Drug and Alcohol Program

Department of Intercollegiate Athletics

Division of Sports Medicine

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This document was prepared by the Division of Sports Medicine at Hardin-Simmons University. Use of this document is for educating student-athletes, coaches, and support staff on the dangerous effects drugs and alcohol can have on the human body. This document acknowledges the University of Kentucky, Florida Atlantic University, Howard Payne University, and Abilene Christian University for providing examples for drug policy development.
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Introduction

Hardin-Simmons University, Department of Intercollegiate Athletics, and the Division of Sports Medicine are committed to the education and promotion of a healthy lifestyle choice for the student-athletes, coaches, and support staff. The abuse of drugs (prescription or illegal) and alcohol by HSU student-athletes, coaches, and support staff will not be condoned or tolerated. The HSU community must work together to ensure drug and alcohol abuse does not occur within our athletic teams. In the event an individual is abusing drugs and/or alcohol, the proper action must be taken to ensure the individual is placed into counseling to prevent further substance abuse.

The use of alcohol and illegal drugs can have a devastating effect on the student-athlete’s health and his/her ability to perform in his/her respective sport (Appendix - I). Anabolic steroids and other performance enhancing drugs have also been proven to cause elevated risk for the student-athlete’s health (Appendix - II). The NCAA and all national and international sports federations ban the use of steroids in sport and competition. Use of performance enhancing drugs by HSU student-athletes, coaches, and support staff is strictly prohibited.

The Department of Intercollegiate Athletics and the Division of Sports Medicine are committed to providing a drug and alcohol free environment. This drug and alcohol abuse policy is the foundation of this commitment. Adherence to these policies will help ensure student-athlete safety.

Student-athletes will receive a hard copy of the drug and alcohol policy during August sports meeting. New student-athletes entering HSU in January will also receive a copy of the policy at the January sports meeting. The policy is reviewed annually during these meetings to address any questions student-athletes or parents may have. An electronic copy of the policy is available on the HSU Sports Medicine website at [www.hsutx.edu](http://www.hsutx.edu).

This policy is not to be construed as a contract between the college and the student-athletes at Hardin-Simmons University. However, signed consent and notification forms shall be considered affirmation of the student-athlete’s agreement to the terms and conditions contained in this policy.

This policy is developed solely for the Department of Intercollegiate Athletics at Hardin-Simmons University. Disciplinary actions are viewed separately by the Office of Student Development. While components of this policy may appear similar to the NCAA drug-testing program, this policy is separate and distinct from the NCAA drug-testing program.
Objectives

The Department of Intercollegiate Athletics at Hardin-Simmons University has established the following Drug and Alcohol policy program and objectives:

1. Provide an alcohol and drug free environment.

2. Educate student-athletes, coaches and support staff about the physical, social, psychological, financial, and legal problems associated with drug and alcohol abuse.

3. Identify student-athletes, coaches, and support staff members who are abusing alcohol or drugs and assure timely, appropriate counseling and treatment.

4. Provide a program to assist individuals who use or abuse drugs or alcohol. Provide referral to the appropriate counseling and treatment centers.

5. Provide a process for sanctions and appeals.

6. Provide information and warning about the use of supplements.

7. Provide clearly stated penalties for positive drug test results.

8. Provide clearly stated consequences for positive drug test results.
1.0 Drug Policy Overview
The HSU drug and alcohol policy provides opportunities to engage in educational resources and avenues for treatment and rehabilitation for abuse. Individuals who are eligible for drug testing are full-time students and participate in intercollegiate athletics at Hardin-Simmons University.

1.1 Forms of Drug Testing
A Hardin-Simmons student-athlete may be selected for drug testing of any substance the university chooses. These substances may include, but are not limited to, the NCAA banned drug classes and at different cut-off levels than that of the NCAA program. Student-athletes are selected for drug testing based upon the following:

- Random Testing
- Team Testing
- Reasonable Suspicion Testing
- Pre-Season Testing
- Post-Season/Championship Testing
- Re-entry Testing
- Follow-Up Testing
- NCAA Championship Testing

1.1.1 Institutional Random
The drug-testing schedule will be set by the HSU Division of Sports Medicine with the approval of the Director of Intercollegiate Athletics. Institutional random testing will occur in both long semesters of the academic calendar. HSU reserves the right to test multiple times during the academic year with no predetermined number of test dates. Randomization is performed through anonymous selection utilizing Drug Free Sport and/or the Athletic Trainer System (ATS) database.

