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STUDENT-ATHLETE HANDBOOK
CONFIRMATION OF RECEIPT

Student-Athlete ___________________________ Date ____________

Sport ___________________________ Email __________________________

Phone___________________ DOB __________ Year in School ___________

Address _________________________________________________________

Emergency Contact ________________________________________________

Relationship _____________________________ Phone__________________

I have received and read the Student-Athlete Handbook, and I understand and accept my obligations and responsibilities as a student-athlete at San José State University (SJSU). I also understand that my Head Coach, the Associate Athletics Director for Student Services, the Associate Athletics Director for Compliance, and the Director of Athletics are available to answer any of my questions.

This Student-Athlete Handbook is published by the SJSU Department of Intercollegiate Athletics (DIA). All efforts have been made to insure accuracy; however, SJSU, affiliated conferences and the National Collegiate Athletic Association (NCAA), reserve the right to amend policies as they deem appropriate. All information found in this Handbook is subject to change (Revised Spring 2016).

AGREEMENT/WAIVER

I understand and agree that I am required to know and follow the standards contained in the SJSU DIA Student-Athlete Code of Conduct.

I understand the possible individual and team sanctions which could be imposed due to a violation of any of the policies listed above. I understand this Code of Conduct will be posted on the SJSU athletics website (www.sjsuspartans.com) for future reference. If I have further questions regarding this Code of Conduct, I can consult with my coach or with a DIA administrator.

Printed Name

Sport

Signature of Student-Athlete & Date
Acknowledgment of Receipt

SAN JOSE STATE UNIVERSITY INTERCOLLEGIAEATHLETICS
ALCOHOL POLICY AND AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby acknowledge that I have received a copy of the San Jose State University Intercollegiate Athletic Alcohol Policy and fully understand the statement of advisement. I further acknowledge that I have read said Policy, and that I fully understand the provisions of the program set forth in that Policy.

I further authorize you to make a confidential release to the Athletic Director, Deputy Director for Internal Operations, my head coach, parent(s), or legal guardian(s) of all documents created in accordance with that Policy. To the extent set forth in this document, I waive any privacy or privilege I may have in connection with such information.

San Jose State University, employees, and agents are hereby released from legal responsibility or liability for the release of such information and records as authorized by this form.

________________________________________________________
Print Full Name

________________________________________________________
Signature Date

________________________________________________________
Parent/Guardian-required if under 18 Date

________________________________________________________
Phone #

________________________________________________________
SJSU ID #
Dear Student-Athletes,

On behalf of the Administration, Coaches and staff, I want to welcome you to San José State University for the 2016-17 school year. We look forward to helping you enjoy your academic and athletic opportunities.

We are committed to making your “Spartan Experience” meaningful and fulfilling. Your success starts in the classroom and we have academic counselors to help you excel. Please take advantage of all the support services offered here at the University.

We want you to be leaders in the areas of sportsmanship, teamwork, academics and compliance.

Again, welcome to the new school year and best wishes always in all ways!

Go Spartans!!!

Gene Bleymaier
Director of Athletics
I. INTRODUCTION TO SPARTAN ATHLETICS

SPARTAN PRIDE
San José State University is recognized nationally and internationally as a fine academics and athletics institution. In no small measure, this recognition is due to the accomplishments of its student-athletes. Through the years, San José State has 10 NCAA Division I team championships and Spartan athletes have 52 NCAA individual victories. Fifty-nine Spartan athletes and coaches have participated in the Olympic Games. Over 200 SJSU student-athletes have gone on to successful careers in professional sports. SJSU takes pride in its intercollegiate athletics program as well as in its superb student-athletes.

SPARTAN FOUNDATION
Established in 1957, the Spartan Foundation is a non-profit organization dedicated to providing financial support for SJSU student-athletes. The Spartan Foundation membership donates over $1.5 million yearly for student-athlete scholarships. Membership benefits include ticket and seating priorities, a newsletter, social events, and travel opportunities.

Student-athletes are often asked to speak at various fund-raising activities and social events. For more information, contact the Spartan Foundation Executive Director at 408-924-1739.

The scholarship assistance received by over 350 student-athletes at SJSU is provided, in part, by the generosity of the Spartan Foundation. Through its board of directors and over 1200 members, the Spartan Foundation strives to provide a meaningful education and athletics experience. It is through the Spartan Foundation that SJSU alumni and friends of the program demonstrate a shared commitment to the intercollegiate athletics program and to student-athletes. This group of dedicated members provides the financial resources necessary for winning in the classroom and on the field.

The Spartan Foundation is making an investment in you and your future. Upon graduation, we look forward to your contribution to the athletes who will follow in your footsteps.

THE ORDER OF SPARTA
The Order of Sparta is the organization of former SJSU student-athletes and coaches. It represents all intercollegiate sports. Its purpose is to provide SJSU former athletes and coaches a connection to Spartan Athletics, to each other, and outreach to current student-athletes.

The goals and objectives of The Order are as follows:
• Support and promote the intercollegiate athletics program at San Jose State University.
• Establish and facilitate communication among current and former student-athletes and coaches, and the Department of Intercollegiate Athletics.
• Provide special events and activities for current and former student-athletes and coaches.
• Sponsor and administer the San Jose State University Sports Hall of Fame.
• Publish a membership directory for all Order members.
• Maintain a comprehensive database.

All student-athletes receive a complimentary membership in The Order of Sparta for the first year following completion of eligibility.

ATHLETICS MISSION STATEMENT
Intercollegiate Athletics is an integral part of the University and exists to promote the common good through athletic competition by providing equitable opportunities for men and women to compete at the NCAA Division I level. The athletic program strives to create a diverse and inclusive environment emphasizing academics, compliance, student-athlete welfare, fair play, sportsmanship and Spartan Pride.

SPARTAN CORE VALUES
• Student-Athlete Well-Being
• Academics
• Compliance
• Spartan Pride
MOUNTAIN WEST CONFERENCE SPORTSMANSHIP STATEMENT
The Mountain West Student-Athlete Advisory Committee (SAAC) believes the most important aspects of sport are good ethics and positive sportsmanship. It is very pleased the Conference has undertaken an initiative to enhance this philosophy. We need your commitment to make this effort a success.

The SAAC believes that, in order for an institution to convey a message of good ethics and positive sportsmanship, it must have the involvement and the participation of those individuals most involved in athletics on campus. While this includes, but is not limited to, the President, athletic administrators, coaches and fans, the most important individuals are we the student-athletes. It is our behavior, more than any other, that can shape the perception of our teams and institutions by the public, the media and our opponents.

Good ethics and positive sportsmanship are philosophies that must be displayed both on and off the playing field. Good sportsmanship on the field enhances the student-athlete image off the field. Not only should student-athletes be good citizens, they should show a general concern for others. We must take a leadership role to compete at the highest levels, always endeavoring for victory, but doing so with grace, class, dignity and respect.

Please join us in supporting the Conference’s Sportsmanship Initiative. Such an initiative will help make the Mountain West one of the premier athletic conferences in the country. Best of luck with the coming season and we look forward to crossing paths with you in and on the courses, fields, courts, pools and tracks.

II. SAN JOSE STATE UNIVERSITY DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

STUDENT-ATHLETE CODE OF CONDUCT 2016-2017
The Department of Intercollegiate Athletics (DIA) expects all student-athletes to conduct themselves in a way that creates a positive image of the people associated with the University, the DIA and each team. This Code of Conduct is supplemental to the University’s Code of Conduct for students (www.sjsu.edu/studentconduct), housing regulations (www.housing.sjsu.edu), and other rules and regulations pertaining to student life.

I. STANDARDS OF CONDUCT
It is a privilege and not a right to be a student-athlete at San José State University (SJSU). On and off campus and in cyberspace communities, every student-athlete is expected to conduct himself or herself in a manner that exhibits honor and respect to the team, Department, University and surrounding community for the duration of his or her tenure as a student-athlete. SJSU student-athletes are expected to conform to all federal, state and local laws as well as University regulations regarding academics, residence life, and general conduct. Campus investigations of student conduct that violates or allegedly violates public laws are independent of any criminal or civil investigations, and may take place before, after, or during criminal or civil investigations.

II. DEFINITIONS
A. Student-Athlete. Once a student is granted the status of a varsity athlete, he or she is expected to act in accordance with this Code of Conduct until the completion of eligibility, and/or while receiving aid from the DIA although no longer eligible to participate in their sport. The time period includes semester and summer breaks, or until such a time that he or she is no longer a student-athlete at SJSU.

B. Team Function. An athletics team function is defined as any gathering, whether on or off campus, formal or informal, where the intent or reason to gather is to conduct business or engage in any athletic or social activity related to the team’s purpose, and organized, arranged or initiated by DIA staff, or team members. If any standards established by the governing authorities are violated during a team function, and there is no clear evidence that the team attempted any restraining action through its members, the team will be held responsible and disciplinary action taken.
C. **Hazing.** Hazing is any act whether physical, mental, emotional or psychological, that subjects another person, voluntarily or involuntarily, to conduct that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person. In addition, any requirements by a team member that compel another member to participate in any activity which is against University policy or law will be defined as hazing.

D. **Sportsmanship.** Sportsmanship shall be defined in accordance with the standards of the DIA, affiliated conferences, and the NCAA. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents, and property. Sportsmanship also requires maintaining self-control, and refusing to be drawn into or encourage physical conflict not otherwise required by proper execution of the sport. All student-athletes are obligated to represent themselves, the team, the DIA, the University, their families, and their communities, with the highest level of sportsmanship.

III. **PROHIBITED CONDUCT.**

Every student-athlete is obligated to report his or her violations of this Code of Conduct to his or her Head Coach, Sport Supervisor, or to the Director of Athletics (AD) within 24 hours of such violation. This obligation is in effect year-round, including all academic break periods.

Prohibited conduct includes:

A. **Academic Dishonesty.** The DIA expects student-athletes to engage in all academic pursuits in a manner beyond reproach. Offenses against academic honesty are any acts that would have the effect of unfairly promoting or enhancing one’s academic standing, including cheating, plagiarism, and knowingly permitting or assisting any person in the commission of an offense of academic dishonesty. Further, student-athletes are required to follow the San Jose State University Academic Integrity Policy at all times. Refer to page 36 of this handbook.

B. **Alcohol.** Prohibited acts include (1) Possessing or consuming alcohol, (2) Operating a motor vehicle while under the influence of alcohol, (3) Misrepresenting one’s age for the purpose of purchasing, possessing, or consuming alcohol, (4) Purchasing, furnishing, or serving alcohol to or for an underage person, (5) Public intoxication, and/or (6) Consumption of alcohol during team travel or at team functions. Refer to page 46 of this handbook for policy details.

C. **Other Drugs.** Prohibited acts include (1) Possessing or using illegal substances, as defined by law, (2) Possessing or using controlled substances as defined by law, (3) Distributing, selling, or possessing with the intent to distribute illegal or controlled substances, as defined by law, (4) The use of tobacco products by a student-athlete during practice, competition, or other team functions. Refer to page 47 of this handbook for policy details.

D. **Nutritional or Dietary Supplements.** Many nutritional/dietary supplements contain substances banned by the NCAA. To avoid violation of this standard, as questions arise, student-athletes should contact the team physician or athletics trainer and/or consult the NCAA list of banned drugs located on page 51 of this handbook.

E. **Hazing.** Hazing in connection with membership or participation in University athletics team activities is strictly prohibited.

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

- Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designated to humiliate, degrade or abuse them **regardless of the person’s willingness to participate.**
- Forcing, requiring or pressuring an individual to consume alcohol or any other substance.
- Forcing, requiring or pressuring an individual to shave any part of the body, including hair on the head.
• Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, and publicly indecent, contrary to genuine morals and/or beliefs (e.g., public profanity or indecent/lewd conduct sexual gestures in public).
• Persecuting someone because of their race, gender, or religion.
• Required eating of anything an individual would refuse to eat otherwise.
• Any activity or action that creates a risk to the health, safety or property of the University or any member of the community.
• Forcing or requiring calisthenics, such as push-ups, sit-ups and runs.
• Assigning or endorsing pranks such as stealing or harassment of another organization.
• Awakening or disturbing individuals during normal sleeping hours.
• Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate.
• Physical abuse of any kind.
• Forcing, encouraging or pressuring someone to wear in public, apparel which is conspicuous and not within the norm of what is considered to be in good taste.
• Engaging in public stunts and buffoonery.
• Nudity at any time or forced reading of pornographic material.
• Paddling, beating or otherwise permitting a member to hit other members.
• Having substances such as eggs, mud, paint, and honey thrown at, poured on or otherwise applied to the body of a member.
• Morally degrading/humiliating games or other activity that makes a member the object of amusement, ridicule or intimidation.
• Subjecting a member to cruel and unusual psychological conditions.

F. Social Networking. You are prohibited from posting images that are damaging to an individual, the DIA or to SJSU’s reputation. Posts which are prohibited include, but are not limited to, the following:
• Offensive or foul language
• Images that are revealing or consist of individuals in compromising positions
• Content that includes any racial/gender discrimination of any kind
• Displays of firearms, alcohol, or any illegal substance or paraphernalia
• Adult content or images (sexually explicit behavior or references)
• References or images of inappropriate behavior (e.g. drinking, smoking, committing sexual acts, displays of firearms or illegal objects like drug paraphernalia).

G. Firearms and Other Weapons Possession. The DIA does not allow possession of firearms or any other weapon on University property at any time.

H. Harassment. Harassment includes, but is not limited to, verbal or physical conduct by an individual based on another individual’s age, ability, national origin, race, religion, sex, or sexual orientation that interferes or prevents the person from conducting his or her usual affairs, puts a person in fear for his or her safety and/or causes actual physical injury. This also includes conduct such as making threatening phone calls, sending or posting (electronically or otherwise) threatening letters, or the vandalism of a person’s property.

I. Poor Sportsmanship. Student-athletes at SJSU are held accountable to a high standard of ethical conduct in all activities affecting the athletics program, whether as a participant or as a spectator. “Unsportsmanlike” conduct, as defined by the DIA, affiliated conferences, and the NCAA will be reviewed by the AD and may result in disciplinary action.
J. Gambling and Bribery. Student-athletes shall not knowingly (1) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, (2) Solicit a bet on any intercollegiate team, (3) Accept a bet on any team representing the institution, (4) Solicit or accept a bet on any intercollegiate competition for any item that had tangible value (e.g. cash, clothing or equipment, meals), and/or (5) Participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.

K. Unexcused Class Absences and Poor Academic Performance. Student-athletes are required to attend class regularly and punctually, and to fulfill course load and academic performance requirements. Failure to meet such obligations may affect eligibility to participate in team sports and scholarship eligibility, as well as academic standing.

L. Failure to Meet Team Obligations. Student-athletes must complete training requirements; arrive promptly for team practices, meetings, and departures for away games and other team events; attend team functions; and otherwise fulfill their responsibilities as team members. Absences must be excused in advance by the Head Coach unless an unforeseeable emergency arises.

M. Unauthorized Access to University Facilities. The use of keys by student-athletes to University facilities including buildings, offices, equipment, or desks is prohibited.

IV. DISCIPLINARY PROCESS AND SANCTIONS.

The DIA disciplinary process is independent of, and supplements, the University judicial process. Sanctions levied by the DIA may occur over and above those levied by the University. Sanctions will vary depending on the type and circumstances of violations to the University Code of Conduct and/or the DIA Student-Athlete Code of Conduct.

Possible sanctions include but are not limited to:

1. Warning. The issuance of a written warning and meeting with department official(s).
2. Probation. Special status with conditions imposed for a limited time.
4. Temporary Suspension. Removal of a student-athlete from all DIA activities, including athletics participation in team events, for a limited period of time.
5. Suspension. Removal of a student-athlete from all DIA activities, including athletics participation in team events, for a specified period of no less than one season with all athletics financial aid revoked.
6. Expulsion. Permanent removal from a team and/or DIA activities with all athletics financial aid revoked.
7. Withdrawal of Financial Aid. Termination of athletics financial aid could be applied to probation, temporary suspension and suspension.

When the DIA becomes aware of an alleged violation of this Code of Conduct, the AD or her/his designee will take reasonable steps to verify the validity, reliability, and accuracy of the report. These steps may include interviews of students and employees, or of non-University persons having knowledge of relevant facts; examination of documents; and other steps necessary for the AD to determine the merits of the report. A meeting with the student-athlete will ordinarily occur before any discipline is imposed; however, in extenuating circumstances, the AD may suspend the student-athlete before the meeting. The DIA reports alleged violations of this Code of Conduct immediately to the University Student Conduct Administrator, who determines whether to pursue charges for violation of the University Student Code of Conduct. Investigations by the DIA and by the Student Conduct Administrator may be concurrent or separate.
Determination of responsibility will be based on a preponderance of evidence and information available. A first-time offense may be serious enough to warrant any of the possible sanctions listed above. A student-athlete’s refusal to participate and cooperate in a DIA investigation of a possible violation of this Code of Conduct may itself constitute a basis for disciplinary action.

A. Violations of Team Rules. Each student-athlete is responsible for following his/her specific team policies. These policies shall be in writing and distributed to team members at the start of each academic year or the beginning of the playing season, whichever comes first. The Head Coach, Sport Supervisor, and the AD all have the authority to impose sanctions for the violation of team policies.

B. Violation of Criminal Law. When a student-athlete has engaged in conduct alleged to be in violation of criminal law, immediately upon receipt of notice of such possible violation, the Head Coach must report the information to the AD.

Student-athletes arrested for, or charged with, violating the criminal law, including but not limited to illegal use of drugs, illegal gambling, sexual misconduct, or violence will be placed on immediate administrative suspension from involvement in team activity pending further investigation. The administrative suspension may be lifted only upon authorization of the AD.

V. APPEALS

The San Jose State University Department of Athletics aims to protect the welfare of student-athletes and resolve complaints and/or grievances in the most equitable and appropriate manner possible with regard to all persons concerned. Student-athletes should first attempt to resolve a complaint or grievance following the Informal Grievance Procedure. However, if resolution of the issue is not possible through that process, the Formal Grievance Procedure may be used.

NOTE: If you have a complaint about a decision regarding your athletics grant-in-aid or transfer release, there are separate appeals processes outlined on the compliance website.

Informal Grievance Procedure

If a student-athlete has a complaint or grievance involving a team, coach, department official, or policy, he/she should first discuss and attempt to reach a resolution with the person(s) involved. All persons involved should make every attempt to bring the issue to resolution as quickly as possible. If a satisfactory resolution cannot be reached, the following actions may be taken by the student-athlete:

1. She/he may discuss the issue informally with someone whom she/he feels comfortable. This may be a coach, faculty athletics representative, academic advisor, DIA administrator or other staff members. Together, they should try to identify other approaches to resolve the issue. After this consultation, the student-athlete should make an additional attempt at resolution with the person(s) involved.

2. If resolution is not achieved, the student-athlete may then request that the resource person contact the sport supervisor to facilitate the informal resolution.

3. The Athletics Director, or his designee, may schedule a meeting with the student-athlete in a final attempt to informally resolve the issue. The Athletics Director, or his designee, may also choose to contact the person(s) about whom the issue pertains.

4. If a meeting cannot be scheduled or if the parties involved are still unable to resolve the issue to their satisfaction, the student-athlete may use the Formal Grievance Procedure.
Formal Grievance Procedure
Student-athletes are required to utilize the Informal Grievance Procedure before taking any formal action. Should the student-athlete decide to use formal means to resolve an issue or complaint, the following actions should be taken:

1. She/he must notify the Director of Athletics of the grievance in writing. The written notification should include the complaint(s), the person(s) involved and any other pertinent information.
2. The Director of Athletic, or his designee, should conduct a preliminary interview with the student-athlete processing the complaint. The Athletics Director, or his designee, may also choose to contact the person(s) about whom the issue pertains.
3. The Athletics Director, or his designee, will conduct a formal meeting involving the student-athlete issuing the complaint, the person(s) about whom the complaint is being made and any other relevant individuals. Each individual may also be accompanied by an adviser.
4. Within seven (7) days after the formal meeting, the Director of Athletics, or his designee, will notify the student-athlete, in writing, of the decision on the matter.

Formal Appeal
In the event a student-athlete is not satisfied with the decision of the Director of Athletics, or his designee, and only if significant and substantial new facts have been discovered subsequent to the time of the initial formal meeting, she/he may follow these steps:

1. Within five (5) days after receipt of the written decision on the matter, the student-athlete should notify the Associate AD for Compliance in writing that she/he would like to appeal the decision. She/he should include in the written notification the significant and substantial new facts which were unavailable at the time of the formal meeting.
2. After receiving the request for an appeal, the Associate AD for Compliance will arrange for the Athletics Board to conduct a formal meeting to hear the appeal within ten (10) days. Within five (5) days after the appeal meeting, the Athletics Board will notify the student-athlete, in writing, of the committee’s decision. The decision of the Athletics Board will be final.

Discrimination Policy
Harassment (based on an individual’s membership in one or more of the groups identified above) is defined for purpose of this policy, as unwelcome verbal or physical behavior which has the intent of effect of unreasonably interfering with the person’s employment or academic endeavors or creating a hostile, intimidating or offensive environment. Harassment may include (but not be limited to) jokes, derogatory comments, pictures, and/or direct physical advances. Sexual harassment, hazing, abusive behavior and discrimination are not tolerated by the university or the DIA.

Note: For sanctions involving the reduction, cancellation, or nonrenewal of athletics aid, refer to the Athletics Aid Appeal Policy on page 26.

III. NCAA COMPLIANCE

SUMMARY OF NCAA RULES
All student-athletes are responsible for abiding by NCAA rules. Listed below is a summary of those NCAA rules most likely to affect a student-athlete during his/her period of eligibility. These rules are discussed in detail at team certification meetings conducted by the Compliance Office at the beginning and end of each academic year.

