

## **PALM BEACH STATE COLLEGE**

### **STUDENT-ATHLETE HANDBOOK**

#### **Mission Statement:**

To be consistent with the principles of Palm Beach State College, the Athletic Department embraces the mission of the College, which is to provide an accessible and affordable education through a dedicated and knowledgeable faculty and staff, a responsive curriculum and a strong community partnership, which together will enable students to think critically, demonstrate leadership, develop ethical standards and compete effectively in the global workplace.

The Athletic Department will provide student-athletes with an environment that develops and promotes athletic, academic and social excellence. Our mission is to focus on the individual student and his/her relationship to a holistic or team approach. We will work with each student-athlete to help him/her achieve an aggressive and motivational approach to life-long learning by adopting behaviors successful in becoming a productive citizen. We are devoted to improving the academic skills of each student-athlete, refining his/her athletic abilities, and life behaviors such as, but not limited to, humility, self-discipline, sportsmanship, teamwork, timeliness, time management, and organization. Palm Beach State's athletic programs strive to instill the values of leadership and citizenship and provide each student-athlete with the necessary resources to reach his/her maximum potential.

#### **Philosophical Statement:**

Membership/participation on an intercollegiate team at Palm Beach State is a privilege, not a right. As member of a team, you represent not only yourself and your family, but also teammates, the team image, the coaches, and the College. Therefore, the coaches and the District Board of Trustees of Palm Beach State College expect your conduct to represent the College in a positive manner. Your actions, whether in or out of season, that are illegal or violations of the National Junior College Athletic Association (NJCAA) and/or the Florida Community College Activities Association (FCCAA) regulations and guidelines, will be dealt with harshly. Further expectations are detailed in this handbook and in rules for individual sports. Coaches and College staff will monitor the actions of student-athletes and respond quickly to any violations.

**“It is not the critic who counts; not the man who points out how the strong man stumbled, or where the doer of deeds could have done better. The credit belongs to the person who is actually in the arena; whose face is marred by the dust and sweat and blood; who strived valiantly; who errs and comes short again and again because there is no effort without error and shortcoming; who does actually strive to do the deeds, who knows the great enthusiasm, the great devotions, spends himself in a worthy cause; who at the best know in the end the triumph of high achievement and who, at worst if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who know neither victory or defeat.”**

**President Teddy Roosevelt**



**Sports offered:** Men's Basketball  
Women's Basketball  
Men's Baseball  
Women's Softball  
Women's Volleyball

**A MESSAGE FROM THE PALM BEACH STATE COLLEGE  
ATHLETIC DIRECTOR**

**“Every morning in Africa, a gazelle wakes up. It knows it must run faster than the fastest lion or it will be killed. Every morning a lion wakes up. It knows it must outrun the slowest gazelle or it will starve to death. It doesn’t matter whether you are a lion or a gazelle, when the sun comes up, you’d better be running.”**

**Author Unknown**

**ATHLETIC DEPARTMENT WELCOME**

Dear Palm Beach State College Student-Athlete:

On behalf of the Board of Trustees, President, faculty, staff and the Athletic Department, I would like to welcome you to the home of the Panthers. I hope that you will enjoy your experience as a Panther or Lady Panther student-athlete. You have made a wise decision to attend a competitive National Junior College Athletic Association program. You will find that Palm Beach State’s athletic programs provide the student-athlete with a structured support system to enable you to excel and become a well-rounded student academically, athletically, socially, physically and mentally.

Having selected and committed to participate in Palm Beach State athletics, you are expected to be leaders and role models on campus and in the community. You are also expected to adhere to and comply with all of the regulations in this handbook and in the Student Success Handbook. This handbook and the required team session are designed to continually reinforce the College’s and athletic department’s expectations for your continued success as a student and athlete.

Your journey with Panther Athletics will force you out of your comfort zone. The one-dimensional athlete, who does not challenge him or herself daily to improve both academically and athletically, will find our system extremely challenging and many times utterly difficult. You can rest assured that the coaching staff will consistently evaluate your academic performance as well as your commitment as a student-athlete. Your work ethic and athleticism will be critiqued at every workout session. We will do everything within our power to assist you in making improvements. We will surround you with support. It is your choice whether you succeed here at Palm Beach State College. Expect to work hard but embrace and enjoy the experience.