Head coaches and student-athletes will be notified of random selection on the day of (or the day before) the drug screening. Time of notification is dependent on scheduled time of screening. Student-athletes are required to report to the office of the Head Athletic Trainer to obtain instructions pertaining to the time and place of the screening.

1.1.2 Institutional Reasonable Suspicion
Hardin-Simmons University reserves the right to screen student-athletes who are under reasonable suspicion if there is any probable cause to suspect alcohol, drug use or abuse. The athletic department staff (administrators, athletic trainers, and coaches) may suspect possible signs & symptoms of drug or alcohol use/abuse. HSU personnel who suspect use/abuse of alcohol and/or drugs by the student-athlete must complete the HSU Reasonable Suspicion Form (Appendix III). A completed form must then be returned to the office of the Director of Intercollegiate Athletics. Reports will be forwarded to the Vice-President of Student
Development or the Dean of Students, who will determine whether an institutional reasonable suspicion drug-screening is warranted.

### 1.1.3 NCAA Championships
Hardin-Simmons University participates in the NCAA Division III post-season championships. A student-athlete who participates in an NCAA post-season contest is eligible for possible NCAA random drug-screenings. These drug-screenings may occur prior to, during, or after the event by the NCAA.

### 1.1.4 NCAA Year Round Program
NCAA Division III *does not participate* in the NCAA Year Round Drug-Testing Program.

### 1.1.5 Other Sports Agencies
A Student-athlete who may fall under the governing bodies of International or United States Olympic Guidelines (IOC, USADA, or WADA) is subject to testing protocols governed by these agencies.

### 1.2 Drug Testing Procedures
Hardin-Simmons University employees the services of Drug Free Sport from Kansas City, Kansas, to administer, collect, and ship all specimens obtained during institutional drug-testing. Urinalysis methodology is utilized for the collection of specimens. Specimens provided are done so through Drug Free Sport: Sport Drug-Testing Collection Protocol (Appendix IV).

#### 1.2.1 Consent Forms
Each student-athlete must sign the NCAA and HSU Institutional Drug Testing Program consent forms (Appendix V). These forms are distributed annually by the HSU Director of Athletics and the HSU Head Athletic Trainer (August and January). Both forms will be kept on file. Student-athletes who do not sign both consent forms will be prevented from practicing and/or competing in their respective sports. If the student-athlete is under the age of 18, parental consent is required for drug testing.

#### 1.2.2 Notification
Random Selection
Coordination of institutional drug-screenings takes place between the Head Athletic Trainer and the Director of Athletics. Notification is based upon a random selection process performed by Drug Free Sport or the Athletic Trainer System database. Coaches and student-athletes may be notified the day of or the day prior to the drug-screening. Time of notification is dependent upon the scheduled time for the drug-screening. The Administrators, Athletic Trainers and/or Head Coaches have the authority to request individual (with reasonable suspicion) or team screenings at any time.
Reasonable Suspicion
If reasonable suspicion is suspected by a coach or administrator, a student-athlete can be subjected to a drug-screening at any time. A Reasonable Suspicion Form (Appendix III) is completed and returned to the Director of Intercollegiate Athletics. Reports will be forwarded to the Vice-President of Student Development, who will determine whether an institutional reasonable suspicion drug-screening is warranted. Athletic department staff members have a duty to report any suspicions to the Director of Intercollegiate Athletics. Student-athletes who are identified through reasonable suspicion can be tested at any time without prior notification.

Notification Timeline

- Random selection rosters sent to HSU Head Athletic Trainer.
- Head Athletic Trainer notifies the Director of Athletics of the selection roster and provides a copy of the selection roster.
- Head Athletic Trainer notifies Head Coaches of student-athletes chosen.
- Head Athletic Trainer notifies student-athletes and documents time of phone call and/or personal contact on the Student-Athlete Notification Form (Appendix VI).
- Selected Student-Athletes report in person (same day) to the office of the Head Athletic Trainer to receive written notification of the impending drug-screening.
- The student-athlete notification form is signed and dated by both the Head Athletic Trainer and student-athlete (original to HSU, copy to student-athlete).

