ATHLETICS AND RECREATION DEPARTMENT MISSION STATEMENT
Wittenberg University provides a liberal arts education dedicated to intellectual inquiry and wholeness of a person within a diverse residential community. Reflecting its Lutheran heritage, Wittenberg challenges students to become responsible global citizens, to discover their callings, and to lead personal, professional, and civic lives of creativity, service, compassion, and integrity.

As part of this mission, Wittenberg teaches respect for the appreciation of the physical world and humanity’s place in nature, and recognizes the obligation to care for the human body and to nurture, conserve, and protect natural resources. Participation in intercollegiate athletic programs is a natural expression of this mission provided that these programs are administered in consistency with it, and provided that these programs are not developed at the expense of health and physical education, and that intramural and recreation programs are made available to the entire student body.

The Wittenberg athletics department is an integral part of the University that strives to achieve the same standard of excellence that exists within various academic disciplines at the university. Further, the athletics department embraces the concept that the student-athletes are first and foremost students, possessing individual rights, academic abilities, personal interest, and ambitions comparable to those of other members of the student body. Wittenberg University is committed to the principles and practices of gender equality, cultural diversity and athletics excellence; this commitment shall be reflected in every aspect of the athletics department operations.

ATHLETICS AND RECREATION DEPARTMENT GOALS
To employ coaches and other administrative staff members who perform as professionals in an educational community where high standards of integrity, ethical behavior, and sportsmanship, are expected of its members. All employees of the athletics department must maintain these high standards and strive to
learn and follow in good faith all of the rules of the athletic associations with which the University is affiliated.

To recruit student-athletes who are academically prepared for University work, the division of Academic Affairs establishes primary admission standards, approved by the Board of Regents and administered by the Office of Admission.

To provide equal opportunities for men and women by developing and sustaining programs that help student-athletes achieve their maximum potential, both athletically and academically.

To operate the athletics program in a manner that does not detract from student athletes’ educational opportunities. The University expects its student-athletes to maintain satisfactory academic progress and graduate from the University within a reasonable period of time. The Department of Athletics assumes an active role in assisting student-athletes to achieve this goal.

To operate its sports program at the highest level of Division III intercollegiate athletics competition and seek to affiliate with institutions demonstrating a similar commitment to academic excellence and institutional integrity.

To promote good sportsmanship and character development in coaches, athletic staff members, and student-athletes, including cooperation, teamwork, leadership qualities, group loyalty, and good citizenship. As representatives of the athletics department, student-athletes are responsible for their actions both inside and out of the athletics arena.

To maintain the necessary facilities and medical personnel to enhance the physical fitness and skill of the student-athlete, as well as to promote the recovery of those who are ill or injured. The department also provides, the University Counseling Center, programs for counseling student-athletes who abuse alcohol or controlled substances.

To encourage the athletics coaches and administrators to seek and participate in professional development opportunities to
increase their working knowledge and produce highly competitive teams.

To provide wholesome and well-rounded intramural and recreational activities for members of the student body, faculty, and staff.

To provide means by which alumni and the public at large identify with the University for mutually beneficial purposes.

To interface with booster groups that help support the athletic programs.

**COMMITTEE ON ATHLETICS AND RECREATION**

The committee on athletics and recreation consists of three elected faculty members, with three-year terms, one elected each year; three student members, and two faculty representatives to the North Coast Athletic Conference (NCAC). Ex-officio members with voice but not vote: the Director of Athletics and Recreation, the Assistant Director of Athletics/SWA, Compliance Coordinator and the Director of Intramurals and Recreation.

1. to recommend to the faculty general intercollegiate athletics related to the rules for eligibility, the maximum number of athletic events in each sport, the time of absence of athletic teams from campus, and the participation in events not on the regular schedule.

2. to advise, and make recommendations to, the President, athletics administrators, and Faculty Representatives to the North Coast Athletic Conference, regarding the determination of priorities in the intercollegiate athletics program, the intercollegiate sports in which the college participates, the basis for selecting intercollegiate opponents, and schedules for each sport; and to report regularly to the faculty on such advice and recommendations.

3. to recommend faculty members for appointment as the Faculty Representatives for Athletics to the North Coast Athletic Conference and the NCAA, with appointment for three years with the possibility of reappointment.
4. to encourage a strong intramural program and encourage campus-wide participation in that program.

COACHES EVALUATIONS
Prior to the conclusion of each team’s season, the Director or Associate Director of Athletics will conduct an annual athletic evaluation with student-athletes from each team. The results of the evaluation will be summarized by the Administrative Assistant and shared with the coaches at either their mid-year or annual review meeting.

EXIT INTERVIEWS
The Department of Intercollegiate Athletics is consistently striving to be the best it can be and to provide a quality experience for staff, coaches, and student-athletes. In an effort to improve upon the work environment and programs for student-athletes, an exit interview has been incorporated for all seniors. This exit interview is another way the Department of Intercollegiate Athletics strives to continuously improve Wittenberg’s athletics program.

NORTH COAST ATHLETIC CONFERENCE
As a member of the North Coast Athletic Conference, Wittenberg conducts its athletics program within the guidelines outlined by the North Coast Athletic Conference Manual. In most cases the North Coast Athletic Conference rules are synonymous with NCAA rules. In some instances, however, the rules of the North Coast Athletic Conference may be stricter and more limiting. It is the responsibility of the coaches, staff, and student-athletes to be aware of the rules governing this organization and to abide by them.

