

# Southern Arkansas University Tech



## Student Athlete Handbook

# 2021-2022 Athletic Department Handbook

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### **Notice of Nondiscrimination Statement**

Southern Arkansas University Tech, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act, the Americans with Disabilities Act, and other Federal Laws and Regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to admission, employment, financial aid, and educational services.

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**Southern Arkansas University Tech is accredited by the Higher Learning Commission**

### **ANNUAL TEAM MEETING**

Each team's coach shall hold an annual team meeting with their respective teams at the beginning of each season. The coaches shall be required to verbally review the team rules with team members at the meeting. Attendance at this meeting shall be mandatory. Each team member shall receive a written copy of the team rules and sign a statement acknowledging receipt of the rules and attendance at the meeting where the rules are verbally reviewed. The team rules shall include the requirements contained in this Student Athlete Conduct Policy.

## **ATHLETIC VISION, MISSION, & GOALS**

### **Athletic Mission Statement**

It is the mission of the Athletic Department to promote and regulate athletics as an integral part of the educational process of Southern Arkansas University Tech, in an environment that supports gender equity and culturally diverse opportunities consistent with the educational objectives of Southern Arkansas University Tech.

### **Athletic Vision Statement**

The Athletic Department will contribute to the overall development and well-being of the student athlete; support ethical conduct; and encourage the pursuit of academics, athletics and personal excellence.

### **Athletic Goals**

1. To educate and prepare student-athletes for increased and life-long achievement and success.
2. To support effective institutional management and integrity in intercollegiate athletics through compliance with, and enforcement of, standards of fair play and appropriate conduct for student-athletes and institutional representatives.
3. To provide decision-making authority and opportunities to promote effective leadership, appropriate supervision and efficient service.
4. To create and support an inclusive culture that fosters equitable participation for student athletes and career opportunities for coaches and administrators from diverse backgrounds.
5. To participate in the management of the Southern Arkansas University Tech enrollment through the recruitment, retention, and graduation of student athletes.
6. To be competitive on the field annually in NJCAA Region II Conference and Post-Season play.
7. To be successful in the classroom annually and compete for NJCAA Academic Awards.
8. Participate annually in campus and/or community service.

### **Consumer Information for Student Athletes**

Southern Arkansas University Tech has a hard copy of the Equity in Athletics Disclosure Act (EADA) available in the Athletic Director's office in the Administration Building. SAUT will provide the report promptly to anyone who requests the information. An updated EADA Report will be posted by Oct. 15 each year and will be made available, upon request, to students, prospective students, & the public

## **STUDENT-ATHLETE CODE OF CONDUCT**

Student-Athlete: Once a student is accorded the status of a varsity athlete, he or she is expected to act in accordance with this Code of Conduct until the completion of eligibility, including semester and summer breaks or until the student-athlete is no longer receiving athletically related financial assistance (including post eligibility and student-athletes medically unable to participate.)

It is a privilege and not a right to be a student-athlete at Southern Arkansas University Tech. On and off campus and in cyberspace communities, every student-athlete is expected to conduct himself or herself in a manner that exhibits honor and respect to a team, department, College and surrounding community for a duration of his or her tenure as a student-athlete. As a student-athlete at Southern Arkansas University Tech, you are expected to conform to all federal, state, and local laws as well as College regulations regarding academics, residence life, and student code of conduct. Students penalized for violating public laws are not exempt from further discipline by College authorities, if actions also violate College rules. In addition, the Athletic Department and respective coaches reserve the right to implement additional sanctions. Southern Arkansas University Tech expects its student-athletes to demonstrate academic integrity and accomplishment, to train and strive for their highest degree of athletic excellence and sportsmanship, and to conduct themselves responsibly as members of the campus and larger community. Every student-athlete is required to report his or her violations of this Code of Conduct to his or her Head Coach and/or Vice Chancellor for Student Services (VCSS)/Athletic Director (AD) within 24 hours of such violation. This obligation is in effect year-round, including semester and summer breaks.

The Head Coach reserves the right to set policies that dictate acceptable team dress and conduct by student-athletes. These rules and regulations will cover appearance, practice, classroom attendance, academic responsibility, punctuality, dress code and appearance of student-athletes on team trips, and general standards of behavior. Arkansas law prohibits alcoholic consumption or possession if under the age of 21 and Southern Arkansas University Tech has a no alcohol policy on campus, in campus housing, and on team travel. It is a policy of the Athletic Department that each coach ensures that each student-athlete understands the acceptable standards of behavior and conduct. Violations of College policy as set-forth in the Student Handbook and the Residential Program Regulations Handbook will also be reported by coaches to the Office of Student Services for possible institutional disciplinary action. The Office of Student Services in turn will also notify the appropriate coach of any violation involving a student-athlete. It is implied that student-athletes will not put themselves in situations in which guilt or misconduct may be implied.

### **ETHICAL CONDUCT**

It is of utmost importance that your personal conduct displays sound moral and ethical judgment. Be aware of the image you are creating. Participation in intercollegiate athletics is a privilege that creates the responsibility of making sound decisions. Student-athletes at Southern Arkansas University Tech are expected to uphold high standards of integrity and behavior which will reflect well upon themselves, their

families, coaches, teammates, Southern Arkansas University Tech and Camden, AR. Student-athletes are expected to act with propriety, to respect the rights of others and abide by all rules of Southern Arkansas University Tech, and the NJCAA. Failure to do so may result in suspension or expulsion from the team or even the College.

## **SPORTSMANSHIP**

Student Athletes representing SAU T are expected to have high standards for sportsmanship. Sportsmanship shall be defined in accordance with the standards of the NJCAA, Region 2 and the Southern Arkansas University Tech Athletic Department. In general, a sportsperson is one who can take a loss or defeat without complaint, a victory without gloating, and who treats opponents with fairness, generosity, and courtesy. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents, and property. Sportsmanship also requires maintaining self-control, and refusing to be drawn into or encourage physical conflict not otherwise required by proper execution of the sport. All student-athletes are obligated to represent themselves, the team, the Athletic Department, the College, their families, and their communities, with the highest level of sportsmanship.

Unacceptable forms of behavior include but are not limited to:

1. Fighting
2. Taunting
3. Inappropriate celebration
4. Disrespectful attitude toward opponents, officials, tournament administrators
5. Use of profane and vulgar language

## **III. PROHIBITED CONDUCT**

Prohibited conduct includes violation of any of the standards established by the NJCAA, Region 2 and the Arkansas Athletic Conference, and the Southern Arkansas University Athletic Department. By way of illustration, and without limitation of those prohibitions, student-athletes must not violate any of the policies listed in the Student Code of Conduct of the SAUT Student Handbook and policies described below: [LINK TO HANDBOOK HERE!!!! SAU Tech Handbook](#)

- A. Academic Dishonesty: The Athletic Department will not tolerate acts of academic misconduct which includes, but is not limited to: cheating, falsification/fabrication, tampering, plagiarism, facilitating academic misconduct, multiple submissions, and other academic misconduct.
- B. Alcohol: Prohibited acts include:
  1. Possessing or consuming alcohol on campus
  2. Possessing or consuming alcohol if under the age of 21
  3. Operating a motor vehicle while under the influence of alcohol
  4. Misrepresenting one's age for the purpose of purchasing, possessing, or consuming alcohol
  5. Purchasing, furnishing, or serving alcohol to or for an underage person
  6. Public intoxication
  7. Violations of additional team rules regarding alcohol use, and/or
  8. Possession or consumption of alcohol during team travel or team functions
- C. Other Drugs: Prohibited acts include:
  1. Possessing or using illegal substances, as defined by law
  2. Possessing or using controlled substances as defined by law
  3. Distributing, selling, or possessing with the intent to distribute illegal or controlled substances, as defined by law

