

Dear Student-Athletes:

Welcome to Tennessee State University! Whether you are a new or returning student-athlete, we are excited to have you here as part of the Tiger family. I hope the upcoming year is one academic, athletic, and personal excellence experience. We are committed to providing you with the resources you need to achieve at the highest level of success, both academically and athletically.

This handbook is compilation of materials pertinent to you, the student-athlete. The handbook provides helpful information about Tennessee State University Athletics. The handbook also explains the expectations of every student-athlete and the rules and regulations that must be followed in order to maintain athletic eligibility and/or athletic financial aid and grant in-aid.

Please read through this handbook, and follow the policies and procedures we have in place. They are for your benefit. A complete version of the Student-Athlete handbook can be viewed online at: [www.TSUTigers.com](http://www.TSUTigers.com)

Our goal is for you to be successful. Good luck in your academic and athletic pursuits during the upcoming year. I extend to you my personal gratitude for your head work and dedication to the program. I look forward to the opportunity I will have to witness your pursuit of a championship season. My goal is for you to leave Tennessee State with a championship ring on one hand and a degree in the other. Thank you for being here. It's great to be a Tiger!

Sincerely,

A handwritten signature in cursive script that reads "Teresa L. Phillips". The signature is written in black ink and is positioned below the word "Sincerely,".

Teresa L. Phillips  
Director of Athletics

## ATHLETICS STAFF DIRECTORY

### **Athletics Administration**

<b><u>Name</u></b>	<b><u>Ext/Fax</u></b>	<b><u>Room</u></b>	
Athletics Director	Teresa L. Phillips	5034/5911	125 Kean Hall
S.W.A./Champs	Valencia Jordan	5754/5911	318 Gentry
Assoc. AD for Compliance	Jennifer Bell	5887/5911	129BKeanHall
Asst. AD for Compliance	Latessa Hickerson	5889/5911	129CKeanHall
Asst. AD for Compliance	Tuamafa Reilly	5003/5911	129CKeanHall
Sponsorship Coordinator	Jennifer Gamble	7652/2544	129BKean
Media Relations Director	Zekeya Harrison	1867/7692	318 Gentry
Media Relations Assistant	Alex Mitchell	5674/7692	318 Gentry
Media Relations Assistant	Jose Garcia	5674/7692	318 Gentry
Ticket Office Manager	Zellina Anderson	5907/7515	117 Gentry
Ticket Office Cashier	J. Madigan/A. Teeter	5841/7515	117 Gentry
Equipment Manager	Jeremy Taylor	5919/5911	131 Kean Hall
Office Manager	Renae Golden-Bell	5034/5911	125 Kean Hall
Athletics Administration Asst.	Ebony Vasser	5861/5911	131 Kean Hall

### **Academic Support Services for Student-Athletes**

A.D. for Academic Services	Dr. Johnnie Smith	1581/5911	007 Kean Hall
Academic Advisor	Jeremy Perry	1821/5911	007 Kean Hall
Academic Advisor	Kenita Stokes	7446/5911	007 Kean Hall
GA for Academic Services	Okoye Cotherine	7446/5911	007 Kean Hall

### **Football**

Senior Office Assistant	Natasha Plant	7652/1360	131 Kean Hall
Head Coach	Rod Reed	5973/1360	131 Kean Hall
Defensive Coordinator	Osita Alaribe	5985/1360	131 Kean Hall
Offensive Coordinator	Jeff Parker	7645/1360	131 Kean Hall
Football Operations	Daniel Kuhn	2136/1360	131 Kean Hall
Offensive Line Coach	Russell Ehrenfeld	5360/1360	131 Kean Hall
Defensive Line Coach	Nick Davidson	5918/1360	131 Kean Hall
Running Backs Coach	vacant	2523/1360	131 Kean Hall
Safeties Coach	Ed Sanders	5920/1360	131 Kean Hall
Defensive Backs Coach	Mikhal Kornegay	7681/1360	131 Kean Hall
Tight Ends Coach	Bill Khayat	5964/1360	131 Kean Hall

### **Basketball**

Head Men's Coach	Dana Ford	5900/5022	145 Gentry
Asst. Coach	Randall Peele	5905/5594	154 Gentry
Asst. Coach	Pierre Jordan	5899/5594	154 Gentry
Asst. Coach	Rodney Hamilton, Jr.	2520/5594	154 Gentry
Director of Operations	Janna Eichelberger	4931/5594	154 Gentry

Head Women's Coach	Larry Inman	5606/5594	314 Gentry
Asst. Coach	Chelsia Lymon	1356/5594	305 Gentry
Asst. Coach	Le'Coie Willingham	1389/5594	315 Gentry
Asst. Coach	Joe Bonham	5903/5594	315 Gentry
Director of Operations	Josh Cooperwood	1389/5594	315 Gentry

### **Track & Field**

Head Women's Track	Chandra Cheeseborough	5906/5594	306 Gentry
Asst. Coach	Asha Gibson	5890/5594	309 Gentry
Head Men' Track	Chandra Cheeseborough	5906/5594	306 Gentry

### **Golf**

Head Women's and Men's Golf Coach	Parrish McGrath	1855/5594	309 Gentry
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### **Volleyball**

Head Coach	Kathy Roulhac	5010/5911	226 Kean Hall
Asst. Coach	Donika Sutton	1361/5911	226 Kean Hall

### **Softball**

Head Coach	Tom Opdenbrouw	1543/2548	304 Gentry
Asst. Coach	Vacant	1543/2548	Softball Comp

### **Tennis**

Head Coach	Monroe Walker	5897/5594	308 Gentry
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### **Athletic Training**

Head Trainer	Ryan Krach	7829/2158	128 Gentry
Assoc. Head Trainer	Sonja Askew	7769/2158	128 Gentry
Asst. Trainer	Danny Walen	5904/2158	128 Gentry
GA Trainer	vacant	5904/2158	128 Gentry

### **Strength & Conditioning**

Head Coach	Joshua Chance	5895/5594	111 Gentry
Asst. Coach	TJ Greenstone	5898/5594	111 Gentry

### **Faculty Athletic Representative**

FAR	Dr. Celeste Williams	5460/5594	
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**TENNESSEE STATE UNIVERSITY  
CAMPUS DIRECTORY**

<b><u>Academic Affairs</u></b>	<b><u>Extension</u></b>
Vice President	5301
Academic Deans	7561
Agriculture & Consumer Sciences	7561
Allied Health Professions	5871
Arts and Sciences	5971
Business	7121
Education	5451
Engineering and Technology	5401
Graduate School	5901
Nursing	5251
Honors Program	5731
Academic Enrichment Advisement	5521
Admissions	5101
Records	5131
Air Force ROTC	5931
Testing Center	7111
Library	5201
Athletic Department	5861
<b><u>Business and Finance</u></b>	<b><u>Extension</u></b>
Vice President	7411
Bursar	7521
Financial Aid	5701
Post Office	5246
Cafeteria	5492
Bookstore	7511
Main Campus Operator	5000
Avon Williams Campus	5000
<b><u>University Relations and Development</u></b>	<b><u>Extension</u></b>
Vice President	5303
Public Relations	5331
Gentry Center	5799
Alumni Relations	5831
TSU Foundation	5481
<b><u>Student Affairs</u></b>	<b><u>Extension</u></b>
Vice President	5644
Counseling Center/New Student Orientation	5611
TSU Police	5171
Dean of Students	5648
Career Development Center	5981

International Student Affairs	5639
Minority Student Affairs	5640
Health Services	5291
Disabled Student Services	7400
Academic Success Program	7461
Residence Life (housing)	5361
Graduate & Professional Opportunities	5176
Student Activities	5653
Campus Center	5310
Cooperative Education	7481

**Technology & Administrative Services**

Purchasing & Business Services	5181
Communication & Information Services	7651
Bookstore Main Campus	7511
Bookstore AWC Campus	7221
Human Resources	5281

**Extension**

## **MISSION STATEMENT**

The Department of Athletics at Tennessee State University (TSU) was established, and exists today, in order to provide an opportunity for student-athletes to participate in a broad-based program of intercollegiate athletics, which is inextricably linked to the academic mission of the University. The Department will operate in a manner consistent with the ideals and purposes of the university, NCAA and conference in its pursuit of educational excellence and in the mental, physical, and ethical development of the student-athlete.

The mission of the Department is to offer wide-ranging programs of both curricular and extracurricular activities which will accommodate the needs and interests of the students. Student-athletes will be given the opportunity to participate in athletic and recreational programs while achieving academic success through rigorous degree-completion programs. All of the Department's activities will reflect a commitment to the academic integrity and the fiscal integrity of the university, as well as the general welfare of student-athletes, both today and in his or her future.

Likewise, the program will operate within a framework that recognizes the University's commitment to the NCAA's principles of fair play and exciting amateur athletic competition. The program will, therefore, operate within the rules, regulations, principles and policies of the NCAA, the conference, and the requirements of federal and state funding entities. Moreover, the Department will generate sufficient income to meet the needs of the University.

The TSU Athletic Department will have a continuous and compelling linkage to the educational mission of the University. All programs of the Department will be conducted with a commitment to the policies, general mission, and internal controls of the University as well as a commitment to gender and equity. In addition, the Department recognizes its mandate to provide first-rate athletic competitions for thousands of students, alumni and other Tennesseans who support the intercollegiate athletic programs of TSU with their attendance at events, their enthusiasm, and their financial support.

