



# JOHNSON & WALES

U N I V E R S I T Y

**Department of Intercollegiate Athletics**  
**NCAA Student-Athlete Handbook**



**JWU**  
**WILDCATS**

## **INTRODUCTION**

The purpose of the Johnson & Wales University Student-Athlete Handbook is to familiarize all participants with the expectations and standards of the Department of Athletics. Johnson & Wales University is a Division III member of the NCAA (National Collegiate Athletic Association), and a charter member of the GNAC (Great Northeast Athletic Conference). Other member affiliations include: the New England Wrestling Association, The Commonwealth Coast Conference, The Colonial Hockey Conference, The Empire 8 Conference, The Mid Atlantic Conference, The Intercollegiate Horse Shows Association and The Intercollegiate Dressage Association. The Athletic Program subscribes and adheres to the academic and athletic standards of their affiliations and to the policies established by Johnson & Wales University.

## **ATHLETICS PURPOSE**

To deliver an exceptional intercollegiate athletics program that complements the educational mission of the University and creates exciting campus culture.—Athletics enhances the educational experience through building campus culture and tradition while fostering character and leadership development within our student-athletes.

## **FOUNDATIONAL PRINCIPLES**

1. Produce lifelong leaders through intercollegiate programs of excellence while maintaining compliance with all federal, institutional, national governing organization (NCAA / NAIA / USCAA), and conference rules and regulations.
2. Support the enrollment strategy of the institution by recruiting, enrolling, retaining, educating and graduating the best fit student athletes at Johnson & Wales University
3. Prepare students for personal and career success through challenging intercollegiate athletic programs, intramural, and recreational opportunities.
4. Foster an inclusive community that embraces diversity and encourages acceptance of all student-athletes and participants in our intramural, recreation, club sports and fitness programs.
5. Promote wellness through a variety of health and fitness programs.
6. Create a Championship Culture by modeling the tenets of the Wildcat Way: Pride, Courage, Character, and Community.

## **JWU STUDENT CODE OF CONDUCT**

All student-athletes must adhere to The JWU Student Code of Conduct.

### Student Code of Conduct

The purpose of the Student Code of Conduct and the Conduct Review Process that supports it is to help the university maintain a safe, healthy and positive campus community and online environment for living, learning and working where individuals act lawfully and in compliance with university policies and rules, and act with honesty, integrity, civility and respect for themselves and others and for the university community and the communities in which we live. Any behavior that is inconsistent with these goals, whether on or off campus, is prohibited and constitutes a violation of the Student Code of Conduct. The link to access the handbook is below.

<https://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/>

## **COMPLAINTS AND GRIEVANCES**

It is the intention of Johnson & Wales University and the Department of Athletics to resolve complaints and grievances quickly, informally and as close as possible to the point of origin. The complaint and grievance process accessible at the link below is not intended to be a forum to challenge university policy, but rather a means by which individuals can seek a timely and fair review of their concerns.

For the resolution of issues related to participation in varsity athletics:

1. A student should first address the complaint or grievance orally with the coach or appropriate athletics department staff member within 5 days of the incident. The staff member will consider the complaint or grievance and notify the student their decision within a reasonable time, usually 5 days.
2. If the complaint or grievance cannot be resolved at the previous level, the student should present the complaint or grievance, in writing, to the Director of Athletics within 5 days of receipt of staff member's decision. The Director of Athletics will document his or her decision and provide a copy to the student, staff member, and the Associate Dean of Student Affairs within a reasonable time, usually 5 days.
3. If the complaint or grievance is still unresolved, the student may request a final review at by submitting a written request for review to the Associate Dean of Student Affairs. The written request should set forth the reasons that the student is seeking a review of the earlier decision and, in particular, should specify if the student feels that relevant, new information has come to light since the decision was made or that the decision was unjust or inconsistent with the circumstances of the incident. The request will be considered by The Associate Dean of Student Affairs in conjunction with the Dean of Students. The decision will be final and a written copy of the decision will be given to the student.

