



# Hampton University Department of Athletics

## STUDENT-ATHLETE HANDBOOK

**2007/2008  
Academic Year**

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## **HAMPTON UNIVERSITY MISSION STATEMENT**

Hampton University is a comprehensive institution of higher education, dedicated to the promotion of learning, building of character, and preparation of promising students for positions of leadership and service. Its curriculum emphasis is scientific and professional with strong liberal arts under girding. In carrying out its mission, the University requires that everything that it does be of the highest quality.

A historically black institution, Hampton University is committed to multiculturalism. The University serves students from diverse national, cultural and economic backgrounds. From its beginning to the present, the institution has enrolled students from five continents – North America, South America, Africa, Asia and Europe – and many countries including Gabon, Kenya, Ghana, Japan, China, Armenia, Great Britain, and Russia, as well as the Hawaiian and Caribbean Island and numerous Indian nations. Placing its students at the center of its planning, the University provides a holistic educational environment. Learning is facilitated by a range of educational offerings, a rigorous curriculum, excellent teaching, professional experiences, multiple leadership opportunities, and an emphasis on the development of character, which values integrity, respect, decency, dignity, and responsibility.

Research and public service are integral parts of Hampton's mission. In order to enhance scholarship and discovery, faculty are engaged in writing, research and grantsmanship. Faculty, staff and students provide leadership and service to the Hampton University as well as the global community.

In achieving its mission, Hampton University offers exemplary programs and opportunities, which enables students, faculty and staff to grow, develop and contribute to society in a productive, useful manner.

## **HAMPTON UNIVERSITY'S ATHLETICS MISSION STATEMENT**

The Department of Athletics, in conjunction with the University Mission, seeks to provide our student-athletes with an education for life. Encompassed in this mission, the department endeavors to instill in our student-athletes the values of hard work, teamwork, discipline, respect for others and self, character, perseverance, integrity, and not only a will to win on the playing field, but also in life.

We seek to instill these values as well as other positive experiences in our student-athletes along with the desire to succeed academically and earn their degree. Additionally, we strive to prepare our student-athletes to be winners and champions on the playing field and to adhere to the rules and regulations of the University, the Conference, and the National Collegiate Athletic Association.

# CODE OF CONDUCT

Joining the Hampton Family is an honor and requires each individual to uphold the policies, regulations, and guidelines established for students, faculty, administration, professional and other employees, and the laws of the Commonwealth of Virginia. Each member is required to adhere to and conform to the instructions and guidance of the leadership of his/her respective area. Therefore, the following are expected of each member of the Hampton Family:

**1. To respect himself or herself.**

Each member of the Hampton Family will exhibit a high degree of maturity and self-respect and foster an appreciation for other cultures, one's own cultural background, as well as the cultural matrix from which Hampton University was born. It is only through these appreciations that the future of our University can be sustained indefinitely.

**2. To respect the dignity, feelings, worth, and values of others.**

Each member of the Hampton Family will respect one another and visitors as if they were guests in one's home. Therefore to accost, cajole, or proselytize students, faculty or staff, parents or others, to engage in gender and sexual harassment, use vile, obscene or abusive language or exhibit lewd behavior, to possess weapons such as knives or firearms, or to be involved in the possession, use, distribution of and sale of illegal drugs is strictly prohibited and is in direct violation of the Hampton University Code, on or off campus.

**3. To respect the rights and property of others and to discourage vandalism and theft.**

Each member of the Hampton Family will refrain from illegal activity, both on and off campus, and will be subject to all applicable provisions listed in the Faculty Handbook, Personnel Policies Manual for Administrative, Professional and Non-exempt Employees, the Official Student Handbook, and the Hampton University Code.

**4. To prohibit discrimination, while striving to learn from differences in people, ideas, and opinions.**

Each member of the Hampton Family will support equal rights and opportunities for all regardless of age, sex, race, religion, disability, ethnic heritage, socio-economic status, political, social, or other affiliation or disaffiliation or sexual preference.

**5. To practice personal, professional, and academic integrity, and to discourage all forms of dishonesty, plagiarism, deceit, and disloyalty to the Code of Conduct.**

Personal, professional, and academic integrity is paramount to the survival and potential of the Hampton Family. Therefore, individuals found in violation of Hampton University's policies against lying, cheating, plagiarism, or stealing are subject to disciplinary actions, which could possibly include dismissal from the University.

**6. To foster a personal professional work ethic within the Hampton University Family.**

Each employee and student of the Hampton Family must strive for efficiency and job perfection. Each employee must exhibit a commitment to serve and job tasks must be executed in a humane and civil manner.

**7. To foster an open, fair and caring environment.**

Each member of the Hampton Family is assured equal and fair treatment on the adjudication of all matters. In addition, it is understood that intellectual stimulation is nurtured through the sharing of ideas. Therefore, the University will maintain an open and caring environment.

**8. To be fully responsible for upholding the Hampton University Code.**

Each member of the Hampton Family will embrace all tenets of the Code and is encouraged to report all code violators.

# HAMPTON UNIVERSITY STUDENT DRESS CODE

This code is based on the theory that learning to use socially acceptable manners and to select attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors improve the quality of one's life, contribute to optimum morale, and embellish the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

The continuous demonstrations of appropriate manners and dress insures that Hampton University students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives - essential areas of development necessary for propelling students toward successful careers.

Students will be denied admission to various functions if their manner of dress is inappropriate. On this premise, students at Hampton University are expected to dress neatly at all times. The following are examples of appropriate dress for various occasions:

1. Classroom, cafeteria, Student Center and University offices - neat, modest, casual, or dressy attire.
2. Formal programs in Ogden Hall, the Convocation Center, the Little Theater, Dett Auditorium and the Memorial Chapel - business or dressy attire.
3. Interviews - business attire.
4. Social/Recreational activities, Residence hall lounges (during visitation hours) - modest, casual or dressy attire.
5. Balls, Galas, and Cabarets - formal, semi-formal and dressy attires respectively.

Examples of inappropriate dress and/or appearance include, but are not limited to:

1. Caps, do-rags or hoods for men and women in classrooms, the cafeteria, Student Center or other indoor activities. This policy item does not apply to headgear considered as a part of religious or cultural dress or traditional ladies' headdress. Do-rags, stocking caps, skullcaps and bandanas are prohibited at all times on the campus of Hampton University (except in the privacy of the student's living quarters).
2. Midriffs or halters, mesh, netted shirts, tube tops or cut-off tee shirts in classrooms, cafeteria, Student Center and offices;
3. Bare feet;
4. Short shorts;
5. Shorts, blue or other type jeans at major programs such as Musical Arts, Fall Convocation, Commencement, or other programs dictating professional, dressy, or formal attire,
6. Clothing with derogatory, offensive and/or lewd messages either in words or pictures;
7. Undershirts, for men, of any color outside of the private living quarters of the residence halls.

**All administrative, faculty and support staff members will be expected to monitor student behavior applicable to this dress code and report any such disregard or violations to the Dean of Men or Dean of Women for the attention of the Dean of Students.<sup>1</sup>**

<sup>1</sup> Revised Dress Code Policy Approved May 4, 2001

September 2007

Dear Student-Athletes:

Welcome to Hampton University and to the exhilarating phenomenon known as intercollegiate athletics.

We are happy to provide this Student-Athlete Handbook to you as a guide for how you should conduct yourselves as representatives of our athletics program and as representatives of the University at large. Indeed, as student-athletes, you are looked upon as leaders of the student body. Accordingly, you should follow all rules and regulations as established by the University, the Department of Athletics, the Mid-Eastern Athletic Conference and the National Collegiate Athletic Association.

Please take the time to read this handbook in its entirety so that you may know the policies and procedures which govern intercollegiate athletics here at Hampton University. From time-to-time, some rules may change or some additional policies may be implemented. In those instances, addendums to this handbook will be posted on our web site.

Thank you for the decision you have made to matriculate here at Hampton. It is surely an outstanding institution which will afford you the opportunity to get the best education possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Lonza Hardy, Jr.", written in a cursive style.

Lonza Hardy, Jr.  
Director of Athletics

September 2007

Dear Student-Athletes:

I am delighted that you have chosen to become a member of the Hampton University community and its august body of student-athletes. "Our Home by the Sea" offer you a great and challenging academic and athletic experience. We are serious about education and are here to guide you through matriculation.

The Student-Athlete Handbook is your "How To" and "When To" guide. Its pages are full of pertinent information that will definitely assist you as a student-athlete. Know it. Use it.

Collectively, the University and the Athletics Department are poised to facilitate the processes that will culminate in academic and athletic successes for you. Value the "**PIRATE PRIDE.**" Cherish this opportunity to succeed.

Good luck,

A handwritten signature in cursive script that reads "Novelle J. Dickenson". The signature is written in black ink and is positioned above the printed name.

Novelle J. Dickenson  
Faculty Athletics Representative

## DEPARTMENT OF ATHLETICS

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Novelle Dickenson.....	Faculty Athletics Representative .....	757-727-5794
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Nancy Lake.....	Compliance Coordinator .....	757-727-5737
TBD .....	Sports Information Director .....	757-727-5757
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Terrence Warren.....	Athletics Business Manager.....	757-728-6780
Brint Martin .....	Athletics Marketing Specialist .....	757-728-6747
Christina Espinoza.....	Head Athletics Trainer .....	757-727-5723
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Zach Nott.....	Director of Athletic Performance for .....	757-727-5093
	Strength and Conditioning	
Quadrian Banks.....	Assistant Director of Athletic Performance.....	757-727-5093
	For Strength and Conditioning Coach	
John "Buster" Jackson.....	Director of Facilities & Equipment Operations .....	757-727-5516
John Brown.....	Assistant Director of Facilities & Equipment Operations .....	757-728-6665

## ELIGIBILITY

Prior to any athletic competition, all student athletes MUST be certified eligible based upon NCAA, Conference and University rules and regulations. This certification process includes, but is not limited to, the following: a review of academic performance, enrollment status and years of participation.

