FRANKLIN COLLEGE
2017-2018
STUDENT-ATHLETE HANDBOOK
Franklin College
Department of Intercollegiate Athletics

2017-2018 STUDENT-ATHLETE HANDBOOK

The Student-Athlete Handbook is a publication developed by the Franklin College Student-Athlete Advisory Committee. This document contains information of particular interest and importance to Franklin College student-athletes. Please review the handbook and keep it for reference throughout the year.

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics at Franklin College: Letter from Athletic Administrators</td>
<td>1</td>
</tr>
<tr>
<td>Student-Athlete Advisory Committee; Spurlock Center Hours</td>
<td>2</td>
</tr>
<tr>
<td>Institutional Mission of Athletics</td>
<td>3</td>
</tr>
<tr>
<td>NCAA Division III Philosophy Statement</td>
<td>4</td>
</tr>
<tr>
<td>Heartland Collegiate Athletic Conference (HCAC)</td>
<td>5</td>
</tr>
<tr>
<td>Student-Athlete Code of Conduct</td>
<td>6</td>
</tr>
<tr>
<td>Sportsmanship &amp; Ethical Conduct; Dress Code; FC Fight Song; Grievance Procedure</td>
<td>7</td>
</tr>
<tr>
<td>Hazing</td>
<td>8</td>
</tr>
<tr>
<td>“Winning with Class”</td>
<td>9-10</td>
</tr>
<tr>
<td>Hosting of Recruits by Student-Athlete</td>
<td>11</td>
</tr>
<tr>
<td>Franklin College Host Form</td>
<td>12-14</td>
</tr>
<tr>
<td>Academic Policies and Procedures</td>
<td>15-16</td>
</tr>
<tr>
<td>Academic Disciplinary Actions</td>
<td>17</td>
</tr>
<tr>
<td>Campus Study Resources</td>
<td>18-19</td>
</tr>
<tr>
<td>Hamilton Library Information</td>
<td>20-21</td>
</tr>
<tr>
<td>Social Networking Policy</td>
<td>22</td>
</tr>
<tr>
<td>Smokeless Tobacco Policy</td>
<td>23</td>
</tr>
<tr>
<td>Nutritional Supplement Policy</td>
<td>24</td>
</tr>
<tr>
<td>Random Drug Testing Policy &amp; Procedures</td>
<td>25-34</td>
</tr>
<tr>
<td>Athletic Training Policies and Procedures</td>
<td>35-37</td>
</tr>
<tr>
<td>Athletic Absence Policy</td>
<td>38</td>
</tr>
<tr>
<td>Financial Aid Services</td>
<td>39</td>
</tr>
<tr>
<td>Sexual Misconduct Policy</td>
<td>40</td>
</tr>
<tr>
<td>Contact Information</td>
<td>41</td>
</tr>
</tbody>
</table>
ATHLETICS AT FRANKLIN COLLEGE

Franklin College students who compete in intercollegiate athletics enjoy a unique opportunity to greatly enhance their educational experience. While your classroom education should always remain your highest priority, there are important lessons to be learned and experiences to be enjoyed through athletic participation. These will be among your most vivid memories of college in the years to come. We encourage you to take full advantage of the special opportunity you have to be a part of an athletic team at Franklin.

It is important to remember that athletic competition is more than a Saturday afternoon on the football field or a Wednesday night in Spurlock Center. It involves great dedication, sacrifice and commitment to excellence. For every hour spent competing before a crowd, there are countless others spent preparing in the weight room and on the practice field. There are also countless hours in the library and elsewhere devoted to reaching your academic goals so that your entire Franklin College experience is a successful one.

One of our goals for each athletic team is to win—to learn the important lessons of what it takes to succeed, to be the best. But equally important is how we go about that process—with class, sportsmanship and discipline. We want our teams and the student-athletes who compete on them to be first-class representatives of this institution and this community.

Good luck as we embark upon a new academic year. We wish each of you much success in the classroom and on the court, field or track of competition. Go Grizzlies!

Kerry Prather
Director of Athletics

Mary Johnston
Assistant Director of Athletics
Senior Woman Administrator

Lance Marshall
Assistant Director of Athletics
STUDENT-ATHLETE ADVISORY COMMITTEE

The Student-Athlete Advisory Committee is a group of student-athlete representatives of each men’s and women’s sport offered at Franklin College. This group serves as a vehicle to promote communication between the athletic administration and student-athletes. The committee receives information of interest to students involved in intercollegiate athletics, while also providing ideas and feedback about department policies and strategies. This committee will also help to organize and participate with all Franklin College athletes in a community service project.

The Student-Athlete Advisory Committee elects a male and female representative to the Heartland Collegiate Athletic Conference Student-Athlete Advisory Committee, which meets annually. These representatives forward to the governing committee of the conference student concerns about conference competition and legislation under consideration by the league and/or the NCAA.

It is important that each student-athlete at Franklin College be aware of the student-athlete that represents his/her team on the committee. Every student-athlete should know that he or she has a voice in the administration of the institution’s athletic program.

Franklin College SAAC Mission Statement

The mission of the Student-Athlete Advisory Committee at Franklin College is to act as a liaison between student-athletes and athletic administration, as well as the campus community. We aim to promote positive sportsmanship and leadership through community service, civic involvement, and academic excellence.

SPURLOCK CENTER HOURS

Spurlock Center is open during normal campus office hours.

Students may access the north and south entrance of the facility from 7:00 a.m. and 11:00 p.m. daily and during vacation periods by using their OneCard (college ID).
Institutional Mission of Athletics

Franklin College believes that a sound program of athletic activities can provide valuable opportunities for developing physical fitness and coordination, mental alertness and the qualities of character and leadership. Franklin College is a member of the National Collegiate Athletic Association (NCAA) and the Heartland Collegiate Athletic Conference (HCAC). Intercollegiate sports at Franklin College are:

- Baseball (men)
- Basketball (men and women)
- Cross Country (men and women)
- Football (men)
- Golf (men and women)
- Swimming & Diving (men and women)
- Soccer (men and women)
- Softball (women)
- Tennis (men and women)
- Track and Field (men and women)
- Volleyball (women)
- Lacrosse (women)

Athletics are integral ingredients in the holistic educational mission of Franklin College. Coaches should be educators first and foremost who administer their programs within the framework of the college’s educational goals. Athletes at Franklin College should be students first and foremost whose highest priority is to earn a college degree and whose conduct on and off the playing field or floor are as important as athletic ability and performance.

It is the educational goal of Franklin College for its athletic program; i.e.; varsity sports, intramurals, physical education, recreation clubs and informal recreation--that every graduate leave the campus with:

a. A conceptual understanding of what it means to be physically well;
b. The substantive knowledge necessary for healthy living;
c. The habits and skills which will provide for a lifetime of beneficial and enjoyable recreation;
d. Those character traits and leadership skills which are the benefits of competitive sports; and
e. Memories of testing oneself in competition which will serve as sources of pride and satisfaction the entire graduate’s life.

Further, it is the goal of Franklin College that its competitive sports program (in descending order of priority) should be:

a. Contribute to the physical, mental, and spiritual well-being of the participants;
b. Serve as laboratories of leadership wherein valuable lessons are learned concerning discipline, sacrifice, duty, teamwork, self-confidence, goal setting, striving and the pleasure/pain which accompany both victory and defeat;
c. Improve and sustain the college’s reputation and morale;
d. Aid in the recruiting of students and the raising of financial contribution; and
e. Contribute to satisfying the public’s desire for spectator sports.

Franklin College is committed to providing equitable opportunities and resources for male and female students to participate in intercollegiate, intramural, and recreational sports.
NCAA Division III Philosophy Statement

Colleges and universities in Division III place the highest priority on the overall quality of the educational experience and on the successful completion of all students’ academic programs. They seek to establish and maintain an environment in which a student-athlete’s athletics activities are conducted as an integral part of the student-athlete’s educational experience, and an environment that values cultural diversity and gender equity among their student-athletes and athletics staff. To achieve this end, Division III institutions:

1. Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference and national governance levels;

2. Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;

3. Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;

4. Primarily focus on intercollegiate athletics as a four-year, undergraduate experience;

5. Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;

6. Encourage participation by maximizing the number and variety of sport offerings for their students through based-based athletics programs;

7. Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;

8. Assure that athletics participants are not treated differently from other members of the student body;

9. Assure that student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience;

10. Assure that athletics programs support the institution’s educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution’s athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;

11. Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;

12. Exercise institutional and/or conference autonomy in the establishment of initial and continuing eligibility standards for student-athletes;

13. Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;

14. Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body;

15. Provide equitable athletics opportunities for males and females and give equal emphasis to men’s and women’s sports;

16. Support ethnic and gender diversity for all constituents;

17. Give primary emphasis to regional in-season competition and conference championships; and

18. Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.
The Heartland Collegiate Athletic Conference (HCAC) was founded as the Indiana Collegiate Athletic Conference on June 23, 1987, when the presidents of six private Indiana colleges and universities formed an association based on the academic excellence of each institution. Nineteen months of planning went into the development of the league—created to allow small college students to realize their ideal of the scholar-athlete.

The conference’s charter members included men’s athletic teams from Anderson University, DePauw University, Franklin College, Hanover College, Manchester College and Wabash College. Taylor University and Rose-Hulman Institute of Technology joined the slate in May of 1988. The conference not only distinguished itself as an “academic athletic conference,” but also permitted schools to restore athletic rivalries, which, in some cases, dated back to the 19th century.

During the spring of 1991, the presidents of the member institutions voted to align the conference with the National Collegiate Athletic Association (NCAA) in its Division III. Former NAIA members Anderson, Franklin, Hanover and Manchester joined DePauw, Rose-Hulman and Wabash as institutional members of the NCAA at that time. Taylor University withdrew from the conference in order to remain in the NAIA.

The league added a women’s division in 1993-1994, comprised of conference schools previously affiliated with the Hoosier Conference for Women. Rose-Hulman, which became coeducational in 1995-1996, began competition in women’s sports that same year.

In 1997, DePauw and Rose-Hulman announced plans to withdraw from the conference at the conclusion of the 1997-1998 academic year in order to join the Southern Collegiate Athletic Conference. In the spring of 1998, the conference voted to admit Bluffton College, the College of Mount St. Joseph, and Wilmington College (all Ohio institutions) as full members. In an effort to more accurately reflect the new composition of the league; its name was changed to the Heartland Collegiate Athletic Conference.