<https://catalog.jwu.edu/handbook/generalinformationandpolicies/complaintsandgrievances/>

## **DRUG AND ALCOHOL POLICY**

In accordance with the Federal Drug-Free Workplace Act and Drug-Free Schools and Communities Act, Johnson & Wales University prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Possession or use of alcoholic beverages anywhere on university property is prohibited except for legal use at events, operations, programs, premises or facilities sanctioned by the university. Unlawful for these purposes means in violation of federal, state or local statutes, regulations or ordinances. Workplace is defined as either university premises or any place where university business is conducted away from university premises. Educational setting includes both university premises and approved educational sites off campus.

Possession or use of illegal drugs, narcotics or drug paraphernalia is absolutely forbidden. Johnson & Wales and the Department of Athletics may impose sanctions on students for violations of this policy up to and including dismissal and/or possible referral to local authorities consistent with applicable law. Johnson & Wales is not and cannot be considered a protector or sanctuary from the existing laws of the local, state and/or federal government.

### University Sanctions

Disciplinary sanctions which may be imposed on a student found to be in violation of the above policy include, but are not limited to, revocation of certain privileges, including varsity team suspension and dismissal; community service; conduct warning; conduct probation; fine or restitution for loss; suspension or dismissal from the university and/or university housing, and referral to alcohol education classes. The university also reserves the right to notify parents of violations by students who are under the applicable legal drinking age. Please see the [Student Code of Conduct](#) and [Sanctions for Individuals](#) for more information.

## **TOBACCO USE**

All uses of tobacco-related products are prohibited by students, faculty, staff and visitors on all JWU campuses and by the NCAA.

- consistent with applicable laws;
- in all university-owned and -leased property and facilities including, but not limited to, common work areas, classrooms, conference and meeting rooms, private offices, elevators, hallways, stairs, restrooms, vehicles and all other enclosed facilities;
- on university grounds including, but not limited to, parking areas, loading docks of university facilities, athletic and recreational facilities, lectures, conferences, meetings and social events held on university property.

- during all varsity team travel while representing the University.

For purposes of this policy, tobacco-related products include cigarettes, electronic cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff or any other items containing or reasonably resembling tobacco or prohibited products.

The sale, free distribution or advertisement of smoke and tobacco products is prohibited on all campuses and in all university publications.

It is the responsibility of all members of the university community to comply with this policy, and it is expected that both smokers and nonsmokers will cooperate by complying in an atmosphere of mutual respect and consideration. All members of the university community are encouraged to promote compliance with this policy by politely reminding students, faculty, staff, volunteers, visitors and vendors that Johnson & Wales University is a tobacco-free campus, as necessary.

## **GAMBLING**

NCAA mandates that student-athletes and athletics staff members are not permitted to be involved in any type of gambling activity that involves one of its own sports or a sport with an NCAA championship at any level of that sport (high school, collegiate, and professional).

### Examples of Gambling Activities that are prohibited by the NCAA Johnson & Wales Department of Athletics

- Soliciting a bet on any intercollegiate or professional team
- Accepting a bet on any team representing Johnson & Wales
- Soliciting or accepting a bet on any intercollegiate or professional competition for any item (e.g. cash, shirt, dinner) that has tangible value
- Engaging in gambling activities that do not involve the outcome of contests (e.g., fantasy leagues, picking the top scorer)
- Participating in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card, or any other method employed by organized gambling
- Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition or participants in the competition
- Engaging in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e., "pointshaving")
- Participate in a fantasy league that involves a tangible benefit for the winner(s) of the league (cash, prize, etc.)

NCAA Consequences of impermissible gambling activities by student-athletes are:

- Student-athlete's involved in activities designed to influence the outcome or win/loss margins (i.e. point shaving) will be ruled permanently ineligible.
- Student-athlete's involved in accepting or soliciting bets on their own institution will be ruled permanently ineligible.
- Student-athlete's involved in any other type of sport wagering through organized gambling shall lose at least one-year of all eligibility.

**PROHIBITED DISCRIMINATION & HARASSMENT (INCLUDING SEXUAL HARASSMENT) POLICY**

It is the goal of Johnson & Wales University and the Department of Athletics to provide an educational and employment environment free from all forms of intimidation, hostility, offensive behavior, discrimination and harassment, including sexual harassment. The university prohibits unlawful discrimination, including harassment, on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy or marital status, or any other unlawful basis in admission to, access to, treatment of, or employment in its programs and activities. Such conduct violates not only university policy, but may also violate federal and state laws.