- D. Hazing: Hazing in connection with membership or participation in College athletic team activities is strictly prohibited.(See hazing policy pg.10)
- E. Cyberspace (including social networking websites): Student-athletes are permitted to have profiles on social networking websites such as Facebook, Instagram, Snap Chat, and Twitter provided that:
  - a.) no offensive or inappropriate pictures are posted
  - b.) no offensive or inappropriate comments are posted and/or
  - c.) any information placed on the website(s) does not violate the ethics and intent behind the SAUT Student Code of Conduct, the student-athlete code of conduct, and all other applicable state, federal, and local laws.
- F. Violence: SAUT is committed to creating and maintaining a community in which its members are free from all forms of harassment, exploitation, intimidation, and violence. Student-athletes are prohibited from engaging in violent acts including assault on a person or property, hate crimes, hazing, stalking, sexual violence, or any other conduct prohibited by College policy or law.
- G. Sexual Misconduct: The Athletic Department will not tolerate nor condone any form of sexual misconduct, whether physical, mental or emotional in nature. This includes actions that are demeaning and includes, but is not limited to, rape (whether the victim does or does not know the aggressor and includes “date rape”, “acquaintance rapes”, and “gang rape”), sexual assault or sexual harassment, dating violence, stalking, and domestic violence. (See sexual assault policy pg.11)
- H. Disrespect: At all times, student-athletes are required to conduct themselves in a manner respectful of themselves, their team, the College, the Athletic Department, game officials, opponents, and property. Student-athletes are to refrain from disrespectful conduct such as unsportsmanlike conduct; profane, abusive, demeaning, harassing, threatening, or obscene expression; or deliberate damage to equipment or other property. Disrespectful conduct will be reviewed by the Head Coach and VCSS/AD and may result in disciplinary action. Disciplinary actions are addressed in Section IV.
- I. Poor Sportsmanship: Student-athletes are held accountable to a high standard of ethical conduct in all activities affecting the athletics program, whether as a participant or as a spectator. “Unsportsmanlike” conduct will be reviewed by the Director of Athletics and may result in disciplinary action. Disciplinary actions are addressed in Section IV.
- J. Gambling and Bribery: Student-athletes shall not knowingly: 1) provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, 2) solicit a bet on any intercollegiate team, 3) accept a bet on any team representing the institution, 4) solicit or accept a bet on any intercollegiate competition for any item that had tangible value (e.g. cash, clothing, equipment, meals) and/or 5) participate in any gambling activity that involves intercollegiate athletic or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.
- K. Unexcused Class Absences and Poor Academic Performance: Student-athletes are expected to attend class regularly and punctually, and to fulfill course load and academic performance requirements. Failure to meet such obligations may affect eligibility to participate, scholarship eligibility and academic standing.
- L. Failure to Meet Team Obligations: Student-athletes must complete Sports Medicine requirements; arrive promptly for team practices, meetings, and departure for away games and other team events; attend team functions; and otherwise fulfill their responsibilities as team members. Absences must be excused in advance by the Head Coach unless an unforeseeable emergency arises.

#### **IV. DISCIPLINARY PROCESS AND SANCTIONS**

The Department of Athletics disciplinary process for athletic code of conduct is independent of, and supplemental to, the College Student Code of Conduct policies and procedures, appeals process, and Student Conduct Committee. Sanctions levied by Athletic Administration may occur over and above those levied by the Student Conduct Committee and/or the College. Sanctions will vary depending on the type

and circumstances of the violation. When the Athletic Department becomes aware of an alleged misconduct of the athletic prohibited conduct (described in the Athletic Handbook), the VCSS/AD or his/her designee will take reasonable steps to verify the validity, reliability, and accuracy of the report. These steps may include interviews of students and employees, or of non-College persons having knowledge of relevant facts; examination of documents; and other steps necessary for the VCSS/AD to determine the merits of the report. If it is determined because of the seriousness of the charges the student athlete must be removed from the campus setting immediately (interim suspension) while the investigation is ongoing, the charges for the relocation of the student athlete may be placed on the student athletes account. A meeting with the student-athlete will ordinarily occur before any athletic discipline is imposed; however, in extenuating circumstances, the VCSS/AD may suspend the student-athlete from athletic participation before the meeting. Determination of responsibility will be based on a preponderance of evidence and information available. A first-time offense may be serious enough to warrant any of the possible sanctions listed below. A student-athlete's refusal to participate and cooperate in an Athletic Department or NJCAA investigation of possible violation of this Code of Conduct or NJCAA rules may itself constitute a basis for disciplinary action.

**Possible Sanctions Include but are not limited to:**

1. Warning – the issuance of a written warning;
2. Probation – Special status with conditions imposed for a limited time;
3. Community Service-required service within the college or surrounding community;
4. Required educational or counseling sessions;
5. Restitution – i.e. Payment for damaged property
6. Suspension – Removal of a student-athlete from all athletic department activities for a limited period of time;
8. Expulsion – Permanent removal from a team and/or department activities;
9. Withdrawal of Financial Aid – Termination of athletically related financial aid as allowable by NJCAA Regulations.

**Possible sanctions for team violations include but are not limited to:**

1. Team Probation
2. Team Community Service
3. Cancellations of Contests
4. Cancellation of Season

**Violations of Team Rules:** Each student-athlete is responsible for following his/her specific team policies. These policies shall be in writing and distributed to team members at the start of each academic year or the beginning of the playing season, whichever comes first. The Head Coach and the VCSS/AD have authority to impose sanctions.

**Violation of Criminal Law:** When a student-athlete has engaged in conduct alleged to be in violation of criminal law, immediately upon receipt of notice of such possible violation, the Head Coach must report the information to the VCSS/AD. Student-athletes arrested for, or charged with, violating the criminal law will be immediately suspended from practice and competition. Within 48 hours of notice of a suspension, the student-athlete's coach or designee shall review the suspension and recommend to the VCSS/AD whether the suspension should continue. Within 10 days of notice of suspension, the student-athlete shall be afforded the opportunity to present his or her position before the VCSS/AD. Based on available information, the VCSS/AD may at any time prior to a finding or plea of guilty to a criminal charge may lift or modify the athletic suspension. If the student-athlete is found guilty of the felony charge, such student-athlete shall be barred permanently from participation in intercollegiate athletics. A student-athlete

suspended from participation as a result of a criminal charge shall not be prohibited from receiving athletic grant-in-aid during the pendency of such criminal charge. Upon plea of guilty or a finding of guilt in a felony case, the College shall immediately determine whether the student-athletes grant-in-aid shall continue. This policy is applicable to all renewals of current athletic aid commitments and to all subsequently awarded athletic financial aid. (See criminal violations Pg. 10)

#### **V. APPEALS**

A student-athlete who is subject to season-long suspension or expulsion from athletic team participation, or whose athletic grant-in-aid would be affected by a sanction imposed by the VCSS/AD, may request for appeal from these sanctions. The appeal must be made in writing to the Chancellor or designee within a reasonable time frame, but no later than ten (10) working days of the student-athlete's receipt of the notice of sanctions. The appeal letter must explain the grounds for appeal (e.g. new information, due process issue, abuse of discretion). Upon receipt of the request for appeal, the Chancellor will make a decision on the appeal within 15 business days. The Chancellor will conduct its investigation by hearing details of the case from the VCSS/AD or designee of the Chancellor, the student-athlete's Head Coach, and the student-athlete. The student athlete will be given the opportunity to make an oral and written statement about the circumstances and why he or she feels reinstatement is warranted. The decision of the Chancellor is final.