In the spring of 1999, DePauw College of Ohio was admitted to the HCAC, with full participation to commence with the 2000-2001 academic year. At the same time, Wabash College announced its withdrawal from the HCAC to join the North Coast Athletic Conference. Similarly, Wilmington College withdrew at the conclusion of the 1999-2000 academic year to join the Ohio Athletic Conference.

In January of 2001, Transylvania University in Lexington, Kentucky was accepted as a member. Transylvania began competition in the fall of the 2001 season. After making the transition from the NAIA to NCAA Division III status over a 3 year period, Transylvania now competes as a full Division III member.

In 2006, Rose-Hulman announced plans to once again join the HCAC and began competition during the 2006-2007 school year.

In 2009, Earlham College was accepted for membership into the HCAC and began competition during the 2010-2011 school year.

Member schools include:

Anderson University (Anderson, Indiana)
Bluffton University (Bluffton, Ohio)
Defiance College (Defiance, Ohio)
Earlham College (Richmond, Indiana)
Franklin College (Franklin, Indiana)
Hanover College (Hanover, Indiana)
Manchester College (North Manchester, Indiana)
College of Mount St. Joseph (Cincinnati, Ohio)
Transylvania University (Lexington, Kentucky)
Rose-Hulman Institute of Technology (Terre Haute, Indiana)
Franklin College  
Student-Athlete Code of Conduct

As Franklin College student-athletes, we commit ourselves to representing the college and our athletic programs in a manner that reflects excellence and brings pride to ourselves, our teams, and the College. We understand that participation in athletics is a privilege and not a right. By accepting this privilege, we also accept the responsibility of being held to a higher standard of conduct than normal institutional rules and regulations.

As Franklin College student-athletes, we will strive for the highest degree of academic excellence. We will maintain open communication with our professors, attend classes regularly, seek assistance as needed, and approach our academic responsibilities with honesty and integrity. We will be responsible, respectful and appreciative as we commit ourselves to earning a college degree.

As Franklin College student-athletes, we will strive to compete with passion and integrity. We will show respect to our teammates, opponents, fans, officials and coaches. We will take responsibility for our actions both on and off the athletic field/court, understanding that our actions affect the team and the College as a whole. We will compete within the rules of fair play and abide by the regulations of the College, our team, the NCAA, and the Heartland Collegiate Athletic Conference.

As Franklin College student-athletes, we are accountable for making wise choices that reflect our goals for athletic excellence. Gambling, alcohol, drugs, and tobacco use do not support those goals. Student-athletes will make mature decisions which are consistent with rules and policies of the teams, the College and the laws of the state. Student-athletes will go to the aid of one another if we recognize a situation that has the potential of compromising this code of conduct. We understand that violations of law will be treated seriously by the athletic department on a case-by-case basis and could jeopardize our status as student-athletes.

As Franklin College student-athletes, we recognize that team unity is an important ingredient to the athletic experience and the success of the teams. All team members will be treated with respect and dignity. Hazing will not be tolerated by any member of a Franklin College athletic team. Engaging in hazing, knowingly permitting hazing, or failing to report hazing could jeopardize our status as student-athletes.

As Franklin College student-athletes, we welcome support and encouragement from our teammates, coaches, parents, fans, officials, and members of the campus community in promoting and reinforcing the principles of this code of conduct.

FC Student-Athlete Advisory Committee
May 10, 2007
Sportsmanship and Ethical Conduct

For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches, and all others associated with these athletic programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifested not only in athletic participation but also in the broad spectrum of activities affecting the athletic programs.

Dress Code

Franklin College athletes are expected to dress and act in ways befitting representatives of the college. Please remember that coaches and teammates as well as the athletic program and college are judged by your appearance and behavior. Each team and coach will outline the exact nature of dress suggested or required for road trips and public occasions.

Grievance Procedure

Franklin College athletes are encouraged to discuss and resolve problems with the appropriate coaching staff as a first step. If the problem remains unsolved, athletes should request a meeting with the athletic administration. The athletic administration has an open door policy and will work with the athlete to resolve the issue.

FRANKLIN COLLEGE FIGHT SONG

Stand up and cheer
Stand up and cheer for Franklin College
For today we raise
The gold and blue above the rest
Rah, rah, rah

Our boys/girls are fighting
For they are out to win the fray
We’ve got the team—rah, rah
We’ve got the steam—rah, rah
For this is Franklin College day.

F-F-F-R-A-N
F-R-A-N-K-L-I-N
GOOOOO, FRANKLIN!
Hazing Policy

The athletic policy of Franklin College outlines the following goals for the intercollegiate sports program:

*Athletics are integral ingredients in the holistic educational mission of Franklin College. Coaches should be educators first and foremost who administer their programs within the framework of the college's educational goals. Athletes at Franklin College should be students first and foremost whose highest priority is to earn a college degree and whose conduct on and off the playing field are as important as athletic ability and performance.*

The athletic department recognizes that any form of hazing involving student-athletes on any intercollegiate athletic team is inconsistent with the goals of the department and will not be condoned nor tolerated.

Hazing is defined as any activity expected of an individual as a condition for joining or remaining a member of a group which is illegal or which demeans, humiliates, abuses or endangers that individual, regardless of his or her willingness to participate. Because a team’s upperclassmen enjoy a special status and authority, it is always unethical and sometimes illegal for them to ask first-year players to submit to hazing rituals. It is likewise prohibited for first-year players to ask veterans to haze them or to sponsor a team party in which hazing rituals or drinking initiations are held.

This policy is not intended to prohibit activities such as rookies carrying team equipment nor appropriate team-building experiences which do not in any way include an atmosphere of humiliation, degradation, abuse or danger.

Student-athletes involved in any hazing activities will be subject to disciplinary action by the athletic department and, when appropriate, the campus judicial system. Coaches are responsible for educating student-athletes on this policy and for immediately reporting any violations to the Director of Athletics.

Administrators, coaches, department personnel, team captains and all student-athletes share responsibility for conducting themselves with maturity, integrity and civility with regard to the hazing issue. This includes refraining from hazing activities as well as reporting to athletic administrators any information about such activities within the athletic program.

Every coach and every athlete becomes part of a legacy at Franklin College, and each is expected to enhance that legacy, never tarnishing it. The athletic department insists and expects everyone who is associated with the athletic program at Franklin College to comply with the letter and spirit of this policy.
Franklin College Athletics: “Winning with Class”

The Franklin College athletic department enthusiastically endorses the ideals of the NCAA and the Heartland Collegiate Athletic Conference on the priority of good sportsmanship at collegiate athletic events. We want our student fans especially to recognize how much their support means to the men and women who represent Franklin College in athletic competition. All our student-athletes enjoy the atmosphere of a vocal, enthusiastic home crowd. However, we want to define and reinforce what is appropriate in demonstrating that support. Simply put, we ask the Grizzly faithful to be positive in the support of our Franklin teams without being derisive or disrespectful toward opponents.

Our coaching staff is committed to the priority of representing Franklin College with class on and off the field or court. We remind players that this responsibility goes with the privilege of wearing a Franklin College uniform. We expect our sports programs to be respected not only because we win, but also because we do so with class. We expect no less from our fans—especially student fans—and we expect that effort to be led by those who are student-athletes.

It is our hope that student leaders will take it upon themselves to insist that their peers honor the “Win with Class” principle:

“Franklin College fans create a loud, enthusiastic home court/field advantage for the Grizzlies by encouraging the efforts of the home team without being disrespectful to opposing players, coaches, fans or game officials.”

Franklin College has an obligation to insure the safety of participants and spectators as well as the integrity of the event. The college is also accountable to the NCAA and the Heartland Conference for compliance with the sportsmanship guidelines of each organization.
Guidelines which apply to all athletic events hosted at Franklin College include:

1. No alcoholic beverages are allowed at the site of athletic events. Persons possessing alcohol will be removed from the event. Persons exhibiting symptoms of intoxication and/or underage persons exhibiting symptoms of consumption will be subject to college disciplinary action and/or arrest.

2. No signs, banners, shirts, etc., may contain profane, vulgar or inappropriate words or expressions. (The rule of thumb in determining what is appropriate is whether you would be embarrassed if your parents or younger sibling saw the item.) Persons carrying or wearing such items will be removed from the event.

3. Organized chants may not contain profanity, vulgarity or inappropriate personal references. Individuals using profanity or inappropriate language or gestures will be subject to removal from the event. (See rule of thumb in #2 above.)

4. Fans who directly confront, challenge, or intimidate opposing players, coaches, fans, or game officials will be removed from the event. Such fans will be prohibited from attending future athletic events.

5. Fans who disregard or interfere with the directions of security personnel, game administrators or other college officials will be removed from the event, subject to disciplinary action and/or arrest, and prohibited from attending future athletic events.

We appreciate your enthusiastic support of all the Grizzly athletic teams, and we know you will help us “Win with Class.”
Hosting of Recruits by Student-Athletes

The following is a summary of NCAA guidelines for the hosting of recruits by student-athletes. Questions regarding these rules should be directed to your coach or an athletic administrator. *It is important to note that the conduct of student-athlete hosts and recruits during a campus visit is expected to be consistent with team rules, the student-athlete code of conduct, and the policies outlined in the Student-Athlete Handbook.*

13.02.5.1 Permissible Recruitment Activities for Enrolled Student-Athletes. Permissible recruitment activities for enrolled student-athletes are limited to the following: [D] (Revised: 7/23/07)

(a) Telephone contact. It is permissible for an enrolled student-athlete to receive telephone calls made at the expense of a prospective student-athlete at any time. Telephone calls made by enrolled students in accordance with an institution’s regular admissions program directed at all prospective students shall be permissible. In addition, an institution may permit an enrolled student-athlete to telephone a prospective student-athlete at the institution’s expense, provided the call is only for the purpose of recruitment and is with the full knowledge of the athletics department. (Revised: 1/9/06)

(b) Electronic transmissions. It is permissible for an enrolled student-athlete to send electronic correspondence (e.g., electronic mail, Instant Messenger, private communication through social networking site, text messages or facsimiles) to a prospective student-athlete for the purpose of recruitment, provided the correspondence is sent directly to the prospective student-athlete (or his or her parents or legal guardians) and is private between only the sender and recipient (e.g., no use of public chat rooms, message boards, public communication through a social networking site). (Adopted: 4/11/11, Revised: 1/14/12, 1/19/13)

(c) Official visits. An enrolled student-athlete may participate as a student host during a prospective student-athlete’s official visit to the institution’s campus. (Revised: 6/11/14)

(d) Unofficial visits. A prospective student-athlete on an unofficial visit may stay in an enrolled student athlete’s dormitory room, provided the housing is available to all visiting prospective students.

