



Cumberland University

Student – Athlete Handbook
Updated 7/18

Table of Contents

Letter from the Director of Athletics	4
Medical Policy Information	5
Athletic Department	8
<i>Mission</i>	8
<i>Philosophy</i>	8
<i>Objectives</i>	8
<i>Student-Athlete Advisory Committee</i>	8
<i>Student-Athlete Code of Conduct</i>	8
<i>Student-Athlete Expectations</i>	8
<i>Athletic Regulations</i>	9
<i>Disciplinary Response Appeals</i>	9
<i>Harassment, Threats, and Violence</i>	9
<i>Grievance Procedure for Student-Athletes</i>	11
<i>Social Media Policy & Guidelines for Student-Athletes</i>	11
<i>Reduction/Cancellation of Athletic Aid</i>	12
<i>Student Teaching Scholarship Policy</i>	12
<i>Travel Policy (General)</i>	12
<i>Practice Limitations</i>	13
<i>Nutrition and Eating Disorders</i>	13
<i>CU Substance Abuse Policy</i>	14
<i>University Alcohol and Drug Policies</i>	17
<i>DUI Violations</i>	18
Academics and Eligibility	18
<i>Academic Standards</i>	18
<i>Student-Athlete Responsibility</i>	18
<i>Probation, Suspension, Dismissal, and Good Standing (at Cumberland)</i>	18

<i>Class Attendance Policy</i>	18
<i>Full-Time Status</i>	19
<i>Online Coursework</i>	19
<i>Academic Integrity Violations and Sanctions</i>	19
<i>Grade Appeals</i>	20
<i>Transferring Out</i>	20
<i>Seasons of Competition and Terms of Attendance Limits</i>	21
<i>Medical Hardship Waiver</i>	21
<i>Redshirt Rule</i>	21
University-Related Services	21
<i>The Office of Student Success (OSS)</i>	21
<i>Library Services</i>	22
<i>Career Services</i>	22
<i>Hire CU</i>	22
<i>Counseling Services</i>	22
<i>University Safety & Security</i>	22
<i>Dean of Students</i>	23
<i>Office of Greek Affairs</i>	23
<i>Residence Life</i>	23
<i>Office of Student Life</i>	23
<i>Student Financial Services</i>	23
<i>Keys and Student ID Cards</i>	24
<i>Mail Services</i>	24
Parking Regulations	24
Student-Athlete Drug Testing Consent Form.....	25
Student-Athlete Handbook Acknowledgement Statement	26

Letter from the Director of Athletics

Dear Student-Athlete:

Thank you for choosing to represent Cumberland University. It is our goal that you leave here, with championship rings on one hand and a diploma in the other.

We are expecting another year of success academically as well as athletically as we embark on our thirty-third year in the NAIA. Student-athletes have a great responsibility to represent the University in the community as well as in the national arena. Student-athletes are a vital part of promoting pride in CU through exemplary performance in three areas: the classroom, competition and the surrounding community.

The entire Cumberland community looks to student-athletes as role models. Always remember that your behavior is a direct reflection of what this University stands for.

Each of you has been given the opportunity to continue your athletic career at the next level and we are grateful for that. With the honor of playing come obligations for academics and responsibilities for behavior. Cumberland University, the Mid-South Conference, the entire NAIA seek to develop well-rounded student-athletes who realize the priorities of collegiate athletics. Each of you must be committed to success in every part of life while also positively promoting this institution through competitiveness and good sportsmanship.

Everyone involved in the Athletic Department congratulates you on all of your academic, athletic and personal accomplishments. Cumberland University has 175 years of history and pride (#CUPride). We will continue to support and help you progress throughout your collegiate career. I am proud to be and proud to have you as a member of the Phoenix family!

Good luck in the coming year and Go Phoenix! Impactful!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ron Pavan', with a long horizontal flourish extending to the right.

Ron Pavan

Director of Athletics

Cumberland University



Cumberland University Athletic Training Department

One Cumberland Square
Lebanon, TN 37087
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May 21, 2018

Dear CU Student-Athlete and/or Parent/Guardian:

I want to take this opportunity to inform you of the athletic healthcare programs, including athletic insurance coverage, available to your son/daughter through their involvement in Cumberland University athletics. There are a few guidelines that must be followed in order for them to receive the most comprehensive care and coverage.

It is the philosophy of the Cumberland University Athletic Department that all athletes have the right to complete and comprehensive athletic healthcare. In order for this to occur, all athletic injuries **MUST** be managed through the Cumberland University Athletic Training Department. This is initiated through the team's athletic trainer, with whom your son/daughter should be familiar.

All injuries due to athletic related accidents will be eligible for coverage under the Athletic Department's insurance policy. As is standard with all university athletic insurance, our athletic insurance is considered a secondary policy. **This means that the student-athlete's personal health insurance will be utilized first, and then the athletic department's secondary insurance policy will make payment on any balance due. The athlete's personal health insurance must cover at a minimum, the first \$25,000.00 in healthcare costs per occurrence on any one claim.** The following are two examples of personal health insurance plans that comply with the requirements contained herein of the Cumberland University's Medical Policy:

- Low deductible 80/20 plan
 - Deductible: up to \$1500
 - Co-insurance rate – In Network: 80% to \$2,000 then 100% to plan maximum
 - Sports- Related Injury coverage: \$25,000
- High-deductible 100% plan
 - High Deductible: up to \$7,500
 - Co-insurance rate – In Network: 100% once deductible has been met
 - Sports-Related Injury coverage: \$25,000

In the event the student-athlete fails to maintain insurance adequate to cover the required minimum of at least \$25,000.00, the student will be responsible for the initial \$25,000.00 of healthcare costs. In no event will a student-athlete be knowingly allowed to participate in athletics without the minimum personal health insurance coverage of at least \$25,000.00 per occurrence. Rarely there may still be a balance due after the student-athlete's primary and the institution's secondary insurances have made their payments. **The remaining balance is the responsibility of the student-athlete in the event such occurs.**

In order to be eligible for secondary athletic insurance coverage, all referrals to physicians, hospitals, or other providers must be made through the CU Athletic Training Department prior to the visit. The Athletic Department utilizes members of the CU Sports Medicine staff which includes; medical director and team orthopedic physician Dr. Damon H. Petty at Tennessee Orthopaedic Alliance; team general medicine physician, Dr. Bernard T. Sy, and team optometrist, Dr. Jon Franklin at Franklin Family Eye Care. Failure to follow this procedure will result in denial of payment by the athletic department's secondary insurance policy administrators.

The university does recognize the student-athlete's and/or parent's right to utilize a physician or healthcare provider of their choice. The athletic department policy does not prohibit this option. Athletes may seek services from medical providers of their choice **without** coverage from Cumberland University's secondary insurance policy. Exceptions to this policy must receive written authorization from the Director of Athletic Training **prior** to your visit in order for CU's secondary athletic insurance plan administrator to make payment on the expenses. Athletic injuries or medical conditions not related to a specific athletic accident while at Cumberland University, or injuries and conditions with a previous history or "pre-existing" conditions, shall **not**

be covered by the athletic department's secondary insurance plan. However, any injury, illness, or physical condition which would preclude full participation in intercollegiate athletics **MUST** be fully disclosed to the athletic training staff.

Athlete and parental cooperation is the key to making sure the student-athlete's medical expenses get paid as quickly as possible. Our secondary insurance plan administrator may request information from you, such as an explanation of benefits (EOB), current employment status, or additional information. If so, it is your responsibility to send that information to our insurance company as well as to the athletic training department. If this information is not provided, the insurance company will eventually close the file and deny payment, therefore making the student-athlete responsible for the accrued expenses. The student-athlete or his or her parent/guardian's participation is vital to getting bills paid on time. Also, do not assume that bills have been sent to the athletic training department once your primary insurance has paid. Any remaining bills need to be sent to our athletic training department for payment. Also, if the student-athlete's primary healthcare insurance changes throughout the course of the academic year please notify the Athletic Training Department as quickly as possible. It is the student-athlete's responsibility to provide up to date primary healthcare insurance information to the athletic training department. Failure to do so may result in denial of coverage from Cumberland University's secondary insurance policy.

Every student-athlete at Cumberland University is required to have primary healthcare coverage that covers accidents that occur during intercollegiate athletics participation. The intercollegiate athletics' insurance must cover at a minimum the first \$25,000.00 costs per occurrence of a student-athlete. If a student-athlete does not have primary healthcare insurance, they must purchase a short-term insurance policy. That policy must cover the student-athlete for a minimum of nine (9) months or until the end of the academic year. Kaiser Permanente, State Medicaid's (Tennessee accepted) and International Travel Policies do not meet the insurance requirements for student-athletes. Student-athletes will not be cleared to participate at Cumberland University until they have obtained a primary healthcare insurance that is compliant with Cumberland University Policy. Student-athletes who purchase short-term insurance policies must provide proof to the Cumberland University that their insurance policy covers injuries sustained during intercollegiate athletic participation. If, at any time during the academic year, their policy expires or they become ineligible for benefits then they will be deemed ineligible to participate in CU athletics.