SPORTSMANSHIP
The Department of Intercollegiate Athletics strongly supports the Code of Good Sportsmanship of the NCAA and the North Coast Athletic Conference, which states that student-athletes who participate in intercollegiate athletics carry a heavy responsibility for displaying characteristics that promote integrity and civility within our society. Student-Athletes, whether they choose to accept it or not, are role models to young boys and girls who look
to their accomplishments with admiration. Therefore, as student-athletes representing the North Coast Athletic Conference member institution, they are expected to conduct themselves in the arena of athletics competition with fairness, honesty, and responsibility, and to treat their opponents with civility and respect. In this regard, such currently popular tendencies as “trash talking,” finger pointing, and unprovoked acts of physical violence will not be tolerated.

While the NCAA, has addressed the issue of sportsmanship, it needs to be noted that the North Coast athletic Conference will not hesitate to act beyond the current NCAA minimum provisions to assure good sporting behavior from student-athletes. Student-athletes are notified that if they do not conduct themselves in athletics competition by the high standard of sportsmanship required, they will face possible penalties above and beyond what is mandated by NCAA rules. Such penalties may result in suspension from one or more contest as deemed by the Conference Commissioner and/or Director of Athletics.

**STATEMENT OF SPORTSMANSHIP**

The unequivocal tradition of Wittenberg University athletics is rooted in the integrity of its past and present athletes. As a Wittenberg Tiger, your behavior should at all times be consistent with and uphold Wittenberg’s strong reputation of sportsmanship. On or off the field, you will be expected to conduct yourself in a manner that extols Wittenberg University and yourself in a tasteful fashion.

In an effort to protect the unequaled tradition and reputation of Wittenberg University athletics, you will be held responsible for conduct unbecoming of a Wittenberg student-athlete and of yourself. Any display of poor sportsmanship may result in an impermanent or permanent suspension from your respective team.

**POLICY ON HAZING**

Hazing in any form is an inappropriate activity and a violation of Wittenberg’s Statement of Mission (“to develop the whole person
– intellectually, spiritually, socially, and physically”) and is contrary to the purpose of this academic institution and the positive development of individual members of our community.

By definition, any act of hazing including all conditions described by the State of Ohio’s Hazing laws as set forth in sections 2307.44 and 2903.31 of the Ohio Revised Code (http://codes.ohio.gov/orc/2903.31) and/or any activity or attitude, mental, emotional, or physical, which ridicules, degrades, embarrasses, leads to confusion or frustration, causes discomfort, or jeopardizes the health, welfare, and safety of an individual or a group.

Specifically, hazing includes but is not limited to the following:

- any activity that might reasonably bring embarrassment or emotional harm to the individual(s),
- any activity that might reasonably bring physical harm to the individual(s),
- any activity that requires an unreasonable or inordinate amount of the individual’s time or in any manner impairs the individual’s academic efforts,
- any activity that requires consumption of any liquid or solid matter,
- any activity that would degrade or otherwise comprise the dignity of the individual, or
- any requirement which compels an individual to participate in any activity which is illegal or contrary to an individual’s genuine, moral, and/or religious beliefs or contrary to the rules and regulations of the University.

Therefore, all acts of hazing, both on-and off-campus by an organization or any of its members, are strictly forbidden.

Any organization that engages, through any or all of its members, in an act of hazing is subject to severe disciplinary action, including revocation of recognition as an organization at Wittenberg University.
ALCOHOL POLICY
The first step of the Wittenberg Athletic Department alcohol policy requires all team members to participate in a health and wellness workshop. The primary purpose of the program is to educate student-athletes on what one can do to enhance their athletic performance and what can hurt and/or hinder their performance.

This team workshop will take place prior to any team competition. The nutritionist hired by the Director of Athletics will be the main presenter of information for each team. As each team member has completed their participation in the health and wellness workshop they will be eligible to move forward in the eligibility process.

The second step of the Wittenberg Athletic Department alcohol policy requires each head coach to determine what option their team will follow for the academic year. The two options are:

- No tolerance (no consumption of alcohol during the traditional and/or non-traditional season by team members)
- Window of opportunity (Only those team members 21 or older may consume alcohol 72 hours prior to an athletic contest)

The Wittenberg Athletic Department expects all student-athletes to abide by university policy both in and out of season regardless of team option. Wittenberg University athletes and guests are expected to (1) adhere to state and local laws regarding the possession, consumption and distribution of alcoholic beverages, and (2) to adhere to university’s restrictions and prohibitions governing the use and consumption of alcoholic beverages. Athletes found in violation of the university and/or team alcohol policy will be documented and will meet with the Dean of Students designee in addition to receiving, at minimum, the following sanctions in which coaches have the autonomy to add to:

- 1st Offense: One date of competition suspension. (next contest played)
• 2\textsuperscript{nd} Offense: Referred to team doctor and ineligible for two games. If the student-athlete does not see the team doctor and/or the university counselor, they are dismissed indefinitely from the athletic program.
• 3\textsuperscript{rd} Offense: Indefinite dismissal from the athletic program.

If a student is found in violation of the university alcohol policy, the student-athlete will be documented and will meet with the Dean of Students designee for further investigation. Please visit the Student Code of Conduct and Ethics to see specific university policies and sanctions related to the alcohol policy.

**DRUG POLICY**

A student-athlete may take only over-the-counter and doctor prescribed medication to address their physical health care needs. This medication must be given to the sports medicine staff immediately so that it can be documented.