### **INTERNAL GRIEVANCE PROCESSES**

1. Any student-athlete with a conflict, grievance or complaint with a teammate, coach or staff member should first attempt to resolve the conflict with the persons involved.
2. If the complaint is not resolved, the grievance can be taken to the VCSS/AD, who will interview the person involved, or filed through the SAUT Campus student complaint process. If the grievance is taken to the VCSS/AD, he may determine if a formal meeting involving all parties is necessary.
3. If disciplinary proceedings are pending, the student-athlete shall have the same rights and privileges as other student-athletes unless temporarily suspended by the head coach or other proper authority.
4. If a grievance is filed against the VCSS/AD, a person designated by the Chancellor will handle the grievance process, through the SAUT Campus student complaint policy.

# POLICIES

## CRIMINAL VIOLATIONS POLICY

PURPOSE: This policy is intended to govern the College's and the Athletic Department's practice and procedures as well as the conduct of student athletes.

- B. No person shall be knowingly recruited as a player for an intercollegiate athletic team who has been convicted of a felony or, in the case of a juvenile, who has been found to have committed an act which would constitute a felony if committed by an adult. Only the President upon recommendation of the Athletic Director shall grant exemptions to this restriction.
- C. A student athlete convicted of a felony after enrollment, including a plea of nolo contendere on a felony charge, shall be removed from the team and shall not be allowed to participate again. Further, the College may cancel any athletic financial aid received by a student who is convicted of a felony while the student is receiving athletic financial aid subject to NJCAA regulations and the College's applicable student judicial procedure. Nothing herein shall be construed to limit the exercise of disciplinary actions under the Student Code of Conduct.
- D. Any student charged with a criminal violation will be automatically suspended from the athletic program pending a College review of the charges. Suspension includes practice or competition with the team. Failure to report criminal charges within forty-eight (48) hours to the coach and/or VCSS/AD may subject the student athlete to action up to and including dismissal from the athletic program. The VCSS/AD upon receipt of the appropriate coach's recommendation shall conduct the review. The same review procedure shall be utilized when a student athlete is convicted of a criminal charge or a violation of the Student Code of Conduct.
- E. Student athletes shall immediately report any criminal charges or Student Code of Conduct charges to their head coach and/or VCSS/AD. Coaches shall be obligated to inform the VCSS/AD **of any knowledge of charges against their athletes with their recommended team action, if any.** The VCSS/AD shall report the same after review to the College President.
- F. Coaches shall immediately report the conviction of any student athlete to the VCSS/AD. The VCSS/AD shall report the same after review to the College President.

## HAZING POLICY

"Hazing" means an activity which recklessly or intentionally endangers the mental health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state.

Any student engaged in hazing may be subject to disciplinary action by the College, regardless of any claimed consent or assumption of the risk by the victim. Report any hazing incidents to your Head Coach or the VCSS/AD.

Hazing: No resident, student, guest, organization, or person associated with SAUT shall participate in an act of hazing. Hazing can be defined as any activity that endangers, intentionally or unintentionally, the mental, physical, or emotional well-being of a student for the purpose of initiating them into any organization. This includes but is not limited to: 1. Physical brutality, 2. Sleep deprivation, 3. Forced (involuntary) confinement, 4. Forced conduct that is contrary to an individual's normal nature, 5. Any

activity designed to bring extreme embarrassment to the individual, 6. Any other activity that can adversely affect the physical, mental, or emotional health of an individual.

## **SEXUAL ASSAULT POLICY**

No person at Southern Arkansas University Tech (SAU Tech) will, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity.

## INTRODUCTION

Members of the college community, guests and visitors have the right to be free from sexual discrimination, harassment or violence, which means that all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. SAU Tech believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an responsible employee's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. These procedures have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The policy and procedures are intended to define community expectations and establish a mechanism for determining when those expectations have been violated.

## JURISDICTION

Title IX protects the college community from sexual harassment in a school's education programs and activities. This means that Title IX protects students in connection with all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, in college transportation, at a class or training program sponsored by the school at another location, or elsewhere.

## DEFINITION OF TERMS

**Complainant:** Any party who makes a complaint/grievance against another student, employee, staff member or campus visitor.

**Respondent:** The person(s) against whom a complaint has been made.

**Definition of Status:** The term "employee" means any non-student employee of SAU Tech, including but not limited to faculty, administrators, and staff. The term "student employee" means a student who is enrolled at and employed by SAU Tech. Allegations of sex discrimination may require the college to take measures applicable to both student and employees.

**Discrimination (general definition):** Actions that deprive members of the community of educational or employment access, benefits or opportunities. Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status,

pregnancy status, religion or sexual orientation that is so severe or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the college's educational programs, activities, employment, or employment advancement. There can be no discrimination related to pregnancy, child birth, false pregnancy, termination of pregnancy or recovery.

***Discriminatory Harassment:*** Detrimental action based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that is so severe or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the college's educational programs or activities.

Not all workplace or educational conduct that may be described as "harassment" affects the terms, conditions or privileges of employment or education. For example, a mere utterance of an ethnic, gender-based or racial epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or education.

***Sexual Harassment:*** Sexual Harassment is unwelcome, gender-based spoken, written or symbolic action or physical conduct of a sexual nature that is sufficiently severe or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the college's educational programs. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature, such as sexual assault or sexual violence. The unwelcome behavior may be based on power differentials, the creation of a hostile environment or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwanted sexual attention; to punish a refusal to comply; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; and gender-based bullying.

***Hostile Environment:*** Any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.

***Quid pro Quo Sexual Harassment:*** Exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature and submission to or rejection of such conduct results in adverse educational or employment action.

***Retaliatory Harassment:*** Any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct. Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a complaint/grievance procedure.

***Sexual Harassment of a Student by Another Student:*** Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so severe or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational programs or activities.

***Sexual Harassment of a Faculty/Staff Member by a Student or Another Employee:*** Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward a faculty/staff member that is so severe or pervasive that it unreasonably interferes with employment or living conditions or deprives the individual of employment access or benefits.

***Sexual Harassment of a Student by a Faculty/Staff Member/Campus Visitor:*** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty or staff member or by a campus visitor toward a student are held to constitute sexual harassment when:

- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual's educational development or performance; or
- Such conduct is so severe or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational programs or activities.

While a particular interaction must be offensive to both a reasonable person and to the victim to be defined as harassment, faculty or staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions.

Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution. For example, a professor attempts to coerce an unwilling student into having sex with him/her in exchange for a good grade or some other benefit. This is harassment regardless of whether the student accedes to the request and regardless of the student's final grade.

***Non-Consensual Sexual Contact:*** Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman that is without consent and/or by force.

**Sexual Contact includes:**

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

***Non-Consensual Sexual Intercourse:*** Non-consensual sexual intercourse is any sexual intercourse however slight, with any object by a man or woman upon a man or a woman that is without consent and/or by force.

Intercourse includes:

- vaginal penetration by a penis, object, tongue or finger
- anal penetration by a penis, object, tongue, or finger

- oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact

**Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another person; or
- exposing one's genitals in non-consensual circumstances or inducing another to expose his or her genitals.

Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

**Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Sexual activity with someone known to be mentally or physically incapacitated, or based on the circumstances, someone who could reasonably be known to be mentally or physically incapacitated, constitutes a violation of this policy.
  - Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of the sexual interaction). Alcohol or other drug use, unconsciousness or blackout is an example of incapacitation.
  - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

**Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes overt threats, implied threats, intimidation and coercion that overcome resistance or produce consent For example: “Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent.