The Eligibility certification process is as follows:

1. Head Coach submits roster to Compliance Coordinator.

### **ALL TEAM ROSTERS MUST BE SUBMITTED TO THE COMPLIANCE COORDINATOR**

2. Roster is reviewed and required information is placed on the Eligibility Form.
3. The Eligibility Form is submitted to the Registrar's office for verification of information. If information is accurate, the Registrar signs form and returns it to the Compliance Coordinator.
4. The Eligibility Form is submitted to the Faculty Athletics Representative. Faculty Athletics Representative reviews information and verifies compliance with NCAA, conference and institutional regulations. If there are no inaccuracies, the Faculty Athletics Representative sign form and returns it to the Compliance Coordinator
5. The Eligibility Form is submitted to the Director of Athletics for final approval and signature.
6. Copies of approved form with required signatures are sent to Conference office and given to the Head Coach and Director of Athletics.

### **ONLY THOSE STUDENTS LISTED ON THIS FORM MAY DRESS, TRAVEL AND COMPETE.**

Full-time Enrollment on or after August 1, 2003:

### **INITIAL ELIGIBILITY\***

A student who enrolls as an entering freshman with no previous full-time college attendance shall meet the following academic requirements, as certified by the NCAA Initial-Eligibility Clearinghouse, to be considered a qualifier and thus be eligible for financial aid, practice and competition during the first academic year in residence.

In 2003 and 2004, a prospective student-athlete may use either the new 14 core-course or the current 13 core-course initial-eligibility requirements to become a qualifier. Elements of the two standards **MAY NOT** be combined to attain qualifier status. Beginning in 2005, all prospective student-athletes must be certified under the 14-core course standard.

A minimum cumulative grade-point average of 2.000 (based on a maximum of 4.000) in a successfully completed core curriculum of at least 14 academic courses. The one additional core-course unit must be earned from the following:

English	4 years
Mathematics (Algebra I or higher)	2 years
Social Studies	2 years
Natural or Physical Science	2 years
Additional Courses ( <i>In English, Math, or Natural or Physical Science</i> )	1 year
Additional Academic Courses ( <i>In any of the above areas or Foreign Language, Computer Science, Philosophy or Non-doctrinal Religion (e.g., Comparative Religion)</i> )	3 years

In addition, to establish an initial-eligibility index based upon a core-curriculum grade-point average of 3.550, and SAT score of 400 or an equivalent ACT score of 37.

### CONTINUING ELIGIBILITY\*

Eligibility for competition for a mid-year transfer student-athlete, subsequent to the student-athlete's first academic year in residence, or after the student-athlete has utilized one season of eligibility in any sport, shall be determined by the student-athlete's academic record in existence at the beginning of the fall term or at the beginning of any other regular term of that academic year, based upon: (a) satisfactorily complete 24 semester or 36 quarter hours of academic credit prior to the start of the institution's third semester or fourth quarter following the student-athlete's initial full-time enrollment; (b) for each academic year, complete 18 or 27 quarter hours during the regular academic year or previous two semesters or three quarters (excluding summer); and, (c) for each regular academic term, earn six (6) semester or quarter hours to be eligible for the next regular academic term. Summer hours **cannot** be used to fulfill this requirement.

A transfer student-athlete is subject to the aforementioned requirements and is able to use any hours of academic credit earned at any collegiate institution to help satisfy these requirements.

A mid-year transfer is subject to the aforementioned requirements and is able to use any degree credits to satisfy the requirements.

Credit hours earned at an institution, other than the certifying institution, as a full-time student may be used to satisfy the requirements listed above.

Student-athletes may prorate nine semester or quarter hours per term if they qualify for the missed-term exception; medical-absence or international-competition waiver.

A student-athlete who does not meet the 24-semester or 36-quarter hours requirement may become eligible at the beginning of the next academic term by successfully completing 24 semester or 36 quarter hours during the previous two semesters or three quarters.

Graduate student-athletes, who are otherwise eligible, must successfully complete a minimum of six semester credit hours the preceding regular academic term in which the student has been enrolled as a graduate student at any collegiate institution.

A student-athlete **MUST** maintain full-time status each semester - which is 12 credit hours or more per semester. Once a student-athlete drops below 12 credit hours, he or she will be considered a part-time student-athlete and **immediately** becomes **ineligible** for practice and competition. You **must not** drop a class(es) before you receive confirmation from the Athletics Academic Coordinator. In addition, check **course hours** for classes with labs. Know how many credit hours you are taking versus how many hours you are trying to drop (not below 12 hours).

A student-athlete shall earn at least 75 percent of the minimum number of semester hours (18) required for satisfactory progress during the regular academic year. During the summer, the student-athlete shall earn no more than 25 percent of the minimum number of semester hours (6) required for satisfactory progress.

All student-athletes, including those currently enrolled, must successfully complete at least six (6) semester or quarter hours in the previous regular academic term of full-time enrollment to be eligible to participate in the next regular academic term.

A student-athlete shall designate a program of study leading toward a specific baccalaureate degree by the beginning of the second year of enrollment and thereafter shall make satisfactory progress toward that specific degree. This provision applies to the eligibility not only of a continuing student, but also

of a transfer from a four-year or two-year collegiate institution that is entering his or her second year of collegiate enrollment.

**A student-athlete who is entering his or her third year of enrollment shall have completed successfully at least 40 percent of the course requirements in the student-athlete's specific degree program. A student-athlete who is entering his or her fourth year of enrollment shall have completed successfully at least 60 percent of the course requirements in the student-athlete's specific degree program. A student-athlete who is entering his or her fifth year of enrollment shall have completed successfully at least 80 percent of the course requirements in the student-athlete's specific degree program. A student-athlete who is entering his or her third year enrollment shall present a cumulative minimum grade-point average that equals at least 95 percent of the University's overall cumulative minimum grade-point average required for graduation. A student-athlete who is entering his or her fourth or subsequent year of enrollment shall present a cumulative minimum grade-point average that equals at least 100 percent of the University's overall cumulative minimum grade-point average for graduation.**

The student-athlete shall maintain a grade-point average that places the individual in good academic standing as established by the University for all students who are at an equivalent stage of progress toward a degree.

To earn the degree of percentage hours (i.e., 40%, 60%, or 80% of degree hours), take **only** courses **required** in major. To be certain of what courses are required for a particular major, obtain a curriculum sheet from your major department and follow exactly to take only the courses outlined for the major.

\*Information via NCAA Division I Academic Reform Legislation.

## **FINANCIAL AID**

Financial Aid is based on the following policies:

1. Student-athletes may accept institutional athletics financial aid that covers the cost of tuition, fees, room and board. Student-athletes may not accept aid beyond these costs except as permitted by NCAA Regulations. If a student athlete receives more aid than allowed by NCAA Legislation, the University is required to reduce the amount of aid administered.
2. Student-athlete may receive institutional athletics financial aid for summer school prior to their initial full time collegiate enrollment at the University as outlined by the NCAA (bylaw 15.2.7.1.2 & 15.2.7.1.3). This aid cannot be used to attend summer school at another institution.
3. Student-athletes may also receive the following benefits, which are considered incidental to athletics participation.
  - a. Meals and housing when dorms are closed. Student-athletes who live in dorms may receive meals and housing during times when the dorms are closed and they are required to be on campus for practice or competition. Student-athletes who live off-campus may receive meals only.
  - b. Expenses for off-campus practice and competition. Student-athletes may be provided actual and necessary expenses for off-campus practice and/or competition.
  - c. Travel Insurance. Student-athletes may receive travel insurance for sports-related trips.
  - d. Expenses for participation in special events. Student-athletes may be provided actual and necessary expenses to participate in national championship events, or official amateur competitions during the Christmas and spring vacations.
  - e. Tutoring and counseling. Student-athletes may be provided with expenses for tutoring, on-campus student development and career counseling that use outside resources and career counseling related to future professional athletics from an institutional panel.
  - f. Medical benefits. Student-athletes may receive medical benefits, including athletics medical insurance; contact lenses, glasses, or protective gear needed for athletics participation; medical examinations; medical treatment for any athletically related injury; and expenses for drug rehabilitation programs. Student-athletes may also receive any medication and physical therapy needed to enable them to participate in collegiate athletics, regardless of how the illness or injury occurred.

- g. Expenses for eligibility investigations and legal proceedings. Student-athletes may be provided actual and necessary expenses to attend proceedings conducted by the institution, its athletic conference, or the NCAA regarding the student-athlete's eligibility to participate in intercollegiate athletics. Student-athletes may be provided similar expenses to attend legal proceedings that result from the student-athletes involvement in athletics practice or competition.
  - h. Expenses related to a permanent disability. If a student-athlete receives a permanent disability that prevents further participation in athletics, the student-athlete may receive special individual expenses. The injury or illness that caused the disability must have occurred while the student-athlete was either enrolled or a prospective student-athlete on an official paid visit to the campus.
  - i. Incidental expense waiver. Under unusual circumstances, special requests may be made for approval of additional expenses related to a student-athlete participation in intercollegiate athletics. The institution must make sure the expenses are warranted, do not create unfair competitive advantage, and do not compromise NCAA regulations. The request is made to the NCAA Council or its designated committee, which reviews the case.
4. Student-athletes may obtain loans without affecting their athletics awards if the loans are available on the same basis to all students and have a regular schedule for repayment.
  5. The institution must administer all sources of financial aid for student-athletes except those listed in Bylaw 15.02.4.2.

