The Committee will convene as promptly as possible after the grievance is referred. The case will be heard at a time and place that does not conflict with class schedules of the student-athletes and faculty involved. If the hearing is set with the concurrence of the parties and the student-athlete or person decides he/she cannot attend, the hearing may proceed as scheduled. The Committee shall hear all parties to the case and shall review all evidence presented. The Faculty Athletics Representative will determine who can attend the hearings. The hearing shall be closed unless circumstances warrant otherwise. In handling the appeal, the Appeals Committee and the Director of Athletics shall abide by principles of confidentiality and be diligent in protecting the rights of the student-athlete to a fair appeal hearing.

The Director of Athletics shall present the case leading to the decision of the Department of Athletics. At the conclusion of the Director of Athletics’ presentation of the case, the Director of Athletics shall leave the hearing. The individual or coach involved in the grievance shall be available to answer questions for the committee.

The chair shall ask the student-athlete to present information relevant to the grievance. The student-athlete may make a statement in person or may limit his/her participation to the presentation of a written statement. The student-athlete may choose not to answer any question(s) posed by the committee members. The student-athlete may request witnesses to present relevant information. This information may be presented in person or in writing. Any witnesses shall, at the request of the Chair, wait outside the hearing room until his/her testimony is to be heard. Committee members may question witnesses for the purpose of clarifying the testimony. During the hearing, the student-athlete, upon request of a committee member, shall be directed to leave the hearing while a witness testifies. However, the student-athlete will have access to all testimony and the ability to cross-examine the witness. The committee shall make its decision based on the information presented in the hearing.

2.3.2.4 Hearing Conclusion
At the conclusion of the hearing, the committee shall deliberate in private and decide by majority vote on a course of action. The committee shall make its decision based on the information presented in the hearing. All deliberations of the committee shall remain confidential. The Chair shall send the written notification of the committee’s recommendation to the President or President’s designee within 48 hours of the decision. The decision of the President or President’s designee is final. The decision will be communicated in writing to the student-athlete, the student-athlete’s head coach, Director of Athletics, and the Faculty Athletics Representative.

3.0 ACADEMIC RESOURCES

3.1 Academic Integrity Principle
Any instance of academic dishonesty may subject a student–athlete to disciplinary action, up to and including, separation from athletics or the university. Fundamental to the principle of independent learning is the requirement of honesty and integrity in the performance of academic assignments, both in the classroom and outside. Students who submit work which is not their own or who commit other acts of academic dishonesty may forfeit the opportunity to continue at Texas A&M University – Corpus Christi as an athlete or a student. The Department of Athletics depends on the willingness of students, individually and collectively, to maintain and perpetuate standards of academic honesty. Each Islander student accepts the responsibility to be honorable in the student’s own academic affairs, as well as to support the Principle as it applies to others.

3.2 Registration
3.2.1 S.A.I.L. Phone & Web Registration ● Office of Admissions & Records ● Student Services Center 
(Round Building) ● 825-7245 www.tamucc.edu/~admiss/sailweb/index.html
All student-athletes are eligible for priority registration and may register on-line on the first day of registration for each term if they have completed required academic advising and have no other holds placed on their records.

Student-athletes register for classes through the normal processes. Student-athletes will have a hold placed on his/her records which will not permit them to register for classes without the required academic advising and will not permit them to drop or add courses after initial registration without the written approval of the Associate Athletic Director Compliance/Academics and the Financial Aid office. Student-athletes may not drop or add classes through the phone or web.

3.2.2 Withdrawing from classes
No student-athlete should have his/her academic future endangered by having to remain in a potential high-risk academic situation. Therefore, student-athletes may drop classes at anytime, even if such action jeopardizes his/her immediate or future athletic eligibility to compete and/or receive financial aid. However, no student-athlete should take such action without being fully aware of the consequences. Therefore, student-athletes wanting to drop a class must follow the following procedures:

- A hold is placed on all student-athletes registration so that they may not drop courses without written permission from the Athletics and Financial Aid Departments.
- The student-athlete who wishes to drop a course first meets with the instructor and then the coach.
- The coach explains the potential consequences of dropping the class.
- If the student-athlete still wishes to drop the class he/she meets with the Scholastic Supervisor and completes the Drop Form which must be signed by the Scholastic Supervisor and the Financial Assistance Advisor (NCAA).
- The Scholastic Supervisor contacts the instructor about the student-athlete’s class performance and status if necessary.
- The student-athlete takes the completed form to the Registrars Office to complete the drop process.
- The Associate Athletic Director Compliance/Academics checks the student-athlete’s enrollment status on-line.
- If the student-athlete drops below full-time status (12 units) all applicable NCAA rules will be enforced and student-athlete will be held out of practice and competition. Cancellation of Financial Aid is permitted at this time but will be handled on a case by case basis.

If the drop will require subsequent summer school enrollment to maintain eligibility, student-athletes not considered academic high risk might not be eligible for summer school financial aid.