We feel we have assembled a quality team of certified athletic trainers, physicians, and other healthcare providers for the care of our athletes. In the event that your son/daughter sustains an illness or injury the Athletic Training Department and our sports medicine team will be at their service. If you have any questions regarding the Athletic Training Department, insurance coverage, or any other aspect of the medical policy, please do not hesitate to contact me.

Sincerely,

Katie L. Arnold

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Cumberland University Medical Policy Information

Introduction:

The fact that injuries are an inherent part of athletic participation deems it the responsibility of any administration to provide for the healthcare of those student-athletes that participate and represent the organization. In accordance with this philosophy, Cumberland University provides adequate medical care for its student athletes through the Athletic Training Department and its sports medicine team. Our Athletic Training Department, under the supervision of its team medical director, is primarily responsible for the delivery of the healthcare system to all athletic department sponsored student-athletes at Cumberland University. This care includes prevention, evaluation, referral, treatment and rehabilitation of injuries or illnesses sustained during scheduled Cumberland University practices or games.

Prevention of Injuries:

The primary concern of the athletic training department is to prevent any athletic injuries to its student-athletes. Many of the policies and procedures are designed to meet this goal.

Pre-Participation Physical Examinations:

All student-athletes must receive a medical examination prior to participation in their respective sport. New student-athletes will complete the pre-participation packet including medical history and policies and procedures prior to undergoing a comprehensive pre-participation physical examination which is performed by the Cumberland University Athletic Training Department and sports medicine team. Returning student-athletes will complete the medical history questionnaire. If any new injuries/illnesses have occurred since the end of the previous competitive season, the student-athlete may be referred to the team physician. Individuals in a "try-out" situation **MUST** sign a waiver and will **NOT** be covered under the university athletic insurance plan. These individuals must have a physical exam and complete the required policies and procedures as soon as they are made permanent members of the team. All medical records will be kept in the Athletic Training Facility. All student-athletes must sign and complete the required policies and procedures in order to compete in Cumberland University athletics.

Evaluation of Athletic Injuries

The team medical director and team physicians are the individuals responsible for diagnosis of all athletic injuries and illnesses. It is the responsibility of any student-athlete requiring medical assistance as a result of an athletic injury to report this injury to the athletic training staff as soon as possible. For every injury reported to the athletic training staff, an evaluation should be done and a complete injury report is to be filled out. No coach should overstep his or her legal bounds by diagnosing and/or performing or recommending treatment for an injury over a period of time.

Referrals to specialist, or healthcare providers other than the team physicians, can be made only by the staff Certified Athletic Trainers or the Team Physician, and **NO ONE ELSE**. Any coach or student-athlete who takes it upon themselves to refer a student-athlete to an outside physician without approval by the Director of Athletic Training or Team Physician will be solely responsible for all bills incurred.

Treatment of Athletic Injuries

It is the student-athlete's responsibility to follow recommended Athletic Training Department procedures for the care and handling of any athletic injury. Failure to do so may result in unnecessary, lengthy rehabilitation and prolonged absence from participation in that sport. The athletic training staff will administer immediate first aid to all injured athletes. If necessary, any medical diagnosis and prescribed treatment will be made through the team physician. Any student-athlete dissatisfied with his/her injury diagnosis or recovery progress should notify the athletic training staff and team physician and request additional consultation. The team physician should make every effort to provide the best possible healthcare to the student-athlete. The team physician is the final authority in determining when an injured or sick athlete may return to practice or competition. Any injury occurring after Athletic Training Facility hours or when an athletic trainer is not present shall be assessed as life threatening or non-life-threatening. In the case of a life-threatening injury, the coach should call 911 and activate the Emergency Medical System and then notify a member of the certified staff as soon as possible. In the case of a non-life-threatening injury, the coach should contact one of the certified staff as soon as possible to receive instructions on appropriate healthcare.

All student-athletes injured on an away trip should be returned to Cumberland University if possible. When the team physician or athletic training staff do not accompany the team on a trip, the coach is responsible for obtaining the help necessary from the host school's certified athletic trainer, team physician or identified provider.

Previous Injuries:

The Cumberland University Athletic Department will not be financially responsible for any pre-existing injury or condition.

General Illness:

During the course of the year, it is not uncommon for a student-athlete to be referred to the Team Physician as a result of an illness. Sometimes these visits to the physician are not only necessary, but mandatory for the student-athlete to receive prior to their release back into participation. Unfortunately, visits to the physician for non-athletic related illnesses are not covered by the Cumberland University's insurance. All visits to the physician for illnesses will be the **responsibility of the student-athlete**. It is recommended that students who have HMO plans to name a local physician (our team general medical physician is Dr. Bernard T. Sy) as their primary care physician to decrease paperwork and ensure speedy access to the physician.

Athletic Department

Mission

The purpose of the intercollegiate athletic program at Cumberland University is to instill in every student-athlete the highest standards of personal integrity and responsibility.

Philosophy

The Cumberland University intercollegiate athletic program provides the opportunity for each student-athlete to develop self-discipline through the setting and achievement of goals in the classroom and in their sport.

Objectives

The Cumberland University intercollegiate athletic program is dedicated to:

- Providing equal opportunity for intercollegiate participation for male and female student-athletes, and all minorities.
- Supporting the satisfactory academic progress of each student-athlete.
- Appropriately representing CU by maintaining sportsmanship and by displaying fair play in competition.
- Holding student-athletes accountable to standards at or about the University's regulations on personal behavior.
- Complying with the policies of the National Association of Intercollegiate Athletics (NAIA) and the Mid-South Conference.
- Providing equal access to financial assistance for all qualified student-athletes.
- Ensuring the physical, emotional and social welfare of each student-athlete.

Student-Athlete Advisory Committee

In 2010, the University adopted the idea of a student-athlete advisory committee. This committee was enacted to implement the concept for the welfare of their student-athletes. Your Student-Athlete Advisory Committee (SAAC) is comprised of members from each team who meet to discuss issues that concern the athletic department and foster support of their fellow athletic teams. SAAC helps coaches and administrators make both the academic and athletic experience as fulfilling and valuable as possible.

General Student-Athlete Policies

Student-Athlete Code of Conduct

Student-athletes are students first, which means that all University policies governing personal behavior apply to student-athletes. Expectations relating to personal behavior include an alcohol-free community, a drug-free community and other guidelines described in the 2018-2019 University Catalog.

If a student-athlete violates a University regulation, he/she will meet with the Director of Athletics, Head Coach and the Dean of Students to discuss the violation and the University's disciplinary response, which may include restricting a student-athlete's ability to participate in his/her sport for a specified period of time or indefinitely.

In certain instances, the student-athlete's coach and the Athletic Director will join in the discussion related to violations and the appropriate disciplinary response, and a student-athlete may be suspended from participation (practice or contests) or denied access to Athletic Department services while the alleged violation is under investigation.

In addition to the University's disciplinary response, the coach may assign a team disciplinary response after consultation with the Athletic Director. In no circumstance does discipline or failure to impose discipline under the University regulations preclude discipline under the Athletic regulations, and/or by the University's Athletic Department.

Student-Athlete Expectations

As a student-athlete at Cumberland University you are a public figure responsible for representing the University in the most positive way. Your behavior and actions must be exemplary at all times and reflect the expectations of your teammates, coaches, the University, and community. You are expected to conduct yourself on and off the athletic field in a manner that positively reflects the University's standards of excellence.

Behavioral Standards

It is expected that the CU student-athlete will:

- Represent Cumberland athletics at all times in a positive manner
- Demonstrate exemplary sportsmanship
- Support the coaching staff in all decisions made for the benefit of the team
- Adhere to the University policy: zero tolerance for alcohol, tobacco products, and drugs

Academic Standards

- Attend class regularly (outside of missed classes due to competition dates)
- Notify the head coach and professor if you must miss a class
- Provide professors with a competition schedule in advance
- Demonstrate academic integrity at all times

Student athletes at CU are subject to the standards and conduct embodied in the following:

- State, federal, civil and criminal laws
- Cumberland University Student Handbook
- Department of Athletics policies and rules
- Team rules
- NAIA & Mid-South Athletic Conference

Athletic Regulations

In addition to University Regulations, a student-athlete's participation in the University's intercollegiate athletics program is governed by policies and procedures required by the National Association of Intercollegiate Athletics (NAIA), the Mid-South Conference, the University's Athletic Department, and individual team rules.

Additionally, the Athletic Department endorses the principles of fair play and sportsmanship, and expects all student-athletes to compete with honesty and sportsmanship at all times.

