



JEFFERSON COLLEGE

Athletics

STUDENT-ATHLETE HANDBOOK

2024-25

CONTENTS

SECTION 1: PURPOSE OF THE STUDENT-ATHLETE HANDBOOK	4
SECTION 2: 2024-2025 ATHLETIC DEPARTMENT CONTACT INFORMATION.....	5
SECTION 3: COLLEGE MISSION, VISION, AND VALUES.....	6
SECTION 4: ACCREDITATION	6
SECTION 5: NON-DISCRIMINATION NOTICE	7
SECTION 7: STATEMENT ON RIGHT TO PRIVACY AND REVIEW (FERPA).....	9
SECTION 8: THE ATHLETIC DEPARTMENT OVERVIEW	9
SECTION 9: ATHLETIC DEPARTMENT PURPOSE, MISSION, AND GUIDELINES	11
SECTION 10: THE STUDENT-ATHLETE AT JEFFERSON COLLEGE.....	12
SECTION 11: NJCAA RULES	12
SECTION 12: ATHLETIC ELIGIBILITY	12
SECTION 13: SEASON ORGANIZATION/ADMINISTRATION	13
SECTION 14: RULES OF CONDUCT FOR STUDENT-ATHLETES	13
SECTION 15: ATHLETIC SCHOLARSHIPS/FINANCIAL AID	15
SECTION 16: MANDATORY MEETINGS FOR ALL STUDENT-ATHLETES.....	16
SECTION 17: STUDENT-ATHLETE SUCCESS.....	16
SECTION 18: CLASS ATTENDANCE.....	18
SECTION 19: ADMINISTRATIVE WITHDRAWAL	19
SECTION 20: MINIMUM STANDARDS OF ACADEMIC PROGRESS	20
SECTION 21: CELL PHONE USE IN CLASSROOMS.....	20

SECTION 22: ATHLETIC TRAINING.....20

SECTION 23: PHYSICAL EXAMINATIONS.....21

SECTION 24: ATHLETIC TRAINING ROOM PROCEDURES.....21

SECTION 25: PROHIBITION POLICY AGAINST DRUG AND ALCOHOL ABUSE.....21

SECTION 26: ATHLETIC DEPARTMENT DRUG POLICY AND TESTING PROGRAM.....22

SECTION 27: SOCIAL MEDIA AND RESPECT.....29

SECTION 28: APPENDIX A.....30

SECTION 29: APPENDIX B.....30

SECTION 30: APPENDIX C.....31

SECTION 31: APPENDIX D.....33

The contents of this handbook are provided for informational purposes. The handbook is accurate at the time of posting but is subject to change. Any such changes may be implemented without prior notice and are effective when made. Students will be notified via email of any substantive changes to this handbook, including information about accessing these updates. Jefferson College reserves the right to terminate programs for financial or other reasons which the College determines warranted.

The programs, services, or other activities of the College may be terminated at any time due to reasons beyond the control of the College, including—but not limited to—acts of God, natural disasters, destruction of premises, labor disturbances, governmental orders, or financial insolvency.

Additionally, all student-athletes are responsible for knowing and complying with the information contained in this Student-Athlete Handbook, as well as all Missouri Community College Athletic Conference (MCCAC) and National Junior College Athletic Association (NJCAA) rules, and the Jefferson College Student Handbook.

SECTION 1: PURPOSE OF THE STUDENT-ATHLETE HANDBOOK

The Jefferson College Student-Athlete Handbook is written to assist student-athletes in understanding how the Jefferson College Athletic Department operates. This handbook is to be used as a supplement to the [Jefferson College Student Handbook](#). The manuals from the Missouri Community College Athletic Conference (MCCAC), as well as the National Junior College Athletic Association (NJCAA) Handbook, should also be used in conjunction with this handbook. Student-athletes are expected to be familiar with the information contained in each of these handbooks and manuals. The [MCCAC](#) and [NJCAA](#) manuals are located in the athletic director's and coaches' offices.

The guidelines, policies, and procedures stated in this handbook are to be used as a reference by student-athletes. Student-athletes are encouraged to consult Athletic Department personnel, coaches, and the athletic director with questions or concerns about information contained within this handbook.

SECTION 2: 2024-2025 ATHLETIC DEPARTMENT CONTACT INFORMATION

Athletic Staff:	Title:	Office:	Phone #:	Email:
Bob Deutschman	Director of Athletics	FH 124	636-481-3386	rdeutsc2@jeffco.edu
Courtney Wooldridge	Administrative Specialist- Director of Athletics	FH 125	636-481-3394	cwooldr3@jeffco.edu
Marie Self	Field House Coordinator	FH 122	636-481-3391	mself@jeffco.edu
Gregg Crain	Athletic Trainer	FH 005	636-481-3393	gcrain@jeffco.edu
Meredith Buschmann	Student-Athlete Success Coordinator	FH 127	636-481-3387	mbuschma@jeffco.edu
BASEBALL COACHING STAFF:				
Zac Bone	Head Baseball Coach	FH 120	636-481-3385	zbone@jeffco.edu
Ethan Schmitt	Asst. Baseball Coach	FH 006	636-481-3385	eschmitt@jeffco.edu
Tony Underwood	Asst. Baseball Coach	FH 006	636-481-3383	aunderwo@jeffco.edu
BASKETBALL COACHING STAFF:				
Cornelius (CB) Walker	Head Men's & Women's Basketball Coach	FH 123	636-481-3382	cwalker7@jeffco.edu
Jakayla Kirk	Asst. Women's Basketball Coach	FH 006	636-481-3382	jkirk2@jeffco.edu
Alex King	Asst. Men's Basketball Coach	FH 006	636-481-3382	aking21@jeffco.edu
Mike Rickermann	Asst. Men's Basketball Coach	FH 006	636-481-3382	mrickerm@jeffco.edu
CHEER COACHING STAFF:				
Jess Bartlett	Head Cheer Coach	FH 123	636-481-3397	jbartle2@jeffco.edu
Allison Adeline	Asst. Cheer Coach	FH 123		aadeline@jeffco.edu
CROSS COUNTRY COACHING STAFF:				
Chris Sandefur	Head Men's & Women's Cross Country Coach	FH 006	636-481-3395	csandefu@jeffco.edu
Aimee Marshall	Asst. Men's & Women's Cross Country Coach	FH 006	636-481-3395	amarsha6@jeffco.edu
SOCCER COACHING STAFF:				
Luke Schlichting	Head Men's & Women's Soccer Coach	FH 123	636-481-3397	lschlich@jeffco.edu
Kody Nicks	Asst. Men's & Women's Soccer Coach	FH 123	636-481-3397	
Nate Reiser	Asst. Men's & Women's Soccer Coach	FH 123	636-481-3397	nreiser@jeffco.edu
SOFTBALL COACHING STAFF:				
Chris Starkey	Head Softball Coach	FH 119	636-481-3379	cstarke1@jeffco.edu
Keri Schmidt	Asst. Softball Coach	FH 006	636-481-3351	kschmid3@jeffco.edu

Tony Cook	Asst. Softball Coach	FH 006	636-481-3458	acook2@jeffco.edu
VOLLEYBALL COACHING STAFF:				
Aida Steiger	Head Volleyball Coach	FH 126	636-481-3390	aantanav@jeffco.edu
Nick Washington	Asst. Volleyball Coach	FH 006	636-481-3396	nwashin1@jeffco.edu
Carl Ritter	Recruiter/Coach	FH 006	636-481-3390	critterj@jeffco.edu
E-SPORTS COACHING STAFF:				
Greg Simos	Head E-Sports Coach	FH 200	636-481-3472	gsimos@jeffco.edu
Amanda Macke	Asst. E-Sports Coach	FH 200	636-481-3453	amack@jeffco.edu

SECTION 3: COLLEGE MISSION, VISION, AND VALUES

Mission:

Jefferson College serves our community by delivering quality learning opportunities that empower individuals to achieve their goals.

Vision:

Jefferson College strives to inspire our community to explore, develop, and engage in innovative learning experiences in a supportive and inclusive environment.