I commend you for choosing this challenge and venturing into the exciting world of college athletics. The demands and time commitments are a whole new experience, understanding and embracing them are tools for your success. Remember, there is no better moment than now to invest your time and energy into bettering yourself. I welcome you and will sincerely enjoy watching you and your teammates mature during the time that you spend here at the home of the Panthers!

Go Panthers!!

David Holstein  
Athletic Director

## **THE STUDENT-ATHLETE**

A student becomes a student-athlete when he/she has been recruited by a member of the College's athletic staff about enrolling in Palm Beach State with a view towards the student participating in the intercollegiate athletic program. Palm Beach State provides scholarships in all five (5) of its sports programs and accepts non-recruited walk-ons on a limited basis. Walk-on students become student-athletes when they actually make the team roster and are part of the eligibility roster sent into the NJCAA. The walk-on athlete will be required to fill out the necessary forms and paperwork as the recruited student-athlete. The walk-on athlete will also be expected to abide by all the rules in the Student Athlete Handbook, Athletic Code of Conduct and Mandatory Drug Testing Policy as well as the Student Code of Conduct and other regulations in the Student Success Handbook.

## **STUDENT-ATHLETE EXPECTATIONS**

As a student-athlete, you are part of one of the most visible groups in the College's community due to your public exposure via the competitive arena. Consequently, what you do and the manner in which you do it should exemplify values, conduct and behavior conducive to good citizenship and academic excellence.

Your behavior, wherever you may be, invites the judgment of athletes as a group. If you attend class with other student-athletes, your behavior should reflect positively on the Athletic Department as a whole and your team sport in particular. Remember, the entire College's community makes general judgments, whether right or wrong, about athletics by observing your behavior. Your behavior has an impact on the reputation and integrity of the Athletic Department. Make it count positively!

Your conduct will be closely scrutinized during on-campus competitions, and as you travel and compete off campus. You will be responsible and accountable for your actions. You will be looked upon as a role model, particularly by young children. It is important that you conduct your personal life with the utmost integrity and in a manner which is honest, sincere and reflects good values and behavior patterns.

In the classroom, the College's administration and coaches expect you to demonstrate your commitment to academic excellence by doing, at a minimum, the following:

1. Being prepared for all classes.
2. Arriving to class on time and not leaving early.
3. Treating professors and classmates with courtesy and respect.

4. Being attentive by taking notes and actively participating in class activities.
5. Notifying your professors seven (7) days in advance when travel for competitions requires you to miss class.
6. Discussing with your professors, in advance, the procedure you are to follow if competition requires you to miss an exam or assignment deadline.
7. Acting like a student-athlete and challenging yourself academically.

**Remember, you are a STUDENT FIRST, ATHLETE SECOND!**

## **STUDENT-ATHLETE RESPONSIBILITIES**

Your responsibility as a student-athlete, at the College or on road trips is to:

- Abide by all team rules/training rules as outlined by your coach.
- Dress appropriately. Wear team travel gear when instructed and remember you are representing the College's.
- Be courteous to, patient and cooperate with fans, officials, and community members and media personnel.
- Refrain from using inappropriate language, signs, symbols or unsportsmanlike conduct.
- Refrain from loud, attention drawing or discourteous behavior when travelling, staying in hotels, visiting other campuses, or similar conditions.

You are expected to comply fully and wholeheartedly with the intent and spirit of the rules set forth by the College, coach, and governing organizations, including those rules and policies described in the Student Athlete Handbook, Athletic Code of Conduct and Mandatory Drug Testing Program, Student Code of Conduct, and Student Success Handbook. Student-athletes who violate these standards of behavior will be subject to disciplinary charges from the Athletic Department and/or removal from the athletic program and their scholarship voided (if applicable). Student-athletes may also be subject to disciplinary charges from the Dean of Students.<sup>1</sup> Disciplinary charges may be initiated by members of the Athletic Department, administration, staff or faculty. Written and signed disciplinary allegations may be submitted to the Athletic Director. Student-athletes charged with violating the Athletic Code of Conduct or Mandatory Drug Testing Program will be required to meet informally with the Athletic Director or designee to review the charge, to take the student-athlete's statement and to discuss the recommended consequences. Behavioral issues at practice, games, and in the community or classroom will be handled directly by the coach of each sport until it becomes so chronic that

---

<sup>1</sup> **For a complete description of Student's Rights and Responsibilities, please refer to Palm Beach State College's Student Success Handbook. You are responsible for all contents of the handbook, including the Student Code of Conduct.**

dismissal from the team is recommended. Sanctions imposed by the College can range from a warning to expulsion from the athletic program and/or College's depending upon the severity of the charge.