## **PURPOSE**

The Student-Athlete Handbook shall serve as a guide to all student-athletes regarding policies, procedures and operating regulations as they relate to intercollegiate athletics at TSU. It is intended to serve as an orientation for all new student-athletes and as a reference guide for all student-athletes. The procedures in this handbook should be followed by each student-athlete throughout your collegiate career.

## **SPORTSMANSHIP**

TSU seeks to conduct its intercollegiate athletic programs successfully as a member of the National Collegiate Athletic Association (NCAA) and the Ohio Valley Conference (OVC). The athletic department is committed to abide by and uphold the spirit of established rules governing intercollegiate athletics. Good sportsmanship and integrity in intercollegiate athletics will be the requirement for all involved with the athletic programs. Sportsmanship is accepting victory or defeat graciously. It is not

only the absence of negative public actions, but also it is existence of outward positive actions. Some behaviors deemed unsportsmanlike by TSU and the OVC include: verbal or physical abuse of game officials, opponents, coaches, university or conference administrators, or spectators; public criticism of game officials, opponents, coaches or university or conference administrators; use of obscene or otherwise inappropriate language or gestures; throwing objects and any other action that violates the generally recognized ethical standards of athletics participation.

Participation in athletics serves to develop not only physical skills, but also character, civility and sportsmanship. As a TSU student-athlete, you represent your team, the athletics department and the university at all times, whether in the playing arena or outside the playing arena. As a representative of TSU you are expected to represent yourself with the highest standards of honesty, integrity and sportsmanship at all times. You must always exhibit the honor and dignity of fair play and uphold the standards of ethical conduct established by the NCAA, the Ohio Valley Conference, and TSU.

## **OHIO VALLEY CONFERENCE**

### **OVC Sportsmanship Policy**

Student-athletes at OVC institutions are expected to treat opponents with sportsmanship, for respect is required. There is no tolerance for taunting and baiting of opponents. OVC student-athletes must understand that they are perhaps the most visible representatives of the institution. Also, their behavior is observed and emulated by many who are younger. OVC student-athletes must honor the responsibilities that accompany the privilege of representing our schools by behaving with dignity and class on and off the field.

Tennessee State University abides by the concept that the student-athlete is first a student, with all the rights and responsibilities of students in general at the University.

Student-athletes are expected to understand the following:

- A. Each student-athlete should receive fair and equitable treatment.
- B. Each student-athlete is expected to be successful.
  - 1. Athletic Administrators and University officials expect all student-athletes to receive a degree in a reasonable amount of time (preferably four years).
  - 2. Athletic programs should not interfere with Academics and Educational opportunities.
  - 3. The University will encourage and support special programs to assist student-athletes in their Academic endeavors, when prior approval is given by the Head Coach.
- C. In accordance with NCAA rules, athletically related financial aid is awarded on a yearly basis. **It is not automatically renewed.**
- D. The Department of Athletics provides the necessary facilities and medical personnel to assist in the health and wellness of the student-athletes.
- E. Student-Athletes do not receive special considerations with respect to their ability or status.

## STUDENT-ATHLETE CODE OF CONDUCT

Intercollegiate Athletics at TSU is an integral part of the educational system and process. The Department of Athletics wants student-athletes to have a fulfilling and successful academic and athletic experience at TSU. We also want all student-athletes to understand the University community's expectations for their behavior both when you are and are not competing. Student-athletes should always conduct themselves in a positive manner.

The Department of Athletics has standards, and these standards emphasize the importance and significance of sportsmanship, appropriate conduct, and the responsibilities that each student-athlete must accept when representing the University. These standards are in addition to those general standards set forth in the TSU Handbook.

- All team members will conduct themselves in a responsible and respectful manner at all times. By being a member of an intercollegiate athletic team, a student-athlete always represents the Department of Athletics and the University.
- Each student-athlete will exhibit outstanding sportsmanship and will encourage their teammates to do likewise.
- Each student-athlete will follow TSU, OVC, and NCAA rules and regulations.
- Any arrest of a student-athlete will be treated seriously by the Department of Athletics. The student-athlete may be immediately suspended from the team, and other disciplinary actions may result following the final legal determination of the matter.
- Student-athletes will follow all academic procedures established by the University, the Assistant A.D. for Academics, and their head coach.
- Student-athletes will follow all team policies and procedures established by their head coach.
- Student-athletes will participate in student-athlete development programs as directed by their coach and the Department of Athletics.
- Student-athletes will consent to participate in the Department of Athletics' mandatory controlled substance testing program. Student-athletes will not be allowed to participate on any intercollegiate athletic team unless he or she fully participates in this controlled testing program.
- Every student-athlete must respect the dignity of all other persons.

Failure to agree and adhere to all provisions in the Code of Conduct may result in one or more of the disciplinary actions, depending on the violation:

- Loss of grant-in-aid
- Reprimand
- Probation
- Suspension
- Cancellation of eligibility and dismissal from the athletic program.

The Department of Athletics strives to assist student-athletes sense of pride that will reflect positively on themselves, the Department, and the University. The Code of Conduct is in addition to any specific team policies or regulations established by the head coach of each sport as well as in addition to the provisions of the Institution.



## **DISCIPLINARY ACTION**

The Director of Athletics (or a designee) and the Head Coach have the authority to impose appropriate disciplinary actions for violations of standards established by the Student-Athlete Code of Conduct or Student-Athlete Handbook.

## **CONDUCT AND TEAM TRAVEL**

Athletes are expected to know and observe the rules, spirit, and customs of their sport in both practice and competition and should wear only those articles of equipment issued by the coach and approved by the Athletics Director.

### **Dress Code**

All Student-athletes should dress appropriately for workouts on or off-campus. Any garment considered being an undergarment and or sleep wear (girdles, drawers, boxers, briefs, short sports bras, wife beater t-shirts, panties etc...) should not be worn as an external layer or wear. Student-athletes should keep their bodies covered at all times. Student-athletes should workout in clothing issued by the Athletic Department. In an effort to promote pride and camaraderie, student-athletes should not dress in other schools or university attire. All Student-athletes are representatives of the University and should abide by this policy.

There is no specific dress code for student-athletes on trips, but athletes should be aware of their appearance as representatives of Tennessee State University. In addition, coaches will have specific dress codes for their teams.

### **Lodging**

Charges for hotel rooms and tax are the responsibility of the University. Incidental expenses such as telephone, room service and pay movies will be paid by the student-athletes. These expenses are not allowed to be charged to the University master card bill.

### **Property Damage and Theft**

Property damage and theft during home and away contests will be the responsibility of the student-athletes involved. In addition, violators will be subject to University disciplinary action. When individuals cannot be identified for such action, the entire team will be held accountable.

### **Teams Uniforms and Equipment**

Uniforms and equipment will be issued during the course of the season. The equipment managers and team managers will be responsible for washing and re-distribution of practice and competition uniforms. Student-athletes should notify the equipment staff of any problems with or loss of uniforms or equipment immediately upon discovery. All equipment and uniforms damaged or not returned at the end of the season will be billed to the student-athletes account.

## **SEXUAL MISCONDUCT AND DATE RAPE**

As a representative of TSU Athletics Department, student-athletes are expected to exhibit appropriate behavior at all times. Unacceptable conduct includes such things as the use of offensive comments or gestures and placing another individual in an uncomfortable situation.

Acquaintance rape or date rape has become a topic of conversation on college campuses nationwide. To be considered rape, sexual intercourse must only occur against an individual's will. The use of alcohol can alter normal behavior and inhibit sound judgment. If you or others with you have been drinking, be particularly careful about placing yourself or others in compromising situations. Be conscious of the signals you send as well as those you perceive. Don't place yourself in situations that can be misunderstood or can get out of hand. Good judgment can often save you from an embarrassing or painful situation. If you are a victim of sexual misconduct and/or date rape, contact your coach or a member of the athletic administration immediately. However, if you prefer confidential services, you should contact the Counseling center. The staff at the center is trained to assist you and provide support services in the event of any kind of sexual misconduct. All of their services are strictly confidential.

### **SEXUAL HARASSMENT**

Sexual Harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

- submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course, or activity;
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile, or offensive work or educational environment.

The Department of Athletics at Tennessee State University is committed to providing a harassment-free environment for all student-athletes, coaches, and administrators.

### **HAZING POLICY**

The Department of Athletics at Tennessee State University has established a Code of Conduct that applies to each student-athlete participating on an intercollegiate athletic team. This code requires respect for human dignity. Our Athletic Department believes that hazing demeans those who participate and is fundamentally incompatible with the standard of integrity expected by the Department. Thus, any student-athlete cannot be required, expected, or allowed to participate in any hazing activity of any reason.

Hazing is defined as any action taken or situation created intentionally, whether on or off-campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule and any other activities that are not consistent with the regulations and policies of Tennessee State University. Acts of hazing are prohibited in any circumstances, whether in the context of a structured organization, or informal group, sport, or by an individual.

Hazing should be identified in two categories: physical and psychological.