Values:

Jefferson College fosters a culture of excellence for its community of students, faculty, and staff by embracing the following values:

- **Success:** Supporting a focus on achievement, self-discovery, scholarship, creativity, completion, and skill mastery;
- **Accessibility:** Fostering an environment of diversity and inclusion where a culture of collaboration responds to the needs of our communities through quality and affordable educational opportunities;
- **Integrity:** Encouraging open, honest, and respectful communication; committing to accountability in all interactions, operations, and procedures;
- **Learning:** Establishing a high-quality learning environment that features collaborative and innovative engagement, academic freedom, professional development, and continuous assessment for improvement; and
- **Service:** Infusing a spirit of civic engagement through community volunteer initiatives, cultural enrichment, and service-learning opportunities.

SECTION 4: ACCREDITATION

Jefferson College is accredited by the Higher Learning Commission. Individuals should direct their questions, comments, or concerns to:

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1413
(800) 621-7440 or (312) 263-0456
Fax: (312) 263-7462

Specific programs are accredited/approved by the following organizations:

- American Veterinary Medical Association
- Automotive Service Excellence (ASE)
- College Reading and Learning Association
- Commission on Accreditation for Health Informatics and Information Management Education
- Commission on Accreditation for Law Enforcement Agencies
- Commission on Accreditation of Education Programs for the Emergency Medical Services Professions
- HVAC Excellence
- Joint Review Committee on Education in Radiologic Technology
- Missouri Accreditation of Programs for Children and Youth
- Missouri Department of Elementary and Secondary Education
- Missouri Division of Emergency Medical Services
- Missouri State Board of Nursing

Jefferson College's institutional affiliations include:

- American Association of Community Colleges
- Association of Community College Trustees
- American Registry of Radiologic Technologists
- American Welding Society
- Missouri Association of Career and Technical Education
- Missouri Association of College for Teacher Education
- Missouri Community College Association
- Missouri Department of Elementary and Secondary Education (DESE)
- Missouri Department of Public Safety (POST)—Peace Officers and Standards Training Commission
- Missouri School-College Relations Association
- National Institute for Metalworking Skills (NIMS)
- National Junior College Athletic Association
- St. Louis Astronomical Society
- The Higher Learning Commission
- United Brotherhood of Carpenters

SECTION 5: NON-DISCRIMINATION NOTICE

Jefferson College does not discriminate, and prohibits discrimination, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, pregnancy, race, religion, sex, gender identity or expression, sexual orientation, or covered veteran status in employment or in admission to any educational program or activity of the College, as required by Title IX, Title VI, Title VII, Section 504, The Americans with Disabilities Act Amendments Act (ADAAA), the Age Discrimination in Education Act, the Age Discrimination in Employment Act (ADEA), and the Missouri Human Rights Act.

Note: If accessibility services are needed, contact the Accessibility Resource Office, ASII Room 303, (636) 481-3158 or aro@jeffco.edu. (Seven days advance notice required for sign language interpretation services).

In compliance with applicable Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels they have been discriminated against in employment, student programs, or student activities. For matters involving sexual harassment, please refer to the Jefferson College Title IX Sexual Harassment Procedure and Grievance Process for students and employees.

- The Americans with Disabilities Act Amendments Act (ADAAA) Coordinator for students is the Accessibility Resource Office Coordinator, Linda Ladendecker-Corley.
 - Office: Arts & Science II Building (ASII) Room 303
 - Email: lladende@jeffco.edu
 - Phone: (636) 481-3158

- Inquiries about Title IX for students or employees may be referred to Jefferson College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Title IX Coordinator is responsible for any alleged discrimination or harassment that relates to sex or gender, including, but not limited to sexual harassment, sexual discrimination, sexual misconduct complaints, and pregnancy discrimination and support needs.

- To report information about conduct that may constitute sex discrimination or harassment or make a complaint of sex discrimination or harassment under Title IX, contact the Title IX Coordinator at the contact information below. Reports of information that involve students may also be submitted through the Maxient reporting portal.
 - Brittany Gates, Interim Title IX Coordinator
 - Email: bgates1@jeffco.edu
 - Phone: (636) 481-3271

- Students with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADAAA as specified above may contact Dr. Kimberly Harvey-Manus.
 - Office: Student Center 205
 - Email: kharvey@jeffco.edu
 - Phone: (636) 481-3200

- Employees, applicants, or other individuals with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADAAA as specified above may contact the Senior Director of Human Resources, Tasha Welsh.
 - Office: Administration 133-E
 - Email: twelsh@jeffco.edu
 - Phone: (636) 481-3157

- Student reports may be made in person, verbally, by phone, in writing through mail or electronic mail, through the College's [Maxient reporting portal](#) (found in MyJeffco or at jeffco.edu/non-discrimination-policy), or any other manner that delivers the information to the appropriate

Coordinator at any time. Employee reports may be made in person, verbally, by phone, in writing through mail or electronic mail, or any other manner that delivers the information to the appropriate Coordinator at any time.

SECTION 6: STATEMENT ON RIGHT TO PRIVACY AND REVIEW (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA), all students have the right to review their official college records, to request amendment to these records, to restrict their names from certain reports, to file with the U.S. Department of Education appropriate FERPA complaints, and to obtain Jefferson College’s FERPA policy statement in the Jefferson College Student Handbook.

Inquiries regarding the Act of 1974 should be directed to the Office of Enrollment Services. Jefferson College may make available to the public this directory information: name, address, telephone number, date of birth, Jefferson College e-mail address, dates of attendance at Jefferson College, full or part-time enrollment status, major area of study, participation in officially recognized sports, degrees or certificates awarded, awards received, photograph, and the most recent prior school attended.

Additionally, students are included in graduation lists, dean’s lists, and enrollment lists to the military. If the student objects to the release of directory information, the student should contact the Office of Enrollment Services before beginning classes. New and returning students are advised that the social security number is voluntarily disclosed to Jefferson College and is maintained as confidential information. ([2024-2025 Catalog](#)).

SECTION 7: THE ATHLETIC DEPARTMENT OVERVIEW

Summary:

Jefferson College is a member of the National Junior College Athletic Association (NJCAA) and competes in Region XVI and the Missouri Community College Athletic Conference (MCCAC).

Jefferson College currently offers eleven intercollegiate sports and programs:

SPORT	DIVISION		
	DIVISION I	DIVISION II	DIVISION III
Men’s Baseball	X		
Men’s Soccer	X		
Men’s Basketball		X	
Men’s Cross Country			X
Women’s Basketball		X	
Women’s Softball	X		
Women’s Volleyball	X		
Women’s Soccer		X	
Women’s Cross Country			X
E-Sports			X
Cheer			X

Definitions (as outlined in the [NJCAA 2024-2025 Handbook](#)):

- **Division I:**

- In support of the overall mission of the National Junior College Athletic Association (NJCAA), Division I programs believe that intercollegiate athletics allow student-athletes the opportunity to compete at the highest level within the NJCAA while pursuing a two-year college degree.
- Division I programs support three primary principles in the belief that these principles will provide further definition of the philosophy of the division:
 - Provide resources that are in alignment with NJCAA rules and regulations and the member institution's educational mission, thus allowing the following:
 - Full-scholarship opportunities that permit its members to recruit elite talent regionally, nationally, and internationally in their pursuit of regional and national excellence and prominence;
 - An unparalleled athletic experience from the practice field/court to the game-day experience; and
 - Support for a competitive athletic schedule outside their region primarily against other NJCAA Division I programs while maintaining compliance with each institution's mission.
 - Support national championships that would include a geographical representation through district championships and selection of at-large teams of championship caliber.

- **Division II:**

- The philosophy of NJCAA Division II programs is to offer opportunities for student-athletes to participate in intercollegiate athletics while pursuing a college degree. NJCAA Division II programs are highly competitive and strongly structured, utilizing scholarships as an avenue to attract and reward student-athletes. NJCAA Division II programs draw from their service areas as recruiting bases while expanding regionally and nationally to provide a highly competitive atmosphere.
- NJCAA Division II parameters include the following:
 - Scholarships provided with a maximum of tuition/fees/books
 - Competition schedules predominately based on geography
 - Geographic representation at District playoffs
 - National Championships with geographical representation and competitiveness
- NJCAA Division II athletics provides member institutions with an exceptional platform for student-athletes to pursue their academic and athletic endeavors. Ultimately, NJCAA Division II establishes a strong foundation for the development of student success and lifetime achievement.

