O’Brien</td>
<td>Assistant Athletic Director for Development &amp; Major Gifts</td>
<td>804-828-4771</td>
</tr>
<tr>
<td>Hagan Watson</td>
<td>Special Events &amp; Fulfillment Director</td>
<td>804-828-3956</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment Room</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Kris Kullman</td>
<td>Equipment Manager</td>
<td>804-828-8639</td>
</tr>
<tr>
<td>Jay Harris</td>
<td>Equipment Room Assistant</td>
<td>804-828-8639</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facilities</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nate Doughty</td>
<td>Assistant AD for Facilities and Event Management</td>
<td>804-827-1002</td>
</tr>
<tr>
<td>Tony Hobbs</td>
<td>Assistant Director of Facility Operations</td>
<td>804-827-1000</td>
</tr>
<tr>
<td>Taylor Carlson</td>
<td>Assistant Director for Facilities &amp; Event Operations</td>
<td>804-827-1005</td>
</tr>
<tr>
<td>Maya Rogers</td>
<td>Athletics Facilities Business Manager</td>
<td>804-827-1007</td>
</tr>
<tr>
<td>Andrew Barnes</td>
<td>Facilities Assistant</td>
<td>804-827-1000</td>
</tr>
</tbody>
</table>
Nick Papazian  Facilities Assistant  804-827-1000
Alex Gray  Facilities Assistant  804-827-1000
Vincent Cokley  Spectra Concessions & Catering  804-828-8421

Marketing
Rebecca Piner  Assistant Athletic Director for Marketing and Promotions  804-828-2452
Kylie Flickinger  Assistant Director for Marketing & Promotions  804-827-7013

Sports Medicine  Sports Medicine Building
Jeff Collins  Director of Sports Medicine  804-827-3924
Dennis Williams  Sports Medicine Director for Men’s Basketball  804-828-2321
James Benzel  Associate Athletic Trainer  804-828-2321
Michael Avery  Senior Assistant Athletic Trainer  804-828-2321
Justin Walker  Assistant Athletic Trainer  804-828-2321
Ray Kim  Assistant Athletic Trainer  804-828-2321
Angel Ly  Assistant Athletic Trainer  804-828-2321
Chris Mignogna  Assistant Athletic Trainer  804-828-2321
Reynaldo Valdez  Assistant Athletic Trainer  804-828-2321
Dr. Dana Blackmer  Sports Psychologist  804-828-8978

Sports Performance
Tim Kontos  Associate Athletic Director for Sports Performance & Student-Athlete Wellness  804-305-3720
Daniel Roose  Director of Sports Performance for Men’s Basketball  804-827-1522
Chris Powell  Assistant Sports Performance Coach  804-827-1365
Michael McCaughtry  Assistant Sports Performance Coach  804-827-1365
Buddy Donnelly  Director of Sports Performance for Women’s Basketball  804-827-1365
Haley Bishop  Director of Sports Nutrition  770-366-0891

Sport Operations
Keith Rafter  Associate Athletic Director for Sport Operations  804-827-0586

Ticket Office
Kevin Jackson  Associate Athletic Director for External Operations  804-827-0808
Craig Moulden  Assistant Director of Ticket Operations  804-828-7474
### VCU Resources

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCU General Information</td>
<td></td>
<td>804-828-0100</td>
</tr>
<tr>
<td>Information Desk-Student Commons</td>
<td></td>
<td>804-828-1981</td>
</tr>
<tr>
<td>One-Stop Shop</td>
<td>1st Floor Harris Hall</td>
<td>804-828-1349</td>
</tr>
<tr>
<td>Financial Aid</td>
<td><a href="https://finaid.vcu.edu/">https://finaid.vcu.edu/</a></td>
<td>804-828-6669</td>
</tr>
<tr>
<td>Records and Registration</td>
<td><a href="https://rar.vcu.edu/">https://rar.vcu.edu/</a></td>
<td>804-828-1349</td>
</tr>
<tr>
<td>Student Accounting</td>
<td><a href="https://accounting.vcu.edu/">https://accounting.vcu.edu/</a></td>
<td>804-828-2228</td>
</tr>
<tr>
<td>Unofficial Transcripts - eServices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Learning Center</td>
<td>Hibbs Hall, 1st Floor</td>
<td>804-827-8108</td>
</tr>
<tr>
<td>Supplemental Instruction</td>
<td>Various Rooms in Hibbs</td>
<td></td>
</tr>
<tr>
<td>CLEP Testing</td>
<td>Testing Center, 1st Floor Hibbs Hall</td>
<td></td>
</tr>
<tr>
<td>Writing Center</td>
<td>Academic Learning Commons, Room 4203</td>
<td>804-828-4851</td>
</tr>
<tr>
<td>Career Center</td>
<td>University Student Commons, Room 143</td>
<td>804-828-1645</td>
</tr>
<tr>
<td></td>
<td><a href="https://careers.vcu.edu/">https://careers.vcu.edu/</a></td>
<td></td>
</tr>
<tr>
<td>Counseling Services</td>
<td>Commons, Room 238</td>
<td>804-828-6200</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.students.vcu.edu/counseling/">http://www.students.vcu.edu/counseling/</a></td>
<td></td>
</tr>
<tr>
<td>Dining Services – Meal Plan</td>
<td>1111 W. Broad St.</td>
<td>804-828-1148</td>
</tr>
<tr>
<td>Student Accessibility and</td>
<td>Commons, Room 018</td>
<td>804-828-2253</td>
</tr>
<tr>
<td>Educational Opportunity</td>
<td><a href="https://saeo.vcu.edu">https://saeo.vcu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Global Education Office</td>
<td>912 West Grace Street</td>
<td>804-828-8471</td>
</tr>
<tr>
<td>Office of Multicultural Affairs-OMSA</td>
<td>Commons, Room 215</td>
<td>804-828-6672</td>
</tr>
<tr>
<td>Parking and Transportation</td>
<td>1108 W. Broad St.</td>
<td>804-828-7275</td>
</tr>
<tr>
<td>Password or eID questions</td>
<td>Information Technology</td>
<td>804-828-2227</td>
</tr>
<tr>
<td>Residential Life &amp; Housing</td>
<td>Main Office</td>
<td>804-828-7666</td>
</tr>
<tr>
<td>RamSafe, Security Escort Service</td>
<td>Campus wide</td>
<td>804-828-7233</td>
</tr>
<tr>
<td>Sexual Assault and Domestic</td>
<td>815 S. Cathedral Place</td>
<td>804-828-9355</td>
</tr>
<tr>
<td>Violence @ the WELL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Health Center</td>
<td>Sports Medicine Building</td>
<td>804-828-8828</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.students.vcu.edu/health/">http://www.students.vcu.edu/health/</a></td>
<td></td>
</tr>
<tr>
<td>Student Organizations</td>
<td>University Student Commons</td>
<td>804-828-6500</td>
</tr>
<tr>
<td></td>
<td><a href="https://usca.vcu.edu/">https://usca.vcu.edu/</a></td>
<td></td>
</tr>
<tr>
<td>VCUCard (lost/replace card)</td>
<td>Technology Administration</td>
<td>804-827-2273</td>
</tr>
<tr>
<td>VCU Police (Emergency)</td>
<td></td>
<td>804-828-1234</td>
</tr>
<tr>
<td>VCU Police (Non-Emergency)</td>
<td></td>
<td>804-828-1196</td>
</tr>
<tr>
<td>The WELL (Wellness Resource Ctr)</td>
<td>815 S. Cathedral Place</td>
<td>804-828-WELL</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.thewell.vcu.edu/">http://www.thewell.vcu.edu/</a></td>
<td></td>
</tr>
</tbody>
</table>
VCU Student-Athlete Handbook

VCU Athletics Core Values:

- **Drive to Excel** – passionate pursuit of the highest level of competitiveness nationally, academic achievement, social conduct, customer service and stewardship of resources
- **Student-Athlete Focus** – committed to holistic education, health, safety, equity of access and quality of coaching, support services and facilities for all student-athletes
- **Integrity** – adhering to accountable decision making, uncompromising standards, ethical values, fiscal responsibility, academic principles and rules compliance
- **Collaboration** – fostering a culture of communication, respect and transparency
- **Loyalty and Positivity** – a collective belief in a selfless and enthusiastic approach to overcoming obstacles and achieving mutual goals
- **Innovation** – cultivating creativity, originality, inventiveness and talent to maximize efficient use of resources
- **Equity and Diversity** – ensuring an inclusive climate of trust in which all people are valued and differences are recognized as an asset
- **Commitment to Community** – engaging in campus, local and regional partnerships to support and enhance the quality of life while serving as a center for civic pride

**Student-Athlete Code of Conduct**

Virginia Commonwealth University is strengthened by the high caliber of its student-athletes, and the Department of Athletics is committed to promoting that strength with the guiding principles of honesty, integrity, respect, ethical conduct, teamwork, and hard work.

A student-athlete can be confronted with many pressures while training to live up to the VCU standard. To support its student-athletes, to give them guidance and support through the challenges facing them, the University has adopted this Student Athlete Code of Conduct. Each student-athlete is required to read, discuss, abide by and refer to the contents of this Code as they live, compete, train, and study at VCU. Any questions that arise should be immediately raised with appropriate personnel until all expectations are clear.

While it is hoped that student-athletes will draw inspiration from the ethics and spirit underpinning this Code, make no mistake: These are the absolute requirements placed upon you in carrying out your esteemed role as a VCU student-athlete. Violations of this code are subject to discipline by the Department of Athletics, Office of Student Conduct and Academic Integrity, or law enforcement as appropriate.

**Reporting Obligation.**

Student-athletes must report: their own violations, the violations of others, and the planning of events and actions that will result in violations of this Code. Any student-athlete arrest must be reported immediately, regardless of the location or time of year. Reports should be made to the Head Coach, Sport Supervisor, Deputy Director of Athletics, or the Director of Athletics.

As another example, a student-athlete must self-report if he or she cheats on an exam by copying, must report the student-athlete from whom he or she was allowed to copy, and must report the plans of a student-athlete to sell exam papers (which is also a Class B Misdemeanor).

This reporting obligation is serious. Failure to abide by it will be an additional charge if a student-athlete is either: 1) subject to discipline for an incident he or she did not report, 2) for a violation by another student-athlete of which he or she was aware, 3) or for a violation planned by others of which he or she was at any time aware.

I. **Reporting Policy**

Students concerned with the potential abuse or theft of university resources should consult the university’s reporting policy, found at http://pcs.vcu.edu/integrity-and-compliance-office/ethics-and-compliance-program/reporting-concerns/. All crimes should be reported to VCU police.

