Dear Student-Athlete:

Welcome to another academic year! At James Madison University, every student has the opportunity to expand their horizons and find their passion. As a student-athlete, you have a unique opportunity to represent the university as both an athlete and a student - excelling in your sport and in the classroom. Your involvement and the choices you make will shape your JMU experience. Be a positive role model and take advantage of the many possibilities to become an educated and enlightened citizen engaged with the JMU and Harrisonburg communities.

Thank you for your commitment as a student-athlete at JMU. We look forward to your athletic accomplishments on the field, on the court, on the track or in the pool. We encourage you also to challenge yourself in the classroom and be proud of your JMU academic success. Good luck to you in all your endeavors this year.

Go Dukes!

Jonathan R. Alger
President
The athletic program at James Madison University will serve as a model for the intercollegiate athletic experience distinguished by our academic achievement, integrity, personal development and competing at a national level. Our ultimate goal is to prepare our student-athletes to lead productive and meaningful lives. We recognize that your efforts and experiences as a student and athlete at James Madison play a fundamental role in helping you prepare for your future. As your support arm we have a vested interest to ensure that you succeed.

The pages that follow include several documents that will assist you in your journey from student-athlete to graduate. While this document may not answer all your questions, it is designed to serve as a guide and general source of department policy. I encourage you to read all of it, paying particular attention to the “Student-Athlete Code of Conduct” which outlines your specific commitment to the athletic program and our university. This document may be aided by additional manuals or written policies distributed by your coaching staff. If so, they are to be considered contemporaneous documents to this manual.

You are part of a proud and successful group of student-athletes who have participated and eventually graduated from James Madison University. Use the opportunities afforded to you to grow, learn and excel in all you do to prepare for a rewarding life after the university experience is complete.

Be Dukes Proud!

Sincerely,

Jeffrey T. Bourne
Director of Athletics
Welcome to the 2015-2016 academic year. As your Faculty Athletic Representative, I wear many hats, but one of my most important functions is to be a student-athlete advocate with university faculty. I’m a liaison between you and your professors, a support for you as you learn to balance your academic and athletic endeavors.

You have chosen a school with rigorous academic expectations. You can get off to a great start this academic year by establishing open communication with your professors. Please let each instructor know you are a student-athlete, hand them the letter detailing your travel schedule for the semester on the first day of class, read over the professor’s course syllabus, visit your professor during his/her office hours during the first two weeks of the semester, and clarify any issues that could impact your class performance. Early interaction in each class will help achieve a successful educational experience this year and ensure that you achieve your ultimate goal, graduation. Communication with your professors is a key to your success in the classroom.

You also need to show your professors your interest in academic success. You need to show up to class on time, do not skip classes, put away all electronic gear (don’t even think about texting during class/lab), arrive to class prepared, demonstrate proper respect to your professors, actively participate in class discussion, and get assignments in on time.

We have study hall hours for all freshmen student athletes. We want you to use this time effectively. Come to the study hall with the books, notes, etc., that you will need to accomplish the work you have been assigned. Time management is crucial to success at JMU.

Make sure you clarify with each professor how he/she wants you to attribute outside sources on written assignments, e.g., footnotes, endnotes, etc. Always designate work that is not your own. You should also ask when outside help on homework, papers, take-home exams, etc., is appropriate or inappropriate. The bottom-line is doing your own work, and you’ll never have to face the Honor Council.

Your Student Athlete Advisory Committee (SAAC) and I are working to cultivate a supportive working relationship with the Faculty Senate. I make reports to the Senate on specific academic issues as they relate to our student athletes. If you feel a specific policy needs to be established or changed, please contact your SAAC representative who will in turn get me involved.

I will be attending many of your team events and hopefully a practice or two. Don’t hesitate to approach me with any concerns. Remember that wherever you are—field, court, track, or classroom—you are an ambassador for JMU athletics. Make us proud!

Feel free to call me (568-6205) email (soenksra@jmu.edu) or stop in my office (Harrison Hall 0247). I’m always open to talk with you.

Sincerely,
Roger A. Soenksen, PhD
FAR
Dear JMU Student Athletes,

Welcome to the 2016-2017 academic year at JMU and congratulations on representing JMU as a Division 1 athlete! I am honored to be your 2016-2017 Student-Athlete Advisory Council (SAAC) President and look forward to working with you to the best of my abilities. SAAC serves as a way for Student Athletes to have a voice and represent JMU.

SAAC strives to excel in leadership and create networking opportunities and open channels of communication with administration, various organizations and our community. Our goal is to provide a united voice for JMU Student-Athletes.

SAAC serves as an organization for all Student-Athletes. SAAC wants to ensure Student Athletes have the best experience in their four years at JMU. We provide various opportunities to be involved throughout the school year. We host an Athlete Social in the fall as a way for Student-Athletes from all sports to connect. We help the community through multiple philanthropic events, such as: CAA Blood Drive, Canned Food Drive, Yards for Yeardley, Bone Marrow Drive and our highly anticipated annual Student-Athlete Talent Show and Auction.

If you have any ideas for social or fundraising events, do not hesitate to contact your SAAC representatives. I also encourage you to reach out to them for advice or guidance. If you are interested in being a part of SAAC, do not hesitate to contact your SAAC representative or me.

My experience with SAAC has been so positive and rewarding; and my personal goal is for you to have the same. I appreciate this opportunity and cannot wait for the upcoming year.

Please feel free to contact me at my email (adkinscm@dukes.jmu.edu) if you have any questions or are interested in being a part of SAAC.

Good luck in the upcoming academic year and go dukes!

Sincerely,

Claire M. Adkins
SAAC President of 2016-2017
I. MISSION & GUIDING PRINCIPLES

A. MISSION STATEMENT

JMU Athletics contributes to a vibrant University, community and student experience. Through our resolute commitment to excellence, service, inclusiveness and engagement, we generate pride, passion and national exposure for the University. Central to our mission is ensuring an exemplary student-athlete experience emphasizing academic achievement, personal development, social responsibility and competitive excellence.

B. VISION

To be the NCAA model for the student-athlete experience distinguished by our academic achievement, integrity, personal development and nationally-competitive programs.

C. GUIDING PRINCIPLES

• Integrity
  We embody ethical behavior consistent with academic, social, fiscal and customer service standards; we adhere to University, Commonwealth of Virginia, NCAA and Conference requirements.

• Responsibility
  We demonstrate accountability to all stakeholders by being excellent stewards of resources with transparency of policies and practices.

• Excellence and Continuous Improvement
  We seek excellence in academic achievement, athletic competition, social responsibility and business practices; we pursue professional development, lifelong learning and continuous program assessment.

• Strategy, Creativity and Innovation
  We engage in a systematic planning process in pursuit of prioritized goals and maintain a steadfast commitment to accountability and transparency in our achievement of measurable performance standards; we encourage the development of ideas and solutions through proactive problem solving and investment in industry best practices.

• Engagement and Inclusion
  We invest in University and community enrichment through collaboration, communication, service and sharing of resources; we promote a network that values shared respect of all individuals and perspectives while emphasizing and acknowledging a positive culture of passion, pride and achievement.
D. STUDENT-ATHLETE CODE OF CONDUCT

It is a policy of the Division of Athletics that each coach clearly imparts to the student-athletes in his or her charge the acceptable and understandable standards of behavior and conduct in the classroom, in practice/competition and on/off campus. By virtue of a student’s participation in an intercollegiate sport, each student-athlete is recognized and identified more readily on campus than the average student. For this reason, and because of the fact that the student-athlete’s conduct thus reflects not only on him/herself but also on the team and the entire Division of Athletics, the expectations for the student-athlete’s conduct must go beyond that which is expected of other members of the student body.

The following guidelines are set down as the policy and expectations of the Division of Intercollegiate Athletics for its student-athletes. Each coach is expected to review this policy with his or her team members prior to the first practice of the season.

A student-athlete who puts on a JMU uniform is representing not only him/herself but the team and the University as a whole. Thus, during any athletic contest, both home and away, the athlete is reminded to conduct him/herself in a way JMU is reflected in nothing but a positive light.

Student-athletes are expected to attend all mandatory practices, meetings, contests and banquets.

The Division of Athletics is committed to a policy which specifically prohibits possession and/or drinking of alcoholic beverages by student-athletes at any time or place they are in the charge of the coaching staff or at any official athletic department function.

Consumption of alcohol by athletes of legal drinking age is not encouraged or condoned by the Division of Athletics. Irrespective of an athlete’s age, excessive or abusive drinking at any time while enrolled in the University for academic or athletic purposes will be considered inappropriate and subject to disciplinary action.

During travel for away trips, both while on the road and at the host institution, the student-athlete is expected to behave in a proper responsible manner.

JMU athletes, as all James Madison students, are expected to comply with the rules and regulations of the University. Student-athletes are subject to the same disciplinary procedures as any student on campus. However, any student-athlete who is processed through the campus judicial system as a result of his or her actions is also subject to additional sanctions in regard to his or her participation on an intercollegiate team. The University judicial system is not empowered to suspend, or in any way preclude, through its official sanctioning power, a student-athlete from participating on a team. It is thus within the purview of the Director of Athletics and the coach to consider the implications and results of official University judicial action and to take any appropriate additional measures which are in the best interest of the intercollegiate program. Suspension from a team is an example of the type of action which may be taken. In any case, it is expected the coach will review the student-athlete’s situation with the Director of Athletics and will take appropriate action.

Failure to comply with all aspects of the student-athlete’s Code of Conduct could result in the elimination of future athletic grant-in-aid awards, as well as suspensions and expulsions from the team.

Further, all student-athletes who are aware of or suspect any violation of university, conference, or NCAA rules should immediately report that information to his or her coach or the Office of Compliance. If an athlete is unsure of what may be a violation, or simply wants to ask an interpretive question, he or she should again direct the question to his or her head coach or to the Office of Compliance.

E. HONOR SYSTEM

Upon enrollment at JMU, each student is automatically subject to the provisions of the Honor System. Each student has a duty to become familiar with the provisions of the Honor Code and Honor System procedures. (See JMU Student Handbook)
Students found guilty of violating the JMU Honor Code may be required to forfeit all future rights to participate in athletics at JMU and grant-in-aid may be terminated at the completion of the academic session in which the violation occurred.

**F. ETHICAL CODE OF CONDUCT**

You must compete with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play and the high standards associated with competitive sports (NCAA Bylaw 10.01.1).

You are not eligible if you have shown dishonesty in evading or violating NCAA rules or have provided false or misleading information relative to a violation of NCAA regulations (NCAA Bylaw 14.01.3).

**G. CAA SPORTSMANSHIP POLICY**

Any player ejected from a contest for unsportsmanlike conduct/behavior will automatically be suspended for the next game. Conduct subsequent to the ejection can increase the penalty at the Commissioner’s discretion. A second ejection within any year will result in a 2 game suspension. A third ejection will result in a 5 game suspension. This rule does not limit the Commissioner’s authority to impose a greater sanction based on the seriousness of the conduct (e.g. fighting) or by a playing rule. This rule will apply automatically, but is subject to appeal to the Commissioner.

In the sport of baseball and softball, an umpire has the authority to restrict the coach to the dugout for the remainder of the game for conduct/behavior short of ejection. This rule may run concurrently with the playing rules in particular sports that provide for a next game suspension. (e.g. red card in soccer)

**Examples of how the rule would apply (not all inclusive):**

- Ejection for language/behavior. Apply.
- Ejection for rough play. Apply.
- Ejection for arguing an officials’ call or contact with an official. Apply.
- Defaults for conduct in sports such as tennis, golf, track. Apply.
- A flagrant technical foul in basketball causing ejection. Apply.
- Ejection in baseball for malicious contact. Apply.
- Two yellow cards in soccer resulting in a red card and ejection. Apply, but suspension concurrent with playing rules unless compounded.
- Ejection for straight red card in women’s lacrosse. Apply.
- Accumulation of 2 yellow cards in women’s lacrosse resulting in a red card. Does not apply.
- Accumulation of several yellow cards in soccer over a number of games resulting in a one-game suspension. Does not apply.

**Compounded penalty:**

An ejected player storms to the bench/dugout and engages in additional misconduct. 1 game penalty for the ejection + possible increased penalty for additional misconduct determined by the Commissioner based on the seriousness of the act(s).

In basketball an ejected player starts a fight. One game for ejection + additional sanction for fighting. This conference rule and any carry over penalty will not apply to NCAA or other post-season competition. However, penalties prescribed by the playing rules of that sport may carry over to postseason competition.

**H. GAMBLING AND BRIBERY**

The NCAA opposes all forms of legal and illegal sports wagering, which has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the intercollegiate athletics community. NCAA rules prohibit student-athletes, and athletics department, conference office, and NCAA
national office employees from wagering on intercollegiate, amateur, and professional sports in which the Association conducts championships. This section is intended to help student-athletes keep themselves and teams clear of gambling-related problems.

**How does the NCAA define sports wagering?**

The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – in return for the opportunity to win something.

**Isn’t sports wagering harmless?**

No! Sports wagering can be a serious crime that threatens the well-being of student-athletes and the integrity of the game. Financially troubled student-athletes are viewed by organized gambling as easy marks for obtaining inside information or affecting the outcome of a game. Student-athletes who gamble are breaking the law and jeopardizing their eligibility. The NCAA believes sports should be appreciated for the benefits of participating or watching, not the amount of money that can be won or lost depending on the outcome of the games.

**What exactly is the NCAA policy on sports wagering?**

The NCAA opposes all forms of legal and illegal sports wagering on college sports. NCAA rules prohibit student-athletes, and athletics department, conference office, and NCAA national office employees from wagering on intercollegiate, amateur, and professional sports in which the Association conducts championships.

**Does the NCAA really oppose the harmless small-dollar bracket office pool for the Men’s Final Four?**

Yes! Office pools of this nature are illegal in most states. The NCAA is aware of pools involving $100,000 or more in revenue. Worse yet, the NCAA has learned these types of pools are often the entry point for youth to begin gambling. Fans should enjoy following the tournament and filling out a bracket just for the fun of it, not on the amount of money they could possibly win.

**Facts on college sports gambling**

- The FBI estimates more than $2.5 billion is wagered illegally on March Madness.
- According to the NCAA’s 2008 gambling survey, about 30 percent of male student-athletes and 7 percent of female student-athletes reported wagering on sporting events within the past year.
- The Don’t Bet on It Web site (www.dontbetonit.org) is an NCAA Web site used to educate student-athletes, coaches, athletic administrators and the general public about NCAA rules on sports wagering.

**DISCIPLINARY ACTION**

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

- A student-athlete who participates in any sports wagering activity through the Internet, a bookmaker or a parlay card shall be ineligible for all regular-season and postseason competition for a minimum period of one year from the date of the institution’s determination that a violation occurred and shall be charged with the loss of a minimum of one season of eligibility.

- If the student-athlete is determined to have been involved in a subsequent violation of any portion of NCAA gambling regulations, the student-athlete shall permanently lose all remaining regular-season and post-season in all sports.

I. HAZING

James Madison University Athletics maintains the highest level of integrity and provides a positive, growth oriented professional atmosphere for our student-athletes. Each student-athlete shall have the right to be treated with both dignity and respect in a safe environment free of any and all activities that would cause any physical and/or mental harm by hazing or mistreatment.

As noted in Section III (J17-100) of the JMU Student Handbook, JMU unconditionally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing, under Virginia law, is defined as activities for the initiation or induction into an organization which include calisthenics or other strenuous physical activity; exposure to inclement weather; consumption of any food, liquid, beverage, drug or other substance; confinement in any room or compartment; spraying, painting or pelting with any substance; burying in any substance; burning, branding or tattooing; or any other activity which may result in physical injury or endanger the health or life of the individual being hazed.

Virginia law declares hazing illegal and has established conditions for civil and criminal liability and outlines the duties of the University when a student has been found guilty of hazing. Section 18.2-56 of the Code of Virginia is incorporated as part of the University’s policy and will serve as a guide for action by JMU when hazing results in bodily injury.

THE CODE OF VIRGINIA, SECTION 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 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.

Furthermore, the mission of the NCAA Division I Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare, and fostering a positive student-athlete image.
J. ALCOHOLIC BEVERAGES

The Division of Athletics is committed to a policy which specifically prohibits possession and/or drinking of alcoholic beverages by student-athletes at any time or place they are in the charge of the coaching staff or at any official athletic department function. Student-athletes have an obligation to reach and maintain the best possible physical condition for their sports and to demonstrate loyalty to their teammates and coaches. Consumption of alcohol by athletes of legal drinking age is not encouraged or condoned by the Division of Athletics. Irrespective of an athlete’s age, excessive or abusive drinking at any time while enrolled in the University for academic or athletic purposes will be considered inappropriate and subject to disciplinary action. The consumption of alcohol by student-athletes on a team trip is not acceptable. This includes any alcoholic beverages which the individual student may want to purchase on his/her own.

As noted in Section III (J38-103.1) of the JMU Student Handbook, Virginia’s Alcohol Beverage Control Act contains a variety of laws governing the possession, use and consumption of alcoholic beverages. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violations, are summarized in the JMU Student Handbook.

K. SEXUAL HARASSMENT

The university is committed to providing a workplace and learning environment free from illegal discrimination and harassment.

As it affects students, harassment is a form of discrimination consisting of unwelcome or offensive physical, verbal or written conduct that shows aversion or hostility toward the student on the basis of age, color, disability, marital status, national origin, political affiliation, pregnancy, childbirth, race, religion, sex, sexual orientation or veteran status in the following situations:

1. When submitting to or rejecting the conduct is made the basis for an action or recommendation for an action affecting a student (such as admission or retention), or an evaluation (such as grading).
2. When the conduct has the purpose or effect of unreasonably interfering with the performance of a student.
3. When the conduct creates a hostile, intimidating or offensive learning or working environment.

Harassment specifically includes instances of sexual violence of any type perpetrated against a student. It also includes retaliation, which is any overt or covert act of discrimination, harassment, interference, intimidation, penalty, reprisal or restraint against a group or individual exercising rights under the university’s discrimination and harassment policy.

When any student athlete believes that he or she has been subjected to harassment by an employee or affiliate of the university (including coaches, staff members, athletic trainers, etc.), the student is encouraged to file a complaint with Office of Equal Opportunity and Title IX. When a student athlete believes that he or she has been subjected to harassment by another student athlete or any other student, the student is encouraged to file a complaint with the Title IX Officer, Jennifer Phillips.

The university provides procedures for members of the university community to file internal complaints alleging harassment against any employee, affiliate or student of the university, or against any person whose discrimination or harassment interferes with the complainant’s workplace or learning environment. Procedures for complaints filed against employees or affiliates can be found in the Manual of Policies and Procedures, Policy 1324. Procedures for complaints filed against students can be found in the JMU Student Handbook.

Before filing a complaint, the student athlete may discuss the matter with any of the following university resources:

- The Director of Equal Opportunity, who serves as the university’s Title IX coordinator
• The student’s direct supervisor in an employment setting
• A Counseling Center staff member (Confidential)
• An Office of Human Resources staff member
• The student ombudsperson
• The direct supervisor of the person who harassed the student athlete
• Advocate in the University Health Center (Confidential)
• Another university official who the student athlete believes to be an appropriate adviser given the nature of the situation (i.e., a coach, a faculty mentor, a residence hall adviser, etc.)
• Jennifer Phillips. Associate Athletic Director of Compliance/SWA

Generally these preliminary conversations can be confidential. However, in the case of sexual harassment, including sexual violence, the university must take appropriate action in a timely manner, and the university will not be able to honor a request by the student athlete to take no action if sexual harassment is found to exist. The university representative will not be able to keep the report of sexual harassment confidential, but must report the incident to the appropriate administrators. Policy 1324 at be found at the following link:  http://www.jmu.edu/JMUPolicy/1324.shtml

L. DIVERSITY STATEMENT
James Madison University Intercollegiate Athletics is committed to the cultivation of an environment that values diversity and equity with respect for the unique contribution of each individual. James Madison University’s Student-Athletes will benefit from a comprehensive experience that ensures equity in all programs.

M. CENTER FOR MULTICULTURAL STUDENT SERVICES
The Center for Multicultural Student Services (CMSS) celebrates diversity by heightening awareness and educating our constituents about cultural and ethnic diversity.

Students may contact this office for assistance or information about programs and services for minority students. The telephone number for the Center for Multicultural Student Services is (540) 568-6636.

N. GENDER EQUITY
Title IX prohibits sex-based discrimination in educational institutions receiving federal financial assistance. The intercollegiate athletics requirements of Title IX address three aspects of college and university sports programs - the participation opportunities provided to male and female students; the athletic financial aid allocated to male and female participants in intercollegiate athletics; and all other benefits, opportunities, and treatment afforded participants of each sex.

Simply stated, current interpretation of Title IX requires higher education institutions to provide opportunities to participate in intercollegiate athletics that effectively accommodates the interests and abilities of students of both sexes.

It shall be the policy of JMU Athletics to insure gender equity in the following 13 areas:
1. Athletic scholarships
2. Tutors
3. Housing and dining facilities and services
4. Support services
5. Accommodation of athletic interests and abilities
6. Travel and per diem allowance
7. Coaches
8. Locker rooms, practice and competitive facilities
9. Medical and training facilities and services
10. Publicity
11. Recruitment of student-athletes
12. Scheduling of games and practice time
13. Equipment and supplies

O. NON-DISCRIMINATION POLICY
James Madison University and the Division of Intercollegiate Athletics does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation or disability with respect to employment, admissions or in connection with its programs and activities.

The University agrees further to remain in compliance with other applicable antidiscrimination statutes including but not limited to Titles VI and VII; Section 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; etc. This equity plan should not be thought of as an exclusionary program for anyone. Rather, it is designed to bring into sharper focus, traditional as well as nontraditional humanistic qualities which more directly correspond with the mission of the University to be progressive and a continued leader in higher education. Inquires or requests for reasonable accommodation may be directed to the activity coordinator, the appropriate university office, or the Office of Affirmative Action, JMU, Harrisonburg, VA 22807, (540) 568-6991 or 568-7902 TDD.

P. EXIT INTERVIEWS

1. **Senior Interviews** - Exit interviews are conducted by the athletic administration, including the Faculty Athletic Representative, with student-athletes who are either graduating or have exhausted their eligibility. The purpose of this interview is to assess the student-athlete’s overall experience at James Madison University relative to his/her participation in intercollegiate athletics. Through the interview process, the administration can evaluate areas such as academic support services, gender equity, diversity, integration of the athlete into campus life, and other aspects of athletics programming. In seeking the input of the student-athlete, the division can learn where deficiencies may exist and where improvements need to be made in order to provide the best possible experience for the JMU student-athlete. This is a mandatory process and non-participation results in an academic hold on the student-athlete’s account.