Harassment may take many forms, including physical, verbal and nonverbal acts and written statements. Harassment does not have to include intent to harm, be directed at a specific target or involve repeated incidents. A single incident involving severe misconduct may sometimes rise to the level of harassment.

Discrimination and harassment are inappropriate and will not be tolerated at Johnson & Wales University or by the Department of Athletics. Such behavior or the tolerance of such behavior on the part of an employee violates university policy and may result in disciplinary action up to and including termination of employment. Such behavior on the part of a student also violates the [Student Code of Conduct](#) and may result in student conduct [sanctions](#) up to and including dismissal from the university.

**SEXUAL ASSAULT AND RELATIONSHIP VIOLENCE POLICY**

Johnson & Wales University and the Department of Athletics prohibits sexual assault and relationship violence, which may include dating violence, domestic violence, stalking and sexual exploitation. These offenses constitute violations of university policy, including the [Prohibited Discrimination and Harassment \(including Sexual Harassment\) Policy](#) and [Student Code of Conduct](#). These offenses can also constitute violations of state and federal laws.

The university provides proceedings and resources for community members affected by bisexual assault and relationship violence (see [Getting Help](#)), and offers programming designed to educate the community and prevent the occurrence of such offenses (see [Education and Prevention](#)). The full policy can be located here by clicking the link. [NCAA Prevention of Campus Sexual Violence Policy and Procedures](#).

## **HAZING POLICY**

It is the goal of Johnson & Wales University and the Department of Athletics to provide an educational environment free from all forms of hazing. Such conduct violates not only university policies, but also state law.

Hazing is inappropriate and will not be tolerated at Johnson & Wales University or by the Department of Athletics. Such behavior or the tolerance of such behavior on the part of any student violates the [Student Code of Conduct](#) and may result in student conduct sanctions ([individual](#) or [group](#)) up to and including dismissal from the university.

Consent is not a defense to hazing and will not absolve an individual or group from a finding of responsibility for hazing under the Student Code of Conduct.

### **What is Hazing?**

Hazing is any severe, persistent or pervasive behavior that, for purposes of initiation or admission into or affiliation with any organization or group, endangers an individual's mental or physical health, well-being or safety, or unreasonably interferes with an individual's ability to freely participate in university life.

Hazing may take many forms, and while it is not always easy to define precisely what behavior constitutes hazing, examples of behavior that may constitute hazing include, but are not limited to

- the explicit or implicit pressuring or coercing of a student into violating law or university policy
- any brutality of a physical nature, such as whipping, paddling, beating, branding, exposure to the elements, abandonment, forced or encouraged consumption of any food, liquor, drug, or other substance, or other forced physical activity
- any activity that is likely to subject the student to substantial mental stress, such as sleep deprivation, conduct that could result in extreme embarrassment, or other activity that could adversely affect the mental health, academic pursuits or dignity of the student
- prohibiting individuals to speak for extended periods of time and/or forced exclusion from social contact, prohibition from speaking with university officials, faculty, employers/clients, roommates, family/friends, club members or leadership, etc.
- requiring a regimented public demeanor (e.g., marching, military-like

- demeanor, restricting walking patterns, prescribing set walking formations)
- confinement
- kidnapping
- verbal abuse
- carrying any items (shields, paddles, bricks, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier
- misleading prospective members into believing that they will be hurt during induction or initiation
- interrogating an individual in an intimidating or threatening manner
- assigning or endorsing pranks such as borrowing or stealing items, painting property and objects of others, or harassing other individuals or groups
- requiring any personal servitude to another individual or group such as running errands, cleaning, making food runs or performing someone else's academic work
- simulating activity of a sexual nature, or threatening to do so

### **What should I do if I think I am the victim of, a witness to, or learn of hazing?**

Anyone who is aware of or believes they have witnessed or have been subjected to hazing should immediately report the behavior to Campus Safety & Security. For Campus Safety & Security contact information for each campus, please consult the [JWU Directory](#).

