

NORTHEAST TEXAS COMMUNITY COLLEGE

ATHLETIC HANDBOOK

Purpose Statement

The Intercollegiate Athletic Program at Northeast Texas Community College (NTCC) is consistent with the overall educational purpose of the college, which provides opportunities for social, moral, and personal development through competitive team sports. Strong student, faculty, administrative, and community support build our Athletic Department upon a solid foundation of pride and excellence.

Department Philosophy

The department is committed to the following:

- A. Ensuring that intercollegiate competition is an integral part of the total educational offering under the control of those responsible for the administration of the institution.
- B. Encouraging the broadest possible student involvement in the competitive program.
- C. Maintaining high ethical standards through commitment to the principles of self-monitoring and self-reporting.
- D. Evaluating the competitive program in terms of the educational purpose of the institution.
- E. Engaging in competition with other institutions having similar philosophies and policies.
- F. Impressing upon participants that they are students first, athletes second.
- G. To ensure that all student athletes perform at a high level in the classroom, resulting in graduation from the institution.
- H. To provide a competitive schedule of intercollegiate contest designed to enable student athletes to reach their full potential resulting in consistent outstanding achievement.
- I. To develop character, commitment, and discipline in every team and every student athlete who represents NTCC.
- J. To provide an opportunity for students, faculty, and staff to witness and enjoy quality athletic competition.
- K. To be a leader in the development and maintenance of "Eagle Pride" throughout the college.

Each student athlete is expected to comply with departmental rules, team rules, and/or National Junior College Athletic Association (NJCAA), National Intercollegiate Rodeo Association

(NIRA) regulations as a condition of team membership. The Department of Athletics expects student athletes to be familiar with the Student Athlete handbook. Departmental and institutional policies, procedures, and rules are subject to change at any time as the sole discretion of the College.

Overview

The authority for the administration of the Athletics Department is vested in the President. The responsibility in managing the overall intercollegiate athletic program, including basic policies, personnel, and finances belong to the Vice President for Student and Outreach Services. The Athletic Director, who reports to the Vice President for Student and Outreach Services, is in direct control of the day-to-day workings of the entire intercollegiate program. Each head coach is responsible and accountable for the supervision and control of his/her sport. They report directly to the Athletic Director.

A permanent Athletic Committee shall meet at least once each fall semester to review the activities, policies, and status of the college athletic programs. The committee must be a comprehensive and broad-based enough to include faculty, staff, administrative, and student representative.

Athletic Department Goal and Objectives

GOAL

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

OBJECTIVES

To offer a diversified athletic program in which all participants receive fair and equitable treatment.

- A. To comply with all institutional, Texas Eastern Athletic Conference (TEAC), Region XIV, NJCAA, and NIRA regulations pertaining to an athlete's eligibility to participate in intercollegiate athletics.
- B. To encourage the academic success of all student athletes.
- C. To create a positive academic atmosphere for student athletes by making available counseling and tutoring.
- D. To continually monitor, improve, and upgrade athletic facilities to provide safe, up-to-date conditions for all programs and participants.
- E. To promote wellness through sound conditioning program as well as pre-season physicals and careful attention to illness and injury.

- F. To teach the student athlete the value of hard work, sacrifice, personal and group discipline, cooperation, honest and fair play, competitiveness, pride, integrity, punctuality, and other values that contribute to success in life.
- G. To optimize the marketing of the athletic department in an effort to enhance its image.
- H. To encourage community interest, support, and participation.
- I. To evaluate, update, and revise on a continuing basis the athletic purpose and objectives through a comprehensive planning, management, and evaluation of all aspects of the intercollegiate athletic program.

EVALUATION

The activities designed to address the athletic goals and evaluation criteria will be in the College's Operational Plan, as coordinated with the Office of Institutional Effectiveness.

Recruiting, Admission, Financial Aid, and Continuing Eligibility

In matters of recruiting, admission, financial aid, and continuing eligibility of our athletes, NTCC adheres to the written policies of the TEAC, Region XIV, and the NIRA. These policies/guidelines may be found in the NJCAA handbook and casebook, located in the Director of Athletics office (Baseball, Softball/Fast pitch, and Men's and Women's Soccer), or in the NIRA Constitution By-Laws and Rules (Rodeo) located in the College Rodeo Coach's office.

ADDITIONAL NTCC POLICIES

- A. Each coach is responsible for recruiting athletes under his/her program.
- B. Recruits as well as parents and coaches are invited to visit the campus.
- C. Recruits are required to submit all paperwork (financial aid, application, transcripts, etc.) by the first day of class.
- D. The educational values, practices, and mission of this institution determine the standards by which we conduct our intercollegiate athletic program.
- E. Each student athlete in all sports will receive equitable and fair treatment.
- F. The admission policy for athletes is the same as for any student. Under the "open door admissions policy", any graduate of an accredited high school or any person who holds a high school equivalency diploma will be accepted as a student.
- G. The Financial Aid Office is responsible for administering and coordinating all financial assistance. All financial awards are made in compliance with institutional, state, and federal guidelines.
- H. Each coach awards competitive scholarships to students in their program in compliance with institutional, state, federal, NIRA, TEAC, Region XIV, and NJCAA guidelines.

- I. Continuing eligibility to participate in intercollegiate athletics will be based on the student being able to demonstrate academic eligibility and responsiveness to the standard and expectations of the program as communicated and published on the applicable scholarship agreement form. Other requirements for eligibility include standards set forth by this institution, the NJCAA, the TEAC, Region XIV, and the NIRA as well as rules/or criterion established by each individual team coach.
- J. Funds raised in connection with the intercollegiate athletic program are channeled through the institution's athletic budget. The Athletic Department budget is monitored in accordance with general budgeting procedures on campus and is audited in normal college audit procedures.
- K. All student athletes participating in any one of the NJCAA certified sports must have passed a physical examination administered by a qualified healthcare professional licensed to administer physical examinations, prior to the first practice for collegiate year in which they compete. All NTCC Athletic Medical forms must be completed prior to any workouts. Medical forms include the athletic physical, medical history, emergency information, Athletic Training Policies and Procedures, Medical Consent Form, Authorization to Release Medical Information form, NTCC Drug testing policy, and Insurance Coverage Acknowledgement form.