1.2.3 Specimen Collection
Hardin-Simmons University contracts all drug-screening procedures with Drug Free Sport. A collection crew consisting of a Crew Chief and two certified collection members is responsible for the collection process. Drug Free Sport protocol will be enforced during collection times. Direct observation of the student-athlete during collection is required of this protocol. Student-athletes must produce a viable specimen during the collection phase. Specimens that are deemed “diluted” will not be accepted and student-athletes will be required to produce another sample until a viable specimen is produced (see Appendix IV for collection details).

1.2.4 Chain of Custody
The student-athlete will select all materials used in the drug-screening process (i.e., forms, beakers, and packaging). The chain of custody of the specimen is strictly maintained during the collection phase. The student-athlete is responsible for the chain of custody of his/her specimen during the screening process. This ensures the specimen is not contaminated by an outside source and prevents third-party tampering. The student-athlete is in constant visual and auditory observation from the time he/she...
enters the test site. At no time will a student-athlete relinquish his/her chain of custody until reaching the processing phase.

The processing phase is the final phase in the screening process. Student-athletes sign over the chain of custody to the Drug Free Sport collection crew. The specimens are certified and packaged in the presence of the student-athlete. To ensure proper chain of custody is maintained, an HSU Sports Medicine staff member serves as the witness for the processing phase. Once the specimens have been properly certified and packaged the student-athlete is free to go.

1.2.5 Testing Methods
Drug free sport collects a primary sample (“A” Sample) and a secondary sample (“B” Sample). Testing is performed utilizing Drug Free Sport protocol. The chain of custody protocol is strictly followed from collection to notification.

1.2.6 Positive Results
All drug testing results are maintained through numerical encoding. This protects the student-athlete’s identity. Test results are generated by Drug Free Sport with notifications of these results sent to the Head Athletic Trainer and Director of Athletics. Both the Head Athletic Trainer and Director of Athletics can view the report through the secure Clinical Reference Lab’s reporting site, Web Oasis. If anabolic steroid testing is conducted the samples are sent, by Drug Free Sport to the UCLA Olympic Laboratory. Through a secure password protected email, results are sent from the UCLA Olympic Laboratory to Drug Free Sport and forwarded onto the Director of Athletics and the Head Athletic Trainer.

The Head Athletic Trainer will identify any student-athlete with positive results to the Director of Athletics. The Director of Athletics will contact the Head Coach of the respective team, notifying him/her a positive test result has been confirmed. The Head Coach, Head Athletic Trainer and the Director of Athletics will meet to review the institutional drug-screening policy and to initiate the disciplinary plan. Following this initial meeting, the student-athlete is notified to meet with the Head Coach and Director of Athletics. Through this meeting the student-athlete is notified of the positive result. The student-athlete must then meet with the Head Athletic Trainer who will review the drug and alcohol policy and inform the student-athlete of the appeal process, and explain future evaluation, counseling and future screening. A final contract is initiated and signed by the student-athlete, Head Coach, and Head Athletic Trainer. This contract outlines the disciplinary actions, counseling, and future screening procedures enforced on the student-athlete (Appendix VII).
### 1.2.7 Confidentiality

Student-athletes choose a random identification form provided by Drug Free Sport with a set of numerically encoded labels attached. These encoded numbers are used in all specimen collection and processing procedures. The Head Athletic Trainer is the only one who knows the rosters matching the names with the numeric codes. These rosters are stored in a password protected file on the Head Athletic Trainer’s computer in his/her office. Only the Director of Athletics, Team Physician, Head Athletic Trainer, and Head Coach are informed of the student-athlete’s identity. Additional athletic department staff members are on a **need to know** basis only.