The two main sources listed in this bylaw are:

- a. Assistance from parents or legal guardians; and,
  - b. Awards that are granted without relation to athletic ability (student-athletes are responsible for reporting these awards to the Financial Aid Office).
6. Athletics aid cannot be awarded for a period of more than one academic year. However, it may be renewed as long as the student-athlete maintains eligibility.
  7. Athletics aid may be reduced or canceled if a student-athlete:
    - a. intentionally provides fraudulent information on the letter of intent admissions application, or financial aid agreement;
    - b. fails to meet eligibility requirements;
    - c. engages in serious misconduct; and,
    - d. quits the sport for personal reasons.
  8. Athletics aid must be reduced if a student athlete's award exceeds the limits established by the NCAA regulations. Athletics aid must be canceled if student-athletes are under contract with a professional sports organization.
  9. Athletics aid cannot be increased, reduced, or canceled during the period of the award because of the student athlete's illness, injury, athletics performance or any other athletic reason.
  10. Student-athletes are to be notified their during their exit interview by the head coach and by July 1 of the renewal/non-renewal status of their athletic aid it is reduced or not renewed, the student-athlete is entitled to an appeal hearing before the institution's regular financial aid authority.
  11. Student-athletes must adhere to the following if he/she wishes to seek employment:
    1. The student-athlete has spent one academic year in residence at the certifying institution; and,
    2. The student-athlete is eligible academically to compete for the institution.

Further, prior to commencement of employment, the student-athlete and the employer must sign a written statement to be kept on file in the Athletics Department that specifies the following:

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

# **STUDENT FINANCIAL AID APPEALS**

## **POLICY**

A student-athlete who wishes to appeal any decision related to his/her financial aid shall submit a written request that includes the following information:

- the student-athlete's name, social security number, year in school, sport;
- type and amount of previous financial aid;
- reason for believing that the decision was unfair, including names of institution staff members (e.g., letter regarding initial award of athletics grant).

The student-athlete should submit these materials to the Financial Aid Office as soon as possible (within 15 days after the student receives notification that the grant is being canceled or reduced). The student-athlete may request an in-person hearing before the Financial Aid Appeals Committee and their decision is final. There is no appeal beyond the Financial Aid Appeals Committee. The student-athlete will receive a written response within three (3) weeks after the appeal has been submitted.

## **COMMITTEE**

The Financial aid Appeals Committee consists of two staff members from the Financial Aid Office, with the Director of the Financial Aid Office as Chairs. Members are nominated by their supervisors and selected by the Director of the Financial Aid Office.

## **PROCEDURES**

The student-athlete submits a request to the Financial Aid Office for a hearing before the Financial Aid Appeals Committee. A hearing is scheduled, and the student-athlete, coach and Director of Athletics are notified of the time and place. Each side presents their information to the Financial Aid Appeals Committee, which reaches a decision and sends it in writing to each party. The Committee's decision is final.

One of two actions is taken:

If the Financial Aid Appeals Committee finds that the decision to reduce, to cancel, or not to renew aid is not a violation of the laws, regulations, or institution policies and no extenuating circumstances are present, the appeal is denied immediately.

**Or**

If the Financial Aid Appeals Committee finds that the decision to reduce, to cancel, or not to renew aid is not a violation of the regulations and institution policies, the appeal is approved immediately. The financial aid is then made available to the student-athlete as soon as possible.

In any case, the chair of the Financial Aid Appeals Committee notifies the student athlete in writing no later than three (3) weeks after the appeal is submitted. If the student-athlete wishes to discuss the results of the appeal, a meeting with the chair or a designated member of the Financial Aid Appeals Committee is arranged.

Non-qualifiers cannot receive any athletically related aid, however, they are eligible for non-athletic Institutional Financial Aid that is not from an athletics source and is based on financial need only. No competition or practice during first academic year of residence for a non-qualifier- with three seasons of competition once eligible to participate.

## **FINANCIAL AID PROCEDURE FOR STUDENT-ATHLETES WHOSE ELIGIBILITY IS EXHAUSTED BUT NEED ATHLETICS FINANCIAL AID TO COMPLETE THEIR DEGREE**

Hampton University is committed to educating our student-athletes and assists them to procure their degrees. Enumerated is the procedure for student-athletes who have no eligibility remaining but need an additional semester or year to complete their degree.

1. Must be thirty semester hours or less from completing all requirements for their degree.
2. Must have a cumulative grade point average (CGPA) of 2.0 or better.
3. Must complete financial aid package and submit it to the Financial Aid Office by June 1 before the fall or spring semesters.
4. Bring a copy of the Financial Aid Award letter to the Director of Athletics.
5. The Director will review the student-athlete's academic and financial record to determine the amount of financial award that will be made by the Athletics Department.
6. The Department of Athletics is not obligated to provide financial assistance to student-athletes once their eligibility is exhausted.

If the above procedures are not adhered to, your request for Athletics Financial Assistance may be denied.

## **SPECIAL ASSISTANCE FUND GUIDELINES**

The guidelines were established by the NCAA for the management of this fund and student-athlete eligibility for receipt of the funds managed by the Conference Office on behalf of the member institutions.

The following student-athletes are eligible to apply for funds:

1. Pell-eligible student-athletes (except non-qualifiers in their initial year of residence), including students who have exhausted their eligibility or no longer are able to participate because of medical reasons. MUST HAVE AN UP-TO-DATE FINANCIAL AID FORM ON FILE WITH THE UNIVERSITY
2. Student-athletes who are receiving countable athletically related financial aid and who have demonstrated financial need as determined by an analysis conducted consistent with federal methodology or the methodology used for all students at the institution.
3. For a foreign student-athlete, an official foreign student-athlete advisory entity of the institution outside the athletics department must certify in writing that the student-athlete has a financial need.

Following are permissible uses of the fund, but are subject to amendment by the NCAA Board of Directors:

1. Cost of clothing and other essential expenses (not entertainment) up to \$500 for Pell-eligible student-athletes and full or partial grant-in-aid student-athletes who demonstrate financial need.
2. Cost of expendable academic course supplies (e.g., notebooks and pens).
3. Medical and dental cost not covered by another insurance program (e.g., premiums for optional medical insurance, hearing aids, vision therapy and off-campus psychological counseling).
4. Cost associated with student-athlete or family emergencies.

Following are restrictions on the use of the fund:

1. Financing any portion of an institutional grant-in-aid that could have been awarded to the student-athlete is prohibited;
2. Non-qualifiers may not receive special assistance funds during their first academic year in residence;
3. Entertainment expenses for student-athletes are not permissible; and,
4. The purchase of disability, illness, or injury insurance to protect against the loss of potential future professional sports earnings is not permissible.

## **PLAYING AND PRACTICE SEASON**

Student-athletes may not participate in countable athletically related activities for more than:

### In-Season Practice

20-hours per Week

No more than 4-hours per day

One Day off per week

### Out-of-Season Practice

8-hours per week

No more than 2- hours per week in skill instruction

Two days off per week

The daily and weekly hour limitations DO NOT apply to the following time periods:

- During preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier.
- During an institution's term-time official vacation period (e.g. Thanksgiving, spring break), as listed in the institution's official calendar, and during the academic year between terms when classes are not in session.

During the academic year, the student-athletes shall not engage in any countable athletically related activities on one day per week during the playing season and two days per week outside the playing season. The required day(s) off may occur on any day of the week and may change from week to week. A "week" is defined as any seven consecutive days, determined at the institution's discretion.

Below are partial lists of common activities that count and do not count against daily and weekly time limits:

<b>Countable* Athletically Related Activities</b>	<b>Non-countable Athletically Related Activities</b>
Practices (not more than four hours per day).	Compliance Meetings.
Athletics meetings with a coach initiated or required by a coach (e.g. end of season individual meetings).	Meetings with a coach initiated by the student-athlete (as long as no countable activities occur).
Competition (and associated activities, regardless of their length, count as three hours). Note: No countable athletically related activities may occur after the competition.	Drug/alcohol educational meetings or CHAMPS/LifeSkills meetings.
Field, floor or on-court activity.	Study hall, tutoring, or academic meetings
Setting up offensive and defensive alignment.	Student-athlete advisory committee/Captain's Council meetings.
On-court or on-field activities called by any member of the team and confined primarily to members of that team.	Voluntary weight training not conducted by a coach or staff member.
Required weight-training and conditioning activities	Voluntary sport-related activities (e.g., initiated by student-athlete, no attendance taken, no coach present).
Required participation in camps/clinics.	Traveling to and from the site of competition (as long as no countable activities occur).
Visiting the competition site in the sports of cross country & golf.	Training room activities (e.g. treatment, taping), rehabilitation activities and medical examinations.
Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff.	Recruiting activities (e.g. student host).
Discussion or review of game films.	Training table meals.
Participation in a physical activity class for student-athletes only and taught by a member of the athletics staff (e.g., coach).	Attending banquets (e.g., awards or post-season banquets).
	Fund-raising activities or public relations/promotional activities and community service projects.

\* There may be additional rules applicable only to certain sports. Also, the MEAC and Hampton University may adopt more restrictive rules. Contact the compliance coordinator for answers to questions or for more additional information.

Please refer to Bylaw 17 as it pertains to playing and practice season for your specific sport.

# **ATHLETIC EQUIPMENT**

## **A. General Information**

The following policies and procedures are applicable to equipment owned and operated by the Athletic Department. The function and purpose of Equipment Room personnel are to order, maintain inventory and replace equipment and supplies necessary for each sport authorized by the Athletic Dept.

1. It is the joint responsibility of the Director of Equipment Operations and the head coach of each respective sport to determine the basic needs for practice and competition in advance, thereby eliminating last minute order.
2. All athletics equipment checked out to student-athletes/coaches must be returned or the individual shall be charged the cost of the items. A card system, signed by the individual checking out athletics equipment, will be enforced for all sports.
3. Student managers are responsible to the Director of Equipment Operations for all Athletic Department Equipment. The Director of Equipment and the head coach of each sport are responsible for obtaining student managers in each sport.