2. **Student Athlete Exit Questionnaire** – Exit questionnaires are conducted via e-mail. The Sport Administrator may require an in person interview with student-athletes who are deleted from a team roster. The purpose of this interview is to assess the student-athlete’s overall experience at James Madison University relative to his/her participation in intercollegiate athletics. Through the interview questionnaire, the administration can evaluate areas such as academic support services, gender equity, diversity, integration of the athlete into campus life, and other aspects of athletics programming.

3. **National Letter-of-Intent Interviews** - It is the responsibility of the Head Coach to alert their Sport Administrator to any student-athlete who signed a National Letter of Intent and wishes to leave the University prior to the completion of the first academic year. Their Sport Administrator shall meet with the student to fully explain the eligibility consequences and the National Letter-of-Intent Release Agreement.

12
II. STUDENT-ATHLETE ADVISORY COMMITTEE

A. PURPOSE
The Student-Athlete Advisory Committee (SAAC) comprised of a minimum of one student-athlete from each intercollegiate team, was established to provide a voice for James Madison University (JMU) student-athletes and to maintain an open channel of communication with athletic administration and the JMU community. SAAC also meets the NCAA guidelines which require member institutions to establish and support a student-athlete advisory group. At present SAAC is advised by the Associate Athletic Director for Student-Athlete Leadership Development. The Faculty Athletic Representative also attends SAAC meetings.

B. MISSION
As a representative group, the SAAC will provide a voice for student athletes at JMU. The group promotes unity and support among all JMU student-athletes by providing an open channel of communication between administration, faculty, and coaches. SAAC will provide information to, and seek feedback from, JMU team representatives about issues and concerns raised during regular meetings. As a committee, SAAC encourages good sportsmanship and fair play in all JMU, CAA, ECAC, and NCAA intercollegiate sporting events. Members of SAAC support all JMU athletic events throughout the University and the community-at-large, as well as increasing the level of participation in community service activities. Members of the SAAC promote a sense of pride in being a JMU student-athlete.

C. GUIDELINES
To act as a committee, SAAC will:
1. Meet on a regular basis
2. Elect officers who will conduct meetings
   a. President
   b. Vice President
   c. Secretary
   d. Treasurer
   e. Dukes Support Dukes Coordinator
   f. Fundraising and Events Coordinator
   g. Community Service Coordinator
3. Use the national and other conference SAAC groups as resources and provide information as requested.
4. Work cooperatively with the JMU athletic administration.

D. OFFICER ELECTION PROCESS
Voting for the next year’s SAAC Officers will be held at a meeting in late April of the academic year. SAAC representatives interested in becoming an officer must notify the current Executive Council and the SAAC Advisor of their intentions by April 15th of the academic year. SAAC members present will have the opportunity to cast two votes per team. The candidate’s with the majority vote will be elected officers.
E. SAAC
A portion of the NCAA Student–Athlete Opportunity Fund will be given to the JMU SAAC as their yearly budget. Uses for the money will be discussed during meetings and must fit NCAA guidelines. Proposals will be given one meeting prior to voting. SAAC representatives will be expected to speak on behalf of their team and must be present during the voting. There will be one vote per team and a majority vote decides the proposal.

III. ELIGIBILITY

A. SUMMARY OF ACADEMIC ELIGIBILITY RULES
There are several general requirements for meeting academic eligibility rules; however, you are ultimately responsible for keeping track of your eligibility status. The Office of Student-Athlete Services will assist you in this process. If you are in danger of becoming ineligible, or if you become academically ineligible, you and your coach will be notified as soon as possible. Please use the following information as a reference guide. Any specific questions you have should be discussed with the appropriate academic adviser.

RULE 1
Full-Time Enrollment. As a student-athlete, you must be enrolled as a full-time degree-seeking student at all times in order to be eligible for practice, competition, and financial aid. Full-time undergraduate enrollment is defined as a minimum of 12 semester hours.

If you are a senior in your last semester and need less than 12 credits to graduate, you may be able to take less than 12 credits in a semester and still be eligible if you are registered for all of the classes you need for graduation. In order to be eligible to practice and compete during your final semester, you must complete a Less Than 12 Credits form which is available in the Compliance Office (Godwin 141) or with your Athletic Academic Advisor. Once you return the form to the Compliance Office, the information provided will be reviewed by the Records Office and the appropriate Major Adviser or Dean. Since it normally takes 7-14 working days for this to be processed, please note that you will not be eligible for practice and competition with less than 12 hours until this request has been approved. If you submit this request at the end of the term preceding your final semester, you should be able to avoid any problems with your enrollment or your eligibility.

*Note: Dropping below 12 hours may affect other financial aid such as Pell and access to UREC.

RULE 2
6 Hours Per Term - As a student-athlete, you must pass a minimum of 6 degree-applicable hours during each term in which you are enrolled in order to be eligible for the next term. For example, in order to be eligible for the spring term, you must pass at least 6 degree-applicable hours in the previous fall semester. Likewise, in order to be eligible for the fall term, you must pass at least 6 degree-applicable hours in the previous spring semester.

A Student Athlete who is a member of the institution’s FOOTBALL team and who does not successfully complete at least 9 semester hours of academic credit during the Fall term and earn the Academic Progress Rate eligibility point for the Fall term shall not be eligible to compete in the first four contests against outside competition in the following playing season.

Regaining Eligibility for Two Contests. A Student Athlete who is ineligible, pursuant to Bylaw 14.4.3.1.6, to compete in the first four contests of a playing season against outside competition may regain eligibility to compete in the third and fourth contests of that season, provided he successfully completes at least 27 semester hours before the beginning of the next Fall term. A Student Athlete in his initial year of full-time
collegiate enrollment at the certifying institution may use credit hours earned at the certifying institution during the summer prior to initial full-time enrollment and credit hours earned during the summer following the regular academic year to satisfy the 27 semester hour requirement.

One Time Exception. One time during a Student Athlete’s five year period of eligibility, a Student Athlete who does not successfully complete at least nine semester hours of academic credit during the Fall term and earn the Academic Progress Rate eligibility point for the Fall term may regain eligibility to compete in the first four contests against outside competition in the following playing season, provided he successfully completes at 27 semester hours of academic credit before the beginning of the next Fall term. A student Athlete in his initial year of full-time collegiate enrollment at the certifying institution may use credit hours earned at the certifying institution during the summer prior to initial full-time enrollment and credit hours earned during the summer following the regular academic year to satisfy the 27 semester credit hour requirement.

**RULE 3**

**Academic Progress.** You must maintain “progress toward your degree”. This progress is monitored through the successful completion of a minimum of 24 semester hours by the beginning of your second year of enrollment. In addition, at least 18 of these credit hours must be earned during the academic year (fall and spring). Beginning with your third year of enrollment and thereafter, academic progress is determined by the successful completion of 18 degree applicable credit hours during the academic year, completion of the percentage of degree requirement (40/60/80) as well as obtaining the NCAA GPA requirements (90% / 95% / 100%).

In sports other than baseball, a student-athlete who does not meet the 24-semester credit-hour requirement prior to the start of his or her second year of collegiate enrollment (third semester, fourth quarter), may become eligible at the beginning of the next academic term by successfully completing 24-semester hours during the previous two semesters.

**Percentage of NCAA Degree Requirements (40/60/80 Rule).** You must successfully complete a minimum percentage of the course requirements in your specific degree program beginning with your third year of enrollment. Degree requirements refer to general education classes, major courses, and elective credits (not to exceed the maximum required toward your degree) required for the specific degree program you are enrolled in at the beginning of the term indicated. By the beginning of your third year of enrollment, the NCAA requires that you have passed a minimum of at least 40% of the course requirements in your degree program. By the beginning of your fourth year, you must have passed at least 60% and you will need 80% by the beginning of your fifth year of enrollment.

If the student-athlete is ineligible under the provisions of the progress-toward-degree legislation at the beginning of that term, eligibility may be reinstated at the beginning of any other regular term of that student’s specific academic year, based on the student’s later fulfillment of the necessary degree requirements.

In baseball, a student-athlete who is ineligible at the beginning of an institution’s fall term shall not be eligible during the remainder of the academic year.

**RULE 4**

**Summer School.** A student-athlete must earn at least 18 degree applicable hours during the regular academic year. You may use summer school to increase your GPA to meet NCAA requirements or to meet percentage of degree requirements.

If you choose to take summer courses at another institution, written permission from the Registrar’s Office is required before you take the course. To obtain approval for a course to be taken elsewhere, you must complete a Permission to Transfer Credit form available in the Registrar’s Office. This form must be com-
completed before you take the course. Please note that you cannot raise your GPA through transfer credit; you can only raise your cumulative credit total.

**RULE 5**

**Designation of Degree Program.** Although NCAA requirements do not require you to declare your major until the beginning of your third year of enrollment, James Madison University policy stipulates that all students must declare their major by the beginning of their sophomore year. To declare major, students should obtain a Change or Declaration of Major form from the Office of the Registrar. Students must take this form to the head of the academic unit they wish to enter. Academic units accept students on the basis of their academic records and on the satisfaction of other criteria the academic units might establish. Academic units assign advisers for students who are beyond freshman level. The Change or Declaration of Major form is due in the Office of the Registrar by the third Friday of the first semester of sophomore year. Declaration by the deadline will insure eligibility for continued enrollment at the university. Transfer students who enter JMU with 30 or more credit hours must declare a major upon acceptance to the university. You may change your major any time at JMU; however, the credits earned in any semester are applicable only to the major you were enrolled at the beginning of that particular semester. Any major changes processed during the semester will not be used for eligibility purposes until the following term. You should see a Student Athlete Services staff member before changing your major, as it will affect the evaluation of your credits for the 40/60/80 rule.

**RULE 6**

**NCAA GPA Requirements.** A student-athlete must present a cumulative grade-point average that is a minimum percentage of the cumulative grade-point average required for graduation. By the beginning of your second year of enrollment, the NCAA requires that you have a minimum cumulative GPA of at least 90% of the graduation requirement. Since all majors at JMU require a 2.0 cumulative GPA to graduate, you would need a 1.8 GPA at the completion of your first year of enrollment. By the beginning of your third year of enrollment, you must have a cumulative GPA of at least 95% or a 1.9. By the beginning of your fourth year or subsequent year of enrollment, you must have a cumulative GPA of at least 100% or a 2.0. GPA requirements will be reviewed at the completion of each semester to determine NCAA eligibility.

**B. AMATEUR STATUS**

The NCAA Eligibility Center must certify the amateur status for all student-athletes upon initial collegiate enrollment. Student-Athletes have a temporary certification period of 45 days to practice with the team before receiving final certification by the NCAA. A Student-Athlete cannot compete or receive athletic aid during the 45-day temporary certification window. After the 45 days expires, the student-athlete may not receive athletic aid, practice or compete with the team until final amateurism certification is determined by the NCAA Eligibility Center.

You must maintain your amateur status as defined by the NCAA in order to be eligible for intercollegiate competition. An individual is no longer considered an amateur and therefore is ineligible for intercollegiate competition in a particular sport if the individual has ever:

- taken pay, or the promise of pay for competing in that sport
- agreed (orally or in writing) to compete in professional athletics in that sport
- played on any professional athletics team in that sport; or
- used your athletics skill for pay in any form in that sport

You are not eligible in a sport if you have ever accepted money, transportation, or other benefits from an agent or agreed to have an agent market your athletic ability or reputation in that sport.

You are not eligible in any sport if, after you become a student-athlete, you accept any pay for promoting a
commercial product or service, or allow your name or picture to be used for promoting a commercial prod-
uct or service.

You are not eligible in any sport if, because of your athletic ability, you were paid for work you did not per-
form, paid at a rate higher than the going rate or were paid for the value an employer placed on your repu-
tation, fame, or personal following.

To avoid any danger of losing your NCAA eligibility or amateur status, you should consult your head coach
or the Compliance Office in the event you are contacted by an agent or any representative of professional
sports.

NCAA rules permit a student-athlete to play as a professional in one sport and represent an NCAA institu-
tion in another sport.

C. AGENTS
The Compliance Office can assist coaches and student-athletes with agent inquiries. The Compliance
Office has an agent registration form, which is required for all inquiries regarding a JMU student-athlete.

Coaches and student-athletes who have questions regarding agents are encouraged to contact the Com-
pliance Office. Below are a few reminders about student-athlete interaction with agents:

• No verbal or written agreement can occur while the student-athlete has eligibility remaining.

• Student-athletes are not permitted to receive any benefits from agents, advisors, or runners. Impermissible
benefits include, but are not limited to, meals, transportation, legal advice, and financial advice.

• Only the parent(s)/guardian of a student-athlete can negotiate with a professional team on behalf of a
student-athlete while he/she has eligibility remaining.

• You may request information about your professional market value without affecting your eligi-

bility status; however, if you retain an agent, you will lose your amateur status.

To obtain a copy of written materials on agents, please see the Compliance Office.

D. BOOSTER CONTACTS
Throughout your athletic career at JMU, athletic boosters may not provide you with any additional benefits
including, but not limited to, money, a loan, clothing, or use of an automobile or access to special seating at
athletic events. However, it is permissible for a booster to host an occasional meal for the team if ap-
proved by the Compliance Office.

E. PERIOD OF PARTICIPATION
You have four seasons of competition within five calendar years from the beginning of the semester or
quarter in which you first registered full-time at any collegiate institution. Time spent in the U.S. Armed
Services, on official church missions, or with recognized foreign aid services of the United States Govern-
ment is exempted.

F. UNDERGRADUATE/GRADUATE/POST-BACCALAUREATE STATUS
In order to be eligible a student-athlete must be a full-time undergraduate degree seeking student, enrolled
in a graduate or professional school of the institution he or she attended as an undergraduate, or enrolled
and seeking a second baccalaureate or equivalent degree at the same institution provided the student has
eligibility remaining and such participation occurs within the five-year period. A graduate student who is
enrolled in a graduate program or professional school of an institution other than the institution he or she
previously attended as an undergraduate may participate in intercollegiate athletics if the student fulfills the
conditions of the one-time transfer exception.
G. NCAA REQUIREMENTS

Annually or prior to participation during the academic year in question, you must sign a statement in a form prescribed by the NCAA. Failure to complete and sign the statement will make you ineligible for participation in all intercollegiate competition.

IV. FINANCIAL AID

A. AWARD AND AMOUNTS

Athletic grant-in-aid is awarded by the University Office of Financial Aid and Scholarships upon the recommendation of the head coach and approval of Compliance Office. A full grant-in-aid covers only tuition, fees, room, board and loan of books. A full grant-in-aid does not cover expenses such as application fees, late fees, supplies, parking tickets, etc. Any questions regarding athletics grant-in-aid should be directed to the Assistant Athletic Director for Compliance.

B. BOOKS

1. Academic Year: Students who are full scholarship athletes are entitled to the loan of books. The books may be picked up at the University Bookstore during the regular academic year by presenting a copy of their class schedule.
   Summer School: If textbooks are approved for loan during Summer Session, the student-athlete must present a copy of their class schedule.

2. All books must be returned to the Bookstore at the end of the semester on the day of your last examination. Exceptions may be granted in extenuating circumstances (i.e., incomplete or independent studies) through the Director of Business Operations. Failure to return books as scheduled may result in cancellation of this privilege and you will be charged for any books that were not returned or purchased which will automatically place a “Hold” on your official records.

3. If a book is not available from the University Bookstore, students should contact the Compliance Office to make other arrangements to obtain required course related books.

You have the option of purchasing any of the textbooks you use at the used book price.

C. BOARD

In accordance with NCAA regulations, a Student-athlete may be provided financial aid that includes room and board, based on the official allowance for a room as listed in the institution’s official publication and a board allowance that consists of three meals per day. It is not permissible for the institution to provide meals to student-athletes. (Exception: pre– or post-game meal or occasional meal.)

D. PERIOD OF AWARD/RENEWAL

Grant-in-aids are awarded neither for a period less than one academic year nor for a period that would exceed the student’s five-year period of eligibility and may be reviewed annually. It is at the head coach’s discretion when awarding the amount and duration of athletic aid to any student-athlete based off of institutional and NCAA policies. A renewal to the original aid agreement is not automatic. An athletics grant-in-aid may never be awarded retroactively to any student, including non-athletes (i.e., managers and trainers).

Any student receiving financial aid must maintain the following minimum cumulative totals to be eligible for financial assistance from JMU:

<table>
<thead>
<tr>
<th>Credit</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering 2nd year</td>
<td>24</td>
</tr>
</tbody>
</table>

18
NCAA legislation covering renewal requires that “the renewal of a scholarship or grant-in-aid award shall be made on or before July 1 prior to the academic year it is to be effective. The institution shall promptly notify each student-athlete who received an award the previous academic year and who is eligible to receive an award for the ensuing academic year whether the grant has been renewed or not renewed. In the latter event, the institution also shall inform the student-athlete that if he or she believes the grant has not been renewed for questionable reasons, the student-athlete may request, and shall have the opportunity for, a hearing before the institutional agency making the financial award.

E. ATHLETIC GRANT-IN-AID POLICY FOR STUDENT-ATHLETES

The following policies must be followed by any student-athlete who receives financial assistance from the JMU Division of Athletics. This is not a replacement for the financial aid agreement signed by each student-athlete, but is to be used as a supplement and guideline to use when working with your academic advisors and registering for classes.

a. The JMU Division of Athletics WILL NOT provide financial assistance for student-athletes to enroll in credit/no credit courses without prior approval from the Head Coach and the Office of Student-Athlete Services.

b. The JMU Division of Athletics only will pay for courses that satisfy graduation requirements.

c. The JMU Division of Athletics will not provide financial assistance for a student-athlete to enroll in graduate school classes unless the student-athlete has been officially admitted as a graduate student at JMU and has eligibility remaining.

d. All student-athletes who receive financial aid must work closely with their advisor in the Office of Student-Athlete Services to chart a feasible plan of course work for their careers.

e. Any student-athlete who fails a course during his or her final year of enrollment may be held responsible for paying for that course during the next enrollment if it is documented by the professor that course attendance and/or participation severely lacked.

f. Any student-athlete who registers for a course and does not attend the course will be subject to athletics aid reduction or cancellation.

g. Any violation of the above policies may result in athletics aid reduction or cancellation.

F. REDUCTION OR CANCELLATION DURING PERIOD OF AWARD

1. Grant-in-aid may not be reduced or canceled during the period of its award on the basis of:
   a. your ability or contribution to a team’s success; or
   b. an injury, illness, or physical or mental condition preventing you from participating
   c. for any athletic reason

2. Grant-in-aid may be reduced or canceled during the period of award if you:
   a. render yourself ineligible for intercollegiate competition
   b. fraudulently misrepresent any information on your application, letter of intent, or other associated documents
   c. engage in serious misconduct warranting substantial disciplinary penalty
   d. voluntarily withdraw from a sport for personal reasons. If you withdraw from a sport prior to the
first competition in that sport, gradation or cancellation may occur immediately.

e. fails to report for practice or violate team policies

f. drop below 12 hours during a semester (unless you are enrolled in your final semester, have completed the less than 12 credits form, and have received final approval)

g. receive other aid that causes me to exceed my individual financial aid limit or the maximum financial aid equivalency for my team

3. Any such reduction or cancellation of aid is permissible only if such action is taken for proper cause by the regular disciplinary or scholarship awards authorities of the institution and you have had an opportunity for a hearing.

G. PROCEDURE FOR FINANCIAL AID APPEAL FOR ATHLETICS

A Financial Aid Appeal Hearing is an Administrative Procedure, not a Legal Procedure. As such, the following procedures will be utilized.

Initial Decision

1. If a coach recommends that a student athlete’s athletic scholarship should be reduced or cancelled, the Athletic Director is notified by the Compliance Office.

2. The Athletic Director will review documentation related to the appeal to determine appropriate due process, implications for the specific sport, and implications for the student, etc. The Athletic Director will either confirm the original decision or indicate a revised decision.

3. If the decision is made to confirm then the Office of Financial Aid and Scholarships is notified in writing of the decision.

4. The Office of Financial Aid and Scholarships notifies the student in writing of the change in financial aid and informs the student of the opportunity for appeal.

5. The student may either accept the decision or request an appeal hearing. If the student does not request an appeal, the Office of Financial Aid and Scholarships will take the necessary steps to revise the financial aid package.

6. If the student rejects the Athletic Department’s decision, he/she may appeal through the Special Assistant to the President who has responsibility for Financial Aid and Scholarships. This request must be made by the deadline indicated in the appeal letter.

Appeal

7. The student will be asked to prepare a written appeal relating why the Athletic Scholarship should not be altered. The student may attach supporting documents and statements from other individuals for review by the Hearing Committee.

8. The Athletic Department will be asked to prepare a written statement relating why the Athletic Scholarship should be altered. The Athletic Department may attach supporting documents and statements from other individuals for review by the Hearing Committee.

9. All written materials must be provided at least 48 hours in advance of the scheduled hearing so all members of the Hearing Committee will have time to adequately prepare. In the event that the hearing is scheduled on a Monday, materials must be provided on or before the Thursday prior to the scheduled date.

10. The hearing committee members include: the JMU Registrar; the Associate Vice President for Student Life/Dean of Students; the Associate Vice President for Finance; a representative from the Vice President for Academic Affairs office (preferably Vice Provost for Academic Support) and the Executive Assistant to the President (who has responsibility for Financial Aid & Scholarships) who shall serve as
chair. A staff member from the office of Financial Aid and Scholarships may serve as an ex officio member of the committee; however, they will not be involved in the deliberations.

11. If any member of the committee feels that he or she has such previous contact with the case or the student involved that a fair decision cannot be rendered, the member must request that he or she not serve for that hearing. The involved student may request that any member of the committee be excused whenever the student can show a bias on the part of the member. The chair of the committee will decide on such challenges and, if appropriate, ask the member to be excused. If the chair is challenged, the committee will decide by a majority vote whether or not to excuse the chair.

12. The student-athlete and Head Coach (or their designee) will be allowed an independent opportunity to address the committee. These will be independent, private presentations. The student-athlete may have a support person present during the presentation but this individual cannot participate in the hearing process.

13. All hearings are closed and all hearing information shall remain confidential. The appeal hearing will generally proceed in the following manner:
   a. The Hearing Committee Chair will conduct the proceedings and review information submitted by both the student and athlete department.
   b. Both the student and the Head Coach (or their designee) will be given five minutes to summarize the major points from their written statements in private, independent meetings with the committee.
   c. The committee deliberates in executive session until a decision is made. The decision is based on the preponderance of evidence and is decided by a simple majority vote.
   d. The student will be notified of the committee’s decision as soon as possible following conclusion of the committee’s deliberations.
   e. The Athletic Director and Director of Compliance shall also be notified of the committee’s decision and the Athletic Director shall then communicate with the respective coach.