No student-athlete is to use any street drug and/or NCAA banned substance. Please visit www.ncaa.org for a list of banned substances. University policy prohibits:

• The illicit selling, cultivating, manufacturing, or otherwise trafficking in controlled substances
• Knowingly or recklessly administering a controlled substance to any person by force, threat, or deception with the intent to cause serious harm
• Knowingly obtaining, possessing, or using a controlled substance and permitting drug abuse on one’s premises or in one’s vehicle
• Obtaining, possessing, or using hypodermics for unlawful administration of drugs
• The sale to juveniles of paraphernalia for use with marijuana

If a student is found in violation of the university drug policy, the student-athlete will be documented and will meet with the Dean of Students designee for further investigation. Please visit the Student Code of Conduct and Ethics to see specific university policies and sanctions related to the drug policy.
NCAA STUDENT-ATHLETE AFFAIRS
The NCAA Student-Athlete Affairs department provides life skills support in the areas of academics, athletics, personal development, career development and service through the distribution of accessible resources, strategic partnerships and customized programming.

NCAA Student-Athlete Affairs programs, resources and events are designed to promote the well-being and development of student-athletes and to provide on-going education and training to athletics professionals who identify and serve student-athlete needs.

It is strongly recommended that student-athletes be encouraged to participate in the Wittenberg NCAA Student-Athlete Affairs program activities.

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)
The Student-Athlete Advisory Committee is an adjunct activity associated with the CHAMP/Life Skills Program. The Student-Athlete Advisory Committee consists of representatives from each intercollegiate team, selected by their team members. In order to be effective and successful, the SAAC must have participants who are eager and willing to be actively involved. The committee meets on a regular basis throughout the semester with the Director of Athletics and other invited guests.

This group is a tremendous asset in terms of developing and increasing effective communication between student-athletes and administrative staff. Regular meetings feature discussions of new developments that affect student-athletes within the NCAA, NCAC and the University. Representatives of the committee attend an annual NCAC Student-Advisory Council meeting and the NCAA Foundation Leadership Conference.

SAAC and its representatives are assembled to provide insight on the student-athlete experience and to offer their perspectives on rules, regulations, and policies that affect student-athletes’ lives on NCAA member campuses.
SAAC is typically made up of two representatives from each varsity team. All representatives are selected by the head coach for a term that runs the duration of the academic year. Those selected typically meet twice a month during the academic year. As the academic and athletic year comes to a close, SAAC will host the Tiger Awards Banquet in Pam Evans Smith Arena.

**Mission Statement of the National SAACs:**
“The mission of the National Collegiate Athletic Association Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete well-being and fostering a positive student-athlete image.”

**The NCAA’s Purpose for SAAC:**
- Generate a student-athlete voice within the NCAA structure
- Solicit student-athlete response to proposed NCAA legislation.
- Recommend potential NCAA legislation
- Review, react and comment to the governance structure on legislation, activities and subjects of interest
- Actively participate in the administrative process of athletics programs and the NCAA
- Promote a positive student-athlete image

**ACADEMICS**
Wittenberg is committed to excellence in education. Our goal is to provide student-athletes with the educational opportunities and support services that will assist them in reaching their goals. In addition to meeting NCAA requirements for normal and satisfactory progress, student-athletes are required to meet the academic requirements of Wittenberg in order to remain eligible to participate in intercollegiate athletics. The NCAA academic requirements are outlined in the NCAA Manual under Bylaws 14.01.2 and 14.1.

**ATHLETIC ELIGIBILITY**
To conform to NCAA Bylaw 14.01.2.1, athletic eligibility is determined by the Board of Academic Standards (BAS). Athletes
on academic probation (AP) are considered to be eligible to participate in athletics unless otherwise determined by the BAS.

**STUDENT COURSE LOAD**
A normal load is 16 hours per semester. A student must carry 12 semester hours to be full-time. Full-time tuition covers 12 through 19 semester hours. A student who wishes to carry more than 19 semester hours may request permission to overload by petitioning the Registrar. The 20th credit triggers the first per-credit overload charge, with each additional semester hour generating the same per-semester hour fee.

**MINIMUM CREDITS REQUIRED FOR GRADUATION**
The unit of academic credit at Wittenberg is the semester hour. A candidate for a degree must, as part of the graduation requirements, pass a minimum of 130 semester hours depending upon the degree program and major. A normal academic program consists of 16 semester hours per semester.

**STATUS OF STUDENTS: DEFINITION OF TERMS**

**Academic Dismissal** – The permanent record of a student who has been dismissed from the University and who is not readmitted will be stamped Academic Dismissal. Notice of academic dismissal is printed on the permanent record and the details are specified in a letter from the University.

**Disciplinary Probation** – Students who because of personal conduct problems are permitted to continue only under specified conditions are designated as being on Disciplinary Probation. No entry is made on permanent academic record. An appropriate notation is made in the students’ personal file.

**Disciplinary Suspension** – Students whose disciplinary problems warrant a Disciplinary Suspension are notified in writing, after a hearing, by the Dean of Students. The letter specifies details such as the minimum number of semesters of suspension from enrollment.
Satisfactory Progress – A student is identified as making satisfactory progress towards a Wittenberg degree when enrolled full time (at least 12 semester hours per semester), and continuing towards graduation within the context of a four-year undergraduate program.