## **B. Responsibilities of Director of Equipment Operations**

1. The Director of Equipment Operations will report directly to the Director of Athletics.
2. The primary responsibility for storage, maintenance, security and inventory of athletics equipment for the Athletics Department lies with the Director of Equipment Operations.
3. It is the responsibility of each head coach to assist the Director of Equipment Operations in carrying out the policies and procedures applicable to athletic equipment and supplies.
4. The Director of Equipment Operations, at the end of each fiscal year, will inventory all equipment. This listing will be filed with the head coach and Director of Athletics.

## **C. Request for New/Replacement of Equipment and Supplies.**

1. Process
  - a. The Director of Athletics approves all athletics equipment and supply requests.
  - b. Coaches desiring equipment for his/her program initiates this request with the Director of Equipment Operations. The Director of Equipment Operations has the responsibility to ascertain whether such requested materials are necessary based upon current inventory and utilization of such equipment.
  - c. Upon determination that a need exists for the purchases of equipment, the Director of Equipment Operations/Head Coach is to initiate a Requisition Request Form for approval by the Director of Athletics.
2. Procedures for Ordering Equipment.
  - a. If funds are available for requested expenditure(s), the Purchasing Office will order the equipment, advising the Director of Equipment Operations/Head Coach that an order has been initiated.
  - b. Should funds be unavailable for the purchase of equipment the Business Office will inform the Director of Equipment/Head Coach that the request has been denied.
  - c. The Purchasing Office, upon receipt of a request for equipment will determine if the item(s) needed will be subject to bid by vendors.
3. Procedures for Payment of Equipment Orders
  - a. All equipment ordered is to be delivered directly to the office of the Director of Equipment Operations. Upon receipt, the Director of Equipment will inventory the order.
  - b. After inspection of the received order, the Director of Equipment Operations will send a copy of the purchase order to the Business Office recommending full or partial payment under his signature.

## **POLICIES OF EQUIPMENT ROOM**

1. Academic Year
  - A. Each head coach shall submit practice and competition schedules to the Director of Equipment Operations so that appropriate equipment personnel can be assigned. Also, any change in practice schedules should be cleared with the Director of Equipment Operations.
  - B. It is necessary to have forty-eight (48) hours advance notice to have uniforms ready for team pictures.
  - C. All equipment taken on trips must be returned immediately after players return to campus.
  - D. Any equipment problems should be directed to the Director of Equipment Operations.
2. Summer School Session
  - A. All new equipment checked out for summer use must be returned.
  - B. New or additional equipment will not be issued until any checked out equipment is returned.



## **PIRATE CENTER RULES**

1. The Pirate Performance Center is open the Hampton University athletes, coaches, and alumni.
2. Athletes are required to have a workout approved by a Performance Team member, follow said workout, and record workout contents.
3. Athletes are required to use collars on bars and should utilize a spotter whenever necessary.
4. Immediately report any facility-related injury or equipment defect to a Performance Team member at which time that individual may then complete the prop injury report or other necessary tasks.
5. Weights should be removed from racks to the bar only and never placed on floor or leaned against equipment and then returned to their proper place. Dumbbells should also be returned to the proper place when finished and not dropped or thrown.
6. Those individuals using the strength complex should show respect for equipment and facilities at all times: defacing the facility is not tolerated and will result in immediate expulsion.
7. The weight room requires concentration. Horseplay, loud offensive language, or temper tantrums are not permitted.
8. Tobacco, food, chewing gum, bottles, cans, alcohol, drugs, and banned substances are not allowed in the strength complex.
9. Athletes should wear proper attire at all times, particularly shirts and athletic shoes. No street clothes, hats (or other head coverings), cleated shoes or sandals are permitted.
10. The staff office is off limits to athletes unless permission to use it is given.
11. Since supervisors are not responsible for users' personal belongings or stolen items, there will be no storage of bags and personal things in the weight room.
12. Athletic department personnel can use these facilities for personal workouts if they do not interfere with the needs of the athletes.

The supervising Performance Team member has the authority over all strength complex conduct and use equipment and may expel an athlete from the facility for failure to follow the Pirate Performance Center Rules.

Failure by athletes, or other users, to follow any of these rules could result in loss of weight room privileges.

## MEDICAL POLICIES

1. Student-athletes are to report all injuries and illness to the Head Athletic Trainer immediately.
2. All student-athletes are required to have a physical examination each year prior to taking part in any practice or games. This shall include new recruits and walk-on athletes.
3. The University will be financially responsible only for those injuries that have occurred as of direct participation in the intercollegiate athletics program of the University.
  - a. The University will remain financially responsible for all athletics related injuries for a period of one-year (52) weeks, beginning on the date of injury.
  - b. All injured student-athletes must attend an end of season meeting with the Head Athletic Trainer for the purposes of:
    1. evaluating the need for continued rehabilitation/treatment, or
    2. releasing the student-athlete from further treatment.
4. Prescription medications required for treatment of athletic related injuries are the responsibility of the Athletics Department.
  - a. Prescription medications are obtained in the following manner:
    1. Student-athletes bring prescription to Head Athletic Trainer.
    2. The prescription will be faxed to Mercury West Discount Pharmacy and the medication will be delivered to the Athletics Training room.
5. Non-athletic related injuries and illnesses, as well as the medications to treat them shall be the sole responsibility of the individual, regardless of their status as a student-athlete.
6. Student-athletes wearing glasses or contact lenses are encouraged to wear either prescription sports glasses or sports goggles made of a reinforced plastic, during competition. This is to prevent injury and damage to the student-athlete's regular eyewear. The Athletics Department will be responsible for one (1) pair of contact lenses for use during the season.
7. Pregnancy and participation. The female student-athlete must understand that once she becomes pregnant, it is her responsibility to notify the Head Athletic Trainer, Associate Athletic Trainer, head coach, or team physician and remove herself from all practices, conditioning sessions, or competitions. She must understand that participation in varsity athletics at Hampton University is voided upon becoming pregnant. Hampton University's responsibilities for any medical expenses related to athletics injuries/illnesses ceases immediately upon one becoming pregnant.
8. Student-athletes must understand that it is his/her responsibility to notify Hampton University sports medicine staff in writing of any and all past or present injuries/illnesses, athletic or otherwise, suspected injuries/illnesses, and any and all pre-existing conditions that may result in further injury/illness to him/herself, teammates, opponents, or athletic/sports medicine staff.
9. Student-athletes must realize that Hampton University cannot be held responsible for previous medical condition(s) that he/she might have.
10. NON-EMERGENCY SITUATIONS. Student-athletes are not permitted to admit themselves into a hospital or clinic without the Head Athletic Trainer or Team Physician's permission; otherwise, he/she will be held responsible for all medical bills and relieves Hampton University of all and any responsibilities.
11. Student-athletes must fully understand that there are certain inherent risks involved in participating in intercollegiate athletics at Hampton University
12. Student-athletes must understand that he/she must refrain from practice during medical treatment until he/she is discharged from treatment or given a written permit by attending physicians to resume participation.

## INSURANCE CARD/APPLICATION

The University's Insurance Card/Application is issued during registration to all students, which includes student-athletes. This insurance is 24-hour coverage and the premium is for the year. The Athletics Department recommends that student-athletes purchase this insurance.

As student-athletes, you have a choice to select/participate or not to select/participate in the insurance program. To decline the 24-hour insurance, simply complete the card for Insurance, and mark the space to decline coverage, sign card and return.

**Note: If you don't sign and return the Insurance Coverage/Premium, it will be charged to your account. If you are a scholarship student-athlete, this insurance charge on your account cannot be paid for by the athletics scholarship.**

<http://www2.ncaa.org>

## NCAA BANNED-DRUG CLASSES 2007-08

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety) for the current list. The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. **No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.** Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete's own risk. Student-athletes should contact their institution's team physician or athletic trainer for further information.

### Banned Drugs

The following is a list of banned-drug classes, **with examples of substances under each class:**

#### (a) Stimulants:

amiphenazole	methylenedioxyamphetamine (MDMA, ecstasy)
amphetamine	methylphenidate
bemigrade	nikethamide
benzphetamine	octopamine
bromantan	pemoline
caffeine <sup>1</sup> (guarana)	pentetrazole
chlorphentermine	phendimetrazine
cocaine	phenmetrazine
cropropamide	phentermine
crothetamide	phenylpropranolamine (ppa)
diethylpropion	picrotoxine
dimethylamphetamine	pipradol
doxapram	prolintane
ephedrine (ephedra, strychnine ma huang)	synephrine (citrus aurantium, ethamivan zhi shi, bitter orange)
ethylamphetamine	<b>and related compounds.</b>
fencamfamine	

The following stimulants are not banned:

meclofenoxate	phenylephrine
methamphetamine	pseudoephedrine

**(b) Anabolic Agents:**

**anabolic steroids**

androstenediol  
androstenedione  
boldenone  
clostebol  
dehydrochloromethyl-  
testosterone  
dehydroepiandro-  
sterone (DHEA)  
dihydrotestosterone  
(DHT)  
dromostanolone  
epitrenbolone  
fluoxymesterone  
gestrinone  
mesterolone  
methandienone

methyltestosterone  
nandrolone  
norandrostenediol  
norandrostenedione  
norethandrolone  
oxandrolone  
oxymesterone  
oxymetholone  
stanozolol  
testosterone<sup>2</sup>  
tetrahydrogestrinone (THG)  
trenbolone

**and related compounds**

**other anabolic agents**

clenbuterol

**(c) Substances Banned for Specific Sports:**

Rifle:

alcohol  
atenolol  
metoprolol  
nadolol

pindolol  
propranolol  
timolol

**and related compounds**

**(d) Diuretics and other Urine Manipulators:**

acetazolamide  
bendroflumethiazide  
benzthiazide  
bumetanide  
chlorothiazide  
chlorthalidone  
ethacrynic acid  
finasteride  
flumethiazide  
furosemide

hydrochlorothiazide  
hydroflumethiazide  
methyclothiazide  
metolazone  
polythiazide  
probenecid  
spironolactone (canrenone)  
probenecid  
triamterene  
trichlormethiazide

**and related compounds**

**(e) Street Drugs:**

heroin  
marijuana<sup>3</sup> (THC)

tetrahydrocannabinol

#### **(f) Peptide Hormones and Analogues :**

corticotrophin (ACTH)

growth hormone (hGH, somatotrophin)

human chorionic gonadotrophin (hCG)

insulin like growth factor (IGF-1)

luteinizing hormone (LH)

**(all the respective releasing factors of the abovementioned substances also are banned.)**

erythropoietin (EPO) sermorelin

darbepoetin

#### **(g) Anti-Estrogens**

anastrozole

clomiphene

tamoxifen

**and related compounds**

#### **(h) Definitions of positive depends on the following:**

<sup>1</sup> for caffeine—if the concentration in urine exceeds 15 micrograms/ml.