#### **Physical hazing includes:**

- Paddling
- Kidnapping
- All forms of physical activities that are used to harass or are not part of an organized athletic contest and not specifically directed toward constructive work;

- Road trips (involuntary excursions);
- Burying in any substance
- Stealing of personal items
- Requiring or compelling activities creating unnecessary work, duties, detention or any duties that impair or do not allow adequate time for study;
- Requiring or compelling the forced consumption of any liquid (including alcohol) or solid substance;
- Burning, branding or tattooing any part of the body or any other activity, whether voluntary or involuntary, that may cause physical injury or endanger the life of the individual being hazed;
- Binding or restricting any person's arms or legs on any fashion that would prohibit them from moving on their own;
- Requiring or suggesting prospective members or members to obtain articles that would be illegal to obtain or possess (items for a scavenger hunt).

**Psychological hazing includes:**

- Any act that is likely to: (a) compromise the dignity of a member or prospective member, (b) cause embarrassment or shame to a member or a prospective member, (c) cause a member or prospective member to be the object of malicious amusement or ridicule, or (d) to cause psychological harm or substantial emotion strain;
- Confinement in any room or compartment
- Nudity at time;
- Requiring or compelling exposure to uncomfortable elements;
- Verbal harassment;
- Requiring or compelling the wearing, in public, of apparel that is not good taste;
- Depriving students of sufficient sleep
- Misleading prospective members in an effort to convince them that they will not become members that they will be hurt during induction/initiation, or any other activity that would cause extreme mental stress;
- Carrying any item (shields, paddles, bricks, hammers, etc..) that serve no constructive purpose or that are designed to punish or embarrass the carrier.

**GAMBLING POLICY**

Student-athletes are expected to abide by the NCAA rule (Bylaw 10.3) which prohibits student-athletes from knowingly:

- a. Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- b. Soliciting a bet on nay intercollegiate team;
- c. Accepting a bet on any team representing the institution;
- d. Soliciting or accepting a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
- e. Participating in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmarker, a parlay card or any other method employed by organized gambling.

Furthermore, a student-athlete who is involved in any activity designed to influence the outcome of an intercollegiate contest or participates in a wager involving a Tennessee State University contests, the student-athlete shall lose all remaining regular and post-season eligibility in all sports.

### **SOCIAL NETWORK POLICY**

While the Department of Athletics does not prohibit student-athlete, involvement with internet based social networking communities (i.e. Facebook, MySpace, twitter, etc), these high standards encompass all comments and postings (written or pictorial) made to internet sites. The Department of Athletics reserves the right to take action against any current enrolled student-athlete, or any person receiving athletically related aid, engaged in behavior that is deemed unacceptable or inappropriate or violates University, Department, or team rules, including such behavior that occurs in postings on the internet. This action may include education, counseling, and team suspension, termination from the team and reduction or non-renewal of any athletic scholarships.

### **STUDENT RECORDS AND INFORMATION**

#### **Change of Address**

You are expected to notify the Registrar and your head coach of any change of permanent and local mailing address and phone numbers. Consequences resulting in misdirected or un-received official mail correspondence will be the responsibility of the student-athlete.

#### **E-Mail**

Most official correspondence from the University is now sent to students via e-mail. It is your responsibility to check your MyTsu account on a regular basis (every week) to be sure you do not miss any important e-mails.

### **MEDICAL CARE & ATHLETIC TRAINING**

Each athletic team is covered by an Athletic trainer. The trainer will supervise the team's health care, and consult with you about all aspects of your health care (i.e., prevention, first aid, injury management, rehabilitation, illness and other health concerns), so they can assist you in acquiring the most efficient health care. The training room staff can assist you best if you keep them informed of problems when they occur. When a problem does occur, contact the training room staff immediately. Failure to report an injury may lead to your having to assume financial responsibility.

### **PHYSICAL EXAMINATIONS**

Tennessee State University Athletics Department requires all incoming freshmen and transfers students to undergo a physical examination and evaluation before participating in the intercollegiate sports program. A completed record of the physical must be on file with Athletic Trainer. All student-athletes are asked to complete a Medical History packet describing previous injuries and their past medical history. If student-athletes have sustain injuries to the head, neck, back, shoulder, knee, ankle or internal organs, or you have, in the year prior to becoming a team

candidate had fractures, dislocations, severe sprains, surgery or any other major health related problems, you are required to note this on the information packet. This information will be reported to the team Physician and Athletic Training Staff.

### **TRAINING ROOM**

The athletic training room operates on a first-come first serve basis; however student-athletes are encouraged to come early if they want to avoid the rush. Remember you are never late for practice because you were detained in the training room.

Training Room Rules:

- The training room is the medical center for the Department of Athletics.
- No food or drinks allowed in the Training Room
- The training room is co-ed, so please wear appropriate clothing;
- Student-Trainers should be treated as any regular staff member, and abusive behavior or language is not tolerated.
- No profanity is tolerated.
- No outdoor footwear (cleats) allowed.
- No shoes on taping or treatment tables.
- Do not remove anything from the training room without permission from a staff member.
- Do not apply treatments without checking with staff.
- All rehabilitation will be done outside of practice times.
- Be on time or notify staff for rehabilitation.
- Clean up your mess and follow the rules.

### **TEAM PRACTICE AND GAME COVERAGE**

The following are the priorities used to determine medical coverage:

1. In-season sports;
2. Home activities of in-season sports.

### **INJURIES AND TREATMENT**

Student-athletes must report any **athletically** related injuries to your team's Athletic Trainer or the Team Physician before the Department of Athletics can assist you with any associated medical expenses. Student-athletes are covered under the Athletic Departments' sponsored secondary accidental medical program which provides benefits in the event of an accidental injury during intercollegiate, organized sports activity.

Injuries **NOT** sustained during team functions are not the responsibility of TSU or the Department of Athletics. Student-athletes are responsible.

All medical bills must be approved for payment by the Head Athletic trainer in accordance with the Department of Athletics and NCAA regulations. Unless the Team Physician recommends otherwise, the Athletic Training room is to be utilized for all treatment.

The Department of Athletics does not assume any financial responsibility for medical treatment for non-athletically related illnesses or injuries or for athletically related medical treatment obtained

without a written referral from the team physician or head trainer. Such referrals will be made only to appropriate athletic department medical personnel. Any second opinions or initial consultations by medical specialists without prior authorization will be the responsibility of the student-athlete.

### **DENTAL CARE**

Each student-athlete is responsible for his or her own dental care unless the need for such care is the result of an athletically related injury. TSU will only pay for dental services approved through the Athletics Training Staff.

### **INSURANCE COVERAGE**

TSU is the secondary insurance carrier, which means that the student-athletes personal insurance is the primary coverage.

It is recommended that if the student-athletes do not have hospitalization and accident coverage through a family policy, the student-athletes should purchase the health insurance policy provided by the university. Information about a health and accident insurance plan, available at low cost to students, can be found at the Student Health Center. For more information call 963-5921.

Also if you are living off campus in an apartment or house that you might need to get renter's insurance in case something happens (for example; a fire, or theft).

### **NON-SCHOLARSHIP WALK-ONS**

All non-scholarship athletes will be required to carry personal primary insurance that covers athletically related injuries. Proof of insurance must be prior to participating in any practices, workouts or games. Insurance must be verifiable and if at any time insurance coverage is lost, the athlete will not be allowed to participate. If the primary insurance is not in effect when a claim is filed, the athlete will be responsible for the entire medical bill and will not be allowed to resume participation until proof of insurance is confirmed and a medical release to return is provided that is satisfactory for TSU Team Physicians.

### **STRENGTH AND CONDITIONING PROGRAM**

The weight room is located in the Gentry Complex, and is available to those student-athletes whose names are on record in the Compliance Office as participants in one or more of the NCAA sports offered at TSU.

Weight Room hours will vary depending on the season usages.

#### **BASIC RULES FOR THE WEIGHT ROOM:**

- Food, beverages, and the use of tobacco products are prohibited
- No horse play
- The use of balls other than medicine balls is prohibited
- Adhere to scheduled training times.

In the event of a disciplinary problem, the Strength and Conditioning staff has the authority to eject an athlete from the facilities.

## **AWARDS BANQUETS**

The Athletic Department shall honor its student-athletes yearly at an awards banquet. Athletics Awards are presented for recognition of participation in intercollegiate athletics and special accomplishments. All athletic awards will be given within NCAA rules. During these events, trophies and awards are presented to outstanding student-athletes. It is an event where all student-athletes are recognized for their dedication and commitment to their program.

Freshmen letterman award will receive a certificate.

Sophomore letterman award will receive an acrylic plaque.

Junior letterman award will receive a Jacket.

Senior letterman award will receive a ring.

## **STUDENT-ATHLETE ADVISORY COMMITTEE**

The Athletic Department has a Student-Athlete Advisory Committee. Each team is represented by two student-athletes who serve on the SAAC providing communication to and from the team and the athletic administration regarding all aspects of the intercollegiate athletic experience. Questions or concerns that you would like to discuss regarding any aspect of your intercollegiate athletic experience should be forwarded to your team's SAAC representative. The committee will function in accordance to the committee regulations and shall strive to build a strong community support system. The committee performs multiple community assistance projects throughout the year.

For more information, contact Valencia Jordan at 963-5754.

## **FINANCIAL AID**

### **GRANT-IN-AID**

Tennessee State University provides grant-in-aids, student loans and other aid packages to assist students with education expenses. Each sport is allocated grant-in-aid which are awarded by the Financial Aid Office on the recommendation of each sports head coach and the approval of the Athletics Director in accordance to the NCAA guidelines. Each grant-in-aid is good for one academic year only per NCAA legislation.

