



University of Memphis

2011-2012

STUDENT-ATHLETE HANDBOOK

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Memphis, TN 38152
(901) 678-2088

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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Dear TIGER Student-Athlete,

Welcome to the University of Memphis. This is a great time to be a TIGER! On behalf of our staff and coaches, we want to thank you for choosing to attend the University of Memphis. We want your experience as a TIGER to be enjoyable and rewarding. Our goal is to help you to be successful both in the classroom and on the field. In an effort to get you off to a great start, the Athletic Department put together this handbook especially for you! Please read it in its entirety.

The handbook is designed to provide you with information concerning policies of the University of Memphis and the Department of Athletics. It is not intended as a substitute for other important university publications. It is important to remember that help is available if you need it. If you cannot find the answers to your questions in this handbook, I urge you to contact your coach or a member of our administrative staff. We are here to help you!

As a TIGER athlete, remember you are a student first. We expect you to graduate. Therefore, we encourage you to take advantage of the Center for Athletic Academic Services and the other academic resources available on campus. TIGER athletics is very visible in the community. As a result, we will foster sportsmanship and strive to adhere to the highest standards of integrity, both on and off the playing fields.

Have a GREAT year, and again, WELCOME!

Best Wishes,

R.C. JOHNSON

R.C. Johnson

Director of Intercollegiate Athletics



MISSION STATEMENT

The primary mission of the Department of Athletics is to provide a successful athletic program at the highest level of competition. Characterized by academic, athletic, and moral excellence in a diverse collegiate environment, the program will abide by the spirit of the rules governing students and intercollegiate athletics and will be known for its good sportsmanship and integrity. The University of Memphis is a comprehensive urban university committed to the scholarly accomplishments of our students and faculty and to the enhancement of our community, state, and the nation through principles of academic integrity, sound management, and equal opportunity.



STATEMENT OF PHILOSOPHY

The University of Memphis affirms that intercollegiate athletics are an integral and important part of the University and, as such, must integrate with and be supportive of the University's primary missions of education, research, and public service. The University acknowledges that a successful athletic program is not measured solely by won-lost records, but more important, by how the program contributes to the overall development of the student-athlete as a good citizen and supports the primary missions of the University.

The University is committed to providing equal opportunity for men and women to take part in such intercollegiate athletics to the end that the values of competition and good sportsmanship will contribute to their education. UM is an equal opportunity/affirmative action university.

SPORTSMANSHIP

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 athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty, and responsibility. These values should manifest not only in athletics participation, but also in the broad spectrum of activities affecting the athletics program.

The University of Memphis Department of Athletics expects sportsmanlike conduct of its student-athletes and will not tolerate any action that brings discredit to the university, the Athletics Department, or anyone associated with the Athletics Department including coaches, administrators, and other student-athletes.

CONFERENCE USA

Conference USA was formed in 1995. Since its formation, C-USA has established a strong foundation, an identity and a history that reflects the league's national presence. Seventeen years of remarkable history has reinforced the league's position in collegiate athletics, setting the course for the next decade and beyond.

Member Institutions include:

- University of Memphis
- University of Houston
- Rice University
- University of Southern Mississippi
- University of Tulsa
- University of Central Florida
- East Carolina University
- Marshall University
- Southern Methodist University
- Tulane University
- University of Alabama at Birmingham
- University of Texas at El Paso

SCHOOL HISTORY

The University of Memphis was founded under the auspices of the General Education Bill, enacted by the Tennessee Legislature in 1909. On September 10, 1912 West Tennessee State Normal School, the university's original name, opened its doors with Dr. Seymour A. Mynders as president. In 1925, the name of the college changed to West Tennessee State Teacher's College. In 1941 the college changed names again to Memphis State College, and in 1957 the state legislature designated Memphis State full university status. In 1994 Memphis State University became the University of Memphis.

TRADITIONS

WHY TIGERS?

When the University of Memphis first fielded a football team in the fall of 1912, no one had selected a nickname for the squad. In the beginning, fans referred to the football team as the Blue and Gray Warriors of West Tennessee Normal School. After the final game in 1914 at a student parade several Normal students were chanting, "We fight like Tigers." After that football season, the nickname was used seldom in campus publications. In 1922 Coach Lester Barnard adopted a team motto – "Every Man a Tiger" and the team went on to score 174 points while allowing its opponents just 29 points. In the late 1920s, student publications and downtown newspapers began referring to the football team as the "Teachers" or "Tutors." The Tiger nickname would return in 1939 and was adopted as the official nickname for the University of Memphis.

SCHOOL COLORS

The University of Memphis' official school colors are Tiger Blue and Gray.

TIGER SONGS

U of M ALMA MATER	U of M FIGHT SONG
Stand Firm, O Alma Mater Through All The Years To Come; In Days Of Youth And Beauty Thy Halls Have Been Our Home. In Time Of Preparation Great Lessons Didst Thou Teach Till Now O Alma Mater, The Stars We'll Strive To Reach. Lead On, O Alma Mater They Sons To Highways, Give Light And Truth Unto Them For All Their Coming Days. To Thee We'll Give All Honor, Our Hopes Abide In Thee, For Thou, O Alma Mater, Hast Made Us Ever Free.	Go Tigers Go, Go On To Victory, Be A Winner Thru And Thru; Fight Tigers, Fight Cause We're Going All The Way -- Fight, Fight For The Blue And Gray And Say -- Let's Go Tigers Go, Go On To Victory. See Our Colors Bright And True; It's Fight Now Without A Fear, Fight Now Let's Shout A Cheer, Shout For Dear Memphis U. (Yell) Go Tigers Go Go Tigers Go Yea -- Tiger Go!

TOM III – OFFICIAL U OF M MASCOT

For over 35 years, the sideline mascot for the University of Memphis has been the Bengal Tiger. TOM III, the current Tiger mascot, attends all Tiger Football home games, and he can also be found at many other University events throughout the year as a powerful and majestic symbol of Tigers Athletics.

CHAMPS/LIFE SKILLS

CHAMPS/Life Skills was created by the NCAA to support the student development initiatives of its member institutions and to enhance the quality of the student-athlete experience within the university setting. The program is important because it provides the student-athlete with the necessary tools to succeed in his or her sport as well as other areas of life such as the classroom, the community, and the workplace.

The focus of the program is on five commitments viewed as critical to personal growth:

- **Academic Excellence**
- **Athletic Excellence**
- **Personal Development**
- **Career Development**
- **Service**

STUDENT- ATHLETE ADVISORY COMMITTEE

WHAT IS SAAC?

A committee made up of student-athletes assembled to provide insight on the student-athlete experience. SAAC also offers input on the rules, regulations, and policies that affect student-athletes' lives on NCAA member institution campuses.

MISSION

To enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare, and fostering a positive student-athlete image.

SAAC ON UM CAMPUS

SAAC is a very important part of the University of Memphis Athletic Department because it provides a voice for the student-athletes. The membership is comprised of representatives from each sport who serve as the governing body of Memphis student-athletes. SAAC meets once a month and meetings provide many opportunities for student-athletes including the following:

- Communication with administrators and staff from UM campus and the Athletics Department
- NCAA and C-USA legislation voting
- Discussion of issues surrounding the student-athlete
- Assistance in planning CHAMPS/Life Skills events
- Leadership experience

If you are interested in serving on SAAC, please contact your coach, the SAAC Advisor, or an Executive Board member.

2011-12 SAAC EXECUTIVE BOARD

President	Jessica Phillips	Softball
Vice President of Internal Operations	Kathleen Glavin	W. Golf
Vice President of External Operations	Michael Antonescu	Football
Director of Programming	Jonathan Van Eaton	Baseball
Director of Programming	Matthew Sipe	M. T&F
Director of Programming	Cassidy Hawkins	Volleyball
Director of Programming	Anthony Hayes	Football
Director of Programming	Quaniqua Jones	W. T&F
Director of Programming	Zach Willis	Baseball
Director of Programming	Altrese Hawkins	Volleyball
Director of Programming	Shanna Brown	Softball
Director of Student-Athlete Welfare	Kelly Gray	W. Tennis
Director of Student-Athlete Welfare	Derek Smith	Football

M CLUB

The M Club is the athletic alumni of the University of Memphis. The mission of the M Club is to promote camaraderie among former letter winners and current student-athletes. This is accomplished by creating programs that provide all members with the platform to support the objectives of the M Club.

For more information about the M Club, please call 901-678-4878.

CENTER FOR ATHLETIC ACADEMIC SERVICES (CAAS)

MISSION

The University of Memphis' Center for Athletic Academic Services was established in order to provide academic services for student-athletes. The mission of the center is to provide the necessary academic support services for all student-athletes to be successful in the classroom and to pursue an undergraduate degree while competing as an athlete. The center is dedicated to the academic and personal development of all student-athletes. CAAS also has a unique responsibility as it conducts all required NCAA and Conference USA paperwork for academic compliance of prospective and current student-athletes. This includes paperwork for recruiting, certification of eligibility, filing of waivers, and academic rules interpretations.

CAAS is staffed by the Director, Assistant Director, five Athletic Academic Counselors and an Office Coordinator. CAAS is also assisted by graduate assistants, interns, student workers, and tutors. CAAS moved into the newly renovated Wilder Tower in July, 2003. The building houses campus-wide student services, including admissions, bursar, financial aid, registrar, student development, career services, academic advising, and CAAS. The entire sixth and seventh floors, a total of 8,000 square feet, have been designated for CAAS' use and have the capacity for 31 student computer stations, 17 offices, and several study tables.

FACILITY LOCATION & HOURS

Wilder Tower 6th and 7th floor

Hours of operation - Fall and Spring Semesters:

- Monday – Thursday - 8:00 a.m. to 9:00 p.m.
- Friday - 8:00 a.m. to 4:30 p.m.
- Sunday - 6:00 p.m. to 9:00 p.m.

*All mandatory study hall hours **must be completed by Thurs. at 9:00 PM** (Study Hall Cycle Fri. – Thurs.)*

Hours of operation for Summer Sessions:

- Monday – Friday; 8:00 a.m. to 4:30 p.m.

ACADEMIC ADVISING/REGISTRATION

One of the most important functions of CAAS is to advise student-athletes for course selection and assist in the selection of an academic major. Academic advising requires a partnership between the student-athlete and the counselor to ensure the best decisions are made for the benefit of the student-athlete. Student-athletes are required to meet with their Athletic Academic Counselor each semester during the advising period. Student-athletes who have declared an academic major are also required to meet with their major advisor.

ACADEMIC DISCIPLINE POLICY

CAAS Staff are responsible for providing an academic environment for all student-athletes. This academic environment allows all student-athletes to take advantage of the services and programming provided by CAAS. It is also the responsibility of each student-athlete to respect the policies and procedures established and administered by CAAS staff in order to take advantage of the academic environment. For any student-athlete who is unable to meet the policies and procedures outlined by CAAS, the individual student will face appropriate disciplinary actions by the head coach of his/her respective sport as well as the actions outlined below by CAAS.