STANDARDS OF ACADEMIC PROGRESS
Students are advised to complete 25 percent (32 to 33 semester hours) of the requirements in academic courses for the degree during each academic year. To meet acceptable academic standards, the student regularly enrolled as a degree candidate must accomplish the following:

Achieve a minimum cumulative grade point average of:
- 1.667 at the end of the first semester,
- 1.750 at the end of the second semester,
- 1.850 at the end of the third semester,
- 2.000 at the end of the fourth semester and thereafter

Note: The Board of Academic Standards may send informal letters of warning or concern to students when the grade-point average or status shows signs of falling below acceptable levels.

- At the end of the fourth semester and each semester thereafter, maintain a grade-point average of 2.000 or better.
- Earn at least:
  - 24 semester hours by the end of the second semester
  - 52 semester hours by the end of the fourth semester, and
  - 80 semester hours by the end of the sixth semester.

Note: This rate of accumulating successfully completed semester hours is a minimum standard and, if followed, requires nine to 10 semester of acceptable academic work to meet the expectations for graduation.

DEAN’S LIST
At the end of each semester, a Dean’s List announces the names of students who have earned a grade point average of at least a 3.500 for a minimum of 12 graded semester hours. A traditional
student is also eligible for the Dean’s List if, over the summer school sessions completes 12 or more graded semester hours with a GPA (greater or equal to) 3.5. Further, students so honored may not have received a grade of F, NC (No Credit), or I for the semester and may not have been under disciplinary probation or suspension any time during the semester.

ACADEMIC PROBATION
A student is placed on academic probation when judged to be making less than satisfactory progress toward graduation:

- When the semester grade-point average or the cumulative grade point average falls below stated minimums.
- When the rate of course completion falls below stated minimums.

A student is removed from academic probation when the semester and cumulative grade-point averages and the rate of course completion reach stated minimums. A student on academic probation may not receive a letter of good academic standing from the university.

Any student on academic probation must have the academic advisor’s approval prior to adding, changing, or withdrawing from a class. Further, the student is to meet at least twice (in addition to the pre-registration conference) with the academic advisor during the semester to discuss current academic work and related matters. The advisor reports the nature of the discussion and recommendations considering to the Board of Academic Standards using the appropriate form. The forms are initially sent to the student, who is to take them to the advisor.

ACADEMIC SUSPENSION
Academic suspension occurs at the end of an academic year (except in the case of disregard of academic standards and responsibilities and failing to meet stipulations set forth by the Board) and involves the involuntary and immediate withdrawal of the student from Wittenberg University for at least one full semester. A student is suspended as a result of any one of the following circumstances:
• A student fails to make sufficient progress toward meeting graduation requirements after being on probation for two or more consecutive semesters.

• Grave academic difficulty during the first year may not be known until the end of the second semester. In such cases, the Board of Academic Standards may decide to suspend a student when the extent of academic deficiency warrants this action.

• Failing to meet stipulations set by the Board. A suspension for a failure to meet stipulations may occur at the end of any semester.

• For disregard of academic standards and responsibilities, defined here as earning a grade-point average below 1.000 for any semester, the Board of Academic Standards determines the status of the student after a review of the student’s grades for the current semester and previous semesters and of the reports of the student’s instructors. A suspension for gross academic disregard may occur at the end of any semester.

APPEAL OF THE ACADEMIC SUSPENSION

• The Board of Academic Standards does consider a timely letter of appeal from the academically suspended student but reverses its decision only when presented with new evidence of significant mitigating circumstances. The letter of appeal is to be typewritten and no more than two pages in length; it may include additional supportive information or give a corrective devised by the student. The Assistant Provost for Academic Services provides information regarding the appeal process. Should the appeal of academic suspension be granted, the Board of Academic Standards stipulates a course of action specific to the student for the successful completion of future academic work. Should it be denied, the student may appeal further, but only in writing, to the Provost.

• The communication to the Provost must demonstrate that the appeal did not receive a fair and an impartial hearing.

READMISSION AFTER ACADEMIC SUSPENSION
• A student suspended for academic reasons may be re-admitted on probationary status after being away for at least one full semester (excluding summer semester) by filing an application for re-admission with the Director of Admission. A student on academic suspension may not receive a letter of good standing. It is the responsibility of the student to determine the readiness to return and accomplish academic work. The re-admitted student must strive toward being removed from the status of academic probation and must meet with minimal expectation of completing at least 12 semester hours with a semester grade-point average of 2.0.

To be readmitted a student must:

1. Submit a petition to the Board of Academic Standards, prior to the semester the student wishes to return, requesting that they be reinstated to Wittenberg and outlining their plan for successfully accomplishing academic work. Petitions may be submitted between October 1 and December 1 for spring reinstatement and between June 1 and August 1 for fall reinstatement.

2. Provide information about how the student used their time during the period of suspension, i.e., job, volunteer work, course work, or a combination thereof. Students may transfer in a maximum of 8 semester hours taken during the suspension period. Students are encouraged to consult with the Registrar prior to registering for courses to be taken while suspended from Wittenberg.

3. Provide supporting materials including:
   a) a transcript for any coursework taken during the suspension period and/or
   b) a reference letter from a supervisor (for work or volunteer experience undertaken during this time) and/or a faculty member.
   c) documentation of the successful completion of any other stipulations placed on the student by the Board.

ACADEMIC DISMISSAL
If a student suspended by the Board of Academic Standards is readmitted, continues to remain on academic probation and subsequently becomes liable for suspension a second time, academic dismissal results. Academic dismissal is a permanent separation from the University.