II. **Standards of Conduct**
Student-athletes must comply with:

- The rules, policies and procedures found in the Virginia Commonwealth University Student Athlete Handbook;
- The rules, policies and procedures found the Virginia Commonwealth University Bulletin;
- The VCU Student Code of Conduct;
- The VCU Honor System;
- The VCU Code of Ethics;
- Municipal ordinances, and State and federal laws, both civil and criminal (“laws”);
- National Collegiate Athletic Association (NCAA);
- Atlantic 10 Conference (A-10);
- The direction or their coach, trainer, and Department of Athletics staff;
- The rules set forth in this Code of Conduct.

Violation may result in discipline as described in Section V below.

III. Sportsmanship

Student-athletes at VCU are held accountable to a high standard of ethical conduct in all activities affecting the athletics program, whether as a participant or as a spectator. Student-athletes must bring honor to themselves, their team, their sport, the Athletic Department, the University, their families, and their communities, by exhibiting only the highest level of sportsmanship.

“Sportsmanship” is respect for oneself, teammates, coaches, officials, opponents, and property. It requires self-control. It means refusing to be drawn into or encourage physical conflict not otherwise required by proper execution of the sport.

A sportsperson can take a loss or defeat without complaint, a victory without gloating, and treat an opponent with fairness, generosity and courtesy. At Virginia Commonwealth University, sportsmanship is critical at all times – especially when you win.

“Unsportsmanlike” conduct, as defined by the NCAA, the Atlantic 10, or Virginia Commonwealth University, will be reviewed by the Director of Athletics and may result in disciplinary action.

IV. Important University Policies for Students

Virginia Commonwealth University Academic Integrity Policy
COPYING, cutting and pasting, using the work of others, fixing grades, cheating on an exam, and submitting fraudulent work are just a few of the types of “academic dishonesty” that can be disciplined both under the university’s Honor System and this Code. If you are struggling with academics, let a student athlete advisor know, and seek assistance from Student Athlete Support Services. Academic dishonesty in any form will not be tolerated and we expect you to adhere to the Honor System Pledge:

“On my honor, I have neither given nor received aid on this assignment, and I pledge that I am in compliance with the VCU Honor System.”

Neither the presence nor the absence of a signed pledge statement, however, shall prevent a student from being charged with a possible violation or from being held to the standards of the Honor System.

Virginia Commonwealth University Code of Ethics

VCU is committed to an environment of uncompromising integrity and ethical conduct and the ethical standards are the foundation for our decisions and actions. It is expected that all student-athletes adhere to the Code of Ethics policy, which can be found at:
https://acs.vcu.edu/integrity-and-compliance-office/audience/student/

Virginia Commonwealth University and VCU Athletics’ Drug and Alcohol Policies

VCU’s Alcohol and Drug Policy can be found at:
https://policy.vcu.edu/sites/default/files/Alcohol%20and%20Other%20Drugs.pdf
Prohibited acts for student-athletes include:

1. Possessing or consuming alcohol if under the age of 21,
2. Consuming of alcohol while in season,
3. Operating a motor vehicle while under the influence of alcohol,
4. Misrepresenting one’s age for the purpose of purchasing, possessing, or consuming alcohol,
5. Purchasing, furnishing, or serving alcohol to or for an underage person,
6. Being dangerously intoxicated to the point where State law mandates being taken into custody.
7. Possessing or using illegal substances, as defined by law,
8. Possessing or using controlled substances as defined by law (provided that controlled substances may be taken pursuant to a properly issued prescription in the amount prescribed),
9. Distributing, selling, or possessing with the intent to distribute illegal or controlled substances, as defined by law,
10. The use of tobacco products by a student-athlete during practice, competition, or other team functions,
11. Acts as described in the VCU Athletics Drug and Alcohol Policy. Student-athletes from each team will be drug tested throughout the year at random. Failure to appear at a drug test will be considered a positive test.

NCAA Nutritional or Dietary Supplements Policy

Many nutritional/dietary supplements contain substances banned by the NCAA. In addition, the U.S. Food and Drug Administration does not strictly regulate the supplement industry; therefore, the purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test and thus affect the eligibility of student-athletes. To avoid violation of this standard, as questions arise student-athletes should contact the team physician or athletic trainer and/or consult the list of banned drugs as described in NCAA Division Bylaws.

Hazing as both defined by Virginia Commonwealth University and Virginia Penal Law

Hazing in connection with membership or participation in University athletic teams or team activities is strictly prohibited. VCU Athletics interprets hazing as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person. In addition, any requirements by a member which compels another member to participate in any activity which is against university policy or state/federal law will be defined as hazing. Actions and activities, which are prohibited include, but are not limited to, the following:

- Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade or abuse them regardless of the person’s willingness to participate.
- Forcing, requiring or pressuring an individual to consume alcohol or any other substance.
- Forcing, requiring or pressuring an individual to shave any part of the body, including hair on the head.
- Any requirement or pressure put on an individual to participate in any activity, which is illegal, perverse, publicly indecent, contrary to genuine morals and/or beliefs, e.g., public profanity, indecent or lewd conduct or sexual gestures in public.
- Required eating of anything an individual would refuse to eat otherwise.
- Any activity or action that creates a risk to the health, safety or property of the University or any member of its community.
- Forcing or requiring calisthenics, such as push-ups, sit-ups and runs.
- Assigning or endorsing pranks such as stealing or harassment of another organization.
- Awakening or disturbing individuals during normal sleeping hours.
- Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate.
- Physical abuse of any kind.
- Forcing, encouraging or pressuring someone to wear in public apparel, which is conspicuous and not within the norm of what is considered to be in good taste.
- Engaging in public stunts and buffoonery.
- Nudity at any time or forced reading of pornographic material.
• Paddling, beating or otherwise permitting a member to hit other members.
• Having substances such as eggs, mud, paint and honey thrown at, poured on or otherwise applied to the body of a member.
• Morally degrading/humiliating games or other activity that makes a member the object of amusement, ridicule or intimidation.
• Subjecting a member to cruel and unusual psychological conditions.
• Having knowledge of the planning of a specific hazing incident involving a student in an educational institution.
• Having firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report it in writing to the dean of students or other appropriate official of the educational institution

The Virginia Statute on Hazing (18.2-56)
“It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college, or university. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor, unless the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony. Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. The president, or other presiding official of any school, college or university, receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student found guilty of hazing or mistreating another student so as to cause bodily injury, expel such student so found guilty, and shall make report thereof to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall present the same to the grand jury of such city or county convened next after such report is made to him.” (History Code 1950, § 18.1-71; 1960, c. 358; 1975, cc. 14, 15)

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

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

The Vice President of Student Affairs or designee will conduct an investigation and determine sanctions when notified that an organization has violated University regulations or local, state and federal statutes. The organization will be contacted and informed that an investigation is being conducted. Organizations may receive one of the following sanctions:

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

The length of cancellation shall also be determined by the Vice President or designee.

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

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

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

Virginia Commonwealth University Policy regarding Violence, Sexual Assault and Harassment
Virginia Commonwealth University and the VCU Athletics Program are committed to creating and maintaining a community in which its members are free from all forms of harassment, exploitation, intimidation, and violence. VCU’s violence prevention policies, and response procedures for violent incidents, are intended to protect the health and safety of the campus and the community and ultimately to advance the educational mission of the University. Student-athletes are prohibited from engaging in violent acts including assault on a person or property, hate crimes, hazing, stalking, sexual violence, or any other conduct prohibited by University policy and/or law.

**Harassment, Discrimination & Retaliation Policy**
Students who are concerned about potentially harassing and/or discriminatory behavior, and retaliation for reporting such concerns, should consult the university’s policy: [https://policy.vcu.edu/sites/default/files/Duty%20to%20Report%20and%20Protection%20from%20Retaliatio n.pdf](https://policy.vcu.edu/sites/default/files/Duty%20to%20Report%20and%20Protection%20from%20Retaliatio n.pdf)

Students with such concerns may also discuss them with the Executive Associate Athletic Director.

**V. Also Prohibited**

**Disrespect**
At all times, student-athletes are required to comport themselves in a manner respectful of themselves, their team, the University and its Athletic Department, game officials, opponents, and property. Student-athletes are to refrain from disrespectful conduct such as unsportsmanlike conduct; profane, abusive, demeaning, harassing, threatening or obscene expression; or deliberate damage to equipment or other property. Disrespectful conduct will be reviewed by the Head Coach and Director of Athletics and may result in disciplinary action.

**Gambling and Bribery**
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, (4) Solicit or accept a bet on any intercollegiate competition for any item that has tangible value (e.g. cash, clothing or equipment, meals), and/or (5) 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.

**Unexcused Class Absences and Poor Academic Performance**
Student-athletes are expected to attend class regularly and punctually, and to fulfill course load and academic performance requirements. Failure to meet such obligations may affect eligibility to participate in team sports and scholarship eligibility, as well as academic standing.

**Failure to Meet Team Obligations**
Student-athletes must complete training requirements; arrive promptly for team practices, meetings, and departures for away games and other team events; attend team functions; and otherwise fulfill their responsibilities as team members. Absences must be excused in advance by the Head Coach unless an unforeseeable emergency arises.

**Conduct Unbecoming a VCU Student-Athlete**
At all times VCU student-athletes are expected to conduct themselves responsibly within the Athletic Department, campus, and larger community. Behavior that reflects negatively on themselves, their team, the Athletic Department, or the University may be grounds for disciplinary action.

*Special Notice regarding Social Networking Web Sites (such as Facebook, Snapchat, Instagram, blogs, and Twitter,)*
As a representative of the Department of Athletics and Virginia Commonwealth University, you are always in the public eye. Please keep the following in mind as you participate on social networking web sites:

- Understand that anything posted online is available to anyone in the world. Any text or photo placed online is out of your control the moment it is placed online—even if you limit access to your site.
- You will not post any information, photos, or other items online that could be a negative reflection of you, your team, the Department of Athletics, or Virginia Commonwealth University. This includes information,
photos and items that may be posted by others on your site. **Posting of photos with alcohol is strictly prohibited.**

* Behavioral expectations in the online world are the same as in the real world. Student-athletes could face discipline or sanctions as described below for policy violations revealed online.

**VI. Disciplinary Process and Sanctions**

The Department of Athletics disciplinary process is independent of, and supplements, the University Student Conduct and honor System processes. Sanctions levied by Athletics may occur over and above those levied by the Dean of Students Office. Sanctions will vary depending on the type and circumstances of the violation, but may without limitation include loss of athletics program eligibility and/or scholarship.

When the Department of Athletics becomes aware of an alleged violation of this Code of Conduct, the Director of Athletics or her/his designee will take reasonable steps to verify the validity, reliability, and accuracy of the report. These steps may include interviews of students and employees, or of non-University persons having knowledge of relevant facts; examination of documents; and other steps necessary for the AD to determine the merits of the report.

