

VIRGINIA TECH[®]

HOKIES

**STUDENT-ATHLETE
HANDBOOK**

2017

2018

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Director of Athletics

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August, 2017

From the Director of Athletics:

It is always a dynamic time when students return to campus. New faces, new classes, and a new journey begins, as you weave your way through this chapter of your life at Virginia Tech.

Three years ago we undertook the challenge of refining our mission statement and honing our core values. Working with our coaches, staff, Student-Athlete Advisory Committee and campus colleagues, we developed the following mission statement that we continue to live by today:

Virginia Tech Athletics is committed to excellence, both academically and athletically, and to the personal development of our student-athletes. In the spirit of *Ut Prosim*, we stand together to serve and represent our university and community with integrity and respect.

Within the Department of Athletics, we have five core values: INTEGRITY, SERVICE, HONOR, EXCELLENCE, AND STRONG TOGETHER. We appreciate our student-athletes serving as role models and ambassadors in the community and expect you all to represent these principles. The VT logo never comes off. Once you are a Hokie, you are always a Hokie.

Your years at Virginia Tech should be some of the best, and we strive to always carry the passion and pride for Virginia Tech that exists around us. We are extremely excited you chose to be a Hokie and wish you the best as you progress toward graduation and participate in your respective sports. I hope that at the end of the academic year you look back and the 2017-18 season was successful and full of great memories.

Go Hokies!

Whit Babcock
Director of Athletics

MISSION OF THE VIRGINIA TECH ATHLETICS DEPARTMENT

Virginia Tech Athletics is committed to excellence, both academically and athletically, and to the personal development of our student-athletes. In the spirit of *Ut Prosim*, we stand together to serve and represent our university and community with integrity and respect.



VIRGINIA TECH AND CONFERENCE AFFILIATIONS

Virginia Tech has competed in varsity sports for more than 100 years. The athletics program was established on September 26, 1891 and the first varsity sporting event was held in the spring of 1892 when the baseball team defeated Newport 18-8. Women's varsity athletics began in 1976. Currently, Virginia Tech sponsors 22 varsity sports at the NCAA Bowl Championship subdivision level and they are divided equally into 11 men's sports and 11 women's sports. The university fields men's teams in soccer, cross-country, swimming, indoor and outdoor track, football, basketball, wrestling, baseball, golf and tennis. The women's teams compete in cross-country, golf, volleyball, indoor and outdoor track, swimming, basketball, soccer, tennis, lacrosse and softball.

VT in the ACC

The Atlantic Coast Conference is composed of the following institutions: Boston College, Clemson University, Duke University, Florida State University, Georgia Tech, University of Louisville, University of Miami, University of North Carolina, North Carolina State University, University of Notre Dame, University of Pittsburgh, Syracuse University, University of Virginia, Virginia Tech and Wake Forest University.

In the summer of 2003, Virginia Tech was invited to become a member of the Atlantic Coast Conference. Virginia Tech officially joined the ACC on July 1, 2004 and began play in 21-varsity sports during the 2004-2005 academic year.

In 2014, the Hokies added women's golf as the 22nd intercollegiate sports program with the inaugural season commencing in the fall of 2015.

VIRGINIA TECH STUDENT-ATHLETE PYLONS *of* PROMISE

- **Cost of Attendance Awards**
- **Four-Year Scholarship Commitment**
- **Excellence in Academic and Athletics Support, and Career Development**
- **Loss of Value Insurance**
- **Continued Commitment to Landmark Concussion Research**
- **\$425,000 Student Assistance Fund Annually**

The Virginia Tech Student-Athlete Pylons of Promise sets forth our commitment to our student-athletes during their time at Virginia Tech and beyond.¹ This Promise is based on the ideals emblazoned on the eight pylons at the Virginia Tech War Memorial Court and our athletics department's guiding principles of INTEGRITY, SERVICE, HONOR, EXCELLENCE, STRONG TOGETHER.

Our shared commitments with our Virginia Tech student-athletes are as follows:

INTEGRITY

COST OF ATTENDANCE

When earned, full athletics scholarships pay all costs of a student-athlete's undergraduate education, including tuition, fees, room, board and books. Effective August 1, 2015, as part of our athletics-grants-in-aid, Virginia Tech will provide the full allowable miscellaneous expense allowance of \$3,280 for in-state and \$3,620 for out-of-state student-athletes per year to cover the full cost of attendance for all sports.²

Equivalency scholarships pay for specific elements (books, for example) and/or percentage of costs.³ While non-scholarship student-athletes do not receive full or equivalency scholarships, they receive all non-scholarship-related benefits provided to all student-athletes.

FOUR-YEAR SCHOLARSHIP COMMITMENT

Athletics scholarships may be awarded on an annual or multi-year basis. Four-year scholarships are available for full equivalency scholarship student-athletes entering Virginia Tech. All scholarships set forth in writing the amount of the scholarship, the duration and any conditions of the award. Scholarship terms will be honored unless the student-athlete voluntarily leaves the team, renders himself or herself ineligible, or violates NCAA, ACC, university or department policies. Any reduction of a scholarship's terms may be appealed to an independent panel.

Scholarship terms will not be reduced because of a student-athlete's injury, illness, or physical or mental condition which prevents or limits participation in athletics, nor on the basis of a student-athlete's athletics ability or athletics performance.

SERVICE

LEADERSHIP DEVELOPMENT

Virginia Tech is committed to developing leaders. The Department of Athletics provides our student-athletes with a comprehensive, multi-faceted leadership development program which includes:

- Leadership assessment and development curriculum;
- International service-learning opportunities designed to promote global leadership skills; and
- A targeted student-athlete career development program to help facilitate a student-athlete's transition to their professional aspirations. Upon successful completion of this program, each student-athlete will be provided with a complimentary interview suit to launch their career after their playing days at Virginia Tech are complete.

HONOR

A CULTURE OF TRUST AND RESPECT

With service and honor at our core, Virginia Tech develops student-athletes to be the best men and women they can be in an environment of trust and respect with a commitment to compliance. Virginia Tech follows the letter and spirit of NCAA, ACC and institutional rules. Through the Virginia Tech Principles of Community,⁴ we acknowledge the importance of diversity and inclusion and the extent to which they enhance the lives of student-athletes and the university. We encourage a healthy environment, free of prejudice and discrimination including demeaning language and physical, verbal and emotional abuse.

Mission Statement

Virginia Tech Athletics is committed to excellence, both academically and athletically, and to the personal development of our student-athletes. In the spirit of

Ut Prosim, we stand together to serve and represent our university and community with integrity and respect.

EXCELLENCE

ACADEMIC SUPPORT

Virginia Tech provides quality academic support that aims to meet the unique needs of each student-athlete through the services and programming provided by Student-Athlete Academic Support Services (SAASS). Inclusive in this support is:

- Tutoring;
- Mentoring;
- Facilitated study hall;
- Learning assistance and disability support services;
- Study skill programming;
- Academic advising;
- Individualized degree completion planning aimed at meeting educational and career goals;
- Technology assistance; and
- A laptop computer for all full scholarship student-athletes.

COMPREHENSIVE HEALTH, SAFETY, AND WELLNESS

Virginia Tech is committed to protecting and enhancing the health, safety, and wellness of all of our student-athletes. These commitments include, (but are not limited to) access to:

- A comprehensive athletic performance program dedicated to providing the most efficient and effective broad-based care for Virginia Tech student-athletes incorporating sports medicine, sports psychology, and performance, strength and conditioning services;
- High-quality medical, dental, vision, psychological, rehabilitation, preventative and related healthcare services for all student-athletes;
- Assistance for student-athletes to purchase loss-of-value insurance based on their future earnings as professional athletes, consistent with the athletics department's protocol for disability insurance;
- A comprehensive sports nutrition program and state-of-the-art Nutrition Oasis, fueling stations, Gatorade hydration options, and training table providing optimal nutrition for student-athletes before, during, and after training;
- Quality transportation, housing, meals and per diem to all student-athletes traveling to away competitions; and
- No. 1 nationally ranked on-campus dining options.

COMMITMENT TO CONCUSSION RESEARCH

Virginia Tech will follow all NCAA concussion protocol and continue its landmark study of the topic. In 2014,

¹ This document is meant to provide a summary of our shared commitment. Further detailed information may be found on the Pylons website at Hokiesports.com/Pylons or in the Student-Athlete Handbook, available on Hokiesports.com.

² Amounts were determined by the Virginia Tech Office of Scholarships and Financial Aid for the 2015-16 academic year.

³ Summer school, a fifth school year, and/or an "Olympic redshirt year" may also be paid for through grants-in-aid when needed, available, and earned in compliance with institutional protocol.

⁴ www.diversity.vt.edu/principles-of-community/principles.html

Virginia Tech and two other schools were awarded a \$30 million Department of Defense grant to study the effects of concussions and ways to combat them.

COMPREHENSIVE ATHLETIC SUPPORT

Virginia Tech assists all student-athletes in maximizing their athletic potential. This comprehensive support includes, (but is not limited to):

- Nationally recognized coaching and training;
- Proud partnership with Nike since 2007 and contracted through 2022; and
- Top quality practice, competition, and strength and conditioning related facilities.

STUDENT ASSISTANCE FUND

Virginia Tech will provide student-athletes the opportunity to use the Student Assistance Fund annually to enhance their collegiate experience. This fund of approximately \$425,000 annually is used to cover a wide range of student-athlete personal expenses within NCAA, ACC and university guidelines.

STRONG TOGETHER

A COLLECTIVE VOICE

At Virginia Tech, student-athletes have a united voice that is recognized and valued by the athletics department. This voice is known as the Student-Athlete Advisory Committee (SAAC). Through SAAC, Virginia Tech student-athletes are expected to provide input on issues impacting student-athletes and their experiences on the campus, conference and national level.

Each team is assigned a sport administrator who will provide another resource for student-athletes. The sport administrator helps ensure the Virginia Tech student-athlete experience is positive, productive and adheres to these guiding principles.

A SHARED RESPONSIBILITY

As highly visible members of the Virginia Tech community, student-athletes are expected to conduct themselves, both on and off campus, in a manner which respectfully represents their family, team and Virginia Tech. They should at all times demonstrate good judgment and ethical behavior and are expected to adhere to the policies stated within the Hokie Handbook.

It is a privilege to represent Virginia Tech. Our student-athletes, coaches and staff share in this privilege and are expected to act with honor and respect in all that we do.



ROLE OF A STUDENT-ATHLETE

A. General Responsibilities as a Student-Athlete

It is a privilege, and not a right, to participate in intercollegiate athletics. As a student who participates in intercollegiate athletics, you become a member of a team. With great privilege comes great responsibility. When you accept the privileges of being a Virginia Tech athletics team member, you also accept all of the responsibilities of representing the university as a student-athlete. In addition to NCAA, ACC, institutional, and department rules, you are expected to follow team rules and practices set forth by your coaches.

You are expected to conduct yourself, both on- and off-campus, in a manner which respectfully represents you, your family, your team and Virginia Tech. Your personal conduct is an important aspect of how other people, your fellow students and administrators will interact with you. You should at all times demonstrate good judgment, ethical behavior, and comply with all ACC, NCAA and institutional rules. Remember, you are a highly visible member of the university community.

Students who do not conduct themselves in a manner consistent with these expectations may be subject to discipline in keeping with federal, state, institutional, departmental and team protocol.

B. Responsibilities as an Athlete

Virginia Tech Student-athletes are high profile community members. Your conduct on and off the playing surface matters and will reflect upon you, your future, your team, your coach, the athletics program and Virginia Tech. You are expected to conduct yourself responsibly, honestly and with integrity. At a minimum, you are expected to:

- Comply with all Virginia Tech Athletic Department rules and regulations.
- Participate in NCAA Compliance sessions and ask questions if there is any confusion regarding the material discussed.
- Read all forms thoroughly before signing,
- Comply with all NCAA rules and promptly report any rule infraction.
- Comply with all team rules, policies and practices.
- Display good sportsmanship.
- Protect your health, both mentally and physically, and report promptly any health concerns you may have.

C. Athletic Sportsmanship:

Under the principles of conduct of intercollegiate athletics, the NCAA notes that, "Student-athletes of a member institution shall display themselves with honesty and good sportsmanship. Their behavior shall at all times reflect the high standards of honor and dignity that characterize participation in competitive sports in a collegiate setting."

Examples of poor sportsmanship include, but are not limited to:

1. Physical abuse of an official, coach, athlete, or spectator.
2. The intentional injury of an opponent or teammate during a game or practice.
3. Use of obscene or inappropriate language or gestures to officials, the media, opponents, team members or spectators.
4. Any action, which violates recognized intercollegiate athletics standards, or the values and standards associated with Virginia Tech

Student-athletes who engage in poor sportsmanship will face discipline up to and including termination of athletics participation. Students who engage in such behaviors may also be subject to additional federal, state and institutional penalties.

In addition, student-athletes are expected to follow all ACC rules and regulations including those found in the ACC Manual:

<https://drive.google.com/file/d/0B6wQjWDNCLqIaVZzQ0IJamM2aTg/view?usp=sharing>

UNIVERSITY POLICY 1035: STUDENT-ATHLETE CONDUCT POLICY

1. Purpose

The success of student-athletes and their teams contribute to the university's overall image. Sports competition serves as the social glue for the university community, alumni, and friends. Due to the high visibility accorded modern college athletics, any off-the-field problems of student-athletes are often magnified and reflect poorly on the university. The university's well-defined set of expectations and athletic sanctions for misbehavior communicate the university's behavioral expectations to its student-athletes, the university community, and the public. Student-athletes, like all other students, are governed by University Policies on Student Life and the civil and criminal codes of the state and nation. Additionally, student-athletes are governed by policies in the *Virginia Tech Student-Athlete Handbook*. Accordingly, infractions of policy or law are adjudicated as follows:

- a. The *Virginia Tech Student-Athlete Handbook* governs the student's privilege and permission to participate in any aspect of NCAA sports competition. Included in the handbook is the policy on student-athlete conduct.
- b. The University Judicial System and Honor Systems govern an individual's status as a student and the ability to participate in the academic programs of the university.
- c. The civil and criminal courts of the state and nation govern an individual's status as a citizen and the right to participate thereof.

2. Policy

The university has clear expectations for off-the-field student-athlete behavior. The university Athletics Director or designee will clearly communicate to prospective and current student-athletes Virginia Tech's institutional values and the behavioral expectations of a student-athlete. The Athletics Director will also communicate athletic sanctions in the event the student is charged with a crime or a violation of university policy. This Policy on Student-Athlete Conduct deals with a student-athlete's participation in intercollegiate athletics. It does not address university status as a student.

3. Procedures

The Virginia Tech Athletics Department requires administrators, coaches, trainers, and staff to conduct themselves in a manner that creates a positive image of the people associated with the department. Similarly, student-athletes are expected to uphold the same standard of conduct and to be positive role models within the academic and athletic community. A clear statement of sanctions is a necessary component in addressing inappropriate behavior because situations can be more clearly and objectively resolved when such a statement exists.

Expectations for communicating and encouraging appropriate behavior, department procedures governing student life, actions to encourage appropriate behavior, and sanctions for misbehavior will be covered in the Policy on Student-Athlete Conduct. This policy will be stated in full in the *Virginia Tech Student-Athlete Handbook*. Updates or modifications to the Policy on Student-Athlete Conduct will be reviewed and approved by the University Athletic committee and the President.

The Policy on Student-Athlete Conduct will be posted with other Virginia Tech policies on the Virginia Tech website.

4. **Definitions** (no definitions)

5. **Sanctions for Inappropriate Conduct**

Felony Charge - Any student-athlete arrested and charged with a felony, or with a crime involving gambling or game fixing under Virginia law or any other jurisdictional equivalent, shall be suspended automatically by the Director of Athletics, from practice and playing privileges until the charges are dropped, dismissed or otherwise resolved. The student-athlete may appeal this decision pursuant to the Appeals Procedure found in this Policy on Student-Athlete Conduct.

Felony Conviction - Any student-athlete convicted of or pleading guilty or no contest to a felony charge or a game fixing charge under Virginia law or any other jurisdictional equivalent shall be permanently dismissed from the team by the Director of Athletics. If the athlete appeals the conviction, the dismissal will remain in effect throughout the appeals process and will not be reversed unless the appeal is successful and the conviction is overturned in a court of law. The athlete shall retain her/his scholarship for the balance of the academic year. The Athletics Department shall recommend to the Virginia Tech Office of University Scholarships and Financial Aid that the scholarship not be renewed for any succeeding academic years. The student-athlete may appeal this decision pursuant to the Appeals Procedure found in this Policy on Student-Athlete Conduct. NOTE: student-athletes involved in gambling violations shall be subject to the sanctions contained in Section 10.4 of the NCAA Manual.

Misdemeanor Charge and/or Conviction - Any student-athlete, who is arrested, charged and/or convicted of a misdemeanor (other than gambling or game fixing, which are addressed above, and minor traffic infractions) will be subject to a review process. The Athletics Director will review the charges and all of the surrounding circumstances. Sanctions for misdemeanor charges may be delegated as the Director of Athletics sees fit. Factors to be considered include, but are not limited to:

- A. Nature of charge (violent or non-violent)
- B. Prior behavior
- C. Self-disclosure of the violation
- D. Cooperation during the investigation
- E. Alcohol and/or drug use
- F. Consistency with regard to handling of other cases.

Athletics Department sanctions may include, but shall not be limited to:

- A. Warning
- B. Probation
- C. Restricted use of athletic services or facilities
- D. Suspension from play and/or practice for a stated period of time. Particular attention will be paid to those offenses that result (or are likely to result) in extended trials or continuing legal circumstances that will require the undistracted attention of the student-athlete involved. These offenses, once identified as such, may incur an automatic suspension from practice and/or playing privileges until the charges are dropped, dismissed or otherwise resolved to the satisfaction of the institution.
- E. Dismissal from the team (only available for a conviction or if the student-athlete pleads guilty or no contest to a misdemeanor). In the event of dismissal from the team, the student-athlete shall retain her/his scholarship for the balance of the academic year. The Athletics Department shall recommend to the Virginia Tech Office of University Scholarships and Financial Aid that the scholarship not be renewed for any succeeding academic years.

If an athlete appeals a misdemeanor conviction, the sanction imposed as a result of the conviction will remain in effect throughout the appeals process. The sanction will not be removed unless the appeal is successful and the conviction is overturned by a court of law.

A written record of a sanction should be given to the student-athlete and an original copy kept in a confidential file by the Athletics Director until two years after the student graduates or indefinitely if the student leaves the university without graduating.

The Athletics Director will use this review process when he/she first learns of the charge and/or arrest. This review process will also be utilized again, in its entirety, if there is then a conviction resulting from the charge and/or arrest. The student-athlete may appeal any decision made pursuant to this review process by following the appeals procedure found in this Policy on Student-Athlete Conduct.

Virginia Tech Code of Student Conduct: At the discretion of the Athletics Director or designee, a student-athlete found responsible for violating the Virginia Tech Code of Student Conduct contained in the University Policies for Student Life may additionally be disciplined in a manner consistent to the sanctions outlined for misdemeanor charges in this policy.

Athletics Department Student Host Recruiting Policies: At the discretion of the Athletics Director or designee, a student-athlete found responsible for violating the Student Host Recruiting Policies indicated in the *Virginia Tech Student-Athlete Handbook* will be disciplined in a manner consistent to the sanctions outlined for misdemeanor charges in this policy.

Unsportsmanlike Conduct during an Athletic Contest: The Athletics Director will review student-athlete unsportsmanlike conduct that occurs during an athletics contest. It is the Athletic Director's responsibility to assign sanctions to the offender, if determined to be necessary.

Privacy: A student-athlete grants to the university the right to publicly disclose an athlete's suspension or dismissal from intercollegiate athletics. However, in recognition of a student-athlete's right to privacy, no other information concerning a violation of the Policy on Student-Athlete Conduct may be released without authorization.

Appeals Procedure: Any student-athlete sanctioned under these procedures may appeal within five working days, in writing to the Athletics Director. In the event of an appeal, a review committee shall consider all factors, including any extenuating circumstances. The student-athlete may appear personally before the committee, with or without a representative of her/his own choosing from the members of the university community. The review committee shall be comprised of:

- A. The President (or designee)
- B. The Vice President for Student Affairs (or designee)
- C. The NCAA faculty representative (who shall chair the committee).

Within five working days after hearing the appeal, the committee shall issue its decision, which shall be final with no further right of review.

