

2011-2012

Student-Athlete Handbook

The 2011-2012 Texas Tech Student-Athlete Handbook contains information that all student-athletes at Texas Tech University are responsible for knowing and understanding. The handbook is distributed at the start of each academic year. Any questions should be addressed with the staff assigned to that particular area. If further information or explanation is needed, please contact the Athletic Academic Services Office or the Athletic Compliance Office.

Texas Tech Athletics
6th and Red Raider Avenue
Lubbock, Texas 79409-3021
(806) 742-3355

Athletic Department Mission

The mission of the Texas Tech Department of Intercollegiate Athletics is to provide programs that develop the character and integrity of student-athletes in their academic, athletic and personal quest for excellence. To be consistent with the principles of Texas Tech University, the department embraces the opportunities to enhance student-athlete welfare and promote diversity within student-athletes and staff with fair and equitable treatment for all. The Department of Intercollegiate Athletics will operate with fiscal responsibility and compliance under the rules, policies, and procedures of Texas Tech University, the Big 12 Conference and the NCAA.

ACADEMIC SERVICES

ATHLETIC ACADEMIC SERVICES

MARSHA SHARP CENTER FOR STUDENT-ATHLETES

WWW.TEXASTECH.COM/SPORTS/ACADEMICS/TEXT-ACADEMICS-BODY.HTML

(806)742-0150

Athletic Academic Services provides a variety of services to help meet the academic and personal goals of every student-athlete. The staff is comprised of professionals with extensive backgrounds, experience, and expertise within academics and athletics. In addition to providing the tools necessary to achieve academic success, Academic Services continues to implement components that provide continuous support for student-athletes throughout their academic and personal development. Academic Services has counselors assigned to work with student-athletes on a sport-by-sport basis. However, your athletic academic counselor is NOT your college academic advisor. Your college academic advisor will also assist you in course scheduling. Your athletic academic counselor will help you with course registration, balancing athletics with academics, and understanding eligibility requirements.

Each sport is assigned a specific academic counselor (see the Web site for current information):

Baseball

Men's Basketball

Women's Basketball

Men's Cross Country

Women's Cross Country

Football

Football

Football

Men's Golf

Women's Golf

Soccer

Softball

Men's Tennis

Women's Tennis

Men's Track & Field

Women's Track & Field

Volleyball

MISSION STATEMENT

The Office of Athletic Academic Services is committed to providing a comprehensive program that emphasizes the development of academic, personal and professional excellence for the student-athlete population.

VISION STATEMENT

Texas Tech University will be a national leader in the academic support of our student-athlete population. Athletic Academic Services aspires to achieve national recognition through student-athlete academic support programs and the accomplishments of individual student-athletes.

Texas Tech University Athletic Academic Services will:

- *Create an environment of excellence that fosters the highest standards of integrity, academic support and performance.*
- *Provide the resources necessary for our student-athletes to achieve their academic potential.*
- *Prepare them for life after college athletics, both personally and professionally.*

STUDENT CODE OF CONDUCT AND DISCIPLINARY POLICIES AND PROCEDURES

As student-athletes of Texas Tech University, you have a responsibility to conduct yourself in a lawful manner and in compliance with the university's standards for student conduct. The purpose of this Code is to specify that acts of student-athlete misconduct will be subject to disciplinary sanctions by the athletic department as well as disciplinary sanctions under the university's disciplinary procedures.

The department requires coaches, trainers, managers, and all other staff to conduct themselves in a way which creates a positive image of people, values, and tradition associated with Texas Tech, the Big 12 Conference, and the NCAA. In order to address a problem when it arises, the following policies have been adopted:

- **CRIMES PUNISHABLE BY INCARCERATION**—Upon notification that a student-athlete has been arrested for a crime punishable by incarceration by state or federal law, said student-athlete will be immediately suspended from all athletic practice and competition.
- **CRIME PUNISHABLE BY FINE**—Discipline for offenses punishable by a fine as defined by state and federal law, shall be exclusively within the province of the head coach in the sport in which the student-athlete participates, except as set forth in Item 3.
- **OTHER EXTREME ACTS OF BEHAVIOR DETRIMENTAL TO THE TRADITION OF COLLEGE ATHLETICS AT TEXAS TECH**—The athletic department recognizes that there may be other offenses or other activity by a student-athlete, including repetitive offenses and/or acts, so serious that the conduct warrants immediate suspension from athletic practices and competitions by the head coach of the sport in which the student-athlete participates.
- **NOTIFICATION POLICY**—A student-athlete arrested for any crime shall report such arrest to the head coach or an assistant coach of the sport in which you participate.

As a student at Texas Tech University, it is your responsibility to meet the established Student Code of Conduct set in place by the institution. Alcohol and drug misconduct, as well as sexual misconduct are important to emphasize.

Any individual found to have committed the following misconduct while classified as a student is subject to disciplinary sanction(s), condition(s) and/or restriction(s). Misconduct or prohibited behavior includes, but is not limited to:

Alcoholic Beverages

- Use, possession, sale, delivery, manufacture or distribution of alcoholic beverages, except as expressly permitted by university policy
- Being under the influence of alcohol and/or intoxication

Narcotics or Drugs

- Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound or other controlled substance, except as expressly permitted by law
- Possession of drug-related paraphernalia, except as expressly permitted by law
- Being under the influence of narcotics or drugs, except as permitted by law

Actions Against Members of the University Community

- Sexual Harassment, including unwelcome sexual advances, requests for sexual favors or submission to which a condition of any person's rights or privileges are laced upon contingency either explicitly or implicitly
- Sexual misconduct or unwanted sexual behavior including, but not limited to, any attempted or actual physical contact of a sexual nature, regardless of gender

You can find further rules and regulations and their consequences online through the Publications website: <http://www.depts.ttu.edu/dos/handbook/default.aspx>.

ACADEMIC INFORMATION

ACADEMIC DISHONESTY/FRAUD

All student-athletes are expected to conduct themselves with the dignity of a Texas Tech Red Raider.

Knowing involvement in unethical conduct regarding academic fraud can result in the complete **loss of all athletic eligibility** and expulsion from the university. This includes, but is not limited to, falsified transcripts or misrepresentation, fraudulent academic credit, plagiarism, cheating, and inappropriate extra benefits.

SERIOUS CRIMES

It shall be the policy of the Texas Tech University Athletics Department that upon notification that a student-athlete has been arrested for an offense as defined by State or Federal law that may be punishable by incarceration, said student-athlete shall be immediately suspended from athletic competition.

PLAGIARISM

Do you know what plagiarism is? Plagiarism is defined as using or passing off someone else's ideas or writings as your own. Please make sure you know how to document correctly. For further details, please see the Student Code of Conduct section in this handbook.

CLASS ATTENDANCE MONITORING

Responsibility for class attendance rests with the student. Regular and punctual attendance to all scheduled classes is expected. Some instructors and/or professors may penalize your grade due to absences.

The Marsha Sharp Center staff periodically checks the class attendance of student-athletes. Penalties for missing classes are determined by the head coach of each sport.

EMAIL ADDRESS ACCOUNTABILITY

The University requires you to maintain an accurate up-to-date email address on file through your eRaider account. Your eRaider account is established following admission to Texas Tech. This email address is used as the primary contact of information to you in regards to University communication. It is your responsibility to keep this up-to-date. Contact your Athletic Academic Counselor or the Texas Tech help desk (742-HELP) for your eRaider status.

GRADE MONITORING

During the semester, Academic Services will distribute grade reports to your instructors. The feedback will help your athletic academic counselor pinpoint problem areas and determine what course of action needs to be taken to correct any problems. All grades will be reported back to your head coach.

TEAM TRAVEL

If you are going to miss classes due to team travel, you will be provided excuse letters to take to your instructors explaining your absence from class. Excuse letters will be available from your coach or athletic staff member. For details, see your coach.

It is the responsibility of each student-athlete to give the excuse letters to each instructor as soon as the letters are received. It is expected that each student-athlete visit with the instructor **before** team departure to discuss make-up work. Failure to present the excuse letter prior to team travel leaves the decision to make up assignments (i.e. make-up quizzes, tests, homework, etc.) to the discretion of the instructor.

Laptop computers are available during out-of-town travel only. Your coach must check out the laptop from Academic Services. Computers will **not** be issued to students, but students may return them.

SUMMER SCHOOL SCHOLARSHIPS

Applications for summer scholarships (based on the amount of aid received during the academic year) at Texas Tech will be available during the spring semester and must be submitted to your sport advisor by the deadline that your sport advisor set. Summer school scholarships can only be applied to courses taken at Texas Tech University. Restrictions do apply and will be strictly enforced. Approval for summer school aid is not guaranteed. Any coursework taken outside of TTU requires prior approval.

SUMMER BRIDGE PROGRAM

Texas Tech offers a Summer Bridge program for all scholarship student-athletes who would like to get a 'head start' on their academic course work before entering the fall term. This program is intended to better acclimate student-athletes to our campus and the rigors of higher education. Restrictions do apply so interested student-athletes must contact their respective sport advisor or their recruiting coach to evaluate the benefits of this program for their individual academic success.

5th YEAR SCHOLARSHIPS

5th year aid is only available for student-athletes that have exhausted eligibility and who still lack hours to complete their undergraduate degree. 5th year aid is not available to student-athletes who have graduated and exhausted eligibility.

Once awarded, you must enroll and stay enrolled in at least 12 degree applicable hours during the long semester or 6 degree applicable hours during the summer session unless otherwise approved. In addition, any course that is withdrawn from, failed, or if a “D” is earned where a “C” is needed for degree progress, the student will be required to reimburse part or all of the 5th year aid scholarship.

Other restrictions do apply and will be strictly enforced. Please see your respective athletic academic advisor for more information.

* 5th Year Scholarships are not guaranteed to all student-athletes that apply.

PROHIBITED NCAA EXTRA BENEFITS

The following are frequent concerns or requests concerning extra benefits (refer to the Athletic Compliance section for more information in detail).

- Student-athletes may not use Athletic Department phones for long-distance calls.
- Athletic Department staff CANNOT make copies for student-athletes unless it is for ACADEMIC PURPOSES. **Check with your athletic academic advisor.**
- Student-athletes may have access to Athletic Department fax machines for academic purposes only. Check with your athletic academic advisor.
- The Athletic Department staff cannot provide ANY typing services for student-athletes.

ACADEMIC CLASSIFICATIONS

Based on the number of quality hours completed.

Freshman	0-29 hours
Sophomore	30-59
Junior	60-89
Senior	90 or above

GRADE POINT AVERAGE CALCULATION

For each hour of credit received you will earn grade points based on the following grading system:

A	4 points
B	3
C	2
D	1
F	0

To calculate your grade point average (GPA), divide your total number of quality points earned by the total number of quality hours you have earned.

Quality grade points earned
Quality hours earned

You must maintain a minimum GPA to remain a student at Texas Tech and to participate in intercollegiate athletics. Refer to the section on Eligibility for more information.

UNDERGRADUATE ACADEMIC STATUS POLICY (O.P. 34.07)

Good Standing, Probation, Suspension

Texas Tech University has four possible academic status levels for students:

1. **Academic Good Standing** – The student has an adjusted GPA at or above 2.0 and is eligible for all extracurricular activities as governed by the rules of the specific activity. Some academic and extracurricular programs have requirements over and above the adjusted GPA of 2.0. Students who have an adjusted GPA above 2.0 but whose current semester GPA is below 2.0 should seek advice from their academic dean. Cumulative GPA will determine academic status for those students without an adjusted GPA.
2. **Academic Probation** – A student whose adjusted GPA falls below 2.0 will be placed on “academic probation.” Such a student may not enroll for more than 16 hours without prior approval of the academic dean. In addition, the student must continue to seek regularly scheduled advice and counsel from an academic advisor or the dean. Any freshman whose semester GPA is below a 2.0 in his/her first semester must complete XL 0201, Strategies for Learning, the next semester and pay a nonrefundable course fee. A student on academic probation remains eligible for all extracurricular activities as governed by the rules of the specific activity.
3. **Continued Academic Probation** – A probationary student whose current GPA is 2.0 or higher but whose adjusted GPA is below 2.0 will be placed on “continued academic probation” until the adjusted GPA is 2.0 or higher. A student remains eligible for all extracurricular activities as governed by the rules of the specific activity subject to the conditions established by the academic dean or committee granting permission to attend classes. Failure to meet the conditions established will result in **academic suspension**.
4. **Academic Suspension** – A probationary student who has a current and an adjusted GPA below 2.0 at the end of a fall and spring semester will be on suspension unless grade replacements for courses completed at that time raise the adjusted GPA above 2.0. Texas Tech does not suspend students at the end of a summer term. However, summer grades can result in probation, and if the student does not achieve a 2.0 or better cumulative grade point average in the subsequent semester of enrollment, suspension can result.

A student on academic suspension is not permitted to take classes and is ineligible to participate in any extracurricular activities once the suspension is posted. If the circumstances that resulted in the suspension are mitigating, an appeal may be directed to the appropriate academic dean or committee. The student is ineligible to participate in extracurricular activities during the appeal process. If the appeal results in granting the student permission to attend classes, then the student will be reinstated and placed on continued academic probation until the student meets the conditions established by the academic dean or committee granting the appeal and/or achieves an adjusted GPA at or above 2.0.

ACADEMIC AWARDS AND HONORS

Academic awards and honors provide recognition to student-athletes who have successfully balanced the demands of academics and athletics. All student-athletes should strive for the many academic honors and scholarships available. Not only can honorees earn postgraduate scholarship money, they can enhance their resumes by claiming some of the most prestigious conference and national academic honors in the country. For additional listings of academic awards and scholarships available, contact the Director of Student-Athlete Affairs at 742-0150.

