

Study Hall Policies and Procedures

All freshmen and new transfer student-athletes during their first semester at Longwood University are required to attend 6 hours of study hall per week. All other student-athletes with a GPA below a 2.5 are required to attend 6 hours of study hall, while those below a 2.0 are required to attend 8 hours per week. If a student-athlete earns a cumulative GPA above a 2.5 they are no longer required to attend study hall, unless dropping below a cumulative GPA of a 2.5 at a later date. Each head coach can increase the requirements for study hall at his/her discretion.

Study Hall is held from 7:00 p.m. to 10:00 p.m. Sunday through Thursday in the Hiner Computer Labs.

Each team may establish a team study hall for a maximum of 2 hours per week upon the coaches' discretion to assist student-athletes in earning study hall hours. Team study hall must be monitored by a coach and hours submitted to the Study Hall Coordinator by Friday each week.

Study Hall Guidelines

While in study hall, all student-athletes must abide by the following guidelines. If a student-athlete fails to follow these guidelines, the student-athlete will be asked to leave study hall and lose any hours earned during that particular study hall session.

1. No food or drink in computer labs.
2. No internet surfing. The internet must be used for academic purposes. The study hall coordinator or any other Athletics Department personnel may question the purpose of a student-athlete's use of the internet at any time and the student-athlete must provide an adequate explanation.
3. No instant messenger of any kind (i.e. AOL, Yahoo, MSN, etc). This includes having an instant messenger program open and/or active regardless of any conversation.
4. No cell phones at any time. Cell phones should be turned off or left in your room.
5. Students must use study hall time to complete academic coursework. Study hall hours may not be earned while internet surfing, doodling, listening to your IPOD, etc. If you think you do not have academic work to do, read your textbook, reread your textbook, start your next assignment, etc.
6. **PLAN AHEAD! BEFORE COMING TO STUDY HALL, DETERMINE WHAT ASSIGNMENTS OR READINGS YOU WILL BE COMPLETING WHILE IN STUDY HALL.**

To ensure our student-athlete's attendance at the required number of hours each week, the following penalties will be in place for missed study hall hours.

- **First Offense** – The penalty will be at the discretion of the coach with a rollover system in place. The hours missed for the previous week must be achieved the subsequent week. For example, if a student-athlete is required to have 6 study hall

hours for the week and only earns 5, the student-athlete must obtain 7 the following week or a second offense will occur.

- **Second Offense** – Student-athlete will be withheld from one practice (+2 hours of study hall)
- **Third Offense** – Student-athlete will be withheld from two practices (+4 hours of study hall)
- **Fourth Offense** - which will be viewed as a total disregard for study hall policies and procedures will result in a student-athlete being withheld from a competition. If competition is not an option, the student-athlete will then be withheld from practice for 5 practice days.

In the case of extreme and extenuating circumstances that prevent a student-athlete from completing their required hours, the student-athlete must meet with the Assistant Athletics Director for Compliance & Academic Advising to discuss the circumstances. If the Assistant AD can determine the circumstances are extreme and extenuating, an exception to the penalty will be granted. In a case where the circumstances are less clear, the Assistant AD will seek input from the Athletics Director as well.

NOTE: Poor planning and negligence on the part of a student-athlete will not constitute extreme or extenuating circumstances.

Study Hall Voucher System

The voucher system allows greater flexibility for students to meet study hall requirements by earning hours outside of the departmental study hall. The voucher system allows for hours to be earned in any of the following categories.

- Tutorial Sessions set up by the Learning Center (LC)
- Writing Center (Library)
- Math Lab (LC)
- Language Lab (LC)
- Chemistry Lab (LC)
- Organizational Tutor (Time Management Tutors at the LC)
- Meeting with your professor for tutorial assistance
- Supervised study hall time during team travel to and from away competitions.
Arrangements must be placed in writing and provided to the Study Hall Coordinator before leaving campus to ensure we are all “on the same page.”

The student-athlete must complete the voucher form and have a verifying signature for any hours earned. For tutoring or labs that are set up through the Learning Center, the student-athlete must get the signature of their respective tutor. For meetings with professors for tutorial assistance, the student-athlete must get the signature of the professor. Team study time must be signed by the head coach or designee. The voucher form must be submitted to the Study Hall Coordinator by Thursday at 10:00 p.m. in order for the hours to be counted. If the student-athlete has a competition on Thursday, the student-athlete must turn in the voucher prior to leaving for competition.