### **Silent Witness**

Anyone who is aware of or believes they have witnessed or have been subjected to hazing may also make a Silent Witness Report online. Please note that the Silent Witness Program is not designed to replace the need to contact Campus Safety & Security directly about an emergency or potentially harmful situation. The ability to respond appropriately may be limited if the report is anonymous; therefore, students are encouraged to provide an email address and/or phone number so that Campus Safety & Security may follow up with questions if necessary.

- [Providence Silent Witness Report](#)

### **Retaliation**

Johnson & Wales University and the Department of Athletics prohibits retaliation against any individual who has made a good faith complaint, cooperated in the investigation of such a complaint, or participated in the [Conduct Review Process](#). Anyone found to have engaged in retaliation will be subject to disciplinary action up to and including dismissal from the university.



## **TRANSGENDER STUDENT ATHLETES**

Johnson & Wales University and the Department of Athletics are committed to diversity and inclusion. We aspire to create the safest, most welcoming environment for community members of all genders.

If you are interested in participating on a varsity athletic team, please review the following National Collegiate Athletic Association (NCAA) policies and guidelines that outline transgender student-athlete participation in NCAA sports.

[NCAA Inclusion of Transgender Athletes Handbook](#). August 2011, NCAA Office of Inclusion.

[Champions of Respect](#). 2012, NCAA Office of Inclusion.

Once a student athlete has completed, plans to initiate or is in the process of taking hormones as part of a gender affirming process the student athlete shall meet with the Director of Athletics upon matriculation or when the decision to undergo hormonal treatment is made. This will ensure all eligibility requirements and procedures for approval of transgender participation are reviewed with the student athlete.

[TRANS\\*ATHLETE](#) is a resource for students, athletes, coaches, and administrators to find information about trans\* inclusion in athletics at various levels of play. This site pulls together existing information in one central location, and breaks down information into [easy-to-reference areas](#) to help you find what you need.

## **SOCIAL MEDIA**

Participation in intercollegiate athletics at Johnson & Wales University is a privilege, not a right. While the athletic department support student athlete's involvement with Internetbased social networking communities, the athletic department reserves the right to take action against any student-athlete engaged in behavior that violates University or department policies including postings on the Internet.

Johnson & Wales University and the Department of Athletics understands the popularityand usefulness of social media networking sites such as Twitter, Facebook, You Tube, Instagram and others and supports their use by student-athletes provided that:

- No offensive or inappropriate pictures are posted;
- No offensive or inappropriate comments are posted;
- Any information placed on the website(s) does not violate Johnson & Wales,athletic department or student-athlete codes of conduct;

- Photos and/or comments posted on these sites do not depict team-related or JWU-identifiable activities (including wearing/using team uniforms or gear inappropriately).

Student-athletes must remember that they are representatives of Johnson & Wales and are in the public eye more so than other students. Please keep the following in mind as you participate on social networking websites:

- Before participating in any online community, understand that anything posted online is available to ***anyone in the world. Any text or photo placed online becomes the property of the site(s) and is*** completely out of your control the moment it is placed online - ***even if you limit access to your site.***
- You should not post any information, photos or other items online that could embarrass you, your family, your team, the athletic department or Johnson & Wales. **This includes information that may be posted by others on your page.**
- Student-athletes could face discipline and even dismissal for violations of team, department, JWU and/or NCAA policies.

**Johnson & Wales Security and other local law enforcement agencies may monitor these websites regularly as may potential employers and internship supervisors as a way of screening applicants.** In addition, many graduate programs and scholarship committees also search these sites to screen candidates. JWU student-athletes should be very careful when using online social networking sites and keep in mind that sanctions may be imposed, including the loss of your eligibility for the season, if these sites are used improperly or depict inappropriate, embarrassing or dangerous behaviors.

## **NAME, IMAGE, LIKENESS (NIL)**

### Scope and Application

This Name, Image, and Likeness Policy (“Policy”) applies to all Johnson & Wales University (“JWU”) Student Athletes (as defined below) and employees (including student employees, acting in their capacity as employees) and persons directly under university control or acting on the university’s behalf (collectively together with Student Athletes, “Covered Persons”).