ACADEMIC ALL BIG 12

The Big 12 Conference selects an Academic Team in 22 sports. All nominees must have participated in 60% of the team’s scheduled contests (with exception of baseball and softball pitchers). All seniors are

eligible regardless of participation time, but must meet GPA minimum. For 1st team consideration, you must have a 3.2 cumulative GPA or higher (3.0-3.19 for 2nd team), or a 3.2 GPA or higher (3.0-3.19 for 2nd team) over the previous two semesters. Freshmen and transfer student-athletes are not eligible.

BIG 12 COMMISSIONER'S HONOR ROLL

To qualify for the Big 12 Honor Roll, you must earn a minimum 3.0 GPA for the regular semester. There is both a fall and spring Honor Roll.

STUDENT-ATHLETE ACADEMIC AWARDS

Each spring, Texas Tech will host the TECHSPY Awards for all student-athletes. Each recipient receives an engraved award for his/her commitment to "Red Raider Academic Excellence".

GRADUATE RECOGNITION

Based on your cumulative grade point average when you graduate from Texas Tech, you can graduate with any of the following honors:

Summa Cum Laude	3.9 or above
Magna Cum Laude	3.7 - 3.89
Cum Laude	3.5 - 3.69

DEAN'S LIST

At the end of each semester, every student who earns a 3.5 to 3.99 grade point average in a minimum of 12 hours excluding pass/fail courses will be named to the Dean's List.

PRESIDENT'S LIST

At the end of each semester, every student who earns a 4.0 grade point average in a minimum of 12 hours excluding pass/fail courses will be named to the President's List.

ATHLETIC ELIGIBILITY

Your athletic eligibility at Texas Tech is an ongoing process. Review the following information each semester with your athletic academic counselor to make sure that you are making satisfactory progress and meeting NCAA progress toward degree requirements.

MINIMUM ENROLLMENT

To be eligible to practice, compete, travel, or use Athletics Department facilities, you must be enrolled in and remain enrolled in a minimum of 12 semester hours for the entire semester. NEVER drop below 12 credit hours per semester at anytime. NEVER make a schedule change without first consulting your athletic academic counselor. If you drop below full-time enrollment, you will be ruled ineligible for practice or competition immediately, unless you have academic documentation *and* an NCAA waiver for a reduced course load.

If at any time during the semester you drop a class and your enrollment drops below 12 hours, you will become IMMEDIATELY INELIGIBLE to practice, compete, travel, or use Athletics Department facilities. The exception to this rule is if you are in your last semester completing your degree.

NCAA 6 HOUR RULE - Bylaw 14.4.3.1 (c)

Six semester hours of degree applicable academic credit must be earned during the fall to be eligible for competition in the spring semester. The same holds true for the spring semester to be eligible for the fall. Summer school does not apply to this rule. **Student-athletes are also required to pass six degree applicable hours to be eligible for post-season competition immediately following that term.**

PROGRESS TOWARD DEGREE

One of the most important forms regarding your athletic eligibility is the Progress Toward Degree, PTD form. The PTD allows the Athletic Certification Officer to verify degree applicable course work. Once drop/add periods are over at the beginning of each semester, your athletic academic counselor will work with your faculty advisor or college dean to complete the form. You will sign the form with your athletic academic counselor. Your signature validates that you understand your eligibility status; therefore it is very important to sign and understand your PTD form.

PRIOR APPROVAL FORM

Any student-athlete wanting to take a course at another institution must process a Prior Approval Form. This form allows the hours earned to count towards your athletic eligibility, but they WILL NOT count toward your GPA. Visit with your athletic academic counselor prior to enrolling in the course to ensure that it will count toward your degree and eligibility requirements at Texas Tech. Taking courses at another institution without the completion of this form could result in being ineligible.

DISTANCE LEARNING COURSES

Discuss with your athletic academic counselor if distance learning courses will be beneficial for your degree program. Also, there are strict rules regarding the eligibility impact of distance learning courses, so do not enroll in these courses without discussing the procedure with your respective athletic academic counselor.

DECLARING A MAJOR

After your 2nd year of full time enrollment (a total of 4 full time semesters), you are required to declare a major. Your percent of degree requirement (PDR) must be determined at this time. If at any time you decide to change your major, it is imperative to consult your athletic academic counselor to find out the implications on your athletic eligibility. In some cases, it will not be feasible to change your major and be eligible to compete in athletics.

PROGRESS TOWARD DEGREE REQUIREMENTS

ENTERING 2nd YEAR OF COLLEGIATE ENROLLMENT

- Good Academic Standing
- Pass 24 hours during the school year (fall, spring, & summer)
- Pass 18 hours during the Fall & Spring
- Have 90% of minimum GPA required for graduation – 1.80 adjusted/cumulative GPA
- Pass a minimum of 6 hours for the fall term to be eligible for the spring term
- Pass a minimum of 6 hours for the spring term to be eligible for the fall term
- 6 hours of development courses (ENGL 0301, MATH 0301 & 0302) only count toward 24 hours in the first year of college enrollment

ENTERING 3rd YEAR OF COLLEGIATE ENROLLMENT

- Good Academic Standing

- Declaration of degree program
- Meet 40% of degree requirements
- Pass 18 hours during the Fall & Spring
- Have 95% of minimum GPA required for graduation – 1.90 adjusted/cumulative GPA
- Pass a minimum of 6 hours for the fall term to be eligible for the spring term
- Pass a minimum of 6 hours for the spring term to be eligible for the fall term

ENTERING 4th YEAR OF COLLEGIATE ENROLLMENT

- Good Academic Standing
- Meet 60% of degree requirements
- Pass 18 hours during the Fall & Spring
- Have 100% of minimum GPA required for graduation – 2.00 adjusted/cumulative GPA
- Pass a minimum of 6 hours for the fall term to be eligible for the spring term
- Pass a minimum of 6 hours for the spring term to be eligible for the fall term

ENTERING 5th YEAR OF COLLEGIATE ENROLLMENT

- Meet 80% of degree requirements
- Pass 18 hours during the Fall & Spring
- Have 100% of minimum GPA required for graduation – 2.00 adjusted/cumulative GPA
- Pass a minimum of 6 hours for the fall term to be eligible for the spring term
- Pass a minimum of 6 hours for the spring term to be eligible for the fall term

CLASS REGISTRATION

You must meet with your college academic advisor to determine which courses meet your degree requirements. Your athletic academic counselor will be available to make certain that you are meeting your eligibility requirements as well.

FINAL EXAM SCHEDULE

Final exam schedules can be found by accessing the Official Publications website. It is listed here for your convenience. <http://www.depts.ttu.edu/officialpublications/ClassSchedule/FinalExams.php>

PF&W VARSITY ATHLETIC CREDIT

While your team is in season, you have the option of enrolling in a PF&W varsity athletic course that counts as one full credit hour. This varsity athletic credit is offered through the Department of Health Exercise and Sport Science and is subject to applicable tuition and fees. This varsity athletic credit is not free and it is not a requirement. It may not be covered by your scholarship. This credit may not count toward your specified degree so check with your athletic academic counselor. **If you are interested in this varsity athletic credit, it is your responsibility to be properly enrolled. You cannot be enrolled in this credit after the add/drop period has expired. If you have further questions regarding this credit please see your respective athletic academic counselor.**

The following is the course syllabus for this PF&W VARSITY ATHLETIC CREDIT:

Texas Tech University
Intercollegiate Athletics
 Varsity Participation Activity Credit
 2011-2012 Academic Year

***PF&W 1160, 1161, 1162, 1163, 1164, 1165,
1166, 1167, 1168, 1169, 1170 –
Health, Exercise and Sport Sciences***

Faculty Information:

- Name - Head Coach of each respective varsity intercollegiate sport
- Office - Intercollegiate Athletics Department- South End, Jones AT&T
- Phone number -742-3355 (main Athletic Department phone number)
- Office hours - TBA

Course Information:

- Course name and number – PF&W 1160, 1161, 1162, 1163, 1164, 1165, 1166, 1167, 1168, 1169 and 1170

- Meeting place and time - TBA
- Pre-requisites for the course – A member of the Varsity Team
 - Required and recommended textbooks and other materials –
Texas Tech Student Athlete Handbook
Texas Tech Undergraduate Catalog
- Required supplies will be communicated by your specific head coach.
- Required travel will be communicated by your head coach.

Expected Learning Outcomes:

To improve student-athletes knowledge of their respective varsity intercollegiate sport through instruction, practice activities and competition at the NCAA Division one level.

Course Outline/Topics Covered:

You are expected to attend and participate in each practice, strength and conditioning workouts, required meetings and competition (if required) as allowed by the NCAA, Big 12 and Texas Tech University. Attendance policies will be specifically defined by each sport program.

You must abide by all team policies and procedures.

Methods of Assessment of Learning Outcomes:

Specific Course Requirements and Policies will be given by each sport program.

Criteria for Grading:

One credit hour per varsity sport, per academic year will be given based on if the student BEGAN and ENDED the academic semester as an active member of the Varsity Intercollegiate Squad List. Coaches can remove students from active status based on athletic performance, inappropriate behavior, poor attendance or other violation of team policies and procedures.

Proper enrollment of this credit is required. Credit **cannot** be retroactively applied after the registration period has ended for the semester in which the varsity sport takes place.

The final grade will be either Credit (CR) or No Credit (NC) (**This class does not count towards your overall Grade Point Average**); however this credit may possibly meet activity requirements of some degree plans or elective credit. Consult your college academic advisor for the degree application of this credit, the potential exists that this credit may NOT be needed for certain degree programs.

Grade Appeals: Students initiating grade appeals should follow the official Grade Appeal Procedures outlined by the College/University.

Grade Appeals. A student who wishes to appeal a final course grade should first consult with the course instructor, then with the department chairperson, and then, if the matter remains unresolved, with the dean

of the college in which the course is offered. A grade appeal must be filed in the office of the dean of the college in which the course is offered within 45 days of the start of the next long semester after the term in which the disputed grade was received. Copies of the grade appeals policy can be obtained from any academic dean's office or from the Center for Campus Life.

Class Attendance:

Absence Due to Religious Observance. A student who is absent from classes for the observance of a religious holy day, according to the legal definition, will be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day after the first day of the semester, the student has notified the instructor of each scheduled class that the student will be absent for a religious holy day.

This notification will be in writing and will be delivered by the student personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor, or by certified mail, return receipt requested, addressed to the instructor of each class.

A student who is excused under this policy must not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment.

Absence due to **officially approved trips** – The Texas Tech University Catalog states that the person responsible for a student missing class due to a trip should notify the instructor of the departure and return schedule in advance of the trip. The student **may not be penalized and is responsible for the material missed.** (p.49)

Whether an absence is excused or unexcused is determined solely by the instructor with the exception of absences due to religious observance and officially approved trips described above. The Center for Campus Life will notify faculty, at the student's request, when a student is absent for four consecutive days with appropriate verification of a health related emergency. This notification does not excuse the student from class, it is provided as a courtesy. The service is explained as follows and can be found on the Center for Campus Life web site at: <http://www.campuslife.ttu.edu/crisis/>

Illness and Death Notification:

The Center for Campus Life is responsible for notifying the campus community of student illnesses, immediate family deaths and/or student death. Generally, in cases of student illness or immediate family deaths, the notification to the appropriate campus community members occur when a student is absent from class for four (4) consecutive days with appropriate verification. It is always the student's responsibility for missed class assignments and/or course work during their absence. The student is encouraged to contact the faculty member immediately regarding the absences and to provide verification afterwards. The notification from the Center for Campus Life does not excuse a student from class, assignments, and/or any other course requirements. The notification is provided as a courtesy.

ACADEMIC INTEGRITY

Student Conduct

Responsible citizenship among college students includes honesty and integrity in class work; regard for the rights of others; and respect for local, state, and federal laws as well as campus standards. Specific standards concerning the rights and responsibilities of students and registered student organizations at Texas Tech are contained in the *Code of Student Conduct and Student Handbook*. Students are expected to become thoroughly familiar with and abide by these standards. The *Code of Student Conduct and Student Handbook* may be obtained from the Office of Student Judicial Programs, Student Union, (806) 742-1714, or online at www.depts.ttu.edu/studentjudicialprograms or www.depts.ttu.edu/dos/handbook/default.aspx.

Academic Misconduct:

Academic Integrity - It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders

the offenders liable to serious consequences, possibly suspension. The instructor in a course is responsible for initiating action for dishonesty or plagiarism that occurs in his or her class. In cases of convincing evidence of or admitted academic dishonesty or plagiarism, an instructor should take appropriate action. However, taking such action, the instructor should attempt to discuss the matter with the student. If cheating is suspected on a final exam, the instructor should not submit a grade until a reasonable attempt can be made to contact the student, preferably within one month after the end of the semester. **See the section on “Academic Conduct” in the Code of Student Conduct for details of this policy.**

“Scholastic dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act. **“Cheating”** includes, but is not limited to, the following:

1. Copying from another student’s test paper.
2. Using materials during a test that have not been authorized by the person giving the test.
3. Failing to comply with instructions given by the person administering the test.
4. Possessing materials during a test that are not authorized by the person giving the test, such as class notes or specifically designed “crib notes.” The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test.
5. Using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program.
6. Collaborating with or seeking aid or receiving assistance from another student or individual during a test or in conjunction with an assignment without authority.
7. Discussing the contents of an examination with another student who will take the examination.
8. Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student.
9. Substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course related assignment.
10. Paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution, or computer program.
11. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
12. Taking, keeping, misplacing, or damaging the property of the university, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct. **“Plagiarism”** includes, but is not limited to, the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one’s own academic work being offered for credit. Any student who fails to give credit for quotations or for an essentially identical expression of material taken from books, encyclopedias, magazines, Internet documents, reference works or from the themes, reports, or other writings of a fellow student is guilty of plagiarism. **“Collusion”** includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty. **“Falsifying academic records”** includes, but is not limited to, altering or assisting in the altering of any official record of the university, and/or submitting false information or omitting requested information that is required for or related to any academic record of the university. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma. **“Misrepresenting facts”** to the university or an agent of the university includes, but is not limited to, providing false grades or resumes; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or

another individual; or providing false or misleading information in an effort to injure another student academically or financially.

