



# SOUTHERN UNION

Student- Athlete Handbook 2021-2022



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## SUSCC 2021-2022 College Calendar

### **Fall Semester 2021**

78 Instructional Days, 11 Faculty Duty Days	
August 9	College Assembly – Wadley Campus/Faculty Duty Day
August 10	Professional Development/ Faculty Duty Day
August 10, 11, 12	Residence Hall Move-in Days – Wadley Campus
August 11, 12, 13	Faculty Duty Days
August 11, 12, 13	Walk-in Registration – All Campuses (August 13 – extended workday until 3:00 pm)
August 16	Classes Begin; Drop/Add Begins
August 19	Drop/Add Ends: Last day for registration, course change, or change to audit
August 25	Attendance Verification due by 11:59pm
September 6	Labor Day Holiday (College Closed)
October 11	Last day to apply for Fall Semester diploma and pay diploma fee
October 12	Mid-term Alerts
October 19	Spring 2022 Online Registration for students with 45 hours or more
October 20	Spring 2022 Online Registration for students with 30 hours or more
October 25	Spring 2022 Online Registration for all students
November 1	Last day to withdraw with a “W” for full-term classes
November 3	Spring Semester 2022 Online Registration for all students
November 11	Veterans Day Holiday (College Closed)
November 22, 23	State Professional Development/Faculty Duty Days (No Classes)
November 24	Local Professional Development/Faculty Duty Day (No Classes)
November 25, 26	Thanksgiving Holidays (College Closed)
December 3	Last Class Day
December 6, 7, 8, 9, 10	Final Exams
December 10	Professional Development
December 13	Grades due to Records Office by 9:00 am
December 13, 14, 15	Faculty Duty Days
December 16, 17, 20, 21	Faculty Non-duty Days (Workdays for Administrators and Staff)
December 22-January 1	Christmas & New Year’s Holidays (College Closed)

## **Spring Semester 2022**

80 Instructional Days, 6 Faculty Duty Days	
January 3	Faculty Non-duty Days (Workdays for Administrators and Staff)
January 3, 4	Residence Hall Move-in Days – Wadley Campus
January 4	Walk-in Registration – All Campuses/Faculty Duty Day
January 5	Classes Begin; Drop/Add Begins
January 7	Drop/Add Ends: Last day for registration, course change, or change to audit (January 7 – extended workday until 3:00 pm)
January 13	Attendance Verification due by 11:59pm
January 17	Martin Luther King, Jr./Robert E. Lee Birthday Holiday (College Closed)
February 18	Professional Development (8:00 am-12:00 pm)
March 1	Last day to apply for Spring Semester diploma and pay diploma fee
March 2	Mid-term Alerts
March 7, 8, 9, 10, 11	Spring Break/Faculty Non-duty Days (Workdays for Administrators and Staff)
April 4	Last day to withdraw with a “W” for full-term classes
April 6	Summer & Fall 2022 Online Registration for students with 45 hours or more
April 7	Summer & Fall 2022 Online Registration for students with 30 hours or more
April 11	Summer & Fall 2022 Online Registration for all students
April 27	Last Class Day
April 28, 29, May 2, 3, 4	Final Exams
May 5, 6, 9, 10, 11	Faculty Duty Days
May 6	Grades due to Records Office by 9:00 am
May 9	Four-day Work Week Begins
May 11	Commencement
May 12, 16, 17	Faculty Non-duty Days (Workdays for Administrators and Staff)

## **Summer Semester 2022**

51 Instructional Days, 3 Faculty Duty Days	
May 18,19	Walk-In Registration - All Campuses/Faculty Duty Days
May 23	Classes Begin; Drop/Add Begins
May 24	Drop/Add Ends: Last day for registration, course change, or change to audit
May 30	Memorial Day Holiday (College Closed)
May 31	Attendance Verification due by 11:59 pm
June 13	Last day to apply for Summer Semester diploma and pay diploma fee
June 21, 22	SOAR – Wadley
June 28, 29, 30	SOAR – Opelika
July 6	SOAR – Valley
July 4	Independence Day Holiday Observed (College Closed)
July 6	Mid-term Alerts
July 11	Last day to withdraw with a “W” for full-term classes
August 1	Last Class Day
August 2, 3	Final Exams
August 4	Grades due to Records Office by 9:00 am/Faculty Duty Day
August 8	Five-day Work Week Resumes
August 10	College Assembly

Faculty Duty Days

Fall 2021	89
Spring 2022	86
Summer 2022	<u>54</u>
2021-2022 Total Faculty Duty Days	229

IMPORTANT TELEPHONE NUMBERS
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**Athletic Staff**

Athletic Director.....	5165
Athletic Secretary (Arena).....	5163
Associate Dean of Students .....	5555
Athletic Trainer.....	5103
Athletic Advisor.....	5813
Baseball.....	5852
Basketball (M).....	5165
Basketball (W).....	5164
Cheerleading.....	5166
Softball .....	5813/5853
Volleyball.....	5104

**Southern Union – Wadley**

Academic Counseling.....	5403
Admissions.....	5157
Bookstore.....	5124
Library.....	5130
Operator.....	5100
Records.....	5156
Shop.....	5196
Student Center.....	5152

**Facilities & Maintenance**

Justin Whitehead.....	5118/5485
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**Food**

Courtesy Passes.....	5163
Dining Hall .....	5115

**Emergency**

Chief of Police .....	5823
Emergency.....	911
Wadley Police Department.....	395-2261

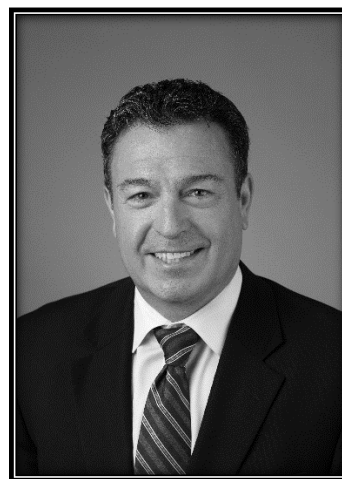


# SOUTHERN UNION

## STATE COMMUNITY COLLEGE

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Mr. Todd Shackett, President



Dear Student-Athlete,

Welcome to another great year of Bison Athletics! Our college has a history of excellence on the field or on the court, as well as in the classroom. We hope this year will be one of the best for you personally, academically, and athletically.

