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Office of Student Services and Dean of Students
276 Patton Lane, Harriman, Tennessee 37748
PH: (865) 882-4550 FAX: (865) 882-4547

Dear Student-Athlete,

We hope you will find that the contents of the RSCC Student-Athlete's Handbook will help you successfully fulfill your role as a student-athlete at Roane State Community College. Please read it carefully and use it as a reference throughout the academic year. Remember, you are responsible for knowing the information in this document.

As you accept the challenge of integrating the demands of athletic competition into your primary responsibility of being a student, we encourage you to participate in student services and to seek the guidance of academic advisors, as well as the advisement of your coach.

Please allow us to help you have a most successful and rewarding year at Roane State. Our responsibility is to provide you with opportunities for personal and academic growth; your responsibility is to utilize the college's resources to achieve academic and athletic success.

Sincerely,

David Lane
Athletic Director

INTRODUCTION

Reverend Theodore Hesburgh, the commission co-chair and president emeritus of Notre Dame, proclaimed: "Your school is not worthy to be a champion...if you're not educating your kids."

A report by The Knight Foundation-Commission of Intercollegiate Athletics also supports the idea that schools with poor graduation rates be banned from any kind of post-season play.

Having a program at RSCC that deals with the academics or the "student" side of the student-athlete issue is both timely and essential.

How does the mission of the Roane State athletic program relate to that of the institution as a whole?

The specific goal of the Roane State athletic which supports the college's educational objective is:

- ✓ A program of student development services and learning resources designed to assist students in achieving their educational and career goals.
- ✓ The college recognizes that student-athletes who represent the college in intercollegiate athletics are subject to pressures and scrutiny related to their role as student-athletes and that substantial amount of their time and energy are devoted to representing the college.
- ✓ All members of the college bear a responsibility for their attitudes toward and relationships with student-athletes so that each can develop as a responsible student and athlete.
- ✓ The college, the athletic department, and the academic divisions encourage student-athletes to excel in their academic pursuits. The staff from these departments provides the necessary support and commitment to maintain academic excellence while adhering to published NJCAA, NCAA, and College eligibility requirements.

COLLEGE MISSION STATEMENT

Roane State Community College's vision is to be a premier learning institution that transforms lives, strengthens community, and inspires individuals to excellence.

Roane State Community College is a comprehensive, public, two-year postsecondary institution serving the higher education needs of a diverse eight-county service area, which includes Roane, Anderson, Campbell, Cumberland, Fentress, Loudon, Morgan, and Scott counties and expands to include Knox and Blount counties for the delivery of a broad range of health science programs. Roane State provides multiple staffed teaching locations and a wide range of flexible teaching delivery modes and distance education technologies to accommodate the diverse learning needs of students balancing multiple priorities in the pursuit of their educational goals.

Roane State Community College's programs and services enhance individual lives and the economic development of the region by delivering a challenging and supportive collegiate experience. The college awards the Associate of Arts, Associate of Science, or Associate of Science in Teaching degree for students who wish to transfer to a four-year institution and provides career education for Associate of Applied Science degree or Technical Certificate graduates to enter the workforce. Roane State also upgrades employee skills with a wide range of continuing education and workforce development offerings, provides a pathway to postsecondary education for high school students through dual studies, and brings cultural, educational, and recreational opportunities to its communities.

Regardless of their program of study, Roane State students are provided a sound foundation in critical thinking and communication skills and exposed to a curriculum and experiences designed to broaden their understanding and respect for wellness, civic engagement, diverse ideas and cultures, a sense of the global community, and the technology required to succeed in 21st century society.

The college community affirms as its highest values honesty, integrity, respectful communication, and a commitment to personal and professional accountability and measures its institutional success by the success of its students.

ATHLETIC DEPARTMENT MISSION STATEMENT

Roane State Athletics are committed to offering intercollegiate sports program that will nurture the well-being of the student-athlete, prioritizing academics first and directing athletes to play at their highest level possible in a supportive, positive environment while enhancing the image of the institution.

ATHLETIC DEPARTMENT STAFF

DAVID LANE

ATHLETIC DIRECTOR

CAM HAMSLEY
GARRET DALTON

HEAD BASEBALL COACH
ASSISTANT BASEBALL COACH

STEVE DALLMAN
HAILEY JENKINS

HEAD VOLLEYBALL COACH
ASSISTANT VOLLEYBALL COACH

DAVID HARNISH

HEAD WOMEN'S BASKETBALL COACH

DONNIE HALL

HEAD CROSSCOUNTRY COACH / SPORTS INFORMATION DIR.

ALAN HOLT

HEAD MEN'S BASKETBALL COACH

JESSIE HACKWORTH

HEAD SOFTBALL COACH

CHRIS GRIFFIN
"BO" HARRIS

HEAD MEN'S GOLF COACH
HEAD WOMEN'S GOLF COACH / ASST. MEN'S GOLF COACH

ACADEMIC CALENDARS

- 2022 Fall Semester

Full Term

Web Registration Begins	Monday	April 4
Faculty Report	Wednesday	August 10
Last Day for 100% Refund for Full Term	Tuesday	August 16
Classes Begin	Wednesday	August 17
Last Day to Drop/Withdraw Without a Grade of “W”	Tuesday	August 30
Last Day for 75% Refund for Full Term	Wednesday	August 31
Labor Day Holiday	Monday	September 5
Last Day for 25% Refund for Full Term	Wednesday	September 14
Graduation Applications for Fall Due	Friday	September 30
Fall Break	Monday-Sunday	October 10-16
Last Day to Withdraw from Classes	Saturday	October 29
Last Day to Change from Credit to Audit	Saturday	October 29
Thanksgiving Holiday	Wednesday-Sunday	November 23-27
Last Day of Classes	Monday	December 5
Examination Period	Tuesday-Thursday	December 6-8
Grades Due - Noon	Friday	December 9

Accelerated Terms (Five Weeks)

Last Day for 100% Refund for Term I	Tuesday	August 16
Term I Begins	Wednesday	August 17
Last Day for 75% Refund for Term I	Sunday	August 21
Last Day for 25% Refund for Term I	Friday	August 26
Labor Day Holiday	Monday	September 5
Last Day to Withdraw from Term I	Thursday	September 8
Term I Ends	Tuesday	September 20
Last Day for 100% Refund for Term II	Tuesday	September 20
Term II Begins	Wednesday	September 21
Last Day for 75% Refund for Term II	Monday	September 26
Last Day for 25% Refund for Term II	Sunday	October 2
Fall Break	Monday-Sunday	October 10-16
Last Day to Withdraw from Term II	Tuesday	October 18
Term II Ends	Tuesday	November 1
Last Day for 100% Refund for Term III	Tuesday	November 1

Term III Begins	Wednesday	November 2
Last Day for 75% Refund for Term III	Sunday	November 6
Last Day for 25% Refund for Term III	Friday	November 11
Thanksgiving Holiday	Wednesday-Sunday	November 23-27
Last Day to Withdraw from Term III	Friday	November 25
Term III Ends	Thursday	December 8

First 7 Week Classes – Term I

Last Day for 100% Refund	Tuesday	August 16
Classes Begin	Wednesday	August 17
Last Day for 75% Refund	Tuesday	August 23
Last Day for 25% Refund	Monday	August 29
Labor Day Holiday	Monday	September 5
Last Day to Withdraw	Saturday	September 17
Last Day to Change from Credit to Audit	Saturday	September 17
Last Day of Classes	Tuesday	October 4

Second 7 Week Classes – Term II

Last Day for 100% Refund	Tuesday	October 18
Classes Begin	Wednesday	October 19
Last Day for 75% Refund	Tuesday	October 25
Last Day for 25% Refund	Tuesday	November 1
Last Day to Withdraw	Monday	November 21
Last Day to Change from Credit to Audit	Monday	November 21
Thanksgiving Holiday	Wednesday-Sunday	November 23-27
Last Day of Classes	Thursday	December 8

10 Week Classes – Term I

Last Day for 100% Refund	Tuesday	August 16
Classes Begin	Wednesday	August 17
Last Day for 75% Refund	Friday	August 26
Last Day for 25% Refund	Monday	September 5
Labor Day Holiday	Monday	September 5
Last Day to Withdraw	Thursday	October 6
Last Day to Change from Credit to Audit	Thursday	October 6
Fall Break	Monday-Sunday	October 10-16

Last Day of Classes	Tuesday	November 1
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10 Week Classes – Term II

Last Day for 100% Refund	Tuesday	September 13
Classes Begin	Wednesday	September 14
Last Day for 75% Refund	Saturday	September 24
Last Day for 25% Refund	Wednesday	October 5
Fall Break	Monday-Sunday	October 10-16
Last Day to Withdraw	Monday	November 7
Last Day to Change from Credit to Audit	Monday	November 7
Thanksgiving Holiday	Wednesday-Sunday	November 23-27
Last Day of Classes	Monday	December 5

Winter Term – Fall 2022

Registration begins if selecting courses be applied to Fall Term 2022	Monday	April 4
Last Day to Register	Friday	December 2
Check your schedule to ensure class wasn't cancelled	Monday	December 5
Payment Deadline (5:30pm Eastern)	Thursday	December 8
Last Day to Drop with 100% Refund	Sunday	December 11
Classes Begin	Monday	December 12
Last Day for 75% Refund	Thursday	December 15
Last Day for 25% Refund	Tuesday	December 20
Christmas Holiday	Saturday/Sunday	December 24-25
New Year's Day Holiday	Sunday/Monday	January 1-2, 2023
Last Day to Withdraw or Change from Credit to Audit	Monday	January 2, 2023
Last Day of Classes	Friday	January 13, 2023
Grades Due	Monday – Noon	January 16, 2023

Accelerated, 7 Week, 10 Week and Weekend classes observe the same holidays and breaks as Full Term Classes.