Expectations of student-athletes using the Center for Athletic Academic Services:

- Respect all CAAS Staff
- Respect all student-athletes in the academic center
- Log into Tutor Trac at the front desk of floor 6 or 7 every time upon entrance to Wilder Tower (even if not required for an academic commitment)
- Student-athletes in the academic center must be studying for their courses or meeting with a CAAS Staff member
- Cell phones (phone calls and text messages) will not be tolerated once students enter the center
- Personal laptops are for academic use only—anything else will not be tolerated
- Food is allowed only if the student is working while eating—if not, students will be asked to eat in the Wilder Tower lobby before entering the academic center. Absolutely NO food and/or drink will be permitted near computer area (please clean up your trash)
- Appropriate language and noise level is required

Actions taken by CAAS if student do not comply with CAAS Expectations

- Student-athletes will be asked to comply with the expectations outlined above
- Student-athletes who do not comply will be warned accordingly
- Student-athletes will be asked to leave the academic center if negative behavior persists
- Student-athletes will be reported to the head coach on the Friday academic report (or daily report) for failure to meet the academic commitment for the week

Disciplinary actions taken by CAAS

- Student-athletes are disciplined first by the head coach of the respective sport for any week (or day if in the summer) in which they do not meet the academic commitment outlined by the head coach and CAAS sport academic counselor.
- CAAS academic counselor will make a recommendation to the Director of CAAS for any student-athletes who have two weeks (days in summer) of non compliance.
- Student-athletes will be asked to meet with the Director of CAAS and the sport academic counselor after three weeks (days in summer) of non compliance.
- CAAS Director will have the discretion to suspend all academic privileges for the student-athlete for the remainder of the semester.
- If academic privileges are suspended, the student-athlete would have the opportunity to appeal within 48 hours. If denied, the student-athlete would have the opportunity to appeal upon completion of the next semester.

ACADEMIC SUPPORT SERVICES (TUTOR/ACADEMIC MENTOR)

Tutors and academic mentors are available to all student-athletes through CAAS. Tutors are available in most subject areas and work primarily on a one-on-one basis. Academic mentors provide general academic guidance for at-risk student-athletes and also work primarily on a one-on-one basis. CAAS coordinates the scheduling and assignment of academic support staff with student-athletes, provides a comprehensive academic support staff training program, and ensures NCAA compliance by establishing policies for all academic support staff.

Academic support staff are expected to effectively communicate the material, motivate, and support student-athletes. All information concerning a student-athlete's progress is kept confidential. All sessions between tutor/academic mentor and student-athlete must take place in a public campus locale (not a residence). Under no circumstance is a tutor/academic mentor to do a student-athletes work, which includes typing papers or assignments.

Student-athletes must agree to abide by the following guidelines in order to receive academic support services:

- *Be prepared for all sessions with specific questions and relevant course materials.*
- *In order to cancel a session, the student must call CAAS at least 3 hours prior to the scheduled meeting time.*
- *Students must be on time for all sessions.*
- *Dating or any type of intimate relationship between a student-athlete and tutor/academic mentor is unacceptable.*
- *Tutor and academic mentor sessions do not replace the student-athlete's responsibility to attend class and to study on his/her own.*

EQUIPMENT POLICY (LAPTOPS, COPY/FAX MACHINE, TEXTBOOKS, CALCULATORS)

The Center for Athletic Academic Services gives student athletes and coaches the privilege to borrow laptops for academic use when traveling. Preference will be given to traveling teams on a first come, first served basis. All equipment must be returned on time. Failure to do so will result in a loss of privileges. In order to borrow a laptop, the student-athlete or coach must comply with the following terms:

- *Ask one's Athletic Academic Counselor for use of the laptop in advance.*
- *Assume sole responsibility for the laptop (and any related equipment).*
- *Lost or damaged equipment will be the sole responsibility of the student-athlete's coach.*
- *Return the laptop and additional materials in a timely fashion.*

Copy/Fax Machine Use

- *Both machines are to be used solely for academic purposes.*
- *Student-athletes must see a CAAS staff member first to have their copies and/or fax approved.*
- *Student workers will only copy/fax if given permission by a CAAS staff member.*

ACADEMIC AWARDS

Student-athletes are eligible to receive a variety of academic awards while competing as student-athletes at the University of Memphis. The academic awards include but are not limited to:

- **Tiger 3.0 Club**, recognizes SA's who earn a 3.0 or higher GPA for a semester.
- **Tiger Academic Thirty**, honors SA's with the best GPA on each team (minimum 3.0 GPA) and then the next best group of athletes, totaling 30 student-athletes.
- **Team GPA Award**, honors the male and female team with the highest GPA for the semester.
- **Study Hall of Fame**, honors SA on a monthly basis who meet all weekly commitments (study hall hours, tutor, or mentor sessions). SA's are awarded a one hour pass each month to use at their leisure on a weekly basis. The pass cannot be used for tutor or mentor sessions and only one pass can be used a week.
- **CAAS Achievement Award**, a yearly award designed to honor a student-athlete who has overcome personal hardship and/or showed marked improvement in terms of their academic performance over the previous academic year.
- **CAAS Scholar-Athlete of the Month**, is designed to honor three student-athletes : one football; one male and one female student-athlete for their consistency and academic success during a one month period.

ACADEMIC INTEGRITY (CONDUCT, DISHONESTY, AND FRAUD)

UM's code of Student Conduct defines academic misconduct as all acts of cheating, plagiarism, forgery and falsification. Academic dishonesty includes but is not limited to: (1) furnishing false information to any UM official, faculty member or office, (2) forgery alteration, or (3) misuse of any UM document, record or instrument of identification.

UM student-athletes, are also held responsible for complying with NCAA Bylaw 10.1~ Unethical Conduct. For more information pertaining to Academic Integrity, visit the Judicial Affairs Website at <http://saweb.memphis.edu/judicialaffairs/> or contact CAAS at 901-678-2714.

UM ACADEMIC STATUS AND RETENTION POLICY

The academic progress of students at the University of Memphis is monitored at the conclusion of each term enrolled to determine their academic status. Students' overall combined grade point average **AND** term grade point average are considered in determining status. There are four progressive levels of academic status:

- (1) Good Standing
- (2) Academic Warning
- (3) Academic Probation
- (4) Academic Suspension

GOOD STANDING

Students are in Good Standing at the University of Memphis unless placed on Academic Warning, Academic Probation or Academic Suspension

If a student has...	The student is...
- never been on Academic Warning, Academic Probation or Academic Suspension.	- in Good Standing as long as the overall combined GPA is 2.00 or above AND the term GPA is not lower than 1.00.
- been on Academic Warning, Academic Probation or Academic Suspension.	- must maintain every semester a minimum overall combined GPA of 2.00 AND a minimum term GPA of 2.00.

ACADEMIC WARNING

Students can be placed on Academic Warning **ONLY ONCE** during their enrollment at the University of Memphis. After completing seven (7) hours of coursework, students will be placed on Academic Warning when their overall combined GPA is below 2.00 **OR** the term GPA is below 1.00. Once students receive an Academic Warning, they must maintain Good Standing or they will be placed on probation or suspension.

Students on Academic Warning must:

1. Successfully complete a workshop and pass the related quiz.
2. Submit an Enrollment Agreement with the Office of Academic Status and Retention Services, and satisfy the requirements in the Agreement.

Failure to satisfy these requirements will lead to administrative withdrawal from all classes for any future terms.

Academic Probation

Any student who has ever been placed on Academic Warning status will be placed on Academic Probation if:

- Their overall combined GPA is below 2.00, OR
- The term GPA is below 2.00.

NOTE: Students who have regained Good Standing after an Academic Warning are placed on Academic Probation, if, in any subsequent term, their combined GPA falls below a 2.00 *OR* the term GPA below 2.00.

First Academic Probation

All students placed on Academic Probation for the first time will be required to:

1. Enroll in a one (1) credit hour Student Success Seminar;
2. Submit weekly academic progress reports to their counselor during the term; and
3. Must follow all requirements of Academic Status and Retention Services including referral to campus services such as tutoring, study skills workshops, etc.

Continuing on Probation

Students will remain on Academic Probation if the term GPA is 2.00 or higher but the overall combined GPA remains below 2.00.

Subsequent Probation(s)

Students who are placed on probation more than one time will have to complete a Conditional Enrollment Agreement with the Office of Academic Status and Retention Services. During this probation, students will be required to have an overall combined GPA of at least 2.00 *OR* a term GPA of at least 2.00 in order to continue enrollment.

Academic Suspension

Students on probation will be suspended in the following term if their overall combined GPA is below 2.00 *AND* the term GPA is below 2.00.

Students on academic suspension can apply for readmission only after the following **minimum** periods:

1. For the first suspension, one regular term (fall or spring).
2. For the second suspension, one calendar year.

After a second suspension, a student may be ineligible for further enrollment at the University of Memphis.

Students on academic suspension who apply for readmission must participate in a counseling interview. Deadlines for readmission after suspension are strictly enforced.

Coursework taken at another accredited college or university will be used in determining eligibility for readmission. Students who left the university on academic suspension must fulfill all previously attempted high school deficiency and remedial and developmental coursework requirements before they will be considered for readmission.

Students readmitted after Academic Suspension must sign a Conditional Enrollment Agreement and follow all requirements established by the Office of Academic Status and Retention Services. Failure to follow these requirements will lead to administrative withdrawal from all classes.

The Office of Academic Status and Retention, 200 Wilder Tower, is responsible for the administration of this policy.

NCAA ELIGIBILITY REQUIREMENTS

NCAA SATISFACTORY PROGRESS REQUIREMENTS

- Entering 2nd year, **MUST** have **24** credit hours completed.
- Each academic year, Fall/Spring, **MUST** earn **18** credit hours.
- Each semester, Fall and Spring, **MUST** pass **6** credit hours.

**Must declare major prior to the start of the 5th semester.*

**Once major is declared, the 6 and 18 credit hours must count toward major!*

% OF DEGREE REQUIREMENTS

Entering 5th semester	40%
Entering 7th semester	60%
Entering 9th semester	80%

NCAA GPA REQUIREMENTS

Entering 2nd yr.	1.8
Entering 3rd yr.	1.9
Entering 4th yr.	2.0

** GPA **MUST** be maintained throughout the academic year*

MEDIA RELATIONS

BRIEF OVERVIEW

Our office has a Director, four full-time assistants, a secretary, and two interns. We are located on the second floor of the Athletic Office Building (AOB).