- **Division III:**

- NJCAA Division III programs place the utmost emphasis on their student-athletes' holistic educational experience and degree attainment. In this pursuit, athletics serve an essential role in the establishment and stabilization of an environment encouraging extracurricular activity as well as cultural, diversity, and gender equity among student-athletes, staff, and administrators alike. Therefore, Division III programs seek to uphold the following principals:
 - No financial support or aid may be given to student-athletes based on their athletic ability;

- Focus in on the student-athlete experience;
- Priority given to regional, in-season competition and championship play.
- Places a priority on geographical representation with at-large bid opportunities in some sports. These principles reflect the stand of Division III athletics to uphold, promote, and protect the educational experience and two-year degree attainment of their student-athletes, in which athletics play a vital, supplementary role.

Grant-in-Aid:

Per NJCAA rules, each divisional play is designated by sport, not by school or the Athletic Department. The following divisional allowances are permissible grant-in-aid and are outlined on each Letter of Intent (LOI) for athletes who are offered a scholarship.

GRANT-IN-AID	DIVISION I	DIVISION II	DIVISION III*
Tuition and Course Fees	X	X	
Room and Board	X		
Course-Related Books	X	X	
Up to \$250 per Academic Year in Course-Related Supplies Required of all Students in the Course	X	X	
Transportation Costs One Time per Academic Year from College by Direct Route	X		
*Division III programs may not provide any athletic scholarship/aid of any kind.			

SECTION 8: ATHLETIC DEPARTMENT PURPOSE, MISSION, AND GUIDELINES

Purpose:

Participation in intercollegiate athletics serves as an integral part of a student-athletes’ overall educational experience. It is expected that through their participation in intercollegiate athletics, the student-athlete will develop a sense of fair play, cooperation, responsibility, self-discipline, and leadership.

The Jefferson College Athletic Department strives to make a positive impact on the lives of our student-athletes through its commitment to educational achievement, community engagement, and individual and team competitive success.

Mission:

The Jefferson College Athletic Department staff, coaches, and student-athletes will aspire to build a culture of excellence within whose collective mission is to achieve academic, social, and competitive success while maintaining the highest standards of compliance and ethics.

Guidelines:

All departmental staff, coaches, and student-athletes are expected to fully comply with the letter and spirit of all MCCAC/NJCAA sport rules and institutional policies and procedures.

Those in leadership positions will take appropriate action when a student-athlete’s full commitment to academic success is not being applied.

Full participation in community outreach events is required. As a result, it is hopeful that an appreciation for the opportunity to serve their community will grow within each student-athlete.

All sport programs will install robust training programs and team practices that focus on collective team achievement and the educational and skill development of each player.

The senior leadership team within the Athletic Department, which includes the athletic director and the head coaches of each sport offering, will hold themselves, their support staff, and our student-athletes to the highest standard of effort to achieve their mission.

SECTION 9: THE STUDENT-ATHLETE AT JEFFERSON COLLEGE

The student-athlete at Jefferson College will be enrolled in a full-time degree program that will enable the student to obtain a two-year degree. Academic progress of student-athletes must take precedence over matters related solely to intercollegiate athletics. The educational and personal development of the student-athlete is of the highest importance and athletic talent will not be exploited at the expense of the student's scholastic achievement. To this end, the College will provide the best available coaching, facilities, equipment, and program direction consistent with its fiscal resources and will respect the student's need for appropriate academic study time and scholastic priorities.

SECTION 10: NJCAA RULES

A copy of the NJCAA rules governing the participation and eligibility of student-athletes is available from the Athletic Director. The NJCAA handbook is also available online at <https://www.njcaa.org/governance/handbook/index>.

SECTION 11: ATHLETIC ELIGIBILITY

Jefferson College follows the NJCAA Eligibility Rules with the following Jefferson College additions:

1. Abide by the standards set forth in the NJCAA and Jefferson College Student Handbooks.
2. Have had a physical examination and been declared fit for participation in intercollegiate athletics.
3. Have signed the eligibility form, code of conduct form, declared any break in enrollment as defined by the NJCAA, and meet all academic standards.
 - a. False or concealed information pertinent to eligibility shall be grounds for ruling the student-athlete ineligible for any competition at Jefferson College or the NJCAA.
 - b. Any student-athlete who has been declared ineligible has the right to appeal to the Athletic Director if the student believes there were extenuating circumstances that should be brought to their attention.
 - c. The matter may be referred to the NJCAA and the burden of proof rests with the student-athlete and the institution.
 - d. All appeals on eligibility must be routed through the Athletic Director and in turn through the Vice President of Student Services.

SECTION 12: SEASON ORGANIZATION/ADMINISTRATION

The first day of practice for athletic teams is mandated by the NJCAA national office. Dates of practices, length of season, maximum number of contests, and scholarship limits are noted in the NJCAA Handbook.

1. Prior to participation of any kind, each student-athlete is to review and sign the following documents in [SportsWare](#):
 - a. [Student Physical Examination Form](#)
 - b. [Parental Insurance Information Form](#)
 - c. [Release from Liability Form](#)
 - d. [Consent for Drug Testing Form](#)
 - e. [Assumption of Risk Form](#)
 - f. [Code of Conduct Form](#)
 - g. Student-Athlete Handbook Acknowledgment Form
2. Without the above forms completed, student-athletes will not be permitted to practice, travel, or participate.
3. The parent's insurance is primary in the case of injury or illness; College insurance is secondary.

SECTION 13: RULES OF CONDUCT FOR STUDENT-ATHLETES

Because student-athletes represent the athletic program and the College, there is no tolerance for inappropriate behavior. Therefore, there are certain requirements that are a part of each student-athlete's obligation to Jefferson College.

A. Student-athletes are expected to:

1. Actively pursue an educational degree by attending and participating in classes and meeting the requirements of each class.
2. Attend all practice sessions and contests unless otherwise excused by the head coach or athletic trainer.
3. Recognize their responsibility for appropriate conduct at all times. This includes, but is not limited to, campus activities, housing, tournaments, contests, trips, or events that are sponsored by Jefferson College.
4. Show consideration and respect for the rights and welfare of fellow students, opponents, officials, and spectators.
5. Be accountable for property damage or loss of property.
6. Refrain from the use of alcohol, tobacco, or drugs.
7. Be subject to that sport's disciplinary action as defined by the NJCAA if they are ejected from a contest and also be subject to the College's disciplinary action.
8. Refrain from the display of any behavior detrimental to Jefferson College.
9. Display sportsmanship and assist the team in achieving discussed goals.
10. Wear game uniforms and attire as designated by the head coach.
11. Wear practice attire that is appropriate for the sport and conditions as approved by the head coach.
12. Wear appropriate attire during College athletic trips.

B. For conditioning and training, student-athletes are expected to:

1. Participate in all conditioning drills and related activities during practice sessions unless excused by the head coach or athletic trainer.
2. Promptly report personal injuries and/or sickness to coaches and the athletic trainer so treatment can be initiated.
3. Comply with health-related restrictions prescribed by the athletic trainer or a physician that affect their ability to participate in practices or contests.

C. Penalties:

Disregard for any of the conduct or training codes in A and B above by a student-athlete can subject the student-athlete to dismissal from the team or other disciplinary action by the Athletic Department and/or the College.

1. Abuse of an apartment or creating a disturbance or altercation in an apartment by a student-athlete will result in an immediate meeting of the student-athlete, Residential Life Manager, and Athletic Director. Students may also be referred to the Student Conduct Office.
2. Failure to attend classes and/or non-productive attendance in classes can be grounds for suspension from athletic-related activities.

3. Any student-athlete who is arrested, charged, or convicted of a misdemeanor or felony may be suspended from athletic-related activity. (Athletics is a privilege, not a right.)

D. Assignment of Responsibility:

The student-athlete is responsible for adhering to these policies. Questions related to the overall conduct of the athletic program will be relayed through the Athletic Director to the Vice President of Student Services, who in turn reports directly to the President.