## **ATHLETIC ELIGIBILITY**

Palm Beach State's sport programs are governed by the NJCAA, are a part of Region 8, and abide by the regulations and guidelines of the NJCAA and the FCCAA. The College is certified in five (5) sports: volleyball, men's and women's basketball, baseball and softball. The following outlines the requirements for Palm Beach State student-athlete eligibility:

.....**In order to be eligible for competition, a student athlete must be**

**continuously and actively enrolled and attending class in a**

**minimum of 12 semester hours during the season of his/her sport.**

.....**Student athletes at Palm Beach State College must maintain**

**12 semester hours each fall and spring semester whether in season**

**or out.**

..... **Students dropping below 12 semester hours while in season are**

**immediately ineligible.**

.....**First-semester students must pass 12 hours with a 1.75 grade**

**point average for a sport that spans two (2) semesters.**

.....**Students participating in a second season must pass at least 24**

**semester hours with a 2.0 grade point average.**

.....**Scholarship students must have an overall 2.0 grade point average**

**of attempted hours to maintain scholarship for the coming**

**academic year.**

...**Remedial and/or developmental courses may be counted toward**

**NJCAA eligibility.**

Particular academic requirements and eligibility issues of transfer students are covered in the NJCAA Handbook, FCCAA Handbook and can be discussed with the College's Athletic Director.

## **BENEFITS TO THE STUDENT-ATHLETE**

There are expectations and time commitments required of all student-athletes. Benefits of being a student-athlete include, but are not limited to:

- Quarterly monitoring of academic progress by coaching staff.
- Midterm grade report meeting by coach and Athletic Director to identify students who may need additional help.
- Coaches providing expanded transfer/scholarship opportunities depending upon athletic ability and academic performance.
- Participation team events and programs.
- Conference, state and national recognition depending upon academic and athletic performance.

## **EXTRA BENEFITS**

Student-athletes should be particularly careful about accepting "extra benefits" from an athletic booster or supporter. An "extra benefit" is defined as any special arrangement, in-kind or financially, by an athletic representative or an institutional staff member to provide the student athlete or his/her relatives with a benefit not permitted by the NJCAA. "Extra benefits" are described further in the NJCAA Handbook and may be discussed with the Athletic Director. **It is important to remember that the rules regarding "extra benefits" are in effect throughout the entire year, including the summer and semester breaks while you are a student-athlete at Palm Beach State.** If anyone approaches you with such an offer, you should notify your Head Coach or the Athletic Director as soon as possible. Remember that you are the one who will suffer and may potentially lose participation opportunities by accepting anything that is contrary to NJCAA rules.

## **ATHLETIC FINANCIAL AID/SCHOLARSHIP**

Palm Beach State offers athletic scholarships/financial aid packages. The coach of each individual sport decides what and how much the scholarship offer will be, depending upon a host of variables.

## **STUDY TABLE PROGRAM**

Palm Beach State requires student-athletes to participate in study table programs. Study table is a component of the student-athlete support services and is always monitored by a member of the coaching staff or their designee. The study table program is designed to provide student-athletes with individual study time where they have the opportunity to work on their own or with a designated tutor to receive assistance with test taking, note-taking, time management and other valuable lessons needed to be successful in college. The College also offers a structured Study Skills class that is open to all athletes. The coaching staff encourages you to take advantage of this opportunity. Head coaches may be willing to release sophomore student-athletes from the study table program if the student-athlete has met all eligibility requirements and has a grade point average of 2.75 or above. Also, if the student-athlete has a heavy financial burden and must find employment in the off-season, the head coach may excuse that individual from the study table.

## **ALL ATHLETIC TEAM MEETING**

At the beginning of each fall semester, the Athletic Department offers an athletic team meeting with the coaches of that sport and the Athletic Director. All student-athletes are required to attend their respective team meetings. These meetings serve as orientation for student-athletes to the athletic programs and the expectations of the Athletic Director, coaches, and Vice President of Student Services and Enrollment Management.