#### POLICY EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of policy.

The college does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of the college. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student or employee) are prohibited except in extraordinary circumstances.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or will shift the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

#### **CONFIDENTIALITY**

Subject to the other provisions of this policy and the requirements of law, every possible effort will be made to ensure that any information received as part of the College’s resolution and complaint

procedures is treated discreetly. All parties to the complaint will be asked to assist in maintaining the privacy of the parties involved. Because of the college's obligation to investigate allegations of misconduct, it is not possible to guarantee that complaints will be handled confidentially.

Except as compelled by law, in the interest of fairness and problem resolution, disclosure of complaints and their substance and the results of investigations and complaint procedures will be limited to the immediate parties, witnesses and other appropriate administrative officials. Disclosure may also be necessary to conduct a full and impartial investigation.

### **COMPLAINT/GRIEVANCE PROCEDURE**

These procedures are intended to apply to student grievances against employees, employee civil rights grievances against students, and student-on-student civil rights grievances. All other grievances by students against students or employees will be addressed through other student conduct procedures.

The college benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns raised by members of the college community.

### **INFORMAL COMPLAINT RESOLUTION**

Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve issues with students, faculty, staff, or administrators. Whenever possible and safe, the problem or complaint should first be discussed with the individual involved in the complaint. If satisfactory resolution is not reached after discussion with the individual, the complainant should contact the individual's direct supervisor to resolve the complaint. If these efforts are unsuccessful, the formal complaint process may be initiated. The college does not require a complainant to contact the person involved or that person's supervisor if doing so is impracticable, or if the complainant believes that the conduct cannot be effectively addressed through informal means.

## **FORMAL COMPLAINT / GRIEVANCE PROCEDURES**

### **Responsibility to Report**

Any student, faculty member, staff member, administrator, or visitor to the campus who has experienced or witnessed sexual harassment is strongly encouraged to report it. In order to maintain a safe environment, the college must know about incidents of sexual harassment in order to stop them, protect victims, and prevent future incidents.

It is the responsibility of college faculty, administrators, and supervisors to report complaints of sexual harassment that they receive and of possible sexual harassment of which they become aware. When there is a relationship that involves legally recognized professional confidentiality between the complainant and the person to whom the harassment is reported, the report may be withheld at the request of the complainant.

## **Notification**

Students, faculty members, administrators, staff members, or visitors to the college are strongly encouraged to report allegations of discrimination or harassment to the Title IX Compliance Coordinator or his or her deputy. A report of sex discrimination or harassment should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the college to investigate. A person who raises a complaint may discuss with the Title IX Compliance Coordinator any situation believed to constitute sexual discrimination or harassment. Reports may be made by the person experiencing the discrimination or harassment or by a third party, such as a witness or someone who is told of the discrimination or harassment.

Upon receipt of the complaint/grievance, the Title IX Compliance Coordinator or his or her deputy will open a formal case file and notify the Investigating Officer and at the appropriate time notify the respondent. The Title IX Compliance Coordinators are:

### **Title IX Coordinator**

Courtney Haygood,  
Dean of Student  
Life/Housing  
Student Center, SC116  
(870) 574-4458  
[chaygood@sautech.edu](mailto:chaygood@sautech.edu)

### **Title IX Deputy Coordinator**

Ms. LaTonya Reed  
Career Pathways  
Career Service Bldg, CPI Office  
(870) 574-4704  
[lreed@sautech.edu](mailto:lreed@sautech.edu)

## **Investigation**

1. The assigned Deputy will determine how many investigators are needed and will designate the appropriate number for the complaint. The lead Investigator will confer with the Title IX Compliance Coordinator or his/her deputy on accommodations for the complainant or other necessary remedial short-term actions. The Title IX Compliance Coordinator or his or her deputy will apprise the Vice Chancellor for the appropriate division of the grievance, or if the grievance is against the student, the Vice Chancellor for Student Services.
2. The Investigative Team will:
  - Be staffed with trained faculty/staff and administrators;
  - Provide interim measures as necessary during the course of the investigation to

- protect both parties;
- Provide available campus sources of counseling, advocacy and support to the complainant;
- Identify the correct policies allegedly violated;
- Conduct an immediate initial investigation to determine if there is reasonable cause to charge the respondent(s);
  - If there is insufficient evidence to support reasonable cause, the grievance should be closed with no further action;
- Meet with the complainant to finalize the grievance;
- Prepare the notice of charges on the basis of initial investigation;
- Develop a strategic investigation plan which may include a witness list, an evidence list, an intended timeframe, and an order of interviews for all witnesses, including the respondent;
- Conduct a thorough, reliable and impartial investigation. Witnesses may or may not be given notice prior to the interview.
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline.
- Make a finding on the case, based on a preponderance of the evidence which indicates that a policy violation has or has not occurred; and Prepare a complete report on the investigation and its findings to present to the assigned Deputy.

The assigned Deputy will:

- Present the findings to the individual(s) alleged to have committed discrimination or harassment, who may accept the findings, accept the findings in part and reject the findings in part, or may reject all findings;
  - Share the findings and the outcome with the complainant.
3. If the findings indicate that the alleged discrimination or harassment has not occurred, the investigation should be closed. The complainant who filed a complaint may request from the Title IX Compliance Coordinator an extraordinary decision to refer the complaint to a hearing. A hearing will only be granted by the Compliance Coordinator in exceptional circumstances.
  4. Where the findings indicate that the alleged discrimination or harassment has occurred, and the respondent(s) accepts the findings that s/he violated college policy, an appropriate sanction will be imposed. If the complaint is against a student, the sanction will be determined by the Vice Chancellor for Student Services in consultation with Deputy. If the complaint is against an SAU Tech employee, the Vice Chancellor for the appropriate division in consultation with the Deputy and the Dean or Director of the appropriate division will

determine the sanction. SAU Tech will act to end the discrimination, prevent its recurrence, and remedy its effects on the person who filed the complaint and on the SAU Tech community.

5. Following the investigation, the assigned Deputy will distribute a written Letter of Determination to the affected parties.

## **Appeals**

### ***a. Appeals Following an Investigation***

In cases where the respondent(s) respondent accepted the findings of discrimination or harassment after the investigation, those findings cannot be appealed. Although the findings cannot be appealed, the sanctions that have been imposed post-investigation can be appealed by any party according to the grounds below by contacting the Title IX Compliance Coordinator within five (5) business days following receipt of the written Letter of Determination as previously defined.

### **Appeal Procedures**

Any party who files an appeal must do so in writing to the Title IX Compliance Coordinator. Acceptable means of notification include email, facsimile, hand delivered notification, or postal delivery. The Title IX Compliance Coordinator will share the appeal with the other concerned parties, and then the Title IX Compliance Coordinator will draft a response memorandum (also shared with all concerned parties). The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final.

Because the original finding and sanction are presumed to have been decided reasonably and appropriately, the party requesting an appeal must show error. The ONLY grounds for appeal are as follows:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
2. New evidence has been found which was unavailable during the original hearing or investigation that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

If the Title IX Compliance Coordinator determines that a material procedural or substantive error occurred, the Coordinator may return the grievance to the Investigative Team with instructions to reconvene to correct the error. In rare cases, where the procedural or substantive error cannot be corrected by the Investigative Team, the Title IX Compliance Coordinator may order a new investigation on the complaint with new members serving on the Investigative Team. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the three applicable grounds for appeal.

If the Title IX Compliance Coordinator determines that new evidence should be considered, he or she will return the grievance to the Investigative Team to reconsider only the new evidence. The reconsideration of the Investigative Team is not appealable.