6. References

- Virginia Tech Student-Athlete Handbook, 2007-08 or current
- Report Of The Committee To Address Comprehensive Action Plan To Address Student-Athlete Behavior, February 1997
- Report Of The Task Force To Review The Comprehensive Action Plan, October 2004

7. Approval and Revisions

Approved January 21, 2005 by the University President, Charles W. Steger
Revised and approved March, 2007 by Board of Visitors

STUDENT CONDUCT POLICIES

A. Policies on Misconduct for Virginia Tech Student-Athletes

These Athletic Department Policies are meant to supplement and expand on University Policy 1035 "Student-Athlete Conduct." If this Student Athlete Handbook is inconsistent with Policy 1035, Policy 1035 will control.

Students have a continuing duty to promptly report to the Office of Student Conduct, any arrests or convictions for violation of federal, state, or local laws, or laws of other countries, excluding minor traffic violations that do not include injury to others. An arrest includes the issuance of a written citation or summons regardless of whether the student is taken into custody by law enforcement. This duty applies regardless of where the arrest occurred (inside or outside the Commonwealth of Virginia), and regardless of whether the University is in session at the time of the arrest.

Legal Issues

Any VT student-athlete arrested for either a felony, misdemeanor, or any lesser criminal offense must notify his or her head coach (or assistant coach if the head coach is not available) as soon as possible after the arrest. Regardless of the nature of the criminal offense for which the VT student-athlete has been arrested, he or she may not participate in any team activities until he or she has met with the head coach and the Director of Athletics or sports supervisor designated (hereinafter "Designee") by the Director.

After the VT student-athlete meets with his or her head coach and the Director of Athletics or the Designee, based upon a reasonable evaluation of known circumstances surrounding the situation and using the below-referenced guidelines, a decision will be made by the head coach and the Director of Athletics with regard to the student-athletes playing status.

Felony Charge or Arrest

Any Virginia Tech varsity student-athlete who is charged with, or arrested for a felony as defined by the State of Virginia shall be suspended immediately from practice and from competition until final resolution of the criminal proceeding or such time that the Director of Athletics, after careful consideration of the totality of the circumstances and upon meeting with the student-athlete, may choose to reinstate the student-athlete, continue the suspension, or continue the suspension subject to conditions provided. The Director of Athletics may also consult with the FAR and appropriate University

officials for recommendations regarding the appropriate sanction(s). Specific sanctions and conditions for felony misconduct include, but are not limited to: warning, reprimand, probation with or without conditions, requirements for restitution, conditions to encourage personal rehabilitation (e.g., counseling and community service), conditions related to satisfactory academic performance, suspension from practice, suspension from competition, suspension from access to athletic departmental services and/or action to revoke or modify athletically-related financial aid. Any revocation or modification of athletically related financial aid will be in accordance with NCAA and University procedures outlined in the Student-Athlete Handbook.

Non-Felony Misconduct

Virginia Tech varsity student-athletes charged with a misdemeanor offense as defined by the State of Virginia must report the charge to his or her head coach (or assistant coach if the head coach is not available) as soon as possible after the arrest, and in all cases, prior to participation in the next organized athletic activity. In addition, pursuant to the Virginia Tech policy that collects arrest, conviction, and issuance of protective order information from students, he or she must also report any and all arrests to Student Conduct via the Self-Disclosure of Arrest(s)/Convictions(s) Form. It is the student's responsibility to report this information, in person, to Student Conduct (141 New Hall West) within ten (10) business days of any arrest/conviction/issuance of a protective order. The purpose of this policy is to ensure the safety and security of the university community.

The form to complete the disclosure, as well as frequently asked questions, is available for download at

http://www.studentconduct.vt.edu/assets/docs/Arrest_Disclosure_form.pdf

The Director of Athletics will review the circumstances to reasonably determine if there has been a violation of athletics department or team policies.

A. Dismissal

Athletics participation is a privilege not a right. As such, a student-athlete may be dismissed from all elements of participation in intercollegiate athletics when the Director of Athletics, in consultation with the coach, and other appropriate University officials, reasonably determines that either the severity or the frequency of the misconduct necessitates the dismissal. A student-athlete who has been dismissed from participation in practice, competition, and/or services provided by the Department of Athletics shall be provided the opportunity to appeal the decision. Please see University Policy Section 1035 for the appeal process that the student-athlete must follow if he or she wishes to exercise this appeal option. Appeals under Policy 1035 are final.

B. Appeals

A student-athlete may appeal a revocation or modification of athletically related financial aid in accordance with NCAA procedures and University procedures, as outlined in this Student-Athlete Handbook and University Policy 1035. If there is a substantial change in circumstances affecting a student-athlete who has been suspended from participation in practice, competition, and/or services provided by the Department of Athletics, the student-athlete may petition the Director of Athletics to review *de novo* the changed circumstances. The student-athlete may submit a written statement in support of the request. Thereafter, the Director of Athletics shall consult with other appropriate University officials on whether the suspension should be modified. If circumstances warrant a change in a suspension, a student-athlete may be reinstated by the Director of Athletics to resume participation in practice, competition, and/or services provided by the Department of Athletics.

Any student athlete sanctioned under these procedures may appeal within five working days, in writing to the Athletics Director. In the event of an appeal, a Review Committee shall consider all factors, including any extenuating circumstances. The student athlete may appear personally before the committee, with or without a representative of her/his own choosing from the members of the university community. The Review Committee shall be composed of:

- A. The President (or designee);
- B. The Athletic Director; Vice President for Student Affairs (or designee)
- C. The NCAA Faculty Representative (who shall chair the committee).

Dismissal or reduction of a criminal charge is a change of circumstance that may or may not justify revision of a suspension from participation in practice, competition, and/or services provided by the Department of Athletics.

C. Records and Privacy

Records of misconduct and actions taken will be maintained in your education record within the Office of the Associate Athletics Director for Student-Athlete Development. These records are subject to state and federal privacy protection, as well as University policies regarding confidentiality.

Notification to the public regarding your eligibility for intercollegiate competition shall be limited to your name and eligibility status, public information, and information that is not part of your education record subject to the privacy protections noted above.

D. Review of Policy

This Code of Conduct will be reviewed within three years after the latest revisions are implemented and revised as appropriate. This policy is subject to review at any other time deemed necessary by the President, the University Athletic Advisory Committee, the Director of Athletics, or the General Counsel.

ALCOHOL, TOBACCO AND OTHER DRUG USE

The Virginia Tech Athletics Department condemns the use of any illegal drugs or the illegal use or abuse of any controlled substances, including the underage consumption of or abuse of alcohol, by anyone including Virginia Tech student-athletes. We maintain a substance abuse program to:

- Help student-athletes avoid improper involvement with drugs or alcohol.
- Identify potential drug or alcohol abuse.
- Provide support services and aid in the rehabilitation of student-athletes who are misusing drugs or alcohol.
- Remove from our athletic programs any student-athletes who have violated the law, NCAA regulations, the policies of this department or the policies of their team.

The Use of Alcohol and Alcohol Abuse

Alcohol abuse is a progressive disorder in which physical dependency can develop. The negative physical and mental effects of the abuse of alcohol are well-documented.

Even low doses of alcohol impair brain function, judgment, alertness, coordination, and reflexes.

Very high doses cause suppression of the respiratory system and can lead to death.

All Student-Athletes involved in alcohol-related incidents are subject to the rules and disciplinary policies of Virginia Tech, which may be found here:

<http://www.hokiehandbook.vt.edu/codeofconduct/>

Alcoholic beverages are further governed by Virginia Polytechnic Institute and State University Policy 1015. This policy is available at

<http://www.policies.vt.edu/1015.pdf>

The Use of Tobacco

The use of tobacco products (including smokeless tobacco) by a student-athlete is prohibited during practice and competition and in connection with any intercollegiate team functions. Per NCAA Bylaw 17.1.8, a student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

The Virginia Tech Office of Student Conduct Policy on Controlled Substances

The illegal use or possession of any controlled substance is strictly prohibited by the university. The illegal use of controlled substances is incompatible with the goals of the academic community. Students found responsible for possessing, using, manufacturing, possessing with intent to manufacture, selling, dispensing, or distributing any illegal drug or substance controlled under state or federal law will face serious disciplinary action that will likely result in suspension or dismissal from the university for a first offense.

Virginia Tech has a "zero tolerance" policy with respect to illegal drugs, including but not limited to marijuana, LSD, ecstasy, rohypnol, cocaine, heroin. Possessing, using, making, growing, giving, selling, or distributing any illegal drug or controlled substance is forbidden.

The Hokie Handbook policy on Controlled Substances can be found at <http://www.hokiehandbook.vt.edu/codeofconduct/>

DRUG TESTING PROGRAMS

NCAA Drug Testing Program

The NCAA requires student-athletes competing in NCAA championships to be drug-free. If the NCAA determines that a student-athlete has engaged in NCAA Banned Drug use, that student-athlete shall be declared ineligible for all regular season and postseason competition through the time period ending one calendar year after the positive drug test. Steroid use is also prohibited and the NCAA tests student-athletes for steroids on a year-round basis.

The NCAA may conduct drug individual drug tests on specific occasions (including, but not limited to, NCAA championships, on-campus previous to football bowl games, or on other occasions for selected football and track athletes). A list of banned substances developed by the NCAA Executive Committee* may be found at <http://www.ncaa.org/2016-17-ncaa-banned-drugs>. This list consists of substances purported to be performance enhancing

and/or potentially harmful to the health and safety of the student-athlete. The drug classes specifically include stimulants (such as amphetamines and cocaine) and anabolic steroids, as well as other drugs.

A consent form, prescribed by the NCAA Management Council, is administered individually to student-athletes each academic year at the time that the squad first meets. Failure to sign the consent form shall result in the student-athlete's ineligibility for practice or competition. The consent form is kept on file in the Compliance Office for the Director of Athletics. Detailed information on the NCAA Drug Testing Program is on file in the office of the Associate A.D. for Sports Medicine.

Virginia Tech Department of Athletics Drug Testing Program

Virginia Tech and the Department of Athletics believe that alcohol and drugs have no place in intercollegiate athletics participation. The Department of Athletics has developed the Substance Abuse Program (SAP), which is designed to promote the physical and mental health of its student-athletes while protecting their individual rights to privacy. The program is administered by the Substance Abuse Committee (SAC), which is composed of representatives from the Cook Counseling Center and athletic department.

The comprehensive program consists of random testing, reasonable suspicion testing or in response to a voluntary request from a student-athlete or a request by the coach. In addition, the program emphasizes education and preventative programs and counseling.

The policies and procedures for the testing are reviewed and revised yearly by the SAC and approved by the University Legal Counsel. They are distributed to all coaches and athletes.

Each student-athlete will be made aware of the consequences involved if he/she violates the rules established by the Committee and abuses chemical substances. All coaches are responsible for knowing the policies and procedures, and for educating the student-athletes regarding the disciplinary actions that will be taken if they test positive.

Selected students receive an e-mail notification 24 hours in advance indicating they have been selected for testing. The student is instructed to see their athletic trainer to sign their notification card prior to testing.

Each fall, all student-athletes attend a mandatory meeting, which reviews current drug testing policies and procedures in addition to other pertinent NCAA-related topics. Prior to this meeting, student-athletes will receive an email from Jumpforward that will direct them to the electronic version of all the forms

that must be completed prior to participation. Each student-athlete should have completed all of their NCAA and athletic department forms prior to the mandatory meeting through Jumpforward. According to Athletic Department policy, a student-athlete cannot practice or compete if they fail to sign the form.

All coaches involved in recruiting should advise the prospective student-athlete of our drug-testing program during the recruiting process and are expected to support the efforts of the Department of Athletics to ensure that the athletics program is drug-free, and Virginia Tech student-athletes are informed of the risks involved in drug use. Coach's regular contact with the student-athletes provides an excellent opportunity to counsel and educate along with the assistance of other departmental and university staff members.

VIRGINIA TECH SUBSTANCE ABUSE PROGRAM POLICY

The Virginia Tech Department of Athletics is concerned about the use and abuse of drugs and alcohol. The abuse of chemical substances (**including diuretics and masking agents**) is not permitted. This includes the misuse of prescription and over the counter drugs, the use of androgenic anabolic steroids, the use of alcohol, the use of drugs that are not medically indicated and the use of illegal drugs. In addition, individuals need to be aware of supplements and their contents. Many contain substances that can produce positive drug test results. Any student desiring to take supplements should seek the counsel of the department's nutrition professional **prior to** taking any supplement. These pose a serious threat to the growth, development and overall physical and mental well-being of our student-athletes.

The Department of Athletics is concerned that drug side effects may directly cause serious injury to student-athletes (e.g., the drug might cause a heart attack if used during the time of training) and, in team sports, to their teammates and opponents. It is our philosophy and policy to help student-athletes help themselves with regard to the use of illicit drugs, prescription medication, and inappropriate use of over the counter drugs (e.g., medication should be taken as prescribed and directed). The Department of Athletics is also concerned about overuse or abuse of alcohol. Accordingly, the Department established the SAC and the Director of Athletics appointed a Committee to address these concerns. The Office of Student-Athlete Development is responsible for providing substance abuse education.

Problematic Drug Use and Drug Abuse

The Virginia Tech Department of Athletics does not approve of, excuse, or condone the use and/or abuse of illegal drugs (e.g., marijuana, synthetic THC (K2, Spice), speed, LSD, barbiturates, cocaine, ecstasy, heroin, PCP, GHB, etc.) by student-athletes. The use of such drugs can: (1) be harmful to the individual; (2) affect athletic performance; (3) negatively affect the performance of the team; and, (4) put the individual and members of the individual's team in danger. The use of drugs can, among other things, lead to problems in many areas of one's life: poor academic performance; poor athletic performance; relationship problems, etc. Some of the signs of problematic drug use include: lack of motivation (especially with marijuana), lethargy, not going to class regularly, agitation or nervousness, short temper, difficulty with sleep, loss of appetite, violence, loss of friendships, decline in grades or athletic performance. Another sign of problematic drug use is the need to continue the drug on a frequent or regular basis (e.g., using marijuana daily) and/or not being able to do without it. Such "addiction" may be due to physical reasons, psychological reasons, or both.

Student-athletes who use drugs often do not fit the stereotype of a "drug abuser" or "addict." However, all student-athletes, even if not "addicted," have experienced or will experience problems in their lives due to drug use. It is important for student-athletes to know the signs of problematic drug use and to realize that the use of any illegal drug or the abuse of any drug is considered a violation of the drug policy.

Substance Abuse Education

Education is the most valuable tool in the life long prevention of substance abuse. The Office of Student-Athlete Development is committed to their responsibility in the area of education. Examples include, but are not limited to:

1. Arranging speakers and seminars for coaches and staff in order for them to be more familiar with areas of drug abuse, such as how to identify an abuser, how to help an abuser, and risks of drug abuse.
2. Programs provided for student-athletes, such as educational and motivational speakers that will provide the necessary information to enable student-athletes to make decisions that will enhance a healthy lifestyle.
3. Disseminating information and materials available from NCAA, campus, and community resources in the areas of drugs, including alcohol, tobacco, as well as materials related to general health, and well-being.

4. Providing opportunities for student-athletes to discuss health, legal, and ethical risks of alcohol and other drug use during preseason meetings.

Drug Testing

This program is required of all student-athletes on competing eligible rosters including scholarship/non-scholarship students. All student-athletes eligible for practice and competition are required to participate in the drug testing program.

Substance Abuse Committee (SAC)

The SAC is responsible for implementing all drug testing policies. The SAC is appointed by the Virginia Tech Director of Athletics.

Drug Testing Procedure

Twenty-five student-athletes will be randomly selected for several dates throughout each semester, first summer session, and second summer session. Two of the twenty-five student-athletes will be randomly selected to be tested for synthetic marijuana. Student-athletes may also be selected based on reasonable suspicion of drug use, which may include a test for steroid use. All tests will be performed by certified collectors from ARCPoint Labs.

The night before the drug test, each selected student-athlete and their coach, will receive an email telling them they have been selected for drug testing. Each student-athlete will be instructed to contact their athletic trainer to sign their notification form and get their assigned testing time.

The morning of the test, that student-athlete will report to the Bowman Room on the 4th floor of the Jamerson Center at their assigned time (between 6-7:30 am). At approximately 5:45 am the notification system will alert each student-athlete with a text message. At approximately 6:15 am each student-athlete will receive a courtesy call. The system will record when the athlete receives text messages and phone calls.

The student-athlete must bring their Virginia Tech student ID. If the student-athlete does not show proper identification, the test cannot be performed. Failure to appear for the drug test results in an automatic positive.

Student-athletes that test positive for ADHD medication, must have had proper diagnoses and have documentation of such medication on file in the sports medicine department.

Drugs Subject to Testing

The Virginia Tech Department of Athletics program tests for substances on a list of banned-drug classes developed by the department and the NCAA. A detailed list is available upon request from the Sports Medicine Staff or the Chair of the SAC. This list consists of substances generally purported to be performance enhancing and/or potentially harmful to the health and safety of the student-athlete. The drug classes specifically include stimulants (such as amphetamines, ecstasy, and cocaine), hallucinogenic (such as LSD), anabolic steroids (such as Anavar and Dianabol), diuretics, masking agents, marijuana, synthetic THC, as well as any other drugs not prescribed for the athlete. The student has access to the NCAA banned substance list each year.

***Prescribed medications for ADHD must be documented and their use approved by the Team Physician and Department Sports Psychologist.**

Counseling

Counseling is required for each student-athlete whose drug test is positive. Counseling, especially for drug-related problems is coordinated by the SAC. Counseling continues until the counselor releases the student-athlete. Failure to attend counseling could result in further loss of competitions. If continued counseling is recommended, various counseling options are available. Licensed mental health professionals are utilized.

Under no circumstances will the counselor release information without prior consent of the student-athlete. The counselor only reports to the SAC if the student-athlete does not attend the counseling sessions. Counseling is also available to any student-athlete who feels it would be beneficial.

Appeal Process

If a student-athlete believes the facts on which the SAC's decision is based are erroneous or that the sanction(s) should not be imposed, the student-athlete may file a written appeal with the Director of Athletics within 15 days after receipt of the letter from the Chair of the Committee notifying the student-athlete of the Committee's action. The appeal must include any information that might change the factual findings of the Committee or the sanction(s) if the Director of Athletics believes a basis exists for the appeal. The Director of

Athletics shall make the final decision regarding the appeal and will notify the student-athlete in writing of the decision.

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

Penalties and Requirements When Failing to Pass a Drug Test

The SAC believes that it is in the best interest of the student-athletes' health to follow these policies and adhere to the rules outlined regarding drug use. However, in those cases where individuals engage in drug behaviors that violate the rules set forth, it is important that there is a clear understanding of the potential consequences. These are outlined in the following section, which describes procedures that will be implemented when a student-athlete is placed in Phase 1, 2, 3, or 4. Please note that Phase 1 is for a first positive for marijuana. **The first positive for all other drugs will place the student-athlete in Phase 2.**

"A positive is a positive." Defenses such as **passive inhalation** or being in the company of people who are smoking marijuana will not be accepted by the Committee. If an athlete is positive for a prescription medicine, it will be considered a positive unless the athlete has a doctor's prescription in their own name. In the case of prescription ADHD medication, the athletic department Physician and Sport Psychologist must be made aware of the student's condition and prescribed medication. The Committee will not accept the excuse for a positive that "**someone else put something in my drink.**" The SAC cannot determine how a student-athlete became positive for a drug. The Committee recommends to all student-athletes that they be careful of their association with people that are involved with drug use.

Recommended Guidelines

PHASE 1 (First Positive for Marijuana)

- A. The student-athlete meets with the SAC, and if the positive test is upheld, the student-athlete is to be suspended immediately from competition.
1. The length of the suspension is equal to 10% of the team's season competition schedule where the student-athlete represents Virginia Tech (for the number of events, please see Appendix D). The suspended events will be the next consecutive events in the schedule. Postseason events are also included in the suspension (e.g., ACC Championships, NCAA Championships, Bowl Games, Postseason Invitational events). The suspension includes not allowing an athlete to dress for a game, be in the team area, and/or attend a pre-game meal.
- B. The Chair of the SAC will notify the following individuals in writing of the recommended plan and sanctions:
1. Student-athlete and his/her parent or guardian
 2. Head Coach
 3. Associate Athletics Director for that sport
 4. Counselor
 5. Director of Athletics
 6. Team Physician
- C. The student-athlete must appear before the SAC on additional occasions as requested.
- D. Counseling is mandatory and attendance will be monitored by the SAC. The student-athlete must attend a counseling session within two weeks of the meeting with the SAC (allowances can be made when there is a conflict with the University Calendar). If the student-athlete fails to attend this meeting or subsequent sessions, the SAC may impose an additional 10% game suspension.
- E. Follow-up drug testing may occur over a period of six months.
- F. If a team completes its competition schedule while a student-athlete is under Phase 1 sanctions, the student-athlete's suspension will be carried over into next season's competition. If an individual is positive during a redshirt year, the student's suspension will begin during next season's

competition (game suspension will not be applied during a redshirt season or during a medical hardship).