SECTION 14: ATHLETIC SCHOLARSHIPS/FINANCIAL AID

An athletic scholarship is defined as any financial assistance awarded to a student-athlete from any source as a result of the student's athletic capabilities.

The total amount of all financial aid received by the student-athlete may not exceed the listed amount (cost of attendance) necessary to attend Jefferson College as established by the Office of Financial Aid.

A. Recording Student-Athlete Financial Awards:

The financial assistance awarded to a student-athlete, regardless of the source (e.g. foundation, civic group, private citizen) must be officially recorded in the College's Office of Financial Aid.

B. Letters of Intent (LOI):

An NJCAA Letter of Intent must be completed by all student-athletes prior to receipt of an athletic scholarship.

C. Athletic Aid Agreement:

The athletic aid agreement submitted as part of the Letter of Intent must contain a description of all athletic aid a student is to receive. This aid can be in the form of tuition, fees, books, housing, and meals.

D. Tuition and Books:

Tuition and books will be paid from the College scholarship fund.

E. NJCAA Regulations:

NJCAA regulations governing the awarding of athletic scholarships and eligibility requirements will be adhered to at all times.

F. Scholarships for Fall and Spring Semesters:

Scholarships are for the fall and spring semesters. Students who need to attend a summer semester for graduation or eligibility purposes will be reviewed by the Athletic Director and the Student-Athlete Success Coordinator before scholarship assistance will be applied. Monies will only be awarded for those courses required to complete the degree requirements or as determined by the Athletic Director.

G. Housing:

Student-athletes who receive housing scholarships will be provided funds through individual athletic scholarship budgets and fundraising programs. In no case is it permissible for any member of the Athletic Department (coaches, assistant coaches, Athletic Director) to furnish housing funds to a player directly or through any outside organization. Additionally, it is not permissible for any member of the Athletic Department to furnish housing or meals directly to a player or through any outside organization. Coaches will determine the student-athletes who are to receive housing funds. This information must be provided on the Letter of Intent.

SECTION 15: MANDATORY MEETINGS FOR ALL STUDENT-ATHLETES

As a student-athlete at Jefferson College, all athletes are required to attend and participate in the following to ensure information is received and athletes are equipped with resources and for success in/outside of the classroom and on/off the field/court:

1. Student-Athlete Orientation

Conducted in late August/early September, all student-athletes are required to attend Student-Athlete Orientation, which will be conducted in the Field House gym. Date and time are determined by the Athletic Department staff and will be shared out by coaching staff to student-athletes.

2. Viking Woods Orientation (for student-athletes living on campus)

Conducted in mid to late August once all students have moved in, the Residential Life Manager provides important information about being a resident of Viking Woods, including rules, do's and don'ts, activities, etc. Date and time will be announced by Viking Woods staff.

Additional programming may be added at the discretion of the Athletic Director or Vice President of Student Services.

SECTION 16: STUDENT-ATHLETE SUCCESS

Jefferson College is committed to the academic success of all students and promotes an atmosphere in which participation in athletics is a catalyst to achieving success in the classroom with the support of the Student-Athlete Success Coordinator. Jefferson College takes a proactive approach to assisting student-athletes with academic issues. Student-athletes are held accountable for their academic and athletic commitment with the first priority being attainment of their educational goals. Student-athletes will receive support to assist in preparing academically to fulfill a meaningful role in society beyond the college years.

This support program will focus on the goal of all student-athletes completing the requirements for:

- The **Associate of Arts (A.A.)** degree is designed for transfer to another college or university as part of a bachelor's degree.
- The **Associate of Arts in Teaching (A.A.T.)** degree is designed for education majors who plan to transfer to another college or university as part of a bachelor's degree.
- The **Associate of Fine Arts (A.F.A.)** degree offers two options: Art and Music and is designed for transfer to another college or university as part of a bachelor's degree in fine arts.

- The **Associate of Science (A.S.)** degree offers three options: Biology, Engineering, and Engineering Technology and is designed for students to transfer to a university as part of a bachelor's degree.
- The **Associate of Applied Science (A.A.S.)** degree is designed for entry into a particular occupation.

Additionally, the Student-Athlete Success Coordinator will support student-athletes in the following critical ways:

1. Student-athletes will meet with the Student-Athlete Success Coordinator for all enrollment activities throughout the academic year. Enrollment begins in October (for Spring/Winter Intersession), February (for Summer Intersession/Summer), and March (for Fall).
 - a. Class schedules will be arranged to permit student-athletes time to prepare for practices and games. Schedules will also be developed to accommodate travel with as little interruption in academic work as possible. Exceptions to conflicts with classes and travel will be made on an individual basis to allow student-athletes to attend classes necessary for graduation.
 - i. All student-athletes must be enrolled full-time (minimum of 12 credit hours for the fall and spring semesters).
 - ii. Student-athletes may take, but are limited to, the number of online classes in which they can enroll each semester. International students must be enrolled in a minimum of twelve (12) credit hours of in-person classes as a part of their full-time course load.
 - b. Financial Aid and/or Letter of Intent (LOI) information is discussed and tracked throughout the scheduling process; assistance is provided by the Office of Financial Aid and Administrative Specialist to the Director of Athletics, as needed.
2. All students labeled as a student-athlete for the academic year (including managers) will have an Athletic Advising hold placed on their student account in the College's student information system. The hold prevents the student from adding/dropping/withdrawing course(s) without the permission of the Student-Athlete Success Coordinator. Additionally, every student is designated as a student-athlete in the student information system for each semester at the time of registering for classes.
3. The Student-Athlete Success Coordinator will help to facilitate a Student-Athlete Orientation in late August/early September for all student-athletes as part of the orientation process. The Student-Athlete Orientation provides an overview of the college experience at Jefferson College, including:
 - a. An introduction to the Athletic Department
 - b. A discussion of academic success and student-athlete responsibilities
 - c. A discussion of athletic success, eligibility requirements, behavior expectations, code of conduct
 - d. A discussion of insurance and training room procedures
4. Degree audits are performed prior to every advising/registration appointment and discussed with each student-athlete. Parents are often part of the process during the initial academic

advising appointment—so this will ensure both the student-athlete and parent understand the program of study. The Family Educational Rights and Privacy Act (FERPA) is also discussed during these appointments.

5. A critical element of the academic monitoring and progress report program is meetings with the coaches, the Academic Success Center, faculty, and staff at Jefferson College throughout the semester. When deemed necessary, mandatory student meetings will be called to discuss academic progress reports, determine a course of action, and address concerns. Student-athletes should sign up for meeting times with the Student-Athlete Success Coordinator and are expected to be prepared for classes and informed as to their own progress and academic standing.
6. The Student-Athlete Success Coordinator collaborates with coaches and the Academic Success Center Coordinator to establish tutoring hours for the semester. Each team coach has specific requirements for tutoring based on GPA and/or if the student is identified as “at risk” or would benefit from tutoring based on previous academic record.
7. The Student-Athlete Success Coordinator will be responsible for tracking student progress (attendance and grade/participation) throughout the academic year, which includes communication with faculty, staff, and coaches. Additionally, review and follow up to mid-term grades, academic progress reports, Academic Early Alerts, and behavioral and/or student conduct concerns are conducted in a timely fashion. At the end of each semester, the Student-Athlete Success Coordinator will review transcripts for all student-athletes, and they will be shared with the Athletic Director to determine if student-athletes are meeting eligibility and academic standards as set forth by Jefferson College and the NJCAA. GPA and credit hour information will be updated at the end of every semester and shared with the Athletic Director and coaches, as well.

A level of progress beyond the NJCAA minimum requirements is expected with the following as guidelines:

- a. Student-athletes will put the same degree of effort, sacrifice, and pride into academic achievements as they put forth in athletic achievements.
- b. Student-athletes are expected to make the maximum effort to meet challenges and overcome obstacles in the classroom as they do in practices or games.
- c. Student-athletes’ actions and effort are a reflection of the team, coaches, and Athletic Department administration, as well as a reflection of themselves.