The Study Hall Coordinator will sign and approve the voucher form after it is submitted and reviewed each week.

Note: Hours documented on forms and/or paper other than the Study Hall Voucher WILL NOT be accepted. Vouchers not given to the Study Hall Coordinator by Thursdays at 10:00 p.m. will not be honored.

Tutoring

Tutors should be scheduled through the Learning Center (LC). For group tutoring, the LC will provide Group Tutorials for our student-athletes during study hall. The student-athlete uses a group tutorial sign-up sheet at the study hall check-in desk. The student-athlete must sign up a minimum of one day in advance of the scheduled group tutorial session. The LC will then have the appropriate number of group tutors available for the scheduled session based upon the number of student-athlete's who have signed up.

NOTE: Tutors utilized have met the following criteria:

- Have been trained in learning styles
- Must have earned an "A" or "B" in the subject they are tutoring
- Must have been recommended by the class instructor to the LC as someone who knows the course material
- Spend ½ hour each week of the semester with the course instructor to get feedback on how to present course material for tutoring purposes

Scheduling a Tutor

1. Tutoring is a privilege. Please be responsible in your use of tutors. This means:
 - Utilize tutors throughout the semester
 - Attempt homework assignments before meeting a tutor
 - Actively participate in tutoring sessions by having a list of appropriate questions ready to ask.
2. You are expected to meet with your assigned tutors on a weekly basis.
3. If you cannot make an appointment, you must notify your tutor at least 24 hours in advance (this includes when you are out of town for competition).
4. If you have questions or problems, please call Rebecca Sturgill at 395-2050.

Expectations of the Student-Athlete

1. Attend all scheduled classes and tutorial sessions.
2. Arrive on time for tutoring sessions and bring all necessary textbooks, notebooks, writing instruments, assignments and other relevant materials. You should print lecture notes, study guides and practice exams before attending tutoring sessions.
3. Be prepared for all tutoring sessions. This entails, but is not limited to:
 - attending all class meetings and taking notes on all materials presented

- attempting assignments prior to tutorial session
 - be prepared with questions for the tutor to address in the tutorial session
- Student-athletes should not be expected to be taught material in tutoring sessions. Tutors are**

there to provide assistance, not first-time instruction.

4. Plan in advance for all assignments - Student-Athletes should not expect to receive emergency assistance the night before an exam.
5. Cooperate with tutor(s) by following all recommendations made regarding study methods and practices.

YOU MUST ALWAYS DO YOUR OWN WORK; TUTORS CANNOT DO IT FOR YOU.

There are certain things you should never expect your tutor to do:

- **Reading:** you must do your own reading. Even if you are behind in your reading, your tutor will not do it for you.
- **Write papers:** tutors cannot edit papers, i.e. make suggestions for you to improve, and they will never write any portion of your paper for you. All help on papers must be done in the Writing Center located in the library (Writing Center is staffed Sun. – Thur.).
- **Type papers:** tutors are not responsible for typing your papers. You are responsible for typing your own papers. If you don't type, you should pay someone to type them for you.

Remember tutors are trained to help you understand your work. They can only help you if you meet them regularly and complete your work on time.

What To Expect From A Tutor

Tutors help you understand the material in your class. They can help you prepare for your classes in many ways.

1. **Review lecture notes.** Often professors speak very quickly and you may miss a little of the information. Tutors can help you fill in the holes.
2. **Explain assigned readings.** Textbooks contain vocabulary with which you may not have experience. Tutors are familiar with the vocabulary of their subjects, so they can help you understand this different form of language.
3. **Integrate lecture and reading material.** It seems sometimes that what you are reading for a class and what the lecturer is talking about are two different things. This is usually because one may not know what is the next step. Tutors are trained in a subject area and therefore generally know what the next step is. It is a part of their job to explain how the pieces fit together.
4. **Prepare for exams.** Sometimes tutors can help you prepare for exams by giving you a practice exam or asking you to write out answers to sample essay questions.
5. **Help with projects, speeches and papers.** Tutors can help you brainstorm for ideas for your projects, speeches and papers. After you have arrived at a topic, your tutor can help you organize the ideas, i.e. outlining. Finally your tutor can help you check your work before you turn it into your professor. For additional help you should go to the Speaking Center or Writing Center for those assignments.

