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SOUTH GEORGIA STATE
Hawks

STUDENT-ATHLETE HANDBOOK

SOUTH GEORGIA STATE COLLEGE
100 W COLLEGE PARK DRIVE





STUDENT-ATHLETIC HANDBOOK

DOUGLAS, GA 31533

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Student-Athletes:

Welcome to South Georgia State College. You are entering into one of the most exciting periods in your life and the South Georgia State College Athletic Program promises to help you attain your goals in every way we possibly can.

This handbook was created and designed for you, the student-athlete. The purpose of the handbook is to give you information to assist you in finding answers to some of the more common questions. Hopefully, it will provide you a good idea of the expectations of South Georgia State College and the Athletic Program.

Since the handbook is only intended to act as a guide and should be used in conjunction with the South Georgia State College Student handbook. Please do

ATHLETIC DEPARTMENT PERSONNEL DIRECTORY

not hesitate to talk to your coach about any questions or concerns. We are here to assist and help you. Good luck in all of your college endeavors.

South Georgia State College Athletic Program

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PHILOSOPHY AND PURPOSE OF THE ATHLETIC PROGRAMS

Each year, South Georgia State College publishes an Equity in Athletics Disclosure Act Report. This report contains information on the College's intercollegiate athletics programs. the report is available upon request from the

Office of Athletic at 912-260-4217

Office of External Affairs at 912-260-4273

PHILOSOPHY AND PURPOSE OF THE SOUTH GEORGIA COLLEGE ATHLETIC PROGRAM

The purpose and philosophy of the South Georgia State College Athletic Program is an outgrowth of the overall mission of the college. As a center of higher education, South Georgia State College's mission is to help students blend learning, living, and working skills. The South Georgia State College Athletic Program is operated in strict adherence to the following statement of goals and objectives, which have been developed by the administration, the athletic director, coaches, faculty and students.

The goals of the intercollegiate athletic program are:

1. Emphasize and support the academic success of student athletes.
2. Provide a competitive experience in all sports.
3. Provide skill instruction for student athletes in each sport by qualified coaches.

ACADEMIC POLICIES AND PROCEDURES

4. Generate the necessary funds to support a quality program
5. Foster leadership, teamwork, and sportsmanship.

South Georgia State College is a member of the National Junior College Athletic Association (NJCAA) and the Georgia College Athletic Association (GCAA). All rules and regulations governing these organizations are applicable. South Georgia State College reserves the right to establish higher standards.

A. Academic Advisor

The college will assign an academic advisor for each member of his/her team. The duties of the academic advisor are to:

1. Help student-athletes identify and clarify purposes for attending college and setting professional goals.
2. Advise student-athletes regarding programs of study, course selection, registration procedures, scheduling revisions (drop/add), monitoring and reviewing student-athlete's attendance and course success.
3. Refer student-athletes for counseling, tutoring, mentoring and other assistance.
4. Recognize academic achievement and reinforce academic progress.

B. Registration Information

First semester freshman should complete their admission requirements

as soon as possible. The sooner the student-athlete is admitted to the college, the sooner registration for classes can occur. Because of practice requirements, competitive events and study hall/supplemental instruction requirements, a student-athlete's class schedule is designed to prevent as many time conflicts as possible.

Returning student-athletes will complete their Fall semester class schedules the previous spring and spring schedules will be complete the week prior to pre-registration in the fall.

C. Semester Load Requirements

Student-athletes are required to take a minimum of 15 hours per Semester (16 if enrolled in a lab class) with the exception of summer. During the season competition, if a student-athletes drops below 12 hours, he/she is **immediately ineligible**.

D. Eligibility Requirements

The NJCAA has various methods for achieving eligibility for participation:

1. Pass 12 or more hours the previous full-time semester with a 2.0 GPA or higher.

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 GPA or higher for the initial term of participation, regardless of previous term or other accumulation requirements. (This only establishes eligibility for the initial term, not subsequent terms.)

ACADEMIC POLICIES AND PROCEDURES

OR

4. A second season participant must have passed a minimum accumulation of 24 credit hours for a fall sport, 36 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement.

The grade of IP in Learning Support course counts as a C for first season eligibility. Second season eligibility requires 24 hours with a 2.0 or higher and Learning Support courses must be passed in order to count those hours.

E. Withdrawing from a course

A student-athlete wishing to withdraw from a course must see his/her coach. The coach will determine if withdrawal from the course will affect eligibility. A withdrawal form will be completed and copy placed in the student-athlete's file. **The student-athlete is responsible for delivering the Withdrawal form to the Registrar's Office.**

F. Payment of Fees

All fees are due and payable on or before registration each semester as noted in the South Georgia State College Catalog. Student-Athletes are responsible for contacting the Business Office in Engram Hall to insure that all financial obligations have been handled. Registration is not complete until all fees and charges are paid in full. Non-payment of fees by the deadline will result in the student-athlete schedule being dropped and removed from campus housing.