**ATTENDENCE AND CLASS SCHEDULE**

**CLASS ATTENDANCE**

All Wittenberg students are expected to attend class unless there are reasons of ill health, travel mishaps, illness or death in the family, or observance of religious holidays that prevent class attendance. From time to time legitimate educational activities of participation in University-sponsored extracurricular activities may result in student absences. In such cases, the faculty or staff member planning these activities should weigh carefully their educational benefits.

Student absences from class due to any of the above circumstances are considered excused. Students are expected to meet their academic responsibilities in each course, even though they may be excused from class. Faculty members are expected to cooperate in helping students meet their responsibilities.

The Health Center will provide written verification of illness only when the University physician orders hospitalization or strict bed rest for a specific affliction.

**EXCUSED ABSENCES**

In each case, students should contact the appropriate faculty member to explain the circumstances of their absence and to request assistance in meeting their academic responsibilities. This should be done before the absence if possible. Faculty members are expected to cooperate in helping the student to meet these requirements.

The faculty or staff members sponsoring group activities should submit the names of the participating students to the Assistant Provost for Academic Services. The Assistant Provost for Academic Services shall provide all faculty with a roster of the
persons involved and identify the purpose and date(s) on which the students will be absent.

A student or a faculty member may contact either the Dean of Students or the Assistant Provost for Academic Services to clarify the circumstances of an absence and to verify that the absence is excused.

**BALANCE BETWEEN ACADEMIC AND ATHLETIC RESPONSIBILITIES**

Student-athletes are primarily responsible for balancing academics and athletics. However, recognizing the pressure that student-athletes face from competing time demands placed upon them by both professors and coaches, we establish the following statement of responsibility. The statement assumes that the student's primary responsibility is to academic coursework and that practice sessions are always subordinate to class attendance.

Students should work with advisers to schedule courses so that practices and contests are not in conflict with academic courses.

Student-athletes are expected to contact professors in advance in order to resolve conflicts between class attendance and participation in athletic contests. It is recommended that student-athletes miss not more than four sessions of any class in a semester for regular season athletic contests. Permission of a Faculty Athletic Representative is required before additional excused absences will be permitted.

Coaches will, as necessary, establish and maintain communications with the professors of team athletes regarding academic progress. Professors should feel free to contact coaches regarding the academic responsibilities of student-athletes.

Professors, coaches, athletic administrators and student athletes should feel free to bring concerns about athletic participation and academic responsibilities to the attention of the Faculty Athletic Representatives. The Faculty Athletic Representatives may serve as mediators involving the Committee on Athletic Policy and Recreation, as necessary.

**ACADEMIC SUPPORT SERVICES**
Academic Services provides a variety of services to promote academic achievement and enrich student learning. In partnership with faculty, students, and staff, the office supports many of the critical student transitions, which are associated with each of the four undergraduate years. This includes summer orientation programs, major declaration assistance, work with faculty to facilitate student success in the classroom, services for students with disabilities, assistance to students on academic warning or probation, programs that recognize academic achievement, and support to students seeking specialized post-graduation scholarships and fellowships. Academic Services facilitates the procedures of the Board of Academic Standards (BAS) and oversees the operations of the Writing Center, Math Workshop, Foreign Language Learning Center, and the Oral Communications Center.

**Early Warning System**
Faculty, staff and parents can report student concerns using an Early Warning reporting form, available through the WittLink portal. Faculty and staff use the form when they observe any student struggling academically or personally. Parents can use the form to report family or other personal issues that might affect the student’s performance or well-being. Academic professionals then contact students to help them get appropriate support.

**Supporting Students with Disabilities**
Wittenberg University is committed to responding to the needs of students with disabilities as outlined both in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and ADA Amendment Acts (ADAAA) of 2008. We work with students to determine appropriate accommodations and to facilitate implementation of support. Students with disabilities are responsible for providing Academic Services with appropriate documentation of their disability (see documentation
guidelines) and arranging an appointment to assess their needs. Following the appointment and the review of appropriate documentation, the Assistant Provost for Academic Services will make a determination of eligibility for disability services. Once accommodations have been finalized, students will receive letters for each of their professors listing their accommodations. Students are encouraged to communicate the disability and special needs to course professors early in the term; however, this is left entirely to the individual's discretion.

**Supporting Students on Academic Probation/Warning**

We believe that students on probation need special advising to help them make the fundamental changes that will enable them to become successful. Therefore, students on academic probation are encouraged to meet frequently with their advisers. In addition, first-year students on academic probation or warning are encouraged to complete an assessment and meet with an Academic Services staff member to discuss their adjustment to college life and transition issues that can impact academic performance.

**Faculty Advising**

Academic advising at Wittenberg is provided by members of the Wittenberg faculty. Basic to Wittenberg’s mission is a deep concern for the welfare of each of its students and the education of the whole person. Accordingly, an important responsibility of its faculty is to provide advice for each student about educational, vocational and personal planning. This approach is person-centered, treating each student as a distinct individual. The university also recognizes that personal growth and maturity are reached through acceptance of responsibility. Wittenberg, therefore, affirms the primary responsibility for the pattern and outcome of the student’s educational program, while the development of social responsibility lies with each student. Even though advisors are available
to help with decisions, students are ultimately responsible for their own academic choices and success. Academic Services and First-Year Experience also provide support to students experiencing academic or personal difficulties that interfere with their academic success.