If a student-athlete violates an Athletic Regulation, he/she may be suspended from participation (practice or contests) or denied access to Athletic Department services while the alleged misconduct is under investigation.

In determining proper disciplinary responses, the Athletic Director may consult with the Assistant Athletic Director, Team Coach, and other appropriate University officials. Potential disciplinary responses include:

- A warning
- Probation (with or without conditions)
- Restitution
- Restricted access to Athletic Department services
- Suspension from practice
- Suspension from participating in contests
- Scholarship modification or non-renewal
- Dismissal from a team

Disciplinary Response Appeals

- If the Director of Athletics determines that it is necessary to impose a disciplinary response for violation of an athletic regulation, he/she shall notify, in writing, the student-athlete and appropriate University officials.
- A student-athlete may appeal any disciplinary response that includes suspension or dismissal. The appeal must be made in writing within 48 hours of notice of the discipline response to the Director of Athletics. Appeals will be considered by the Athletic Department Appeals Committee. The student may appeal the decision of the Athletic Department Appeals committee to the Dean of Students. A final appeal may be made to the Provost/Vice President of Academic Affairs within seven days of the decision of the Faculty Athletic Representative.
- The Athletic Department reserves the right to discipline student-athletes outside the traditional academic calendar (e.g., during breaks from school).

Harassment, Threats, and Violence

The purpose of this policy is to create and maintain a learning environment wherein all students maximize productivity in their studies without exposure to offensive or threatening conduct. The University supports the free and orderly exchange of ideas on the part of its students. But (1) sexual harassment; (2) racial, religious, gender, nationality, ethnic, and other forms of harassment; and (3) violence and threats of violence are expressly prohibited. These types of misconduct disrupt the educational studies of University students, and it is the intent of Cumberland University to eliminate these types of misconduct.

Definitions

1. Sexual Harassment
 - a. Physical assaults or physical conduct that is sexual in nature (touching, pinching, or brushing against another's body).
 - b. Unwelcome sexual advances, sexual propositions, and/or requests for sexual favors.
 - c. Verbal or physical conduct of a sexual nature that would interfere with an individual's performance, or create an

- intimidating, hostile or offensive learning and living environment.
 - d. Sexual displays or publications such as computer pornography.
 - e. Other verbal or physical conduct of a sexual nature that would interfere with an individual's performance, or create an intimidating, hostile or offensive learning and living environment.
 - f. Retaliation for complaints of harassment.
2. Gender, Racial, Religious, National Origin, Disability, Age, or Sexual Orientation Harassment
 - a. Any conduct based on gender, race, religion, national origin, disability, age, or sexual orientation which interferes with a student's ability to perform or participate in educational activities or University-sponsored activities.
 - b. The use of "slurs" or other offensive language which could encourage or provoke physical confrontations.
 - c. Retaliation for complaints of harassment.
 3. Violence and Threats of Violence
 - a. Any conduct which involves the offensive touching of another person.
 - b. Intimidating or threatening gestures or body posture that reflects possible violence or a threat of violence.
 - c. Verbal threats to "get even" or "go postal" or similar statements that cause a student or University employee to fear possible harm by another student or University employee.

What to do if you experience antisocial behavior

These types of antisocial behavior can be blatant or they can be subtle. Despite the definitions above, it is sometimes difficult to recognize whether particular conduct falls within these types of antisocial behavior. Any student who feels victimized by any of these types antisocial behavior should report the conduct immediately. Unless the student feels he or she will be subject to violence, the student should tell the offender to stop the offending conduct. If the conduct involves sexual advances, he or she should tell the offender that the advances are unwelcome.

Reports should be made to the Dean of Students and will be routed to the correct campus office for investigation. Students will be asked to file a written report providing as much detail as possible concerning the situation, people involved and/or behavior performed. Sensitivity and confidentiality will be of the utmost concern.

How reports should be handled

Reports of antisocial behavior will be promptly investigated. In most cases, the investigator(s) will meet with the person making the report to get a complete and accurate statement concerning the nature of the problem. The investigator(s) usually will then meet with the accused student or employee and other potential witnesses. Once the facts have been gathered, Cumberland University will try to address and eliminate any problems through one or more of the following actions: (1) verbal counseling sessions with those committing possible antisocial behavior; (2) group meetings or training sessions; (3) referrals to formal counseling, at the expense of the student or employee; (4) written disciplinary action or suspension; or (5) expulsion from the University.

In most cases, the student reporting the antisocial behavior will be informed of the results of the investigation and the remedial action taken.

While all reports of antisocial behavior will be treated as confidentially as possible, the requirement to conduct an impartial investigation means that complete confidentiality cannot be assured.

Your Role and Responsibility

- First and foremost, each of us is responsible for our own conduct and should avoid the types of behavior addressed in this policy.
- Second, each of us has a responsibility to report antisocial behavior that we experience or observe.

With you help in enforcing this policy, we can make Cumberland University a better and more productive place to learn for all students.

Hazing

Hazing is defined as any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. Complaints involving allegations of hazing may be brought before the Dean of Students for review without regard to set disciplinary regulations.

Definitions and procedures regarding this policy can be found at www.cumberland.edu under the "Student Policies" and "Student Right to Know" links below the "Current Students" tab.

Grievance Procedure for Student-Athletes

The education, conduct, and grievance procedures for student-athletes at Cumberland University mirror the procedures for the general student body. Any student-athlete grievance and/or appeal will be managed by the Athletic Department Appeals Committee. The Director of Athletics and/or the Assistant Director of Athletics will work in conjunction with the Athletic Department Appeals Committee in handling the education, discipline, and grievance procedures for the student-athletes. The Head Coach will be the first point of contact for discipline for their respected team.

Concerns about Student-Athlete Participation

If concerns regarding an athlete's participation in a University sport are of a general nature, the student-athlete should bring them to the attention of his/her coach.

Concerns about Athletic Financial Aid

If concerns involve an athletically-related financial aid award, the student-athlete should contact the Financial Aid Office.

Gender Discrimination

If a student-athlete believes that he or she is a victim of gender discrimination in a sport activity, the issue should be discussed with his or her head coach. If the issue is not solved after the initial meeting with a Head Coach, the student-athlete should schedule a meeting with the Director of Athletics and Assistant Athletic Director. Any resolution agreed upon at this level shall be final. Reports of gender discrimination will be communicated to the Title IX designated officer.

Disputes

If a student-athlete encounters any other specific problems or disputes as part of his/her participation in intercollegiate athletics, he/she may:

1. Discuss the issue with his/her head coach
2. If the issue is not resolved, the student-athlete may discuss the issue with the Director of Athletics
3. If the issue is still not resolved, the student-athlete may contact the Faculty Athletics Representative, who will convene the Athletic Appeals Committee.

Academic concerns should be addressed through the procedures set forth in the University's Student Handbook, though nothing herein is intended to dissuade a student-athlete from seeking advice and guidance from any member of the Athletic Department.

Social Media Policy & Guidelines for Student-Athletes

Playing and competing for Cumberland University is a privilege. Student-athletes at Cumberland are held in the highest regard and seen as role models in the community. As leaders, student-athletes have the responsibility to portray their team, the University and themselves in a positive manner at all times. Sometimes this means doing things that are an inconvenience to you, but benefit the whole team.

Facebook, Twitter and other social media sites have increased in popularity globally and are used by the majority of student-athletes here at Cumberland in one form or another. Student-athletes should be aware that third parties – including the media, faculty, future employers and NAIA officials – could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters.

Inappropriate material found by third parties affects the perception of the student-athlete, the athletic department and the University. This can also be detrimental to a student-athletes future employment options, whether in professional sports or in other industries.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco; e.g., no holding cups, cans, shot glasses, etc.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).
- Content online that would constitute a violation of Mid-South Conference or NAIA rules (examples: commenting publicly about a prospective student-athlete, providing information related to sports wagering activities; soliciting impermissible extra benefits).

- Information that is sensitive or personal in nature or is proprietary to the Cumberland Athletic Department or the University, which is not public information (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).

If a student-athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to the following penalties:

1. Written warning
2. A meeting with Director of Athletics and Head Coach
3. Penalties as determined by the athletic department, including but not limited to possible suspension from his/her athletic team.

For your own safety, please keep the following recommendations in mind as you participate in social media websites:

- Set your security settings so that only your friends can view your profile, although this will not exonerate you if inappropriate material is found on your sites.
- You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to seek connection with student-athletes.
- Consider how the above behaviors can be reflected in all Facebook applications.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the Cumberland Athletic Department's and the University's. Remember, always present a positive image and don't do anything to embarrass yourself, the team, your family or the University.

Reduction/Cancellation of Athletic Aid

Reductions or cancelation of athletically related aid during the period of the award may only occur if the student athlete:

1. renders herself/himself ineligible for competition;
2. fraudulently misrepresents any information on the letter of intent or athletic grant-in-aid;
3. engages in serious misconduct warranting substantial disciplinary penalty by Cumberland University; or
4. Voluntarily withdraws from a sport at any time for personal reasons.