### 1.2.8 Disciplinary Actions

**NCAA Championship Testing Program**

All student-athletes are subject to NCAA testing at NCAA Championships or in conjunction with postseason bowl games (NCAA Drug Testing Program, 2010). If the NCAA tests a student-athlete for the banned drug classes listed in Bylaw 31.2.3.4 and the test is positive (consistent with NCAA drug-testing protocol), the student-athlete will be **ineligible** to participate in regular-season and postseason competition for one calendar year (365 days) after the positive drug test. Additionally the student-athlete is charged with the loss of a minimum of one season of participation in all sports (Summary of NCAA Regulations-NCAA Division III 2010-11).

**Hardin-Simmons University Drug-screening Disciplinary Policy**

Hardin-Simmons University has a **“Zero Tolerance”** policy in place for persons who test positive on an institutional drug-screening.

*Student-athletes testing positive on an HSU institutional drug-screen will be declared ineligible for a minimum of one calendar year (365 days) from the date of the positive result. Student-athletes will be suspended from all intercollegiate sport activity (i.e.: practices, team meetings, weightlifting and conditioning, film, study hall, etc...) at Hardin-Simmons University.*

The following actions will also be taken in the event a student-athlete tests positive on an institutional drug-screening.

- Student-athlete signs disciplinary action policy contract.
- Parent(s), guardian, and/or spouse notified in writing.
- Evaluation by a Substance Abuse Counselor and/or HSU Team Physician.
- Student-athlete will follow treatment plan developed by counselor and/or physician.
- Following a positive test the student-athlete will be placed on all drug-screening rosters until he/she has provided two (2) negative results.

Failure to comply with the HSU Disciplinary Action Policy will result in possible dismissal from the HSU Athletics Department as well as possible university consequences.
1.2.9 Disciplinary Contract
Student-athletes testing positive on an institutional drug-screening are presented with the HSU Disciplinary Contract Form (Appendix VII). The disciplinary contract outlines the discipline measures and educational/counseling procedures required of student-athletes. Failure to comply with the disciplinary contract may result in further disciplinary actions from the Department of Athletics and/or the Office of Student Development.

1.2.10 Appeals
Student-athletes testing positive have the right to appeal the positive test findings. The Director of Athletics must receive a written request (Appendix VIII) from the student-athlete within 48 hours of notification.

Once the Director of Athletics has received written notification to institute the appeals process, the Head Athletic Trainer will be notified to contact Drug Free Sport. Drug Free Sport will then conduct a second screening using the “B-Sample” provided by the student-athlete at the initial drug-screening.

*Appeals involving the testing of the “B-Sample” will be performed at the student-athlete’s expense (~$50).*

If the student-athlete determines that he/she would like to appeal the disciplinary action program, a written request must be presented within 48 hours and submitted to the Director of Athletics. Upon receiving the request, the Director of Athletics may assemble an Appeals Committee to conduct a hearing in a timely manner.

During the appeals process, the Director of Athletics will declare the student-athlete’s participation status. While the Director of Athletics may deem the student-athlete eligible during the appeals process, the Head Coach will have discretion to implement team rules and determine participation in team activities.

*Appeals Committee (consisting of):*
1. Athletic Department Administrator (Chair Person)
2. Uninvolved Coach
3. Uninvolved Student-Athlete
4. Uninvolved Full-Time Athletic Training Staff Member
5. Dean of Students

1.2.11 Safe Harbor Program
In an effort to serve the student-athletes and educate them on the harmful effects of drug and alcohol abuse, Hardin-Simmons University offers a safe harbor program. Through this program, student-athletes are encouraged to voluntarily contact a member
of the sports medicine staff in seeking assistance with a drug or alcohol problem. Participation in the Safe Harbor Program allows student-athletes to self-report without the implementation of the disciplinary policy as describe in section 1.2.9.

A student-athlete must complete the Voluntary Reporting of Drugs & Alcohol – Safe Harbor Form (Appendix IX) to initiate the safe harbor program. This form is filed with the Director of Athletics, the Head Athletic Trainer and/or Team Physician.

To be eligible for “Safe Harbor” the student-athlete must apply for safe harbor prior to the first drug screening in the first semester of eligibility. This is typically the fall semester of the freshman year and/or the initial entry semester for transfers.