### Definitions

- A. *Compensation* means the receipt, whether directly or indirectly, of any cryptocurrency, goods, money, services, or other items of value, or in kind contributions or any other form of payment or remuneration.
- B. *Endorsement Contract* means an agreement under which a student is employed or receives Compensation for the use by another party of such student’s image, likeness, name, or person in the promotion of any event, product, or service.
- C. *Official Team Activities* means all exhibitions, games, practices, scrimmages, sports camps sponsored by the university, team appearances, team photograph sessions, and other team-organized activities, including, but not limited to, news media interviews, photograph sessions, and other related activities as specified by the university.

D. *Prohibited Endorsement Category* means any Endorsement Contract in certain categories, with specific entities or with specific identified individuals that are in conflict with applicable law, National Collegiate Athletic Association (“NCAA”) rules and regulations, university contracts, university policies or procedures, or which may negatively impact the image or reputation of the university (collectively, “Laws and Rules”). Prohibited Endorsement Categories include, but are not limited to:

1. Activities that are misleading, offensive, or in violation of or conflict with the Laws and Rules.
2. Activities that appear to create an endorsement by the university of a particular business organization or product.
3. Activities that appear to create an endorsement by the university of a political candidate or position regarding public policies.
4. Activities involving adult entertainment; alcohol; alternative or electronic nicotine products or delivery systems; gambling or sports wagering; illegal activities, products, or services; marijuana or other controlled substances; substances on the NCAA Banned Substance List and performance enhancing substances; tobacco; or any other category that may negatively impact the image or reputation of the university.

E. *Student Athlete* means any student enrolled at the university and participating in NCAA athletics programs at the university and any prospective student who may be eligible to engage in NCAA athletics programs at the university.

F. *University Marks* means the copyrights, logo, marks, mascot, name, trademarks, unique colors, and other intellectual property or defining insignia of the university.

### Policy

#### A. Review and Approval

1. A Student Athlete may enter into an Endorsement Contract provided that, prior to entering into any Endorsement Contract, the Student Athlete:

- a) *Informs the university of the Student Athlete’s intention to enter such Endorsement Contract;*
- b) *Submits a copy of the Endorsement Contract to the university’s Director of Athletics or, if there is not a physical document, provides all relevant detail regarding such Endorsement Contract to the university;*
- c) *Ensures the Endorsement Contract otherwise complies with this Policy and all applicable Laws and Rules;*
- d) *Receives university approval under this Policy; and*
- e) *Informs the university of any changes to the terms of such Endorsement Contract occurring after university review.*

2. The university’s Director of Athletics shall review all Endorsement Contracts and approve all Endorsement Contracts that comply with this Policy.

#### B. Endorsement Contract Requirements

3. Any Endorsement Contract entered into by a Student Athlete must not:
- a) *Conflict with this Policy or, for avoidance of doubt, any contract to which the university is a party.*
  - b) *Require a Student Athlete to engage or participate in any Prohibited Endorsement Category.*
  - c) *Be between the student and the university or any university employee, in their individual or representative capacity, or otherwise provide compensation to a Student Athlete from the university in exchange for such Endorsement Contract.*
  - d) *Provide a recruiting inducement or inducement to the Student Athlete to remain enrolled at the university.*
  - e) *Be conditioned or contingent on enrolling at, or continuing enrollment at the university, or on any specific athletic performance or achievement.*
  - f) *Compensate a Student Athlete for participation, performance, or service in an intercollegiate sport.*

C. Student Athlete Requirements

- i. Student Athletes are prohibited from using or consenting to the use of any University Marks in connection with any Endorsement Contract without prior written permission from a university officer, subject to revocation at any time in university's sole discretion.
- ii. Student Athletes are prohibited from performing any service or activity associated with an Endorsement Contract that interferes with any Official Team Activities or academic obligations.
- iii. At their own cost, Student Athletes engaging in Endorsement Contracts should consult with an attorney about any Endorsement Contracts and an appropriate tax professional about the tax implications of any Compensation. At their own cost, international Student Athletes engaging in Endorsement Contracts should consult with an attorney to discuss any immigration implications under their visas.