ETHICAL CONDUCT

• NCAA rules require student-athletes to act with honesty and sportsmanship at all times. Student-athletes represent not only their team but the Institution when participating in intercollegiate athletics; actions on and off the playing surface must reflect the best interest of San Jose State University (SJSU).
• A student-athlete’s refusal to furnish information relative to potential NCAA rules violations is considered unethical conduct that carries harsh penalties, including permanent loss of eligibility.
SEASONS OF COMPETITION

• Student-athletes are eligible to participate in four seasons of intercollegiate competition, which must be completed within five calendar years beginning with the first semester/quarter of full time enrollment at ANY collegiate institution.

• Without injury or another extenuating circumstance, a student-athlete uses a year of eligibility even if he/she competes for one second of one contest or in a single play the entire year.

• An extension of the five-year period of eligibility may be sought if extenuating circumstances prevent a student-athlete from participating during more than one season within the five-year period of eligibility.

OUTSIDE COMPETITION

NCAA Bylaws governing outside competition differ by sport. In general, student-athletes may not participate on outside teams during the academic year without jeopardizing eligibility for intercollegiate competition.

• Sports Other Than Basketball: Student-athletes may participate in non-collegiate amateur competition outside their sport’s declared playing season during official SJSU vacation periods.

• Soccer & Women’s Volleyball: Student-athletes may participate on non-collegiate amateur teams outside of the playing season beginning May 1.

• Basketball: Student-athletes may NOT participate in any other organized basketball competition while representing SJSU in intercollegiate competition. It is permissible for basketball student-athletes to participate in NCAA-sanctioned summer leagues or events.

• In ALL Sports: Participation in Olympic Games tryouts and competition and other national and international competition is permitted.

Prior to participating in ANY permissible outside competition, an Outside Competition Form must be signed by the student-athlete and the Head Coach and submitted to the Compliance Office for review and approval.

SPORTS WAGERING

• Student-athletes are prohibited from participating in sports wagering activities or providing information to individuals associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics practice or competition in NCAA sponsored sports.

• Sports wagering includes placing, accepting or soliciting a wager of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; auctions in which bids are placed on teams, individuals, or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

• Student-athletes found to have engaged in prohibited sports wagering activities risk the loss of all remaining eligibility in NCAA sponsored sports.

EXTRA BENEFITS

An extra-benefit is any special arrangement by an institutional employee or a booster to provide a student-athlete or the student-athlete’s relatives or friends a benefit not expressly authorized by NCAA legislation. NCAA regulations prohibit SJSU coaches, staff members and boosters from providing student-athletes with extra benefits. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution’s student body or their relatives or friends or to a particular segment of the student body (e.g., foreign students, minority students) determined on a basis unrelated to athletics ability. Extra benefits include, but are not limited to:
• Special discounts and credit (e.g., rent-free or reduced rate housing)
• Free or reduced cost service
• Use of telephone or credit card for personal reasons without charge
• Entertainment (e.g., free movie tickets)
• Loans of money
• Use of an automobile
• Gifts of any kind

EQUIPMENT, APPAREL & AWARDS
Student-athletes will be issued various equipment and apparel items for use while participating in intercollegiate athletics at SJSU. NCAA rules prohibit student-athletes from selling any equipment or apparel items issued incidental to their athletics participation. Student-athletes will also receive awards and/or gifts incidental to athletics participation at SJSU. NCAA rules prohibit student-athletes from selling any awards and/or gifts received incidental to their athletics participation.

EMPLOYMENT
Student-athletes may earn income from employment subject to the following:
• Compensation may not include any remuneration for value or utility the student-athlete may have for the employer because of publicity, reputation, fame or personal following obtained as a result of athletics ability;
• Compensation may only be for work actually performed;
• Compensation must be at a rate equal to the going rate for similar services in the San Jose area; AND
• A Student-Athlete Employment Form must be completed and signed by the student-athlete, his/her Head Coach and employer and submitted to the Compliance Office.

AMATEURISM
An individual loses amateur status and will no longer be eligible for intercollegiate competition in a particular sport if the individual:
• Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport;
• Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
• Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received, subject to exceptions for agreements signed prior to initial full-time enrollment;
• Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation, except as permitted by NCAA rules and regulations;
• Competes on any professional athletics team, even if no pay or remuneration for expenses was received;
• After initial full-time collegiate enrollment, enters into a professional draft; or
• Enters into an agreement with an agent.

PROMOTIONAL ACTIVITIES
NCAA rules prohibit the use of a student-athlete’s name or picture to endorse a commercial product or service. A member institution or recognized entity thereof (e.g., fraternity, sorority or student government organization), a member conference, or a non-institutional charitable, educational or nonprofit agency may use a student-athlete’s name, picture or appearance to support charitable or educational activities or to support activities considered incidental to the student-athlete’s participation in intercollegiate athletics, provided certain conditions are met.
• Student-athlete involvement in all promotional activities, which includes community service, requires PRIOR written approval from the Compliance Office via submission of a Student-Athlete Promotional Activities Request Form.
RECRUITING PROSPECTS

Generally speaking, student-athletes do not recruit prospects to attend SJSU. SJSU coaches recruit on behalf of their individual programs. Coaches may not ask student-athletes to call, write, email or otherwise contact a prospect. However, it is permissible for current student-athletes to be involved in the recruiting process during unofficial and official visits. During official visits, current student-athletes may be asked to serve as hosts to prospects.

The role of a Student-Athlete Host is very important in the recruiting process for SJSU athletics teams. Student-athlete hosts have a responsibility to understand and abide by the rules and regulations of the NCAA, SJSU and associated Conferences as follows:

- **Eligibility:** You are a full-time enrolled student-athlete at SJSU and a designated qualifier by the NCAA Eligibility Center. Non-qualifiers may not serve as student hosts during their academic year in residence.

- **Host Entertainment Money:** SJSU may provide a host with a maximum of $40 per day of the official visit to cover the actual costs of entertaining the prospect (and the prospect’s parents, legal guardian or spouse), excluding the cost of meals and admission to campus athletics events. Cash may not be provided to a prospect. These funds may not be used for the purchase of souvenirs such as T-Shirts or other SJSU mementos. It is permissible to provide the student host an additional $20 per day for each additional prospect the host entertains. It is the responsibility of the student-athlete host to notify the coach at the conclusion of the official visit as to how and where the money was spent.

- **Entertainment:** SJSU may provide entertainment, which may not be excessive, on the official visit only to the prospect and the prospect’s parents, legal guardians or spouse, and only within a thirty (30) mile radius of campus. It is not permissible to entertain other relatives or friends of the prospect at any time at any site.

- **Complimentary Tickets:** During the official visit, a maximum of three complimentary tickets to home athletics events may be provided to the prospect (exception for nontraditional family). The student-athlete host also may be provided a complimentary ticket to accompany the prospect. Special seating (e.g., media or bench area, donor reserved seating, press box) is not permitted. These tickets will be issued only through a pass list at Will Call the day of the game.

- **Meals & Lodging:** A prospect shall be provided lodging and take meals as regular students do. Local commercial facilities may be used but at a scale comparable to that of normal student life and only within a thirty (30) mile radius of our campus. The student-athlete host may receive meals when accompanying the prospect. Only one student host per prospect may be provided a complimentary meal if restaurant facilities are utilized.

- **Automobiles:** SJSU coaches, staff or boosters cannot provide an automobile for use by the prospect or the student-athlete host; the host is expected to use his/her own vehicle for entertaining the prospect. You may not transport the prospect or anyone accompanying the prospect more than 30 miles from the campus. You may not allow the prospect to drive your car.

- **Boosters/Media:** Prospects are not permitted to interact, on- or off-campus, with boosters of the athletics program or members of the media. If an unplanned meeting occurs, only an exchange of greeting is permissible. Further, NCAA rules prohibit student-athletes from making comments to the media regarding a prospect other than confirming the institution’s recruitment of the prospect prior to the prospect’s signing of a National Letter of Intent.

- **Workouts:** A prospect may engage in recreational workout activities as long as the activities are not organized or observed by members of the athletics department coaching staff, and are not designed to test the athletics ability of the prospects.
• **Standards of Conduct:** You are expected to conduct yourself in a manner that upholds the traditions and ethical standards of SJSU when acting as a student-athlete host. Do not bring discredit or harm to the University’s reputation. As a student-athlete host, you must abstain from underage drinking, tobacco products, and non-therapeutic drugs. You may not provide such products to prospects and must discourage their use. SJSU explicitly condemns sexual harassment, sexual assault, or other sex offenses. Student-athlete hosts and prospects may not engage in any sexual offense. Student-athlete hosts may not arrange for sexual encounters for prospects. You may not engage in any gambling activities. You are required to report any observed offenses of the standards of conduct by student-athlete(s) to your head coach or to the Compliance Office.

**TRANSFER INFORMATION**

Student-athletes are permitted to transfer to other four-year institutions in accordance with the NCAA and NLI rules and regulations set forth below. Visit the Compliance Office for additional information.

**Permission to Contact**

• Student-athletes interested in transferring to another NCAA or NAIA institution must provide that institution with permission to contact from the SJSU Compliance Office. SJSU must respond to a student-athlete’s written request for permission to contact within seven business days. If SJSU fails to respond to a student-athlete’s written request within this time frame, permission shall be granted by default and SJSU shall provide written permission to the student-athlete.

• **Hearing Opportunity:** If SJSU delays or denies a student-athlete’s request for permission to contact other institutions about transferring, the student-athlete will be notified in writing by the Compliance Office of the opportunity for a hearing conducted by an institutional committee outside of the DIA. The hearing must be conducted and written results of the hearing provided to the student-athlete within 15 business days of receipt of the student-athlete’s written request for a hearing. The student-athlete shall be provided the opportunity to actively participate (e.g., in person, via telephone) in the hearing. If SJSU fails to conduct the hearing or provide the written results to the student-athlete within this time frame, permission to contact shall be granted by default and SJSU shall provide written permission to the student-athlete.

• **Reduction or Cancellation of Aid:** A request for permission to contact another NCAA or NAIA four-year institution regarding a possible transfer does not constitute a voluntary withdrawal justifying a reduction or cancellation of athletics aid.

**One-Time Transfer Exception**

One time during a student-athlete’s period of eligibility he/she may use the one-time transfer exception to be immediately eligible upon transfer to another four-year institution. This exception to the general rule that requires a student-athlete who transfers to another four-year institution to serve a year in residence before competing at the second institution may be used provided all of the following conditions are met:

a) The student is a participant in a sport other than baseball, basketball, bowl subdivision football or men’s ice hockey at the institution to which the student is transferring;

b) The student has not transferred previously from one four-year institution unless, in the previous transfer, the student-athlete received an exception for a discontinued/nonsponsored sport;

c) At the time of transfer to the certifying institution, the student would have been academically eligible had he/she remained at the institution from which the student transferred, except that he or she is not required to have fulfilled the necessary percentage-of-degree requirements at the previous institution; and

d) If the student is transferring from an NCAA or NAIA member institution, the student’s previous institution shall certify in writing that it has no objection to the student being granted an exception to the transfer-residence requirement. If an institution receives a written request for a release from a student-athlete, the institution shall grant or deny the request within seven business days. If the institution fails to respond to the student-athlete’s written request within seven business days, the release shall be granted by default and the institution shall provide a written release to the student-athlete.
**Hearing Opportunity:** If SJSU delays or denies a student-athlete’s request for use of the one-time transfer exception, the student-athlete will be notified in writing by the Compliance Office of the opportunity for a hearing conducted by an institutional committee outside of the DIA. The hearing must be conducted and written results of the hearing provided to the student-athlete within 15 business days of receipt of the student-athlete’s written request for a hearing. The student-athlete shall be provided the opportunity to actively participate (e.g., in person, via telephone) in the hearing. If SJSU fails to conduct the hearing or provide the written results to the student-athlete within this time frame, use of the one-time transfer exception shall be granted by default and SJSU shall provide written permission to use the one-time transfer exception to the student-athlete.

**National Letter of Intent (NLI) Release** (Applicable only if the student-athlete signed an NLI and is in his/her first year of residence at SJSU)

- If a student-athlete fails to fulfill the terms of the NLI by not attending the signing institution for one academic year, he/she is subject to the NLI Basic Penalty, which requires the student-athlete to lose one season of competition in all sports and to serve one academic year in residence at the next NLI institution before competing.
- An NLI Release request is initiated by the student-athlete at www.nationalletter.org.

**Mountain West Conference Intra-Conference Transfer Rule**

A student-athlete who has received athletically-related financial aid or a student-athlete who was a varsity athletics award winner at the United States Air Force Academy, and who transfers, directly or indirectly, from one Conference institution to another shall meet the following requirements prior to being permitted to compete at the certifying institution:

a) The student-athlete shall complete an academic year in residence at the certifying institution;

b) The student-athlete shall forfeit one season of competition; and

c) The student-athlete shall not receive athletically-related financial aid during the academic year in residence.

**COUNTABLE ATHLETICALLY RELATED ACTIVITIES (CARA)**

Countable athletically related activities (CARA) include any REQUIRED activity with an athletics purpose, involving student-athletes and at the direction of, or supervised by, any member(s) of an institution’s coaching staff (including Athletic Performance coaches) and must be counted within the weekly and daily limitations. Administrative activities (e.g., academic, compliance meetings) are NOT considered CARA.

**What are the daily and weekly limitations of CARA?**

<table>
<thead>
<tr>
<th>In-Season</th>
<th>Out-of-Season (during the academic year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 hours per day</td>
<td>8 hours per week</td>
</tr>
<tr>
<td>20 hours per week</td>
<td>2 days off per week</td>
</tr>
<tr>
<td>1 day off per week</td>
<td></td>
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</tbody>
</table>

The daily and weekly hour limitations DO NOT apply to the following time periods:

- During preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier.
- During an institution’s term-time official vacation period (e.g., Thanksgiving, spring break), as listed in the institution’s official calendar and during the academic year between terms when classes are not in session.
Below are partial lists of common activities that count and do not count against daily and weekly time limits:

<table>
<thead>
<tr>
<th><strong>Countable Athletically Related Activities</strong></th>
<th><strong>Non-countable Athletically Related Activities</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Practices (not more than four hours per day).</td>
<td>Compliance meetings.</td>
</tr>
<tr>
<td>Athletics meetings with a coach initialed or required by a coach (e.g., end of season individual meetings).</td>
<td>Meetings with the coach initiated by the student-athlete (as long as no countable activities occur).</td>
</tr>
<tr>
<td>Competition (and associated activities, regardless of their length, count as three hours). Note: No countable athletically related activities may occur after the competition.</td>
<td>Drug/alcohol educational meetings or CHAMPS/Life Skills meetings.</td>
</tr>
<tr>
<td>Field, floor or on-court activity.</td>
<td>Study hall, tutoring or academic meetings.</td>
</tr>
<tr>
<td>Setting up offensive and defensive alignment.</td>
<td>Student-athlete advisory committee/captain’s council meetings.</td>
</tr>
<tr>
<td>On-court or on-field activities called by any member of the team and confined primarily to members of that team.</td>
<td>Voluntary weight training not conducted by a coach or staff member.</td>
</tr>
<tr>
<td>Required weight-training and conditioning activities.</td>
<td>Voluntary sport-related activities (e.g., initiated by student-athlete, no attendance taken, no coach present).</td>
</tr>
<tr>
<td>Required participation in camps/clinics.</td>
<td>Traveling to and from competition (as long as no countable activities occur).</td>
</tr>
<tr>
<td>Visiting the competition site in the sports of cross country, golf and skiing.</td>
<td>Training room activities (e.g., treatment, taping), rehabilitation activities and medical examinations.</td>
</tr>
<tr>
<td>Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff.</td>
<td>Recruiting activities (e.g., student host).</td>
</tr>
</tbody>
</table>

**TOBACCO USE by student-athletes and all game personnel (e.g., coaches, trainers, managers and game officials) is prohibited** in all sports during practice and competition.

**CA Bill 2079**

This Bill, effective January 1, 2012, requires California postsecondary educational institutions that offer athletics scholarships or that provide written material regarding its athletics program to a student-athlete to provide specific information on its website that describes, among other things, the institution’s athletics program’s policies concerning athletics scholarship issuance, renewal, release and medical expenses. The information required by CA Bill 2079 can be found on the DIA website at sjsuspartans.com/Inside Athletics/Compliance/CA 2079 Bill.
IV. ATHLETICS GRANT-IN-AID

AWARDING ATHLETICS GRANT-IN-AID SCHOLARSHIPS

• An athletics grant-in-aid scholarship may be awarded to student-athletes to assist with educational expenses. A full athletics grant-in-aid consists of tuition and fees, room and board, necessary course-related books, and other expenses related to attendance. Each intercollegiate athletics team is provided with a specific number of athletics grant-in-aids in accordance with Department of Intercollegiate Athletics (DIA) budgetary restrictions and National Collegiate Athletic Association (NCAA) regulations. These grants are awarded by San Jose State University (SJSU) through the Financial Aid and Scholarship Office (FASO) based on the recommendation of the sport Head Coach (HC) and approval of the Director of Athletics (AD).

• An athletics grant-in-aid scholarship may be awarded for any term during which a student-athlete is in regular attendance as an undergraduate or graduate student with eligibility remaining. athletics aid shall neither be awarded for a period in excess of a student-athlete’s five-year period of eligibility, nor for a period less than one academic year (exceptions apply for mid-year enrollees, students in the final semester of their degree program, or students who have graduated during the previous academic year). Such aid may be renewed, but renewal is not automatic. The Financial Aid and Scholarship Office will issue a notice of renewal or nonrenewal on or before July 1 prior to the academic year for which it is effective.

• Athletics aid may be reduced or cancelled at any time:
  1. If a student-athlete fails to satisfy SJSU, Conference or NCAA academic requirements; or
  2. If a student-athlete voluntarily withdraws from a sport at any time for personal reasons; or
  3. If a student-athlete render himself/herself ineligible for intercollegiate athletics participation; or
  4. If a student-athlete fraudulently misrepresents information on an application, transcript, letter of intent, or financial aid agreement, or
  5. If a student-athlete fails to be certified by the NCAA Eligibility Center; or
  6. If a student-athlete engages in serious misconduct or unethical conduct warranting substantial disciplinary action by the DIA, SJSU, NCAA or other associated conferences; or
  7. If a student-athlete violates the NCAA or DIA’s Drug Policy; or
  8. If in any academic course a student-athlete has not been regularly attending class, or is in danger of receiving a failing grade, or has received a failing grade, or withdraws from a course, the student-athlete may be required to meet with the Director or Deputy Director of Athletics and/or the Director of Student-Athlete Success Services. The purpose of the meeting would be to consider relevant information and determine: a) whether the student-athlete’s athletics aid will be reduced going forward, and b) whether the student-athlete will be restricted from competition.

• If the institution decides not to renew or decides to reduce a student-athlete’s Award for the ensuing period, the institution shall inform the student-athlete via electronic mail that, upon request, he/she shall be provided a hearing before the SJSU Athletics Aid Appeals Committee. It is the student-athlete’s responsibility to keep their e-mail address updated with the University via their MySJSU account.
TUITION/FEE DEFERRALS

- Athletics aid awards for tuition will be transferred directly to the MySJSU accounts of those student-athletes receiving an athletics aid award that includes tuition.

- Student-athletes receiving athletics aid that includes tuition, will have a fee deferral on their account each semester. The fee deferral will protect classes from being dropped. Student-athletes with a fee deferral do not need to make payment on their tuition account by the payment due date; student-athletes can wait until after their tuition scholarship transfers to their account at the beginning of each semester to pay any remaining balance on their tuition account.

- Generally, non-resident awards provide for a maximum of 15 units of enrollment per semester.

“F”/NO CREDIT GRADES

As per the athletics grant-in-aid agreement, any student-athlete receiving an athletics aid award that includes tuition may be responsible for paying back monies received if he/she earns no credit for a class (i.e., withdraws) and/or does not earn a passing grade. This policy is in effect for the fall, winter, spring, and summer terms, and for those students receiving fifth-year aid. Refer to page 37 for the detailed policy.

SCHOLARSHIP TEXTBOOK POLICY

The following is the process for ordering and obtaining course-related textbooks for student-athletes receiving an athletics aid award that includes textbooks.

RELATIVE NCAA LEGISLATION

- Per Bylaw 15.02.5, student-athletes awarded a textbook scholarship calculated based on cost of attendance may receive course-related books (both required and recommended).

- Per Bylaw 15.2.3, student-athletes awarded a textbook scholarship calculated based on former full-grant-in-aid may receive only required course-related books.

- In addition to course-related books, student-athletes awarded a textbook scholarship may receive course-related magazines, newspaper/journal subscriptions, readers and field trips/theater productions.

- Student-athletes are NOT permitted to receive course-related materials/supplies because these items are calculated in the cost of attendance; accordingly, calculators, ballet slippers, art supplies, bowling shoes, scuba gear and similar items will not be provided.

HOLDS

- On an announced date prior to each semester and summer and winter sessions, holds will be placed on student-athlete accounts to prevent changes in enrollment to allow textbook orders to be placed.

- See Academic Advisor if hold needs to be removed.

SPARTAN BOOKSTORE

ORDERS

- Orders will only be placed for student-athletes who are enrolled full-time and certified as eligible for aid.

- The Compliance Coordinator will pre-order all course-related textbooks for courses in which the student-athlete is enrolled.

  □ Items ordered through Spartan Bookstore are based on orders placed by Professors with Spartan Bookstore. If a Professor does not place an order for a particular item with Spartan Bookstore, that item will not be pre-ordered. Such items will be ordered in accordance with the Other Vendors process set forth below.
PICK-UP

• Student-athletes will receive an email from studentathleteservices@sjsu.edu when their textbook order is ready for pick-up.

□ In some cases, student-athletes may not receive all textbooks ordered at one time as a result of availability. As textbooks become available, student-athletes will receive additional email notification.