NTCC CAMPUS AND TEAM RULES—ALL SPORTS

- A. Student athletes will DRESS NEATLY and use GOOD PERSONAL HYGIENE. We want you to look sharp, clean and neat at all times.
- B. Student athletes will be on time and ATTEND all classes. When absences occur, it is the student's responsibility to make up the work missed. The Athletic Department feels that regular class attendance is vital for all student athletes. The department recognizes that some athletic events require student athletes to miss class; therefore, no student athlete should miss a class section without prior approval from the head coach and/or the instructor.
- C. Participation in internships, clinical experiences, etc. Each student will need to determine whether participation in internships, etc., which are required part of graduation from certain degree programs in compatible with participation in athletics. All students shall attend certain required college functions, such as orientation, and the Athletic Department shall ensure no athletic activities are scheduled to interfere with these functions.
- D. Student athletes will take extreme care of all equipment and property that belongs to NTCC.
- E. Student athletes will be on TIME for all school and team functions. For team functions athletes should arrive fifteen minutes prior to scheduled time. All curfew times will be observed.
- F. Student athletes will show RESPECT for coaches, faculty members, community members, opposing teams, game officials, and fellow players.

- G. Student athletes will pay all fees associated with college housing and food services when due. Failure to do so can result in eviction from college housing.

Rodeo Eligibility

NTCC is a member of and competes in the Southern Region of the NIRA. In order to participate in NIRA sanctioned rodeos, students are required to purchase and NIRA card and are governed by the rules of eligibility as defined in the NIRA Constitutional By-Laws and rules handbook. (See Appendix A). A copy of the handbook is available at www.collegerodeo.com and the in the Rodeo Coach's office at all times.

Eligibility Rules—Baseball, Fast Pitch Softball and Men's and Women's Soccer

GENERAL INFORMATION

- A. Ineligible students shall not dress for any contest.
- B. Students who falsify their academic and/or athletic participation record shall be ineligible for further competition in any NJCAA member college at any time.
- C. The word "term" as used in the Eligibility rules, refers to quarter, **semester** or trimester, whichever applies as the official unit of class attendance at a college. Summer sessions shall also be considered as a term of college if the student athlete completes 12 semester hours.
- D. A student athlete's grade point average will be determined by dividing the accumulated quality points by the corresponding credit hours at each institution of attendance.

REQUIREMENTS FOR ENTERING STUDENT ATHLETES

- A. A student-athlete must be a graduate of a high school with a state department of education approved standard academic diploma, state department of education approved general education diploma, or a state department of education approved high school equivalency test. A student-athlete who does not possess state department of education credentials as listed above must provide transcripts that have been translated to English, interpreted and approved by the college's registrar. Home School certifying statement per Article V, Section 2.
 - a. B. 2.f.i. "I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated, and under the laws governing the state and county in which the home schooling occurred." This certifying statement must be notarized.
- B. High school graduation is documented with a final/official high school transcript which identifies the school, student, date of graduation and has an administrative signature.

- C. Student-athletes who have passed a state approved equivalency exam, but have not been awarded the certificate or diploma, may establish eligibility by submitting written proof of their successful completion and the member institution keeping such proof (passing scores) in their audit file.
 - a. B.1.c. Student-athletes who enroll in college prior to meeting the minimum requirements of Article V, Section 2.B.1 shall not be eligible for participation. Additionally, any enrollment that takes place prior to meeting the minimum requirements of Article V, Section 2.B.1 shall not be subject to any accumulation or transfer regulations provided the entire term takes place prior to the student meeting Article V, Section 2.B.1. B.2.
- D. B.2 Home School: In determining NJCAA entrance eligibility, the college shall review the student-athlete's home school high school transcript. The home school transcript must clearly display the following information.
 - a. B.2.a. Student's name (first, middle, last) and date of birth
 - b. B.2.b. For each course completed include the following:
 - c. B.2.b.i. Specific course title
 - d. B.2.b.ii. Units of credit for each
 - e. B.2.b.iii. Time frame or semester in which completed
 - f. B.2.b.iv. Grade received
 - g. B.2.c. Description of grading system used such as a grade scale or grade key.
 - h. B.2.d. Graduation date (month/day/year) indicating completion of secondary school education.
 - i. B.2.e. The name of the home school administrator who organized, taught and evaluated course work if not the parent named in item B.2.g below.
 - j. B.2.f. The following statement, or one substantially similar, shall appear above the parent signature line described in item B.2.g below:
 - k. B.2.f.i. "I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated, and under the laws governing the state and county in which the home schooling occurred."
 - l. B.2.g. Name and address of parent or legal guardian with a space for their signature. The transcript is to be signed in the presence of the Notary Public (see item B.2.h below).
 - m. B.2.h. The transcript must be notarized, and include:
 - n. B.2.h.i. Notary Public signature B.2.h.ii. Printed name B.2.h.iii. Date B.2.h.iv. State and county B.2.h.v. Date commission expires B.2.i. The transcript must be mailed by the preparer directly to the college Admissions and Records office.
 - o. B.2.j. If assistance is needed in creating a home high school transcript, the following website may be helpful: www.hslda.org.