Civility in the Classroom:

All student-athletes are required to follow the policies and procedures according to the individual sport program and Texas Tech University. More information about this topic is available on-line at <http://www.depts.ttu.edu/studentjudicialprograms/AcademicIntegrity.pdf>.

Students with Disabilities

ADA Statement:

Any student who because of a disability may require special arrangements in order to meet course requirements should contact the instructor as soon as possible to make any necessary accommodations. Student should present appropriate verification from Student Disability Services (SDS). No requirement exists that accommodations be made prior to completion of this approved university procedure. Students with disabilities are encouraged to use SDS which publishes a **Desk Reference for Faculty and Staff** that is very helpful. You may call the SDS Office at 742-2092 to request a copy.

If you have any learning concerns or have previous documentation for a learning disability in high school, please contact our Learning Specialist for further accommodations or help at (806) 742-0150, ext. 233. She will help you register with SDS and tell you where to get the resources you need.

Ombudsman for Students

The Ombudsman for Students is available to assist students with any conflict or problem that has to do with being a student at Texas Tech University. You may visit the Ombudsman in 237 Student Union Building or call 742-4791.

DROPPING/ADDING COURSES

If you feel that you need to drop or add a course, please consult your athletic academic counselor. Changing courses on your schedule can affect your eligibility. We will not be able to process course overrides - you must have them processed by the respective department's policies.

LIMITED TO 6 WITHDRAWALS

- **Effective summer term 2008, students who enrolled in Texas Tech University for the first time during the fall 2004 semester or any subsequent semester through summer 2007** will no longer be limited to only four dropped classes (three for transfer students) but instead will be allowed a total of six dropped courses from all Texas public institutions of higher education attended during their undergraduate academic career, including any course a transfer student has dropped at another Texas public institution of higher education. **Students who enrolled in Texas Tech University for the first time in the fall 2007 academic term or any subsequent term** will be limited to a total of six dropped courses from all Texas public institutions of higher education attended during their undergraduate academic career, including any course a transfer student has dropped at another Texas public institution of higher education.
- Once students have utilized their maximum amount of withdraws, student must complete all remaining courses. Students forced to withdraw from the University because of extenuating circumstances will not be penalized for complete withdrawal.

HOLDS

Administrative holds may be placed on your records for several reasons. It is your responsibility to get these holds cleared. The Marsha Sharp Center staff places a hold on every student-athlete's record at the beginning of each semester that will remain in place as long as they are a student-athlete. This is to help ensure that schedule changes cannot be made without the knowledge of your respective athletic academic advisor.

TAKING A COURSE PASS/FAIL

Elective courses may be taken with a pass/fail option. You must declare this option before the last day to drop a course for the semester. Passing credit will not be calculated into your GPA. Failing credit will count toward your GPA. This option is not available for all majors and is very restrictive. Contact your athletic academic counselor with any questions if you are interested with this option.

STUDYING ABROAD

If you are interested in studying in another country, please visit with your athletic academic counselor. You will need to seek further information through the Office of International Affairs and the Athletic Business Office to see if your scholarship can be applied.

REPEATING COURSES/GRADE REPLACEMENTS

If you must repeat a course for degree requirements or to improve your GPA, you must obtain approval from your athletic academic counselor and college advisor. Once you have successfully retaken a course, see your athletic academic counselor to complete a Grade Replacement Form. The grade replacement is for the purpose of providing an adjusted grade point average. Your cumulative GPA will not change, but your transcript will show the Adjusted Cumulative GPA, which includes your grade replacements. First-time freshmen and transfer students who enter Texas Tech in the fall of 2004 will **not be allowed** to repeat a course in which they have earned a grade of C or above.

COMPUTER SUPPORT

Located within the Marsha Sharp Center is the Verizon computer lab which offers personal computers for your use. If you have any questions, ask the lab monitor or one of the Marsha Sharp Center staff members.

In addition to the computer lab, there are laptop computers available for check out if your team is traveling. Athletic department staff members (coach/secretary) must check out laptops, but student-athletes can return them.

The following rules and regulations are to be followed whenever you are in the Verizon Computer Lab. These are in addition to the study hall rules. It is your responsibility to follow all rules and regulations.

- If you are in the east side of the computer center (where the monitor is located) **YOU MUST BE CHECKED INTO STUDY HALL.**
- You **MUST** be working on **ACADEMIC RELATED ASSIGNMENTS ONLY.** This must be obvious to the lab monitor or counselors that will walk through on occasion.
- **NO INTERNET SURFING** for anything other than academic reasons directly related to your current classes.
- **NO TALKING,** except to the monitor on duty for questions.
- **NO FOOD.** Drinks are allowed but **MUST** have a lid and must be placed on the floor.
- **NO TOBACCO** products of any kind.
- **NO COMPUTER GAMES.**

- **NO INSTANT MESSAGING.**
- **DO NOT CHANGE COMPUTER SETTINGS** - The wallpaper, screensaver, icons, downloads prohibited, do not change anything in the computer settings.
- **CELL PHONES MUST BE OFF** – No cell phone use, this includes text messaging, leave study hall if you need to make a phone call.
- **CHECK OUT WHEN YOU LEAVE** - If you leave quiet computer room for any reason you MUST check out of study hall with the monitor on duty.
- **YOU CANNOT BE IN STUDY HALL WHILE YOU HAVE CLASS.**

STRIKE 1 - If any of the above rules are violated you will lose the time you have accumulated for the week and will be asked to leave study hall until the next day. You advisor and coach will be contacted.

STRIKE 2 - Second violation and you will lose your computer lab privileges during study hall.

RED RAIDER LIFE SKILLS

Texas Tech University is committed to the complete development of its student-athletes. As a member of the NCAA Student-Athlete Affairs Program, Tech provides programs to enhance athletic and academic excellence; promote career and personal development; and encourage community outreach. Texas Tech will continue delivery of 'Life Skills for Student-Athletes' in the fall 2011 semester. This is a 2-credit hour course that will help entering freshmen with time management, goal setting, stress management, major and career exploration, and understanding NCAA and Big 12 rules, among other issues.

Texas Tech is proud to have a Red Raider Life Skills program that was honored as a Program of Excellence by the D1A Athletic Directors Association. As a Program of Excellence, Red Raider Life Skills provides all TTU student athletes with educational opportunities through career planning events and activities, personal development seminars, and community service events to help obtain necessary skills for life after Texas Tech.

Coaches and student athletes also have the opportunity to identify and schedule educational seminars for their teams on a number of topics related to personal development, athletic development, community service, and career development. By participating in the Life Skills program each team is awarded points towards the Red Raider Life Skills Team Competition, with the winning team receiving an award and being recognized at the annual TECHSPY Awards.

For more information on how to become more involved with Red Raider Life Skills, contact the Director of Student-Athlete Affairs at 742-0150.

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The Student-Athlete Advisory Committee at Texas Tech is an active committee that consists of representatives from each intercollegiate sport. The main goal of SAAC is to work collaboratively with the athletic department for the welfare of student athletes and act as the student athletes' voice on campus. SAAC meets on a monthly basis with athletic department representatives to discuss current situations, issues, and concerns of all Texas Tech student-athletes. This committee is also proactive within institutional and city communities, organizing at least one charity event per year and assisting with various

Life Skills activities. For more information on how to become more involved with SAAC, contact the Director of Student-Athlete Affairs at 742-0150.

STUDY HALL

The Marsha Sharp Center Staff monitors a study hall program for student-athletes. The purpose of study hall is to provide an atmosphere conducive to learning. Study hall is held in the Marsha Sharp Center. During study hall, students can meet with tutors or academic coaches, use computers, or study individually.

WHO IS IN STUDY HALL?

All new student-athletes at Texas Tech are required to attend study hall their first semester of enrollment. This includes freshmen and transfer student-athletes. After the first semester, required attendance in study hall is based on academic achievement, your grade point average, and recommendations from coaches and athletic advisors. If these hours are not met, your coach will be notified. SEE YOUR ATHLETIC ACADEMIC COUNSELOR FOR SPECIFIC HOUR REQUIREMENTS.

MARSHA SHARP CENTER ORIENTATION

Prior to the beginning of each semester, the Marsha Sharp Center staff will conduct study hall orientation. Each student-athlete who is required to attend study hall will be assigned a date and time for orientation. Student-athletes will be acquainted with the rules and regulations of study hall. Orientation is mandatory for use of the Marsha Sharp Center.

HOURS

Sunday	4 pm - 8 pm (summer, not open)
Monday-Thursday	8 am – 10pm; (summer, 8am- 5 pm)
Friday	8 am - noon

CHECK IN/OUT

You must have your TEXAS TECH ID or a photo ID to check in/out of study hall. Make sure you check in and out of every area of study hall—which includes the computer lab, the quiet study classroom, and individual appointments with tutors and mentors.

TSI, CLEP & PLACEMENT EXAMS

THE TEXAS SUCCESS INIATIVE (TSI)

All students must take the THEA, ASSET, COMPASS, or Accuplacer test before the first day of classes. The Texas Higher Education Assessment (THEA) is a state mandated test, implemented to ensure that students possess the academic skills necessary to achieve success. There are certain circumstances in which you can be exempt from the THEA, ASSET, COMPASS, or Accuplacer test. (Some exemptions include ACT, SAT, or TAAS test scores.) For more information contact the TSI Office located in 72 Holden Hall. The cost for the THEA test is \$29 and the cost for the Accuplacer is \$50.

THEA passing scores (minimum):		Accuplacer passing score (minimum):	
ESSAY	5	ESSAY	6
WRITING	220	SENTENCE SKILLS	80

MATH 230
READING 230

MATH 63
READING 78

It is your responsibility to register and pay for the THEA Test. Check with your academic athletic counselor for deadlines and late fees.

If you do not pass a certain section of the THEA test, you will be required to enroll in a THEA remediation class. If you fail to attend this class or you are dropped from this class, you may be **WITHDRAWN** from the University.

You **CANNOT** enroll in the following classes until you have passed the corresponding section of the THEA test or successfully completed remediation in that subject:

Writing: ENGL 1301 or 1302

Reading: ENGL 2301 or 2302
HIST 2300 or 2301
POLS 1301 or 2302

Mathematics: Any college level math course

CLEP CREDIT (CREDIT BY EXAM)

Students may receive credit by examination for some courses. Hours earned through CLEP credit will not be used in determining your GPA. Credit earned through CLEP examination can be applied toward your degree and your athletic eligibility. For further questions see the Academic Testing Services in 213 West Hall. There is a fee for the CLEP examination.

MATH PLACEMENT EXAM

The Math Placement Examination (MPE) is used to determine which math course or courses you will be able to register for upon initial enrollment. Placement is also based on previous prerequisite collegiate math credit or the results of the math portion of the ACT or SAT. You must have scored a 26 on the ACT math portion or a 610 on the SAT math portion to be automatically eligible for entry-level math without an MPE score. The MPE is offered ON-LINE and through the Math department during summer orientation and registration during the semester. The MPE is **ONLY** offered online when Texas Tech is **NOT** in session. For more information contact the Math department at 742-2566 or check the website at www.math.ttu.edu.

FOREIGN LANGUAGE PLACEMENT EXAM

Placement tests are offered in French, German, Latin and Spanish. You can receive CLEP credit for foreign language courses. For more information contact the Language Laboratory in room 19 of the Foreign Language Building or by calling 742-3151.

TRANSCRIPTS

Official transcripts are available for \$5.00 in the transcript office located in West Hall. You must have your student ID to receive a copy of your transcript, and all your holds must be released. If you have any difficulties getting a copy of your transcript, see your athletic academic advisor. Transcripts may also be ordered from www.reg.ttu.edu.

LEARNING ASSISTANCE PROGRAM

Learning assistance is available to all student-athletes, trainers, managers, spirit squad members, and staff. Tutors greatly enhance your academic performance and assist you in achieving your academic goals. Policies and procedures for utilizing the tutorial program have been established to ensure that every student has access to the best tutoring services possible. These policies are outlined in orientation and are on every tutor request. By filling out a tutor request, you are automatically agreeing to follow the policies of the tutoring program. Not abiding by these policies may cause delays with your tutoring request and/or problems with your appointment.

Tutor request forms are available at <https://festiva.tosm.ttu.edu/StudyHall/TutoringRequestForm.aspx>. Tutor request forms must be completed properly to schedule an appointment. Students must complete the forms themselves and submit at least 48 hours prior to the desired tutoring appointment. Tutoring requests for Sundays must be turned in no later than 10 PM on Thursdays. Tutoring requests will not be accepted over the phone, but if you meet with a tutor once and decide on another appointment, PLEASE notify the tutoring office before that next appointment takes place. Every effort will be made to locate a tutor, but there is no guarantee a tutor will be available for the request.

Student-athletes wishing to cancel tutoring appointments must do so 5 hours prior to the scheduled appointment. This includes permanent appointments as well. Failure to cancel an appointment 5 hours before a scheduled appointment will result in a “no show.”