• Student-athletes must pick-up their textbooks from Spartan Bookstore. SJSU Tower Card and signature are required to pick-up textbooks.

• All textbook orders must be picked-up from Spartan Bookstore no later than 30 days from the first day of classes.

COURSE SCHEDULE ADDITIONS

• Academic Advisors must email the Compliance Coordinator an updated class schedule that includes the student’s name from MySJSU if there are any classes added to course schedules.

• The Compliance Coordinator will place an order with Spartan Bookstore for any additional items needed as a result of course schedule additions.

COURSE SCHEDULE DROPS

• If a student-athlete drops a course(s), it is their responsibility to return the textbook(s) to Spartan Bookstore immediately.

• Failure to return textbooks at any time will result in a charge to the student-athlete.

A.S. PRINT SHOP/ MAPLE PRESS

• If a course reader from A.S. Print Shop or Maple Press is needed, the student-athlete must see the Compliance Coordinator to receive a book voucher.

• Student-athletes must provide the following documentation for each book voucher approval (these documents will not be returned):
  1. Copy of class schedule printed from MySJSU showing the student’s name; AND
  2. Copy of green sheet/class syllabus or letter from Professor on official SJSU letterhead/email from Professor from official SJSU email account.

• A.S. Print Shop and Maple Press require separate book vouchers.

• Student-athletes must use book vouchers provided by the Compliance Office, they will NOT be reimbursed for purchases they make on their own from a book voucher location.

• Student-athletes must submit a book voucher to either A.S. Print Shop or Maple Press to receive their course reader.

OTHER VENDORS

ONLINE PURCHASES

• If course-related reading materials (e.g., textbooks, subscriptions, web-based course material) are needed from another vendor, the student-athlete must see the Compliance Coordinator to request that an order be placed.

• Student-athletes must provide the following documentation for each order request (these documents will not be returned):
  1. Copy of class schedule printed from MySJSU showing the student’s name; AND
  2. Copy of green sheet/class syllabus or letter from Professor on official SJSU letterhead/email from Professor from official SJSU email account.

• The Compliance Coordinator will place the order and email the student-athlete when the materials are available for pick-up or the subscription has been processed.

• Student-athletes must pick-up their materials from the Compliance Coordinator. Photo ID and signature are required to pick-up materials.
IN-PERSON PURCHASES (Reimbursements)

• If course-related reading materials cannot be purchased online by the Compliance Coordinator and must be purchased by student-athletes on their own, the student-athlete must see the Compliance Coordinator to request reimbursement.

• Student-athletes must provide the following documentation for reimbursement (these documents will not be returned to the student):
  1. Original receipt(s) showing proof of payment; AND
  2. Copy of class schedule printed from MySJSU showing the student’s name; AND
  3. Copy of green sheet/class syllabus or letter from Professor on official SJSU letterhead/email from Professor from official SJSU email account.

• All reimbursement requests must be submitted to the Compliance Coordinator no later than 30 days from the first day of classes.

• The University will issue reimbursements via paper check, which will be mailed to the mailing address on the student’s MySJSU account.

ADDITIONS TO COURSE-RELATED ITEMS

• If a Professor adds a course-related item at ANY time during a semester or term, the student-athlete must see the Compliance Coordinator to order the item as soon as the addition occurs.

• Depending on the vendor, the appropriate process outlined above will be followed.

RETURNS

• All textbooks must be returned by student-athletes themselves within one week after the conclusion of the final exam period of each term.
  □ Items that cannot be reused such as workbooks and readers do not need to be returned.

• Student-athletes will be charged for any items that are not returned.

• Spartan Bookstore
  □ Textbooks must be returned to Spartan Bookstore, not to any of the temporary kiosks set up around campus.
  □ Even if a textbook will be used again for another semester, the book must be returned and ordered again.
  □ SJSU Tower Card is required to return books to Spartan Bookstore.

• A.S. Print Shop/Maple Press
  □ Readers do not need to be returned.

• Other Vendors
  □ Items ordered or reimbursed by the Compliance Coordinator must be returned to the Compliance Coordinator.

ROOM AND BOARD

• Athletics aid awards for on-campus housing will be transferred directly to the MySJSU accounts of those student-athletes receiving an athletics aid award that includes on-campus room and/or board.

• Student-athletes receiving athletics aid that includes on-campus housing and/or board, will have a housing extension on their account each semester. Student-athletes with a housing extension do not need to make payment on their housing account by the payment due date; student-athletes can wait until after their housing scholarship transfers to their account at the beginning of each semester to pay any remaining balance on their housing account.

• Student-athletes, who have been approved to live off-campus by their HC and are receiving an athletics aid award that includes room and/or board, will receive a room/board allotment. Allotments will be issued in five equal payments each semester. Allotments will be disbursed once a month, during the last academic week of the month.
DIRECT DEPOSIT
• All student-athletes are required to enroll in Direct Deposit (formerly known as eRefunds). With electronic refunds, financial aid disbursements are sent electronically to your bank, rather than via a paper check. Student-athletes only need to enroll once and funds will be delivered securely to their bank account. Should a Direct Deposit be sent in error, SJSU has the right to retrieve the Direct Deposit from the student’s bank account immediately.
• Students can enroll in Direct Deposit under the Finance section of their MySJSU account. Check the Bursar’s Office website at http://www.sjsu.edu/bursar/ for detailed instructions. If incomplete or inaccurate information is provided during enrollment, the Direct Deposit will be rejected by the bank and processing will be delayed. If a student has a hold on their MySJSU account, the processing of the Direct Deposit will be delayed.

UNIVERSITY CHARGES NOT PAID BY THE DEPARTMENT
• There are many charges that the DIA is not permitted to pay for student-athletes. Such charges include but are not limited to: long distance phone charges, personal traveling expenses, late registration fees, late payment fees, parking fees, library fines, Housing “lock-out” fees, Housing damage fees, payment plan fees, testing fees, etc. Students are responsible for understanding all University policies and procedures, and being aware of registration dates and payment deadlines.
• The Student Involvement and Representation Fee (SIRF), established by the CSU Board of Trustees, is charged to all students unless they choose to opt out of the fee, which can be done on the student’s MySJSU account. The Athletics Department will NOT be responsible for this fee!

INTERNATIONAL STUDENTS
• The DIA will provide international student health insurance coverage, as mandated by SJSU, to each international student-athlete receiving an athletics aid award. Enrollment information will be provided to students in late spring/early summer. Each student-athlete will be responsible for completing and submitting the appropriate enrollment form(s) to the Director of Compliance.
• International students receiving athletic scholarships are subject to U.S. tax law. Upon initial enrollment to SJSU, ALL international student-athletes receiving an athletics aid award, will be required to submit an online questionnaire to the University’s international tax advisor in order to determine their tax classification. After completion of the online questionnaire, the student will be required to meet with the international tax advisor in-person and to present requested documentation (passport/visa copies, I-20, I-94, etc.). Athletics aid cannot be disbursed until after the student meets with the international tax advisor.
• The room, board, and other expenses portion of international scholarships are subject to 14% IRS tax withholdings; tuition and books are not taxable. For student-athletes living in on-campus housing, the 14% will be payable each term to SJSU with guaranteed funds to the Bursar’s Office; students will receive an invoice letter via email when it is time to make their payments. For student-athletes receiving a room/board/other expenses allotment, the 14% will be deducted from Direct Deposit.
• International students also have a responsibility to file a tax return each year, regardless of whether or not they were subject to tax withholdings. It is the student’s responsibility to be aware of tax return deadlines and to submit the appropriate tax return documents. The DIA cannot provide advice on income tax filing. Students should seek professional assistance from a tax specialist or seek paid tax assistance.
ATHLETICS AID APPEAL POLICY

Opportunity for a Hearing
In accordance with NCAA Bylaws 15.3.2.4, 15.3.4 and 15.3.5, when a student-athlete’s athletics aid is reduced or cancelled during the period of the award, or is reduced or not renewed for the following academic year, San Jose State University (SJSU) must provide the student-athlete with an opportunity for a hearing upon the student-athlete’s request. The appeal hearing will be conducted by a Subcommittee consisting of the Chair, the Director of Financial Aid, and two additional SJSU campus staff members.

Notification of Hearing Opportunity
Upon request from the Director of Compliance for a reduction or cancellation of athletics aid during the period of the award or a reduction or non renewal of such aid for the following academic year, the Director of Financial Aid will promptly provide the student-athlete with written notification of the decision affecting his/her athletics aid, and of the opportunity for an appeals hearing. This written notification will be sent by both mail and email and must include the SJSU Athletics Aid Appeal Policy and a date by which the student-athlete must request a hearing. Failure to request a hearing by the deadline indicates the student-athlete’s acceptance of the Athletic Department’s decision regarding his/her athletics aid.

Statement of Intent
Should the student-athlete decide to exercise the option of a hearing, he or she must file a Statement of Intent to do so with the Associate Athletic Director of Compliance within 14 calendar days of the date of the written notification that athletics aid will be reduced, cancelled or not renewed. The Statement of Intent must be emailed to lynn.meade@sjsu.edu or faxed to the attention of Lynn Meade at 408-924-1738. Upon receipt of a Statement of Intent, the Associate Athletic Director of Compliance will answer any of the student-athlete’s NCAA rules and/or procedural questions. Following this communication with the student-athlete, the Associate Athletic Director of Compliance, in conjunction with the Subcommittee, will make a good faith effort to arrange the hearing within a reasonable time period and notify the student-athlete of the location and time via telephone and/or email.

*F/NC/WU grades – Student-athletes receiving a reduction of athletics aid as a result of F/NC/WU grades who decide to exercise the option of a hearing must file a Statement of Intent to do so with the Associate Athletic Director of Compliance within 7 calendar days of the date of the written notification that athletics aid will be reduced.

Supporting Documentation
The Statement of Intent will be provided to the Subcommittee members hearing the appeal. The student-athlete will also be given an opportunity to present supporting documentation to the Subcommittee. This material must be provided to the Associate Athletic Director of Compliance at least 48 hours prior to the hearing date. The Associate Athletic Director of Compliance will disseminate the student-athlete’s supporting documentation to the Subcommittee, as well as the relevant NCAA Bylaws and other pertinent information. The student-athlete should be aware that the involved coaching staff may also exercise the option of providing a statement and/or other relevant documentation.

Hearing Participants & Decision
In addition to the Subcommittee members mentioned above, the Faculty Athletics Representative and the Associate Athletic Director of Compliance will be in attendance in a non-voting capacity to provide procedural guidance to the Subcommittee and all relevant participants. Both the student-athlete and the involved coach will be individually afforded time to present the merits of their respective case. After oral presentations by the relevant parties, the Subcommittee will review all evidence presented and deliberate until a decision is reached. The decision will be forwarded to the Associate Athletic Director of Compliance, who will then issue the Subcommittee’s written decision to all parties involved within one week of the hearing.
SUMMER ATHLETICS AID

Summer athletics aid is awarded to student-athletes above and beyond the regular academic year Grant-In-Aid Agreement, and is available on a limited basis. It is meant to promote progress toward graduation, and is not meant to be used to regain eligibility. Summer athletics aid is not automatic. Enrolled/continuing student-athletes must earn eligibility for summer athletics aid by demonstrating commitment to Spartan Athletics and making satisfactory progress toward a degree throughout their career at San Jose State. To be considered for summer aid, student-athletes must apply and meet all of the following criteria:

1. Must have demonstrated consistent progress toward a degree;
2. Must have made consistent contributions to the success of the team; and
3. Must have received athletics aid during the previous academic year, or will be receiving athletics aid in the following academic year.

Guidelines of Summer Athletics Aid Awards

• Summer athletics aid is contingent upon budget availability, which varies annually.
• Pursuant to NCAA Bylaw 15.2.8.1.2, summer athletics aid may be only awarded to enrolled/continuing student-athletes in proportion to the amount of athletics aid received by the student-athlete during his/her previous academic year. For example, a student-athlete receiving 50 percent athletics aid during the regular academic year may not receive more than 50 percent athletics aid during all summer sessions combined.
• Pursuant to NCAA Bylaw 15.2.8.1.2.5, a student-athlete who has not received athletics aid from SJSU during a previous academic year may receive athletics aid to attend SJSU’s summer session(s) as long as he/she has been awarded athletics aid for the following academic year AND the summer athletics aid is awarded only in proportion to the amount of athletics aid the student-athlete will receive for the following academic year.
• A summer athletics aid award MAY consist of tuition/campus fees, books and room and board. All summer athletics aid awards vary based on the student-athlete’s summer enrollment and the percentage of their Athletics Grant-In-Aid Award during the academic year in accordance with NCAA rules set forth above. Unless the student-athlete is receiving a full summer athletics aid award, the breakdown of their summer athletics aid award will MOST LIKELY differ from the Athletics Grant-In-Aid Award they receive during the academic year.
• Student-athletes awarded summer athletics aid will receive such aid only for session(s) in which they are enrolled. For example, a student-athlete enrolled only in Summer Session II and receiving a full scholarship (tuition, books and room and board) will receive room and board for Summer Session II; the student-athlete will not receive room and board for the entire summer (all three Summer Sessions).

• Tuition
  □ Unlike the academic year, summer tuition is charged at a variable rate based on units of enrollment.
  □ Student-athletes earning a grade (or grades) of F, NC (No Credit), or WU (Withdrawal Unsatisfactory) in any academic course must meet with the Deputy Director of Athletics and/or the Senior Associate Athletic Director for Academics and Student Services (or comparable employee) to discuss the circumstances resulting in the failed grade(s) at the earliest opportunity after final grades have posted and prior to the start of the next academic term. Information gathered relating to the topics above and the student-athlete’s responses at the meeting will be used to determine whether the student-athlete’s athletics-related aid will be reduced during the subsequent term and/or whether the student will be withheld from future competition.

• Room & Board
  □ Room and board will only be provided for the session(s) in which the student-athlete is enrolled.
Student-athletes who reside off-campus during summer session(s) may receive an off-campus room and board allotment subject to budget availability.

Summer session on-campus housing for continuing student-athletes may be requested and is subject to Coach approval and budget availability.

Continuing student-athletes who reside on campus during summer session may receive a board allotment. An on-campus meal plan is not available.

Room and/or board allotments for Session 1 will be disbursed at the end of the second and sixth weeks. Room and/or board allotments will be disbursed at the end of the second week for Session 2 and the end of the first week for Session 3.

Student-athletes enrolled solely in on-line course(s) must fulfill a weekly study hall requirement of one hour per unit of enrollment (3 unit course = 3 hours of study hall per week).

Procedure for Applying for Summer Athletics Aid

1. Each student-athlete interested in receiving summer athletics aid must complete the Summer Athletics Aid Application, which is distributed to student-athletes, Athletic Academic Advisors and Head Coaches in March.

2. The student-athlete must complete and submit the application to his/her Athletic Academic Advisor for verification that the coursework requested is degree applicable.

3. The Athletic Academic Advisor submits the completed Application to the Director of Compliance who calculates the value of the requested award and provides the Application to the Head Coach for approval and signature.

4. The Head Coach makes approval recommendations to the Associate Athletics Director for Student Services.

Procedure for Approval and Notification of Summer Athletics Aid

1. The Associate Athletics Director for Student Services, Athletic Academic Advisors and Director of Compliance review and approve summer aid with consideration given to APR, gender equity, equitable distribution of aid and budget constraints.

2. The Associate Athletics Director for Student Services will notify the appropriate Head Coaches of the approval or denial of summer athletic aid awards.

3. The Director of Compliance will provide Head Coaches with each student’s individual summer aid award breakdown.

4. It is the responsibility of the Head Coach to notify their student-athlete(s) of the approval or denial of their summer athletics aid application and the approved award amount(s).

5. Student-athletes approved for summer athletics aid will sign a summer Grant-In-Aid Agreement.

6. Athletic Academic Advisors work with the student-athletes who are approved for summer athletics aid to ensure appropriate class registration.

WINTER ATHLETICS AID

Winter athletics aid is awarded to student-athletes above and beyond the regular academic year Grant-In-Aid Agreement, and is available on a limited basis. It is meant to promote progress toward graduation, and is not meant to be used to regain eligibility. Winter athletics aid is not automatic. Enrolled/continuing student-athletes must earn eligibility for winter athletics aid by demonstrating commitment to Spartan Athletics and making satisfactory progress toward a degree throughout their career at San Jose State. To be considered for winter aid, student-athletes must apply and meet all of the following criteria:

1. Must have demonstrated consistent progress toward a degree;
2. Must have made consistent contributions to the success of the team; and
3. Must have received athletics aid during the previous academic term.
Guidelines of Winter Athletics Aid Awards

- Winter athletics aid is contingent upon budget availability, which varies annually.
- Pursuant to a 12/18/09 NCAA Staff Interpretation, winter athletics aid may only be awarded to enrolled/continuing student-athletes in proportion to the amount of athletics aid received by the student-athlete during his/her previous academic term. For example, a student-athlete receiving 50 percent athletics aid during the previous fall term may not receive more than 50 percent athletics aid during the winter term.
- A student-athlete who has not received athletics aid from SJSU during a previous academic term may NOT receive athletics aid to attend SJSU’s winter session.
- A winter athletics aid award MAY consist of tuition/campus fees, books and room and board. All winter athletics aid awards vary based on the student-athlete’s winter enrollment and the percentage of their Athletics Grant-In-Aid Award during the previous academic term in accordance with NCAA rules. Unless the student-athlete is receiving a full winter athletics aid award, the breakdown of their winter athletics aid award will MOST LIKELY differ from the Athletics Grant-In-Aid Award they receive during the academic year. For example, a student-athlete who receives tuition and books during the academic year may only receive a portion of their winter tuition and no books. Further, a student-athlete receiving winter athletics aid must be enrolled in a minimum of three units.

- Tuition
  - Unlike the regular academic year, winter tuition is charged at a variable rate based on units of enrollment.
  - Student-athletes who withdraw from a class and/or do not earn a passing grade in a winter session course will be responsible for paying back tuition provided by SJSU Athletics for that course.

- Room & Board
  - On-campus housing for winter session is reserved for continuing student-athletes who reside on campus during the regular academic year (based on availability).
  - Off-campus allotments will be disbursed via direct deposit after the winter session drop period.
  - Student-athletes enrolled solely in on-line course(s) who reside more than 50 miles from campus during winter are eligible for tuition and book scholarships only. SJSU Athletics will not provide a room and board allotment to student-athletes residing more than 50 miles from campus during winter.

- Textbooks
  - Student-athletes receiving textbooks as part of their winter athletics aid award should refer to the Textbook Policy in the Student-Athlete Handbook.

Procedure for Applying for Winter Athletics Aid

1. Each student-athlete interested in receiving winter athletics aid must complete the Winter Athletics Aid Application.
2. The Application is then submitted to the appropriate Athletic Academic Advisor in Student-Athlete Success Services for verification that the coursework requested is degree applicable.
3. The Athletic Academic Advisor submits the completed Application to the Director of Compliance.
4. The Director of Compliance calculates the requested winter aid award, and submits the Application to the appropriate Head Coach.
5. The Head Coach reviews the Application, signs and submits the completed Application to the Associate Athletics Director for Student Services. Head Coach recommendations MUST fall within a predetermined team winter aid budget.
Procedure for Approval and Notification of Winter Athletics Aid

1. The Associate Athletics Director for Student Services and Director of Compliance review and approve winter aid with consideration given to gender equity, equitable distribution of aid, APR considerations and budget constraints.

2. The Director of Compliance will notify the appropriate Head Coaches of the approval or denial of winter athletics aid awards. The notification will include each student-athlete’s individual winter aid award breakdown.

3. Student-athletes approved for winter athletics aid will sign a winter Grant-In-Aid Agreement.

4. Athletic Academic Advisors work with the student-athletes who are approved for winter athletics aid to ensure appropriate class registration.

FIFTH-YEAR ATHLETICS AID

Fifth-year aid is awarded to student-athletes who have exhausted their eligibility, have not completed their undergraduate degree and still have a semester (or year) remaining on their five-year clock. Fifth-year aid is not an automatic award. To be considered for fifth-year aid, student-athletes must apply and meet all of the following criteria:

1. Must have demonstrated consistent progress toward a degree;
2. Must have made consistent contributions to the success of the team; and
3. Must have received athletics aid during the previous academic year.

Requirements of Fifth-Year Aid Award

• An award of fifth-year aid only covers tuition and will never be more than (and could be less than) the previous academic year’s athletics aid award percentage.
• An award of fifth-year aid is only available for undergraduate degree credit. It will only cover courses required for graduation in the student-athlete’s degree program (tuition only). Room and board costs and textbooks will not be covered in a fifth-year grant-in-aid.
• All student-athletes receiving fifth-year aid are required to work 16 hours per week for the Department of Athletics, and all home football games during the fall term. Event work assignments for the spring term will be determined in January.
• Awarding of fifth-year aid is contingent upon budget availability, which varies annually; therefore, fifth-year aid is awarded on a semester-by-semester basis.

Procedure for Applying for Fifth-year Aid

1. Each student-athlete eligible for fifth-year aid consideration must complete the Fifth-Year Aid Application Form, which is distributed (along with the 5th Year Aid Policy) to Head Coaches, Advisors and eligible student-athletes by the Academic Eligibility Coordinator in March.
2. The Form is then submitted to the appropriate Athletic Academic Advisor in Student-Athlete Success Services for verification of the number of units required for degree completion.
3. The student-athlete attaches a copy of his/her graduation worksheet to the application, and submits it to his/her Head Coach.
4. The Head Coach reviews the Fifth-Year Aid Application Form, signs and submits the completed Form to the Academic Eligibility Coordinator by April 15.