## **TRANSPORTATION**

Johnson & Wales University will provide transportation for all scheduled away events. ***Athletes must travel with the team to these events.*** Those who need to travel separately from the University – provided transportation, to and/or from the event, must sign a Waiver of Responsibility Form in advance (this includes transportation to and/or from events with parents or guardians). If this form is not completed, you will not be eligible to participate in the athletic competition for that day.

## **DRESS CODE**

All student-athletes are expected to comply with Athletic Department or coaching staff guidelines regarding appropriate dress for games, travel, and other athletic functions.

This will vary from team to team and from event to event. Please be aware of the dress code for appropriate times.

## **CAPTAIN'S PRACTICES**

Captains' practices are not allowed per NCAA Bylaw 17.02.1.1. Students may reserve a designated athletic/recreational facility from time to time but the reservation may never be held for only members of a varsity team. The open recreation space reservation must be made through the Operations Manager. The reservation must always be open to all members of Johnson & Wales University.

## **ACADEMICS**

The Department of Athletics at JWU is committed to providing you with assistance in achieving your academic goals. If you have any academic questions or difficulties, you should contact your coach and the department's academic advisor. Student-athletes are expected to attend classes regularly and to make academics their number one priority. A student-athlete's responsibility to his or her team must take precedence over other social or recreational events. Student-athletes are expected to represent their teams and the University with dignity, class, and good sportsmanship at all times.

## **ELIGIBILITY STANDARDS**

To fulfill general and academic eligibility requirements, each student-athlete at the Johnson & Wales Providence Campus must

1. Be a full-time matriculating undergraduate student enrolled in a minimum of 12 semester credit hours (with the exception of seniors who need less than 12 credit hours to graduate and who have verification from the Director of Compliance) or a full-time matriculating graduate student enrolled in a minimum of 9 semester credit hours.
2. First-year student-athletes must attain a 1.85 GPA after their first semester of

full-time enrollment and a 2.00 cumulative GPA every semester thereafter; graduate program students must maintain a 3.00 cumulative GPA.

<b>1 Semester</b>	1.85 GPA
<b>2 Semester</b>	2.00 GPA
<b>Transfer Students</b>	2.00 GPA

3. Maintain progress towards degree completion as defined in Satisfactory Academic Progress standards.
4. Sign NCAA student-athlete statement forms related to eligibility, recruitment, financial aid, amateur status, etc.
5. Sign an NCAA drug testing consent form.
6. Sign conference and department sportsmanship and code of conduct forms.

### **NCAA and University Paperwork**

All student-athletes must sign all necessary NCAA and University paperwork. This includes NCAA statement forms pertaining to recruitment, financial aid, drug testing, etc.

NCAA Student-Athlete Statement & Buckley Amendment Consent  
Results of Drug Tests & Drug Testing Consent  
General Amateurism and Eligibility Form for International Student-Athletes  
GNAC Sportsmanship Statement  
JWU Academic Standards

### **STUDENT ACADEMIC SERVICES**

#### **Academic Standing**

A student's academic standing is based on grade point average (GPA) in conjunction with total attempted credits (including transfer credits) and is evaluated after the completion of each semester of enrollment. Academic standing standards differ by program of study and will be certified at the end of each academic semester by the Athletics Compliance officer.

Please refer to the academic standing link below for specific requirements

<https://catalog.jwu.edu/handbook/academicpolicies/academicstanding/>

Students not in good academic standing will not be able to register until they have met with their assigned academic counselor/advisor. At this meeting an academic agreement outlining the grades needed to return to good academic standing will be developed, and the schedule hold will be removed. Students are urged to make an appointment with their assigned academic counselor/advisor at the beginning of their probation semester.

According to the following standards, students who do not satisfy good academic standing requirements will be placed on academic probation or dismissed.

## **Attendance**

The purpose of the university's attendance policy is to help students develop a self-directed, professional attitude toward their studies and maximize their educational opportunities. Regular class attendance provides fundamental educational value and offers the most effective means to gain command of the course concepts and materials.