- G. When a student-athlete tests positive for marijuana or synthetic THC outside the traditional playing season, special dispensation will be considered. The opportunity to suspend the penalty phase will be considered by a subcommittee reporting to the SAC. The sub-committee will consist of the Team Physician and the department's Sport Psychologist. After the student completes counseling sessions with each professional, the subcommittee may recommend to the whole SAC whether that student is a candidate for the suspension of penalty phase I.

If it is determined by the SAC to offer the student the option to suspend penalty phase 1, the student will still be required to follow through on steps B through E described above.

Items for consideration when determining the option to suspend phase I penalty:

1. The student must be in the non-traditional segment of their primary sport and at least **60 days** from the start of the pre-season practice segment of the traditional playing season;
2. This option cannot be used if you have self-reported previously, likewise, you cannot self-report after having used this option; and
3. If the student ever tests positive again he or she will serve both penalty phase 1 and 2 consecutively.

PHASE 2

- A. The student-athlete meets with the SAC, and if the positive test is upheld, the student-athlete is to be suspended immediately from competition.
1. The length of the suspension is equal to 33% of the team's season competition schedule where the student-athlete represents Virginia Tech. The suspended events will be the next consecutive events in the schedule. Postseason events are also included in the suspension (e.g., ACC Championships, NCAA Championships, Bowl Games, and Postseason Invitational events). The suspension includes not allowing an athlete to dress for a game, be in the team area, and/or attend a pre-game meal.
- B. The Chair of the SAC will notify the following individuals in writing of the recommended plan and sanctions:

1. Student-athlete and his/her parent or guardian
 2. Head Coach
 3. Associate Athletics Director for that sport
 4. Counselor
 5. Director of Athletics
- C. The student-athlete must appear before the SAC on additional occasions as requested.
- D. Counseling is mandatory and attendance will be monitored by the SAC. The student-athlete must attend a counseling session within two weeks of the meeting with the SAC (allowances can be made when there is a conflict with the University Calendar). If the student-athlete fails to attend this meeting or subsequent sessions, the SAC may impose an additional 10% game suspension.
- E. Follow-up drug testing may occur over a period of six months.
- F. If a team completes its competition schedule while a student-athlete is under Phase 2 sanctions, the student-athlete's suspension will be carried over into next season's competition. If an individual is positive during a redshirt year, the student's suspension will begin during next season's competition (game suspension will not be applied during a redshirt season or during a medical hardship).

PLEASE NOTE: When an athlete is positive for the first time and the sample contains more than one drug, the more severe sanctions will be applied.

PHASE 3

- A. The student-athlete meets with the SAC, and if the positive test is upheld, the student-athlete is to be suspended immediately from competition.
1. The length of the suspension is equal to one calendar year from the finding of a positive drug test. The suspended events will be the next consecutive events in the schedule. Postseason events are also included in the suspension (e.g., ACC Championships, NCAA Championships, Bowl Games, Postseason Invitational events).
 2. The student-athlete will be charged with the loss of one season of competition; a redshirt season or medical hardship cannot be used to substitute for the loss of the season of competition.

- B. The Chair of the SAC will notify the following individuals in writing of the recommended plan and sanctions:
 - 1. Student-athlete and his/her parent or guardian
 - 2. Head Coach
 - 3. Associate Athletics Director for that sport
 - 4. Counselor
 - 5. Director of Athletics
- C. The student-athlete must appear before the SAC on additional occasions as requested.
- D. Counseling is mandatory and attendance will be monitored by the SAC. An assessment will be made to determine the student-athlete's desire for more aggressive treatment.
- E. Follow-up drug testing will be mandatory.
- F. If a team completes its competition schedule while a student-athlete is under Phase 3 sanctions, the student-athlete's suspension will be carried over into next season's competition. If an individual is positive during a redshirt year, the student's suspension will begin during next season's competition (game suspension will not be applied during a redshirt season or during a medical hardship).

PHASE 4

- A. The student-athlete is immediately suspended and the Department of Athletics revokes all privileges of participating in athletic activities or of using athletic facilities.
- B. The Chair of the SAC will notify the following individuals in writing of the recommended plan and sanctions:
 - 1. Student-athlete and his/her parents or guardian
 - 2. Head coach
 - 3. Associate Athletic Director for that sport
 - 4. Counselor
 - 5. Director of Athletics
- C. The student-athlete must appear before the SAC on additional occasions as requested.
- D. Follow-up drug testing may be mandatory.

- E. Evaluation for further services will be conducted by the SAC. Further counseling and/or treatment sessions may be required for the student-athlete on an individual basis, including the possibility of inpatient treatment.
 - 1. The offer to coordinate inpatient or outpatient treatment will be extended to the student-athlete under the clinical supervision of the Department of Athletics. "Clinical supervision" means, that in some cases, an alternative treatment is preferable to or needs to precede inpatient treatment. In these cases, appropriate athletics department medical or mental health professionals supervise the treatment.
- F. Financial aid will not be renewed beyond the term of the current financial aid contract.

Other Positive Drug Tests

Documentation of a "positive" drug test from a recognized National or International Sports Governing Body, will be considered a "positive" drug test performed by our laboratory and will place the student-athlete in the appropriate phase. If a student-athlete has tested "positive" for drugs by the NCAA, he/she must abide by the NCAA policy. The NCAA requires a one calendar year minimum suspension. If a student-athlete transfers, an NCAA positive test result must be reported to the new school. A positive drug test by the NCAA will also be treated as a positive drug test by the Department of Athletics. The NCAA sanction and the departmental sanction will be imposed at the same time. The more severe sanction of the two will be enforced.

Self-Voluntary Referrals "Self Report"

A student-athlete who voluntarily approaches a member of the Athletics Staff for help with his/her drug problem, prior to the department notice for the student-athlete to be available for testing, will be accorded confidentiality and professional help. A voluntary request for assistance will result in therapeutic treatment without loss of scholarship aid or participation on the team provided the student-athlete agrees to the terms of his/her rehabilitation.

An athlete, who voluntarily asks for assistance but does not follow the terms of his/her rehabilitation, will be sanctioned according to post-test procedures for positive results. A student will serve both penalty phases if a second positive occurs in any future testing.

Drug usage by a Virginia Tech student-athlete, which is discovered independently by University authorities, will be subject to the drug policy as outlined herein.

NCAA Banned Drugs

For a list of NCAA banned drugs please refer this website:

<http://www.ncaa.org/2016-17-ncaa-banned-drugs>

SPORTS WAGERING

Student-athlete involvement in sports wagering compromises the integrity of sport. The NCAA has established specific guidelines concerning involvement in sports wagering of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Student-athletes shall not knowingly participate in any sports wagering activity, whether through a bookmaker, parlay card or any other method employed by organized gambling.

Virginia Tech student-athletes are responsible for the following:

- Reporting any offers or gifts, money or favors in exchange for supplying team information or for attempting to alter the outcome of any contest;
- Maintaining a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions;
- Contacting a coach or other Departmental personnel (e.g., Sports Information Office staff) when questions concerning appropriate release of team information occur; and
- Increasing one's awareness that participation in gambling or bribery activities will result in disciplinary actions by the NCAA as well as local, state, and/or federal prosecution of the involved individual(s).

Remember your involvement in any form of gambling or bribery, even in the most minor fashion, will jeopardize your athletic career per NCAA regulations. For example, you may not enter a March Madness Basketball Bracket that requires an entry fee with the opportunity to win a prize. Additionally, any fantasy football league that requires an entry fee is impermissible.

HAZING

Hazing is a violation of Virginia Tech policy and may also constitute a criminal offense under the laws of the Commonwealth of Virginia. Hazing, as defined by Virginia Tech, means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in

connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. It should be noted that consent is not a defense.

Information obtained from: Hokie Handbook – Student Code of Conduct Section

Prohibited hazing behaviors include, but are not limited to the following activities:

Physical

1. Encouraging or requiring persons to consume excessive amounts of alcohol or other liquids (e.g., encouraging or requiring individuals to use beer bongs, play drinking games or drink unknown substances).
2. Requiring that a person do or submit to any act that will alter his or her physical appearance in any significant degree for any substantial period of time (e.g., branding or tattooing; using makeup, paint, or markers on a person; or shaving the head or body).
3. Requiring activities that disrupt a person's normal schedule. A normal schedule includes three reasonably spaced meals per day, the opportunity for sufficient rest at night (at least six full hours), time required for study outside of scheduled class hours, and reasonable time for personal hygiene.
4. Requiring a person to engage in physical activity of unusual kind or duration, such as: calisthenics, overly difficult work assignments, activities that may be excessive for a person with physical disabilities, activities that require a person to remain in a fixed position for an extended period of time, or confining a person in a room that is too hot, too cold, too noisy, or too small.
5. Hitting or pretending to hit an individual.
6. Performing acts that are or seem to be dangerous.

Psychological

1. Requiring a person to pretend to or actually violate a law.
2. Yelling or screaming at individuals.
3. Calling individuals demeaning names.

4. Interrogating individuals in an intimidating or threatening manner.
5. Requiring a person to perform acts of servitude or perform personal errands for others.
6. Deceiving an individual into believing that they will be hurt during induction or initiation.
7. Forcing a person to publicly wear apparel that is abnormal and not normally in good taste.
8. Requiring a person to appear nude at any time.
9. Engaging in an activity that compels a student-athlete or team to remain in a certain place or transporting anyone without his or her knowledgeable consent (e.g., taking a person on a road trip to an unknown destination, or kidnapping).
10. Requiring an individual "pledge" or "associate" for a period of unusual length (more than 10-12 weeks) for reasons other than achieving academic requirements.

In determining whether a specific behavior violates the hazing policy, please see: <http://hokiehandbook.vt.edu/index.html>

TITLE IX AND SEXUAL HARASSMENT

Title IX prohibits discrimination or harassment on the basis of gender, gender identity, gender expression, genetic information and sexual orientation in any educational program or activity that receives federal financial assistance.

Educational institutions are required to provide women and men comparable resources, support, and promotional opportunities in all disciplines, including science, technology, engineering, mathematics and athletics. Title IX's protection is not limited to women, but protects the rights of both women and men.

Virginia Tech's anti-discrimination and harassment prevention policy is outlined in University Policy 1025: <http://www.policies.vt.edu/1025.pdf> and it includes a comprehensive listing of protected classes under Title IX.

SEXUAL HARASSMENT is a form of discrimination that occurs when a person feels he/she needs to submit to sexual advances in order to avoid negative consequences regarding academics, work or campus life. Such behavior is inconsistent with the university's commitment to excellence and to a community in which mutual respect is a core value as articulated in the Virginia Tech Principles of Community. It is a violation of both the Student Code of Conduct

and University Policy 1025. Examples of possible sexual harassment can be found at: http://stopabuse.vt.edu/Get_Educated.html

SEXUAL VIOLENCE is any physical sexual act perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or is unable to give consent due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

RELATIONSHIP VIOLENCE (also called domestic violence, dating violence and intimate partner violence) is verbal, physical or sexual abuse inflicted on a dating, domestic, or intimate partner to gain power or control. The abuse can take many forms:

- Emotional
- Verbal
- Sexual
- Physical

STALKING is repeated threats or unwanted attention from one person that induces fear. Stalking can be difficult to identify initially. Annoying at first, then escalating and becoming more overt, stalking can make victims fear for their safety. Covering a range of behaviors, the key elements of stalking are repetition and inducing fear. Some examples include: repeatedly contacting someone by phone, email, or other social media or communication technology, even after being told to stop; using technology to locate, track, and/or follow another person without their knowledge and/or consent. For more examples, please visit: http://stopabuse.vt.edu/Get_Educated/stalking.html

CONSENT

- Consent is clear, knowing and voluntary.
- Consent is active, not passive. Silence, in and of itself, cannot be as consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in (and the condition of) sexual activity.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.

- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent may be withdrawn at any time by either person.

Lack of consent occurs when the acts are committed either by force or intimidation or by taking advantage of the victim's mental incapacity or physical helplessness. **Someone who is incapacitated in any way cannot give consent.** Incapacitation includes but is not limited to being asleep, drugged, intoxicated, or unconscious.

REPORTING OPTIONS

If you or a friend have been a victim of sexual harassment, sexual assault, relationship violence or stalking, Virginia Tech wants you to know what choices are available when seeking help or reporting the incident. For additional guidance, visit: http://stopabuse.vt.edu/get_help.html

RETALIATION against any party for participating in a discrimination/harassment investigation ("protected activity") is a violation of University Policy 1025. Retaliation includes any adverse treatment that is reasonably likely to deter the complainant or others from filing a charge of discrimination/harassment or participating in a discrimination/harassment investigation. Retaliation can be verbal, written, graphic, electronic or physical. Retaliation is a violation of Virginia Tech policy and may be a violation of state and federal law.

The Hokie Handbook policy on Sexual Misconduct can be found at:
<http://hokiehandbook.vt.edu/policies/code-of-conduct.html>

All of the following agencies and/or practitioners are considered confidential resources for Virginia Tech:

Team Physicians

540-231-7741

Dr. Gary Bennett, Clinical Psychologist

540-231-2556

gabennet@vt.edu

Paul Knackstedt, Staff Counselor, Cook Counseling Center

540-231-6557

pknack35@vt.edu

Other Confidential Resources:

The Women's Center at Virginia Tech

540-231-7806

www.womenscenter.vt.edu

Virginia Tech Cook Counseling Center

540-231-6557

www.ucc.vt.edu

The Women's Resource Center of the New River Valley

24 Hour Hotline - 540-639-1123

Administration Offices - 540-639-9592

www.wrcnr.vt.edu

For a more comprehensive summary about resources, please visit:

http://stopabuse.vt.edu/get_help.html

VIRGINIA TECH OFFICIAL VISIT POLICY

Recruiting Philosophy

The recruitment philosophy of the Virginia Tech Athletics Department is to identify young men and women who possess the intellectual, athletic and personal attributes necessary to succeed in a highly competitive and diverse collegiate environment. The university seeks both to recruit for and to nurture personal character, with an emphasis on honesty and lawful behavior. An assessment of personal character is fundamental to predicting a prospect's potential to contribute and succeed academically and athletically. Coaching staff members must be committed to understanding a prospect's background, and determining if he/she has the character, academic skills, and athletic talent to participate academically, socially and athletically at Virginia Tech.

As stated in Virginia Tech's Policy 1035, student-athletes make an enormous contribution to the institution as a consequence of their athletic performances. It is entirely appropriate for the university to work tirelessly to provide an environment in which they can mature as individuals, succeed in achieving their educational goals, and also participate in their sport. The university continues to sponsor successful athletic programs with student-athletes of high moral character by working together across the institution to set and enforce ethical, moral, and legal standards. This includes a set of clear expectations, strong support services, and clearly understood sanctions for misbehavior. Student-athletes must understand that there is a standard to be met on and off the field.

If they do not meet that standard, they will not have the privilege of participating in their sport or representing Virginia Tech.

Description of Educational Component

The promotion of dialog and evaluation between the prospect and Virginia Tech regarding academic compatibility is paramount during the recruiting visit. A major goal of the recruiting process is to expose the prospect to faculty and academic staff that can convey the standards and expectations of the university's academic community. It is the prospect's responsibility to determine whether Virginia Tech provides the academic program and level of academic support they desire. During each recruiting visit, Virginia Tech will facilitate interaction with the appropriate faculty, academic counselors and/or academic support staff members, and provide full opportunity for prospects to have their academic questions answered.

Responsibilities of the Student Host

When a prospect makes an official visit to campus, he/she can be assigned a team member as host. This student host serves an extremely important role in the recruitment process. Often, it is the job of the host to fill the unstructured time in the prospect's recruitment trip schedule. The following activities are strictly prohibited for the host to use in the entertainment of the prospect:

- Hazing
- The use of alcohol
- The use of drugs
- The use of sex as a recruiting tool
- The use of strippers or attendance in "gentleman's clubs" or equivalent
- Gambling or gaming activities
- Any activity that violates institutional policy or federal or state law

These specific prohibitions are delineated on the Virginia Tech Official Visit Form, which is signed at the time that the hosting guidelines are reviewed with, and the entertainment money is distributed to, the host. Applicable NCAA Bylaw 13, recruiting rules governing Official Visits and host actions are also included on the form.

Communication of Policies and Expectations to Hosts

As stated previously, the student host serves a major role in any Official Visit. With this in mind, each host should be chosen carefully, and have a clear understanding of his/her responsibilities. During a team meeting prior to the start of the recruiting season in each sport, the respective head coach is responsible for instructing the team regarding Virginia Tech's recruiting policies and expectations. All team members should be included, since the

possibility exists that they will interact with prospects on campus or in Blacksburg during the course of the academic year.

A VIRGINIA TECH STUDENT-ATHLETE'S ROLE IN RECRUITING

Rules that apply to a student host's participation in recruiting include:

- You may not call or meet off-campus with a prospect for the purpose of promoting the Virginia Tech athletics program or encouraging enrollment to Virginia Tech.
- You cannot provide any souvenirs for a prospect (e.g., university mementos, t-shirts, mugs).
- You cannot arrange for a prospect to receive a discount on merchandise or receive any merchandise without charge.
- You cannot borrow a coach's car or use any university vehicle to transport a prospect.
- You may NOT comment publicly, including social media, about any prospective student-athlete that Virginia Tech is recruiting, including comments made on the social media profiles of recruits.

Even if the prospective student-athlete has signed a National Letter of Intent to attend Virginia Tech, he/she is still considered a prospective student-athlete until the first day of classes, the first day of fall practice, or until they attend a summer school session while receiving an athletic scholarship.

Prior to hosting a visit, all student-athletes will receive a personal briefing from a member of his/her coaching staff regarding policies and behavioral expectations concerning recruiting. Virginia Tech expectations, relevant NCAA regulations, and specific prohibited activities will be listed on the Virginia Tech Official Visit Form. Each host will be required to sign this form, indicating that he/she is aware of – and will abide by – these guidelines. The recruiting coach (or designee) will also sign the form confirming that he/she has discussed the information with the host. Additionally, the compliance office will provide educational materials regarding official visits through the Student-Athlete Advisory Committee to help student-athletes further understand these policies, their role, and the implications of violating these policies.

Enforcement

The Virginia Tech Compliance Office will monitor the activities of prospects on recruiting visits through the forms mentioned above, as well as through the travel and meal expense vouchers submitted by the coaches and athletic department staff members. Upon learning of a potential violation of NCAA, ACC, and/or Virginia Tech regulations, the departmental procedure for

investigating and reporting a violation will be followed. This procedure can be found on-line at <http://www.athletics.vt.edu/compliance/violations/>

NCAA PLAYING & PRACTICE SEASON INFORMATION

It is your responsibility as a student-athlete to know and understand the rules pertaining to daily, weekly, and annual participation limits. Please review the information below regarding terminology, maximum limits, and what are countable and non-countable athletically-related activities. You will receive occasional electronic reports from the monitoring service, Jumpforward. It is important that you do not delete these emails. Each week, student-athletes will be selected at random by Jumpforward to verify the number of countable athletically-related hours reported by your coaches. In addition, whether you are contacted or not, student-athletes must CONTACT THE COMPLIANCE OFFICE with any concerns about the amount of countable hours reported for your program. Student-athletes may raise concerns with athletic department officials identified in this Handbook, by responding directly to the report in question, or by reporting concerns to your Student-Athlete Advisory Committee representative. Student-athletes who raise good faith concerns about NCAA and departmental compliance issues will not be subject to any form of retaliation and may report concerns anonymously.

Practice (defined in Bylaw 17.02.1).

Any required meeting, activity or instruction involving sports-related information and having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member or members of an institution's coaching staff.