Members of our staff have a variety of roles. We work for the coaches, athletes, and University; but we are also here to serve the public, the media, Conference USA, and other NCAA institutions. It is our goal to help promote the positive and to get the word out about each sport and its individuals. We are game-day event managers, publicists, writers, designers, artists, traveling secretaries, a liaison to C-USA and NCAA, and as you can see, a little bit of everything. It is our goal to produce quality media for each sport, and to have them printed in a timely and professional manner.

AVAILABLE SERVICES

We understand that an athlete's studies, team practices, and competition schedules are top priority. We will do our best to coordinate interviews and other media requests accordingly. If you feel overloaded with too many interviews or want advice on how to handle an interview, do not hesitate to talk to a member of our staff. WE ARE HERE TO HELP. Please let us know immediately if you feel you are misquoted or if you have had a problem with any member of the working media. Our staff is at your service 24 hours a day, 7 days a week. It is OK to call us at the office or at home if a media-related question or situation comes up (see Tiger Athletic Directory).

HELPFUL HINTS

The members of the media are very important to the University of Memphis and to the student-athlete. We do have several suggestions at the University of Memphis that involve the student-athlete and the media to assist you in dealing with the media:

- *All interviews should be approved by your head coach or the Athletic Media Relations Director.*

When informed about a telephone interview by the Athletic Media Relations Office, return the call promptly. We will attempt to coordinate interviews around your class schedule and practice time.

- ***Always respond to a reporter's question in a proper and polite manner.***

A reporter cannot use a one word statement from you. Try to answer his/her questions in a full sentence. You do not have to be long winded, but a "yes" or "no" answer from you will not work on the air or in the newspapers. If you do not like the questions you are being asked, you do NOT have to answer. Simply tell the reporter that you do not wish to answer that question, and he/she will move on to something else. The reporter cannot print what you do not say.

- ***Always refer to your teammates, coaches, and opponents in a positive manner.***

Student-athletes at The University of Memphis always speak in a positive manner when asked about fellow teammates, coaches, or opponents. We never make negative statements or second guess our coaches, teammates, or opponents. If you cannot answer a question in a positive manner, then simply do not answer. No student-athlete should refuse an interview approved by the Athletic Media Relations Director. If you are too shy to do an interview, please tell your coach before we start the season.

- ***You are not to give out your dorm or home telephone number to non family members.***

This will alleviate unwanted telephone calls in your room. No media member should ever be in the residence hall living area. The media can enter the residence hall lobby with the permission of your coach or the Athletic Media Relations Director. Please contact the Athletic Media Relations Office at 678-2337 if you are approached by a media representative in your residence hall.

- ***Speak clearly.***

When being interviewed by members of the radio or television industry, speak in a firm voice. Do not whisper. Do not use slang or street talk when speaking with a member of the media. The young audience might understand you, but the older audience will be lost.

- ***Communicate with us.***

If you see or hear any misinformation about yourself, your team, or your coaches, please notify a member of the Athletic Media Relations Staff. On occasion an announcer might mispronounce your name or a writer might misspell your name. Let us know. It is the only way we can correct the problem.

SPORTS MEDICINE/ATHLETIC TRAINING ROOM

BRIEF OVERVIEW

The University of Memphis athletic training staff consists of three NATA/State Certified athletic trainers and five graduate assistants. Medical supervision is provided by Campbell Clinic Orthopedics and Thomas Meriwether, MD, internal medicine. Athletic Training Facilities are located at the Bill Murphy Complex on south campus, Elma Roane Fieldhouse, and Larry O. Finch Center. Student-Athletes are encouraged to utilize the athletic training room that is assigned to their athletic teams; however, we will provide services to any student-athlete in any facility. Our hours of operation are **Monday – Friday, 8:00 AM – 4:30 PM, and by appointment only.** Remember, to stay healthy is to be healthy. Prevention is the key.

MISSION

Our mission is to provide the best medical care possible for student-athletes. We are committed to the health and well-being of our student-athletes and at no time should that be sacrificed for the good of a team. Our medical supervisors have the final word in the participation of a student-athlete. We are committed to educating our student-athletes in healthy lifestyles both at the University and for life after college. We specialize in injury prevention so the student-athletes can perform at their optimal level.

INSURANCE POLICY

The University of Memphis Athletic Department carries medical insurance for all injuries and illnesses that result from the student-athlete's participation in practice, sanctioned athletic activities, and University sponsored athletic competition. We do not assume any responsibility for any illness or injury which does not arise as a result of such participation, although we shall try to arrange medical care for such illness or injury. For these reasons, it is advisable that you or your parent/guardian carry medical insurance to cover non-athletic illnesses or injury. Our team physicians and athletic trainers will try to help you as much as possible with any situation that might arise.

STRENGTH & CONDITIONING PROGRAM (TIGER POWER)

MISSION

The University of Memphis Strength & Conditioning staff has adopted a no nonsense approach to the training of our athletes. Improving critical athletic qualities such as strength, power, speed, agility, flexibility, and endurance make up the foundation of our strength & conditioning program. We put our athletes through extensive training programs that match the needs of their sport and their level of physical development. In the end our objective for every athlete is to be athletically capable of participating professionally in their respective sport at the conclusion of their collegiate career.

LOCATIONS

The University of Memphis Athletics Department has four weight room facilities for its student-athletes to train. The Iron Tiger Weight Room is located at South Campus and is home to baseball, men & women's golf, rifle, men & women's soccer, softball, men & women's tennis, and the track & field program. The Tiger Football Weight Room is home to the football team and is located at South Campus. The Fieldhouse Weight Room is home to volleyball and women's basketball and is located on campus in the Elma Roane Fieldhouse. The Larry O. Finch Center Weight Room is home to the men's basketball team and is located next door to the Recreation Center. Each facility includes an array of free weights, dumbbells, machines, and medicine balls to allow each team to perform an unlimited variety of exercises and movements.

Our hours of operation are **Monday – Friday, 8:00 AM – 4:30 PM, and/or when assigned by the strength and conditioning coach for your program.**

EXPECTATIONS

The Strength and Conditioning Program has very high expectations of the athletes. They are not measured against the average athlete, but by the nation's best. Being powerful, fit, and fast is all relative to the level of competition that they compare themselves with. Throughout the athlete's career, strength coaches seek to expel thoughts of stagnation and contention with their current athletic abilities from our athlete's psyche. If our athletes are to truly flourish and grow, they must understand that there is always someone faster, stronger, and in better shape. Strength Coaches expect their efforts in training will reflect an understanding of this unmistakable truth in athletics.



FINANCIAL AID

ATHLETIC SCHOLARSHIPS

Each varsity sport is provided a specific number of athletic scholarships within the guidelines established by the NCAA. The allocation of each award is at the discretion of the Head Coach of each individual sport.

In compliance with NCAA rules and regulations, athletically related financial aid is awarded on an annual basis and is limited to educational expenses including tuition, fees, room, board, and/or required course related books and supplies. The Athletics Department must notify a student-athlete as to the status of his/her award on or before July 1 preceding the academic year. Ideally, the student-athlete who is offered and accepts such athletically related financial aid may continue to receive such support provided he or she continues to be a team member and continues to make satisfactory progress toward graduation as defined by the existing standards. For more information regarding Athletic Scholarships, please call 901-678-4122.

RIGHT TO APPEAL

If at any time financial aid based in any degree on athletics ability is to be reduced or canceled during the period of the award, or is reduced or not renewed for the following academic year, the student-athlete has the right to appeal. The institution's regular financial aid authority shall notify the student-athlete in writing of the opportunity for a hearing. Request for a hearing will be promptly met and will not be delegated to the athletics department or the faculty athletics committee. The written notification of the opportunity for a hearing shall include a copy of the institution's established policies and procedures for conducting the hearing and the deadline by which a student-athlete must request such a hearing.

OFF –CAMPUS MONTHLY STIPEND

Student-Athletes who receive athletic scholarships (room & board) and live off-campus will receive four checks during the fall semester and four checks during the spring semester to cover his or her room and board expenses. The amount of the award is equal to the cost of financial aid for housing and board established by the Athletic Department, proportional to what has been calculated for living on-campus. Checks can be picked up in the Athletic Business office located on the second floor of the Athletic Office Building (AOB 205). Prior to the disbursement of these checks, student-athletes are required to be in compliance with all NCAA, CUSA, and UM rules and policies. Accordingly, if a student-athlete is not in compliance, he or she will not receive their check. For more information regarding Off-Campus Monthly Stipends, call 901-678-4122.

SUMMER SCHOOL

For student-athletes who want to attend summer school and are seeking financial assistance from the Athletics Department, it is imperative that you discuss this with your CAAS counselor prior to the conclusion of the spring semester. You will be required to complete the "Summer School Request" form, and this form will be submitted to the appropriate athletic representatives for approval. Summer school scholarship is not a guarantee. You are required to satisfy specific summer school scholarship requirements set forth by the Athletic Department, and you must demonstrate that you have taken the necessary steps leading towards graduation (i.e. class attendance during academic year, comply with CAAS study hall and tutor requirements).

NCAA regulations states that a student-athlete may NOT receive athletic aid for attendance during a summer session unless he or she received such athletic aid during the previous academic year. Further, such aid may only be awarded in proportion to the amount of athletic aid received during the previous academic year. For more information regarding summer aid, call 901-678-4117.

FIFTH YEAR AID

NCAA regulations permit a student-athlete to receive five years of scholarship aid within a six-year period beginning with the dates of your initial enrollment. Each Head Coach may recommend financial aid for student-athletes who have completed their athletic eligibility, but are eligible to receive a fifth year of athletically related aid. Aid is provided on a semester by semester basis. Class attendance is a requirement for fifth year aid and it will only be awarded for undergraduate degree completion.

Funds are available for those fifth-year student-athletes who have met the following requirements:

- Demonstrated a commitment to academics and a desire to obtain a degree.
- Completed his/her eligibility in good academic and athletic standing.
- Presented a positive image in the Memphis community and represented the Department of Athletics with the utmost character.
- Received approval of head coach, Director of Academic Services and Director of Athletics or designee.

NCAA SPECIAL ASSISTANT FUND

The NCAA provides the Special Assistance Fund (SAF) to all participating institutions. The purpose of the SAF is to help student-athletes who are eligible for the Pell Grant or student-athletes receiving countable aid who have been identified as having financial needs. The fund is to be used to assist student-athletes who have monetary needs that are based on circumstances that are related to family emergency, course related academic supplies, and medical/dental necessities. In addition, based on availability, funding up to \$500 per year can be used for clothing, provided prior approval is given from the Athletic Compliance Office.

NCAA STUDENT-ATHLETE OPPORTUNITY FUND

The Student-Athlete Opportunity Fund (SAOF) is intended to provide direct benefits to student-athletes or their families as determined by the NCAA and CUSA. As a guiding principle, the fund shall be used to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum, or that recognize academic achievement. All student-athletes, including international, are eligible to receive SAOF benefits, regardless of whether they are grant-in-aid recipients, have demonstrated need, have either exhausted eligibility or no longer participate due to medical reasons.