Tutoring sessions will be held in the individual tutor rooms within the Marsha Sharp Center. Students will receive study hall credit for appointments held in the Marsha Sharp Center only.

Student-athletes are expected to act ethically and professionally. This behavior includes being prepared for tutoring sessions with the correct textbooks, notes, supplies, and syllabus for the course. Students are expected to arrive on time and be prepared to work throughout the entire tutoring session(s). Tutors are to be treated with respect. Any student-athlete failing to show courtesy will not be allowed additional tutoring from the Department of Athletics.

Tutors are NOT allowed to type papers or complete homework assignments for student-athletes. A tutor may proofread a paper or help with homework as long as the student-athlete is present and participating in the assignment. Student-athletes may NEVER leave a paper or homework assignment with a tutor. Student-athletes may NOT EMAIL any work to tutors. Doing so is academic dishonesty and may result in having tutoring privileges revoked.

Any student-athlete missing ONE scheduled appointment will be required to pay tutoring fees of \$10.00 for the missed appointment. In addition to this fee, all permanent appointments will be cancelled until the student-athlete meets with the tutoring staff and his/her specific sport counselor. A “no show” also includes showing up unprepared or unwilling to work. Telling the tutor at the appointment time that help is not needed will also count as a “no show.” It is the responsibility of the student athlete to know their practice and game schedules and schedule tutors accordingly. Missing an appointment due to practice, team meeting, or a game constitutes a “no show” as well.

TEXTBOOKS

Student athletes may receive a scholarship to cover the cost of required textbooks for academic courses as stated on the course syllabus. Textbooks are available from the campus bookstore, Barnes & Noble, located in the Student Union Building. The textbooks received are essentially on loan from the bookstore and must be returned at the end of each semester. Dates to return books are posted in the Marsha Sharp Center and the Athletic Business Office.

TEXTBOOK AUTHORIZATION PROCEDURES

Once Academic Services, (Denise Hood), receives the book authorization list from Brenda Collins, Athletic Financial Aid Coordinator, she will forward the student-athlete schedules to Barnes & Noble. Jason Coldiron, Textbook Manager at Barnes & Noble, will pull the books based on the student-athlete's schedule provided by Denise Hood. In order for a student-athlete to pick up their books, they must present their TTU student ID. They will be required to sign the store and customer copy of the receipt. Barnes & Noble will not give the customer copy to the student. That copy will be forwarded to Brenda Collins with the semester billing. Student-athletes will deal only with Jason at Barnes & Noble. Jason will instruct his student workers to direct all athletes to him. This will alleviate confusion. Barnes & Noble will return to the shelf books not picked up after 2 weeks. Students will have to revisit with Denise Hood after that time in order to be re-authorized to pick up books. Barnes & Noble will credit Athletics for books re-shelved before the billing is sent.

If you decide to add or drop a course, your athletic academic counselor will provide you with a "Bookstore Approval Form" with your revised schedule. It is your responsibility to take this form to the bookstore in order to return books for dropped courses and/or receive books for added courses.

If a student-athlete receives a partial amount for books, a stipend check will be issued to the student on the first scholarship check disbursement date for the semester. This stipend check is to be used to purchase textbooks.

If a student-athlete needs to purchase books or packets that are not available at the bookstore, please see Denise Hood in Academic Services to receive authorization to purchase the needed books or packets elsewhere. If approved by Denise Hood, the student-athlete will then take an "Authorization for Textbook Reimbursement Charge" form with attached paid receipt(s), and a copy of the course syllabus to Brenda Collins in the Athletic Business Office for reimbursement.

BOOK RETURN POLICY

The following policies have been established for returning books:

At the end of each semester, **textbooks are to be returned to the campus bookstore no later than one day after the last day of finals.** If you fail to return any textbook(s) on or before the due date, you will be held responsible for 2/3 of the cost of the textbook(s). This also applies to student-athletes who choose to keep their book(s). Payment arrangements can be set up with Brenda Collins. A registration hold will be placed on your student record until a payment plan and initial payment is in place.

When the student-athlete returns the books to Barnes & Noble, Jason will check the returned book(s) off of their receipt copy and have the student sign that copy. Barnes & Noble will then forward the returned book receipts to Brenda Collins with the list of students not returning books. This will allow Athletics to properly charge the student-athlete for books not returned.

BOOKS AND COURSE SUPPLIES

NCAA rules allow the Athletics Department to provide only course-related textbooks (if stated in your scholarship agreement). If books are covered by your scholarship, the Athletics Department can pay for some non-traditional course supplies (i.e., lab manuals and first aid kits) as long as they are listed as being required on the course syllabus. Any course materials that are not provided by the bookstore must be purchased by the student-athlete and then the student-athlete will be reimbursed.

PLEASE NOTE: A copy of the course syllabus and a detailed receipt with the product(s) purchased (itemized) are required for reimbursement. The Athletics Department reserves the right to deny the reimbursement of specific required course items due to the expense. This especially applies to elective courses.

If course materials are available at an on-campus outlet (i.e., CopyTech, the BA Copy Center, etc), then these materials can be charged to the Athletics Department with an "Authorization for

Reimbursement/Charge” form provided by Denise Hood in Academic Services. This form, along with a copy of the course syllabus, is required to charge at one of these on-campus outlets.

STIPEND CHECKS

There may be deductions from monthly stipend checks for miscellaneous items, most specifically withholding for International student-athletes. Staff members may place a hold on these checks if necessary. Undergraduate student-athletes must be enrolled in a minimum of 12 credit hours and graduate students must be enrolled in a minimum of 9 credit hours to be eligible to receive the check. There might be extenuating circumstances, (last hours needed to graduate) that may enable the student-athlete to be enrolled less than full time.

ATHLETIC COMPLIANCE

ATHLETIC COMPLIANCE
JONES STADIUM – SOUTH END
(806)742-3355

RESPONSIBILITY

As a student-athlete at Texas Tech University you are responsible for adhering to the rules and regulations of the NCAA, Big 12 Conference and Texas Tech. It is your responsibility to report any alleged or suspected rules violations to the Texas Tech Compliance Office. Please direct any NCAA or Big 12 rules questions to the compliance office and remember... Help us Protect Our House.

ELIGIBILITY

SEASONS OF COMPETITION AND FIVE-YEAR RULE (NCAA BYLAW 14.2)

(If you are a QUALIFIER out of high school...)

You are allowed four seasons of competition within five years from the time you first enrolled full-time in a collegiate institution. When you participate in any competition in your sport (including scrimmages and exhibitions), whether it is for one minute or an entire competition, you have used a season of competition and one of your four years of eligibility. Your five-year clock begins when you enroll full-time for the first time at a collegiate institution.

Eligibility for Practice: To be eligible to participate in organized practice sessions, you must be enrolled full-time (12 hours) and be within your five-year eligibility window.

Eligibility for Competition: To be eligible to represent Texas Tech in competition you must be certified eligible under all Texas Tech, Big 12 and NCAA rules.

Please refer to the Academics' Athletic Eligibility section for more information.

Please refer to the Academics' Athletic Eligibility section for more information.

MEDICAL HARDSHIP WAIVERS

If you compete in a limited amount of competition during a season, suffer an injury and it has been demonstrated that the injury is incapacitating (i.e., you are unable to compete the remainder of the season) you may be eligible for a medical hardship waiver. The injury must have occurred under all of the following conditions:

- The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two year or four year collegiate institution;
- The injury or illness occurs prior to the completion of the first half of the playing season that concludes with the NCAA Championship; and
- The injury or illness occurs when the student-athlete has not participated in more than 3 or 30 percent of the institution's scheduled or completed contests or dates of competition in his or her sport.

Texas Tech must submit medical documentation from a physician including, but not limited to, diagnosis of the injury and surgery or treatment notes. Please note if you become injured at any point during the season it is imperative that your athletics trainer is aware of your injury and documents your rehabilitation process.

STUDENT-ATHLETE EMPLOYMENT

Employment is defined as work performed in exchange for pay or any type of barter arrangement (work in an exchange for gifts, services, lodging, etc.).

All student-athletes are eligible for employment during the regular academic year, as well as during the university's official vacation periods (e.g., Christmas, spring break) and the summer. The Compliance Office must keep written records verifying all student-athlete employment. Thus, if you wish to be employed while you have eligibility remaining, you **MUST** notify the Compliance Office in writing **BEFORE** you start working. A failure to notify the compliance office of your current employment **MAY** prevent you from participating in practice or competition. The following rules are applicable to student-athlete employment:

RULES FOR EMPLOYMENT:

- Earnings from employment must be at a rate of pay which is commensurate with the going rate for that type of work.
- Your employer cannot provide transportation for you to and/or from work unless such transportation is provided to all employees.
- Your employer cannot provide you with any benefit or privilege that is not provided to all employees (e.g., meals, cars, and entertainment at home).
- The employer and student-athlete will make available for review and inspection, by an authorized representative at the NCAA, Big 12 or Texas Tech, copies of all documents, earnings statements and other records related to the employment.
- Employment within the athletic department requires special approval from your sport supervisor and the Compliance Office.

FEE FOR LESSON:

You may receive compensation for teaching sport skills or techniques in your sport provided:

- Texas Tech University facilities are not used;
- Playing lessons shall not be permitted;
- The Compliance Office obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided during any time of the year;

- The compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity;
- Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time;
- The student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.

STEPS TO FOLLOW BEFORE BEGINNING EMPLOYMENT

- Log on to the compliance forms website (<https://festiva.tosm.ttu.edu/AthleteForms/>) and complete the **academic year** employment form.
- If your employment changes during the academic year, you are responsible for contacting the Compliance Office to obtain an employment form or to unlock your current academic year employment form online in order for you to update the information.
- If you plan to work during the summer, please contact the Compliance Office to obtain an employment form to report your **summer employment**.

Failure to notify the compliance office prior to beginning employment may result in you becoming ineligible for practice and competition.

If you have questions regarding employment, please contact the Compliance Office.

TOBACCO PRODUCTS

The use of tobacco products is prohibited in all sports during practice and competition.

NCAA BANNED SUBSTANCES

Refer to the Support Services section for drug education and testing and the Academic Services section for the Student Code of Conduct.

Penalties for NCAA and Big 12 positive drug tests are severe and include up to two years of loss of eligibility. Ineligibility for Use of Banned Drugs ~ A student-athlete who, as a result of a drug test administered by the NCAA or Big 12, is found to have used a substance on the list of banned drug classes, is declared **ineligible** and may be charged with up to two seasons of competition.

NUTRITIONAL SUPPLEMENTS

Texas Tech may provide student-athletes with nutritional supplements under strict NCAA guidelines. They may not contain NCAA banned substances and must fit in one of the following classes: Carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters and vitamins/minerals.

NCAA Nutritional/Dietary Supplements Warning:

- Dietary supplements are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.

Any product containing a dietary supplement not provided by Texas Tech Athletics is taken at your own risk!

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1976 (BUCKLEY AMENDMENT)

At the beginning of each year, as part of the NCAA eligibility forms to be completed and filed, student-athletes are required to have a current and signed Buckley Amendment. The form is filed in the Compliance Office as designated by the Director of Athletics. The Buckley Amendment grants permission to University faculty and staff to review the student's academic records and report it to the NCAA for purposes of academic progress and eligibility.

ATHLETICS BOOSTER

As a student-athlete, you need to be aware that there are limitations on the interactions that you may have with individuals the NCAA identifies as a representative of Texas Tech University's athletics interests (i.e., an "athletics booster").

NCAA rules define a booster as:

"Any individual who is a member of the Red Raider Club, has made donations to the Red Raider Club, or the athletics department, is involved in any manner in recruiting prospects or in providing benefits (e.g., summer jobs, occasional meals) to enrolled student-athletes, or is otherwise involved in promoting Texas Tech's athletics program."

NOTE: The NCAA stipulates that once an individual has been identified as a booster of the Texas Tech University athletics programs he or she retains this status indefinitely. Please be aware that becoming "friends" with an athletic booster and/or employee of Texas Tech does not change their status as far as NCAA rules are concerned.

EXTRA BENEFITS

An extra benefit is any special arrangement by an institutional employee or a booster to provide a student-athlete or their relatives or friends a benefit that is not available to the general student body.

The acceptance by you, your parent(s) or guardian(s), or friends of any extra benefit is a violation of NCAA regulations and places your eligibility for intercollegiate competition in immediate jeopardy. This means that you should not accept special discounts on purchases or services, or even accept special payment arrangements on any purchases. Be very careful of "free" or "special" benefits that someone wishes to give you unless they are available to the general student body. If you are in doubt about such benefits, check with the Compliance Office or your coach.

*On one occasion during the year you may accept an invitation to a booster's home for a meal provided your coach has given prior approval and documentation is on file in the compliance office.

EXAMPLES OF EXTRA BENEFITS:

- You cannot accept anything from an employee of Texas Tech or a Texas Tech athletic booster (e.g., use of a car, hair cut, clothing, gifts, money, tickets for any kind of entertainment, payment of long distance telephone calls, free summer storage space.)
- You cannot sell or exchange your complimentary admissions.
- You cannot accept room and/or board from any employee or booster of Texas Tech athletics (This includes Lubbock, your home city, or any other location.)
- You cannot accept free or reduced cost merchandise (e.g., athletic shoes, DVD's/CD's, clothing, meals at restaurants) or services from a merchant unless that free or reduced cost item is also available to the general public.
- You cannot use an athletic department copy machine, fax machine, express mail service or make long distance phone calls for personal use using athletic department equipment.