SECTION 17: CLASS ATTENDANCE

All Jefferson College student-athletes have a responsibility to attend all classes. Instructors have the discretion over whether or not to accept an absence; this includes anything related to athletic competition. There are specific course guidelines and attendance policies each instructor sets for their course. Jefferson College understands the validity of a student-athlete representing the institution, yet all attempts should be made to minimize the number of classes a student-athlete may miss due to athletic competition. Any absences due to sickness or personal reason(s) not related to athletic

competition are subject to the instructor's discretion. Student-athletes should understand and agree to the following:

- Attend classes regularly, and on time.
- Read through the course syllabus thoroughly and fully comprehend the attendance policy for all enrolled classes.
- Contact instructors regarding dates/times of absences due to team competition and/or travel. The student-athlete is responsible for making sure instructors receive ample notice.
- Understand that there may be instances when instructor(s) are unable to accommodate the student-athlete's athletic schedule. In such case, the student-athlete is responsible for making sure academics take priority. If ignored, the student-athlete must be ready to accept the consequences.
- Understand that as a student-athlete at Jefferson College, all athletes are expected to behave in a manner that will show respect to our institution, sport, coaches, teammates, officials, and fans.
- If a student-athlete is in an academic situation which doesn't seem to be improving due to conflicts with the athletic schedule of the team, it is the responsibility of the student-athlete to tell the coach and the Student-Athlete Success Coordinator immediately.

Students who attend class regularly and punctually do themselves a service and show instructors and other class members a courtesy. Students are not entitled to a certain number of absences. Information presented in the class is critical in the learning process. An instructor may consider excessive tardiness as absences in determining if a student may remain in the class. If a student misses more than 15 percent of the total time (including lecture and laboratory) that the class meets in a term, the student may be prohibited from attending the class by the instructor. In such cases, the student must officially withdraw from the course in order to reduce the possibility of receiving an "F" for the course. At the beginning of the term, the instructor will notify their students of the attendance requirements for the class. Failure to attend class does not constitute an official withdrawal.

To ensure student-athletes are participating and attending classes, the Student-Athlete Success Coordinator pulls the Financial Aid Athletic Student Participation Report every Monday and will report out to coaches if any student-athlete was absent and/or did not participate for the week prior in any of their class(s).

SECTION 18: ADMINISTRATIVE WITHDRAWAL

Any student who fails to begin attendance or ceases participation for at least two consecutive weeks may be administratively withdrawn from the course(s). Additionally, any student who has sporadic participation in a course resulting in the student missing 15% or more of the coursework may be administratively withdrawn. Individual programs may have more rigorous attendance and participation requirements.

Any student who feels that the administrative withdrawal was executed unfairly or inaccurately can appeal the withdrawal within 10 calendar days of the notification. The student must submit a written appeal to the appropriate associate dean or director. A student who is administratively withdrawn will receive a grade of "WX" for the course(s) and will be financially responsible for all tuition and fees

associated with the course(s). Note: Student-athletes who receive athletic scholarships may be financially responsible for all tuition and fees associated with the course(s).

An administrative withdrawal may only be granted through the official College withdrawal deadline for each course(s).

SECTION 19: MINIMUM STANDARDS OF ACADEMIC PROGRESS

Each student is expected to make minimum academic progress while enrolled at Jefferson College. A student is considered to be making minimum progress if they maintain a cumulative grade point average (GPA) of at least 2.0. A student whose progress falls below minimum requirements shall be placed on academic probation. The student will be notified of the probationary status and informed of resources available for academic improvement.

If the student's cumulative grade point average remains below 2.0 at the end of the probationary term, the student will be placed on academic suspension and will not be allowed to enroll or remain in classes for subsequent semesters. The student must appeal the suspension if they wish to enroll in subsequent semesters. Information regarding the academic suspension appeal process and procedure is available in the Office of the Director of Advising and Retention.

SECTION 20: CELL PHONE USE IN CLASSROOMS

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones ring and students respond in class or leave class to respond, it disrupts the class. Jefferson College prohibits the use by students of cell phones or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the College's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a College emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Sanctions for violation of this policy are determined by the instructor and may include dismissal from the class.

SECTION 21: ATHLETIC TRAINING

Jefferson College offers the following sports medicine services to student-athletes:

- Pre-game athletic training services
- Post-game athletic training services
- Practice/home game coverage by a certified athletic trainer
- Post-injury rehabilitation
- Concussion management plan

SECTION 22: PHYSICAL EXAMINATIONS

Physical examinations are required prior to participation and are to be conducted in accordance with the following procedures:

1. Physical examinations will be conducted by a physician, physician assistant, nurse practitioner, or chiropractor. Student-athletes must obtain a medical examination by the physician of their choice, incur the cost, and provide a copy to the athletic trainer. Physical exams are valid for 13 months from the date of service.
2. Prior to the official first day of practice, each team member must have on file a copy of a complete physical examination. Failure to do so will prohibit any participation.

SECTION 23: ATHLETIC TRAINING ROOM PROCEDURES

Student-athletes who comply with the following procedures are eligible for athletic training room services. If a student-athlete has a health-related problem or medical condition that may impair their athletic performance or place them in a position for sustaining a serious injury, this should be brought to the attention of the athletic trainer at the earliest opportunity. The primary concern is keeping the student-athlete healthy by minimizing the potential for injury and by treating and rehabilitating all significant injuries so a student-athlete may return to the student's sport in a timely manner.

- A. The athletic training room is a co-educational facility, and appropriate clothing is required.
- B. No eating or drinking is permitted in the facility. The use of tobacco or tobacco products is prohibited by NJCAA, MCCAC, and Jefferson College policy and is enforced at all times with appropriate disciplinary action if violated.
- C. Student-athletes are not permitted to administer their own treatments or to use the training equipment or supplies.
- D. Horseplay, loitering, and profanity are prohibited.
- E. Student-athletes are expected to be at practice on time. Student-athletes must allow enough time for treatment, taping, etc. prior to the practice time.
- F. Additional procedures are explained by the athletic trainer as necessary.

SECTION 24: PROHIBITION POLICY AGAINST DRUG AND ALCOHOL ABUSE

Jefferson College intends to provide a drug free, healthful, and safe educational environment for students and other members of the College community.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol on Jefferson College-owned or controlled property, or at any College-sponsored activity is expressly prohibited by the Student Code of Conduct. Violation of this policy by students will result in disciplinary action including suspension or dismissal.

In addition to College disciplinary actions, violators of this policy are also subject to civil prosecution where the offense is prohibited by state. Statutes of the State of Missouri and federal or local municipal and county governments shall take precedence over any actions taken by Jefferson College.

Student violations of this policy are to be referred to the Vice President of Student Services or other appropriate College official for disciplinary action and/or legal prosecution. College disciplinary action may be accompanied by a requirement of satisfactory attendance in a drug/alcohol abuse assistance or rehabilitation program as a condition of future attendance at the College. Jefferson College recognizes drug/alcohol dependency to be an illness presenting major health problems ranging from temporary disorientation to permanent organ damage or death. Students needing assistance in dealing with drug/alcohol dependency are encouraged to make contact with College counselors who will provide confidential assistance, information, or appropriate assistance sources in the area.

Jefferson College will inform students and employees of the College Drug and Alcohol Abuse Policy on an annual basis and provide information on community resources available to assist individuals in dealing with drug/alcohol related problems. Additionally, the College will make drug/alcohol abuse information and educational information available to members of the College community on an ongoing basis and will review its Drug and Alcohol Abuse Policy and prevention efforts biennially. Several appropriate sources of assistance are available and may be contacted directly for assistance.

Please see the [Jefferson College Student Handbook](#) for a list of sources that are available.

SECTION 25: ATHLETIC DEPARTMENT DRUG POLICY AND TESTING PROGRAM

Jefferson College recognizes that in the highly competitive world of college athletics, the pressure to succeed is tremendous. As a result, the temptation to use performance enhancing drugs and other controlled substances is ever-present. The use of drugs creates a very real danger to the health of the student-athlete (any individual who participates in an athletic program or receives athletic aid). Furthermore, the intense pressure to succeed often results in the exploitation of student-athletes who may be pressured by others to take drugs in order to enhance their athletic performance. Jefferson College believes that a comprehensive drug education and testing program is an essential step in protecting the student-athlete from the harmful effects of drug use and from potential exploitation by others. All student-athletes must abide by the rules and regulations of the drug policy and testing program. Consent and notification forms signed by the student-athlete will be considered affirmation of the student-athlete's agreement to the terms and conditions contained in the policy and procedures and will be legal contractual obligations of the student-athlete. The Jefferson College Department of Athletics Drug Policy and Testing Program is the sole property of Jefferson College and is separate and distinct from NJCAA policies, rules, and sanctions.