Being a student-athlete requires the ability to balance multiple obligations, and we are excited to be contributing toward the visions and goals that you have set for yourself in both academics and athletics. We encourage you to utilize the services available to you as a student at Southern Union. Faculty and staff across campus will do all they can to provide opportunities for you to be successful in all aspects of your life as a student athlete.

Participating in collegiate athletics is an honor. However, with this honor comes responsibility – to yourself, your teammates and your college. Embrace the opportunities and responsibilities that you have. Strive to be successful in the classroom and on the field of competition. I look forward to celebrating your success with you!

Go Bison!

Todd Shackett  
SUSCC President

# SOUTHERN UNION

## STATE COMMUNITY COLLEGE

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Todd Shackett, President

Dear Student-Athlete:

Welcome to Southern Union State Community College. We are pleased you have made the decision to attend Southern Union and become a part of the athletic program. Since 1922, Southern Union has had a rich tradition in academics and athletics and we are committed to quality in all areas of campus life.

Being a student-athlete at Southern Union is challenging and demanding. There will be many opportunities for you to develop skills in your sport and in your degree program. The Athletic Department is committed to providing you with an athletic program which will help you succeed. Additionally, Southern Union's faculty provides caring, individualized, quality instruction. If you plan to transfer to a four-year college, we have counselors and academic advisors to help you plan a course sequence.

We provide this handbook to introduce you to the policies and services available as you seek to achieve academic and athletic success. On behalf of the entire Athletic Staff, I wish you much success in your academic and athletic endeavors.

Go Bison!

SU Athletic Director

## TO THE STUDENT ATHLETE

As a representative of the athletic department and Southern Union State Community College, you will often be in the spotlight and have the opportunity to enjoy the prestige a collegiate student-athlete experiences today on the campus, in the community, and throughout the country. With this recognition go additional responsibilities and obligations that the ordinary student does not have.

Often the action and conduct of one student-athlete influences the attitude and thoughts of the general public about all Southern Union athletes. The general impression you as an individual create on and off the field or court is important. It can greatly affect your fellow student-athletes and the entire program. Remember at all times that you are representing more than just yourself. You are also representing a great college, your teammates, and coaches.

This handbook has been prepared so that student-athletes at Southern Union State Community College can become acquainted with the procedures and general regulations which have been established by the College, the Alabama Junior and Community College Conference, and the National Junior College Athletic Association.

### ATHLETIC PURPOSE STATEMENT

The purpose of the athletic department is to promote the education and development of students through intercollegiate competition. This department is committed to high standards and the principle that competitive activities serve as an integral part of education.

### DEPARTMENT PHILOSOPHY

The department is committed to the following:

- Ensuring that intercollegiate competition is an integral part of the total educational offering under the control of those responsible for the administration of the institutions;
- Encouraging the broadest possible student involvement in the competitive program;
- Maintaining high ethical standards through commitment to the principles of self-monitoring and self-reporting;
- Evaluating the competitive program in terms of the educational purposes of the institution; and,
- Engaging in competition with other institutions having similar philosophies.

**ATHLETIC DEPARTMENT GOAL AND OBJECTIVES**
**GOAL**

Southern Union State Community College is committed to providing quality educational experiences and to offering an intercollegiate athletic and intramural program designed to foster the personal growth of each student without regard to race, sex, age, income, religion, disability, or occupation. These programs encourage individual and team achievement and strive to enhance the academic success, social development, and physical and emotional well-being of student athletes.

**OBJECTIVES**

- To encourage and stress the importance of academic success (student first—athlete second).
- To integrate physical and emotional development and scholastic achievement.
- To provide opportunities for students to learn and practice leadership and interpersonal skills.
- To identify and recognize individual physical ability and academic achievement.
- Ensure that freshman athletes maintain a 1.75 GPA, that sophomore athletes enter their sophomore year with a 2.00 GPA and maintain a 1.75 GPA in subsequent terms; and ensure that all athletes enroll in at least 12 credit hours per semester to maintain eligibility.
  - Make periodic checks throughout the semester to make sure athletes are keeping their grades at or above acceptable levels and are attending classes.
  - Advise student to seek academic assistance and help them find tutors if grades fall below required levels or if they are experiencing difficulties.
- Encourage the development of leadership and management skills by assigning athletes leadership roles within the different team sports.
  - Involve athletes in team sports that require them to be cooperative and to develop their interpersonal skills in order to achieve both team and individual success.
- Provide recognition and awards to the best athletes and scholars.
  - Distribute material to the media and other colleges on the athletic ability of all athletes in order to enhance their opportunities for continuing their education for two years or more past their time at Southern Union State Community College.

## **EVALUATION PROCEDURES**

1. Determine the graduation rates of student athletes and the attrition rate of athletes
2. Determine the number of scholarships awarded to Southern Union State Community College student-athletes that are both academically and athletically qualified to transfer to senior institutions.
3. Determine the number of student-athletes that are qualified both academically and athletically to transfer to senior institutions.
4. Critically evaluate the number of scholarships awarded.
5. Determine how many athletes participate in other campus activities/organizations. Encourage greater participation, if necessary, so that they use their leadership, management, and interpersonal skills off the courts and playing fields as much as possible.
6. Compare the GPA's of athletes to GPA's of general student population.