17.1.7.3.3 Definition of Week.

A "week" shall be defined as any seven consecutive days to be determined at the institution's discretion. Once the institution determined the seven-day period that shall constitute its week, it shall not change the designation for the remainder of the segment.

17.1.7.3.2 Competition Day.

All competition and any associated athletically-related activities on the day of competition shall count as three hours regardless of the actual duration of these activities.

17.1.7.3.6 Vacation Periods and Between Terms.

Daily and weekly hour limitations do not apply to countable athletically-related activities occurring during an institution's official vacation period and during the academic year between terms when classes are not in sessions. If such vacation

periods occur during any part of a week in which classes are in session, the institution is subject to the daily and weekly hour limitations during the portion of the week when classes are in session.

17.1.7.4 Required Day Off.

During the playing & practice season, all countable athletically-related activities shall be prohibited during one calendar day per week, except during participation in conference and postseason championships. A travel day related to athletics participation may be considered as a day off, provided no countable athletically-related activities occur during the day.

17.1.7.3.5 and 17.1.7.4.3 Preseason Practice.

Daily and weekly hour limitations do not apply to countable athletically-related activities that occur during preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier. Also, an institution is not required to provide student-athletes with one day off per week during this time period.

17.1.7.3.2.1 Practice Prohibited After Competition.

Practice may not be conducted at any time (including vacation periods) following competition, except between contests, rounds or events during a multi-day or multi-event competition (e.g., double-headers in softball or baseball, rounds of golf in a multi-day tournament).

17.1.7.2.2 Skill Instruction - Sports Other Than Baseball and Football.

Participation by student-athletes in skill-related instruction in sports other than football is permitted outside the institution's declared playing season, from the institution's first day of classes of the academic year or September 15, whichever occurs earlier, to one week prior to the beginning of the institution's final examination period at the conclusion of the academic year. Skill-related instruction shall not be publicized and shall not be conducted in view of a general public audience.

17.1.7.2.3 Skill Instruction – Baseball

Participation by student-athletes in skill-related instruction is permitted outside the institution's declared playing season, from the institution's first day of classes of the academic year or September 15, whichever occurs earlier, to one week prior to the beginning of the final examination period at the conclusion of the academic year [see Bylaw [17.1.6.2-\(a\)](#)]. More than four student-athletes may be involved in skill-related instruction with their coaches from September 15 to one week prior to the final examination period for the fall term and from January 15 through April 15. No more than four student-athletes may be involved in skill-related instruction with their coaches at any one time in any facility prior to September 15, from the opening day of classes of the institution's second academic term to January 15 (for those

institutions that begin classes prior to January 15) and after April 15. Skill-related instruction shall not be publicized and shall not be conducted in view of a general public audience.

17.02.18 Voluntary Athletically-Related Activities.

In order for any athletically-related activity to be considered "voluntary," all of the following conditions must be met:

(a) The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, no athletics department staff member who observes the activity (e.g., strength coach, trainer, manager) may report back to the student-athlete's coach any information related to the activity;

(b) The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time. However, it is permissible for an athletics department staff member to provide information to student-athletes related to available opportunities for participating in voluntary activities (e.g., times when the strength and conditioning coach will be on duty in the weight room or on the track). In addition, for students who have initiated a request to engage in voluntary activities, the institution or an athletics department staff member may assign specific times for student-athletes to use institutional facilities for such purposes and inform the student-athletes of the time in advance;

(c) 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; and

(d) The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.

(Note: Coaching staff members may be present during permissible skill-related instruction pursuant to Bylaw 17.1.7.2.2 and 17.1.7.2.3).

PLAYING AND PRACTICE SEASON LIMITATIONS (In-Season)

****No More Than Four Hours Per Day****

****No More Than 20 Hours Per Week****

****One Day Off Per Week****

COUNTABLE ATHLETICALLY-RELATED ACTIVITIES (C.A.R.A)

1. Practice.
2. Competition (counts as three hours, regardless of actual length).
3. Required weight training and conditioning activities.
4. Film or videotape review of athletics practices or contests required, supervised or monitored by institutional staff members.
5. Required participation in camps, clinics or workshops.
6. Meetings initiated by coaches or other institutional staff members on athletically-related matters.
7. Individual workouts required or supervised by a member of the coaching staff. However, in the sports of swimming & diving and track & field (field events only), the coach may be present during voluntary individual workouts in the institutions regular practice facility (safety exception).
8. On-court or on-field activities called by any member or members of a team and confined primarily to members of that team are considered as requisites for participation in that sport (e.g. captain's practice).

Non-countable Athletically-Related Activities

1. Training table or competition related meals.
2. Physical rehabilitation.
3. Dressing, showering, or taping.
4. Athletics department academic study hall or tutoring sessions.
5. Meetings with coaches on non-athletics matters.
6. Travel to and from practice and competition.
7. Visiting the competition site in sports other than cross country, golf, or skiing.
8. Medical examination or treatments.
9. Fundraising activities.
10. Recruiting activities (e.g. serving as student host).
11. Participation in regular physical education classes, with or without credit, that is listed in the institution's catalog and open to all students.
12. Voluntary individual workouts - provided these workouts are not required or supervised by coaching staff members, except that such activities may be monitored for safety purposes by the institution's strength and conditioning personnel.
13. Individual consultation with a coach initiated voluntarily by a student-athlete provided the coach and student-athlete do not engage in athletically-related activities.
14. Use of the institution's athletics facilities by student-athletes, provided the activities are not supervised by or held at the direction of any member of an institution's coaching staff.

15. Involvement of an institution's strength and conditioning staff with enrolled student-athletes either in a supervisory capacity for the institution's weight training facility or assisting in conditioning programs.

PLAYING AND PRACTICE SEASON LIMITATIONS
OUTSIDE THE PLAYING SEASON

****No More Than 8 Hours Per Week****

****No More Than 2 Hours of Skill Instruction Per Week****

****Two Days Off Per Week****

Countable Athletically-Related Activities

Outside of the declared playing & practice season, a student-athlete may only participate in two types of countable athletically-related activities:

1. **Required weight training and conditioning activities** held at the direction of, or supervised by, an institutional staff member; or
2. **Individual or group skill-related instruction** (sports other than baseball and football) is permitted from the institution's first day of classes of the academic year or September 15, whichever occurs earlier, to one week prior to the beginning of the institution's final examination period at the conclusion of the academic year.
 1. More than four student-athletes from the team may be involved in skill-related instruction with their coach(es) **from September 15 through April 15.**
 2. **Prior to September 15 and after April 15**, no more than four student-athletes from the same team may be involved in skill-related instruction with their coach(es) at any one time in any facility.

In baseball, from the opening day of classes of the institution's second academic term to January 15 (for those institutions that begin classes prior to January 15) and after April 15, no more than four student-athletes may be involved in skill-related instruction with their coach(es) at any one time in any facility.

ALL athletically-related activities outside the playing season are prohibited one week prior to the beginning of the final examinations period through the conclusion of each student-athlete's final exams.

Student-Athlete Employment

If you desire to work during a semester, please contact your head coach. **DO NOT**, under any circumstances, accept a job or continue a summer job during

the school year without first completing a Student-Athlete Employment Form. These forms may be obtained in the Compliance Office.

STUDENT-ATHLETE ACADEMIC SUPPORT SERVICES

The Virginia Tech Student-Athlete Academic Support Services (SAASS) office is committed to providing fundamental and supplemental programming, consistent with university and NCAA policy, aimed at enhancing each student-athlete's educational experience. Student-Athlete Academic Support Services supports students in balancing their academic and athletic demands by providing comprehensive academic support services such as tutoring, studying assistance, computing technology, and academic and individual skill development programs. This office is designed to supplement your college academic counselor and other support services at the University. A SAASS Counselor is assigned to each athletic team. They will assist with general information regarding athletic and academic eligibility, and will facilitate and encourage appointments with appropriate offices such as the Registrar, Dean's offices and major academic counselors. The office works closely with the needs of student-athletes and is located on the third floor of the West Side of Lane Stadium. During the academic school year, hours of operation are Sunday 6:00pm – 10:00pm, Monday – Thursday 8:00am – 10:00pm and Friday 8:00am – 5:00pm.

Academic Advising

Advising at Virginia Tech is a collaborative process between the student and academic advisor leading to the exchange of information that encourages the individual student to make responsible academic and career decisions. Each student-athlete is assigned an academic advisor in the department in which they are majoring. Students should meet with their major advisor on a regular basis to gain valuable information on course selection and academic requirements. The course selection process is complex and the expertise for such rests with each student's major academic advisor; therefore, Academic Counselor for Student Athlete Academic Support Services should only be consulted for general information. Although both your academic advisor and athletic counselor support you, the ultimate responsibility for choosing academic courses, understanding course requirements and deadlines and completion of academic work rests with the student-athlete. Additionally, the Academic Dean of your college should be consulted for appeal procedures, taking courses off-campus, processing late drop forms, and changing majors.

Mentor Program

The Mentor Program is a commutation of active one-to-one relationships between SAASS support staff and Virginia Tech student athletes. These

relationships are formed to foster guidance, trust, and support for the academic and personal enrichment of selected student athletes. The Mentor Program is intended to complement the mission of Student Athlete Academic Support Services. The Mentor program provides a proactive approach to assist student athletes in adjusting to college life and academics, and/or maintaining acceptable college level academic performance. The goals are to strengthen student athletes' time management skills, assess their tutoring needs, monitor their academic progress, and to create a sense of belonging and a connection with the campus community.

Computing Services

SAASS Computing Services is a combination of one of the finest computer labs that Virginia Tech has to offer and a multitude of computing services for student-athletes and SAASS staff. Currently the lab and its servers are made up of: an Ubuntu Linux server that runs the SAASS website, 2 windows 2008 servers that run the domain, a Windows 2012 server providing file services and backup storage, and 25 Windows 10 workstations. Every student athlete and SAASS staff member also has an individual computer account that allows them access to computer services and printing – these user accounts allow for an additional level of data security, in that each user's work is only available to that person via their specific account. Data is protected by the data redundancy and protection plans that are in place, and SAASS is provided with IT support from the Athletics Department.

Learning Assistance Program (LAP)

The Virginia Tech SAASS Learning Assistance Program (LAP) exists to support the needs of student athletes with disabilities and those who are underprepared to meet the academic demands of Virginia Tech. The goal of the program is to help the University and the Athletic Department meet their vision of recognizing a diversity of peoples, creating a welcoming university climate, and increasing the participation and success of underrepresented groups among students. The program's focus is to work within Student Athlete Academic Support Services to provide individualized assistance in the development of independent, successful students who are also notable athletes.

Statement of Student Responsibility

The student shares the responsibility for developing an advising partnership with the counselor. Over time, the partnership results in increased responsibility for the student. This is achieved through the student:

- Communicating goals, needs, wants, and concerns to the counselor in a respectful and sincere manner;
- Keeping abreast of their own academic progress and requirements related to their academic programs;

- Making, keeping, and being prepared for appointments with the counselor;
- Informing the counselor of changes in plans and/or circumstances that might impact academic performance;
- Knowing departmental procedures regarding changing counselors; and
- Bringing concerns regarding quality of advising to the attention of the counselor.

Scholastic Integrity

The Virginia Tech Honor System provides standards that prohibit all forms of scholastic dishonesty, including, but not limited to, cheating, plagiarism, complicity, collusion, and falsification or misrepresentation of data. The Honor Pledge, which states that, "As a Hokie, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do," Prohibits students from giving or receiving unauthorized assistance on assignments. The assignment pledge, "I have neither given nor received unauthorized assistance on this assignment," is expected to be written out and signed by the student on all academic work that is submitted to an instructor. *However, even in the absence of a written honor pledge, it is important to remember that the honor code will still apply to all assignments.* All forms of academic dishonesty is regarded as serious academic offences and may result in expulsion from the university.

All students are expected to abide by the Virginia Tech Honor Code. A student who has doubts about how the Honor Code applies to any assignment, quiz or test is responsible for obtaining specific guidance from the instructor before beginning and/or submitting the assignment, quiz or test for evaluation. Any suspicion of academic misconduct or breach of academic integrity by a student will be reported to the Virginia Tech Undergraduate Honor System, and the instructor will be provided notification. The Undergraduate Honor System will investigate and resolve all suspicions of academic misconduct and/or breaches of academic integrity by a student in accordance with university policies and procedures.

Statement of Counselor Responsibility

The counselor shares the responsibility for developing an advising partnership with undergraduate students. This is achieved through the counselor:

- Communicating with students and delivering individualized and accurate information in a professional and sincere manner;

- Being informed of, and providing accurate information about current academic policies and procedures;
- Keeping appointments and being available for assistance;
- Providing appropriate referrals, contacts, and information;
- Undertaking appropriate follow-ups with students; and
- Seeking out and taking advantage of opportunities for professional development.

Academic Reports

Several times each semester, Student Athlete Academic Support Services will contact your faculty regarding your class attendance and performance. Please make yourself known to your instructors so that you can receive helpful information regarding course assignments and academic success. Regular attendance in class, prompt completion of assignments, and frequent contact with your instructor illustrates that you are actively engaged in pursuing academic success.

College Success Strategies

UNIV 1004: College Success Strategies is a 3-credit (A-F) course specifically designed for student-athletes to explore various topics and skills relevant to being academically successful at Virginia Tech. Specific topics discussed in the course include time management, study and test taking strategies, reading strategies, communication skills, major exploration, and university resources. The general aim of this course is to enhance the students' understanding of his or her abilities and to develop effective strategies to be successful in college. This 3-credit hour course will not count towards a student athlete's NCAA progress toward degree requirements.

Computer Technology

The computer lab is located within the SAASS facility on the 3rd floor of the Westside of Lane Stadium and has both daytime and evening hours. The lab provides desktop computers, laptop plug-in stations, and laser printers for student-athletes to use. Wireless access is available throughout the academic center, in addition to learning assistive technology. To protect the lab equipment, students are asked to be responsible with food and drinks while in the lab. For more information about lab procedures contact your counselor or see Kendrick Gholston in 324 Lane Stadium. This lab is a "quiet" study area.

Missed Class Notification

The first rule of academic success at Virginia Tech is to ATTEND ALL CLASSES.

A textbook or a good tutor is no substitute for attending class. Class absences are reported to your coach by your SAASS Counselor and may impact on your playing time or, ultimately, your athletic eligibility.

Student-athletes must review all course syllabi and other relevant course materials and are required to notify faculty and instructors of any potential athletic and academic conflicts in a timely manner before the conflict and arrange to make up any missed material. A letter detailing your involvement with a university sponsored athletic event will be issued to you at the beginning of each semester. It is your responsibility to use this letter to communicate with your faculty regarding missed class time and how best to accommodate these absences.

It is best to give each instructor your team's travel schedule at the beginning of the semester and also to remind each instructor when you will miss class. If you must miss an exam or major assignment, please let the instructor know at the beginning of the semester. This will allow ample time to make arrangements for completion of the work. It is your responsibility to notify your instructor and arrange to make up missed material. Once you and the instructor have agreed upon a day and time, be responsible and keep your appointment.

Upon returning to class, check with the instructor and make sure that there were no changes in the syllabus or exam dates. You are responsible for all material, information, and assignments covered during a missed class and for making arrangements to obtain and complete them.

Please notify your academic advisor if you experience difficulties with handling this responsibility.

Study Hall

SAASS study hall takes place in the office facilities located on the 3rd floor of Lane Stadium-West Side. The purpose of study hall is to provide a structured approach to studying. Study hall sessions are monitored and quiet so that students can work uninterrupted. Student-athletes who participate in study hall sessions are expected to come to study hall on time with all of the materials necessary for completing assignments and studying. All areas of the Quillen Family Academic Center for Student Athletes should be considered "quiet zones".

Students who are required to participate in study hall include:

- All first-year student-athletes (transfer students included)
- Any student-athlete earning an overall GPA below 2.30

- Any student-athlete earning a semester GPA less than 2.0
- Any student-athlete with the recommendation of an Academic Counselor or Coach

Student-athletes involved with the study hall program must be present for the required number of weekly hours. Attendance is reported weekly to the coaching staff.

For your team and/or individual study hall availability see your academic counselor.

Tutoring

The tutorial program is designed to supplement the students' own pursuit of learning. It is the goal of Student Athlete Academic Support Services to provide, upon request, tutorial assistance to any student-athlete enrolled in any class at Virginia Tech. Some students may be appointed tutoring services as a part of their study hall requirement. Requests for tutors may be made via our GradesFirst technology or by talking with your SAASS counselor. If for any reason you are unable to make a scheduled tutor appointment, it is your responsibility to cancel the session. We ask for 5 hours' notice when cancelling any appointment. It is important to note that tutoring is not a replacement for attending class or meeting with professors during office hours. All tutoring sessions must take place in SAASS facilities.

Exam Proctoring for Virginia Tech Student Athletes

Athletic competition sometimes conflicts with a scheduled exam. A faculty member may ask a student to take the exam in a proctored setting either on campus or while traveling for competition. If so, the following steps will be taken by SAASS.

Proctoring Exams at Home on the Virginia Tech Campus

- I. Virginia Tech's Student Success Center will provide on-campus proctoring for student athletes. SAASS counselors will not proctor the exams of Virginia Tech student athletes while on the Virginia Tech campus.
- II. SAASS counselors are permitted to proctor the exams of non-Virginia Tech student athletes while they are visiting the Virginia Tech campus at the request of the visiting institution's athletic academic support counselor. In this event, the SAASS counselor should work with the visiting university to determine a location for

testing and to confirm allowable resources and guidelines for testing from student athlete's university ahead of time.

Proctoring Exams on the Road/During Team Travel

- I. A SAASS counselor traveling with a Virginia Tech athletic program is permitted to proctor exams during team travel. If a VT SAASS counselor is traveling, the SAASS counselor is responsible to provide exam proctoring.
- II. If the SAASS counselor is not traveling, the SAASS counselor will contact the host institution's student athlete services office to see if they are able to facilitate exam proctoring.
- III. If the host institution's athletic academic support office is unable to facilitate a proctor, a host institution may provide a designated office on campus that can be used to proctor an exam such as VT's Student Success Center.
- IV. If none of above requests can be met, a traveling Virginia Tech Athletics Compliance staff member may act as a test proctor.
 - A. SAASS Proctor Information Form must be completed for any exam completed on the road under any of the above four noted options. The SAASS counselor should keep the original form.

If none of the options described above are available, alternatives may be developed in consultation with the SAASS Director, the instructor of record, and the Faculty Athletics Representative.

Virginia Tech and NCAA Eligibility Rules

To be eligible for competition a student athlete MUST complete the following:

6 Hour Rule:

- ▶ A student athlete must complete a minimum of 6-degree applicable_hours of academic credit in the previous full-time academic term.

18 Hour Rule:

- ▶ A student athlete must complete 18-degree applicable hours during EACH academic year (fall & spring).

24 Hour Rule (Freshmen):

- ▶ A student athlete must complete a minimum of 24-degree hours PRIOR to their 2ND year of enrollment.

Progress Toward Degree (PTD):

- ▶ To be eligible for competition, a student athlete must meet the following progress toward degree requirements:
- ▶ Start of 3rd year: 40% of degree completed
- ▶ Start of 4th year: 60% of degree completed
- ▶ Start of 5th year: 80% of degree completed

GPA Requirements:

- ▶ To be eligible for competition, a student athlete must meet the following minimum GPA:
- ▶ Start of 2nd year: 90% of GPA required for graduation (1.80 GPA)
- ▶ Start of 3rd year: 95% of GPA required for graduation (1.90 GPA)
- ▶ Start of 4th year: 100% of GPA required for graduation (2.00 GPA)

For GPA requirements, Virginia Tech's academic policy of minimum 2.00 GPA supersedes the NCAA requirement.

VIRGINIA TECH ELIGIBILITY REQUIREMENTS

The intent of the Virginia Tech eligibility policy is to clearly communicate to students that the minimum acceptable level of performance at Virginia Tech is a cumulative 2.00 GPA and to provide the students who are performing below this minimum standard with clearly described methods of intervention.

Continued enrollment at Virginia Tech is a privilege that is granted as long as the student is making satisfactory progress towards a degree.

Academic probation is imposed when the cumulative GPA is less than 2.00, and will be lifted when the cumulative GPA is at least 2.00. A student on probation may take no more than 16 hours per semester, should consult with a counselor, and may be required to sign an academic contract.

First academic suspension will be imposed whenever a student has two consecutive semesters ending with a cumulative GPA below 2.00.