## **TEAM RULES**

In addition to the rules and expectations set forth in this handbook, each coach is responsible for his or her respective team rules and shall provide a written copy of the rules to each team member. Team rules may be more stringent than the general athletic department regulations as set forth in this handbook.

## **PALM BEACH STATE WELLNESS CENTER**

As a student-athlete, you have access to the College's Wellness Center. This exercise facility has cardio equipment and strength resistance training equipment for your workout routines. You may improve your strength and athletic performance by utilizing this facility and are encouraged to do so. The Wellness Center is designed to not only help you achieve success here at the College, but also at the next level. There are other students, faculty and staff who utilize the facility, so you are a very small portion of the total membership. In addition to the rules set forth by the Wellness Center, you are required to comply with the standards set forth below:

**Standard 1: Citizenship**

Student-athletes are to be clean, courteous, respectful and helpful while interacting with other members of the Wellness Center.

**Standard 2: Respect of Facilities**

Student-athletes are to respect the facility and the facility's equipment. Put the equipment back in its proper place. Adhere to the rules regarding sanitizing the equipment after each use and the proper use of the equipment. If you do not know how to use the equipment, ask the staff member on duty.

**Standard 3: Attire**

Student-athletes are to dress in clean clothing that is appropriate for training and wear appropriate athletic footwear. Team training gear may be worn as directed by the team's head coach.

**Standard 4: Language**

Profanity, inappropriate and/or loud language will not be tolerated.

**Standard 5: Food and Drink**

Food is not allowed. Water bottles are allowed but will not be stored. Bottles left behind will be discarded.

**Standard 6: Locker Rooms**

Locker rooms are provided for Wellness Center members. Do not leave valuables in the locker room. You are responsible for any items brought into the locker room or facility. Locks are not provided. If you bring a lock and use a locker, the lock must be removed by the end of the day or it will be cut off.

**Standard 7: Rules of Engagement**

Do it our [the Wellness Center's] way. Not your way.

Technique before weight is the only way.

Train large muscles groups first.

Breathe --- Do not yell.

Always report an injury to the Wellness Center staff.

Horseplay is not tolerated.

## **ATHLETIC CODE OF CONDUCT**

The Athletic Department functions as an integral component of the College and embraces the College's mission and values. The integrity of the institution, the safety and academic excellence of our student-athletes is one of the department's main concerns. To this end, the department has instituted a preventative program in its housing arrangements, alcohol, drug concerns and law enforcement measures, which is designed to safeguard against violations of

local, state and federal laws, as well as NJCAA and FCCAA regulations, and also to help identify student-athletes who may need assistance in a particular area of their life.

The College's Athletic Code of Conduct addresses issues including, but not limited to, academics, citizenship, athletic equipment responsibilities, sportsmanship conduct, travel expectations, athletic housing, drug testing, alcohol usage, tobacco usage and other violations of law and governing organizations' regulations.

The Code of Conduct is designed to alert you, the student-athlete, to the behavior expected of you, and the potential consequences that your behavior may have on your status as a student-athlete.

All student-athletes are members of Palm Beach State's student body. You are a student first, and your participation in intercollegiate athletics derives from your status as a student. Accordingly, all College policies governing student conduct apply to you.

In addition, your participation in the intercollegiate athletic program is governed by policies and procedures put into effect by the National Junior College Athletic Association (NJCAA), Florida Community College Activities Association, and the State of Florida. Your participation in the intercollegiate athletics program is also governed by College's Athletic Department's rules and procedures set forth in the Student-Athlete Handbook, including the department's Mandatory Drug Testing Policy.

The Athletic Department may take action under the Athletic Code of Conduct regarding your participation in the intercollegiate athletics program, and also regarding the awarding, renewal, and modification of scholarship that you may now have. This Code of Conduct is intended to complement, not replace, conduct rules that your sport team has adopted, including consequences for violating those sport team rules.