Bylaw 15.3.4.3.3 Cumberland University may not decrease a prospective student-athlete's financial aid or a student-athlete's financial aid from the time the prospective student-athlete or student-athlete signs the financial aid award letter until the conclusion of the period set forth in the financial aid agreement, except under the conditions set forth in financial aid award agreement.

Student Teaching Scholarship Policy

The University acknowledges that students earning scholarships for athletic performance required for both fall and spring semesters may not be able to student teach and participate in their sport. For those rare occasions where an athlete cannot be scheduled by the education department to student teach in the normal course of four years of eligibility, the University will award the same athletic scholarship for the ninth semester of study for student teaching only. This ninth semester scholarship award will not apply to any other semester hours needed to complete the requirements for graduation. A written request for this scholarship must be given to the Director of Athletics no later than the first of the semester prior to the semester of student teaching.

5th Year Scholarship Policy

The University acknowledges that students may need to take a year/semester to finish coursework needed for graduation. The University will award a 5th Year Scholarship for up to \$4,000 for an academic year or \$2,000 for one semester. (Athletic Scholarships cannot be awarded in the Summer Terms)

Travel Policy (General)

To ensure the health and safety of the University's students, any student participating in an off-campus University-Related Event or Competition is required to leave from campus to attend such event or competition and to return to campus from such event or competition with the Official Travel Party. While at any off-campus University-Related Event or Competition, all members of the Official Travel Party are required to participate, as appropriate, in each activity, event or competition on the itinerary and to utilize the transportation provided for the Official Travel Party from location to location during the off-campus event or competition. For the health and safety of Cumberland's students, students in the Official Travel Party are prohibited from traveling in personal vehicles to or from an event or competition, or during any time while at the location of the event or competition.

No faculty, staff, or coach should stay in a hotel room with a student during CU sponsored events (either conference or athletic game travel).

Injured Athletes

Student-athletes who are unable to participate in varsity/junior varsity events/competition due to an injury, as evaluated by sports-medicine staff, **will not** be allowed to travel if they will miss class time at any point during the travel event.

Sports Wagering

Student-Athletes and Cumberland staff members are responsible for reporting to the Director of Athletics or the Assistant Athletic Director and proof or suspicions that a staff member or student-athlete may be involved with impermissible gambling activity. Failure to report violations by an Athletic Department staff member could be grounds for dismissal.

Music and Crowd Control:

- **Music** -The Athletic Department requires that all music must be approved by the Athletic Director and Coach before being played at any practice or game played in gyms, weight rooms, fields, or any other athletic facility or site.
- **Crowd Control** - All students are expected to behave in accordance with the University's regulations regarding personal behavior.

Any person may be removed from a home contest if the Game Management Supervisor, Coach, Athletic Director, Cumberland Security or Police Officer deems behavior to be inappropriate.

Fan behavior that may be deemed inappropriate includes, but is not limited to:

- Violations of University policy, including, but not limited to: alcohol, drugs, fighting, or destruction of property.
- Entering the playing field or court.
- Verbal abuse, abusive language, or any other form of unsportsmanlike behavior directed at a fan, player, official, coach, or University employee.

All measure and appropriate action will be taken to ensure safety.

Practice Limitations

Cumberland University athletic teams are subject to the NAIA 24-week season rule, whereas they are limited to a total of 24-weeks during the academic year to conduct practices and competitions.

Summer practices and competitions may only involve students with continuing identification at the institution.

Incoming freshmen and transfers may not practice nor compete with a team prior to the start of the sport's 24-week season.

Practice defined: A practice is any activity organized and/or directed by a member of the coaching staff in which either (a) appropriate equipment is used or (b) institution and/or evaluation of the athlete takes place. Here are some activities that are considered a practice.

Film sessions involving a coach and one or more student-athlete(s)

- Walkthrough drills, regardless of the use of equipment
- Individual skill workouts (batting practice, putting lessons, etc.) involving a member of the coaching staff
- Open gyms that are closed to the public and attended by a member of the coaching staff

*Weight training and conditioning activities that occur during the academic year are not considered practice if the team or individual does not utilize equipment associated with that sport.

“Voluntary” really does mean voluntary. Student-athletes must not be required to report back to coaching or athletics department staff any information related to the voluntary activity. The activity must be initiated and requested solely by the student-athlete. The student-athlete may not be penalized if they elect not to participate. Countable athletically related activities: includes any meeting, activity or instruction involving sport-related information and/or having an athletics purpose.

Nutrition and Eating Disorders

It is essential for student-athletes at Cumberland University to understand the importance of optimal nutrition as it relates to their well-being as students, as athletes, and as healthy individuals. The athletic training staff will provide and/or find a provider for any student-athlete who requests nutritional counseling. It is recommended that all student-athletes at CU have an understanding of the right types of foods to eat and when they should eat each type. The athletic training staff can provide any/all of the information regarding proper nutrition to the student-athletes.

It must also be understood that the use of extreme weight-control measures can jeopardize the health of the student-athlete and possibly trigger behaviors that are associated with defined eating disorders. Coaching staffs as well as all other athletic staff members, including the athletic training staff, should have an understanding of the signs and symptoms of defined eating disorders as well as management for student-athletes that may be suffering from such disorders.

The following are policies and procedures set forth by the CU Athletic Training Department to be followed in accordance by all

athletic department members full and part time staff.

- Only medical personnel, including athletic trainers or approved specialists (as determined by the CU athletic training staff) may weigh student-athletes, set weight goals, measure body composition, or interact with student-athletes in any manner about body composition or body weight.
- Coaches who are concerned about the weight or body composition of any student-athlete must first contact his/her athletic trainer regarding these concerns. A coach may not approach the student-athlete about these issues for any reason.
- Any student-athlete that needs nutritional counseling should be advised and overseen by his/her athletic trainer. It is to the discretion of each sport's athletic trainer, and those specialists appointed by the athletic training staff, as to which student-athletes need further nutritional counsel.
- Coaches, athletic trainers, and athletic department personnel are encouraged to emphasize the role of proper nutrition in optimizing athletic performance, they are not however to stress the impact of lower weight and improved performance.

Coaches or other athletic department personnel suspecting a student-athlete of having an eating disorder should report any signs or symptoms noticed to the supervising athletic trainer. Eating disorders are highly confidential and coaches must understand that information may be limited. Coaches may be involved in treatment at the request of the student-athlete and management group.

Student athletes with an eating disorder may be prohibited from athletic participation if the student-athlete fails to comply with treatment or if deemed necessary by the management group.

The following are guidelines on ways to reduce the risk of potential eating disorders:

- Frequent weigh-ins is discouraged.
- If weight loss is desired, a program should be started early before the competitive season and involve trained/knowledgeable staff.
- Weight loss programs should be agreed upon by the student-athlete and the medical personnel with consultation from the coach.
- A responsible and realistic weight loss plan should be developed on an individual basis.

*Policy adapted from NCAA Nutrition and Athletic Performance Guidelines, Auburn University Eating Disorder Policy, and ACSM Position stand on the Female Athlete Triad.

CU Substance Abuse Policy

Cumberland University is committed to providing drug information and testing program consistent with conference and national regulations of intercollegiate athletics.

It is the purpose of the Department of Athletics to encourage student-athletes to become knowledgeable about drugs, as they may interfere with the athlete's health and performance. Athletes are encouraged to seek out such information through the Substance Abuse Program established by the Athletic Department. Drug testing and screening has as its primary intent the well-being of the Cumberland University student-athlete. Cumberland University is interested in the prevention and control of drug abuse and in helping student-athletes with drug abuse problems. The drug testing and screening program is regarded as a preventative measure for a potentially serious illness. If and when a student-athlete tests positive for improper drug use, acceptable methods of treatment are to be administered.

Individuals found to be involved in the illegal distribution of drugs (transfer or sale), through any means, will be immediately dismissed from all athletic teams and their financial aid cancelled.

Purpose

The purpose of the Athletic Department's Substance Abuse Policy is:

1. To prevent use of illicit drugs by student-athletes before, during, and after the official season in each sport.
2. To educate all student-athletes regarding usage and its effect on the individual athlete and his/her teammates.
3. To ensure the health and safety of the student-athlete.
4. To educate student-athletes about problems associated with drug use.
5. To see that any chronic dependency is treated and addressed properly.
6. To encourage discussion about any questions student-athletes may have, either specifically or generally about usage of drugs.