This program is a One-Time Only Application and cannot be implemented past your first semester of competition at Hardin-Simmons University.

The Process of the Safe Harbor Program

- Student-athletes will be tested for drugs and/or alcohol within 30 days.
- Student-athletes will be evaluated by an HSU Team Physician regardless of testing results.
- Student-athletes will follow and complete a treatment plan as directed by the HSU Team Physician.
- Student-athletes will remain in Safe Harbor until the completion of the treatment plan and not to exceed 30 days.
- Student-athletes in Safe Harbor are not subject to institutional drug-screening but will be declared subject to all NCAA Championship testing.

Student-athletes may be suspended from team activities by an HSU Team Physician if they are deemed medically incapable. Student-athletes who do not follow the Safe Harbor Program will be removed from the program and reinstated to all institutional drug-screening practices. Once a student-athlete is removed from Safe Harbor he/she is subject to HSU Disciplinary Actions as described in section 1.2.9.

1.3 Drug Counseling and Rehabilitation

Hardin-Simmons University will require all student-athletes who test positive on an institutional drug screen to undergo mandatory drug counseling and rehabilitation. Student-athletes will be seen initially with an HSU Team Physician, who will recommend and refer the student-athlete to a Licensed Substance Abuse Counselor. It is the student-athlete’s responsibility to attend counseling sessions and follow the treatment plan prescribed by the HSU team physician and/or substance abuse counselor. The treatment plan can involve out-patient or in-patient facilities, Alcoholics Anonymous or Narcotics Anonymous meetings, sessions, and/or other special treatments. Student-
athletes may also be required to submit to random drug-screens as part of the treatment plan. Furthermore, certain individuals may require more extensive in-patient treatment options.

1.3.1 Financial Responsibility
Hardin-Simmons University will provide “in-house” Substance Abuse Counseling through the initial medical evaluation by an HSU Team Physician at no cost to the student-athlete. However, if long-term counseling, rehabilitation, physician follow-up and/or medical treatment is warranted, the financial responsibility will become that of the student-athlete and his/her parent(s) or legal guardian.
2.0 Nutritional Supplement Use

Advertisers across the country promote the benefit of nutritional supplements. Student-athletes must be aware that not all nutritional supplements are safe for consumption. The use of nutritional supplements has gained in prominence with student-athletes. Hardin-Simmons University is committed to providing educational opportunities for student-athletes to engage in learning the pros and cons of nutritional supplement use.

Before consuming any nutritional/dietary supplement product, review the product and its label with the sports medicine staff

Facts concerning Nutritional Supplement Use (www.ncaa.org):

- Not well regulated and may cause a **positive drug test**
- Student-athletes have tested positive and lost their eligibility using dietary supplements
- Many dietary supplements are tested positive and not listed on the label
- Any product containing a dietary supplement ingredient is taken at your own risk

The Division of Sports Medicine discourages the use of nutritional supplements and annually requires all student-athletes to complete a Prescription Medication & Over-the-Counter Nutritional Supplement Disclosure Form (Appendix X)

Research based evidence does not support the use of nutritional supplements as a means to enhance the performance of well-nourished people. Data indicates there is no scientific basis for consuming nutrients in amounts above recommended daily allowances (RDA) levels. A well-balanced diet is a cheaper and better way of providing the nutrients student-athletes require. If a student-athlete believes he/she needs additional nutritional supplementation, the student-athlete should discuss this concern with a health professional. Many “health” and/or “nutritional” supplements are not examined or approved by regulatory agencies, and may contain impurities or other compounds which are unsafe, or that could cause you to test positive on an NCAA drug test. Terms such as “natural,” “healthy,” “ephedra free,” or “university tested” do not imply that these supplements are safe for use or that the NCAA has approved the supplements, and many ingredients may be banned by the NCAA (Appendix XI).

Student-athletes must realize they are responsible for all substances placed in their bodies and that ignorance is no excuse for the supplements they ingest. Student-athletes will be held responsible for all substances ingested and found positive on a drug-screening.