Franklin College Recruitment Host Policies

Student-athletes who serve as recruitment hosts are responsible for the health and well-being of all recruits for the duration of their visit to campus. All hosts and recruits visiting the campus are required to sign a contract that serves as a commitment to follow this policy. The student-athletes' coach will distribute and insure that the contract is completed each time. The contract can be seen on the following page.
Franklin College Student Host Form

1. Student Host Name:_________________________________________ Cell Phone Number:____________________

2. Recruit Name:_________________________________________ Cell Phone Number:____________________

3. Recruiting Coaches Name:______________________________ Cell Phone Number:____________________

4. Recruit will be spending the night in the following location:
   a. Dorm_________________________ Room #_________________________

5. Academic Year:__________________________________________

   • As a student host for Franklin College I understand that I am an ambassador for the institution and that I am expected to treat this recruit as I would like to be treated in an unfamiliar situation.
     Initial here:______

   • I understand that I will abide by all policies as stated in the Student Handbook, especially alcohol, drugs, noise, and visitation policies. Further I understand that if policies are broken I can be held responsible and face possible disciplinary action.
     Initial here:______

   • I understand that I have been asked to perform this job because I am viewed as a leader by my coaches and one who will make proper decisions when and if the time calls for them.
     Initial here:______

I have read the above statements as well as the policies listed below and agree to represent Franklin College as an overnight student host. Further I agree to act in a responsible manner at all times and abide by college, local, state, and federal laws.

Student Host Name:__________________________________________________________________________
Signature:________________________________________________________________ Date:__________

Sport Coach Name:_______________________________________________________________________
Signature:________________________________________________________________ Date:__________
Franklin College Department of Athletics
Prospective Student-Athlete Overnight Visit

As a prospective student athlete of Franklin College you are a valued guest on our campus. Please read the following set of expectations. Your signature reflects your agreement to abide by them during your campus visit.

As our guest and the guest of your student host(s), you agree to follow all campus regulations for appropriate student conduct and all NCAA rules governing an official campus visit.

You have been provided with contact information for the coach of your sport, and you understand that you are free to contact the coach at any time during your visit if an issue or situation arises which you feel is unsafe, unwise or simply uncomfortable.

You acknowledge that the use of alcohol during your campus visit is not only a violation of Indiana state law, but also campus regulations and athletic department policy.

Name (please print): ____________________________________________ Age: ________________

Signature: ____________________________________________ Date: ________________

Parental/Guardian Consent Form and Liability Waiver

Participant’s Name: ____________________________________________

Birth Date: ________________ Sex: ________________________________

Parent/Guardian’s Name: ____________________________________________

Home Address: ____________________________________________

Home Phone: ____________________________________________

Business or Cell Phone: ____________________________________________

**See Back**
I, _________________________, grant permission for my child, ___________________________

Parent or Guardian’s Name  Participant’s Name
to participate in a Franklin College Campus Visit. I understand that this event will require transportation to and from the Franklin College campus and will take place under the guidance and direction of the Franklin College Athletic Staff and/or volunteers affiliated with the Franklin College Department of Athletics.

As parent and/or legal guardian, I understand that I am legally responsible for any personal actions by the above “Participant.” I agree on behalf of myself and “Participant”, to hold harmless and defend Franklin College, its staff, chaperones, or representatives associated with the event, arising from or in connection with any damage “Participant” attending the event in including but not limited to any illness or injury or cost of medical treatment in connection therewith, and agree to compensate Franklin College, its officers, chaperones, or representative associated with the event for reasonable fees and expenses arising in connection therewith.

Signature: _______________________________  Date: _____________

FOR EMERGENCY USE ONLY:

Medical Matters: I hereby warrant that to the best of my knowledge, “Participant” is in good health, and I assume all responsibility for the health of “Participant.”

Emergency Medical Treatment: In the event of an emergency, I hereby give permission to transport “Participant” to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of any emergency, if you are unable to reach me at the listed numbers, please contact:

Name and Relationship: ________________________________

Phone: ___________________________________________

Family Doctor: ________________________________

Phone: ________________________________

Family Health Plan Carrier: ___________________________ Policy#: ___________________________

Signature: ________________________________  Date: _____________
Academic Policies and Procedures

Academic Dishonesty and Plagiarism

Students are expected to maintain high standards of personal integrity in their academic coursework. In all matters relating to academic dishonesty (including plagiarism), the initial level of communication toward resolution of the problem will be a personal conference between the student and the appropriate member of the faculty.

The faculty of Franklin College recognize the following as violations of academic honesty:

1. Dependence upon the assistance of others beyond that which is expressly approved by the instructor in writing papers, preparing laboratory reports, solving problems or carrying out other assignments.
2. Plagiarism. Plagiarism is the use, whether by paraphrase or direct quotation, of published or otherwise recorded materials or the unpublished work of another person without full and clear acknowledgment.
   a. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations are grounds for sanctions against members of the academic community. This includes, but is not limited to, purchasing or acquisition of term papers, speeches, and printed materials from “term paper mills.”
   b. It also includes appropriating portions of another’s work to use without attribution
3. Cheating on quizzes, tests, any kind of assessment or examinations by:
   a. Referring during the examination to books, papers, notes, and electronic devices not specifically authorized by the instructor.
   b. Receiving during the examination information from another person or communicating information to another person or attempting to receive or communicate information.
   c. Using a substitute to take a quiz, test or examination or acting as such a substitute.
   d. Buying, selling or stealing a copy of an examination in advance of its administration or referring to such an examination after it has been obtained by another.
   e. Obtaining through any means the tests of a professor that he or she normally does not let circulate.
   f. Participating in or attempting to practice any other form of deceit on a quiz, test, paper, speech or assignment of any kind.
4. Permitting another student to use one’s work as his or her own
5. Mutilating, stealing, hiding or illegally removing or keeping Franklin College library materials or materials made available for student use by a faculty member or a college department.

Procedures for Cases of Alleged Academic Dishonesty and Plagiarism

Upon detecting an instance of academic dishonesty, the faculty member will promptly discuss the matter with the student involved. Upon determination of responsibility, the faculty member must submit a full report of the offense, with sanctions requested, to the Vice President for Academic Affairs (VPAA) with a copy to the student or students involved. The VPAA will investigate the charge thoroughly. If the VPAA concurs with the faculty member’s determination, written notification will be sent to the student, with a copy to the faculty member, the registrar, and the dean of students. The letter will include the sanction(s) imposed as a result of the violation based on the following guidelines:

For the first offense, a student who is responsible for committing academic dishonesty as a minimum will receive a penalty of “F” grade or zero for the piece of work, examination, paper, lab work, etc., involved. Additional sanctions may be imposed. The maximum penalty will be for the course final grade to be lowered by not more than one letter grade, whether or not the “F” grade or zero on the assignment has already done so. Determination of a second offense of this type at any time during the student’s academic career at Franklin College will usually result in the student being dismissed from the college. Dismissal from the college is final, and the student is no longer eligible to apply for readmission.

If the VPAA does not concur with the faculty member’s determination, written notification will be sent to both the student and the faculty member indicating that decision.
Appeals:

1. Either the student or the faculty member may appeal the decision of the VPAA within 5 calendar days of the receipt of notification. The appeal will be reviewed by the Academic Appeals Committee, which is comprised of the faculty members of the Student Life Committee and a designee of the Steering Committee. Appeals to this committee are submitted in writing to the Dean of Students.

2. In cases which involve a sanction of academic dismissal, the student may appeal his or her case to the president of the college within 5 calendar days of the receipt of the decision of the Academic Appeals Committee. The president’s decision is final.

3. All appeals and appellate decisions must be communicated in writing.

Add-Drop and Schedule Adjustment Procedures

Adding a course – Students may add a course prior to the first day of classes or during the first week of the semester. Once classes have begun, approval of the classroom instructor and the academic advisor are required. After the first week of classes, approval of the classroom instructor and the academic advisor and a special petition to the academic rules committee is also required. Additional fees may be due based on hours added.

Due to the special short-term nature of summer sessions and winter term, a student can add a summer session or winter term course through the second day of classes.

Dropping a course - Students may drop a course for any reason without academic penalty and have it deleted from their registration record through the 15th class day of the fall and spring semester, with the signature of the academic advisor and instructor. All student athletes participating in a sport during the semester in which they are dropping the course must also obtain the signature of the Faculty Athletic Representative (FAR), Professor Kerry Smith, before dropping or withdrawing from the course. The FAR must sign the Schedule Adjustment Form before it is submitted to the Academic Records Office.

Please refer to the academic calendar for the specific drop dates for winter term and summer sessions.

Withdrawing from a course - A student may withdraw from a course with a grade of ‘W’ through the ninth week of the fall or spring semester, with the signature of the instructor and academic advisor. A student who withdraws from a course after the ninth week of a semester will normally receive a grade of ‘WF’. A grade of ‘W’ can be assigned for a specific course if the withdrawal is for medical reasons and is approved by the Vice President for Academic Affairs.

Due to the special short-term nature of summer and winter term, a student withdrawing from a summer or winter term course after the fourth calendar day from the beginning date will receive a grade of ‘WF’. See the annual academic calendar for additional information.
**Academic Probation, Suspension and Dismissal**

Student academic status is reported to the Vice President for Academic Affairs upon completion of each academic period (fall semester, winter term, spring semester, and summer sessions). A student will be placed on academic probation when the following minimum academic standards are not met:

- **Freshman** 0 - 26 credits cumulative grade point average of 1.60 (A=4.00) at the end of first semester;
  - cumulative grade point average of 1.80 (A=4.00) beyond first semester (up to 26 credits)
- **Sophomore** 27-57 credits cumulative grade point average of 1.90 (A=4.00)
- **Junior, Senior** 58+ credits cumulative grade point average of 2.00 (A=4.00)

The cumulative grade point average is computed exclusively on academic credit earned at Franklin College. A grade of S or U has no effect upon the cumulative grade point average.