Education and Counseling on Substance Abuse

Drug abuse in its many forms is a deep concern to the university community. The Athletic Department will promote information and discussion sessions concerning the use of illicit drugs and alcohol with the various teams throughout the year. Information,

literature, and counseling are available to the student-athlete through the Athletic Department, Athletic Training Department, Department of Student Counseling Services, and outside agencies. The Athletic Department urges students and their families to utilize these services and materials. Drug abuse cannot be handled alone. Any call or contact made seeking help or private counseling assistance will be held in strictest confidence, except as otherwise stipulated by this or other policy.

Cumberland University will take a comprehensive view of drug abuse, because drug abuse, in its several forms, lies close to us all. Alcoholism is the number one drug abuse problem in the United States today and the number three killer after heart disease and cancer.

The Department of Athletics will inform the student-athlete about the Substance Abuse Policy (requirements and procedures) of Cumberland University. Athletes must sign, indicating understanding of/and agreement to comply with the policy in order to participate in intercollegiate athletics. Failure to do so will result in immediate ineligibility and discontinuation of any athletic-related financial aid.

Prohibition on the Use of Illicit Substances

Use of any illegal, illicit, or controlled substance by a student-athlete at Cumberland University (except as may be prescribed by a qualified physician in treating an individual's medical condition) is expressly prohibited, whether such use occurs before, during, or after the competitive season of the particular sport. This may include, but is not limited to:

- Amphetamine
- Barbiturates
- Cocaine
- Heroin
- Methaqualone
- Methamphetamine
- Morphine
- Marijuana
- Phencyclidine (PCP)
- Anabolic Steroids

Substance Abuse Testing

Testing shall be both “random” and “selective.”

Random tests shall be conducted on the student-athlete population in each sport. These tests shall be administered on a regular basis, either announced or unannounced. The population selected may include all in a generalized group (i.e. position, offense or defense, etc.) or may include the entire team. Individual student-athletes may also be chosen randomly through the use of a random number process.

**In addition to the randomly chosen individuals to be tested, athletes may be selectively chosen based on previous positive test results and/or reasonable suspicion.

Reasonable Suspicion is defined as: “A good faith belief, based on specific articulated facts or evidence, that a student-athlete may have violated the university’s drug abuse policy and that drug testing may provide evidence relating to that violation.”

A student-athlete is subject to reasonable suspicion testing when after review of the specific facts and circumstances in a particular student-athlete’s case, a representative of Cumberland University concludes that there exists a reasonable suspicion that a student-athlete has engaged or is engaging in conduct prohibited under this policy. The representative of Cumberland University must document these conclusions. The appointing authority or his/her designee will review this documentation and any other pertinent information. If the designated authority agrees with the documented findings of the representative of Cumberland University, the student-athlete shall submit to a controlled substance test.

Drugs to be Tested For

Tests may be conducted for amphetamines, barbiturates, benzodiazepines, cocaine metabolite, marijuana metabolites, methadone, methaqualone, opiates, phencyclidine, and anabolic steroids. Other substances banned by Cumberland University or State of Tennessee laws and regulations may also be selected.

Testing Procedures

Any student-athlete found guilty of altering the results of the collection sample will be considered to have a positive test result. All collections will be done according to NAIA protocol.

Technique:

1. Urine collection will be monitored at the site by staff of the appropriate gender.
2. The individual(s) selected for urinalysis will submit one (1) sample of urine.
3. At the time of collection the authorized monitor will request a list of medications prescribed to the student-athlete submitting the urine sample. The legitimacy of the list provided may be verified by confirmation from the prescribing physician.
4. The monitor will record in a log book the athlete's identification number, the date and the time the sample was submitted.
5. One of each individual's sample will be tested immediately using a standard 5-panel, 7-panel or similar instant test.
6. Urine testing positive may be sent to a local laboratory to determine the levels of substance in urine.
7. The student-athlete will be financially responsible for expenses incurred in the investigation of positive tests.

Follow-up Testing:

1. Subsequent sample collection, after an initial positive result, may be done at a local laboratory.
2. Chain of custody procedures will be utilized by the local laboratory.
3. The cost of evaluation and counseling/education and any follow-up testing will be the sole responsibility of the athlete.

Effect of Positive Test Results**First Positive:**

1. If a student-athlete has a positive test result for the first time, the individual will meet with the Director of Athletic Training and/or the Head Athletic Trainer, Head Coach, and the Director of Athletics to discuss the test results.
2. The Team Physician shall also be notified.
3. The athlete will be deemed medically ineligible to participate in athletic activity until such time as the level of substance dependency has been determined, drug education and counseling has been successfully completed, and the athlete has been deemed medically eligible to participate in athletic activity by the Team Physician and/or Director of Student Counseling Services. *This period shall not be less than 10% of eligible competitions in the current season of competition. Should there less than 10% of eligible competitions remaining in the season of competition and/or during the off-season, the difference shall be completed in the following season of competition. If the athlete is being red-shirted during the season in which they test positive the 10% suspension will be effective during the next season of competition.*
4. The athlete's parent(s), legal guardian(s), or spouse will be notified of the positive test result as a means of obtaining parental assistance in the prevention of further illicit drug use.
5. The cost of evaluation and counseling/education and any follow-up testing will be the sole responsibility of the athlete.
6. Failure to participate in evaluation or counseling or meet any other provisions as established by the Team Physician and/or Director of Student Counseling Services will be treated as a second positive.
7. The student-athlete will be subject to selective testing for the remainder of their athletic eligibility and/or as long as he/she is receiving athletic-related financial aid. This testing may be conducted by an outside agency or lab, as determined by the Team Physician and/or Head Athletic Trainer.

Second Positive:

1. If a student-athlete has a second positive test result or is declared a second positive by any provision of this policy, the individual will meet with the Director of Athletic Training and/or the Head Athletic Trainer, the Head Coach, and Director of Athletics to discuss the test results.
2. The individual will be declared medically ineligible to participate in athletic activity. *This period shall not be less than 50% of eligible competitions in the current season of competition. Should there less than 50% of eligible competitions remaining in the season of competition and/or during the off-season, the difference shall be completed in the following season of competition. If the athlete is being red-shirted during the season in which they test positive the 50% suspension will be effective during the next season of competition.*
3. The student-athlete will not be reconsidered for eligibility until a long-term in-patient or out-patient substance abuse program has been successfully completed, as determined by the Team Physician and/or Director of Student Counseling Services.
4. The cost of evaluation and counseling/education and any follow-up testing will be the sole responsibility of the athlete.
5. The student-athlete shall be informed of their right to a hearing prior to imposition of these penalties.

Third Positive:

If a student-athlete has a third positive test result or is declared a third positive by any provision of this policy, the individual will receive a dismissal from their athletic team and the third positive will also result in loss of athletic scholarship.

Hearing Procedures

1. The student-athlete must submit to the Director of Athletics a written request for a hearing within 5 days after

- notification of a second positive. Failure to request the hearing will result in a waiver of the right to a hearing. The penalties will be imposed after the 5-day period has elapsed.
2. The Director of Athletics, or designee, will act as a hearing officer.
 3. The student-athlete will be provided written notice of the test results, the penalties to be imposed, and notification to the time, place, and date of the hearing.
 4. Only the student-athlete, a representative from the Athletic Department, the Athletic Department Appeals Committee, the Dean of Students and the Director of Athletics may be present for the hearing.
 5. The student-athlete will be provided an opportunity to present his/her position regarding the test results and penalties, as well as any related documentation which will assist the hearing officer in determining whether the student-athlete should be suspended from athletic-related activity and be subject to cancellation of athletic-related financial aid.
 6. Following the hearing, the Dean of Students will prepare a brief summary of the hearing, including:
 - a. The names of those persons present at the hearing.
 - b. The date, time, and place of the hearing.
 - c. The test results.
 - d. The position of the student-athlete.
 - e. The position of the Athletic Department representative.
 - f. A ruling that the penalties should or should not be imposed and the reasons therefore. In the event the Dean of Students rules that penalties should not be imposed, the Dean of Students may impose other sanctions or alternatives.
 - g. The report of the Dean of Students should be completed and forwarded to the student-athlete, Director of Athletics, and Provost/Vice President of Academic Affairs within 10 days after the conclusion of the hearing.

Selling/Distributing Drugs

A student-athlete convicted of selling drugs according to the laws of Tennessee will be suspended from the team and athletic-related aid will be immediately cancelled and not renewed for the following year.

Self-Referral

If an athlete voluntarily confesses to substance abuse, the athlete will be entered into the Program as a “first positive” without the mandatory suspension of 10% of eligible competitions and will be required to meet any and all other terms/obligations associated with a first positive.

The individual will be given one self-referral during their college career with no penalties. Subsequent self-referrals will be treated as a second positive and will be treated as previously outlined. The self-referral is designed to help individuals who recognize they have a problem with substance abuse before the announcement of a substance abuse test, the self-referral may not be used to avoid penalties associated with a positive test result.