### **CANCELLATION, REDUCTION, RENEWAL AND NON-RENEWAL OF FINANCIAL AID**

The university is required to annually notify each returning student-athlete with eligibility remaining whether or not his/her financial aid will be renewed for the next academic year. Renewal/non-renewal notices are mailed out by July 1 each year.

A student-athlete's athletic scholarship may be reduced or cancelled immediately (e.g., during a semester) if: the student-athlete becomes ineligible for competition, misrepresents any information

on an application, letter of intent or financial aid agreement, violates University or Athletics Department's rules resulting in disciplinary action, or voluntarily withdraws from the team.

### **HEARING OPPORTUNITY IF AID IS CANCELLED/REDUCED/NOT RENEWED**

When a student-athlete's financial aid is cancelled, reduced, or not renewed, the student-athlete opportunity to appeal this decision to a committee made up of university officials. University officials may include the University Director of Financial Aid, the financial aid office's liaison to athletics, the university's Faculty Athletics Representative (FAR) and a University Dean for Academic Affairs.

## **POLICY ON STUDENT-ATHLETE FINANCIAL AID APPEALS**

### **POLICY**

A student who wishes to appeal any decision related to his or her athletic financial aid shall submit written request that includes the following information:

- the student's name, the student T-number, year in school, sport;
- type and amount of previous athletic financial aid;
- reasons for believing that the decision was unfair, including names of institutional staff members with whom the student has discussed the aid, and
- copies of any relevant documents.

The student should submit these materials to the Director of Financial Aid as soon as possible, but no later than 10 days after receiving notification of the award or non-renewal.

### **COMMITTEE**

The committee designated to hear the financial aid appeals is the Financial Aid Appeals Board, which is composed of University officials may include the University Director of Financial Aid, the financial aid office's liaison to athletics, the university's Faculty Athletics Representative (FAR) and a University Dean for Academic Affairs.

### **PROCEDURES**

The Board reviews all documentation relative to the athletic aid awarded as well as the information submitted with the appeal notification. In all appeal proceedings, the decision of the Board will be final.

### **FAFSA**

All student- athletes must complete a new FAFSA or renewal by February 1, for the upcoming fall semester. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Student-athletes selected for verification must submit all relevant documents (verification form, tax document etc.) by March 15.



## **HOUSING PROCEDURES**

1. Student-athletes are required to use the on-line process to complete your application.
2. New student-athletes must pay a 100.00 room deposit and be admitted to the University before receiving a housing assignment.
3. Student-athletes housed in the Ford Residential Complex or the New Residence Center must complete a renewal application in November (see housing website for specific dates).
4. Student athletes who transfer to the New Residence Center and Ford Residential Complex at the beginning of the Spring Semester must renew during the month of February (see housing website for specific date).
5. Student-athletes residing in other Residence Halls must complete a Renewal Housing Application at the beginning of March of each New Year at 8:00 a.m. thru April 4:30 p.m. Student-athletes are encouraged to apply on the first day at 8:00 a.m.
6. Student-athletes in Non-university (home, apartment etc...) off-campus housing must complete an application between April 1 and August 1 (Your name will be placed on the Waiting List). Residence Life will place currently housed students first.  
**[www.tnstate.edu/dosa/rlife.htm](http://www.tnstate.edu/dosa/rlife.htm)**
7. All housing is based on availability and the dates are subject to change. (See housing website).

## **PROPER CHECKOUT PROCEDURES**

1. An inspection of your room by a resident hall staff member.
  - a. The room must be clean.
  - b. All wall and window decorations must be removed.
  - c. All furniture must be in the same condition as found prior to arrival.
  - d. All personal belonging must be removed.
  - e. Student-athletes are responsible for any missing or damaged items.
2. Student-athletes must turn your key in to the residence hall staff member.

## **EXHAUSTED ELIGIBILITY FIFTH-YEAR AID**

NCAA regulations permit a student-athlete to receive five years of scholarship aid within a six-year period beginning with the date of your initial enrollment. Each Head Coach may recommend financial aid for student-athletes who have completed their athletic eligibility, but are eligible to receive a fifth year of athletically related aid.

Funds may be available for those fifth-year student athletes who have met the following requirements:

1. Student-athlete must have demonstrated a commitment to academics and a desire to obtain a degree.
2. Accumulated at least 100 hours of accepted degree credit applicable to his/her degree.
3. Complete his/her eligibility in good standing.

4. Presented a positive image in the TSU community.
5. Received approval from the Head Coach, Assistant A.D. for Academics and the Athletics Director.
6. Student-athletes approved for fifth year aid must be willing to work in the Athletic Department.
  - **Remember Fifth-Year Aid is not guaranteed and it is not a full scholarship.**

### **SUMMER SCHOOL**

Summer School funds may be available for those student-athletes needing additional hours in order to meet the certification requirements. The Athletic Department will not pay for a student-athlete to retake a course due to poor grades during the academic year. All summer school aid must be approved by the Head Coach and the Athletics Director.

### **TEXT BOOK DISTRIBUTION**

If grant-in-aid qualifies student-athletes to receive books, the student-athletes name is assigned to the official text book list at the beginning of each semester. Only student-athletes receiving a scholarship that covers books may receive books from Athletics Academic Services. Any individual who receives books as part of their scholarship, NCAA rules permit the university to provide only required course related books (not recommended books and readings).

#### **Book Room Procedures:**

1. Textbooks will be packed and ready for pick-up during the first week of classes, anytime from 8:00 A.M. – 4:30 P.M. Head Coaches will also be made aware of the schedule.
2. Textbooks are issued to eligible student-athletes only. ID is required.
3. Each student-athlete will be responsible for returning used textbooks no later than the last day of finals. If books are not turned in by the given date a \$500.00 penalty will be assessed to your account.
4. All textbooks must be returned at the end of each semester or your book benefits will be cancelled.

We ask that you take special care of these textbooks as they are to be used by future student-athletes. If a book is destroyed or lost, you will be charged the replacement rate.

### **NCAA SPECIAL ASSISTANCE FUND**

The NCAA has established a special Student-Athlete Fund to assist Division I student-athletes who are Pell-Grant recipients.

The following are permissible uses of the fund:

1. Medical expenses (except those covered by another insurance program)
2. Hearing Aids
3. Vision
4. Psychological testing

5. Travel expenses - family emergencies
6. Academic course supplies
7. Clothing and shoes
8. Special requests will be honored on a case by case basis.

**\*This fund may not be misused. Should a fund be misused for items not mentioned or approved, your eligibility for the fund will be canceled.**

### **LOANS FROM SOURCES OTHER THAN THE UNIVERSITY**

Per NCAA regulations, all financial aid from any source outside the Financial Aid Office must be reported to the Director of Athletics. A continuing review of all loans from outside sources will be conducted.

### **COMPLIMENTARY PASSES FOR STUDENT-ATHLETES**

According to the NCAA regulations, complimentary passes are as follows:

Complimentary admissions for members of the Football and Basketball teams shall be provided through a pass list for those persons designated by the student-athlete. Each student-athlete will be required to present the full name of the individual(s) to receive your passes by 12:00 noon on Wednesday of the week of each football game and one day prior to a home basketball contest. Per NCAA rules, each athlete is entitled up to four passes. Each Head Coach will have the right to limit the number.

Football and Basketball players may transfer any or all of their passes to teammates who are eligible to receive passes, if not needed.

Each individual receiving a pass *must show identification* to receive their pass. Hard tickets are not permitted so each recipient will receive a stub to admit them into the event.

Since most relatives and friends prefer to sit together, it is advised that they come together in order to obtain adjoining seats.

It is advised for each student-athlete to review these regulations and policies with your family and friends.

Will Call will close at the 10:00 minute mark in the second quarter of all Football Games and at half time at Basketball Games.

No one will be admitted without proper identification.

If a name is not on the designated list, they will not be admitted.

**NO EXCEPTIONS!**

### **KEYS TO ACADEMIC SUCCESS**

The academic standards and requirements for students-athletes at Tennessee State University are the same as those for the general student population. The University and the Department of Athletics are aware of the fact that student-athletes' participation in intercollegiate athletics may place more demands on them than the non-athlete; however, student-athletes must utilize your time management skills to properly obtain academic success.

## **TIME MANAGEMENT TIPS**

### **Make a weekly Schedule**

Make up a schedule for each week, include classes, meals, time at your job, meetings, appointment (social, medical, school related, etc.), exercise, and study time. Add items to your schedule as they come up during the week, and check your schedule each morning so that you leave your room with all materials that you need for that day. It does not pay to get to the library or study hall, planning to study only to find that you left your textbooks in your room.

### **Listing and Prioritizing Daily Goals**

Establish the habit of listing the things you have to do following day. Prioritize those things so that the most important ones are completed first. Check the list in the morning before you leave your room. Carry your weekly schedule with you so that you can refer to it during the day to keep yourself on target and to add appointments or assignments as they come up. Also it is useful to have a month-by-month schedule so that you can make note of long range due dates such as tests and projects. Check this schedule every Sunday when you are writing out your weekly schedule so that you can plan ahead for extra study sessions before an exam or a project deadline.

