

**Student Athlete Handbook
Jackson Community College**

JETS STUDENT ATHLETE CODE OF CONDUCT

Each student-athlete accepts responsibility above and beyond that of the general student body with regard to his/her conduct as a representative of the College. It is a privilege, not a right to be a member of the Jackson Community College athletic program and therefore, the student-athlete is held to a higher standard.

The Athletic Department requires the following guidelines be adhered to by all members of the Jackson Community College athletic program. The following regulations, as well as those listed in the College's Rights and Responsibilities Handbook, shall apply to all student-athletes.

1. ACADEMICS

It is the responsibility of each student-athlete to maintain a good academic standing. Each athlete must meet the eligibility requirements established by the National Junior College Athletic Association (NJCAA), and those specific to Jackson Community College; this includes making satisfactory academic progress and maintaining full-time enrollment during each semester your sport is in session.

Failure to meet these requirements will result in immediate removal of the student-athlete from the athletic program, carried out by the Athletic Director. If NJCAA standards are less rigorous than our institutional standards, we will opt to enforce our institutional academic policies. Each athlete must also participate in the Program for the Academic Success of Student Athletes (PASSA). Any student that is in need of developmental courses should take them within the first year of school, as outlined in the College Catalog. Please see the eligibility section of the Student Athlete Handbook for information on minimum grade point averages.

2. REPRESENTING JACKSON COMMUNITY COLLEGE

An athlete is seen in the public eye more often than the average student. Remember, it is a privilege to be a College Student Athlete, but it is also a responsibility to represent the College with pride and dignity. Failure to do this will result in disciplinary action from the coach and/or Athletic Director.

3. USE OF COLLEGE PROPERTY

Each athlete is expected to use College property or equipment in the manner for which it is intended. Uniforms and practice gear will be issued to each athlete and must be returned at the end of the season. Failure to do so will result in an academic "Hold" on all records for that student.

Any destruction of College property or other property will not be tolerated. Violators will be subject to the College disciplinary process, as well as the local legal system.

4. ALCOHOL AND DRUG USE

Any athlete found to be under the influence of, or in the possession of, alcoholic beverages or illegal drugs will face immediate suspension from the athletic program and disciplinary proceedings from the College.

5. TOBACCO

Using tobacco products runs counter to the mission of college athletics and an athlete's overall physical preparation. It is therefore prohibited while participating on any team.

6. DISTURBANCE IN PUBLIC

Athletes are only one group that uses the Victor Cuiss Fieldhouse, and many times that usage must be shared with instructional classes, intramural programs, community users as well as other teams. We expect athletes to act in a mature manner at all times and not create a situation that disrupts or disturbs other programs. This includes creating excessive noise during classes, mis-using weight room equipment, failing to comply with the direction of weight technicians or other College faculty and staff and wearing spikes in the field house. Violators will be subject to disciplinary action imposed by the head coach and/or Athletic Director.

7. TRAVEL POLICY

Each student-athlete will travel to and from contests with College approved transportation only. If a student-athlete wishes to receive alternate transportation, he/she must receive approval from his/her Head Coach and sign a release form. Each student-athlete will agree to and sign a travel conduct agreement prior to the start of each season that outlines personal conduct requirements and all travel policies for all JET athletic department members. Student athletes may not travel to team events without signing this agreement.

8. DRESS AND APPEARANCE

Proper attire is required. Moderation and good taste are always expected. Please discuss this issue with your coach and/or Athletic Director should you have questions or concerns. Please refer to individual team rules for further clarification.

9. RESPONSIBILITY

As an athlete at Jackson Community College, you assume a high degree of responsibility for your conduct. You are representing not only yourself and your team, but you are representing Jackson Community College. Therefore, you are responsible for your actions which include accepting the decisions of your coaches and the Athletic Director. You are encouraged to discuss any matter of concern with your coach. The door is always open for your questions, and you will receive an honest, direct response to your concerns.

10. DRUG TESTING

1. The overall goal of the Jackson Community College Athletic Department's Drug Testing Program is to promote a year round drug free environment within the JCC athletic department.
 - a) Objectives of the program:
 1. To protect the student athlete (health, safety and welfare).
 2. To address the possible problem, identify and treat the student athlete's problems with drug use.
 3. To inform and educate the student athlete on the effects of drug use and abuse.
 4. To protect the institution's image.
 5. To maintain competitive equality for all student athletes.