A. Purpose:

The primary intent of the Jefferson College Department of Athletics Drug Policy and Testing Program is the well-being of the student-athlete. The goal of this program is to promote a drug-free environment for the intercollegiate athletic program. Its purposes are to prevent an unfair competitive edge by those who abuse certain chemical substances, to protect the health and safety of all competitors, to contribute to the education of student-athletes and the public, and to maintain appropriate standards of behavior and integrity within intercollegiate sports.

B. Educational Programs:

Education and counseling are the cornerstones of the program. These program components are designed to alert student-athletes and other students associated with the Jefferson College Athletic Program to the potential harm from substance abuse.

C. Drug Testing Protocols:

- a. Goals of the Jefferson College Department of Athletics Drug Testing Program:
 - i. Jefferson College will employ reasonable drug testing procedures in order to accomplish the following goals:
 1. Educate student-athletes concerning the health risks associated with the use of illicit drugs, alcohol, energy drinks, and tobacco products.
 2. Identify student-athletes who have drug, alcohol, or tobacco products use/abuse problems.
 3. Afford student-athletes a reasonable means to avoid drugs, alcohol, and tobacco products.
 4. Ensure overall compliance with the policies on illegal or harmful drugs.
 5. Deter student-athletes from using/abusing drugs, alcohol, and tobacco products.

b. Administrators of the Drug Testing Program:

The Jefferson College Athletic Trainer is the chief administrator of the drug testing program. Specimen collection will be performed by trained or certified collectors. In order to safeguard reliability and accuracy of results, the drug testing analysis will be conducted by a SAMHSA-certified or WADA-accredited laboratory that is experienced in the drug testing of student-athletes. Each student-athlete will complete a mandatory drug test in the fall of each academic year. A total of 5% of each team will be tested randomly each month. Additional testing may be done when there is reasonable suspicion of drug use, or when an athlete starts college at a later date than the initial fall testing date.

c. Notification and Consent:

- i. Prospective student-athletes will be informed of the Jefferson College Department of Athletics Drug Policy and Testing Program as part of the recruitment process. Jefferson College student-athletes must abide by the Drug Policy and Testing Program.
- ii. The Drug Policy and Testing Program will be provided to each student-athlete and all members of the coaching staff at the beginning of each academic year. The document will also be available on the Jefferson College Athletic website homepage.
- iii. Prior to athletic participation (practice, game, conditioning, lifting, or physical team functions), each student-athlete shall be required to sign the Consent for Drug Testing form ([Appendix A](#)) stating that they have read the policy statement and understand its ramifications and have agreed to participate in the program.
- iv. Student-athletes shall be informed that failure or refusal to sign the consent form will result in the prohibition of that student-athlete from participation in the athletic programs at Jefferson College and a loss of all athletic scholarships.
- v. The student-athlete may be notified by Jefferson College email or in-person no more than 24 hours before they are scheduled to appear for a drug test. After

the student-athlete has been notified, they will complete the Drug Testing Student-Athlete Notification Form ([Appendix B](#)). The form must be completed in person within six (6) hours of being notified. If unable to complete in person, the student-athlete will be required to contact the Athletic Trainer by phone or email to make other arrangements to complete. The student-athlete must provide a valid urine specimen within 24 hours of the time of notification. If the student-athlete misses the assigned time of test on campus, they will be required to test at the drug testing facility in Festus, MO. Transportation will not be provided by Jefferson College. Failure to provide a valid urine specimen within 24 hours will be treated as a first positive result ([BOT Procedure VII-010 Section V.A.3](#)).

d. Confidentiality:

Jefferson College's goal is to ensure confidentiality of any student-athlete who is selected for random or reasonable suspicion drug testing, confesses to drug/alcohol/tobacco product use, is found positive for drug/alcohol/tobacco products use through testing, or is otherwise discovered to be using drugs/alcohol/tobacco products. Test results shall be kept in confidential files separate from a student-athlete's permanent educational records. All information and records under the Department of Athletics policy, including test results, will remain confidential to the extent permitted by law and will be released only to the following people:

1. Athletic Trainer/Drug-Testing Administrator
2. Director of Athletics
3. Vice President of Student Services or designee
4. Head Coach of sport
5. Other College officials, parents, or individuals that are authorized by the policy or the individual

e. Drugs for which Testing will be Conducted:

All substances, as specified in the NCAA Banned Drug List ([Appendix C](#)), may be tested. Refer to NCAA website (<https://www.ncaa.org/sports/health-safety>) and Dietary Supplement Resource Exchange Center (REC) website (<https://www.drugfreesport.com/education/axis/>) for educational resources on banned substances and supplements. All student-athletes are ultimately responsible for anything they put in their body.

f. Over-the-Counter Dietary Supplements Note:

Dietary Supplements are not currently regulated by the FDA and thus, the ingredients listed on the label may not be comprehensive. A potential exists that a supplement may contain a substance unbeknownst to the consumer, which could result in a positive drug test. Therefore, Jefferson College strongly urges student-athletes to be discretionary in their use of these products.

g. Disclosure of Other Medications:

If the student-athlete is taking any over-the-counter or prescription medications, the testing may produce a positive result. Consequently, the individual submitting

to the drug test must disclose any over-the-counter or prescription medications to the Jefferson College Athletic Trainer prior to being tested. All prescription medication must be documented in the student-athlete's medical file in SportsWare prior to notification of drug testing. Individuals who fail to provide the verification of medication and have a positive result will be subject to the consequences specified for positive results.

h. Methods for Selecting Student-Athletes for Testing:

- i. Random – The student-athlete may be selected at any time throughout the academic year. Jefferson College reserves the right to perform drug testing on an individual and/or an entire team at any given time. For routine random testing, Jefferson College utilizes an offsite and independent company through the use of a computer random select software program to determine who will be tested. Testing is held often throughout each semester.
- ii. Reasonable Suspicion – Any student-athlete may be required to be drug tested if an administrator, director, or athletic staff member, having an opportunity to observe the student-athlete's behavior, physical conditioning, or performance, concludes there is reasonable cause to suspect drug/alcohol/tobacco use. Any student-athlete may be required to be drug tested if they confess to being in the presence of other individuals who are using or in possession of illegal substances after being confronted by an administrator, director, or athletic staff member. Before requiring testing procedures under such circumstances, the individual will consult with the Director of Athletics and the Athletic Trainer and complete the Drug Testing Reasonable Suspicion Reporting form ([Appendix D](#)). Reasonable suspicion may include, without limitation:
 1. Observed possession or use of substances appearing to be prohibited drugs;
 2. Arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances; or
 3. Observed abnormal appearance, conduct, or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student-athlete's abnormal conduct or performance are, but are not limited to: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes, and illegal involvement.