<b>ATHLETIC POLICIES</b>
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**RECRUITING, ADMISSION, FINANCIAL AID,  
AND CONTINUING EDUCATION**

In matters of recruiting, admission, financial aid, and continuing eligibility of our athletes, Southern Union State Community College adheres to the written policies of the NJCAA (National Junior College Athletic Association) and the ACCC (Alabama Community College Conference). These policies/guidelines may be found in the sources listed below:

[www.acccathletics.com](http://www.acccathletics.com)  
[www.njcaa.org](http://www.njcaa.org)

***\*It is the official policy of the Alabama State Board of Education and Southern Union State Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, marital status, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Persons requiring reasonable accommodations under the Americans with Disabilities Act (ADA) should contact the Southern Union State Community College ADA Coordinator at (334) 745-6437 extension 5351.***

**CERTIFIED SPORTS OF THE NJCAA**

Fall Baseball	Football	Fall Lacrosse	Spring Softball	Spring Tennis
Spring Baseball	Fall Golf	Spring Lacrosse	Fall Soccer	Fall Volleyball
Basketball	Spring Golf	Half Marathon	Spring Soccer	Spring Volleyball
Bowling	Ice Hockey	Outdoor Track & Field	Swimming & Diving	Wrestling
Cross Country	Indoor Track & Field	Fall Softball	Fall Tennis	



**Southern Union Women's Basketball Team (2020-2021)**

## REQUIREMENTS FOR ENTERING & CONTINUING STUDENT-ATHLETES

- A. A student-athlete must be a graduate of a high school with an academic diploma or a general education diploma.
- B. For the purpose of this Section 3. An "HS(-3) student-athlete" is a student-athlete who attended fewer than three years of high school in the United States. An HS (-3) student athlete reaches his/her 21<sup>st</sup> birthday prior to August 1<sup>st</sup> each year will be charged with one (1) season of NJCAA eligibility regardless of participation provided he/she has NJCAA eligibility remaining. An HS (-3) student-athlete reaching his/her 22<sup>nd</sup> birthday prior to August 1<sup>st</sup> each year will be charged with two (2) seasons of NJCAA eligibility regardless of participation.

**NOTE:** Documentation of birth will be required for verification of DOB to include passport, visa, birth certificate or other legal documentation as part of the eligibility packet for HS9-3) student-athletes.

**CLARIFICATION:** The NJCAA defines an academic year as August 1<sup>st</sup> to July 31<sup>st</sup> of the following year. An HS (-3) student-athlete who reaches his/her 21<sup>st</sup> birthday prior to August 1<sup>st</sup> will have one year of eligibility remaining. As HS (-3) student-athlete who reaches his/her 22<sup>nd</sup> birthday prior to August 1 will have no eligibility.

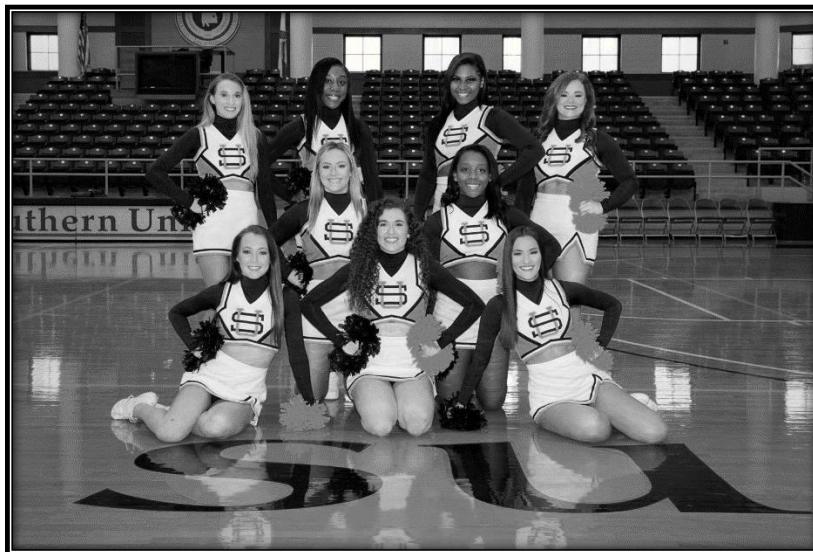
Should an HS (-3) student- athlete reach his/her 21<sup>st</sup> birthday after August 1, he/she will be eligible for two seasons. Should an HS (-3) student-athlete reach his/her 22<sup>nd</sup> birthday after August 1<sup>st</sup>, he/she will be eligible for one season.

**EFFECTIVE August 1, 2013.**

## REQUIREMENTS FOR ATHLETIC ELIGIBILITY

The following rules shall be used to determine a student-athlete's eligibility for athletic competition in any one of the certified sports of the NJCAA.

**THIS ENTIRE SECTION MUST BE READ BEFORE A STUDENT-ATHLETE'S ELIGIBILITY STATUS CAN BE DETERMINED.**



**Southern Union Cheerleaders (2020-2021)**

- A. Student-athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog.
- B. Student-athletes must be enrolled in full-time status using any combination of sessions within a term, and in classes that begin before the end of the regular sport season in which the student-athlete choose to participate, within 15 calendar days from the beginning of the term.
  - 1. Student-athletes that do not conform to this rule will be ineligible for the remainder of the term.
- C. Student-athletes must maintain enrollment in 12 or more credit hours of college work as listed in the college catalog during each term of athletic participation. Student-athletes that drop below 12 hours become ineligible 48 hours from the time of the drop date and remain ineligible until full-time status is regained with-in that term.
  - 1. CLEP hours may not be used to meet enrollment requirements or previous term requirements. CLEP hours may only be used to meet accumulation bylaws.
  - 2. Student-athlete enrollment should be verified 24 hours prior to National Championship/Bowl competition; if a student-athlete has maintained and currently is enrolled full-time 24 hours prior to National Championship/Bowl competition he/she will remain eligible throughout the National/Bowl Competition.