<sup>2</sup> for testosterone – an adverse analytical finding (positive result) based on any reliable analytical method (e.g., IRMS, GCMS, CIR) which shows that the testosterone is of exogenous origin, or if the ratio of the total concentration of testosterone to that of epitestosterone in the urine is greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

<sup>3</sup> for marijuana and THC—if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

### **31.2.3.4.1 Drugs and Procedures**

#### **Subject to Restrictions.**

The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used: (Revised: 8/15/89)

**(a) Blood Doping.** The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes) is prohibited, and any evidence confirming use will be cause for action consistent with that taken for a positive drug test. (Revised: 8/15/89, 5/4/92)

**(b) Local Anesthetics.** The Executive Committee will permit the limited use of local anesthetics under the following conditions: (1) That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine; (Revised: 12/9/91, 5/6/93) (2) That only local or topical injections can be used (i.e., intravenous injections are not permitted); and (3) That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.

**(c) Manipulation of Urine Samples.** The Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing. Examples of banned methods are catheterization, urine substitution and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epitestosterone administration. (Revised: 8/15/89, 6/17/92, 7/22/97)

**(d) Beta 2 Agonists.** The use of beta 2 agonists is permitted by inhalation only. (Adopted: 8/13/93)

**(e) Additional Analysis.** Drug screening for select nonbanned substances may be conducted for nonpunitive purposes. (Revised: 8/15/89)

#### **Supplements**

Nutritional supplements are not strictly regulated and may contain substances banned by the NCAA. For questions regarding nutritional supplements, please visit the [National Center for Drug Free Sport Resource Exchange Center \(REC\) Web site](#).

## **STUDENT-ATHLETE BOOK DISTRIBUTION**

The student-athlete book distribution program seeks to provide a more systematic and easier way for all parties involved. To better meet the needs of the student-athletes, Athletics Department, Financial Aid Office and the University Bookstore. Additionally, it will afford the Athletic Department the ability to monitor and account for the books disseminated.

### **PROCEDURE:**

1. Student-athletes give the coach of their sport a copy of their class schedule received from the Registrar's Office.
2. Student-athletes complete the book list form and return their form to their coach.
3. The coach reviews the student-athlete's class schedule to verify that only the books needed are on the book form.
4. The coach signs off on the form and sends it to the Director of Athletics' Office for his approval.
5. The Director of Athletics approves the book list and returns them to the head coach according to the athletic team. The head coach returns a copy of the Book Form to the student-athletes and files a copy in the student-athletes' folder.
6. The student-athletes take a copy of their approved list to the Bookstore, and signs off that they have received their books.

## **ATHLETICS ACADEMIC SUPPORT FOR ATHLETICS**

Hampton University has recognized that our student-athletes have an unusual and substantial contribution to the life of the university. Because student-athletes are students first, athletes second, it is incumbent upon the university to ensure that participation in intercollegiate athletics contributes to the educational experience of its student-athlete rather than being a distraction from their primary academic responsibilities. Therefore, the Department of Athletics has established the Athletic Academic Support Program to provide a service, which will assist student-athletes to perform at a high level of excellence both in the classroom and on the intercollegiate field of competition.

A Coordinator of Academic Support for Athletics has been assigned by the Department of Athletics to work with the student-athletes for the following reasons:

1. The student-athlete has unique counseling needs. Each semester, the student-athlete should make appropriate progress towards a marketable degree compatible to his/her non-athletic career potential.
2. The student-athlete must meet defined standards for academic standing, satisfactory progress towards a degree and academic loads thus; he or she will need help in maintaining an appropriate degree while dealing with imposed time limitations and actual academic potentials.
3. The student-athlete needs assistance in developing complementary relationships between his/her academic and athletic responsibilities.

### **REGISTRATION**

All student-athletes must be advised by the Coordinator of Athletic Academic Support prior to meeting with their major/departmental advisor. Student-athletes must bring a copy of their signed registration form; add/drop form or declaration of major form to the Athletic Academic Support (AAS) Office prior to submitting them to the office of the registrar. These forms must be complete and include signatures from their departmental advisors (Freshman Studies for undecided students) before they are taken to the AAS office. The AAS office has an athletic hold on all student-athletes at all times preventing any changes being made to their schedule. This hold will only be removed when the student athlete completes all necessary appointments with the AAS office and major/departmental advisors as well as submit all completed forms. **DEPARTMENTAL ADVISORS ARE TO ADVISE STUDENT-ATHLETES ALWAYS.**

## **STUDY HALL**

A time and location for study hall is provided the Athletic Academic

Support Coordinator. It must include at least 3 nights a week, with a minimum of two hours for each study session (unless special arrangements have been requested in writing and approved by the Assistant Director of Athletics for Student Services). The coach responsible for monitoring each study session should be identified. This time is designated for studying only.

The Office Athletic Academic Support should be notified in writing if there are any changes in the study hall schedule (i.e. cancellations, time changes, room changes etc.). Study Hall will be observed by the Athletic Administrative Staff (Director of Athletics, Assistant Director of Athletics, Coordinator of Academic Support for Athletics or Faculty Athletic Representative) at any time during study hall sessions. Coaches or anyone working with the student-athletes are forbidden to complete any papers, take home test, or any academic assignments for student-athletes.

### **REQUIRMENTS**

- All Freshmen and Transfer students are required to attend study hall. Transfers can be released after successfully completing one semester of study hall and earning at least a 2.50 cumulative grade point average.
- All Freshmen are required to attend Tuesday night study hall.
- Any student-athlete who falls below a 2.50 cumulative grade point average is required to attend study hall three nights a week.
- Any student-athlete who falls below a 2.00 cumulative grade point average is required to attend study hall four nights a week.

### **HOURS**

Study hall hours are from 7:00 p.m. to 9:00 p.m. Monday, Tuesday, Wednesday, Thursday and Sunday evenings.

### **EXPECTATIONS FOR STUDY HALL**

- Student-athletes will be signed-in for study hall by staff. Student-athletes must have books, syllabi and notebooks that correspond to the particular subjects being studied.
- Talking is not permitted in study hall
- No visitors or observers at any time during a tutoring session
- Student-athletes cannot be excused out of study hall once they arrive. All excuses must be signed by the coach and in the Athletic Support Office before 5:00 p.m.
- No food or drinks allowed
- No cell phones, text messaging, magazines, video games, etc.
- No swearing or inappropriate language or behavior
- Student-athletes must ask permission to use the Professional Development Center.
- Student-athletes may not wander in and out of the room once they have signed in for study hall.
- Student-athletes may not be excused for study hall to attend athletic events.

### **REQUIREMENTS**

Student-athletes with a 2.49 G.P.A. or lower, freshmen, transfers, and student-athletes recommended by coaches or coordinator are required to attend study hall. Student-athletes in study hall must attend all CHAMP/Life Skills programs or seminars during the academic year.

### **PROCTORS**

Proctors will consist of the Coordinator of Academic Support for Athletics, Coaches, and Graduate Assistants.

## REPORTING ATTENDANCE & UNEXCUSED ABSENCES

Lists of all student-athletes who have been absent from study hall are reported to the Director of Athletics and respective coaches each day. Unexcused absences will result in the following disciplinary actions:

- 1st unexcused absence-** meeting with Coordinator of Academic Support and Letter of warning.
- 2nd unexcused absence-** meeting with Coordinator and Head Coach; 2nd Letter of warning.
- 3rd unexcused absence-** Suspension from team; meeting with Coordinator, Head Coach and Director of Athletics; academic improvement will be monitored by Head Coach and Coordinator.

## CAMPUS EVENTS/ATHLETIC COMPETITIONS

A student-athlete is responsible for completing his/her study hours. If the student-athlete has a competition that week, the student-athlete is not excused from completing their total study hours. It is all the more important during their athletic season to complete their study time. Student-athletes must plan ahead and not wait until the last minute to complete their six (6) hours of study time when they have an athletic competition that week.

It is also the student-athletes' responsibility to notify their instructors of athletic events that will prevent them from attending class. **The student-athlete is responsible for making up any and all missed assignments.**

## STUDY GROUPS

All study groups must be pre-approved by the coordinator prior to arranging a meeting time.

## TUTORS

It is the responsibility of the student-athlete to contact his/her tutor. A list of tutors will be available in the Athletic Academic Support Office and tutors are available during study hall. Tutoring can only be done in a neutral place and not in the student-athlete's or the tutor's room when studying outside study hall.