If the Title IX Compliance Coordinator determines that the sanctions imposed appear to be disproportionate to the severity of the violation, the Title IX Compliance Coordinator will refer the complaint to a board composed of three (3) executive officers, which may then increase, decrease or otherwise modify the sanctions. This decision is final.

The appeal procedure and determination will typically be completed within 20 business

days. The procedures governing the hearing of appeals include the following:

- Sanctions imposed are implemented immediately unless the party determining the sanction stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- All parties should be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- The appeal will be returned to the original hearing body unless bias has been determined;
- Appeals are not intended to be full rehearings of the complaint, with the exception of substantiated cases of bias. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- The Title IX Compliance Coordinator will render a written decision on the appeal to all parties within seven (7) business days, or as soon as possible thereafter from hearing of the appeal.

## **COMPLAINT AND GRIEVANCE PROCESS PROVISIONS**

### **Time Periods**

All effort will be made to make a determination in no more than 60 calendar days of filing a formal complaint/grievance.

For purposes of calculating all time periods set forth in this Complaint and Grievance Policy, a business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and SAU Tech closings.

Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise.

In the event that this step is necessary, the Title IX Compliance Coordinator or his or her respective deputies will notify the complainant who filed the grievance in writing within the set timeline.

#### **No Retaliation**

Retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited by SAU Tech policy and federal and state law. A person who believes retaliation has occurred should notify the Title IX Compliance Coordinator as soon as possible.

#### **False Reports**

SAU Tech will not tolerate intentional false reporting of incidents. It is a violation of the *General Conduct Standards* governing SAU Tech to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

#### **Office of Civil Rights Complaint**

Although complainants are encouraged to attempt to resolve complaints pertaining to discrimination by utilizing this Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR) (Dallas regional office). Information regarding applicable timelines and procedures is available from OCR.

#### **Effective Date**

This Complaint and Grievance Policy will be effective upon formal adoption. SAU Tech reserves the right to make changes and amendments to this policy and procedure as needed, with appropriate notice to the community.

#### **SOCIAL NETWORKING POLICY**

As members of the Southern Arkansas University Tech community and the Athletic Department, student athletes represent the college and are subject to public scrutiny. While social networking on websites such as Facebook, Instagram, Snap Chat, and Twitter are a great way to communicate, express yourself, and connect with others, student athletes must understand that the information and pictures they post, or others post about them, may adversely impact an athlete's personal safety, impugn personal or institutional character, violate NJCAA, conference, or college policy, or undermine their career after college.

Student athletes at Southern Arkansas University Tech will be held responsible for any social networking conduct that compromises the reputation and/or integrity of their team, teammates, the college or its staff, and for any social networking conduct that violates federal, state or local laws, NJCAA or conference rules, college policy, Athletic Department standards or philosophy, or team rules. Such conduct may result in college discipline, team suspension, permanent removal from the team, or reduction or non-renewal of scholarship.

Inappropriate conduct on social networking websites includes, but is not limited to, comments, depictions, or presentations of the following: hazing; use of alcohol or drugs; defamatory comments disrespecting a teammate, coach, referee/umpire, opponent, or NJCAA or conference official; partial or total nudity; sexual conduct; sexual misconduct; possession of a weapon or obscene gestures.

Exercise extreme caution in using social networking websites. Before posting anything on a social networking website, understand that anything posted online is available to anyone in the world and that college coaches or staff may monitor the website.

### **SUBSTANCE USE AND ABUSE POLICY**

It is the fundamental belief of Southern Arkansas University Tech that athletic participation is a privilege and that those athletes who use illegal performance-enhancing and/or recreational drugs violate that privilege. In response to any violation that occurs or is detected by Southern Arkansas University Tech the continuation of the rights and privileges of participation by the individual will be reviewed or revoked, as appropriate.

It is the responsibility of the Athletic Department of Southern Arkansas University Tech to provide a competitive environment that is free from drug and substance use and abuse in any form for the purpose of facilitating or enhancing athletic performance by any athlete engaged in competition that is sponsored by the NJCAA.

### **TEAM TRAVEL POLICY**

While traveling to and from any college sponsored activities (which include but is not limited to: practices, contests, scrimmages, and team functions) student-athletes will adhere to the following guidelines:

1. Travel with the team unless prior permission was granted by the VCSS/AD, or Head Coach.
2. Stay at the assigned team hotels.
3. Obey curfew set by the Head Coach.
4. Visitors in hotel rooms are forbidden.
5. Dress in attire marked with the appropriate Southern Arkansas University Tech logo or business casual clothing while in all public venues.
6. Be courteous, cooperative, and patient with fans, officials, community members, and service personnel.
7. Use of inappropriate language, signs, symbols and unsporting conduct is forbidden.
8. Use of loud, attention-drawing, and or discourteous behavior while in all public venues is forbidden.
9. Damaging the property of buses, hotels, or College property is forbidden.

## **ENROLLMENT PROCESS**

1. **Apply for Admissions**
2. Apply online at <https://www.sautech.edu/admissions/>
3. **Submit necessary documents to Admissions/Athletic File**

- ❖ An official high school transcript (completion of 8 semesters); the transcript must include a graduation date, school name, student name, and administrative signature
  - ❖ Official college transcript(s) if previously attended college.
  - ❖ ACT/SAT test scores and/or other acceptable placement test scores
  - ❖ Birth Certificate (Athletic File Only)
  - ❖ Medical Insurance Card (Athletic File Only)
- 4. Apply for Financial Aid**
- ❖ Complete the Free Application for Federal Student Aid. The application can be found online at [www.fafsa.gov](http://www.fafsa.gov).
- 5. Apply for Housing**
- ❖ Apply online for housing application [www.sautech.edu](http://www.sautech.edu)
  - ❖ Know and understand the SAUT Student Handbook which includes the Residential Program Rules and Regulations.
  - ❖ Visitation Hours: Residents may entertain guests between the hours of 8 AM to 12 Midnight Sunday-Wednesday and 8AM to 1AM Thursday – Saturday.
  - ❖ Student residing on campus are required to pay a \$100 Application/Damage fee which is refundable if students do not have any damages or fines once they leave on campus housing.
  - ❖ Laundry Services are available on campus.
  - ❖ SAUT has one Housing Coordinator who is responsible for the daily operation of the residential program, a Community Advisor, Resident Advisors and the Campus Police available to assist students.
- 6. Enroll in classes**
- ❖ Your Head Coach will serve as your academic advisor or in some cases will refer you to Jenny Sanders in Enrollment Services. The role of the advisor is to assist you in achieving educational, career, and personal goals through the use of institutional and community resources.
  - ❖ Southern Arkansas University Tech offers two-year associate degrees in art and science, and applied science areas. The Associate of Art and Associate of Science are university parallel degree programs and typically are completed after 62 credits and a 2.00 GPA. The Associate of Applied Science are considered “terminal” degrees in that students end their college study and enter the workforce at completion of the two-year degree.
  - ❖ General Education—Associate of Arts & Science degree plans require 62 credits of which 40 credit hours are General Education. The General Education credits are required regardless of degree plan.
  - ❖ Remedial/Developmental Courses—required by students scoring below 19 on any ACT subtest in the subject areas of math, English, reading and science. Remedial/developmental classes do not count toward graduation and are satisfactorily completed before attempting college level courses in those subject areas.
- 7. Get student ID**
- ❖ Go to Rocket Success Center for a photo ID.
  - ❖ The student ID card also doubles as access to the activities center and gives students a discount in the Tech Diner.
- 8. Get books**
- ❖ To obtain books you should present your class schedule to the Bookstore Manager.