Franklin College reserves the right to suspend any student whose grade point average falls below 1.00 for any academic period.

When a student is placed on academic probation, the period of probation begins immediately. A student on probation may not participate in intercollegiate sports; hold office in student government, social organizations, clubs, political groups, or residence halls; or serve in a leadership position of any school publication or broadcast operation. Further, a student on probation may not participate in commencement exercises. Students placed on academic probation may have their course schedules administratively adjusted to add a required academic strategies course designed to assist students in returning to good academic standing. Other conditions for academic probation may be applicable as determined by the Office of Academic Affairs. If on probation during the fall or spring semester, it is recommended that a student take no more than 14 credit hours. Students who fail to achieve the minimum required grade point average after a period of academic probation will be subject to academic suspension. Should academic probation be extended as an alternative to immediate suspension, the student must then meet or exceed the minimum grade point average standards noted above at the conclusion of the extended probation.

Students who have demonstrated a past history of academic probation or whose GPA falls below a 1.00 for any academic period may be subject to academic suspension. Students who have been suspended are not permitted to enroll in any credit bearing course until after the end of the stated suspension period and must contact the Office of Admissions for readmission. A suspended student who is readmitted on academic probation must maintain the minimum academic standards stated above during each academic period following readmission. If a student who was suspended and readmitted does not return to good academic standing after one academic period, this student will normally be dismissed. Dismissal from the college is final, and the student is no longer eligible to apply for readmission.
Academic Resource Center
Visit the ARC on the first floor of the Hamilton Library!

Supplemental Instruction
Supplemental Instruction leaders are students who have successfully taken a class or proven successful in a specific academic area. Supplemental Instruction leaders are assigned to a class and either attend it regularly or meet with the professor regularly. They then hold two, one hour study sessions per week. The SI leader and professor work together to determine what areas would be most beneficial to review or work on in the study sessions. Students should prepare to attend SI sessions by reviewing class notes and preparing questions for the academic mentor.

A list of courses with assigned SI Leaders can be found on the Franklin College website by the second week of classes each semester.

Math Study Center – HAM 106
Advanced math students are trained to be qualified staff members of the MSC. Students can receive homework help, address questions on specific subjects, or get help studying for quizzes and exams.

Hours are Sunday- Thursday 8-10 pm. Appointments are not necessary.

The Write Place – HAM 109
The Write Place is a resource area for students to work on their writing with the assistance of trained tutors. Students at all levels of college work are encouraged to bring in drafts in order to get feedback about structure, word usage, clarity, and other important aspects of the writing. When coming to the Write Place, keep in mind that the meetings are not meant to be "editing" sessions; the tutors do not proofread entire papers for grammatical mistakes. While they will help with specific grammatical questions, students have the responsibility of checking their work for errors.

Hours will be posted on MyFC by the second week of each semester. Students can schedule appointments by contacting ARC@franklincollege.edu. Scheduled appointments are preferred but walk-ins are also welcome.

Peer Tutors
If you are having difficulties in a course, you should first visit your course instructor and any applicable Academic Resource Center programs and services (Supplemental Instruction, the Math Study Center, etc.) If you still need more intensive, individualized tutoring, you may request a peer tutor. Peer tutoring is a semester long commitment and tutees are expected to abide by program policies, procedures and expectations.

Students must contact ARC@franklincollege.edu, to request a tutor.

Academic Concerns Forms
If a professor feels a student is experiencing difficulty in a class, he or she is encouraged to send the student an Academic Concerns Form. It is an e-mail notification that is delivered to the student, the student’s academic advisor, the Director of Academic Resources, and the student’s athletic coach. It will state the problem the student may be having as well as any other comments the professor may have. The student’s advisor, as well as the Director of Academic Resources, may then contact the student to offer help.
Disability Support Services
Reasonable and appropriate accommodations will be provided to students with disabilities to ensure equal access to academic programs and other college-sponsored activities. It is the responsibility of the student to identify him or herself and formally request accommodations. Students should contact the Director of Academic Resources as soon as possible to disclose a disability. Once a student has disclosed a disability and provided the Director of Academic Resources with adequate documentation they will be eligible for accommodations. Students will hand-deliver accommodation memos to their professors at the beginning of each semester. The professor and student should review the memo together, discuss how the accommodations will be implemented in the class, sign and date the memo, and return it to the Director of Academic Resources. Please contact the Director of Academic Resources as soon as possible if you have any questions or concerns about the accommodations listed in the memo.

Early Alert & Mid-Term Grades
Early Alert grades will be posted for all freshmen on Self-Service by 12:00 p.m. on Tuesday, October 3rd. Mid-term grades will be posted on Self-Service by Tuesday, October 17th. Students who receive three or more grades of D or below will be called into a mandatory meeting with the Director of Academic Resources.

Academic Standing
Students must maintain specific academic standards in order to remain at FC and to be eligible for athletics. Students are required to maintain a minimum GPA in order to be considered in good academic standing, which varies based on the total earned credit hours.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>GPA After One Semester</th>
<th>GPA After Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-26</td>
<td>cumulative GPA of 1.6</td>
<td>cumulative GPA of 1.8</td>
</tr>
<tr>
<td>27-57</td>
<td>cumulative GPA of 1.9</td>
<td></td>
</tr>
<tr>
<td>58+</td>
<td>cumulative GPA of 2.0</td>
<td></td>
</tr>
</tbody>
</table>

Students who do not meet the required GPA will be placed on Academic Probation. Athletes who are on academic probation are ineligible to participate in athletics until they return to good standing. Please refer to the full FC Academic Standing Policy in the college catalog.
How do I get a library card?

Your FC OneCard (student ID) is your library card.

What is available in the library?

Computer Labs and Wireless Network Access

- Computers and printers are located on the first-floor and in the second-floor MAC lab (HAM 211), and the third-floor, 24-hour lab (HAM 309).
- Bring your OneCard to use printers.
- Copy machines are on the first and third floors. Bring your OneCard to use.
- Scan and send to your email for FREE.

Reserve Materials

- Instructors will often require you to read or view a resource that they have placed on reserve. You can read or view these materials by picking them up at Circulation. Present your OneCard.

Popular DVDs

- Located near Circulation, current titles, such as Academy Award winning movies, are available for check-out.

Research Help

- We can help you find the resources you need for an assignment and assist you in any stage of the research process, such as selecting a topic, locating information, or evaluating a resource.
- Stop by HAM 100 and visit Jessica Mahoney, our Instruction/Reference Librarian.
- Email Jessica to set up a research appointment, jmahoney@franklincollege.edu.
What is available on the library’s website, library.franklincollege.edu?

OneSearch 2.0

- Use OneSearch 2.0 to find books, articles, journals and more.

Resources

- Online Resources--Often instructors will recommend or require that you use a specific online resource to complete an assignment. Many of these resources contain scholarly, peer-reviewed information.

- Research Guides-- Research Guides can quickly lead you to recommended resources within a specific subject of study.

- Interlibrary Loan (ILL) - If you need a resource that we don’t have, we will get it for you. Just use the Interlibrary Loan link on our website to request an article or a book.

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General Questions
Hamilton Library: 317-738-8162
Email: reference@franklincollege.edu

Research Help
Jessica Mahoney: HAM 100
Email: jmahoney@franklincollege.edu

If you have any questions, visit the library or contact us.
Social Networking Policy

Social networking websites such as Facebook, Twitter, Instagram, etc. have grown in popularity within campus communities nationwide. Consistent with the responsibility to conduct themselves publicly in a manner which reflects positively upon their team and the athletic program overall, Franklin College student-athletes are held accountable for the information and images posted on their social networking sites. Student-athletes are advised that all such sites are subject to monitoring by coaches and athletic administrators. The athletic department staff reserves the right to request that posted information or images deemed inappropriate be removed.

We strongly recommend that Franklin College student-athletes privatize all social media sites so they can be accessed only with the permission of the student-athlete.

Examples of inappropriate material or images include, but are not limited to:

- sexually provocative and explicit pictures
- vulgar or obscene language
- inappropriate behavior with visible/identifiable alcohol, drugs or paraphernalia
- comments which ridicule, mock or criticize persons or groups of people
- inappropriate material posted on their personal website by others

For a student-athlete’s personal well-being and safety, it is recommended that the following information not be shared on publically-accessible social networking websites:

- date of birth
- social security number
- phone numbers
- address
- e-mail address
- class schedule
- personal plans or whereabouts
- passwords or pin numbers
- any other personal information that should not be accessible to strangers.

It is important to remember that many prospective employers are accessing the social networking sites of potential employees and using the information gathered as a part of the candidate review process. All students, including student-athletes, should give careful thought to how they are being portrayed by the information and images they choose to share on such sites.

Any questions regarding this policy should be addressed to the Director of Athletics.
Smokeless Tobacco Policy

Rationale

The rate of smokeless tobacco use has been rapidly increasing in recent years. According to the Surgeon General, smokeless tobacco contains more nicotine than cigarettes. Nicotine is the drug in tobacco that makes it addictive. The nicotine is absorbed across the membranes of the mouth. From there it enters the bloodstream, then the brain. Holding an average-size dip or chew in the mouth for 30 minutes furnishes as much nicotine as smoking four cigarettes. The resulting irritation from the chronic use of tobacco tends to cause leathery white patches in the mouth and on the gums. These white patches may precede oral cancer, a devastating disease from which 40% of patients diagnosed die within five years. Snuff can also break down gum tissue, cause severe tooth decay, and wear down the enamel surfaces of the teeth long before the onset of oral cancer.

Because of the addictive nature and potentially devastating consequences of smokeless tobacco, the Franklin College Athletic Department believes that the use of smokeless tobacco is incompatible with athletic participation at Franklin College.

Policy

- Possession or use of smokeless tobacco is prohibited by student-athletes, coaches or any person associated in any way with an athletic team:
  - in or on any college athletic facility (including weight room);
  - before, during, or after any practice or game;
  - in college vehicles to and from away games.

Action Taken

- First infraction will require a meeting with the Athletic Director and the student-athlete’s head coach for referral to counseling.