**The Parent E-Communications**

At Wittenberg, we value our relationship with the parents and guardians of our students – you are important members of our community. Several times each academic year, we put together an e-newsletter to help connect parents to the student experience. The focus of our parent newsletter is to provide information about important deadlines and academic policies, tips for supporting your student, and information on programs and resources that will help you to coach your student to make the most of their Wittenberg experience. *The Parent Connection* is automatically sent to parents via email and is available online. Other communications are emailed to parents throughout the year to give more definition to activities, notifications, and celebrations taking place on campus.

Please keep your email address updated so you can receive our communications and other helpful tips from your Wittenberg 'family.'

**Tutoring**

If students need extra support in a class, they should first contact the professor. Most members of the faculty devote much time to out-of-class contact with students, but the student is expected to take the initiative. A tutor list of available peer tutors is updated yearly.

**Wittenberg Academic Learning Centers**

Because of the emphasis Wittenberg places on the ability to write well in all disciplines, students find the **WRITING CENTER*** a valuable resource regardless of their field of study. Student writing advisers provide professional
assistance with all types of writing projects, working with writers at every stage of the process—from brainstorming, to drafting, to final editing.

The **MATH WORKSHOP** provides tutoring for students in all levels of math, ranging from basic math skills to calculus. Students regularly use the workshop as a place to study, both alone and in groups. Students who are having trouble with a math course find that the Math Workshop provides a comfortable and friendly environment where help is readily available if needed.

Equipped with the latest in computer hardware and pedagogical language software, the **FOREIGN LANGUAGE LEARNING CENTER** is a vital resource. While first and second semester language students are required to spend time in the center as part of their class, many students come independently to work and interact with the large group of tutors, including both native speakers and students returning from overseas.

The **ORAL COMMUNICATION CENTER** provides students with direct assistance on oral communication assignments of all types, including formal presentations, discussion/debates, class participation, class leadership and brief oral reports. Working one-on-one with a trained tutor, students can learn how to develop, organize and deliver the content for these assignments effectively.

* Tutoring program certified by the College Reading and Learning Association.

**Supplemental Instruction**

Certain sections of first-year courses at Wittenberg offer Supplemental Instruction (SI). The SI program provides regularly scheduled, out of class, peer facilitated sessions. SI sessions are not a simple re-lecture but an interactive, collaborative review of the difficult material in the course. National statistics show that students who participate in SI
perform better, often a full letter grade higher, than their non-participating peers in the same course.

The Career Services Office
The Career Services Office helps students make connections: with vocation, with majors, with internships and with potential employers. A student’s success in using those connections to find their calling will ultimately depend on the steps they take to build self-knowledge and experience while at Wittenberg. The Career Services Office is a four-year journey that moves students from high school into the world after Wittenberg.

We can help you:
• bridge the gap between the classroom and the real world,
• learn about your interests, skills, abilities, and values,
• synthesize your experience into a strong résumé,
• broaden your network of contacts,
• investigate further educational options,
• change the way you look at the world - and how you see your place in it.

HEALTH AND COUNSELING CENTER
The Health and Counseling Center mission is to diagnose and treat illness, promote healthy behaviors and lifestyle choices through ongoing education and to prepare students to be their own health advocates.

The Health Center recognizes the interconnection of physical and psychological health, hence services are provided in both areas, and referral and consultation between the medical service and counseling service is emphasized. Prevention programs often address this mind-body connection in teaching lifestyle management. Services include triage, education in self-care, basic treatment for uncomplicated and short-term problems and referral to specialists for complex conditions. In addition, through consultation with the faculty and staff, the Health Center assists the university in maintaining an environment that supports health.
The Health Center is under the direction of the Dean of Students, and is part of the Student Development Department. The Health Center provides primary triage for illness or injury, short-term treatment as appropriate, allergy services, and referral to community resources as necessary. A board-certified physician or certified nurse practitioner supervises all medical functions.