- ❖ Only books and course-related materials can be purchased through this agreement. The Athletic Department will not purchase course syllabus, paper, pens, pencils, T-shirts or any other items for retail in the Bookstore.
- ❖ A receipt will be printed by the Bookstore verifying your purchase of your books, you will sign the receipt and a copy will be forwarded to the Athletic Department.
- ❖ At the end of the semester you will return all books to the Bookstore Manager. You will be billed for any books that are lost, misplaced or damaged.

## 9. ATTEND CLASSES & STUDY HALL

# ACADEMIC ELIGIBILITY

### REQUIREMENTS FOR ENTERING STUDENT-ATHLETES

- A. A student-athlete must be a graduate of a high school with an academic diploma (graduation date, school name, student name, and administrative signature required) or general education diploma (GED). The High School must be accredited and not affected by the NJCAA Initial Eligibility process at the time of the student-athlete's enrollment.

### REQUIREMENTS FOR ATHLETIC ELIGIBILITY

- A. Student-athletes must maintain enrollment in 12 or more credit hours of college work during each term of athletic participation. Student athletes who drop below 12 hours are ineligible until full-time status is regained within that term. **STUDENT WILL NOT BE PERMITTED TO ADD OR DROP CLASSES WITHOUT APPROVAL OF THE HEAD COACH.**
- B. Student athletes must be enrolled full-time (12 or more credits) at the college where they have chosen to participate when the regular season of a sport begins.

### SEMESTER ELIGIBILITY

- A. Prior to the 15<sup>th</sup> calendar day from the beginning date of the term for the second full-time semester a student-athlete must have passed 12 semester hours with a 1.75 GPA or higher.
- B. Prior to the 15<sup>th</sup> calendar day from the beginning date of the term for the third full-time semester a student-athlete must satisfy one of the following requirements to be eligible for the upcoming term:
  1. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time term.
  2. Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student athlete was previously enrolled full-time with a GPA of 2.00 or higher.

# TRANSFERS

### STUDENTS WHO TRANSFER TO SAU TECH

#### \*TRANSFERS FROM AN NJCAA MEMBER COLLEGE

- A. To be immediately eligible upon transfer the student athletic must satisfy the provisions of the NJCAA Handbook.
- B. Satisfy one of the following provisions;

1. The college from which the student-athlete is transferring does not have a particular sport.
2. An NJCAA Transfer Waiver is signed by the authorities from whom the student-athlete is transferring.
3. Student-athletes enroll at the first opportunity in a newly established college.
4. The college from which the student athlete is transferring has been placed on probation.

**\*TRANSFERS FROM A FOUR YEAR COLLEGE**

- A. To be immediately eligible upon transfer the student athlete must satisfy the provisions of the NJCAA Handbook.

**TRANSFERING FROM SOUTHERN ARKANSAS UNIVERSITY TECH**

**\*TRANSFER WAIVERS**

- A. Student-athletes who are currently on a Letter of Intent with SAUT may request a transfer waiver to be sent to a particular institution. Although it is at the discretion of the student- athletes Head Coach with consultation of the Athletic Director as to if the request for the Transfer Waiver will be granted. Please also be aware that we will not issue a “blanket” transfer waiver. Transfer waivers will only be produced for a particular institution.

**GRANT IN AID**

- A. An athletic grant-in-aid may be awarded to any student in recognition of his/her athletic ability provided the student-athlete is admitted to the institution as a regular student. It shall be limited to a maximum of:
  1. Tuition and Fees;
  2. Required course-related books;
- B. The written agreement (LOI) shall be in effect for one full academic year.
- C. The following practices are prohibited with grants-in-aid:
  1. Cancellation or modification of a grant-in-aid during the period of its effectiveness because of injury or athletic performance;
  2. Permitting a student athlete to receive assistance, in cash or in kind which is not administered by the institution.
- D. Cancellation of a grant-in-aid is permitted:
  1. For misconduct (unrelated to athletic ability) found by the person or body in charge of general discipline at the institution to be serious enough to warrant permanent suspension or dismissal from the athletic program.
  2. If the student athlete becomes ineligible for participation in athletics because of academic/and or disciplinary reasons. An athlete that is dismissed from participation for academic or disciplinary reasons may remain on scholarship until the end of the semester in which the action occurs.
  3. If the student-athlete voluntarily withdraws from a sport, the student athlete could have their grant-in-aid pro-rated from the date they leave the team until the end of the semester in which the action occurs.

**ATHLETIC INSURANCE**

At the beginning of each fall semester, each student-athlete is advised of these policies during a meeting held for all student-athletes.

**Student Athlete Responsibilities/Requirements**

1. **All student-athletes who participate in intercollegiate athletics at SAU Tech are required to purchase a short term insurance policy through SAU Tech.** SAU Tech administrative assistant purchases the insurance policies for the teams, the premium is added to the athlete's student account. The deductible for this policy is \$500.
2. Each student-athlete is required to submit to the athletic staff their "Medical Insurance Information" form by August 1st each year prior to arriving on campus. Any student-athlete who does not submit complete and accurate information will not be allowed to participate in athletics. Any student-athlete who is injured or becomes ill due to athletic participation and is then found to have provided false or incorrect insurance information; will be responsible for any and all medical expenses.
3. The SAU Tech Athletic Coach Staff, Athletic Trainer, or the Athletic Director must be notified prior to all medical visits, either on or off campus, excluding emergency room visits. We will provide the Student-Athlete with documentation to bring to the medical visit. If a student-athlete goes to a doctor without prior notification to the athletic staff, SAU Tech will not be responsible for the expenses. The medical information is placed in the student-athletes file as record of each medical visit they have had. This documentation is needed for medical records, medical participation, medical release, and to compare dates to medical billing and insurance documentation.
4. **The SAU Athletic Staff must receive all documentation, including all medical bills from all providers and facilities utilized and all explanation of benefit forms (EOB) from the primary insurance company before payment by the SAU Tech Athletic Department insurance will be forwarded. All medical bills and EOBs must be received by the SAU Tech Athletic staff within 90 days of the date of service or the SAU Tech Athletic staff will not be responsible for these expenses.**

### **Southern Arkansas University Tech Responsibilities/Requirements**

The SAU Tech Athletic Department provides supplemental financial coverage that requires all medical charges to be filed with a primary insurance company prior to consideration of acceptable charges that Southern Arkansas University Tech may assume. Therefore, all medical expenses must be filed with the student-athlete's primary insurance first

1. SAU Tech will be financially responsible for allowable medical charges during in season competition and practice, such as:
  - a. The deductible and the stop loss provisions that meet the limit requirements as required in the Student Responsibility up to \$2500.00. (deductible included in \$2500.00)(# 1).
  - b. The remainder of acceptable and approved medical expenses accrued after your primary insurance has paid in full, its portion up to \$2500.00. (deductible included in \$2500.00) This means that SAU Tech will cover medical charges up to \$2,500.00 and the athlete or her/his parents will be responsible for any amount over the \$2,500.00 limit.