14. The decision of the Hearing Committee shall be the final appeal related to the financial aid package.

*Support Person:

1. A support person for the student is an individual who is present solely to provide emotional support and/or advice to the student. A support person for the student cannot participate in the hearing process, nor may he/she address any member of the committee. The Athletics Faculty Representative may also be a viable option to serve as a support person for the student-athlete given their independence in reporting structure to the university administration. The student retains the right to select a support person of their preference.

2. A student may have an attorney serve as the support person if the Chair of the Financial Aid Advisory Committee is notified within 48 hours of the hearing. An attorney attending a hearing may not actively represent the student nor address the committee but may give advice to the student regarding how to present his or her information.

H. SUMMER SCHOOL

Athletic grants-in-aid do not include summer session attendance. Summer session grant-in-aid support may be recommended by the head coach and approved by the Office of Student-Athlete Services, Compliance and the Athletics Business Office. Application for summer school aid must be submitted on the Summer Session Athletics Aid Request form found in the Office of Student-Athlete Services. Grades and class attendance will be considered and will be a determining factor in awarding Summer School grants. Summer aid is awarded on a variety of priorities including eligibility situations and requirements for graduation. It is not given on a “first-come, first-served” basis.
Summer aid will not be awarded for completion of optional minor or optional teacher’s certification, classes associated with a second degree, taking a repeat/forgiveness class (unless it is for eligibility purposes), or for studying abroad (consideration will be given to student that major requires). Also, summer aid will not be awarded to a student-athlete who has never received an athletic grant. A student-athlete may receive summer school aid if they will be awarded athletic aid for the first time the following academic year. Summer session aid will be limited in the following circumstances:

1. Any student-athlete taking an internship, practicum, independent study, or internet course during the summer months may receive summer session aid for tuition only unless the student is performing the work required for the class in the Harrisonburg area.

As indicated on the Summer Session Athletic Aid Request form, if you are awarded any summer session aid, you must notify the Office of Student Athlete Services in advance of any changes to your summer class schedule (i.e., any changes affecting the number of credits, session(s) attended, class selection, etc.). If you do not, your aid may be reduced or canceled without notice. If you drop a course without receiving permission in advance, you will be billed for the cost of the course, including room and board. Also if you do not receive a “C” or better in the courses taken or withdrawals may be required to repay your summer school scholarship aid or have team imposed penalties which could include loss of competition.

The following are the criteria for awarding summer session aid in order of priority:

1. Maintenance of Academic Eligibility/ NCAA eligibility, (APR, GSR)
2. Ability to graduate in summer versus the following fall
3. Course offerings / availability
4. Potential at risk students for fall semester
5. Incoming Freshman
6. Graduate School
7. Coaches’ recommendation

I. STUDENT-ATHLETE EMPLOYMENT DURING THE ACADEMIC YEAR

NCAA regulations permit student-athletes to be employed during the academic year and as well as during vacation periods including the summer.

NCAA Regulations regarding employment are as follows:

15.2.7 Employment. Earnings from a student-athlete’s on- or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete’s cost of attendance or in the institution’s financial aid limitations, provided:

a. 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, and fame or personal following that he or she has obtained because of athletics ability.

b. The student-athlete is compensated only for work actually performed; and

c. The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

Prior to the start of employment, the student-athlete must complete the employment form through their ACS account which will be kept on file in the athletics department, which specifies the following:

a. The student will be employed only at a rate commensurate with the going rate in that locality for similar services;

b. The student-athlete will be paid only for work actually performed; and
c. The student-athlete will not be paid for his/her athletics reputation or performance as an athlete. If you plan to work during the academic year, you must complete the Student-Athlete Employment Form available through you ACS account.

J. SUMMER EMPLOYMENT

Summer Employment in Camps or Clinics:
A student-athlete who is employed in any sport camp or clinic must meet the following requirements:

1. The student-athlete must perform duties that are of a general supervisory character in addition to any coaching or officiating.
2. Compensation provided must be commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience and may not be paid on the basis of the value that the student-athlete may have for the employer because of athletics reputation or fame the student-athlete has achieved. It is not permissible for student-athletes to be paid varying levels of compensation based on the level of athletic skill of the individuals.
3. A student-athlete who only lectures or demonstrates at a camp or clinic may not receive compensation for his/her appearance.

Teaching Lessons:
It is permissible for students to teach skill related lessons to other individuals. However, NCAA legislation states that the following conditions are met:

1. You may not use JMU facilities.
2. You must keep a log of the lessons, which should include the following: the name of the lesson recipient, the date of the lesson, the fee received for the lesson and whom the payment was received from (i.e., the lesson recipient or the recipient’s family). You must submit this information to the Compliance Office.
3. The money you receive must be paid by the lesson recipient or the recipient’s family.
4. When providing a lesson to more than one individual at a time, the lesson to each individual must be comparable to the instruction that would be provided during a private lesson.
5. It is not permissible for you to provide “playing lessons” (e.g., actually compete with or against the individual).
6. You may not use your name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.

Self-Employment:
A student-athlete is not permitted to conduct his or her own camp or clinic.

Summer Leagues/TEAMS:
Student-athletes must see the Compliance Office in order to receive prior written permission to participate with any summer league or team each summer. You must complete and submit a Summer League/Team-Permission Form which is available through your ACS account as part of the required Drug Free Summer Sport Contact form. This form will be discussed during the spring team meeting. You must also receive permission through your head coach in order to participate in any summer league or team. If you participate prior to receiving the permission from the Athletics Department, there will be NCAA penalties imposed upon your return to campus which include competition withholding.

K. PELL GRANTS
Student-athletes are encouraged to apply for money from this federal grant program by completing the
Free Application for Federal Student Aid (FAFSA). This grant is awarded based on financial need and may be used to supplement other funds. A student-athlete may receive a Pell Grant in combination with a full athletics grant. (You may complete and submit the FAFSA online at www.FAFSA.ed.gov.) If you have additional questions concerning Pell Grants and other sources of financial aid, contact the Office of Financial Aid (568-7820). The FASA is available online each year starting January 1st and the priority registration deadline is March 1st.

Please note, you must complete a summer application as well to receive your Pell Grant if you are enrolled in summer classes.

L. NCAA STUDENT-ATHLETES ASSISTANCE FUND

The Student-Athlete Assistance Fund is intended to provide direct benefits to student-athletes or their families as determined by conference offices. As a guiding principle, the fund shall 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.

All student-athletes, including international, are eligible to receive these 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. This Fund may be utilized for the following:

1. Articles of Clothing/Shoes/Essentials
2. Expendable Course Supplies
3. Travel Expenses, related to family emergencies for parents and student-athletes.
4. Health and Safety

A student-athlete, who is active on a team roster, may seek reimbursement from the Student Assistance Fund at any time during the current academic year. All reimbursements must be made with the original receipts. For additional information or to determine if you qualify for the Student Assistance Fund, contact your coach or the JMU Compliance Office at (540) 568-6248.

NOTE:
These funds will be awarded on a first come/first serve basis while funding lasts.

M. EXHAUSTED ELIGIBILITY AID

Athletic aid is available on a limited basis to student-athletes who have completed their athletic eligibility and are in the process of completing one Bachelor’s Degree. If awarded, the funds will not exceed the percentage of athletically related aid awarded during the student-athlete’s last period of enrollment at JMU. To apply for an exhausted eligibility grant, you must submit an Exhausted Eligibility Aid Request for approval with your Sports Supervisor. Once exhausted eligibility aid is approved; the form must be completed and signed by the Sport Supervisor, and the student-athlete then submitted to the Compliance Office prior to July 1.

N. OFFICE OF FINANCIAL AID AND SCHOLARSHIPS

The Office of Financial Aid will assist you with questions involving the financing of your education. For information on scholarships, grants, loans, and employment at JMU, contact the personnel in this office (540-568-7820).

O. TRANSFER REQUEST

If a student-athlete wishes to transfer to another institution, it is required by NCAA legislation that the student-athlete receive a release from their current institution to be permitted to talk with or transfer to a new institution. To request a release you must contact the Compliance Office to initiate this process. JMU Com-
pliance Office will forward any release requests that have been granted to the Compliance Office of the new institution on behalf of the student-athlete. If a student-athlete is denied the request for a release, they will have the right to appeal this decision.

**Initial Decision**

1. If a coach recommends that a student athlete should not be granted a release, the Athletic Director is notified by the Assistant Athletic Director for Compliance.

2. The Athletic Director will review documentation related to the appeal to determine appropriate due process, implications for the specific sport, and implications for the student, etc. The Athletic Director will either confirm the original decision or indicate a revised decision.

3. If the decision is made to confirm then the Compliance Office and the student-athlete is notified in writing of the decision.

4. The student may either accept the decision or request an appeal hearing.

5. If the student rejects the Athletic Department's decision, he/she may appeal through the Special Assistant to the President, request must be made by the deadline indicated in the appeal letter.

**Appeal**

6. The student will be asked to prepare a written appeal relating why they wish to transfer to another institution. The student may attach supporting documents and statements from other individuals for review by the Hearing Committee.

7. The Athletic Department will be asked to prepare a written statement relating why the request has been denied. The Athletic Department may attach supporting documents and statements from other individuals for review by the Hearing Committee.

8. All written materials must be provided at least 48 hours in advance of the scheduled hearing so all members of the Hearing Committee will have time to adequately prepare. In the event that the hearing is scheduled on a Monday, materials must be provided on or before the Thursday prior to the scheduled date.

9. The hearing committee members include: the JMU Registrar; the Associate Vice President for Student Life/Dean of Studies; the Assistant Vice President for Finance; a representative from the Vice President for Academic Affairs office (preferably Vice Provost for Academic Support) and the Executive Assistant to the Present (who has responsibility for Financial Aid & Scholarships) who shall serve as chair. A staff member from the office of Financial Aid and Scholarships may serve as an ex officio member of the committee; however, they will not be involved in the deliberations.

10. If any member of the committee feels that he or she has such previous contact with the case or the student involved that a fair decision cannot be rendered, the member must request that he or she not serve for that hearing. The involved student may request that any member of the committee be excused whenever the student can show a bias on the part of the member. The chair of the committee will decide on such challenges and, if appropriate, ask the member to be excused. If the chair is challenged, the committee will decide by a majority vote whether or not to excuse the chair.

11. The student-athlete and Head Coach (or their designee) will be allowed an independent opportunity to address the committee. These will be independent, private presentations. The student-athlete may have a support person present during the presentation but this individual cannot participate in the hearing process.

12. All hearings are closed and all hearing information shall remain confidential. The appeal hearing will generally proceed in the following manner:
f. The Hearing Committee Chair will conduct the proceedings and review information submitted by both the student and athlete department.

g. Both the student and the Head Coach (or their designee) will be given five minutes to summarize the major points from their written statements in private, independent meetings with the committee.

h. The committee deliberates in executive session until a decision is made. The decision is based on the preponderance of evidence and is decided by a simple majority vote.

i. The student will be notified of the committee’s decision as soon as possible following conclusion of the committee’s deliberations.

j. The Athletic Director and Director of Compliance shall also be notified of the committee’s decision and the Athletic Director shall then communicate with the respective coach.

13. The decision of the Hearing Committee shall be the final appeal related to the transfer request.

*Support Person:

1. A support person for the student is an individual who is present solely to provide emotional support and/or advice to the student. A support person for the student cannot participate in the hearing process, nor may he/she address any member of the committee. The Athletics Faculty Representative may also be a viable option to serve as a support person for the student-athlete given their independence in reporting structure to the university administration. The student retains the right to select a support person of their preference.

A student may have an attorney serve as the support person if the Chair of the Financial Aid Advisory Committee is notified within 48 hours of the hearing. An attorney attending a hearing may not actively represent the student but may give advice to the student regarding how to present his or her information.

V. ACADEMIC ADVISING

During your career as a student-athlete at JMU, your academic and personal development will be a matter of great interest and concern to many people. Your freshman advisor, your major advisor, and the Office of Student Athlete Services will work closely with you throughout your stay at JMU. You will also meet and work with many other resource personnel as your interests and needs dictate. The responsibility for fulfilling all degree requirements for graduation lies with the student; therefore, the student should be familiar with these requirements as outlined in his/her designated JMU Catalog.

A brief description follows of some of the services available to you. Please remember that there are many people willing to assist you in the attainment of your academic goals. It is imperative, however, that you make contact with these people and utilize their services.

The Office of Student Athlete Services abides by the Family Educational Rights and Privacy Act of 1974 (FERPA, also referred to as the Buckley Amendment). The Family Educational Rights and Privacy Act of 1974, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution regarding the release of educational records and the access provided to these records. Generally the law provides that, with some exceptions, no information, applications, forms, letters, records, transcripts, etc. may be released, whether orally or in writing, without prior written consent, dated and signed by the student, specifying the records to be released, the reasons for release and to who the records are to be released.

A. ACADEMIC ADVISING

During Summer Orientation, all new students are assigned to academic advisors who will discuss with them the University’s academic policies and procedures, the various programs of study, advanced placement/exemption testing and registration procedures. The students plan their schedules of classes and
register for the fall semester. It is very important for student-athletes to participate in the University Summer Orientation process.

Academic advising is an ongoing relationship between students and faculty members. During spring semester, freshmen who have declared a major are assigned to advisors in the department of their major. Students remaining “undeclared” receive their advising from the office of Student-Athlete Services.

All student-athletes are encouraged to be responsible participants in the advising process. It is your responsibility to consult your athletic academic advisor in Student Athlete Services (undeclared) or your major department (declared) regarding class schedules and curriculum guidelines. It is important to establish relationships with both your major advisor and your athletic academic advisor.

NOTE: The responsibility for fulfilling all requirements for graduation and NCAA academic eligibility rests with the student-athlete.

B. OFFICE OF STUDENT-ATHLETE SERVICES

Personnel in the Office of Student-Athlete Services, in conjunction with the Office of Compliance, will monitor and certify the academic standing of student-athletes with regard to compliance to NCAA rules on satisfactory progress and continuing academic eligibility. The JMU Athletics Division is very proud of the graduation rate of its student-athletes. Our goal is to assist you in being academically successful at JMU.

The Office of Student Athlete Services will assist you in:

1. Providing comprehensive academic advising to first-year student-athletes and undeclared upperclassmen and transfers.
2. Monitoring and evaluating continuing NCAA academic satisfactory progress for all JMU student-athletes. Conducting individual eligibility conferences related to the eligibility with each student-athlete.
3. Recommending, with advance notice, tutors to you for assistance in your classes. The Associate Athletic Director of Student-Athlete Services organizes and directs the tutoring program for student-athletes. Provision of tutors must be approved by the Associate Athletic Director for Student-Athlete Services.
4. Developing and offering a variety of programs designed to assist you with concerns and issues which may develop in the normal course of participating in athletics and going to college.

C. PROGRAMS FOR IMPROVING ACADEMIC SKILLS

Student-athletes are encouraged to take advantage of the university support services available for students interested in improving their academic skills. Student-athletes may contact the relevant offices for assistance. There is no charge for these services.

Examples of these programs are the University Writing Center and the Math and Science Learning Center. Talk to your athletic academic advisor to learn more about the resources available to you. Also, the Office of Student Athlete Services works closely with University support services to provide specialized workshops and programs on various topics.

D. STUDY HALL POLICY

Study Hall for JMU student-athletes takes place in the McMillin Academic Services Center in the Plecker Athletic Performance Center. The purpose of study hall is to provide a structured approach to studying at the collegiate level. Study hall will be monitored to insure that the atmosphere is quiet and conducive to productive study for all participants. Student athletes required to have study hall are expected to come to the APC with all materials needed for completing assignments and studying.

Study Hall Participants and Requirements:

- Coaches, with the consultation of their academic advisor, will outline the participants and requirements for their respective teams based upon academic performance and status relative to NCAA and JMU guidelines. Consult your coach or academic advisor to receive further details regarding your participation in study hall, including how to track your hours each week. Weekly reports will be sent to each
coach documenting your study hall hours.

Sunday 4:00 p.m. – 10:00 p.m.
Monday through Thursday 7:30 a.m. – 10:00 p.m.
Friday 7:30 a.m. – 5:00 p.m.

Credit for study hall hours can be earned between Sunday at 4:00 p.m. and Friday at 5:00 p.m.

E. POLICY ON PROCTORING EXAMS

If a student athlete misses an exam due to travel, alternative arrangements may be worked out with the professor. In some cases, that requires proctoring of exams. Head, Assistant coaches, or Director of Operations will not Proctor any exams for a student-athlete. If we have a student-athlete that needs this type of assistance, contact the Associate Athletic Director for Student Athlete Services or the Faculty Athletics Representative and they will help facilitate the exam being proctored.

F. CAREER AND ACADEMIC PLANNING OFFICE

This office assists students with academic and career advising, choosing a major, and deciding upon a career direction and the job search process. A variety of programs and services are available to provide assistance in developing an academic plan, choosing a major, defining career objectives, finding out about the current job market and learning how to conduct a job search (540-568-6552).

G. OFFICE OF DISABILITY SERVICES

This office ensures that the University complies with Section 504 of the Rehabilitation Act of 1973. The office provides support services and coordinates accommodations to meet the needs of students who have disabilities. Services are available to all currently enrolled JMU students who have a documented disability (540-568-6705).

The Office of Disability Services mission is to assist the University in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at JMU. The goal of The Office of Disability Services is to provide and coordinate accommodations, support services and programs that provide student with disabilities an equal opportunity to maximize their learning potential.

• It is important to note that the student must register with the Office of Disability Services to be eligible for services.

VI. ACADEMIC PROCEDURES

As a student-athlete at JMU, you are required to abide by a variety of standards as outlined by the NCAA, CAA and JMU. The Handbook for Student-Athletes highlights some of these guidelines; however, it is the responsibility of the student-athlete to become familiar with all applicable regulations. Please consult with your coach or other athletic staff members regarding any questions you may have about the rules. Several procedural items are of particular interest.

A. DECLARED MAJORS POLICY

All student-athletes who have declared majors should have their proposed schedules reviewed for NCAA academic compliance before entering the registration process each semester. This review will be conducted by a staff member in the Student-Athlete Services Office.
It is important to remember that the responsibility for fulfilling all requirements for graduation and NCAA academic eligibility rests with the student-athlete. The pre-registration procedure is as follows:

1. Student-athlete, with declared major, develops proposed class schedule based on degree audit information and team practice and participation demands.
2. Student-athlete then has meeting with major academic advisor.
3. Before entering system for official registration, student-athlete should have schedule reviewed by athletic academic advisor in Student-Athlete Services Office to insure that all NCAA eligibility requirements are met.

B. UNDECLARED MAJORS POLICY
All student-athletes who have not yet declared a major should have their proposed schedules reviewed for NCAA academic compliance before entering the registration process each semester. This review will be conducted by a staff member in Student-Athlete Services.

It is important to remember that the responsibility for fulfilling all requirements for graduation and NCAA academic eligibility rests with the student-athlete. The pre-registration procedure is as follows:

1. Student-athlete, with undeclared major, develops proposed class schedule based on degree audit information and team practice and participation demands.
2. Before entering system for official registration, student-athlete should have schedule reviewed by athletic academic advisor in Student-Athlete Services.

C. CLASS ATTENDANCE AND ACADEMIC CODE OF CONDUCT
Regular class attendance is your responsibility and you are responsible for all work, including tests and written work of all class meetings. It is important to remember that your teachers are not obligated to release you from class for athletic competition. Permission to miss class time is granted at their discretion. You should make up work for classes missed because of travel before you leave, if at all possible. Remember there is absolutely no substitute for class attendance in determining academic success. Your participation in the work of a course is clearly a precondition to receiving credit in a course. Because of the wide variety of courses and teaching methods at James Madison University, the University recognizes that the nature of participation in the work of a course cannot be prescribed on a University-wide basis. Classroom attendance is not regulated by the University; however, the Athletic Division expects you to attend class and any major or consistent deviation from this policy could lead to a temporary or permanent suspension from athletics. We recommend that you give your professors a copy of your “away” athletic competition schedule as soon as possible. THERE IS NO SUBSTITUTE FOR CLASS ATTENDANCE.

D. GRADUATE STUDENT POLICY
Scholarship student-athletes who have completed their undergraduate degrees and are enrolled in graduate classes are expected to attend class and complete the requirements for class. If you are receiving scholarship aid from the Athletic Department and are enrolled in graduate classes, either in an official graduate program or taking graduate classes as a special student not formally accepted into a graduate program, failure to attend class and/or complete academic requirements for classes will result in the responsibility for tuition and room and board being placed on the student-athlete. The Athletic Department WILL NOT pay for classes where class attendance and academic responsibilities are not honored by the student-athlete.

E. CLASS REGISTRATION
It is your responsibility to enroll in at least 12 credit hours (15 credits preferred) each semester to make the required progress toward your degree. It is also your responsibility to be aware of your registration appointment window, and make sure your registration is complete. It is strongly recommended that you
meet with your major advisor before meeting with your athletic academic advisor to plan your classes for each semester. Your major advisor will inform you of specific changes to the major and your athletic advisor will make sure you are taking the appropriate classes to maintain your eligibility.

The Office of Student-Athlete Services will apply an academic hold to all JMU student-athletes accounts. The purpose of this hold is to reduce the opportunity of a student-athlete making course adjustments to their class schedule that may not support one’s progress towards degree and impact a student-athlete eligibility status. Application of this hold will require that every student-athlete communicate with their team’s designated Academic Advisor to discuss any and all changes to be made to an individual's class schedule.

Holds will be automatically removed in accordance with the University’s academic schedule to accommodate the University’s Course Registration process.

Spring Semester November
Summer Session March
Fall Semester April

The hold will be reapplied after the first week of open registration. Once the hold is reapplied if and when a student-athlete would like to make an attempt to pursue any course adjustments, that student-athlete must contact their team’s designated Academic Advisor. Holds on your record and instructions for clearing them are viewable on My Madison.

F. ACADEMIC LOAD
You should register for at least fifteen (15) hours of credit work each semester (usually 5 major subjects) except when a lighter schedule is justified by special circumstances and approved by your athletic academic advisor. Registering for as few hours as 12-14 will prevent you from dropping a course if you have difficulty. You are immediately ineligible if you drop below 12 semester hours.

It is strongly recommended that you review any changes in your academic schedule with a member of the Office of Student-Athlete Services staff to determine the impact on your eligibility in regard to NCAA regulations.

According to the University catalog, the academic achievement of a student in a specific course is expressed by using letter grades with assigned quality points. If you have any questions about the grading policy or attendance policy for a class, ask your professor. We suggest you keep all papers, tests, and graded materials from your classes. You will need this material in the event that you have to question a grade.

G. TUTORS
The Office of Student-Athlete Services at James Madison University is located in the Plecker Athletic Performance Center (APC) and serves as an educational resource to student-athletes who participate in varsity athletics at the university. The services offered through this program complement other university academic programs such as the University Writing Center (located at the Student Success Center, 1st floor, the Rose Library (closed during the summer), Main Floor and the PAPC (closed during the summer), Room 265)), the office of Career and Academic Planning (Student Success Center, 3210), Communication Center (Student Success Center, 1155)), Supplemental Instruction (Student Success Center 1100-1167), and the Science and Math Learning Center (Student Success Center 1100).