Confidentiality of Test Results

All information and records under the athletic substance abuse policy, including test results, will remain confidential and will be released only to the following persons:

- Team Physician
- Director of Athletic Training and/or Head Athletic Trainer
- Head Coach
- Director of Athletics
- Team Member's Parents, Legal Guardian, or Spouse
- Director of Student Counseling Services/Resulting treatment agencies
- Dean of Students
- President of the University

Education Program

Group sessions for student-athletes will meet throughout the year. Attendance is mandatory with record taken. Any excuses from attending must be approved by the Director of Athletics.

University Alcohol and Drug Policies

Unauthorized possession, use, consumption, transportation, or distribution of drugs and alcohol by BY ANY STUDENT on University property or at off-campus, University-sanctioned functions is strictly prohibited. Alcoholic beverages are not permitted at any time in any University facility without explicit prior written permission of the President of the University. No student shall be in an intoxicated condition at any time on campus, as made evident by boisterousness, rowdiness, obscene or indecent conduct or appearance, or by vulgar, profane, lewd, or unbecoming language. Violation of this policy will result in

student misconduct sanctions and/or may result in arrest by an appropriate law enforcement agency. The possession, use (without valid medical or dental prescription), manufacture, furnishing, or sale of any narcotic or dangerous drug controlled by Federal or Tennessee law is prohibited. Violation of the drug policy may lead to immediate suspension from the University and/or arrest by the civil authorities.

For further information please see Student Policy on the CU Policy website.

DUI Violations:

- **1st DUI offense:** The student-athlete must meet with the Coach and Athletic Director and review the discipline response.
Discipline:
 - Suspension from the team
 - Probation
 - Meetings with Mothers Against Drunk Driving (MADD)
 - Suspension from contest
 - Dismissal from the team

- **2nd DUI offense:** The student-athlete must meet with the Coach and Athletic Director. Discipline:
 - Dismissal from the team

*All DUI violations must be reported to the Dean of Students.

Academics and Eligibility

Academic Standards

Students who participate in intercollegiate competition must meet all academic standards for admission to Cumberland University. The student-athletes must maintain all academic standards as they progress toward degree completion. Your academic success is of primary importance to CU and the Department of Athletics. Participation in intercollegiate athletics should not interfere unreasonably with a student’s academic program or progress towards a degree. A student may not participate in intercollegiate athletics unless he or she is making continuous progress towards obtaining a degree. The goal of the CU Department of Athletics is to have the student-athletes graduating at a rate that is better than that of the general student population.

Student-Athlete Responsibility

Student participants in intercollegiate athletics carry a special responsibility as representatives of the University. For the privilege of participating in intercollegiate athletics and, in many cases, receiving an athletic grant-in-aid, the University expects its student-athletes to adhere to team, departmental, campus and University rules, and to reflect exemplary standards of academic and personal behavior, including the principles of sportsmanship and conduct.

The goal of the University is for every student-athlete to graduate in four-years with a baccalaureate degree. As a student- athlete, you are responsible to meet the academic requirements of the institution listed in the CU catalog, the Mid-South Athletic Conference (MSC) and those of the NAIA. Below are the most critical requirements.

Probation, Suspension, Dismissal, and Good Standing (at Cumberland)

To encourage and ensure satisfactory progress toward a degree, the Office of Academic Affairs administers the following policy. A student will be placed on academic probation if his/her cumulative GPA of course work taken at below the criteria listed as “Good Standing.” Good Standing is used as an indication of a student’s academic standing with the University. Only course work taken at Cumberland is used to calculate good standing. Students must maintain the following minimum academic standards in order to remain in good standing:

Attempted CU Credit	Minimum Grade Point Average
0-29 semester hours	1.50 GPA
30-59 semester hours	1.80 GPA
60+ semester hours	2.00 GPA

Class Attendance Policy

Students are expected to attend all class sessions scheduled for each course. However, the University faculty and administration understand that everyday life situations such as illness, vehicle malfunctions, road conditions, etc., sometimes make it impossible or difficult for a student to attend every session, but the performance students must be held accountable for not attending classes. Missing over 12 unexcused classes will trigger a three-strike system. Once a student-athlete has accumulated 11 unexcused

absences (STRIKE 1) they will **immediately** be prohibited from participating in the equivalent of 10% of their season (see table below). Once a student-athlete has accumulated 12 unexcused absences (STRIKE 2) they will **immediately** be prohibited from participating in the equivalent of 20% of their season (see table below). Once a student-athlete has accumulated 13 unexcused absences (3rd strike) **they will IMMEDIATELY be prohibited for participating for the remainder of the season.**

- **Any discrepancies a student-athlete may have concerning an unexcused absence should be reported to the Assistant AD who oversees the Attendance Report within 10 business days.**
- **The suspension carries from year-to-year (e.g., Football student-athlete accumulates 13 absences after the completion of the Fall 2018 football season. The student-athlete will be accountable for an entire season and be prohibited from participating during the Fall 2018 season).**
- **The penalty is enforced IMMEDIATELY and is recorded by the Assistant AD who oversees student-athlete attendance. This is not a decision that the coach or student-athlete makes.**
- **After the spring semester of the current academic year if you have three strikes or 13 unexcused absences you are not eligible to receive any athletic scholarships.**

***See Chart below for specific sport information regarding absences.**

All appeals should be made to the Director of Athletics.

Sport	STRIKE 1 (11 absences)	STRIKE 2 (12 absences)
Baseball	5 games	11 games
M/W Basketball	3 games	6 games
M/W Bowling	1 event	2 events
Cheerleading/Dance	1 event	2 events
M/W Cross-Country	1 event	2 events
Football	1 game	2 games
M/W Golf	1 event	2 events
M/W Soccer	2 matches	4 matches
Softball	3 games	6 games
M/W Track & Field	1 event	2 events
M/W Tennis	2 matches	5 matches
M/W Volleyball	3 matches	6 matches
Wrestling	2 events/matches	4 events/matches

Full-Time Status

To be eligible for practice or competition, a student-athlete shall be enrolled in at least a minimum full-time (**12-SEMESTER HOURS**) program of studies leading to a baccalaureate or equivalent degree.

Online Coursework

In order for any student-athlete to participate in intercollegiate athletics he/she must be a full time on-campus student in good standing. Students may enroll in online only classes as needed but will not be able to participate in Cumberland athletics if enrolled solely in the online degree completion program. If a student-athlete chooses to move to the online program they will forfeit all athletic monies as well.

Academic Integrity Violations and Sanctions:

Cumberland University considers any violation of academic integrity a significant offense and therefore subject to an appropriate sanction. Academic integrity violations at the University are classified into minor and major categories each with two levels of violation for a total of four levels of violations. Faculty make the distinction within their course syllabi of the characteristics that define the category of academic integrity violation for a particular course. The sanction levied is decided upon by the faculty member in consultation with the appropriate Program Director and/or School Dean. The University recommends sanctions intended as a general guideline for the academy. Furthermore, extenuating circumstances may influence the imposed sanction, as degree of responsibility and experience of an individual student may be a factor in determining the appropriate sanction. For example a first-year student's imposed sanction for a given violation may not be as severe as that imposed on a more experienced student (upperclassman or graduate student) for the same violation. All transgressions are recorded in the Advocate System.

Faculty should notify their School Dean and the Office of the Registrar by email when there is an imposed sanction of FC.

Further definition and the list of sanctions can be found at Cumberland.edu under the academics tab on the policies web page.

- If placed on academic probation you will be ineligible.
- If placed on academic probation for more than one semester you will be ineligible to receive a university- administered scholarship

*More information can be found at: <http://www.cumberland.edu/studentrighttoknow>

Grade Appeals

To maintain due process in all areas of the University, any student is afforded the opportunity to appeal grades that the student alleges to be capricious or miscalculated. While it is the right of the student to appeal, University policies, procedures and guidelines will be followed without deviation. This appeal process is to be used only if the student has been unsuccessful in informally resolving a grade appeal with the course instructor. The Grade Appeal Form, along with written reasons stating why the student is appealing the grade, must be submitted in advance of meeting with the School Dean (or designee). Appeals should be initiated by submitting the completed appeal form within ten (10) business days of the grade's release (this includes individual assignments through final course grades). Note that Grade Appeal Forms can be obtained from the Office of Academic Affairs. The appeal form delineates the time line for administrative review and consideration of grade appeals.