Students are expected to attend all classes, arrive on time and remain for the entire class period, and report to class fully prepared with all required materials. To meet these expectations, students must arrange course schedules that minimize conflict with other commitments, including personal commitments, work, or participation in athletics or other university-sanctioned events. When students encounter difficulty meeting these requirements, they must actively engage their faculty member to discuss the concern.

Individual faculty define the specific role that class attendance plays in the calculation of final grades for each course. Additionally, excessive absences in certain courses may result in withdrawal from the course at the instructor's discretion. Students should consult the course syllabus and course instructor for specific faculty policies on attendance and make-up work within a course. Student Academic Services does not issue excused absences from class. Students must contact their course instructor directly to discuss the missed class.

For the purposes of financial aid and verification of enrollment, a student is considered enrolled in the term by the census date if they are in attendance by the second class meeting or, for online courses, by completing the first stated assignment or activity by the due date. If students do not meet these criteria, they will be withdrawn without academic penalty from the course (i.e., as never attended) and, when appropriate, issued a tuition adjustment in accordance with the [Tuition and Fees Credit Policy](#).

It is the student's responsibility to notify Student Academic & Financial Services of any courses that they wish to drop from their schedule, as well as any intent to leave the university. Discontinuing attendance or notifying an instructor does not constitute an official course or university withdrawal.

## **EQUIPMENT & UNIFORMS**

Team uniforms shall be issued on a game-to-game basis from the Equipment Room. All athletes must complete and sign a uniform agreement prior to the first issuance; this will be done with your compliance paper work. No uniform will be issued without the completion of this form. You must appear in person to pick-up your uniform for each contest. Only a member of the coaching staff may pick up your uniform on your behalf. Please note that you are responsible for the uniform assigned, regardless of whether you switch with another person on your team at a later date.

Number assignments and a fitting session can be coordinated with each team member prior to the first scheduled contest, at the discretion of the head coach. A specific date

and time will be assigned for your team. Attendance at this meeting is mandatory. Your uniform will be available at the Team Issue Desk two hours prior to a home game. Uniforms will be available thirty minutes before away contest scheduled bus departure times. In extreme circumstances (early morning/late night departures) arrangements will be made with your coach for uniform pick-up at alternative times.

### **PRACTICE GEAR & LOCKERS**

Each athlete will be assigned practice gear and a laundry loop, locks are available upon request. The practice gear can be washed at the end of each scheduled practice session by placing it on the loop and handing it to the staff at the Equipment Room. Please note that gear not returned within 30 minutes of the scheduled completion of practice will **not** be laundered in time for the following day. The lock may be used for the duration of the school year. The loop will be your responsibility for your tenure at JWU. You will be allowed to use a locker in the team locker room during the length of your traditional season. It must be emptied within 48 hours of the end of the season while you can continue to use the lock in the recreation locker room and laundering service during the remainder of the academic year. All lockers must be cleared out by the end of the school year or all items will be removed by staff and discarded.



## **EQUIPMENT ROOM**

Hours of operation for the Equipment Room will depend upon your playing/practice schedule and will be posted. The night drop slot will be available for drop-off of uniforms and practice gear before and after operating hours and all coaches should have access to this slot. Please note that the use of the drop slot does not guarantee a clean set of gear the next day. The wash cycle will begin 30 minutes after the scheduled practice ending time – no exceptions! Please remember that our staff consists of students and they have many other commitments. To contact the Equipment Room directly, please call 598- 1619.

### **DO:**

- Return your uniform immediately after each contest
- Return practice gear within 30 minutes of practice
- Inform staff of any damage or problems with a uniform
- Place the combination to your padlock inside your locker
- Be courteous to the staff at all times

### **DON'T:**

- Fail to return your uniform after each contest
- Attach uniform to the laundry loop
- Write on or alter your uniform or practice gear in any way
- Put more than 5 items on your loop (pair of socks = one item)
- Wash your uniform at home

## **RECREATION CENTER POLICIES**

1. A valid Johnson & Wales University identification card (student, staff, or alumni ID) is required for admittance.
2. Foul language, hanging on the rims, spitting, verbal or physical abuse, and any violations of the Student Code of Conduct will result in immediate suspension from all recreational facilities.
3. A shirt, gym shorts, and sneakers must be worn at all times inside the Gymnasium and the Fitness Centers.
4. ID card must be surrendered for use of balls, weight belts, straps, or any other additionally borrowed equipment. Damage caused to the facility furniture or equipment will result in immediate suspension from the facility.
5. Food and drink are not permitted inside the gymnasium or Fitness Center.