3.3 Academic Advising

3.3.1 Academic Advising – Department of Athletics
It is Department of Athletics policy that each head coach is directly responsible for overseeing the academic progress of each student-athlete involved in his/her program. The assigned Faculty Academic Advisor should perform the actual academic advisement. Coaches may supplement this advisement but not supplant it. Semester grades indicate academic progress and are available through a printout of all athletes enrolled.

The Compliance Office will continually work with academic departments via the Registrar to keep the advisors current on NCAA regulations and requirements. Coaches and athletes should contact the Compliance Office or the specific academic advisor any time they feel there may be some question about the advice a student-athlete has received. A student-athlete’s opportunity to participate should not be compromised due to ignorance of NCAA academic eligibility standards.

3.3.2 Progress Reports
The Department of Athletics requests progress reports twice per semester on all student-athletes. This information is shared with the head coaches and the student-athletes. Student-athletes are encouraged to take advantage of academic resources early in the semester so that little problems do not become big problems.

3.3.3 Study Hall – Department of Athletics
All students new to TAMUCC whether they be first time freshmen or transfer students are required to attend mandatory study hall for 8 hours a week. In addition all returning students with a cumulative GPA below a 2.5 are required to attend 8 hours of study hall. Continuing students with a GPA between 2.5 & 3.0 will be required to complete 5 hours of study hall each week. All continuing students that have a GPA of 3.0 or above will be excused from study hall. Study hall hours will be determined by the lowest GPA (semester or cumulative). Please note that individual coaching staffs have the right to assign study hall hours even of the requirements of the Department of Athletics are satisfied.

3.4 Cross Campus Academic Advising Services

3.4.1 All student-athletes are required to meet with their academic advisor prior to registration each semester. Student-athletes that fail to meet this requirement prior to their opportunity to register (priority registration) will be unable to register for classes until they have done so and will forfeit their priority status. Academic advising centers are housed in each of the four colleges and staffed by full-time academic advisors. Undeclared/exploratory students are advised through the Academic Advising Transition Center. Full-time academic advisors are available to assist students with their educational plans, course selections, degree requirements and other academic transactions. Student-athletes should be aware that academic advisors are there to advise all students and they may or may not be experts on NCAA academic eligibility issues. If there are questions about NCAA eligibility the student-athlete should check with the Director of the Center for Athletic Academic Services or a Scholastic Supervisor.

3.5 Academic Deficiencies

3.5.1 Scholastic Probation and Removal from Probation
An undergraduate student whose cumulative Texas A&M University - Corpus Christi grade point average (GPA) falls below 2.0 on academic work done at the University is placed on scholastic probation. A student is removed from scholastic probation after completing a semester or summer term at Texas A&M University - Corpus Christi during which a cumulative grade point average of 2.0 or greater is achieved.

3.5.2 Suspension
A student who is on scholastic probation and who fails to make a minimum GPA of 2.0 for any semester or term is placed on academic suspension. A student suspended for the first time may not enroll at the University for the next long-session semester (fall or spring) and any intervening summer session. A student suspended for the second time will be suspended for one year. After a first or second suspension, a student may re-enroll on probationary status. The student must achieve a minimum GPA of 2.0 for that and all subsequent semesters and terms until a minimum cumulative GPA of 2.0 is attained. A student who does not attain this GPA is placed on suspension again. Under extraordinary circumstances, academic suspension may be appealed to the student’s academic dean.

3.5.3 Dismissal
A third suspension results in dismissal from the University. In most cases, a student who is dismissed because of three suspensions is not readmitted to the University. The student may, however, petition for a review of the case after a period of two calendar years. Information on procedures may be obtained from the Office of Admissions and Records. Readmission is permitted only in exceptional circumstances and if authorized by the dean of the college to which admission is sought. If the student does not attain the required GPA (as described
after such re-admittance, the student is dismissed and may not petition for readmission for a period of a minimum of five calendar years.

3.6 Computer Labs

Athletics, Library, Corpus Christi Hall and Center for Instruction 825-2692

If you need a place to write your paper or just check your e-mail, visit one of the four computer labs on campus. They will help you obtain a Novell account to access the computer system. The University also provides e-mail accounts for all students. Contact the lab office in each area to find out how to access these services. Some of the labs even have scanners, and all have printers. Make sure to check out computer lab rules and regulations on our website http://labs.tamucc.edu/.

3.7 NCAA CHAMPS/Life skills Program

3.7.1 “Challenging Student-Athletes Minds for Personal Success”

The mission of the NCAA is to maintain intercollegiate athletics as an integral part of the campus educational program and the student-athlete as an integral part of the student-body.

With this in mind the Texas A&M University – Corpus Christi Department of Athletics has embraced the mission of the NCAA CHAMPS/Life-skills Program and has developed services and programs that are focused on enhancing the quality of the student-athlete experience within the University setting.