How to do:

1. The Grade Appeal procedure is only available for review of alleged capricious/miscalculated grading and not for review of the judgment of faculty in assessing the quality of student work.
2. Capricious Grading as outlined by the University is recognized as:
 - a. Assigning a grade to a student that was miscalculated in error.
 - b. Assigning a grade to a student on some basis other than performance in the course
 - c. Assigning a grade to student by more rigorous or stringent standards than were applied to other students in the same course section; and/or
 - d. Assigning a grade in substantial departure from the professor's standards announced and provided in the syllabus and/or course instructions (procedural error).
3. The assessment of the quality of a student's academic performance is a major professional responsibility of faculty and is solely and properly their responsibility.
4. It is necessary, however, that any course grade be based on evidence of the student's performance in a course, that the student have access to the evidence, that the professor be willing to explain and interpret the evidence to the student, and that a grade be determined in accordance with published guidelines. These guidelines should be published on syllabi and made available within the first two weeks of the semester. Note that at times faculty may amend syllabi and thus, grading guidelines, but must inform students of these changes prior to implementation.
5. At any time, a student may seek the counsel of an advisor and/or Office of Academic Affairs personnel regarding the procedure for appealing alleged capricious grades or the merits of a particular case.

Transferring Out

If you wish to transfer from CU to another institution, various NAIA regulations apply. If you transfer to another Mid-South Conference institution, it is mandatory that you fulfill one year residence prior to being eligible to compete. Four year institutions cannot have contact with you regarding a transfer without first obtaining the written permission of CU's athletics director. It is YOUR responsibility to seek accurate information from CU's athletics office regarding transferring.

The request and appeal process for transferring out are as follows:

1. A student-athlete who wishes to discuss the possibility of transfer with a College and/or University (NCAA, NAIA, Junior College, etc.) must contact the Head Coach who will advise the Director of Athletics and the Assistant Director of Athletics.
2. If the Head Coach, Director of Athletics, and Assistance Director of Athletics approve the request, the paperwork is processed.
3. The Assistant Director of Athletics provides a release letter to a requesting institution for the student-athlete. A copy of the release is kept on file in the Assistant Director of Athletics office.
4. If the request is denied, the Director of Athletics (or his designee) shall inform the student-athlete in writing, within 14 calendar days from a student-athlete's written request, that he or she, on request, shall be provided a hearing opportunity. The notification shall include a copy of the University's policies and procedures for conducting the hearing, including the deadline by which the student-athlete must request such a hearing.
 - a. The Athletic Appeals Committee shall be chaired by the Faculty Athletics Representative (FAR). The

chairperson shall, at his/her discretion, name the other committee members, which shall be any University employee (except athletics department employees). The committee shall not be restricted in its size. Each committee member shall be familiar with NAIA Bylaws governing the appeal. The committee shall give each side involved in each case the opportunity to be heard (the student-athlete and/or his/her parents/guardians, in addition to the Director of Athletics and Head Coach of the sport involved).

5. If the student-athlete requests a hearing before the deadline, the Athletic Appeals Committee shall conduct the hearing within 30 consecutive calendar days of receiving a student-athlete's request for the hearing.
6. The committee, at its discretion, may hear the appeal in a variety of communication forms (in writing, in person, by telephone, by videoconference, etc.). However, once the method of communication has been established for that particular case, that method shall be used to hear both sides.
7. Once a decision for a particular case has been reached, the committee chair (FAR) shall inform each side involved in writing.

*Any student-athlete, who quits a sport, is removed from a team, transfers to another institution or graduates from Cumberland University will be asked to complete a Cumberland University Student-Athlete Exit Interview

Seasons of Competition and Terms of Attendance Limits

Student-athletes may not compete in more than four seasons of athletics competition during the first 10 full-time semesters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies (at CU, this is defined as a minimum of 12 credit hours).

You have utilized a semester when you are officially registered in a regular term of an academic year for a minimum full-time program of studies and attend the first day of classes for that term. You will be charged with a season of competition when you enter ANY contest for a period of time during the playing season with outside competition including scrimmages, exhibition games, alumni contests and joint practice sessions.

Medical Hardship Waiver

If you become injured, it may be possible to gain an additional season of competition if you have not competed in more than the number of contest limits allowed in your sport by the NAIA, where hardship waivers are concerned. We will work with you to prepare and submit the waiver if you meet the requirements.

Redshirt Rule

1. A student-athlete who is eligible for competition but who does not compete is termed a "redshirt". Most often redshirt status is determined between a student-athlete and coach prior to the beginning of the season. If you choose to redshirt, you remain eligible for practice with your team. If you do not compete, you do not use a season of competition.
2. A student-athlete serving a year of academic residence for academic purposes is allowed to practice with the team but not compete.

University-Related Services

The Office of Student Success (OSS)

The OSS is your place for success. Located in room 121 of the Learning and Career Commons at Mary White Hall, the OSS is where CU students can get academic assistance through peer tutoring and writing assistance. We also offer testing services for the Miller Analogies Test (MAT) and the College Level Examination Program (CLEP). Feel free to stop by, call 615- 547-1295, or email the Director, Ms. Jennifer Novo at jnovo@cumberland.edu.

Visit the OSS to get assistance with any of your classes. We can arrange for you to meet with a faculty member in any subject or get you a peer tutor for private study sessions. In addition to tutoring, the OSS offers walk-in writing assistance with a faculty-approved English tutor, a qualified Graduate Assistant, or the Center's Director. The OSS is here to provide you with the tools necessary to be successful, whether that means helping you pass your hardest class or turning a B into an A! Want a quiet place to study? You can do that in the OSS too!

To schedule an appointment to take the MAT or CLEP, please email the Director, Ms. Jennifer Novo at jnovo@cumberland.edu.

For the MAT: \$65 non-refundable fee payable by cash (exact change, please) or check at time of testing to Cumberland University. To pay by credit card, testers must make arrangements with the university business office at least one day BEFORE testing time. The MAT is a computer-based, one-hour test, and testers need to only bring photo identification. For practice questions and detailed test information, please visit MAT's website at www.milleranalogies.com.

For the CLEP: \$80 non-refundable fee payable only by check or credit card at time of testing to CLEP. CLEP tests are computer-based, one-and-one-half-hour tests, and testers need to only bring photo identification. For details on test specifics, please visit CLEP's website at clep.collegeboard.org. All prospective testers are strongly encouraged to contact the university registrar's office in order to confirm the acceptance of specific CLEP credits. You may also find additional information on CLEP by reviewing the CLEP page found under the Admissions tab on the main website page.

Library Services

The mission of the Doris and Harry Vise Library is to provide quality resources and services that support the teaching and research mission of the University and contribute to the development of critical thinking and lifelong learning. The library enables the direct and remote retrieval of information in a variety of formats and collaborates in shared resource agreements to broaden the availability of materials to its users. The library is the gateway to exploring the world's knowledge and is dedicated to providing reference services and instructional programs that assist students and faculty in successfully locating and critically evaluating information. The library is responsive to the needs of its users in providing effective technology and facilities that enhance the pursuit of scholarly endeavors in a comfortable and intellectually stimulating environment. The library's collection development policies reflect the principles of intellectual freedom and academic integrity. The library supports enrichment programs that seek to promote and preserve the cultural heritage of the university community. The library continually evolves by responding to the changing needs of the university it serves by supporting staff development and engaging in activities that enhance the quality of the resources and services we provide.

Career Services

The Office of Career Services supports students and alumni in the development and achievement of career decisions and goals. The University is dedicated to providing resources to enhance students' knowledge in the areas of career exploration, job search skills, and information on employment and internship opportunities.

Services are provided to all Cumberland students and graduates and include:

- Self-assessment and Career Planning
- Internship and Job Postings
- Resume and Cover Letter Review
- Graduate School Preparation
- Career-Related Workshops

Hire CU

The Office of Career Services and Internships is dedicated to assisting students and alumni discover their professional goals and develop life-long career management skills. Assistance with career exploration, job/internship search, and resources to prepare for employment are available daily.

Appointments:

To schedule an individual appointment please call 547-1357 or email cvick@cumberland.edu.

Drop-in Hours:

Drop-in hours are available Monday through Friday from 9 am until 12 pm and 1:30 pm to 4:00 pm.

Counseling Services

The Counseling Center/Disability Services Office is located in Labry Hall 225. Students can visit the bulletin board beside Labry 225 to sign up for an appointment; this is the best and fastest way to schedule an appointment. Students can also call the Counseling Center at 615-547-1397 or email echristian@cumberland.edu to check counselor availability. The staff of the Counseling Center views counseling as another form of learning where students are able to learn more effective means of resolving concerns and developing strategies for achieving personal and professional goals. Counseling can assist those who are experiencing various personal problems and difficulties. Some of the concerns commonly addressed include adjustment to college, relationships, stress, depression, loneliness, anxiety, and self-esteem. Counseling services are offered free of charge to all currently enrolled and registered CU students. Students are provided short-term counseling services on campus. For longer-term issues, referrals will be made to appropriate community providers. The Counseling Center staff is also available to consult with faculty, staff, parents and significant others about students of concern and how to support them. It is important for members of the CU community to understand that sessions conducted by the Counseling Center are confidential. Information about whether or not a student has come to the Counseling Center and well as the content of counseling sessions cannot be released except upon the student's written request, in circumstances which would result in clear danger to the individual or others, reports of child or elder neglect and/or abuse, or as may be required by other laws. The Counseling Center strictly adheres to this policy.