First Suspension (Fall): A student who is placed on first academic suspension at the end of fall semester will be suspended from continued enrollment through the end of the following spring semester. Note: students placed on first academic suspension at the end of fall semester are eligible to return the subsequent first summer, second summer, or fall semester.

First Suspension (Spring): A student who is placed on first academic suspension at the end of spring semester will be suspended from continued enrollment

through the end of the following fall semester. Note: students placed on first academic suspension at the end of spring semester may NOT enroll in the immediately following summer session. A student must earn a minimum 2.00 semester GPA the first semester back and raise the cumulative GPA to at least 2.00 by the end of the second semester back or earn a 2.50 GPA for every semester following the suspension until cumulative GPA is 2.00 or greater. A student will be placed on second academic suspension for failure to meet returning performance requirements.

Returning from Academic Suspension: A student must earn a minimum 2.00 semester GPA the first semester back and raise the cumulative GPA to at least 2.00 by the end of the second semester back or earn a 2.50 GPA for every semester following the suspension until cumulative GPA is 2.00 or greater. A student will be placed on second academic suspension for failure to meet returning performance requirements.

Second Suspension (Fall): A student who is placed on second academic suspension at the end of fall semester will be suspended from continued enrollment through the end of the following fall semester. Note: students placed on second academic suspension at the end of fall semester may NOT enroll in the immediately following summer session.

Second Suspension (Spring): A student who is placed on second academic suspension at the end of spring semester will be suspended from continued enrollment through the end of the following spring semester. Note: students placed on second academic suspension at the end of spring semester may NOT enroll in the immediately following summer session. The same returning performance requirements apply for second suspension as for first suspension.

Final Suspension: A student will be permanently dismissed for failure to meet returning performance requirements after a second academic suspension.

NCAA ELIGIBILITY REQUIREMENTS

As a student-athlete, you must be enrolled full-time (12 hours as an undergraduate) each semester to maintain eligibility to practice and compete in your sport. Dropping below 12 hours will make you ineligible and may also affect your scholarship. The Compliance Office and your SAASS counselor will educate you as to the academic requirements needed to maintain your competitive eligibility. In all cases, ***if you pass less than 6-degree applicable hours during any fall or spring semester, you will be ineligible for competition for the next academic semester.***

Amateur Status

The following are NCAA guidelines for maintaining amateur status in Division I athletics. An individual loses amateur status and becomes ineligible for intercollegiate competition if he/she (Paraphrased from section 12.1.2 NCAA Manual):

1. Uses his or her athletics skill, directly or indirectly for pay in any form in that sport.
2. Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation.
3. Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received.
4. May compete on a professional team and receive pay as long as it does not exceed actual and necessary expenses (Proposal 2009-22 effective August 1, 2010).
5. Enters into a professional draft or an agreement with an agent or other entity to negotiate a professional contract.

SCHOLARSHIP BOOK LOAN PROCEDURES

It is the policy of Intercollegiate Athletics to provide books, through an athletic scholarship, to selected student-athletes, in accordance with NCAA rules and regulations. The book loan and return policy has been established with the University Bookstore located on the campus of Virginia Tech and Volume II at the University Mall.

1. Go to your Student-Athlete Academic Support Service (SAASS) Counselors office. Ask for an Athletics Department Textbook Form.
2. After reviewing each class syllabi and the required books listed on the syllabi, fill out the Textbook Form. If required books are not listed on a class syllabus, you must get proof of the required books. For example, print an email from your professor with the required book list.
3. Obtain the final approval signature from your SAASS Counselor.

4. Upon receiving final approval, proceed to the bookstore on campus or Volume II (located off University Avenue) to receive your books.
5. In the event a class is added after you receive books for your original classes, follow the same procedures indicated in 1-4 above. If you drop a class and add a different one, you must bring your books from the dropped class with you when getting the new book form. The books must be returned to the bookstore before the last day of drop/add.
6. At the conclusion of each semester you will be **required** to return all the books that were loaned to you for the semester just concluded. Notices will be posted as to the dates when books will need to be returned. **Failure to return the books loaned to you will result in you being billed the buyback value assigned to the books not returned.**

Note: NCAA rules and regulations specify that only course-related books can be provided for student-athletes. This does not include materials such as pens, notebooks, computer programs, or calculators. In addition, student-athletes are not permitted to purchase books for any other individuals.

ACADEMIC AWARDS & POST-GRADUATE SCHOLARSHIP OPPORTUNITIES

Academic Awards

Student-athletes interested in applying for academic awards and post-graduate scholarship opportunities are encouraged to speak to Natalie Forbes, Senior Director of Student-Athlete Development (nforbes9@vt.edu / 364 Jamerson).

Athletic Director's Honor Roll

The Director of Athletics will recognize those student-athletes who are honored as members of the Athletic Director's Honor Roll. The minimum requirement for selection is a 3.00 GPA for the preceding fall or spring semester. The Athletic Director's Honors Breakfast is held each spring semester to recognize outstanding academic achievement.

ACC Futures Internship Program

- Ten-month paid internship (\$18,000)
- Must be in good academic standing and scheduled to graduate by the conclusion of the spring semester of the current year
- Must have received an undergraduate degree from an ACC institution
- Must have lettered in a varsity sport

- Declared intention to enter into a career in athletics administration or television
- Internships available with the following organizations: Disney's Wide World of Sports, FOX Sports South, Sun Sports/FS Florida, Atlantic Coast Conference, and FedEx Orange Bowl Committee
- Deadline: Mid-January

ACC Postgraduate Scholarship Award

- \$5,000 scholarship
- Minimum cumulative GPA of 3.0
- Completed at least seven semesters
- Must be in final year of intercollegiate athletic competition
- Performed with distinction as a member of a varsity team
- Applicants must be continuing academic work beyond the baccalaureate degree as a full-time graduate or professional student
- Deadline: Late January

NCAA Career in Sports Forum

- Four-day event through which selected student-athletes will explore and be educated on careers in sports, with a primary focus on collegiate athletics
- All expenses paid by NCAA
- Opportunity for student-athletes to learn a realistic view of the role of the coach or administrator in collegiate athletics
- Opportunity to network with key decision makers from member institutions and the NCAA, and examine the possibility of selecting coaching, athletic administration and/or officiating as a full-time or part-time career
- Student-athletes must have completed his/her third year (sixth semester) of collegiate enrollment to be eligible to attend the program, but does not need to be enrolled in his/her fourth year in order to be eligible to participate
- The conference is held in May or June in Indianapolis, IN
- Deadline: Mid-January

NCAA Ethnic Minority and Women's Enhancement Postgraduate Scholarship for Careers in Athletics

- \$7,500 scholarship awarded to 13 ethnic minorities and 13 female college graduates who will be entering their initial year of postgraduate studies
- Applicants must be seeking admission or have been accepted into a sports administration or other program that will help the applicant obtain a career in intercollegiate athletics, such as athletics administrator, coach, athletic trainer or other career that provides a direct service to intercollegiate athletics
- Applicants may not have begun any initial postgraduate studies

- Applicants must be U.S. citizens
- Deadline: Mid-December

NCAA Postgraduate Scholarship Program

- Minimum cumulative GPA of 3.2 (based on a 4.0 scale)
- Enrolled in final season of eligibility
- Performed with distinction on a varsity team; academic and athletic achievement weighed equally
- Must intend to continue academic work beyond the baccalaureate degree and enroll in a graduate degree program
- Behaved on and off the field in a manner that has brought credit to the student-athlete, institution, and intercollegiate athletics
- Deadline: Fall Sports– Mid-January; Winter Sports– Mid-March; Spring Sports– Mid-May

NCAA Sports Administration Postgraduate Awards for Ethnic Minorities and Women

- \$6,000 for 10 ethnic minorities and 10 women enrolled in graduate programs in sports administration and related fields
- Performed with distinction as a student body member
- Involvement in extracurricular activities, course work, commitment to pursuing a career in intercollegiate athletics and a promise of success in such a career will be strongly taken into consideration
- Accepted for full-time admission to NCAA member institution's sports administration program/related program for career in athletics and entering first semester/term
- Deadline: December

NIKE Sports Marketing Internship

- 12-week, paid summer internship at NIKE headquarters in Oregon
- Open to Junior (academically) Engineering majors only
- 3.3 minimum GPA requirement
- Deadline: Early January

NCAA Today's Top VIII

- Honors top eight outstanding senior student-athletes of the preceding calendar year
- Must have been a varsity letter winner
- 3.2 minimum GPA
- The nominee must complete intercollegiate eligibility in the fall or spring of the current academic year to be eligible for the award
- The following scale will be used to determine eligibility:
 - Athletic ability and achievement - 50%
 - Academic achievement - 30%

- Character, leadership and activities - 15%
- Five additional percentage points may be awarded in any category
- Deadline: Early August

NCAA Walter Byers Postgraduate Scholarship

- 3.5 minimum cumulative GPA
- Graduating senior or graduate student completing final eligibility year
- Accepted for admission to graduate degree program
- Personal and intellectual development positively influenced by athletics participation
- Deadline: Mid-January

Skelton Award for Academic Excellence in Athletics

- Sponsored by the late Dr. and Mrs. Skelton
- \$5,000 scholarship/recognition which may only be used at Virginia Tech
- Must be a junior, senior, or rising 5th year student-athlete
- Minimum 3.4 GPA
- Participation in intercollegiate athletics at Virginia Tech for two competitive seasons
- Demonstrated leadership and community involvement
- Deadline: Early March

Sports Nutrition Student-Athlete of the Year Award

- Honors one male and one female student-athlete who has:
 - Used sports nutrition to overcome a health or performance hurdle
 - Inspired changes in the Sports Nutrition program to benefit others
 - Discovered that investing in their sports nutrition was their turning point when it came to meeting their performance goals
 - Utilized numerous services within the Sports Nutrition Program
- Recipients will be recognized at the All Sports Banquet
- Deadline: April 1st

NCAA POLICY ON EXTRA BENEFITS

16.11.2.1 - General Rule.

The student-athlete shall not receive any extra benefit. The term "extra benefit" refers to any special arrangement by an institutional employee or representative of the institution's athletics interests to provide the student-athlete or his or her family members or friends with a benefit not expressly authorized by NCAA

legislation.

16.11.2.2 - Other Prohibited Benefits. [A]

An institutional employee or representative of the institution's athletics interests may not provide a student-athlete with extra benefits or services, including, but not limited to: **[R]**

- (a) A loan of money;
- (b) A guarantee of bond;
- (c) An automobile or the use of an automobile;
- (d) Transportation (e.g., a ride home with a coach), except as permitted in Bylaw 16.9.1, even if the student-athlete reimburses the institution or the staff member for the appropriate amount of the gas or expense; or
- (e) Signing or co-signing a note with an outside agency to arrange a loan.

16.11.2.3 - Camp Concession. [A]

It is not permissible for a member institution or a member of its athletics department staff conducting a sports camp to permit a student-athlete (enrolled in the institution) to operate, at the student-athlete's own expense, a concession selling items related to or associated with the camp to campers or others in attendance (see also Bylaw 13.12.1.7.3.2).

16.11.2.4 - Items Received for Participation in Intercollegiate Athletics. [A]

An item received for participation in intercollegiate athletics may not be sold or exchanged or assigned for another item of value.

COMPLIMENTARY ADMISSIONS AND TICKET BENEFITS

16.2.1.1 Institutional Events in the Student-Athlete's Sport.

An institution may provide four complimentary admissions per home or away intercollegiate athletics event to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest.

16.2.1.1.1 Exception—Postseason Events [A].

An institution may provide each student-athlete who participates in or is a member of a team participating in a postseason event (e.g., conference championship, NCAA championship, National Invitation Tournament, bowl

game) with six complimentary admissions to all intercollegiate athletics events at the site at which the student (or team) participates.

16.2.1.1.2 Tournaments.

Complimentary admissions may be provided to members of the institution's team for all intercollegiate athletics events in a tournament in which the team is participating, rather than only for the games in which the institution's team participates. However, the contests must be at the site at which the institution's team participates.

16.2.1.2 General Regulations.

Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. "Hard tickets" shall not be issued. A violation of this administrative procedure shall be considered an institutional violation per Constitution 2.8.1; however, such a violation shall not affect the student-athlete's eligibility. The student-athlete's eligibility shall be affected by involvement in action contrary to the provisions of Bylaws 16.2.1.1 and 16.2.2.1 (i.e., receipt of more than the permissible four complimentary admissions or the sale or exchange of a complimentary admission for any item of value). *(Revised: 1/11/94 effective 8/1/94)*

16.2.1.2.1 Issuance Procedures.

The individual utilizing the complimentary admission must present identification to the person supervising the use of the pass list at the admission gate. The individual then shall be provided a ticket stub or other identification of a specified reserved seat or seating area or treated as a general-admission ticket holder. *(Revised: 11/1/01 effective 8/1/02)*

16.2.1.3 Institution's Home Events in Other Sports.

An institution may provide admission for each student-athlete to all of the institution's regular-season home intercollegiate athletics events in sports other than that in which the student-athlete is a participant, via a printed student-athlete pass or gate list. Proof of identity shall be required upon admission.

16.2.1.3.1 Nonqualifier. A nonqualifier (per Bylaw 14.02.10.2) may receive a complimentary admission to all of the institution's regular-season home intercollegiate athletics events in the first academic year of residence.

16.2.1.3.2 Complimentary Admissions to an Institution's Home Contest Honoring a Student-Athlete.

An institution may provide a maximum of four complimentary admissions to a student-athlete for an institution's game or event during which a student-athlete is being honored but not participating, provided such complimentary admissions are used by the student athlete's family members.

16.2.2.1 Sale of Complimentary Admissions.

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

16.2.2.2 Payment to Third Party.

Individuals designated by the student-athlete to receive complimentary admissions are not permitted to receive any type of payment for these admissions or to exchange or assign them for any item of value. Receipt of payment for complimentary admissions by such designated individuals is prohibited and considered an extra benefit.

16.2.2.3 Student-Athlete Ticket Purchases.

An institution may not provide a special arrangement to sell a student-athlete ticket(s) to an athletics event, other than a postseason event as permitted in Bylaw 16.2.1.4. Tickets (other than for a postseason event) shall be available for purchase by student-athletes according to the same purchasing procedures used for other students.

16.2.2.4 Sale above Face Value.

A student-athlete may not purchase tickets for an intercollegiate athletics event from the institution and then sell the tickets at a price greater than their face value.

16.2.2.5 Professional Sports Tickets.

An institution or any representative of its athletics interests may not purchase or otherwise obtain tickets to a professional sports event and make these tickets available to student-athletes enrolled in an NCAA member institution. Such a gift of tickets would represent an unacceptable extra benefit. Professional sports tickets may be provided as entertainment in conjunction with practice or competition.

ETHICAL CONDUCT

As a reminder, violations of ethical conduct result in permanent ineligibility to participate in NCAA intercollegiate athletics. All questions regarding unethical conduct should be directed to the compliance office. Contact information is:

Derek Gwinn, Assistant A.D. for Compliance	(540) 231-2696	gwinn@vt.edu
Bridget Brugger McSorley, Asst. A.D. Compliance/Title IX	(540) 231-4776	mcsorlbb@vt.edu
Heather LaFon, Senior Director for Compliance	(540) 231-0644	herobert@vt.edu
Megan Griesemer, Assistant Director for Compliance	(540) 231-9709	burker@vt.edu
Alison Whittaker, Assoc. Dir., Compliance/Admissions	(540) 231-3719	ahedrick@vt.edu

Bylaw 10.1 Unethical Conduct

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, may include, but is not limited to, the following:

- (a) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- (b) Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- (c) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- (d) Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
- (e) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
- (f) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.5; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;
- (g) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or an institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores);
- (h) Fraudulence or misconduct in connection with entrance or placement examinations;
- (i) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or

(j) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

FINANCIAL ASSISTANCE

Cost of Attendance

Beginning in 2015-16 the maximum scholarship value is now Cost of Attendance (COA). Each school's financial aid office determines COA, using federal guidelines originating from the Higher Education Act of 1965. COA is an estimate of expenses designed to represent a student's projected cost to attend a specific college or university. The new maximum scholarship consists of tuition, fees, room, board and books, plus money to cover academic supplies, transportation and miscellaneous personal expenses.

As you probably know, NCAA rules governing athletics scholarships have changed greatly since last year. We encourage you to review your student account carefully, and discuss your scholarship with your coaching staff.

If you have questions or want additional information about your scholarship, how you will receive it, or the conditions related to it, please contact Heather LaFon, Senior Director, Compliance (herobert@vt.edu/ 359 Jamerson).

Athletics Scholarship

Athletic grants-in-aid (scholarships) are awarded by the Office of University Scholarships and Financial Aid upon the recommendation of the head coach and the Director of Athletics. Grants-in-aid may be awarded for multiple years or for one year, with renewal being contingent upon the student-athlete continuing to meet eligibility criteria to participate in intercollegiate athletics. Financial aid may be cancelled or reduced if a student-athlete:

1. Fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement; or
2. Engages in serious misconduct warranting substantial disciplinary penalty; or
3. Violates written teams rules; or
4. Voluntarily withdraws from the team.

All athletic grants-in-aid are awarded and administered in accordance with University, NCAA, and ACC regulations.

All student-athletes, whether receiving an athletics scholarship or not, are encouraged to apply for need-based financial aid. The Free Application for

Federal Student Aid is available online at <http://finaid.vt.edu/>. This is encouraged because you may become eligible for additional aid simply by completing the application. Since NCAA regulations specify the amounts and types of financial aid a student-athlete can receive, all financial aid from any source outside the University (except from your parents or legal guardians) must be reported to the Office of University Scholarships and Financial Aid and the Athletics Compliance Office. **If you receive one or more outside scholarships, we will ask for your help in obtaining the necessary documentation to determine whether or not the scholarship is permissible according to NCAA regulations.**

Scholarship Renewal/Non-Renewal

All returning scholarship student-athletes will be provided with official notification of the status of their scholarship for the coming academic year by July 1. The Office of University Scholarships and

Financial Aid will e-mail this notification of financial aid to your Virginia Tech e-mail address.

If your scholarship is being renewed, you will be sent an award letter indicating the amount and the terms of the scholarship. If your scholarship is not being renewed information explaining your opportunities to appeal will be included. If you wish to appeal, please see the PROCEDURE TO APPEAL REDUCTION IN ATHLETIC AID.

Medical Disqualification Protocol

Periodically, a Virginia Tech student-athlete may be deemed as unable to participate further in intercollegiate sports due to injury or illness. This situation is commonly referred to as a "medical disqualification." The Virginia Tech Sports Medicine staff, in conjunction with physicians and other medical professionals, determines if a student-athlete has suffered an injury or illness which prevents further participation in intercollegiate sports because of its incapacitating nature. If it is determined that a student-athlete is "medically disqualified," the student-athlete is not able to participate in any intercollegiate sport for the remainder of their time at Virginia Tech.

The Virginia Tech Department of Athletics is committed to financially assisting student-athletes in completing their baccalaureate degree. Student-athletes who are medically disqualified from participation shall retain the right to receive their athletically related financial aid for the duration of its term as long as the student-athlete complies with the terms and conditions set forth in the athletics aid agreement.

Athletics aid will be awarded on a semester basis. Further, in accordance with the aid agreement, medically disqualified student-athletes shall retain the right

to access the following support services: academic, medical, strength and conditioning, and student-athlete development services.

Medically disqualified student-athletes must meet the following conditions:

- Pass all enrolled courses and maintain a minimum 2.5 GPA for aid to be renewed the following semester. Failure to do so will result in reduction/cancellation of aid.
- Meet or discuss the academic progress on a monthly basis with their assigned SAASS counselor.
- Participate in community service activities.
- Maintain full-time status. He/she must be enrolled in a minimum of 12 credits for each semester with the exception of the last semester of collegiate enrollment.
- Provide service to the Department of Athletics based on a pro-rated scale that takes into consideration the percentage of athletics aid being awarded.

75% - 100% Scholarship	16 hours work/week
50% - 74% Scholarship	12 hours work/week
25% - 49% Scholarship	8 hours work/week
Less than 25% Scholarship	4 hours work/week

Failure to complete these requirements, or actions such as not completing the responsibilities assigned by the area supervisor, will result in a reduction or cancellation of athletics aid. Any violation of the Student Code of Conduct may impact renewal, reduction, or cancellation of athletics aid.