## STUDENT-ATHLETE PROFESSIONAL DEVELOPMENT CENTER POLICIES AND PROCEDURES

Student-athletes are expected and required to adhere to the following policies while in the Professional Development Center at all times:

### Rules and Regulations

- Sign in before logging onto the computer
- Keep the computer lab clean
- No eating or drinking
- Cell phone use is strictly prohibited
- No games or web browsing (i.e. Facebook, Myspace, YouTube, etc.) of any kind
- Do not install any software, or modify or delete any systems files on any of the lab computers
- Respect the equipment. Do not remove or disconnect any labels, parts or cables
- CD-ROMs and other multimedia equipment are for schoolwork only. Use of equipment for playing music or other recreational activities is strictly prohibited
- If there is a shortage of machines, users must give up their computers if they are needed for higher priority use. Priorities for use of the computers are:
  1. Regular classes meeting in the computer lab
  2. Working on assigned homework and class projects
- Keep your password to yourself. Change your password right away if you think someone else may know it
- The use of *.rhosts* files or other methods to bypass the system password prompts is strictly prohibited
- Never impersonate another user by using their login and password. Do not access files, accounts or other systems you are not authorized to use
- Do not run programs that continue to execute after you log off
- Log off and sign out before leaving the computer lab

## **Dress Code**

Student-athletes are required to adhere to the University Dress Code while in the Professional Development Center. Student-athletes will be denied admission to the computer lab if their manner of dress is inappropriate. Examples of appropriate dress include neat, modest, casual or dressy attire. Examples of inappropriate dress and/or appearance include but are not limited to:

1. Caps, do-rags or hoods for men and women. This policy item does not apply to headgear considered as a part of religious or cultural dress
2. Midriffs or halters, mesh, netted shirts, tube tops or cutoff tee shirts
3. Bare feet
4. Short shorts
5. Clothing with derogatory, offensive and/or lewd messages either in words or pictures
6. Undershirts for men, of any color outside of the private living quarters of the residence halls

## **Hours of Operation**

The hours of operation for the Student-Athlete Professional Development Center are:

- Monday - Friday: 8 a.m. to 9 p.m.

## **Printing Guidelines**

Printing will be monitored rigorously by the computer lab secretary/attendant. Students will be allowed to print appropriate materials pertaining to schoolwork and/or job-related subjects upon approval of the computer lab secretary/attendant.

# **NATIONAL COLLEGE ATHLETE HONOR SOCIETY (NCAHS)**

The NCAHS, Chi Alpha Sigma, was established to recognize college student-athletes who earn a varsity letter in at least one sport while maintaining a 3.4 or higher cumulative grade point average throughout their junior and senior years. As a member of the Virginia Delta Chapter, the department will perform the organization's purpose which is (1) to encourage and reward high academic scholarship of college athletes at four-year accredited colleges and universities; (2) to recognize outstanding academic achievement by intercollegiate varsity letter winners; (3) to encourage good citizenship, moral character, and friendship among the high academic achievers in college athletics; (4) to recognize and honor the individual athlete, his/her team, sport, athletic department, and college or university; and, (5) to mentor and to provide leadership to other athletes. Co-advisors will consist of the Coordinator of Academic Support, Faculty Athletic Representative, and designated head coach.

## **PROBATION AND ACADEMIC DISMISSAL**

If a student-athlete has been academically dismissed or placed on probation, he/she would receive a letter from the Office of the Provost indicating what steps must be taken upon returning to Hampton University. The following information is included in the letter provided by that office:

### **ACADEMIC DISMISSAL**

1. Must register for at least six (6) semester hours of non-repeated ACADEMIC courses at Hampton University or a post-secondary institution.
2. Earn a G.P.A. of not less than 2.5 in the course attempted.
3. Once the previous criterion has been met, submit a re-admission application to the Director of Admissions for Provisional Student status by the end of July for Fall admission or by the 1st of December for Spring admission.
4. Report to a counselor from the Student Counseling Center for advisement and entry of courses.

At the end of the summer session, a review of their academic record will be conducted to determine their eligibility for re-admission.

If it is the second time the student-athlete has been dismissed for academic deficiency, the student-athlete will not be permitted to enroll in the Summer Session nor Fall semester at Hampton University. However, the student-athlete must:

1. Enroll in and complete at least six (6) semester hours of non-repeated ACADEMIC courses at a post-secondary institution;
2. Earn a G.P.A. of not less than 2.5 in the course attempted, (Note: quality points earned in courses will not affect your cumulative G.P.A. but will serve as an indicator of your serious efforts towards academic growth and development);
3. Submit a re-admission application to the Director of Admissions for PROVISIONAL STUDENT status by December 1 for Spring semester admissions.

A review of your record will be conducted to determine eligibility for re-admission using the provisional student-athlete's record as evidence of increased growth and development.

## PROBATION

1. Limit their basic schedule to no more than thirteen (13) semester hours (if the student-athlete has pre-registered, he/she must contact the Counseling Center to adjust their class schedule).
2. The student-athlete must enroll in EDU-295- Learning to Learn- a three (3) semester hour course designed to assist students with improving study and thinking skills. **This course may not be used as a free elective.**
3. For Athletics to discuss initiative on how to get in good academic standing.

## ACADEMIC DISMISSAL APPEAL

To appeal an academic dismissal decision, the student-athlete must petition the Faculty Committee on Scholarship Standards for review of your academic record. Please direct letter of petition to the Office of the Registrar, Hampton University, Hampton, VA 23668. Appeals are considered only if there are errors in the grade point average computation. All appeals must be addressed to the committee and must be postmarked no later than ten (10) days from the date of the academic dismissal letter.

## GRIEVANCE PROCEDURE FOR UNDERGRADUATE & GRADUATE STUDENTS

1. Schedule a conference with the instructor of the course. Be prepared to discuss issues of concern clearly. Do not speculate. Proceed to the next lever of authority if the problem or concern is not resolved.
2. Schedule a conference with an Academic Advisor. Be prepared to discuss issues of concern clearly. Do not speculate. Proceed to the next lever of authority if the problem or concern is not resolved.
3. **Submit a written letter with supporting documentation attached to the Chair of the Department.** The problem or concern will be thoroughly investigated by the chair. If necessary, an appointment will be scheduled. If an appointment is scheduled, be prepared to discuss issues of concern clearly and provide supporting documentation for all issues. Do not speculate. Proceed to the next level of authority if the problem or concern is not resolved.
4. Schedule a conference with the Dean. Be prepared to discuss issues of concern clearly. Do not speculate. Proceed to the next lever of authority if the problem or concern is not resolved.
5. Schedule a meeting with Grievance Council of the school. Be prepared to discuss issues of concern clearly. Do not speculate. Proceed to the next lever of authority if the problem or concern is not resolved.
6. Schedule a conference with the Executive Vice President & Provost or Designee. If steps one through five have been omitted, the Executive Vice President and Provost will refer the case back to the step that was omitted.

**Please Note:** Hampton University has policies which have been established to resolve student problems and issues in a fair and impartial manner. The University's most important business is to help students learn while maintaining high academic and ethical standards.

## SOCIAL NETWORKING SITES

The Department of Athletics is aware of the wide spread use of social networking sites such as MySpace and Facebook, and does not place any restrictions on the use of these sites by student-athletes; however, as representatives of the University, when using such sites, please adhere to the following:

- Do not post information, photos, or other items online that could embarrass you, your team, or the University. This includes information, photos and items that may be posted by others on your or their web page.
- No offensive or inappropriate comments may be posted.
- Exercise caution as to what information you post on your websites about your whereabouts or plans. As ambassadors of the University, student-athletes are always in the public eye. Please be aware of your actions and behavior at all times.
- University officials, including the Academic Support Coordinator, coaches and administrators, have the right to monitor these web sites. In addition, be aware that potential employers, internship supervisors, graduate programs and scholarship committees use these sites to screen candidates/applicants.
- Student-athletes could face discipline and even dismissal for violation of the University's Code of Conduct, and the standards or philosophies set forth by the Department of Athletics and/or the NCAA. Therefore, when on-line, on the field, in the classroom, or at a social gathering, always be mindful of any behavior that might embarrass yourself, your team, and/or the University.

## STUDENT-ATHLETE ADVISORY COMMITTEE

The purpose of this committee is to provide student athletes with an opportunity to voice their concerns and opinions regarding athletics. This committee will be composed of a student-athlete from each athletics team listed:

Football	2
Volleyball	2
Women's Track & Field	2
Men's Track & Field	2
Men's Tennis	2
Women's Tennis	2
Men's Basketball	2
Women's Basketball	2
Softball	2
Men's Golf	2
Women's Golf	2
Sailing	2
Bowling	2
Cheerleaders	2
<hr/>	
Total	26

# **ATHLETICS BANQUET**

An athletics award banquet shall be held annually for all student-athletes. Awards shall be presented to student-athletes according to the awards criteria. This affair shall be held at the end of April, prior to the close of the spring semester. The Senior Woman Administrator shall assume responsibility for coordinating this event.

## **SUPERLATIVE AWARDS:**

- Most Valuable Player
- Most Improved
- Outstanding Freshman

## **HIGHEST CUMULATIVE GRADE POINT AVERAGE FOR A FEMALE STUDENT-ATHLETE:**

- This award is presented to the female student-athlete who has the highest cumulative grade point average after her sophomore year.
- The student-athlete must have enough hours to be classified as a junior to receive this award.

## **HIGHEST CUMULATIVE GRADE POINT AVERAGE FOR A MALE STUDENT-ATHLETE:**

- This award is presented to the male student-athlete with the highest cumulative grade point average after his sophomore year.
- The student-athlete must have enough hours to be classified as a junior to receive the award.

## **OUTSTANDING FEMALE STUDENT-ATHLETE:**

- This award is presented to the female student-athlete who has good standing and has made major contributions to her team's success.
- This award can only be given to a student-athlete classified as a junior or senior.
- This award can only be voted on by head coaches who coach female teams.
- In the event there is a tie, the Director of Athletics will cast the deciding vote.

## **OUTSTANDING MALE STUDENT-ATHLETE:**

- This award is given to the male student-athlete who has good academic standing and has made major contributions to his team's success.
- This award can only be given to a student-athlete classified as a junior or senior.
- This award can only be voted on by head coaches who coach male teams.
- In the event there is a tie, the Director of Athletics will cast the deciding vote.

# **CHAMPIONSHIP AWARD POLICY**

The policy for athletic teams winning conference championships and NCAA Championships are as follows:  
All teams who win a Conference Championship will receive rings.