- b) The program will focus on ensuring the health of the student athlete by testing for the use of illegal drugs including performance enhancing and street drugs.
2. The College will provide assistance, direction and information for the student athlete who needs additional support as a result of a positive test. The College will attempt to provide appropriate referrals for follow-up and rehabilitation for students who test positive however athletes who test positive should expect consequences and sanctions in relation to their participation in JCC athletics (see #5 below).
3. The Drug Testing Program will include testing for both illegal (street) and performance enhancing drugs. The tests may be random or based on a suspicion of drug use.

Each athletic team or individual student athlete can be randomly selected for drug testing at any time. The athlete will be notified when and where to report for testing. Failure to report for testing may result in suspension from the team and/or other sanctions. The Assistant Dean and Athletic Director will notify the student athlete and head coach in the event of a positive result.

4. A student athlete may appeal a positive test result. The student athlete must submit a written appeal to the Assistant Dean and Athletic Director within two days of receiving the results of the test. The Assistant Dean and Athletic Director will convene a three person committee to hear the appeal. The committee will consist of two college administrators and one head coach (not the athlete's own coach). The committee will receive all evidence of the student athlete's drug use including all positive tests and testimony from the student athlete. The Committee will reach a decision within five working days and will notify the student and the Assistant Dean and Athletic Director in writing of their decision and recommended actions.
5. A positive test will result in the following penalties:
 - a) First Positive Test – The student athlete will be suspended from the athletic program for a minimum of 30 days and until the athlete is determined to be drug free. The student athlete must go through mandatory counseling in order to reinstate or re-establish eligibility.
 - b) Second Positive Test – The student athletic will be permanently removed from the JCC athletic program and will not be eligible for reinstatement. A second positive test will result in forfeiture of all scholarships to this student.

9. DUE PROCESS

The following principles of “due process” shall be employed for any student athlete accused of violating the Athletic Department or College regulations:

- a) In less serious cases involving a minor offense, corrective action may be taken by the appropriate coaching staff. An appeal by the student athlete may be made to the Athletic Director.
- b) In a more serious conduct situation, where suspension or dismissal is possible, the Head Coach and Athletic Director determine the disciplinary action. An appeal of that decision may then be made to the Dean of Student Services.

- c) All attempts to render a fair and just decision to any offense will be made as quickly as possible.
- d) Disciplinary action may include, but is not limited to: a verbal reprimand, restriction of participation, requirement of restitution, suspension or dismissal from the program and suspension or dismissal from school.
- e) Any student who breaks the laws of the State of Michigan or local municipality will be referred to Campus Security and the local police department.

Jackson Community College Eligibility, Compliance and Athletic Scholarships (Grant-in-Aid)

Eligibility Rules

Student-athletes must meet the guidelines set forth by Jackson Community College in order to participate in athletics as well as receive Grant-in-Aid scholarship money. Students that meet the Jackson Community College standards will, by default, meet the eligibility guidelines set forth by the Michigan Community College Athletic Association (MCCAA) and the National Junior College Athletic Association (NJCAA). Since JCC's internal standards for participation and scholarship eligibility are more stringent than those of the NJCAA or MCCAA, we will enforce our institutional standards when determining eligibility. Student-athletes, who meet only NJCAA standards but not the Jackson Community College standard, will not be eligible to compete or receive Grant-in-Aid funding.

We will follow the general guidelines below in determining if a student-athlete is eligible.

Students transferring from other institutions are also subjected to the NJCAA standards established for transfer students. Each transfer student will be evaluated on an individual basis to determine eligibility. Any deviation from this shall be decided upon by the Registrar and Athletic Director on a case-by-case basis.

Initial Eligibility/First Season Participants:

- Freshmen coming to Jackson Community College directly from high school who have graduated are immediately eligible by NJCAA standards. Note: Students must have transcripts sent to the College after their graduation information has been posted.
- He/she must register for and remain in a full-time course load during the season of competition. Fulltime load is at least 12 credit hours for fall and winter semesters.
- A student must earn at least twelve (12) credit hours with a 2.0 GPA or higher to be eligible to receive a Grant-in-Aid for the second semester.

Second Season Participants:

Second season participants must satisfy parts 1 and 2 below:

Part 1 – One of the following criteria must be met:

- Pass a minimum of twelve (12) credit hours at a 2.0 GPA in the previous full-time semester.
OR
- Pass an accumulation of credit hours equal to 12 multiplied by the number of previously enrolled full-time semesters with a 2.0 GPA.
OR
- Pass a minimum of 36 (fall sports) and 48 (winter sports) credit hours at a 2.0 GPA.

Part 2

- Pass a minimum of 24 credit hours at a 2.0 or better (in addition to satisfying Part 1 above).