Upon the Director's satisfaction that they have sufficient information to proceed, sanctions, if applicable, shall be issued. At that time, any previous violations of the Code, or any other Standards of Conduct, shall be a factor in determining the gravity of the violation, and the appropriate sanction. **Possible sanctions include but are not limited to:**

1. **Warning.** The issuance of a written warning.
2. **Probation.** Special status with conditions imposed for a limited time.
3. **Community Service.** As required by the Director.
4. **Restitution.** Payment for damaged property.
5. **Temporary Suspension.** Removal of a student-athlete from some or all Athletic Department activities, including athletic participation in team events, for a limited period of time.
6. **Suspension.** Removal of a student-athlete from some or all Athletic Department activities, including athletic participation in team events, for a specified period of no less than one season
7. **Expulsion.** Permanent removal from a team and/or Athletic Department activities.
8. **Withdrawal of Financial Aid.** Termination of athletic-related financial aid at first opportunity allowable by NCAA regulations.

**Other actions that may coincide with Sanctions:**

**Referral to Counseling**

Students who, in the judgment of appropriate university personnel, evidence a need for professional assistance will be referred to appropriate counseling resources. It is the student-athlete’s responsibility, and financial obligation, to follow up on this referral and to adhere to professional recommendations.

**VII. Drug Testing**

Student athletes are required to consent in writing to drug testing under the terms of NCAA policy on drug testing, as a condition of the privilege of participating in intercollegiate sports. Failure to provide such consent shall result in immediate suspension and possible permanent expulsion from the team.
Title IX

Virginia Commonwealth University (VCU) is committed to providing an environment that emphasizes the dignity and value of every member of its community and that is free from sexual misconduct, assault, harassment or any form of discrimination based on sex/gender that may violate Title IX of the Education Amendments of 1972 and other state and federal laws.

VCU will take prompt and appropriate action to eliminate prohibited conduct, prevent its recurrence and remedy its effects. VCU will also offer reasonable and appropriate measures to protect a complainant and facilitate the complainant’s continued access to university employment or education programs and activities. Such measures may include no-contact directives, residence modifications, academic modifications and counseling.

All reports of prohibited conduct will be addressed and resolved. Investigations of prohibited conduct will be conducted by civil rights investigators in Equity and Access Services. Those who violate the policy will face disciplinary action up to and including termination or expulsion.

All VCU employees are defined by the policy as either confidential employees or responsible employees. All responsible employees have a responsibility to immediately report incidents of prohibited conduct involving sexual assault, sexual exploitation and partner or relationship violence to the Title IX Coordinator. Supervisors, management and human resources professionals are required to report incidents regarding sex or gender-based discrimination to the university’s Title IX Coordinator. Reporting is required when such supervisors, management and human resource professionals know (by reason of a direct or indirect disclosure) or reasonably should know of such incidents or conduct. For academic faculty, supervisors include department chairs, deans and other unit administrators.

VCU Policy

VCU’s policy on Sexual Misconduct/Violence and Sex/Gender Discrimination applies to the entire university community and third parties. The policy provides a fair and impartial process for all parties.

The policy replaces and supersedes the Title IX Student Sexual Harassment and Sexual Misconduct Anti-Discrimination Policy (Student Sexual Misconduct Policy) and the Prohibition Against Sexual Harassment. The policy applies to all prohibited conduct reported on or after Aug. 5, 2015. The procedures established under this policy will be used to address, investigate and resolve all reports made on or after Aug. 5, 2015, regardless of when the underlying conduct occurred. When the prohibited conduct occurred prior to Aug. 5, 2015, the former definitions of misconduct will be used.

For more information about Title IX reporting and resources, please refer to VCU Equity and Access Services at http://equity.vcu.edu/titleix/.

The University’s Title IX Coordinator is responsible for ensuring VCU fulfills its responsibilities under Title IX, including the investigation of complaints.

Emily Caputo
Title IX Coordinator
(804) 828-1347
titleix@vcu.edu

Dr. Sofia Hiort-Wright
Deputy Title IX Coordinator for Athletics
(804) 828-2184
shiort@vcu.edu

Equity and Access Services
Mosley House
1001 Grove Avenue
P.O. Box 842549
Richmond, VA 23284-2549
The Office for Civil Rights (OCR) within the U.S. Department of Education is responsible for enforcement of Title IX.

**LGBTQ Population**

VCU follows the NCAA policies and guidelines regarding inclusion of transgender student-athletes, which can be found here: https://www.ncaa.org/sites/default/files/Transgender_Handbook_2011_Final.pdf

The NCAA guidelines are a great resource to provide transgender students the opportunity to participate in intercollegiate athletics in the fairest and safest environment possible. Every student-athlete that is capable of competing in intercollegiate athletics deserves the opportunity to do so at the highest level. Our motto is: if you can play, you can play. VCU is supportive of transgender student-athletes participating in college athletics.

**VCU Judicial Affairs & Academic Integrity Rules & Procedures**

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

**Athletics Department Student Host Recruiting Policies**

At the discretion of the Athletics Director or designee, a student-athlete found responsible for violating the Student Host Recruiting Policy indicated in the VCU Student-Athlete Handbook will be disciplined in a manner consistent with the violations of the code of conduct.

**Privacy**

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

1. **Violations of University Regulations**

   Violations of the University’s Student Code of Conduct, available at https://policy.vcu.edu/sites/default/files/Student Code of Conduct.pdf are under the jurisdiction of the Associate Vice Provost and Dean of Student Affairs

**Athletics Department Expectations**

**Expectation of academic progress sharing**

Each academic year, all student-athletes will be expected to consent to a release of student information. This information will be shared by academic advisors to coaches and sport administrators. This information is shared with the purpose of proactively monitoring that students are making proper progress towards the goal of earning their degree. Each student will consent to this through the Consent to release student information form found on ARMS.

1. **Violations of Student-Athlete Code of Conduct**

   VCU Student-Athletes are expected to conduct themselves responsibly, honestly, and with integrity by following all rules and regulations found in the Student-Athlete Code of Conduct. Violations of VCU’s Student-Athlete Code of Conduct are subject to discipline by the Department of Athletics and law enforcement (where applicable).

2. **Violations of NCAA Regulations**

   Student-athletes are subject to the rules and regulations of the NCAA, as well as the penalties imposed by VCU Athletics regarding the breach of the regulations. Full NCAA Legislation is available online in the NCAA Manual at http://www.ncaapublications.com/productdownloads/D120.pdf
3. **Violations of Atlantic 10 Conference Regulations**

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

**VCU Athletics Student-Athlete Grievance Behavior**

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

**Informal Procedure**

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

1. The grievant may consult informally and confidentially with a third party with whom she/he feels comfortable. Among those who might serve as resources are coaches, faculty athletic representatives, academic counselors, members of the Athletic Department administration or members of the Intercollegiate Athletic Council. With the aid of that person, the grievant may attempt to identify other approaches to resolving the problem. After consultation, the grievant should make an additional attempt to resolve the problem with the person(s) involved.

2. If no satisfactory resolution of the complaint or grievance can be achieved, the grievant may request that the resource person call together the persons involved in an attempt to facilitate an informal resolution.

3. At the discretion of the Director of Athletics, he or his designee may schedule a meeting with the grievant in a final attempt to resolve the problem informally. The Director of Athletics, or his designee, may also wish to contact the person(s) about whom the complaint is being lodged.

4. If a meeting among those involved is not feasible or if the parties are unable to resolve the complaint or grievance to their satisfaction, the grievant may use the formal grievance procedure. **NOTE:** The grievant is strongly encouraged to employ the informal procedure prior to taking formal action.

**Formal Procedure**

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

1. The grievant should notify the Director of Athletics of his/her grievance in writing, outlining the complaint(s), the person(s) involved and any other pertinent information.

2. The Director of Athletics, or the designee, shall conduct a preliminary interview with the grievant. The Director of Athletics, or the designee, may also wish to contact the person(s) about whom the complaint is being lodged.

3. The Director of Athletics, or the designee, shall conduct a formal meeting involving the grievant, the person(s) against whom the complaint is made and any other relevant parties. Each party may also be accompanied by an advisor.

4. Within a reasonable time period after the formal meeting, but no more than 14 days, the Director of Athletics, or the designee, shall notify the grievant, in writing, of the decision.
**Formal Appeal**

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

1. Within 7 days after receipt of a written decision, the grievant should notify the Faculty Athletics Representative (FAR), in writing, that he or she wishes to appeal the decision.

2. Within 21 days of receipt of the request for appeal, the FAR shall convene an ad hoc committee of three members consisting of the FAR and two members of the Intercollegiate Athletic Council selected by the FAR to conduct a formal meeting to hear the appeal.

3. Within a reasonable time period after the appeal meeting, but no more than 14 days, the FAR shall notify the grievant and the Director of Athletics, in writing, of the committee’s decision. The decision of the committee shall be final.

**VCU Compliance Office**

**NCAA Rules and Athletic Eligibility**

The NCAA and the Atlantic 10 Conference have strict rules that are to be followed at all times by members of VCU’s Athletic Department, its supporters, and its student-athletes.

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

Rules that you, the student-athlete, must adhere by includes the following:

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

**Time Allowed for Eligibility**

NCAA Bylaw 12.8.1: Student-athletes may compete in a maximum of four (4) years of eligibility within five (5) consecutive calendar years.

NCAA Bylaw 12.8.1.1: The five (5) years begin when you enroll as a full-time student at any institution.

NCAA Bylaw 12.8.1.2: Exceptions may be granted by the NCAA Eligibility Committee for any of the following reasons:

- Military Service
- Official Church Service
- The Peace Corps
- Pregnancy for female student-athletes
**Season(s) of Competition**

NCAA Bylaw 12.8: Student-athletes may compete in a **maximum of four seasons** of intercollegiate competition in any one sport within a five-year period. A student-athlete has utilized a season of competition when the individual has:

(a) Represents the institution in any contest against outside competition, regardless of how the competition is classified (e.g., scrimmage, exhibition or joint practice session with another institution’s team) or whether the student is enrolled in a minimum full-time program of studies;

(b) Competes in the uniform of the institution or, during the academic year, utilizes any apparel (excluding apparel no longer utilized by the institution) or equipment received from the institution that includes institutional identification; or

(c) Competes and receives expenses (e.g., transportation, meals, room, or entry fees) from the institution for the competition.

The five-year period for seasons of competition purposes has started when a student-athlete initially registers in a regular term of an academic year for a minimum full-time program of studies for any two-year or four-year institution, and attends the student’s first day of classes for that term. Time spent in the armed services, on official religious missions or with recognized foreign aid services of the U.S. government is excepted from the five-year rule.