- 2023 Spring Semester

Full Term

Web Registration Begins	Monday	November 7, 2022
Faculty Report	Monday	January 9, 2023
Last Day for 100% Refund for Full Term	Monday	January 16
Martin Luther King Holiday	Monday	January 16
Classes Begin	Tuesday	January 17
Graduation Applications for Spring Due	Friday	January 20
Last Day to Drop/Withdraw Without W Grade	Monday	January 30
Last Day for 75% Refund for Full Term	Monday	January 30
Last Day for 25% Refund for Full Term	Sunday	February 12
Spring Break	Monday-Sunday	March 6-12
Graduations Applications for Summer Due	Friday	March 24
Last Day to Withdraw from Classes	Monday	March 27
Last Day to Change from Credit to Audit	Monday	March 27
Good Friday Holiday	Friday	April 7
Academic Festival	TBA	
Last Day of Classes	Monday	May 1
Examination Period	Tuesday-Thursday	May 2-4
Grades Due - Noon	Friday	May 5
Graduation	Friday-Saturday	May 5-6

Accelerated Terms (Five Weeks)

Last Day for 100% Refund for Term I	Monday	January 16
Term I Begins	Tuesday	January 17
Last Day for 75% Refund for Term I	Saturday	January 21
Last Day for 25% Refund for Term I	Thursday	January 26
Last Day to Withdraw from Term I	Wednesday	February 8
Term I Ends	Monday	February 20
Last Day for 100% Refund for Term II	Monday	February 20
Term II Begins	Tuesday	February 21
Last Day for 75% Refund for Term II	Sunday	February 26
Last Day for 25% Refund for Term II	Saturday	March 4
Spring Break	Monday-Sunday	March 6-12
Last Day to Withdraw from Term II	Monday	March 20
Term II Ends	Monday	April 3

Last Day for 100% Refund for Term III	Monday	April 3
Term III Begins	Tuesday	April 4
Last Day for 75% Refund for Term III	Friday	April 7
Good Friday Holiday	Friday	April 7
Last Day for 25% Refund for Term III	Wednesday	April 12
Last Day to Withdraw from Term III	Sunday	April 23
Term III Ends	Thursday	May 4

First 7 Week Classes – Term I

Last Day for 100% Refund	Monday	January 16
Classes Begin	Tuesday	January 17
Last Day for 75% Refund	Monday	January 23
Last Day for 25% Refund	Tuesday	January 31
Last Day to Withdraw	Wednesday	February 22
Last Day to Change from Credit to Audit	Wednesday	February 22
Spring Break	Monday-Sunday	March 6-12
Last Day of Classes	Monday	March 13

Second 7 Week Classes – Term II

Last Day for 100% Refund	Monday	March 13
Classes Begin	Tuesday	March 14
Last Day for 75% Refund	Monday	March 20
Last Day for 25% Refund	Sunday	March 26
Good Friday Holiday	Friday	April 7
Last Day to Withdraw	Friday	April 14
Last Day to Change from Credit to Audit	Friday	April 14
Last Day of Classes	Monday	May 1

10 Week Classes – Term I

Last Day for 100% Refund	Monday	January 16
Classes Begin	Tuesday	January 17
Last Day for 75% Refund	Thursday	January 26
Last Day for 25% Refund	Sunday	February 5
Spring Break	Monday-Sunday	March 6-12
Last Day to Withdraw	Wednesday	March 8
Last Day to Change from Credit to Audit	Wednesday	March 8
Last Day of Classes	Monday	April 3

10 Week Classes – Term II

Last Day for 100% Refund	Monday	February 13
Classes Begin	Tuesday	February 14
Last Day for 75% Refund	Thursday	February 23
Last Day for 25% Refund	Sunday	March 5
Spring Break	Monday-Sunday	March 6-12
Last Day to Withdraw	Wednesday	April 5
Last Day to Change from Credit to Audit	Wednesday	April 5
Good Friday Holiday	Friday	April 7
Last Day of Classes	Monday	May 1

Winter Term – Spring 2023

Registration begins if selecting courses by applied to Spring Term 2023	Monday	November 7
Last Day to Register	Friday	December 2
Check your schedule to ensure class wasn't cancelled	Monday	December 5
Payment Deadline (5:30pm Eastern)	Thursday	December 8
Last Day to Drop with 100% Refund	Sunday	December 11
Classes Begin	Monday	December 12
Last Day for 75% Refund	Thursday	December 15
Last Day for 25% Refund	Tuesday	December 20
Christmas Holiday	Saturday/Sunday	December 24-25
New Year's Day Holiday	Sunday/Monday	January 1-2, 2023
Last Day to Withdraw or Change from Credit to Audit	Monday	January 2, 2023
Last Day of Classes	Friday	January 13, 2023
Grades Due	Monday – Noon	January 16, 2023

Accelerated, 7 Week, 10 Week and Weekend classes observe the same holidays and breaks as Full Term Classes.

ACADEMIC GOALS AND OBJECTIVES

- ✓ To create awareness of the various services and resources available to student-athletes at Roane State Community College and to assist them in making the best use of these services and resources.
- ✓ To encourage student-athletes to achieve a departmental GPA comparable or better than the general student population in both fall and spring semesters.
- ✓ To promote academic achievement by encouraging student-athletes to excel in their academic pursuits and to provide the infrastructure and commitment to maintain eligibility and academic excellence.
- ✓ To monitor progress of the student-athletes through the use of academic progress reports.
- ✓ To provide tutorial services through the Learning Center, study skills classes, service learning opportunities, New Student Orientation, and academic advising when appropriate.
- ✓ To facilitate graduation or transfer of each student-athlete.

ACADEMIC INTEGRITY

An essential feature of any institution of higher learning is a commitment to maintain an atmosphere of intellectual integrity and academic honesty. Plagiarism (the use of the intellectual property of someone else without giving proper credit), cheating, and other forms of academic dishonesty are prohibited. The instructor has the authority to assign an F or a zero for the exercise or examination, or to assign an F in the course, to a student found guilty of academic misconduct. Each student is responsible for his/her own personal integrity and honor in academic life, and when accepting admittance to Roane State, affirms and subscribes to this commitment to neither knowingly give nor receive any inappropriate assistance in academic work.

ACADEMIC MISCONDUCT

Academic Misconduct is a broad term that includes plagiarism, cheating, fabrication, and facilitation. Ultimately, students are responsible for their own learning. Understanding the scholarly process and valuing the importance of academic integrity is a major component of a Roane State college education. When students fail to uphold standards of academic integrity, they deprive themselves and all other students of valuable educational opportunities.

Students who plagiarize, cheat or commit other acts of academic misconduct may face a variety of consequences, including a zero for the assignment or a failing grade for the entire course.

Roane State faculty set both the academic and behavioral expectations for their class. Roane State policy SA-06-01 explains that Roane State faculty determine the appropriate consequence for specific acts of student academic misconduct in their respective classes. Policy SA-06-01 outlines both the procedures for enforcing these consequences while providing student access to due process to ensure fairness.

ACADEMIC PERMISSION

Because of U.S. Federal Government privacy laws, faculty members are not permitted to give out academic information on students without the student's permission. Therefore, in order for coaches to directly obtain, from faculty members, information on the performance of team members, team members may be required to grant such permission on the form included in this handbook.

ACADEMIC PROGRESS REPORTS

Coaches have the authority to require team members to turn in academic progress reports that provide information pertaining to their performance in each of their classes. An example is included in this handbook.

ADMISSIONS

Each student-athlete must complete an Application for Admissions. This form as well as other admissions information is available on the RSCC website under "Admissions" at www.roanestate.edu. Phone: 865-354-3000, ext. 4735 or 4736

ADVISEMENT

The Advising Resource Center is comprised of "general" advisors who assist students with academic advising after they have been accepted to Roane State. They are experts at guiding new students through academic planning problems.