Specifically, our program is aimed at addressing the student-athlete as a “whole person”, not just as a student or just as an athlete.

3.8 Department of Athletics Missed Class Policy

3.8.1 Class Attendance and Competitive Schedules

Sport plays a unique role at the university; promoting a sense of vitality and school spirit that contributes to the quality of life on campus and in the local community. Intercollegiate Athletics serves as a conduit that allows alumni and members of the community to connect with the university. While student-athletes serve as ambassadors for the university, they have very little control over when and where they compete. Texas A&M University – Corpus Christi is in a relatively remote location creating challenges in scheduling. While the NCAA and member conferences in some sports dictate the timing of some competitions the Department of Athletics makes every effort to schedule non-championship competitions and travel to these competitions so that student-athletes’ time away from campus during classes or exams is held to an absolute minimum.

The university policy for excused absences as stated in the university catalog: “Students are held responsible for class attendance and are advised that excessive absences may adversely affect their grades. Every instructor should make clear the policy on class attendance at the beginning of each course. If students are absent from class on approved university business (e.g., intercollegiate athletics competition/travel, field trips, student research conferences, Board of Regents meetings), faculty members should count this as an excused absence and should not penalize the student for it. Students should be allowed to make up any required course work in advance or after their return to campus. Students are responsible for informing their instructors about the trip in advance so that the faculty members can make plans accordingly. If students have any doubt as to whether the activity in question is considered official university business, they should contact the Provost’s Office.”

Student-athletes are expected to attend all classes and labs in which they are enrolled, turn in all assignments on-time and take all examinations. Student-athletes must meet with their instructors early in the semester to discuss any competitions or travel to competition that may conflict with classes or exams. Student-athletes will be provided with a copy of the team’s competition and travel schedule. This is to be hand delivered to each instructor and the instructor is to sign off that they have received a copy of the travel schedule. It is the student-athlete’s responsibility to make arrangements with their instructors for make up exams, quizzes or submission of assigned homework or other assignments.
Student-athletes may not be excused from regularly scheduled classes for practices (except while on trips), media interviews, public service, medical treatment or film review. Generally university staff members may not require or request that student-athletes miss class for any reason except for competition. Exceptions to this rule may be made by the Director of Athletics in unusual circumstances (e.g., attendance at a National Awards ceremony).

3.8.2 Sports Scheduling Guidelines
Head Coaches are responsible for scheduling contests in their respective sports. Schedules are to be submitted no later than June 15 (Fall Sports), August 15 (Winter Sports) and November 15 (Spring Sports). Proposed schedules will be reviewed for NCAA minimum/maximum requirements, missed class time, cost and mode of transportation. All competition schedules are subject to approval by the Director of Athletics.

Coaches shall schedule in such a way that the impact on student-athletes’ coursework is kept to a minimum. Non-conference or non-championship contests that require travel during the first or last week of classes or during final exams may only be scheduled with the advance approval of the Director of Athletics. Such exceptions will be reported to the Intercollegiate Athletics Council.

- **Missed Classes**
  Coaches should make every effort to avoid scheduling contests or travel that conflict with class dates.

- **Contest Venues**
  There should be a balance between Home and Away contests.

- **Competitive Scope**
  Schedules should continue to include both national and regional competition.

- **Final Exam Considerations**
  Road trips should be avoided during the first and last week of classes and during final exams. Home contests should be avoided during final exam week and during the two days prior to final exam week. Every effort shall be made to minimize conflicts or time spent on athletics during the mid term exam period.

The Head Coach and Associate Athletic Director Compliance/Academics should monitor that student-athletes keep their instructors informed regarding their competition and travel schedules as well as any arrangements that must be made for additional tutoring, proctoring of exams or alternate testing.

Twice per semester the Compliance Office requests that instructors report the academic progress of student-athletes and their attendance in regularly scheduled classes. Information regarding athletics related excused absences as well as non-excused absences are used by the coaches and administrative staff and reported in summary form to the IAC. Annually, the Associate Athletic Director Compliance/Academics will present data regarding missed class time per sport per semester in conjunction with the grades accrued by the student-athletes of the respective sports. This report will cover missed class time for the previous academic year and will be submitted to the IAC no later than April 15. The IAC based on information from this report will make any recommendations, if necessary, to the president.

3.8.3 Enforcement
Head coaches are responsible for determining appropriate disciplinary action if student-athletes have unexcused absences, do not meet mandated study hall hours, or miss an academic meeting or tutoring session without notice. These disciplinary measures should be included in the team rules distributed to all team members and actions taken in response to violations of these rules should be reported to the Associate Athletic Director Compliance/Academics. The Director of Athletics shall have the ability to impose additional sanctions if the penalty given by the coaching staff is deemed to be insufficient. The Director of Athletics is responsible for determining appropriate disciplinary action if coaches do not adhere to the sports scheduling guidelines.