## **TRAINING ROOM**

### **Hours of Operation**

The training room hours are based on the needs of the student-athletes. In general, the training room is open prior to practice and closes following the end of the last practice / competition each day.

### **Use of the Training Room**

The training room is open, first and foremost, for the use of student-athletes. Visiting teams, club teams, faculty and staff will be permitted to use the training room under the following conditions:

- Permission is obtained by the athletic trainer prior to use
- Taping, wrapping, and bandaging can be performed as long as the supplies are provided by the visiting team
- It does not interfere with the caretaking of the varsity student-athletes.

### **Medical Forms**

All student-athletes must have a complete medical file in order to be eligible for intercollegiate athletes. Freshman and transfer students must fill out the following annually:

- Form 2-A (athletic physical and medical history)
  - Every NEW student athlete (freshman, transfer, returning student trying out after freshman year) is required to have a medical screening physical with the team physician.
- Student athlete's Insurance information (including a copy of the card)
- Concussion Information acknowledgement
- Team Physician Medical Release
- Letter acknowledging explanation of athletic insurance policy

Returnees must update their paperwork annually prior to the start of their

### **season. Health Insurance**

- All students must have insurance coverage.
- A supplemental insurance policy is in place for all JWU student athletes. This policy has a \$10,000 deductible which is the responsibility of the student athlete.
- All insurance claims are the responsibility of the student-athlete, including co-pays.

## **Concussion Testing**

Students on all contact and collision sports are required to do a baseline concussion test. The test includes a computerized Impact test as well as a balance test administered by a member of the athletic training staff. The test is required once, done in the first year of competition.

## **Drug Policy**

- Student-athletes need to be aware of the NCAA list of banned substances in the student-athlete handbook.
- Johnson & Wales University participates in the NCAA Division III Drug Testing system. Testing can occur at any point during the NCAA Championships only.

## **General Rules and Regulations of the Training Room**

- PLEASE LEAVE ALL BAGS AND SPORTS EQUIPMENT IN THE HALLWAY. STAFF IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.
- ALL ATHLETES ARE REQUIRED TO SIGN IN THE TREATMENT LOG IF RECEIVING TREATMENT
- NO BARE FEET IN THE ATHLETIC TRAINING ROOM. APPROPRIATE CLOTHING MUST BE WORN AT ALL TIMES.
- NO SHOES ARE TO BE WORN ON THE TREATMENT TABLES. CLEATS ARE NOT PERMITTED IN THE ATHLETIC TRAINING ROOM
- NO FOOD OR BEVERAGES IN THE TREATMENT AREAS. TOBACCO PRODUCTS ARE NOT PERMITTED
- NO LOUNGING, HORSEPLAY, LOITERING, OR PROFANITY. ONLY THOSE IN NEED OF TREATMENT AND/OR REHAB ARE ALLOWED IN THE ATHLETIC TRAINING ROOM DURING PEAK HOURS.
- ATHLETES MUST SHOWER PRIOR TO WHIRLPOOL USAGE.
- MINIMIZE CELL PHONE USAGE DURING REHAB EXERCISES.
- NO SELF TREATMENTS. ATHLETES ARE NOT ALLOWED TO ADJUST MODALITIES WITHOUT ASSISTANCE FROM AN ATHLETIC TRAINER.
- SUPPLIES ARE FOR ATHLETIC TRAINING USE ONLY. ATHLETES ARE NOT ALLOWED TO REMOVE ANY EQUIPMENT FROM THE ATHLETIC TRAINING ROOM WITHOUT PERMISSION.
- PLEASE PLACE ALL REHAB EQUIPMENT BACK WHERE YOU FOUND IT.
- TEAMS ARE RESPONSIBLE FOR FILLING WATER COOLERS AND BOTTLES PRIOR TO PRACTICES.