Procedure for Approval and Notification of Fifth-Year Aid

1. The Associate Athletic Director for Student Services, Academic Eligibility Coordinator and Director of Compliance review and approve fifth-year aid with consideration given to gender equity, equitable distribution of aid, APR ramifications and budget constraints.
2. The Academic Eligibility Coordinator will notify all applicants, the Head Coach and Academic Advisor via email of the approval or denial of their fifth-year aid award by April 30.
3. The Academic Eligibility Coordinator and Director of Compliance meet with all fifth-year aid recipients prior to the first day of classes to discuss the Code of Conduct, to schedule work assignments, and to sign Grant-In-Aid Agreements.
STUDENT ASSISTANCE FUND (SAF)

- The NCAA offers the Student Assistance Fund (SAF) to assist student-athletes in meeting financial needs. Student-athletes who receive a PELL Grant are eligible to receive a clothing allowance from the NCAA.
- Head coaches will be provided with a list of eligible student-athletes during the fall and spring semesters. Head Coaches will also be informed of the deadline each semester for student-athletes to submit application forms. Eligible student-athletes can receive application forms from the Compliance Coordinator during the fall and spring semesters.
- Student-athletes are eligible to apply for up to $250 per semester for clothing reimbursement.
- The SAF clothing reimbursement is for eligible student-athletes who must remain an active member on their team’s roster until the conclusion of the applicable semester.
- Student-athletes need to see the Compliance Coordinator to complete an Application Form and to submit receipts. Student-athletes will also sign a verification form when they apply stating they understand the permissible uses of the funds.
- Student-athletes may submit up to a maximum of $250 worth of receipts per semester for clothing reimbursement:
  - Clothing is the only item to appear on receipts;
  - Clothing purchased must be for the student-athlete, not as gifts for other individuals;
  - Only the name of the student-athlete applying for reimbursement should appear on receipts;
  - Original receipts must be submitted; AND
  - Receipts must show proof of payment.
- The clothing reimbursement will be processed as Direct Deposit at the conclusion of each semester.

V. STUDENT FINANCIAL AID

SJSU also offers state and federal financial aid and academic scholarships to eligible students. All student-athletes are encouraged to apply for Financial Aid.

STUDENT-ATHLETE’S FINANCIAL AID ELIGIBILITY

NCAA regulations may limit the amount of Financial Aid a student-athlete can receive. The Director of Compliance works with the Financial Aid and Scholarship Office (FASO) to determine permissible sources of financial aid, which include but are not limited to scholarships, grants, tuition waivers, and loans. A student-athlete shall not be awarded financial aid that exceeds the cost of attendance as determined by the FASO. Athletics aid can be adjusted at the discretion of the University to allow for any additional financial aid that has been awarded. Careful coordination between the DIA and FASO is required to ensure compliance with federal, state, SJSU, NCAA and affiliated conference regulations.

APPLYING FOR FINANCIAL AID

- Financial Aid and Academic Scholarship Applications become available in January for the upcoming fall and spring semesters. Applications are for one academic year only, so students must re-apply every year. There is a priority deadline date of March 2nd each year, and students are advised to meet that deadline to be considered for all possible aid for the upcoming year. Students are still eligible to apply for financial aid after the March 2nd priority deadline, but maximum funding is not guaranteed.
- The Financial Aid Application is called the Free Application for Federal Student-Aid (FAFSA). All students are encouraged to submit and complete a FAFSA. Students receiving athletics aid are required to submit and complete a FAFSA each and every year prior to athletics aid being disbursed. Academic Scholarship Applications and FAFSAs are available on-line at the Financial Aid Office website www.sjsu.edu/faso. Information about applying for Financial Aid can also be found at this same website. If you need assistance with completing the FAFSA, “drop in” at the Financial Aid Office and ask to speak with one of the counselors on duty. The FAFSA is a free application so no fee is charged for applying for aid. You can apply over the internet with FAFSA on the Web at www.fafsa.ed.gov.
TYPES OF FINANCIAL AID AVAILABLE

There are three types of Financial Aid available to students at SJSU: 1) grants (which don’t have to be repaid), 2) loans (which do have to be repaid), and 3) Federal Work Study. If you submit the FAFSA, you will be considered for most of the financial aid programs available at San José State University, including Federal Pell Grants, Cal Grants A and B, Graduate Fellowships, State University Grants, State Educational Opportunity Program Grants, Federal Supplemental Educational Opportunity Grants, Federal Perkins Loan, Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, Federal PLUS (parent loan), Kuhlman Loan (a private loan fund), and Federal Work Study. (For most of the loan programs, a second application will be required after your eligibility for aid has been determined and verified.) The FAFSA is also used by students applying for Academic Scholarships, as financial need is a criterion for most of those available. For information about SJSU Scholarships, access the website at http://www.sjsu.edu/faso/Scholarships/.

• Grants are awarded based upon financial need, as defined by the Federal Government and determined by your FAFSA Application. In general, eligibility is based upon the previous year’s adjusted gross income and assets, such as checking and savings accounts, stocks and bonds, real estate (other than the family home), etc. Full information regarding eligibility can be obtained from the FASO. Grants have their own eligibility criteria and, except for the Pell Grant, have limited funds; so it is important to apply early and be awarded before the grant fund availability is exhausted.

• Loans are intended to supplement any scholarships and grants a student receives. The terms and availability of each loan vary; and it is recommended that students either avoid loans completely, if possible, or borrow no more than is absolutely necessary to meet their educational need each year.

• The Federal Work Study Program offers part-time employment to eligible students; however, receiving a Federal Work Study Award, does not guarantee a job. San José State University offers a Job Hotline (www.sjsu.edu/depts/finaid/fwso.html), which is an on-line service that lists jobs currently available. Students may access the Job Hotline over the Internet after they have received a Work Study Award to arrange interviews with employers offering jobs for which the students are qualified. If hired, students must be careful not to arrange to work more hours than their academic and athletic schedules will allow.

CALIFORNIA DREAM ACT

AB131 allows students who qualify under the AB540 to apply for and receive state-funded financial aid. The Dream Act Application becomes available in January for the upcoming fall and spring semesters. Applications are for one academic year only, so students must re-apply every year. There is a priority deadline date of March 2nd each year, and students are advised to meet that deadline to be considered for all possible aid for the upcoming year. The Dream Act Application is a free application so no fee is charged for applying for aid. You can apply over the internet at www.caldreamact.org. If you need assistance with completing the Dream Act Application, “drop in” at the Financial Aid Office and ask to speak with one of the counselors on duty.

OUTSIDE SCHOLARSHIPS

Before accepting any outside scholarships, the student-athlete will need to complete the Student-Athlete Outside Aid Award Form. The form must be submitted to the Director of Compliance for approval prior to receiving the award. If approved, the student-athlete’s award must be disbursed through SJSU. In the event the award is not permissible, the student-athlete and the awarding agency will be notified and the funds returned.
VI. SPARTAN STUDENT-ATHLETE SUCCESS SERVICES AND ACADEMIC SUPPORT

MISSION
The mission of Student-Athlete Success Services (SASS) is to provide quality programming aimed at developing well-rounded student-athletes at San José State University. Graduation, and preparation for life beyond graduation, is the ultimate goal. Specifically, SASS aims to promote student-athlete academic achievement and personal accountability. SASS also works to ensure that all student-athletes understand and maintain compliance with the DIA, affiliated conferences, the NCAA and SJSU rules and regulations. In doing so, we believe we are preparing our student-athletes for the vast array of opportunities their futures hold for them.

CORE VALUES
Achievement
Commitment
Teamwork
ACT with Integrity!

GUIDING PRINCIPLES
SUCCESS
Student Development - SASS promotes student development through life skills programs and the Student-Athlete Advisory Committee (SAAC).
Unique - SASS programming takes into consideration the unique issues specifically related to student-athletes.
Community - Community involvement and appreciation for diversity is embraced and promoted.
Compliance - SASS upholds and promotes the NCAA, affiliated conferences, and SJSU standards for integrity.
Education - SASS consults with, and educates about, the various departments on campus where student-athletes may obtain appropriate support.
Self-sufficiency - Student-athletes should develop self-sufficiency, personal responsibility, and the ability to make informed decisions.
Standards - Graduation is the expected standard for all student-athletes.

5 BASIC ACADEMIC EXPECTATIONS:
1. Attend all classes.
2. Complete all required work on time.
3. Plan and prepare for all academic work.
4. Communicate with your professors/instructors on a regular basis (attend office hours).
5. Utilize academic resources provided by SASS and main campus.
A more exhaustive list of Student-Athlete Strategies for Success can be found on page 72.

SCOTT GADWAY ACADEMIC CENTER
SASS provides advising and learning support for SJSU student-athletes. SASS staff reports outside of the DIA to the Division of Academic Affairs. The Director, 3 academic advisors, 2 learning specialists, 1 student success coordinator, and a group of peer mentors and tutors are housed in the Scott Gadway Academic Center which is located in the Simpkins Stadium Center. The Scott Gadway Academic Center also includes an academic lab for general study and study hall purposes.
STRUCTURED STUDY PROGRAM

All first-year SJSU student-athletes participate in a mandatory structured study program. Select student-athletes, including all those admitted under special circumstances, participate in mandatory tutoring and regular meetings with SASS staff. Tutoring for remedial classes, as well as some of the most common first-year classes, is offered for all student-athletes. Upper class student-athletes may be required by their coach or by the DIA to attend study sessions. Mandatory study will occur in the Gadway Student Success Center, with attendance reported weekly to coaches. Coaches have the authority to increase study requirements beyond the department requirements, but not to reduce them. They do not have the authority to excuse you from study, though requirements are reduced when you must travel for competition.

TUTORIAL ASSISTANCE

Tutoring for student-athletes is offered through Student-Athlete Success Services (SASS), Peer Connections, the SJSU Writing Center, and individual college advising centers on campus. Student-athletes should only work with tutors provided by SASS, Peer Connections or the Educational Accessibility Center (EAC) or with Teaching Assistants assigned to their class. Student-athletes should not hire their own tutors or work with volunteer tutors. Under no circumstances should a Department staff member tutor a student-athlete unless by prior arrangement with the Director of Student-Athlete Success Services. Group tutoring occurs in the Gadway Center, Sunday through Thursday evenings for the most common general education and remedial math and English courses. A writing tutor is present each evening, as is additional SASS staff, to support writing. All tutoring sponsored by SASS occurs in the Gadway Center during regular hours except by prior arrangement with the Director of Student-Athlete Success Services.

NOTE: Two hours per week of tutoring (per remedial class) is required for student-athletes receiving athletics aid. Tutoring for walk-on student-athletes is available upon request.

NOTE: Beginning with the second occurrence, student-athletes who fail to attend a scheduled tutoring session will be charged for the session.

STUDENT-ATHLETE MANDATORY STUDY REQUIREMENTS

All newcomers (freshmen and transfer students) will have 6-10 hours of study hall per week. The actual number will be based on the incoming academic record of the student and the discretion of both the SASS staff and the coaching staff.

Students in remedial math and/or English will have 2 hours per week of required tutoring per class. This tutoring will count towards the study hall requirement.

Continuing students will earn their study hall requirement based on GPA and the discretion of both the SASS staff and the coaching staff.

SJSU GPA

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>Study Hall Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.80 GPA and above</td>
<td>no required study hall</td>
</tr>
<tr>
<td>2.50 GPA – 2.79 GPA</td>
<td>4 hours of study hall</td>
</tr>
<tr>
<td>2.10 GPA – 2.49 GPA</td>
<td>6 hours of study hall</td>
</tr>
<tr>
<td>2.09 GPA and below</td>
<td>8-10 hours of study hall</td>
</tr>
</tbody>
</table>

NOTE: The best way to earn your way out of study hall is to establish yourself as a responsible student.

In addition to study hall requirements, all newcomers receiving athletics aid (freshmen and transfer students) and other students assigned by SASS and the head coach will be required to meet with their assigned athletic academic advisor, learning specialist, and/or peer advisor at least once per week. Tutoring arrangements and other study requirements will be individually prescribed as needed.
Additional Information

• Weekly study hall totals begin on Sundays @ 6:00 pm and end on Fridays @ 3:00 pm
• Study hall credit is earned only when the student signs both in AND out
• Head coaches/academic liaisons receive the previous week’s study hall report by the following Monday
• Study requirements are not reduced due to team travel; however,
• Study time completed during team travel (and approved by SASS and the head coach) may be used to meet the weekly study requirement
• Study hall credit is given for verified studying done in Gadway, Peer Connections, the LLC or EAC
• Required study hours may be reduced for holidays and other school closings
• Students not actively participating in study (actively studying, meeting tutors, or completing assignments) will be asked to leave and forfeit study hall time accumulated that day
• Students who attempt to circumvent study hall guidelines risk losing credit for study hall hours
• If a student does not meet his/her study hall requirement, a meeting to determine consequences will be immediately scheduled between the student, the head coach, and Athletic Academic Advisor. If this happens more than once, the sport supervisor and/or other athletic department officials may also be included.
• Students are required to attend scheduled tutoring sessions. A missed tutoring session will result in a meeting to determine consequences between the student, the head coach, and Athletic Academic Advisor. If this happens more than once, the sport supervisor and/or other athletic department officials may also be included.

Key Points

To graduate and stay eligible: NEVER EARN LOWER THAN A “C”
To be a scholar-athlete: BALANCE EVERY “C” WITH AN “A”

SASS staff members are support personnel, not law enforcement. Please understand and respect rules!

Follow-through on your commitment as a student-athlete by embracing your responsibility to yourself (and your teammates) to give your personal best in the classroom at all times.

Dedicate yourself to excellence! Blowing off your academic responsibilities is the equivalent of blowing off weights, conditioning, or practice; and indicates a lack of dedication to your own athletic success.

SASS operates with the purpose of helping you to achieve at your fullest potential.

Operate with integrity. Academic dishonesty (plagiarism/cheating) will absolutely not be tolerated. SASS is not able to help you if you cheat. Otherwise, SASS personnel will support you in any way possible. SASS will not have fulfilled its commitment to you until you GRADUATE.

UNIVERSITY ACADEMIC REQUIREMENTS AND PROCEDURES

After meeting all admission requirements, SJSU prospects are allowed to enroll as students. Admission to the University demonstrates a student’s potential for academic success. Once admitted, it is imperative the student-athlete enrolls in only degree-applicable coursework. The general educational requirements for degree programs are available in the course catalog, the schedule of classes, department publications, and through your team’s Athletic Academic Advisor.

REMEDICATION

If remediation in either math or English is mandated under CSU EO 665, student-athletes receiving athletics aid will have required tutoring as assigned by SASS staff. Students must complete remediation within a year of original enrollment. Those who do not complete remediation within one year are subject to dismissal from SJSU. Please work closely with your Athletic Academic Advisor to understand the implications of remediation.
ACADEMIC PROBATION
Students are placed on academic probation if their SJSU GPA falls below a cumulative “C” average (2.0). If placed on probation, students receive notification along with their grades. NOTE: Two consecutive terms of academic probation (cumulative GPA below a 2.0), results in academic disqualification from the university.

ACADEMIC DISQUALIFICATION
If disqualified, students are dismissed at the end of a term. Their registration for the next term is canceled and they are involuntarily separated from the University. Student-athletes become athletically ineligible at the time they are disqualified. They are not considered for certification to compete until they have been officially reinstated and are allowed to register again as a student.

REINSTATEMENT PROCESS
Students must petition for reinstatement to university and be accepted for re-admission by the Office of Admissions and Records before they may resume their studies as a student. The process for obtaining re-admission is detailed in the University’s Catalog. Work closely with your Athletic Academic Advisor throughout the process.

SAN JOSE STATE UNIVERSITY ACADEMIC INTEGRITY POLICY
The University emphasizes responsible citizenship and an awareness of ethical choices inherent in human development. Academic honesty and fairness foster ethical standards for all those who depend upon the integrity of the university, its courses, and its degrees. University degrees are compromised and the public is defrauded if faculty members or students knowingly or unwittingly allow dishonest acts to be rewarded academically. This policy sets the standards for such integrity and shall be used to inform students, faculty and staff of the university’s Academic Integrity Policy.

STUDENT ROLE
The San José State University Academic Integrity Policy requires that each student:

1. Know the rules that preserve academic integrity and abide by them at all times. This includes learning and abiding by rules associated with specific classes, exams and course assignments.
2. Know the consequences of violating the Academic Integrity Policy.
3. Know the appeal rights, and the procedures to be followed in the event of an appeal.
4. Foster academic integrity among peers.

DEFINITIONS OF ACADEMIC DISHONESTY

CHEATING
San José State University defines cheating as the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating includes:

1. Copying, in part or in whole, from another’s test or other evaluation instrument including homework assignments, worksheets, lab reports, essays, summaries, quizzes, etc.;
2. Submitting work previously graded in another course without prior approval by the course instructor or by departmental policy;
3. Submitting work simultaneously presented in two courses without prior approval by both course instructors or by the department policies of both departments;
4. Using or consulting sources, tools or materials prohibited by the instructor prior to, or during an examination;
5. Altering or interfering with the grading process;
6. Sitting for an examination by a surrogate, or as a surrogate;
7. Any other act committed by a student in the course of their academic work that defrauds or misrepresents, including aiding others in any of the actions defined above.
PLAGIARISM
San José State University defines plagiarism as the act of representing the work of another as one’s own without giving appropriate credit, regardless of how that work was obtained, and submitting it to fulfill academic requirements.

Plagiarism includes:
1. Knowingly or unknowingly incorporating the ideas, words, sentences, paragraphs, or parts of, or the specific substance of another’s work, without giving appropriate credit, and representing the product as one’s own work;
2. Representing another’s artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures, or similar works as one’s own.

SAN JOSE STATE UNIVERSITY DEPARTMENT OF ATHLETICS FAILED CLASS POLICY
Student-athletes earning a grade (or grades) of F, NC (No Credit), or WU (Withdrawal Unsatisfactory) in any academic course must meet with the Deputy Director of Athletics and/or the Senior Associate Athletic Director for Academics and Student Services (or comparable employee) to discuss the circumstances resulting in the failed grade(s) at the earliest opportunity after final grades have posted and prior to the start of the next academic term.

Points of discussion during the meeting may include but are not limited to:
1. Class attendance;
2. Submission of assignments;
3. Tutoring attendance;
4. Weekly peer mentor meeting attendance;
5. Instructor’s input;
6. Midterm grades;
7. Office hour attendance;
8. Communication with coaches and advisors;
9. Course difficulty (rated on a scale of 1 through 5);
10. Extenuating circumstances;
11. Number of failing grades earned in the term;
12. Number of failing grades earned over all terms;
13. Cumulative GPA;
14. Semester GPA;
15. APR (Academic Progress Rate) impact; and
16. NCAA continuing eligibility ramifications.

Information gathered relating to the topics above and the student-athlete’s responses at the meeting will be used to determine whether the student-athlete’s athletics-related aid will be reduced at the rate of $250 per failed unit (for Fall and Spring terms) during the subsequent term and/or whether the student will be withheld from future competition. The information and responses may also be used to impose terms and conditions on future athletics-related aid, including but not limited to terms and conditions relating to class attendance, tutoring attendance, weekly peer mentor meeting attendance, office hour attendance, communication with coaches and advisors, and grades obtained in subsequent courses and academic progress.

Note: If the failing grade(s) render the student-athlete academically ineligible, the student-athlete will forfeit athletics-related aid for the subsequent academic term. The student-athlete will not be eligible to receive athletics-related aid for any future term unless and until eligibility has been regained.
PRIORiTY REGiSTRATiON

A student-athlete’s daily schedule is very structured. Because of the particular time constraints placed upon them by athletics practices and participation, Associate Student Government and the Faculty Senate grants student-athletes priority registration. Priority registration allows student-athletes to register for classes before the general student body. Given the demands for classroom space, this is an extremely valuable benefit. Student-athletes are expected to complete a Year Long Academic Plan and have consulted with their Athletic Academic Advisor to be cleared for priority registration. They are also expected to register for the classes listed on their Academic Plan.

STUDENT-ATHLETES ARE RESPONSIBLE FOR REGISTERING FOR THEIR OWN CLASSES. ADVISORS DO NOT REGISTER THEM FOR CLASSES. STUDENT-ATHLETES ARE PERSONALLY RESPONSIBLE FOR ANY LATE FEES GENERATED BY THEIR FAILURE TO COMPLETE REGISTRATION (OR COMPLETE DROPS IN REGISTRATION) IN A TIMELY MANNER. THEY ARE HELD TO THE STANDARDS OF ALL OTHER SJSU STUDENTS.

Take advantage of priority registration by preparing in the following manner:

1.) Meet with your major advisor.
2.) Meet with your Athletic Academic Advisor.
3.) Check for any holds on your account and get them removed.
5.) Check MySJSU for your priority registration date and time.
6.) Do not schedule classes during your blocked practice times.
7.) Register and submit a copy of your schedule to your Athletic Academic Advisor.

CHANGE OF CLASS SCHEDULE

If a schedule change is required, such changes should be made as soon as possible and approved by an Athletic Academic Advisor. Because the NCAA has established minimum course hour requirements in order to maintain eligibility, student-athletes must always maintain registration in at least 12 credits, and classes should never be dropped without consulting with an Athletic Academic Advisor. An athletics hold is placed on student-athletes’ accounts preventing them from dropping without such consultation. Failure to work with an Athletic Academic Advisor may affect athletics eligibility. Registration for classes other than those advised is discouraged and exonerates SASS of any responsibility for a student-athlete’s eligibility.

DECLARING A MAJOR

NCAA eligibility requirements dictate that student-athletes must declare a major prior to the beginning of their fifth semester of full time enrollment. In order to declare a major or change a major, student-athletes must see the University’s Academic Major Advisor. They must formally enroll in a specific degree program or obtain approval from the appropriate academic official for the intended course work and designated degree program. Always work with an Athletic Academic Advisor first to discuss the implications of various choices on athletic eligibility.