Athletics Scholarships After Eligibility is Exhausted (5th Year Aid)

Post eligibility scholarships will be considered on an individual basis and may be made available to student-athletes who have exhausted eligibility, have not met all graduation requirements and are seeking completion of their first baccalaureate degree.

In order to be eligible to receive this type of aid you must:

- Have exhausted all competitive eligibility in your sport;
- Have received an athletics scholarship during your final year of competitive eligibility;
- Carry a minimum cumulative GPA of 2.50 and be in good academic standing in your college;
- Be enrolled in a minimum of 12 hours, unless your college has certified that those hours are all that are required for graduation;

- Be a team member in good standing relative to team, department, institution and NCAA rules, and have generally displayed excellent personal conduct and citizenship; and,
- Agree to perform services assigned to you by the Athletics Department, if applicable.

In order to be considered for athletics aid after you have exhausted your competitive eligibility, you must:

- Submit a completed Exhausted Eligibility Aid Application Form.
- Obtain the required signatures from your college academic official, SAASS counselor, and Athletics Administrator.
 - *Applications will not be reviewed without the signature of your SAASS counselor or college academic official's review and signature.*

Aid for student-athletes who have exhausted their eligibility will be considered upon receipt of the application. Applications are available from your sport's head coach, SAASS, and the Office of Student-Athlete Development. To be considered, all application materials must be accurately completed and submitted to the Senior Associate Athletics Director of Student-Athlete Development, before the applicable deadline.

Recipients of these scholarships will be required to provide service to the Athletics Department based on a pro-rated scale that takes into consideration the percentage of scholarship aid being received, as set forth below:

75% - 100% Scholarship	16 hours work/week
50% - 74% Scholarship	12 hours work/week
25% - 49% Scholarship	8 hours work/week
Less than 25% Scholarship	4 hours work/week

Requesting post eligibility athletics aid does not guarantee that a student-athlete will receive such aid. Applications must be submitted to Reyna Gilbert-Lowry, Senior Associate Athletics Director of Student-Athlete Development (365 Jamerson) by April 1, 2018 and student-athletes will be notified by May 1, 2018 regarding the status of their request.

Summer/Winter Session Athletics Aid Protocol

Summer and Winter Session Athletics Aid is made available by the Department of Athletics annually and is awarded on a gender-neutral basis to student-athletes who meet NCAA criteria for receiving summer financial aid. Summer athletic aid will only be made available based on available funding.

Scholarship student-athletes are eligible for aid during the summer and winter sessions only if they have received aid the previous semester. Summer and

winter athletics aid is awarded in accordance with NCAA legislation and cannot be awarded in excess of the percentage of athletic aid received during the previous academic year. (i.e. If a student-athlete receives a 50% athletic scholarship during the academic year, the Department of Athletics will pay for no more than 50% of his/her summer school expenses).

Summer and winter athletics aid is a separate award from those received during the regular academic year and is awarded based on recommendations of the head coach, SAASS counselor and sport administrator.

Priority will be given to those student-athletes who need Summer or Winter Athletic Aid for:

1. Major courses required for graduation offered only in the summer/winter sessions;
2. Course work necessary for purposes of maintaining/ensuring eligibility; or
3. Course work necessary to ensure graduation following the student-athlete's 4th year of enrollment.

Requesting summer and/or post eligibility athletics aid does not guarantee that a student-athlete will receive such aid. Applications must be submitted to Reyna Gilbert-Lowry, Senior Associate Athletics Director of Student-Athlete Development (365 Jamerson) by March 1, 2018 and student-athletes will be notified by May 1, 2017 regarding the status of their request.

PROCEDURES TO APPEAL REDUCTION IN ATHLETIC AID

As permitted by NCAA Bylaw 15.3.4.2, "Institutional financial aid based in any degree on athletics ability may be reduced or cancelled during the period of the award if the recipient:

- a) Renders himself or herself ineligible for intercollegiate competition;
- b) Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement;
- c) Engages in serious misconduct warranting substantial disciplinary penalty, or
- d) Voluntarily withdraws from a sport at any time for personal reasons."

Should a student-athlete wish to appeal this decision, or any decision made in relationship to the amount of athletics aid awarded to him/her, the following procedure governs appeals of scholarship reduction, renewal or non-renewal at Virginia Tech:

1. The appeal by the student-athlete must be submitted to the Office of University Scholarships and Financial Aid **in writing within 14 days from the date of the Non-renewal/Reduction Scholarship letter**, stating specific reasons for the appeal. It must include the basis for the appeal and any supporting documentation.
2. The Office of University Scholarships and Financial Aid will notify the Department of Athletics of the pending appeal and the student-athlete's reasons within 48 hours of receipt of the student's appeal letter. The Department of Athletics has 14 days from the notification date to submit statements in writing detailing its underlying decision to change the student-athlete's aid, and responding to the student-athlete's statements provided in the student's appeal.
3. The Office of University Scholarships and Financial Aid Appeal Committee will review all the information provided, and will make a decision regarding the appeal within 10 days of receipt of all required documentation. Both the student-athlete and the Department of Athletics will be notified in writing of the Committee's decision.
4. If the student-athlete or the Department of Athletics wishes to appeal the decision of the Office of University Scholarships and Financial Aid Appeal Committee, a written statement must be received within 14 days from the date of the decision letter. The new appeal letter should be addressed to the University Scholarships and Financial Aid Committee, and sent to the Athletics Financial Aid Counselor, who will compile all documentation and forward it to the University Committee.
5. The Scholarships and Financial Aid Committee is appointed by the Vice-Provost. The Committee will review the appeal and all documentation. The Committee will then make a recommendation, within three (3) weeks from the date of the second appeal letter. The Committee will notify the student-athlete and/or the Department of Athletics of the decision in writing. **The decision at the level is considered to be final.**

TRANSFER REQUEST REQUIREMENTS

Under NCAA rules, a student-athlete is not permitted to have direct or indirect contact with an athletics staff member of another NCAA school without first obtaining written permission.

Requests for written permission can be made in person or via email to your coach, sports administrator or directly to the Heather Lafon in Compliance. It is

recommended that if you wish to pursue transfer opportunities you first speak with your coach.

If permission is granted, the Compliance staff will provide the written permission. If permission is not granted you will be provided an opportunity to appeal.

Virginia Tech student-athletes who are exploring transfer opportunities or who have decided to transfer will have access to the academic, medical and student-athlete development services provided to all Virginia Tech student-athletes for the remainder of the academic year for which the transfer request occurs.

PROCEDURES TO APPEAL TRANSFER REQUESTS

VIRGINIA TECH ATHLETICS PROCEDURES FOR HEARINGS ASSOCIATED WITH BYLAWS 13.1.1.3.1 AND 14.5.5.2.10-(D)

If the Virginia Tech Athletics Department denies a student-athlete either, (1) "permission to contact" and/or (2) the One-Time Transfer Exception ("release"), the Compliance Office shall inform the student-athlete, in writing, that upon the student-athlete's submission of a [Request for Hearing Form](#) hearing will be provided. Once the Request for Hearing Form is received in the Compliance Office, the Faculty Athletics Representative will be notified immediately that a hearing has been requested. The Compliance Office will coordinate the scheduling of the hearing with the FAR and student-athlete in a timely manner.

The hearing will be held by a Committee consisting of the Faculty Athletics Representative (chair) and two additional members from the faculty or administrative ranks of the university. All three of these individuals shall be external to the athletics department.

The hearing process will be governed by the following procedures:

1. Prior to the hearing, both parties - the student-athlete and the athletics department - may provide written information and documentation to the Committee for review. Both parties will be entitled to present the rationale for their respective positions in-person to the Committee. Presentations will be delivered at separate times, and as determined by the Committee.
2. At the hearing, the student-athlete may be accompanied by one advisor. This individual will not be permitted to address the Committee directly, but may advise the student-athlete.

3. Once a decision is rendered, the Compliance Office will be notified of the Committee's findings and the appropriate paperwork will be completed. The Compliance Office will promptly communicate the decision to the student-athlete.
4. The decision of the Committee is final.
5. Copies of relevant documents (e.g., correspondence, documentation, decision) related to the case will be kept on file in the Compliance Office.

RELEVANT NCAA BYLAWS

Concerning "Permission to Contact"

Bylaw 13.1.1.3 - Four-Year College Prospective Student-Athletes. An athletics staff member or other representative of the institution's athletics interests shall not make contact with the student-athlete of another NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining the written permission of the institution's athletics director (or an athletics administrator designated by the athletics director) to do so, regardless of who makes the initial contact. If

permission is not granted, the second institution shall not encourage the transfer and the institution shall not provide athletically-related financial assistance to the student-athlete until the student-athlete has attended the second institution for one academic year. If permission is granted to contact the student-athlete, all applicable NCAA recruiting rules apply.

If an institution receives a written request from a student-athlete to permit another institution to contact the student-athlete about transferring, the institution shall grant or deny the request within seven business days (See Bylaw 13.02.1) of receipt of the request. If the institution fails to respond to the student-athlete's written request, within seven business days, permission shall be granted by default and the institution shall provide written permission to the student-athlete.

Bylaw 13.1.1.3.1 - Hearing Opportunity. If the institution decides to deny a student-athlete's request to permit any other institution to contact the student-athlete about transferring, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department (e.g., the office of student affairs; office of the dean of students; or a committee composed of the faculty athletics representative, student-athletes and nonathletics faculty/staff members).

The institution shall conduct the hearing and provide written results of the hearing to the student-athlete within 15 days (see Bylaw 13.02.1) of receipt of the student-athlete's written request for a hearing. The student-athlete shall be

provided the opportunity to actively participate (e.g., in person, via telephone) in the hearing. If the institution fails to conduct the hearing or provide the written results to the student-athlete within 15 days, permission to contact the student-athlete shall be granted by default and the institutions shall provide written permission to the student-athlete.

Concerning the One-Time Transfer Exception ("Release")

Bylaw 14.5.5.1 - General Rule (Four-Year College Transfers). A transfer student from a four-year institution shall not be eligible for intercollegiate competition at a member institution until the student has fulfilled a residence requirement of one full academic year (two full semesters or three full quarters) at the certifying institution.

Bylaw 14.5.5.2.10-(d) - Nonrecruited Student Exception. If the student is transferring from a NCAA or NAIA member institution, the student's previous institution shall certify in writing that it has no objection to the student being granted an exception to the transfer-residence requirement. If the student's previous institution denies his or her request for the release, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department (e.g., the office of student affairs; office of the dean of students; or a committee composed of the Faculty Athletics Representative, student-athletes and nonathletics faculty/staff members). The institution shall have established reasonable procedures for promptly hearing such a request.

STUDENT-ATHLETE CONFLICT RESOLUTION PROTOCOL

The Department of Athletics is here to support all student-athletes academically, athletically and holistically. If a student-athlete has a concern, they are encouraged to seek out the resources listed throughout this handbook and on our vt.edu website, or, if this involves a conflict or concern not listed, student-athletes have the following professionals available directly:

1. Assistant coach;
2. Head coach;
3. Sport administrator; and then
4. The Director of Athletics.

In the alternative, he or she may also seek guidance from Dr. Gary Bennett or Paul Knackstedt, Athletics Sports Psychologists, a member of the Student-Athlete Development Staff (Natalie Forbes, Shelby Miller, or Kendrick Gholston), the Senior Woman Administrator (Reyna Gilbert-Lowry) or any other members of our

compliance or ancillary support services (sports medicine, SAASS, strength and conditioning, nutrition.) Should the concern be associated with academics, the Faculty Athletics Representative, Dr. Joe Tront, may serve as an alternative resource as well.

Please note that federal reporting laws require that in certain instances, confidentiality may not be maintained.

Should a situation arise in which a student is unable to resolve his or her grievance informally, all Virginia Tech students also have the option to seek support from the Dean of Students which provides support, advice and advocacy for all students. The office is located at 109 East Eggleston Hall and staff members can be contacted by phone at 540-231-3787 or via email at dean.students@vt.edu.

ROLE OF SPORT ADMINISTRATOR

The sport administrator's role is to provide programmatic oversight while ensuring the department's mission and core values are reflected within the sport program.

Administrative oversight includes, but is not limited to:

- In conjunction with the Director of Athletics, performing head coach faculty performance evaluations and providing suggested contract terms to the Director of Athletics for the head coach and staff.
- Evaluation, which focuses on, but is not be limited to:
 - Student-athlete wellbeing;
 - Team athletic performance;
 - Team academic performance; and
 - External, compliance and administrative responsibilities (including, but not limited to budget, university policies and protocol).
- Assessing and ensuring sport's programmatic needs are being planned for and addressed including but not limited to conducting student-athlete exit interviews.
- Providing timely information to the Director of Athletics on important matters related to the program's administration.
- Execution of operational responsibilities, including

- Working in conjunction with event management staff, serve as lead administrator at regular season ACC competitions;
- Working in conjunction with event management and operations, serve as home tournament director for ACC and NCAA post season events; and
- Oversee the completion of any NCAA or ACC post season event bid processes.

NCAA STUDENT ASSISTANCE FUND

**With Cost of Attendance legislation in effect, full grant-in-aid recipients are not eligible to receive SAF funds for those components covered by their scholarship, including: tuition, room & board, supplies, and personal transportation.

**All student-athletes must be enrolled in Direct Deposit to receive reimbursements.

DESCRIPTION:

The Student Assistance Fund (SAF) is intended to provide direct benefits to student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or to recognize academic achievement. Accordingly, receipt of SAF monies shall not be included in determining the permissible amount of financial aid that a member institution may award to a student-athlete nor is the SAF intended to be used to replace existing budget items.

The responsibility for oversight and administration of the fund, including interpretations, rests solely with the conferences. The Division I Leadership Council establishes the guiding principles of the fund. Further, the ACC encourages institutions to use the funds for student-athletes who show a financial need as a priority. Additionally, Article II of the General Policies & Procedures in the ACC Manual specifies that "ACC member institutions should avoid use of the fund in a manner that could be construed as attempting to gain a recruiting advantage or disadvantage over another institution and should insure that all student-athletes have equal access to the fund."

SAF distribution is sent to conference offices based on a formula that includes the following elements and weightings: Pell Grant recipients (70%), sports sponsorship (15%), and athletics grants-in-aid provided (15%). This formula is reflective of the fund's core principle, granting priority consideration for the use of SAF funds to those student-athletes displaying financial need. Fund transactions will be documented through the annual submission of all forms and

reports required by VT, the ACC, and the NCAA. Although not required, ensuring a student-athlete has a FAFSA on file can and will most likely expedite the request. Please find all FAFSA info here:

<http://finaid.vt.edu/undergraduate/how-to-apply/fafsa.html>

PROCESS:

In order to receive aid from SAF, student-athletes must submit a completed SAF request form to Alison Whittaker (357-E Jamerson Athletic Center). The application form will be reviewed in a timely fashion by the SAF Committee. Upon approval, funds will be requested and/or distributed. Any and all funds distributed must be directly applicable to the student-athlete receiving the funds. Falsifying records or failure to provide appropriate documentation within the given time frame of the release of funds will result in the student-athlete reimbursing Virginia Tech and/or disciplinary action.

ELIGIBILITY:

With the exception of those student-athletes on full grant-in-aid, all student-athletes are eligible to receive SAF benefits, regardless of whether they have demonstrated need or have either exhausted eligibility or no longer participate due to medical reasons. Except for prospective student-athletes receiving summer financial aid prior to full-time enrollment pursuant to NCAA Bylaw 15.2.8.1.2, 15.2.8.1.3, 15.2.8.1.4, no prospective student-athlete shall be eligible to receive SAF funds. Additionally, the following eligibility guidelines apply:

- A student must be an active roster member of a current Virginia Tech varsity athletic program
- International student-athletes are eligible
- Medically disqualified and fifth-year aid student-athletes may also qualify
- Student-athletes are not required to be on scholarship to receive funds
- To be considered for SAF funds, completion of the FAFSA (or equivalent documentation for international students) is highly encouraged, unless demonstrated extenuating circumstances preclude it.

PROHIBITED USES:

Pursuant to NCAA Bylaw 15.01.6.1, member institutions and conferences shall not use monies received from the fund for the following:

- A. Salaries and Benefits.
- B. Grants-in-aid (other than summer/winter school) for student-athletes with remaining eligibility.
- C. Capital improvements.
- D. Stipends.
- E. Athletic development opportunities.
 1. Fees and other expenses associated with a student-athlete's participation in a sports camp or clinic;

2. Fees and other expenses associated with private sports-related instruction provided to a student-athlete;
3. Fees for other athletic development experiences (e.g., greens fees, batting cage rental); and
4. Expenses associated with a student-athlete's participation in a foreign tour.

SAF Committee Members:

Michelle Collins, Senior Director, Finance
Heather LaFon – Director, Compliance
Jimmy Lawrence, Director, Sports Medicine
Dr. Joe Tront, FAR, Professor, Electrical and Computer Engineering
Danny White, Assistant Athletic Director, Student-Athlete Development
Alison Whittaker, Coordinator, Compliance & Admissions

Health Insurance through Student Assistance Fund (SAF)

Beginning with the 2003-2004 academic year, the NCAA made it possible for athletic departments to purchase health insurance for international and full GIA **uninsured student-athletes** through the Student Assistance Fund (SAF).

When a student-athlete requires medical procedures or care which can not be provided by the team physicians, this care must be **pre-authorized** by the team physician. If this care is required during the summer, the student-athlete must contact the athletic trainer or the team physician for his or her sport in advance to receive authorization. The athletic department will not assume financial responsibility for any outside medical expenses, which were not pre-authorized by the sports medicine staff.

VIRGINIA TECH ATHLETICS OFFICE OF STUDENT-ATHLETE DEVELOPMENT

The Office of Student-Athlete Development is committed to ensuring a first-class student-athlete experience. With a holistic focus on leadership development, career development and a commitment to community outreach, Virginia Tech student-athletes are provided with a foundation for success at the university level and beyond.

Inspired by the NCAA Student-Athlete Affairs commitment areas, the Athletics Office of Student-Athlete Development creates programs designed to enhance student-athletes in these areas:

Leadership Development

We believe we've been afforded a tremendous opportunity to assist Virginia Tech student-athletes in their growth as leaders. Our intent is to help student-athletes identify ways they can thrive as leaders, students and competitors.

Career Development

The Office of Student-Athlete Development is committed to educating student-athletes on the proficiencies and strategies necessary to develop career success during their time at Virginia Tech and beyond. The Career Game Plan provides student-athletes with a four-year curriculum which provides insight into aspects of career development throughout their tenure at Virginia Tech.

Community Outreach

With the university motto, Ut Prosim, (That I May Serve) at our core, the Office of Student-Athlete Development assists student-athletes in taking advantage of the many opportunities to volunteer throughout their college experience. Teams partner with national and local community organizations and volunteer their time at community-wide events.

Student-Athlete Development Staff

Reyna Gilbert-Lowry, Senior Associate. A.D.	(540) 231-3956	reygil@vt.edu
Natalie Forbes, Senior Director	(540) 231-7661	nforbes9@vt.edu
Shelby Miller, Director	(540) 23-7613	shelby92@vt.edu
Kendrick Gholston, Associate Director		kghost@vt.edu

STUDENT-ATHLETE ADVISORY COMMITTEE

Student-Athlete Advisory Committee (SAAC) is a leadership group consisting of student-athletes representing all sports at Virginia Tech. The Virginia Tech SAAC provides insight on the student-athlete experience and offers input on the rules, regulations and policies that effect student-athletes' lives. SAAC members serve as a conduit of communication among student-athletes, coaches and athletic administrators in an effort to improve the student-athlete experience.

Presently, there are separate national SAACs for NCAA Divisions I, II and III. NCAA legislation mandates that all member institutions have SAACs on their respective campuses. Further, NCAA legislation requires that all member conferences have SAACs.

Below are the key areas of focus for the Virginia Tech SAAC:

- Promote effective communication between the Virginia Tech Athletics Department administration and student-athletes.
- Serve as the student-athlete voice for NCAA and ACC legislation, as well as institution policies.
- Provide feedback and insight into athletics department matters.
- Build a sense of community and camaraderie amongst all student-athletes at Virginia Tech.

SAAC Representative Responsibilities:

1. Representatives will serve as a leader and liaison within their team by educating and soliciting feedback from their team about relevant issues discussed during SAAC meetings.
2. SAAC meetings will be scheduled regularly throughout the school year and attendance at meetings and events is mandatory. If an absence is necessary, a SAAC faculty advisor and/or an Executive Team member must be notified.
3. Members are expected to respond accordingly, and in a timely manner, to all correspondence from faculty advisors, Executive Team members, and other SAAC representatives.