Some of the acceptable uses for the SAOF the NCAA has approved:

- Educational supplies (laptops, cameras, drafting equipment, etc.)
- International student fees and insurance
- Graduation or academic achievement awards
- Supplemental insurance premiums for student-athletes
- Medical, vision or dental expenses not covered by another insurance program
- Clothing allowances
- Additional trips home

Prohibited uses of the fund are limited to salaries, grants-in-aid (except for summer school), capital improvements and stipends for student-athletes.

For more information regarding SAOF, please contact the Athletic Compliance Office.

RECRUITING

STUDENT-ATHLETE HOST

As a UM student-athlete, you may be asked to host a prospective student-athlete (PSA) when he/she visits our institution for an official and/or unofficial visit. Acting as a student host/hostess is an important service to the institution and to the Athletics Department.

Appropriate conduct is required of you by institutional, conference, and NCAA standards. **ALL** official and unofficial visits are expected to be in compliance with NCAA rules. As a PSA host/hostess **YOU**:

- May **ONLY** entertain the PSA within a **30-mile** radius of campus.
- May **NOT** receive “hard tickets” for a campus athletic event.
- May **NOT** purchase gifts for the PSA or the PSA’s parent, legal guardian, or spouse.
- May **NOT** give cash to the PSA or the PSA’s parent, legal guardian, or spouse.
- May **NOT** use a vehicle provided or arranged by any institutional staff member or representative of athletics interest.
- May **NOT** allow recruiting conversations to occur on or off campus between the PSA and a representative of athletics interest.
- May **NOT** conduct a tryout in the presence of a coach, institutional staff member, or representative of athletics interest.
- **NO** use of alcohol or drugs are allowed.
- **NO** gambling or gambling activities are allowed.
- Any activity that would violate criminal law is **PROHIBITED**.

HOSTING A PSA ON OFFICIAL VISITS

Official visits may not exceed 48 hours. In order to be a student host/hostess for a PSA, you must be enrolled as a full-time UM student. During an official visit, you may be provided with \$30 per day for entertainment purposes **ONLY**. That money is to be used for you, the PSA, and the PSA's parent, legal guardian, or spouse. Other students may assist with hosting the PSA, but they will have to pay for their own entertainment. You will be provided with an additional \$15 per day for each additional PSA you entertain. The cost of meals and admissions to athletics events are excluded from the \$30 entertainment money.

HOSTING A PSA ON UNOFFICIAL VISITS

Unofficial visits are funded, in their entirety, by the PSA. NO money can be spent by the Athletic Department on you or the prospect during an unofficial visit. Unofficial visits are also confined to the University of Memphis campus. You are NOT allowed to take a prospect on an unofficial visit off-campus at any point for any reason.

AGENTS

The NCAA strictly regulates interaction with agents, advisors, and their representatives (more commonly known as "runners"). A student-athlete shall be ineligible for participation in intercollegiate sports if he or she has agreed (orally or in writing) to be represented by an agent for the purposes of marketing his or her athletics ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport. Student-athletes and their relatives and friends are also prohibited from receiving any kind of benefit or expense, such as transportation or clothing from agents, advisors, and their representatives. Violations of these rules are considered to be among the most serious. For this reason, we urge all student-athletes to inform the Athletic Compliance Office if they are aware of any agent, advisor, and/or "runner" activities.

Engaging in the conduct listed below will result in the immediate loss of a student-athlete's eligibility and immediate cancellation of financial aid awards:

- Signing a contract or statement of intent to contract with a professional team, league, athletic agent or agency.
- Verbally agreeing to sign a contract in the future with any professional team, league, athletic agent, or agency.
- Receiving payment or a promise of payment of money or a benefit of any kind by a professional team, league, athletic agent or agency.
- Giving anyone your consent to negotiate on your behalf with any professional team, athlete agent or agency.
- Any member of your family receiving money, borrowed money, or any other benefit of any kind from a professional team, league, athletic agent or agency.
- Direct or indirect contact with athletic agents while the student-athlete has remaining eligibility.

AMATEURISM

Student-athletes must maintain their amateur status to be eligible to compete in intercollegiate athletics. Therefore, student-athletes may **NOT** accept payment of any kind, directly or indirectly, for participating in their sport.

In rare situations, student-athletes may receive money from their respective sport's national governing body or an amateur sports club, depending upon the type of competition and the circumstances related to each competition. However, prior to receiving any funds, the student-athlete needs to get approval from the Athletic Compliance Office.

COMPLIMENTARY ADMISSIONS

COMP ADMISSIONS FOR FAMILY/FRIENDS

As a UM student-athlete, you are permitted to receive up to four (4) complimentary admissions (via pass-list, NOT hard tickets) for all home and away competitions (based on ticket availability and individual team guidelines). You are permitted to receive up to six (6) complimentary tickets if you are a member of a team participating in a conference championship, NCAA championship, or bowl game. These admissions may be used by friends or family members. As a UM athlete you may NOT be compensated in any manner for adding a guest name to the pass list, as this is prohibited by the NCAA. NOTE: Complimentary admissions are only available for ticketed events.

Each guest using one of your admissions must present a photo ID at the pass gate for admissions. Examples of proper ID include student ID, driver's license, or a government and/or official picture ID from place of employment. If acceptable ID is not presented, admissions will be denied. Any guest appearing at the complimentary admissions pass gate for admissions, but not listed, will be denied complimentary admissions and will be required to purchase a ticket (if available). Student-athletes must sign-up in advance for complimentary admissions. Please contact your coach to find out what steps should be taken in order for you to sign up for complimentary admissions.

COMP ADMISSIONS FOR STUDENT-ATHLETES

In compliance with NCAA and C-USA rules, all student-athletes in all sports may receive a complimentary admission to all regular-season home athletic events as long as tickets are available. "Hard tickets" cannot be issued. UM uses the student pass gates for such complimentary admissions. In order to gain entrance to any of the intercollegiate sporting events, student-athletes must present their UM student ID at the pass gate for admissions. NO exceptions will be made.

DRUG TESTING

NCAA/C-USA

The NCAA and the C-USA have established a list of banned substances provided to you in a supplemental packet the first team meeting by the Athletic Compliance Office. You should not assume that the list of banned substances is limited to "street" or illegal drugs. Some of them can be found in prescription and over-the counter medications, such as cold remedies and in various nutritional supplements. Therefore, before taking any medication or supplement, you are advised to consult with your team trainer.

Strict penalties have been established for first and subsequent violations of the NCAA banned substances rule. In addition, student-athletes who refuse to participate in mandatory drug testing or who attempt to manipulate a drug test are subject to an ineligible ruling pursuant to NCAA, C-USA, and institutional rules and regulations.

The NCAA Executive committee and the C-USA have been authorized to determine the time and methods for drug testing of student-athletes. The NCAA may randomly select student-athletes for drug testing prior to or immediately following participation in NCAA Championships. All student-athletes are subject to NCAA random drug testing on a year-round basis, including the summer months.

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UM Athletics recognizes drug abuse is a serious social and health problem in today's society and that the use or abuse of certain drugs can seriously affect or damage the health and performance of an athlete. The abuse of chemical substances including illegal drugs, misuse of prescription drugs, androgenic anabolic steroids, alcohol, and drugs that are not medically indicated will not be tolerated by the Department of Athletics. To combat this problem, the Department of Athletics established a drug education program to assure that its athletes have the opportunity to participate in a drug free environment while attending The University of Memphis. It is hoped that this program will generate positive attitudes that carry into the student-athlete's life after graduation. The program consists of three primary components:

- Educational seminars on drug abuse to athletes and staff
- Drug screening of all athletes to detect usage or abuse of chemical substances
- Counseling sources for substance abuse

For more information about the drug education program, please call 901-678-4135.

EMPLOYMENT

NCAA rules require all student-athletes to receive written permission to work prior to commencing any kind of employment at any time during the academic year. Student-athletes can initiate the process for securing the required prior written approval by completing a form that is available in the Athletic Compliance Office. Employment cannot begin before a copy of this form, with all required signatures, is returned to the student-athlete by an Athletic Compliance Office representative.

In order to get approval for employment, the employer and student-athlete must review and verify the following information:

- The student-athlete is to be compensated only for work actually performed.
- The student-athlete is to be compensated at a rate commensurate with the going rate in that locality for similar services.
- The student-athlete will not receive any benefits or perks not provided to all employees in his/her job title and description.
- Compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame, or personal following that he or she has obtained because of athletics ability.

A student-athlete may be employed by his or her institution, by another institution, or by a private organization to work in a camp or clinic as a counselor. The student-athlete may receive compensation granted the following requirements are met:

- The student-athlete must perform duties that are of general supervisory character in addition to any coaching or officiating assignments.
- Compensation provided to the student-athlete shall be commensurate with the going rate for camp clinic counselors of like teaching ability and camp or clinic experience and may not be paid on the basis of the value that the student-athlete may have for the employer because of athletics reputation or fame the student-athlete has achieved. It is not permissible to establish varying levels of compensation for a student-athlete employed in a sports camp or clinic based on the level of athletics skills of the student-athlete.
- A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance at the camp/clinic.

A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis provided:

- Institutional facilities are not used.
- Playing lessons shall not be permitted.
- The institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided during any time of the year.
- The compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity.
- Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time.
- The student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.

Before lessons can begin, the student-athlete must complete the appropriate "fee-for-lesson" form with all required signatures. This form can be obtained at the Athletic Compliance Office.

In addition, it is NOT permissible for a student-athlete to make appearances that may imply endorsement of a commercial enterprise or product. Examples include an appearance at a grand opening of a sporting goods store, or referring to an advertiser during a radio interview. Modeling that a student-athlete may have done prior to collegiate enrollment could be continued with certain restrictions, but must be cleared with the Athletic Compliance Office.

At the beginning of each year, the Athletic Compliance Staff will meet with all student-athletes to provide them with a written description of how NCAA rules apply to employment. If you have questions prior to receiving any information pertaining to the employment program, contact the Athletic Compliance Office.

STUDENT-ATHLETE PROMOTIONAL APPEARANCES

The NCAA allows student-athletes to speak to groups and make appearances for institutional, charitable, educational, or nonprofit promotions. There are some restrictions and a form must be completed in all cases. If you are asked to speak at an event or promote any type of organization, you should refer that person to the Athletic Compliance Office so that the proper information and permission may be obtained.

EXTRA BENEFITS

It is NOT permissible for a student-athlete, or their relatives and friends to receive any kind of “extra benefit” or preferential treatment that is not made available and provided to the general public or the general student population under the same terms and conditions in which it is made available and provided to the student-athlete or their relatives and friends.