- Members of the athletic department staff (e.g., all full-time, part-time, and student-employees of the Athletic Department) cannot type reports, papers, letters, etc. for any student-athletes.
- You cannot receive a special discount, payment arrangement, or credit on a purchase (e.g., airline tickets, clothing, athletic gear), or service (e.g., laundry, and dry cleaning) from an employee of Texas Tech or an athletic booster.
- You are not permitted to receive a special discount just because you are a student-athlete at Texas Tech University. All discounts received must be available to the general student population or to the general public.
- A Texas Tech University employee or a booster cannot provide you with a loan of money, a guarantee of bond, or the signing or cosigning of a note to arrange a loan.
- A Texas Tech University employee or a booster cannot provide you with the use of an automobile.

PARTICIPATION AWARDS/CONFERENCE AWARDS/BOWL & NCAA CHAMPIONSHIP AWARDS

You may not sell or exchange awards for any item of value. Doing so will result in a violation of NCAA rules and will jeopardize your eligibility.

EQUIPMENT & APPAREL

Equipment and apparel provided by Texas Tech is for your personal use in practice and competition. You may not sell or exchange equipment or apparel for any item of value. Doing so will result in a violation of NCAA rules and will jeopardize your eligibility.

VEHICLE INFORMATION

You are required to provide information about your vehicle for NCAA monitoring purposes. You will enter vehicle information on the compliance forms website (<http://athleteforms.athl.ttu.edu>) prior to clearance for practice.

If your vehicle information changes during the academic year, you are responsible for contacting the Compliance Office to obtain an extra benefit questionnaire or to unlock your current academic year extra benefit form online in order for you to update the information. Please note: student-athlete vehicle information is checked against Texas Tech University Parking Services records and sent to your coaches for review.

SPORTS WAGERING

It is hoped that you, as a student-athlete, will never be approached in an attempt to involve you in gambling or bribery. In the past however, on some campuses, student-athletes have become involved with organized gambling operations. The results of this involvement have been both severe and tragic, not only for the individual but for their entire University athletics program.

Be aware that the gambling industry is constantly seeking sources for information. It is possible that you may be approached and questioned about the condition and attitude of other team players. You may be asked to alter a game in some manner and be offered favors or gifts for doing so. If this occurs, you must report the incident to your coach immediately. Texas Tech University and the Department of Athletics are committed to combating all forms of gambling and bribery. Gambling is one of the major sources of revenue for organized crime. Operators need inside information to set the betting line or odds. An attempt to procure this information through bribery of a sports participant is a felony.

You should keep in mind that your participation in gambling interests, even in the most minor fashion, might jeopardize your athletic career. Because of the extreme importance of this problem, you are asked to observe these guidelines:

- Report to your coach any attempt to secure information concerning situations that might alter the normal performance of your team.
- Do not accept any “free ride” from strangers, such as meals, presents, etc. You are required by both Texas Tech and the NCAA to report any individual who offers gifts, money or favors in exchange for supplying information or for attempting to alter the outcome of any contest.
- Be aware of the legalities of gambling at an institutional and state level.
- Do not accept any money from a “fan” for a game “well played.”
- Do not attempt to sell your complimentary tickets to anyone.
- Do not discuss the condition or attitude of your team with anyone other than your teammates or coaches.

In addition:

- **NO** wagers for any item of value (e.g., cash, clothing, meals) on ANY professional or college sports event, even those that do not involve Texas Tech.
- **NO** sports “pools”, even those run by your friends in the dorm.
- **NO** internet gambling on sports events.
- **NO** fantasy leagues that award a prize and/or require a fee to participate.
- **NO** sports wagering using “800” numbers.
- **NO** exchange of information about your team with ANYONE who gambles. In other words, no information about injuries, new plays, team morale, discipline problems, or anything else.

Penalties: If a student-athlete is found to have participated in sports wagering they will be declared ineligible. Reinstatement will depend on the facts of each violation.

- *Permanent loss of eligibility for sports wagering activity involving Texas Tech or if activities are designed to influence the outcome of a contest.*
- *Up to two years of eligibility lost (ineligible one calendar year plus the loss of one season) for sports wagering activity involved through the internet, bookmaker or parlay card.*
- *Ineligible for a percentage of the season based on frequency and duration of sports wagering (includes friendly wagers with teammates, family).*

Scope of Rule for Sports Wagering Activities (NCAA Bylaw 10.3)

- *Institutional practice and competition (collegiate, amateur or professional) in sports that NCAA conducts championships.*
- *Sports wagering includes but is not limited to brackets, pools, fantasy leagues and internet gambling.*
- *Student-athletes may not give information to anyone about your team (you do not know if they are involved in sports wagering activities).*

Sports Wagering Terms/Definitions

- ***Wager:*** *NCAA defines where an individual agrees to give up an item of value (e.g., cash, clothing, dinner) in exchange for the possibility of gaining another item of value.*
- ***Bookie:*** *A person who accepts and pays off bets.*
- ***Juice/Vig:*** *The money owed to a bookmaker or a loan shark.*
- ***Line:*** *The posted list of games and their point spreads.*
- ***Parlay:*** *Betting on a combination of two or more games.*

- **Spread:** A form of handicapping in which odds makers predict how many points one team needs against another in order to even out the public betting on a particular game.

Four important things to remember:

1. Wagering on activities that do not involve the outcome of contests are not permitted (e.g., who scores first, picking the top scorer);
2. It is not permissible to wager any item of monetary value (e.g., groceries, dinner).
3. Providing information about a student-athlete or a Texas Tech team to individuals involved in gambling activities is prohibited.
4. Wagering on practice activities (e.g., sprints, weightlifting, closest to pin, free throws, home run derby) is prohibited.

Visit <http://www.dontbetonit.org/> for more information on sports wagering. The NCAA opposes all forms of legal and illegal sports wagering. The consequences are very severe. The minute you are discovered to have made a bet of any kind... or to have given information to someone who is involved in gambling activities...you are declared ineligible, suspended from the team, and could be arrested or charged with a crime.

AGENTS

To compete as a student-athlete it is essential that you know the NCAA rules related to professional sports. Any violation of these rules could have severe negative consequences for you and Texas Tech.

- You may not agree, either orally or in writing to be represented by an agent for the purpose of marketing your athletic ability or reputation in a sport. You will lose your eligibility even if you do not date the agreement, date the agreement as of a date after you have completed your eligibility in that sport or agree that the agent will only represent you in future negotiations *after* you have completed your eligibility in that sport.
- You may not accept (or allow a family member(s) or friend(s) to accept) transportation or any other benefits from anyone who wishes to represent you to market your athletic ability.
- You may not negotiate or enter into any kind of agreement, either orally or written, to compete in professional athletics (even if not legally enforceable) and remain eligible in that sport.
- You may not receive any preferential treatment, benefits, or services, including loans you do not have to begin to pay back immediately, because of your athletic reputation or money you may make as a professional athlete.
- You may receive advice about a future professional sports career from your head coach, athletic director, or the Compliance Office.
- In addition, in order to maintain your amateur status and remain eligible for intercollegiate competition, you may not receive any type of pay for play (either directly or indirectly) nor may you be involved in any commercial endorsement for a product, service, or establishment.
- “Pay” includes any type of salary or compensation (including cash prizes). You may receive actual and necessary travel, room and board expenses, and apparel and equipment for practice and competition. These expenses may be received only from someone upon whom you are naturally or legally dependent or from a non-Texas Tech University team, an amateur organization or local sports club. Such expenses cannot be based upon the outcome of the competition.
- All awards or cash prizes that you are not allowed to receive under NCAA regulations cannot be given in your name to another individual or agency.
- All agents must be registered with the state of Texas and Texas Tech University and must be in good standing with the players’ association in the sports in which they work (e.g., football = NFLPA).

Please see the compliance office if you or your family is interested in obtaining information on a particular agent or would like to set up a meeting with an agent.

COMPLIMENTARY ADMISSIONS

Complimentary admissions to team competitions are distributed in accordance with Texas Tech, Big 12 Conference and NCAA rules and regulations. Four complimentary admissions per home or away contests may be provided to you as a student-athlete in the sport in which you participate, regardless of whether you ultimately compete in that contest. For postseason events (e.g., Big 12 Conference Tournament, NCAA Championships, Bowl Game), you may be provided up to six complimentary admissions for all intercollegiate athletics events at the site at which you or your team participates.

Complimentary admissions are provided only through a pass list for the individuals you designate. When your guests utilize complimentary admissions they must present identification to the person supervising the use of the pass list at the admission gate; no exceptions can be made, identification must be shown. Each guest is provided a ticket stub including seat location at this time.

You may not sell or exchange your complimentary admissions for any benefit or item. In addition, you may not purchase tickets to an athletics event from Texas Tech and sell the tickets at a price greater than their face value. Your eligibility will be affected if you fail to comply with the above mentioned rules.

PLAYING AND PRACTICE SEASON LIMITATIONS

Practice during your sport's playing season is limited to:

- No more than four hours per day of countable athletically related activities, including multi-sport student-athletes. Golf is permitted an exception to the four hours per day during a practice round.
- No more than 20 hours per week of countable athletically related activities, including multi-sport student-athletes.
- One day off per week from all countable athletically related activities. A travel day may count as your day off provided you do not engage in athletic activities including visiting the competition site.

Countable athletically related activities include:

- Competition (always counts 3 hours),
- Required practice, weight training and conditioning,
- Participation in required individual workouts,
- Required review of contest films or videotapes,
- Required athletically related meetings, and
- Required on-court/on-field activities.

You are permitted to participate in a maximum of eight (8) hours per week outside of your sport's playing season only in the following athletically-related activities:

- Required weight-training and conditioning activities held at the direction of, or supervised by, an institutional staff member.
- Individual skill-related instruction in sports other than football is permitted outside the institution's declared playing season.
 - Skill instruction between the first day of classes of the current academic year and September 15 may include no more than four student-athletes from the same team that are involved in any one activity simultaneously.

- Skill instruction between April 15 and one week prior to the beginning of the final examination period at the conclusion of the academic year may include no more than four student-athletes from the same time that are involved in any one activity simultaneously.
- In addition, **not more than 2 of the 8 hours per week** may be spent on the individual skill-related instruction.
- Individual skill instruction in sports other than baseball and football is permitted outside the playing season between the dates of September 15 and April 15 is permitted. There are no limitations on the number of student-athletes who may be involved during this time period. In addition, **not more than 2 of the 8 hours per week** may be spent on the individual skill-related instruction.
- In the sport of baseball, more than four student-athletes may be involved in skill instruction from September 15 to one week prior to final exams and from January 15 to April 15. From the opening day of classes in January to January 15, no more than four student-athletes may be involved in skill instruction at one time.
- In sports other than football, **all athletically related activities** outside the playing season are **prohibited** one week prior to the beginning of the final examination period through the conclusion of each student-athlete's final exams.
- In the sport of football, **not more than 2 of the 8 hours** per week can be watching film with a coach.
- Two days off per week from all required athletically related activities.

You are permitted to workout anytime you wish when it is neither required nor supervised by the coaching staff. Exceptions for supervision are made for field events (e.g., javelin, discus, pole vault) for safety reasons.

RECRUITING

You may be asked to assist in the recruiting process of prospective student-athletes. Rules that apply to your participation in recruitment include:

- You **may not** telephone or meet off-campus with a recruit for the purpose of promoting our athletic program or encouraging enrollment at Texas Tech University; and
- You **may not** provide any material assistance (e.g., a place to stay, rides, meals, etc.) or an item of value (e.g., apparel) to any prospective student-athletes, even if the prospective student-athlete has signed the National Letter of Intent to attend the university. Recruits remain prospects as defined by the NCAA until the first day of fall classes, the first day of preseason practice, or the first day of summer bridge classes whichever comes first. Please contact the Compliance Office if you are unsure when someone is still considered a prospect.

You may be invited by your high-school coach or a program planner for a local organization to speak to a group. You may do so, and speak generally about your experiences as a student-athlete (e.g. student life OR attending classes). However, please be aware of the following:

- You **may not** make a recruiting “pitch” for Texas Tech;
- You **may not** talk one-on-one with any student who is in grades 9-12, other than casual civil conversation not involving recruitment; and
- You **may not** comment publicly about any prospective student-athlete that Texas Tech is recruiting.

Please see the Student-Athlete Affairs Director in Academic Services, for prior written approval, if you are asked to participate in high school activities.

OFFICIAL VISIT

YOU can make the difference when a recruit is deciding whether to attend Texas Tech. The coaches have spent many hours getting to know recruits and their families and educating them on what Texas Tech has to offer in the way of academic courses, distinguished professors, state-of-the-art facilities, etc. For many, the decision-making process can be equally influenced by the people prospects meet on campus and the things they do while in the Lubbock community. You are our best sales people – use what has made Texas Tech a great place for you to show the recruits that Texas Tech is the right place for them.

As you are showing recruits what it means to be a Red Raider – always representing the University well, working hard in the classroom and giving your all in your sport – there are some specific things to remember that will help to make sure they get the right message.

If you are a student-athlete host, the prospect may stay with you and the University may provide you with \$30 for each day you host the prospect. This is to cover all “actual and necessary” expenses you incur. If you entertain more than one prospect, you may receive an additional \$15 per day. This money is to be used for entertainment. You must attend a student host orientation session before being permitted to host.

- **Boosters:** Boosters may not come in contact with the prospects or provide funds to entertain a prospect.
- **Meals:** The designated student host may receive meals when accompanying the prospect.
- **Entertainment:** It is not permissible to entertain other relatives (e.g., siblings) or friends of a prospect at any time.
- **Comp Admissions:** General seating to home athletics contests only. Media/bench area, press box, skybox is not permitted.
- **Automobiles:** Coaches, staff or boosters cannot provide an automobile for use by the prospect or the student host.
- **Host Entertainment Money** -Texas Tech may provide a host with a maximum of \$30.00 for each day of the official visit to cover the actual costs of entertaining the prospect (and the prospect's parents, legal guardian or spouse).
- **Souvenirs** - Texas Tech may not give or buy a prospect or those persons who accompany the prospect any souvenirs such as shirts, photographs, jerseys, shoes, etc. The \$30/day entertainment money **may not** be used to buy souvenirs.