**Southern Union Baseball Team (2020-2021)**

### **SEMESTER ELIGIBILITY**

- D. On or before the 15<sup>th</sup> calendar day from the beginning date of the term for the second full-time semester, as published in the college catalog, a student-athlete must have passed 12 semester hours with a 1.75 GPA or higher.
- E. On or before the 15<sup>th</sup> calendar day from the beginning date of the term for the third full-time semester, and all subsequent semesters thereafter, as published in the college catalog student-athlete must satisfy one of the following four requirements to be eligible for the upcoming term:
1. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment,
- OR**
2. Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher.
- OR**
3. A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.00 GAP or higher for the initial term of participation, regardless of previous term or other accumulations requirements. (**NOTE:** This only establishes eligibility for the **initial term**, not subsequent terms.)
- OR**
- F. A first or second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirements. Prior to a second season of participation in a NJCAA certified sport, student-athletes must pass a minimum accumulation of 24 semester hours with a 2.00 GPA or higher. (**this is in addition to satisfying 4.D or 4.E**)

- G. Student-athletes must be enrolled full-time (12 or more credits) at the college where they have chosen to participate when the regular season schedule of a sport begins. Student-athletes not enrolled during the term when the season begins remain ineligible throughout the season schedule unless they enroll on the first possible enrollment date following:
1. Their release from Active Armed Services of the United States with a discharge other than dishonorable.
  2. Their return from a religious mission
  3. Their graduation from a high school or receipt of an equivalency diploma.
  4. Their transfer from an NJCAA member college which has dropped a sport after the school year begins. Student-athletes that satisfy one of the four exceptions becomes eligible after the previous term has ended upon registration as a full-time student=athlete for the new term. (Student-athletes must be added to the eligibility form before participating.)
  5. A student-athlete attending a multi-campus college may, if at the campus of his/her enrollment a sport is not offered, participate in that sport on any campus within the system that offers said sport.

Requirements for Multi-Campus designation

- a. The various campuses involved have a common title.
  - b. The various campuses involved have a common CEO.
  - c. The various campuses involved are not individually accredited
  - d. The various campuses do not duplicate any sports.
  - e. Multi-campus designation must designate one individual per system as the contact.
- H. In the following sports, student-athletes are not required to be enrolled during the fall term to be eligible to participate in the sport during the spring season unless the records are carried over into the spring season: Baseball, Bowling, Golf, Lacrosse, Softball, and Tennis. If the fall records are carried over into the spring season, all student-athletes must be enrolled full-time (12 or more credit hours) during the fall term when the schedule begins.



**Adam Ballew (2013 Golden Glove recipient)**

## I. NJCAA POLICY- CERTIFIED DISABLED STUDENT-ATHLETE

An NJCAA Student-Athlete may be granted relief from Article V, Section E Academic Eligibility Exceptions of the NJCAA bylaws in the instance where the following guidelines are followed, Article V, Section E requirements are adjusted based on the institutions' academic authority evaluation. All of the required information listed below must be submitted to the NJCAA National Office prior to any participation in an NJCAA certified sport.

1. A written copy of the institution's policies and curriculum guidelines applicable to all disabled students.
2. Completed NJCAA Certified Learning Disabled Student-Athlete request form.
3. Written documentation from an appropriate institutional academic authority (e.g. registrar) that the institution has defined the student-athlete's full-time enrollment to be less than 12 credit hours to compensate for the student-athlete's disability.
  - a. Current class schedule is required when submitting a certified learning disability for approval from the National Office. NOTE: A student- athlete who enrolls/registers in 12 or more credit hours is not eligible to use/apply a certified learning disability exception.
4. Written documentation that describes the application of the institution's policies to the student-athlete in question and documentation that indicates that institutional support and accommodation, through significant, is insufficient to address the academic needs of disabled student-athletes.
5. Full and complete documentation of the student-athlete's disability, including:
  - a. Written and signed diagnosis of the disability, including the results of specific measures or tests, which formed the basis of the diagnosis.
  - b. A copy of the student-athlete's individual education plan (IEP), if applicable
  - c. Name, position and signature of the qualified individual issuing the diagnosis. This individual's professional credentials and relationship to the applicant's institution's athletics department must be provided. (NOTE: Normally, an athletic department staff member will not be accepted.)
  - d. A current diagnosis of the disability must be within the last three years. If specific circumstances of the case indicate that this requirement is unnecessary, a prior diagnosis may be acceptable.
  - e. The committee reserves the right to request a second opinion or diagnosis. The cost of this diagnosis shall be borne by the institution.
6. A summary of support services and other accommodations provided by the applicant institution designed to assist the disabled student-athlete. This summary normally would be expected to include accommodations provided by the institution with respect to the student-athlete's athletics responsibilities, as well as the academic and other support

services provided and any institutional accommodations related to adjustments of minimum academic performance requirements.

7. All waiver requests must be signed by any two of the following: The Director of Athletics, College President (Presidential Representative) or Designated Representative.
8. Semester Eligibility- An exemption would include those Certified Disabled Student-athletes who have been previously granted an exception by NJCAA Policy as defined by the appropriate institutional authority, allowing them to take a reduction of 6 to 11 credit hours per semester. The doubling of those attempted credit hours, coupled with the existing 2.0 GPA requirement, would have those student-athletes experience proportional academic relief from the 24 semester hour requirement and enhance their opportunity to participate in the second season. Therefore, the minimum accumulation of credit hours would vary between 12-22 semester hours for the Certified Disabled Student-Athlete prior to their second season of competition.

#### J. CLEP CREDITS

Students-athletes may use a maximum of eight (8) credits earned from passing CLEP examinations for NJCAA eligibility purposes. The maximum of eight (8) credits is per discipline.

NOTE: CLEP hours may not be used to meet enrollment requirements or previous term requirements. CLEP hours may only be used to meet accumulation bylaws.

#### K. HOME SCHOOL

In determining NJCAA eligibility, the college will review the student-athlete's high school transcript. The home school high school transcript must clearly display the following information.

1. Student's name (First middle, last) and date of birth
2. For each course completed, include the following
  - a. Specific course title
  - b. Units of credit for each
  - c. Time frame or semester in which completed
  - d. Grade received
3. Description of grading system used such as a grade scale or grade key.
4. Graduation date (month/day/year) indicating completion of secondary school education.
5. The home school administrator is the person who organized thought and evaluated course work. If the home school administrator is not the parent named in item 7 below, include the name of the home school administrator.
6. The following statement, or one very similar, is to appear above the parent's signature line described in item 7 below:

*I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated and under the laws governing the state and county in which the home schooling occurred.*

7. Name and address of parent or legal guardian with a space for their signature. The transcript is to be signed in the presence of the Notary Public (see item 8 below).
8. The transcript must be notarized; to include:
  - a. Notary Public signature
  - b. Printed name
  - c. Date
  - d. State/County
  - e. Date commission expires.