The NCAA specifically identifies several types of “extra benefits” that are not permitted. An all inclusive list is not provided here, but some examples of special arrangements that are specifically **prohibited** include:

- A loan of money.
- Free or reduced- cost or services.
- The use of an automobile.
- Transportation to or from a summer job.
- Signing or co-signing a note with an outside agency to arrange a loan.
- A special discount, payment arrangement, or credit on a purchase or service (e.g. laundry, restaurants, car dealers, movie theatre, concerts).
- A benefit connected with on-campus or off-campus student-athlete’s housing (e.g. individual television sets or stereo equipment, specialized recreational facilities, room furnishing or appointments of extra quality or quantity).

Violation of the NCAA “Extra Benefits” rule may result in the loss of your athletic eligibility. When in doubt, please contact the Athletic Compliance Office at 901-678-2088.

GAMBLING

The NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the intercollegiate athletics community. Sports competitions should be appreciated for the inherent benefits related to participation of student-athletes, coaches, and institutions.

Student-Athletes should NOT knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition.
- Solicit a bet on any intercollegiate team.
- Accept a bet on any intercollegiate competition for any item (shirt, cash, dinner, etc.) that has value.
- Engage in any type of activity that influences the outcome of an intercollegiate contest in an effort to affect win-loss margin (“point shaving”).
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card, the internet, or any other method.

Violation of any NCAA gambling/sports wagering rule will jeopardize the eligibility of any student-athlete involved in such activities.

HAZING

The University of Memphis Athletics Department only supports those activities which are constructive, educational, inspirational, and that contribute to the intellectual and personal development of students. As such, the institution unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

Hazing is an intentional action taken, situation created, or any conduct or method of initiation into any school organization, club, or team under direct school sponsorship that denies a person his or her individual rights or results in mental or physical discomfort, embarrassment, ridicule or endangerment. Hazing includes any forced treatment or physical activity which is likely to adversely affect the physical health or safety of any student or which subjects a student to extreme stress. Additionally, hazing can include exaggerated or excessive teasing. It is “hazing” when a student compels another student to participate in any activity which is against University policy or state/federal law. Even if a hazing victim may seem willing or may even agree to participate in some form of personal embarrassment or physical/mental danger, this does not change or lighten the responsibility of the one who is doing the hazing. In addition, any person who witnesses or fails to report knowledge of any incidents of hazing may be considered to be a participant in the hazing.

Actions and activities which are prohibited include, but are not limited to, the following:

- Any type of initiation or other activity where there is an expectation that individuals joining a particular team must participate in behavior designed to humiliate, degrade, or abuse them, even if that person is willing to participate.
- Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, and publicly indecent, contrary to his/her genuine morals and/or beliefs (e.g. public profanity or indecent or lewd conduct).
- Any activity or action that creates a risk to the health, safety, or property of the University or any member of the surrounding community.
- Assigning or endorsing “pranks” such as stealing or harassment of another organization.
- Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate.
- Physical abuse of any kind.
- Forcing, encouraging, or pressuring someone to wear in public, apparel which is conspicuous and not within the norm of what is considered to be in good taste.
- Morally degrading/humiliating games or other activities that makes the member the object of amusement, ridicule, or intimidation.
- Subjecting a member to cruel and unusual psychological conditions.

Any violation by any student-athlete or team will result in severe penalties and sanctions determined by the University Of Memphis Office Of Judicial and Ethical Programs. There will be NO EXCEPTIONS!

PLAYING AND PRACTICE SEASON

A student’s participation in mandatory countable athletically-related activities is limited to a maximum of 4 hours per day and 20 hours per week when the student-athlete’s sport is “**IN-SEASON**”. Student-athletes must be given one day off per week when classes are in session.

Countable athletically related activities INCLUDE but are not limited to:

- practice
- competition
- mandatory strength training and conditioning
- individual workouts required or supervised by a coach
- captain’s practices
- mandatory or supervised film or videotape reviews

Examples of activities that are NOT countable include: training table, physical rehabilitation, dressing, taping, academic study hall, academic tutoring sessions, travel to and from practice and competitions, medical exams or treatments, and voluntary workouts supervised only by the strength and conditioning staff members who have been instructed to report back to the coaching staff.

A student-athlete’s participation in countable athletically-related activities during the academic year must follow the guidelines listed below when the student-athlete’s sport is “**OUT-OF-SEASON**”.

- Participation may not exceed 8 hours.
- Such participation is limited to mandatory strength training and conditioning.
- 2 of the 8 hours per week may be spent on voluntary individual skill instruction in all sports except
 - o Men and women’s basketball – 4 hours for skill instruction
 - o Football – skill instruction not permitted during the “OUT-OF-SEASON” period, although eligible football student-athletes can watch a film or videotape with their coaches for up to 2 of the 8 hours each week “OUT-OF-SEASON” during the academic year.
- No more than 4 student-athletes may be involved in skill related instruction with their coaches at any one time in any facility except
 - o From September 15 through April 15
 - o Football – skill instruction not permitted
 - o Baseball – from September 15 to one week prior to the final examination period for the fall term and from January 15 through April 15

In the “OUT-OF-SEASON” period during the academic year, student-athletes must be given a minimum of two days off per week on which no countable athletically related activities may occur.

NCAA rules prohibit a student-athlete from missing class for the purpose of participation in any practice activities, except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest. These rules apply whether or not the class instructor monitors attendance or approves of missed class time.

REPRESENTATIVES OF ATHLETIC INTEREST

The definition of a “Representative of Athletic Interest” (Booster) as defined by the NCAA is anyone who at anytime has:

- Been a member of a sports booster club such as the “M-Club” or “Highland 100”.
- Made contributions to that Athletics Department or to an athletics booster organization.
- Assisted in the recruitment of a prospective student-athlete.
- Arranged for or provided summer employment for enrolled student-athletes.
- Assisted in providing benefits to enrolled student-athletes or their families.
- Been involved in any way with promoting UM’s athletic programs.
- Held season tickets in any sport.

It is PROHIBITED for a Representative of Athletic Interest to:

- Provide cash or loans in any amount to a student-athlete, or family or friends of the student-athlete.
- Provide use of an automobile or transportation of any type.
- Provide rent-free or reduced-cost housing for any length of time.
- Provide gifts, free or reduced cost services including meals, drinks, clothing, laundry, haircuts, and legal fees.
- Provide awards or monetary gifts to a student-athlete for his/her athletic performance.

TRANSFERRING TO ANOTHER INSTITUTION

Any student-athlete wanting to transfer to another institution should contact his/her Head Coach to discuss the possibility of being released. After speaking with the Head Coach, if it is concluded that the student-athlete wants to transfer, he/she needs to submit his/her request to transfer in writing to: (1) Head Coach, (2) Athletic Compliance Office, and (3) Faculty Athletic Representative. Upon receipt of the request, the Coach is responsible for providing the student-athlete with a response within 7 business days. If the coach does not respond within 7 business days, the release is automatically granted, and the student-athlete should visit the Athletic Compliance Office to obtain the appropriate paperwork to provide to other institutions.

If the Head Coach agrees to grant a full-release, the Head Coach (or designee) is responsible for informing the Athletic Compliance Office immediately. The student-athlete is responsible for visiting the Athletic Compliance Office to obtain the appropriate paperwork to provide to other institutions.

If the Head Coach denies in full or part, the student-athlete has the right to appeal. He/she must submit his/her request to appeal in writing to: (1) Head Coach, (2) Athletic Compliance Office, **and** (3) Faculty Athletic Representative (FAR). Upon receipt of the written request by the FAR, the institution has 15 business days to conduct the appeal hearing. If the hearing is not conducted within those 15 business days, the appeal is automatically granted.

If you have questions pertaining to the NCAA transfer requirements and how they will affect your eligibility, you can contact the Athletic Compliance Office at 901-678-2088 or the Assistant Director in CAAS at 901-678-2707.

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STUDENT CODE OF CONDUCT AND RESPONSIBILITY

INTRODUCTION

The community of scholars at The University of Memphis is committed to the development of personal and academic excellence. The essence of a University is the pursuit, dissemination and application of knowledge. Members of this community should engage vigorously in this University's academic life. As voluntary members of the University community, students are expected to act with civility toward others in the community accordingly, in order to foster and promote an educational environment conducive to the University's mission.

INSTITUTION POLICY STATEMENT

The University of Memphis students are citizens of the local, state and federal governments, and of the academic community. Students are, therefore, expected to conduct themselves as law abiding members of each community at all times. Admission to the University carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of this special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents has, as a matter of public record, instructed the presidents of the universities and colleges under its jurisdiction to take such action as may be necessary to maintain campus conditions and to preserve the integrity of the institution and its educational environment. If a student's violation of such laws or ordinances also adversely affects the University's pursuit of its educational objectives, the University may enforce its own regulations regardless of any proceeding instituted by other authorities. Additionally, violations of any section of the Code may subject a student to disciplinary measures by the University whether or not such conduct is simultaneously violative of local, state, or federal laws.

POLICY FOR ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

The primary purpose of The University of Memphis' information technology resources is to enhance and support the educational mission of the University. Access to the University's technology resources is a privilege granted to University students, faculty, staff, and approved guests. These resources include hardware, software, computer accounts, local area networks as well as connections to other computer networks via the Internet. Everyone using these resources is responsible for using them in an effective, ethical and lawful manner. All users must refrain from the following activities:

1. Using computing facilities to violate any University policy or regulation, or federal, state or local law;
2. Entering, without authorization, into any account to use, read, transfer or change the contents in any way;
3. Impersonating/misrepresenting another individual's computer account or e-mail username;
4. Granting another individual access to your computer account;
5. Using computing resources to interfere with the work of other students, faculty or University officials;
6. Using computing facilities to send obscene, abusive, threatening, defamatory or harassing messages;
7. Using computing resources to interfere with the normal operation of University computing systems and connected networks including, but not limited to, introducing viruses, flooding the network with messages, sending chain letters, or unfairly monopolizing resources that results in the exclusion of others;
8. Using University computing resources for profit or commercial purposes.
9. Using University IT resources to download, upload, store, access, or distribute copyrighted materials without proof of authorization from the copyright holder(s).

Intentional failure to comply with this policy will result in action which may include suspension of user privileges or other disciplinary action, including suspension or expulsion from the University or termination of University employment. In addition, violations may result in referral for prosecution by local, state or federal authorities.

THE UNIVERSITY OF MEMPHIS' POSITION ON DRUG AND ALCOHOL USE BY STUDENTS

In accordance with local, state and federal laws and with University Regulations promulgated in accordance with the Tennessee Board of Regents policy, students are prohibited from unlawfully possessing, using, selling, manufacturing or distributing illicit drugs on University owned or controlled property. Also, students are prohibited from possessing, using, selling, manufacturing or distributing alcoholic beverages on University owned or controlled property.