- E. B.3. Foreign Transcripts: Interpretation of Foreign Transcripts: Where translation of foreign transcripts is required, translation for the purposes of NJCAA eligibility is the responsibility of the student-athlete.
- a. B.3.a. Foreign transcripts of student-athletes who attended a foreign high school and whose high school credentials confirming graduation or completion of secondary education which is in a language other than English must be translated.
 - b. B.3.b. Foreign transcripts of student-athletes who previously attended a foreign college or university and participated in intercollegiate or club athletics must be translated.
 - c. B.3.c. Foreign transcripts of student-athletes who attended a college or university in Canada or any U.S. Territory or Possession are required and must be translated.
 - d. B.3.d. Foreign transcripts of student-athletes who previously attended a foreign college or university which was neither in Canada nor a U.S. Territory or Possession and who did not participate in intercollegiate or club athletics need not be translated as they are not permitted to be used for NJCAA eligibility.
- F. Enrollment Eligibility C.1. Enrollment: Student-athletes must be enrolled full-time or part-time on the 18th calendar day (not to end on a weekend or Federal Holiday) of the beginning of the regular term as listed on the college academic calendar maintained.
- G. C.2. Full-Time Requirement: Student-athletes must be enrolled in full-time status at the college prior to competition and certifying NJCAA eligibility using any combination of sessions (regular term, mini term, fast track term) within a term. Full-time enrollment is defined as 12 or more credit hours. A minimum of nine (9) credit hours must begin before the end of the published regular season schedule of the student-athletes' chosen sport.
- a. C.2.a. Late Enrollment: Student-athletes who are not enrolled full-time or part-time on the 18th calendar day (not to end on a weekend or Federal Holiday) of the regular term as published in the college course catalog shall be ineligible for the remainder of the term.
 - b. C.2.b. Mid-Term Enrollment: C.2.b.i. Student-athletes who are not enrolled full-time at the college of participation when the regular season schedule of the sport of participation begins shall remain ineligible throughout the season schedule, unless the student-athlete enrolls on the first possible enrollment date after one of the following: C.2.b.i.a. Their release from Active Armed Services of the United States with a discharge other than dishonorable. C.2.b.i.b. Their return from an official church sanctioned religious mission. C.2.b.i.c. Their graduation from a high school or receipt of a state department of education approved equivalency diploma. C.2.b.i.d. Their transfer from a college or university which has permanently ceased competition in that sport after the school year begins. C.2.b.ii. Mid-Term Enrollment Exceptions: Student-athletes

who meet one of the four exceptions of (Article V, Section 2.C.2.b.i) shall become eligible at the first possible enrollment date following the approved exception. A student-athlete who was enrolled at a NJCAA member institution as a full-time student in the spring 2021 term, and graduates in the spring 2021, summer 2021 or fall 2021 term, and is returning to the same NJCAA institution for the 2021-22 academic year, may participate at that member institution in the fall 2021 or spring 2022 NJCAA sports season while enrolled in a minimum of six (6) credit hours. All six (6) credit hours must begin before the end of the published regular-season schedule of the student-athletes chosen sport. The institution must document that the student-athlete has completed all degree requirements and graduated. This one-time allowance may be used for one term and is only for student-athletes who were enrolled fulltime at a member institution in spring 2021. In two-term sports, a student-athlete may use this allowance in one of the two terms of enrollment. Student-athletes must not have previously been charged with competing in two, or more, seasons of the desired sport. C.2.d. Examination Enrollment: Student-athletes may utilize credits earned by examination in limited instances. C.2.d.i. Student-athletes may utilize credit hours earned by institutional examination toward the full-time enrollment requirement, where the examination was administered by the college, without involvement of the College Level Examination Program (CLEP) during the enrollment term with credits to be recorded by the registrar during that term. C.2.d.ii. Student-athletes may not utilize examination credits for the entirety of the full-time enrollment requirement. Student-athletes attempting more than three credit hours per term by examination shall be evaluated on a case-by-case basis and notice of the student-athletes intent to utilize more than three credit hours by examination shall be submitted for approval to the NJCAA by the member college prior to the start of the term and prior to any athletic participation.

- c. C.2.c. credits. Once this one-time allowance is exhausted, the student-athlete must meet the full-time requirement of 12 or more not graduated is carrying the courses necessary to complete the degree requirements, as determined by the institution. regular season schedule of the student-athletes' chosen sport. The institution must document that the student who has while enrolled in a minimum of six (6) credit hours. All six (6) credit hours must begin before the end of the published Last Academic Term Full-Time Enrollment Exception: Student-athletes in their last academic term MAY participate C.2.c.i. year and is exclusive to graduates. Below is an interpretation from the Eligibility Committee, which applies only to the 2021-22 academic C.2.d.iii. Examination credit hours earned prior to the student-athlete's graduation from high school or equivalent, including but not limited to, Advance Placement (AP) Examination credits may not be used to fulfill the enrollment requirement. C.2.d.iv. Examination hours

earned through the College Level Examination Program (CLEP) may not be used to fulfill the enrollment requirement. C.2.e. Repetition of Passed Classes: A student-athlete who earns an A, B, C, D or equivalent passing grade in a class may not repeat that class and count that class toward NJCAA eligibility more than once. C.2.e.i. A repeated class is allowed to be counted towards current term enrollment. C.2.e.ii. In cases where a student-athlete has earned a passing grade but has not met the college standard for successful completion of a prerequisite, the student-athlete may retake the class as part of a full-time enrollment load in subsequent terms, but only one grade can be used to meet NJCAA accumulation bylaws. C.2.f. Remedial and Developmental Studies: C.2.f.i. Student-athletes may not take a remedial/developmental course which is lower than a course they have successfully completed and use that class toward NJCAA eligibility. C.2.f.ii. Member colleges that assign grades that signify the student is making progress such as "IP" or "MP" or other symbol defined in the colleges grade scale, may calculate these grades as a "C" grade provided the course is enrolled in and continued in the subsequent term. C.2.f.iii. Credit hours in remedial/developmental courses will count toward a student-athletes second season of eligibility only if successfully completed; only one attempt will be calculated. C.2.g. Intersession and Enrollment: Intersession hours may not be used toward Fall or Spring full-time enrollment eligibility.