- Repeated infractions will be grounds for suspension from athletic participation at Franklin College.
Policy on the Use of Nutritional Supplements

The Franklin College athletic department discourages the use of nutritional supplements of any kind, including so-called “energy drinks.” Student-athletes should be aware that many supplements commonly available through commercial outlets contain substances banned by the NCAA. Labeling on these products is often misleading and inaccurate since the supplement industry is unregulated at this time. We encourage reliance on food for nutrition, and we caution student-athletes that most nutritional supplements are ineffective, costly and unnecessary.

It is our policy that the student-athlete is responsible for knowing and understanding the contents of any supplement he or she chooses to use. The use of any nutritional supplements, dietary aids or energy drinks is done without the encouragement or approval of the Franklin College athletic department staff, and the student-athlete assumes sole responsibility for the risks associated with such use.

Any Franklin College student-athlete who chooses to use a nutritional supplement of any kind is required to disclose that information to the athletic training staff prior to use to insure that the product does not contain an NCAA-recognized banned substance.

The NCAA Banned Substances List can be found in full text at the NCAA website: http://www.ncaa.org/sites/default/files/2017_18_NCAA_Banned_Drugs_20170605.pdf

Additional information on banned substances can be found at: www.drugfreesport.com.
Franklin College Department of Intercollegiate Athletics Substance Abuse & Random Drug Testing Policies & Procedures

Purpose
Franklin College is concerned with the health, safety and welfare of student-athletes who participate in its programs and represent the institution in competitive athletics. The athletics department believes that drug screening is appropriate and necessary to insure the health and safety of our student-athletes; to promote fair competition in intercollegiate athletics; to affirm compliance with the NCAA rules and regulations governing drug and alcohol use and abuse; and to prevent student-athletes from injuring themselves or others or becoming physiologically or psychologically dependent. Further, the athletics department recognizes its responsibility to provide educational programming which educates student-athletes on the physiological and psychological dangers inherent in the misuse of drugs and alcohol; informs student-athletes about local, state, and federal laws concerning the use and possession of alcohol and drugs; and reinforces alternative activities which reflect and support a drug- or alcohol-free lifestyle. A comprehensive drug and alcohol program which includes educational, screening, and, as necessary, rehabilitation components will help facilitate informed, intelligent decision-making among student-athletes.

In addition to Franklin College’s drug testing policy, the NCAA conducts its own drug testing program during championship games, events and the year-round program. If a student-athlete tests positive during one of these drug testing sessions, the NCAA sanctions will apply in addition to Franklin College sanctions. Franklin College’s drug testing policy is consistent with the NCAA drug testing policy, but it is independent, separate, and distinct from the NCAA drug testing policy.

Goals
1. To aid and educate coaches and student-athletes concerning the problems and dangers associated with the use and abuse of alcohol and drugs.
2. To discourage and prevent illicit drug use and alcohol abuse by Franklin College student-athletes.
3. To provide education, counseling and referral services to those student-athletes identified as having a drug- or alcohol-related problem.
4. To encourage an atmosphere of open discussion with student-athletes about issues related to the use and abuse of alcohol and other drugs.
5. To promote informed, intelligent decision-making on the part of student athletes with regard to use of alcohol and other drugs.

Conditions of Eligibility
All student-athletes of Franklin College must sign an NCAA form through which they consent to drug testing during NCAA postseason championships, for the use of drugs and substances banned by NCAA legislation. At the beginning of each academic year, each Franklin College student-athlete must acknowledge receipt of Franklin College’s Substance Abuse & Random Drug Testing Policies & Procedures and sign a consent form to allow for drug screening and release of screening results to a limited group of individuals directly involved in implementing Franklin College’s Random Drug Testing Program. If the student-athlete is under 18 years of age at the time of signing, the parent or guardian will also need to consent for the student-athlete to participate in Franklin College’s Random Drug Testing program as a condition of the student-athlete’s eligibility.
Any student-athlete who does not wish to sign Franklin College’s consent form may choose not to do so. Failure to complete and sign the consent form before practice or competition or before the Monday of the fourth week of classes, whichever date occurs first, shall result in the student-athlete not being eligible to participate in any intercollegiate athletics at Franklin College.

Prohibited Drugs/Banned Substances
A student-athlete, during the period of either his/her membership on or affiliation with an intercollegiate athletic team, may not use the drugs/banned substances listed in Appendix A (hereafter referred to as “Banned Drugs”). Appendix A incorporates the list of NCAA banned drug classes as of June 2011. The NCAA at any time may add or delete drugs from its list of banned drug classes. Updates to the NCAA’s list of banned drug classes may be found at www.NCAA.org/drugtesting. Any use of these or other non-prescription substances is expressly prohibited, whether such use occurs before, during, or after the student-athlete’s competitive season.
The only drugs student-athletes should take are those prescribed by his/her physician. A student-athlete will provide the
Athletic Training staff of Franklin College with a note from the student-athlete’s prescribing physician demonstrating the need for use of the drug/substance which will be kept in the student-athlete’s medical file. Franklin College recognizes that some Banned Drugs are used for legitimate medical purposes. Franklin College allows an exception to be made for those student-athletes with a documented medical history demonstrating a need for regular use of such a drug. Exceptions for Banned Drugs in the classes of stimulants, anabolic agents, alcohol and beta blockers, diuretics and other masking agents, peptide hormones and analogues, anti-estrogens and beta – 2 agonists may be made by the Head Athletic Trainer and Director of Athletics after consulting with a physician chosen by Franklin College.

Consistent with NCAA policy, alternative non-banned based medications for the treatment of various conditions exist and should be considered before an exception is pursued. In the event that the student-athlete and the physician, coordinating with the sports-medicine staff of Franklin College, agree that no appropriate alternative medication to the use of a banned substance is available, the decision may be made to continue the use of the medication. Anabolic or peptide hormone must be approved by the NCAA before the student-athlete is allowed to participate in competition while taking these medications.

Student-athletes shall provide the Athletic Training staff with proper medical documentation from the student-athlete’s physician supporting the diagnosis and treatment. The documentation can be a letter or copies of medical notes from the prescribing physician that documents how the diagnosis was reached and that the student-athlete has a medical history demonstrating the need for regular use of such drug. It should contain appropriate verification of the diagnosis, medical history and dosage information. A signed note is not considered proper documentation. All documentation should be submitted at the beginning of the academic year or when a particular medical situation requiring the use of a banned substance arises during the academic year. The documentation will be maintained in the student-athlete’s medical record on campus.

Unless requesting a review for the medical use of an anabolic agent or peptide hormone, a student-athlete’s medical records or physician’s letters should not be sent to the NCAA unless requested by the NCAA. Use of any substance need not be reported to the drug-testing crew at the time of NCAA drug testing.

In the event that a student-athlete is tested by the NCAA and tests positive for a substance for which Franklin College desires an exception, NCAA procedures for reporting positive test results will be followed. Franklin College, through its Athletic Director, may request an exception at the time of notification of the positive drug test by submitting to the National Center for Drug Free Sport the prescribing physician’s letter and any other medical documentation demonstrating the need for regular use of the drug which it wishes to have the NCAA consider. The medical exception will be considered by the NCAA and the student-athlete will remain eligible during this time, if the medical documentation is submitted before the “B” sample is reported as positive, confirming the positive finding. If the medical documentation is submitted after the “B” sample is reported as positive to Franklin College, the student-athlete will be withheld from competition until such time as the documentation is received, reviewed and the medical exception granted. Also, in compliance with NCAA regulations, any student athlete prescribed ADD/ADHD medications must have documentation of appropriate diagnostic testing on file in the athletic training room.

**Education Program Education Program**

The College offers a number of educational programs each year on wellness, safety and risky behaviors (e.g., use of alcohol, other drugs, etc). Student athletes are encouraged to attend all such programs. Each year a specific program focusing on healthy lifestyle choices is provided specifically for student-athletes, and their attendance is required. Student athletes will be educated on an on-going basis by the Athletic Training staff on the use of nutritional supplements.

**Voluntary Admission and Request for Counseling**

Any student-athlete may refer himself/herself for voluntary evaluation, testing, and treatment by contacting his/her head coach, a staff athletic trainer, or athletic administrator. In such cases the athlete will be referred to the Student Health and Counseling Center to meet with the college’s counseling staff. The student-athlete will be tested for Banned Drugs. A positive result under these circumstances will not subject the student-athlete to sanctions which otherwise apply to positive results. The student athlete will be responsible for any costs that are incurred for voluntary evaluation, testing, and treatment. The student-athlete will remain in the random drug screening pool. All drug screen results accumulate during the entire period of the student-athlete’s athletic eligibility at Franklin College. Student-athletes who directly contact the counseling center for services are protected by Indiana laws of confidentiality, and the counseling staff can only contact the athletic department if a consent form has been signed by the student athlete.
If the student-athlete does not report to the counseling center or does not follow through with the advice of the counseling staff, he/she will then be subject to the sanctions which apply to a positive test result. A student will be subject to the sanctions that apply to a positive result if the student refers himself/herself for voluntary evaluation, testing, and treatment after being informed of an impending drug test, or after receiving a positive test result. A student may refer himself/herself for voluntary evaluation, testing, and treatment without being subjected to the sanctions for positive test results only once during his/her athletic eligibility at Franklin College. The student athlete will be subject to testing in the next drug testing selection. After a student-athlete has referred himself/herself for voluntary evaluation, testing, and treatment, a subsequent test with a positive test result will subject him/her to the sanctions which apply to a 2nd positive test result. The Athletic Director, the Athletic Training staff, the student-athlete’s head coach and team physician may be informed of the student’s participation in voluntary treatment. Other Franklin College employees may be informed only to the extent necessary to implement this policy.

Selection Procedures
The Athletic Director, the Athletic Training staff, the student-athlete’s head coach and team physician may be informed of the student’s participation in voluntary treatment. Other Franklin College employees may be informed only to the extent necessary to implement this policy.

Effective with the Fall Semester of the 2011-12 academic year, the Franklin College Athletics Department will begin substance abuse screening in accordance with the accepted procedures set forth in this document. As part of this screening, a student-athlete may be asked to take a urine test to detect Banned Drugs at such times and places as directed by the Department of Athletics. The drugs or drug classes to be tested for are those Banned Drugs listed on Appendix A, including any NCAA updates to its list of banned drug classes. Screening will be conducted for all student-athletes on the current year sport roster who have remaining athletic eligibility at the time of the testing. This includes student-athletes who are both in-season and out-of-season. Unannounced screening may occur at any time of any day. Screening will be based on random selection, a prior positive test, prior drug related issues or reasonable suspicion.