### **Statement of Purpose:**

The basic principles of intercollegiate athletic competition at Palm Beach State must exhibit the highest ideals in sportsmanship. One of the primary objectives of competition is to develop and foster respect for fellow participants, coaches, officials and spectators. Therefore the Code of Conduct is fundamental to the success of the College's athletic programs, and each student-athlete participating in intercollegiate athletics at Palm Beach State must read and pledge to abide by the following guidelines:

## **SECTION I**

### **Student-Athlete Code of Conduct Requirements**

Student-athletes may be subjected to disciplinary actions for violating, but not limited to, the following:

## **1. Academic Standards/Responsibilities**

Student-athletes are expected to attend class each and every day. Academic success is based upon class attendance and participation. Class attendance and progress will be monitored by the athletic department. Class attendance and participation demonstrates seriousness of purpose as a student first and athlete second. Academic dishonesty in violation of the College's or a department's standard will not be tolerated.

## **2. Citizenship Standards/Responsibilities**

Good citizenship is the hallmark of a well-rounded student-athlete. Behavior such as hazing, sexual or racial harassment, intolerance for alternative lifestyles (gay/lesbian/transgender) and discrimination based upon religion, national origin or disability will not be tolerated. Arrest and/or convictions to local, state and/or federal laws may result in disciplinary actions.

## **3. Good Sportsmanship Behavior**

Intercollegiate competition is very emotional and intense at times, which can result in unsportsmanlike conduct. To honor the integrity of intercollegiate competition, student-athletes should never demean the dignity and individuality of a participant, official or spectator. Fighting, taunting, disrespectful attitudes to participants, spectators, officials or the media will not be tolerated. Inciting spectators to be hostile is not tolerated. Using profane and vulgar language and/or gestures will not be tolerated.

## **4. Travel**

Travel for intercollegiate competition and other reasons are required of student-athletes. When travelling, whether it is for community service, minicamps, scrimmages, or autograph sessions, student-athletes represent the College. Student-athletes' behavior should reflect favorably on the College, the team and themselves. All student-athletes are expected to abide by travel rules established by the athletic department, College and/or head coach. These rules include, but are not limited to, dress code, curfew, itinerary, timeliness, luggage provisions, practice plans, meals and lodging accommodations.

## **5. Housing**

The College does not provide student housing for student-athletes. As a courtesy, the Athletic Department or coach may, but is not obligated to, assist a student-athlete with securing suitable housing. Such assistance may be in the form of responding to a student-athlete's inquiry regarding housing that is conducive to the appropriate learning environment for a student-athlete, based upon proximity to campus and relative safety concerns. Even though the College does not provide student housing for student-athletes, all student-athletes while enrolled at the College must adhere to the athletic department's "housing rules." These rules are as follows:

- A. Student-athletes will only be permitted guests who are immediate family members (i.e. parents, siblings, legal guardians) and members of the same team. Other guests must be approved of in advance of visit by the head coach of that team sport.
- B. Student-athletes are prohibited from having parties or gatherings in housing obtained through the assistance of a coach or the athletic department, unless permission is obtained by the head or assistant coach of that sport.
- C. Student-athletes are prohibited from using or possessing alcohol or drugs in any housing obtained through the assistance of a coach or the Athletic Department.
- D. The use, possession or sale of alcohol or drugs is a violation of the Athletic Code of Conduct and the Student Code of Conduct.
- E. Student-athletes must adhere to all rules and regulations of the landlord of the particular housing unit rented or leased by the student-athletes.
- F. Student-athletes are responsible for keeping their premises clean.
- G. Student-athletes are prohibited from having pets.

## **6. Mandatory Drug Testing**

Student-athletes must adhere to the College's Mandatory Drug Testing policy. In coordination with NMS/EXAM One, the College will pay for ten (10) student-athletes (2 per sport team) to undergo a monthly drug screening. Qualified NMS personnel will conduct the random urine sample collection and random numerical selection of the student-athletes, along with on-site testing. Each month, NMS will forward to the Athletic Director a letter stating which student will be tested that month. The student-athletes will be transferred to the testing site by the College's coach staff. The date of each testing is at the discretion of NMS and the Athletic Department. Testing begins each academic year in September and continues until April of the academic year. Test results will be deemed positive for student-athletes who refuse to be tested when selected or unavailable on the date of the testing. Test results for student-athletes who do present themselves for testing can be either positive or negative.

POSITIVE TEST results indicate that there is/are an illegal drug(s) in the student-athlete's system.