GRADING SYSTEM

Most undergraduate courses have a letter grade system of evaluating academic performance. Each letter grade has a numerical value (grade point) for the purpose of determining your grade point average (GPA). Listed below are the letter grades and the numerical values they represent:

- A 4.0
- A- 3.7
- B+ 3.3
- B 3.0
- B- 2.7
- C+ 2.3
- C 2.0
- C- 1.7
- D+ 1.3
- D 1.0
- D- .7
- F 0
Other grades are: “I”, “CR/NC”, “SP”, “AU”, “W”, and “U”. “I” indicates the satisfactory completion of the majority of the course work with a “D” average or better, but that due to unavoidable circumstances the student is prevented from completing the remaining work. The time allowed to remove the “I” from the academic record varies depending on the course or instructor, but can never exceed one calendar year. Once course work is completed, a new grade is entered into the permanent record. If course work is not completed, the grade officially changes to an “F”. Check with the instructor or Athletic Academic Advisor for further information. A “W” indicates the course was dropped after the first week of class with the approval of the instructor. A “W” is not calculated into the GPA, however it does count towards overall units enrolled for the semester prior to the point it was dropped. “U” (unauthorized incomplete) denotes an unauthorized drop or withdrawal. This grade is given if a student does not officially withdraw from class or the assignments completed were insufficient for assigning a regular letter grade. For the purposes of averaging the grade point, this grade is equivalent to an “F”.

HONORS CONVOCATION
There are two levels of Honors Scholars the Honors Convocation recognizes each spring. President’s Scholars are undergraduates who have earned 4.0 GPA at SJSU in the two semesters prior to the Honors Convocation. Dean’s Scholars are undergraduates who have earned a 3.65 or higher GPA at SJSU in two semesters prior to the Honors Convocation. Additional information may be found in the back of the “San José State University Catalog,” under “Honors Convocation.”

TEAM TRAVEL
At the beginning of each season, student-athletes are given travel letters to distribute to professors as soon as possible. Prior to departure, student-athletes should remind their professors that they will be absent. It is the responsibility of the student-athlete to make up course work missed as a result of team travel. Working with instructors to submit or complete work before leaving is always best. If work will be submitted after the team’s return, please work with the instructor to set clear deadlines to prevent miscommunication. If class work must be completed on the road, work with an Athletic Academic Advisor for help with submitting it, finding proctors, etc. Except in extreme circumstances, DIA staff should not proctor any exams taken on the road. In such cases, only Student Success Services or Senior Athletics Staff should serve as proctors after arrangement with the Associate AD for Student Services. If there is a problem with missing a course(s), contact an Athletic Academic Advisor for assistance.

CLASS ATTENDANCE
Class Attendance is Mandatory for all SJSU Student-Athletes. There is a direct correlation between classroom attendance and academic success. Class attendance is monitored by DIA staff, SASS staff and coaching staff. Unexcused class absences will result in suspension from practice and/or competition. Further, if a problem arises with a class, the professor is much more likely to be willing to work with the student if they have demonstrated an interest. Therefore, student-athletes are encouraged to meet periodically with their instructor during office hours.

CONTACT AN ATHLETIC ACADEMIC ADVISOR AT THE FIRST SIGN OF TROUBLE SO THAT S/HE MAY EFFECTIVELY ADVISE YOU AND HELP YOU MAKE GOOD CHOICES.

GRADUATION STOLES
Student-athletes who are currently on a Spartan roster, who are currently receiving 5th year athletics aid, who are currently receiving medical non-counter athletics aid, or who return to the university after exhausting eligibility as a Spartan are eligible to receive a Spartan Student-Athlete Graduation Stole at the end of the term for which they will graduate. Former student-athletes who have quit or been cut from the team prior to their final graduation term are NOT eligible to receive a Spartan Student-Athlete Graduation Stole.
VII. ELIGIBILITY REQUIREMENTS

MINIMUM ELIGIBILITY REQUIREMENTS FOR PRACTICE AND COMPETITION

Full-Time Status
All student-athletes must be enrolled in at least 12 units (full-time status) to be eligible for practice, competition and institutional financial aid. Should you drop below 12 units, you are immediately ineligible to practice, compete or to receive institutional financial aid. Under certain conditions, specific student-athletes may be enrolled in less than 12 units and remain eligible provided written approval from the Graduation Evaluator and/or the Compliance Office is received.

SJSU MINIMUM GRADE POINT AVERAGE (GPA)
The GPA requirement to compete as a student-athlete at SJSU is more restrictive than the NCAA standards set forth below. In order to be in good academic standing, SJSU students must maintain a 2.0 cumulative GPA. Any SJSU student who’s GPA is below a 2.0 for two semesters is subject to disenrollment.

INITIAL ELIGIBILITY REQUIREMENTS
Aside from the 1st year credit hour requirements outlined below, the NCAA Eligibility Center (EC) certifies the initial eligibility of all incoming freshman. Initial eligibility certification includes both academic and amateur certification as described below.

• Academic Certification: All incoming freshmen who meet the NCAA standards for initial eligibility set forth in Bylaw 14.3 to be immediately eligible for practice, competition and athletic financial aid during their first year of collegiate enrollment are referred to as qualifiers. In order to be certified a qualifier by the EC, a student must meet a sliding scale that includes a core high school grade point average and a corresponding standardized test score.
  □ Academic Redshirt: A high school graduate who presented the same academic qualifications as qualifiers, except for the minimum 2.3 GPA and/or completion of 10 core courses prior to first semester of their senior year. Academic redshirts are eligible for athletics aid and practice only their first year of enrollment; they cannot compete.

• Amateur Certification: In addition to the academic eligibility requirement, all incoming freshman must be certified an amateur in accordance with Bylaw 12.1 in order to practice or compete for an NCAA Division I or II institution. Amateur certification is based on activities that occur prior to a student’s request for final certification or initial full-time enrollment at an NCAA Division I or II institution (whichever occurs earlier).

1st Year Student-Athletes
12 Hour Requirement: Student-athletes must be enrolled in a minimum of 12 hours in both the fall and spring semesters in order to be eligible for practice and competition.
6 Hour Requirement: Student-athletes must satisfactorily complete at least 6 hours of academic credit the preceding regular academic term in which he/she was enrolled full-time in order to be eligible for competition. NOTE: Football student-athletes must satisfactorily complete at least 9 hours of academic credit during the fall semester.

CONTINUING ELIGIBILITY REQUIREMENTS
After the first year of collegiate enrollment, student-athletes must begin to meet NCAA continuing eligibility requirements in order to maintain eligibility for competition depending on the student-athlete’s academic year of enrollment as follows.

2nd Year Student-Athletes
24 Hour Requirement: Student-athletes must satisfactorily complete at least 24 semester hours of academic credit prior to the start of his/her 2nd year (3rd semester) of collegiate enrollment in order to be eligible for competition during the second year of enrollment.
18 Hour Requirement: Student-athletes must satisfactorily complete at least 18 semester hours of academic credit during the previous academic year in order to be eligible for competition.

12 Hour Requirement: Student-athletes must be enrolled in a minimum of 12 hours in both the fall and spring semesters in order to be eligible for practice and competition.

6 Hour Requirement: Student-athletes must satisfactorily complete at least 6 hours of academic credit the preceding regular academic semester in which he/she was enrolled full-time in order to be eligible for competition. **NOTE: Football student-athletes must satisfactorily complete at least 9 hours of academic credit during the fall semester.**

1.80 GPA Requirement: Student-athletes must have a minimum cumulative GPA of 90% of the GPA required for graduation (1.80) at the start of his/her 2nd year (3rd semester) and throughout the 2nd year in order to be eligible for competition.

3rd Year Student-Athletes

18 Hour Requirement: Student-athletes must satisfactorily complete at least 18 semester hours of academic credit during the previous academic year in order to be eligible for competition.

12 Hour Requirement: Student-athletes must be enrolled in a minimum of 12 hours in both the fall and spring semesters in order to be eligible for practice and competition.

6 Hour Requirement: Student-athletes must satisfactorily complete at least 6 hours of academic credit the preceding regular academic semester in which he/she was enrolled full-time in order to be eligible for competition. **NOTE: Football student-athletes must satisfactorily complete at least 9 hours of academic credit during the fall semester.**

Designation of Degree Requirement: Student-athletes must designate a degree program prior to the start of his/her 3rd year (5th semester) of enrollment in order to be eligible for competition.

40% of Degree Requirement: 40% of a student-athlete’s designated degree requirements must be completed prior to the start of his/her 3rd year (5th semester) in order to be eligible for competition.

1.90 GPA Requirement: Student-athletes must have a minimum cumulative GPA of 95% of the GPA required for graduation (1.90) at the start of his/her 3rd year (5th semester) and throughout the 3rd year in order to be eligible for competition.

4th Year Student-Athletes

18 Hour Requirement: Student-athletes must satisfactorily complete at least 18 semester hours of academic credit during the previous academic year in order to be eligible for competition.

12 Hour Requirement: Student-athletes must be enrolled in a minimum of 12 hours in both the fall and spring semesters in order to be eligible for practice and competition.

6 Hour Requirement: Student-athletes must satisfactorily complete at least 6 hours of academic credit the preceding regular academic semester in which he/she was enrolled full-time in order to be eligible for competition. **NOTE: Football student-athletes must satisfactorily complete at least 9 hours of academic credit during the fall semester.**

60% of Degree Requirement: 60% of a student-athlete’s designated degree requirements must be completed prior to the start of his/her 4th year (7th semester) in order to be eligible for competition.

2.00 GPA Requirement: Student-athletes must have a minimum cumulative GPA of 100% of the GPA required for graduation (2.00) at the start of his/her 4th year (7th semester) and throughout the 4th year in order to be eligible for competition.
5th Year Student-Athletes

18 Hour Requirement: Student-athletes must satisfactorily complete at least 18 semester hours of academic credit during the previous academic year in order to be eligible for competition.

12 Hour Requirement: Student-athletes must be enrolled in a minimum of 12 hours in both the fall and spring semesters in order to be eligible for practice and competition.

6 Hour Requirement: Student-athletes must satisfactorily complete at least 6 hours of academic credit the preceding regular academic semester in which he/she was enrolled full-time in order to be eligible for competition.

80% of Degree Requirement: 80% of a student-athlete’s designated degree requirements must be completed prior to the start of his/her 5th year (9th semester) in order to be eligible for competition.

2.00 GPA Requirement: Student-athletes must have a minimum cumulative GPA of 100% of the GPA required for graduation (2.00) at the start of his/her 5th year (9th semester) and throughout the 5th year in order to be eligible for competition.

LIFE SKILLS PROGRAM

Since 1998, SJSU Athletics has participated in the NCAA Life Skills Program, a program originally developed for use by NCAA Division I, II, and III institutions, and supported by the Division I-A Athletic Directors’ Association and the NCAA. The Life Skills Program is designed to provide additional learning opportunities for our student-athletes and to prepare them for the ultimate competitive challenge: life after graduation. The Life Skills Program is dedicated to providing the best growth opportunity for our student-athletes in five major areas:

I. A Commitment to Academic Excellence ensures that each student-athlete has the opportunity to excel in their chosen field of study and that our athletics programs will provide services to support and enhance the academic success of our student-athletes.

II. A Commitment to Athletics Excellence ensures that each student-athlete will be provided facilities, coaching staffs, and support services that enable him/her to excel in a broad program of sports sponsored by San José State University. The fundamental principles of these programs will be based on a commitment to sportsmanship, equity, fair play, and integrity.

III. A Commitment to Personal Development ensures that each student-athlete participating in the Spartan CHAMPS/Life Skills program will be provided with opportunities to focus on personal growth issues such as values clarification, goal setting, fiscal responsibility, decision making, and stress management. Each of these components will be focused toward developing a healthy lifestyle.

IV. A Commitment to Service is our challenge to student-athletes to give back to the San José community and individuals who are in need. With a clearly defined program of service, our student-athletes will be given opportunities to develop the foundation for a lifelong commitment of volunteerism.

V. A Commitment to Career Development places priority on preparing for life after college sports. The program will acquaint our student-athletes with the job search process, provide networking opportunities, and ultimately assist with job placement. As our programs work toward the development of the total person, the ultimate goal is to develop individuals who will have rewarding careers and productive lifestyles.

SJSU is committed to fully enhancing the collegiate career (both athletically and academically) of every student-athlete. The Life Skills Program aims to help student-athletes achieve their goals and to prepare them for life after graduation.
VIII. DIVERSITY STATEMENT

The San Jose State University Department of Intercollegiate Athletics (DIA) is committed to fostering and maintaining an environment of inclusiveness that empowers all employees and student-athletes to achieve at their highest potential. We value and respect diversity, inclusion, civility and individual uniqueness and recognize the strength these factors bring to our community and learning environment. Further, in alignment SJSU university policy, the SJSU DIA prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status.

IX. GENDER EQUITY

The San Jose State University Department of Intercollegiate Athletics (DIA) is committed to fair and equitable opportunities and treatment for student-athletes of both genders. The San Jose State University Gender Equity and Diversity in Athletics Committee (GEDAC) works in conjunction with the university’s Title IX Coordinator to monitor gender equity compliance. GEDAC members are appointed by the president of the university. The committee meets regularly during the academic year to assess and discuss the DIA’s compliance with Title IX of the Education Amendment of 1972, which states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The GEDAC examines athletics issues for gender equity compliance in the following areas:

• Accommodation of interests and abilities
• Athletic financial assistance
• Equipment and supplies
• Scheduling of games and practice time
• Travel and per diem allowance
• Opportunity to receive coaching and academic tutoring
• Assignment and compensation of coaches and tutors
• Locker room, practice and competitive facilities
• Medical and training facilities and services
• Housing and dining facilities and services
• Publicity
• Support services
• Recruitment

In addition to Athletics implications, Title IX also includes laws and regulations governing Sex Discrimination, Sexual Harassment, Sexual Violence and Assault, Domestic Violence, Dating Violence, Intimate Partner Violence and Stalking. SJSU students who believe they have been discriminated against or harassed on the basis of a protected class should contact the Office for Equal Opportunity in the University Police Building (UPD), 3rd Floor or call (408) 924-2240.
X. STUDENT-ATHLETES AND PREGNANCY

If a female student-athlete becomes pregnant, the student is encouraged to contact her head coach and the head athletics trainer immediately. The student-athlete will be advised to meet with a counselor in the Student Wellness Center, who can serve as a neutral party outside of the athletics department. Scholarship: If a pregnant student-athlete notifies her coach and athletic trainer of her pregnancy, her athletics aid will remain in place for the remainder of the academic year unless she voluntarily withdraws from her sport and relinquishes her aid. Training and Competing: If the student-athlete wishes to continue in her sport, she must receive the approval of her health care professional and the team physician. NCAA regulations provide that female student-athletes who become pregnant during their collegiate career may be granted six calendar years in which to engage in four seasons of intercollegiate competition. Insurance Coverage: Costs associated with a pregnancy are the responsibility of the student-athlete and her insurance coverage. Student-athletes who become pregnant must refer to their own insurance plans to review coverage.

XI. YOUR PHYSICAL WELLBEING

MEDICAL CARE

The San José State University Sports Medicine staff is charged with the responsibility of providing the highest quality medical care to the intercollegiate athletics teams at the University in the most efficient manner possible. The program’s goals are to prevent injuries and have an extensive rehabilitation program. The Sports Medicine Staff takes a personal interest in you and your well-being. Through the Team Physicians and the Athletics Trainers, you are guaranteed complete medical coverage for the treatment of sports-related injuries and illnesses.

ATHLETICS TRAINING ROOMS

The Sports Medicine Department operates three Athletics Training Rooms. These athletics training rooms are located in the Simpkins Stadium Center, East Field House, and Yoshihiro Uchida Hall (YUH). There is also an auxiliary athletics training room in the Event Center that is operated on a limited basis, during special events. The athletics training rooms run on a first-come first-serve basis. Appointments can also be scheduled with staff members. The facilities’ telephone numbers are as follows:

Simpkins Stadium Center, Room 114 408-924-1256
East Field House, Room 110 408-924-1470
Yoshihiro Uchida Hall, Room 116 408-924-1297

TREATMENT OF INJURY AND ILLNESS

All injuries and illnesses should be reported immediately to the Sports Medicine staff. A minor illness or injury may needlessly become more serious if unattended.

EMERGENCY TREATMENT

Should you become ill or injured at times when the athletics training rooms are closed, please go to the Student Health Center (408-924-6122) which is located at San Carlos and 7th Streets. If there is a life threatening situation after hours (e.g., difficulty with breathing or heart function, severe uncontrolled bleeding, neck or back injuries, etc.), call for Emergency Medical Services immediately. The University Police can be reached after hours or for weekend emergencies by calling 911 from a campus phone or 408-924-2222 if you are off campus or using a cellular phone. All after hours medical emergencies should be reported to the Sports Medicine staff as soon as possible.

PREVENTIVE TAPING, WRAPPING AND BRACING

Each Head Coach, in consultation with the Sports Medicine Staff, establishes his/her own policy with regard to preventive taping. If you are not sure of your team’s policy, ask the athletics trainer assigned to your team. Please plan on arriving at the athletics training room early enough to receive the necessary treatment and taping and still be on time for practice. No treatments are administered during practice. Please note that being in the athletics training room is not an acceptable reason for missing or being late for practice.
MEDICAL AND INSURANCE POLICIES

The DIA program carries an excess accidental insurance policy. This means the policy will cover costs not paid by the student-athlete’s primary insurance. The Department of Intercollegiate Athletics (DIA) only pays for the charges for injuries that are the result of supervised intercollegiate athletics practice or competition. Unless the Team Physician stipulates otherwise, the athletics training room and the Student Health Center should be utilized for treatment. All medical bills and prescription expenses must be approved for payment by the Director for Sports or Team Physician in accordance with DIA regulations. The DIA does not assume any financial responsibility for medical treatment obtained without a referral from the Team Physician or Director for Sports Medicine.

- Student-athletes will be covered by the accidental insurance only if they complete a physical exam and provide a completed insurance information form.
- No individual may practice or compete without medical clearance from the Team Physician and completion of requisite forms. If this is not done, insurance coverage cannot be provided and medical care cannot be given. A PHYSICAL FROM AN OUTSIDE PHYSICIAN IS NOT ACCEPTABLE.
- Benefits are limited to injuries sustained during participation in regularly scheduled team activities. Coverage includes participation in competitions, practices, scrimmages, athletics performance workouts or while in transit for team travel.
- A student-athlete with a pre-existing or recurring injury (an injury that occurred prior to participation at SJSU) will not be covered by the DIA’s insurance unless the particular injury has been cleared by the Team Physician and recorded as stable.
- The Director of Sports Medicine administers athletics insurance claims and medical referrals.
- The insurance provided by the DIA will not cover any illness or incident unrelated to athletics. Student medical insurance can be purchased through the California State University Health Insurance Program. This insurance is a supplement to the service provided through the Student Health Center. This coverage can be purchased by the semester or for an entire school year. This coverage is recommended for the college student who is without any type of medical insurance. Go to www.csuhealthlink.com to find out more information and/or purchase this insurance.
- Athletically related injuries sustained while participating in official practices and intercollegiate athletics competition are covered for up to two (2) years from the date of injury. No bills for treatment are paid after this time period.
- Any injury or condition that will affect a student-athlete’s participation in team practice or competition must be reported to an athletics trainer before referral to the Student Health Center or Team Physician.
- No individual will be permitted to return to practice or competition after a significant injury without the consent of the Team Physician or the Sports Medicine staff.
- All injuries must be reported to an athletics trainer. Under no circumstances should a student-athlete seek outside medical care without proper referral by the Sports Medicine staff. If a student-athlete seeks outside medical care without an appropriate referral THEY WILL BE RESPONSIBLE FOR ALL RELATED MEDICAL EXPENSES. No liability on the part of SJSU exists or may be assumed to exist for off-campus medical or dental treatment or hospitalization of any kind without prior referral.
- Primary medical insurance: This is coverage arranged by yourself, a parent, spouse or employer. Typically, these are classified as a Health Maintenance Organization (HMO) or Preferred Provider Organization (PPO).
- Medical bills: Please take all medical bills and corresponding Explanation of Benefits (EOB) to the Director of Sports Medicine. The Director of Sports Medicine will send the bill and EOB to the DIA’s insurance company for payment. Please contact the Director of Sports Medicine at (408) 924-1297 if there are any questions regarding medical bills or insurance coverage.
DENTAL CARE
Each student-athlete is responsible for his/her own dental care unless the need for such care
is the result of an athletics injury. Dental injuries received during supervised practices or
competitions are covered. If a mouthpiece is provided for your sport, it must have been worn
at the time of the injury for the DIA to accept financial responsibility.
Whenever possible, the emergency care associated with athletics dental injuries is provided
by the designated team dentist.

CORRECTIVE LENSES
SJSU is not financially responsible for contact lenses or glasses needed for general use.
Corrective lenses are only covered by the DIA if they are necessary due to an injury that occurs
during a supervised practice or competition. Additionally, any contacts lost must be replaced
at the student-athlete’s own expense.

SAN JOSE STATE UNIVERSITY
INTERCOLLEGIATE ATHLETICS ALCOHOL POLICY 2016-17

POLICY
San José State University (“University”) considers alcohol a drug and believes its abuse by
student-athletes to be detrimental to their physical and mental well-being. Hence, alcohol
abuse is specifically prohibited. The San José State University Division of Intercollegiate
Athletics (DIA) has a “three strike” policy for alcohol violations.

PROTOCOL
• Alcohol violations, on or off campus, must be reported by the student-athlete to his or
her head coach within twenty-four hours of the incident. Failure to do so may result in
additional sanctions.
• The head coach must inform the Deputy Director for Internal Operations and/or the Director
of Athletics within twenty-four hours of being informed of the incident.
• The student-athlete shall meet with the Director of Athletics/Deputy Director for Internal
Operations within five days to initiate the conduct process.
• On-campus alcohol violations shall be handled in accordance with the conduct process
outlined in the San José State University Student Code of Conduct and are subject to the
three-strike policy. Off-campus violations shall be handled in accordance with this policy
and are subject to the three-strike policy.