### **Schedule High Priority and Most Difficult Activities for Peak Energy Times**

After you have given some thought to your priorities and weekly schedule, incorporate the following suggestions to help you use your time more effectively. Identify your peak energy times during the day. Morning hours are usually these times. Tackle your most difficult assignments during your peak energy times and leave other more mechanical tasks for when you are tired. Make a habit of starting your study period with the most difficult task for the day.

### **Schedule Study Time Close to Class Time**

Try to schedule study times for each particular course in a time period that is close to either the beginning or end of the class. When you schedule study time, write down what specifically what you are going to study. Once you schedule study time, be sure that you use that time to study. Do not wait until you feel like studying. It is too easy to put it off or to hang out with a friend if you wait until you are in the right mood. If you regularly schedule certain times and places to study, you can condition yourself to study under those circumstances. Your mind will automatically prepare itself, and it will become easier for you to get to work once you have established a regular routine.

## **CLASS ENROLLMENT**

**All individuals on any type of athletic aid (managers, trainers, etc.) must be enrolled in a minimum of 15 hours of study each semester unless fewer hours are required during the semester for graduation.** Student-athletes are required to see the Assistant Athletic Director for Academics before dropping or changing a class. Student-athletes must maintain 12 hours in order to remain eligible.

## **CLASS ATTENDANCE POLICY**

All student-athletes are required to attend their classes, except days specified on travel excusal letter. Immediately before or after travel, student-athletes are responsible for making necessary arrangements with professors to complete missed work. Since the Athletics Department has zero tolerance for excessive absences, it is imperative that student-athletes attend classes regularly unless excused for official contests.

Each student-athlete will be given copies of the Athletic Travel Excusal Letter. The travel excusal letter will be generated through Athletics Academic Services Office, and the Head Coach will present the travel excusal letter(s) directly to the student-athlete, who will then be responsible for delivering the letter(s) to the appropriate professors.

If the classroom attendance policy is violated, the following action will be taken:

**Offense #1: One (1) Documented Unexcused Absence:** This rule suggests that student-athletes can only have one unexcused documented absence in a single class. The student-athlete will be required to meet with both the Asst AD for Academics and the Head Coach to address the importance of attending class and potential punishment. This meeting will serve as a verbal warning to the student-athlete.

**Offense 2: Second (2) Documented Unexcused Absences:** This rule suggests that student-athletes can only have two documents unexcused absence in a single class. Upon learning of the offense, the student-athlete will be suspended from a full day of conditioning, practice and the next scheduled contest (not allowed to travel and not allowed to dress-out). The student-athlete will be notified immediately by both the Asst AD for Academics and their Head Coach. The Athletics Director will be informed on the matter.

**Offense #3: Third (3) Documented Unexcused Absences: In addition to the penalty for Offense 2 shown above, a 10% reduction of Athletics scholarship will be imposed the following semester. Normal NCAA appeal procedures will apply to this reduction of grant-in-aid. An academic success plan will be developed with faculty mentor, the student-athlete and the Head Coach.**

### Academic Continuing Eligibility

All student-athletes are required to meet NCAA and University's Academic standards.

## **UNIVERSITY**

- A) If student-athletes are placed on probation or suspension, the student-athlete must adhere to University rules and guidelines, no exceptions.
- B) Student-athlete's must be enrolled in a minimum of 12 hours in order to be considered full-time.

## NCAA ACADEMIC ELIGIBILITY STANDARDS

### FRESHMAN/INITIAL ELIGIBILITY STANDARDS

All freshmen must be certified by the NCAA Eligibility Center in order to practice, to compete and receive institutional (including athletic) financial aid. For more information regarding the NCAA Eligibility Center, visit the NCAA website ([www.ncaa.org](http://www.ncaa.org)) or call the Eligibility Center at (877) 262-1492.

### NO PASS NO PLAY RULE

### NCAA MINIMUM CREDITS PASSED REQUIREMENT

**MUST PASS** a minimum of 6 credit hours in the fall semester to be eligible for competition in the spring semester or in post-season competition (e.g., NCAA tournaments). For football student-athletes, a minimum of 9 credit hours in the fall semester must be passed to be eligible for competition during the following fall semester.

**MUST PASS** a minimum of 6 credit hours in the spring semester to be eligible for competition in post-season tournament.

### ELIGIBILITY

In addition to University academic policies, each student-athlete must satisfactory progress toward a degree to be eligible for continued competition. Student-athletes must pass a minimum of 24 hours of acceptable credit toward a baccalaureate degree in a designated program of study during the two semesters prior to the season of competition. No more than six semester hours of correspondence courses, extension courses, or transfer credits may be used to satisfy the requirement. Student-athletes must also designate a degree program. **Before the beginning of their fifth semester, each student-athlete must officially declare a major, and after that point, all course work should be applicable to that major.** Student-athletes must also be assigned a divisional advisor from that degree program.

Any change in curriculum, including declaring a major, must be documented by the Records office. For answers to questions concerning academic eligibility, student-athletes should contact Academic Services.

### NCAA ACADEMIC RULES AND REQUIREMENTS

Following is an eligibility checklist and summary of NCAA academic requirements that impact your eligibility to participate in intercollegiate athletics while at Tennessee State University. While the Academic staff and the compliance office monitor these requirements for each student-athlete, you are also responsible for knowing these requirements and maintaining academic progress toward a degree. Thus, you should read the following information carefully.

If you have any questions about these requirements, please contact our A.D for Academic Services.

At the beginning of each semester, every student-athlete's academic record is evaluated using the NCAA requirements listed on the following page. If a student-athlete meets these requirements, he or she is certified for that semester. At the beginning of the subsequent semester, every student-athlete's academic record is re-evaluated using the same requirements. If a student-athlete meets these requirements, he or she is re-certified for that semester. If a student-athlete does not meet these requirements by the start of each semester, then he or she is not eligible for competition during the semester.

### **NCAA ELIGIBILITY CHECKLIST**

#### **Percentage of Degree- 40/60/80**

- To be eligible for competition, a student-athlete must meet the following percentage of degree requirements.
  1. Start of third year: 40 percent of degree completed.
  2. Start of fourth year: 60 percent of degree completed.
  3. Start of fifth year: 80 percent of degree completed.
  4. Midyear certification applies to midyear enrollees.

#### **Percentage of Degree- 40/60/80**

- The following number of degree hours must be completed for a student-athlete to meet the following progress-toward-degree requirement (based on 120-hour degree program):
  1. Start of third year:  $120 \times 40\% = 48$  hours
  2. Start of fourth year:  $120 \times 60\% = 72$  hours
  3. Start of fifth year:  $120 \times 80\% = 96$  hours
  4. Midyear certification applies to midyear enrollees.

#### **90/95/100 – Grade-Point Average Requirements**

- To be eligible for competition, a student must achieve the following minimum GPA:
  1. Start of second year: 90 percent of GPA required for graduation (i.e. 1.8 GPA).
  2. Start of third year: 95 percent of GPA required for graduation (i.e. 1.9 GPA).
  3. Start of fourth and subsequent years: 100 percent of GPA required for graduation (i.e. 2.0 GPA).

### **WEEKLY FRESHMAN MEETING**

All freshman student-athletes are required to attend weekly meetings conducted by the Athletics Academic Services Office. The meeting is designed to assist freshmen student-athletes with transition to college, time management skills, majors, and explain the University system and NCAA rules. Various topics are discussed weekly. The meetings range from five to ten minutes.

## STUDY HALL POLICY

Study Hall Policy is set by the Assistant A.D for Academics; not your coach. All at risk student-athletes are required to attend 4 hours of study hall.

Requirements are:

1. Be on time!
2. All new or first time student-athletes are required to attend the study hall.
3. All student-athletes below a cumulative GPA of 2.5, or enrolled in developmental courses will be required to participate in the study hall sessions.
4. A minimum of one hour may be spent in study hall at any time. Study hall hours can not be rolled over to the next day, week, or month.
5. Study hall has rules and student-athletes will receive a copy of them upon arrival. They also will be posted.
6. Student-athletes must come to study hall prepared to work; otherwise student-athletes will be dismissed and their Head Coach will be notified immediately.
7. Magazines, newspapers, and electronic devices are not allowed in study table, unless they are part of your required study.
8. Always clean your area after study table. No food or drinks are allowed.
10. Each coach will be notified of your attendance in the study hall sessions weekly.
11. If student-athletes obtain a 2.8 or higher G.P.A at the end of the semester, the student-athlete may be released from study hall. The decision will come from the Assistant A.D. for Academics.

## GRADE POINT AVERAGE

How to calculate. You earn 4.0 grade points for an A, 3.0 grade points for a B, and 2.0 points for a C, 1.0 grade points for a D and 0 grade points for an F. You multiply the number of grade points by the number of credit hours assigned to each individual course to arrive at total grade points for each class. Then divide the total number of hours attempted. This number is your grade point average (GPA).

## PRE-REGISTRATION INSTRUCTIONS – ALWAYS PRE-REGISTER

1. Make an appointment with the Assistant A.D. for Academics and then your University Academic Advisor. **Course schedule or any changes in your schedule must be approved by the Assistant A.D for Academics and your Department Academic Advisor.** All student-athletes must obtain a program of study from their departmental advisor.
2. Take your list of courses with you when you visit your Departmental Academic Advisor. Remind your advisor that you are a student-athlete and you need to take courses that count toward your major.
3. Be on time to your advising appointment.
4. The Assistant A.D. for Academics and staff will work hard to ensure that student-athletes are:
  - (a) Enrolled in 15 or more hours,
  - (b) Do not take a class after 2:00 p.m. without permission from the Head Coach,



- (c) Do not repeat a course already passed for eligibility,
- (d) Follow your program of study. It is each student-athlete's responsibility to follow their program of study and to always know their academic standing. Should you have any questions at any time, contact your University Academic Advisor and the Assistant A.D. for Academics immediately.