At off-campus University sponsored (funded) events students are prohibited from unlawfully possessing, using, selling, manufacturing or distributing illicit drugs. Alcohol shall not be abused by those of legal drinking age, nor used, possessed or distributed by those who have not attained drinking age. Additionally, students are prohibited from being under the influence of illegal drugs or alcohol while on University owned or controlled property or while attending any University sponsored (funded) activity.

I. INTERPRETATION AND REVISION

Any question of interpretation regarding the Code of Student Rights and Responsibilities shall be referred to the Vice President of Student Affairs or his or her designee for final determination. The Code of Student Rights and Responsibilities shall be reviewed annually under the direction of the Office of Judicial and Ethical Programs.

II. DEFINITIONS

- a. The term “University” means The University of Memphis.
- b. For the purposes of these rules only, the term “student” includes all persons taking courses at the University, both full-time or part-time, credit or noncredit, pursuing undergraduate, graduate, or professional studies; and, all other adult persons who reside in University residence halls, including Student Family Housing.
- c. For the purposes of these rules only, the term “faculty member” means any person hired by the University to conduct classroom activities.
- d. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
- e. The term “member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University or who is a guest of the University.
- f. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
- g. The term “organization” means any number of persons who have complied with the formal requirements for University registration.
- h. The term “judicial body” means any person or persons authorized by the President of the University to determine whether a student has violated the Code of Student Rights and Responsibilities and to recommend imposition of sanctions. The term “judicial body” does not include the University Appeals Committee or the President of the University.
- i. The term “Judicial Officer” means a University official authorized by the Vice President of Student Affairs or Dean of Students to file charges and to impose sanctions on students who choose to admit violating the Code of Student Rights and Responsibilities. The duties of the Judicial Officer will usually be performed by the Associate Dean of Students for Judicial and Ethical Programs; however, the Vice President of Student Affairs or Dean of Students may appoint another individual to perform the duties of the Judicial Officer at his discretion.
- j. The term “University Appeals Committee” means any person or persons authorized by the President to consider an appeal from a judicial body’s determination that a student has violated the Code of Student Rights and Responsibilities, or from sanctions imposed by the Judicial Officer or hearing body.
- k. The “Vice President of Student Affairs” is that person designated by the University President to be responsible for the administration of the Code of Student Rights and Responsibilities.
- l. The term “shall” is used in the imperative sense.
- m. The term “may” is used in the permissive sense.
- n. The term “policy” is defined as the written regulations of the Student Handbook, Residence Life Handbook, Graduate and Undergraduate Catalogues and the Schedule of Classes.
- o. The term “cheating” includes, but is not limited to:
 1. use of any unauthorized assistance in taking quizzes, tests, or examinations;
 2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 3. the acquisition, without permission, of tests or other academic material before such material is revealed or distributed by the instructor;
 4. the misrepresentation of papers, reports, assignments or other materials as the product of a student’s sole independent effort, for the purpose of affecting the student’s grade, credit, or status in the University;
 5. failing to abide by the instructions of the proctor concerning test-taking procedures; examples include, but are not limited to, talking, laughing, failure to take a seat assignment, failing to adhere to starting and stopping times, or other disruptive activity;
 6. influencing, or attempting to influence, any University official, faculty member, graduate student or employee possessing academic grading and/or evaluation authority or responsibility for maintenance of academic records, through the use of bribery, threats, or any other means or coercion in order to affect a student’s grade or evaluation;

7. any forgery, alteration, unauthorized possession, or misuse of University documents pertaining to academic records, including, but not limited to, late or retroactive change of course application forms (otherwise known as “drop slips”) and late or retroactive withdrawal application forms. Alteration or misuse of University documents pertaining to academic records by means of computer resources or other equipment is also included within this definition of “cheating.”
- p. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full or clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- q. The term “academic misconduct” includes, but is not limited to, all acts of cheating and plagiarism as defined herein.

III. DISCIPLINARY AUTHORITY

- a. Academic Integrity Committee - All charges of academic misconduct are heard by the Academic Integrity Committee. The Academic Integrity Committee is a University-wide standing committee composed of five (5) faculty members and four (4) students, all appointed by the President. There must be at least five (5) members of the Committee present, including the chairperson, who is a faculty member, to constitute a quorum and to hear cases unless the student charged with academic misconduct or who is appealing an act of Summary Discipline knowingly waives the right to a quorum. A majority of the Committee members present for a hearing must be in agreement in order for a decision to be binding on a student.
- b. Student Government Court - Charges not involving academic misconduct may be heard by the Student Government Court. The Student Government Court is comprised of nine (9) students selected in accordance with the Student Government Association Constitution and By-Laws for terms that expire upon a student’s graduation, resignation or termination from the Court. There must be at least five (5) members of the Court present to constitute a quorum and to hear cases unless a student who has chosen the Court as his or her hearing forum voluntarily and knowingly waives the right to a quorum. A majority of the Court members present for a hearing must be in agreement in order for a decision to be binding on a student.
- c. Behavioral Standards Committee - Charges not involving academic misconduct may be heard by the Behavioral Standards Committee. The University’s Behavioral Standards Committee is composed of nine (9) members, including four (4) faculty members, four (4) students, and one chairperson, who is also a faculty member. The members are appointed by the University’s President from a pool recommended jointly by the Student Government Association President and the Vice President of Student Affairs. There must be at least five (5) members of the Committee present, including the chairperson, to constitute a quorum and to hear cases unless a student who has chosen the Committee as his or her hearing forum voluntarily and knowingly waives the right to a quorum. A majority of the Committee members present for a hearing must be in agreement in order for a decision to be binding on the student.
- d. Hearing before an Administrator - If a student chooses to admit violating a provision of the Code, the student may either accept the sanction proposed by the Judicial Officer, or choose to have a hearing before another administrator appointed by the Vice President of Student Affairs regarding his or her sanction(s). At this hearing, the student may present witnesses and other evidence relevant to the offense that may mitigate in the student’s favor.
- e. Tennessee Uniform Administrative Procedure Act (TUAPA) - Disciplinary charges that may result in suspension or expulsion from the University may, at the student’s option, be heard in conformance with the requirements of the Tennessee Uniform Administrative Procedures Act. The TUAPA is an official state act defining certain procedures that are required when a student chooses to have his or her case heard through the Act’s provisions. A more detailed description of the Act and its provisions may be obtained from the Office of Student Judicial and Ethical Programs.
- f. University Appeals Committee - Hears appeals of all decisions made by University Hearing Bodies on matters of academic and social misconduct. The University Appeals Committee is composed of both faculty and students, who are appointed by the Vice President of Student Affairs.

IV. PROHIBITED CONDUCT BY STUDENTS AND UNIVERSITY JURISDICTION

Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or conduct occurring off-campus which adversely affects the University’s educational mission and/or objectives. Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined below:

- a. Acts of dishonesty, including but not limited to the following:
 1. Cheating, plagiarism, or other forms of academic dishonesty.
 2. Furnishing false information to any University official, faculty member or office.
 3. Forgery, alteration, or misuse of any University document, record, or instrument of identification.

- b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or other authorized non-University activities, when the act occurs on University premises.
- c. Physical abuse or harassment (including verbal abuse/sexual harassment), threats of physical harm of any person or self, coercion and/or other conduct which threatens or endangers the health or safety of any person.
- d. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.
- e. Hazing. Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
- f. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- g. Unauthorized possession, duplication of, or use of keys to any University premises or unauthorized entry into or use of University premises.
- h. Gambling in any form or manner.
- i. Violation of published University policies, rules or regulations.
- j. Violation of local, state, or federal law.
- k. Use, possession, distribution or manufacturing of illegal drugs and/or drug paraphernalia or other controlled substances except as expressly permitted by law.
- l. Use, possession or distribution of alcoholic beverages or public intoxication while on University owned or controlled property or while attending a University sponsored event.
- m. Possession of any firearms, explosives, or other weapons, including, but not limited to, pistols, rifles, shotguns, hand- guns, BB guns, paint guns, knives, or dangerous chemicals on University premises.
- n. Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or areas; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- o. Obstructing the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
- p. Disorderly conduct; a breach of the peace; or aiding, abetting, or procuring another person to breach the peace on University premises, or at functions sponsored by the University or in which the University participates.
- q. Failure to abide by emergency or fire evacuation procedures, deliberate deployment of a fire alarm or tampering with fire safety equipment.
- r. Attempting, assisting and/or being present during the planning of or actual act(s) which violate university policies.
- s. Sexual battery or rape as defined by state law.
- t. Theft or other abuse of computer time, including but not limited to:
 - 1. Unauthorized entry into a file, to use, read or change the contents, or for any other purpose.
 - 2. Unauthorized transfer of a file.
 - 3. Unauthorized use of another individual's identification and password.
 - 4. Use of computing facilities to interfere with the work of another student, faculty member or University official.
 - 5. Use of computing facilities to send or receive obscene messages.
 - 6. Use of computing facilities to interfere with normal operation of the University computing system.
- u. Abuse of the University Judicial System, including but not limited to:
 - 1. Failure to obey the summons of a judicial body or University official.
 - 2. Falsification, distortion, or misrepresentation of information before a judicial body.
 - 3. Disruption or interference with the orderly conduct of a judicial proceeding.
 - 4. Institution of a judicial proceeding knowingly without cause.
 - 5. Attempting to discourage an individual's proper participation in, or use of, the judicial system.

6. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of the judicial proceeding.
7. Failure to comply with the sanction(s) imposed under the Code of Student Rights and Responsibilities.
8. Influencing or attempting to influence another person to commit an abuse of the judicial system.

V. VIOLATION OF LAW AND THE CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

- a. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions may be imposed for grave misconduct which demonstrates flagrant disregard for the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt.
- b. University disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Code of Student Rights and Responsibilities, for example, if both violations result from the same factual situation, without regard to the tendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Code of Student Rights and Responsibilities may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- c. When a student is charged by local, state, or federal authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student or if the alleged offense is also the subject of a proceeding before a judicial body under the Code of Student Rights and Responsibilities. However, the University may advise off-campus authorities of the existence of the Code of Student Rights and Responsibilities and of how such matters will be handled internally within the University community, consistent with student record confidentiality requirements under state and federal laws. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

VI. DISCIPLINARY PROCEDURES

The following procedures are applicable to all hearings for violations of this Code except those hearings that are heard in conformance with the requirements of the Tennessee Uniform Administrative Procedures Act.