*Any product containing a dietary supplement is taken at your own risk!*
3.0 Tobacco Product Use
In accordance with the NCAA legislation, the use of tobacco products is prohibited by student-athletes and all game personnel (e.g., coaches, athletic trainers, managers, and game officials) in all sports during practices and competitions.

4.0 Alcohol Use
HSU Student Handbook – Excerpt

The use, possession, or distribution of alcoholic beverages and/or illicit drugs, or paraphernalia on university property, as part of any university activity, or online is prohibited. Violation of this standard of conduct will result in the imposition of one or more of the disciplinary sanctions set forth in the Student Handbook under Types of Disciplinary Actions.

In addition, the student will be required to participate in alcohol education programs at his/her expense. Violation of this standard of conduct may also result in severe criminal penalties under local, state, or federal law.
5.0 Medical Exemptions
Effective August 2009 the NCAA issued a statement regarding medical exemption status for student-athletes prescribed stimulant medications to treat Attention Deficit Hyperactivity Disorder (ADHD). In these circumstances, Hardin-Simmons University and the NCAA provide an exemption to qualified persons. Exemptions are made for student-athletes who are prescribed a medication that is in one of the following drug classes of banned substances: stimulants, beta-blockers, diuretics and peptide hormones.

Student-athletes are required to complete the Prescription Medication & Over-the-Counter Nutritional Supplement Disclosure Form (Appendix X) and return it to the Head Athletic Trainer. This document is reviewed and discussed in detail with the student-athlete.

A student-athlete who is taking prescribed medication must complete the exemption reporting guidelines provided by the NCAA (Appendix XII). The Head Athletic Trainer will assist student-athletes and families in this process.

The NCAA also provides a Question & Answer dialogue for student-athletes and parents (Appendix XIII).

The list of NCAA Banned Drug Classes is found in Appendix XI.

5.1 Procedures for Exemptions

1. Alternative non-banned medications for the treatment of various conditions exist and should be considered before an exception is pursued.

2. In the event that the student-athlete and the physician (in coordination with sports-medicine staff at the student-athlete's institution) agree that no appropriate alternative medication to the use of the banned substance is available, the decision may be made to continue the use of the medication. However, the use of an *anabolic agent or peptide hormone must be approved by the NCAA before the student-athlete is allowed to participate in competition while taking these medications. The institution, through its director of athletics, may request an exception for use of an anabolic agent or peptide hormone by submitting to the NCAA medical documentation from the prescribing physician supporting the diagnosis and treatment.

3. The institution should maintain documentation that supports the use of medication in the student-athlete’s medical record on campus. 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 a drug. The letter should contain information as to the diagnosis (including appropriate verification of the diagnosis), medical history and dosage information.
4. Unless requesting a review for the medical use of an anabolic agent or peptide hormone, a
student-athlete's medical records or physicians' letters should not be sent to the NCAA unless
requested by the NCAA. Also, the use of any substance need not be reported to the drug-
testing crew at the time of NCAA drug testing.

5. In the event that a student-athlete is tested by the NCAA and tests positive for a substance for
which the institution desires an exception, normal procedures for reporting positive test results
will be followed (See NCAA Drug-Testing Program Protocol Section No. 8.0). The institution,
through its director of athletics, may request an exception at the time of notification of the
positive drug test (“A” sample) 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 (see subpart 3 above) which the institution wishes to have the NCAA
consider. A medical exception will be considered by the NCAA and the student-athlete will
remain eligible during this time if the institution has provided medical documentation to Drug
Free Sport before the "B" sample is reported as positive, confirming the positive finding. If the
institution fails to provide medical documentation to Drug Free Sport before the "B" sample is
reported as positive to the institution, the student-athlete will be withheld from competition
until such time as the documentation is received, reviewed and the medical exception granted.

6. Requests for exceptions will be reviewed by the chair of the drug-testing and drug-education
subcommittee and the physicians of the NCAA Committee on Competitive Safeguards and
Medical Aspects of Sports.

7. Drug Free Sport will inform the director of athletics regarding the outcome of the exception
request. In the event that the exception is not granted, the institution may appeal this action
according to Section 8.0 of the drug-testing protocol.

Sources:
NCAA Drug Testing Exceptions Procedures 2010-11