During your first two semester here, you will be assigned a Success Coach. This Success Coach is very knowledgeable of your major, admissions, record, financial aid and will have specialized information you will need to transition to your university or career. The name of your Success Coach is located in your RaiderNet account. After your first year or first 24 completed credit hours with at least a 2.0 you will be assigned a faculty advisor for all academic advising needs. Other issues such as financial aid will be directed to the One Stop 865-882-4500. Taking the time to stay in touch with your advisor will save you a lot of headaches down the road. Phone 865-882-4547

ATTENDANCE REGULATIONS

- Attendance of classes and other official appointments is expected and may be included in the calculation of a student's final grade.
- An explanation of absences should be given to instructors. This information should be presented in advance if possible.
- Absences are counted from the first scheduled meeting of the class. Non-attendance does not constitute a withdrawal from classes or from the College. Procedures to formally drop

a course or to withdraw from the College must be followed. Following these procedures may prevent a failing grade on a student's transcript.

- Some Health Science and Nursing programs may have attendance requirements that affect progress or retention in the program. Contact the program director for detailed information.
- Attendance will be monitored for students who receive Title IV financial aid funds. Lack of attendance could mandate administrative withdrawal and necessitate the repayment of financial aid funds.

BUSINESS OFFICE

Tuition and fees are assessed and payable at registration each semester. Registration is not considered to have been completed until all assessed tuition and fees have been paid. Tuition and fees paid by check are not considered to have been paid until the check has cleared the bank. Students who have not met all financial obligations to the College will not be permitted to attend classes. No student will be permitted to re-enroll, graduate, or receive a transcript until all financial obligations to the College have been satisfied. All tuition and fees are subject to change by direction of the Tennessee Board of Regents and will be posted on Roane State's website as changes are made. The current semester class schedule should be consulted for current tuition and fee rates. Phone 865-354-3000, ext. 4798

CODE OF CONDUCT

Colleges recognize the student as an adult pursuing an education. Just as a student does not lose citizenship rights upon enrolling at a college, the student also does not become immune to society's obligations and laws or to the responsibilities of daily living in a broader society. In general, the behavioral norms expected of the college student are those of common decency and decorum, recognition of and non-infringement upon the rights and property of others and of the College, honesty in academic work and all other activities, and observance of local, state and federal laws.

Students are expected to conduct themselves in accordance with the rules and regulations of the College. Students, like all members of the college-faculty, administration, and staff members assume the responsibility to conduct themselves in compliance with the objectives and standards of conduct established by the College.

Statement taken from: Student Handbook Policies, A Forms Manual for College Decision Makers, by Kent M. Weeks, College Legal Information, Inc., 1996, pp.2-3

The RSCC Student Disciplinary Policy SA-06-01 is found online at:

<http://www.roanestate.edu/?9244-RSCC-Policy-SA-06-01-Student-Discipline>

This policy is also included in the "Information for Student-Athletes" folder given to each athlete yearly.

CODE OF CONDUCT (STUDENT-ATHLETE)

Role of Intercollegiate Athletics at Roane State

Roane State's intercollegiate athletics program is an integral part of the institution's total educational endeavor. A well-rounded and efficiently managed athletics program is an enriching aspect of the student's life in college and enhances his or her preparation for a full and rewarding life after college.

The athletics program will not be permitted to rival or detract from the college's primary mission. Intercollegiate athletics are complementary and supplementary to the basic academic program of the institution. The athletics program must at all times be in harmony with the official purpose of the college.

All students who participate in intercollegiate athletics at Roane State are required to comply fully with all policies which apply to all students in admission, curriculum, degree requirements, class attendance personal conduct and other matters.

All athletics contests, practices and related activities will be conducted in compliance with the principles of fair play and amateur athletic competition, as defined by the NJCAA. All rules of the college, the Tennessee Junior and Community College Athletic Association and the NJCAA will be strictly obeyed and enforced.

Role and Responsibility if an RSCC Student-Athlete

Your number one responsibility as a student and as an athlete at RSCC is to successfully complete your academic work. Coaches and administration will do all they can to assist, but you are ultimately responsible for your own success.

Another of your responsibilities as a student-athlete is to always abide by the principles of fair play at athletic events. You should enter each competition expecting fairness. The proper attitude is of utmost importance. Do not enter a competition worried about your opponent's performance, but enter a competition with the idea of giving your best performance. Compete hard but play fair. Treat your fellow student-athletes equally and with respect. Ill-mannered conduct in others never justifies retaliation with compatible conduct on your part. Do not make excuses or discuss a teammate's shortcomings. Almost every situation has a positive and a negative side, so emphasize the positive. Support your officials and avoid criticizing them or blaming losses on their actions. Support team efforts by encouraging teamwork and mutual effort.

When you attend other athletic events, remember that you are expected to demonstrate good sportsmanship there as well. Your coach will instruct you in positive techniques for communication with officials, opponents, and the public. You will also be advised on how to react to the aggressive or unsportsmanlike actions of others.

Good Sportsmanship Statement

The Department of Athletics expects sportsmanlike conduct of its student-athletes at all times and will not tolerate any of the following behaviors:

- Physically abusing an official, coach, student-athlete, opponent or spectator;
- Throwing objects at an individual, spectators, or across a field or arena;
- Inciting student-athletes or spectators to violent action or any behavior which insults or defiles an opponent's tradition;
- Using obscene or inappropriate language or gestures to officials, opponents, team members or spectators;
- Making public statements, which are negative or controversial.

Team Travel

Specific requirements for dress, individual conduct, curfews, and free time activities are within the team policies that your head coach will discuss and establish. We can never separate that when you are traveling as a team or as an individual competitor for Roane State, you are representing the college and you are expected to conduct yourself appropriately. Whether or not you agree with this philosophy, this is the philosophy that the media and society has established and so too does the college.

If your team stays at a place of lodging, other than campus housing, you must pay the following services: room service, laundry, phone calls, pay television, video rental fees, etc. Since you are required to pay for the charges, please save us time and paperwork involved by not charging these types of incidentals to your room. This is an NJCAA issue; therefore, failure to abide by this request could cost you your eligibility.

Alcohol, Drugs, and Profanity

Absolutely no alcohol or drugs are to be carried or consumed while on campus representing the college or during off campus activities. Profanity or foul language is not accepted at any time and will not be tolerated. Also, sexual, derogatory, or discriminating remarks, gestures, etc. will not be tolerated. (See student Disciplinary Policy SA-06-01).

Dress Code

Your head coach will let you know if he/she requires a specific dress code. In general, you should always exercise good judgment concerning the appropriateness of your attire, taking into consideration the location and function you are attending. Under no circumstances should you wear clothing or apparel that would be offensive to a certain group, this includes vulgar wording or activities, or displays illegal products/activities (i.e. drugs).

Missed Classes

Occasionally, you may miss classes to participate in athletic events. Prior to you missing a class, you should reconfirm your absence with your professor(s). It is your responsibility to arrange with the professor to make up missed course work. Professors are more willing to work with students who demonstrate their willingness to make sure their studies are in order before leaving for their out of class commitments. If a professor communicates his/her displeasure with the number of missed classes you may incur, please notify your coach as soon as possible to discuss the problem with him/her.

COLLEGE IS DIFFERENT FROM HIGH SCHOOL

Studying in College

- Study at least 2-3 hours outside of class for each hour in class.
- Substantial amounts of reading and writing are required that might not be directly addressed in class.
- Guiding principle: It is up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you have already done so. You are usually not told in class what you need to learn from assigned readings.

Tests in College

- Testing is usually infrequent and may be cumulative, covering large amounts of material.
- Makeup tests are seldom an option; if they are, you need to request them.
- Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities.
- Mastery is often seen as the ability to apply what you have learned to new situations or to solve new kinds of problems.

College Classes

- You often have hours between classes if you do not register early.
- You spend 12-16 hours each week in class.
- The academic year is divided into two separate 14-week semesters, plus a week after each semester for exams.
- You arrange your own schedule, with the assistance from the academic advisor.
- Professors may not formally take roll, but they are still likely to know whether or not you attend.
- You need to budget funds for textbooks, which usually cost more than \$400 each semester.

Grades in College

- Grades may not be provided on all assigned work.
- Grades on tests and major papers or projects usually provide most of the course grade.
- First tests usually let you know what to expect on future exams.
- Guiding principle: "Results count." Though "good faith effort" is important in regard to the professors' willingness to help you achieve good results, it will not substitute for results in the grading process.

College Professors

- Professors will not always check completed homework, but they will assume that you can perform the same tasks on tests.
- Professors may not remind you of incomplete work.
- Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.
- Professors may not follow the textbook, but may expect you to relate the class discussion to the textbook readings.
- Professors may lecture nonstop, expecting you to identify the important points in notes.
- Professors expect you to read, save, and consult the course syllabus (outline). The syllabus spells out exactly what is expected of you, when it is due, and how you will be graded.

Personal Freedom in College

- College is voluntary.
- You manage your own time.
- You must balance your responsibilities and set priorities.
- Guiding Principle: You're old enough to take responsibility for what you do and don't do, as well as for the consequences of your decisions.

It is extremely important that you not only work hard in your sport but in the classroom as well. There are no "blow-off" classes or easy professors at RSCC.