## **7. Alcohol**

Student-athletes are prohibited from using or possessing alcohol and will be held accountable for any alcohol found on their premises or in their possession (i.e. apartments, housing, lockers, and personal belongings).

## **8. Tobacco**

The NJCAA prohibits the use of ALL tobacco products at all athletic events conducted under the auspices of the NJCAA. Palm Beach State is a smoke-free environment in enclosed facilities and College's-owned vehicles.

## **9. Other Violations of Local, State and/or Federal Law**

Student-athletes who are arrested and charged with violations of local, state and/or federal laws will be subject to the criminal justice process. Criminal violations may include, but are not limited to, any consensual sex act with a minor; any lewd act; contributing alcohol to a minor; contributing to the delinquency of a minor; driving under the influence of alcohol or drugs; theft; rape or attempted rape; burglary; possession of stolen property; possession of a concealed weapon; or public intoxication and/or fighting.

## **10. Sexual Harassment**

Student-athletes shall comply with the sexual harassment policies and procedures set forth in the Student Success Handbook.

## **11. Other Behavioral Problems**

A coach's documented concern about a student-athlete's behavior, whether as a member of an intercollegiate team, in the academic setting, or out in the community, may result in disciplinary action, which may include, but is not limited to, probation, suspension, dismissal and forfeiture of scholarship.

## **12. Equipment**

Student-athletes will be loaned equipment during the course of the season as designated by the head coach. Student-athletes are required to take care of athletic equipment and turn in the equipment at the end of their playing season as indicated by the head coach. Student-athletes are responsible for the cost of any equipment that is not turned in and may be subject to disciplinary action for failing to turn in equipment.

## SECTION II

### 1. Policies on Misconduct for Student-Athletes

There are two types of misconduct that may affect your ability to fully participate in the College's intercollegiate athletic program: "Category I Misconduct" and "Category II Misconduct".

#### A. Category I Misconduct

Any of the following acts by a student-athlete is Category I misconduct:

- Violation of a criminal law that is classified as a felony by the State of Florida.
- Violation of a term of probation or other condition imposed by a court in a criminal proceeding; or
- Serious violation of a term or probation or other condition imposed by a College official of the Athletic Department.

A student-athlete is determined to have committed Category I misconduct when:

- The student-athlete is convicted of, does not contest (e.g., a guilty or *nolo contendere* plea), or received a deferred judgment for a crime that is classified as a felony by the State of Florida; or
- The student-athlete is found by a court to have violated a court-imposed term or probation or other condition; or
- The student-athlete is found by the Athletic Director, in consultation with Vice President of Student Services & Enrollment Management, to have violated a term of probation or other condition imposed by the athletic department or a College official, and the conduct underlying the violation of probation or condition represents a substantial lack of compliance with the Student-Athlete Code of Conduct, or the Student Code of Conduct or other College rules and regulations.

1. **Preliminary Action:** The Athletic Director, at his/her discretion, may take preliminary action to temporarily suspend a student-athlete from participation in practice or competition and/or access to athletic department services when the Director has verified that felony criminal charges have been filed against a student-athlete or when there is specific and credible information (e.g. arrest records, statements of law enforcement officers, College's records, third-party or witness statements, or acknowledgment by the student-athlete) for reasonably believing that a student-athlete may have committed Category I misconduct.
2. **Sanctions for Category I Misconduct:** The Athletic Director, in consultation with the Vice President of Student Services & Enrollment Management and appropriate College

officials, will determine from specific and credible information whether there is a reasonable basis for concluding that the student-athlete has committed a Category I misconduct. Thereafter, the Athletic Director may suspend the student-athlete from participation in practice, competition, and/or from receiving services provided by the Athletic Department.

3. **Termination of scholarship benefits:** The Athletic Director may pursue revocation or modification of athletically-related financial aid, such as scholarship, as a consequence of any and all Category I misconduct. Any action to revoke or modify athletically-related financial aid will be in accordance with NJCAA procedures and College procedures as outlined by the Student-Athletic Handbook or Student Success Handbook.

## **B. Category II Misconduct**

Any of the following acts by a student-athlete is Category II misconduct:

- Violation of a criminal law that is not classified as a felony by the State of Florida, including laws pertaining to alcohol (e.g. driving under the influence, possessing alcohol under the legal age);
- Violation of a term of probation imposed by a College official or Athletic Department that does not constitute Category I misconduct;
- Violation of Athletic Department's policy; or
- Violation of College policies, rules, and/or regulations.