- H. C.3. Enrollment in Sport Beginning Between Terms: At member colleges where a sport begins between academic terms, the following regulations shall govern enrollment eligibility:
 - a. C.3.a. Registration: The student-athlete must be registered in classes as a full-time student in the upcoming term.
 - b. C.3.b. Academics: The student-athlete must meet all applicable academic requirements.
- I. C.4. Withdrawal Regulations: The following regulations govern the eligibility of a student-athlete who withdraws from one or more classes causing the student-athlete to be enrolled in less than a full-time basis (11 credits or less).
 - a. C.4.a. A student-athlete who drops below full-time enrollment, after the 18th calendar day (not to end on a weekend or Federal holiday) of the term, becomes ineligible 48 hours from the time of dropping the class(es) and remains ineligible until full-time enrollment is regained within the term. C.4.a.i. This section applies to any student-athlete who is administratively withdrawn, is dismissed or self withdraws from a class resulting in the student-athlete's enrollment being reduced to 11 credit hours or less. C.4.a.ii. When a member of the college's athletic staff is aware of the student's non-full-time status, it is the member college's responsibility to withhold the student from participation in official games/contests.

- b. C.4.b. Student-athletes who withdraw completely or to part-time status within 18 calendar days (not to end on a weekend or a Federal holiday) of the beginning of classes AND have not participated in any athletic competition shall not have that term affect their future eligibility
 - c. C.4.c. Student-athletes who withdraw completely or to part-time status after 18 calendar days (not to end on a weekend or a Federal holiday) from the beginning of classes OR after they have participated in an athletic competition shall have that term count as a full-time term for all eligibility purposes.
 - J. C.5 Break of Enrollment & Delay of Enrollment: Student-athletes who take a break of enrollment or delay of enrollment as defined below must submit a statement to be kept in the eligibility audit file which details the student-athlete's activities while he or she was not enrolled, his or her academic and/or work status at that time, and other relevant information. This information should also be submitted in the "NOTES" section by the institution, during the electronic eligibility filing process.
 - a. C.5.a. Break of Enrollment: This occurs when a student-athlete attends college full-time for at least one term and subsequently enrolls part-time or does not enroll for at least one term, then enrolls again as a full-time student.
 - b. C.5.b. Delay of Enrollment: This occurs when a student-athlete does not enroll full-time in the term immediately following his/her high school graduation.
 - K. C.6. Postseason Enrollment Verification: Student-athlete enrollment should be verified 24 hours prior to National Championship/Bowl competition; if a student has maintained and currently is enrolled in full-time status which meets the requirements of Article V, Section 2.C.2, 24 hours prior to National Championship/Bowl competition he/she will remain eligible throughout the National Championship/Bowl competition.
 - a. C.6.a. Written verification is required and must be signed and dated by the Athletic Director and Registrar.
 - L. D. Academic Progress Eligibility – The basis for NJCAA eligibility is directly related to the number of full-time terms a student-athlete has previously attempted.
 - a. D.1. Full-Time Term: A student-athlete is charged with attempting a term of full-time enrollment when they remain enrolled in full-time status beyond the 18th calendar day (not to end on a weekend or Federal Holiday) of the term or if they have participated.
 - b. D.2. First Season Academic Requirement: A first season participant must satisfy the academic progress eligibility requirement by meeting ALL of the requirements of at least ONE of the following rules or exceptions which apply to the student's situation: (Reference Appendix A) D.2.a. Zero (0) Previous Terms of Full-Time College Enrollment: A student-athlete who is in his/her first fulltime college term is deemed to have satisfied the academic progress eligibility requirement for their initial term of full-time enrollment or participation, OR D.2.b. One Previous Term of Full-Time College Enrollment: On or before the 18th calendar day (not to end on a a weekend or Federal Holiday) of the student-

- athletes second full-time college term must have accumulated 12 credit hours with a GPA of 1.75 or higher, OR
- c. D.2.c. Two or More Previous Terms of Full-Time College Enrollment: On or before the 18th calendar day (not to end on a weekend or Federal Holiday) of the third full-time, and all subsequent terms of full-time enrollment, a student-athlete must have passed 12 credit hours with a GPA of 2.00 or higher in the previous term of full-time enrollment, OR
 - d. D.2.d. Best Hours Accumulation Rule: On or before the 18th calendar day (not to end on a weekend or a Federal Holiday) of the term the student-athlete wishes to participate in, a student-athlete must have accumulated passing credit hours with an associated GPA of 2.00 or higher in a number equal or greater than the student-athlete's terms of full-time enrollment multiplied by twelve, OR
 - e. D.2.e. Total Hours Accumulation Rule: On or before the 18th calendar day (not to end on a weekend or a Federal Holiday) of the term the student-athlete wishes to participate in, a student athlete-must have accumulated passing credit hours with a GPA of 2.00 or higher in a number equal or greater than: D.2.e.i. 36 total semester hours for a fall season or 48 total semester hours for a spring season, OR D.2.e.ii. 54 quarter hours for a fall sport, 63 quarter hours for a winter sport, or 72 quarter hours for a spring sport. D.2.e.iii. A student-athlete may only use this rule once per sport within the same semester. Once this rule is exhausted, the student-athlete must meet the requirements of D.2.c or D.2.d to maintain eligibility.
 - f. D.2.f. First Participating Term Accumulation Exception for student-athletes with prior enrollment in multiple fulltime semesters: A student-athlete entering his/her first season of participation in a sport must have accumulated passing credit hours at a minimum of 24 semester hours or 36 quarter hours with a GPA of 2.00 or higher, on or before the 18th calendar day (not to end on a weekend or a Federal Holiday) D.2.f.i. The First Participating Term Accumulation Exception may only be used once to establish a student athlete's eligibility in the initial term of participation. This exception may not be used to establish eligibility in subsequent terms.
- M. D.3. Second Season Academic Requirements: Prior to a student-athlete's participation in a second season of a sport he/she must meet the appropriate academic requirements of a first season participant, AND
- a. D.3.a. Have accumulated 24 earned/passing semester hours with a GPA of 2.00 or higher, OR
 - b. D.3.b. Have accumulated 36 quarter hours with a GPA of 2.00 or higher.
 - c. D.3.c. If the student-athlete has been enrolled in two quarter terms or fewer, the second season requirement becomes 28 quarter hours with a 2.00 GPA or higher.
- N. D.4. General Academic Requirements:

- a. D.4.a. Official Grades: Only credits recorded on an official college transcript or copy of an official college transcript may be used;
 - b. D.4.b. Incomplete Grades: To be counted for academic eligibility, course hours must be graded and completed as reflected on the student-athlete's transcript; hours graded "Incomplete" are not passing grades.
 - c. D.4.c. Awarding of Credits: Only credits awarded or recognized by a degree awarding institution are permitted to be used for NJCAA academic requirements.
 - d. D.4.d. Conversion of Hours: In instances where a student-athlete has accumulated semester credits as well as quarter credits, the following formulas shall be used to convert the hours, so they can be combined to determine the student-athlete's academic eligibility: D.4.d.i. Semester credits shall be converted to quarter credits by multiplying the semester credits by $\frac{3}{2}$. D.4.d.ii. Quarter credits shall be converted to semester credits by multiplying the quarter credits by $\frac{2}{3}$.
 - e. D.4.e. Credit hours passed/earned from part-time term enrollments can be calculated in accumulation totals.
- O. D.5. Examination Credits for Accumulation:
- a. D.5.a. Maximum of eight (8) CLEP Hours per academic discipline. CLEP hours may not be used to meet enrollment requirements or previous term requirements. CLEP hours may only be used to meet accumulation bylaws.
 - b. D.5.b. Advanced Placement (AP) credits may be used toward accumulation provided the credits are recorded and appear on a college's official transcript.
- P. D.6. Intersession and Accumulation: Intersession hours may be used toward accumulation provided the hours are completed, passed and recorded on a college's official transcript by the 18th calendar day (not to end on a weekend or Federal holiday) of the term.
- Q. E. Academic Eligibility Exceptions:
- a. E.1. Certified NJCAA Student-Athlete with Disabilities Exception: A NJCAA Student-Athlete with disabilities may be eligible for reduced enrollment and accumulation requirements provided that the student-athlete notifies the member college of his/her disability prior to the beginning of the academic term AND the following regulations in this section are followed: E.1.a. Enrollment: A student-athlete with disabilities may be considered full-time with enrollment in 6 to 11 credit hours per term, with the enrollment to be determined based on the institution's academic authority evaluation. E.1.a.i. A student-athlete who registers or enrolls in 12 or more credit hours must meet the standard academic requirements prior to participation. E.1.b. Accumulation: A student-athlete with disabilities may substitute his/her required full-time hours as established by the academic authority evaluation for the factor of 12 in accumulation requirements which shall be multiplied by the number of modified full-time terms. E.1.c. Second Season Participant (relief from the 24 semester/36 quarter hours) The

minimum requirement of credit hours would vary between 12-22 semester/18-33 quarter hours coupled with a 2.00 GPA for Certified student-athlete with disabilities prior to their second season of competition. E.1.d. Documentation Requirements: The following documents must be submitted, and an approval granted by the NJCAA National Office prior to any participation by the student-athlete with disabilities in an NJCAA certified sport who does not meet the standard NJCAA requirements: E.1.d.i. A completed NJCAA Certified Learning student-athlete with disabilities request form. E.1.d.ii. Written documentation from an appropriate institutional academic authority (Special Services Department Head, for example) at the student-athlete's institution of participation dictating that the student-athlete is registered with their office and they have defined the student-athlete's full-time enrollment to be less than 12 credit hours to compensate for the student-athlete's disability. E.1.d.iii. Student-athlete's class schedule for the term in which the sport of participation will occur. E.1.d.iv. Up-to-date transcript(s) of all post-secondary work for the student-athlete to include all transfer transcripts. E.1.e. Proper Submission: All required information must be submitted to and approved by the NJCAA National Office prior to any participation by the student-athlete in an NJCAA certified sport; and waiver requests must be signed by any two of the following: Director of Athletics, College President (Chief Executive Officer), or NJCAA Designated Representative. E.1.f. Second Opinion: The NJCAA reserves the right to request a second opinion or diagnosis, the cost of which shall be borne by the requesting member institution.

- R. E.2. Eighteen (18) Months Non-Full-Time Attendance Exception:
- a. E.2.a. Student-athletes who have not been enrolled in college in 12 or more credit hours for a period of 18 calendar months or more, who have not utilized the certified NJCAA Student-Athlete with disabilities exemption, shall be exempt from first season academic requirements during their first full-time term following non-attendance.
 - b. E.2.b. Student-athletes who meet the above exception AND whose non-attendance was for the purpose of United States Armed Forces service, a church mission or participation within a recognized foreign aid service shall be exempt from first AND second season academic and accumulation requirements. E.2.b.i. Eighteen (18) months of non-full-time attendance as a result of United States Armed Forces service, church mission or participation within a recognized foreign aid service must file the request for an exception with the NJCAA National Office.
 - c. E.2.c. The non-attendance exemption may only be used one time, for the first term of full-time enrollment following the break. E.2.c.i. A second season student-athlete re-enrolling full-time following eighteen (18) months of non-full-

time enrollment must have accumulated 24 credits with an associated 2.00 GPA in prior semesters in order to participate in the first term of re-enrollment.

- d. E.2.d. Eighteen (18) months of non-attendance shall be measured from the student-athlete's official date of withdrawal, or if the student-athlete did not officially withdraw, measured from the last date of the academic term on which the student athlete was enrolled full-time as recorded in the office of the registrar or official college documentation.