- Get to know your professors
- Show your professors respect
- Be on time to class
- Do not sleep during class
- Let professors know in advance when you will be absent for school sponsored competition.

COUNSELING, CAREER, AND DISABILITY SERVICES

Counseling assists students with transitioning to college, basic college survival skills, test anxiety, time management, stress management, grief counseling, depression, anxiety, and other issues.

Career Decision Making – If you are undecided on your major or career, resources are available to help you make that very important decision. You may complete the online career assessment (Kuder), print it, and make an appointment with a counselor to review the results.

Disability Services is responsible for coordinating reasonable accommodations for students. To receive accommodations, students must read the Disability Services Handbook, complete and submit pages 17-19 of the handbook, submit appropriate documentation of the disability, and schedule an appointment with a counselor. Phone 865-8824546 (ROCO) or 865-481-2003 (ORBC)

ELIGIBILITY REQUIREMENTS

Section 3 Requirements for Entering Student-Athletes

- a. Students must be high school graduate or one who has received a high school equivalency diploma or has been certified as having passed a national test such as the General Education Development Test (GED). High school must be accredited or recognized by the Department of Education within the state.

Section 4 Requirements for Athletic Eligibility

The following rules shall be used to determine a student's eligibility for athletic competition in any one of the certified sports of the NJCAA. **THIS ENTIRE SECTION MUST BE READ BEFORE A STUDENT'S ELIGIBILITY STATUS CAN BE DETERMINED.**

- a. Student-athlete must be making satisfactory progress within an approved college program or course as listed in the college catalog.
- b. Students must be in regular attendance within fifteen (15) calendar days from the beginning of classes of the term in which the students choose to participate. This fifteen (15) day rule can apply to the starting date of a mini-session within a regular session and shall be a published date in the college catalog or schedule of classes for that term. A student enrolling in a mini session must have enrolled within fifteen (15) calendar days of the beginning of the term in which that mini-session is offered. The mini-session must begin prior to the date of the first contest and have a common ending date with the regular term. Students that do not conform to this rule are ineligible throughout the remainder of the term.
- c. Students must maintain enrollment in twelve (12) or more credit hours of college work as listed in the college catalog during each term of athletic participation. Students that drop below twelve (12) credit hours become immediately ineligible for athletic participation.

Semester Eligibility

- d. Prior to the last official date to register for the second full-time semester, as published in the college catalog, a student must have passed twelve (12) semester hours with a 1.75 GPA or higher.
- e. Prior to the last official date to register for the third full-time semester, and all subsequent semesters thereafter, as published in the college catalog, a student must satisfy one of the following four (4) requirements to be eligible for the upcoming term:

1. Pass a minimum of twelve (12) semester hours with a 2.00 GPA or higher during the previous semester of full time enrollment.

OR

2. Pass an accumulation of semester hours equal to twelve (12) multiplied by the number of semesters in which the student was previously enrolled full time with a GPA of 2.00 or higher.

OR

3. A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.0 GPA or higher for the initial term of participation, regardless of previous term or other accumulation requirements. (NOTE: This only establishes eligibility for the initial term, not subsequent terms).

OR

4. A second season participant must have passed a minimum accumulation of 24 credit hours with a 2.0 GPA or higher for the initial term of participation, regardless of previous term or other accumulation requirements. (NOTE: This only establishes eligibility for the initial term, not subsequent terms).
- f. Prior to a second season of participation in an NJCAA certified sport, students must pass a minimum accumulation of twenty four (24) semester hours with a 2.00 GPA or higher. (This is an addition to satisfying 4.d or 4.e)
- g. Students must be enrolled full time (twelve or more credits) at the college where they have chosen to participate when the regular season schedule of a sport begins. Students not enrolled during the term when the season begins remain ineligible throughout the season schedule unless they enroll on the first possible enrollment date following:
 1. Their release from Active Armed Services of the United States with a discharge other than dishonorable.
 2. Their return from a religious mission.
 3. Their graduation from a high school or receipt of an equivalency diploma.
 4. Their transfer from a NJCAA member college which has dropped a sport after the school year begins. Students that satisfy one of the four expectations become eligible after the previous term has ended upon registration as a full time student for the new term. (Student(s) must be added to the eligibility form before participating.)
 5. A student attending a multi-campus college may, if at the campus of his/her enrollment a sport is not offered, participate in that sport at any campus within the system that offers said sport.

- h. In the following sports, students are not required to be enrolled during the fall term to be eligible to participate in the sport during the spring season unless the records are carried over into the spring season: Baseball, Bowling, Golf, Lacrosse, Softball/Fast Pitch, Softball/ Slow Pitch and Tennis. If the fall records are carried over into the spring season, all students must be enrolled full time (twelve or more credit hours) during the fall term when the schedule begins.
- i. Students who have never been full time at any college may become eligible for a season of participation in a sport by meeting the following conditions:
 - 1. The students attend the same institution at least one academic year as part time credit hours with an overall grade point average of 1.75 or better during that year.
 - 2. During each term of participation, the students must carry at least six (6) credit hours in the same institution.
 - 3. Prior to a second season of participation in any sport, the students must pass a total of twenty four (24) credit hours with a GPA of 2.00 or higher.
 - 4. If in any term the students enroll full time, they forfeit the privileges under this provision of the part time eligibility rule.
 - 5. Students, who withdraw completely or to less than six (6) credit hours, become immediately ineligible.
 - 6. Institutions who apply for this provision of the rules, must submit a transcript to establish the eligibility of the student.

FINANCIAL AID

The Financial Aid program at RSCC is designed to aid students who would find it difficult or impossible to attend college without financial assistance. Roane State offers a comprehensive program of financial aid in the form of scholarships, work study, grants, and loans. Major emphasis is placed upon financial need, academic achievement, character, and promise of future success. Phone 865-882-4545

HARASSMENT

Harassment: Any form of harassment including, but not limited to, racial harassment, sexual harassment, or stalking, is prohibited by Title II of the Civil Rights Act of 1964. Any student who believes he or she has been subjected to harassment at Roane State should present the charge to the Dean of Students.

HOUSING

Athletes are responsible for securing and paying for their own housing. Coaches may help them identify and act as liaisons in communicating and/or corresponding with private housing owners. Players must, however, pay or make checks out directly to the owners of housing that they rent.

Coaches may institute housing conduct rules similar to those mentioned in team travel as again, whether you agree with the philosophy or not, society and the media identify that the conduct of athletes should be different and at a higher standard than those of the general student. Additionally, in order for players to be in top condition and be properly trained to be at their best, training rules in regard to curfews and use of alcohol and drugs can be utilized to ensure that players are at their best for practices and contests in which they are representing the College. Team members will, therefore, abide by housing and training rules set down by team coaches.

LEARNING CENTERS

The Learning Centers offer tutoring in many subjects. Tutors are friendly, knowledgeable, and patient. All tutoring services are available at no cost to currently enrolled students. Phone 865-882-4677

NAIA ELIGIBILITY REGULATIONS FOR TRANSFERRING

The following basic regulations apply to all students representing an NAIA member institution in intercollegiate competition. However, you should be aware of some important aspects of determining your eligibility as a transfer student.

Hours applied to the 24 hour rule (see #3) are taken at face value, as reflected on the two year institutions transcript, even if the NAIA institution will not accept all of those hours.

#3. You must be enrolled in 12 institutionally approved or required credit hours at the time of participation. Should participation take place between terms, you must have been identified the term immediately preceding the date of participation.

Determining your status for the progress rule and associated regulations (see #10-14) is somewhat different. For eligibility certification during the **FIRST TERM ONLY** at the NAIA institution, these regulations are met based on work completed at the previous institution(s). After the first term, you are no longer considered a transfer, and only those institutional credit hours included on the NAIA institution's transcript may be applied toward meeting NAIA eligibility regulations, except the 24 hour rule as noted in the previous paragraph. Therefore, when certifying eligibility for the second term, it is possible to "lose" hours which were used to certify during the first term. You are encouraged to contact the faculty athletics representative at an NAIA institution to clarify your actual eligibility status.

#10. You must be within your first 10 semesters, 12 trimesters, or 15 quarters of attendance as a regularly enrolled student. A term of attendance is any semester, trimester or quarter in which you enroll for nine or more institutional credit hours and attend any class. (Summer sessions are not included, but night school, extension or correspondence courses are applicable to this ruling.)

#11. **You must**, upon reaching junior academic standing as defined by the identified institution, have a cumulative grade point average of at least 2.0 on a 4.0 scale as certified by the institution.

#12. **You must**, to participate the second season in a sport, have accumulated at least 24 semester/26 quarter institutional credit hours.

#13. **You must**, to participate the third season in a sport, have accumulated at least 48 semester/72 quarter institutional credit hours.

#14. **You must**, to participate the fourth season in a sport, have accumulated at least 72 semester/108 quarter institutional credit hours. These hours must include at least 48 semester/72 quarter hours in general education and/or your major field of study.