A student-athlete is determined to have committed Category II misconduct when:

- The student-athlete is convicted or, does not contest (e.g. a guilty or *nolo contendere* plea) or receives deferred judgment for a crime that is not a felony;
- The student-athlete is found by a court to have violated a term of court-imposed probation or other conduct and the conduct underlying the violation of probation or other condition does not constitute Category I misconduct;
- The student-athlete is determined by the Athletic Director to have violated a term of probation or other condition imposed by the athletic department and the conduct underlying the violation of probation or other condition does not constitute Category I misconduct; or
- A College official or hearing body has determined, in accordance with the official procedures, that the student-athlete has violated a College policy, rule and/or regulation.

1. **Sanctions for Category II Misconduct:** The Athletic Director may determine from specific and credible information that there is a reasonable basis for concluding that the student-athlete has committed Category II misconduct. The Athletic Director shall determine the appropriate sanction after consulting with the student-athlete's head coach. The Athletic Director may also consult with the Vice President of Student Services and

Enrollment Management and appropriate College officials for recommendations regarding the appropriate sanctions.

Sanctions for Category II misconduct may include, but are not limited to, warning, reprimand, probation with or without conditions, requirements for restitution, conditions to encourage personal rehabilitation (e.g. counseling and community service), and conditions related to satisfactory academic performance, suspension from practice, suspension from competition, and/or suspension from access to athletic departmental services. Sanctions for criminal misdemeanors may result in suspension from competition for up to five (5) regular season games.

2. **Sanctions for Category II misconduct – Violation of Mandatory Drug Testing.<sup>2</sup>**

**First Positive Result:** A positive test result indicates that there is/are illegal drug(s) in a student-athlete's system. The student-athlete shall be suspended from competition for three (3) regular season games. The student-athlete shall be referred to a drug awareness program or drug counseling program and is responsible for the costs of the program. The athlete shall be retested within 30-40 days of the positive test result.

**Second Positive Result:** The student-athlete will be immediately dismissed from his/her respective team. Scholarship monies (e.g. tuition, fees, books, food, housing, out of district waiver, etc) will be immediately revoked. The student-athlete shall reimburse the College the portion of scholarship assistance received for the semester in which he/she is dismissed. The student-athlete may also be subject to discipline from the College pursuant to the Code of Student Conduct. Violation of this policy can also constitute Category I misconduct

3. **Sanctions for Category II misconduct – Violation of Alcohol Policy.<sup>3</sup>**

**First Violation:** The first violation will result in the student-athlete having to run no less than five (5) miles and/or serving no less than five (5) hours of community service and being suspended from competition for no more than two (2) regular games. The student-athlete shall be referred to an alcohol awareness/counseling program and is responsible for the costs of the program.

**Second Violation:** The student-athlete shall be suspended from competition for three (3) regular season games. The student-athlete shall be referred to an alcohol awareness/counseling program and is responsible for the costs of the program.

**Third Violation:** The student-athlete shall be dismissed from the team. Scholarship monies (e.g. tuition, fees, books, food, housing, out of district waiver, etc.) will be

---

<sup>2</sup> The College may also report positive test result to parents. See Student Success Handbook.

<sup>3</sup> The College may also report violations of this policy to parents. See Student Success Handbook.

immediately revoked. The student-athlete shall reimburse the College the portion of scholarship assistance received for the semester in which he/she is dismissed. The student-athlete may also be subject to discipline from the College pursuant to the Code of Student Conduct. Violation of this policy can also constitute Category I misconduct.

4. **Sanctions for Category II misconduct – Violation of Tobacco Policy:**

**First Violation:** The student-athlete will be immediately disqualified from playing in competition and suspended from competition for one (1) regular season game.

**Second Violation:** The student-athlete will be suspended from competition for three (3) regular season games.

**Third Violation:** The student-athlete will be dismissed from the team. The student-athlete shall reimburse the College the portion of scholarship assistance received for the semester in which he/she is dismissed. The student-athlete may also be subject to discipline from the College pursuant to the Code of Student Conduct.