The basic eligibility requirements for true Freshmen or Sophomores are listed here. For student-athletes that have either attempted multiple full-time semesters or have attended another college (both member and non-member of the NJCAA), there may be additional eligibility requirements as stated by the NJCAA. Please direct all eligibility questions to the College Athletic Director

Maintaining Eligibility & Registration:

All students must remain a full-time credit hour load during competition. Dropping below 12 credit hours during the season results in immediate ineligibility and could result in forfeiture of contests. Student-athletes should use the guidelines below when registering for courses to ensure the best selection.

- Fall Semester-Register by the end of July
- Winter Semester-Register by the end of November
- Spring & Summer Sessions-Register by end of April

Student-athletes may not drop below full-time status at any point while their season is in progress. This means he/she cannot drop to 9 hours and then register for a second 7 week course which begins later. As soon as credit hour load falls below full-time, he/she is immediately ineligible. Refer to NJCAA manual mini-cases for examples.

Participating Season Credit Hour Load

It is recommended that student-athletes adhere to the following credit hour loads during the participating season:

Previous GPA Credit Hours to Be Carried During Participation

- a) Below 2.0 Ineligible
- b) If in your last semester you earned a 2.0 GPA take a 12-13 credit Maximum
- c) If in your last semester you earned a 2.1-3.0 GPA take a 12 credit minimum-15 credit maximum
- d) If in your last semester you earned a 3.1-4.0 GPA take a 12 credit Minimum-18 Maximum***

****Note—the College will only cover a maximum of 30 credit hours per academic year. Students interested in taking more than 16 credits in a semester must get permission from the Dean of Student Services.*

Transfer Student-Athletes

Check with the Athletic Department for eligibility. Prior to asking the Athletic Department to determine eligibility, be sure students have at least provided unofficial college/university transcripts. Note: unofficial transcripts can be used to determine eligibility, but a student must submit official versions prior to playing in competition, regardless of financial obligations at previously attended institutions.

NJCAA Policy-Certified Disabled Student Athlete

In the rare occasion that a student has a documented disability, they may be relieved of the full 12 credit hour class load. Please contact the Athletic Director for more information about eligibility for disabled student athletes.

Administration

All eligibility forms are prepared by the Athletic Department. The Registrar and the Athletic Director are responsible for filing required eligibility forms and will sign them.

Medical Examination

A medical examination is required of all prospective athletes prior to being eligible to participate in tryouts, practice or competition in an intercollegiate sport. Injury requiring a physician's treatment requires a release prior to the student-athlete being permitted to play. All physicals must be completed by Dr. Andrew Dahlgren. If a student is injured during the year they must consult Dr. Dahlgren at the Allegiance Sports Medicine office.

Certification of Citizenship, Naturalization or Valid Visa

To be eligible, students must perform one of the following:

- State they are a citizen of the United States.
- Demonstrate they have received Permanent Resident status by the USCIS (United States Citizenship and Immigration Service).
- Provide a valid visa status.

Athletic Scholarships (Grants-in-Aid)

Philosophy

Athletic Grants-in-Aid are awarded to student-athletes to help remove financial barriers to higher education and to reward the student-athlete for athletic achievements.

Limits on Aid

Athletic Grant-in-aid shall be limited to the cost of tuition and fees in accordance with the guidelines and regulations of the MCCA and NJCAA and as modified by Jackson Community College. Grants will cover tuition and fees up to a maximum of 30 credit hours per academic year. A minimum of 12 credit hours must be taken during the fall and winter semesters. Students wishing to take more than the 30 credit hour limit will be responsible for additional tuition and associated costs. Once an athlete signs up for a schedule and the drop/add period has passed, any hours dropped will still count toward the total of 30.

For example, if an athlete signs up for 15 hours in the fall and decides after the drop/add period to remove a class from his/her schedule due to poor grades, those 15 hours still count toward their 30 hour total.

The grant will not cover the costs associated with credit-by-exams. The only time an Open Entry/Open Exit (OE/OE) class will be covered is when a student registers for the OE/OE as part of the initial 30 credit hours covered by the Grant-in-aid. The grant will not cover the addition of an OE/OE class after the drop/add period has concluded. Upon approval of the Dean of Student Services, the Athletic Director will notify the Financial Aid Office in writing if there are to be exceptions to the above policies.

Foreign Student Limit on Aid

The NJCAA limits the number of scholarships that can be awarded to non-U.S. citizens. Student-athletes that are in the United States on a visa are limited to the designated scholarship total outlined in the NJCAA Handbook.

MCCA CODE OF CONDUCT & SPORTSMANSHIP

A basic principle of NJCAA athletic competition is to develop and foster respect for fellow

participants, coaches, officials and spectators. The following handbook section applies to all athletic events involving NJCAA member institutions. Conferences, Regions and sport rule books may apply rules and regulations that are more restrictive than those found in this section.