All student-athletes will be subject to periodic, unannounced, random testing. The selection of individuals will be made through a random drawing of names from the team roster by the Head Athletic Trainer or designee. A student-athlete is subject to drug testing if there is reasonable cause to believe that the student-athlete is using a Banned Drug. Reasonable suspicion means suspicion founded on specific and objective facts and reasonable inferences from those facts when, taken as a whole, strongly suggest that the student-athlete is using a Banned Drug. The evidence must be reasonably reliable and documented. Any employee or student of Franklin College may provide the members of the coaching staff, medical staff or administrative staff with information, in writing, of the facts/evidence constituting reasonable suspicion. The Director of Athletics shall determine whether reasonable suspicion exists to warrant drug testing. Circumstances giving rise to reasonable suspicion include, but are not limited to: involvement with the criminal justice system for drug related activities, any report that includes the presence of drugs and/or drug paraphernalia, physical or mental impairment suggesting drug use, or a pattern of aberrant behavior.

Selection Notification Procedures
Student-athlete notification of selection shall come from the Head Athletic Trainer or designee as to the date on which testing will take place. The notification procedure shall occur at any time prior to the scheduled testing. Such notification shall be by delivery of a signed statement to the student-athlete as one who was selected to be tested on the date specified. The notification shall also include the time and location for the test. The student is required to sign and submit the form to the Certified Athletic Trainer or designee acknowledging that he/she has been notified of the drug test and verifying the date and time for the test. If testing is immediate upon notification, the student-athlete must remain with the tester until he/she produces a sample.

Consequences of failure to participate in or cooperate with testing
1. If the student-athlete declines to execute the required individual consent form, eligibility to participate in intercollegiate athletics will be suspended immediately.
2. If the student-athlete fails to appear at the designated time and place for testing, he/she will be suspended from athletic participation immediately. This will be treated as a positive test result. A student-athlete who arrives late or misses a test due to an emergency (car accident, death/illness in family) must present proof of the emergency to the Director of Athletics. The Director of Athletics will decide what sanctions should be placed on the student.

3. If the student-athlete refuses to provide a sample, it will be considered a positive test result.

4. If the student-athlete fails within a reasonable time to produce the required urine specimen, this will be considered a positive test.

5. Any student-athlete refusing to sign the notification of random selection shall be suspended from all athletic participation immediately.

Screening procedures
All urine samples for screening will be collected in compliance with the NCAA drug screening guidelines. The Athletic Training Staff will maintain constant supervision of the collected samples as well as written documentation of the chain of custody for the same.

The Athletic Training Staff will screen the sample via the Reditest® RediCup®. Information for each sample will remain under the constant supervision of the Athletic Training Staff. The Franklin College Athletics Department bans the use of substances and methods that alter the integrity or validity of urine samples provided during drug screening. Examples of banned methods include catheterization, urine substitution, and tampering with or modification or renal excretion by the use of diuretics, bleach, probenecid, bromantan, or related compounds, and epitestosterone administration.

Any urine screened for the presence of banned substances may also be screened for the presence of substances used to alter the integrity or validity of urine samples. A positive finding for these substances will be considered a positive test, with appropriate sanctions imposed. The results of the drug screening program will become a part of the student-athlete medical record and are considered, as all other medical records, confidential. Records and other information shall remain in the confidential possession of the Athletic Training staff or their designee and may be released only to appropriate college personnel unless released by written consent of the student-athlete.

Administration of drug screening program and collection procedures
1. Upon notification, the student-athlete will accompany the Athletic Training Staff member to the location designated for testing at that time.

2. If testing is not immediate upon notification, the student-athlete will report to the Athletic Training Room or otherwise specified location at the designated time in shorts and a t-shirt with a current photo ID card (Franklin ID or driver’s license). A jacket and sweatpants may be worn if the weather necessitates.

3. The student-athlete will wash and dry his/her hands.

4. The Certified Athletic Trainer will select a sealed Redicup drug screen test kit. The student-athlete watches this selection to assure accuracy.

5. The Certified Athletic Trainer will attach a unique bar code to the cup/test kit.

6. The Certified Athletic Trainer or certified drug screen staff member takes the student-athlete and specimen cup/test kit to the collection area.

7. Prior to specimen collection, the student-athlete will be inspected to check for hidden or secreted tampering materials. The student-athlete will be asked to raise upper-body clothing for the Certified Athletic Trainer or certified drug screen staff member for urine manipulators. Any and all pockets will be emptied prior to collection of the urine specimen.

8. The student-athlete will enter the specimen collection room (private restroom) to produce the acceptable level/amount of urine at a specific concentration needed for testing. Please note that the collection of a urine specimen for drug/banned substances testing is a “witnessed” procedure. The Certified Athletic Trainer or certified drug screen staff member will monitor the furnishing of the specimen by direct observation in order to ensure the integrity of the specimen.

9. Fluids given to the student-athlete who have difficulty voiding must be from individual sealed containers (certified by the Certified Athletic Trainer or certified drug screen staff member) that are opened and consumed in the collection area. These items must be caffeine-free, alcohol-free and free of any other banned substances.

10. If the urine specimen is incomplete, the student-athlete must remain in the collection area until the sample is completed. During this period, the student-athlete is responsible for keeping the collection cup/kit closed and controlled.
11. If the specimen is incomplete and the student-athlete must leave the collection station for a reason approved by the Certified Athletic Trainer or certified drug screen staff member, the specimen may be discarded at the discretion of the Certified Athletic Trainer or certified drug screen staff member. Upon return to the collection area, the student-athlete will complete the collection procedure.

12. Once a specimen (at least 85 ml) is provided, the Certified Athletic Trainer or certified drug screen staff member who monitored the furnishing of the specimen by observation will sign that the specimen was directly validated.

13. The specimen will be checked by the staff member for temperature, specific gravity, pH, and tampering agents.

14. If the urine has a specific gravity at or above 1.005 (1.010 if measured with a reagent strip) and the urine has a pH between 4.5 and 7.5, inclusive, the specimen will be screened for drug/banned substances following the protocols of the Redicup drug screen test kit.

15. A Redicup test that indicates a positive test result will be sent to Redwood Toxicology Labs for further testing and confirmation of test result validity.

16. The Certified Athletic Trainer or certified drug screen staff member will seal each collection cup/kit in the presence of the student-athlete and identify the cup/kit with a code number in the required manner under the observation of the student-athlete.

17. Collection cup/kits sent to Redwood Toxicology Labs shall not contain the name of the student-athlete. All sealed collection cups/kits will be secured in a shipping case. The Certified Athletic Trainer or certified drug screen staff member will prepare the case for forwarding to Redwood Toxicology Labs.

18. The student-athlete and Certified Athletic Trainer or certified drug screen staff member will sign certifying that the procedures were followed as described herein. Any deviation from the procedures must be described and recorded at that time. If deviations are alleged, the student-athlete will be required to provide another specimen.

19. A student-athlete who refuses to sign the custody and control forms, fails to provide a urine specimen according to protocol, leaves the collection station before providing a specimen according to protocol, or attempts to alter the integrity or validity of the urine specimen and/or collection process, will be treated as if there were a positive test for a banned substance other than a street drug as defined by the NCAA. The Certified Athletic Trainer or certified drug screen staff member will inform the student-athlete of these implications and record such.

20. The Certified Athletic Trainer or certified drug screen staff member will deliver the shipping case(s) to the carrier.

21. The Redwood Toxicology Labs will record that the shipping case(s) has been received from the carrier.

22. The Redwood Toxicology Labs will record whether the numbered bar-code seal on each collection cup/kit arrived intact.

23. If a specimen arrives at Redwood Toxicology Labs with security seals not intact, Franklin College may collect another specimen.

**Laboratory Notification of Results**

1. Redwood Toxicology Labs will use a portion of the specimen sample for Sample A for its initial analysis.

2. The laboratory director or designated certifying scientist will review all results showing a Banned Drug in Sample A.

3. Redwood Toxicology Labs will inform the Head Athletic Trainer of Franklin College of the results by each respective code number by telephone and by sending a letter or email marked “Confidential.”

4. Upon receipt of the results, the Head Athletic Trainer of Franklin College will break the number code to identify any individuals with positive findings.

5. Franklin College shall notify the student-athlete of the finding.

6. Redwood Toxicology Labs will advise the Head Athletic Trainer during the telephone notification that Sample B will be tested. The student-athlete may be present at the opening of Sample B.

7. Franklin College and/or the student-athlete will be given the option to be represented at Redwood Toxicology Labs for the opening of Sample B. Notification by Franklin College and/or the student-athlete to be represented must be given to Redwood Toxicology Labs.

8. If Franklin College and/or the student-athlete desire representation, they must inform Redwood Toxicology Labs within 48 hours of the telephone notification set forth above in paragraph 3 who will attend the opening of Sample B, and present themselves at the lab within 48 hours of informing Redwood Toxicology Labs. If they choose not to send a representative to be present for the opening of Sample B, Franklin College or the student-athlete will give approval to Redwood Toxicology Lab to arrange for a surrogate to attend the opening of sample B.

9. The surrogate will not otherwise be involved with the analysis of the sample.
10. The student-athlete, student-athlete’s representative, Franklin College’s representative or the surrogate will attest by signature as to the code number on Sample B, that the security seal has not been broken, and that there is no evidence of tampering.

11. Preparation for Sample B’s analysis will be conducted by a laboratory staff member other than the individual who prepared the student-athlete’s Sample A.

12. Sample B findings will be final. Redwood Toxicology Labs will inform Franklin College of the results.

13. For student-athletes who have a Sample B positive finding, Redwood Toxicology Labs will contact the Director of Athletics or the Head Athletic Trainer by telephone. Franklin College shall notify the student-athlete of the finding.

14. At this point, Franklin College’s sanctions and eligibility policy will apply.

15. In the event that a student-athlete tests positive for a substance for which Franklin College has considered an exception and documentation has been submitted by the student-athlete prior to the notification of the positive Sample B, the eligibility of the student-athlete may be maintained while the exception request is under review.