G. Class Attendance

The policy of the South Georgia State College Athletic Program is that student-athletes will attend all classes and labs unless otherwise excused. There is a strong correlation between class attendance and academic achievement. Only the instructor for the course can excuse an absence. Classes are not to be missed for practices, pre-game warm-up such as batting practice, team meetings or conditioning sessions. An excused

absence form will be given to each student-athlete to give to his/her instructor for competitive events on and off-campus. However, if the student-athlete has missed other classes or is behind in his/her work, the instructor is not required to approve an excused absence. Excused absences for illness, extenuating circumstance, or family programs must be documented by the coach or athletic trainer and approved by the coach.

Class attendance for student-athletes is monitored by variety of methods. Instructor grade forms and attendance forms are collected every two weeks. The forms are used to gather information about class attendance, grades, being on-time and completion of required coursework. Also, many faculty members will call the AD or coach when a student-athlete is experiencing academic difficulties. Just as student-athletes are required to attend practice to maximize the resources available to improve their performance, student-athletes are required to attend classes. Any work missed even for an excused absence is the responsibility of the student-athlete to make-up.

H. Missed Class Time Policy

Coaches are responsible for notifying student-athletes of the travel schedule and game day schedule for all competitive events. With this information the student-athlete will inform the instructor before the required absence and make every effort to complete any work prior to the absence instead of after.

I. Satisfactory Academic Program

Because the academic success of South Georgia State College's student-athletes is so important, every effort is made to provide an environment and a message of priorities to student-athletes. To insure that each student-athlete is able to budget their time and meet the many time requirements for succeeding at college and playing intercollegiate athletics, satisfactory academic progress is required during a semester to remain eligible for practice and play. If a student-athlete has excessive

ACADEMIC POLICIES AND PROCEDURES

absences, incomplete work or course averages below a C, additional academic support will be provided and temporary suspension may occur.

J. Study Session Requirements

Each semester supervised study session for courses will be offered. The sessions will focus on course requirements, note taking, preparing for tests, assisting and checking assignments, and practice tests. Please visit the Academic Support Center, located in Powell Hall, Room 216.

HOW TO WIN IN THE CLASSROOM

Academic Success

- Go to class ---every class, with class!
- Sit in the front of the classroom.
- Stay alert in class and participate.
- Be familiar with course requirements and read the syllabus.
- Get a notebook for each class to keep notes, handouts, and syllabi.
- Record in a calendar all test and assignment due dates, athletic schedule, meetings, and appointments.
- Keep up with the reading assignments. Do not wait until the night before the test to begin reading.
- Get to know at least one other person in each of your classes. They can help you if you miss a class for competition.

Managing Your Time

With heavy athletic demands, it is important that you manage time wisely. Following are a few tips to help you make the efficient use of your time.

1. Set aside a definite time for study each day. This discourages procrastination and prevents work pileup.
2. Make use of breaks between classes.
3. Read over notes as soon after class as possible. The information will “stick” better if you review when it is still fresh.
4. If you are required to attend study sessions make the most of that time.
5. Don’t cram for hours the night before the test. Instead study over hour segments for several days.
6. Keep up to date with coursework. College terms start slowly. They gradually get busier and busier, reaching a peak at final exam time. Paper due dates usually fall at the end of the semester. If you don’t plan well you will have several papers to complete when you should be preparing for finals. It is very important to keep up with courses where material learned early in the course is needed to understand later information.

The Student/Professor Relationship

Most instructors are willing to help you anyway they can as long as you show a willingness to do your part. Here are a few things to remember:

1. Don’t be afraid to talk to your professors.
2. Ask for help and assistance on specific areas of study.
3. Teachers enjoy helping you learn. A student doing poorly who seeks a professor’s help will rate higher in the professor’s eyes than an indifferent student.
4. Never say you need a grade. Always state what you want to achieve from the course.
5. Visit your professor with questions during their office hours posted outside their door and in their syllabus.

Studying the Professor

Students should not only know their professors, but they should know as much about each professor’s teaching techniques as possible.

Classroom participation and attendance are usually views as genuine interest while absences indicate indifference. While some professors may not grade directly on the two, they may take it into consideration to push

ACADEMIC ASSISTANCE

Many services are available to provide academic assistance to student-athletes. The following is a description of these services:

1. **Counseling** is available to South Georgia State College students at no charge. Students should contact the Counseling Department when experiencing nonacademic difficulties which interfere with their ability to concentrate or perform in the classroom. The Counseling Department is located on the first floor of Powell Hall in room 104.