THREE-STRIKE POLICY
The sanctions listed below are the minimum requirements imposed by the DIA. The head
coach reserves the right to impose stricter sanctions up to and including dismissal from
the program at his or her discretion.
• Alcohol violations shall have a cumulative effect and carry forward throughout
the duration of a student-athlete’s intercollegiate athletics period of eligibility
and/or while the student-athlete is receiving financial aid unless removed under
the following circumstances:
  o The violation was a minor in consumption or a minor in possession of alcohol; AND
  o There were no further alcohol related incidents with the student-athlete for a period
    of twelve (12) months from the date of the violation; OR
  o The alcohol violation was removed by a court of law.
DUI convictions are alcohol violations which cannot be removed from a student-athlete’s
record.
• First Strike
  o If a student-athlete receives an alcohol violation, the student-athlete shall receive a strike.
  o The Protocol section above shall be initiated.
  o The student-athlete will participate in a conference telephone call to include his/her parent(s) or legal guardian and the Head Coach. At that meeting, arrangements will be made for the student-athlete to be referred to counseling.
  o The student-athlete will be required to attend a minimum of an initial evaluation and two counseling sessions at the University Counseling Services to be completed within 90 days.
  o The student-athlete will be suspended for 10 percent of his/her team’s competitions. Exhibition contests and scrimmages do not count toward suspensions. The suspension may carry over to the following year’s competition schedule.

• Second Strike
  o If a student-athlete receives a second alcohol violation, the student-athlete shall receive a second strike.
  o The Protocol section above shall be initiated.
  o The student-athlete will participate in a conference telephone call to include his/her parent(s) or legal guardian and the Head Coach. At that meeting, arrangements will be made for the student-athlete to be referred to counseling.
  o The student-athlete will be required to attend a minimum of an initial evaluation and two counseling sessions at the University Counseling Services to be completed within 90 days.
  o The student-athlete will be suspended for 20 percent of his/her team’s competitions. Exhibition contests and scrimmages do not count toward suspensions. The suspension may carry over to the following year’s competition schedule.

• Third Strike
  o If a student-athlete receives a third alcohol violation, the student-athlete shall receive a third strike.
  o The Protocol section above shall be initiated.
  o The student-athlete will participate in a conference telephone call to include his/her parent(s) or legal guardian and the Head Coach.
  o The student-athlete shall be permanently removed from all athletic teams.
  o If the student-athlete has an athletic grant-in-aid, such grant-in-aid shall be cancelled immediately or at the end of the academic term at the discretion of the Athletic Director.

SAN JOSE STATE UNIVERSITY
DIVISION OF INTERCOLLEGIATE ATHLETICS
DRUG SCREENING AND SUBSTANCE ABUSE PROGRAM
2016-2017

PURPOSE
The Division of Intercollegiate Athletics (DIA) has a responsibility to ensure fair and equitable competition and to help protect the health and safety of student athletes competing for San José State University (SJSU). The use of controlled substances and “performance enhancing” drugs represents a danger to the health and careers of student-athletes. Furthermore, the use or abuse of drugs can be injurious to student-athletes and their teammates. Because drug use can adversely affect the physical and emotional well-being of student athletes no matter when such use occurs, drug screening tests will be conducted throughout the year.

The DIA has implemented a mandatory program of drug education, testing, and treatment (to include counseling/rehabilitation) to assist and benefit student-athletes. The program seeks to protect student-athletes from risks and dangers of drug abuse.
DIA DRUG ADVISORY COMMITTEE

The DIA Drug Advisory Committee oversees the SJSU Drug Screening and Substance Abuse Program. The Drug Advisory Committee is comprised of the Director of Athletics (AD), the Deputy Athletics Director/Internal Operations and Director of Sports Medicine. The Drug Advisory Committee meets annually to review the Drug Screening and Substance Abuse Program.

PROHIBITED SUBSTANCES

SJSU utilizes the same list of banned substances that is used by the National Collegiate Athletic Association (NCAA). The current list of substances banned by the NCAA is available on-line at www.ncaa.org/health-safety, from the Athletic Training Staff and in the Student-Athlete Handbook. In general, these substances would consist of drugs deemed potentially harmful to the health and safety of the student-athlete. Any questions concerning this list should be directed to the Athletic Training Staff.

MEDICAL EXCEPTIONS

Exceptions for student-athletes that test positive because they are using a banned substance for legitimate medical reasons are possible. The student-athlete is responsible for providing a signed physician’s note documenting the medical history demonstrating the need for regular use of the drug prior to testing.

DRUG TESTING PROCEDURE

At the beginning of each academic year, student-athletes are required to sign a “Drug Testing Consent Form” giving the DIA permission to drug test. The following persons are eligible for testing:

• Any student-athlete currently on an active team roster;
• Any student-athlete whose eligibility has expired, but is receiving assistance for degree completion;
• Any person listed on a team’s active roster as a practice squad player, i.e., male practice players for women’s basketball.

Random drug testing will be conducted periodically through the year. The DIA reserves the right to test a student-athlete with reasonable suspicion, which is based upon objective characteristics of changes in behavior, grades, and/or physical attributes. The DIA reserves the right to test student-athletes that have previously had a positive drug test.

Drug testing will be performed based upon short notice communication between the Athletic Training Staff and the selected student-athlete. The Athletic Training Staff will collect the oral fluid samples to be sent to the contracted laboratory for analysis. Throughout the testing procedure, a legal “chain of custody” will be maintained to assure that no tampering of the oral fluid sample is possible.

Identification of those participating in the urinalysis and the results will be strictly confidential. The testing service will notify the Director of Sports Medicine with the results. The Director of Sports Medicine will be the only person capable of matching test results with individual identification numbers and will in turn notify the Director of Athletics of their results.

The sanctions listed below are the minimum requirements imposed by the DIA. The head coach reserves the right to impose stricter sanctions up to and including dismissal from the program at his or her discretion.

FAILURE TO APPEAR

Any student-athlete that fails to appear for a drug test will be treated as if they had a positive test for street drugs. The student-athlete will be disciplined just as any other student-athlete with a positive test for street drugs.
POSITIVE RESULTS

• First Violation
  o If a student-athlete’s sample tests positively, the Director of Sports Medicine will notify the AD and Head Coach of the positive test. The AD or Head Coach will notify the student-athlete of their positive test. The student-athlete will meet with the Deputy Director/Internal Operations. The student-athlete will participate in a conference telephone call to include his/her parent(s) or legal guardian and the Head Coach.
  
  o The student-athlete will be required to attend a minimum of an initial evaluation and two counseling sessions at the University Counseling Services to be completed within 90 days. The student-athlete will be suspended for 10 percent of his/her team’s competitions if tested positive for street drugs. The student-athlete will be suspended for 20 percent of his/her team’s competitions if tested positive for performance enhancement drugs or urine manipulators. Exhibition contests and scrimmages do not count toward suspensions. The suspension may carry over to the following year’s competition schedule. The student-athlete may also be disciplined further if deemed appropriate by the AD. Once the student-athlete has satisfactorily completed the counseling program as determined by Counseling Services, the student-athlete may be released from the University Counseling Program.
  
  o Failure to comply or refusal to participate with the counseling program will result in immediate disqualification from athletic participation until the above guidelines are met.

• Second Violation
  o If a student-athlete’s sample tests positively, the Director of Sports Medicine will notify the AD and Head Coach of the positive test. The AD or Head Coach will notify the student-athlete of their positive test. The student-athlete will meet with the Deputy Director/Internal Operations. A meeting will be arranged between the student-athlete and AD/designee. The student-athlete will participate in a conference telephone call to include his/her parent(s) or legal guardian and the Head Coach.
  
  o The student-athlete will be required to attend a minimum of an initial evaluation and two counseling sessions at the University Counseling Services to be completed within 90 days. The student-athlete will be suspended for 50 percent of his/her team’s competitions if tested positive for street drugs. Exhibition contests and scrimmages do not count toward suspensions. The suspension may carry over to the following year’s competition schedule. As a result of the second positive test for performance enhancement drugs or urine manipulators, the AD/designee will notify the student-athlete that he/she will not be permitted to participate in athletics at SJSU and all athletics financial aid will cease permanently at the conclusion of any appeal process. Once the student-athlete has satisfactorily completed the counseling program as determined by Counseling Services, the student-athlete may be released from the University Counseling Program.
  
  o The student-athlete is required to comply with the guidelines set forth above. Failure to do so will result in immediate disqualification from all athletic participation at SJSU and removal of all athletics financial aid for the remainder of the student-athlete’s career.

• Third Violation
  o If a student-athlete’s sample tests positively, the Director of Sports Medicine will notify the AD and Head Coach of the positive test. The AD or Head Coach will notify the student-athlete of their positive test. The student-athlete will meet with the Deputy Director/Internal Operations. The student-athlete will participate in a conference telephone call to include his/her parent(s) or legal guardian and the Head Coach.
  
  o As a result of the third positive drug test, the AD/designee will notify the student-athlete that he/she will not be permitted to participate in athletics at SJSU and all athletics financial aid will cease permanently.
**APPEAL PROCESS**

Student-athletes who test positive for a banned substance by the laboratory retained by the DIA may contest the results in writing to the AD within 72 hours following receipt of notice of the laboratory finding. Upon the student-athlete’s request for additional testing of the sample, the Director of Sports Medicine will formally request the laboratory to perform a retest of the specimen. Retest findings will be final, subject to the results of any appeal. If retest results are negative, the drug test will be considered negative.

Student-athletes who test positive under the terms of the DIA Drug Screening and Substance Abuse Program will be entitled to a hearing with the AD/designee prior to the imposition of any sanction. Requests for such a hearing must be made within 72 hours of notification of a positive test result. If the 72 hours end on a weekend, the request must be made by noon on the next business day. Requests must be in writing to the AD.

The student-athlete may have an advocate or other representative present during the hearing upon request; however, the student-athlete must present his/her own case. The meeting must take place within 72 hours of the written request. Either the student-athlete or the other parties involved may request an extension of time to the AD, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the AD/designee regarding the sanction to be imposed shall be final.

**NCAA DRUG TESTING PROGRAM**

It is important to emphasize that the previously mentioned penalties apply only to the SJSU DIA Drug Testing and Substance Abuse Program. Student-athletes are also subject to the NCAA drug testing program and any athletes who test positive during an NCAA drug test will face the penalties prescribed by NCAA legislation. **It should be understood that an NCAA positive drug test counts as a positive SJSU drug test.** For additional information and resources, access the NCAA website at www.ncaa.org/health-safety and the Dietary Supplement Resource Exchange Center (REC) website at www.drugfreesport.com/rec.

**SAFE HARBOR PROGRAM**

The Safe Harbor Program is a program that allows student-athletes to come forward and receive assistance for a substance abuse problem. **A student-athlete is not eligible for the Program after he/she has been informed of an impending drug test or after having received a positive SJSU or NCAA drug test.**

The Director of Sports Medicine will work with the student-athlete to prepare a Safe Harbor treatment plan, which will include evaluation, counseling and confidential drug testing. A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed 30 days, as determined by the treatment plan. A student-athlete will only be permitted to enter the Safe Harbor Program one time during their athletic eligibility at SJSU.

If a student-athlete is determined to have new substance use after beginning the Safe Harbor Program or fails to comply with the Safe Harbor Program treatment plan, the student-athlete will be removed from the Safe Harbor Program.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be subject to random drug testing by the DIA. Student-athletes in the Safe Harbor Program may be selected for drug testing by the NCAA.

The AD/designee, the student-athlete’s Head Coach and Team Physician will be informed of the student-athlete’s participation in the Safe Harbor Program. Other university employees may be informed only to the extent necessary for the implementation of the Safe Harbor Program.
NCAA BANNED DRUG LIST

1. 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; and
   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.

2. Drugs and Procedures Subject to Restrictions:
   a. Blood Doping;
   b. Local Anesthetics (under some conditions);
   c. Manipulation of Urine Samples;
   d. Beta-2 Agonists permitted only by prescription and inhalation; and
   e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

3. NCAA Nutritional/Dietary Supplements Warning:
   • Before consuming any nutritional/dietary supplement product, review the product with your athletics department staff!
     (1) Dietary supplements are not well regulated and may cause a positive drug-test result.
     (2) Student-athletes have tested positive and lost their eligibility using dietary supplements.
     (3) Many dietary supplements are contaminated with banned drugs not listed on the label.
     (4) Any product containing a dietary supplement ingredient is taken at your own risk.

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

There is no complete list of banned substances. Do not rely on this list to rule out any supplement ingredient.

1. Some Examples of NCAA Banned Substances in Each Drug Class Stimulants: e.g., amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexaneamine, etc.

Exceptions: phenylephrine and pseudoephedrine are not banned.

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

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

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

5. Street Drugs: e.g., heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073)
6. **Peptide Hormones and Analogues**: e.g., growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

7. **Anti-Estrogens**: e.g., anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene (ATD), etc.

8. **Beta-2 Agonists**: e.g., 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 (unless otherwise noted)! Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877-202-0769 or www.drugfreesport.com/rec password ncaa1, ncaa2 or ncaa3.

**NUTRITIONAL SUPPLEMENTS**

All student-athletes should be aware that many nutritional supplements and ergogenic aids are not subject to FDA regulation and many contain small amounts of banned substances such as anabolic steroids or stimulants and may not be labeled as such. These substances could cause a positive result in an NCAA or departmental drug test. The NCAA subscribes to the Resource Exchange Center (REC) to provide a confidential resource for questions about nutritional/dietary supplements. The REC can be accessed at www.drugfreesport.com/rec or call toll free at 877-202-0769. The password for internet access is ncca1.

Always remember that nutritional supplements and ergogenic aids are not regulated by the FDA and may contain substances banned by the NCAA and SJSU DIA. Any questions regarding nutritional supplementation or ergogenic aids should be addressed to the Head Athletics Trainer.

**USE OF TOBACCO PRODUCTS**

The NCAA prohibits the use of tobacco products by student-athletes, coaches and game personnel during practice and competition.

**XII. ATHLETIC PERFORMANCE PROGRAM**

Because your physical well-being is essential to your success both as a student and as an athlete, the Department of Intercollegiate Athletics (DIA) takes responsibility for helping you reach and maintain your optimum physical condition. To help achieve this goal, the DIA has established a premier Athletic Performance Program (APP) to lessen the possibility of injury or re-injury. However, should an injury occur, the DIA is committed to a comprehensive rehabilitation program. If injured, a student-athlete must obtain clearance from the Sports Medicine staff before working out.

The goal of the APP is to provide the student-athlete with a comprehensive performance program to help each individual reach their highest level of competition while minimizing injury through direct supervision.

The principle strength center is the Koret Athletic Training Center. The Koret Center features a variety of free weights, apparatuses, implements and conditioning equipment. Available equipment can be used for conditioning, as well as for monitoring rehabilitative progress. The APP staff develops programs and progressive methodologies that integrate both research and performance technology into our training philosophy. In return, this helps to further provide strategies that identify and reduce injury potential as well as expand optimum training levels.

**HOURS OF OPERATION**

The Koret Center is for all current eligible student-athletes and DIA staff. In addition, if a former SJSU student-athlete is no more than two (2) years removed from competition they can utilize The Koret Athletic Training Center once they obtain permission from the Head Athletic Performance Coach and sign the Waiver Release and Assumption of Risk Form. The weight room is open to eligible student-athletes and Departmental staff only during the hours set by the Head Athletic Performance Coach. These hours will also include designated Open Lifting Hours. Open Lifting Hours are those hours designated for utilization when no SJSU teams are being trained by their by their respective Athletic Performance Coach.
Because a large number of people use the Koret Center, schedules have been developed to eliminate congestion and to facilitate training sessions. Student-athletes are normally scheduled by teams for obvious reasons. However, due to class conflicts and other schedule conflicts, exceptions are made. Therefore, schedule deviations are sometimes necessary to accommodate student-athletes who have priority over other users.

Hours of operation vary depending on season and team schedules. If you need specific information on hours, call 408-924-1392.

KORET ATHLETIC TRAINING CENTER RULES

1. The Koret Center is for: SJSU current eligible student-athletes, former SJSU student-athletes that are no more than two (2) years removed from competition, DIA faculty and staff only.

2. **SJSU team-issued attire is MANDATORY!**

3. An APP staff must be present for all TEAM training sessions and make-up workouts. **Make-up workouts** must first be cleared by the assigned APP coach.

4. Follow the workouts that have been provided by an APP staff.

5. Have a spotter available at all times.

6. Use proper technique for each training session.

7. **HEADPHONES or PERSONAL MUSIC PLAYERS** are only allowed to be used within the cardio equipment and turf areas. No exceptions.

8. **CELL PHONE** use within the Koret Center is only allowed for emergency purposes. No exceptions.

9. Every individual is responsible for re-racking equipment used back to its proper place (i.e., plates, bumpers, collars, bars, dumbbells, kettlebells, medicine balls and foam rollers).

Questions about individual training program should be directed to the APP staff.

In the event of any rule(s) violations and/or disciplinary problems, the APP Staff reserve the right to dismiss any student-athlete from the facilities. Privileges will be temporarily suspended until the problem has been rectified.

All student-athletes who use the Koret Center should do so efficiently and without wasting time. It is important to arrive on time with a positive attitude for scheduled workouts. Approach training sessions as opportunities to improve athletics performance.

SAFETY PRECAUTIONS

The Koret Center is a safe facility as long as common sense is utilized. Always think cautiously when performing any exercise. This center was established to provide student-athletes the opportunity to become stronger and more injury resistant.

Spotters serve two basic purposes: (1) To motivate or encourage and (2) To supervise workouts to ensure safety. Always have a spotter when performing potentially dangerous exercises such as the bench, incline press, and the squat. The spotter should be prepared to assist the lifter when the weight cannot be raised. Spotters should watch lifters closely and be available to assist at any moment.

Be aware of other people when performing any exercise. If someone is in the way, there is always the possibility of dropping a weight on them or hitting them with a barbell. On cable machine exercises, make sure the spotter has his/her hands clear of the machine before the exercise begins.

If an injury should occur, immediately contact the nearest APP staff. An athletics trainer will then be called to evaluate the injury.
XIII. EQUIPMENT SERVICES

The Athletics Equipment Services Department (AES) at San Jose State University (SJSU) is dedicated to providing the best in customer service and professionalism to its student-athletes, coaches and staff. All facets of equipment services including fitting, issuance and retention of equipment, inventory of equipment, maintenance of equipment, equipment room and locker room, collection and dispersal of laundry will be conducted at the highest standard. The AES staff will adhere to all National Operating Committee on Standards for Athletic Equipment (NOCSAE), the National Collegiate Athletic Association (NCAA), affiliated conferences, and University rules and regulations.

EQUIPMENT ROOM & HOURS OF OPERATION (SCHEDULE SUBJECT TO CHANGE BASED UPON DEPARTMENTAL NEEDS)

The Simpkins Stadium Center (Football) and The East Fieldhouse (Olympic sports) are the two athletics equipment rooms on the SJSU South campus. Both are open weekdays during the academic year (please refer to posted hours); and as needed during summer, weekends and holidays. The North Campus Equipment Room (located in YUH) operates as a satellite facility and is open similar hours, and as appropriate for the North Campus sports.

ISSUANCE

Issued equipment is the property of SJSU and is not for personal use. All athletics related equipment will be issued through the equipment room by an equipment manager. Student-athletes must be cleared by the Compliance office via a certified Eligibility Roster in order to be issued SJSU athletics apparel and equipment. No exceptions. Student-athletes responsible for maintaining and securing all issued equipment in individually assigned lockers. Additionally, student-athletes are expected to take appropriate care of equipment and uniforms. No alterations should be made to issued gear without permission from the equipment manager. Alterations made to issued gear without permission from the equipment manager will result in a charge to the student-athlete’s account.

PERISHABLE AND NON-PERISHABLE ITEMS

• Perishable Items are items that lose value over the course of the season. For example, running shoes, cleats, practice uniforms, t-shirts and socks.
• Non-Perishable Items are items that retain value over the course of the season. For example, game and competition uniforms, football shoulder pads, football and baseball helmets, golf clubs, tennis racquets, baseball bats, etc.

COLLECTION

The CSU Chancellor has delegated authority to each campus President to establish and maintain a system of internal controls to safeguard State property. The authority and responsibility are consistent with the principles of the Financial and State Manager’s Responsibility Act of 1983 (Government Code Section 13400-13407). Once the season is officially over for each sport, student-athletes will be required to turn in their nonperishable equipment to their respective equipment manager no less than one week from the conclusion of the last scheduled contest. Failure to turn in equipment will result in a hold placed on the student-athlete’s account, which may result in the withholding of grades and/or a monetary charge applied to the student-athlete’s account. Important note: All apparel and equipment is considered property of the State of California and SJSU.

GENERAL EQUIPMENT ROOM RULES

• Equipment is custom fitted to each student-athlete; do not trade equipment with another student-athlete.
• Each student-athlete is responsible for the equipment they are issued.
• Failure to turn in equipment will result in a hold placed on the student-athlete’s account, which may result in the withholding of grades and/or a monetary charge applied to the student-athlete’s account.
• Report all equipment problems to the equipment manager.
• If equipment becomes worn or damaged, return it to the equipment room for a replacement.
• Behave in an orderly and polite manner when interacting with the equipment room staff.
• Equipment Room regulations may vary from sport to sport. Any questions or concerns regarding the equipment issued must be handled directly with the sport equipment manager.