2017-2018 SAAC EXECUTIVE TEAM

Mary Claire Byrne	Lacrosse
Ben Lundgaard	Men's Soccer
Jaila Tolbert	Volleyball
MJ Ulrich	Women's Swimming

**Follow VT SAAC on
Twitter and Instagram!
@VTSAC**

LETTER AWARD SYSTEM

Virginia Tech Athletics is proud to sponsor awards for student-athletes who earn a varsity letter. The department presents letter awards to those student-athletes whose participation record meets the minimum requirement for lettering. At the end of the season, head coaches submit their recommendations for lettering to the Senior Associate Athletics Director of Student-Athlete Development. (See your coach for the specific requirements in your sport).

The awards given are as follows:

- First varsity letter earned: Letter Jacket
- Second varsity letter earned: Tote Bag with VT logo
- Third varsity letter earned: Framed Chenille VT logo
- Fourth varsity letter earned: VT Monogram Ring

The Virginia Tech Monogram Ring is a varsity athlete award. Accordingly, only student-athlete letter winners are eligible to purchase or receive this award. The Athletic Department awards this ring to all four-year athletic team letter winners at no cost to the student-athlete. **Any varsity student-athlete letter winner may purchase the ring.**

Each senior will also receive a token of appreciation from the Virginia Tech Athletic Fund (Hokie Club). The first varsity letter award may be recommended on behalf of those seniors who have not previously earned a letter. The senior must have been a squad member for a minimum of two (2) consecutive years. This award recognizes the perseverance, commitment, and unselfish attitude demonstrated by the nominee.

STUDENT-ATHLETE SURVEYS & EXIT INTERVIEWS

In an effort to evaluate and improve the overall student-athlete experience, the Virginia Tech Department of Athletics administration will obtain feedback from student-athletes through several avenues. Freshmen, sophomore and junior student-athletes will receive an annual survey via email each January which seeks to identify the strengths of the athletic programs and areas where improvements may be necessary.

Seniors and those student-athletes exploring transfer opportunities will be asked to complete an online exit survey at the conclusion of their competitive season. The

survey includes questions regarding the value of the student-athlete experiences athletically, academically, and socially while representing the university in sports.

As part of the NCAA certification process, exiting student-athletes are also provided with the opportunity to take part in exit interviews with their respective sport administrator in order to discuss his/her athletic experience. Feedback from surveys and interviews will not be provided directly to coaches, however, it will be provided to sport administrators and the Director of Athletics for review and follow up as needed.

Athletics Graduation Sashes

Graduating student-athletes and student trainers, video support, photography, and managers will have the opportunity to receive an Athletics Graduation Sash, which they are encouraged to wear during the commencement ceremonies. This sash represents their commitment to academics and athletics, and the achievement of receiving their academic degree.

To be eligible to receive a graduation sash, students must fulfill the following requirements:

1. Be on an active roster (provided by coaches/area directors)
2. Complete the Senior Exit Survey (student-athletes only)
3. Graduate within the current academic year

Athletics Graduation Sashes are available for pick up from Shelby Miller in the Office of Student-Athlete Development (Jamerson 365) in November and April.

Semester Checklist

Prior to leaving Virginia Tech, whether temporarily at semester break or permanently for graduation, it is important to make sure all of your responsibilities to the VT Athletic Department have been met. This checklist has been created to assist you in completing those responsibilities.

Graduating Student-Athletes

- Complete Exit Survey
- Complete Post-Graduation Career Survey
- Return books to Bookstore through SAASS (students on book scholarship)

Transferring Student-Athletes

- Return books to Bookstore through SAASS (students on book scholarship)
- Return laptop computer (Full scholarship recipients only)
- Complete Exit Interview

- Complete and submit Voluntary Withdrawal Form (if leaving team on own accord)

Before Leaving Campus at end of Fall/Spring Semester

- Return books to Bookstore through SAASS (students on book scholarship)
- Meet with SAASS counselor to discuss academic eligibility considerations
- Make summer school arrangements, if needed
- Confirm fall/spring schedule is in order

MEDIA RELATIONS

You may be asked to speak with members of the media. All interviews will be set up through the Athletics Communications Office. If anyone contacts you directly (e-mail or phone) for an interview, always refer him or her to your sport contact from the Athletics Communication Office to ensure the request is legitimate. Do not give your home or cell phone number to media members and do not respond to emails or direct messages on social media accounts.

Why accommodate the Media?

1. Talking with the media helps student-athletes develop communication skills that will be useful throughout college as well as in future professional and business careers.
2. You gain the opportunity to communicate with your fans and supporters who attend your sporting events or follow you back at home.
3. Our program receives publicity and you build the reputation as an approachable, credible and honest source for media stories.

12 Things to Remember

1. If a media member contacts you for an interview please direct them to your Athletics Communications office contact. Media members are asked to go through the Athletics Communications office to coordinate all interviews.
2. You are the expert. Most questions relate to your sport and your role. Consequently, the questions should be easy to answer.
3. You control the interview and what answers are provided. Direct the conversation to what you want to talk about. Remember, you are not obligated to answer any question with which you are not comfortable.
4. Be prompt. Reporters are usually on a tight deadline and appreciate the extra effort you make to be available on time.
5. Be available for interviews after a bad game or bad performance. How a coach or athlete behaves after a loss often makes a bigger impression than after a win.
6. Think ahead. Have a game plan and identify the two or three main points that you want to get across.

7. Relax and think positively.
8. Keep direct eye contact and stay focused.
9. Praise your teammates, credit your coaches, and be gracious to opponents.
10. Talk in short, complete sentences.
11. Represent VT by putting your best self forward when being interviewed.
12. Always end the interview with a simple thank you.

R.A.I.S.E. SOCIAL MEDIA GUIDELINES

When using social media for personal and professional use, be sure to utilize the R.A.I.S.E. principle:

RESPECTFUL ♦ AUTHENTIC ♦ INTENTIONAL ♦ SMART ♦ ENGAGING

SOCIAL MEDIA BAKERS DOZEN

1. EVERY DAY IS A JOB INTERVIEW
 - ✗ Be respectful. Anything you post in your role as a VT student-athlete reflects either positively or negatively on you, your team and the University. Be professional and respectful.
2. PRIDE
 - ✗ Take pride in who/what you represent. You, Virginia Tech, the Department of Athletics, family, church, organization, etc.
3. NEWSPAPER TEST
 - ✗ If you can't say it in front of your mother, grandmother, pastor or any other family member, then don't say it.
4. LANGUAGE PLEASE
 - ✗ Don't use slang and/or bad language. Don't reference parties, alcohol, et cetera.
5. DON'T BE CRITICAL
 - ✗ Never criticize an opposing team, referee, coach or teammate.
6. LISTEN
 - ✗ "Listen" to online conversations on your preferred tools to maintain a clear and current understanding of what is relevant and of interest to the community.
7. BE ACTIVE
 - ✗ Engage and be active on social media. Don't go weeks without a post.
8. IT'S A TELEPHONE, NOT A MEGAPHONE
 - ✗ Don't use social media as an outlet to complain about your life, teammates, school, etc.
9. HAVE SOME COMMON SENSE
 - ✗ Think before you post, remembering that anything you share on social media, even within a closed network, is not private.

10. DON'T ENGAGE IN TWITTER ARGUMENTS

- ✗ No one wins. Ignore them.

11. KEEP PRIVATE, PRIVATE

- ✗ Don't tweet or post something about a heated argument or what happened in the locker room. Things said in private settings should never see the light of the Internet.

12. SAY THANKS

- ✗ Thank your teammates and fans every day.

13. HAVE FUN

- ✗ Self-explanatory.

Please keep in mind HOKIES RESPECT, the Virginia Tech Principles of Community and the "Role of a student-athlete" sections as listed in the Student-Athlete handbook.

PROFESSIONAL REPRESENTATION

Professional sports are an important part of today's society. After completing your collegiate career, you may have aspirations of competing on a professional level in your sport. It is important that you know the NCAA rules relating to professional sports. Any violation of the rules regarding agents or agreements can render you ineligible for further intercollegiate competition.

According to NCAA regulations, you will be declared ineligible for intercollegiate athletics (and may lose your scholarship) if you agree (verbally or in writing) to be represented by an agent for the purpose of marketing your athletic skills. This will be the case even if you enter into an agreement with an agent for representation in future professional sports negotiations that are to take place after you have completed your collegiate eligibility. In addition, you will be declared ineligible if you (or your relatives or friends) accept any benefits from an agent or the representative of any company that includes agents.

All individuals requesting contact with Virginia Tech student-athletes are required to complete a questionnaire, which will register the individual/organization with the Virginia Tech Athletics Department.

Student-athletes are requested to adhere to the following guidelines:

1. Submit the name and address of any agent that contacts you to the Compliance Office.
2. Do not provide an agent with a complimentary admission to your athletic events.

3. Notify the Compliance Office of any problems caused by agents, or representatives of their organizations.

There will be discussions regarding professional representation issues during the course of the academic year. It is extremely important for you to be knowledgeable of any information provided by the NCAA and the Virginia Tech Athletics Department that will assist in the selection of professional representation.

EQUIPMENT AND LOCKER ROOM PROCEDURES

Equipment Room

There are three equipment rooms that serve the athletes of Virginia Tech. The Olympic Sports Equipment Room is located in Room 124 of Cassell Coliseum. This equipment room serves all of the student-athletes except Football, Men's Basketball and Women's Basketball. The Football Equipment Room is located adjacent to the Football locker room and is on the bottom floor of Cassell Coliseum. The Men's and Women's Basketball Equipment Room is located next to the Men's and Women's locker room in the Hahn-Hurst Basketball Practice Facility. Normal hours of operation are 8:00am-5:00pm.

Locker Rooms

You will be assigned a numbered locker in your designated locker room and a combination lock to which only you and the equipment manager know the combination. Lockers are to be kept NEAT and CLEAN at all times. Clothing in lockers should be hung and not thrown in the bottom of lockers. Do not leave clothing or equipment in someone else's locker. Equipment managers have the right to check lockers. In addition, all clothing and equipment issued is the property of the Virginia Tech Athletics Department. You will be charged for any clothing/equipment not returned when requested.

TEAM TRAVEL PROCEDURES

Team travel schedules are established by the head coach (or their designee) of each sport using the University Athletics Committee policy and team travel funds as guidelines. Travel plans are approved by the sport administrator (supervising Associate Athletics Director). The head coach (or designee) is responsible for ensuring all elements of each trip are confirmed prior to the trip.

The following will govern the method of travel used by our intercollegiate athletic teams. The policy

takes into consideration safety, team sizes, and budgetary matters. Any deviation from the policy must be approved, in advance, by the supervising Associate Athletics Director, or in their absence, another Associate Athletics Director.

It is preferred that bus travel be utilized in all cases where it is a feasible option. This is particularly the case during the traditional season of competition. Any travel within a four-hour radius of campus may choose to use a van. However, if either the outbound or inbound portion of the trip demands driving after midnight, a bus must be utilized. Due to the small squad size in the sports of Golf and Tennis, we recognize that van travel is preferred. In addition to the traditional van option, the University has a 36-passenger bus that can be an option for any trip that does not require an overnight stay. Prior approval is to be requested for all exceptions to the policy.

When airline travel is needed, advance approval is necessary by the sports supervising Associate Director, or in their absence, another Associate Director. Van or bus may be utilized to transport a team to the airport. Prior to departure, a Travel Itinerary Form must be completed and delivered to the Director of Athletics, all sports administrators, the Senior Assistant Director of Athletics for Compliance, Eligibility Coordinator in Compliance, the Director of Sports Medicine, and the Sports Information Office. The itinerary will include the following information:

1. Sport
2. Mode of travel
3. Lodging location with full address of the hotel and its telephone number
4. Departure schedule
5. List of travel party
6. Return schedule

SPORTS MEDICINE

Mission

Sports Medicine Department will strive to provide the most efficient and effective treatments available to help prevent and manage athletic-related conditions. Treatment of athletic-related conditions will be based on sound medical and rehabilitative principles in conjunction with consideration of personal and team goals.

Philosophy

The Sports Medicine Department is committed to providing you with prompt evaluations and treatments that focus on flexibility, strength, endurance and sport specific functional activities.

Injury prevention, care, treatment and rehabilitation by the Training Staff is augmented by medical care from the various team physicians, including Primary Care, Orthopedic and other Specialists. The health and safety of our student-athletes is our primary concern.

If you are injured or become ill, you should contact your assigned trainer for advice, preferably prior to 9:00 a.m. so the trainer can notify coaches and assist in getting an appointment with the team physician. The team physician will only be seen with a referral from a staff trainer and with an appointment.

Physical Exams

Each student-athlete must have a yearly physical exam on file before beginning participation. Physical exams will be arranged for each team by your respective staff athletic trainer.

Procedures for the Care of Athletic Injuries

The following policies and procedures are in effect regarding athletic injuries:

1. All injuries should be reported to a member of the Sports Medicine staff at the time of the injury. Athletes must have a referral and appointment from their trainer to see the team physician.
2. First aid will be administered and if indicated, arrangements will be made for a consultation with the physician, for medical diagnosis and prescribed treatment of the injury.
3. If further diagnostic tests are needed, the athletic trainer will make the necessary arrangements, including transportation to the designated facility, if needed.
4. If the team physician believes the injury is of the nature or severity that requires the consultation or services of a medical specialist, necessary arrangements will be made by a member of the Sports Medicine staff.

Dental Care

The Athletic Department will assume the financial responsibility for the payment of dental repairs that are needed due to an injury incurred while participating in a formal practice or contest. All dental injuries associated with the intercollegiate sport must be reported as soon as possible. The Athletic Department will not be responsible for payment of routine dental care and maintenance such as temporary fillings due to dental cavities, cleanings, gum infections or any other dental problems

not related to an athletic injury. In addition, the Virginia Tech Athletic Department will not cover any injuries received during unsupervised activities.

Corrective Lenses

If you require contact lenses or glasses for competition, please supply your lens prescription to the Sports Medicine Office. Contact lenses or glasses worn for general use will be your responsibility and will not be furnished or paid for by the program. If it is determined during the eye exam that you require corrective lenses (sport goggles, contact lenses) for competition, they may be purchased by the Athletics Department.

If reported immediately, corrective lenses lost, misplaced, or damaged in practice sessions and/or contests will be replaced through the Sports Medicine Office. If they are lost, misplaced, or damaged other than in athletic participation, you must replace them.

Medical Insurance Coverage

The Virginia Tech Athletics Department will provide secondary medical insurance coverage to Virginia Tech student-athletes participating in supervised and scheduled practice sessions or competition. The department will not be responsible for pre-existing conditions or injuries, or any ailments or injuries you sustain while participating in unsupervised or non-departmental activities.

Virginia Tech carries a major medical insurance policy on all student-athletes. The Athletics Department insurance procedure mandates the filing of all athletic injury claims against you or your parents'/guardians' insurance policy. Once the insurance company responds, the Athletic Department's policy will be utilized to complete payment of the bills related to your injury. If no primary insurance exists, the Athletics Department policy assumes all coverage.

When a student-athlete requires medical procedures or care, which cannot be provided by the team physicians, this care must be **pre-authorized** by one of the staff athletic trainers. If this care is required during the summer, the student-athlete must contact the athletic trainer or the team physician for his or her sport, in advance, to receive authorization. The athletics department will not assume financial responsibility for any outside medical expenses, which were not pre-authorized by the sports medicine staff.

By letter, the Athletics Department will outline for you and your parents or guardians the insurance policies of the department. An insurance questionnaire is included for

you and your parents or guardians to complete and return to the Athletics Department. This form will ask you to list the insurance company information and indicate if you are covered for athletic competition.

All non-scholarship student-athletes are required to have insurance as a condition of their participation.

Physical Therapy Services

Physical Therapy services will be available to all student-athletes that possess a valid prescription from a physician. Appointments should be made through your supervising athletic trainer.

Chiropractic Care

Chiropractic services will be available to all student-athletes. Appointments should be made through your supervising athletic trainer.

Training Room Facilities

The Eddie Ferrell Athletic Training Room in 160 Jamerson Center and Hahn Hurst Basketball Practice Facility are open Monday-Friday 6:30 AM-5:00 PM (other times such as weekend and breaks will be posted). The Rector Field House Training Room will be open in the afternoons starting at 2:00 PM for athletes participating in outdoor sports in that area of our facilities. Athletes should see their respective athletic trainer for directions on which room to report.

Training Room Policies and Procedures

All athletes must sign in upon entering the training room. This is the only means of documenting your attendance in the training room. Rules for the training room include:

1. No profanity or horseplay.
2. Report dressed appropriately for treatment and rehab.
3. No athletic equipment in the training room.
4. You must shower after practice prior to getting treatment.
5. No athletes are permitted to use training room equipment without permission and assistance from a member of the staff.
6. Report at least one hour prior to practice for taping.
7. Be on time for all training room sessions.

8. Any issues concerning the training rooms should be addressed to the Director of Athletic Training.

The treatment schedule is 6:30 AM-11:00 AM and 1:30 PM-5:00 PM Monday through Friday. Special arrangements as needed are to be made with the training staff.

Sports Medicine Staff

Dr. Mark Rogers
Chief Medical Officer
Team Physician
112 Merryman Center
231-7741

Mike Goforth
Assoc. AD/Dir. Of Athletic
Training
112 Merryman Center
231-7742
ab8631@vt.edu

Kate Karpa
Admin. Asst.
160 Jamerson Center
231-7741
231-3289 (fax)

Dr. Greg Beato
Team Physician
112 Merryman Center
231-7741

Dr. Gunnar Brolinson
Team Physician
112 Merryman Center
231-7741

Dr. Chris Catterson,
Orthopedic
772-3532
231-7741

Dr. Pat Currin
Team Optometrist
382-1731

Dr. Brad McCrady
Team Physician
112 Merryman Center
231-7741

Dr. Robertson/Dr. Bass
Team Dentist
552-2551

Anne Bryan
Athletic Trainer
160 Jamerson Center
231-2711
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Eric Cash
Athletic Trainer
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Sean Collins
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Dave Dieter
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Kyle Staggers
Athletic Trainer
160 Jamerson Center
231-7741
kyleas8@vt.edu

Adam Viet
Athletic Trainer
160 Jamerson Center
231-7741

Greg Tilley
Team Chiropractor
951-1183

Jennie Zabinsky
Nutritionist
231-9910
jlschaf@vt.edu

Aaron Gresham
Brace Consultant
230-9051

ATHLETIC PERFORMANCE

The Olympic Sports Weight Room, Hahn Basketball Center Weight Room, and Merryman Center Weight Rooms are operated by the Associate Athletic Director for Athletic Performance and staff. The following policies and procedures are in effect for use of the weight rooms:

1. The Virginia Tech Strength and Conditioning program operates much like the US Olympic Training Center in philosophy and practice. Our mission is to train competitive athletes in an effort to improve their athletic performance and minimize the severity and incidence of athletic injury. This facility is not a health club or body building gym.
2. You must be on an active team roster and be cleared by the sports medicine staff in order to use the strength and conditioning facilities. Do not bring friends, family, or any other outsiders to use the facility. You must attend a team orientation prior to initial use of the facility.
3. Each team and each athlete will be on a specific training plan designed by the strength and conditioning staff. This plan should be followed at all times. No sport coach or athlete should alter this training plan without prior approval of the strength and conditioning professional responsible for that sport.
4. We must maintain a strict schedule in order to prevent an over-crowded, unsafe environment. **You must train on the days and at the times specified for your team!** If there is a schedule conflict, it is your responsibility to communicate with the proper staff member before it takes place. Final facility scheduling will be determined by the Director or Assistant Director of Strength and Conditioning.
5. Please do not wear clothing, including hats, representing other universities, or alcohol and tobacco companies in the facility. All student-athletes must wear proper footwear when training.
6. Always return weights to their proper place when finished. Always unload bars when finished. Use the collars on the bars at all times.
7. If you are unsure of an exercise listed on your program, please ask a staff member because they are there to help you.

8. Improper planning on your part does not create an emergency on the staff's part. Do not miss training times; take care of your business so it does not interfere with your training.
9. Current facility schedules will be posted outside each weight room. All facility schedules are subject to change through the year.
10. Failure to comply with these policies may result in the loss of strength facility privileges.