2. **Office of Disability Services**

If you have a disability and require reasonable classroom accommodations, please see your coach, athletic director, or make an appointment during office hours. If you plan to request accommodations for a disability, please register with the Office of Disability Services in Room 118, Powell Hall, phone number 912-260-4435. Also, if you find that any content in your courses is inaccessible because of your disability, please contact Annette Nation as soon as possible.

3. **Academic Support Center (ASC)**

The ASC provides tutoring to students in all course areas at no charge. The ASC is located in Powell Hall, Room 216 and also in the classroom located in Tiger II.

4. **Science Technology Engineering and Mathematics (STEM) Center**

The STEM Center is an on-campus study center designed to enhance your education in these fields by placing resources at your fingertips. We can help you study more efficiently so that you learn more, get better grades, and have more time for yourself. We have a variety of study tools and resources to help you succeed! Located in Stubbs 125.

NJCAA Individual Academic All-American Awards

The athletic director will be responsible for nominating. Academic All-American nominees must meet each of the following criteria:

1. Must have completed 2 full-time semesters or 3 full-time quarters of college work.
2. Must have participated in at least one season at the varsity level at the college from which he/she is nominated.
3. Minimum of 24 semester-hours or 36 quarter-hours completed in the current academic year.

BECOMING AN ACADEMIC ALL-AMERICAN

4. Minimum 3.6 grade-point average on a 4.00 scale
5. NJCAA All-Academic First Team: 4.00 GPA on a 4.00 scale
6. NJCAA All-Academic Second Team: 3.80 to 3.99 GPA on a 4.00 scale
7. NJCAA All-Academic Third Team: 3.60 to 3.79 GPA on a 4.00 scale

The NJCAA will honor an athletic team for each sport as NJCAA Academic Team of the Year.

1. The athletic director will be responsible for nominating the sports teams which he/she feels is worthy of the honor and has a minimum 3.0 accumulative grade point average.
2. Each student-athlete listed on the eligibility form that finishes the season with the team will be used to figure the team's overall grade point average. In computing the final grade point average, ALL course hours attempted must be included.
3. Transfers get computed, including hours earned at previous college.
4. In computing the final grade point average, all course hours attempted must be included with the exception of remedial/developmental course work, which cannot be used to meet the requirements for this award.
5. All hours need to be computed, including "F's".
6. The nominating form, and one team photo must be submitted directly to the National Office.
7. All items will be due on FEBRUARY 15 for the fall sports of football, soccer, cross country, half marathon and volleyball. The deadline for all other sports will be JUNE 15.

CODE OF CONDUCT

The South Georgia State College Athletic Department is committed to assisting each student athlete achieves his/her maximum academic and athletic potential. To achieve this degree of success, commitment and dedication are required from the student athlete. The South Georgia State College Athletic Program has determined that each student athlete will be required to the following Code of Conduct.

Academic Attendance and Success

Student athletes are required to attend class and to be a contributing and attentive student. Student-athletes who are delinquent in class attendance or do not follow classroom policies are subject to disciplinary action to be determined by the coach. Continued absence from class or violation of class policies will result in suspension from team. Student athletes who are not making satisfactory academic progress during a semester will be suspended from practice and competition until academic deficiencies have been resolved.

Study Sessions, Supplemental Instruction and Grade Checks

Fall semester student are required to attend study sessions and Learning Support Supplemental Instruction sessions at times determined by the Athletic Department. Student athletes with a freshman GPA of 2.5 and no Learning Support Courses are exempt from study sessions. Bi-weekly grade checks will be distributed to teachers. Every effort will be made to assist the student athlete in achieving his/her potential. However, if the student is experiencing academic difficulties with a total grade average below a 2.0, suspension from play will occur.

Personal Behavior

As a representative of the South Georgia State College Athletic Program, student athletes will conduct themselves in a manner that will reflect positively on South Georgia State College, both on and off campus. Any behavior such as fighting, abusing language, disorderly conduct, drinking, or other behavior deemed unacceptable may result in disciplinary action such as suspension from the team or cancellation of scholarship.

CODE OF CONDUCT

Practice and Competition Attendance

All team members of each sport will attend and be on time for all schedule practices and meetings. No practices can be missed. If circumstances arise whereby student athletes cannot attend a practice or meeting, the coach must be notified by personal contact, phone call, or written statement from the student, not from a friend or fellow teammate. Any student athlete who cuts practice, fails to be on time, fails to appear for a game, fails to make schedule team or individual meetings, or fails to attend classes, may not be allowed to participate in any game or games for a period of time to be determined by the coach and the athletic director. Excessive absences or tardiness may be cause for permanent removal from the team and cancellation of the athletic scholarship.