# **MEDIA RELATIONS GUIDELINES**

## **INTERVIEWING: AN OBLIGATION**

It is the responsibility of HU coaches, student-athletes and athletic staff to represent the University to the general public through the print and electronic media. Therefore, any reasonable request for interviews or participation in other media situations, in advance through the Sports Information Office, will be honored.

The Sports Information Office will receive, and often solicit, such interview situations. Requests made to coaches, students-athletes or staff, by the media, should be directed to the Sports Information Office so that they are aware of any media activity involving HU athletics.

Media requests will be judged "reasonable" by the sports information director on the basis of specific time, location and circumstances for proposed interview situations. Interviews will never be scheduled in conflict with any academic pursuit of a student-athlete. The Sports Information Office will accommodate the working media to encourage coverage of HU athletics, however, members of the media will be expected to abide by a series of policies relating to access.

Interviews may be conducted prior to or immediately following practices, at the conclusion of athletics contests in a designated interview area (locker room access is prohibited to the media) and at other scheduled times. Please be cooperative with us in this respect.

## WHY MEDIA EXISTS?

Newspapers, radio stations and television stations exist for several reasons with a primary mission of informing the public of current events. In athletics, each media outlet devotes a section of its daily news to sports; Pro sports, intercollegiate sports, Olympic sports, even youth sports, receive coverage from media outlets.

Because media outlets devote several minutes or several pages to sports, there is an inherent interest in what is happening with many of the athletics programs at Hampton University.

## HOW TO DEAL WITH THE MEDIA

Be positive when talking about coaches, teammates and the athletics program. Avoid the negatives, as they breed discontent. **Talk precisely and slowly.** Answer questions as they're asked using short, complete sentences (but not one word answers) and be sure that you're giving correct information. Be yourself! Don't try to answer questions as you think a reporter wants you to, answer as you want to. Please let your SID know about any outside activities that you're involved with as well - we can pitch them as story ideas. The local newspapers love human-interest stories about athletes. **Be confident, not cocky.** After a "blowout" victory or an event in which you performed well, remember how the opponent feels. Let your excitement or your happiness show, but not in a way that may be insulting or hurtful. **Don't discuss officiating.** No matter how much you may wish to, let others debate how good or bad a call was.

**"This is off the record."** Avoid using this phrase. It does not prevent your words from being used or revoked, no matter how much you think you can trust the reporter.

Seasoned professionals have gotten themselves into trouble making comments off the record to trusted reporters. Don't say anything that you don't want to see in print or on TV.

Treat a telephone interview the same as a face-to-face one. Just because it is more informal, don't do or say things that you wouldn't do or say sitting across from the reporter.

If there is a story written about you and it is inaccurate, contact the sports information office, state the facts and we will tend to your concern. Do **NOT**, under any circumstances, contact the media to express your discontent with an article or broadcast story. We deal with the media daily and will correct any problems if they arise.

## PROMOTIONAL OR CHARITABLE APPEARANCE

According to NCAA Regulations, student-athletes may make promotional appearances under certain conditions. The Sports Information Director and the Compliance Coordinator must approve all requests for such appearances.

As a prerequisite for approval, the student-athlete and an authorized representative of the organization requesting the appearance must sign a release statement ensuring that the student-athlete's name, image, or appearance are used in a manner consistent with NCAA Guidelines.

Please direct any such request to your coach and be sure that written approval is on file before proceeding. Student-athletes may not miss classes to participate in the activity, and may only receive expense money.

## INTERVIEWING: MAKE IT FUN

Many administrators, coaches and players have had dealings with the media already this year. How much you deal with the media while at Hampton University depends on several factors, some controllable, some uncontrollable. They include, but are not limited to, media and public interest and student-athlete, team and athletic program success (or lack thereof).

- **Relax and enjoy it!** As we've already stated, reporters aren't out to find the worst things about you and share them. They want to find out why you and your team are doing so well, or how some interesting experience has influenced you. For administrators, use an interview as an opportunity to tell everyone something that we already know: that we've got a good thing going here. The Sports Information Office's job is to put your success out for the world to see.
- **Be on time.** Reporters are at work when they come to talk to you. Often they have strict deadlines as well. If you are supposed to be at an interview, please be on time - early even! We worked hard to get reporters interested in you. Please help us to keep them interested by making their job easy.

- **Anticipate.** While you can't know exactly what someone may ask you during an interview, you can control how your comments will sound in print or on the air. Don't say anything that would embarrass you, your team, your family or the University, even as a joke. It may not be taken that way.
- **You can say no.** Most interviews will come about because of success or other developments. On occasion, however, you may be asked about a situation that is delicate or controversial. The athletic director, head coaches, or sports information director may brief you about a situation that is delicate or controversial. If you are asked about something that may reflect negatively on you, your team, or HU, you have the right not to discuss it. Be polite, but firm and answer, "I'd rather not discuss that subject," or "I am not familiar enough with that situation to give you a fair answer". And always refer the reporter and incident to the Sports Information Office.
- **The University protects you.** In the unfortunate event that you are involved in any disciplinary procedures by the University, it will never publicize or comment on the disciplinary actions taken. The Sports Information Office adheres strictly to this institutional policy.
- **Remember little things.** Stay calm. Be honest and positive. Don't be afraid to enjoy yourself a little! Stand still when you're doing a television interview. Speak slowly and think before you answer. Always remember to look the interviewer in the eye at all times.
- **Set ground rules.** You have some control over the interview. If you only have 10 minutes before you have to be at practice, tell the reporter. Ask a member of the electric media if your interview is live or taped and act accordingly. If you don't know how and where your comments are going to be used, ask the interviewer.
- **Don't go off the record.** ENOUGH SAID!
- **Be quotable.** You can develop a reputation as a good interview by being creative with your answers. This doesn't mean making things up! Instead, show some emotion, use original terms, and avoid tired clichés, in other words no "take it to the next level or step it up" stuff.
- **You represent HU.** Don't forget that your actions will be a reflection of the University as a whole. We have a great opportunity to put a good group of talented, interesting people in front of the university in good light. Please keep that in mind as you answer questions. Be polite and helpful. Show enthusiasm for your sport and your University. Let your school spirit show whenever possible and be the best ambassador you can!
- If you have concerns about a particular reporter, their questions, or the tone of the interview, contact the Sports Information Director at 727-5811, immediately.

## **HAZING**

**The University and the Athletics Department does not condone any hazing by a student-athlete on any athletic team. Participation in any hazing can result in disciplinary action or suspension from Hampton University.**

## **GAMBLING**

**The University and the Athletics Department does not condone any collegiate gambling or betting of any kind. Student-athletes who participate in any wagering or betting in any form will result in loss of the following:**

**NCAA Eligibility; Banishment from Professional Sports; expulsion from school and violation of local, state and federal laws.**

**DON'T BET ON IT!**

## HOUSING

Hampton University expects all student-athletes to reside on campus. However, if you choose to live off campus and you are receiving any athletic monies, the Department of Athletics will not apply any athletic monies for off campus housing.

If a student-athlete chooses to reside in any of the residence halls listed below, he/she is responsible for any additional yearly charges.

Dubois Hall  
Modulars  
McGrew Towers  
CEC  
White Hall  
Holmes Hall  
Single Rooms

## **POLICY AND PROCEDURES FOR STUDENT-ATHLETE ATHLETICS RELEASE**

1. The Student-Athlete (SA) informs the Director of Athletics that he/she would like to request a release.
2. The Director of Athletics will inform the SA if their release was granted or denied.
3. If the Department of Athletics grants the SA the release, the Director of Athletics will notify the SA in writing that their request for a release has been granted.
4. If the Student Athlete request for a release was denied by the Department of Athletics. The Director of Athletics will inform the SA verbally and in writing that they can request a hearing.
5. The Student Athlete must inform the Director of Athletics in writing if they wish to request a hearing.
6. Once the Director of Athletics has received the SA letter requesting a hearing, the Director of Athletics will inform the chair of the SA appeal committee to schedule a hearing to review the SA appeal.
7. The Chair of the Appeal Committee will confer with the SA to confirm a date and time for the Appeal hearing.
8. The decision of the appeal committee is final.

The following people are members of the Student Athlete Appeal Committee:

1. Faculty Athletic Representative-chair
2. Dean of Women
3. Dean of Men

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# **RESOURCE GUIDE**

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# DIRECTORY

<b>ATHLETICS</b>	<b>EXTENSION</b>	<b>ACADEMIC MAJORS</b>	<b>EXTENSION</b>
Director of Athletics	5641	Architecture	5440
Assistant Director for Student Services	2122	Banking and Finance	5865
Compliance Coordinator	5737	Biological Sciences	5267
Athletic Academic Support Program	5273	Business	5361
Faculty Athletic Representative	5749	Chemical Engineering	5599
Sports Information	5757	Chemistry	5396
Business Manager	6780	Communicative Sciences & Disorders	5435
Basketball-Men	6818	Computer Science	5552
Basketball-Women	6818	Education	5793
Bowling	5641	Electrical Engineering	5292
Football	5322	Engineering and Technology	5288
Golf	TBD	English	5421
Sailing	5912	Fine and Performing Arts	5402
Softball	TBD	Journalism	5404
Volleyball	TBD	Liberal Arts and Education	5400
Tennis	5431	Management	5037
Track & Field-Men	TBD	Marine and Environment Science	5783
Track & Field-Women	5724	Marketing	5362
Training Room	5723	Mass Media Arts	5405
Strength and Conditioning	5093	Mathematics	5352
<b>STUDENT SERVICES</b>	<b>EXTENSION</b>	Military Science-Army	5244
Academic Counselors	5616	Military Science-Navy	5720
Admission	5328	Music	5237
Academic Technology Mall	5587	Nursing	5251
Auto Decal	5258	Pharmacy	5071
Cafeteria	5452	Physical Education	5208
Career Counseling and Planning	5331	Physical Therapy	5260
Chaplain	5340	Physics	5277
Collegiate Bookstore	5446	Political Science/History	5749
Computer Center	5682	Psychology	5301
Counseling Center	5617	Sociology	5338
Dean of Men	5303	Speech	5435
Dean of Women	5486		
Harvey Library	5371		
I.D. Cards	5258		
Mail Room	5337		
Reading Center	5736		
Student Loans	5669		
Student Health Services	5315		
Tutoring Services	5703		
University Police	5259		
WHOV	5407		
Writing Lab	5770		