The GPA used to meet the appropriate regulations is determined in a like manner. The GPA you bring from the previous institution(s) is the one used for the initial term at the NAIA institution. Thereafter, the GPA recognized by the NAIA institution shall be used for athletics eligibility certification.

The following criteria must be met in order for you to be eligible to represent a member institution in any manner (scrimmages, intercollegiate competitions).

- **You must** be making normal progress toward a recognized baccalaureate degree and maintain the grade points required to remain a student in good standing, as defined by the institution you are attending.
- **You must** be enrolled in 12 institutionally approved, or required, credit hours at the time of participation. Should participation take place between terms, you must have been identified the term immediately preceding the date of participation,
- **You must** have accumulated a minimum total of 24 institutional, or required, credit hours the two immediately previous terms of attendance. Up to 12 institutional credit hours earned during the summer and/or non-term may be applied to meet the 24-hour rule, provided such credit is earned AFTER one of the two immediately previous terms of attendance. However, if you have not been identified with an institution of higher learning for more than five semesters or seven quarters, have never been identified with a four year institution, and have met graduation requirements for an associate degree from a junior college, you may be exempt from the 24-hour rule for the first term you are at an NAIA member institution. You must have passed all hours required for graduation in the term in which graduation occurred, and in the last two terms of attendance you must have needed fewer than 24 hours to complete graduation requirements.
- **You must**, if a second term freshman have accumulated nine degree or required credit hours BEFORE identification for the second term of attendance.
- **You may not** count repeat courses previously passed ANY term toward the 24-hour rule.

- **You must** be eligible in your own conference.
- **You must**, if a transfer student from a four year institution, have eligibility remaining at the institution from which you are transferring to be eligible for further intercollegiate competition.
- **You must**, if a transfer student having ever participated in intercollegiate athletics at a four year institution, reside for 16 consecutive calendar weeks (112 calendar days), not including summer sessions, at the transferred institution before becoming eligible for intercollegiate competition in any sport in which you participated at the previous four year institution. Exceptions to the 16 weeks' residency will be explained by the institution's faculty athletics representative.
- **You must** be within your first 10 semesters, 12 trimesters, or 15 quarters of attendance as a regularly enrolled student. A term of attendance is any semester, trimester or quarter in which you were enrolled for nine or more institutional credit hours and attended any class. (Summer sessions are not included, but night school, extension, or correspondence courses are applicable to this ruling.)
- **You must**, upon reaching junior academic standing as defined by the four year institution, have a cumulative grade point average of at least 2.0 on a 4.0 scale as certified by the institutional registrar.
- **You must**, to participate the second season in a sport, have accumulated at least 24 semester/36 quarter institutional credit hours (effective for all new students enrolling Fall 1989 or later).
- **You must**, to participate the third season in a sport, have accumulated at least 48 semester/72 quarter institutional credit hours. (effective for all new students enrolling fall 1989 or later).
- **You must**, to participate the fourth season in a sport, at least 72 semester/108 quarter institutional credit hours. These hours must include at least 48 semester/72 quarter hours in general education and/or your major field of study (effective for all new students enrolling fall 1989 or later).
- **You must**, to participate the third/fourth season in a sport, have and maintain a total cumulative grade point average of at least 2.0 on a 4.0 scale (effective for all new students enrolling fall 1989 or later).
- **You may not** participate for more than four seasons in any one sport. A season of competition is defined as participation in one or more intercollegiate contests, whether a freshman, junior varsity or varsity participant or in any other athletic competition in which the institution, as such, is represented during a sport season.

Should you participate for two different institutions in the same sport, in the same academic year (example-basketball or fall baseball at a junior college then transfer to an NAIA school and participate in basketball and spring baseball), you shall be charged with a second season of competition in that sport unless you earned an associate degree at a junior college the immediately previous term to transferring.

- You must be an amateur, as defined by the NAIA, in the sport(s) in which you participate. See your athletics director or faculty athletics representative for all amateur regulations as printed in the NAIA Bylaws.

NCAA TWO-YEAR COLLEGE TRANSFER RULES

There may be a variety of reasons why you have elected to attend a two-year college before attending an NCAA school. Whatever your reason may be for attending a two-year college, there are certain requirements that you must meet in order to compete immediately after transferring to an NCAA school.

The first thing you need to do is determine whether you would have been a qualifier or a non-qualifier if you had elected to attend an NCAA college as a freshman. You can receive help from your high-school guidance counselor, a college coach or the NCAA Initial-Eligibility Clearinghouse by calling 877-262-1492 to determine whether you would have been a qualifier. Each year the NCAA produces the NCAA Guide for the College-Bound Student-Athlete, a brochure that lists all of the requirements to be a qualifier as well as registration procedures for the clearinghouse. To view a copy of this guide, please visit the Association's official Web site at NCAA Online (www.ncaa.org).

Division I Transfers

See #A below for a flow chart of academic requirements for eligibility for two-year college transfers to Division I institutions.

NOTE: The following Division I transfer rules apply to student-athletes first entering a collegiate institution on or after August I, 2003. If you first entered college before August I, 2003, please refer to Section II of the 2002-03 Transfer Guide, available on the Web site at www.ncaa.org.

Qualifier

If you were a qualifier based on your high-school record and you wish to compete immediately at a Division I institution, you must meet the following requirements before you transfer:

1. Spend at least one full-time semester or one full-time quarter at the two-year college (excluding summer sessions);
2. Satisfactorily complete an average of 12 hours of transferable-degree credit acceptable toward any baccalaureate degree program at the Division I school for each full-time semester or quarter attended; and
3. Have a minimum grade-point average of 2.5.

If you do not meet all of the requirements listed above, you will not be permitted to compete in your first year of residence at that school. However, you will be eligible to practice and receive institutional financial aid at the Division I school, provided you are enrolled in a minimum full-time program of studies and meet applicable conference and institutional regulations.

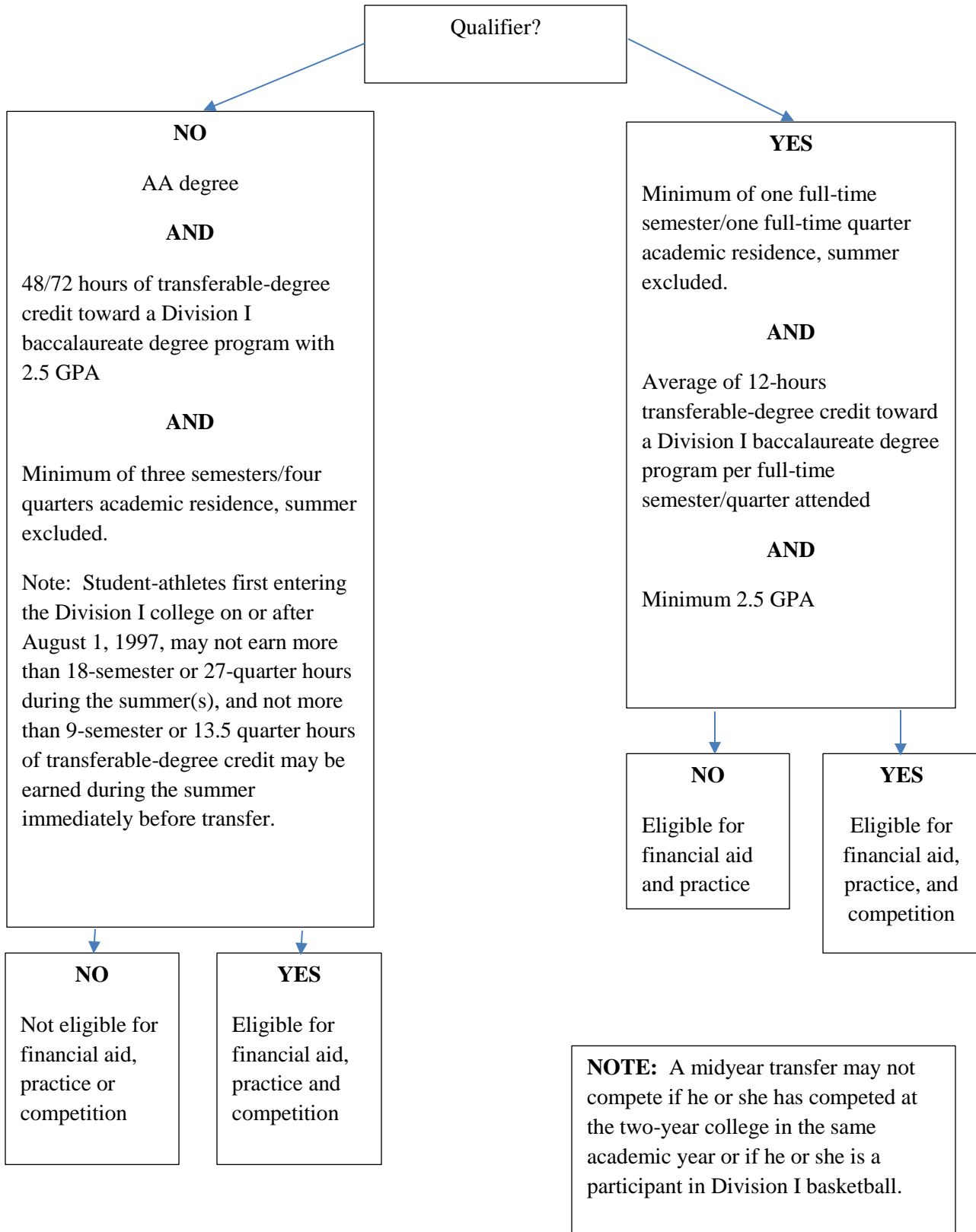
Partial Qualifier/Non-qualifiers

If you were a partial qualifier or a non-qualifier based on your high-school record and you wish to receive a scholarship, practice and compete at a Division I school immediately after you transfer, you must meet all of the following requirements before you transfer:

1. Graduate from the two-year college (Note: If you attend more than one two-year college, at least 25 percent of the credit hours you need to receive your degree must be earned at the two-year college that awards the degree);
2. Satisfactorily complete a minimum of 48-semester or 72-quarter hours of transferable- degree credit (Note: For students first entering a Division I college on or after August 1, 1997, not more than 18-semester or 27 -quarter hours of transferable-degree credit may be earned during the summer and not more than nine semester or 13.5 quarter hours of the transferable-degree credit may be earned during the summer immediately before transfer);
3. Have a minimum grade-point average of 2.5 in your transferable-credit hours; and
4. Have attended the two-year college as a full-time student for at least three semesters or four quarters (excluding summer terms).

If you do not meet all of the requirements listed in Nos. 1-4 above, you will not be permitted to practice, compete or receive institutional financial aid during your first year at a Division I institution.

#A Academic Requirements for Two-Year College Transfer Students – Division I



Division II Transfers

See #B below for a chart related to academic requirements for eligibility for two-year college transfers to Division II schools.

Note: The following Division II transfer rules are effective August 1, 2003.

Qualifier/Partial Qualifier/Non-qualifier

If you were a qualifier, a partial qualifier, or a non-qualifier based on your high school record, in order to practice, compete and receive athletics aid immediately after transferring to a Division II school; before you transfer you must have attended a two-year college as a full-time student for at least two semesters or three quarters, and:

1. Graduate from the two-year college (Note: If you attended more than one two-year college, at least 25 percent of the credit hours you need to receive your degree must be earned at the two-year college that awards the degree,

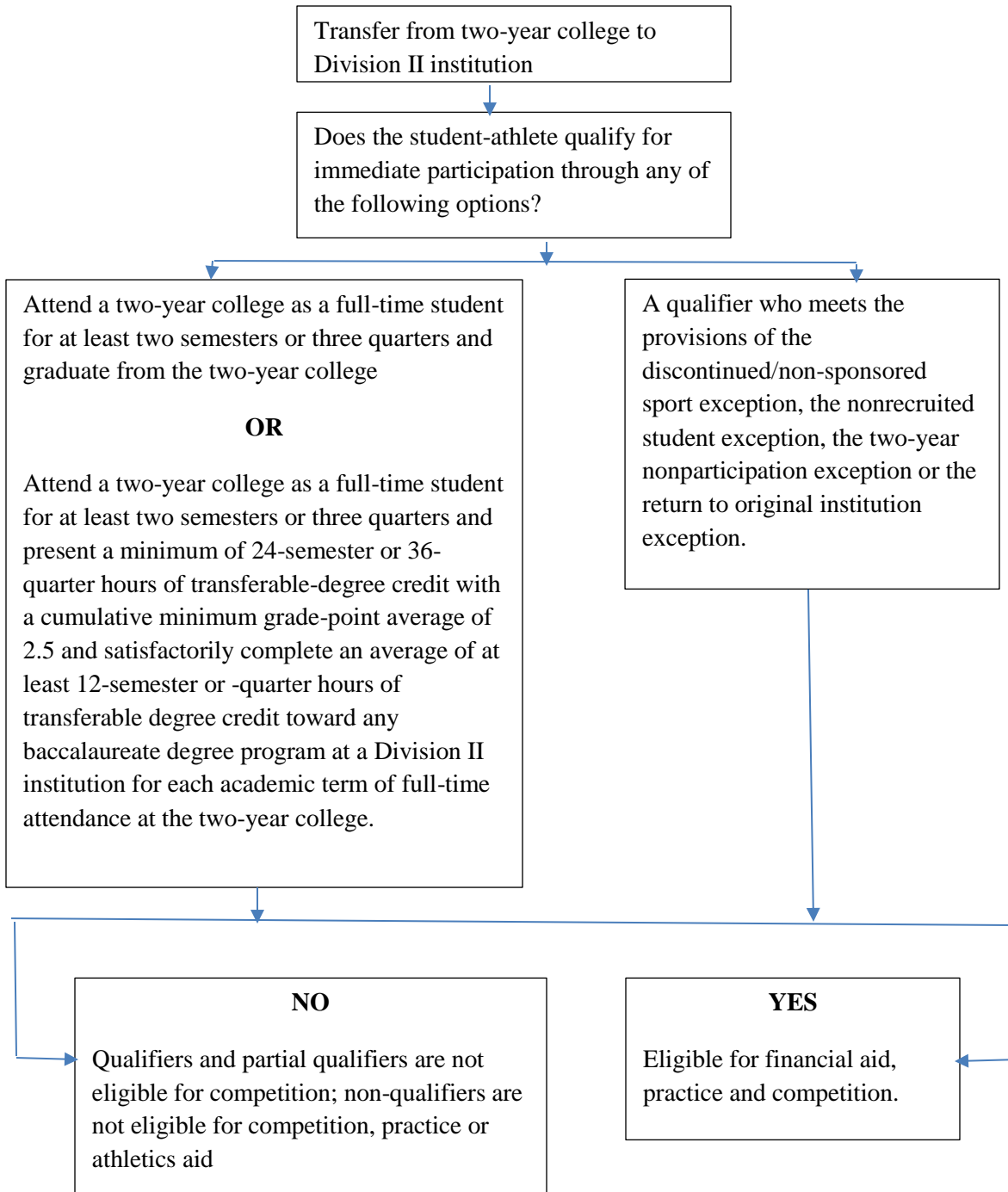
OR

2. Completed a minimum of 24-semester or 36-quarter hours of transferable-degree credit with a minimum grade-point average of 2.3 in your transferable-credit hours. If you are first entering a two-year college on or after August I, 1996, you must satisfactorily complete an average of 12-semester or quarter hours of transferable-degree credit acceptable toward any baccalaureate degree program at the Division II college for each term in which you are enrolled full time.

If you were a qualifier or partial qualifier and do not meet either of these requirements, you will not be permitted to compete with the varsity or sub varsity team during your first year at the Division II school. However, you will be permitted to practice and receive institutional financial aid, provided you enroll in a full-time program of studies and meet applicable conference and institutional regulations.

If you were a non-qualifier and do not meet either of these requirements, you will be permitted to receive institutional financial aid that is not from an athletics source but will not be able to practice or compete with the varsity team during your first academic year in residence at the Division II school.

#B Academic Requirements for Two-Year College Transfer Students and “4-2-4” College Transfer Students – Division II



NOTE: A midyear transfer may not compete during the segment concluding with the NCAA championship if he or she has competed during that segment at the two-year college in the same academic year.

Division III Transfers

Generally, a transfer student from a two-year institution is not eligible for competition until the student has fulfilled a year of residence at the institution to which the student is transferring.

However, you will be eligible to compete at the Division III institution if you meet one of the following three exceptions before you transfer:

1. For a consecutive two-year period immediately before the date on which you begin participation (practice and/or competition), you have neither practiced nor competed in the involved sport in intercollegiate competition,

OR

2. You have not previously participated in intercollegiate athletics,

OR

3. You have participated in intercollegiate athletics, and you would have been academically and athletically eligible for competition if you had remained at the two-year college.

If you do not meet all the requirements of one of the three options listed above, you will not be permitted to compete in your first year of residence at that school. However, you will be eligible to practice and receive institutional financial aid at the Division III school, provided you are enrolled in a minimum full-time program of studies and meet applicable conference and institutional regulations. Keep in mind that Division III institutions do not award athletics scholarships.