### **PRIOR APPROVAL - SUMMER SCHOOL - PER UNIVERSITY AND NCAA REGULATIONS**

All student-athletes wishing to attend an institution other than Tennessee State University must obtain the form. If prior approval is not secured and documented on the appropriate form, the classes taken away from TSU may not be accepted for certification purposes. Student-athletes will need to see the Assistant A.D. for Academics to facilitate the process or the Department Academic Advisor.

### **DECLARING A MAJOR**

All student-athletes may be an "undecided" major for their first four semesters. However, all TSU core curriculums should count toward fulfilling the 18/24 Annual Academic Progress requirement. Prior to the fifth semester, each "undecided" student-athlete must declare a major. Once a student-athlete declares a major, all hours used to determine eligibility must be countable toward that major. Student-athletes should consider remaining "undecided" as long as possible (but not beyond their fourth semester). Student-athletes should begin discussing possible choices of a major with the Assistant A.D. for Academics Services before the end of their second semester and during weekly meetings.

### **CHANGING MAJORS**

When a student-athlete declares a major after being undeclared, or decides to change from one major to another, consultation with the coach, academic advisor, and the Assistant A.D. for Academics is a must. There are no problems that will keep anyone from changing majors. However, it is extremely important to make the change correctly so as not to lose hours and endanger eligibility.

### **ATHLETIC ELIGIBILITY**

#### **Five Year Rule/Seasons of Competition**

Each student-athlete has five calendars from his/her initial date of full-time enrollment in which he/she may compete four years (or three years for partial or non-qualifiers with a possibility of receiving the fourth year).

#### **NCAA Definition of Intercollegiate Competition**

Intercollegiate competition occurs when a student-athlete in either a two-year or a four-year collegiate institution:

- a. Represents his/her institution in any contest against competition, regardless of how the competition is classified (e.g., scrimmage, exhibition or joint practice session with another institution's team, alumni game) or whether the student is enrolled in a minimum full-time program of studies.
- b. Competes in uniform of his/her institution or, during the academic year utilizes any apparel (excluding apparel no longer utilized by the institution) or equipment received from his/her institution that includes institutional identification.

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

### **Red Shirting**

Red Shirting is not an official NCAA term, but the term is used when a student-athlete does not participate in any competition (as defined above) during a particular academic year (i.e., neither in the championship nor non-championship segment of the playing season). A student-athlete may be red-shirted at any point in his/her athletic career but that decision will be made by the Head Coach.

### **Medical Hardship Waiver**

If a student-athlete competes during season and is then injured to the point that he/she will not compete again that season, the student-athlete may regain the season of competition if all of the following conditions are met:

- (a) The injury or illness suffered is incapacitating (i.e., season-ending); and
- (b) The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two year or four-year collegiate institution; and
- (c) The injury or illness occurs prior to the completion of the first half of the playing season that concludes with the NCAA championship in that sport (measured by the number of scheduled contests or dates of competition) and results in an incapacity to compete for the remainder of the playing season; and
- (d) The injury or illness occurs before the student-athlete has participated in more than two events or 20 percent (whichever number is greater) of the institution's scheduled events in his or her sport.

### **Nature of Injury/Illness**

It is not necessary for the incapacitating injury or illness to be directly as a result of the student's participation in the institution's organized practice or game/competition. The student-athlete may qualify for the hardship waiver as a result of any incapacitating injury or illness on or after the student-athlete's first day of classes for his/her senior year of high school.

### **Re-injury in Second Half of Season**

A student-athlete who suffers an injury in the first half of the season that concludes with the NCAA championship, attempts to return to competition during the second half of that season and then is unable to participate further as result of aggravating the original injury cannot qualify for the hardship waiver.

### **Request Procedure**

Requests for medical hardship waivers must be made via the following procedure and must be made in writing at the end of the season for which the hardship waiver is being requested.

1. The head coach must make the written request to the Office of Compliance, including the

following information: (a) date of injury; (b) nature of injury; and (c) schedule of competition (as of the first date of competition) for the season the athlete was injured/ill.

2. The Office of Compliance will request from the Director of Sports Medicine the appropriate medical documentation to support the hardship waiver.
3. The Office of Compliance will prepare and submit the formal request to the Ohio Valley Conference (if sufficient documentation exists to warrant the requests).

### **EXIT INTERVIEWS (NCAA BYLAW 6.3.2)**

The institution's director of athletics, senior woman administrator or designated representatives (excluding coaching staff members) shall conduct exit interviews in each sport with student-athletes whose eligibility has expired. Interviews shall include questions regarding the value of the student's athletics experiences, the extent of the athletics time demands encountered by the student-athletes, proposed changes in intercollegiate athletics and concerns related to the administration of the student-athletes' specific sports.

All student-athletes who are in their final year of eligibility must engage in an exit interview. They are contacted by the Assistant A.D. for Compliance or head coach and asked to schedule an exit interview appointment. If they fail to do an exit interview they will not receive their senior letter award.

### **STUDENT-ATHLETES TRANSFERRING FROM TENNESSEE STATE UNIVERSITY**

As member of the student-athlete body at TSU, you are prohibited from speaking to other four year institution's coaching staff about the possibility of transferring into their sports programs without obtaining a release from Tennessee State University Athletics Department. The steps to acquiring a release are as follows:

- Meet with your coach to inform him/her of your desire to transfer to another four year institution.
- Your coach will then inform the Athletics Director and request permission for a release
- Your coach will contact the Compliance Office and request that a release be sent to the institutions you are interested in.
- If your coach chooses NOT to release you to another institution, the Athletic Department will inform of the reason your release was denied.
- If your release is not granted, you can still transfer to another four year institution, however you will have to spend a year in academic residency with no competition in order to be eligible to compete for that institution the following year. (Football, Men's & Women's Basketball will have to do a year residency, regardless of when the transfer occurs).

### **INTRODUCTION TO THE NCAA**

The competitive athletics programs of colleges are designed to be a vital part of the educational system. A basic purpose of this Association is to maintain intercollegiate athletics as an integral part of the educational program and the athlete as an integral part of the student body and, by so doing, retain a clear line of demarcation between college athletics and professional sports. Legislation governing the conduct of intercollegiate athletics programs of member institutions shall apply to basic athletics issues such as admissions, financial aid, eligibility and recruiting. Member restrictions shall be applied to an institution when it fails to fulfill this obligation. The NCAA extends its

fundamental policy into principles that constitute the basis for rules and regulations that all coaches, student- athletes, athletic administrators and other associated personnel in the Department of Athletics are required to read, understand and adhere to at Tennessee State University. Failing to comply with institutional, NCAA and conference rules and regulations could possibly lead to termination and loss of eligibility and scholarship. As we move into the future, it is very important that the integrity of our institution not be compromised.

### **SUMMARY OF NCAA REGULATIONS**

The summary of NCAA regulations contains information about your eligibility to compete in intercollegiate athletics and will be distributed to you each year. This summary has two parts. Part I is for all student--athletes which discusses ethical conduct, amateurism, financial aid standards and other regulations concerning your eligibility for intercollegiate competition. Part II is for new student- athletes only and contains information about your recruitment. Areas discussed are: offers of any financial aid or other benefits that NCAA legislation does not permit contacts, publicity, sources of funds, tryouts, sports camps, visits, transportation and entertainment, and pre- college or postgraduate expenses.

NCAA rules and regulations are complex. If you have particular questions or concerns, you may contact Associate AD for Compliance Jennifer Bell (963-5861) or Assistant AD for Compliance Latessa Hickerson (963-5861).

### **THE NCAA'S POSITION ON GAMBLING**

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

It is hoped that you, as a student-athlete, will never be approached by someone attempting to involve you in a gambling or bribery situation. However, in the past on some campuses, student-athletes have become involved with organized gambling operations. The results of this involvement have been both severe and tragic, not only for the individual but for the entire University athletics program.

Athletic Department staff members and student-athletes are prohibited from engaging in gambling activities as they relate to intercollegiate or professional sporting events.

### **NCAA POLICY (BYLAW 10.3)**

Staff members of a member conference, staff members of the athletics department of a member institution and **student-athletes** shall not knowingly.

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution
- Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or

- **Participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.”**

### **10.3.1 SANCTIONS**

The following sanctions for violators of Bylaw 10.3 shall apply as follows:

- (a) A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e., “point shaving”) or who solicits or accepts a bet or participates in any gambling activity through a bookmaker, a parlay card or any other method employed by organized gambling that involves wagering on the student-athlete’s institution shall permanently lose remaining regular-season and postseason eligibility in all sports.
- (b) A student-athlete who solicits or accepts a bet or participates in any gambling activity that involves inter-collegiate athletics or professional athletics, through bookmaker, a parlay card or any other method employed by organized gambling, shall be ineligible for all regular season and postseason competition for a minimum of a period of one year from the date of the institution’s determination that a violation has occurred and shall be charged with a loss of a minimum of one season of competition. A request for reinstatement may be submitted on behalf of a student-athlete who has participated in such activity only upon fulfillment of the minimum condition indicated above. If the student-athlete is determined to have been involved in a subsequent violation of any portion of Bylaw 10.3, the student-athlete shall permanently lose eligibility in all sports.