**Countable Athletically Related Activities (CARA)**

In-Season CARA Regulations

- Student-athletes are not permitted to exceed four hours per day and 20 hours per week of CARA.
- Student-athletes shall have one day off per week while in-season and during the academic year in which no countable athletic activity will occur.
- Daily and weekly hour limitations do not apply to countable athletically related activities occurring during VCU’s term-time official vacation period, as listed in VCU’s 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, the institution 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.

Out-of-Season CARA Regulations

- Student-athletes are not permitted to exceed two hours per day and eight hours per week of CARA (of which no more than four hours per week is permitted to be spent on sports-related instruction).
- Student-athletes shall have two days off per week while out-of-season and during the academic year.
- Sports that are Out-of-Season must end all athletically-related activities one week before the start of final examinations.
- Sports that are out-of-season are not permitted to engage in athletically-related activities during institutional vacation periods/holidays and/or the summer (with the exception of Men’s and Women’s Basketball which are permitted to engage in specific summer athletic activities –see below).

Basketball Summer Athletic Activities

- In basketball, a student-athlete who is enrolled in summer school may engage in required weight-training, conditioning and skill-related instruction for up to eight weeks (not required to be consecutive weeks).
- A student-athlete who is enrolled in at least three degree-applicable (pursuant to Bylaw 14.4.3.1.7) credit hours in one summer term that is fewer than eight weeks in duration may engage in required weight-training, conditioning and skill-related instruction for up to eight weeks (not required to be consecutive weeks).
- Participation in such activities shall be limited to a maximum of eight hours per week with not more than four hours per week spent on skill-related instruction.
- Please ask your academic advisor if you satisfy the exception to summer school enrollment (17.1.7.2.1.5.1.1.).
Day(s) off whether in-season or out-of-season do not need to remain constant from week to week. A week is defined as any seven consecutive days.

The following table includes (but is not exhaustive of) what is considered and what is not considered countable athletically related activities:

<table>
<thead>
<tr>
<th>Countable Athletically Related Activities</th>
<th>NOT Countable Athletically Related Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice</td>
<td>Training-table or competition-related meals</td>
</tr>
<tr>
<td>Competition</td>
<td>Physical rehabilitation</td>
</tr>
<tr>
<td>Required weight-training and conditioning</td>
<td>Dressing, showering or taping</td>
</tr>
<tr>
<td>Participation in a physical-fitness class mandated by a coach</td>
<td>Athletics department academic study hall or tutoring sessions</td>
</tr>
<tr>
<td>Required film or videotape reviews of athletics practices or contests</td>
<td>Meeting with coaches on non-athletic matters</td>
</tr>
<tr>
<td>Required individual workouts</td>
<td>Travel to and from practice and competition</td>
</tr>
<tr>
<td>Required participation in camps, clinics or workshops</td>
<td>Visiting the competition site in sports other than cross country and golf</td>
</tr>
<tr>
<td>Meetings initiated by coaches or other institutional staff member on athletically related matters</td>
<td>Medical examinations or treatments</td>
</tr>
<tr>
<td>On-court or on-field activities called by any member or members of a team and confined primarily to members of that team that are considered as requisite for participation in that sport</td>
<td>Fund-raising activities</td>
</tr>
<tr>
<td>Visiting the competition site in the sports of cross-country and golf</td>
<td>Recruiting activities (e.g., serving as a host)</td>
</tr>
<tr>
<td></td>
<td>Public relations activities related to the student-athlete’s sport</td>
</tr>
<tr>
<td></td>
<td>Participation in regular physical education classes, with or without credit, that are listed in the institution’s catalog and open to all students</td>
</tr>
<tr>
<td></td>
<td>Voluntary individual workouts not required or supervised by coaching staff members. A coach may design a voluntary general individual workout program for a student-athlete</td>
</tr>
<tr>
<td></td>
<td>Individual consultation with a coaching staff member initiated voluntarily by a student-athlete, provided the coach and the student-athlete do not engage in athletically related activities</td>
</tr>
<tr>
<td></td>
<td>The provision of videotapes to a student-athlete by a coach that include a personalized message and athletically related information (e.g., discussion of plays, general workout programs, lectures on strategy related to sport), provided the viewing of the videotape is voluntary</td>
</tr>
<tr>
<td></td>
<td>Student-athlete performing required field or facility preparation or maintenance</td>
</tr>
</tbody>
</table>
Academic Eligibility

All student-athletes at VCU:

- Must be enrolled as full-time and degree-seeking students in good standing. Student managers must be full-time, degree-seeking students. A student who has an academic or disciplinary suspension is not in good standing.
- Must complete a minimum of 6 semester hours of academic credit in each full-time regular academic term to be certified eligible for the next semester. Additionally, students going into their third semester must have passed 24 hours toward their degree combining the previous fall, spring and summer. Students going into their fifth, seventh or ninth semester must have passed 18 hours toward their degree combining fall and spring semesters only.
- Must be properly advised. NCAA eligibility is predicated on the satisfactory completion of course work that would lead to a four-year degree in a designated major. In order to ensure continued NCAA participation, student-athletes must confer with a departmental advisor and the Office of Student-Athlete Support Services, to create or alter their course schedule.
- Must have prior written permission for summer school courses. NCAA rules require that summer school courses not taken at VCU must have prior written approval. This may be accomplished by completing the “Request to Take Course at Another Institution” form. See the Office of Student-Athlete Support Services for this form, or go to records & registration forms on the VCU website.
- Must declare a major at the beginning of their third year of college. If a major is declared prior to the third year, students-athletes must meet satisfactory progress for that major at that time.
- Must earn 18 credit hours during each regular academic year (fall and spring semesters) after the initial year of enrollment, while continuing to meet the percentage of degree requirements outlined below.

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

<table>
<thead>
<tr>
<th>Year</th>
<th>% Degree</th>
<th>Credits</th>
<th>GPA</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second</td>
<td>none</td>
<td>(24 credits minimum)</td>
<td>90%</td>
<td>(1.8 out of 2.0)</td>
</tr>
<tr>
<td>Third</td>
<td>40%</td>
<td>(120 credit program = 48 credits)</td>
<td>95%</td>
<td>(1.9 out of 2.0)</td>
</tr>
<tr>
<td>Fourth</td>
<td>60%</td>
<td>(120 credit program = 72 credits)</td>
<td>100%</td>
<td>(2.0 out of 2.0)</td>
</tr>
<tr>
<td>Fifth</td>
<td>80%</td>
<td>(120 credit program = 96 credits)</td>
<td>100%</td>
<td>(2.0 out of 2.0)</td>
</tr>
</tbody>
</table>

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

Scholarship Reduction and Cancellation During the Period of the Award

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

- Renders himself or herself ineligible for intercollegiate competition;
- Fraudulently mis-represents any information on an application, letter of intent of financial aid agreement (this includes not reporting for practice of after making only token appearances as determined by VCU);
- Engages in serious misconduct warranting substantial disciplinary penalty;
- Voluntarily withdraws from a sport at any time for personal reasons;
- Provides written notification of transfer (see Bylaw 13.1.1.3) to the institution; however, the student-athlete’s financial aid may not be reduced or canceled until the end of the regular academic term in which written notification of transfer is received. If a student-athlete provides written notification of transfer to the institution between regular academic terms (winter break, summer break) the institution may reduce or cancel the financial aid immediately; or
- Violates a nonathletically related condition outlined in the financial aid agreement or violates a documented institutional rule or policy (e.g., academics policies or standards, athletics department or team rules or policies).

VCU may include in its financial aid agreement non-athletically related conditions (e.g. compliance with academic policies/standards, compliance with athletics department rules or policies) by which the aid may be
The procedures for an appeal of cancellation or reduction of financial aid are outlined as follows:

Cancellation/Reduction of Athletics Aid Appeal Process

Reduction or cancellation is not permitted during the period of the award:
- On the basis of a student-athlete’s athletic ability, performance or contribution to a team’s success;
- Because of an injury that prevents the recipient from participating in athletics; or
- For any other athletic reason.

VCU may not include an athletically related condition (e.g. financial aid contingent upon specific performance or playing a specific position) that would permit VCU to reduce or cancel the student-athlete’s financial aid during the period of the award if the conditions are not satisfied.

Athletics Aid Renewal and Nonrenewal Process

The renewal of University financial aid based in any degree on athletic ability must be made on or before July 1 of each year. Each student-athlete who received aid the previous year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year must be notified in writing whether his/her aid will be renewed (please see section Cancellation/Reduction of Athletics Aid Appeal Process).

Notification of financial aid renewals and non-renewals must come from the institution’s regular financial aid authority and not from the institution’s athletic department. If there is a reduction or cancellation of athletics aid, the University must inform the student-athlete in writing that he/she may request a hearing. If VCU notifies a student-athlete that he or she will not be provided institutional financial aid for the next academic year and later reconsider’s this decision, it is permissible for VCU to subsequently award financial aid to that student-athlete.

Cancellation/Reduction of Athletics Aid Appeal Process

The procedures for an appeal of cancellation or reduction of financial aid are outlined as follows:

1. The Athletics and Veterans Certification Coordinator receives notification from Athletics with intent to cancel, reduce, or the non-renewal of aid offers to student athletes.

   a. Copy of letter addressed to student athlete indicating recommendation to Office of Financial Aid to non-renew, reduce, or cancel aid offer for upcoming academic year signed by Executive Associate Athletic Director and carbon copied to Financial Aid and Coach is sent electronically to the Athletics and Veterans Certification Coordinator.

2. The Athletics and Veterans Certification Coordinator notifies the student of their right to appeal the non-renewals, reduction, or cancellation of aid.

   a. The Athletics and Veterans Certification Coordinator drafts a letter to the student-athlete notifying them of the intent to reduce or cancel athletics aid.

      i. The Athletics and Veterans Certification Coordinator mails the letters via certified mail (U.S. only) and tracks receipt of the letter by the student-athlete.
      ii. The address the letter is sent is the address that Athletics has on the original letter of notification.
      iii. The letter informs the student of their right to appeal the change in athletics aid and details that the request must be made in writing within ten (10) calendar days.

   b. All appeals must be in writing and sent to the Athletics and Veterans Certification Coordinator.

   c. If student athlete does not respond within ten (10) calendar days, the Athletics and Veterans Certification Coordinator will submit the notification from Athletics, letter from Financial Aid, and proof of certified mailing to the Financial Aid Imaging area and the documents will be imaged as part of the student athlete’s permanent financial aid record.
3. Appeal Process
   
a. When the student athlete informs the Athletics and Veterans Certification Coordinator of their intent to appeal the non-renewal, reduction or cancellation of aid, as a representative of the Financial Aid Office, the Athletics and Veterans Certification Coordinator will:
   
i. Send an email notification to the Athletics Department letting them know of the student athlete’s intent to appeal.
   ii. Notify the Financial Aid–Student Athlete Appeals Committee of the student athlete’s intent to appeal.
   iii. The Financial Aid–Student Athlete Appeals Committee is comprised of the following:
        · Member of Senior Management from Financial Aid Office;
        · Professional Faculty Representative from Strategic Enrollment Management;
        · Professional Faculty Representative from Student Affairs;
        · Faculty Athletic Representative; and
        · Ex Officio: Associate Director of Financial Aid for Compliance and Reporting or designee.
   iv. Determine a date for the Financial Aid – Student Athlete Appeals Committee hearing.
   v. Notification is sent to the student athlete, Athletics, and the Financial Aid–Student Athlete Appeals Committee giving the date, time, and location of the hearing.
   