## **II. Notice**

If the College has a reasonable belief that a student-athlete committed misconduct (Category I or II) that is sufficient to warrant disciplinary action, the Athletic Director may take the following action before making a determination that the student-athlete has committed the misconduct in question: (i) notify the student-athlete and the appropriate College officials of the specific charge(s) of misconduct and substantiation concerning the charges; and (ii) provide an opportunity for a meeting at which the student-athlete may explain the circumstances, orally or by submission of a written statement. The student-athlete may not be compelled to explain the circumstances.

The Athletic Director shall notify the student-athlete and appropriate College officials, in writing, of any decision to impose sanctions based on misconduct under this Code of Conduct. If a sanction is imposed, the written notice shall include a complete description of the appeal procedure available to the affected student-athlete.

## **III. Appeal**

The relationship between the student-athlete and coach is one based upon mutual respect and trust. During the appeal process, the student-athlete is prohibited from participating in any team activities. If a student-athlete feels that he/she has been treated unfairly by the coach, the following steps should be followed:

**First Level:** The student-athlete should try to resolve the issue with his/her coach.

**Second Level:** If step one does not resolve the issue, the student-athlete should submit a written statement to the Athletic Director, within two (2) days of the decision, setting forth why the sanction is not warranted. The coach must present, within two (2) days, written reason to the

Athletic Director, along with any supporting evidence, supporting the decision. The Athletic Director will consider the student-athlete's appeal and render a written decision within at least two (2) days from receiving the coach's information.

**Third Level:** The student-athlete may appeal the sanction that suspends participation in practice, competition, and/or services provided by the Athletics Department pursuant to appeal procedure set forth in the Student Success Handbook. In addition, other appeal processes may be used by the student-athlete in accordance with applicable College policies. The Mandatory Random Drug testing program is a zero tolerance policy that is not subject to the College's appeal process. The College contracts with an outside agency and does not determine the agency's testing methods.

If there is a substantial change in circumstances affecting a student-athlete who has been suspended from participation in practice, competition and/or services provided by the Athletic Department, the student-athlete may petition the Athletic Director, in consultation with the coach, and other appropriate College officials, to review the changed circumstances. The student-athlete may submit a written statement in support of the request. Thereafter, the Athletic Director shall consult with the appropriate College officials on whether the suspension should be modified. If the circumstances warrant a change in suspension, a student-athlete may be reinstated by the Athletic Director to resume participation in practice, competition, and/or services provided by the Athletic Department.

Dismissal or reduction of a criminal charge is a change of circumstances that may or may not justify revision of a suspension from participation in practice, competition, and/or services provided by the athletic department.

#### **IV. Dismissal**

The student-athlete may be dismissed from all elements of participation in intercollegiate athletics when the Athletic Director, in consultation with the coach or the Vice President of Student Services & Enrollment Management and other appropriate College officials, determines that either the severity or the frequency of the misconduct necessitates the dismissal. A student-athlete who has been dismissed from participation in practice, completion, and/or services provided by the Athletic Department shall be provided the opportunity to appeal the decision consistent with the procedures set forth in the Student-Athlete Handbook and/or the Student Success Handbook.

#### **V. Records and Privacy**

The Family Educational Rights and Privacy Act (FERPA) and section 228.093, Florida Statutes, govern student-athlete's educational records. Notification to the public regarding your eligibility for intercollegiate completion shall be limited to your name and eligibility status, public information, and information that is not part of your education records, subject to the FERPA guidelines set forth in the Student Success Handbook.

## Student-Athlete Acknowledgment Form

I, \_\_\_\_\_, have received a copy of the Palm Beach State College Student-Athlete Handbook, which contains the Student-Athlete Code of Conduct. I agree to abide by policies and procedures set forth in the Student-Athlete Handbook and the Student-Athlete Code of Conduct. I understand that if I commit any violations of the policies set forth in Student-Athlete Handbook and/or the Student-Athlete Code of Conduct, I may be subject to disciplinary action, which may include, but is not limited to, suspensions from practice, competition and/or services provided by the Athletic Department, loss of scholarship and/or other financial assistance, dismissal from the College, repayment of the applicable monies advanced by scholarship and/or financial assistance, and revocation of any and all privileges associated with me being a student-athlete at Palm Beach State College.

\_\_\_\_\_  
Name, printed

\_\_\_\_\_  
Sport

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director's Signature

\_\_\_\_\_  
Date