### **DISCIPLINARY ACTION (NCAA BYLAW 10.4)**

Prospective or enrolled student-athletes found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility. (See Bylaw 10.3.1 for sanctions of student-athletes involved in violations of 10.3) Institutional staff members found in violation of the provisions of this regulation shall be subject to disciplinary or corrective actions as set forth in Bylaw 19.6.2.2 of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual’s previous employment at another member institution. Because of the extreme importance of this problem, you are asked to observe these guidelines:

1. Report to your coach any attempt to secure information concerning situations which might alter the normal performance of your team.
2. Don’t accept any “free rides” from strangers, such as meals, presents, etc. You are required by both the Department and the NCAA to report any individual who offer gifts, money or favors in exchange for supplying information or for attempting to alter the outcome of any contest.
3. Be aware of the legalities of gambling at an institutional and state level. Understand that the consequences at the University level may be expulsion and that the University will also with the enforcement of federal, state and local anti-bribery laws.
4. Don’t accept any money from a “fan” for a game “well played.”
5. Don’t discuss the condition or attitude of your team with anyone other than your teammates or coaches.

## NCAA AND OVC COMPLIANCE

Athletic compliance requires the cooperation of everyone associated with Tennessee State University staff, supporters and student-athletes. Tennessee State University student-athletes are expected to follow all NCAA and Ohio Valley Conference rules and policies. If you ever have any questions regarding any NCAA rule(s), the Athletics Department encourages you to ask before you act. All questions will be confidential and should be directed to your coach or the University compliance office.

### COUNTABLE ATHLETICALLY RELATED ACTIVITIES (CARA)

Before the start of each academic year, your coach must specify your team's playing and practice season: the times of the year when your team will be allowed to practice and compete, or condition and lift only. Each sport is limited to the number of days it may be in-season. The Office of Compliance reviews all playing seasons' declarations to ensure that no sport exceeds its limits.

### DAILY/WEEKLY LIMITS- IN SEASON

In-season, your coach may require you to participate in athletic activities for a maximum of four hours per day and 20 hours per week. All competition and associated athletically related activities on the day of competition shall count as three hours activities. (Note: Your team's week does not have to be defined from Sunday through Saturday. Check with your coach or the compliance staff to find out your teams designated week).

**Golf student-athletes:** A team practice round of golf may exceed the four hours per day limitation, but the weekly limit of 20 hours shall remain in effect.

**Practice after Competition:** Practice, including viewing game tapes, may not be held following competition, except between contests, rounds or events during a multi-day or multi-event competition.

**Day Off:** During each week of your team's playing season, except most vacation periods, you must be given one day off from all required athletic activities. A travel day when no required athletic activities occur can be considered a day off.

**Final Exams:** Daily and weekly hour limitations apply until the last day of finals each semester.

**Vacation Periods:** Daily and weekly hour limitations do not apply to countable athletically related activities occurring during any official vacation period, as listed in Tennessee State academic calendar. If such vacation periods occur during any part of a week in which classes are in session, the daily and weekly hour limitations apply during the portion of the week when classes are in session and you must get a day off during that week.

### DAILY/WEEKLY LIMITS- OUT OF SEASON

Each week that your team is not in-season, your coach can only require you to participate in a maximum of eight hours of strength and conditioning activities which may not involve equipment directly related to your sport. Other out-of-season activities that count in the eight hours a week.

**All sports other than Football and Basketball:** Up to two hours of the eight hours may be skill instruction with coaching staff members and may be required. A maximum of four

student-athletes may participate in skill instruction at any one time.

**Football:** Student-athletes view game films outside the playing season for up to two hours of the eight hours.

**Men's Basketball:** Up to 8 hours of individual skill work-outs but no more than 2 hours per week may be spent on individual skill instructions.

**Women's Basketball:** Up to 8 hours individual skill work-outs but no more than 2 hours per week may be spent on individual skill instructions.

**Days Off:** During each week your team is out-of-season, you must be given two days off from all required and supervised activities. A "week" includes Sunday through Saturday.

**Vacation Periods & Countable Activities:** When your team is out of season, you may not participate in any countable athletically-related activities during an official vacation period.

### **PRACTICE/COMPETITION LOGS**

Coaches are required to submit monthly logs of their team's and individual student-athletes activities, recorded on a daily basis. These logs must be signed by the Head coach and the student-athletes.

**MISSED CLASSES:** NCAA rules permit you to miss class for a competition; however, you may never miss class for a practice or strength/conditioning session.

### **NCAA DEFINITION OF COUNTABLE ATHLETICALLY-RELATED ACTIVITY**

Countable athletically-related activities include any required activity with an athletics purpose involving student-athletes and at the direction of, supervised by, one or more of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations. Administrative activities (e.g., academic meetings, compliance meetings) are not to be considered as countable athletically-related activities.

#### **Some activities that are considered COUNTABLE:**

1. Practice and Competition
2. Required weight-training and conditioning activities.
3. Film or videotape reviews of athletics practices or contests required, supervised or monitored by TSU staff members.
4. Required participation in camps, clinics or workshops.
5. Meetings initiated by coaches or other TSU staff members on athletically related matters.
6. Individual workouts required or supervised by a member of the TSU coaching staff, except: In track & field (field events).
7. On-court or off-court activities called by any member or members of a team and confined primarily to members of that team that are considered to be required (e.g., captain's practices).
8. Participation outside the playing season in individual skill-related instructional activities with a member of the coaching staff and that occur at the request of the student-athlete. (Except in football where such skill instruction is not permitted.)

#### **Some examples of activities that are NOT COUNTABLE:**

1. Training-table or competition-related meals

2. Medical exams, treatment, rehab, and taping
3. Showering and dressing
4. Study hall and tutoring
5. Meeting with coaches on non-athletic matters
6. Travel to and from practice and competition
7. Recruiting activities (e.g., serving as a student host for prospective student-athletes during official visits)
8. Public relations activities related to the student-athlete's sport (e.g., media days)
9. Fund raising activities. (phone-a-thon, dinners, etc.)
10. Voluntary individual workouts and individual consultation.

### **VOLUNTARY SUMMER WORKOUTS**

Summer workouts may not be required in any sport. Voluntary summer workouts are allowed as follows:

In individual sports, a coach may not supervise, direct, observe or otherwise participate in workout sessions with student-athletes during the summer, provided the request is initiated by the student-athlete.

In team sports, a coach may not supervise, direct, observe or otherwise participate in workout sessions or physical activities with their student-athletes during the summer. Student-athletes may workout voluntarily with the university's strength and conditioning staff provided the following conditions are met:

- No student-athlete is required to report back to a coach or other athletics department staff member any information related to the activity.
- No institutional staff member who observes the activity (e.g., strength coach, trainer) may report back to the student-athlete's coach any information related to the activity;
- The activity must be initiated and requested by the student-athlete.
- The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes;
- The student-athlete may not be subject to penalty if he or she elects not to participate.
- Recognition awards and incentives may not be provided to a student-athlete based on his/her attendance or performance in the activity.

In football, student-athletes are permitted to participate in up to eight hours per week of non-mandatory strength and conditioning conducted by the strength and conditioning coach. Student-athletes may participate above and beyond the eight hours per week, but workouts may not be conducted by the strength and conditioning coach. Football student-athletes must receive one week of "discretionary time" during the summer. During this time, student-athletes may work out on their own. Strength and conditioning coaches may be present for safety purposes only. Also during this time, no institutional staff members may recommend that student-athletes workout.

### **OUTSIDE COMPETITION**

Student-athletes may not compete on any outside team during the academic year, except during



the official vacations that occur outside of their sport season.

In basketball, student-athletes may participate in one summer event that is sanctioned by the NCAA. Summer participation must also be approved by the Office of Compliance. Participating in an unsanctioned event, in multiple events, or without permission will cause you to lose eligibility.

Exceptions to the outside competition rule include participation in the following activities: a high school alumni game (limited to one year), Olympic games, National teams (U.S. and other countries), official world championships & Pan Am games and tryouts.

In individual sports, you may participate in outside competition as an individual at any time, provided you are not representing anyone other than yourself in the competition (e.g., running in a road race or participating in a tennis tournament where you represent only yourself). Under no circumstances may you receive any type of prize money for your participation.

Prior to competing on any outside team, consult your head coach and the Office of Compliance to ensure that your participation will not jeopardize your NCAA eligibility.

### **AGENTS**

A student-athlete will be declared ineligible for participation in an intercollegiate sport if he or she agrees (orally or in writing) to be represented by or receive money or benefits of any kind from a sports agent. You will be declared ineligible if any of the following occur:

1. You accept a promise of pay from an agent even if you will not receive any money until the completion of your intercollegiate athletic participation.
2. You sign a contract or commitment of any kind to play professional sports or to market your athletic ability.
3. You (or family member) accept transportation or any other benefit from any person who wants to represent you.

It is very important to notify your Head Coach or Compliance Officer if an agent tries to contact you or your family. The State of Tennessee has statues prohibiting agents from contacting student-athletes with remaining eligibility. **See Amateurism Form**

### **BOOSTERS AND BENEFITS**

Tennessee State University is proud to have the loyal support of its alumni and friends. These individuals are also referred to as “boosters” or “Representatives of Athletic Interests” by the NCAA.