- c. These medical expenses are those that occur from and injury/illness sustained during official in season NJCAA playing and practice season, sanctioned competition or university sponsored travel to or from competition under SAU Tech's athletic department auspices. University sanctioned athletic activity includes in season practices on university or shared community facilities authorized by the athletic director.
  - d. Medical insurance is required for athletes participating during in season competition and practices. For athletes participating in off season competition and practices, medical insurance is highly recommended. If the athlete elects to not purchase medical insurance during the off season, the athlete and/or guardian will be required to sign a waiver of acknowledgment prior to participation.
2. SAU Tech will not be responsible for any pre-existing injury that:
  - a. Occurred prior to participation with an SAU Tech athletic team. or
  - b. An illness, or any injury or illness that occurs outside of athletic participation or any general medical condition which include but not limited to; Colds, Flu, Asthma, Heart condition, Eye problems, Dental problem or Staph infections. (NJCAA Rule 16.4.2)
3. SAU Tech will not be responsible for any out of network expenses. These are any expenses that may be incurred by an athlete who chooses to go to their own doctor and/or outside of our network of doctors. As a member institution of the NJCAA, catastrophic injury coverage is dictated by the policy provided by the NJCAA.
4. SAU Tech will not be financially responsible for any injury/illness incurred that does not fit into any of the acceptable parameters of competition listed in #1(c) above. At all times, the SAU Tech Coaching staff, Athletic Trainer, and the Athletic Director will be involved in making all appointments even though the injury/illness is not athletic related. We are very aware that insurance companies pay different percentages at different medical facilities. We try at all times to get the student-athlete to the provider that is most compatible with your primary insurance company. Even if we make the appointment in this circumstance, **we are in no way financially responsible** for any medical expenses not covered by your primary insurance company.
5. Southern Arkansas University Tech will not be responsible for any eligible medical expenses three months (90 days) past the date a student-athlete has exhausted eligibility in his or her sport.

#### **PROOF OF INSURANCE**

It is the student-athlete's responsibility to make sure that their personal insurance is current and up-to-date to prevent any delay in medical care.

Proof of Insurance includes:

1. A photocopy of the front and back of the student athlete's current insurance card.
2. A completed Insurance Verification Form

#### **STUDENT-ATHLETE MEDICAL ELIGIBILITY**

All student-athletes participating in intercollegiate athletics must be examined and medically cleared by an SAUT Team Physician. The Team Physician may re-examine and change the athlete's eligibility status at any time. All student-athletes will complete pre-season paperwork prior to the physical examination.

SAUT Athletic Department will administer athletic physicals on campus at the expense of the SAUT Athletic Department every academic year. All athletes will be required to complete the physical prior to competing in any supervised activity to include practice, workout or competition sponsored by the SAUT Athletic Department.

Student-athletes who have sustained any injuries, serious illness, and/or infectious disease in the previous calendar year are required to report those injuries to the SAUT Athletic Training Staff and/or Team Physician. Any student-athlete reporting such an injury or illness is subject to examination and specialized diagnostic procedures (at his/her own cost). Failure to report such injury or illness relieves SAUT of all liability, in event that the student-athlete sustains subsequent injury or re-injury to the affected part, if original injury was the contributing factor to the subsequent injury in the opinion of the SAUT Team Physician.

#### **PRE-EXISTING INJURIES**

If it is determined at any time that a student-athlete requires follow-up care for a pre-existing injury or illness, the student-athlete is responsible for contacting his/her physician and paying the medical expenses associated with being cleared for full participation in SAUT athletics.

If the student-athlete is not under a physician's care for the pre-existing injury or illness, the SAUT Sports Medicine Staff will assist the student-athlete in finding a physician. Again, the student-athlete is responsible for paying all medical expenses associated with a pre-existing injury.

#### **NON ATHLETIC RELATED INJURIES/ILLNESS**

The Southern Arkansas University Tech Athletic Department does not assume financial responsibility for non-athletic injuries, illnesses, prescriptions and other medical services or charges non-athletic related. The SAUT Sports Medicine Staff can assist the student-athlete in arranging appointments with the appropriate physician or health care provider whenever possible.

#### **DENTAL INJURIES**

The SAUT Athletic Department will be financially responsible only for injury to sound natural teeth or damages to permanent bridges incurred while participating in an **IN SEASON** practice or intercollegiate event. The exceptions to those are:

- If a student-athlete was not wearing the protective device in those sports in which the device is provided by the SAUT Athletic Department, or
- Dental care extractions, or normal dental care not directly related to an athletic injury shall be the responsibility of the student-athlete.

#### **CONTACT LENSES**

The SAUT Athletic Department will be responsible for the payment of replacement of a contact if loss or damage occurs during **IN SEASON** practice or intercollegiate event as a result to an injury to the eye:

- The student-athlete reports the loss to a representative of the SAUT Athletic Department Staff immediately.
- The student-athlete provides a copy of the lens prescription and proof of replacement insurance.

## SAUT SPORTS MEDICINE

### **MISSION**

The mission of the Southern Arkansas University Tech Sports Medicine staff is to provide a quality, well-rounded, encompassing health-care service targeted to the SAUT student-athlete.

### **PHILOSOPHY**

The Southern Arkansas University Tech College Sports Medicine Room provides a place for the student athlete to receive health, fitness, nutritional, emotional and sport advice. The staff will provide per-injury advice, strengthening and rehabilitation to the SAUT student athlete. It is also the responsibility of the staff to provide evaluations and rehabilitation of injuries that occur due to participation as a member of the SAUT Athletic Department, during the duration of athletic membership. When necessary, the staff will determine and make arrangements for the student-athlete to have care provided by a physician or other specialist. The Sports Medicine staff personnel is required to abide by rules, guidelines and a code of conduct, we therefore expect the student-athlete to abide by our rules and expectations to help better serve him/her. The Sports Medicine staff is to assist the student-athlete in ability to return to competition. The student-athlete, however, must also be an active participant in helping the SAUT Sports Medicine staff.

### **SPORTS MEDICINE ROOM RULES**

1. Communicate. If you are sick or injured you must report to the Sports Medicine staff in a timely manner. Do not report an injury that happened 2 days ago, 5 minutes before practice.
2. The Sports Medicine staff will decide and/or refer you to a doctor. You have input as well, however all appointments must be known by the Sports Medicine staff prior to the appointment.
3. You will treat all Sports Medicine Staff with respect, as their job is to assist you and return you to your sport as safely and healthy as possible.
4. Be on time for treatment and/or taping.
5. Dress appropriately when entering the Sports Medicine room. The Sports Medicine room is co-ed at all times, be respectful to others and yourself, be professional.
6. No profanity.
7. No food or drink in the Sports Medicine room.
8. No athlete is permitted to operate Sports Medicine room equipment. **DO NOT SELF-TREAT.**

### **SPORTS MEDICINE ROOM OPERATING POLICIES AND PROCEDURES**

- ❖ The SAUT Sports Medicine staff and the physician involved in the treatment/care have the final authority to restrict a student-athlete from participation for medical reasons.
- ❖ Return-to-play decisions will only be made by the Sports Medicine staff and or/medical doctors.
- ❖ Coaches can discuss injuries with the Sports Medicine staff, give suggestions, ask questions, but they are not to make decisions regarding treatment, rehabilitation or evaluations except in emergency situations if an Athletic Trainer is not available. Coaches or athletes are not allowed to perform treatments without consent from the SAUT Sports Medicine staff.
- ❖ Consulting a family doctor, a doctor in network with the student's insurance, going to another doctor of the student athlete's choice is allowed. However, these occurrences must be brought to the SAUT Sports Medicine staff before scheduled appointments.
- ❖ If a student athlete chooses to do therapy outside of the SAUT Sports Medicine department, all documents relative to the case must be brought to the SAUT Sports Medicine staff to be included in the student athlete's file and to be reviewed by the staff before returning to team activities.
- ❖ Athletes must show up for rehab and treatment appointments. If treatments are not done, the athlete will not be released for practice or games. If the athlete has rehab, treatments or doctor appointments outside SAUT supervision, all documents must be returned to the SAUT Sports Medicine staff before return to practice/games will occur.

- ❖ Should a student-athlete be non-compliant with the treatment protocol, the staff has the capability/option to no longer treat the student-athlete. However, the student-athlete must complete the treatment protocol prescribed by the doctor, provide proof of the completion and release from the doctor to resume team activities.