TRANSFER RULES

A. Transfers C.1.

- a. General Transfer Provisions C.1.a. Student-athletes who have been enrolled full-time and attended any college beyond the first 18 calendar days (not to end on a weekend or a Federal holiday) of a term OR who have participated in an athletic contest and at a later date enroll/attend classes at another college are considered transfer student-athletes. C.1.b. Student-athletes may not participate in the same sport during the same academic year at two different colleges. C.1.b.i. If the student-athlete's initial college of participation permanently ceases competition in that sport, the student-athlete is exempt from this rule. C.1.b.i.a. Documentation of the prior college's cancellation of the sport must have been filed with the NJCAA National Office. C.1.b.. Fall participation in the following NJCAA sports shall not prevent spring participation, provided the student-athlete satisfies all other transfer provisions: baseball, bowling, golf, lacrosse, softball, and tennis. C.1.c. Grade scale: A transfer student-athlete whose prior college graded with a plus/minus (+/-) scale and transfers to a member college who does not utilize such a system must calculate the student-athlete's GPA including such pluses and minuses as were recorded on the previous college transcript. C.1.d. Transcripts: Official college transcripts or copies of official college transcripts from a transfer student-athlete's prior college must be used. Unofficial transcripts and grade reports are not acceptable for NJCAA eligibility. C.1.e. Confirmation of Transfer Status: Following transfer all NJCAA member colleges must verify a student-athlete's transfer status, including, but not limited to, the student-athlete's seasons of participation. The NJCAA highly recommends using the NJCAA Transfer Tracking Form for all transfer students.
- b. C.2. Transfer Probation/Probation Term
 - i. C.2.a. A student-athlete who transfers from an NJCAA, Four-Year or other Non-Member College must meet the academic requirements of Article V, Section 2.D to be considered for immediate eligibility following transfer.
 - ii. C.2.b. A student-athlete who transfers from an NJCAA, Four-Year or other Non-Member College who does not meet the academic requirements of Article V, Section 2.D must serve a 16-week probationary period and complete one academic term.

- iii. C.2.b.i. A student-athlete serving a probationary period at a member college that has a regular academic term less than 16 weeks must meet the 16-week period, regardless of finishing the academic term in fewer weeks.
 - iv. C.2.b.ii. A student-athlete who successfully completes a probationary period and now meets all academic progress requirements, may be added to the eligibility form at the beginning of the next term provided all NJCAA participation requirements have been met.
 - v. C.2.b.iii. Student-athletes who have participated in a sport before a term begins, between terms, or within the first 18 calendar days (not to end on a weekend or a Federal holiday) of a term and subsequently transfers before or within the first 18 calendar days (not to end on a weekend or a Federal holiday) of the term, must serve a 16-week probationary period and meet all academic progress requirements before they are eligible to participate in athletics.
- C.3. Transfers from an NJCAA member college
- C.3.a. If the student-athlete was signed to a Letter of Intent (LOI), at any time, in the previous, current or upcoming academic year, a fully executed NJCAA Transfer Waiver is required. An NJCAA Letter of Intent Release does not exempt the student-athlete from meeting this requirement.

Amateur Status of NJCAA Student-Athletes

A. Amateur athletes are those who engage in sports for the physical, mental, and/or social benefits they derive from participation and to whom athletics is an avocation and not a source for personal financial remuneration. Only amateur athletes are permitted to participate in the certified sports of the NJCAA.

A.1. An athlete must maintain amateur status at all times once they reach their 19th birthday or initially enroll as a full-time student in college, whichever comes first. They must maintain their amateur status until their NJCAA eligibility in a sport is exhausted.

A.2. A student-athlete in an individual sport may receive an award for winning and/or participating in an event while not representing his/her institution. Subject to the NJCAA award limitation of \$350 for an established tournament/event and provided the award is permissible under the rules of the amateur governing body of the event. The amount of the award must be less than or equal to the student-athlete's expenses for participating in the competition.

A.3. Individual Sports

A.3.a. The NJCAA recognizes the following as individual sports: Bowling, cross country, golf, half marathon, tennis, track and field, swimming and diving and wrestling.

A.3.b. The NJCAA allows NJCAA athletes to participate in individual sports in a professional event, so long as the NJCAA student-athlete competes under amateur declaration and does not accept any award/winning which exceeds the allowances of the NJCAA. (See Art V, Sec. 4.A.2 for limits)

A.4. An athlete loses amateur status and shall be deemed permanently ineligible for competition in an NJCAA certified sport if any of the following criteria applies once the athlete reaches their 19th birthday or once they enroll in college as a full-time student, whichever comes first:

A.4.a. The athlete used/uses his/her athletic skill (directly or indirectly) for pay in any form in that sport; OR

A.4.b. The athlete accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation; OR

A.4.c. The athlete signs a contract or makes a commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received; OR

A.4.d. The athlete receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation; OR

A.4.e. The athlete competes on any professional athletics team; OR

A.4.f. Try out with a professional sports organization or team while enrolled full-time during any part of the academic year unless they have exhausted their eligibility in that sport (in this instance the academic year is defined as beginning at the start of the fall term and ending at the end of the spring term including any intervening period);OR

A.4.g. Competes professionally or contracts to compete professionally in a sport regardless of its format.

A.5. A professional team is defined as any organized team that provides any of its player's more than actual and necessary expenses for participation on the team or declares itself to be professional or semi-professional.

A.5.a. Actual and necessary expenses are limited to the following, the value of which must be documented and commensurate with fair market value in the locality of the player(s) and must not be excessive in nature:

A.5.a.i. Meals directly tied to competition and practice held in preparation for such competition;

A.5.a.ii. Lodging directly tied to competition and practice held in preparation for such competition;

A.5.a.iii. Competition and practice apparel, equipment and supplies;

A.5.a.iv. Coaching and instruction;

A.5.a.v. Transportation;

A.5.a.vi. Facility usage;

A.5.a.vii. Entry fees.