Helpful Hints:

"2-4" and "4-2-4" Transfer Students

1. **Grade-point average calculation.** If you have read the information related to transfer requirements, you know that to meet certain transfer requirements, you must have a minimum grade-point average of 2.5 in your transferable-credit hours. This grade-point average must be calculated in the following manner: Grades that you earn in all courses that are transferable to an NCAA school must be considered in determining your grade-point average, regardless of the grade earned or whether the grade makes the course unacceptable for transfer credit. For example, if you take an arts and crafts course at the two-year college and receive an A in the course and the course is not transferable, the NCAA school is required to delete the grade you earned in the course from your grade-point average calculation. If you fail an English course that normally is transferable to the NCAA school, the NCAA school is required to include the grade you earned in the English course in computing your grade-point average, even though the grade makes the course unacceptable for transfer credit. Remember, if the course is one that normally would be transferable, the grade in that course must be included in calculating your grade-point average, no matter what grade you earn.
2. **Degree requirement.** If you wish to transfer to a Division I or II school, you may need to graduate from the two-year college. In order to meet this requirement, you must receive an associate or equivalent degree in an academic or technical, rather than a

vocational, curriculum. Since many two-year college degree programs vary in their curricula, the NCAA school has the responsibility to determine whether the degree you have received is considered academic or technical. If the NCAA school is unable to make that decision, you should ask that the necessary documentation be sent to the NCAA national office for review.

3. **Timing for meeting transfer requirements.** All of the applicable two-year college transfer requirements must be met before you transfer to the NCAA school. If you transfer to a Division I or II school as a full-time student before you complete the transfer requirements, you will be required to complete a one-year residence requirement at the NCAA school, even though you may transfer back to the two-year college and complete the necessary requirements. Please note that even if you receive improper advice or guidance from a two-year or four-year college coach or administrator to enroll full-time at an NCAA school before completing the transfer requirements, you are required to spend one year in residence at the NCAA school.
4. **Competition in the year of transfer.** If you compete for a two-year college in the fall in any competition other than regularly scheduled scrimmages and then transfer to a Division I school, you are not eligible to compete for the Division I school during the same academic year, even if you meet the necessary transfer requirements.

You may compete in scrimmages at the two-year college and still be eligible to participate at a Division I school during the same academic year if the scrimmages meet the following conditions:

- (a) The scrimmage is approved by the two-year college,
- (b) No official score is kept,
- (c) No admission is charged,
- (d) No official time is kept,
- (e) The scrimmage is played before the two-year college's first regularly scheduled outside competition, and
- (f) You participate in not more than two such scrimmages or dates of competition per academic year.

You are not eligible to compete during the segment that concludes with the NCAA championship at a Division II school if you competed during that segment of the same academic year in that sport.

5. **Transfer exceptions.** You are not subject to the one-year residence requirement as a "2-4" transfer student if you meet one of the following exceptions:
 - (a) Division I or II transfers: the two-year college you are attending drops the sport in which you participate from its intercollegiate program or never sponsored the sport on the intercollegiate level while you attended that institution, provided you never attended any other college that offered intercollegiate competition in that sport. You also are required to have earned at least a 2.0 grade-point average at the two-year college in order to use this exception. If you were a partial qualifier or non-qualifier, you are not permitted to use this exception;

OR

- (b) Division II transfers only:
- (1) You never were recruited by the NCAA school (Note: If you need assistance in determining whether you were recruited according to NCAA regulation, please contact the NCAA national office.);
 - (2) You have not received athletically related financial aid;
 - (3) You have never practiced nor competed in collegiate athletics, except that you may have participated in preseason tryouts; and
 - (4) You were eligible for admission to the Division II school before your initial enrollment at the two-year institution.

OR

- (c) Two Year Nonparticipation Exception. For a continuous two-year period immediately before the date on which the student begins participation (practice and/ or competition), the student has neither practiced nor competed in the sport in intercollegiate competition or in organized non collegiate amateur competition while enrolled as a full-time student-athlete in a collegiate institution. This two-year period does not include any time before initial collegiate enrollment.

PREVENTING SEXUAL HARASSMENT ON-LINE TRAINING

Due to Title IX Guidelines, ALL RSCC ATHLETES are REQUIRED to complete the Preventing Sexual Harassment On-Line Training each year. This policy is also included in the “Information for Student-Athletes” folder given to each athlete yearly.

REGISTRATION

Student Identification Number

A student’s identification number (called the R#) will be a computer generated unique identifier or social security number. The use of social security numbers is optional. If, at the time of application, the student desires not to disclose the SSN, the institution will assign a unique SID for the student’s use. However, please note, if you receive federal and state financial assistance you are required to disclose your SSN.

RaiderNet

Upon acceptance to the college, students will be given instructions on how to log-in to their RaiderNet account. Through this system students can view their personal information, financial aid, and registration.

Course Load

The average semester hour load for a degree-seeking student should be 16 hours of credit. Individual programs may require more or less than 16 hours per semester for degree completion. A full-time student is one who is carrying 12 or more semester hours of credit. The following criteria apply to semesters by course loads:

- Students may register for 20 hours of credit upon verification of a 2.5 cumulative grade point average by the Admissions and Records Office.
- Students may register for 21 hours of credit subject to verification of a 3.0 cumulative grade point average by the Admissions and Records Office.
- Students wishing to enroll for 22 hours or more must have the approval of the Vice President of Student Services and Enrollment Management.

Any exceptions to the above guidelines must have the approval of the Vice President for Student Learning.

Special for Credit students are limited to no more than 12 hours per semester with no limit to the total number of accumulated hours.

RESPONSIBILITIES AS A STUDENT-ATHLETE

- ✓ Make and keep appointments with my academic advisor
- ✓ Prepare for advising sessions by gathering any information my advisor might need
- ✓ Arrange for transcripts to be sent from other institutions that I have attended
- ✓ Write down questions I want to ask my advisor
- ✓ Share important information with my advisor such why I am missing class, how many hours I work, why class is difficult, etc.
- ✓ Follow up on plans I make with my advisor
- ✓ Monitor my own academic progress
- ✓ Give ample study time to each class
- ✓ Complete all assignments and take all exams on time, or as scheduled by the professor in the case of excused absences
- ✓ Get to know my professors, visit them during office hours
- ✓ Remember that my academic advisor cannot make exceptions to policies.

RESPONSIBILITIES AS AN ADVISOR TO A STUDENT-ATHLETE

- Advising is the area where professional judgment and experience are used to suggest alternatives, strategies and behavior for the student. In this situation, the advisor can be more directive and can assist the student-athlete in understanding the consequences of his/her behavior.
- The advisor should always be aware of academic policies, procedures, requirements, programs, course offerings and any other elements of the institution that can impact the student.
- The advisor should always represent program offerings, course offerings and majors in a truthful and appropriate manner, especially when dealing with new students.
- The advisor should always keep the student's interests and aspirations in mind when scheduling, rather than impose personal values.
- Advised of eligibility parameters, the student should be allowed to enroll in the program he or she chooses.

- Students should be encouraged to challenge themselves academically, rather than taking the easiest courses.
- The advisor should realize that academic and athletic interests are not always compatible and may come into conflict. The advisor should constantly minimize any educational disadvantages incurred through athletic participation.

STUDENT LEARNING OUTCOMES

- ✓ To set and accomplish realistic educational and life goals.
- ✓ To communicate effectively with teammates, peers, coaches, officials, and instructors.
- ✓ To exhibit the following guiding values during athletic practices, competitions and in daily life: respect, integrity, courage, vision, excellence.
- ✓ To demonstrate responsible academic behavior (attend classes consistently, complete all homework assignments, prepare adequately for exams, request tutoring when necessary).
- ✓ To contribute positively as a team member.
- ✓ To express gratitude for the opportunities received as a member of a RSCC athletic team.

STUDY HALL

Each coach in each sport has the authority to implement study halls for their team members. A study hall may be for a designated individual, a designated group of individuals, or the entire team. Failure to comply with study hall guidelines can result in disciplinary action from the coach.

TESTING

The Testing Center offers a wide range of services to Roane State students, distance education students, and to the residents of our community. The Center administers the following testing services: ACT National; ACT Residual; COMPASS; Graduation Exit Exams (ETS Proficiency Profile and Business Graduate Exam); HCDS (Medical Transcription) Pre-Admission Exam; TEAS V for Allied Health (formally known as HOBET); MATH Diagnostic Exam Test Dates and Locations; NURSING – HESI (Pre-Admission Exam); NURSING – LPN Challenge; Regents Online Degree (RODP) Testing Information. Phone 865-354-3000, ext. 4661 (ROCO) or 865-35 4-3000, ext. 4804 (ORBC)

TITLE IX

It is the policy of the State Board of Regents that, pursuant to Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, and Regulations adopted pursuant thereto, no institution or school shall discriminate on the basis of sex in the education programs or activities of the institution or school, including health-related training programs. Institutions and schools shall ensure that equal opportunity and nondiscrimination exist on the basis of sex for students in all education programs and activities including, but not

limited to, the following: (1) recruitment and admission (2) academic, extracurricular, research, occupational training, health-related training, and other education programs; (3) rules on student life activities; (4) housing; (5) facilities (6) access to course offerings; (7) counseling; (8) financial assistance; (9) employment assistance; (10) health and insurance benefits and services; (11) rules on marital or parental status; and (12) athletics. In addition, in conjunction with Board Policy No. 5:01:02:00, each institution and school shall ensure that no person, on the basis of sex, is excluded from participation, denied the benefits of, or subjected to discrimination in employment under any education program or activity. Nondiscrimination in employment on the basis of sex shall include, but not be limited to, the following areas: (1) employment criteria; (2) recruitment and hiring; (3) promotion, tenure, demotion, transfer, layoff, termination, nepotism policies, and rehiring; (4) compensation; (5) job assignments, classifications, and descriptions, lines of progression and seniority lists; (6) leave; (7) fringe benefits; and (8) all other terms, conditions, and privileges of employment

Definitions:

Discrimination: For Title IX purposes, “discrimination” is exclusion from participation in, denial of the benefits of, or differential treatment in any academic, extracurricular, research, occupational training, or other education program or activity on the basis of sex.