The transcript must be mailed by the preparer directly to the college Admissions and Records office. If assistance is needed in creating a home school high school transcript, the following website may be helpful: [www.hslda.org](http://www.hslda.org).



## **ELIGIBILITY OF STUDENT-ATHLETES WHO WITHDRAW FROM CLASS**

The following withdrawal policy applies to student-athletes that are not attending any college.

- A. Student-athletes are allowed 15 calendar days from the beginning date of classes to withdraw completely or to withdraw to less than 12 credit (part-time) and not have that term affect their future eligibility, provided they have not participated in any athletic competition (Refer to Section 4.G)
- B. Student-athletes that have participated and withdraw within the first 15 calendar days of a particular term are not eligible for athletic participation and must re-establish their eligibility in accordance with the provisions of Section 4.D or 4.E. The term in which the student-athlete participates must be considered the same as a term of full-time attendance.

## **EIGHTEEN CALENDAR MONTHS NON-COLLEGE ATTENDANCE**

- A. Student-athletes that have not been enrolled in college in 12 or more credit hours (full-time) for a period of 18 calendar months or longer shall be exempt from previous term and/or accumulations requirements as set forth in Section 4.D and 4.E (Not section 4.F).
- B. Student-athletes who have served 18 calendar months in the Armed Forces of the United States, church mission or with a recognized foreign aid service shall be exempt from Section 4.D, 4.E, and 4.F.

## **NUMBER OF SEASONS A STUDENT-ATHLETE CAN PARTICIPATE**

- A. Student-athletes must not have previously competed during two seasons in a given sport at any intercollegiate level.
- B. Participation in any fraction of any regularly scheduled contest during the academic year shall constitute one (1) season of participation in that sport. Participation includes entry into an athletic contest and does not include dressing for such an event.



**Southern Union Softball Team 2020-2021**

## **HARDSHIPS**

### **USE HARDSHIP FORM #1**

The hardship provision of the NJCAA is available to student of the NJCAA is available to student-athletes, who are unable to complete a season of competition or did not satisfy one of the other eligibility rules as a result of an injury, illness or some type of an emergency beyond their control. All requests must receive approval from the NJCAA Office of Eligibility.

A. Hardship #1 involves an injury or illness which results in the student-athlete's inability to complete a season. Prior to the injury or illness, a student-athlete must not have:

1. Participated in more than 20 percent of the college's regular season schedule.

OR

Participated in no more than two of the institution's completed events in that sport, whichever number is greater.

2. The injury or illness must also have occurred in the first half of the schedule resulting in the student-athlete being incapacitated for the remainder of the season. (A student-athlete cannot participate in the second half of the regular season schedule.)
3. The injury or illness must be season ending in nature.

### **USE HARDSHIP FORM #2**

B. Hardship #2 involves cases other than those affecting a student-athlete's season of competition as specified in Section 8.A. These cases must show that there are circumstances beyond the student-athlete's control which directly result in their inability to satisfy the Rules of Eligibility. A student athlete must not have:

1. Participate in more than 20 percent of the college's regular season schedule

OR

Have participated in no more than two of the institutions completed events in that sport, whichever number is greater.

2. The circumstances must also have occurred in the first half of the schedule resulting in the student-athlete being unable to participate for the remainder of the season. (A student-athlete cannot participate in the second half of the regular season schedule).

**NOTE:** In applying the 20 percent limitation, any competition which results in a fractional portion of an event shall be rounded to the next highest whole number. e.g., 20 percent of a 27-game basketball schedule (5.4 games) shall be considered six games.

**NOTE:** The NJCAA cannot rule on those situations that did not occur at an NJCAA member college.

## PHYSICAL EXAMINATION

All student-athletes participating in any one of the NJCAA certified sports must have passes a physical examination administered by a qualified health care professional licensed to administer physical examinations, prior to the first practice for each calendar year in which they compete. A physical is valid for 13 months from the date it is administered. A student-athlete must always have a valid physical on file in order to practice and or participate within the NJCAA.

## TRANSFER RULE

### A. General Provisions Which Apply to Any Transfer Student-Athlete.

1. Transfer students/student-athletes are those who have attended any college beyond the first 15 calendar days of a term or have participated in an athletic contest and at a later date enroll and attend classes at another college.
2. Student-athletes may not participate in the same sport during the same academic year at two different colleges. Fall participation in the sports of Baseball, Bowling, Golf, Lacrosse, Softball, and Tennis shall not prevent student-athletes from competing in the same sports during the spring season of the same academic year after having transferred from another college and satisfied all the transfer provisions of the eligibility rules. An exception to this rule is: Student-athletes who transfer from a college which has dropped a sport. (Documentation of the program being dropped must be provided when submitting the eligibility).
3. Student-athletes who have participated in a sport before a term begins, between terms, or within the first 15 calendar days of a term and subsequently transfer before or within the first 15 calendar days of the term, must serve probation before they are eligible to participate in athletics.
4. Student-athletes serving probation shall not be allowed to dress for any athletic contests.
5. Whenever student-athletes are required to serve probation due to academic ineligibility, they must be enrolled full –time (12 or more credits) at the institution where they will be participating.
6. To be eligible in a sport that spans over two terms, transfer student-athletes must be enrolled in 12 or more credit hours (full-time) during the term when the season of that sport begins. The student-athlete must also be enrolled at the college where they have chosen to participate. There are five exceptions to this rule as found in Section 4.G.

### B. Transfers from an NJCAA Member College

Students/student athletes transferring from an NJCAA member college are either immediately eligible upon transfer or must serve a probationary period. The following rules determine the student-athlete's eligibility status.