Once the Reasonable Suspicion Report Form has been received by the Vice President of Student Services, the determination will be made as to if there is enough evidence to warrant that the individual be tested at the next scheduled test date.

i. Specimen Collection Procedures:

Collection procedures can be obtained by contacting the Drug Testing administrator.

j. Notification of Results:

The laboratory performing the drug test analysis will communicate the results of the testing to their contracted collector, who delivers the results to the Athletic Trainer. If a positive result occurs, the Athletic Trainer notifies the Director of Athletics. The Director of Athletics then notifies the Vice President of Student Services or designee, the Head Coach, and the student-athlete. In the event of a negative result for an initial test, no further communication is made. In the event of a negative test result for a follow-up test, communication is made to the Director of Athletics and the student-athlete.

k. First Positive Result:

- i. A first positive result can occur when:
 1. A student-athlete confesses to substance abuse after being confronted by an administrator, director, or athletic staff member.
 2. A student-athlete has a first positive confirmed drug test.
 3. The student-athlete is not able to produce a valid sample within 24 hours after being notified that they are being drug tested.
- ii. Following a student-athlete's confession to substance abuse after being confronted by an administrator, director, or athletic staff member, the student-athlete will be notified in writing by the Director of Athletics and the Athletic Trainer, or their designee, of a 30-day suspension from all athletic participation, and the student-athlete will be drug tested.
- iii. Following a student-athlete's first positive confirmed drug test, the student-athlete will be notified in writing by the Director of Athletics and the Athletic Trainer, or their designee, of a 30-day suspension from all athletic participation.
- iv. If a student-athlete fails to provide a valid urine specimen within 24 hours after notification of being drug tested, the student-athlete will be notified in writing by the Director of Athletics and the Athletic Trainer, or their designee, of a 30-day suspension from all athletic participation.
- v. A student-athlete may request a hearing to appeal the positive result.

l. Consequences of a Positive Result:

- i. Following the first positive test, the student-athlete shall be required to:
 1. Attend mandatory substance abuse counseling. The number of counseling sessions will be determined by the counselor.
 2. Be immediately suspended from all Jefferson College Athletic Program activities until released by the counselor and the Director of Athletics.
 - a. At a minimum, this suspension includes not participating in a number of intercollegiate games equal to 10% of the regular season limits set by the NJCAA. The Director of Athletics will determine this number for each sport and will inform the Head Coach before the beginning of each academic year.
 - b. If the requisite number of games is not left during the current academic year, the suspension will not be carried out during the next academic year.
 - c. While under suspension, the student-athlete must be outside of auditory and visual contact for practices, strength and

conditioning, meetings, and retreats. The student-athlete may be a spectator in the stands at games.

3. Provide a negative (clean) test to return to athletic-related activities.
 4. Be regularly drug tested through one calendar year from the time of the positive test. Any further positive tests will be considered a second offense.
 5. Be referred for adjudication through the Student Code of Conduct, Rules of Procedure in Student Disciplinary Matters, Student Handbook.
- ii. Should the student-athlete choose to transfer to another institution while under suspension, the Director of Athletics may note that the student-athlete was under disciplinary action on any athletic transfer documentation.

m. Follow-up test and reinstatement:

- i. At the end of the 30-day suspension period, the student-athlete will be follow-up tested.
- ii. If a negative result occurs (no banned substances), the student-athlete will submit a letter requesting reinstatement to the Director of Athletics to petition for return to full participation status. The Director of Athletics will determine whether the student-athlete will be reinstated to full participation.
- iii. A positive result occurs (indicating further banned substance abuse) will be treated as a second positive result with the consequences designated in [BOT Procedure VII-010 Section VI.C.](#)
- iv. A student-athlete who is reinstated to full participation may be required to complete a follow-up drug test at any time in order to ensure compliance with this program. Such follow-up testing may continue for the duration of the student-athlete's participation in Jefferson College Athletics. In these instances, a positive result indicating banned substance use will be treated as a second positive result, with the consequences designated in [BOT Procedure VII-010 Section VI.C.](#)

n. Following the second positive test, the student-athlete will be subject to:

- i. Immediate dismissal from the Jefferson College Athletic Program.
- ii. Revocation of all undisbursed athletic financial aid, including room and board.
- iii. Referral for adjudication through the Student Code of Conduct, Rules of Procedure in Student Disciplinary Matters, Student Handbook.
- iv. Appeals are not accepted. All determinations are final.

o. Appeal:

Student-athletes who wish to appeal a positive result under the terms of the Jefferson College Department of Athletics Drug Policy and Testing Program must request a hearing with the Director of Athletics, and/or their designee, within 48 hours of notification of a positive result:

- i. If the 48 hours would end on a weekend, the request must be made by Noon on the next business day. Requests must be in writing and received by the Director of Athletics or their designee.
- ii. The student-athlete must present their case to the Director of Athletics, and will not be permitted to have legal and/or parental representation present.

- iii. The meeting should take place no more than 72 hours after the written request is received.
- iv. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential.
- v. The decision by the Director of Athletics, or their designee, regarding the sanction to be imposed shall be final.

p. Failure to Comply with the Testing, Counseling, or Treatment Programs:

- i. Failure to report to a scheduled drug test will result in a positive result with sanctions outlined in [BOT Procedure VII-010 Section V.D.](#)
- ii. Failure to comply with the drug counseling program or the treatment program as outlined in [BOT Procedure VII-010 Section V1.A](#) will result in the sanctions for a second positive result.
 - 1. Failure to meet with the drug treatment/rehabilitation counselor and/or attend the treatment program within 30 days of the first positive result.
 - 2. Failure to comply with the recommendations of the drug counselor and/or treatment program.
- iii. If the student-athlete tampers with the specimen, attempts to falsify or invalidate the result, interferes with the drug screen's ability to detect banned substances, or makes use of any test altering substance, the result will be considered a second positive result followed by sanctions outlined in [BOT Procedure VII-010 Section VI.C.](#)

q. Counseling Programs:

- i. As noted, the primary intent of this program is the well-being of the student-athlete, and education and counseling are the cornerstones of the program.
- ii. Accordingly, any student-athlete with a positive result will be required to schedule and complete a confidential meeting with a drug treatment/rehabilitation counselor selected by the Athletic Trainer within 30 days after their positive result. It is the student-athlete's obligation to make and keep this appointment following notification of a positive result. If further drug counseling and rehabilitation are necessary, it will be in accordance with the needs of the student-athlete as determined by the counselor.
- iii. If the drug treatment/rehabilitation counselor deems appropriate to require further treatment, the student-athlete is required to attend all scheduled follow-up meetings. The student-athlete, subject to drug counseling and/or rehabilitation, must give consent for communication of the counselor's assessment(s) to the Director of Athletics and Athletic Trainer.
- iv. If the counselor determines that the student-athlete has sufficiently completed the program, the counselor will provide documentation that the student-athlete has completed the counseling portion of the sanctions outlined in [BOT Procedure VII-010 Section VI.A.1.a.](#)

Athletic Department Drug Policy and Testing Program Conclusion:

- The complete drug testing policy, including all appendices, can be found in [Jefferson College's Board of Procedures Manual, Procedure # VII-010](#).
- Drug testing forms are included in the SportsWare program that all student-athletes must complete prior to participation in their sport.

SECTION 26: SOCIAL MEDIA AND RESPECT

Jefferson College respects every student-athlete's right to free speech and the right to utilize social media and the internet. However, this right is not to be used to violate Athletic Department, institutional, or team policies. Student-athletes should be aware that department rules, institutional rules, and team rules of public conduct apply to online social media behaviors that may involve postings, photographs, or video representations.

Jefferson College Athletic Department



CONSENT FOR DRUG TESTING

I have read and understand the Jefferson College Drug Policy and Testing Program policy.

In response to any violations of this policy, continuation of rights and privileges of participation by the individual in Jefferson College Athletic Programs will be suspended or revoked, as appropriate.

I agree to undergo standardized drug testing, which will be conducted in accordance with the Jefferson College Drug Policy and Testing Program. I understand that the testing results can be provided to the individuals listed in the drug testing policy (Section IV.D). I further understand that failure to participate in good faith in the drug testing program may result in disciplinary action or revocation of athletic participation privileges as set forth in the Jefferson College Athletic Department Drug Policy and Testing Program.

Print Full Legal Name of Student-Athlete

Student ID Number

Signature of Student-Athlete or Parent/Guardian
for persons under the age of eighteen (18 years)

Date

Signature of Witness

Date

SECTION 28: APPENDIX B

**Jefferson College Drug Testing Program
Student-Athlete Notification Form**



Student-Athlete Name: _____

Student ID Number: _____

Sport: _____

Date of Notification: _____

Time of Notification: _____ a.m./p.m.

I, _____, the undersigned:
(Student-Athlete Name)

Acknowledge being notified to appear for institutional drug testing and have been notified to report to the drug testing station at:

_____, on _____, on or before _____ a.m./p.m.
(Location) (Date) (Time)

I will be prepared to provide an adequate urine specimen and will not over hydrate. I understand that providing numerous diluted specimens may be cause for follow-up drug testing.

I understand that I may have a witness accompany me to the drug testing site.