A.6. Whenever the amateur status of a student-athlete is questionable and before competition begins in an NJCAA certified sport, it is the responsibility of the member college where the student-athlete is enrolled to clear the status of the student-athlete in question and to maintain documents confirming the student-athlete meets all requirements for participation in the NJCAA as an amateur.

B. Rules Governing Amateur Status of Student-Athletes: In determination of amateur status the following guidelines have been established.

B.1. Student-athletes are permitted to:

B.1.a. Accept scholarships and educational grants-in-aid from their institution in accordance with provisions of Article VI of the bylaws of the NJCAA.

B.1.b. Officiate sport contests, providing the compensation received does not exceed the going rate for such employment provided the employment is not arranged by the institution or a representative of its athletic interests.

B.1.c. Serve as coaches or instructors for compensation in a physical education class outside of their institution of participation, provided the employment is not arranged by the institution or a representative of its athletic interests.

B.1.d. Serve as paid supervisors of children's sports programs, such as counselors in a summer camp, or in a recreation department program. Their duties may include teaching techniques or skills in their sport, provided that any instruction is a part of the overall terms of employment (teaching and coaching shall not exceed more than half of their employed time). B.1.e. Give lessons for compensation provided such compensation is appropriate and the standard rate for the service area.

B.2. Student-athletes must not:

B.2.a. Be employed to teach any class or in any coaching capacity for their college during the academic year in which he/ she is a participant.

B.2.b. Be employed or receive compensation for teaching or coaching sports skills or techniques, if the employment is arranged by the student-athlete's institution or a representative of its athletics interests.

B.2.c. Be engaged in employment arranged by a member college or any representative of its athletic interests.

B.3. Name, Image & Likeness

B.3.a. The following acts shall not cause a student-athlete to lose their amateur status:

B.3.a.i Participating in radio or television programs for the purpose of promoting an amateur athletic event.

B.3.a.ii Receiving compensation for supervision of physical education, playground, or recreational activities.

B.3.a.iii Receiving compensation for use of name, image or likeness to promote any commercial product or enterprise, or public or media appearance so long as it does not conflict with the institutions existing partnerships, sponsorships, and agreements.

B.3.a.iv A member institution allowing a student-athlete to receive compensation in compliance with their state law.

B.3.b The following acts remain prohibited:

B.3.b.i Institutional employees or boosters making direct payment to athletes; and B.3.b.ii Direct payments from the institution in exchange for athletic performance or as a recruiting inducement.

B.4. Professional Organizations – Agents –Advisors

B.4.a. Limited negotiations with a professional organization, agent or advisor shall not cause a student-athlete to be deemed ineligible, subject to the following:

B.4.a.i. Written Agreement: If a student-athlete or a representative of the student-athlete reach a written agreement of any type with a professional sports organization or with an agent or advisor to represent the student-athlete, their eligibility at an NJCAA member college will be immediately forfeited.

B.4.a.ii. Gifts & Services: A student-athlete will be ineligible if they or a representative of the student-athlete accept transportation, meals, lodging, entertainment or gifts from any professional sports organization, agent or advisor.

B.4.a.iii. Advisor: It is permissible for a student-athlete to have an unpaid advisor, without jeopardizing his/her eligibility. Advisor may be utilized for advice, including advice regarding a proposed contract. Such advisor must not solicit contracts or tryouts, make direct contact with

a professional sports organization or enter a financial agreement with the student-athlete of any kind. Additionally, the advisor must not have a contract with a professional sports organization.

B.4.a.iv. Professional Sports Organization: These regulations dictate the relationships of student-athletes and their parents or guardians with professional organizations.

B.4.a.iv.a. Negotiation: A student-athlete or a representative for the student-athlete may negotiate directly with a professional sports organization provided no agent is involved, and no contract is agreed upon, either orally or in writing. B.4.a.iv.b. Gifts and Services: A student-athlete who receives items of value, including but not limited to, meals, transportation, lodging, or entertainment expenses for the student athlete or his representatives from the professional sports organization will jeopardize their NJCAA eligibility.

Off-Season/In-Season Conditioning

Championships are won in the off-season. The athlete is expected to make significant gains in size, strength, flexibility, and speed in the off-season. The philosophy of the athletic department includes a belief in the benefits of strength training, aerobic, anaerobic, and stretching activities. Additionally, off-season training will help prevent injuries that in turn will make the athlete more durable and productive.

By direction of the head coach and head strength coach, all athletes are to strive for maximum improvements in strength and conditioning. Our belief is that a basic weight training program coupled with sport specific and cardiorespiratory conditioning will help provide the athlete with superior strength, confidence, and attitude with which to compete at the highest level.

Fundraising Activities

In order to fund “extra” items such as banquets, letter-awards, charters, non-essential equipment, spring trips, etc., fundraising is a required activity for all NTCC student athletes. Money raised by the student athlete and turned in is non-refundable.

Additional Policies and Procedures

HOUSING

The Athletic Department reserves the right to impose the following rules on its athletes concerning housing:

- A. Every athletic participant is encouraged to live in housing approved by the administration of the college. Scholarship recipients must live on campus.
- B. All students living in the college residence halls must abide by all rules and regulations stated in the Residence Hall Handbook and the NTCC Student Handbook.

SCHOLARSHIP RENEWAL AND CANCELLATION

The scholarship agreement is signed for a period of one academic year. Any injury or resulting athletic performances would not cancel the scholarship agreement. However, any misconduct, including but not limited to academic or behavioral misconduct by the athlete, that is unrelated to athletic ability and serious enough to warrant permanent suspension or dismissal from the program after due process, would annul the scholarship agreement. The head coach has full discretion on the renewal of scholarship agreements.