4. Student Athlete Hearing
   
a. The Associate Director of Financial Aid for Compliance and Reporting or designee chairs the hearing and takes notes on the hearing process for documentation purposes.
   b. The Chair asks everyone to introduce themselves and state what their role is at the hearing.
   c. The Chair will ask the student to explain why they are appealing the decision.
   d. The Chair will ask the Financial Aid-Student Athlete Appeals Committee if they have any questions for the student-athlete.
   e. If the student athlete has a witness or witnesses, the Chair will ask them to explain why they are present and what information they can add to the hearing proceedings.
   f. The Chair will ask the Financial Aid-Student Athlete Appeals Committee if they have any questions for the witness(es).
   g. The Chair will ask representatives from Athletics to explain their reasoning for the decision to not renew, reduce, or cancel the athletic aid award.
   h. The Chair will ask the Financial Aid-Student Athlete Appeals Committee if they have any questions for the representatives from Athletics.
   i. The Chair will ask the student athlete to make a final closing statement. The student athlete will be asked what they are requesting as a result of the hearing.
   j. The Financial Aid-Student Athlete Appeals Committee will go into closed session to discuss the hearing and make a decision on the appeal for aid.
   k. The Chair will notify all parties of the decision of the Committee.

Summer/Winter Intersession Financial Aid

Summer financial aid may be awarded only to attend VCU’s summer term, summer school or summer-orientation program.

A student-athlete who is eligible for institutional financial aid during the summer is not required to be enrolled in a minimum full-time program of studies. However, the student-athlete may not receive financial aid that exceeds the cost of attendance in that summer term. A student-athlete may receive institutional financial aid based on athletics ability and any other financial aid up to the value of his or her cost of attendance.

After initial full-time enrollment during a regular academic year, a student-athlete may receive athletically related financial aid to attend the certifying institution’s summer term or summer school if the student-athlete received athletically related aid from the certifying institution during any previous academic year at that
institution or the student-athlete has been awarded athletically related financial aid for the following academic year. Further, such aid may be awarded only in proportion to the amount of athletically related financial aid received by the student-athlete during the student-athlete’s previous academic year at VCU.

There are three exceptions to the general rule. A student-athlete who was not previously on institutional athletics aid may receive athletics aid during the summer if:

1. A student-athlete who attended the institution on a full-time basis for only one regular term during the previous academic year may receive financial aid during the following summer term;
2. A student-athlete who has not received athletically related aid from the certifying institution during a previous academic year may receive athletically related financial aid to attend the institution’s summer term or summer school, provided he or she has been awarded athletically related financial aid for the following academic year; or
3. A nonqualifier may receive athletically related financial aid to attend an institution’s summer term or summer school after the first academic year of residence under the following conditions: (a) The student-athlete has satisfied progress-toward-degree requirements and, thus, would be eligible for competition for the succeeding year (the student-athlete must have successfully satisfied the applicable requirements of Bylaw 14.4.3 and be in good academic standing at the institution); and (b) The student-athlete has been awarded athletically related financial aid for the succeeding academic year.

An institution that conducts multiple summer sessions may not award athletically related financial aid to attend any session that exceeds the proportion of the amount of athletically related financial aid received by the student-athlete during the previous year.

The procedures for the administration of summer financial aid are outlined as follows:

· Summer and/or intersession athletically-related financial aid is intended to be used to provide student-athletes who need to enroll in additional classes in order to maintain NCAA eligibility for competition, to graduate on time and within the four-year plan established for each student-athlete, or to remain on campus as a result of not being able to return home for university breaks (i.e., international student-athletes who do not have the means to return home for holidays and/or university breaks).

The policies and procedures for the awarding of summer/intersession aid are as follows:

· Student-athletes, head coaches, and sport supervisors will be notified when summer and intersession applications are available (in conjunction with fall and spring priority registration). Student-athletes will be required to complete/submit applications to request athletically-related financial aid for summer and/or intersession classes. The submission of applications will ensure that:

  a. All applications are received by the published deadline;
  b. A complete and comprehensive academic review will be completed indicating academic “need” for additional funding;
  c. The head coach will sign and endorse all applications; and
  d. Sport supervisors will be required to sign all applications providing additional monitoring of fiscal responsibility.

· Student-athletes will initiate the process by requesting an application from their athletic academic counselor and completing the required information before returning it to their athletic academic counselor. The athletic academic counselor will complete the academic review portion of the application, signing the application. He/she will rank the student-athlete’s application based on need and will indicate that final ranking on the application as outlined below:

  Category One (1) – Student-athletes who need to enroll in summer or intersession classes to earn/maintain NCAA eligibility in order to compete. Student-athletes who
are ineligible to compete are more likely to leave the university and fail to graduate than those who remain eligible.

**Category Two (2)** – Student-athletes who need to enroll in summer or intersession classes to maintain timely graduation. For example, a student-athlete may be awarded three hours of intersession aid in order to graduate the following spring semester and thus avoiding further need for funding the following summer session.

**Category Three (3)** – International student athletes who do not have the means to travel home for university holidays or breaks.

**Category Four (4)** – Student-athletes who do not require summer or intersession classes for eligibility or graduation purposes.

- Once the applicants have been ranked and the athletic academic counselor ensures that all of the necessary information has been completed on the summer or intersession application, he/she will meet with the head coach to review academic “need” while securing the head coach’s signature and endorsement. The athletic academic counselor will then turn in all completed/signed intersession and/or summer applications to the Senior Executive Associate AD/Academic Support prior to the published deadline for continued processing.

- The Senior Executive Associate AD/Academic Support will review all of the summer or intersession applications for completeness and accuracy and will create an excel spreadsheet listing all applicants by team and providing information specific to V#, academic session(s), duration of session(s) requested, and total credit hours requested while designating whether requested classes are lecture or on-line format.

- The summer and/or intersession spreadsheet will then be submitted to the Director of Personnel/Scholarship Administration. That individual will add information to the spreadsheet specific to athletically-related financial aid and equivalency, residency status, associated tuition and fees costs, associated room and board costs and book costs all to be calculated into a “bottom line” breakdown by sport and as an entire athletic department. This information will be provided to all assigned sport supervisors, along with all summer or intersession applications, for his/her required approval and signature. Once reviewed and signed, all summer or intersession applications will be returned to the Senior Executive Associate AD/Academic Support.

- The Senior Executive Associate AD/Academic Support will convene a meeting with an established committee of Department of Athletics administrators consisting of the following key members:

  - Deputy Director of Athletics
  - Business Office Designee
  - Senior Executive Associate AD/Academic Support/SWA
  - Director of Personnel/Scholarship Administration
  - Associate Athletics Director of Compliance

  The Senior Executive Associate AD/Academic Support will provide all committee members with the informational spreadsheet, in order to review all summer or intersession applications for further processing. The committee will review all applications to determine those student-athletes who have demonstrated “need” for additional summer and/or intersession athletically-related financial aid, ensuring strict adherence to departmental budget parameters and Gender Equity/Title IX mandates. These awards will be funded from a central administrative budget established for summer/intersession aid.

  Once the committee has rendered decisions, all student-athletes who requested additional summer and/or intersession aid will receive written notification from the Director of Personnel/Scholarship Administration as to the status of their application – approved or denied. Those student-athletes who were denied additional summer and/or intersession funding will be permitted to appeal and all appeals are to be made in writing to the
summer/intersession athletics aid committee. Appeals must be submitted within ten (10) calendar days of written notification that the request has been denied. All appeals must include additional mitigating circumstances indicating why the decision should be overturned. An appeal decision will be made in a timely manner. Written notification will be provided by the committee to the student-athlete.

**Student Assistance Fund**

The Student Assistance Fund (SAF) is intended to provide direct benefits to student-athletes or their families as determined by conference offices. As a guiding principle, the fund may be used to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or that recognize academic achievement. Accordingly, receipt of SAF monies may not be included in determining the permissible amount of financial aid that a member institution may award to a student-athlete.

All student-athletes, including international, are eligible to receive SAF benefits, regardless of whether they are grant-in-aid recipients, have demonstrated need or have either exhausted eligibility or no longer participate due to medical reasons.

Except for prospective student-athletes receiving summer financial aid prior to full-time enrollment pursuant to NCAA bylaw 16.11.1.8, no prospective student-athlete shall be eligible to receive SAF funds. The fund may not be used for the following:

1. Salaries and benefits;
2. Tuition and fees, room and board, and course-related books during a regular term (other than summer school) for student-athletes with remaining eligibility;
3. Capital improvements;
4. Stipends;
5. Competition-related travel expenses for student-athletes who are ineligible for competition (e.g., nonqualifier, transfer student-athlete);
6. Outside athletics development opportunities (e.g., participation in a sports camp or clinic, private sports-related instruction, greens fees, batting cage rental, outside foreign tour expenses) for current student-athletes with remaining eligibility; or
7. Expenses associated with a student-athlete’s participation in a foreign tour.

Allocation of the Student Assistance Fund is the responsibility of the Director of Athletics or designee. It is the policy of VCU Athletics to allocate the largest portion of SAF funds to assist student-athletes whose athletic eligibility has expired with the cost of completing their undergraduate education at VCU. Students may apply for SAF degree completion grant assistance each spring. Applications are available in the Athletics Business Office. SAF grants are awarded on or about May 1 each year.

The procedures for the administration of Student Assistance Fund are outlined as follows:

The coach or staff member requesting to access the Student-Assistance Fund must submit a written request (e-mail is sufficient) to the Associate Athletics Director for Compliance. This request must list the purpose of the request and the approximate cost. If the request is permissible, the Associate Athletics Director for Compliance will submit the request to the Executive Associate Athletics Director and/or the Deputy Director of Athletics for budget approval. Upon final review, the Executive Associate Athletics Director and/or the Deputy Director of Athletics will notify the requester of approval or denial of the request.