Virginia Tech Strength and Conditioning Absenteeism Policy

In order to prevent a crowded, unsafe environment, each athlete must train in the appropriate weight room on the days and times specified for his/her particular team.

If an athlete encounters a VALID conflict with their training time (documented illness or family emergency) they must notify their strength coach PRIOR to the absence.

Olympic sport strength coaches can be reached at 231-7386 (main weight room).

Terry Mitchell , Senior Director, Olympic Sports	(540) 231-1933	temitche@vt.edu
Megan Evans, Assistant Director, Olympic Sports	(540) 231-3778	meevans2@vt.edu
Brandon Dillard, Assistant Director, Olympic Sports	(540) 231-1407	dino10@vt.edu

Unexcused Absences

If an athlete fails to notify the strength coach of a schedule conflict, PRIOR to absence, additional conditioning will be assigned. The head coach of the athlete's sport will also be notified of any unexcused absence, or misbehavior.

A verbal warning will be given after two absences. The THIRD unexcused absence in a semester will result in loss of strength facility privileges (e.g., dismissal from the strength facility for the remainder of the semester).

NOTE: Writing a paper or preparing for an exam, are not valid excuses. You are responsible for your own proper time management.

Tardiness

If an athlete is going to be late for a workout, they must notify the appropriate strength coach PRIOR to the training time. Call or come by the weight room to notify the staff.

Inclement Weather Policy

In the event that the University closes due to weather, the weight room will also close. In the event that the University starts on a delayed schedule, we will open and resume a normal schedule at the time that the University resumes classes.

(Example: If classes resume at 10 AM we will open the day with our 10 AM team times.)

NUTRITION EDUCATION AND COUNSELING

Nutrition Education and Counseling is available to all student-athletes, managers and athletic trainers by the Athletics Department Sports Nutritionist. The Sports Nutritionist's offices are located in 112 & 113 Merryman Athletic Center.

Sport specific nutrition education is provided to athletic teams by request of coaches, athletic trainers, physicians and student-athletes. Sports Nutrition resources and handouts are available in the nutrition offices as well as the Nutrition Oasis.

Individual nutrition education and counseling appointments can be made by contacting the Sports Nutritionist. The Sports Nutritionist can, but is not limited to providing individual counseling on the following topics:

- Body composition analysis
- Increasing lean muscle mass
- Decreasing body weight
- Improving performance
- Grocery shopping tours
- NCAA supplement education
- Recipe and meal ideas
- Disordered eating habits
- Dining hall education
- Dining out or fast food
- Injury or illness recovery
- Medical nutrition therapy: diabetes, anemia, celiac disease, IBS issues, etc.
- Food allergies and intolerances
- Vegetarian or vegan diets
- Individualized meal plans

For more nutrition information, please follow VT Sports Nutrition on Twitter (@HokieFuel) and Instagram (Hokie_Fuel).

SPORT PSYCHOLOGY

Mission

The mission of the Thomas E. Cook Counseling Center Sport Psychology Program is to promote student-athlete learning and development. Consistent with the University's mission to "educate the whole person," the Sport Psychology Program promotes the

academic, intellectual, social, emotional, athletic, and personal development of student-athletes.

Services

Sport Psychologists provide personal counseling, performance enhancement and psychological skills training, psychological rehabilitation from injury, psychological assessment, and consultation with coaching, medical, training and administrative staff. Information disclosed in individual counseling sessions is confidential. This information will be released only with the express written consent of the student-athlete or in cases where disclosure is required by law (e.g., threat of harm to self/others, court order, abuse of children or incapacitated adult).

Staff

Gary Bennett, Ph.D., Clinical and Sport Psychologist

Sport Psychology Coordinator, Cook Counseling Center

Sport Psychology interests include performance enhancement, team building, and substance misuse and abuse.

Paul Thomas Knackstedt, Psy.D.

Staff Counselor, Cook Counseling Center

Sport Psychology interests include sport, performance, and exercise psychology; student-athlete retirement from sport, group therapy, and diversity issues.

Referral Process

Appointments may be scheduled by either contacting the Sport Psychology Office in 112 Merryman Athletic Center at 231-2556, or through the Cook Counseling Center at 231-6557. Dr. Bennett can be reached via email at gabennet@vt.edu. Paul Knackstedt can be reached at pknack35@vt.edu. Individual athletes, coaches, physicians, trainers, or other Athletic Department staff can refer athletes to the Sport Psychology Program or request consultation services.

The Sport Psychology Office is open Monday through Friday, usually between the hours of 8:00 AM and 5:00 PM. Additional hours can be arranged as needed. The Cook Counseling Center provides after hours on-call emergency services 24 hours a day, 7 days a week. Emergency services are available by calling the Student Health Services at 231-6444.

WEATHER POLICY

Upon official announcement that the University has closed for a weather related reason or due to a safety threat, all athletically related activities (competitions, practices, strength and conditioning activities, training room treatments, team meetings, SAASS academic or tutoring appointments, student-athlete development appointments, community outreach projects) are PROHIBITED until the University officially reopens.

If a competition is scheduled on our campus during an official University closing, the Athletics Department administration, in consultation with university officials of the opponent and the ACC office (if a conference contest), will determine if the competition can occur without threatening the health and safety of those involved.

A head coach may request a waiver of this policy to his or her sport administrator to conduct an NCAA countable practice as long as he or she can provide safe transportation to and from the practice location. Punitive measures may not be taken if a student-athlete is unable to attend practice because of the inclement weather when the University has closed for weather-related reasons. A member of the sports medicine staff must be present.

Emergency Personnel

Within the department, the following people are considered emergency personnel:

1. Deputy Athletics Director
2. Outside Facilities Manager and designated crew (Stadium Shop).
3. Any Associate Director of Athletics whose supervised sport is in competition.
4. Any Facilities Manager who oversees the arena, coliseum, field house, stadium, etc. where an event is scheduled to take place.
5. Any game operations personnel who are necessary to ensure the appropriate operation of an event.
6. Any other staff whose positions involve athletics competition (sports information, marketing and promotions, spirit squad, equipment, training, strength and conditioning, etc.).

VEHICLE REGISTRATION PROCEDURES

If you bring a vehicle to Virginia Tech, you must register the vehicle by the first day of classes. You register the vehicle by going to the Parking Services Office on Southgate Drive (231-3200). You are required to have your motor vehicle

registration, valid driver's license and student ID card in order to register the vehicle. During registration at the Parking Services Office, ask for a copy of their comprehensive booklet of parking regulations.

RESIDENTIAL AND DINING PROGRAMS

The University offers a wide variety of housing and food service options. You may elect an option that best fits you.

Housing

All entering freshmen are guaranteed University housing, and are required to live in the residence halls unless given special permission to live off-campus. Full-time returning students wishing to live on campus are encouraged to apply each year for on-campus housing accommodations through the random selection process (the Housing Application Process, or —housing lottery as some students refer to it). In all cases, you must review your housing arrangements with your coach.

However, please note, if you do not enter the Housing Application Process as a returning student, you may not be afforded on-campus housing for the next academic year. Your coach cannot enter the process for you. Assignments to Cochrane Hall and Harper Hall, traditional favorites of the athletic teams, are only considered when the coaching staff submits your name to the Associate Director for Athletics. Non-athlete roommates are seldom considered for assignment into Cochrane Hall.

The Office of Housing and Residence Life, 231-6205 or housing@vt.edu, manages over forty-five residence halls at Virginia Tech. Student staff members (resident advisors or RAs) serve as the primary source of information and referral for hall residents. The RA can assist or refer residents with a variety of concerns, including housing regulations, emergencies, maintenance, noise problems, academic concerns, roommate conflicts, and personal matters. Life in the residence halls is governed by a specific set of rules and regulations, found in the Housing and Residence Life section of the Hokie Handbook <http://hokiehandbook.vt.edu/policies/residence-life.html>. All residents are responsible for knowing and abiding by these guidelines.

If you are receiving an athletic scholarship, which includes housing, your scholarship is based on the cost of a double-occupancy room. If pre-season training requires your team to return to campus early, your coach will notify you and will make necessary arrangements for early arrival room and board.

Off-Campus Housing

If you are living off-campus in a private residence (e.g., renting a room, leasing a house), as a condition of participation, a copy of your lease/rental agreement must be in your athletic file. In addition, you are encouraged to pay rent by check or money order to keep proper records (e.g., receipts, canceled checks, miscellaneous charges). **If you have such a living arrangement, notify your coach.**

Dining Services

If you are utilizing University on-campus housing, you will automatically be assigned a dining plan. On-campus residents must have one of the “major dining plans.” If you are a scholarship athlete, your coaching staff may assign the specific dining plan to you, otherwise, you may choose from the available on-campus options. Off-campus dining plans are also available to students, and over 6,000 off-campus students choose to carry a dining plan for convenience.

There are convenient dining locations across campus and flexible dining plans to fit your schedule. The dining centers serve a variety of tasty and nutritious meals Monday – Friday in all-you-care-to-eat dining centers, and a la carte facilities serve a wide variety of food seven days a week, from breakfast until midnight. We have provided the approximate hours of operation. As these may change, student-athletes are encouraged to check the Dining Services website for further details: <http://www.dining.vt.edu/index.html>

À La Carte Dining Centers

The facilities listed below accept Flex Dollars, Dining Dollars, Hokie Passport Account, or cash. Squires Food Court, Au Bon Pain at Donaldson Brown, Hokie Grill & Co. and Personal Touch Catering also accepts credit cards.

All-You-Care-To-Eat Dining Centers

The facilities listed below accept Flex Dollars, Dining Dollars, Hokie Passport Account, and cash.

Au Bon Pain

Located in Squires Student Center, Au Bon Pain has many different food options. Students can choose from a variety of deli sandwiches, soups, pastries, and desserts. Coffee and espresso beverages are also available. Hours of operation are weekdays, 8:00 AM-3:00 PM. A satellite location is in the Graduate Life Center at Donaldson Brown and is open from 7:30 AM-10:30 PM.

D2

Features eight dining venues that offer a wide variety of options, including Asian, Italian, popular American cuisine, vegan and vegetarian. D2 is located on the upper level of Dietrick Dining Center. Hours of operation: Breakfast – 7:00 AM-9:30 AM; Lunch – 11:00 AM-1:30 PM; Dinner – 4:30 PM-7:00 PM.

Deet's Place

Virginia Tech's premiere coffee, ice cream and pastry shop is located on the lower level of Dietrick Dining Center. You may choose to indulge in tempting treats as well as enjoy students exhibiting their talents on the impromptu stage. Hours of operation: 7:30 AM-12:00 PM.

DXpress

Located on the lower level of Dietrick Dining Center, the Express is perfect for the student-on-the-run. The Express offers grab-n-go salads, deli sandwiches, burgers, late night meals and pizza. Hours of operation are from 7:00 AM-2:00 AM Monday-Friday, and 9:00 AM-2:00 AM Saturday and Sunday.

Hokie Grill & Co.

The home of several national restaurant brands: Chick-fil-A®, Pizza Hut®, Cinnabon®, and Carvel, as well as our own Blue Ridge Barbecue. Chick-fil-A® and Pizza Hut® are rated the number one college outlet in sales and our Chick-fil-A® consistently rates high for customer satisfaction. Soup, salad, fruit bars, grab-n-go sandwiches, salads, gourmet bottled drinks, and other popular snack items are also available. Hours of operation are weekdays, 10:30 AM-9:00 PM.

Owens Food Court

Consists of twelve specialty shops serving international and American favorites, including hamburgers, pasta, sub sandwiches, Mexican specialties, Philly cheese steaks, and stir-fry combinations. Dessert and snack shops, and an extensive soup, salad, and fruit bar are also available. Hours of operation: 10:30 AM-8:00 PM.

Sbarro

Located in Squires Student Center on the first floor, Sbarro offers gourmet pizza, stuffed pasta dishes, Neapolitan entrées, Mediterranean salads, and tempting desserts. Hours of operation: 10:30 AM-9:00 PM.

Turner Place

Virginia Tech Dining Services' newest dining center, Turner Place, is a state-of-the-art dining facility located on Stanger and Old Turner Streets on the academic side of campus. Dining options include Atomic Pizzeria, Jamba Juice, 1872 Fire Grill, Q'doba

Mexican Grill, Origami, Soup Garden, Dolci e Caffè', and Bruegger's Bagels. Hours of operation: 10:30AM-7:00 PM.

Vet Med Cafe

Conveniently located in the Virginia-Maryland Regional College of Veterinary Medicine. Stop by for a complete meal or snack. A variety of grab-n-go hot and cold sandwiches, salads, soups, and desserts are featured daily. Hours of operation: Monday – Friday, 7:30AM-1:30 PM.

West End Market

Focuses on made-to-order entrées and food venues that prepare your meal right before your eyes! Steak by-the-ounce, the seafood catch of the day, pasta made from scratch, as well as freshly baked pastries and breads are just a few of the delicious options that are available. You can enjoy all of this in West End Market's Fighting Gobbler Sports Lounge, complete with two big screen projection TVs, and sound wired directly to each table. Hours of operation: 10:30AM-8:00 PM.

Off-Campus

In compliance with NCAA regulations, if your grant includes board and you generally eat off campus, you can receive a stipend at the beginning of each semester during the academic year. The stipend will be minus the cost of any meal plan you ordered.

Late or Early Meals

Your coach will be responsible for any late or early meal arrangements, such as a pre-game meal.

DIVERSITY AND INCLUSION

The Virginia Tech Department of Intercollegiate Athletics support the concepts embodied in the Virginia Tech Principles of Community, to create a climate free from discrimination. We embrace the idea that a diverse community of students, faculty, staff and other university officials enriches the learning experience for all, and helps prepare all members of the community for the multicultural world in which we live.

The purpose of this section is to increase awareness of programs that exist on and around the Virginia Tech campus, which are intended to improve the experience of all student-athletes, coaches, administrators and staff, relating to diversity and multicultural affairs. Virginia Tech is committed to providing equitable opportunities in Intercollegiate Athletics for students, coaches, administrators and staff.

Virginia Tech's Multicultural Programs and Services

Black Cultural Center, 126 Squires Student Center

http://ccc.vt.edu/advocacy/Cultural_Community_Centers/bcc.html

Purpose: An important component of Virginia Tech's efforts to create a welcoming and inclusive campus community. The BCC is utilized by the campus community for educational programs, exhibits, meetings, and receptions.

Cranwell International Center, 240 West Campus Drive., 231-6527

<http://www.international.vt.edu/>

Purpose: The Cranwell International Center is committed to the University's globalization initiatives and serves as the primary support service for the international community. Cranwell promotes intercultural exchange, fosters a welcoming environment, and enhances the experience of all University and community participants.

Intercultural Engagement Center, 150 Squires Student Center, 231-8584;

http://ccc.vt.edu/advocacy/Cultural_Community_Centers/intercultural-engagement-center.html

Purpose: The IEC helps to create a welcoming and inclusive campus community by providing students, faculty, and staff comfortable space for working, studying, lounging, and socializing. The IEC staff design events to bring folks together across difference in order to deepen understanding, develop the capacity for difficult dialogue, and create community.

Multicultural Center, 140 Squires Student Center

http://www.mps.vt.edu/cultural_centers/index.html

Purpose: Provides students, faculty, and staff comfortable space for working, studying, lounging, and socializing. Acts as a visible symbol of the University's commitment to diversity, and gives students from under-represented and under-served populations a feeling of ownership and belonging in the University community.

SAFE ZONE Program

List of Safe Zones at VT

<http://maps.google.com/maps/ms?msid=205592867346596312149.0004abbe54404f0e25194&msa=0&ll=37.229551,-80.418559&spn=0.002781,0.005681>.

Purpose: The goal of the Safe Zone program is to provide a more accepting environment for lesbian, gay, bisexual, transgendered, questioning students (LGBTQ), and their allies at Virginia Tech. This environment is created utilizing a network of individuals that are committed to providing both a supportive environment for — and accurate information about — LGBTQ students and their allies.

Services for Students with Disabilities, Lavery Hall, STE 310, 231-0858;

<http://www.ssd.vt.edu/>

Purpose: To ensure that students with disabilities receive equal access to curricular and co-curricular opportunities in this academic community, and assist students with disabilities in becoming fully integrated into the University community. Additionally, SSD promotes greater awareness and understanding of disabilities, including the needs of students with disabilities, and also facilitates the transition of students with disabilities from high school to college, and ultimately into the workplace.

POLICY FOR INCLUSION

Consistent with the university's commitment to inclusiveness, Virginia Tech Athletics recognizes the right of every student-athlete to hold his or her own religious or non-religious views, free from direct or indirect coercion or contrary endorsement. For further information on campus resources, please see the campus organization website: <https://gobblerconnect.vt.edu/organizations>, religious organizations or the Hokie Handbook: <http://inclusive.vt.edu/vtpoc0.html>

TRANSGENDER INCLUSION POLICY

Virginia Tech prohibits discrimination on the basis of gender identity and gender expression. In order to act in accordance with this policy and to uphold the principles of equity and inclusion, Virginia Tech maintains the following policy to facilitate and encourage the participation of transgender students, staff, faculty, and visitors. This policy covers participation in intercollegiate athletics and accommodations for transpeople who attend and participate in athletic activities that take place at Virginia Tech.

The Virginia Tech Department of Athletics Transgender Inclusion Policy is informed by the following principles, set forth in the *NCAA Inclusion of Transgender Student-Athletes Handbook*:

1. Participation in interscholastic and intercollegiate athletics is a valuable part of the education experience for all students.
2. Transgender student athletes should have equal opportunity to participate in sports.
3. The integrity of women's sports should be preserved.
4. Policies governing sports should be based on sound medical knowledge and scientific validity.

5. Policies governing sports should be objective, workable, and practicable; they should also be written, available and equitably enforced.
6. Policies governing the participation of transgender students in sports should be fair in light of the tremendous variation among [all] individuals in strength, size, musculature, and ability.
7. The legitimate privacy interests of all student athletes should be protected.
8. The medical privacy of transgender students should be preserved.
9. Athletic administrators, staff, parents of athletes, and student athletes should have access to sound and effective educational resources and training related to the participation of transgender and gender-variant students in athletics.
10. Policies governing the participation of transgender students in athletics should comply with state and federal laws protecting students from discrimination based on sex, disability, and gender identity and expression.

For a more comprehensive information about guidance to NCAA athletic programs about how to ensure transgender student-athletes fair, respectful, and legal access to collegiate sports teams based on current medical and legal knowledge, please visit: [NCAA Inclusion of Transgender Student-Athletes](#) or contact:

Karen Morrison

NCAA Director of Gender Inclusion

Email: kmorrison@ncaa.org

Phone: 317-917-6222

The National Collegiate Athletic Association

700 W. Washington Street

P.O. Box 6222

Indianapolis, Indiana 46206-6222

SIGNATURE PAGE

Review this section carefully prior to signing.

By signing this page:

I am acknowledging that I have received the Virginia Tech Student-Athlete Handbook. I understand that I am responsible for abiding by rules and regulations of each section of this handbook and the most current version will be available at <http://www.hokiesports.com/sahandbook/>. I understand that this handbook may be amended by the Department of Athletics and that wherever there is a conflict between information contained in this handbook and the online version, the online version controls.

I also understand that I am expected to take the initiative to get answers to any questions or concerns that I might have in regard to policies or statements within the handbook.

I understand that I am expected to conduct myself in accordance with NCAA, conference, Athletics Department (including all policies in this Student-Athlete Handbook, any policies presented at required student-athlete meetings, and any policies presented to a student-athlete via email or hard copy), Team, and University rules and regulations, as well as federal and state laws and local ordinances. I understand that I may be disciplined by the Athletics Department for violating Departmental, Team and Virginia Tech standards of conduct, as well as for violating federal and state laws and local ordinances, and that I may also be subject to discipline by University, local, state, or federal authorities for the same act.

I also understand that violations of NCAA, conference, Athletics Department (including all policies in the Student-Athlete Handbook, those presented at required student-athlete meetings, and those presented to any student-athlete via email or hard copy), Team, and University regulations, as well as federal and state laws and local ordinances can result in disciplinary action that includes, but is not limited to:

- reduction of athletics scholarship
- removal/termination of athletics scholarship
- removal/termination from athletic team
- suspension from athletic team

All sanctions are at the discretion of the Athletics Department Administration (Director of Athletics and/or Sport Administrator) and/or the Head Coach.

Print Name: _____ Sport: _____

Signature: _____ Date: _____