LAUNDRY SERVICES
• Arrangements for the cleaning and laundering of gear are made by the equipment manager. If laundering is provided for a particular sport, a clean set of workout gear will be issued for each practice. Student-athletes are responsible for picking up gear before practice, and for delivering it to the designated laundry drop-off area after practice. Clean laundry will be placed back into the student-athlete’s locker. Note that each athlete should have more than one set of gear so that they are able to practice for at least two days. Laundry is returned on a rotational basis, and should be expected every other day.
• Equipment Room facilities cannot be used for personal laundry. Only Equipment Room staff is allowed in the Equipment Room.
• Towels are provided in most locker rooms. Student-athletes are strongly encouraged to shower after practices and competitions to prevent the spread of common germs and more importantly, staph infections. Please make sure to put all towels in designated bins.

XIV. STUDENT-ATHLETE TICKET POLICIES COMPLIMENTARY ADMISSIONS
• Player-guest complimentary admissions to team competitions are distributed in accordance with National Collegiate Athletic Association (NCAA) rules and regulations.
• Eligible student-athletes may receive a maximum of four complimentary admissions per event in their sport (Department of Intercollegiate Athletics (DIA) policy may limit this maximum). These complimentary admissions are not for re-sale and are administered by the Spartan Ticket Office via the online tickettaker.net/sjsu player-pass list.
• Valid photo identification (ID) and signature by all player-guests are required to claim admission.
• Only those student-athletes traveling to away contests are permitted to request complimentary admissions for such contests.
• The policies for requesting complimentary admissions below will also be verbalized in a team meeting with the Ticket Office prior to the start of each sport’s season.

TICKETED EVENTS (FOOTBALL, M/W SOCCER, M/W BASKETBALL, GYMNASTICS, BASEBALL & SOFTBALL)
• Football: Log in to your tickettaker.net/sjsu account and submit the names of your guests by Noon on the Wednesday prior to a Thursday, Friday, Saturday, or Sunday game.
• All Other Sports: Log in to your tickettaker.net/sjsu account by 3:00 PM the day before each weekday contest and by 3:00 PM the Friday prior to each Saturday, Sunday, or Monday contest.
• Player-guest complimentary admissions are available at Team Will Call windows at the following locations:
  □ Football: Gate #8 of Spartan Stadium, beginning an-hour-and-a-half prior to kick-off.
  □ M/W Soccer: Entrance Gate to Spartan Soccer Field, beginning one hour prior to the start of the match.
  □ M/W Basketball & Gymnastics: Pass list table, just inside the upper right entrance to the Event Center, beginning one hour prior to the start of the game for Basketball and 75 minutes prior to the start of the meet for Gymnastics.
  □ Baseball: San Jose Municipal Stadium, beginning an-hour-and-a-half prior to first pitch.
  □ Softball: SJSU Field, beginning one hour prior to first pitch.
XV. RECOGNITION

Your visibility as a successful student-athlete may lead to awards for your athletics and academic achievements and/or community service participation and/or requests from outside interests such as the news media outlets for interviews, comments and/or statements. As you are recognized for your success, you represent you, your family, your team, the athletics program, and San Jose State University.

ATHLETICS AWARDS

In order to receive an athletics award, you must be of amateur standing, eligible for athletics participation, as defined by the NCAA, and represent SJSU at the time of competition. Additionally, you must meet specific criteria in order to be eligible for the award. Your head coach and San Jose State athletics staff members submit nominations for meritorious service. Consideration is given to your athletic performance, sportsmanship, observance of rules, and other applicable criteria. All awards are distributed in compliance with NCAA regulations.

AWARD LIMITATIONS

The NCAA restricts awards that you may receive to items that can be personalized with the institution’s insignia or letter, event specification, or comparable identification. Permissible awards may include sweaters, jackets, blankets, watches, rings and plaques. Gift certificates, appliances, television sets, and other merchandise items that cannot be personalized are not permitted. You may not receive a cash award. Further, the NCAA prohibits you from providing and/or selling any awards received for athletics participation to any outside party. Additionally, the NCAA has strict limitations regarding the dollar value of awards you may accept and who are permitted to offer an award. Check with your head coach before accepting any award that recognizes your athletics accomplishments.

It is important that you do not jeopardize your amateur status by accepting any gift or benefit that is not available to other students at the University, even if the offer is termed “an award.” All gifts (or awards) from boosters and/or professional athletics associations are restricted by NCAA rules and regulations. Acceptance of such awards may jeopardize your eligibility. If you are in doubt, consult the Associate AD for Compliance or your head coach.

LETTER AWARDS

Letter awards are for student-athletes who have met the requirements set forth by SJSU. Student-athlete letter awards are issued through the East Fieldhouse Equipment Room located at 10th & Humboldt Streets. No student-athlete is allowed to size or order an award without prior approval from the Letter Award Committee. Once the approved list has been forwarded to the equipment room, student-athletes or their coaches will be allowed to size or order their awards. Below are the criteria for each sport at SJSU. The head coach, or their designee, should inform their student-athletes once the official list has been issued, that they are eligible for an award, and direct them to the East Fieldhouse for sizing and/or issuance of their awards. A valid ID is required to receive an award in person. Valid ID’s are a driver’s license, state issued identification cards, or a Student Tower Card.

LETTER AWARD CRITERIA

A student-athlete must complete a season in “good standing.” A student-athlete who leaves the team prior to the end of a season or whose suspension coincides with the end of a season is not eligible for a letter award. The end of a team’s season is defined by the last scheduled competition. Head coaches can submit an appeal for a letter award on behalf of a student-athlete to the senior management team.

A student-athlete can earn only one letter award per sport in an academic year. A student-athlete who “redshirts” is not eligible for a letter award in the redshirt season. Minimum participation standards are listed on the following pages.
SPORTS-SPECIFIC CRITERIA

Baseball, Softball
• A student-athlete competes in at least 50 percent of the team’s games earns a letter award.
• Or, a student-athlete who is a position player and is credited with at least one at bat per team game played earns a letter award.
• Or, a student-athlete who is a pitcher and is credited with at least one inning pitched per team game played earns a letter award.
• Or, a student-athlete who is a pitcher and appears in 25 percent of the team’s games earns a letter award.

Men’s & Women’s Basketball
• A student-athlete who competes in at least 50 percent of the team’s meets earns a letter award.
• Or, a student-athlete who is credited with at least 150 minutes of playing time earns a letter award.

Men’s and Women’s Cross Country
• A student-athlete who begins a race and crosses the finish line in at least 50 percent of the team’s scheduled meets earns a letter award.
• Or, a student-athlete who places in the top-six at the conference or NCAA Regional Championship earns a letter award.
• Or, a student-athlete who qualifies for and competes in the NCAA Championships.

Football, Men’s or Women’s Soccer, Track & Field, Volleyball, Beach Volleyball, Men’s or Women’s Water Polo
• A student-athlete who plays/competes in at least 50 percent of the team’s scheduled contests earns a letter award.

Men’s and Women’s Golf
• A student-athlete who completes at least 50 percent of the team’s tournament rounds earns a letter award.
• Or, a student-athlete who places in the top-six at the conference or NCAA Regional Championship earns a letter award.
• Or, a student-athlete who qualifies for and competes in the NCAA Championships earns a letter award.

Swimming, Gymnastics
• A student-athlete who competes in at least 50 percent of the team’s meets earns a letter award.
• Or, a student-athlete who places in the top-six at the conference or NCAA Regional Championship earns a letter award.

XVI. MEDIA RELATIONS

San José State University’s Department of Intercollegiate Athletics generates more public interest and media attention than any other campus agency, outlet or department. Athletics’ image plays a significant role in how the public views the University’s reputation.

During your intercollegiate athletics career, a media member may ask to interview you on a variety of subjects or a specific matter. Interviews may take place after a contest, before or after a practice or in the athletics media relations office. When interviewed by the media, be on time, courteous and confident on the subject matter. The media can be helpful to you, your teammates, and your team. The media is not an adversary. How you conduct an interview also is a reflection on your team and your school.

All telephone interviews are coordinated through and take place in the athletics media relations office located in the Alan B. Simpkins Intercollegiate Athletics Administration building. This policy exists to shield you from being interviewed at a time that is inconvenient for you and to deter people from gaining gambling-related information.

If you have any questions about the functions of the sports information office and how it can help you, call 408-924-1217 or visit the office in the Alan B. Simpkins Building.
INTERVIEW SUGGESTIONS
Because media interviews are a new area of responsibility for many student-athletes, the following tips may help you when dealing with the media:

1. Organize your thoughts whenever possible.
2. Be sure you understand a question, even in a live setting; it is okay to ask for clarification of a question if you do not understand it.
3. Be positive and speak clearly.
4. Do not use the term, “off the record.” What you say “off the record” can be placed “on the record” by obtaining confirmation from another source.
5. Most reporters are fair. If you have a concern about how a story reads or is played on the air, contact the athletics media relations office and share your thoughts and opinions.

XVII. SOCIAL MEDIA
Today’s college student has many choices to make regarding the use of social platforms. The athletics department participates in many well-known social media platforms with the intent of positively portraying and reporting accurately its student-athletes, coaches, staff and teams. Student-athletes should be aware any social media communication is a reflection of the student-athlete, the team, the athletics department and the University. That includes your original content or any information you choose to share or repurpose from another source. While you may set your account to “private,” nothing in a social media account is truly “private.” If you believe you are a social media target or victim of “cyberbullying,” please report it to your head coach or the athletics media relations office immediately. “Cyberbullying” is considered a misdemeanor in California punishable by a fine up to $1,000, a year in jail or both.

XVIII. YOUR ENVIRONMENT
The Department of Intercollegiate Athletics (DIA) seeks to create an environment for you that fosters success in your academic, athletic and social life. The following information was compiled to answer questions you may have concerning your campus environment.

ON-CAMPUS HOUSING
• The Residential Community is home to more than 3,500 students, faculty and staff. It includes residence halls and suites that offer First Year Experience programming, an apartment building for upper division students, and a faculty/staff/graduate/senior undergraduate apartment building. Rents include furniture, basic utilities, internet, cable and phone service. Meal plans are available through Spartan Dining.
• Each Fall, a number of housing spaces are reserved for the DIA to be used for entering freshmen and new transfer student-athletes. Returning students, who choose to live on-campus for subsequent academic years, are required to participate in the Returning Resident process during the spring semester. University Housing Services will provide current residents with detailed instructions and deadlines regarding the Returning Resident process.
• If you are receiving an athletics scholarship that includes housing, all, or a portion of, your room and board fees may be paid by the DIA. If you are not receiving an athletics scholarship, or housing is not a part of your scholarship, you are required to pay your own room and board fees by the due dates designated by University Housing Services.
• For general information regarding on-campus housing, contact University Housing Services at 408-795-5600, or visit their website at http://housing.sjsu.edu. Students are responsible for understanding all policies and procedures set forth by University Housing Services.

OFF-CAMPUS HOUSING
The decision to live off-campus is an important one. Students are encouraged to consult with their head coach and parent(s)/guardian(s) prior to making the decision to live off-campus. Note: The University has no insurance to cover the personal or property damage of students. The university and the DIA highly recommend that all students, at their own expense, obtain insurance such as a renter’s policy.
SPARTAN SHOPS
Spartan Shops is a self-supporting Campus Benefit Organization dedicated to providing top quality goods and services to SJSU students, faculty, staff and guests. Spartan Dining, a division of Spartan Shops, Inc., proudly presents a multitude of eateries to the San José State University community. Restaurants and retail eateries include Village Market, On Fourth Café, Just Below, and Union Square. Spartan Shops is contracted by San José State Housing Services to manage the Dining Commons, a food service operation primarily serving students who live on campus in the residence halls. The Dining Commons offers a vast selection of menu options and is an all-you-can-eat facility. The Dining Commons also offers meal plans for students who live off-campus. The Dining Commons is open seven days a week, with continuous serving. For more information about Spartan Shops, please visit their website at http://www.spartanshops.com.

ATHLETICS FACILITIES
San José State University (SJSU) has a wide variety of athletics facilities (on and off campus) for team use. These facilities include:

ALAN B. SIMPKINS INTERCOLLEGIATE ATHLETICS ADMINISTRATION BUILDING (ABS): The home for SJSU Department of Intercollegiate Athletics (DIA) houses coaches’ and administrative offices. The building is located across the street from Spartan Stadium at 1393 South 7th St.

SPARTAN STADIUM: A variety of teams utilize Spartan Stadium for practice and workouts. The Football team competes in Spartan Stadium located on Alma Street between 7th and 10th Streets.

SIMPKINS STADIUM CENTER: The Simpkins Stadium Center is a multipurpose facility adjacent to Spartan Stadium and serves as the home for the Football program. An equipment room, training room, meeting rooms and the Scott Gadway Student Success Center are also located in this building. There is a catering kitchen and large meeting room (the Gold Room) that serves as a reception/function area.

KORET ATHLETICS TRAINING CENTER: The Koret Athletics Training Center is located at the corner of 7th and Humboldt Streets and is a state-of-the-art training and rehabilitation facility for student-athletes.

EAST FIELDHOUSE: The Baseball and Men’s Soccer coaches’ offices, a training room, equipment room, and locker room facilities are housed in this building located at 10th and Humboldt Streets.

MUNICIPAL STADIUM: San José Municipal Stadium, located at the corner of Alma Street and Senter Road, is the home competition field for the SJSU Baseball team.

BLETHEN FIELD: The Baseball team practices and plays a select number of games at Blethen Field located on south campus.

SPARTAN SOFTBALL COMPLEX: The Softball team practices and competes at the Spartan Softball Field. It is located near the corner of Senter and Alma, and is across the street from San José Municipal Stadium.

SPARTAN TENNIS COURTS: The Tennis team practices and competes at Spartan Courts, an outdoor tennis facility, located on South Campus near the intersection of 11th and Humboldt Streets.

SPARTAN SOCCER FIELDS: The Men’s and Women’s soccer teams practice and compete at the Spartan Soccer Fields, located on the South Campus along 10th & Alma Ave.

THE EVENT CENTER: The Basketball teams practice and compete in the Event Center located at 7th and San Carlos Streets on main campus. The Gymnastics team also hosts their home slate of meets at the Event Center.

YOSHIHIRO UCHIDA HALL (YUH): Renovated in 2014, Yoshihiro Uchida Hall is home to the Men’s Basketball, Women’s Basketball, Gymnastics, Volleyball and Sand Volleyball programs. YUH features new locker room spaces, coaches’ offices, conference rooms, a state-of-the-art sports medicine facility and an equipment room. The Men’s and Women’s basketball teams utilize the gymnasium for practice while the Spartan Volleyball team practices and hosts their home matches at YUH. YUH is located on the corner of 4th & San Salvador streets.
# CONTACT DIRECTORY FOR STUDENT-ATHLETES

## SPORTS

<table>
<thead>
<tr>
<th>Title</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball Head Coach</td>
<td>Dave Nakama</td>
<td>408-924-1255</td>
</tr>
<tr>
<td>Men’s Basketball Head Coach</td>
<td>Dave Wocjik</td>
<td>408-924-1232</td>
</tr>
<tr>
<td>Women’s Basketball Head Coach</td>
<td>Jamie Craighead</td>
<td>408-924-1241</td>
</tr>
<tr>
<td>M/W Cross Country/W Track Head Coach</td>
<td>Jeff Petersmeyer</td>
<td>408-924-1465</td>
</tr>
<tr>
<td>Football Head Coach</td>
<td>Ron Caragher</td>
<td>408-924-1269</td>
</tr>
<tr>
<td>Men’s Golf Head Coach</td>
<td>John Kennaday</td>
<td>408-924-1251</td>
</tr>
<tr>
<td>Women’s Golf Head Coach</td>
<td>John Dormann</td>
<td>408-924-1250</td>
</tr>
<tr>
<td>Gymnastics Head Coach</td>
<td>Wayne Wright</td>
<td>408-924-1390</td>
</tr>
<tr>
<td>Beach Volleyball</td>
<td>Aaron Shepardson</td>
<td>408-924-1444</td>
</tr>
<tr>
<td>Men’s Soccer Head Coach</td>
<td>Simon Tobin</td>
<td>408-924-1261</td>
</tr>
<tr>
<td>Women’s Soccer Head Coach</td>
<td>Lauren Hanson</td>
<td>408-924-1718</td>
</tr>
<tr>
<td>Softball Head Coach</td>
<td>Peter Turner</td>
<td>408-924-1253</td>
</tr>
<tr>
<td>Swimming/Diving Head Coach</td>
<td>Sage Hopkins</td>
<td>408-924-1225</td>
</tr>
<tr>
<td>Tennis Head Coach</td>
<td>Chad Skorupka</td>
<td>408-924-1327</td>
</tr>
<tr>
<td>Volleyball Head Coach</td>
<td>Jolene Shepardson</td>
<td>408-924-1242</td>
</tr>
<tr>
<td>Men’s Water Polo Head Coach</td>
<td>Bruce Watson</td>
<td>408-924-1720</td>
</tr>
<tr>
<td>Women’s Water Polo Head Coach</td>
<td>Johnny Bega</td>
<td>408-924-1523</td>
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</tbody>
</table>

## ADMINISTRATION

<table>
<thead>
<tr>
<th>Title</th>
<th>Contact</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Director of Athletics</td>
<td>Gene Bleymaier</td>
<td>408-924-1200</td>
</tr>
<tr>
<td>Deputy AD/COO</td>
<td>Marie Tuite</td>
<td>408-924-1730</td>
</tr>
<tr>
<td>Deputy AD/External</td>
<td>John Poch</td>
<td>408-924-1739</td>
</tr>
<tr>
<td>Sr. Associate AD for Business</td>
<td>Mike Waller</td>
<td>408-924-1312</td>
</tr>
<tr>
<td>Sr. Associate AD for External Relations</td>
<td>Blake Sasaki</td>
<td>408-924-3300</td>
</tr>
<tr>
<td>Associate AD Student Services/SWA</td>
<td>TBA</td>
<td>408-924-2462</td>
</tr>
<tr>
<td>Associate AD for Compliance</td>
<td>Lynn Meade</td>
<td>408-924-1514</td>
</tr>
<tr>
<td>Academic Eligibility Coordinator</td>
<td>TBA</td>
<td>408-924-1692</td>
</tr>
<tr>
<td>Asst. AD for Athletics Media Relations</td>
<td>Lawrence Fan</td>
<td>408-924-1217</td>
</tr>
<tr>
<td>Asst. AD for Marketing &amp; Multi Media Serv.</td>
<td>Michael Beaubien</td>
<td>408-924-1697</td>
</tr>
<tr>
<td>Director of Ticket Operations</td>
<td>Darren Coelho</td>
<td>408-924-1548</td>
</tr>
<tr>
<td>Director of Compliance</td>
<td>Wendy Dunn</td>
<td>408-924-1349</td>
</tr>
<tr>
<td>Director of Compliance</td>
<td>Nick Sterkel</td>
<td>408-924-1198</td>
</tr>
<tr>
<td>Director of Sports Medicine</td>
<td>Scott Shaw</td>
<td>408-924-1297</td>
</tr>
<tr>
<td>Head Athletics Performance Coach</td>
<td>Gary Uribe</td>
<td>408-924-1304</td>
</tr>
<tr>
<td>Equipment Services Coordinator</td>
<td>Justin Weaver</td>
<td>408-924-1259</td>
</tr>
<tr>
<td>Faculty Athletics Representative</td>
<td>Sen Chiao</td>
<td>408-924-5204</td>
</tr>
</tbody>
</table>
KNOW AND USE YOUR RESOURCES!