The Tutor Coordinator in the Office of Student Athlete Services organizes and directs the tutor program for student athletes. The recommendation for the use of a tutor may come from the student athlete, coach, professor, or staff member of Student Athlete Services. Tutors are provided free of charge, and it is encouraged that you meet with your tutor on a weekly basis.
THE OFFICE OF STUDENT ATHLETE SERVICES HAS AN ESTABLISHED POLICY FOR MISSED/LATE CANCELLATION OF TUTOR MEETINGS. IF A STUDENT-ATHLETE IS A “NO SHOW” FOR A TUTOR SESSION, HE/ SHE WILL HAVE $10 CHARGED TO THEIR STUDENT ACCOUNT. STUDENT-ATHLETES MUST CANCEL THEIR TUTOR SESSION AT LEAST 1 HOUR BEFORE THE SCHEDULED MEETING TIME. IF THE STUDENT-ATHLETE CANCELS LESS THAN 1 HOUR BEFORE THE SCHEDULED MEETING HE/SHE WILL HAVE $5 CHARGED TO THEIR STUDENT ACCOUNT. THERE IS AN APPEALS PROCEDURE TO THIS POLICY FOR STUDENT-ATHLETES WITH EXTENUATING CIRCUMSTANCES.

H. ACADEMIC STANDING AND CONTINUED ENROLLMENT

Continued enrollment at James Madison University is dependent upon an undergraduate student’s ability to maintain satisfactory academic progress toward attaining a degree as measured by the cumulative grade point average. To assist students in maintaining satisfactory progress, James Madison University has adopted academic standards designed to provide early identification of students who are experiencing academic difficulty and timely intervention through academic support programs.

- **Academic Good Standing** - Undergraduate students who maintain a semester and cumulative grade point average of at least 2.0 are considered to be in good standing and eligible for enrollment at JMU.

- **Academic Warning** - The status of academic warning will apply to any student whose semester grade point average at the end of any term is below 2.0, even though the cumulative grade point average equals or exceeds the 2.0 standard required for continued enrollment in good standing. Students who are placed on academic warning at the conclusion of a semester are urged to contact their advisors to devise strategies for improving academic performance.

- **Academic Probation** - Academic probation is an indication of serious academic difficulty and applies whenever a student’s cumulative grade point average falls below 2.0. Students on academic probation at the end of fall semester may continue enrollment in spring semester; however, students on academic probation will be restricted to a course load of no more than 12 semester hours each semester until the cumulative grade point average has improved sufficiently to remove them from academic probation. Students on academic probation may be required to confer regularly with their academic advisors and to participate in the Educational Skills Development Laboratory.

- **Academic Suspension** - Student will be placed on academic suspension if the cumulative grade point average at the end of spring semester is below the minimum required for continued enrollment on academic probation as set forth in the table below. As a rule, academic suspension will be invoked at the end of spring semester (and summer session for students who attend summer school); however, in exceptional cases where academic performance is persistently unsatisfactory, the institution may choose to suspend a student at the end of fall semester.

I. ACADEMIC SUSPENSION

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Cumulative GPA at end of spring semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-27</td>
<td>less than 1.500</td>
</tr>
<tr>
<td>28-44</td>
<td>less than 1.650</td>
</tr>
<tr>
<td>45-59</td>
<td>less than 1.750</td>
</tr>
<tr>
<td>60-74</td>
<td>less than 1.850</td>
</tr>
<tr>
<td>75-89</td>
<td>less than 1.900</td>
</tr>
<tr>
<td>90-104</td>
<td>less than 1.994</td>
</tr>
<tr>
<td>105-119</td>
<td>less than 1.999</td>
</tr>
</tbody>
</table>
Suspended students may enroll immediately following the summer session in an attempt to rectify their academic deficiencies. If the student raises the cumulative grade point average during the summer to at least the minimum required for continued enrollment on academic probation, then the student will be eligible to enroll for fall semester subject to the restrictions described under academic probation. Otherwise, the student will be academically suspended and ineligible for continued enrollment.

- **Suspension Appeals** - If there are documented extenuating circumstances associated with the academic deficiency, a student may choose to make a written appeal to the provost/dean of the major college (or to the Office of the Associate Vice President for Academic Affairs for the students with undeclared majors) for reinstatement prior to the end of the one-year period. In this case, the decision regarding reinstatement and the conditions under which enrollment will be granted will be made by the provost/dean of the major college or the Associate Vice President for Academic Affairs.

- **Readmission to the University** - Students who have been suspended may apply for readmission to the Office of Admission after a separation from the University of one year. It should be noted that readmission after the one-year separation is not automatically granted. With prior approval from the provost/dean of the major college and the Office of Registration and Records, a suspended student may choose to take courses at another institution. Course work completed during the period of suspension may be considered as part of the criteria for readmission, but courses taken at another institution cannot be used to raise the grade point average at JMU nor will the courses automatically transfer to JMU. Up to 12 semester hours of such course work will be accepted in transfer after the student has been readmitted and has earned a minimum semester grade point average of 2.0 on at least 12 hours attempted during the semester of return.

**J. WITHDRAWING FROM THE UNIVERSITY**

Students withdraw from the university when their enrollment is terminated before these students have completed the semester for which they registered. Students who decide to withdraw during the first three weeks of the semester must complete the Non-Returning/Leave of Absence Notice available at and submit it to the Office of the Registrar. Students desiring to withdraw after the third week of the semester must contact the Office of the Dean of Students at (540) 568-6468.

The Office of the Dean of Students must approve such withdrawal requests, set the official withdrawal date and notify other university offices of the withdrawal. Strict compliance with this requirement is mandatory.

Students who withdraw without receiving official approval will receive a grade of “F” for all courses in which they are enrolled. Students who withdraw with official approval will receive grades based upon the following criteria:

- Students who withdraw from the university before the end of the course adjustment period will receive a grade of “W” in all their courses.

- Students who withdraw from the university for physical or mental health reasons will receive a grade of “W” in all courses and will receive a prorated refund for tuition, room and board, and fees. A letter from their appropriate health care provider must support a medical withdrawal. Re-entry to the university is contingent on receipt of a letter from their appropriate health care provider, and this letter must clearly indicate that the student is able to attend classes. Students who receive a mental health withdrawal must also be absent from the university for a period of at least 90 days. Supporting documentation for the student's return to the university must be received at least 30 days before re-entry. Students must have been in counseling to be eligible for a mental health withdrawal.

- Students who withdraw from the university because of documented extenuating circumstances after the end of the course adjustment period will receive a grade of "W" in all their courses.
• Students who withdraw from the university after the end of the course adjustment period, and who do not have documented extenuating circumstances that justify their withdrawal, will receive a grade of "W" in courses they are passing at the time of the withdrawal and a grade of "F" in courses they are failing at the time of withdrawal. These students will not receive a tuition or housing refund. Individual faculty members determine whether or not a student is passing a course.

 VII. MEDICAL POLICIES AND PROCEDURES

A. MISSION STATEMENT OF THE DEPT. OF SPORTS MEDICINE

The James Madison University Department of Sports Medicine aspires to be a leader in providing quality healthcare services to all student-athletes. A team of multi-skilled professionals, utilizing current research, educational knowledge, and state-of-the-art equipment and technology, strives to provide a comprehensive and progressive approach to assuring the holistic wellbeing of each student-athlete.

B. GUIDING PRINCIPLES AND VALUES

• Student-athlete focused—we are here to serve the needs of the student-athlete and be their advocates.
• Professionalism—our conduct and behavior should be that befitting a licensed health care professional.
• Equality—we treat ALL student-athletes fairly and equitably.
• Ethical—we conduct ourselves with honesty and integrity.
• Positive Attitude—we make every effort to create a positive environment for the student-athletes.
• Empathetic—we are sensitive to the needs / demands of the student-athlete and their individual response to an injury.
• Reliable and accountable—we recognize the importance of being available and accountable for our actions as a means of developing trust within the sports medicine department.
• Diversity—we respect the differences in people and value the differences within our department
• Proactive and Innovative—we continually look for new and creative ways to serve the needs of the student-athlete.
• Quality focused—we strive to “set the standard” and provide exceptional service and quality care to the student-athletes of James Madison University.
• Confidentiality—we respect the privacy and confidentiality of all student athletes as it pertains to physical and emotional health matters.

C. STUDENT-ATHLETE RIGHTS AND RESPONSIBILITIES:

The James Madison University Department of Sports Medicine is dedicated to giving you the best health care and customer service possible. As a student-athlete here at JMU, you may expect to receive considerate and respectful care. We will honor your rights to be informed and to be involved in making decisions about your care. You have the following rights and responsibilities as a student athlete at JMU:

Student-Athlete Rights

You have the right to:

• Privacy and confidentiality regarding your medical care.
• Expect that your medical records will be kept confidential and that access to information about you will be limited to those legitimately involved in your care. Your medical records will be released only in cases of medical emergencies, in response to court ordered subpoenas or to persons you specify with
your written consent.
• Access all information contained in your medical record.
• Know about your injury/illness and proposed treatment and to participate in the development of your plan of care. Information will be given to you by the sports medicine staff or its physicians in a manner in which you can understand including the right to know why you need a surgical procedure or treatment and who will perform that procedure or treatment. This includes the right to refuse care or treatment and to know what may happen if you do not have this care or treatment.
• Receive the necessary information to participate in decisions about your care including cost, risk benefits, limitations of and alternatives to diagnostic and therapeutic modalities.
• Give your informed consent before any diagnostic or therapeutic procedure is performed.
• Be treated in a professional, courteous and caring manner which does not discriminate because of age, race, disability, handicap, national origin, religious beliefs, gender, sexual orientation or veteran status.
• A second opinion or appropriate referral.
• Express suggestions and concerns in an appropriate manner.
• Know the names and positions of people involved in your care by official name tags or personal introduction.

Student-Athlete Responsibilities
You have the responsibility:
• To ask questions and seek clarification if you do not understand the explanation of your diagnosis, treatment, prognosis or any instructions.
• To provide accurate information about your present illness and past medical history and wishes for your medical care.
• To follow instructions concerning medications, follow-up visits, education recommendations, other essential steps in your treatment plan and to notify the Sports Medicine Staff if this plan cannot be followed or if problems develop.
• For treating Sports Medicine staff and personnel in a respectful manner.
• To arrive as scheduled for appointments and to notify the Sports Medicine Department in advance in case of canceled appointments.
• For following all rules and regulations that are posted within the Sports Medicine Department.
• For following through on your agreed plan of care.
• For considering and respecting the rights of others.
• For being courteous.

D. PREGNANCY AND PARENTING POLICY:
The JMU Athletics Department is committed to the personal health and development of all our members, and to the educational mission of our school. We strive to provide an environment that respects all pregnancy and parenting decisions and urges all participants to work cooperatively toward degree completion. This Policy sets forth the protections that will be provided for pregnant students, including those with pregnancy related conditions, and students who are or become parents. It also prohibits retaliation against any student who complains about enforcement violation of this Policy. This policy serves to protect every student-athlete’s physical and psychological health, and their ability to complete their education.

Purpose:
• To protect the health, confidentiality, scholarship, and eligibility of a student-athlete who becomes
pregnant, or who is or becomes a parent.

- To enable the student-athlete to continue participation in his or her sport to the fullest extent feasible during pregnancy and parenthood.
- To provide medical staff, coaches, and administration with uniform guidelines that addresses this issue.
- To assure a student-athlete who becomes pregnant, is a parent, or becomes a parent that his or her team participation and athletic aid is safe regardless of his or her choices about pregnancy or parenthood.

The JMU Athletic Department will allow a leave of absence for pregnancy as long as medically necessary (according to medical documentation from a qualified medical provider) and will reinstate the athlete to the athletic status held before pregnancy upon return from leave. Pregnancy is treated no differently than any other type of temporary medical condition. The obstetrician and team physician, in conjunction with the student-athlete, should determine the length of leave and any activity restrictions before or after the leave. The support team (which may consist of the Coach, Athletic Trainer, Director of Sports Medicine, Team Physician, Academic Advisor, Counselor, and Sport Administrator) will monitor academic and athletic performance and assist the student-athlete with her return to competition after the pregnancy after medical clearance has been received.

The NCAA Division I Manual Bylaw 14.2.1.3 states

Pregnancy Exemption: A member institution may approve a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy.

NCAA Bylaw 15.3.4.3 states

Institutional financial aid based in any degree on athletics ability may not be reduced or canceled during the period of its award.

(b) Because of an injury, illness, or physical or mental medical condition

NCAA Bylaw 15.3.4 states

“Voluntary withdrawal may result in loss of financial aid”

Pregnant student-athletes should not voluntarily withdraw immediately. They should be counseled on issues related to pregnancy, participation, eligibility extension and financial aid before making this decision.

1. What do I do if I become pregnant?
   - If you become pregnant while participating on an intercollegiate team at JMU we have a policy designed to help you. First, we encourage you to discuss your pregnancy and related health concerns with your private physician, or JMU’s Team Physician, or a physician at the University Health Center. We also encourage you to tell your athletic trainer and coach as soon as you learn you are pregnant, but you are not required to do so. If you have seen a healthcare provider for diagnosis of pregnancy, you should be aware that your confidentiality is protected by law, and your medical provider cannot inform anyone else of your pregnancy without your permission. If athletic trainers and coaches are informed, they are obliged by this policy to keep this information confidential, informing only those within the university with a legitimate need to know, unless you give them permission to do otherwise. Pregnancy in a student athlete can be a challenging event and we want to protect your physical and mental health as well as the health of the fetus while you consider your options. We suggest that you talk to your athletic trainer and coach before determining whether you will withdraw from your sport or continue in it, as withdrawal can result in loss of scholarship.

2. To whom can I turn to for help?
   - Where to go for help: There are several options available for you. We encourage student-athletes to inform and discuss their pregnancy and related health concerns with their athletic trainer and/or
coach so that they may assist you in seeking appropriate health care professionals. Remember, your athletic trainers and coaches are obligated by university policy to keep your pregnancy confidential, informing only those within the university with a legitimate need to know, unless you specifically give them permission to share that information. The JMU Team Physician is available to you for a private and confidential consultation. If you prefer, the Women's Health Clinic at the University Health Center is also available to you. In addition, counseling services are available at JMU. Whether or not you choose to tell your athletic trainer or coach about your pregnancy, below is a list of resources to assist you. You can be seen for pregnancy testing, referral and counseling at the University Health Center. Healthcare providers there can also help you in discussing your pregnancy with your athletic trainer, Team Physician, and coach if you choose to do so.

- University Health Center 540-568-6178
- The Team Physician and sports medicine staff will develop a comprehensive health plan and training plan which will include, but not be limited to:
  a. Ob/Gyn referral or coordination
  b. Nutritional education
  c. Post-partum exercise guidelines
  d. Exercise guidelines during pregnancy

3. What happens to my scholarship?

- As long as you remain in good academic standing, when you inform JMU Athletics (through notification of the appropriate individual(s) such as your Team Physician, athletic trainer, coach, Compliance officer, or Sport Administrator), and as long as you do not voluntarily withdraw from your sport, your scholarship will remain in place for the remainder of the granting year (July 1 - June 30).
  In addition, NCAA Bylaw 14.2.1.3 states that “(a) member intuition may approve a one year extension of the five year period of eligibility for a female student-athlete for reasons of pregnancy.” In order for JMU to invoke this provision, you will need to disclose or authorize disclosure of your pregnancy to your coach, Compliance officer, and Sports Administrator.
- If you are an incoming student-athlete, and you have been accepted for admission and awarded financial aid, the institution is committed for the term of the original award and cannot revoke that award because of your pregnancy.
- JMU cannot reduce or cancel your scholarship during the term of its award for reasons of pregnancy. JMU has the discretion whether or not to renew your scholarship at the conclusion of the financial aid term based in any degree on athletics ability, which may include medical conditions such as physical injuries or pregnancy. However, in exercising such discretion, JMU may not treat athletes who have become pregnant differently from other athletes whose participation has been limited by a medical condition. In other words, if JMU renews the scholarship of other athletes who have been red shirted, and works with them to rehabilitate their injuries and bring them back as scholarship athletes, JMU must do the same for you, if your participation has been limited by pregnancy.
- If you cease communicating with the athletics department, if you do not comply with the rehabilitation plan outlined by your physician, or if you choose to become disengaged with the program, and your pregnancy or complications from your pregnancy are not the reasons for your actions, JMU would not be required to renew your athletics award. You must be notified in writing for the reason for the non-renewal on or before July 1st prior to the academic year in which the non-renewal is to be effective, and you have the right to a hearing to appeal the non-renewal by a non-athletic board on campus

4. Can I continue to participate?
• Participation in contact sports training or competition will be strongly discouraged after the 14th week of gestation. Also, participation restrictions will be guided by the team physician, ob/gyn and other health care referral recommendations. (JMU Sports Medicine Policy)

• JMU Athletics considers pregnancy the same as any other temporary medical condition. In other words, you will be treated the same as a student-athlete with a knee injury or mononucleosis. Medical issues related to participation in athletic training and competition during pregnancy shall be discussed with you by the JMU Team Physician, as would any other temporary medical condition. A participation plan will be created and agreed upon by the Team Physician and you. Documentation outlining your medical condition, the potential risks of athletic participation during pregnancy, and your understanding of these risks will be included in your medical record in the form of a signed informed consent. You will be permitted to participate fully in athletic training and/or competition with the prior approval of your obstetrician and the JMU Team Physician. Such participation will not be permitted if your obstetrician and/or the JMU Team Physician certify that participation is not medically safe.

• Following delivery or pregnancy termination, and as with any other temporary medical condition, medical clearance will be required before you will be permitted to return to practice or competition to ensure that it is safe for you to practice or compete. JMU Athletics will help you return to your sport after pregnancy if you so desire. JMU Athletics will also help you plan for continued academic progress in accordance with the university’s academic mission.

• Warning Signs to Terminate Exercise While Pregnant:
  o Vaginal bleeding
  o Difficulty breathing prior to exertion
  o Dizziness
  o Headache
  o Chest pain
  o Muscle weakness
  o Calf pain or swelling (need to rule out a deep leg vein blood clot or thrombophlebitis)
  o Abdominal pain, cramps, or contractions before due date (preterm labor)
  o Decreased movement of the baby (decreased fetal movement)
  o Vaginal leakage of clear fluid (amniotic fluid leakage)

5. Will my health insurance cover my pregnancy?
• As with any other nonathletic-related medical condition, JMU’s medical insurance coverage does not cover pregnancy-related care. If you have your own private health insurance coverage, a healthcare provider can assist you concerning your insurance plan. If you have no health insurance coverage, you may seek advice on your options from JMU’s University Health Center (website: http://www.jmu.edu/healthcenter)

• It is your responsibility to seek medical confirmation of your pregnancy and to be responsible for all medical expenses related to testing or the actual pregnancy.

6. What happens if I am a male athlete whose partner becomes pregnant?
• A male student-athlete whose partner becomes pregnant will also face important challenges and decisions. You may experience psychological stress associated with your concerns for the health and safety of your pregnant partner and the fetus. As is the case with a pregnant student-athlete, confidential counseling can be provided by or through the University Health Center or Counseling Center.
7. What happens to my eligibility while pregnant?
   • If you have a pregnancy related condition, you will be provided with the same type of modifications
     provided to other student-athletes with medical conditions to allow them to continue participation
     with their team. Workouts may be modified to accommodate pregnancy related conditions, just as
     they are for injury or illness.
   • NCAA bylaws offer you extensions that may apply during your athletic career. Under these rules,
     you may be granted an additional year of competition.
   • The Title IX regulations require the JMU Athletics Department to reinstate you to the status which
     you held when the leave began. This would include your returning to be a full-fledged member of
     the team, including receiving an athletics award, if that was your status when the leave began. As
     a member of the team, you will have to compete like others for a specific position and playing time.
     While you cannot be penalized for having taken pregnancy leave, you need not necessarily be re-
     instated to the specific position you formerly held, such as being a starter on a team.

8. Who has the right to know?
   • You should be assured that your medical information will be kept confidential, disclosed only to in-
     dividuals within the university with a legitimate need to know, unless you give permission to release
     the information. You are encouraged to discuss your pregnancy with your coach, athletic trainer,
     and JMU Team Physician, but the decision to inform any individuals outside of the university about
     your pregnancy will remain at your discretion. If coaches, athletic trainers, or the Team Physician
     are informed, they will be expected to maintain the privacy of the information to the extent possible.

E. MEDICAL POLICIES & PROCEDURES
Sports Medicine services are available to all student-athletes. Each intercollegiate athletic team has an
assigned certified athletic trainer, but any of the staff certified athletic trainers are available to assess and
 treat an injury in addition to establishing a referral to the appropriate medical provider if necessary.
Sports Medicine services are provided in a number of facilities on the JMU campus. These include God-
win Hall 128 (x8-6562), the Plecker Athletic Performance Center (x8-6178), the Convocation Center
(x8-8020/7844) and Memorial Hall (x8-5508). Additional satellite facilities are used during certain oc-
casions and are located at the football stadium, the football practice field, and the Track/Field Hockey/Soccer
complex. Normal hours of operation in the main facility are scheduled between 7:30 AM and 6:30:00 PM
Monday – Friday during the academic school year and 9 AM – 5 PM during the summer. Hours may vary
according to season and student-athlete needs. The Sports Medicine Department remains closed during
recognized University holidays although special arrangements may be made if athletic team schedules and
student-athlete needs are made aware of with advanced notice. Student-athletes unable to visit the
Sports Medicine Department with an injury or illness are encouraged to visit the University Health Center
(x8-6177). In the case of an emergency, student-athletes should go directly to a hospital (Rockingham
Memorial Hospital is located on the corner of Port Road and Reservoir Street. Emergency transportation
can be facilitated by University security by calling x8-6911.
   • Medical Information
   1. The Director of Sports Medicine oversees the prevention, evaluation, treatment, rehabilitation and
      referral for all student-athlete injuries and illnesses, and along with the team physician, is assisted by a
team of certified athletic trainers, medical doctors and other allied health care professionals who con-
tribute to the overall well-being of the student-athlete population.
   2. The Director of Sports Medicine and/or the Team Physician will coordinate all health care services to
      student-athletes as a result of active participation in JMU sanctioned athletic endeavors. Stu-
dent-athletes who sustain injuries and illnesses not as the direct result of their athletic endeavors at JMU will be financially responsible for their own care and expenses.