<p>CODE OF CONDUCT: Individuals involved in the recruiting visit will act in a responsible manner and are expected to abide by the law. The use of alcohol, drugs, sex and gambling in recruiting are prohibited and will result in disciplinary action.</p>

- Individuals involved in the recruiting visit will act in a responsible manner and are expected to abide by the law. (*Do not take an underage recruit to a bar or club which allows admittance only to those over 21 years of age. Alcohol is prohibited regardless of age.*)
- The use of alcohol, drugs, sex and gambling in recruiting will not be tolerated and will result in disciplinary action.
- NCAA Rules must be abided by in all situations (see above).
- No engagement in any type of “adult entertainment” (i.e., exotic dance clubs, escort services).
- Never leave a recruit alone or with a non-team member (e.g., President’s Select). No dates or “set-ups” for the recruit.
- Have a plan for entertaining the recruit and review with your head coach or designee. Advise the head coach in advance of any changes to the plan.
- Report to your head coach immediately if your recruit acts in a manner detrimental to Texas Tech.

Remember, a recruiting visit is about the recruit.

Goal of Recruiting Visit: Our goal is for the recruit to confirm Texas Tech will be the “right fit,” both academically and athletically, and for the university (e.g., coaches, staff) to feel the same way.

Purpose of Official Visit: The Texas Tech Athletics Department shall provide each visiting recruit and his/her family the opportunity to gain knowledge about academic programs, familiarize themselves with the athletics department including possible future teammates, coaches and support staff and experience what campus and community life would be like as a student-athlete.

OUTSIDE COMPETITION AND AMATEURISM

In the sport of basketball, you cannot participate during the academic year in any organized basketball competition without losing ALL eligibility for further intercollegiate competition in the sport of basketball.

In all sports except basketball, you cannot participate during the academic year as a member of an outside team in any non-collegiate, amateur competition. The penalty for this violation is loss of eligibility for the remainder of that year and for the next academic year.

- Exception: You may compete outside of your sport’s playing season as a member of an outside team in any noncollegiate, amateur competition during any official vacation period published in Texas Tech’s catalog. However, the number of student-athletes from Texas Tech shall not exceed the applicable limits.
- Exception: You may compete in outside competition as an individual during the academic year as long as you represent only yourself (cannot use Texas Tech apparel or equipment) in the competition and you do not engage in such competition as a member of or receive expenses from an outside team.

You may not accept prize money regardless of the amount of your expenses without jeopardizing your NCAA amateur status. This applies after you enroll for the first time at any collegiate institution.

- Exception: In individual sports, a student-athlete may accept prize money based on his or her place finish or performance in an open athletics event (an event that is not invitation only), provided the competition occurs outside the institution's declared playing and practice season during the institution's summer vacation period. Such prize money may not exceed personal actual and necessary expenses and may be provided only by the sponsor of the open event. The calculation of actual and necessary expenses shall not include the expenses or fees of anyone other than the student-athlete (e.g., coach's fees or expenses, parent's expenses).

You must complete an outside competition form and receive prior approval from the Compliance Office before competing on any outside team. Your eligibility depends on it!

STUDENT-ATHLETE SPEAKING ENGAGEMENTS & APPEARANCES

If you are asked to speak or promote a Texas Tech, non-profit or charitable function, you should refer the person to the Student-Athlete Affairs Director in Academic Services so the proper information and prior approval may be obtained. You may not miss any classes to participate in the appearance.

Promotional Activities

The name, photo or likeness of a student-athlete may only be used to promote Texas Tech, a non-profit or charitable organization. An individual or business may not use a student-athlete’s name, photo or likeness to promote a product or an event for the purpose of making money. Student-athlete’s may not

give permission for their name, photo or likeness to be used in this manner. **Please note:** this rule still applies if you own your own business (e.g., lawn care, car wash).

Use of Name, Photo, Likeness (Social Media)

You may not allow your name, photo or likeness to be used to promote an individual or commercial business via social media (e.g. facebook, twitter, myspace, etc.)

If an individual contacts you about a student-athlete speaking engagement or appearance opportunity you need to say, "Thank you for considering me for this opportunity. Please contact the Director of Student-Athlete Affairs at (806) 742-0150 for information about requesting a student-athlete appearance."

TRANSFER GUIDELINES

OBTAINING PERMISSION TO CONTACT OTHER INSTITUTIONS

- Talk with your coach and inform him/her of your desire to transfer.
- Contact the Compliance Office and complete a written transfer request form and Big 12 Intra-Conference Transfer Form.
- You must receive written permission from Texas Tech prior to speaking to another four-year institution about the possibility of transferring.
- You must meet an exception to be immediately eligible to compete at another four-year institution (all sports except football, baseball and basketball). Texas Tech must grant or deny a written request for permission to contact another four-year institution within seven business days of receipt of the written request.

HEARING OPPORTUNITY

If Texas Tech denies you the opportunity to contact another institution, you may be provided a hearing conducted by a committee outside of the athletics department. Texas Tech shall have 15 business days upon written request for an appeal to conduct an appeal hearing and provide written results.

If Texas Tech fails to respond to the student-athlete's written request or fails to conduct the hearing or provide written results within the specific time period, permission to contact or the transfer release shall be granted by default and you shall be provided written permission or release.

If after the appeal, permission to contact is denied and you transfer, you will not be allowed to receive institutional aid or compete in your first year at that institution. You will, however, be allowed to practice.

If permission to contact is granted but the one-time transfer exception is denied and you transfer, you can practice and receive athletics aid but may not compete during your first year at that institution.

ONE-TIME TRANSFER EXCEPTION (BYLAW 14.5.5.2.10)

This exception allows you to be immediately eligible for competition in your first year of the transfer provided the Head Coach and Athletic Director grant use of the exception and following conditions are met:

- You transfer from another four-year institution.
- You participate in a sport other than Division I basketball, baseball or football.
- You have not transferred previously from another four-year institution.
- You are in good academic standing and meet all progress-toward-degree requirements.
- Your previous institution certifies in writing that it has no objection to the student being granted this exception to the transfer-residence requirement.

ELIGIBILITY FOR INSTITUTIONAL ATHLETICALLY RELATED FINANCIAL AID (BYLAW 14.5.5.4)

If you transfer from Texas Tech to another four-year institution, you may receive institutional athletically related financial aid (i.e. scholarship in your sport) during your first academic year **only** if you would have been academically eligible to compete during the next regular academic term had you remained at Texas Tech.

TRANSFERRING FROM TEXAS TECH TO ANOTHER BIG 12 INSTITUTION

Conference Rule 6.3

Intraconference Transfers. The eligibility of a student-athlete who transfers directly or indirectly from one conference Member Institution to another shall be determined by NCAA regulations. In the event NCAA regulations require the student-athlete to complete one full academic year in residence before being eligible to compete in a sport, the student-athlete shall also forfeit one season of competition in that sport.

Conference Rule 6.3.1

4-2-4 Transfers. A 4-2-4 transfer student-athlete who is in compliance with NCAA Bylaw 14.5.6 must complete one full academic year in residence before being eligible to compete in a sport and forfeit one season of competition unless, in sports other than football or basketball, the director athletics of the Conference Member Institution of initial enrollment consents in writing to the student-athlete's enrollment at the second Conference Member Institution. Any consent given relating to a the indirect intraconference transfer may be unconditional or conditioned on the student-athlete completing one full academic year in residence at the second Conference Member Institution.

Conference Rule 6.3.1.1

Hearing Opportunity. If under C.R. 6.3.1, the said director of athletics denies consent for a 4-2-4 transfer student-athlete, the institution shall inform the student-athlete in writing that a hearing shall be provided upon request. If a hearing is requested, the hearing procedures established by the institution in conformity with NCAA legislation relating to the one-time transfer exception shall be applicable.

Conference Rule 6.3.2

Certification Form. Prior to a student-athlete's transfer, the head coach, student-athlete and director of compliance shall sign a Conference prescribed C.R. 6.3 intraconference transfer certification form. The form shall remain on file at the institution of which the student-athlete is transferring from.

STUDENT-ATHLETE TRANSFER/RELEASE APPEAL POLICY

Texas Tech shall notify a student-athlete in writing regarding a decision that will affect their transfer status (i.e., permission to speak, one-time transfer, intra-conference transfer). The compliance office seeks input from the head coach regarding the decision whether to approve or deny permission to contact/one-time transfer exception or intra-conference transfer. Final authority rests with the Athletic Director.

Per NCAA Bylaw 13.1.1.3 Four-Year College Prospective Student-Athletes (Permission to Contact), an athletics staff member or other representative of the institution's athletics interests shall not make contact with the student-athlete of another NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining the written permission of Texas Tech's Director of Athletics (or an athletics administrator designated by the Director of Athletics) to do so, regardless of who makes the initial contact. If Texas Tech does not grant permission to contact, the second institution shall not encourage the transfer and the institution shall not provide athletically related financial assistance to the student-athlete

until the student-athlete has attended the second institution for one academic year. If Texas Tech grants permission to contact the student-athlete, all applicable NCAA recruiting rules apply.

Per NCAA Bylaw 14.5.5.2.10 One-Time Transfer Exception, Texas Tech shall certify in writing whether or not it objects to the student-athlete being granted an exception to the transfer-residence requirement. If Texas Tech denies the request for release, it shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing within 15 business days of a written request for appeal conducted by an institutional entity or committee outside of the athletics department.

Per Big 12 Conference Rule 6.3 Intra-conference Transfers, the eligibility of a student-athlete who transfers directly or indirectly from one conference member institution to another shall be determined by NCAA regulations. In the event NCAA regulations require the student-athlete to complete one full academic year in residence before being eligible to compete in a sport, the student-athlete shall also forfeit one season of competition in that sport. In addition, a 4-2-4 transfer student-athlete who is in compliance with NCAA Bylaw 14.5.6 must complete one full academic year in residence before being eligible to compete in a sport and forfeit one season of competition unless, in sports other than football and basketball, the Director of Athletics consents in writing to the student-athlete's enrollment at the second conference member institution. It is the position of the Texas Tech University Department of Athletics that all intra-conference transfer requests will be denied. However, the Director of Athletics reserves the right to make exceptions on a case-by-case basis. In this regard, the Director of Athletics may give a student-athlete consent to transfer, either unconditionally or conditioned on the student-athlete completing one full academic year in residence at the second conference member institution before competing.

In all cases, if a student-athlete is denied an Intra-conference Transfer per Big 12 Conference Rule 6.3, Permission to Contact per NCAA Bylaw 13.1.1.3 or a One-Time Transfer Exception per NCAA Bylaw 14.5.5.2.10, the Associate Athletic Director for Compliance will notify the student-athlete in writing of the denial, inform the student-athlete of an appeal opportunity and include a copy of the appeal policies and procedures. Student-athletes requesting an appeal must file a written request to the Associate Athletic Director for Compliance within three (3) weeks of the date of the written notification letter of denial. After the student-athlete submits the request for a hearing, the Associate Athletic Director for Compliance will submit a written request for a hearing to the NCAA Faculty Athletics Representative, who will chair the panel. The hearing shall be conducted within 15 business days of receipt of the student-athlete's written request.

Further, a student-athlete who wishes to appeal a decision related to his or her transfer shall submit a written request that includes:

- The student's name, sport, social security number, date of first full-time enrollment at any college.
- Reasons for believing that the decision should be overturned or modified, including specific dates, and the names of all the individuals who are involved.
- Copies of any relevant documents. Examples of possible documentation are letters between the student-athlete and the head coach, and statements from witnesses who have personal knowledge of relevant information that will contribute to the proceeding.

The student-athlete should submit these materials (coach/sport not privy to information submitted by student-athlete) to the Associate Athletic Director for Compliance along with his/her written request for an appeal hearing. The student-athlete may appear in person or via telephone and have the opportunity to actively participate in the hearing. The Associate Athletic Director for Compliance will collect all relevant information from both parties prior to the hearing date. The Associate Athletic Director for Compliance will disseminate appeal hearing packets to all committee members and the Chair at least 24 hours prior to the appeal hearing. The Committee will make a decision based on the information presented to them prior to and during the hearing. The Committee's decision is final, and there is no appeal beyond the Committee. The Chair of the Committee will notify the student-athlete verbally of the committee's decision and follow-up in writing with the committee's decision no later than five (5) days after the hearing date.

SPORTSMANSHIP

Texas Tech University, along with the Big 12 Conference and the NCAA, places great importance on the principles of sportsmanship and the ideal of pursuing victory with honor in intercollegiate athletics. The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential for sports is achieved when competition reflects these ‘six pillars of character.’”

In the summer of 2007, a campaign for spirit and sportsmanship entitled, Raider Power was unveiled. Raider Power is defined as Honor, Respect, Pride and Tradition.

- Raider Power is honoring Texas Tech as an institution and honoring the game and the opponents during every competitive event.
- Raider Power is respect for what and who Texas Tech represents for the school and team against whom we are competing.
- Raider Power is the pride of being a part of the Red and Black of Texas Tech.
- Raider Power is the tradition of being a fan of the game and about showing the hospitality and friendliness of Texas Tech fans and of the Lubbock community.