## **CONCUSSION POLICY**

*A concussion, which is a type of traumatic brain injury, is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth, literally causing the brain to bounce around or twist within the skull. This sudden movement of the brain causes stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain. A concussion can result in a wide range of physical, cognitive, and emotional symptoms that take time to resolve. The recovery time for a concussion can vary from person to person but should always include physical and cognitive rest.*

*Concussion Signs/Symptoms*

- Amnesia
- Confusion or Disorientation
- Headache
- Loss of Consciousness
- Drowsiness
- Balance problems or dizziness
- Double, blurry or fuzzy vision
- Ringing in the ears
- Sensitivity to light or noise
- Nausea/Vomiting
- Feeling sluggish, foggy or groggy
- Feeling unusually irritable
- Concentration or memory problems
- Slowed reaction time

*Symptoms can show up hours or days after the injury. Exercise or activities that involve a lot of concentration may cause concussion symptoms to reappear or worsen.*

## **Assessment of Concussion**

When a player shows ANY features of a concussion:

- (a) The player should be medically evaluated onsite using standard emergency management principles, and particular attention should be given to excluding a cervical spine injury.
- (b) The appropriate disposition of the player must be determined by the treating health care provider in a timely manner. If no health care provider is available, the player should be safely removed from practice or play and urgent referral to a physician arranged.
- (c) Once the first aid issues are addressed, then an assessment of the concussive injury should be made using the SCAT5 or other similar tool.
- (d) The player should not be left alone following the injury, and serial monitoring for deterioration is essential over the initial few hours following injury.
- (e) A player with diagnosed concussion should not be allowed to RTP on the day of injury. Occasionally, in adult athletes, there may be RTP on the same day as the injury.

## **Graduated Return-to-Play Protocol**

Rehabilitation Stages, Functional Exercise at Each Stage of Rehabilitation, and Objectives of Each Stage

1. No activity, complete physical and cognitive rest; Recovery

2. Light aerobic exercise: walking, swimming, or stationary cycling, keeping intensity to, 70% of maximum predicted heart rate; no resistance Sports Medicine Increase heart rate
3. Sport-specific exercise skating drills in ice hockey, running drills in soccer; no head impact activities; Add movement
4. Non-contact Sports Medicine drills, progression to more complex Sports Medicine drills, e.g., passing drills in basketball, throwing drills in softball; may start progressive resistance Sports Medicine Exercise, coordination, and cognitive load
5. Full-contact practice following medical clearance, participate in normal Sports Medicine activities; Restore athlete's confidence; coaching staff assesses functional skills
6. Return to play, Normal game play

An athlete with concussion may be evaluated in the emergency room or doctor's office as a point of first contact following injury or may have been referred from another care provider. In addition to the points outlined above, the key features of this exam should encompass:

- (a) A medical assessment including a comprehensive history and detailed neurologic examination, including a thorough assessment of mental status, cognitive functioning, and gait and balance.
- (b) A determination of the clinical status of the patient, including whether there has been improvement or deterioration since the time of injury. This may involve seeking additional information from parents, coaches, teammates, and eyewitnesses to the injury.
- (c) A determination of the need for emergent neuroimaging in order to exclude a more severe brain injury involving a structural abnormality.

## **PREGNANCY POLICY**

### **Introduction**

SAUT athletic department recognizes that female athletes may become pregnant during their time at SAUT. The SAUT athletic department understand the risks and benefits of athletic participation by the pregnant student-athlete. Upon confirmation of pregnancy it is the student athlete's responsibility to self-report to the Athletic Coaching Staff, Athletic Trainer, and Athletic Director. While working with a consulting Obstetrician, the student-athlete and the athletic staff will determine what activity is best for the fetus and the mother.

***Athletic Participation during Pregnancy:*** The pregnant student-athlete must be under the care of an Obstetrician and provide written proof of such care. Termination of participation in practice and competitive events because of pregnancy will be at the discretion of the student-athlete and based on the advice of the attending Obstetrician. If the student-athlete choses to continue participation in her sport, it is required that the student-athlete notify the athletic coaching staff and athletic trainer of each visit, attend every appointment, and get a medical release from her Obstetrician at each medical visit. If the student-athlete does not get and/or turn in her medical clearance from her Obstetrician, her athletic participation will be suspended until such time as the medical release is obtained by the athletic staff. The Athletic Department will abide by the attending Obstetrician recommendations regarding participation prior to, during, and following pregnancy but assumes no responsibility legally or financially, for complications due to continued participation that may result in permanent damage to the fetus or termination of pregnancy before term.

***Student-athlete Rights:*** A student-athlete who suspects or is pregnant may receive confidential help and assistance in finding counseling and medical care from the athletic staff. Pregnancy will be treated

as any other temporary health condition and the athlete will receive the same care as would any athlete under the care of a physician. Pregnancy may not affect their athletic institutional grant-in-aid. Documentation outlining the student-athlete's understanding of her medical condition, the potential risks of athletic participation during pregnancy, and the student-athlete understands of these risks of participation to her and her baby will be included in the student-athlete's medical record.

Warning signs to terminate general exercise while pregnant are as follows:

- Vaginal bleeding
- Shortness of breath prior to or during exercise
- Dizziness
- Headache
- Chest pain
- Calf pain or swelling
- Pre-term labor
- Decreased fetal movement
- Amniotic fluid leakage
- Muscle weakness

The SAUT athletic department and their insurance company will not be responsible for any medical expenses incurred by the athlete due to the pregnancy. It is, therefore, the responsibility of the student-athlete to seek and be financially responsible for the medical coverage related to the suspected or realized pregnancy.

SAUT also recognizes that male student-athletes may suffer psychological stress, have concern about the health of their pregnant partner and her pregnancy, and question readiness for fatherhood and the personal and financial obligations to come. We encourage all athletes to take advantage of our counseling services and join in any decision-support team the partner may have formed. The athlete should also know that Title IX also protects them from being discriminated against because of the partner's pregnancy or the athlete's status as a parent.

The Athletic Department of SAUT acknowledges the NJCAA and American College of Obstetrics and Gynecology (ACOG) recommendations addressing the pregnant student-athlete.

Each female student-athlete is required to sign an acknowledgment statement of this policy at the beginning of their athletic career. The form will be kept in the athlete's medical file.

After delivery or pregnancy termination, medical clearance is recommended to ensure the student-athlete's safe return to athletics. The physiologic changes of pregnancy persist four to six weeks postpartum; however, there have been no known maternal complications from resumption of Sports Medicine. Care should be taken to individualize return to practice and competition.

Medical issues related to participation should be discussed and a plan for participation may be created. Participation by the pregnant student-athlete will require approval from the obstetrician and the team physician. Following delivery or pregnancy termination, medical clearance is required to ensure the student-athlete's safe return to athletics.

**What if you are a male athlete whose partner becomes pregnant?**

While male student-athletes are not affected physically by pregnancy like female student-athletes, they can have stress over the pregnancy and worry about their pregnant partner and her fetus. Male student-athletes may question whether they are ready for fatherhood and the personal and financial obligations associated with pregnancy. We encourage you to take advantage of SAUT's counseling referral services. You should know that Title IX protects you from being discriminated against because of your partner's pregnancy or your status as a parent.

You are required to complete an electronic signature form to confirm that you have read this document and that you are aware of the rules as they relate to SAU Tech student athletes.

[https://sautech.formstack.com/forms/athletic\\_handbook\\_signature](https://sautech.formstack.com/forms/athletic_handbook_signature)

Revised April 30, 2019