A. Charges

1. Any member of the University community may file a complaint against any student for misconduct. Complaints shall be prepared in writing and directed to the Office of Judicial and Ethical Programs. A complaint should be submitted as soon as possible after the event takes place, preferably within ten (10) days of the alleged misconduct.
2. The Office of Judicial and Ethical Programs may conduct an investigation to determine if the complaint has merit and/or if it can be disposed of administratively by the Judicial Officer or by mutual consent of the parties involved on a basis acceptable to the Judicial Officer. Such disposition shall be final and there shall be no subsequent proceedings.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five (5) days after the student has been notified.
4. All written notices will be mailed or hand-delivered to the address of the student as it appears on the official University records. Students are responsible for keeping the Registrar's Office informed of a current address.

B. Hearings

1. Hearings shall be conducted in private in order to protect the confidential nature of the proceedings.
2. In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
3. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The accused is responsible for presenting his/her own case and advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
4. The University, the accused and the judicial body shall have the privilege of presenting witnesses, subject to the right of questioning by the judicial body.
5. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.

6. There shall be a record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the University.
7. Hearings shall proceed in the following order:
 - a. reading of the alleged violation(s);
 - b. the student's denial or admission of the alleged violation(s);
 - c. presentation of evidence by the University and questions by the student charged and/or the hearing body;
 - d. presentation of evidence by the student charged and questions by the University and/or the hearing body; and
 - e. closing statements by both parties;
 - f. After the hearing, the judicial body shall determine by majority vote (if the judicial body consists of more than one person) whether the student has violated each section of the Code of Student Rights and Responsibilities which the student is charged with violating.
 - g. the judicial body's determination shall be made on the basis of whether it is "more likely than not" that the accused student violated the Code of Student Rights and Responsibilities.
 - h. the student shall be notified in writing of the decision within five (5) days of the disciplinary body's decision. Every attempt will be made to verbally notify the student of the decision prior to the five-day period. In cases involving alleged sexual assault, both the accused and accuser shall be notified in writing within five (5) days of the judicial body's decision.
 - i. no student may be found to have violated the Code of Student Rights and Responsibilities solely because the student failed to appear before a disciplinary body. In all cases, the evidence in support of the charges shall be presented and considered.

C. Academic Misconduct

Proceedings before the Academic Integrity Committee may be initiated by a faculty member or student as provided:

1. Request for Hearing by Faculty Member: a faculty member who has good cause to believe that a student has engaged in academic misconduct in connection with a course taught by the faculty member or an examination proctored by the faculty member, or his or her designee, may request a hearing of the allegation of academic misconduct by contacting the Chair of the Academic Integrity Committee or the Judicial Officer.
 - a. A student found responsible for academic misconduct by the Academic Integrity Committee may be awarded a grade of "F" for the course, assignment, or examination at issue, and is also subject to additional disciplinary sanctions outlined in Section VII of this Code.
 - b. The Academic Integrity Committee shall determine and impose sanctions independently of the Judicial Officer.
2. Summary Discipline: a faculty member who has good cause to believe that a student engaged in academic misconduct in connection with a course taught by the faculty member or an examination proctored by the faculty member, or his or her designee may choose to exercise Summary Discipline as outlined below:
 - a. A student's grade in the course, or the assignment or examination affected by the alleged academic misconduct may be lowered to any extent, including a grade of "F".
 - b. When a faculty member exercises Summary Discipline, the faculty member shall notify the appropriate department chair person of the action. The department chairperson shall notify the affected student in writing of the faculty member's exercise of Summary Discipline and advise the student of his or her right to appeal the Summary Discipline to the Academic Integrity Committee.
 - c. Student Appeal of Summary Discipline: a student may appeal an exercise of Summary Discipline by a faculty member to the Academic Integrity Committee. To initiate an appeal of Summary Discipline, the student must contact the Chair of the Academic Integrity Committee or the Office of Judicial and Ethical Programs within five (5) class days of receipt of notification of the summary action.
 - d. A student who is found responsible for academic misconduct will not be permitted to withdraw from the course to avoid Summary Discipline.
 - e. A student who is found responsible for academic misconduct may be subject to additional educational sanctions imposed by the Office of Judicial and Ethical Programs.
 - f. Multiple Acts of Academic Misconduct: A student who receives more than one "F" as a result of Summary Discipline, may be summoned to appear before the Academic Integrity Committee, and may be subject to additional disciplinary sanctions described in Section VII of this Code.

D. Classroom Misconduct

1. The instructor has ultimate control over classroom behavior and may eject from the classroom any student engaged in disruptive conduct. Disruptive conduct is defined as conduct which may include, but is not limited to, intentional interference with the normal classroom procedure or presentation of the instructor or other student(s) and/or interference with another student's right to pursue coursework.
2. The instructor shall report the incident to the Office of Judicial and Ethical Programs and the department chair. The Judicial Officer will meet with the instructor and the chair to determine the appropriate action before the next class period. If there is disagreement as to readmission, the student will be excluded from the classroom pending a hearing. If there is agreement for readmission, the student will be readmitted subject to disciplinary action (see section VI).
3. When it is determined that the student should not be readmitted, or where there is disagreement, the Judicial Officer shall arrange a hearing. The hearing should be before the dean of the college where the incident occurred or a designee, the Judicial Officer or a designee, and a student appointed by the President (a three member committee). The purpose of the hearing will be to determine whether the student will be readmitted to the classroom. The hearing must be conducted within five (5) class days under the procedures set forth in the section entitled "Disciplinary Procedures" of this handbook. An appeal is available to the President of the University.
4. When a student is readmitted and circumstances warrant, the Judicial Officer may initiate formal disciplinary charges as set forth in the section entitled "Disciplinary Procedures" of this handbook.

E. Victim's Rights

1. Some actions that violate the University rules involve victimization of one or more students by another student(s). This behavior may include acts of theft or damage to property, physical violence, and other acts that endanger the safety of others in the University community. If a student has filed a complaint and is identified as a victim, that student is entitled to certain rights during the disciplinary process.
2. If a complaint is filed with the Office of Judicial and Ethical Programs or with the Department of Residence Life, it is important to remember that the accused student is being charged with violating a University rule or regulation; therefore, the University is ultimately responsible for initiating charges, imposition of sanctions if the charged student chooses to admit the violation, implementation of the hearing process, and determination of sanctions following a finding of guilt. Although a victim's input may be sought during the disciplinary process, the ultimate disposition of the case rests with the University. If a victim withdraws his or her complaint during the course of the disciplinary proceeding, the University reserves the right to proceed with the case on the basis of evidence other than the testimony of the victim.
3. During the course of a disciplinary proceeding, victims have the following rights:
 - a. To meet with the Judicial Officer or his or her representative to discuss the disciplinary process.
 - b. To submit a written account of the alleged incident.
 - c. To be advised of the date, time and location of the disciplinary hearing, and to request rescheduling of the hearing for good cause.
 - d. To be accompanied by an advisor of the victim's choosing during the hearing process, although the advisor will not be permitted to speak for the victim during the hearing.
 - e. To testify as a witness during the hearing.
 - f. To decline to testify, with knowledge that such action could result in dismissal of the University's charges for lack of evidence.
 - g. To submit a written impact statement to the hearing panel for consideration during the sanctioning phase of the disciplinary process.

F. Retention of Records

Disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential disciplinary record. After five (5) years, a student's confidential disciplinary record will be expunged of disciplinary actions other than residence hall expulsion, University suspension or University expulsion. A student may request after graduating to have his or her disciplinary record expunged upon application to the Office of Judicial and Ethical Programs.

VII. DISCIPLINARY SANCTIONS

The following sanctions may be imposed upon any student found responsible for violating the Code of Student Rights and Responsibilities:

- a. Warning - A notice in writing to the student that he/she is violating or has violated institutional regulations.
- b. Probation - Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found responsible for violating specific and/or any institutional regulation(s) during the probationary period.
- c. Loss of Privileges - Denial of specified privileges for a designated period of time. Loss of privileges may include, but will not be limited to, denial of the right to represent the University (as a member of an athletic team or in scholastic competition, for example), a denial of the use of campus facilities, a denial of parking privileges, a denial of participation in extracurricular activities, etc.
- d. Fines - Cases involving a violation of the University's alcohol and drug regulations are subject to fines in the following amounts maybe imposed:
 1. First offense: \$50.00
 2. Second offense: \$100.00
 3. Third offense: \$125.00

All funds from fines will be used to support the University's alcohol and drug education and awareness programs.

- e. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. Discretionary Sanctions - Work assignments, service to the University or other related discretionary assignments (such assignments must have the prior approval of the Judicial Officer).
- g. Residence Hall Suspension - Separation of the student from the residential hall facilities for a definite period of time, Conditions for readmission may be specified.
- h. Residence Hall Expulsion - Permanent separation of the student from the residence halls.
- i. University Suspension - Separation of the student from the University for a definite period of time. Conditions for readmission may be specified.
- j. University Expulsion - Permanent separation of the student from the University.
- k. Interim Suspension - In certain circumstances, the Vice President of Student Affairs or the Judicial Officer may impose a University or residence hall suspension prior to the hearing before a judicial body.
 1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or the preservation of University property; b) to ensure the student's own physical or emotional safety; or c) if the student poses a substantive threat of disruption of or interference with the normal operations of the University. In cases involving an interim suspension, the hearing will be scheduled within ten (10) days of the first day of the suspension.
 2. During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Affairs or the Judicial Officer determines to be appropriate.

If after a finding of a violation of the Code of Student Rights and Responsibilities, the judicial body determines that the violator intentionally selected the person or organization against whom the violation was committed, or selected the property that was damaged, because of the race, gender, religion, sexual orientation, national origin or ancestry of that person or persons in the organization or the owner or occupier of that property, the judicial body may impose a more serious sanction.

VIII. APPEALS

- a. A decision reached by a judicial body and sanction imposed may be appealed by accused students to the University Appeals Committee within five (5) class days of notification of the decision. Such appeals must be in writing and shall be delivered to the Office of Student Judicial and Ethical Programs.
- b. The University Appeals Committee is a standing committee of the University. There must be at least five (5) members of the committee present, including one chairperson, to constitute a quorum and to hear appeals unless a student voluntarily and knowingly waives the right to a quorum. The Committee shall limit its consideration of the appeal to the issues put forth in the written appeal and may not consider issues outside the scope of the written appeal. In addition, the Committee, at its discretion, may ask both sides to make an oral presentation before the Committee. The appellee (or student) shall have no right to appear before the Committee without being requested to do so by the Committee.