HONOR STATEMENT
All academic work submitted at Wittenberg will carry the honor statement. “I affirm that my work upholds the highest standards of honesty and academic integrity at Wittenberg, and that I have neither given nor received any unauthorized assistance.”
<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CONTACT</th>
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<tbody>
<tr>
<td>Academic Assistance</td>
<td>Ellen Crosbie</td>
<td>Ext. 7921</td>
</tr>
<tr>
<td>Athletic Trainers</td>
<td>Keturah McNeary</td>
<td>Ext. 7921</td>
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<tr>
<td>Book Store</td>
<td>Wendy Smiseck</td>
<td>Ext. 7521</td>
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<td>Campus Emergencies</td>
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<tr>
<td>Career Services</td>
<td>Registars’ Office</td>
<td>Ext. 6131</td>
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<td>Classes (Registration, Drop/Add)</td>
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<tr>
<td>Community Service</td>
<td>Kristen Collier</td>
<td>Ext. 7523</td>
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<tr>
<td>Computer Center</td>
<td>Solutions Desk</td>
<td>525-3801</td>
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<tr>
<td>Counseling Services</td>
<td></td>
<td>Ext. 7811</td>
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<tr>
<td>Financial Aid</td>
<td>Randy Green</td>
<td>Ext. 6406</td>
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<tr>
<td>Foreign Language Workshop</td>
<td>Brenda Bertand</td>
<td>Ext. 6356</td>
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<tr>
<td>Fraternity/Sorority Life:</td>
<td>Carol Nickoson</td>
<td>Ext. 7820</td>
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<tr>
<td>Health Center</td>
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<tr>
<td>Housing (Residence Life)</td>
<td>Connie Manes</td>
<td>Ext. 7827</td>
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<tr>
<td>Housing (Student Rentals)</td>
<td>Jeanne Riedel</td>
<td>Ext. 7802</td>
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<tr>
<td>HPER Center</td>
<td>Front Desk</td>
<td>Ext. 6415 or</td>
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<tr>
<td>Library</td>
<td>Doug Lehman</td>
<td>6416</td>
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<tr>
<td>Mailroom (Student Center)</td>
<td>Registrars’ Office</td>
<td>Ext. 7443</td>
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<tr>
<td>Majors (Add/Drop)</td>
<td>Registrars’ Office</td>
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<tr>
<td>Math Workshop</td>
<td>Obed Lewis</td>
<td>Ext. 7041</td>
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<tr>
<td>Multi-Cultural Affairs</td>
<td>John Young</td>
<td>Ext. 7803</td>
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<tr>
<td>New Student Days</td>
<td>Carol Nickoson</td>
<td>Ext. 7820</td>
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<tr>
<td>Oral Communication Center</td>
<td>Michael Mattison</td>
<td>Ext. 6177</td>
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<tr>
<td>Pastors Office</td>
<td>Rev. Anders Tune</td>
<td>Ext. 7412</td>
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<tr>
<td>Police/Security</td>
<td>Rev. Rachel Tune</td>
<td>Ext. 7413</td>
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<tr>
<td>Student Accounts</td>
<td>Doug Schantz</td>
<td>Ext. 6146</td>
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<tr>
<td>Student Activities</td>
<td>Elizabeth Ames</td>
<td>Ext. 7818</td>
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<tr>
<td>Student Center (ID’s)</td>
<td>Cathie Kuss</td>
<td>Ext. 7447</td>
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<tr>
<td>Student Conduct</td>
<td>Krystal Reeb</td>
<td>Ext. 7804</td>
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<tr>
<td>Student Employment</td>
<td>Laura Siemon</td>
<td>Ext. 7819</td>
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<tr>
<td>Student Engagement</td>
<td>Jon Duraj</td>
<td>Ext. 7817</td>
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<tr>
<td>Student Insurance</td>
<td>Sharon Fogarty</td>
<td>Ext. 7811</td>
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<tr>
<td>Study Abroad</td>
<td>JoAnn Bennett</td>
<td>Ext. 6185</td>
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<tr>
<td>Writing Center</td>
<td>Michael Mattison</td>
<td>Ext. 6177</td>
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</tbody>
</table>
OFFICE OF ACADEMIC SERVICES:
Academic Support Services    Monday-Friday: 8:00am - 5:00pm
Recitation Hall 203
937-327-7891

ACADEMIC LEARNING CENTERS
The Math Workshop            Monday-Thursday: 9:00am-9:00pm
Hollenbeck Hall 218           Friday: 9:00am-5:00pm
937-327-6155                  Sunday: 5:00pm-9:00pm
Writing Center               Monday-Friday: 9:00am-4:30pm
Hollenbeck Hall 112           Sunday-Thursday: 7:00pm-9:00pm
937-327-6154                  Sunday: 2:30pm-4:30pm
Foreign Language Learning Center
Hollenbeck Hall 232           Monday: 10am-5pm and 6:30pm-9pm
937-327-6125                  Tuesday: Noon-5pm and 6:30pm-9pm
                               Wednesday: 10am-5pm and 6:30pm-9pm
                               Thursday: Noon-5pm and 6:30pm-10pm
                               Friday: 10am-5pm
                               Sunday: 6:30pm-9pm
Oral Communication Center    Sunday-Thursday: 7:00pm-11:00pm
Thomas Library 210
937-327-7870

ADDITIONAL CONTACT INFORMATION
Health and Counseling Center  Monday-Friday: 8:00am-5:00pm
Shouvlin Center 003
937-327-7811
Talk One2One                  24 hours a day, 7 days a week
1-800-756-3124
*Talk One2One provides 24 hour telephone counseling to Wittenberg students at no cost.*
Student Development           Monday-Friday: 8:00am-5:00pm
Deitrich House, 809 Woodlawn Avenue
937-327-7800
DEPARTMENT OF ATHLETICS ACADEMIC LIAISONS:
Kelly Mahlum
HPER 216
937-327-7074
kmahlum@wittenberg.edu

Travis Schwab
HPER 216
937-327-6495
tschwab@wittenberg.edu

ACADEMIC EXPECTATIONS
The Office of Academic Service and the Department of Athletics have the following academic expectations for all student-athletes. Working with the staff of either or both of these programs will help student-athletes pursue their academic goals.

COMMUNICATE EFFECTIVELY
1. To be eligible for practice and competition you must be enrolled in 12 credit hours (full time student). Notify your coach before you make any changes to reduce your credit hours.
2. Give your professors at least two classes advance notice if you have a planned absence for athletic competition. Make arrangements for any missed class time and materials prior to your departure.
3. Doctor’s appointments, rehab sessions, film sessions and tutorial sessions should not be made during class time.

BE RESPONSIBLE
1. Attendance for class, study hall and meeting with anyone in the academic support services staff is mandatory.
2. When in class be respectful to all professors, pay attention and be interactive.
3. Make academics a top priority.
4. Do your own work, plagiarism and cheating will not be tolerated. Academic Dishonesty is grounds for immediate dismissal.
STRIVE FOR ACADEMIC SUCCESS
1. Make sure you complete your academic work prior to deadlines; athletic activities do not supersede academic deadlines.
2. Don’t be afraid to ask for help when you need it. That is why the university has academic resources and support staff in place to assist you.
3. Develop a positive relationship with your professor. Set up time to meet with him/her so they get to know you, and get to know them better.
4. Set academic goals for yourself each semester, if you are not sure which goals to set meet with your advisor, coach, or an academic liaison to assist you with that process.