3. The University will assume financial responsibility for a student-athlete injury and/or illness provided the student-athlete follows appropriate procedures and arrangements for care established by the Sports Medicine Department, the Athletics Department, and James Madison University. Any student-athlete reserves the right to seek medical attention from whomever he or she chooses. However, if care is provided by a health care professional non-affiliated with JMU without prior approval being granted by the Director of Sports Medicine and/or Team Physician the student-athlete and/or their family will be held accountable and financially responsible for any and all claims and medical charges as a result of said visit. Prior approval should be established by communicating with the Director of Sports Medicine before the visit occurs.

4. The Team Physician in conjunction with the Director of Sports Medicine is responsible for making the ultimate decision as to whether or not a student-athlete is safely prepared for athletic participation. Regardless of whether a student-athlete is assessed by the James Madison University Sports Medicine Department or any other healthcare provider, no student-athlete shall return to athletic participation without the approval of the Team Physician and Director of Sports Medicine. Medical emergencies fall exception to this policy.

5. **Team Physician Services:** The Team Physician for James Madison University Intercolligate Athletics is ultimately responsible for the care rendered to all student-athletes. This individual will maintain an office within the Department of Sports Medicine to evaluate, assess, provide consultation, and refer when necessary on both a walk-in basis and with pre-scheduled appointment hours. The hours of each day that the Team Physician will be formally available will be made known at the beginning of each athletic season. The Team Physician will also be available when CAA or NCAA events are hosted by James Madison University. Student-athletes who encounter minor illnesses during a time when the Team Physician is not available to provide an assessment are encouraged to utilize the services of the University’s Student Health Center.

The Team Physician is available to all student-athletes to diagnose and treat conditions that are both related and unrelated to athletic participation. Any medical charges incurred as a result of a visit to the Team Physician for a non-athletic injury or illness will be the responsibility of the student-athlete and not the Athletic Department. Such charges may include prescription medications, diagnostic testing, laboratory testing, etc.

6. Any student-athlete who wishes to appeal a decision regarding financial responsibilities of services provided external to a prior approval may do so by completing the appeals process. Appeals should be made in writing to the Director of Sports Medicine. Decisions regarding one’s return to participation following injury/illnesses or following the review of an unsatisfactory physical examination are not open to appeal.

7. All arrangements for the care of injuries and illnesses are to be arranged prior to the departure of a student-athlete’s withdraw from school, graduation, transfer, etc... The University will NOT accept any responsibility for care of injuries or illnesses after a student-athlete has completed his/her eligibility. All departing student-athletes are requested to undergo an exit physical exam, at which point any pre-existing injuries can be formally and appropriately documented. Student-athletes who fail to complete an exit physical examination will waive their right to claim any pre-existing condition.

8. Student-athletes injured in non-athletic related events, such as motor vehicle, pedestrian, bicycle, skateboard, roller blade accidents, etc...) are permitted to receive sports medicine services (treatment);
however any medical bills associated with the accident will be the financial responsibility of the stu-
dent-athlete. Student-athletes will be prohibited from participating in practice, competition and
strength and conditioning sessions until a review of their accident is made and they are medically
cleared by the Team Physician and Director of Sports Medicine.

Pre-participation Documentation
1. Student-athlete Information Form
2. Health History Form
3. Health Insurance Information Form
4. Injury Awareness Statement
5. Consent to Treat Form
6. Medical Records Release Form
7. Insurance Information Release Form
8. Return to Play Criteria Form
10. Sickle Cell Status Documentation
11. University Health Center Immunization Form (jmu.edu/healthcenter/MyJMUHealth)

Pre-participation Physical Examinations
All student-athletes will complete a medical history questionnaire prior to one’s arrival on campus.
All student-athletes must receive a pre-participation physical examination screening prior to any athletic
participation and be cleared to participate by the Team Physician.
A review of medical records for each student-athlete will be performed by the Sports Medicine Staff prior to
each sport-specific season. If any questionable conditions appear to exist, further review and/or appropri-
ate medical referrals will be obtained prior to a safe clearance for participation.
The Director of Sports Medicine and the Team Physician must approve student-athletes pre-participation
documents in order for full clearance for participation to be granted.

NCAA Sickle Cell Legislation
The NCAA recently passed legislation stating that ALL Division I student-athletes must be tested for sickle
cell trait, show proof of a prior test or sign a waiver releasing an institution from liability if they decline to be
tested. The new rule will be in effect for the 2010-11 academic year.

Please note: At JMU NO student-athlete will be allowed to practice/compete until their sickle sta-
tus is known either through testing them here at JMU OR by having them provide JMU with
proof/documentation of testing done at home. All incoming freshman and transfers will receive a mailing
from Sports Medicine Department asking them to be prepared to provide documented lab results of their sickle
test when they get to campus. The Department of Sports Medicine will test those new student-athletes that
fail to come to campus with their documented sickle cell testing results, however, results typically take 48-72
hours to get back and these student-athletes will be withheld from ALL practice/conditioning sessions until their
sickle status is documented on file.

F. MEDICAL INSURANCE COVERAGE
1. James Madison University provides secondary coverage to supplement the medical accident insurance
   that the student-athlete may carry. **THE ATHLETICS DEPARTMENT HIGHLY RECOMMENDS THAT THE STUDENT-ATHLETE HAVE PERSONAL ACCIDENT COVERAGE.** By being a second-
ary policy, all charges related to APPROVED MEDICAL SERVICES must be filed with the individual’s
primary provider. For complete details, please refer to section H.
2. Covered Services: The University will be responsible for injuries directly related to official sports sea-
sons, supervised by a coach, as mandated by the NCAA. All medical services must be approved by the Director of Sports Medicine. Notification of injury must occur within 72 hours from the time of accident. Services are covered for 104 weeks from the date of the accident. The Director of Sports Medicine will determine if services are best provided in this locality or by the student-athlete’s personal physician as directed by the conditions of his/her personal medical insurance policy.

3. **Non-Covered Services:** There are some injuries and illnesses that the Department of Sports Medicine or James Madison University as a whole will not be financially responsible for. These include, but may not be limited to: pre-existing conditions, externally provided physical examinations, corrective surgeries, laboratory tests and treatment for sexually transmitted diseases and/or HIV, allergy/asthma medications, surgery for hernia, appendix or tonsils, laboratory tests related to colds, flu, flu shots, viruses, mononucleosis, medications not directly related to an athletically related injury, wart removal, OB-GYN exams, routine eye examinations, immunizations, private rooms for hospitalization and any unauthorized medical services.

4. **Procedures for Filing a Medical Claim:** Each student-athlete must have a completed Health Insurance Information & Release Form on file in the Department of Sports Medicine. The student-athlete is responsible for securing permission/authorization from his/her personal insurance provider/physician for medical services (not covered under the JMU policies and procedures for coverage) as dictated by the conditions of his/her policy requirements. The University is not responsible for payments of services as a result of a student-athlete not appropriately securing permission/authorization. If an attempt by the student-athlete to obtain permission/authorization for services is formally denied by his/her insurance provider, a copy of such denial should be provided to the Director of Sports Medicine.

5. **Explanation of Benefits (EOB):** An explanation of benefits form is an itemized document that details the services provided to an individual and the payments covered and not covered by an insurance company.

For a student-athlete to be reimbursed for healthcare services that are approved and authorized by the James Madison University Department of Sports Medicine, documentation must be provided to the Director of Sports Medicine and/or the Sports Medicine Insurance Coordinator in a timely and thorough manner. The Director of Sports Medicine or the department’s Insurance Coordinator will inform the student-athlete of what information is needed to complete a claim. If a student-athlete has been approved and pre-authorized for services that must be paid in advance, the student-athlete must provide proof of payment and an explanation of the services provided to the Director of Sports Medicine within thirty (30) days of the services being provided.

On certain occasions, the Department of Sports Medicine will suggest the referral of a second opinion. On such occasion, the Department of Sports Medicine will reimburse the student-athlete medical bills obtained as a direct result of the referred opinion upon the presentation of a claim statement. No reimbursement will be provided for any travel expenses, meals or other purchases associated with such a referral. Student-athletes may seek a medical referral to any practitioner on one’s own; however, ALL costs incurred as a result of a self-referral without pre-approval from the Department of Sports Medicine are the sole responsibility and financial bearing of the student-athlete. Any student-athlete who seeks external medical consultation for any condition while still participating in intercollegiate sports at James Madison University must inform the Director of Sports Medicine of such consultation and outcome prior to a return to participation as the Department of Sports Medicine is ultimately responsible for the overall care of each and every student-athlete and must be informed of all conditions in order to provide the most appropriate, efficient and safe care.

6. **Confidentiality of Medical Records:**
Student-athletes are afforded privacy protection without hindering access to health care by the department of health and human services via the Health Insurance Portability and Accountability Act (HIPAA). It is the policy of the sports medicine department and all of its staff members to respect the privacy and confidentiality of all student athletes as it pertains to physical and emotional health matters.

Each student athlete must provide written consent to authorize health care providers to communicate amongst one another regarding the health care status of a student athlete. This consent allows for appropriate communication within officials associated with JMU Department of Sports Medicine.

Student athletes must also provide written authorization for release of any medical records from the department of sports medicine to any and all health care providers external to James Madison University.

Student athletes will be required to sign an authorization to release medical information for any injury or illness that is treated by the sports medicine staff and wished to be conveyed to any third party. A third party may consist of, but is not limited to, physicians, coaches, sports media, students and athletic department administrators.

No member of the sports medicine department, including but not limited to, certified athletic trainers, athletic training students, physicians, administrative assistants, volunteers, and interns, will release unauthorized information pertaining to a student athlete’s medical record, current or past injuries or illnesses, or any other confidential and private medical information without prior written permission from the student athlete. No exceptions to this policy will be made under any circumstances.

G. ADDITIONAL MEDICAL CONSIDERATIONS

Dental
The athletic department will assist the student athlete with payment for fees associated with dental damage to sound natural teeth sustained while in practice or games. The athletic department will not assume any responsibility if any damage to teeth occurs while a student athlete was not wearing mouth protection as required for participation.

Contact Lenses and Athletic Safety Glasses
The athletic department will assist a student athlete with payment for fees associated with contact lenses or athletic safety glasses when deemed necessary for participation in intercollegiate athletics. The student athlete must have a current prescription on official letterhead and provide an updated eye examination at his/her own expense. Replacement for contact lenses will be provided in order for an athlete to complete a participatory season. Losses must be reported immediately to receive athletic department fiscal support. The athletic department will not be responsible for general prescription of glasses or contact lenses on a regular basis.

Drugs
The use of drugs or narcotics not prescribed by a licensed physician is prohibited, and violation of this policy will subject an individual to appropriate disciplinary action by the athletic department and possibly the University office of student affairs. Further information regarding drugs can be found in the drug screening education program section of this handbook.

Blood borne Pathogens Policy
The athletic department will follow the university’s blood borne pathogens control program, IV;02;03, which is designed to help prevent the spread of infectious and contaminated fluids. Universal precautions will be followed at all times. The department of sports medicine requires all of its staff members be trained annually in the proper methods of using universal precautions. All athletes are encouraged to receive a Hepatitis B series of vaccinations to prevent against such illness. Student-athletes wishing to obtain a copy of the University’s Policy on Blood borne Pathogens may do so by requesting such information of the Director.
Temporary Handicapped Parking Permits

Student athletes requiring temporary handicap permits may obtain registration documents through the department of sports medicine or the university parking services. The university parking service form must be signed by a university-recognized physician, and is acceptable for parking privileges only on the campus of JMU. The form that can be obtained from the department of sports medicine is for the state of Virginia motor vehicle department, and must be completed by a physician and processed at the department of motor vehicle. This form is acceptable both on and off university grounds for a predetermined length of time. Such parking permits must be used in accordance with the law. Student-athletes who return to participation will be asked to no longer use such parking privileges.

For further information, please refer to the sports medicine webpage at:

H. STEPS FOR PROCESSING MEDICAL BILLS

- **Receive pre-authorization from JMU Department of Sports Medicine for referral of off-campus services.** This is granted by the Director of Sports Medicine and/or Team Physician. (If you see the Team Physician for illness or symptoms not sport related and are sent to an off-campus provider for labs, x-rays, etc. JMU will not cover these expenses.)

- **Receive pre-authorization from your primary insurance carrier.** This is most important if you are seeking the services of a specialty provider, having an image or laboratory test performed, or undergoing surgery please check with your athletic trainer if you are not sure if you need pre-authorization.

- **Provide primary insurance information to healthcare provider at time of services.** The JMU Department of Sports Medicine requests this information from you ahead of time. This way should we need to bring a student athlete for services we already have the appropriate information so that services are not delayed. If the primary insurance company changes at any time during the student’s time here at JMU, it is your responsibility to keep JMU up to date on any policy changes. If JMU is not kept up to date, they cannot be held responsible for any outstanding bills that may result due to this delay.

- **Review your explanation of benefits (EOB) and bill.** These will be mailed to you following any services rendered. If you have any outstanding fees upon reviewing these documents, submit both the EOB and the bill to the JMU Department of Sports Medicine. Bills will not be mailed to JMU Sports Medicine. It is the responsibility of the student-athlete to submit their EOB and bills to the Department of Sports Medicine Insurance Coordinator in a timely fashion.

- **JMU’s secondary athletic health insurance.** Once you submit your bill with any outstanding balance to JMU, along with the EOB from the primary insurance company, JMU will submit these to their insurance carrier for processing of payment. Once again, JMU is not responsible for any bills that are not related to an injury sustained while participating in your assigned sport. We will work expeditiously to see that all remaining outstanding bills are paid in a timely and thorough manner.

Please note that JMU will not pay for the following:

- Any bills incurred without the approval of the Director of Sports Medicine
- Any bills requesting payment without EOB and itemized statement
- Request of payment in an untimely manner as deemed such by JMU’s secondary insurance carrier

*Due to privacy laws there may be times that is will be difficult for JMU to obtain information from health
care providers in order to pay a claim. If this occurs, we will contact you for assistance. This can lead to delays in bills being paid. If you are concerned about your credit status as you wait for either JMU’s secondary insurance carrier or JMU itself to assist with your payments, you may choose to pay off any outstanding bills. In this case, JMU does not guaranty any reimbursement to you until all of the appropriate steps as listed above have been followed. In addition, you must provide the Department of Sports Medicine with both sides of your cancelled check to complete the process.

Please call (540) 568-6966 with any questions or concerns.

I. DRUG SCREENING AND EDUCATION PROGRAM

Institutional drug testing at JMU is coordinated by the University Health Center (UHC). The UHC selects dates, collects and ships the samples and provides the National Center of Drug Free Sport with rosters for the random selections of student-athletes. The Department of Athletics at James Madison University, its coaching personnel, physicians, certified athletic trainers, administrators, and staff strongly believes that the 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 can seriously interfere with the performance of individuals as students as well as athletes and can be extremely dangerous to student-athletes and their teammates, particularly when participating in athletic competition or practice. Therefore it is the philosophy of the Department of Athletics that all student-athletes at JMU will be subjected to a drug screening and education program. For the purposes of this program a student-athlete is defined as any student officially listed on the team’s roster. This includes but is not limited to student-athletes who are “red shirting”, student-athletes who are academically ineligible, student-athletes who are injured and 5th year student-athletes who are receiving athletic-related aid and/or using other athletic-related services, including cheerleaders.

In light of this, the JMU Department of Athletics has a mandatory program of drug education and testing combined with counseling/rehabilitation efforts to assist and benefit the student-athletes at JMU. This program is in addition to the NCAA Drug Testing Program and procedures. James Madison University may amend, alter or revise this Drug Screening and Education Program at any time without notice. This Drug Screening and Education Program (including any sanction phases) are separate and distinct from the NCAA Drug Testing program and its sanction phases.

1. Purpose of the Program

The purpose of the JMU Intercollegiate Athletics Drug Screening and Education Program is to aid and assist the student-athlete at the University. This program is based on the policy that drug use is detrimental to the student-athlete and a violation of department and university policy. Specific goals of this program are:

a) To educate JMU student-athletes concerning the associated problems of drug use;

b) To discourage any drug use by JMU student-athletes;

c) To identify any student-athlete who may be using drugs and to identify the drug;

d) To educate any student-athlete so identified regarding such usage as it may affect the student-athlete and his or her team and teammates;

e) To provide reasonable safeguards that every student-athlete is medically competent to participate in athletic competition; and

f) To encourage discussion about any questions the student-athlete may have, either specifically or generally, about the use of drugs.

It is believed and hoped that the JMU Drug Screening and Education Program will serve to benefit all individuals connected with intercollegiate athletics at the University. Further, we believe that participation in this program will make the men and women who participate in athletics and represent the University, better
student-athletes and better able to make individual, informed, and intelligent decisions in reference to drug usage, both now and in the future.

2. Education and Consent
   a) Potential student-athletes of James Madison University will be provided the NCAA List of Banned Substances during the recruitment process.
   b) At the beginning of each academic year, a presentation will be made to all intercollegiate student-athletes through individual team meetings to outline and review the department’s drug screening and education program, its purpose, and implementation. This presentation will be given by a member of the JMU Sports Medicine Department and/or compliance officer.
   c) A copy of this program will be made accessible to each student-athlete in the JMU Student-Athlete Handbook which can be obtained on the athletics department webpage or in hard copy upon request.
   d) During initial compliance meetings, each student-athlete will be asked to sign a form prior to participation verifying knowledge and understanding of the program, providing consent to the administration of the urinalysis testing required by the program, and permitting the release of testing information to a limited group.
   e) All coaches involved in recruiting should advise the prospective student-athlete of the JMU drug-testing program during the recruiting process and are expected to support the efforts of the Department of Athletics to insure that the athletics program is drug-free, and JMU student-athletes are informed of the risks involved in drug use. Coaches’ regular contact with the student-athletes provides an excellent opportunity to counsel and educate along with the assistance of other departmental and university staff members.

3. Implementation of the Program
   a) Time Frame: This is a year round program and student-athletes will be randomly and regularly tested during the academic year and during the summer sessions.
   b) Substances: The screening of substances may include, but is not limited to the following:
      1) Amphetamines (including Ecstasy)
      2) Anabolic Steroids (Human Growth Hormone, Syndopharb)
      3) Barbiturates
      4) Cocaine
      5) Codeine
      6) Methaqualone
      7) Morphine
      8) Opiates (including Heroine)
      9) PCP (Angle Dust) and Analogues
     10) Tetrahydrocannabinol (THC or Marijuana)

**A complete list of the NCAA banned substances can be found on the NCAA website at:**  www.ncaa.org

Dietary and Herbal Supplements
JMU Department of Athletics and its personnel in accordance with NCAA regulations will not distribute or encourage the use of any dietary supplements or ergogenic aids. Many dietary supplements or ergogenic aids contain banned substances. Often labeling of dietary supplements is not accurate and is misleading. Dietary supplements are not regulated by the Food and Drug Administration (FDA) and therefore their purity is questionable. Dietary supplements may contain banned substances. The use of dietary supplements may result in a positive drug test. Student-athletes who choose to use dietary supplements are encouraged to
review the supplement with a member of the Sports Medicine Department. Student-athletes are encouraged to contact the National Center for Drug Free Sport, Inc. at www.drugfreesport.com or the Dietary Supplement Resource Exchange Center (REC) at www.drugfreesport.com/rec for information on dietary supplements and other banned substances. Ultimate responsibility and accountability belongs to the student-athlete.

1. **Selection:** Individuals will be selected through a random selection program coordinated by the UHC. Since this process is totally random, it is possible that the same individual may be selected on numerous occasions. Individuals who, in the judgment of the Team Physician or Director of Sports Medicine, upon consultation with the head coach of the individual’s team, exhibit behavior that is symptomatic of drug usage may be selected independently of the random sample and referred to the UHC for testing. The head coach of the individual’s team will need to provide written documentation of the facts that precipitated this request for drug screening.

Furthermore, all individuals and teams participating in NCAA sanctioned post-season competition may be tested in association with that participation by the NCAA. Anyone who experiences a positive or inconclusive test at that time can expect further screening to be done on a more regular basis. For the student-athlete’s safety and the safety of their teammates, every individual who tests positive or inconclusive may be retested to obtain medical clearance before participation in a practice session or competition is allowed.

There may be occasions where collaboration between the Director of Sports Medicine, coaches, and other pertinent parties may suggest the testing of an entire team. Under such circumstances, specific testing will not be randomized, but rather all-inclusive. All other implementation procedures, notifications, and reporting of results will be handled according to this policy.

2. **Notification:** The student-athlete will be notified of his/her selection for drug screening by a member of the Sports Medicine staff. At the time of notification, the student-athlete will be presented with a student-athlete notification form, which indicates the date, time, and testing area. This form will be signed by the sports medicine staff member and the student-athlete. Failure of the student-athlete to sign the form indicates an unwillingness to participate in the program and serves as a positive test result. Any refusal to participate in a required drug test will be treated as a positive test result and will result in the penalties outlined in the JMU Drug Screening and Education Program guidelines.

4. **Drug-Testing Collection Protocol**
   a) 1. Only those persons authorized by the client representative and certified collector will be allowed in the collection room. The certified collector and client representative will determine the release of a selected student-athlete from the collection room prior to completing the specimen collection process.2. Upon arrival, the student-athlete will provide photo identification and/or a client representative will identify the student-athlete. The student-athlete will then print his/her name and arrival time on the Roster Sign In Form. 3. The student-athlete will select a Custody & Control Form from a supply of such and work with collector and client representative to complete necessary information before proceeding with the specimen collection process.4. The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by a collector (same gender) to the restroom to provide a specimen. The student-athlete will place a unique barcode onto the beaker. And then rinse his/her hands with water and then dry hands. 5. The collector will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.6. The student-athlete will be responsible for keeping the collection beaker closed and controlled. 7. Fluids and food given to student-athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be
free of any other banned substances.

b) 8. If the specimen is incomplete, the student-athlete must remain in the collection station until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.

c) 9. If the specimen is incomplete and the student-athlete must leave the collection station for a reason approved by the collector, specimen must be discarded.

d) 10. Upon return to the collection station, the student-athlete will begin the collection procedure again.

e) 11. Once an adequate volume specimen is provided; the collector will escort the student-athlete to the specimen processing table. 12. The specimen collector will instruct the student-athlete to closely observe the specimen processing steps and will then measure the specific gravity. 13. If the urine has a specific gravity below 1.005, no value will be recorded on the CCF and the specimen will be discarded by the student athlete with the collector observing. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen. 14. If the urine is concentrated (1.005 SG or higher), the specimen processor will record the specific gravity value on the CCF. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen. 15. Once the specimen processor has determined the specimen has a specific gravity above, the sample will be processed and sent to the laboratory. 16. If the laboratory determines that a student-athlete’s specimen is inadequate for analysis, at the client’s discretion, another specimen may be collected.

f) 17. If a student-athlete is suspected of manipulating specimens (e.g. via dilution, substitution), the collector will collect another specimen from the student-athlete.

g) 18. Once a specimen has been provided that meets the on-site specific gravity, the student-athlete will select a sample collection kit from a supply of such.

h) 19. The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic, and open the A vial lid. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into the vials above the minimum volume level (35mL in A vial; 15mL in B vial) and pour as much urine as possible into vials using care not to exceed the maximum levels (90mL in A vial; 60 mL in B vial). 20. The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas. 21. The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF. 22. The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed. 23. The student-athlete is then released by the collector. 24. All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the “drugs of abuse” laboratory and one sample is placed in the shipping container for shipment to the “anabolic steroids” laboratory. 25. After collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.

i) 26. The specimens become the property of the client.
27. If the student-athlete does not comply with the collection process, the collector will notify the client representative/site coordinator and Drug Free Sport.