HAZING

Hazing is a fundamental violation of human dignity. It is defined in the Texas Education Code and the Texas Tech University Student Affairs Handbook: Code of Student Conduct. Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties or sleep deprivation; which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. Hazing can also be defined as any action or situation which intentionally or unintentionally endangers a student seeking admission into or affiliation with any student organization.

Hazing and the failure to report hazing by an individual or your organization are misdemeanors in the state of Texas, and violators can be prosecuted to the full extent of the law, which may include fines, imprisonment, and community service.

HAZING IS AGAINST TEXAS TECH POLICY.

If an incident of hazing is found to have occurred by the University community, penalties may be imposed upon both the individuals and the organizations (depending on the seriousness of the offense).

REPORTING A SUSPECTED OR KNOWN VIOLATION

Any individual may report an alleged, rumored, or suspected violation to the Athletics Compliance Office, the Faculty Athletics Representative (Professor Brian Shannon - 742-3990 Ext. 259) or Ethics point (www.texastech.com - click on compliance then on “reporting an NCAA rules violation”). Information may be submitted verbally or in writing and may be anonymous.

UNETHICAL CONDUCT

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, may include, but is not limited to, the following:

- Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
- Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
- Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.5; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;
- Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or an institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores);
- Fraudulence or misconduct in connection with entrance or placement examinations;
- Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or
- Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

ACADEMIC INTEGRITY

Your participation in academic misconduct may result in violations of NCAA rules and may jeopardize your eligibility.

FINANCIAL AID

OFFICE OF STUDENT FINANCIAL AID

301 WEST HALL – STUDENT FINANCIAL CENTER

WWW.FINANCIALAID.TTU.EDU

(806) 742-3487, EXT. 227

Athletic grants-in-aid (e.g. athletic scholarships), along with other forms of financial assistance, may be provided to help support your education. In accordance with NCAA legislation, each sport at **Texas Tech University** is provided with a specific limit of grants-in-aid that can be awarded each year. These awards are granted on the recommendation of the head coach and approved by the Director of Athletics. An athletic grant-in-aid is limited to educational expenses that may include tuition & fees, room, board, and course-related books.

In addition to the fall and spring semesters, you may be awarded an athletic grant for the summer sessions. In order to obtain athletic aid for summer, a student-athlete **must** complete the necessary application and obtain approval from his or her athletic academic counselor. This needs to be done prior to the end of the spring semester to ensure availability of funds.

NOTE: Athletic grants-in-aid are applied to student accounts on the 12th class for fall and spring semesters and on the 6th class day for summer semesters. Students receiving an athletic grant-in-aid that covers tuition and fees will **not** be dropped or cancelled for non-payment.

STIPEND CHECKS

Student-athletes who are awarded athletic aid for room and board will receive a stipend check for the room and board portion of their athletic award if such aid is not applied to their **Texas Tech University** student bill. The amount of the stipend check is determined based on the dollar amount of the room and board portion of the Athletic Financial Aid Agreement. This amount allocated for room and board is divided by eight for the monthly allocation. Stipend checks are generated the first day of class each fall and spring semester and the 1st of each month in October, November, December, February, March and April. **Student-athletes receiving stipend checks are responsible for picking up their monthly stipends at the Athletics Business Office (North End of Jones AT&T Stadium). Stipend checks will not be mailed or direct deposited.**

Terms and Conditions:

- Federal withholding will be deducted from the monthly stipends for international students.
- Staff members may place a hold on these checks if necessary.
- Undergraduate students must be enrolled in a minimum of 12 credit hours and graduate students must be enrolled in a minimum of 9 credit hours to be eligible to receive the check.

THE NCAA SPECIAL ASSISTANCE FUND (SAFSA)

The special assistance fund was established by NCAA member institutions in 1991 to “meet the student-athletes’ needs of an emergency or essential nature for which financial assistance is not otherwise available.” Student-athletes who qualify for the fund may be eligible for the following expenses not to exceed \$500 for the school year (\$250/Fall; \$250/Spring):

1. Clothing expenses
2. Travel from campus to home
3. Payment for pre-approved medical, optical, and dental expenses not covered by insurance
4. Payment for pre-approved emergency travel expenses

In order to determine if student-athletes are eligible for the NCAA Special Assistance Fund and / or federal aid, students **must complete a FAFSA** (Free Application for Federal Student Aid) every year. The FAFSA application can be submitted online (www.fafsa.ed.gov) as early as January 1. The *Office of Student Financial Aid* determines who is eligible for the Special Assistance Fund by reviewing the results of the FAFSA. The *Athletics Compliance Office* is also involved in determining eligibility. Not all student-athletes will be eligible for the fund, but this cannot be determined unless the FAFSA has been completed. Student-athletes are eligible to receive these funds in addition to their grant-in-aid amounts (even if they are receiving a full scholarship). The following student-athletes are eligible for the fund:

- Pell-eligible student-athletes including those who have exhausted their athletics eligibility or no longer are able to participate because of medical reasons.
- Student-athletes who are receiving countable athletically related financial aid and who have demonstrated financial need as determined by an analysis conducted consistent with federal methodology or the methodology used for all students at the institution.
- Walk-on student-athletes who are entering their third year of athletics participation and who have demonstrated financial need as determined by an analysis conducted consistent with federal methodology or the methodology used for all students at the institution.
- For an international student-athlete, an official international student-athlete advisory entity of the institution outside the athletics department must certify in writing that the student-athlete has financial need.

All student-athletes that complete the FAFSA will automatically be reviewed and will receive notification from the *Athletic Compliance office* if they are eligible to access the fund. The notification letter will include policies, procedures and award amounts. International student-athletes are not eligible to complete the FAFSA; therefore, a need assessment form **will be provided to all international student-athletes** to determine eligibility for the fund. The *Texas Tech Office of International Affairs* will help to determine the need of international student-athletes.

FEDERAL/STATE FINANCIAL AID PROCESS

Financial aid may also be received from other sources up to the cost of a full athletic grant-in-aid (tuition and fees, room, board, books) or in certain situations, up to the *Office of Student Financial Aid's* cost of attendance for the academic year.

To be eligible for federal and state aid (including Pell grants and student loans), the Free Application for Federal Student Aid (FAFSA) must be completed each year. Students may complete a FAFSA online (www.fafsa.ed.gov) for the next academic year as early as January 1st. The *Office of Student Financial Aid* recommends that all students complete the FAFSA **as soon as possible**. Student-athletes that are eligible for Pell grants or student loans will be eligible to receive these funds in addition to an athletic award (even if the student-athlete has a full-scholarship) up to the cost of attendance as determined by the *Office of Student Financial Aid*.

ADDITIONAL INFORMATION THAT IS AVAILABLE ON THE FINANCIAL AID OFFICE WEB-SITE AND/OR WITHIN THE OFFICE:

1. **Texas Tech University** Financial Aid Publication
2. FAFSA Informational brochure (**Texas Tech** Federal School Code is: **003644**)
3. Standards of Satisfactory Academic Progress (requirements to receive and maintain federal aid)
4. Entrance and exit loan counseling available- *Office of Student Financial Aid* Website.
5. Types of Aid Available, Application Deadlines, Loans by Web
6. Parent Information

First time borrowers must go through entrance loan counseling and sign a master promissory note before receiving their first loan proceeds. Students that have received a loan must complete exit loan counseling before leaving the University. This can be done at www.studentloans.gov.

ACADEMIC SCHOLARSHIPS

Student-athletes can also apply for scholarships offered by **Texas Tech**. All scholarship applications should be completed on-line through the *University Scholarship Office* website: <http://www.scholarships.ttu.edu>. You may not be eligible to participate in practice or competition until your paperwork for all institutional and outside aid received is turned into the *Office of Student Financial Aid*.

Please understand that institutional (Texas Tech) scholarships may affect your team award limits. If you received an institutional scholarship please contact Ben Montecillo in the Office of Student Financial Aid to determine how these awards may affect other aid that you are receiving.

Student-athlete's responsibility to report non-Texas Tech (outside aid) awards

NCAA Regulations require you to disclose all non-University (outside aid) awards that you have/or will receive for your education at **Texas Tech University**. Every year you MUST supply detailed information (name of award, contact person, address, telephone, etc.) as soon as possible to **Ben Montecillo in the Office of Student Financial Aid**. Outside aid includes any funds that are given to you by anyone other than **Texas Tech** and your family.

NATIONAL LETTER OF INTENT

By signing a National Letter of Intent (NLI), a prospect agrees to attend the institution for one academic year. In addition, a recruiting prohibition is applied which requires other institutions to cease recruitment.

If you signed a NLI with Texas Tech University, you must attend for one academic year (two semesters) as a full time student.

For more information, please visit: www.nationalletter.org

PAYMENT AND REFUND INFORMATION

When a student-athlete receives an athletic grant-in-aid combined with additional non-athletic aid that is more than what they owe Texas Tech (*Student Business Services*) for tuition & fees and room & board, a refund of the difference will be applied to the student's Texas Tech account.

All financial aid awarded by the *Office of Student Financial Aid* (with the exception of Parent Plus loans) is automatically used to pay tuition and fees first, room & board charges second, and then all other remaining charges at *Student Business Services*. **Miscellaneous charges (i.e. traffic and parking fines, dorm damages, library fines, etc.) are not covered by financial aid awarded and are the sole responsibility of the student.** Athletic scholarships are not posted until after the twelfth (12th) class day and may not reflect on a student's account for several days.

Direct Deposit

Students are encouraged to set up a direct deposit through their Raiderlink portal (www.raiderlink.ttu.edu) by selecting the MyTech tab and clicking on the "My Direct Deposit" link. If you do not set up direct deposit, any refunds you receive will be made out as a check and sent to the address on file.

For additional questions concerning your bill, contact the *Student Business Services Office* (806-742-3272), located in room 301 West Hall. For questions regarding living on campus, contact the *Housing and Dining Services Office* (806-742-2661), located in Wiggins Hall.

Note to International Athletes: The room and board portion of your athletic scholarship may be subject to Federal Withholding Taxes.

CONDITIONS GOVERNING AN ATHLETIC GRANT-IN-AID AWARD

To qualify for an Athletic Scholarship, you must:

1. Fulfill the admission requirements of **Texas Tech University**, and
2. Meet and maintain eligibility requirements for athletics participation and athletic financial aid established by the NCAA, Big 12 Conference, and **Texas Tech University**.

It is permissible for you to receive other financial aid or to work (on-campus or off-campus) to earn money to meet the difference between educational expenses and your cost of attendance. Your Grant-in-Aid **cannot** exceed the total cost of tuition and fees, out-of-state surcharges (if applicable), room, board, and books. All employment must be reported to the *Athletics Compliance Office* – [please see the employment section of handbook for further details.](#)

NOTE: For student-athletes who transferred to **Texas Tech** from a four-year institution, grant-in-aid will be available during the award term if the student-athlete attended the four-year institution at least one academic year and would have been academically eligible to compete the next regular academic term had the student-athlete not transferred from the previous four year institution.

Federal aid, state aid, other grants, scholarships, and employment awarded to you will be applied, as stipulated, against commonly accepted educational expenses and might replace a portion of your athletic

grant to meet NCAA and Big 12 Conference regulations. As an exception to this rule, you may be able to receive certain types of government grants, loans, and scholarships. The *Office of Student Financial Aid* monitors all aid and will allow permissible exceptions only in accordance with NCAA regulations.

Your athletic grant-in-aid will not be increased, reduced or cancelled during the period of the award on the basis of your athletic ability, performance or contribution to your team's success or because of an injury, illness, physical or mental condition that prevents you from participating in athletics or for any other reason based upon athletics. For post-eligible (fifth-year) and medically-exempt scholarship recipients, your aid may be renewed for subsequent semesters if the conditions of the Post-Eligible/Medical Athletic Scholarship Agreement are met.

Reductions or Cancellations during the Period of the Award

The amount of your athletic grant-in-aid **may** be immediately reduced or cancelled (Bylaw 15.3.4) during the period of award if you:

- Fraudulently misrepresent yourself by giving false information on your application, letter of intent or financial aid agreement (this may include, but is not limited to, team, department and/or University policy);
- Become ineligible for intercollegiate competition (e.g., failure to meet NCAA progress-towards-degree requirements, carrying less than 12 hours);
- Engage in serious misconduct warranting disciplinary action from the institution;
- Voluntarily withdraw from your sport at any time for personal reasons; or
- Further, your athletic grant-in-aid may be revoked during the period of award if you do not comply with athletics department rules or policies including but not limited to positive drug test, academic requirements, team policies (14.3.4.2.2, 1/12/08 Ed Column).

The amount of your athletic grant-in-aid **MUST** be reduced or cancelled if you:

- Sign a professional sports contract for your sport;
- Accept money for playing in an athletic contest that causes you to exceed the cost of a full athletic grant-in-aid;
- Agree to be represented by an agent; or
- Accept money and/or receive other aid that causes you to exceed the cost of a full athletic grant-in-aid.

NOTE: A student-athlete who signs a professional sports contract, accepts money for playing in an athletic contest or agrees to be represented by an agent jeopardizes his or her eligibility under NCAA amateurism regulations.

An Athletic Grant-in-Aid is issued for a minimum of one academic year and a maximum not in excess of one academic year. All athletic grant-in-aid shall be awarded in equal amounts for each term of the academic year. Exceptions include midyear enrollment, final semester, and a one-time exception.

STUDENT-ATHLETE GRANT-IN-AID APPEAL PROCESS

A student-athlete who wishes to appeal any decisions related to his or her athletic grant-in-aid shall submit a written request that includes the following items:

- The student's name, social security number, year in college, and sport.
- Student's current mailing address, Email address, and phone number.
- Reasons for believing that the decision was unfair, including specific dates, and the names of all the individuals who are involved.
- Copies of any relevant documents.