TOOLS FOR ACADEMIC SUCCESS:
Take great notes in class:
1) Arrive to class ready to take notes for the entire period.
2) Utilize a professor’s outlines and cues to understand the structure of a lecture.
3) Know that you should always elaborate upon what has been written on the board.
4) Define all technical terms and organize a system for discerning what in your notes is an example, diagram, etc.
5) In good format, take notes for yourself so that you may understand them.

Be In Class, But If You Can’t
1) Ask to borrow notes from a reliable student in the class.
2) Pursue the notes, then the reading material for that day. Determine what, if anything, you don’t understand in the notes.
3) Meet with your professor, apologize for your absence, and ask them about what you do not understand. As the professor speaks, fill in your notes with what he or she is telling you.
4) Try not to miss class again. Falling behind in schoolwork places a great burden on you when it comes time to make up the work.
Meet With Your Professors
1) Don’t feel intimidated by your professors, professors are people too and are understanding.
2) Your professor is the expert, seek his or her council.
3) Conscious of your role as a student, offer your ideas humbly and respectfully.
4) Once you’ve left their office, apply what you’ve learned from your professor.

Know How to Write a Great Paper
1) Have a clear thesis, and work to progress it throughout your paper.
2) Write simply and convey your thoughts in a clear fashion.
3) Make points or arguments that help progress your goal.
4) Write to the page limit, not beyond it, and then make a distinct conclusion.
5) Edit your paper.

NUTRITION SUPPLEMENTS
The overwhelming majority of nutrition supplements sold in magazines, gyms, health food stores and over the internet will not do anything to enhance athletic performance. A few are effective, but most are useless and expensive. Some can actually damage your health and performance, and may contain compounds that could cost you your NCAA eligibility. Beware of anything that promises phenomenal physical gains or weight loss in short periods of time. Products that contain extracts from herbs, roots, and other natural sources are poorly regulated. Some of these include banned substances that may or may not be listed on the label.

The supplements listed below are examples of compounds banned by the NCAA and considered particularly dangerous to athletes. Please not that these are just examples and that there are many more dangerous supplements available and even more brand names containing these dangerous compounds.

Please contact a member of our sports medicine staff before your try any type of ergogenic or nutritional supplement. Student-
athletes and coaches may also contact the Dietary Supplement Resource Exchange Center (sponsored by the NCAA) for confidential answers to questions about supplements. www.drugfreesport.com/rec
(Username: NCAA Division III, Password: ncaa3)
816-474-8655 or 877-202-0769

**NCAA BANNED DRUGS**

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

**The NCAA bans the following classes of drugs:**

a. Stimulants  
b. Anabolic Agents  
c. Alcohol and Beta Blockers (banned for rifle only)  
d. Diuretics and Other Masking Agents  
e. Street Drugs  
f. Peptide Hormones and Analogues  
g. Anti-estrogens  
h. Beta-2 Agonists

**Note: Any substance chemically related to these classes is also banned.** The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

**Drugs and Procedures Subject to Restrictions:**

b. Local Anesthetics (under some conditions).  
c. Manipulation of Urine Samples.  
d. Beta-2 Agonists permitted only by prescription and inhalation.  
e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

**NCAA Nutritional/Dietary Supplements Warning:**

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff!
Note to Student-Athletes: There is no complete list of banned substances. Do not rely on this list to rule out any supplement ingredient.

Some Examples of NCAA Banned Substances in Each Drug Class

Stimulants:
- amphetamine (Adderall);
- caffeine (guarana);
- cocaine;
- ephedrine;
- fenfluramine (Fen);
- methamphetamine;
- ethylphenidate (Ritalin);
- phentermine (Phen);
- synephrine (bitter orange);
- methylhexaneamine, “bath salts” (mephedrone) etc.

Exceptions: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetronone):
- boldenone;
- clenbuterol;
- DHEA (7-Keto);
- nandrolone;
- stanozolol;
- testosterone;
- methasterone;
- androstenedione;
- norandrostenedione;
- methandienone;
- etiocholanolone;
- trenbolone; etc.

Alcohol and Beta Blockers (banned for rifle only):
- alcohol;
- atenolol;
- metoprolol;
- nadolol;
- pindolol;
- propranolol;
- timolol; etc.

Diuretics (water pills) and Other Masking Agents:
- bumetanide;
- chlorothiazide;
- furosemide;
- hydrochlorothiazide;
- probenecid;
- spironolactone (canrenone);
- triameterene;
- trichlormethiazide; etc.

Street Drugs:
- heroin;
- marijuana;
- tetrahydrocannabinol (THC);
- synthetic cannabinoids (eg. spice, K2, JWH-018, JWH-073)

Peptide Hormones and Analogues:
- growth hormone(hGH);
- human chorionic gonadotropin (hCG);
- erythropoietin (EPO); etc.

Anti-Estrogens:
- anastrozole;
- tamoxifen;
- formestane;
- 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.
Beta-2 Agonists:
   bambuterol; formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned! It is your responsibility to check with the appropriate or designated athletics staff before using any substance.