5. Effect of Positive Test Results: Any student-athlete who tests positive for a banned substance, who refuses to submit or fails to take a required drug test as described in this policy, or is involved in any other drug related offense, shall be subject to the sanctions listed below. Positive drug test results or other drug related offenses are cumulative throughout a student-athlete’s career at JMU. Furthermore, a positive NCAA drug test will be counted as a positive JMU drug test result. Any student-athlete who tests positive will be subject to repeated testing throughout their JMU career.

a) Notification: Each athlete will be immediately and confidentially notified by the Director of Sports Medicine if a drug screen is positive. The Director of Sports Medicine will also notify the Team Physician, Director of Athletics, Sport Administrator, Head Coach, Director of Compliance, and the team’s certified athletic trainer. In keeping with University Policy if the student is 21 or under his/her parent(s) or legal guardian(s), will be notified of the positive test results. Written notification will also be submitted to the parents documenting the positive test result.

b) Consequences: “A positive is a positive.” Defenses such as passive inhalation or being in the company of people who are smoking marijuana will not be accepted by the Appeals Committee. If an athlete is positive for a prescription medicine, it will be considered a positive unless the athlete has a physician’s prescription in their own name. The Appeals Committee will not accept the excuse for a positive that “someone else put something in my drink.” The Appeals Committee cannot determine how a student-athlete became positive for a drug. The Committee recommends to all student-athletes that they be careful of their association with people that are involved with drug use.

Since drug use is considered a violation of departmental and team rules, a positive test result will have the following consequences:

First Positive:
The student-athlete will be required to meet with the Director of Sports Medicine. In addition, the student-athlete will be required to have a consultation with the Team Physician within 3 days of their notification of their positive test result. The Team Physician will determine the appropriate form(s) of intervention needed by the student-athlete, based on the circumstances of the case. Failure to meet with the Team Physician and comply with the directions for treatment will be classified as noncompliance with the program and will result in a 10% competition penalty during the championship season of the respective sport. Under this penalty the student-athlete may not participate in any game day activities including pregame meals, sideline access, travel etc., however the student-athlete may still practice and attend strength/conditioning sessions with the team. The Team Physician will report back to the Director of Sports Medicine to verify the meeting took place. The student-athlete will grant permission for such information to be shared in this manner.

In addition the first positive will result in mandatory attendance in the University program titled High Expectations I. This program requires a $50 attendance fee to be paid by the student-athlete. The student-athlete will be required to contact this office within 3 days of notification to schedule an initial session. Failure to comply with the program will be classified as noncompliance and will result in a 10% competition penalty during the championship season of the respective sport. Under this penalty the student-athlete may not participate in any game day activities including pregame meals, sideline access, etc., however the student-athlete may still practice and attend strength/conditioning sessions with the team. Furthermore, the student-athlete will be required to undergo repeated unannounced follow-up testing throughout the remainder of their JMU eligibility period.

The Head Coach at his/her discretion may impose additional sanctions on the student-athlete such
as suspensions from practice and/or competitions.

**Second Positive:**
The student-athlete will be suspended for 50% of the competitions during the championship season of their respective sport. Under this penalty the student-athlete may not participate in any game day activities including pregame meals, sideline access, travel etc., however the student-athlete may still practice and attend strength/conditioning sessions with the team. The student-athlete will be required to meet with Director of Sports Medicine. In addition, the student-athlete will be required to have a repeat consultation with the Team Physician within 3 days of their notification of their positive result. The Team Physician will determine the appropriate form(s) of intervention needed by the student-athlete, based on the circumstances of the case. Failure to comply with the Team Physician’s directions for treatment will be classified as noncompliance with the program and will result in an additional 10% competition penalty during the championship season of the respective sport. Under this penalty the student-athlete may not participate in any game day activities including pregame meals, sideline access, travel etc., however the student-athlete may still practice and attend strength/conditioning sessions with the team. The Team Physician will report back to the Director of Sports Medicine on the compliancy of attendance and when the individual has completed the required sessions. The student-athlete will grant permission for such information to be shared in this manner.

In addition the second positive will result in mandatory attendance in the University Health Center program titled High Expectations II. This program requires a $50 attendance fee to be paid by the student-athlete. The student-athlete will be required to contact this office within 3 days of notification to schedule an initial session. Failure to comply with the program will be classified as noncompliance and will result in an additional 10% competition penalty during the championship season of the respective sport. Under this penalty the student-athlete may not participate in any game day activities including pregame meals, sideline access, travel, etc., however the student-athlete may still practice and attend strength/conditioning sessions with the team.

Student-athletes with a second positive drug test or substance abuse offense will also be reported to the JMU OSARP. Furthermore, the student-athlete will be required to undergo repeated unannounced follow-up testing throughout the remainder of their JMU eligibility period.

The Head Coach at his/her discretion may impose additional sanctions on the student-athlete such as suspensions from practice and/or competitions.

**Third Positive**
A student-athlete who has had two previous positive drug violations and has undergone early intervention drug counseling and has a third positive test during his/her years of NCAA eligibility, it must be assumed that the student-athlete has a very significant problem or has made some conscious value judgments as to his/her behavior. This information will be shared with the Team Physician, Director of Athletics, Sport Administrator, Head Coach, Director of Compliance, team’s certified athletic trainer, and the student’s family, if appropriate. The third offense will dictate a permanent suspension of the student from practice and athletic competition, and any athletic grant-in-aid will not be renewed. Prior to suspension, the athlete will have the opportunity to discuss the matter with the Director of Athletics, Director of Sports Medicine, Director of Compliance, Sport Administrator, and Head Coach and present evidence of any mitigating circumstances that the student feels is important.

c) **Missing a Counseling Session/OSARP Program**
Student-athletes are required to comply with the schedule of appointments arranged by the substance-abuse prevention specialist(s) and those of the OSARP office. It is the responsibility of the student-athlete who makes an appointment with a prevention specialist(s) and/or OSARP Officer to keep that appointment. If the student-athlete is not able to keep the appointment he/she is expected to cancel the appointment by telephone preferably 24 hours in advance but at least by 8.30am the day of the appointment. Failure to keep or cancel an appointment as stated above will result in an additional 10% suspension from competition from the Athletics Department.

d) **Safe Harbor Provision**

A JMU student-athlete who has engaged in drug use is encouraged to seek assistance from the Athletics Department by voluntarily disclosing his/her use to the Director of Sports Medicine prior to being identified as having violated the drug policy or being notified that he/she must undergo drug testing. This provision allows a student-athlete to self-report a substance problem without repercussions of a positive test. These individuals will still be required to meet with the Team Physician and undergo an evaluation and education program through the University Health Center. The Team Physician and/or substance abuse prevention specialist(s) will determine the appropriate form(s) of intervention needed by the student-athlete, based on the circumstances of the case. The prevention specialist(s) will report back to the Director of Sports Medicine that the individual has undergone the required sessions. Additionally, this provision will only be available to student-athletes one time only and will NOT be available to a student-athlete after they have been notified of an impending drug test. An athlete, who voluntarily asks for assistance but does not follow the terms of his/her treatment program, will be sanctioned according to post-test procedures for a first positive result. Additionally, the student-athlete who completes the safe harbor program will serve the penalty phases for a second positive if a positive drug test occurs in any future testing.

e) **Medical Exception Process**

JMU realizes that some banned substances can be and will be used at times for legitimate medical reasons. Accordingly, JMU allows exceptions to be made for those student-athletes with a documented medical condition demonstrating a need for regular use of such a substance. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta-blockers, diuretics, and peptide hormones.

The student-athlete is required to inform the Director of Sports Medicine and/or team Physician of all medications he/she is taking. The Department of Sports Medicine should maintain in the student-athlete’s medical records a letter from the prescribing physician that documents the student-athlete’s medical history demonstrating the need for the prescribed medication. This letter should contain information such as the diagnosis, medical history, and dosage information.

Accordingly, the NCAA also allows exceptions to be made during an NCAA drug test for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. The benefit of a medical exception procedure is that in most cases the student-athlete’s eligibility remains intact during the process.

Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta blockers, diuretics, anti-estrogens, anabolic agents (steroids)*, and peptide hormones* (NCAA Bylaw 31.2.3) [*anabolic agents and peptide hormones must be approved by the NCAA before the athlete is allowed to participate while taking these medications. The institution, through its director of athletics, may request an exception for use of an anabolic agent or peptide hormone by submitting to The National Center for Drug Free Sport (Drug Free Sport) any medical documentation it wishes to have considered.]
In all cases, a student-athlete, in conjunction with his or her physician, must document that other nonbanned alternatives have been considered prior to requesting the medical exception for the use of a medication containing a banned substance. It is the responsibility of the institution to educate student-athletes about this policy, and to follow-up with any student-athlete who identifies the use of a banned medication to determine if standard nonbanned medications have been pursued and documented.

In order for a student-athlete to be granted a medical exception for the use of a medication that contains a banned substance, the student-athlete must:

1. Have declared the use of the substance to his or her athletics administrator responsible for keeping medical records;
2. Present documentation of the diagnosis of the condition; and
3. Provide documentation from the prescribing physician explaining the course of treatment and the current prescription.

Requests for medical exceptions will be reviewed by physicians who are members of the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports. Medical exceptions will be granted if the student-athlete has presented adequate documentation noted above. Unless requesting a review for the medical use of an anabolic agent or peptide hormone, a student-athlete’s medical records or physicians’ letters should not be sent to the NCAA unless requested by the NCAA. Also, the use of the substance need not be reported at the time of NCAA drug testing. Following are three treatment issues to help illustrate the medical exception procedure:

Attention Deficit/Hyperactivity Disorder (ADHD) – is one of the most common neurobehavioral disorders of childhood and can persist through adolescence and into adulthood. ADHD is generally diagnosed in childhood, but sometimes not until college or later. The most common medications used to treat ADHD are methylphenidate (Ritalin) and amphetamine (Adderall), which are banned under the NCAA class of stimulants. In 2009, the NCAA adopted more stringent documentation rules for ADHD medications. The following records are required to be on file with sports medicine in the event that a student athlete tests positive for a banned stimulant substance:

1. An office based consultation with the team primary care physician establishing the diagnosis of ADHD.
2. All formal ADHD testing results. This can be either formal neuropsychological testing. Conners’ rating scales or the Adult ADHD self-report scale.
3. Current medicine prescribed, dose and frequency.

In order for a medical exception to be granted for the use of these stimulant medications, the student-athlete must show that he or she has undergone standard assessment to identify ADHD. Frequently a student-athlete may find that the demands of college present difficult learning challenges. They may realize that some of their teammates are benefitting from the use of these medications, and figure they should ask their team physician or family doctor to prescribe the same for them. If they do not undergo a standard assessment to diagnose ADHD, they have not met the requirements for an NCAA medical exception. Most colleges provide these types of assessment through their student support services or counseling and testing centers. The student-athlete should either provide documentation of an earlier assessment, or undergo an assessment prior to using stimulant medication for ADHD. If the diagnosis is ADHD, the student-athlete may then pursue treatment with the team physician or family physician for a prescription for stimulant medication, and provide all documentation to the appropriate athletics administrator to keep in the file in the event the student-athlete is selected for drug testing and tests positive. At that point, the ath-
letics administrator will be instructed to provide the documentation for review by the medical panel, and if all is in order, the student-athlete’s medical exception is granted.

6. Drug Violations Outside of the JMU Drug Screening and Education Program

Any JMU student-athlete who is found to be under the influence of any illegal/banned substance by local or campus police either on campus or off campus will be subject to any possible criminal penalties, JMU judicial penalties, and JMU Department of Athletics sanctions for drug use/abuse as outlined above.

Appeal Process

Student-athletes who test positive, or who have been involved in a drug related offense, or who dispute that they have refused or failed to take a required test under the guidelines set forth in this policy may appeal the imposed sanctions. Only the student-athlete may file an appeal. An appeal must be submitted in writing to the Director of Athletics within 3 working days or seventy-two (72) hours of the notification of the offense. If the 72 hours expires during a time when the University is not open for business, the appeal may be submitted before the hour of 9:00am on the next business day.

The written appeal must present the reason(s) for the appeal. The Director of Athletics shall immediately call together an Appeals Committee which may consist of the Sport Supervisor, Director of Sports Medicine, Director of Compliance, the faculty Athletic Representative, and a member from Student-Athlete Services Department for the purpose of hearing the appeal. The Head Coach of the student-athlete may be present for the appeal hearing but will not be a voting member of the Appeals Committee. Upon appeal and presentation of all relevant information, it shall be the sole charge of the Appeals Committee to lift, modify or maintain the imposed sanctions.

The student-athlete may have an advocate or other representative present if the student so desires. However, the student-athlete is responsible for the presentation of his/her own case. The appeal shall take place within fifteen (15) working days of the receipt of the appeal request. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test.

At the conclusion of the appeal, the Appeals Committee shall deliberate in private and decide by majority vote to lift, modify or maintain the imposed sanctions. The decision by the Appeals Committee relative to the test results, the sanctions, or refusal/failure to take a required test shall be final. The Appeals Committee will send written notification of the committee’s decision to the student-athlete, the head coach, and the student-athlete’s parents if appropriate within ten (10) working day of the decision.

IMPORTANT NOTE: In cases where a student-athlete is deemed to have a positive drug test and such test results in sanctions affecting his or her ability to compete, and the student-athlete is scheduled to engage in a competition before a determination can be made by the Appeals Committee or the conclusion of any appeal under the standard review and appeal procedures, the student-athlete will be suspended from that competition pending a final decision. Time permitting; the student-athlete can request an expedited meeting of the Appeals Committee and an expedited appeal to the Director of Athletics. The appeal must include any information which might change the factual findings of the Committee or the sanction(s). By selecting the expedited process, the student-athlete waives the right to the standard review and appeal procedures. Under the expedited process, the Committee will meet, by telephone if not in person, and in consultation with the Director of Athletics will render a decision before the competition. If the Committee is unable to meet or the Director of Athletics cannot render a decision before the competition, the student-athlete will not be permitted to participate in the competition.

ADHD MEDICATION DOCUMENTATION- NCAA RE-
NCAA Medical Exceptions—The NCAA list of banned drug classes is composed of substances that are generally reported to be performance enhancing. The NCAA bans performance enhancing drugs to protect student-athlete health and safety and ensure a level playing field, and it also recognizes that some of these substances may be legitimately used as medications to treat student-athletes with learning disabilities and other medical conditions.

Accordingly, the NCAA allows exceptions to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. The benefit of a medical exception procedure is that in most cases the student-athlete’s eligibility remains intact during the process.

ADHD—Attention Deficit/Hyperactivity Disorder—is one of the most common neurobehavioral disorders of childhood and can persist through adolescence and into adulthood. ADHD is generally diagnosed in childhood, but sometimes not until college or later. The most common medications used to treat ADHD are methylphenidate (Ritalin) and amphetamine (Adderall), both of which are banned under the NCAA class of stimulants.

In order for a medical exception to be granted for the use of these stimulant medications, the student-athlete must show that he or she had undergone standard assessment to identify ADHD. Frequently a student-athlete may find that the demands of college present difficulty learning challenges. They may realize that some of their teammates are benefitting from the use of these medications, and figure they should ask their team physician or family doctor to prescribe the same for them. If they do not undergo a standard assessment to diagnose ADHD, they have not met the requirements for an NCAA medical exception.

Most colleges provide these types of assessment through their student support services or counseling and testing centers. The student-athlete should either provide documentation of an earlier assessment, or undergo an assessment prior to using stimulant medication for ADHD. If the diagnosis is ADHD, the student-athlete may then pursue treatment with the team physician or family physician for a prescription for stimulant medication, and provide all documentation in the event the student-athlete is selected for NCAA drug testing and tests positive for stimulant use. At that point, the Director of Sports Medicine and/or Team Physician will be instructed to provide the documentation for review by the medical panel, and if all is in order, the student-athlete’s medical exception is granted.

In order for a student-athlete to be granted a medical exception for the use of a medication that contains a banned substance, the student-athlete must:
1. Have declared the use of the substance to the Team Physician, Director of Sports Medicine, or his/her team athletic trainer responsible for keeping medical records,
2. Present documentation of the diagnosis of the condition, and
3. Provide documentation from the prescribing physician explaining the course of treatment and the current prescription.

Requests for medical exceptions will be reviewed by physicians who are members of the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports. Medical exceptions will be granted if the student-athlete has presented adequate documentation noted above.

Student-Athlete Document Responsibility
The student-athlete’s documentation from the prescribing physician to the JMU Department of Sports Medicine should contain a minimum of the following information to help ensure that ADHD has been diagnosed and is being managed appropriately

- Description of the evaluation process which identifies the assessment tools and procedures.
- Statement of the Diagnosis, including when it was confirmed.
- History of ADHD treatment (previous/ongoing).
- Statement that a non-banned ADHD alternative has been considered if a stimulant is currently prescribed.
- Statement regarding follow-up and monitoring visits.

**NCAA DRUG TESTING POLICY**

You must sign the NCAA drug testing consent form to participate (i.e., practice or compete) in intercollegiate athletics. Per NCAA Bylaw 30.5.2-(b), the Director of Athletics or the Director of Athletics’ designee shall disseminate a copy of the list of banned drug classes (found below) to all student-athletes and educate them about products that might contain banned drugs.

Please note that the list may change during the academic year and updates may be found on the NCAA Web site (www.ncaa.org).

A student-athlete, who tests positive for a banned substance as set forth in Bylaw 31.2.3, shall be declared ineligible for further participation in regular season and postseason competition in all sports in accordance with the provisions in Bylaw 18.4.1.5.1. The certifying institution may appeal to the NCAA Division I Committee on Student-Athlete Reinstatement for restoration of the student-athlete’s eligibility if the institution concludes that circumstances warrant restoration (Bylaw 18.4.1.5).

A student-athlete who tests positive (in accordance with the testing methods authorized by the NCAA Executive Committee) shall be ineligible to participate in regular-season and postseason competition for one calendar year (i.e. 365 days) after the positive drug test and shall be charged with the loss of a minimum of one season of competition in all sports. The student-athlete shall remain ineligible for all regular-season and postseason competition for one calendar year after the student-athlete’s positive drug test and until the student-athlete retests negative (in accordance with the testing methods authorized by the NCAA Executive Committee) and the student-athlete’s eligibility is restored by the Committee on Student-Athlete Reinstatement. If a student-athlete transfers to another NCAA institution while ineligible due to a positive NCAA drug test, the institution from which the student-athlete transfers must notify the transfer institution regarding the positive drug test rests.

If the student-athlete tests positive a second time for the use of any drug, other than a “street drug” as defined in Bylaw 31.2.3, he or she shall lose all remaining regular-season and postseason eligibility in all sports. A combination of two positive tests involving street drugs (e.g., marijuana, heroin) in whatever order, will result in the loss of an additional year of eligibility (Bylaw 18.4.15). In addition, the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a street drug.

If the student-athlete tests positive for the use of a “street drug” after being restored to eligibility, he or she shall be charged with the loss of a minimum of one additional season of competition in all sports and also shall remain ineligible for regular-season and postseason competition at least through the next calendar year. If the student-athlete transfers to another NCAA institution while ineligible, the institution from which the student-athlete transferred must notify the institution that the student-athlete is ineligible due to a posi-
tive drug test result. If the student-athlete immediately transfers to a non-NCAA institution while ineligible and competes in collegiate competition within the 365 day period at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for a 365 day period. Additionally, the student-athlete must retest negative (in accordance with the testing methods authorized by the Executive Committee) and request that eligibility be restored by the NCAA Division I Academic/Eligibility/Compliance Cabinet. (Bylaw 18.4.1.5.1.2).

The Executive Committee shall adopt a list of banned drug classes and shall authorize methods for drug testing of student-athletes on a year-round basis. This list of banned drug classes and the procedure for informing member institutions about authorized methods for drug testing are set forth in Bylaws 31.2.3. The list is subject to change and the institution and student-athlete shall be held accountable for all banned drug classes. The current list is located on the NCAA Web site (www.ncaa.org) or may be obtained from the NCAA health and safety staff in Education Outreach. (Bylaw 18.4.1.5).

NCAA Banned-Drug Classes 2008-2009

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org/health-and-safety for the current list. The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. **No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.** Many nutritional/dietary supplements contain NCAA banned substances. In addition the U. S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore, purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s team physician or athletic trainer for further information.

**BYLAW 31.2.3 BANNED DRUGS**

The following is a list of banned-drug classes, **with some examples of substances under each class. No substance belonging to the banned drug class may be used, regardless of whether it is specifically listed as an example.**

(a) Stimulants:

amiphenazole  
methylenedioxymethamphetamine (MDMA, ecstasy)
amphetamine  
methylphenidate
bemgingride  
nikethamide
benzphetamine  
pemoline
bromantan  
pentetrazol
caffeine 1 (guarana)  
phendimetrazine
chlorphentermine  
phenmetrazine
cocaine  
phentermine
cropropamide  
phenylpropanolamine (ppa)
crothotamide  
picrotoxine
diethylpropion  
pipradol
dimethylamphetamine  
prolintane
doxapram  
strychnine
ephedrine  
(synephrine)  
(ephedra, ma huang)  
(citrus aurantium, zhi, shi, bitter, orange)  
ethamivan  
ethylamphetamine  
fencamfamin  
meclofenoxate  
methamphetamine  
The following stimulants are not banned:  
phenylephrine  
pseudoephedrine  
(b) Anabolic Agents:  
anabolic steroids  
androstenediol  
androstenedione  
boldenone  
closterol  
dehydrochlormethyl-testosterone  
dehydroepiandrosterone (DHEA)  
dihydrotestosterone (DHT)  
dromostanolone  
epitrenbolone  
fluoxymesterone  
tetrahydrogestrinone (THG)  
trenbolone  
and related compounds  
Other anabolic agents  
Clenbuterol  
(c) Substances Banned for Specific Sports:  
Rifle:  
alcohol  
atenolol  
metoprolol  
nadolol  
and related compounds  
(d) Diuretics and other urine manipulators:  
acetazolamide  
bendrofluamide  
and related compounds  
hydrochlorothiazide  
hydroflumethiazide
benzthiazide  methyclothiazide
bumetanide  metolazone
chlorothiazide  polythiazide
chlorthalidone  quinethazone
ethacrynic acid  spironolactone
flumethiazide  triamterene
furosemide  trichlormethiazide

and related compounds

(e) Street Drugs:
heroin  tetrahydrocannabinol (THC)3
marijuana3

(f) Peptide Hormones and Analogues:
corticotrophin (ACTH)
growth hormone (hGH, sonatrophin)
human chorionic gonadotrophine (hCG)
insulin like growth factor (IGF-1)
leutenizing hormone (LH)
(all the respective releasing factors of the above-mentioned substances also are banned.)
erthropoietin (EPO)  sermorelin
derbypoetin

(g) Anti-Estrogens
anastrozole
clomaphene
tamoxifen

and related compounds

(h) Definitions of positive depend on the following:

♦ for caffeine – if the concentration in urine exceeds 15 micrograms/ml.
♦ for testosterone – if the administration of testosterone or use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater that 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.
♦ for marijuana and THC – if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

31.2.3.4.1 Drugs and Procedures

Subject to Restrictions

The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used:  (Revised 8/15/89)

(a) **Blood Doping.** The practice of blood doping (the intravenous injection of whole blood, packed red
blood cells or blood substitutes) is prohibited and any evidence confirming use will be cause for action consistent with that taken for a positive drug test. (Revised: 8/15/89, 5/4/92)

(b) **Local Anesthetics.** The Executive Committee will permit the limited use of local anesthetics under the following conditions:

- (1) That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine; (Revised 12/9/01, 5/6/93)
- (2) The only local or topical injections can be used (i.e., intravenous injections are not permitted)
- (3) That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.