- A. Participants will recognize their responsibility for proper conduct before, during, and after every contest.
- B. Coaches and Athletic Directors will recognize and assume responsibility for the behavior of themselves, players, staff, game management personnel and representatives of the respective NJCAA member institution.

Ejections:

A. Ejection for violent behavior

1. Violent behavior is defined as:

- a. An act in which physical contact or an attempt to make physical contact occurs with the purpose to do damage, harm, intimidate, incite a fight or otherwise injure a player, coach, referee, spectator, game management personnel or damage property.
- b. An act in which any bench personnel other than the coaching staff leave the bench area when a fight may break out or has broken out.

2. The following penalties will be assessed if a game official ejects a coach, player, staff member or game management personnel for violent unsportsmanlike behavior:

- a. Immediate ejection and removal from the venue.
- b. Mandatory ejection and removal from the venue for any bench personnel other than the head coach who leaves the bench when a fight may break out or has broken out.
- c. A two contest suspension to be served during the next two regularly scheduled or post season contests. Suspension of a coach or player at the end of a season of play shall carry over to the following season.
- d. Should the player, coach or team personnel be ejected for violent behavior a second time during the season, that individual shall be prohibited from participating in athletic contests of that institution for the remainder of the academic year including post season play.
- e. Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next two regularly scheduled contests as appearing on the published schedule of the institution at the time of the ejection.
- f. The referee may end the contest.
- g. Failure to report and/or comply will result in:
 - 1. For the first occurrence, the penalties will double and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
 - 2. For the second occurrence, the penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year.
 - 3. Games in which a suspended player(s) participate shall be forfeited.

B. Ejection for non-violent unsportsmanlike behavior:

1. Non-violent unsportsmanlike behavior is defined as profanity, vulgar gestures, trash talking, taunting or abusive language directed at players, coaches, referees, game management personnel and/or spectators. The use of tobacco or alcohol during NJCAA sponsored events

- is prohibited within this rule.
2. The following penalties will be assessed if a game official ejects a coach, player, staff member, or game management personnel for non violent unsportsmanlike behavior:
 - a. Immediate ejection and removal from the venue
 - b. A one contest suspension to be served during the next regularly scheduled or post-season contest. Suspension of a coach or player at the end of the season of play shall carry over to the following season.
 - c. Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next regularly scheduled contest as appearing on the published schedule of the institution at the time of the ejection.
 - d. Failure to report and/or comply will result in:
 1. For the first occurrence penalties will double and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
 2. For the second occurrence penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year.
 3. Games in which a suspended player (s) participates shall be forfeited.
- C. Ejection of the coach: the game shall be terminated and a forfeit declared if the head coach is ejected and there is no assistant coach or other college staff contractually bound to the institution willing to assume responsibility for the team.
- D. Reporting structure
1. The Athletic Directors of the member institutions involved in the contest shall notify, in writing, their respective Region Director (or designee) following the ejection/s by noon local time of the first business day following the event.
 2. The Region Directors (or designee) shall keep a record of all ejections in their respective region. The record shall include the name and institution of the person ejected, the date of the ejection, the reason for the ejection, and the penalty imposed.
 3. The Region Director or designee shall supply an end of the year report of the ejections occurring in the Region. The report shall include the number of ejections and the penalties assessed by sport. Copies of the end of the year report shall be given to the Region, the Sport Committee, and the Standards and Ethics Committee by June 15 of that academic year.
- E. Appeals
1. Participants in all NJCAA certified sports are subject to the penalties listed for ejections.
 2. There is no appeal of a game (s) suspension resulting from an ejection by a game official.
- F. Personnel and athletes suspended under these NJCAA rules shall not be allowed in the facility/gym/field complex before or during the contest and may not coach or participate before the game, during play, or at half-time. Suspended coaches may travel with the team. Suspended athletes may not travel with the team.

Program for the Academic Success of Student Athletes (PASSA)

Your academic success at Jackson Community College is very important to us. In order to ensure that you are doing well in your classes and receiving all of the support and assistance that you need the Athletic Department and the Center for Student Success have developed a two tier plan called Program for the Academic Success of Student Athletes (PASSA).