Academic Advising and Academic Support

Student Athlete Success Services ......................................................... Gadway
  Director ...................................................................... TBA ......................... 408-924-2462
  Academic Advisor ...................................................... Jeanine Haldi ........... 408-924-1576
  Academic Advisor ...................................................... Jose Macias ............. 408-924-2461
  Student Success Coordinator/Academic Advisor .......... Julie Stansberry ...... 408-924-1252
  Student Success Coordinator /Tutoring Coordinator .TBA......................... 408-924-1578
  Learning Specialist .................................................... Melanie Hein ........... 408-924-1378
  Learning Specialist .................................................... Sonja Lilienthal ...... 408-924-2697
SJSU Advising Hub .............................................................. http://www.sjsu.edu/advising/about_us

Tutoring

1. The course instructor is always the best tutoring option. Attend office hours!
2. Utilize study sessions and tutoring provided by individual SJSU departments.
3. Peer Connections (Campus tutoring center) ...................................... SCC 600 408.924.2587
4. Writing Center ............................................................ Clark Hall, Suite 126, 408.924.2308
   (Online Appointments) ........................................................... http://sjsu.mywconline.com
5. Remedial and GE level English and Math tutoring ........................................ Gadway

More Resources

Financial Aid ........................................... Student Services Center, fao@sjsu.edu, 408.283.7500 (press #6)
Bursar’s Office ............................................................ Student Services Center, 408.924.1601
Registrar’s Office ............................................................. Student Services Center, 408.924.5680
University Housing Services ........................................................ info@housing.sjsu.edu, 408.795.5600
Library .............................................................................. http://library.sjsu.edu
Accessible Education Center ........................................... aec-exams@sjsu.edu, 408.924.6000
Career Center ............................................................. Administration Building 154
  Internship Placement ..................................................... http://www.careercenter.sjsu.edu
  Career Counselors .......................................................... careerhelp@sjsu.edu
Counseling Services .............................................................. Administration Building 201
  Personal Counseling ...................................................... counseling.services@sjsu.edu
  Educational Counseling ........................................................ 408.924.5910
Health Center ............................................................... Health Building, 1st Floor
  Appointments ........................................................................ 408.924.6122
  After Hours Advice Nurse ............................................... 1.866.935.6347
Behavioral & Crisis Intervention Team ............................................. 408.924.6973
Ombudsperson ............................................................................. 408.924.5995
Student Conduct & Ethical Development .......................................... 408.924.5985
Wellness and Health Promotion ..................................................... Health Building 209
Stress Free Massage Chair ............................................................. 408.924.6122
<table>
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<tr>
<th>Minimum Eligibility Requirements</th>
<th>Graduation Benchmarks</th>
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<td><strong>Description</strong></td>
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<tr>
<td>GPA</td>
<td>% Degree</td>
</tr>
<tr>
<td>Entering 4th year: 75% (90 units)</td>
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<tr>
<td>Entering 3rd year: 50% (60 units)</td>
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<tr>
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<tr>
<td>Winter/Summer Sessions</td>
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<tr>
<td>Pass an average of 30 degree</td>
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<td>Fall and Spring semester</td>
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<tr>
<td>applicable units each</td>
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<td>semester</td>
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<td>applicable units each</td>
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<tr>
<td>semester</td>
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<td>Nebraska</td>
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<td>GPA</td>
<td>% Degree</td>
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<td>Entering 5th year: 80% (96 hrs)</td>
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<tr>
<td>Winter/Summer</td>
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<td>Up to 6 units of summer credit</td>
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<td>fall and spring</td>
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<tr>
<td>session to stay caught up or to</td>
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<tr>
<td>get ahead in your graduation plan</td>
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<tr>
<td>Balance a C with an All</td>
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<tr>
<td>GPA</td>
<td>% Degree</td>
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<td>Entering 1st year: 20% (24 units)</td>
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| To Complete San Jose State University Student-Athlete Basic Eligibility and Graduation Expectations

To Graduate
### Student-Athlete Personal Eligibility and Graduation Planner

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<tr>
<th>NAME:</th>
<th>SPORT:</th>
<th>MAJOR:</th>
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<th>40%:</th>
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#### 1st Academic Year

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<th>Semester</th>
<th>Description</th>
<th>Hours</th>
<th>To be eligible</th>
<th>To graduate</th>
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<tbody>
<tr>
<td>Fall</td>
<td>Degree applicable units earned</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>Degree applicable units enrolled</td>
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<td>Total degree applicable units through Fall</td>
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<tr>
<td>Spring</td>
<td>Degree applicable units earned</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Degree applicable units earned</td>
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<td>Total degree applicable units through Spring</td>
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#### 2nd Academic Year

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<th>Hours</th>
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<tbody>
<tr>
<td>Fall</td>
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<tr>
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<td>Degree applicable units enrolled</td>
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<tr>
<td></td>
<td>Total degree applicable units through Fall</td>
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</tr>
<tr>
<td>Spring</td>
<td>Degree applicable units earned</td>
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<tr>
<td></td>
<td>Degree applicable units enrolled</td>
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#### 3rd Academic Year

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<tr>
<td>Fall</td>
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<td></td>
<td>Degree applicable units enrolled</td>
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<td></td>
<td>Degree applicable units enrolled</td>
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<td></td>
<td>Total degree applicable units through Spring</td>
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</table>

#### 4th Academic Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Description</th>
<th>Hours</th>
<th>To be eligible</th>
<th>To graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Degree applicable units earned</td>
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<td></td>
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<tr>
<td></td>
<td>Degree applicable units enrolled</td>
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<tr>
<td></td>
<td>Total degree applicable units through Fall</td>
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<tr>
<td>Spring</td>
<td>Degree applicable units earned</td>
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<tr>
<td></td>
<td>Degree applicable units enrolled</td>
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<tr>
<td></td>
<td>Total degree applicable units through Spring</td>
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</tr>
</tbody>
</table>
# The Difference Between High School and College

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>FACT</th>
<th>How Do I Succeed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Responsibility</td>
<td>In college you have the freedom to do as you please. Unfortunately, the freedom is often abused.</td>
<td>Step up, and exercise your responsibility to control your own destiny.</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>In college you are able to decide whether you want to go to class or not.</td>
<td>Go to class! Being absent will hurt your grade in the long run.</td>
</tr>
<tr>
<td>Teach Attitudes</td>
<td>In college your instructor will not hound you to do your work, but you will be held accountable on tests and quizzes.</td>
<td>Get to know your instructor. It will make it easier for him/her to look out for you throughout the semester.</td>
</tr>
<tr>
<td>Types of Assignments</td>
<td>In college you don’t often have homework every day. More often you will have a large task to complete over a certain amount of time.</td>
<td>Once you get an assignment, start working on it immediately. A far off due date is not a ticket to procrastinate! It takes daily effort to succeed.</td>
</tr>
<tr>
<td>Importance of Performance</td>
<td>The decisions you make in college will decide your future.</td>
<td>Always remember that you are here for an education!</td>
</tr>
<tr>
<td>Time Management</td>
<td>You have more free time in college than you did in high school.</td>
<td>Keep to a weekly study schedule so that your time doesn’t slip by.</td>
</tr>
<tr>
<td>Amount of Study</td>
<td>“B” students in high school tend to be C/D students in college if they don’t study.</td>
<td>To succeed in college, you have to study!</td>
</tr>
<tr>
<td>Size of Institution/Classes</td>
<td>Lecture classes can be much larger than high school classes.</td>
<td>Work hard to meet and communicate with your instructor. Stay organized and commit to precisely following your syllabus.</td>
</tr>
<tr>
<td>Difficulty of College Work</td>
<td>College is usually tougher than high school.</td>
<td>Rise to the occasion and meet the challenge! Compete in the classroom!</td>
</tr>
<tr>
<td>Social Life</td>
<td>Sometimes it is hard to make friends because of the size of the college.</td>
<td>Get involved in interesting activities and organizations.</td>
</tr>
</tbody>
</table>
Reading and Comprehending Textbooks

SQ4R Method

This method of reading textbooks will help you to pick out the important points quickly, predict quiz and test questions, remember more of the material longer, and understand difficult material better. It will also help you to create your own study guide.

Prepare

Fold several sheets of paper down the center vertically. Write “Question” at the top of the left column and “Answer” at the top of the right column.

THE STEPS OF SQ4R

S – Survey

Glance over the bold heading in the chapter. Read the abstract, summary, and study questions.

Q – Question

Turn the first bold heading into a question. Write the question in the left column of the page. Ask: who, what, when, where or how.

R – Read

Read with the purpose of finding the answer to the question. Read only from one main heading to the next.

R – Recite

When you have finished reading this part, look away from your book and briefly recite the answer(s) to your question.

R – W(R)ite

In the right column of the page, jot down the answer(s) to your questions – just enough to jog your memory when you review.

R – Review

When you have finished the chapter, look over your notes to get an overall view of the major points. Fold the paper and quiz yourself by asking the questions. Check the answer side and see if you know the answer. Review your notes briefly throughout the semester and before a test.
Studying To Learn

Highlighters: Read text FIRST! Use a pencil and place checks beside the material you want to highlight. After reading through a section, return to your check mark, and then highlight. You will cut down on usage, and concentrate only on what’s important.

Reading: Use the SQ4R Method! And…
1. Read the syllabus outline. Understand course and section objectives.
2. Read the chapter introduction, summary, questions.
3. Skim the chapter; look at main heading and subdivisions.
4. Carefully read the book chapter, one section at a time.

Note Taking: Before class, read text, one section at a time, and then summarize each section in your notes. Create section headers in the form of questions.

Leave big gaps between summaries. This space is reserved for additional class notes (keeps all relevant information in one place).

After finishing the chapter, write a summary of the main points. Use only one side of your notebook. After writing, READ your notes!

Save left-hand page for diagrams, flow charts, illustrations and additional information.

Pay attention to class lectures. Add only those points you are missing in your notes. Place check mark(s) beside items the professor mentions. (Re-read question-and-answer notes before starting next chapter).

Use your notes to create quizzes and summaries for review and study groups.

Study Groups: Meet at least once weekly for one hour. Do a major review several days before exam. Remember to limit your study group to 4 or 5 people.

Set aside the last 10 minutes of the hour to gripe and complain. This way, the group will stay focused for 50 minutes on the project at hand.

Divide the chapter work; if your group has four people and you are covering two chapters, each one takes ½ chapter.

Do an oral summary of your section, including your text and class notes and study guides. Ask your group if you missed any important points.

Prepare a mini-quiz of 10 questions, leaving blank spaces for answers. Make a copy for each member and answer questions as a group. Then move on to the next group member’s review.
Short-term memory is usually created by repeated drilling of facts, and requires you to assign value and process data for 5 seconds to 15 minutes. The brain randomly stores this information, making it more difficult to recall as time passes.

Long-term memory processes new information temporarily stored in short-term memory by associating it with existing long-term knowledge. This association requires sustained thinking about the information in ways other than as raw data. To truly master new material, the material must be processed, frequently reviewed, and stored in long-term memory.

- **Know how you learn and build on your skills:** Are you a visual, aural, or tactile learner?
  
  Do you learn by sight? Make pictures. Use mapping, diagramming, outlining.
  Do you learn by hearing? Make sounds. Use tape recording, recitation.
  Do you learn by touch? Make materials. Use writing, flash cards, puzzles.

- **Read, sRite, Repeat, Recite (SQ4R):** Tape record and teach what you’ve learned. Use an audience to ask you questions.

- **Use Visualization:** “Picture” what you’re learning.

  Are you learning a process? Draw a flow chart or diagram. Number the steps. Make acronyms (the first letter or letters of words in the phrase) for the correct ordering of steps.

  Are you learning groups of associated data? Use mapping and create clusters. Draw a flower, pie, or another multi-part object and put information on each portion. Label the object with the name of the concept.

- **Use Association:** Associate random information with known patterns.

  Associate names with physical characteristics: The Topic of Capricorn is in the southern hemisphere. Picture a corn on the foot – the body’s farthest point south.

  Imagine yourself in your favorite room: Assign a major heading to each one of the 6 walls. Associate facts with furniture and features in the room. To recall information, imagine yourself walking on the ceiling, floor, and sides and recite the information you have affixed to each selected spot.

  Associate “levels” of information with colors: Use colored flash cards to establish “levels” of information. For instance, write main headings on yellow cards, detail on pink cards, and examples on blue cards.

- **Use Mnemonics:** Use words/letters to recall large, disorganized clumps of material.

  A way to remember the Great Lakes: **H-O-M-E-S** (Huron – Ontario – Michigan – Erie – Superior)

- **Use Memory Techniques:** Move short-term recall into long-term memory.

  Memory is based on your familiarity with a subject. The more you think about something you are learning for the first time, the better you will recall it later. Distribute what you want to remember by clustering ideas into meaningful groupings. Think about how they compare to things you already know. Ask other people what they think of the ideas. Thinking about new material in different ways helps to secure it as a memory by associating new information with previously familiar patterns.
Taking Tests

Anticipating Test Questions
• Pay particular attention to any study guides that the instructor hands out prior to the exam.
• Ask the instructor what will be on the test.
• Pay particular attention to points the instructor brings up during the class just prior to the exam.
• Make a list of questions you think might be on the exam, and then answer them.
• Review previous tests given by the instructor.
• Ask other students what they think will be on the test.
• Pay attention to these clues when an instructor:
  o Says something more than once.
  o Writes material on the board.
  o Pauses to review notes.
  o Asks questions of the class.
  o Says, "This will be on the test."

Tips for Terrific Test Taking

Come Prepared. Arrive early for tests. Bring all the materials you will need such as pencils and pens, a calculator, a dictionary, and a watch.

Stay Relaxed and Confident. Don’t become anxious. Don’t talk to other students before a test; anxiety is contagious. Instead, remind yourself that you are well-prepared and are going to do well. If you feel anxious before or during a test, take several slow, deep breaths to relax.

Be Comfortable but Alert. Choose a good spot to take the test. Make sure you have enough room to work. Maintain an upright posture in your seat.

Preview the Test. Spend 10% of your time reading carefully through the test. Mark key terms and decide how to budget your time. Plan to do the easy questions first and the most difficult questions last. As you read the questions, jot down brief notes indicating ideas you can use later in your answers.

Answer the Questions in a Strategic Order. Begin by answering the questions you know, then those with the highest point value. The last questions you answer should be the most difficult, take the greatest amount of writing, or have the least point value.

When Taking a Multiple Choice Test, Know When to Guess. First eliminate answers you know are wrong. Always guess when there is no penalty for guessing or when you can eliminate options. Don’t guess if you have no basis for your choice or if you are penalized for guessing. Since your first choice is usually correct, don’t change your answers unless you are sure of the correction.

When Taking Essay Tests, Always Think Before You Write. Create a brief outline for your essay by jotting down a few words to indicate ideas to discuss. Then number the items in your list to indicate the order for discussion.

When Taking Essay Tests, Always Get Right to the Point. State your main point in the first sentence. Use your first paragraph to provide an overview of your essay. Use the rest of your essay to discuss these points in more detail. Back up your points with specific information, examples or quotations from your readings or notes.

Review Your Test. Reserve 10% of your test time for review. Make sure you have answered all the questions. Proofread your writing for spelling, grammar, and punctuation. Check your math answers for careless mistakes. Match your actual answers for math problems against quick estimates.

Analyze Your Test Results. Each test can further prepare you for the next test. Decide which strategies worked best for you. Identify those that didn’t work well and replace them. Use your tests to review when studying for final exams.
Taking Objective Tests

The most effective way to do well on an exam is to attend class, take good notes, study and review frequently. However, a good test-taking strategy can help you do your best.

For All Tests:
- Make sure you understand all of the directions.
- Know if there is a penalty for guessing; if not, mark an answer for every question.
- Scan the test and budget time for each question.
- Do the easy questions first. Mark the ones you can’t answer and return to them later.

For True/False Tests:
- Remember that if any part of a statement is false, the entire statement is false.
- Watch out for double negatives. Cross out both negative and read the statement as a positive one.
- Options containing extreme modifiers – words such as always, never, all only – tend to be false.
- Choose the answer that is most true.

For Multiple Choice Tests:
- Read the entire stem of each question and all the possible answers.
- If two choices use similar working, look for and circle differences.
- If you must guess from a range of numbers, throw out the high and low choices and consider the middle range.
- The option that contains the most information is frequently the correct answer.
- Cross out any answer you know is incorrect.
- If you must guess at the end of the exam, you can quickly choose from the remaining options.
- “All of the above” can be the right answer. If two options are correct, choose “all of the above” even if you are unsure about the other choices.
Name__________________ Sport____________________

STRENGTHS

1.____________________
2.____________________
3.____________________
4.____________________
5.____________________
# Writing a 5-Paragraph Paper

**What is this paper about?**

<table>
<thead>
<tr>
<th>Main Idea</th>
<th>Main Idea</th>
<th>Main Idea</th>
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</thead>
<tbody>
<tr>
<td>Supporting Points</td>
<td>Supporting Points</td>
<td>Supporting Points</td>
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</tbody>
</table>

**Why is this important?**
Introduce yourself to the professor, and communicate with him/her regularly

Never miss a class

Consistently arrive on time for class

Always complete assignments by the due date(s) given

Sit up straight in your seat near the front of the class

Participate!

Never be satisfied with a grade when you could have worked harder

Read all “suggested” readings

Expect to work for good grades

Take initiative

Read assignments at least twice

Always proof-read papers before you turn them in

Ask professors for help well in advance of exams

Do more than the minimum acceptable work

Take your own notes

Make academic activities your first priority

Turn papers in neatly stapled and organized

Open your textbook often

Always appear to be interested in the lecture material

Work on assignments well in advance of due dates

Ask questions and offer answers to the professor’s questions

Eliminate any text abbreviations or slang from all written work (including e-mails)

Turn your cell phone off (and never text) during class
### SJSU ACADEMIC YEAR CALENDAR

#### 2016/17

**FALL 2016**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday</td>
<td>July 4</td>
<td>Independence Day - Campus Closed (I)</td>
</tr>
<tr>
<td>Monday</td>
<td>August 22</td>
<td>Academic Year Begins – Fall Semester Begins</td>
</tr>
<tr>
<td>Monday-Tuesday</td>
<td>August 22-23</td>
<td>Pre-Instruction Activities: Orientation, Advisement, Faculty</td>
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**Meetings and Conferences (P)**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wednesday</td>
<td>August 22</td>
<td>First Day of Instruction – Classes Begin</td>
</tr>
<tr>
<td>Monday</td>
<td>September 5</td>
<td>Labor Day - Campus Closed (L)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>September 6</td>
<td>Last Day to Drop Courses without an Entry on Student's Permanent Record (D)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>September 13</td>
<td>Last Day to Add Courses &amp; Register Late (A)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>September 21</td>
<td>Enrollment Census Date (CD)</td>
</tr>
<tr>
<td>Friday</td>
<td>November 11</td>
<td>Veteran’s Day (Observed) - Campus Closed (V)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>November 23</td>
<td>Non-Instructional Day - Campus Open (NI)</td>
</tr>
<tr>
<td>Thursday</td>
<td>November 24</td>
<td>Thanksgiving Holiday - Campus Closed (T)</td>
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<tr>
<td>Friday</td>
<td>November 25</td>
<td>Rescheduled Holiday - Campus Closed (RH)</td>
</tr>
<tr>
<td>Monday</td>
<td>December 12</td>
<td>Last Day of Instruction - Last Day of Classes</td>
</tr>
<tr>
<td>Tuesday</td>
<td>December 13</td>
<td>Study/Conference Day (no classes or exams) (SC)</td>
</tr>
<tr>
<td>Wednesday-Friday</td>
<td>December 14-16</td>
<td>Final Examinations (exams)</td>
</tr>
<tr>
<td>Monday-Tuesday</td>
<td>December 17-18</td>
<td>Final Examinations (exams)</td>
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<tr>
<td>Wednesday</td>
<td>December 21</td>
<td>Final Examinations Make-Up Day (MU)</td>
</tr>
<tr>
<td>Thursday</td>
<td>December 22</td>
<td>Grade Evaluation Day (E)</td>
</tr>
<tr>
<td>Friday</td>
<td>December 23</td>
<td>Grades Due From Faculty - End of Fall Semester (G)</td>
</tr>
<tr>
<td>December 27</td>
<td>December 31</td>
<td>WINTER RECESS</td>
</tr>
<tr>
<td>Monday</td>
<td>December 26</td>
<td>Christmas Holiday - Campus Closed (CH)</td>
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**SPRING 2017**

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<tr>
<td>Monday</td>
<td>January 2</td>
<td>New Year’s Day - Campus Closed (N)</td>
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<tr>
<td>Monday</td>
<td>January 16</td>
<td>Dr. Martin Luther King, Jr. Day - Campus Closed (K)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>January 24</td>
<td>Spring Semester Begins</td>
</tr>
<tr>
<td>Tuesday-Wednesday</td>
<td>January 24-25</td>
<td>Pre-Instruction Activities: Orientation, Advisement, Faculty</td>
</tr>
</tbody>
</table>

**Meetings and Conferences (P)**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thursday</td>
<td>January 26</td>
<td>First Day of Instruction – Classes Begin</td>
</tr>
<tr>
<td>Tuesday</td>
<td>February 7</td>
<td>Last Day to Drop Courses without an Entry on Student's Permanent Record (D)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>February 14</td>
<td>Last Day to Add Courses &amp; Register Late (A)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>February 22</td>
<td>Enrollment Census Date (CD)</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>March 27-31</td>
<td>Spring Recess (<em>SPRING RECESS</em>)</td>
</tr>
<tr>
<td>Friday</td>
<td>March 31</td>
<td>Cesar Chavez Day (Observed) - Campus Closed (CC)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>May 16</td>
<td>Last Day of Instruction – Last Day of Classes</td>
</tr>
<tr>
<td>Wednesday</td>
<td>May 17</td>
<td>Study/Conference Day (no classes or exams) (SC)</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 18-19</td>
<td>Final Examinations (exams)</td>
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<td>Monday -Wednesday</td>
<td>May 22-24</td>
<td>Final Examinations (exams)</td>
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<tr>
<td>Thursday</td>
<td>May 25</td>
<td>Final Examinations Make-Up Day (MU)</td>
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<tr>
<td>Friday</td>
<td>May 26</td>
<td>Grade Evaluation Day (E)</td>
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<tr>
<td>Saturday</td>
<td>May 27</td>
<td>Commencement (C)</td>
</tr>
<tr>
<td>Monday</td>
<td>May 29</td>
<td>Memorial Day - Campus Closed (M)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>May 30</td>
<td>Grades Due From Faculty (G)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>May 30</td>
<td>End of Academic Year - End of Spring Semester</td>
</tr>
</tbody>
</table>
CHECK-OUT LIST

You must take care of the following items upon departure from your team and/or SJSU as applicable:

**Athletic Department**
- Return all team issued materials to Head/Assistant Coach
- Sign a Relinquishment of Aid Form with Head Coach, if receiving athletics aid
- See the Associate Athletic Director for Compliance if you want to transfer
- See the Student Services Coordinator to complete a Head Coach Evaluation and Exit Interview
- Return all team issued equipment to Equipment Manager

**Academic Advising – Gadway Academic Center**
- See Athletic Academic Advisor to drop classes or withdraw

**Holds**
- Check MySJSU account for holds and contact appropriate department(s) to remove hold(s)

**Bursar’s Office – Student Services Center, 408-924-1601**
- Pay any outstanding University fees

**University Housing Services – CVB 2nd Floor, 408-795-5600**
- Submit a Petition to Cancel along with supporting documentation
- Check-out with Housing Staff and return all keys, access card, and Housing parking permit
- Pay cancellation fees

**Financial Aid – Student Services Center, 408-283-7500**
- Submit a Student Information Update Form

**Textbooks - Spartan Bookstore (408-924-1845)**
- Return all textbooks

**Parking Services – 7th St. Garage, 408-924-6556**
- Return parking permit and pay any parking citation fines

**Library – King Library, 408-808-2000**
- Return library books and pay any library fines

**FAILURE TO LEAVE THE TEAM AND/OR WITHDRAW FROM SJSU IN THE PROPER MANNER WILL RESULT IN HOLDS & FINES BEING PLACED ON YOUR SJSU STUDENT ACCOUNT.**
### 2016

<table>
<thead>
<tr>
<th>Month</th>
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### 2017

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### 2018

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