(c) **Manipulation of Urine Samples.** The Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing. Examples of banned methods are catheterization, urine substitution and/or tampering or modification of renal excretion by the use of diuretics, probehecid, bromantan or related compounds, and epitestosterone administration. (Revised: 8/15/89, 6/17/92, 7/22/97)

(d) **Beta 1 Agonists.** The use of beta 2 agonists is permitted by inhalation only. (Adopted 8/13/93)

(e) **Additional Analysis.** During screening for select no banned substances may be conducted for non-punitive purposes. (Revised 8/15/89)

**If there are any questions in regard to banned drugs and nutritional supplements, student-athletes should contact Dr. Diduch, Athletics Department Team Physician at (540) 568-6966 or Tom Kuster, Assistant Athletic Director for Sports Medicine at (540) 568-3893.**

**SPORTS NUTRITION**

Mission Statement:

Athletic performance and recovery are enhanced by optimal nutrition practices on and off the field. It is the mission of James Madison University Sports Nutrition to provide student athletes with cutting-edge nutrition knowledge in order to successfully fuel training and conditioning, decrease risk of illness and injury, and achieve optimal recovery between workouts.

Core Philosophy:

JMU sports nutrition utilizes a multidisciplinary approach by working seamlessly with sports medicine, strength and conditioning, and sports psychology. Together, they create a culture that supports adequate energy intake, proper nutrient timing, fluid balance, and positive body image while sustaining the overall health and well-being of each individual athlete.

The sports dietitian coaches student-athletes and teams to optimally fuel training and competition through well-balanced, nutrient-dense eating with a food-first approach. The sports dietitian also serves as the primary resource for safe dietary supplement use in an attempt to prevent exposures to banned substances and safely and effectively utilize the latest advances in sports nutrition science.

The JMU Sports Dietitian is available and can provide the following services:

**Individual appointments:** cover clinical and performance-related sports nutrition topics. Athletes are encouraged to meet with the sports dietitian to address concerns regarding fueling and hydration for performance, recovery needs, chronic fatigue or low energy, menstrual dysfunction, guidance for weight gain,
weight loss or change in body composition, digestive disorders, low iron/anemia, food allergies or intolerances, disordered eating/eating disorders, injury recovery, chosen food lifestyles such as vegetarianism, and any other nutrition-related concerns.

**Team education sessions:** cover a variety of timely sports nutrition topics regarding fueling and hydration needs for the current phase of training, team travel nutrition, and special topics by request such as alcohol, supplements, sleep, and holiday nutrition.

**Competition nutrition** education for teams and individuals regarding pre, during, and post competition fueling, hydration and recovery needs.

**Hydration consultations** evaluate current hydration habits to make recommendations for optimizing fluid intake and electrolyte balance for performance and decreased risk for muscle cramps.

**Grocery store and dining hall tours** focus on learning and understanding the food around you, how to build a healthy performance plate, and easy cooking ideas to put together quick and meals for a busy schedule.

**Body composition assessment via DXA** While not the primary focus for sports nutrition, body composition analysis is an available tool to evaluate athlete body composition as it relates to performance. All body composition testing will be coordinated with the JMU Team Physician.

**Supplement review and counseling** Any product bearing a “Supplement Facts” label is at risk for containing banned substances or providing false information on the ingredient label, despite glowing reviews or product claims made on the internet or advice given from a supplement shop worker. It is the duty of the sports dietitian to educate athletes on supplement safety with the goal of preventing exposures to banned substances and safely and effectively utilize the latest advances in sports nutrition science.

---

**X. SPORT PSYCHOLOGY**

According to the Association for Applied Sport Psychology, sport psychology is the study of the psychological factors that influence participation and performance in sport. Sport psychologists primarily apply the principles of psychology to enhance individual and team performance in sport. In addition, sport psychologists view athletes as people in addition to being performers. As a result, sport psychologists also help athletes function more effectively in their athlete and non-athlete roles by focusing on the stressors specific to athletes and developing athletes’ ability to cope with life. Lastly, sport psychologists are committed to helping athletes reach their potential by applying the principles of sport psychology to facilitate psychological and social growth both in and out of sport.

The JMU Sport Psychology Department offers sport psychology services to enhance student-athletes’ performance and life skills to facilitate their development both on and off the field. These services are consistent with the overall mission of JMU Athletics to support the student-athletes’ quest for excellence athletically, academically, and socially. The mission of the Sport Psychology Department is:

*To assist JMU student-athletes, coaches, and staff in the development of psychological skills to foster the pursuit of performance and personal excellence.*

To achieve excellence on the field, in the classroom, and in one’s personal life, student-athletes need to possess and develop four sets of psychological skills:

1. **Foundation skills** such as motivation, drive, determination, confidence, and self-awareness form the base from which success can be achieved.
2. Performance skills such as goal setting, thought control, energy management, visualization, and focus are critical for optimal performance.

3. Team skills such as on-field chemistry, off-field unity, communication, and leadership create the ideal environment to reach one’s potential.

4. Life skills such as identity achievement, interpersonal competence, crisis management, and coping are necessary to effectively manage one’s life.

To help JMU student-athletes develop the sets of psychological skills listed above, the Sport Psychology Department offers the following types of psychological skills training to individual athletes and teams:

- **Basic psychological skills training** consists of developing the ability to:
  - be aware of one’s strengths and weaknesses
  - set goals effectively
  - think more positively and rationally
  - control physiological arousal and anxiety
  - use visualization and imagery
  - maintain appropriate level of focus and concentration

- **Advanced psychological skills training** consists of developing the ability to:
  - be mentally tough
  - stay motivated and focused on goals
  - maintain confidence and belief in self
  - manage emotions effectively
  - handle the pressure of competition
  - overcome mental barriers and adversity
  - achieve the ideal mental/emotional state for performance
  - mentally and emotionally prepare for practice and competition
  - have a balanced and focused perspective on sports participation

- **Teambuilding** consists of developing the ability to:
  - be mentally tough as a team
  - set team goals effectively
  - maintain team confidence and belief in the team
  - develop team chemistry on the field of play
  - increase team unity off the field
  - lead by example and/or be a vocal leader
  - communicate effectively
  - understand and accept one’s role
  - address and manage interpersonal conflict

- **Counseling** consists of developing the ability to:
  - understand emotions on and off the field
  - explore identity as an athlete
  - increase awareness of self in relation to teammates, friends, and family
o address of the field issues or conflicts
o achieve introspection
o address off the field relationships
o increase effective communication
o resolve conflicts
o build healthy relationships
o additional areas of interest in counseling:
  - sadness
  - homesickness
  - relationship issues
  - substance abuse
  - anger
  - depression
  - loneliness
  - anxiety/stress
  - family problems
  - injury
  - body image
  - self-esteem

The Sport Psychology Department staff has a demonstrated passion for sport and a strong desire and commitment to help JMU student-athletes and teams achieve their goals. The staff is trained in psychology and/or sport psychology, is credentialed (or eligible) by sport psychology professional organizations and/or state licensing boards, and has an extensive background in sport as athletes and/or coaches. If you desire help or assistance in developing the psychological skills listed above, contact any staff member of the Sport Psychology Department:

Director of Sport Psychology  Mental Training Consultant  CSDC Athletics Liaison
Dr. Bob Harmison  Dr. Challace McMillin  Melinda Morgan, M.A., Ed.S.
Godwin 116  PAPC 217 Football Complex  Varner House
568.7347  568.3953  568.6552
harmisri@jmu.edu  mcmillcj@jmu.edu  morganma@jmu.edu

COUNSELING AND STUDENT DEVELOPMENT CENTER (CSDC)
The CSDC provides free, confidential personal counseling services to all full-time JMU students. Appointments can be made in person or over the phone (568-6552). After-hours crisis services may be accessed by contacting the Office of Public Safety (568-6911). Counseling at the CSDC frequently involves issues such as relationship problems, self-esteem, depression, anxiety/stress, eating and body image concerns, and difficulty adjusting to college life. Services include: Individual Counseling, Group Counseling, Substance Abuse Counseling, Psychiatric Services, Consultation, Outreach Programming, Peer Mentor Program, and Certificate Programs (Interpersonal Skills Anger Management)

Student Success Center – 3rd Floor, MSC 0801
Phone: (540) 568-6552
Fax: (540) 568-8096
Website: http://www.jmu.edu/counselingctr/

XI. ATHLETICS AWARDS

A. PROCEDURES
On a designated date in April, Sports Administrators will request award and size recommendations from
each Head Coach, based on qualification guidelines. (Sizing for jackets and rings will be completed at the equipment room by appointment only and with coach supervision).

**B. AWARDS**

All award winners in the intercollegiate sports program will receive the same award. The awards are as follows:

- **1st year award:** “M” Letter Jacket
- **2nd year award:** Duke Dog Blanket
- **3rd year award:** Varsity “M” Ring
- **4th year award:** JMU Athletics Diploma Frame

**C. QUALIFICATION GUIDELINES**

1. To qualify for the Award Program, the student-athlete must complete the following:
   a. The student-athlete must be a member of the team during the team’s traditional season and complete the academic year in good standing
   b. The student-athlete must consistently attend team practices, meetings, and all other team required activities
   c. The student-athlete must be eligible to compete both academically and medically
   d. The student-athlete’s sport must be one of the JMU intercollegiate recognized sports
   e. Awards are not based on academic class, but on year of participation
   f. Final review of student athletes meeting award criteria will be subject to review and approval Director of Athletics

**D. SPECIAL AWARDS**

The following special awards are presented annually:

1. The Scholar-Athlete of the Year Award is presented annually to JMU’s top scholar athlete (male and female).
2. The Athlete of the Year Award is presented annually to JMU’s top athlete (male and female).

**E. SPORT AWARDS**

Each coach may establish individual sport awards subject to approval by the appropriate Sport Administrator.

**F. CHAMPIONSHIP RINGS**

CAA, National Championship rings will be awarded on a case-by-case basis according to the criteria established by Intercollegiate Athletics and in accordance with NCAA regulations and JMU Athletic Administration approval.

**XII. ATHLETICS EQUIPMENT**

The JMU Athletics Equipment Room will provide you with practice and game uniforms and individual team equipment of the highest quality. You are expected to observe all Intercollegiate Athletics regulations regarding the use and care of equipment.

**Equipment Check-out/Return**

- Equipment and apparel needed for individual team use will be checked out directly from the appropriate Equipment Room Manager in collaboration with the Coach Liaison.
• Equipment will be checked out at the beginning of the academic year. Fall sports starting before the start of school will have a time scheduled to complete the checkout process.

• You are responsible for all equipment and apparel checked out to you. During the checkout process, all equipment and apparel will be recorded as well as the condition it is in. You are expected to take care of everything issued to you and items should be returned in similar condition.

• All Student-Athletes will be required to sign out their initial issue of equipment and apparel. Any subsequent issues will be recorded electronically with the ACS Equipment Manager Inventory System. All items issued throughout the year are property of JMU and are subject to be return at any time during the year.

• Student-athletes are issued everything their Head Coach deems appropriate for practice and competition needs. These needs differ by sport, and the Equipment Managers will not issue any items not deemed appropriate by the Head Coach of the student-athletes sport.

• Anything checked-out from the equipment room must be returned at the end of the academic year. This process will take place at a time agreed upon by the Equipment Manager and Coach Liaison.

• If items are deemed unusable by the Head Coach, a formal process will be completed by the Coach, Equipment Manager, and Sport Administrator in order for the student-athlete to retain the items.

• Student-athletes will be billed for all unreturned equipment. Failure to pay for or return the equipment will automatically result in a hold being placed on your University records.

Laundry Services

• Laundry services are provided to all student-athletes for practice and competition needs. Laundry service is a privilege that may be revoked if becomes abused.

• Laundry loops and uniforms are to be turned in immediately after each practice/competition. Dirty laundry should be placed in the appropriate laundry bin in the locker room/equipment room. After the laundry is collected, someone from the equipment room will wash, dry and return your laundry to your locker or appropriate locker cubby.

• Laundry services are for JMU issued apparel only. Student-athletes should NOT put personal items on their loops. Student-athletes should not overload their loops as they will not wash or dry properly.

• Each student-athlete is issued two identical loops. Only one loop should be turned in at a time to ensure that both loops are not in the laundry at the same time to ensure the student-athlete always has a loop for practice or competition needs.

Daily Equipment Room Operations

• Each equipment room will be open throughout the day at hours posted at each equipment rooms. These hours will take into consideration all practice and competition times. Any requests for equipment should be made during these times.

• You are to report missing items immediately so a disposition can be made as to whether or not the item was lost or stolen. If stolen, a report must be filed with the Campus Police and a complaint sheet must be placed on file in the equipment room. Additional equipment will not be issued until a suitable disposition is made and additional issue is approved by the Head Coach.

• Items that become damaged through normal wear and tear need to be brought to the equipment room so that a replacement can be provided. Items damaged through negligence will be the responsibility of the student-athlete, and they will be charged accordingly.

• Student-athletes are not allowed in the equipment room. All requests should be made via the appropriate equipment room window.
ATHLETIC FACILITIES BUILDING HOURS
Rev. 3/24/13
FALL/SPRING

BRIDGEFORTH/CONVOCATION CENTER/FIELD HOCKEY/MEMORIAL GYM/UNIVERSITY PARK

Mon – Fri ............................................................................................................. 7:30 AM – 4:00 PM
Sat, Sun................................................................................................................. Closed

GODWIN*

Mon – Thu 7:00 AM – 12:30 AM
Fri ......................................................................................................................... 7:00 AM – 9:00 PM
Sat ......................................................................................................................... 7:00 AM – 9:00 PM
Sun ................................................................................................................. 7:00 AM – 12:30 AM

**APC (PLECKER ATHLETIC PERFORMANCE CENTER)**

Mon – Thu ........................................................................................................ 8:00 AM – 10:00 PM
Fri......................................................................................................................... 8:00 AM – 5:00 PM
Sat ...................................................................................................................... Closed
Sun ...................................................................................................................... 1:00 PM – 10:00 PM

**SUMMER**

**APC (PLECKER ATHLETIC PERFORMANCE CENTER)**

Mon - Thu ........................................................................................................ 8am-8pm
Fri....................................................................................................................... 8am - 5pm
Sat ...................................................................................................................... Closed
Sun ...................................................................................................................... 4pm-8pm

**GODWIN**

Mon - Thu ........................................................................................................ 7am - 10:30pm
Fri....................................................................................................................... 7am - 5:00pm
Sat ...................................................................................................................... 12pm - 6:30pm
Sun ...................................................................................................................... 12pm - 10:30pm

**BRIDGEFORTH/CONVOCATION CENTER/FIELD HOCKEY/MEMORIAL GYM/UNIVERSITY PARK**

Mon – Fri ........................................................................................................ 7:30 AM – 4:00 PM
Sat, Sun............................................................................................................... Closed

*Hours based around computer lab hours.

Even though a building is closed at certain times, there are still programs that occur within the space after the actual building hours (e.g. Basketball practice in Convo; UREC programs in Godwin, Memorial, and Field Hockey Complex). This gives a general guideline of when spaces are open to public.

**XIV. COMPLIMENTARY ADMISSION FOR ATHLETIC EVENTS**

As a student-athlete, you are permitted to designate individuals to receive complimentary admissions to athletic events in which your team participates. For regular season home contests, student-athletes may receive a maximum of four (4) complimentary admissions – at the discretion of the head coach and athletic administration. For away games and post season play, the number of complimentary admissions allowed per student-athlete, per event, is at the discretion of the head coach and/or the athletic administration and cannot exceed four (4). There are NCAA rules that must be strictly adhered to in administering this program. Abuse of the complimentary ticket program will directly affect your eligibility.

**SUBMITTING YOUR COMPLIMENTARY REQUESTS:**

All requests for complimentary admissions must be submitted online using the ACS Athletics Software.

65
Student-athletes will use their personal ACS login information for access to the system in order to identify their recipients for approval and designate the specific recipients for each event throughout the season. The following three steps are required:

1. Using ACS, list and identify potential complimentary admissions recipients for approval by Athletics Compliance. This should be done prior to the start of your season to avoid any complications in requesting tickets for a specific game. You are encouraged to input all persons you foresee as potential guest throughout the season.

2. Upon approval of the recipient by Compliance, the student-athlete shall designate which recipients will be eligible for admission to a specific event (via ACS). ACS registration for all events will begin prior to the season. Each program will have a designated time prior to each event when registration closes.

3. Requests not submitted on time, using the ACS software will not be permitted nor accepted.

**GUIDELINES FOR RECIPIENTS OF COMPLIMENTARY ADMISSIONS:**

1. The recipient of the complimentary admission must present identification and sign in at the appropriate gate on game day. Hard tickets will not be issued and advance pick up is not available. Only the designated recipient may sign in and utilize the admission.

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

3. The student-athlete must provide the full first and last name of the recipient and their relationship with the individual. JMU Athletics Compliance will review all requests for approval. Any discrepancies will delay the approval process for guest requests.

**XV. STUDENT HOST INSTRUCTIONS**

Acting as a student host is an important service to James Madison University and its Athletics Department. Proper conduct is required of you by institutional, conference, and NCAA standards. The Student Host form must be completed by the student-athlete prior to serving as a host for a prospect’s official visit. The form is later submitted to the Compliance Office upon conclusion of the visit.

1. Remember, you are a representative of our Athletic Department. Your actions should reflect positively on the Athletic Department and James Madison University. Do not take prospects to bars, nightclubs or adult entertainment establishments. It is not permissible to purchase alcoholic beverages during the recruiting visit, remember legal drinking age is 21.

2. You are responsible for keeping your recruit on time for all appointments. You need to constantly be aware of the recruit’s schedule. You must attend all functions with your recruit unless excused by your coach.

3. You may use student-athlete host money (maximum of $40/day) for entertainment only for you and your recruit. Other team members must pay for their own meals and entertainment. The recruit may be entertained only within a 30-mile radius of campus.

4. You must handle the money personally and not give it directly to the recruit. You cannot use the money to buy the recruit a hat, t-shirt, or any kind of souvenir. You cannot arrange for the recruit to receive a discount on merchandise at a sporting goods store or any other place of business.

5. You will need your own transportation. You cannot borrow a coach’s car or use any University vehicle. A coach can, however, provide you and the prospect with a ride during the official visit.

6. Representatives of the University’s athletics interests (e.g., Boosters) are not allowed to be involved in recruiting a prospect. If, during the official visit, you and a recruit come into contact with a representa-
tive of athletics interest, the conversation must be limited to an exchange of a greeting.

7. You may receive complimentary admission (not an actual ticket) when accompanying a prospect to a campus athletic event.

8. It is not permissible for the prospect to participate in workouts or practices.

9. If you have any questions about responsibilities as a student-host, please do not hesitate to contact the Compliance Office or your coach.

XVI. TEAM RULES & REGULATIONS

The head coach of your sport will establish rules and regulations which will cover practice, punctuality, dress code, appearance of student-athletes, and general standards of behavior.

As a JMU student-athlete you are expected to conduct yourself in an exemplary manner both on and off campus. You will be in the “limelight.” You must have a sense of responsibility to represent yourself and your sport in the classroom and on campus in a manner that will reflect credit on student-athletes in general, on your team, and your University.

Any student-athlete arrested by a sworn police officer and/or served with a warrant for any type of felony crime or major misdemeanor will carry a long term suspension or termination until the student is cleared of the charges. Coaches may impose more severe penalties. The penalty is automatic and can be rescinded only through appeal by the student-athlete to the Director of Athletics.

The consumption of alcohol by student-athletes on a team trip is not acceptable. This includes any alcoholic beverages which the individual student may want to purchase on his/her own.

You have an obligation to reach and maintain the best possible physical condition for your sport and to demonstrate loyalty to your teammates and coaches.

You are to attend all classes in which you are enrolled, to turn in all class assignments on time, and to take all course examinations. Athletic events are not legitimate excuses for missing class.

Your ultimate goal at JMU is to receive a baccalaureate degree while developing your skills in the sport of your choice.

The head coach will also determine any specific rules relative to travel. As a member of a team, you are expected to travel to and from any “away” competition with the team; however, permission to travel with family members will be given should special circumstances warrant the exception. You must complete and sign a Travel Release Request Form at least three days in advance and submit it to your head coach and sport administrator for authorization. Permission will not be given to simply travel with friends.

NOTE: See “Student-Athlete Code of Conduct” in the beginning of this handbook.

TEAM POLICIES/GRIEVANCE AND APPEAL

67
PROcedures

The JMU Department of Athletics has the following established policies which include appropriate references for appeals and grievances processes. Each item lists the current reference for policy and how it is communicated to student-athletes.

- Medical Policies & Procedures – appeal of service coverage (S/A Handbook Section VIII)
- Changes in Athletics Grant-in-Aid (S/A Section IV)
- Harassment (S/A Handbook J16-100, I, J)
- Nondiscrimination on the Basis of Sex (S/A Handbook I,O)

Head Coaches are required to have written Team Policies and Regulations. Included as part of that document must be the procedure for grievances and appeals in the event that a student-athlete disagrees with disciplinary action for a violation of Team Rules and Regulations (particularly involving suspension, dismissal, reduction or cancellation of AGIA), as well as harassment or abusive treatment by a staff member. The Head Coach must keep a written record of dates, times, places, witnesses, discussions and specific actions for any incidents. Such a record may put subtle action and circumstances more clearly in focus.