- c. The Office of Judicial and Ethical Programs shall prepare a summary of the proceeding before the original hearing body that may be considered by the University Appeals Committee. The appealing student shall have a right to review the summary and submit a response challenging any statements in the summary. At the request of the Chair of the Committee, the Judicial Officer or his or her designee may attend a hearing of the University Appeals Committee to answer any questions concerning procedure at the original hearing.
- d. Except as stated in Article “c” and as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the initial hearing and/or supporting documents for one or more of the following purposes:
 1. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
 2. To determine whether the sanction(s) imposed were appropriate for the violation of the Code of Student Rights and Responsibilities which the student or organization was found to have committed.
 3. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
- e. The University Appeals Committee, after granting the petition for appeal, shall have the authority to:
 1. Uphold the decision of the hearing body, including any sanction(s);
 2. Uphold the decision of the hearing body, but impose a lesser sanction;
 3. Remand the case to the hearing body for further consideration on the specific issues; or
 4. Reverse the decision of the hearing body.
- f. A student may petition the President for review of the appropriateness of any determination of any judicial hearing body, which has been affirmed or sustained by the University Appeals Committee, including those sustained with modification by the University Appeals Committee, within five (5) working days of notice of the decision of the University Appeals Committee.

IX. STUDENT ORGANIZATION DISCIPLINARY PROCEDURES

A. Scope of Regulations

Student organizations are subject to jurisdiction of the University’s judicial system if an alleged violation of the rules and regulations of the University, local, state or federal law or one or more of the following is substantiated:

1. One or more members of the organization commit the alleged offense which is related to the organization.
2. One or more members of the organization commit the alleged offense and organization funds are used to finance the venture.
3. The organization fails to cooperate in the investigation of one or more individual offenders who are members or guests of the organization.
4. The alleged offense occurs in connection with an organization sponsored function.

Organizations that violate their governing body rules and regulations will be subject to disciplinary action from their appropriate governing body or judicial branch. In the event no governing body exists for the organization, the Student Government Court will conduct a hearing.

B. Initial Action

1. Violations of University policy shall be reported to the Office of Student Judicial and Ethical Programs. Violations involving organizational governing body rules shall be reported to the Office of Student Involvement and Leadership or the appropriate council and/or advisor.
2. A preliminary conference with organizational officers will be held within 10 class days to determine if formal disciplinary action is warranted by the Office of Student Judicial and Ethical Programs or the Office of Student Involvement and Leadership or his or her designee. Allegations of violations should be reported in writing as soon as possible, preferably within 10 class days of the alleged infraction(s).
 - a. During the preliminary conference, organizational leaders will be allowed to provide their version of the alleged violation and to review and discuss their rights and responsibilities.
 - b. Failure of officers to appear at a conference or formal hearing shall in itself constitute a violation of the Code and may result in a decision being rendered without the input from organizational members.

C. Interim Suspension

The Associate Dean for Judicial and Ethical Programs may suspend on an interim basis any or all of the activities of a student organization while the organization is under investigation or engaged in the disciplinary hearing process for alleged violations of University rules and regulations. Student organizations are subject to interim suspension under one or more of the following conditions:

1. When the continued activity of the organization poses a threat of further violations of University rules or regulations and/or state or federal law.
2. When the continued activity of the organizations poses a threat or the creation of a condition, which endangers the health, safety, or property of the University or members of the University community.
3. When the continued activity of the organization poses a threat to disruption of or interference with the normal operations of the University.

D. Charges/Hearings

1. All charges must be presented to the accused organization in writing. Written notices will be mailed or hand delivered to the organization's address on file with the Office of Student Involvement and Leadership.
2. Hearings by the appropriate committee should be conducted within 10 class days after an organization has been charged with a violation(s) of University or organizational governing body rules.
3. Organizations shall be notified of the alleged charge(s) in writing, a minimum of five (5) days prior to the hearing.
4. Organizations can choose to have their case determined by a hearing before an Administrator.

E. Appeals

1. Appeals involving University violations should be submitted to the Assistant Vice President for Student Affairs/Dean of Students. Appeals involving organizational governing body rules should be submitted to the appropriate governing body.
2. Appeals must be submitted in writing to the appropriate office within five (5) class days of the receipt of the determination.
3. The Assistant Vice President for Student Affairs/Dean of Students and the appropriate governing body will have 10 working days to respond to the appeal.
4. Grounds for appeals are limited to newly discovered evidence that was not presented at the hearing or if the evidence could not have been discovered prior to the hearing, procedural errors, or that the sanction is disproportionately severe. After granting the petition for appeal, the Assistant Vice President for Student Affairs/Dean of Students and the Associate Dean for Student Involvement and Leadership shall have the authority to:
 - a. Uphold the decision of the hearing body, including any sanction(s).
 - b. Uphold the decision of the hearing body, but impose a lesser sanction.
 - c. Remand the case to the hearing body for further consideration on the specific issues.
 - d. Reverse the decision of the hearing body.

F. Sanctions for Student Organizations

1. Educational Sanctions. Sanctions specified by the Associate Dean including, but not limited to, alcohol awareness programs, risk management programs, community service, letters of an apology, education workshop, essays or research papers.
2. Written Reprimand. A written statement of disapproval delivered to the organization.
3. Restrictions. Restrictions of some or all of the organization's activities or privileges including, but not limited to, social and recruitment privileges.
4. Community Service. Assignment to work a specific number of hours at a community service agency designated by the Associate Dean.
5. Probated Suspension. Warning that a finding of responsibility for violations of the University's Code of Student Rights and Responsibilities will result in suspension.
6. Suspension of Registration. Temporary severance of the organization's relationship with the University for a specific period of time. The period of time of the suspension and any requirement imposed must be satisfied prior to re-registration. All conditions of reinstatement must be specified in the organization's decision letter.
7. Expiration of University Recognition. Permanent severance of the organization's relationship with the University.

If an alleged violation may result in suspension of registration or expulsion of University recognition, an organization may request a hearing conducted in accordance with the contested case provisions of the Tennessee Uniform Administrative Procedures Act.

SEXUAL ASSAULT

What Acts are considered sex offenses?

According to Tennessee law, sex crimes involve the use of force or coercion to sexually touch or sexually penetrate the victim's body. Threats of death or use of a weapon increases the severity of legal charges. Sex crimes can be prosecuted even if the victim knew the attacker, the victim did not fight back, the victim had sex with the attacker before being raped, or the victim was drunk or unconscious.

What should I do if I'm sexually assaulted?

Seek medical attention immediately. Do not shower, change clothes or disturb the scene of the attack. Go to the emergency room or call the Memphis Sexual Assault Resource Center (272-2020). Ask a friend to go with you, if possible. Medical personnel will treat the physical consequences of assault, such as injury, infection, disease and pregnancy. They can collect evidence that will be needed if you report the crime. They are required to contact local law-enforcement agencies; however, you may choose whether to speak with police personnel. You may choose to report the crime through several means.

Individuals at the Memphis Sexual Assault Resource Center (272-2020), the Office of Judicial and Ethical Programs (678-2298), Police Services (678-4357), or the Center for Counseling, Learning, and Testing (678-2068) can talk with you about your decision to report the crime, help you find the resources you need, and respond to requests to change your academic or living situation because of the attack. Several community counseling services available to victims of sexual assault are listed in the Memphis Yellow Pages, under "Counseling". Remember, there is no shame in being raped. Whether or not legal charges are filed, students accused of sexual abuse or assault are subject to disciplinary actions from the University, including suspension or other sanctions deemed appropriate. Both the accuser and the accused are entitled to have an advisor present during the disciplinary proceedings, and both will be informed of the outcome of the proceedings.

MEDIATION

Purpose

The mediation process provides an alternative to the formal hearing process. It is intended to allow the two people involved in an alleged sexual assault to discuss their respective understandings of the incident with the assistance of a trained mediator. Mediation is designed to encourage each person to speak directly with the other and to accept personal responsibility where appropriate. Its goal is to facilitate the resolution of the incident to the satisfaction of both persons involved.

Filing a Complaint

Any student considering herself or himself a victim of sexual assault by another student at The University of Memphis may choose mediation as one alternative for confronting an alleged perpetrator. Requests for mediation should be filed with the Judicial Officer. Because both parties must voluntarily enter into mediation, the Judicial Officer will work with both parties to determine their willingness to participate in mediation and to verify that mediation is their choice among the alternatives provided by the University's student disciplinary system.

Assignment of a Mediator

Once both parties have agreed to mediation, the Judicial Officer will assign an experienced mediator to the case. Either party may challenge the choice of a mediator for cause, and the Judicial Officer may then choose to assign a different mediator. The mediator will contact both parties to set the date, time, and location of the mediation session(s). The Judicial Officer will assign a mediator within two (2) weeks of the agreement to participate in mediation, and the mediation session(s) should be completed within three (3) weeks of the assignment of the mediator.

The Mediation Process

The only parties who will be present at the mediation session(s) will be the two (2) persons directly involved in the incident and the mediator. During the mediation process the mediator will:

1. ask the parties to relate their respective versions of the incident in question, including both factual information and their feelings;
2. identify key issues that emerge in the first step and make these known to both persons;
3. seek the agreement of both parties on the issues as they have been identified or as they need to be modified;
4. facilitate discussion between the two parties to consider each issue more completely and generate solutions for each; and
5. work with both parties to develop a written document that will include a statement of agreement on each issue.

Mediation Outcome

The statement of agreement shall become a part of the contract that both parties will sign at the completion of the mediation process. Any activity or behavior that either party has agreed to perform following the mediation shall be included in the contract. Any outcome of mediation must be agreed to by both parties. The contract shall be kept on file in the Office of Student Judicial and Ethical Programs. The signed agreement will be forwarded to the Judicial Officer for certification. Once approved, violation of the agreement by either party may result in the imposition of disciplinary sanction(s), including suspension from the University. If either party believes that the terms of the agreement have been violated, he or she may advise the Judicial Officer, and the Judicial Officer shall investigate the alleged violation. The student accused of the violation may request a hearing of the alleged violation before the Judicial Officer. If the alleged violation is proved, the Judicial Officer shall impose disciplinary sanction(s) against the violator.

Appeal

Because participation in the mediation process is entirely voluntary and the final result is a product of mutual agreement, the outcome of mediation, including the terms of the mediation agreement, is not appealable. A finding of a violation of the mediation agreement is appealable to the University Appeals Committee pursuant to the procedure outlined in Section VII of the Code of Student Rights and Responsibilities.

Alternative Procedures

If either party is dissatisfied with the mediation process at any step prior to the signing of a written agreement, that party may request that the mediation process cease. Once the mediation process for a particular incident has been discontinued, it cannot be reinitiated. The sexual assault charge may be pursued by the complainant within the University discipline system as provided for in the Code of Student Rights and Responsibilities.

Confidentiality

In order to promote honest, direct communication between the parties themselves and the mediator, and to facilitate the completion of agreed-upon terms, all information shared in the mediation process must remain confidential. In the event that a hearing is requested after some part of the mediation process has taken place, information disclosed during the mediation process may be admitted in the University's investigation or hearing processes only by the party who made the original disclosure. The Office of Student Judicial and Ethical Programs will maintain copies of the original complaint, the mediation agreement, and any documentation concerning completion of the original complaint, the mediation agreement, and any documentation concerning completion of the agreed-upon activities or behavior. Other records generated during the mediation process will be destroyed.