**1. Immediate Eligibility** – To be immediately eligible upon transfer, a student-athlete must comply with both of the following two requirements.

- a. Satisfy the provisions of Section 4.D or 4.E. (Use the rule which is applicable to the transfer student-athlete)

**And**

- b. Satisfy one of the following provisions numbered 1 through 5.
  - i. The college from which the student-athletes are transferring does not have a particular sport(s). (The student-athletes are immediately eligible only in the sport which is not offered.)
  - ii. An NJCAA Transfer Waiver Form is signed by the Athletic Director and Chief Executive Administrator of the community college within their home district, county, or service area.
  - iii. Student-athletes who have not participated in any sport, transfer from their first community college to any community college within their home district, county, or service area.
  - iv. Student-athletes enroll at the first possible opportunity in a newly established college or a college that initiates an intercollegiate athletic program within the student-athlete's home district, county, or service area.
  - v. The college from which the student-athlete is transferring has been placed on probation in the sport in which the student-athlete is participating. This provision does not apply to any student-athlete that is causatively involved in the problem resulting in the penalty.

**2. Probation Period.** A student-athlete who has attended an NJCAA member college as a full-time student and/or participated who transfers from that college to another NJCAA member college may not participate for one season. The probation season is interpreted as the season immediately following his/her last term of full-time enrollment.

*NOTE: The season of probation must be served during the official sport season.*

- 1. The student-athlete may be immediately eligible upon transfer if he/she has a NJCAA Transfer Waiver from the last college(s) of full-time enrollment that offers the sport.
- 2. All academic provisions listed in Article V, Section 10.B.1.a. must still be met

*NOTE: A 16-week probationary period applies to all academically ineligible transfers from NJCAA member colleges. (The probationary period is defined as the completion of one academic term of 16 calendar weeks and satisfying either Article V, Section 4.D. or one of the requirements of Article V, Section 4.F., whichever is appropriate)*

*Following the successful completion of the probationary period, a Transfer Waiver is still required if the student-athlete was enrolled full-time at the member college within the previous academic year and does not meet any of the requirements of Article V, Section 10.B.1.b.*

*NOTE: Rule does not affect transfer students from four-year college or from non-NJCAA member colleges and that 16 calendar weeks' probationary period would still apply.*

*NOTE: Before a student-athlete can participate in a second season of an NJCAA certified sport, the provisions of Section 4.F must be satisfied.*

### **C. Transfers from a Four-Year College or from a Non-NJCAA Member College**



## RULES GOVERNING AMATEUR STATUS OF STUDENTS

Amateur players are those engage in sports for the physical, mental or social benefits they derive in participation and to whom athletics is an avocation and not a source for personal financial remuneration. When the amateur standing of a student is questionable, and before competition begins in an activity sponsored by the NJCAA, it is the responsibility of an administrative officer of amateur standing of students the following guidelines have been established.



a. Students are permitted to:

\*Accept scholarships and educational grants-in-aid from their institution in accordance with the provisions of Article VII of the By-Laws of the NJCAA.

\*Officiate sport contests, providing the compensation received does not exceed the going rate for such employment.

\*Serve as coaches or instructors for compensation in a physical education class outside of their institution provide the employment is not arranged by the student-athlete's institution or a representative of its athletic interests.

\*Serve as paid supervisors of children's sports programs, such as counselors in a summer camp, or in a recreation department program. Their duties may include teaching techniques or skills in their sport, provided that any instruction is a part of the overall terms of employment instruction is a part of the overall terms of employment (teaching and coaching shall not exceed more than half of their employed time) and not on a fee-for-lesson basis.

\*Participate in professional baseball for no more than be confirmed

by the National Association of Professional Baseball Leagues, the student shall be eligible to compete in baseball at an NJCAA member college. Any participation beyond the first ninety (90) days shall cause a student to be ineligible in sport of baseball.

\*Participate in women's softball if the women were involved in the Professional Softball Association and have been reinstated by the appropriate amateur governing body.

\*Have their names or pictures appear in books, other publications, or films without jeopardizing their amateur status, but only under the following conditions:

Appearance in such publications or films is for the purpose of demonstrating athletic skill, analysis of a sports event, or instruction in sports.

There is no indication that the athlete expressly or implicitly endorses a commercial product or service.

The athlete is not paid.

The athlete has signed a release statement detailing the conditions under which his or her name or image may be used and has filed a copy of that statement with the institution he or she attends.

b. Students shall not:

- Receive money or other forms of remuneration beyond actual expenses for participating in any athletic contest or programs with the exception of bowling, golf, and snow skiing.  
(Refer to the bowling, golf, and snow skiing sections in the NJCAA Handbook.)
- Give lessons on fee-for-lesson basis.
- Be employed to teach physical education classes or coach any sport for their college.
- Be employed or receive compensation for teaching or coaching sports skills or representative of its athletic interests.

- Take any financial assistance, or enter into an agreement of any kind, to compete in professional athletics, with the exception of the student who participates in professional baseball for not more than thirty (30) days as provided in Section 12.a.5. Students who violate this provision shall be ineligible for participation in the sport for which they received financial assistance.
- Try out with a professional sports organization while enrolled full-time during any part of the academic year unless they have exhausted their eligibility in that sport. (This includes any time from the beginning of the fall term through the completion of the spring term, including any intervening period.) Part-time students, who are not participating under the provision of Section 4.h, may try out provided they do not receive any form of compensation other than actual expenses from the professional organization.
- Contract orally or in writing to be represented by an agent in the marketing of athletic ability or reputation in a sport.



**Southern Union Lady Bison Volleyball Team 2020-2021**

## **ATHLETIC DEPARTMENT POLICIES AND PROCEDURES**

### **INDIVIDUAL RULES**

We expect you to avoid all situations that will embarrass yourself, your family, and Southern Union.