**Degree Completion Additional Aid**

Student-athletes who have exhausted their athletics eligibility but have yet to graduate from Virginia Commonwealth University (VCU) with their first undergraduate degree may request degree completion funding by completing and submitting a Degree Completion Additional Aid application. For best consideration, applications should be submitted no later than 30 days prior to the academic semester for which aid is being requested.
The student-athlete can request an application from his/her athletic academic advisor. The student-athlete will be responsible for completing his/her designated section(s) while ensuring that the VCU Athletics Compliance Office completes the required eligibility review; ensuring that the university designated major advisor/college advisor provides the required academic review (confirming graduation); and ensuring that the head coach signs and endorses. The student-athlete should return the completed application to his/her sport specific athletic academic advisor by the published deadline for further processing. The athletic academic advisor will review the application for completeness and accuracy and submit it to the Senior Executive Associate AD/Academic Support by the published deadline.

The Senior Executive Associate AD/Academic Support will review all of the degree completion applications for completeness and accuracy, sign and create an excel spreadsheet listing all applicants by team and providing information specific to VID#, academic session(s) and duration of session(s) requested, total credit hours requested, while designating whether requested classes are lecture or on-line format.

The additional aid spreadsheet will then be submitted to the Director of Personnel/Scholarship Administration. That individual will add information to the spreadsheet specific to athletically-related financial aid and equivalency, residency status, associated tuition and fees costs, associated room and board costs, and book costs all to be calculated into a “bottom line” breakdown by sport and as an entire athletic department. This information will be provided to all assigned sport supervisors, along with all degree completion applications, for his/her required approval and signature. Once reviewed and signed, all degree completion applications will be returned to the Senior Executive Associate AD/Academic Support.

The Senior Executive Associate AD/Academic Support will convene a meeting with the designated committee, providing all members with the informational spreadsheet, in order to review all degree completion applications for further processing. The committee consists of the following members:

- Deputy Director of Athletics
- Business Office Designee
- Senior Executive Associate AD/Academic Support/SWA
- Director of Personnel/Scholarship Administration
- Associate Athletics Director of Compliance

The committee will determine those student-athletes who have demonstrated need for degree completion athletically-related financial aid. Student-athlete degree completion is a fundamental value of VCU Athletics. Every effort will be made to facilitate the graduation of student-athletes with remaining course requirements at the conclusion of their eligibility while adhering to departmental budget parameters and Gender Equity/Title IX mandates.

Once the committee has rendered decisions, all student-athletes who requested degree completion aid will receive written notification from the Director of Personnel/Scholarship Administration office as to the status of their application, whether approved or denied. Those student-athletes who were denied additional fifth-year funding will be permitted to appeal and all appeals are to be made in writing to the degree completion additional aid committee. Appeals must be submitted within ten (10) calendar days of written notification that the request has been denied. All appeals must include additional mitigating circumstances indicating why the decision should be overturned. An appeal decision will be made in a timely manner. Written notification will be provided by the committee to the student-athlete.

**VCU Student-Athlete Varsity Awards**

**VCU Letter Jackets**

Student-athletes who have successfully completed their first year of eligibility (*not a redshirt year*) on an athletic team will be eligible to receive a VCU letter jacket PROVIDED they return to the team as an active participant the following season. **Student-athletes who are released from the team or elect not to participate the following season will not be awarded a jacket.**
If eligible to receive a letter jacket, the student-athlete will be required to be fitted in early May. Information regarding dates and times of fitting sessions will be available from your respective coaches in late Spring. Letter jackets are awarded to student-athletes upon returning for the fall semester.

**Athletics Awards**

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

**Awards for Winning Conference and National Championships**

Awards for winning an individual or team conference or national championship may be presented each year, limited in value and number as specified per NCAA legislation. Awards for winning a conference or national championship in a team sport may be provided only to student-athletes eligible to participate in the competition.

**Special Achievement Awards**

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

**Student Host of On-Campus Prospects**

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

- Complete the Student Host Instructions form on ARMS stating they will abide by the standards and spirit of the rules set forth by the University and the NCAA surrounding a visit. The Student Host Instructions form will automatically be sent to the student host’s ARMs account with an accompanying email notification upon the coach’s submission of the official visit pre-approval paperwork.
- Meet with the head coach to discuss the hosting requirements.
- Avoid, at all times, the perception of impropriety during the course of the visit.
- Acknowledge that providing the opportunity to consume or actual consumption of alcohol and drug by the host or prospect on all official visits is strictly prohibited.

**Employee-Student Consensual Relationship**

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

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

More information on VCU Human Resources website:
https://policy.vcu.edu/sites/default/files/Employees-Student%20Consensual%20Relationships.pdf

**VCU Student-Athlete Employment**

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

- All employment must be approved by the head coach and reported to the compliance office by completing a **Student-Athlete Employment form on ARMS**.
- Your compensation may not include any remuneration for value or utility that you might have for an employer because of the publicity, reputation, fame or personal following that you have obtained because of athletic ability.
- You may be compensated only for work actually performed and at a rate commensurate with the going rate in that locality for similar services.
NCAA Bylaws allow for student-athlete employment during the academic year. To avoid any improprieties, a monitoring procedure for school-year employment is imperative. Student-athletes will be reminded of this policy during the compliance meeting and will be required to affirm their understanding of employment procedures. Additionally, to secure school year employment, the student-athlete will be asked to complete employment program paperwork. Additionally, the Athletic Department may assist student-athletes in finding employment during the summer, including the summer prior to enrolling. Representatives of Athletics interests are permitted to employ or assist in finding employment for student-athletes during the summer; however, compensation must be commensurate with the going rate in that locality and for work actually performed. All employment arranged by an Athletic Department staff member or representative of Athletics interests should be reported to the compliance staff via the appropriate documentation.

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

- All employment is reported to the compliance office & a Student-Athlete Employment Form is completed through the student-athlete’s ARMS account;
- The student-athlete’s compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he/she has obtained because of athletic ability;
- The student-athlete is compensated only for work actually performed; and
- The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

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

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

**Transfer Procedures**

No member of an Athletics Department at other institutions may discuss with any student-athletes currently enrolled at VCU, any information concerning their institution’s programs or about transferring without first receiving Notification of Transfer and confirming their name has been input in the NCAA Transfer Portal.

**Please note it is the standard policy of VCU Athletics to deny the one-time transfer exception allowing for immediate eligibility in competition to all Atlantic 10 member institutions, James Madison University, Old Dominion University, Virginia Tech and the University of Virginia. In the event a student-athlete's athletics aid is non-renewed and/or cancelled at the conclusion of the period of the award the aforementioned restriction(s) will not be applied. The one-time transfer exception will be granted for all other NCAA Division I institutions.**

**Transfer Procedure for Student-Athlete who is Leaving VCU to Attend Another Collegiate Institution**

Notification of Transfer Procedures:

1. A student-athlete may initiate the notification of transfer process by providing VCU with a written notification of transfer at any time.
2. The written notification of transfer must be sent to VCU’s Associate Athletics Director for Compliance and Student Services.
3. VCU shall enter the student-athlete’s information into the national transfer database within two business days of receipt of a written notification of transfer from the student-athlete.
4. Once the student-athlete’s notification of transfer is entered into the national transfer database the student-athlete will receive a confirmation email from VCU’s Assistant Athletics Director for Compliance and Student Services.
5. At that time other institutions will be able to determine whether recruiting conversations are permissible by searching the national transfer database.

Notification of Transfer - Impact on Athletics Financial Aid and/or Services and Benefits:

1. Upon receipt of notification of transfer, VCU is permitted (NCAA Bylaw 15.3.5.1.(f)) to reduce or cancel a student-athlete’s athletics financial aid for subsequent terms or years based on the receipt of a notification of transfer from the student-athlete. The award may not be reduced or canceled until the end of the regular academic term that the notification of transfer is received.
2. Upon receipt of notification of transfer, VCU will have the discretion to make decisions related to roster management and access to services and benefits (e.g., academic support services, access to athletics facilities) that will or will not be provided to a student-athlete upon receipt of notification of transfer.

VCU One-Time Transfer Hearing Process

Please note it is the VCU Athletics standard policy to deny the one-time transfer exception allowing for immediate competition eligibility to all Atlantic 10 member institutions, James Madison University, Old Dominion University, Virginia Tech and the University of Virginia. In the event a student-athlete's athletics aid is non-renewed and/or cancelled (in writing) at the conclusion of the period of the award the aforementioned restriction(s) will not be applied. The one-time transfer exception will be granted for all other NCAA Division I institutions.

1. Notification

If the Athletics Department denies the request for the one-time transfer exception, the Athletics Compliance Office will notify the student-athlete in writing. This written notification will include information on a hearing opportunity. A student-athlete’s request to use the one-time transfer exception may be denied on the following grounds:

a. When there appears to be evidence of tampering or the student-athlete is leaving to join a former Virginia Commonwealth University coach;
b. There are no special considerations regarding educational, financial or family need that justify such a transfer;
c. The institution is a local, regional, and/or Atlantic 10 Conference institution that Virginia Commonwealth University regularly meets in competition; or
d. The request is made at an inappropriate time (e.g., recruiting a replacement is not feasible).

2. Hearing Opportunity

In accordance with Bylaw 14.5.5.2.10.1, a student-athlete has the right to appeal the institution’s decision to deny the one-time transfer exception to a specific institution. In such cases, the student-athlete shall have the opportunity to appeal such restrictions. This appeal will be heard by members of the Transfer Appeals Committee with the Faculty Athletics Representative serving as the Chair of the appeals committee. The Associate Athletics Director for Compliance will serve as an advisor to the committee regarding any legislative or interpretive issues, but will not have voting power. All coaches/athletics staff designee are expected to fully cooperate with the proceedings and requests of the appeals committee. Transfer appeals shall be governed by the following policies and procedures:

a) Upon notification that the one-time transfer exception request for a particular institution has been denied, the Associate Athletics Director for Compliance will provide written notification to the student-athlete informing them of this decision and their right to an appeal in accordance with NCAA Bylaw 14.5.5.2.10.1.
b) In order to invoke their right to a hearing, the student-athlete must submit written correspondence to the Associate Athletics Director for Compliance no later than 15 days from the date of the letter notifying them of their denied opportunity.

c) Upon receipt of the written request for an appeal, the Associate Athletics Director for Compliance will notify the Faculty Athletics Representative (FAR). The FAR will chair the Transfer Appeals Committee. The hearing will be conducted by an institutional committee outside the Department of Athletics and the FAR, who does not have a vote. The FAR may name another University employee outside of the athletics department to chair the committee in his/her absence. Other members of the committee include: three non-athletics faculty/staff members. A majority of the committee must be present to conduct the appeal. The date of this hearing shall be no more than 15 business days from the date of receipt of the student-athlete’s written request to appeal unless the student-athlete requests an extension for reasons outside of his/her control. Once finalized, the student-athlete will be informed of the time and location of the appeals hearing by the Associate Athletics Director for Compliance and/or Faculty Athletics Representative.