# WAYS TO IMPROVE ACADEMIC SUCCESS..... GRADE POINT AVERAGE CALCULATION

A+ = 4.1	B- = 2.7	D = 1.0
A = 4.0	C+ = 2.3	D- = 0.7
A- = 3.7	C = 2.0	F = 0.0
B+ = 3.3	C- = 1.7	WF = 0.0
B = 3.0	D+ = 1.3	

## SAMPLE SEMESTER GRADE REPORT

Semester Courses	Grades	Cr Hours	X	Value	=	Quality Points
English 110	C+	3		2.3		6.9
Psych 201	B-	3		2.7		8.1
German 101	A	3		4.0		12.0
Chem 111	D	4		1.0		4.0
Math 162	W	(3)		-		-
RDG 100	P	(2)		-		-
		13				31.0

**Calculate: 31 (Total Qual Pts) / 13 (Total Cr Hrs) = 2.38 (Grade Point Average)**

### CUMULATIVE GRADE POINT AVERAGE

**QUALITY POINTS / QUALITY HOURS = G.P.A.**

Semester Quality Pts (31) + Cumulative Quality Pts (98) = Total Quality Points (129)

Semester Hours (13) + Cumulative Quality Hours (45) = Total Quality Hours (58)

**129 / 58 = 2.22 (Cumulative G.P.A.)**

## WHAT'S YOUR STYLE?

Everyone has a preferred way of learning. Knowing yours can help you find a study technique that's best suited for you.

**Visual learners** would rather read a textbook or study a diagram than listen to a lecture. It would be best to brush up on your listening and note taking skills if you fit this category.

**Auditory learners** would rather listen to an explanation than read it. Studying a textbook may be more difficult for you; you learn a great deal more from your lectures. Listening to other students explanations are very useful for you, so get involved in study groups.

**Social learners** enjoy group projects and collaborative learning. You may have difficulty studying alone and doing research projects by yourself. Whenever possible join a study group with your classmates. That means make friends, I'm sure that won't be hard for you. Tutoring and professor's office hours are useful for you.

**Independent learners** like the freedom of working alone. The give and take of group work frustrates you. You prefer courses and professors that emphasize individual projects. If you have to work in a group, you'll be better off volunteering for tasks that you can complete on your own. Remember that group projects are helpful in developing your social skills in college.

**Conceptual learners** enjoy theories and ideas. You enjoy exposure to new information regardless if the subject is useful or not. You may not enjoy hands-on learning experiences in laboratories and computer centers. Use supplemental reading to add interest to courses that don't interest you at first. Keep in contact with professors and students who have the same interests as you.

**Pragmatic learners** are practical. You want to learn useful information NOW. You feel impatient with theories and abstract explanations. Ask professors for explanations when they fail to mention practical applications of materials. Use field trips, computer software, laboratory experiences, work-study programs, or study groups to make subjects more real and enjoyable for you.

## **10 REASONS WHY YOU SHOULD ATTEND CLASS**

1. The person who teaches the course usually assigns the final grade.
2. Concentration during class shortens your study time afterwards.
3. You'll sharpen your note taking and listening skills.
4. You'll gain up-to-date, useful information not found in books.
5. You'll get clues about the material most likely to appear on tests.
6. A good lecture condenses and connects information that might take days or longer to acquire on your own.
7. You won't have to rely on secondhand information about assignments and tests.
8. Class lectures often contain the answers to test questions.
9. You'll start to feel more comfortable in an academic setting.
10. It's difficult, if not impossible, to get A's if you don't attend class faithfully.

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# **APPENDIX**

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## **GENERAL NOTE-TAKING**

1. It is difficult to take too many notes during a lecture. If, during the lecture you cannot tell what parts are most important; you may be able to do so when you review your notes.
2. Use abbreviations whenever possible.
3. Don't worry about outlining. Use indentations. You can add numbers and letters later if you wish. However, if a lecturer says he will make four or five points, be sure to number the points during the lecture as a check on having them all.
4. Do date your lecture notes and number all pages.
5. Your writing should be legible to you. It doesn't matter if it is a model of perfection for someone else to read.
6. Use margins for questions, comments, and notes to you on material that may not be clear, etc.
7. Go over your notes as soon as possible after a lecture to reinforce memory and to clear up anything illegible in your writing. Check for errors while the material is still fresh. Reading the material with understanding is the best way to detect the error.
8. A preview of the material to be covered in a lecture is an excellent help to understanding.

## **TIPS FOR STUDYING AND MANAGING YOUR TIME**

1. Set aside a definite time for studying each day. This discourages procrastination and prevents work pile-up.
2. Shorten study time by knowing the purpose of each assignment, what to do, and how to do it before you leave class. Record all assignments in a special section of your notebook.
3. If you predict the amount of time needed for each assignment, you are likely to work harder with better concentration. This saves time.
4. Examine charts and diagrams. They are shortcuts to understanding.
5. Every time you study, spend at least ten minutes in review of previous assignments. These "refresher shots" keep all the connections alive in your long-term memory. The habit of frequent review results in less time needed for studying for a major test.
6. Predict test questions and plan your answers. This gives you more time to respond to unexpected questions.
7. Review or rework problems in your notes, text and homework. Note similarities or differences and why the procedures (concepts, formulas and rules) apply. Create your own problems to solve.
8. Don't cram for hours the night before a test. Instead, distribute your study in hour segments over a period of days.
9. When a test is returned, first analyze how the problems and test questions differed from what you anticipated. Second, analyze the cause of your errors, such as test anxiety, lack of knowledge or understanding, careless mistakes, lack of time or misreading a question.
10. Finally, determine needed changes to be made in your study approach.

## **TEST-TAKING STRATEGIES**

### **GENERAL RULES**

1. Read instructions to find the types of questions and where the most points are. Don't take a long time, just get a basic idea of how to plan an attack.
2. Divide the time and allow enough time to cover the whole test.
3. Determine if there are equal numbers of points for easy and hard questions. If so, do the easier ones first.
4. Make sure you understand exactly what the question is asking (list, explain, compare, contract, etc.).
5. If the question is not understood or is very hard, mark it with an "X" and go to the next question and return to it.

## OBJECTIVE QUESTIONS

1. Only leave blanks or unanswered questions, if there's a penalty, guess only when you can eliminate one-half (at least) of the choices, and can make a correct choice.
2. Read them carefully but quickly.
3. Don't change an answer later, unless you are sure of the change. Your first answer is more likely to be correct. Lots of changes are more apt to hurt than help.
4. Write legibly.

## ESSAY QUESTIONS

1. Outline your answer to an essay question before writing it. This will insure that you include key ideas for which you will earn points.
2. Define terms used in your answer (this helps to clarify your answer).
3. Use subheadings for longer answers.
4. Use examples to support main points.
5. Polish answers; write legibly. Allow enough time to ask and answer these questions:
  - a. Have I misread or misinterpreted the question?
  - b. What did I leave out?
  - c. Have I made careless mistake?

## MULTIPLE CHOICE

1. Eliminate obviously incorrect answers first.
2. Read and answer questions quickly.
3. When finished, go back and check for correctness.
4. Reread them all, if time permits.
5. If not enough time to reread them all, go back to the ones marked with an "X" because you were not certain about the answers to them.
6. Never change an answer when rereading unless certain that the new answer is right.

## TIPS FOR A SUCCESSFUL TUTORING EXPERIENCE

Utilize the services of a tutor effectively. Your adherence to the guidelines below will ensure that you have a successful tutoring experience, one that will provide you with the assistance and encouragement you need to excel academically.

**BE PREPARED.** Bring your syllabus, books, notes, homework, papers, and past exams to each of your tutoring sessions. It's a good idea to keep a separate folder with these items for each of your classes.

**ATTEND ALL OF YOUR CLASSES AND WORKSHOPS.** It's much easier to keep up with a class than it is to catch up. Your tutoring sessions will be more productive when you have been to class.

**SCHEDULE APPOINTMENTS WITH YOUR TUTORS - AND KEEP THEM.** You will benefit most from regular meetings with your tutor. You will not benefit from crisis or last minute tutoring the night before an exam is scheduled or a paper is due.

**ACTIVELY PARTICIPATE IN YOUR TUTORING SESSIONS.** Be prepared to take notes, to revise a paragraph, to do sample problems. You will learn more from doing than from just listening. Talk, and keep up your end of the dialogue. This is your time to talk about your work.

**REMEMBER IMPROVEMENT TAKES TIME.** Skills improve with practice. Expect to be asked tough questions. Expect to work hard and think critically.

**COOPERATE WITH YOUR TUTORS AND BRING A POSITIVE ATTITUDE TO YOUR TUTORING SESSIONS.** Tutors know many approaches and are familiar with many resources that enhance learning. If you are open to their suggestions, you will be surprised at what you can accomplish. However, your tutor is not a miracle worker. In the final analysis it is your effort and willingness to work that will contribute the most to your success.

**A list of tutors can be picked up in the Athletic Academic Support Office.**

**STUDENT-ATHLETE PLEDGE**

I, \_\_\_\_\_, do solemnly agree to uphold the  
(Print Student-Athlete's Name)

NCAA rules and regulations, as well as the rules set forth in the Hampton University Student Athlete Handbook. As an athlete, I will obey the guidelines set by my coach and staff. As a student-athlete, I will maintain the appropriate GPA and I will not drop below 12 credit hours during any semester without checking with my coach and Academic Advisor. I understand that any violation of these rules will result in the loss of eligibility or scholarship.

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

NOTE: Make copy of this form. Keep a copy for your records and give a copy to your coach.