All Student Athletes will be required to attend and sign in for at least 3 hours of study hall at the Center for Student Success in Bert Walker Hall every week in the academic semester. The only exception to this is approval from the Athletic Director and Coach. A schedule of available times to attend CSS Student Athlete study hall will be posted at the Center for Student Success. Tier One Students will also be required to turn in weekly attendance report for classes. Reports for weeks 4, 7, 9, 11 and 13 will ask for an estimated grade for each class. These reports require a signature from each instructor for every class scheduled. These reports can be picked up weekly at the Field House main office or printed from the JCC athletics web page. They are due to the Field House main office by 4:00pm every Friday.

Tutoring

Tutors will be available for all Jackson Community College students all semester free of charge. If a grade report indicates a need for assistance, student athletes will be recommended to the Center for Student Success for tutoring. Also, if at any time a student athlete wishes to seek the assistance of a tutor, they may go directly to the CSS, or they can ask for assistance in the Athletic Department, and a tutoring appointment at the CSS will be set up. Time spent with a tutor in the CSS will count towards study hall time.

Sanctions/Penalties for not complying with PASSA

- First offense- Coach's Digression
- Second offense- Coach's Digression.
- Third offense- Meeting with student athlete, Coach and Athletic Director. Sanctions may include removal from the team.

Community Service Requirements

As an institution of higher learning it is our goal that you become not only a successful athlete but a successful member of the community. It is important for us to lead you in the right direction to ensure that you are given the best opportunities possible. Because you're a student-athlete you are put into many leadership roles that may provide guidance to peers, other members of society, as well as youth. You as an athlete are a role model in many ways which is why we have implemented the JCC Gives Back Project.

An important part of being a successful adult is giving back to your community. As an adult and a student-athlete at JCC you will become a part of the JCC Gives Back Project. Being a part of this project will give you the opportunity to lead and motivate while helping others.

This project will require you to complete a minimum of 16 hours of community service. These hours will be accumulated during a span of one year.

You will be asked to record your hours on a specific form. After you have completed and logged your hours on the appropriate form you will take them to Amelia Leighton, in the Center for Student Success.

If you do not complete the full 16 hours during the allotted time period, it may result in termination from your athletic team and/or loss of your athletic scholarship.

Student Athlete Checklist

Please use the following checklist to ensure that you have completed all the necessary steps to be a successful student athlete at Jackson Community College.

Getting Started at JCC

- a) Complete an application for admission. This is available online or via the Admissions Office. You must be an admitted student to participate in athletics.
- b) Provide a final copy of your high school transcripts to Jackson Community College. These transcripts must indicate a graduation date or graduated status. You may bring a copy to the Admissions Office or request that your high school send one directly to the Office of Admissions, Jackson Community College 2111 Emmons Road, Jackson, MI 49201.
- c) If you haven't taken the ACT in the last 3 years, you will need to complete the college's assessment test, free of charge. If your ACT scores do not appear on your high school transcript, please provide a copy to the Admissions Office.
- d) If you have previously attended another college/university, you must request that an official transcript be sent directly from that institution to Jackson Community College. Student copies/web printouts will not be accepted. You may obtain a transcript request form from the Admissions Office of your previous institution. Check with your former institution; some schools charge a fee for providing official transcripts. If necessary, please include payment when submitting your requests. If you have attended more than one previous institution, all official transcripts must be received.
- e) Complete a Free Application for Federal Student Aid (FAFSA). You may be eligible to receive loans or grants. Apply early and by using the internet. Web applications get processed faster than paper ones. If you need assistance, please contact our Financial Aid Office. Complete this application even if you are receiving an athletic scholarship.

Academics

- a) Meet with the Center for Student Success Director, Marian Burlingham at the Center for Student Success in main campus' Bert Walker Hall.
- b) Meet with the Athletic Director to get assistance in selecting your courses. Do this prior to the start of registration for the term you wish to attend.
- c) Register early for best class selection. This will allow you to be able to choose from classes that will fit your busy schedule. You must enroll in at least 12 credit hours (**dropping below 12 hours makes you immediately ineligible**) during the terms that you will be competing.
- d) Notify your instructors directly after the first class of the semester that you are a student athlete, and let them know if you will be missing a class due to a scheduled game/contest. It is imperative that you provide a copy of your team practice and game schedule to each of your faculty members and that you cover with each of your faculty members the information found in the Faculty Information Sheet. This sheet will be provided for you by the Athletic Department before each semester.

- e) If you want to drop a course, contact your coach and Athletic Director to discuss the situation first. Remember dropping below full-time makes you immediately ineligible, even if you add a course later.

STUDENT HANDBOOK AGREEMENT FORM

I understand that it is a privilege, not a right, to be a member of a varsity athletic team at Jackson Community College, and I agree to abide by all components of the Student Athlete Handbook and the Student-Athlete Code of Conduct.

Student-Athlete (Signature)

Date

Print Name