d) Both the student-athlete and the head coach/athletics staff designee will be afforded the opportunity to actively engage in the hearing opportunity, whether it be in-person or via telephone, but active engagement is not required. At least 48-hours ahead of the hearing, the student-athlete must submit a written appeal to the committee. The written appeal should include the student-athlete’s rationale for appealing VCU’s one-time transfer exception restriction. The athletics department will have an opportunity to provide a written response to the student-athlete’s written appeal. The written response must be provided to the committee prior to the hearing. A copy of the athletics department written response must be provided to the student-athlete prior to the hearing. Should either party refuse the opportunity to appear in-person or via telephone, they will be required to submit all documentation to the appeals committee prior to the date of the hearing opportunity supporting their respective position or rationale on the matter.

e) Only the student-athlete and the head coach/athletics staff designee will be permitted to actively address the appeals committee unless otherwise requested by the appeals committee. However, supporting evidence derived from persons other than the head coach/athletics staff designee or student-athlete may be submitted in writing to the appeals committee for consideration. A family member is permitted to attend in-person and/or be on the call to provide emotional support, but not actively participate.

f) The student-athlete and the coach or designee will present their position to the appeals committee separately. Both parties are encouraged to present supporting evidence and documentation, if available. The coach/athletics staff designee and the student-athlete will not be afforded the opportunity to directly address or question one another. All dialogue and questioning will be directed to and from the appeals committee. The student-athlete will present their position first, followed by the coach/athletics staff designee. After both parties have been heard, the appeals committee may request additional follow-up questions or consultation with either side.

g) Once the appeals committee has completed its investigation, the student-athlete and the coach/athletics staff designee will be released. The committee will deliberate and consider only the information presented by each party until a final decision is reached. The appeals committee may consider all options when adjudicating a student-athlete’s appeal, and shall have the authority to consider full denial and full approval. The decision of the appeals committee is considered final and no further appeal opportunity shall exist.

h) A decision letter informing the student-athlete of the outcome will be generated by the Associate Athletics Director for Compliance no more than one business day following the hearing date. This letter must bear the signature of the Faculty Athletics Representative or designee.

* A note taker or recorder will be present at the hearing.

**Extra Benefits**

28
A student-athlete shall NOT receive any extra benefit. If the student-athlete receives an extra benefit not authorized by NCAA legislation, the individual is ineligible in all sports.

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

If a student-athlete receives a benefit provided to him/her based on the student-athlete’s athletics ability, it is a violation of NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the VCU students or their relatives or friends or to a particular segment of the student body (e.g., foreign students, minority students) determined on a basis unrelated to athletics ability. For violations of NCAA legislation in which the value of the benefit is $200 or less, the student-athlete will have to repay the value of the benefit to a charity of his/her choice. The student-athlete will remain ineligible from the time the institution has knowledge of receipt of the impermissible benefit until the student-athlete repays the benefit.

**Separate Travel Arrangements by Student-Athlete**

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

- Arrangements approved by the Head coach and team Administrator.
- “Release and Waiver of Liability” signed three (3) days prior to the travel. This form is located on ARMS and must be submitted and pre-approved.
- Completed release forms kept on file.

All questions can be directed to Takeya McLaurin: 804-828-4813

**VCU Student-Athlete Drug and Alcohol Program**

**Introduction**

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

**Program Statement**

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

1. To educate VCU student-athletes about the associated problems of alcohol abuse and drug use and abuse.
2. To discourage any drug use or alcohol abuse by VCU student-athletes.
3. To identify any student-athlete who may be abusing alcohol or using drugs, to identify the drugs, and provide any substance abuse education as may be needed by the student-athlete.
4. To educate any student-athlete, so identified, on how such usage may affect the student-athlete and his or her team and teammates.
5. To see that any chronic dependency is treated and addressed properly.

29
6. To provide reasonable safeguards that every student-athlete is medically competent to participate in athletic competition.

7. To encourage discussion about any questions the student-athletes may have, either specifically generally, about use of alcohol or drugs.

8. To demonstrate the commitment of the Athletic Department to a proactive/combative effort in substance abuse.

**Implementation of the Alcohol and Drug Education Program**

At the beginning of the academic year, each student-athlete will receive an educational drug testing information sheet, which will be followed by a form acknowledging receipt and understanding of the program, and permitting release of drug-testing information to a limited, defined group of individuals as described in the substance abuse program section.

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

**The Substance Abuse Testing Program**

The Director for Sports Medicine is charged with implementing the substance abuse testing program. Student-athletes will be subject to random and regular testing, announced and unannounced, throughout the calendar year for substances that may include, but are not necessarily limited to the NCAA Banned Drug Classes and Alcohol. **The NCAA bans the following classes of drugs:**

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

**Note:** Any substance chemically related to these classes is also banned.

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

**NCAA Nutritional/Dietary Supplements Warning:**

Before consuming any nutritional/dietary supplement product, student-athletes should review the product with a member of the Sports Medicine staff. Student-athletes should also always keep in mind the following with respect to supplements:

- There is no complete list of banned substances.
- Dietary supplements are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- Any product containing a dietary supplement ingredient is taken at your own risk.

**Examples of NCAA Banned Substances in Each Drug Class**
● **Stimulants:** amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexaneamine, “bath salts” (mephedrone) etc. Exceptions: phenylephrine and pseudoephedrine are not banned.

● **Anabolic Agents** (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione): boldenone; clenbuterol; DHEA (7-Keto); nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

● **Alcohol and Beta Blockers:** alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

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

● **Street Drugs:** heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (eg. spice, K2, JWH-018, JWH-073)

● **Peptide Hormones and Analogues:** growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

● **Anti-Estrogens:** anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.

● **Beta-2 Agonists:** bambuterol; formoterol; salbutamol; salmeterol; etc.

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

**NCAA Testing and Sanctions**

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

**The Program**

1. The privacy of all student-athletes will be protected. Information disclosed in the program must be restricted to personnel responsible for its administration. Release of information is made only with the athlete’s written consent, or by appropriate judicial process requiring disclosure.

2. The information provided to student-athletes includes a description of the purposes of the drug awareness programs and specific information about the drug-testing component. Student-athletes are informed of procedures for collecting samples and procedures upon determination that a test result is positive, including both verification of the result and due process. Student-athletes are also advised of sanctions that may be imposed for violations of the policy.

3. The University provides information about the program to all intercollegiate athletes and recruits early in the recruitment process, or during the academic year. VCU views participation in intercollegiate athletics as a privilege, therefore student-athletes are deemed to implied consent to drug testing by their voluntary participation in any intercollegiate athletic activity. Student-athletes must agree, by NCAA rules, to undergo drug testing prior to their participation in any NCAA championship event.

**Prohibited Drugs**

1. Use of controlled substances regulated by federal or state law, such as amphetamines, cocaine, cannabinoids, barbiturates, anabolic steroids, other performance enhancing drugs, and any other controlled substance by any member of any intercollegiate athletic team of Virginia Commonwealth University is expressly prohibited, whether such use occurs before or during the sport's season. The only exceptions are for licensed physician-prescribed medication for the individual student-athlete.

2. Unauthorized use of such drugs will constitute an abuse of the privilege of practicing with the team and representing the University in intercollegiate athletic competition. Such unauthorized use may result in the student being denied the opportunity to practice with the team, or to play in one or more competitions.

**Drug Screening**

1. Under the program, there is routine drug-testing for the use of all prohibited substances by any member of any intercollegiate athletic team at Virginia Commonwealth University.
2. Student-athletes are free to refuse to consent to drug testing under this program. However, a student-athlete who declines participation in the program, which is designed to protect the health and welfare of the student-athlete, will not be permitted to participate in intercollegiate athletics for Virginia Commonwealth University and will lose his/her athletic grant in aid.

3. All student-athletes may be required to submit urine samples at any time the individual is enrolled at VCU. These samples will be tested for the NCAA Banned Drug Classes and Alcohol.

4. The Sports Medicine Director will notify the randomly selected student-athletes to submit urine samples at the designated date, time, and location.

5. All student-athletes are required to make themselves available for post-game or event testing, pursuant to NCAA rules.

6. All student-athletes who are otherwise eligible to compete in NCAA championship competitions must sign the consent to drug testing prescribed by the NCAA and undergo such testing as required by the NCAA in order to participate. (This "specific consent" is required by the NCAA before any NCAA championship event).

Collection Procedures

Collection procedures are in accordance with the NCAA Bylaws and the VCU Athletic Department. Drug testing will generally be performed through analysis of urine samples; however, the VCU Athletic Department reserves the right to use other appropriate methods including, but not limited to, breathalyzer tests and hair sampling.

Student-athletes will be summoned to provide urine samples under direct supervision of the athletic training staff or other professionals designated by the Assistant Athletic Director for Sports Medicine. All student-athletes will be supervised throughout the urine collection process to ensure against dilution and/or switching of samples.

Supervision means that the Drug Test Administrator (or designee) will directly witness the specimen collection in the following manner, provided, however, that at all times reasonable additional or alternative steps necessary to maintain the integrity of the urine specimen may be implemented.

Violations of the Policy

1. A student-athlete who fails to submit to drug testing as provided in this policy, shall be considered to have made a decision not to participate in the program and will be immediately eliminated from all athletic activity. This student-athlete will also forfeit his/her athletic grant in aid.

2. The sanctions for confirmed positive test results are set forth below.

**FIRST VIOLATION** (first confirmed positive test):

a. Required to meet with the Director of Athletics or their designee, the Sport Supervisor and the Head Coach.

b. The student-athlete, if under the age of 18, shall notify their parents/guardian of the positive result of the drug screening in the presence of the Head Coach and Director for Sports Medicine.

c. The student-athlete is required to participate in a designated counseling and/or treatment program designated by the Assistant Athletic Director for Sports Medicine.

d. The student-athlete will be subjected to mandatory, monthly drug screenings for two (2) calendar years. If there are no positive tests within the next 24 months, the student-athlete will be removed from the monthly testing list. Test results indicating lower levels of banned substances than initial positive test within 40 days of the initial test will be deemed negative tests.

e. Based on team rules, the Head Coach, in consultation with the Sport Supervisor, has the
discretion of adding further sanctions.

SECOND VIOLATION (second confirmed positive test):

a. Required to meet with the Director of Athletics or their designee, the Sport Supervisor and the Head Coach.

b. The student-athlete, if under the age of 18, shall notify their parents/guardian of the positive result of the drug screening in the presence of the Head Coach and Assistant Athletic Director for Sports Medicine.

c. The student-athlete is required to participate in a designated counseling and/or treatment program designated by the Director for Sports Medicine.

d. The student-athlete will be subjected to mandatory, monthly drug screenings for the rest of their student athlete eligibility at VCU Athletics.

e. The student-athlete will be suspended from competition. If the positive test occurs during the competitive season, the student-athlete is immediately suspended from competition for no less than 20% of the total scheduled contests for that season. If the positive test occurs outside of the competitive season, the student-athlete is suspended for no less than the initial 20% of scheduled contests for the following season (not including exhibitions games/contests).

f. Based on team rules, the Head Coach, in consultation with the Sport Supervisor, has the discretion of adding further sanctions.