1. We expect athletes to Dress Neatly and use Good Personal Hygiene.
2. We expect athletes to be on time and ATTEND all classes. If there is an unusual circumstance and you cannot attend class, you must notify your head coach BEFORE you miss class.
3. We expect athletes to take extreme care of all equipment and property that belongs to Southern Union State Community College. This includes Uniforms, Books on loan from the Bookstore and your Residence Hall room.
4. We expect athletes to be ON TIME for all school and team functions. For team functions, athletes should arrive fifteen minutes prior to the scheduled time. We further expect athletes to obey all curfew times.
5. We expect athletes to show RESPECT for coaches, faculty members, community members, opposing teams, game officials, and fellow players. We expect all athletes to obey all curfew times.

### **TEAM RULES**

The individual rules stated above are the minimum rules that are required by the Athletic Department. Each coach may implement other rules to help discipline the team that he/she coaches. These rules will be given to each team in writing by the Athletic Department and will be approved by the Athletic Department.

### **TRAVEL & ENTERTAINMENT**

The Athletic Department will provide all transportation necessary for an athletic team. This includes travel to regular season and practice games, state and individual tournaments, regional and national tournaments. Under no circumstances will athletes be allowed to transport themselves to games or tournaments. It is the responsibility of the head coach to insure that all players travel with the team and are under his/her supervision.



## **HOUSING**

Anyone receiving scholarship aid that is participating in an athletic program will be required to live in the college residence hall and purchase a meal ticket for meals from the college cafeteria unless you live within twenty-mile radius. This expectation is for Fall and Spring Terms of the academic year.

In the event of dismissal from the residence hall for disciplinary reasons, student athletes will no longer be allowed to participate, i.e., compete, in sports events unless they choose to forego their scholarship and pay full tuition, fees, and books for the term in which they are dismissed from the residence hall. If they choose to do this and continue to reside within a twenty-mile radius of the Wadley Campus, then they may continue as a team member for their particular sport.

## **SCHOLARSHIP RENEWAL AND CANCELLATION**

The scholarship agreement is signed for a period of one academic year. Renewal of the scholarship agreement is solely based upon the discretion of the head coach.

Cancellation of the scholarship agreement because of injury or good or bad athletic performance is not permitted during the period of its effectiveness. Cancellation of the scholarship agreement is permitted, however, if the athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons. This includes misconduct (unrelated to athletic ability) found by the coach or person in charge of general discipline at the institution that is after following the same procedures as in other disciplinary matters, serious enough to warrant permanent suspension or dismissal from the athletic program.

## **SUMMER SCHOOL**

Student-athletes may use the same scholarship benefits to attend the summer term of their freshman and sophomore years.

## **TEXTBOOK LOANS**

Under the scholarships agreement, the student-athlete will be issued textbooks for each term of enrollment. These textbooks are on loan to the student, must be properly cared for, and must be returned to the bookstore at the end of the term. Any losses or damages to the textbooks will be charged to the student. Failure to follow the rules concerning textbooks on loan will result in forfeiture of the scholarship agreement.

## **PHYSICAL EXAMINATIONS**

ALL student-athletes participating in any one of the NJCAA certified sports must have passed a physical examination previous to their competition for each collegiate year in which they compete. It is the head coach's responsibility to see that each student-athlete has a valid physical examination form on file in the Athletic



Director's Office.

### **ATHLETIC INSURANCE**

Athletic accident insurance is provided by Southern Union for the benefit of student-athlete. This insurance policy covers only those injuries that are direct result of the sport in which the student-athlete participates. This coverage is offered on an "excess" basis only. Under the terms of the policy, this coverage is considered to be excess to all other valid and collectible medical insurance policies. Most notable is parental insurance coverage under which the student-athlete completes the insurance questionnaire form and retains a copy of the student-athlete's primary coverage card for athletic department files.

### **TEAM/INDIVIDUAL EQUIPMENT**

It is the responsibility of the head coach to issue and inventory all items of equipment that are necessary for the student-athlete to participate properly in the sport. ALL issued items remain property of Southern Union State Community College Athletic Department. Loss or damage to the issued items will be charged to the student-athlete. Failure to properly care for or replace lost or damaged items to obtain these items for his/her own.

### **CLASS ATTENDANCE**

Students are expected to attend all classes for which they are registered. When absences occur, it is the student's responsibility to make up the work missed. The instructor decides whether the student will be permitted to make up the work missed. The department recognizes that sometimes athletic events require student-athletes to miss class. With this in mind, the Athletic Department feels that no student-athlete should miss a class session without prior approval from the head coach.

### **CLASS SCHEDULES AND DROP/ADD**

It is the responsibility of the head coach to monitor the student-athletes' selection of courses. This will insure that the student-athlete is taking courses that will apply to curriculum he/she has chosen for a degree. The head coach should have each student's semester class schedule on file in the athletic department. It is the student-athlete's responsibility to notify the head coach of any change in the schedule. Student-athletes are not permitted to drop or add a course during the term without prior approval from the head coach and athletic academic advisor.



**Coach Ally Silva**

### **ADVISING AND COUNSELING**

Prior to registration for each semester, the student-athlete should be advised by an Athletic-Academic Advisor to ensure that the appropriate classes are being taken. In these meetings the Athletic-Academic Advisor will work with the student-athlete to register for classes that will help maintain eligibility and count toward overall graduation. The student-athlete will coordinate these counseling sessions through the office of Student Development and the Southern Union Program for Athletic Academic Counseling (SUPAAC).

## **SOUTHERN UNION PROGRAM FOR ATHLETIC ACADEMIC COUNSELING**

The Southern Union Program for Athletic Academic Counseling (SUPAAC) purpose is:

- to improve student retention and academic performance
- to ensure that athletes register for courses which fulfill the requirements for their academic programs of study, and
- to ensure that athletes register for and complete transferable courses.

(SUPAAC) offers academic advising, class scheduling, study halls, and tutorial sessions. The goal of the staff is that all student-athletes have every opportunity to complete the requirements for a two-year degree.

## **CRITERIA FOR PLACEMENT**

### **A. G.P.A. RANKINGS**

Southern Union uses an A-F grading system. Detailed explanations of examinations and grading are found in the *General Catalog/Student Handbook*.