University Safety & Security

Cumberland University Security strives to provide a safe environment for students, faculty, staff, and visitors on campus. With a rotating staff of eight officers, we patrol campus 24 hours a day, 7 days a week, 365 days a year and are always available to assist you by calling 615-476-3061. Cumberland University Security serves as the primary first responder to all emergency incidents on campus. Cumberland University Security also works in conjunction with local police, fire, and emergency medical services to resolve emergency situations on campus. We are committed to providing high quality service as an integral, respected and trusted part of the Cumberland University community.

Hours of Operation: Security Officers are on duty 24 hours a day, 365 days a year. Contact Information Security Officers can be contacted by dialing 615-476-3061.

Campus Watch: Call 615-453-6333 and remain anonymous, if emergency call 911. Mike Thornhill, Director of Security Email: mthornhill@cumberland.edu.

Office Location: Mitchell Student Center.

Dean of Students

The Cumberland University Dean of Students Office, Labry Hall 206, serves a central role in student learning and development. The services offered by staff members within this office promote a safe, healthy, and culturally sensitive campus. Staff members within this office seek to inspire students to embrace community service and leadership opportunities while pursuing intellectual, professional, personal, and spiritual growth on campus and throughout their lives. The Dean of Students establishes and maintains collaborative partnerships to achieve a seamless learning environment that links, aligns, and integrates student affairs and academic endeavors. The Dean of Students is responsible for providing direct service or oversight for Student Conduct, Multicultural Inclusion issues, the Student Leadership Academy, Service Learning initiatives, and the Cumberland University Parent Association.

Office of Greek Affairs

Questions regarding the policies, procedures, and structure of the Office of Greek Affairs should be addressed to the Director of the Office of Residence Life in Labry Hall 131. The office phone number is 547-1231.

Greek membership is a lifelong commitment made by the student. Members of Greek organizations represent the finest quality of individuals based upon scholarship, leadership, service and high moral and ethical standards. Fraternities and sororities at Cumberland University are expected to support and ensure general cooperation between chapters and the University. By emphasizing the development of their members as concerned participants in their chapter and the Cumberland community, the fraternities and sororities support the ideals of loyalty, both to the University and the fraternity/sorority, and responsible citizenship. Greek organizations are expected to share in the academic mission of Cumberland University, to uphold the Cumberland Creed at all times, and be a positive contributor to the Cumberland community as well as the Lebanon and Middle Tennessee community as a whole.

Residence Life

The Office of Residence Life is located in Labry Hall 131. The office phone number is 547-1231. The e-mail address is reslife@cumberland.edu. The Office of Residence Life is committed to providing a comfortable and nurturing community conducive to students' pursuit of scholarship, celebration of differences great and small, and assisting students with their social and personal development. Members of the residence life staff at Cumberland University will:

- Support a safe and comfortable living environment where all students are recognized and valued
- Test students to discover more about themselves and others through introspection, examining personal values, personal beliefs, and their awareness of issues surrounding them
- Empower students to pursue personal growth while making being active in the community and providing service to the University and local community
- Encourage the exploration of knowledge, the development of skills, and the understanding of sensitivity and respect as integral parts of the interactions between individuals and groups
- Produce life experiences and classroom activities in a dynamic environment

Living on campus provides an experience that is more than just a place to sleep, study and watch TV. It is a place where students come and are challenged and changed. Living on campus provides a place where Cumberland memories begin and where the relationships are developed from friendships that last a lifetime.

Office of Student Life

This office is located in Labry Hall 234 and can be reached by calling 547-1390. Staff members within this office coordinate student activities on campus, advise the Student Government Association, oversee student organizations, coordinate parking permits, manage the production of the yearbook, coordinate the intramural sports program, and produce student identification cards.

Student Financial Services

The Office of Student Financial Services, located in Memorial Hall, is the primary office for assisting eligible students with their financial needs. This office is responsible for distributing local, state, and federal funds, scholarship and endowed scholarship funds, and institutional aid.

Keys and Student ID Cards

Hall entry and room keys are issued on arrival. Locks and keys will be changed when considered necessary by the Residence Life staff, security personnel, and/or the Executive Director of Facilities and Safety. Regulations concerning the use of keys include:

- Loss of an entry key requires a charge of \$50
- Loss of a room key requires a charge of \$50
- Duplication of any key will result in a fine of \$25 and disciplinary action
- Irresponsible use of keys or ID cards, such as lending the key or card to another person, will result in disciplinary action
- The Office of Residence Life should be notified immediately when a key is lost
- If keys are lost or not surrendered upon check-out, the room lock will be changed and a new key will be issued. A re-coring fee of \$100 will be charged to the resident.
- Tampering with room door locks such as pin locking, will be assessed a \$100 charge, plus resulting damage charges

You will be issued a Student ID card upon arrival your first year – you are expected to hold onto this card for the four years that you are at Cumberland University. You may be asked to present it at any time by a University official. Your student ID card serves as your access to enter the dining hall for each meal, to check library books, and to cash checks in the Business Office. Replacement cost for a lost ID is \$15, payable in the Business Office. Damaged cards may be replaced for free if you bring the damaged card to the Student Life Office.

Mail Services

The Cumberland University Mail Room is located in the lower level of the Mitchell Student Center, and receives and sends US mail for University departments as well as resident students. Mail boxes for resident students are also housed outside the mail room. In addition to receiving and sending U.S. mail, the mail room processes campus mail as well as UPS and Federal Express Packages.

Hours of Operation: Monday-Friday 8 a.m.-4:30 p.m.

PO Box keys will be issued by the mail room to resident hall students. To obtain a key, students must present their student ID and complete an information card with contact information. There is no charge for PO Box use. Keys must be surrendered upon leaving the University. There is a lost key charge of \$25 if the key is lost. This amount will be charged to the student account. At least one month prior to a student planning to leave the University, the student should contact all sources for their incoming mail such as banks, etc. to change mailing addresses. The USPS will not forward student mail.

Parking Regulations

All automobiles parked on campus by students, faculty, or staff must have a valid parking permit. Student parking permits are good for the academic year only. The Office of Student Life, upon completion of the registration process, provides student parking permits. Permits are good only for indicated areas. Parking outside indicated areas is a violation and subject to fine. Parking is permitted on marked paved or graveled areas only. Parking in front of dumpsters, in fire lanes, or on the grass is strictly prohibited. Vehicles parked in the fire lanes, other unauthorized places, and disabled or abandoned, or vehicles with repetitive violations may be subject to towing or impoundment at the owner's expense

Parking fines for violations are listed below:

- No visible parking permit [\$100.00]
- Failure to obtain a parking permit [\$100.00]
- Parked in Handicapped space or area [\$100.00] and subject to tow
- Parked in fire lane or area [\$50.00] and subject to tow
- Parking in an area that impedes an entrance to or exit from campus [\$50.00] and subject to tow
- Vehicle impoundment [\$50.00 in addition to standard violation fee]
- Parked in a No Parking space or area [\$25.00]
- Parked in a Visitor parking space [\$25.00]

- Parked with incorrect decal for area [\$25.00]
- Parked in an area not designated for parking [\$25.00]
- Taking up more than one parking space [\$25.00]

Further sanctions regarding parking violations may be applied by the Executive Director of Facilities and Safety. Fines are payable to the Business Office. Grade reports and transcripts will be held until all fines are paid in full. All towing fees are the responsibility of the owner of the vehicle. The fine for unpaid citations doubles after 30 days from date of issue.

**Cumberland University
Phoenix**

Student-Athlete Drug Testing Consent Form

Name of Student-Athlete: _____
Type Name

Agreement

I have thoroughly reviewed and agree to comply with the Cumberland University Student-Athlete Drug Testing Policy, and I understand that my signature signifies that I have received a copy of the policy and that I understand the purpose, process, and consequences that can result from the drug testing program.

Specimen Collection Consent

I give my full consent to be tested for banned substances as specified in the Cumberland University Student-Athlete Drug Testing Policy by the means discussed in the policy as frequently as is requested of me.

Release of Information

I authorize the release of any information and records related to my drug tests to be given to the Head Coach of my sport, my parent(s) or legal guardian(s), the Cumberland University Sports Medicine Staff, the Cumberland University Director of Athletics, Dean of Students, Faculty Athletic Representative, and any appropriate University official involved in the student disciplinary process, and I understand that my samples will be sent to a laboratory for analysis in agreement with the Cumberland University Student- Athlete Drug Testing Policy. I also waive any privilege that I may have to the aforementioned information.

**FAILURE TO SIGN THIS AGREEMENT WILL RESULT IN IMMEDIATE DISMISSAL FROM YOUR
TEAM AND LOSS OF SCHOLARSHIP**

Signature of Student-Athlete: _____
Typed Name is Confirmed Signature

Date: _____