16. A positive finding may be appealed by the student-athlete as set forth below.

17. All results of screening will be communicated to the Director of Athletics by the Head Athletic Trainer.

Drug Screening Prior to NCAA Championships

Teams and/or individuals likely to advance to NCAA championship competition are subject to a drug screen conducted on behalf of the NCAA. Screening may be required of all team members or individual student-athletes within thirty days prior to participation in NCAA Championship competition.

Sanctions Following Positive Drug Screen Results

1st Positive
A. Head Athletic Trainer and Director of Athletics notified
B. Director of Athletics will notify Head Coach
C. Additional drug screening whenever the Athletics Department conducts drug screening over the remainder of the student-athletes eligibility.
D. Suspended immediately upon positive notification from intercollegiate athletic participation for one calendar year.
E. The student athlete will be referred to the Dean of Students who will address the matter through the student judicial process. The college’s student judicial process is an educational process, not a legal process, which addresses all students who are alleged to have violated college policy. It is described in the student handbook, The Key: A Guide to Campus Life, which can be found on MyFC and the college’s website.
F. The student-athlete will be required to have an assessment by the Franklin College counseling center and may be referred off campus for an evaluation. An evaluation may also occur at an external agency approved by the Franklin College counseling center. Recommendations from counseling services or any external agency will be forwarded to the Director of Athletics and Head Athletic Trainer and the student-athlete must comply with the recommendations. The evaluation and any recommendation must be implemented within a two-week period of the positive test result. The student-athlete is responsible for all costs incurred for these services.

2nd Positive
A. Head Athletic Trainer and Director of Athletics notified
B. Director of Athletics will notify Head Coach
C. Termination of intercollegiate athletic participation at Franklin College
D. Mandatory conference call with parents/guardians by Director of Athletics or his/her designee.
E. The student athlete will be referred to the Dean of Students who will address the matter through the student judicial process. The college’s student judicial process is an educational process, not a legal process, which addresses all students who are alleged to have violated college policy. It is described in the student handbook, The Key: A Guide to Campus Life, which can be found on MyFC and the college’s website.
**Failure to Comply**
Failure to comply with the recommendations of the counseling center or external counseling agency will subject the student-athlete to suspension from the team for a period of time designated by the Director of Athletics. Failure to comply with sanctions imposed through the college’s student judicial process may have additional consequences as described in the student handbook, The Key: A Guide to Campus Life.

**Adjudications through the Campus Judicial System and Voluntary Admissions.**
If a student-athlete is the “Responding Party” in disciplinary proceedings through the Campus Judicial System, as described in the student handbook, The Key: A Guide to Campus Life, and a final determination is made that the student-athlete engaged in “Prohibited Conduct” involving the use of a Banned Drug, the final determination will be considered a positive test result which will subject the student-athlete to the sanctions and referral process that apply to positive drug screen results. However, the student-athlete will not be referred to the Dean of Students for a second disciplinary proceeding through the Campus Judicial System following this final determination, because the first determination is conclusive for purposes of this section.
If a student-athlete is the “Responding Party” in a disciplinary proceeding through the Campus Judicial System, as described in the student handbook, The Key: A Guide to Campus Life, and the student-athlete admits, in writing, that he/she used a Banned Drug, the student-athlete’s written admission will be considered a positive test result which will subject the student-athlete to the sanctions and referral process that apply to positive drug screen results. However, the student-athlete will not be referred to the Dean of Students for a second disciplinary proceeding through the Campus Judicial System following this written admission, because this written admission is conclusive for purposes of this section.

**Appeal Process**
Student-athletes who test positive under the terms of the Drug Screening Policy and Procedures will meet with the Director of Athletics or his/her designee prior to imposition of any sanction. The student-athlete may appeal the positive test finding and imposition of sanctions in writing to the Director of Athletics within 48 hours of the first post-positive test meeting. The student-athlete may have an advocate or other representative present to advise him/her while presenting the appeal. An appeal meeting will be set no more than seventy-two (72) hours after the written request is received. Either the student-athlete or other parties involved may request an extension of this time to the Director of Athletics, upon showing good cause. 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. The decision by the Director of Athletics or his/her designee will be final.

**Referral Process**
In the event of a positive screen, the student-athlete will be required to seek counseling and comply with any recommendations of the counselor. Part of the referral process will include the student-athlete signing a waiver and release of information that allows the Director of Athletics or his/her designee to contact parents/guardians and allows release of any treatment plan or recommendations to the Director of Athletics and parents/guardians. This waiver will also allow the Director of Athletics or his/her designee to monitor compliance with the treatment plan. Failure to comply with the recommendations of the counseling services office or external counseling agency will subject the student-athlete to an additional suspension from the team for a period of time designated by the Director of Athletics.

**Responsibility of the Student Athlete**
It is the responsibility of the student athlete to read the Franklin College Drug Random Testing Policy and Procedure prior to participation in athletics. If the student-athlete tests positive under the guidelines set forth in the Athletics Drug Testing Policy and Procedures, it will be the student-athlete’s responsibility to pay for any services, which are required by sanctions.
Confidentiality
Each specimen will be identified at the testing site by only a code number to protect the anonymity of the student athlete and shall be analyzed for the presence of drugs. The identification of each sample taken will be kept confidential by the Athletic Training Staff. Only positive tests will be reported to the Director of Athletics. The identity of all student-athletes tested will be kept confidential.
Franklin College
Substance Abuse & Random Drug Testing Policies and Procedures Consent

By signing below, I acknowledge receipt of a copy of Franklin College’s Substance Abuse & Random Drug Testing Policies & Procedures, and I consent:

• To be tested by Franklin College in accordance with Franklin College’s Substance Abuse & Random Drug Testing Policies & Procedures, which provides, among other things that:
  o I will be notified of selection to be tested;
  o I must appear for Franklin College testing or be sanctioned for a positive drug test; and
  o My urine sample collection will be observed by a person of my same gender;

• To accept the consequences of a positive drug test;

• To allow my drug-test sample to be used by Franklin College’s drug-testing laboratories for research purposes to improve drug-testing detection; and

• To allow disclosure of my drug-testing results only for purposes related to eligibility for participation in Franklin College’s intercollegiate competition and for implementation of Franklin College’s Random Drug Testing Program.

I understand that if I am the “Responding Party” in disciplinary proceedings through the Campus Judicial System, as described in the student handbook, The Key: A Guide to Campus Life, and a final determination is made that I engaged in “Prohibited Conduct” involving the use of a Banned Drug, the final determination will be considered a positive test result which will subject me to the sanctions and referral process that apply to positive drug screen results.

Page 1 of 2

Student initials
I understand that if I am the “Responding Party” in a disciplinary proceeding through the Campus Judicial System, as described in the student handbook, The Key: A Guide to Campus Life, and I admit, in writing, that I used a Banned Drug, my written admission will be considered a positive test result which will subject me to the sanctions and referral process that apply to positive drug screen results.

I understand that if I sign this statement falsely or erroneously, I violate Franklin College’s policy on ethical conduct and will jeopardize my eligibility.

_________________________  ______________________________
Date  Signature of student-athlete

_________________________  ______________________________
Date  Signature of parent (if student-athlete is a minor)

______________________________  ______  ______
Name (please print)  Date of birth  Age

______________________________
Home address

______________________________
Sport(s)

PLEASE SIGN AND RETURN THIS FORM TO THE ATHLETICS DIRECTOR ON OR BEFORE THE MONDAY OF THE 4TH WEEK OF CLASSES.
Franklin College Athletic Training
Policies and Procedures

1. Physicals are required for all new Franklin College student-athletes prior to intercollegiate competition of any kind one time prior to the first year of participation.

2. Along with the physical exam, all current information must be updated on SPORTSWARE and the On-line Student Athlete Information be completed via the Athletic Training website, copies of both medical and dental insurance cards and ALL completed medical forms must be on file in the Athletic Training Room PRIOR to athletic participation.

3. Medical conditions existing prior to athletic competition at Franklin College are the responsibility of the student-athlete and his/her family. Disqualification from participation in Franklin College intercollegiate athletics because of pre-existing conditions or injuries incurred while competing for the College is the prerogative of the team physician and the Franklin College athletic training staff. Failure to report medical conditions releases Franklin College from any liability in the event of any injury caused by the unreported condition.

4. All injuries and illnesses are to be reported to a full-time athletic training staff member on the same day as they occur. The student-athlete will then be evaluated by a staff member or the team physician if necessary – they should not go on their own to seek physician care without first being seen by an athletic training staff member. Injuries that appear during the night or next morning must be seen in the Athletic Training Room immediately after being discovered. In case of an emergency or medical problem outside of athletic training room hours, the student-athlete should contact a certified staff athletic trainer for assistance or advice immediately, regardless of the time of day.

In emergencies, medical attention will be arranged immediately for the student-athlete by a certified staff athletic trainer.

In absence of the team physician, a certified staff athletic trainer will determine the availability of an injured student-athlete for competition.

5. If you are injured or ill and wake up the next day and feel you cannot practice, contact a member of the athletic training staff as soon as possible. Do not treat any injury with anything other than ice unless you have been instructed to do so by either a certified staff athletic trainer or team physician.

6. Referrals to specific medical personnel will be made by an athletic training staff member only. If you desire medical attention other than that provided by the Franklin College athletic training staff for injuries occurring as described above, you may do so at your own expense.

7. The Athletic Department assumes no financial or legal responsibility for:

A. Injuries that are not reported within two (2) days of receiving them.
B. Any charges by a hospital or specialist to which you were not referred to by a member of the Franklin College athletic training staff.
C. Any injuries or conditions not received in supervised practice or during intercollegiate contests.
8. All intercollegiate athletes at Franklin College must be covered by a primary insurance policy with a minimum limitation of $90,000 per the NCAA and a maximum deductible of $1,500 to be eligible to participate in intercollegiate athletics. The student athletes insurance will be used as the PRIMARY COVERAGE for all athletic related injuries. Franklin College’s insurance policy is to be used as a secondary policy ONLY. **If there are any changes to your primary coverage, the Franklin College Athletic Training Department must be notified immediately.** If at any time during the academic year, you are no longer covered by your primary insurance policy at the maximum benefit of at least $90,000 and a maximum deductible of $1,500 Franklin College will not be responsible for any financial obligation for athletic related injuries.