### **B. PLACEMENT**

- a. No tests are required for general admission to Southern Union but may be required for placement in college-level courses.
- b. First-time college students may have ACT, SAT or GED (2014 series) scores considered for placement in college-level English and math if those scores have been earned within 5 years. If test scores are not available or not at the appropriate level, students who have graduated high school within 5 years with a 2.75 grade point average (GPA) may have their grades in English IV (senior English) and Algebra II considered for placement in college-level English and math. Students must have the results of their [ACT](#), [SAT](#) or [GED](#) and high school transcripts\*\* forwarded to the college to be used for placement purposes.
- c. First-time students without **proof** of appropriate ACT, SAT, or GED scores, those with scores below the established guidelines, or those without proof of a 2.75 grade point average or higher on their final high

school transcript, decide to take the ACCUPLACER placement examination in writing and mathematics prior to meeting with an advisor to enroll in courses.

- d. Students who transfer from a regionally accredited college without a C or better in a degree-creditable English composition and college-level algebra and without exemptions as listed below, will be required to take one or both parts of the placement test.
- e. The Assessment Center offers Remote Accuplacer Testing and On Campus Testing.
- f. ACCUPLACER Exemptions:
  - i. Students who meet one of the following guidelines are exempt from taking the ACCUPLACER placement test for writing and/or math.
  - ii. \*Test Scores, GPA and high school grades must be no more than 5 years old.
  - iii. \*ACCUPLACER Next Generation test implemented in January 2019.
  - iv. \*\*Students should request an official copy of his or her high school transcript with graduation date be sent to the SUSCC Admissions Office at P.O. Box 1000, Wadley, AL 36276.
  - v. \*\*\* To document high school GPA and avoid having to take the ACCUPLACER, we recommend that you bring a copy of your high school transcript at the time you come to register in person as a new student.

#### C. GUIDELINES FOR ATHLETES PARTICIPATING IN THE TUTORIALS

- Athletes are required to attend and actively participate in the assigned tutorial session(s).
- Grades will reflect attendance and participation.

#### D. ALERT FORMS

- Alert forms will be submitted by the faculty for unexcused absences or tardiness, failure of an exam, and/or poor general academic performance. Coaches receiving athlete alert forms must counsel the athlete(s) regarding the discrepancy, take corrective disciplinary action, or submit counseling documentation to the SUPAAC advisor.

The (SUPACC) office is located on the Wadley Campus I the Administration Building, Student Development Office, Suite 211. Office hours are Monday – Thursday from 8:00 a.m. – 12:00 p.m. (noon) unless otherwise posted.

#### RULES OF STUDY HALL

- Computers in the Study Lab are for **College Course Work only!**
- Students must bring study materials e.g. notebook, a textbook, or a computer disk when attending study hall. Students without study materials will be asked to leave and NO credit will be given toward study hall hours.

- SUPAAC is a service for the expressed use of student-athletes and persons affiliated with the Athletic Department e.g. managers, score-keepers, cheerleaders, and filming crew. Do not invite others to use study hall hours without permission from the SUPAAC advisor.
- No tobacco products, including smokeless tobacco, are permitted inside any Southern Union building on the Wadley Campus.
- Modest apparel should be worn at all times.
- No food or drinks permitted.

### **ACTION GUIDELINES FROM A FORMER ATHLETE USED TO CREATE A MORE POSITIVE IMPRESSION FOR ATHLETES**

1. I will get to class early. As I walked in the door I tried to make eye contact. I wanted the instructor to be reminded that I was there early.
2. I tried to sit at the front of the class. I always took notes and tried to keep eye contact with the instructor.
3. I never sat at the back of the room. I tried to sit with people I didn't know, so that I avoided talking with anyone during class.
4. If I arrived late for class, I always apologized to the instructor after class.
5. During discussion sessions, I tried to raise questions over the readings. I made sure I was not always the first one to ask a question, but I found the instructor always looked in my direction.
6. If I hadn't had enough sleep, I always had a cup of coffee before class. I didn't want to look sleepy in morning classes.
7. I made up questions from my notes. I made appointments with my teacher and asked him/her to look at my notes and questions to see whether I was looking at the important ideas. At first I felt funny doing this, but I found that the instructor appreciated my interest in his/her opinion.
8. Every paper I turned in I had somebody proof. I knew my spelling and punctuation needed improvement. Also, every paper was typed.
9. I tried to make friends with one person in the class who was not an athlete. When I had to miss class, I made arrangements to borrow that person's notes. I always let the instructor know when I was going to miss and that I had borrowed notes.
10. I had one instructor who liked to talk to the students before class started. I made it a point to get there early. He/She liked sports and always wanted to find out about the last game.



**EXIT SURVEY**

Upon completion of each athletic season, the head coach will give an exit survey to the student-athlete. This survey will originate from the Athletic Director and will be used to evaluate the athletic/academic program. The survey is a useful tool to make necessary changes in the academic and athletic programs.

**APPEAL PROCESS**

In the event that a student-athlete has a complaint, the matter should be resolved by following the athletic chain of command. The student-athlete should first notify the head coach and together with the coach try to resolve the matter. If the complaint cannot be satisfactorily resolved, the coach, student-athlete and athletic director, should meet to solve the problem. If the complaint cannot be settled to the satisfaction of all parties involved, the coach, student-athlete and athletic director should meet with the Dean of Students to solve the problem.

*Believe it. Achieve it.*

# RELEASE OF RECORDS

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Date \_\_\_\_\_

PROCESSED BY

# **SOUTHERN UNION STATE COMMUNITY COLLEGE**

## **ATHLETIC DEPARTMENT**

### **Acknowledgment of Athletic Handbook**

I acknowledge receipt of a copy of the Athletic Handbook and have read the rules of conduct. I understand the rules and realize that I am subject to disciplinary measures should I violate them. I do agree to participate and conduct myself in accordance with the rules of our Athletic Department, Southern Union Handbook, and any other specific rules of the coaches.

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Signature of Student-Athlete

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Date