Alumni and friends and boosters are very important of our athletics department.

We expect everyone associated with the TSU athletics programs, including alumni, friends of the program and boosters, to exhibit the highest standards of ethical conduct and sportsmanship in their association with TSU. It is important that you become familiar with these regulations and abide by them in order to ensure you do not jeopardize your eligibility. If you have any questions about contact with alumni, friends of the program or boosters please contact the Office of Compliance.

**A Booster or Representative of Athletic Interests is anyone who:**

1. Has ever been involved with TSU athletic program
2. Has ever assisted in providing any benefits to enrolled student-athletes or their families;
3. Has arranged or provided summer employment for enrolled student-athletes

4. Has ever made a donation to a TSU women's or men's athletic program;
5. Is or has ever been a member of the TSUAA.

The NCAA stipulates that once someone become an athletic representative they retain that identify forever, even if they no longer contribute to the athletic program.

#### **EXTRA BENEFITS FOR PROSPECTIVE AND ENROLLED STUDENT-ATHLETES**

NCAA rules specifically state the athletic representatives cannot provide an "extra benefit or make special arrangement for a prospective student-athlete or an enrolled student-athlete, their relatives or friends.

#### **STUDENT- ATHLETE EMPLOYMENT LEGISLATION**

NCAA rules do not limit the amount of money student-athletes may earn through legitimate employment during the academic year or summer. However, you must still follow some basic rules related to employment in order to ensure you retain your eligibility.

- a. The student- athlete may not receive any remuneration for the value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following he or she has obtained because of athletics ability;
- b. The student- athlete is to be compensated only for work actually performed; and
- c. The student- athlete is to be compensated at a rate commensurate with the going rate in that locality for similar services.

**See the Compliance Officer prior to any employment for all documents and approval.**

Any violation of these regulations could affect your eligibility.

**See Employment Forms**

#### **DRUG/ALCOHOL - FREE INITIATIVE**

To achieve its educational mission, Tennessee State University has the responsibility for creating and maintaining an environment in which learning and productivity are maximized. To meet one phase of the responsibility, TSU is committed to maintaining campuses, facilities and activities, which are drug and alcohol free. This commitment is effected through the operation of a comprehensive drug and alcohol awareness program that focuses on prevention through education, and on non-recurrence through education, rehabilitation and sanctions.

To insure that all segments of the TSU population are appropriately informed of the University policies on drug and alcohol abuse and of rehabilitation assistance available, the following information is distributed.

#### **POLICY**

It is the policy of Tennessee State University that the unlawful manufacture, distribution, possession, use or abuse of alcohol and illicit drugs on the Tennessee State University campus, on property owned or controlled by Tennessee State University, or as part of any activity of Tennessee State University is strictly prohibited. All employees and students are subject to applicable, federal state laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions as set forth in University policy.

The University provides educational information counseling services, and rehabilitative assistance to staff, faculty, and students. General information is available by calling 963-5611.

### **LEGAL SANCTIONS**

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substances, and whether any other crimes were committed in connection with the use of the controlled substances. Possible maximum penalties for a first time violation include imprisonment for any period of time up to a term of life imprisonment. A fine in dollars could also be given. These sanctions are doubled when the offense involves either:

1. Distribution or possession at or near a school or college campus or,
2. Distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$ 10,000 may be assessed for simple possession of “personal use amounts” of certain specified substances under federal law, under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor. If there is an exchange between a minor and an adult at least two years the minor’s senior, and the adult knew that the person was a minor, the offense is classified as a felony as provided in Tennessee law.

Under Tennessee law, it is unlawful for any person under the age of twenty one (21) to buy, possess, transport (unless in the course of employment), or consume alcoholic beverages, wine, beer. Such offense of public intoxication is a Class A misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than \$50.00 or both.

### **INSTITUTION/SCHOOL SANCTIONS**

Tennessee State University will impose the appropriate sanction(s) on any employee or student who fails to comply with the terms of this policy.

As a condition of employment, each employee, including student employees, must abide by terms of this policy, and must notify their department head/supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. A conviction including a finding of guilty, a plea of nolo contendere, or imposition of a sentence by state or federal judicial body. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following:

1. Termination
2. Suspension
3. Mandatory participation in, and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program
4. Recommendation for professional counseling
5. Referral for prosecution
6. Letter of warning
7. Probation

The NCAA performs random drug testing throughout the academic year. The Athletic Department reserves the right to test any student-athlete at any time. Failure to be tested or testing positive for any banned drug will result in immediate loss of eligibility.

### **THE PURPOSE OF DRUG TESTING**

While the Department makes an effort to educate you concerning the dangers of drug abuse, drug testing is done not only to give you an additional reason to say “no,” but also to identify any student-athlete who is using prohibited substances.

If you are found to be using a drug on the NCAA Banned Drug List, you will be counseled as to the effects not only on you, but also on your team members. You are required to participate in drug assessment, education counseling and/or treatment as directed by the University and the Athletics Department. Drug testing is done to ensure that you are medically competent to participate in intercollegiate athletics, and to minimize your risk of being injured.

### **MEDIA RELATIONS**

#### **Some things to think about when dealing with the media**

- Reporters are not there to make you look good or bad; they are interested in printing the facts and selling newspapers.
- You have a responsibility to yourself, your school and your teammates to cooperate with the media. You are a public role model by virtue of your participation in the University’s athletic program.
- Tennessee State University fans in your hometown are interested in your intercollegiate experience.
- If you have any concerns about your privacy being violated or with the general tone of an interview, inform the Sports Information office immediately.
- Speak in “snap shots”. Short, complete sentences allow reporters too easily edit the interview without distorting the answer.
- Expect to be in a “fish bowl”. The private life of a high-profile athlete could become public.
- Never agree to a telephone or personal interview unless the arrangements have been coordinated by the Sports Information Office.
- Be aware that your actions and conduct as a student-athlete will reflect on you, your teammates and the University.

**Tennessee State University**  
**Office of Equity & Inclusion**

**VISION STATEMENT**

Respecting the inherent worth of all individuals evidenced through inclusiveness and diversity through service to TSU faculty, students, and staff.

**MISSION STATEMENT**

To advise, make aware, and assist the University faculty, students, and staff in providing and maintaining equal access and opportunity through fostering an inclusive environment free of discrimination and that affirms the value of diversity through the cultivation of mutual respect acceptance, and understanding.

**DIVERSITY**

Diversity includes characteristics such as race, religion, disability, age, communication style, work background, and education found in different groups of people within the TSU community. It is the intent of Tennessee State University to fully comply with all laws, orders, and regulations promulgated for promoting and ensuring equal opportunity for all persons without regard to race, color, religion, sex, age, national origin, disability, or veteran status. Summarized below is TSU's policy on equal opportunity and affirmative action.

**POLICY**

It is the policy of Tennessee State University to provide and maintain a program of equal opportunity and fairness in all educational programs and activities, including admissions, recruitment, course offerings, extracurricular activities, facilities, counseling, health services, athletics, and financial assistance. The university shall engage in no practice which will discriminate against any group or individual for reasons of race, color, religion, national origin, disability, sex, age, or veteran status. This policy incorporates by reference the sexual, racial, and other harassment policy in the *Student Handbook*.

Additionally, the university provides and maintains an equal opportunity program regarding personnel and employment matters, including recruitment, advertising, hiring, employment upgrade or promotion, development, demotion or transfer, layoff or termination, rates of pay, leaves of absence, and other forms of compensation and training. It is the intent of this policy to safeguard against unsound and illegal personnel practices. The university, therefore, shall engage in no practices which will discriminate against any group or individual for reasons of race, color, religion, national origin, disability, sex, age (except where sex or age is a bonafide occupational qualification as determined by statutory or Tennessee Board of Regents requirements), or veteran

status. The university has adopted the policy that criteria for employment and promotion be job validated, such that only the skills, performance level, and preparation actually necessary for a job are considered in making employment or promotion decisions.

It is the policy of Tennessee State University to provide equal access to education and employment to all, regardless of disability. Reasonable accommodations have been and will continue to be made to the extent possible for qualified disabled personnel.

If an employee desires a reasonable accommodation, contact the Office of Equity & Inclusion (Title VI Coordinator, Title IX Coordinator, and Section 504 Co-Coordinator) at 963-7494. The Office of Disabled Student Services coordinates university-wide services available to students with disabilities. Students should contact Ms. Patricia Scudder, Director of Disabled Student Services (Section 504 Co-Coordinator), at 963-7400.

The university's policy statement requires departments to undertake affirmative action in working toward the achievement of goals. Through implementation of this policy, the university will aggressively recruit and employ persons from classes that are under-represented in its work force. The degree of success achieved in meeting affirmative action goals will be a performance indicator used in the evaluation of all management personnel of the university.

Please contact the Office of Equity & Inclusion at 963-7438 for further information.

**ANNUAL NOTICE TO STUDENTS  
FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974**

Tennessee State University adheres to a policy of compliance with the Family Educational Rights and Privacy Act. Therefore, it is the policy of the University to:

Permit students to inspect their educational records.

Limit disclosure to others of personally identifiable information from educational records without the students' prior approval.

Provide students the opportunity to seek correction of their education records where appropriate.