I understand that failure to appear at the site on or before the designated time will constitute a withdrawal of my previous consent to be tested as part of the Institutional Drug Testing Consent and will result in a first positive test.

I understand that upon entering the testing facility, I will be asked to present my driver's license or Jefferson College student ID card and complete a consent form.

I understand that immediately after collection, I will witness the sealing of the specimen and the packaging of the specimen for shipment.

I understand that I will receive the "donor" copy of the chain of custody form for my records.

I understand that if unable to provide a sample at the time of test, I must remain at the testing site until a productive test can be obtained.

By signing below, I acknowledge being notified of my participation in institutional drug testing, and I am aware of what is required of me in preparation for this drug testing event.

Student-Athlete's Signature: _____ **Date:** _____

I can be reached at the following phone number on test day: _____

Institutional Representative retain top portion of completed forms.

 For Student-Athlete

Jefferson College Drug Testing Program

Student-Athlete: _____ **Date of Test:** _____

Location of Test: _____ **Time to Report:** _____

Report to the test site with picture identification. DO NOT DRINK TOO MANY FLUIDS.

NCAA Banned Drugs

(Updated July 8, 2024) Retrieved from <https://www.ncaa.org/sports/2015/6/10/ncaa-banned-substances.aspx>

It is your responsibility to check with the appropriate or designated Athletics staff before using any substance.

The NCAA bans the following classes of drugs:

1. Stimulants.
2. Anabolic agents.
3. Beta blockers (banned for rifle only).
4. Diuretics and masking agents.
5. Narcotics.
6. Peptide hormones, growth factors, related substances and mimetics.
7. Hormone and metabolic modulators.
8. Beta-2 agonists

Note: *This is not a complete or exhaustive list. Any substance chemically/pharmacologically related to these classes also is banned. The school and the student-athlete shall be held accountable for all drugs within the banned-drug class regardless of whether they have been specifically identified. Examples of substances under each class can be found at ncaa.org/drugtesting. There is no complete list of banned substances.*

Substances and Procedures Subject to Restrictions:

1. Blood and gene doping
2. Local anesthetics (permitted under some conditions)
3. Manipulation of urine samples
4. Tampering of urine samples
5. Beta-2 agonists (permitted only by inhalation with prescription)

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, first review the product and its label with your athletics department staff.

1. There are no NCAA-approved nutritional or dietary supplements.
2. Nutritional/dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test.
3. Student-athletes have tested positive and lost their eligibility using nutritional/dietary supplements.
4. Many nutritional/dietary supplements are contaminated with banned drugs not listed on the label.
5. While third-party tested and low-level risk products may be options, complete elimination of risk is impossible.
6. All nutritional/dietary supplements are taken at the student-athlete's own risk.

Athletics department staff should provide guidance to student-athletes about supplement use, including a directive to have any product checked by qualified staff members before consuming. The NCAA subscribes only to Drug Free Sport AXIS™ (AXIS) for authoritative review of label ingredients in medications and nutritional/dietary supplements. Contact AXIS at 816-474-7321 or axis.drugfreesport.com (access code ncaa1, ncaa2 or ncaa3).

Some Examples of NCAA Banned Substances in Each Drug Class

THERE IS NO COMPLETE LIST OF BANNED SUBSTANCES. DO NOT RELY ON THIS LIST TO RULE OUT ANY LABEL INGREDIENT.

Many nutritional/dietary supplements are contaminated with banned substances not listed on the label. It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

Drug Classes	Some Examples of Substances in Each Class
Stimulants	Amphetamine (Adderall), Caffeine (Guarana), Cocaine, Dimethylbutylamine (DMBA; AMP), Dimethylhexylamine (DMHA; Octodrine), Ephedrine, Heptaminol, Hordenine, Lisdexamfetamine (Vyvanse), Methamphetamine, Methylhexanamine (DMAA; Forthane), Methylphenidate (Ritalin), Mephedrone (bath salts), Modafinil, Octopamine, Phenethylamine (PEA) and its derivatives, Phentermine, Synephrine (bitter orange). <i>Exceptions: Phenylephrine and Pseudoephedrine are not banned.</i>
Anabolic Agents	Androstenedione, Boldenone, Clenbuterol, Clostebol, DHCMT (Oral Turinabol), DHEA , Drostanolone, Epiandrosterone, Etiocholanolone, Methandienone, Methasterone , Nandrolone (19-nortestosterone), Oxandrolone, SARMS [Ligandrol (LGD-4033); Ostarine; RAD140; S-23], Stanozolol, Stenbolone, Testosterone, Trenbolone.
Beta Blockers (banned for rifle only)	Atenolol, Metoprolol, Nadolol Pindolol, Propranolol, Timolol.
Diuretics and Masking Agents	Bumetanide, Canrenone (Spironolactone), Chlorothiazide, Furosemide Hydrochlorothiazide , Probenecid, Triamterene, Trichlormethiazide. <i>Exceptions: Finasteride is not banned.</i>
Narcotics	Buprenorphine, Dextromoramide, Diamorphine (heroin), Fentanyl and its derivatives, Hydrocodone, Hydromorphone, Meperidine, Methadone, Morphine, Nicomorphine, Oxycodone, Oxymorphone, Pentazocine, Tramadol.
Peptide Hormones, growth factors, related substances and mimetics	BPC-157, Growth hormone (hGH), Human Chorionic Gonadotropin (hCG), Erythropoietin (EPO), IGF-1 (colostrum; deer antler velvet), Ibutamoren (MK-677). <i>Exceptions: Insulin, Synthroid and Forteo are not banned.</i>
Hormone and Metabolic Modulators	Anti-Estrogen (Fulvestrant), Aromatase Inhibitors [Anastrozole (Arimidex); ATD (androstatrienedione); Formestane; Letrozole], PPAR-d [GW1516 (Cardarine); GW0742], SERMS [Clomiphene (Clomid); Raloxifene (Evista); Tamoxifen (Nolvadex)].
Beta-2 Agonists	Albuterol, Formoterol, Higenamine, Salbutamol, Salmeterol, Vilanterol.

Any substance that is chemically/pharmacologically related to one of the above drug classes, even if it is not listed as an example, is also banned.

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting AXIS at 816-474-7321 or axis.drugfreesport.com (access code ncaa1, ncaa2 or ncaa3)



DEPARTMENT OF ATHLETICS
DRUG TESTING REASONABLE SUSPICION REPORTING FORM

I, _____, under the reasonable suspicion clause that is
(Jefferson College staff member)
outlined in the Jefferson College Drug Policy and Testing Program, report the following objective sign(s),
symptom(s), or behavior(s) that I reasonably believe warrant _____
(Name of Student-Athlete)
be referred to the Director of Athletics or his/her designee for possible drug testing. The following
sign(s), symptom(s), or behavior(s) were observed by me over the past ____ hours and/or ____ days.

Please check below all that apply:

The Student-Athlete has displayed:

- Irritability
Short-temper
Poor motivation
Failure to follow directions
Verbal outburst (e.g. to faculty, staff, teammates)
Physical outburst (e.g. throwing equipment)
Emotional outburst (e.g. crying)
Weight gain
Weight loss
Sloppy hygiene and/or appearance

The Student-Athlete has been:

- Late for practice
Late for class
Missing class
Receiving poor grades
Staying up too late
Missing appointments
Missing/skipping meals

The Student-Athlete has demonstrated the following:

- Dilated pupils
Constricted pupils
Red eyes
Smell of alcohol on the breath
Smell of marijuana
Staggering or difficulty walking
Constantly running and/or red nose
Recurrent bouts with a cold or the flu
Over-stimulated or "hyper"
Excessive talking
Withdrawn and/or less communicative
Periods of memory loss
Slurred speech
Recurrent motor vehicle accidents and/or violations (give dates: _____)
Recurrent violations of Jefferson College Student Code of Conduct (give dates: _____)

Other specific objective findings include:

Print Name of Staff Member

Signature of Staff Member

Reviewed & Authorized By: _____
Director of Athletics

Date

Reviewed & Authorized By: _____
Vice President of Student Services

Date

- Reasonable suspicion finding upheld.
- Reasonable suspicion finding denied.

BOARD MONITORING

The Vice President of Student Services, through the Director of Athletics, shall monitor this policy