Personal Appearance

The dress attire of all teams will be in such a way that the student-athlete is positively representing South Georgia State College at all times. This will be monitored by coaches, the Athletic Director, and the Dean of Students.

Failure to follow personal appearance guidelines may result in suspension from the team.

Personal Health Practices

Due to the harmful effect upon health of the individual, all student athletes will refrain from the use of tobacco products, drinking alcoholic beverages, illegal drugs, improper diet, and improper rest. Verification of drinking alcoholic beverages or use of illegal drugs will result in consequences, which may include permanent suspension and cancellation of athletic scholarship.

Drug Testing

Students participating in intercollegiate athletics must submit to urinalysis drug testing at regular intervals, both announced and unannounced. A signed Drug Testing Consent Form is required for all students participating in intercollegiate athletics. Any student athlete who is found to have tested positive for illegal drugs shall be subject to disciplinary action.

CODE OF CONDUCT

South Georgia State College reserves the right to require a student athlete to undergo drug testing if based upon belief the student has violated the rules against using alcohol and illegal drugs.

Off Campus Housing

All athletic participants are required to live in campus housing and are not allowed to live off campus, unless prior approval has been received by the Director of Residence Life, Dean of Students, and the Head Coach. Any students found in violation of this rule will be subject to suspension or removal from the athletic team that he/she participates in.

Failure to adhere to the above rules may result in temporary or permanent suspension from the team, revocation of athletic financial aid and discipline in accordance with the Student Code of Conduct. Indefinite suspensions can be instituted in any case where individual's actions represent South Georgia State College and its athletic program in a manner inconsistent with this code of conduct. Each case will be reviewed by the Director of Athletics and Head Coach taking into account that no two cases are identical in nature and that each must be assessed based on the facts presented.

DISCIPLINARY PROCEDURES

Like all other SGSC students, student-athletes are required to abide by the Code of Conduct described in the SGSC Student Handbook. Additionally student-athletes follow requirements developed by the Athletic Department. Students who are charged with violating rules described in the SGSC Code of Conduct follow the procedures for appeal described in the Student Handbook. When an infraction violates team rules or the rules of the Athletic Department, the disciplinary procedure followed is described below:

Procedures

1. Student-athlete and Coach Conference--The coach will meet with the student-athlete and discuss the alleged violation. After conferring with the student-athlete, if the coach determines disciplinary action is required, the coach will inform the student-athlete verbally and in writing of the violation of the Policies, Rules and Code of Conduct of the South Georgia State College Athletic Program and the disciplinary action recommended.
2. Completion of an Incident Report--An Incident Report will be completed. Included will be the violation(s) and the consequence(s). A copy will be given to the student-athlete, a copy to the athletic director, and a copy in the student-athlete's file.

Insurance Coverage

All athletes are required to have personal insurance coverage before they can participate in any form of conditioning, practice or game. South Georgia State College provides minimum basic medical insurance and catastrophic insurance on all student-athlete. International students are required to participate in the mandatory health insurance program offered through the University System of Georgia.

Procedures for Injury during Practice or Competition.

- Immediately notify the athletic trainer, coach, and the Athletic Department.
- Seek medical treatment for all injuries or suspected injuries.
- An athletic trainer will be available daily and hours of operation will be posted.

Procedures for Illness

South Georgia State College's athletic insurance for student athletes does not cover illness or injuries not related to scheduled practices or play. In case of illness, a list of local physicians is available within the Athletic Department. The student is responsible for any medical expenses for illnesses or non-related injuries. Campus residents are eligible for up to 2 pre-paid visits to the CRMC Walk-In Clinic. The sports physical exam cannot be used as one of these visits.

Procedures for Filing Insurance

Following the injury see the athletic trainer in the Athletic Department and complete a South Georgia State College Insurance Claim Form as soon as possible. A complete and thorough description of the accident, regardless of how minor, is essential to completing the form and obtaining compensation for expenses.

File on personal insurance. Upon receipt of an Explanation of Benefits from your insurance company, give a copy to the secretary for the Athletic Department. South Georgia State College's insurance will not pay until an Explanation of Benefits is received from the individual's personal insurance. Failure to complete this step in a timely manner will result in a delay in the payments of the bills and may result in bills being turned over to a collection agency. To avoid this potential problem, personal insurance needs to be filed immediately and Explanation of Benefits forwarded to the Athletic Trainer or South Georgia State College's insurance provider.

Physical Exams and Student-Athlete Information Forms

All student athletes participating in any of the NJCAA certified sports must pass a physical examination administered by a qualified health care professional licensed to administer physical examinations prior to the first practice for each collegiate year in which they participate.

The student athlete information packet must be completed and returned to the Athletic Trainer before the first practice.

Policies and procedures are subject to change at anytime.