THIRD VIOLATION (subsequent confirmed positive test):

a. Notification of the confirmed positive test is given to the student-athlete, the Director of Athletics, Sports Supervisor, Head Coach, Team Physician, Sports Medicine Director and parents or guardian.

b. The student-athlete is suspended from practice and competition indefinitely.

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

Positive testing results from the NCAA and other outside agencies will be treated consistently with the sanctions outlined in this policy, however this policy will be superseded by the policies of the NCAA and/or the outside agency.

Failure to participate in the required counseling and/or treatment program will result in immediate suspension from participation in intercollegiate athletic programs and activities. Non-renewal of any athletic grant in aid may also result as decided by the Director of Athletics. Refusal to follow the actions set forth may be deemed as a second positive test result. Any attempt to circumvent or tamper with the urine collection process will result in the test being considered a positive test result.

Sanctions

If a student-athlete is involved in a drug related incident in which criminal or civil actions may be taken against the individual, whether or not he/she is charged in the offense (violations of University regulations, violations of local, state, and/or federal laws), the Director of Athletics may suspend the student-athlete temporarily, after consultation with the head coach of that team, the Assistant Athletic Director for Sports Medicine, the Substance Abuse Counselor and/or other officials who may have knowledge of the incident. The temporary suspension may remain in effect until the case is adjudicated and a decision rendered and/or further
investigation of the facts of the matter allow for a permanent action to be taken by the Director of Athletics. All suspensions will be explained as a “violation of team rules” unless made public by the student-athlete. The Assistant Athletic Director for Sports Medicine will consult with the Substance Abuse Counselor to determine the status of the student-athlete counseling/treatment compliance. Failure to comply by the student-athlete to recommended counseling/treatment will result in team suspension.

**The Alcohol Program**

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

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

**Sanctions**

The student-athlete who tests positive for alcohol on a substance abuse test will be required to meet with the Substance Abuse Counselor and comply with the recommendations of the Substance Abuse Counselor and retest negative. In addition, the student-athlete’s head coach will be notified. A student-athlete who consumes alcohol will be accountable for any alcohol-related incident in which he or she is involved. In such cases, the student-athlete is subject to University, Athletic Department or team disciplinary action dependent upon the incident having or not having legal implications. If a student-athlete is involved in an alcohol-related incident in which there are no legal implications, the Director of Athletics, in consultation with the head coach of that team, the Director of Sports Medicine, and Substance Abuse Counselor will determine if the circumstances warrant suspension of the student-athlete from practice and/or game competition.

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

**Student-Athlete’s Right of Appeal**

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

**Conclusion**

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

### Sports Medicine Program

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

<table>
<thead>
<tr>
<th>Sports Medicine</th>
<th>Sports Medicine Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Collins</td>
<td>Director of Sports Medicine</td>
</tr>
<tr>
<td>Dennis Williams</td>
<td>Sports Medicine Director for Men’s Basketball</td>
</tr>
<tr>
<td>James Benzel</td>
<td>Associate Athletic Trainer</td>
</tr>
<tr>
<td>Michael Avery</td>
<td>Senior Assistant Athletic Trainer</td>
</tr>
<tr>
<td>Justin Walker</td>
<td>Assistant Athletic Trainer</td>
</tr>
<tr>
<td>Ray Kim</td>
<td>Assistant Athletic Trainer</td>
</tr>
<tr>
<td>Angel Ly</td>
<td>Assistant Athletic Trainer</td>
</tr>
<tr>
<td>Chris Mignogna</td>
<td>Assistant Athletic Trainer</td>
</tr>
<tr>
<td>Reynaldo Valdez</td>
<td>Assistant Athletic Trainer</td>
</tr>
<tr>
<td>Dr. Dana Blackmer</td>
<td>Sports Psychologist</td>
</tr>
</tbody>
</table>

### Primary Athletic Training Facility

VCU Sports Medicine Building  
1300 W. Broad Street, Room 130  
Richmond, Virginia, 23284-2003

**Hours of Operation**

M-F 8:00am-5:00pm  
Sat-Sun by appt. or team  
Office Contact: 804-828-2321

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

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

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

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

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

Medical Hardship

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

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

Office of Student-Athlete Support Services

Each team is assigned an athletic advisor who will coordinate academic and personal advising. The advisor will assist the student-athlete in meeting requirements for academic progress and athletic eligibility consistent with VCU’s policies and NCAA rules and regulations. For more information: http://sass.vcu.edu/

Advisor Meetings

- Each team is assigned a specific athletic advisor for the entire year.
- All first-year student-athletes meet with their athletic advisor weekly.
- Upper-class student-athletes meet with their athletic advisor as needed.
- Athletic advisors can help with study skills, time management, registration, major and class selection.

Study Hall

- Study Hall requirements are set by the team coaches and athletic advisor.
- Hours are only accepted between Sunday afternoon and Thursday night.
- Hours will not be accepted for student-athletes who fail to log out upon leaving.
- Disruptive students will be asked to leave and forfeit all hours for that session.
- Weekly time reports are sent to the head coach at the end of every week.
- Every session has a maximum of two (2) hours at one time.

STUDY HALL HOURS: Sunday 4PM – 11PM Monday – Thursday 8:30AM – 11PM
Class Attendance

- Student-athletes are required to attend all classes when on the VCU campus.
- Absence notices are given prior to Add/Drop, during the season of competition outlining missed classes due to competition.
- Absence notices are Not Official, professors have the choice of accepting these absences.
- ALL missed work and tests are the responsibility of the student-athlete and should be completed prior to the date missed.
- Unexcused absences will be reported to the head coach and athletic director by the athletic advisor and may result in missed competition(s).

Tutors

The Office of Student-Athlete Support Services agrees to provide subject area tutoring to a student-athlete if he/she accepts the following guidelines for participation and signs a tutee responsibility contract.

**All tutoring appointments are coordinated by Caroline Comey ccomey@vcu.edu 804-828-4298**

Student-athlete agrees to the following:

1. Be on time for all tutoring appointments. Tutoring sessions will last 1 hour and you must meet at least once a week for the remainder of the semester or meet with your advisor to schedule a one-time appointment.
2. Attend all classes and labs. If you miss class because of a game, find a classmate to get notes.
3. Tutors are not responsible for teaching material you missed because of a game.
4. Bring course syllabi, book, and notebook to every session.
5. You have the option to develop a Plan of Action with the tutor, which may include meeting with your professor to discuss effective study strategies.
6. Try to do homework/reading or assignments before meeting with the tutor. Write down questions or problems.
7. You must call or email your advisor a day in advance (24 hours) to change or cancel an appointment.

Two late arrivals, no-shows or coming unprepared will result in a meeting between the student, academic advisor, tutor coordinator, and head coach to determine disciplinary measures and potential termination of tutoring services.

Hours of Operation for Tutoring: Sunday 4PM – 10PM, Monday – Thursday 8:00AM – 10PM, Friday 8:00AM - 5:00PM

Degree Completion Grant Assistance

Students may apply for SAF degree completion grant assistance each spring. Applications are available through Student-Athlete Support Services. **Applications are due April 19** for student-athletes whose athletic eligibility will expire that wish to apply for the grant completion program that awards tuition assistance funds to offset the costs associated with undergraduate degree completion. Degree completion grants are awarded on or around May 15 each year. Please contact Mak Afework at 827-0805 or Jeff Cupps at 828-2255 for more information.

Introductory Courses

**UNIV 101: Introduction to the University (Fall semester)**

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

**UNIV 103: Education and Career Planning (Spring semester)**

- This is a one (1) credit course directed towards students undecided in their major.
- Student-athletes have the option to take this course during either their first or second year.
Course topics include (but not limited to) personal inventories, career exploration, VCU majors exploration, and job searching skills.

**VCU Academic Regulations**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

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

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

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

**Repeated Courses**

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

**Mark of Withdrawn (W)**

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

**Change of Grade**

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

**Honor System**

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

- Cheating
- Plagiarism

The honor code is located on the VCU website:

● Facilitating academic dishonesty
● Abuse of academic materials
● Stealing
● Lying

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

**Grades of “**D”**

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

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

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

**Mark of Incomplete (I)**

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

**Satisfactory Academic Progress**

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

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

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

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

**VCU Student-Athlete Development**

VCU Student-Athlete Development is designed to focus on the total development of the student-athlete. The VCU Student-Athlete Development is comprised of five key components: Academic Excellence, Leadership Development, Career Development, Community Engagement and oversight of the Student-Athlete Advisory Committee (SAAC).

**Academic Excellence**

- UNIV 101: Introduction to the University is offered to VCU student-athletes to aid in the transition to college and familiarizes the athlete with integral resources and information about VCU.
- UNIV 103: Education & Career Planning is offered to VCU student-athletes that are exploring majors at VCU and career paths
Workshops and activities supporting the positive development of the student-athlete are offered throughout the year including mental health education, alcohol education, financial planning, sexual assault awareness, academic integrity, diversity awareness and bystander education.

**Leadership Development**

- **Rams Leadership Academy** - The purpose of the Rams Leadership Academy is to develop and enhance the leadership potential of VCU student-athletes. Through a series of activities and workshops led by VCU coaches, administrators, and leaders in the community, the student-athletes will become empowered by self-awareness and leadership development. Each student in the program has been nominated by their coach as one who exemplifies the potential to be an emerging leader on their teams.

**Career Development**

- To encourage the career development of VCU student-athletes, seminars and workshops are offered on interviewing, resume writing, personal statement/portfolio creation, applying to graduate school, and networking.

**Community Engagement**

- Student-athletes represent VCU as role models both on-campus and in the community. Throughout the school year, many teams and individual student-athletes participate in a variety of Community Engagement events including visiting local schools, mentoring children, children’s hospital visits, and volunteering with groups on and off campus.

**Student-Athlete Advisory Committee (SAAC)**

- SAAC’s aim is to develop, promote and enhance the VCU student-athlete experience while fostering a culture of collaboration, leadership, engagement and unity between student-athletes on campus and in the community. SAAC also acts as one voice and serves as the link between student-athletes and VCU Athletics administration.

**SAAC Programming and Events Include:**

- Ram Resources and Summer Splash Events - for new first-year and transfer student-athletes (August)
- It’s On Us Sexual Assault Awareness (Spring)
- Meet The Rams: Make a Change (September)
- It’s On Us (Spring)
- National Women in Sports Day (February)
- VCU Student-Athlete Senior Banquet (End of the Spring semester)

Contact our Director of Student-Athlete Development, Artis Gordon, with any questions at (804) 827-3544.