Gender Equity: “Gender equity” means equal athletic opportunity for members of both sexes as provided in 34 CFR §106.37 (c) and 106.41.

Sexual Harassment: "Sexual Harassment" is defined in RSCC Policy PA-02-01 as follows:
(1) 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;
(2) 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
(3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work.

VAWA Definitions (Violence Against Women Act)

Stalking – Stalking is a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Harassment means conduct directed toward the accuser that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the accuser to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose. **TCA 39-17-315**

Sexual Assault – The nonconsensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact

is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser's, the accused's; or any other person's intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser's, the accused's, or any other person's intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.

Domestic Violence – Violence against a person when the accuser and accused:

1. Are current or former spouses;
2. Live together or have lived together;
3. Are related by blood or adoption;
4. Are related or were formally related by marriage; or,
5. Are adult or minor children of a person in a relationship described above.

Domestic violence includes, but is not necessarily limited to:

1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
2. Placing the accuser in fear of physical harm;
3. Physical restraint;
4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
5. Placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser. **TCA 36-3-601.**

Dating Violence – Violence against a person when the accuser and accused are dating, or who have dated, or who have or had a sexual relationship. “Dating” and “dated” do not include fraternization between two (2) individuals solely in a business or non-romantic social context.

Violence includes, but is not necessarily limited to:

1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means,
2. Placing the accuser in fear of physical harm,
3. Physical restraint,
4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
5. Placing a victim in fear of physical harm to any animal owned, possess, leased, kept, or held by the accuser. **TCA 36-3-601(5)(c)**

Consent – An informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity.

Consent cannot be given by an individual who is asleep; unconscious; or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or, is under duress, threat, coercion, or force. Prior consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.

FORMS

ACADEMIC PERMISSION FORM

I, _____, give permission to
_____ to acquire information during the
_____ - _____ school year from my class instructors concerning class attendance,
grades received, assignments due, and my classroom demeanor and decorum.

Student's Signature

Student's Name (Please Print)

Date

ACADEMIC POLICY STATEMENT

The Academic Advisors to Athletes and the Coaches at Roane State Community College are committed to providing the academic support services necessary to facilitate the development of your academic skills for college level work, and to assist you in meeting your educational goals. The following policies have been established in order to assist you in meeting your goals. Please read and initial the following:

- _____ 1. I have been informed of the rules for eligibility, graduation and transfer as established by Roane State Community College, the NCAA and NJCAA.
- _____ 2. I understand that I need to obtain a signed DROP form before I drop a class. I understand that if I am out of compliance with my full-time (minimum 12 hours) student status, I could jeopardize my entire team.
- _____ 3. I understand that dropping classes, receiving D and F grades will jeopardize my ability to graduate, transfer to a university and receive athletic scholarships.
- _____ 4. I understand that I am expected to attend all advising sessions and orientations in preparation for registration each semester.
- _____ 5. I understand that I am expected to attend ALL classes, to be on time to ALL classes, to complete ALL assignments, to take ALL exams and to act in a manner that creates a positive image of athletes in ALL classes.
- _____ 6. I understand that I am expected to accurately report my grade progress in a timely manner through the return of progress reports issued by my advisors and coaches each semester.
- _____ 7. I understand that my coaches have established consequences when I fail to meet the expectations of the athletic academic program.
- _____ 8. I understand that failure on my part to succeed in my classes will result in loss of graduation, transfer and athletic scholarship opportunities. I take responsibility for any detrimental effects my choices may have on my ability to participate in intercollegiate sports.

Student's Signature

Advisor's Signature

Date

Coach's Signature

HOLD HARMLESS AGREEMENT

- 1) I PROMISE NOT TO SUE ROANE STATE COMMUNITY COLLEGE FOR ANY INJURIES OCCURRING WHILE I AM PARTICIPATING IN THE ACTIVITY:

In consideration for receiving permission to participate in the _____ (hereinafter referred to as "activity" I, _____, release and covenant not to sue Roane State Community College, the Board of Regents of the State University and Community College System of Tennessee, the State of Tennessee and all employees and agents of these parties (hereinafter referred to as "releasees") from all claims related to any loss that may be sustained by me, including loss of life, or to any property belonging to me, whether caused by the negligence of the releasees or otherwise, while participating in the activity, or while on the premises where this activity is being conducted.

- 2) I AM AWARE OF THE RISKS OF CHOOSING TO PARTICIATE IN THIS ACTIVITY, I ACCEPT RESPIONSIBLITY FOR THESE RISKS.

The activity has been explained to me, including the risks involved in participating in this activity, and I understand these risks. These risks include injury or death related to travel to or from this activity. I voluntarily choose to participate in this activity. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, which may be sustained by me as a result of participating in this activity, whether caused by the negligence of the releasees or otherwise.

- 3) I WILL REIMBURSE ROANE STATE COMMUNITY COLLEGE FOR ANY COSTS THEY INCUR BECAUSE OF MY PARTICIPATION IN THIS ACTIVITY:

I agree to indemnify the releasees for any loss or costs, included medical bills, court costs and attorneys' fees, that they may incur due to my participation in this activity, whether this loss is a result of the negligence of the releasees or otherwise.

- 4) THIS AGREEMENT WILL ALSO PREVENT MY FAMILY FROM SUING ROANE STATE COMMUNITY COLLEGE:

It is my intent that this Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased. This Agreement shall be deemed as a Release and Content not to sue regarding any claims these parties may have against releasees relating to my participation in this activity, whether these claims arise out of the negligence of the releasees or otherwise.

- 5) THIS AGREEMENT SHALL BE CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TENNESSEE.

In signing this Agreement, I acknowledge that I have read it and understand it, and that I sign it voluntarily.

Class and Instructor: _____

Participant's Signature: _____ Date of Birth: _____

Date of Activity: _____ R0# _____

If under eighteen (18) years old, signature of parent or legal guardian required.

Parent's or Guardian's Signature _____

VOLUNTEER FORM

Roane State Community College

AND

Volunteer's Name

1. The volunteer understands that he/she shall not be considered an employee, agent or independent contractor employed by the College or the Technology Center ("Institution") for any purpose. The volunteer acknowledges that he/she will neither accept nor claim entitlement to any salary or benefits of employment, including but not limited to insurance, retirement benefits, worker's compensation, travel expenses, or any other form of compensation of any kind.
2. The volunteer understands that he/she has no actual authority to bind or represent the institution with regard to any third parties. Moreover, the volunteer agrees to avoid giving the impression of having apparent authority to bind or represent the institution with regard to third parties. Accordingly, the volunteer may not sign or enter into any agreements or contracts on behalf of the institution.
3. The volunteer understand that {T.C.A. 9-8-307(h) 8-42-101(a)(3)} extends certain protections to individuals who are participants in volunteer programs which are operated under the authorization of a state agency or department. The volunteer understands that under the above-referenced law, he/she is immune from suit to the same extent as state employees. Persons injured by the actions of a volunteer are able to file a claim directly against the state.
4. The volunteer acknowledges that the institution shall have no liability for personal injury or property damage which may be suffered by the volunteer, unless such injury or damage directly results from the negligent act or omissions of state employees or authorized volunteers. Any and all negligence claims shall be expressly limited to claims approved by the Claims Commission.
5. The volunteer acknowledges that he/she may not operate automotive or other state owned equipment of the institution without specific written authorization from the President or Director of the institution.
6. The volunteer and the institution agree that no person shall be subjected to discrimination on the basis of race, color, religion, sex, age, handicap, or national origin in the execution of performance of this Agreement.
7. Roane State Community College, the Tennessee Board of Regents, the State of Tennessee and their respective employees shall have no liability unless specifically provided for in this Agreement.
8. This Agreement may be terminated at any time upon written notice of the volunteer or the president of Roane State Community College.

ACKNOWLEDGEMENT

I, _____, have read and understand the above statement/agreement and agree to abide by its terms and conditions while I am participating in volunteer activities at Roane State Community College. This agreement is effective from _____ through _____.

Signature of Volunteer: _____ Date: _____

Recommendation of Approval of Statement of Understanding/Agreement:

Supervisor of Volunteer: _____ Date: _____

Approval of Statement of Understanding/Agreement:

President, Director or designee _____ Date: _____

Copy to: Office of Human Resources