Franklin College does provide insurance coverage for accidents/injuries that occur from the direct result of intercollegiate athletic participation at the College. This coverage is a secondary policy, and will only take effect after a claim has been filed and processed by the primary insurance provider that covers your son/daughter. Coverage for the athlete begins the first day of the **required, in-season organized and supervised** practice of that sports season, and ends upon the completion of the final contest of that sports season. **Voluntary out-of-season workouts are NOT covered by the secondary policy of the College.**

Insurance claims: **$0-$500** – Each student-athlete is responsible for the first $500.00 of medical expenses incurred due to an athletic related injury.

**$500-$90,000** – Franklin College’s secondary policy through Student Athlete Protection will be utilized as the secondary policy for any bills in excess that are not covered by the student-athlete’s primary insurance. (Please see Claim Procedure below for details on how to submit these claims).

**$90,000** – Claims exceeding $90,000 are considered catastrophic and may be filed with the NCAA’s Catastrophic Injury Insurance Program. Franklin College, through it’s membership in the NCAA, has extended medical benefits to their a student-athletes in the unfortunate event of catastrophic injury.

9. **SPORTS RELATED MEDICAL COSTS**
Costs for outside medical care by physicians, dentists, health care facilities and other services (x-ray, lab, drugs, etc.) referred by a certified staff athletic trainer, will first be applied to any family or personal insurance covering you.

A. Student-athletes receiving bills for authorized referrals to a physician or hospital are to deliver them without delay to a certified athletic training staff member. An itemized bill and copy of the Explanation of Benefits (EOB) should also be delivered to a certified athletic training staff member for the claim to be processed.

B. All arrangements for the care of injuries are to be made and taken care of before the student-athlete withdraws from, leaves, or graduates from the College. Franklin College will not accept responsibility after a student-athlete has terminated his/her student affiliation with the College.

C. A certified athletic training staff member is responsible for communicating to parents of student-athletes the insurance policy utilized by Franklin College. Completion of the Student Athlete Protection Claim Form is required.

10. The Athletic Department will **not** be responsible for payment of medical treatment for student-athletes due to the following reasons:

A. Injuries or illnesses incurred during the off season

B. Injuries incurred from some activity other than one supervised by Franklin College coaches during regular scheduled practice sessions or games

C. Not having a clearance slip for outside consultations from the team physician

D. Required surgery where an athletic injury is not the direct cause, such as an appendectomy

E. Failure to report an injury during the “in-season period” with an exception of delayed hospital or physician care due to an athletic related injury.
ATHLETIC TRAINING ROOM RULES

1. **NO** food or drink in the athletic training room!
2. All shoes/cleats, etc. of any kind are to be removed before coming in the athletic training room and placed in the storage shelves outside the door.
3. **DO NOT** take anything from the athletic training room without asking an athletic trainer first.
4. **DO NOT** use the athletic training room phone unless you have permission.
5. **DO NOT** use the athletic training room as a lounge.
6. **DO NOT** use or play with medical equipment. 
   **DO NOT** bring clothes, uniforms, equipment bags, towels, cleated shoes, or other unrequested items into the athletic training room. If you need to use the equipment for practice, place the items in the storage shelves outside the door.
7. Taping and treatments - come early and be patient!
8. Shorts must be worn in the training room - co-ed conditions exist.
9. All moist heat packs must stay in the athletic training room and be returned to the heating unit with the cover hung on the rack.
10. All used ice bags must be dumped in the whirlpool and the bag thrown away. If you need an ice bag for home treatments, see an athletic trainer.
11. All ace-wraps need to be returned to the athletic training room after practices for washing. 
   **DO NOT** leave them in your locker or take them home with you.
12. Shower after practices/workouts before receiving treatment, unless otherwise specified.
13. Treatments are done by permission only with an athletic training staff member. 
   **NO** self-treatment is allowed!
14. If you are taking medications prescribed by a physician at home, be sure to notify the athletic trainer working with your sport.
15. Treat the athletic training staff members with respect! This includes athletic training students!

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Athletic Training Room Phone Numbers

Chris Shaff, Head Athletic Trainer 738-8125
Chelcee Hill Assistant Athletic Trainer 738-8155
Samantha Shruck Assistant Athletic Trainer 738-8173
Josh Freeman Assistant Athletic Trainer 738-8170
Athletic Training Room 738-8014
Policy on Athletically-Related Class Absences

Franklin College is proud to maintain a partnership between the faculty and the athletic staff in support of each student-athlete’s pursuit of academic and athletic excellence. We maintain a positive working relationship focused on the best interests of the student-athlete because (a) coaches recognize the priority of the student-athlete’s academic obligations, and (b) faculty members appreciate and respect the fact that student-athletes are pursuing excellence in each aspect of their college experience. Some class absences due to athletic travel are unavoidable, but it is the responsibility of coaches and athletic administrators to limit such absences so they do not impede the student-athlete’s academic success.

At the start of each academic semester, coaches will provide student-athletes with the dates and times of athletic contests which require early departure from campus. Each student-athlete is then responsible for communicating with the professor of each affected class within the first two weeks of the semester how best to manage the coursework likely to be impacted by those absences. Coaches will follow up with email reminders to the faculty a week in advance of such travel (including a complete roster of students traveling), even though it is each student-athlete’s responsibility to have already reconciled the situation with his/her professor(s). If the student-athlete fails to fulfill this responsibility, the absence will not be excused as a college-sponsored event.

Faculty members should contact the Director of Athletics if athletically-related absences impact a single class an unreasonable number of times in a given semester.

Student-athletes are aware that athletically-related absences fall within, not beyond, allowable absences by professors whose attendance policies provide such. Part of the responsibility of being a student-athlete is managing the time demands required to succeed academically and athletically.

Student-athletes are never allowed to miss class for an athletic practice. The athletic department works cooperatively with the Registrar’s Office to insure that no student’s class schedule contains more than a single day in which class time conflicts with traditional practice times. Coaches and student-athletes respect the fact that the academic obligation takes priority on that day.

Students or faculty members with questions or concerns about this policy or its application in a particular situation should contact the Director of Athletics.
Financial Aid Services

The primary purpose of the Franklin College financial aid program is to assist those students, who without financial assistance would be unable to attend Franklin College. A strong merit scholarship program is also present to reward students who demonstrate outstanding academic performance.

The financial aid office staff is available to provide financial aid counseling services and to help students explore the various sources of financial assistance, including scholarships, grants, work, loans, and external funds.

The financial aid office staff is responsible for coordinating financial aid from federal, state, college, and external sources. All need-based sources of financial assistance now use the data provided each year of the Free Application for Federal Student Aid (FAFSA). *The application deadline for state grant consideration is March 10th and all students are urged to submit their completed FAFSA by March 1st each year.* Complete your FAFSA online by going to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

All students are also required to complete all the requested documentation listed in the “documents and loan information” tab located in their online financial aid system. Students should monitor their online aid account periodically and can access all of their aid information by going to [http://fcaid.franklincollege.edu](http://fcaid.franklincollege.edu).

The first stop for current students with questions about their financial aid or financial obligation to Franklin College is the Student Financial Services Office located inside the Business Office in Old Main. They can also contact the Director of Student Financial Services, Shaun Mahoney, by phone at (317) 738-8032 or by email at smahoney@franklincollege.edu.

“The quality of a person’s life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor.”

–Vince Lombardi
Sexual Misconduct

The department of athletics strongly supports Franklin College policies and procedures related to sexual misconduct and is committed to holding student-athletes to the highest standards of responsible behavior. Student-athletes are expected to understand and comply with all aspects of the College policy, and they will be held accountable by this department for violations of it.

Student-athletes are expected to demonstrate respect for fellow students and guests to the campus, and compliance with the campus sexual misconduct policy is a reflection of that respect. Further, as leaders within the campus community, student-athletes are expected to model appropriate behavior and be assertive in protecting fellow students from situations which could make them vulnerable to assault.
Contact Information

Kerry Prather  Director of Athletics/Head Men’s Basketball Coach
Ext. 8121       Email: kprather
Office: 220 Spurlock Center

Mary Johnston  Asst. Director of Athletics (SWA)/Head Volleyball Coach
Ext. 8130       Email: mjohnston
Office: 222 Spurlock Center

Lance Marshall  Asst. Director of Athletics/Head Baseball Coach
Ext. 8136       Email: lmarshall
Office: 212 Spurlock Center

Karen Cole  Athletics Assistant
Ext. 8121       Email: kcole
Office: Athletic Administration Office – Spurlock Center

Chris Shaff  Head Athletic Trainer
Ext. 8125       Email: cshaff
Office: Athletic Training Room – Spurlock Center

Samantha Shruck  Asst. Athletic Trainer
Ext. 8173       Email: sshruck
Office: Athletic Training Room – Spurlock Center

Chelcee Hill  Asst. Athletic Trainer
Ext. 8170       Email: chill
Office: Athletic Training Room- Spurlock Center

Kerry Smith  Faculty Athletic Representative
Ext. 8092       Email: ksmith
Office: Main 237A

Ryan Thomas  Sports Information Director
Ext. 8184       Email: rthomas
Office: Spurlock Center

Head Coaches:

Kerry Prather – Men’s Basketball    Ext. 8121    Mary Johnston – Volleyball    Ext. 8130
Mike Leonard – Football            Ext. 8128    Butch Zike- Softball          Ext. 8857
Lance Marshall – Baseball          Ext. 8136    Cody Graman Men’s Soccer     Ext. 8032
Cristin Allen – Women’s Soccer     Ext. 8770    Roger Lundy –Women’s Golf     Ext. 8121
Dana Haggenjos – Women’s Basketball Ext. 8645
Brandon Dworak – Men’s/Women’s CC  Ext. 8127
Demetrius Bailey- Men’s Women’s Track and Field Ext. 8037
Rusty Hughes – Men’s/Women’s Tennis Ext. 8860
Andy Hendricks – Men’s/Women’s Swimming Ext. 8007
Chris Wilham- Women’s Lacrosse     Ext. 8753
Curt Holcroft- Men’s Golf          Ext. 8121
Athletic Administrative Office    Ext. 8121    Training Room              Ext. 8014