Head Coaches must meet and discuss proposed disciplinary action with their sport administrator. Final decisions relative to suspension, dismissal, reduction or cancellation of aid will be made by the Director of Athletics.

Head Coaches must also communicate clearly to the student-athletes their opportunity to appeal this disciplinary action through the following procedure:

1. Written appeal to the Head Coach
2. Meeting with Sport Administrator
3. Meeting with Director of Athletics - ultimate final decision

XVII. PROMOTIONAL ACTIVITIES & COMMUNITY SERVICE

NCAA Bylaw 12.5.1.1. Institutional, Charitable or Educational or Nonprofit Promotions. A member institution or recognized entity thereof (e.g., fraternity, sorority or student government organization), a member conference or a noninstitutional charitable, educational or nonprofit agency may use the student-athlete’s name, picture or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete’s participation in intercollegiate athletics, provided the following conditions are met:

(a) The student-athlete receives written approval to participate from the director of athletics (or designee);
(b) The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company’s officially registered regular trademark or logo on printed materials such as pictures, posters or calendars. The company’s emblem, name, address and telephone number may be included with the trademark or logo. Personal names, messages and slogans (other than an officially registered trademark) are prohibited;
(c) The name or picture of a student-athlete with remaining eligibility may not appear on an institution’s printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a
commercial entity is associated if the commercial entity’s officially registered regular trademark or logo also appears on the item;

(d) The student-athlete does not miss class;

(e) All moneys derived from the activity or project go directly to the member institution, member conference or the charitable, educational or nonprofit agency;

(f) The student-athlete may accept actual and necessary expenses from the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity;

(g) The student-athlete’s name, picture or appearance is not utilized to promote the commercial ventures of any nonprofit agency;

(h) Any commercial items with names or pictures of student-athletes (other than highlight films or media guides per NCAA Bylaw12.5.1.7) may be sold only at the member institution at which the student-athlete is enrolled, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable or educational organization (e.g., location of the charitable or educational organization, site of charitable event during the event); and

(i) The student-athlete and an authorized representative of the charitable, educational or nonprofit agency sign a release statement ensuring that the student-athlete’s name, image or appearance is used in a manner consistent with the requirements of this section.

You must complete the required paperwork with the Compliance Office prior to your involvement in any promotional or community service activity. Once the request has been approved the event information will be forwarded to Athletic Marketing for publicity opportunities; as well as, tracking of community service hours.

SPECIFICALLY RESTRICTED ACTIVITIES
A student-athlete’s involvement in promotional activities specified in this section is prohibited.

a. Name the Player Contest. A student-athlete may not permit use of his or her name or picture in a “name the player” contest conducted by a commercial business for the purpose of promoting the business.

b. Athletics Equipment Advertisement. A student-athlete’s name or picture may not be used by an athletic equipment company or manufacturer to publicize the fact that the team utilizes its equipment.

c. Promotional Contests. Receipt of a prize for winning a promotional activity (e.g., making a half-court basketball shot, being involved in a money scramble) held in conjunction with a member institution’s intercollegiate competition by a prospective or enrolled student-athlete (or a member of his or her family) does not affect a student-athlete’s eligibility provided the prize is won through a random drawing in which all members of the general public or the student body are eligible to participate.

EXTRACURRICULAR ACTIVITIES
James Madison University student-athletes are expected to fulfill the obligations of their role as a student-athlete which includes competition, practice, training, public appearances, study hall and individual work. Student-athletes are also expected to be participants in campus and community life and take advantage of the many opportunities for personal and professional growth afforded by the university experience. Student-athletes are encouraged to discuss those opportunities with their coaches to work out a schedule which respects and allows participation in both Athletics and Extracurricular activities.

Please be aware that this does not include participation in outside athletic activity, such as intramural sports.

XVIII. MEDIA GUIDELINES

69
A. INTRODUCTION

The James Madison University Office of Athletics Communications is the publicity and media relations office for the University's 18-sport intercollegiate athletic program. The Office of Athletics Communications is located on the first floor at 380 University Boulevard (Telephone: (540) 568-6154). A primary function of the office is to assist you. You are welcome to visit the Athletics Communications office to discuss any concerns you may have regarding media and publicity issues.

Athletics Communications’ goal is to effectively communicate information about JMU, its athletic program, and its student-athletes to the general public, news media, and other interested groups via a variety of communications channels. We have an outstanding university, a diverse and successful athletic program, and talented and interesting student-athletes. It's the Athletics Communications department's function to communicate with numerous outlets, but cooperation from student-athletes and coaches is also important.

The relationship between JMU and the media generally is positive, and we intend to maintain that relationship. Your input is important; therefore, do not hesitate to contact the Athletics Communications department with any questions or concerns.

Other functions of the Office of Athletics Communications include producing printed material and gameday programs, managing the department’s digital presence on the web and via social media, radio and television programming, and news releases. The Athletics Communications department is also responsible for responding to media inquiries, arranging all media interviews, and for online content regarding JMU athletics.

B. MEDIA GUIDELINES

Athletics Communications is important to JMU because of the publicity involved. The process also can benefit you in your development educationally and professionally. Following are several guidelines that hopefully will assist you in dealing with the media.

1. JMU athletic teams are covered by state, regional, and occasionally national media outlets. We ask that you, as a member of the JMU athletic community, cooperate with the media. JMU fans in your hometown are interested in your intercollegiate career; therefore, a positive relationship with the media can be beneficial to both you and the JMU program.

2. Media members are assigned to cover JMU athletics by their newspapers, television stations, radio stations, and magazines. They are professionals and have a job to do. They are not here necessarily to make you look good or bad. However, they should treat you with professional courtesy, and you should be courteous in your dealings with them. Remember, you represent yourself and JMU.

3. Dealing with the media is an opportunity to develop communication skills that can benefit you during your intercollegiate career and during your future professional career. If you have questions or concerns regarding dealings with the media, discuss them with an Athletics Communications staff member. They're available to assist you.

4. Members of the Athletics Communications’ staff always will contact you regarding the scheduling of interviews. Please do not agree to an interview unless arrangements have been coordinated through the Office of Athletics Communications. This helps to reduce the possibility of you being contacted by unauthorized individuals who may attempt to gain or use information for gambling or other self-serving purposes. If you are contacted by an unauthorized individual, you should decline being interviewed by asking the caller to set up the interview through Athletics Communications.

5. Be prompt for all interviews. Being prompt is a courtesy and a way to make a positive first impression. If you have a problem with a scheduled appointment, notify Athletics Communications, and we'll respond promptly. Let us know there is a problem as early as possible.
6. Expect to be in a “Fish Bowl.” High-profile sports and their participants are public figures and even celebrities. Expect to lose some of your privacy and be prepared to handle the situation.

7. During interviews, remember to make comments that you will be comfortable seeing in the newspaper or hearing on the radio or television. Think before you respond, and avoid criticizing teammates, opponents, coaches and officials. Be positive. You need not respond to a question with which you are uncomfortable. In such situations, respond by saying, “I’d rather not discuss that subject.” However, be fair to reporters and do not use the statement “no comment” as a “crutch.” Remember that microphones are sensitive and that cameras have zoom lenses. If reporters are near, assume you are being recorded and act accordingly.

8. Be human. Let reporters see and learn interesting things about you beyond your athletic team role. If you have special interests, hobbies, class projects or activities that would interest a reporter or the general public, let us and them know. If there’s a different or unusual side to you, it makes persuading a reporter to do a story on you much easier.

9. Discuss any concerns or problems with an interview with an Athletic Communications staff member. If you feel you have been misquoted or your thoughts presented unfairly, discuss the concerns with us and we’ll attempt to deal with the situation immediately. If you are pleased with a story, let the reporter know that also.

10. Please remember that in many instances the only impressions the general public has of you and of JMU athletics are formulated through the media. Remember that you are a very visible extension of JMU and its athletic program.

11. Do not ever comment about a previous coach.

C. INTERVIEW POLICY

- All interviews will be arranged through the Athletics Communications Office. If a reporter contacts you without prior arrangements for an interview, politely request that the reporter contact the Athletics Communications Office to schedule an interview.

- No interviews will be arranged on game days other than in special situations of which the coaching staff is aware. For sports where television is involved, exceptions may be made to accommodate special requests. These will be coordinated closely through Athletics Communications.

- A member of the Athletics Communications staff always will work with you concerning day, time, and location of an interview before that interview is scheduled. Interview reminders also can be placed in your locker after an interview has been scheduled.

- Interviews will be arranged according to your schedule and will not conflict with practices, team meetings, classes, or designated study times.

- Reporters often may attend practice. Be aware that they may be there, but they will not be allowed to contact you at that time. Immediately before or after practice (and scheduled meetings), is an ideal working time for reporters. We’ll encourage them to take advantage of this time so as to minimize other times they may need to contact you. We’ll generally consider times before and after practice as “open” times for reporters, and interviews at those times will not necessarily be arranged through Athletics Communications.

- Athletics Communications generally will not make your telephone number available to the media. We would like to conduct interviews in the Athletic Communications or coaches’ offices when possible.

D. SOCIAL MEDIA POLICY

Student-athletes represent James Madison University and project the University’s image to the community
and public. Social websites such as Facebook, Instagram, and Twitter could place student-athletes under potentially damaging scrutiny by the public eye. Student-athletes participating in profile websites should be aware of the repercussions for posting personal information on these highly accessible sites. Recent developments at other institutions are creating an awareness of the dangers of exposing information on the Internet.

Student-athletes should not release specific details about how to contact them; especially email addresses, local addresses, online screen names, and phone numbers. Limiting the information available on an Internet profile or refraining from its use altogether will help protect a student-athlete from undesired media exposure, gamblers, agents, and sexual predators. Student-athletes must recognize that agents “runners,” and gamblers have access to these online profiles and may use this connection as an opportunity to contact a student-athlete. In turn, this creates the potential for a violation of NCAA rules. Remember that online profiles are subject to NCAA rules and regulations, university policy, and public laws.

A student-athlete’s profile should contain only information that would be appropriate to release in a media guide. Be conscious there is a potential for members of the media to abuse information that student-athletes post on their Internet profiles. Descriptions on Internet profiles and pictures should reflect a student-athlete’s role as an ambassador for James Madison University.

Student-athletes risk losing a scholarship and their status on their teams by releasing inappropriate material on an Internet profile, including pictures that violate the code of conduct signed by the athlete. In addition, underage drinking, libel, defamation, harassment, and other illegal activities posted online are subject to legal action.

As student-athletes you must be aware that the identities you choose to project online invite scrutiny from anyone with access to the Internet. Social websites, like Facebook, provide a false sense of security by providing certain privacy settings. In reality, anything posted on the Internet is easily accessible by familiar Internet users. Keep in mind that members on social websites may include your coaches, administrators, family members, alumni, media, predators, or future employers. Remember, as student-athletes, you are held accountable to a higher code of conduct.

Student-athletes at JMU are permitted to have profiles on social media/networking web sites provided that:

- No offensive or inappropriate pictures are posted which depict illegal or harassing behavior or other activities which reflect negatively on the reputation of JMU, its Department of Athletics, sports teams and student-athletes;
- No libelous, offensive or inappropriate comments are posted; and
- Any information placed on the web site(s) does not violate the ethics and intent behind both the Student Code of Conduct AND the Student-Athlete Code of Conduct

Random checks of student accounts will be conducted by Athletics Department staff members and team coaching staffs. Account user names must be provided as requested. Appropriate disciplinary action will be taken in response to any violation of this policy, including possible revocation of eligibility and athletic scholarship.

**XIX. PRACTICE AND PLAYING SEASON RULES**

**Time Limits for Countable Athletically-Related Activities During the playing season:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Limitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>4 hours per calendar day, 20 hours per week</td>
</tr>
<tr>
<td>Day Off</td>
<td>Mandatory 1 day off per week</td>
</tr>
<tr>
<td>Competition</td>
<td>Equals 3 hours (regardless of length of competition), no practice allowed after competition</td>
</tr>
</tbody>
</table>
Class Time

No class time can be missed for practice activities except when a team is traveling to an away from home contest and the practice is in conjunction with the contest.

**Outside the playing season (during the academic year only):**

**Maximum**

8 hours per week

**Days Off**

Mandatory 2 days off per week

No Countable Related activity week prior to and week of finals

**WHAT IS COUNTABLE ATHLETICALLY-RELATED ACTIVITIES**

**During the playing season:**

- **Competition**
  
  All competition and any associated athletically-related activities on the day of competition shall count as three hours regardless of actual duration of these activities. Practice may not be conducted following competition.

- **Practice**
  
  Any practice activity that is required, supervised or monitored by the coaches or the captains, including the review of film.

- **Weight Training & Conditioning**
  
  Any weight training or conditioning held at the direction of, supervised by, or required by an institutional staff member.

- **Meetings**
  
  Any meeting held by any member of the coaching staff regarding athletically-related matters (e.g., chalk talks, lectures on strategy, films).

- **Camps/Clinics**
  
  Any required attendance is countable.

- **PE/Fitness Class**
  
  Any required attendance is countable.

**Outside the playing season (during the academic year only):**

**Permissible:**

Participation is allowed in only two activities at the direction of the coaching staff outside the declared playing season: weight training and conditioning.

In sports other than football, student-athletes can be required to participate in individual skill-related instruction with the coach up to a maximum of 2 hours per week at certain times during the academic year.

In football, student-athletes are allowed to participate in weight training and conditioning activities for a maximum of 8 hours per week which may include no more than 2 hours viewing film.

**SUMMER ACTIVITIES**

- **Individual Sports** -- Individual workout sessions with the coaches are allowed provided the assistance is REQUESTED by the student-athlete.

- **Team Sports** -- Practice, weight training or conditioning activities required or supervised by a coach (including voluntary activities) are prohibited. Strength and conditioning coach may be present if it is at the REQUEST of the student-athlete.

- **Summer Activities** – Football - Eight weeks may be established as a summer conditioning period, student-athletes may be involved in voluntary weight training and conditioning activities. Such activities are
limited to no more than eight hours per week during this time. Strength and conditioning coaches may design and conduct specific workout programs for student-athletes, provided such workouts are voluntary and conducted at the request of the student-athlete.

**Summer use of Weight Room Facilities** -- Student-athletes are permitted to use the weight room facilities during the summer. All such conditioning activities are voluntary. Your coaches may have expectations or goals for you in the summer but they may not require you to work out. You may not meet with your coaches to watch films or discuss athletically related topics.

**Intramurals**

1. Regulations regarding the participation of athletes in intramural activities have been developed by the Recreational Activities office; therefore, check with that office regarding your eligibility.
2. NCAA regulations may prohibit your participation in intramural activities, consequently, you must check with your head coach and the Compliance Office before obligating yourself to participate in your sport.

**XX. JMU STRENGTH & CONDITIONING**

**Rules of Conduct and Operation**

All student-athletes and staff members who use the strength and conditioning facilities are required to comply with the rules of operation regarding conduct and equipment use. Those found in violation will be reported to their Head Coach. Rules have been established to ensure a safe environment for all facilities. The following shall serve as the rules of conduct and operation in the JMU strength and conditioning facilities:

*The use of the JMU strength & conditioning facilities and the instruction of the strength staff is a privilege and should be treated accordingly.*

1. No personal food or drink. Water bottles are allowed.
2. No horseplay of any kind.
3. No tobacco, chewing gum, toothpicks, etc.
4. No jewelry.
5. No revealing clothing (tank tops, sports bras, etc.).
6. Close toed, athletic shoes must be worn at all times. No sandals, cleats or spikes allowed in the facilities.
7. Spotters are required at all times.
8. **Clean up after yourself.** All weights, dumbbells and equipment should be returned to the racks, and benches should be returned to their proper location.
9. Training time is limited; therefore socializing should be kept to a minimum.
10. Freelance training will not be permitted. Athletes will follow a workout prescribed by the strength staff.
11. Do not neglect or misuse any of the equipment and if something breaks report it.
12. Follow all verbal and written instructions from the strength staff.
13. No cell phone usage, and/or the wearing of headphones allowed in weight room during training sessions.
14. For reasons of liability, no keys to the weight training facilities will be distributed to athletes or other non-coaching athletic staff members.
15. All weight training workouts must be supervised by a member of the strength staff.
16. Every student-athlete must wear shirt, shorts/pants, and athletic shoes at all times.
17. No one will be allowed to lift in street clothes. In addition, no University logos other than JMU logos will be permitted in the facilities.
18. No equipment is to leave the facilities for any reason unless a strength coach has checked it out.
19. Chalk is to stay in the chalk bowl; hands should be kept over the bowl while chalking up.
20. A strength coach or intern must be on the floor of the strength and conditioning facilities when the training of individuals or teams is happening.
21. JMU student-athletes are to be mindful of the purpose of the strength and conditioning facilities and give maximum effort during workouts.
22. Individuals are expected to be courteous to others and respectful of the facility (e.g. defacing of walls or equipment is prohibited). Failure to do so will result in disciplinary action.
23. Student-athletes are to consult with the Strength and Conditioning staff whenever they have a training question.
24. Injuries of any type are to be reported to the strength staff and/or Athletic Trainer immediately.
25. The stereo sound system is controlled by the strength staff and subject to volume or content change. Offensive or vulgar music will not be tolerated.

Expectations of all JMU Student-Athletes
- All JMU student-athletes are expected to arrive on time, ready to train (i.e. proper clothing, shoes on and tied, no jewelry, etc.).
- All JMU student-athletes are expected to follow all weight room rules of conduct and operation.
- All JMU student-athletes are expected to follow all instruction from the strength staff.
- All JMU student-athletes are expected to be respectful of teammates, coaches and strength staff.

Disciplinary Action
Disciplinary action will be based on the severity of the rules infraction. The Head Strength & Conditioning Coach and/or assigned Assistant Coach will consult with the individual’s Head Coach when discipline is deemed appropriate. Prior to Participation
A medical examination and doctor’s approval must be on file with the Sports Medicine Staff. Participants must be adequately oriented to the program’s policies, rules and regulations, and instructed in the proper execution of exercises and use of equipment. All participants must understand the consequences and dangers involved with improper technique or utilization.

Injuries and Rehabilitation
Any injuries that inhibit any portion of a work out must be seen by the Sports Medicine Staff. Any facility-related injuries must be reported to the strength staff on duty and the Associate AD for Integrated Health and Sports Performance. All rehabilitation must be supervised and coordinated by a Sports Medicine Staff member.

HISTORY OF JAMES MADISON UNIVERSITY
In its 100-year history, JMU has grown from a state normal and industrial school for women to today’s coeducational comprehensive university with a fall 2014 enrollment of 20,000.
Mr. Jonathan R. Alger succeeded Dr. Linwood Rose as the sixth president of JMU beginning July, 2012. The university was established by the Virginia General Assembly in 1908 as the State Normal and Industri-
al School for Women at Harrisonburg. In 1914, the name of the university was changed to the State Normal School for Women at Harrisonburg. Authorization to award bachelor’s degrees was granted in 1916. During this initial period of development, the campus plan was established and six buildings were constructed. The first president of the university was Julian Ashby Burruss. The university opened its doors to its first student body in 1909 with an enrollment of 209 students and a faculty of 15. Its first 20 graduates received diplomas in 1911.

The university became the State Teachers College at Harrisonburg in 1924 and continued under that name until 1938, when it was named Madison College in honor of the fourth president of the United States. In 1977 the university’s name was changed to James Madison University.

Dr. Samuel Page Duke became the second president of the university in 1919 upon the resignation of Burruss, who became president of Virginia Polytechnic Institute and State University. During Duke’s administration, nine major buildings were constructed.

In 1946 men were first enrolled as regular day students. Dr. G. Tyler Miller became the third president of the university in 1949, following the retirement of Duke. During Miller’s administration, from 1949 to 1970, the campus was enlarged by 240 acres and 19 buildings were constructed. Major curriculum changes were made and the university was authorized to grant master’s degrees in 1954.

In 1966, by action of the Virginia General Assembly, the university became a coeducational institution. Dr. Ronald E. Carrier, JMU’s fourth president, headed the institution from 1971 to 1998. During Carrier’s administration, student enrollment and the number of faculty and staff tripled, doctoral programs were authorized, more than 20 major campus buildings were constructed and the university was recognized repeatedly by national publications as one of the finest institutions of its type in America.

Dr. Linwood H. Rose was appointed as fifth president of JMU in 1998 and served until June of 2012. Under Dr. Rose’s tenure as president, the University’s budget more than doubled, over twenty new academic programs were implemented, 25 major buildings were constructed, and 2.4 million square feet were added to the campus.

HISTORY OF THE DUKE DOG
The Duke Dog mascot as we know him today first appeared in the 1982-83 basketball season. There had been an earlier version of the Duke Dog mascot. A wild-eyed – and totally unconvincing – mascot first appeared in the 1972-73 basketball season but failed to generate any support for continued existence.

The current mascot, extremely popular with fans young and old, was the brainchild of Dr. Ray V. Sonner, the vice president for university relations who was behind the bulldog mascot and the Duke Dog cartoon. Sonner commissioned a professionally-made mascot outfit to be worn by student volunteers. Eight-foot-tall Duke Dog, complete with crown and cape, entertains crowds at major JMU sports events as well as making public appearances through the state.

Duke Dog debuted on Nov. 28, 1982, when the Dukes played Virginia Military Institute in the first game played in the new JMU Convocation Center. Even though students were on Thanksgiving break, the Convocation Center was packed for the V.M.I. game and a capacity crowd erupted when Duke Dog made his first appearance. Duke Dog brought the same magic as the bulldogs Duke III and Duke IV in producing a win in his first appearance. JMU won 58-33. In the 2004 football season, Duke Dog competed with 11 other college mascots in Capital One’s College Mascot of the Year competition. Duke Dog gathered far more votes than any of the other mascots in the popular voting but, because of judges’ ratings, the championship went to Monte, the grizzly bear mascot of the University of Montana – the team JMU had defeated in the
Division I-AA national title game.
The JMU Duke Club raises contributions in support of Student-Athlete Scholarships and the general operating budget.

The Duke Club is involved in many facets of support for all 18 Varsity programs, engagement of our fans and alumni, and fundraising initiatives for JMU Athletics.

For more information about the Duke Club – visit JMUDukeClub.com

**DC25** is the official program to foster a spirit of philanthropy among current students, fans, and friends of the University; aged 25 years and younger.

**DC25** Members will receive *FIRST ACCESS* for Student Football and Basketball Tickets, earn unique items, double priority points, and participate in exclusive invitation-only events and opportunities for Duke Club Members!

Membership is reserved for those 25 and younger and it only takes a minimum donation for $25 to join! For more information and to join today, visit JMUDukeClub.com