INSURANCE

Athletic accident insurance is provided by our institution for the benefit of our student athletes. This coverage is offered on an "Excess" basis only. Under the terms of the policy, this coverage is considered to be excess to all other valid and collectible medical insurance policies. Most notable is parental insurance coverage under which the student athlete is covered as an eligible dependent. It is important that the Head Athletic Trainer has each student athlete fill out and sign the emergency information form with the insurance information on it to be kept on file. This information will be given to the provider each time the athlete is taken for medical treatment. It should be noted that this policy covers only those injuries or illnesses that are a direct result of the sport in which the student athlete participates. After the student's primary insurance has paid all available benefits, the college athletic insurance will then begin paying providing the injury meets specified requirements of the school's insurance policy. The college's policy also has a deductible that must be met by the injured athlete. The student athlete will sign a claim form in the Athletic Training office and submit the claim form to the provider.

UNIFORMS AND EQUIPMENT

It is the responsibility of the head coach to issue and inventory all items of equipment that are necessary for the student athlete to participate properly in the sport. All issued items remain property of the NTCC Athletic Department. Loss or damage to the issued items will be charged to the student athlete. Failure to properly care for or replace lost or damaged items could result in forfeiture of the scholarship agreement and/or the college may refuse to release the student athlete's transcript.

There are certain items that will be regarded as personal items that the Athletic Department will not furnish. The coach will list those items, and it is the responsibility of the student athlete to obtain these items for his/her own use.

CERTIFICATES AND PLAQUES

The awarding of certificates and plaques is the responsibility of the head coach. All Awards procedures will follow the NJCAA, NIRA, and Athletic Department guidelines.

CLASS SCHEDULES AND DROP/ADD

It is the responsibility of the student athlete to work with the Student Services Advising team on the student athlete's selection of courses. This will ensure that the student athlete is taking courses that will apply to curriculum he or she has chosen for a degree. The head coach will work with the advising team to maintain eligibility and graduation requirements. The head coach will have each semester's class schedule on file in the Athletic Department. It is the student athlete's responsibility to notify the head coach and the Athletic Director of any change in the schedule.

Student athletes are not permitted to drop or add a course during the semester without **prior** approval from the head coach.

ADVISING AND COUNSELING

Prior to registration for each semester, the head coach will arrange for the student athlete to be advised and counseled concerning the curriculum of his/her chosen field of study.

INSTITUTIONAL POLICIES

The institutional policies found in the general catalog are the minimum requirements for students attending at this college. The Athletic Department recognizes that athletics require more guidelines to insure proper function within the system. Therefore, student athletes must adhere to all policies of the institution and the athletic department.

APPEAL PROCESS

In the event a student athlete has a complaint, the matter should be resolved by following the athletic chain of command. The student athlete should first notify the head coach (Level 1) and together with the coach try to resolve the matter. If the complaint cannot be satisfactorily resolved, the coach, student athlete, and athletic director, (Level 2) should meet to solve the problem. In the event the complaint cannot be settled to the satisfaction of all parties involved, (Level 3) the complaint will be brought to the Vice President of Student and Outreach Services, and then if still not resolved, the complaint will be taken to the President (Level 4).

GOVERNING STANDARDS

In the case of discrepancy between college standards and the requirements of other organizations, the more stringent will apply.

INJURIES AND ILLNESS

If an injury or illness occurs, the student athlete should notify the Athletic Trainer so that the head coach can make adjustments for participation and assist in the rehabilitation of the student athlete.

All athletes must report and seek medical assistance for any injury or illness related or unrelated to their sport to the staff athletic trainers as soon as possible. In the event of an emergency occurring outside the athlete's sport activities, the athlete should seek emergency medical attention and then report that emergency to the staff athletic trainers as soon as possible.

The staff athletic trainers will assess and treat any injury or may refer the athlete to the team physicians or physicians of the athlete's choice as deemed necessary. In the event of a life threatening emergency the athlete will be transported in the most appropriate manner to the nearest emergency room. Titus Regional Medical Center in Mount Pleasant or East Texas Medical Center in Pittsburg. Consideration will be given to the athlete's primary insurance network.

All physical therapy, rehabilitation and treatments will be done at the discretion of the Athletic Trainer, this may include referrals to outside sources (physical therapy, occupational therapy, massage therapist, etc), but all referrals for any medical treatment will come from the Athletic Trainer.

The Athletic Trainer will work with the coaching staffs to ensure that all in-season and off-season workouts are appropriate. Coaches will remain the primary persons designing, implementing, and supervising strength and conditioning programs, but will do so in consultation with the Athletic Trainer.

Student-athletes are expected to:

- 1) Report all injuries to the athletic training staff and head coach.
- 2) Keep treatment and rehab appointments.
- 3) Be on time to treatment and rehab appointments.
- 4) Update personal information with the athletic training staff.
- 5) Remember that the athletic training room is a medical facility.
- 6) Keep the training room clean.
- 7) Leave the athletic training room if you are not receiving treatment, so the athletic trainers can focus on students receiving treatment.
- 8) Familiarize yourself with the athletic injury and athletic insurance policies.
- 9) Treat the student athletic trainers with respect. The student athletic trainers work under the authority and supervision of the staff athletic trainers. Their practice is limited to the guidelines of their educational programs.

DRUG TESTING

The Athletic Director and head coach have the right and ability to administer drug tests on a random and/or selective basis. The drug tests will be overseen by the Head Athletic Trainer. The student athlete will be given enough notification of the drug test. Failure to show up for a drug test will be considered a positive result. Positive results from a drug test could result in disciplinary actions including, but not limited to, forfeiture of the scholarship agreement, expulsion from the team, and/or expulsion from the dorms.

ATHLETIC POLICY CONTRACT

It is a privilege, not a right, to play intercollegiate athletics at Northeast Texas Community College. I have read the Northeast Texas Community College Athletic Policy Handbook and agree to the rules, regulations, and guidelines outlined within.

Athlete's Printed Name

NTCC Student ID #

Athlete's Signature

Date

Northeast Texas Community College is an affirmative action, equal opportunity institution.