The student-athlete should submit these materials either in person, by certified mail return receipt requested, or emailed in PDF format to the *Office of Student Financial Aid* along with his/her request for an appeal hearing. If the student-athlete cannot be present for the appeals committee hearing, he/she must notify the Grant-in-Aid Appeals Committee Chairperson in the *Office of Student Financial Aid* to receive approval to miss the hearing. The Grant-in-Aid Appeals Committee will collect all relevant information from both parties prior to the hearing and make a decision based on the information presented to them prior to and during the hearing. The committee's decision is final, and there is no appeal beyond the Grant-in-

Aid Appeals Committee. The Chairperson of the Grant-in-Aid Appeals Committee will notify the student verbally of the committee's decision and follow-up in writing via certified mail with the committee's decision no later than five (5) days after the hearing date.

The Grant-in-Aid Appeals Committee consists of **Texas Tech University** employees from various departments on campus and one **Texas Tech University** student as a peer representative. The Director of the *Office of Student Financial Aid* acts as the Chairperson and is a non-voting member of the committee. The university staff members are selected by the Chairperson and may serve for more than one year. The student representative is appointed each year by the *Student Government Association* (SGA) President, and may serve for more than one year if they are appointed again the following year. The Associate Athletic Director for Compliance or designee and the *Office of Student Financial Aid* Assistant Director for NCAA Compliance will be present at the hearing as non-voting members to answer or clarify any questions pertaining to the appeal and for purposes of clarification of the application of NCAA rules.

The student-athlete submits a request to the Director of the *Office of Student Financial Aid* for a hearing before the Grant-in-Aid Appeals Committee. **The request must be made within eight (8) university working days from the date on the reduction or non-renewal letter.** A hearing will be scheduled by the 15th day after receiving the student-athlete's request and will be scheduled at a time in which all involved individuals can be present. At that time, a request will be made to the student-athlete and the Head Coach to supply the Grant-in-Aid Appeals Committee with a written statement of explanation, along with all available supporting documentation. The student-athlete and Head Coach or, if necessary, other designated Athletics Department representatives will then be notified of the time and place of the appeals hearing. Each party will present his/her position to the Grant-in-Aid Appeals Committee during the hearing. A decision shall be made by a majority vote of the five voting members of the committee. The committee's decision is final. The Chairperson of the Grant-in-Aid Appeals Committee will notify the student verbally of the committee's decision and follow-up in writing via certified mail with the committee's decision no later than five (5) days after the hearing date. A copy of this decision will be sent to the Head Coach, the Associate Vice President for Enrollment Services, and the *Athletics Compliance Office*. If the decision is in favor of the student-athlete, the athletic grant-in-aid will be immediately reinstated; however, **the decision does not guarantee athletics participation.** If the student-athlete wishes to discuss the result of the appeal, a meeting with the Chairperson or a designated member of the Grant-in-Aid Appeals Committee can be arranged.

The student-athlete's presence at the appeal hearing is mandatory. However, if the student-athlete has been approved to be absent during the hearing, the Chairperson may determine to conduct the hearing by telephone conference or based solely on the submitted written documentation provided by the student-athlete. The student-athlete's parents and/or legal counsel may be present at the hearing as observers **only**. The student-athlete is free to converse with them throughout the hearing, but it will be necessary for the student-athlete to speak on their own behalf during the hearing. If the student-athlete's parents and/or legal guardians are not able to be present at the hearing, it is not permissible for these individuals to be present in any other form (e.g., teleconference). All other interested individuals must request permission from the Chairperson to be present at the hearing. This request must be made in writing and received by the Chairperson seven (7) days prior to the hearing. The Chairperson will notify the party of his/her decision at least three (3) days prior to the hearing. Legal counsel is allowed to be present only if the student-athlete notifies the Chairperson in advance. Advanced notice will give **Texas Tech University** enough time to also have legal counsel present. The legal counsel for the student-athlete must abide by the same guidelines as the parents during the hearing.

When a student-athlete's athletics grant-in-aid is reduced or cancelled during the period of award, the reduction or cancellation occurs only after the student-athlete has had an opportunity to appeal. The athletics department will withhold the disbursement of athletic aid during the eight (8) university working days appeal response period. If an appeal is requested, the athletics department will withhold the disbursement of the athletics aid until a decision has been made by the student-athlete grant-in-aid appeal committee whether or not to reinstate the athletics aid. If the decision is in favor of the student-athlete, the athletics grant-in-aid will be reapplied the day following the hearing date.

If an appeal is not requested or if the appeal is denied, the student-athlete's athletics grant-in-aid will be cancelled the day following the eight (8) university working days appeal request period or the day following the hearing date. For students receiving tuition and fees and on-campus room and board, the award will remain on the student's account if the cancellation or reduction occurs after the 12th class day. Prior to the 12th class day, the aid will be cancelled. If a student-athlete is receiving a monthly stipend, the student will no longer receive a payment once the aid is cancelled.

A summary of the student-athlete statement and supporting documentation will be provided to the committee members three (3) days prior to the scheduled hearing date. The committee members will meet 30 minutes to one hour prior to the scheduled hearing time in order for the members to make final preparations for the hearing. During this time, the committee members will be given all of the information that has been collected from the student-athlete and Head Coach prior to the hearing date. The Chairperson will open the hearing by introducing the parties and committee members and will describe the format for the hearing. The student-athlete will present his/her position and describe the reasons why they believe the Head Coach's decision should be overturned. Upon completion, the student-athlete will be dismissed. The Head Coach will then present his/her rationale on the reasons for his/her decision. Upon completion, the Head Coach will be dismissed. The committee may ask questions of any individuals present in the hearing. The Grant-In-Aid Appeals Committee will review the material presented before them prior to and during the hearing, make their decision, and cast their vote by paper ballot.

The committee requests as many resources available as possible during the hearing. The Associate Athletic Director for Compliance or designee and the *Office of Student Financial Aid* Assistant Director for NCAA Compliance will be present at the hearing as non-voting members to answer or clarify any questions pertaining to the appeal and for purposes of clarification of the application of NCAA rules.

A recording secretary will be present during the appeals hearing. The recording secretary will record the date, time, members present, summary of the hearing, votes counted, decision of appeal, and any additional information the recording secretary deems necessary. The recording secretary will then transcribe the minutes and forward to the *Office of Student Financial Aid* Assistant Director for NCAA Compliance. The appeals hearing will be taped via tape recorder and operated by the recording secretary. The tapes will be filed with the appeals file and kept in the *Office of Student Financial Aid* and *Athletics Compliance Office* for reference.

In addition to the above reasons, all student-athletes must remain academically eligible at all times in order to receive athletic aid.

ADDITIONAL FINANCIAL AID INFORMATION AND OTHER IMPORTANT WEBSITES:

1. Texas Tech Office of Student Financial Aid www.financialaid.ttu.edu
2. TTU Student-Athlete Financial Aid Information www.financialaid.ttu.edu/AthStudents.aspx
3. Department of Education www.ed.gov
4. Federal Student Financial Aid Homepage www.ed.gov/studentaid
5. FAFSA Application online www.fafsa.ed.gov
6. Federal Direct Student Loans www.studentloans.gov
7. To receive a pin number to access FAFSA through the federal processor www.pin.ed.gov
8. National Association of Student Financial Aid Administrators www.nasfaa.org

9. University publications: graduate/undergraduate catalog, class schedules, academic calendar, scholarship publication www.ttu.edu/~offpub
10. Student Services: update your address, view grades, set up direct deposit and much more www.raiderlink.ttu.edu
11. Texas Tech University www.ttu.edu
12. Texas Tech Athletics www.texastech.com

SUPPORT SERVICES

ATHLETIC DINING

(806)742-3355

The Athletic Dining Hall is located on the Press Level of the West Stadium Building in Jones AT&T Stadium.

Policy: The athletic dining hall will be accessible to student-athletes who have the dining hall as part of their athletic scholarship or have purchased a meal plan. Student-athletes will be encouraged to eat their meals on the premises of the athletic dining hall. Student-athletes may request a takeout meal if it is beneficial for academic reasons. Takeout meals will be limited to one standard size container and may not be eaten in the dining hall. Student-athletes will not be allowed to eat partial meals in the dining hall and request a takeout meal. Student-athletes will not be allowed to take out a meal for another student-athlete.

PURCHASING A MEAL PLAN: Student-athletes who are not given Athletic Dining Hall access as a part of their scholarship may purchase, upon a semester-to-semester basis, access to the Athletic Dining Hall at the Full Grant Value cost. Students who purchased this plan after opening day will have the cost prorated on a per day basis. See the Scholarship Coordinator (Brenda Collins) in the Athletic Business Office for further information.

ATHLETIC FACILITIES

JONES STADIUM - SOUTH END

(806)742-3355

Texas Tech University has several facilities for practice and competition for its 17 intercollegiate sports. If you have any questions concerning the availability of a facility for practice, check with your coach.

Athletic Training Center (ATC) – Indoor Track
Dan Law Field – Baseball
Don & Ethel McLeod Tennis Center - Men's Tennis, Women's Tennis
Jerry S. Rawls Golf Course - Men's Golf, Women's Golf
Jones SBC Stadium/Football Training Facility – Football
Mae Simmons Park - Men's Cross Country, Women's Cross Country
R. P. Fuller Track Stadium - Men's Track and Women's Track
John Walker Soccer Complex – Women's Soccer
Rocky Johnson Softball Complex - Softball
United Spirit Arena - Men's Basketball, Women's Basketball, Women's Volleyball

DRUG EDUCATION AND TESTING PROGRAM

JONES STADIUM – FOOTBALL TRAINING FACILITY (806)742-2753

A drug education, counseling and testing program was designed to address all aspects of substance use and abuse. The department condemns the use of any illegal chemicals that may endanger the safety and health of any student-athlete. The drugs tested for include, but are not limited to, those drugs banned by the NCAA. A copy of this list is available in “The NCAA Drug Testing Program” brochure, the NCAA Manual (Bylaw 31.2.3.1), or on the NCAA website (www.ncaa.org).

Alcohol is not specifically included in the drug screens. However, the department discourages the consumption of alcoholic beverages by any student-athlete, regardless of age. In Texas, it is illegal to consume alcohol if you are under the age twenty-one (21). The consumption of alcohol on any department-sponsored trips is against department policy. It is considered counterproductive for any student-athlete to consume alcohol at any time.

The use of any tobacco products during practice or competition is prohibited. The department discourages the use of any tobacco products at any time.

You will receive a copy of the NCAA Banned Drug class for 2011-2012 this academic year. It is important that you understand that certain products might contain drugs that are banned by the NCAA. The list of banned drugs may change during the academic year, but an updated version of the banned drug list can be found on the NCAA website: www.ncaa.org/sports_sciences/drugtesting/banned_list.html.

Prescription drugs are allowed if they have been prescribed to you by a qualified physician. However, you need to notify your Athletic trainer if you are taking any prescription medications. Otherwise, prescription drugs not prescribed to you are prohibited.

You will be required to sign a consent form acknowledging that you have received and understand information about the drug-testing program prior to each year. If you are under the age of 18, the consent of your parent or legal guardian is also required. You are providing voluntary consent for drug testing required by the program. If you refuse to sign any form or take any tests, you will be suspended from practice and competition.

Testing is done randomly throughout the year as directed by the NCAA, Big 12 Conference and Texas Tech University. Sanctions for positive results will be outlined in the drug testing policies distributed each year.

EQUIPMENT ROOM FOOTBALL TRAINING FACILITY (806)742-4260

When you report at the beginning of the school year your respective coach will issue you the necessary information for equipment check out within your sport. Football will report to the Football Equipment Room at the designated times. When you are in need of any equipment for practice or competition, or any questions pertaining to equipment, contact the Head or Assistant Equipment Manager.

EXTERNAL OPERATIONS 6TH STREET & RED RAIDER AVENUE (806)742-1195

External Operations main responsibility is to generate financial and community support for the department of Intercollegiate Athletics. This support is generated through gate receipts, ticket options, licensing, royalties, public relation activities, facility signage, promotions, sponsorships, and spirit squads.

The External Operations office is made of the following departments: Ticket Office, Marketing and Promotions, Public Relations, and Trademarks and Licensing.

The Ticket Office responsibilities include providing and administering pass lists for players' guests and selling tickets for all TTU athletic events.

HOUSING & RESIDENCE LIFE

WIGGINS HALL

(806)742-2661

RESIDENCE HALLS

Bledsoe	742-2687
Carpenter/Wells	742-0224
Chitwood	742-2632
Clement	742-2615
Coleman	742-2645
Gates	742-2610
Gordon	742-1277
Horn	742-2604
Hulen	742-2615
Knapp	742-2604
Murdough	742-2623
Sneed	742-2687
Stangel	742-2623
Wall	742-2610
Weymouth	742-2632

Student-athletes are strictly bound by the rules and policies of Texas Tech Housing & Residence Life. Carefully read and understand the terms of your housing contract. Athletics **CANNOT** intercede on behalf of student-athletes violating policies and procedures of Texas Tech Housing & Residence Life.

Housing is coordinated through Brenda Collins in the Athletic Business Office with assistance from Janis Haney in the Housing office. All student-athletes staying on campus are required to make the necessary arrangements for their own housing. It is also strongly recommended to apply early in order to obtain your preferred choice of room assignments. There will be a \$50.00 housing application fee for all student-athletes regardless of their athletic-aid or scholarship status.

Student-Athletes, who do not have housing as a part of their athletic-aid and are staying on-campus, are required to pay an advance payment of \$400.00 prior to May 1 for the fall semester, or December 1 for the spring semester. This \$400.00 advance payment will apply to room and board charges at the end of the contract period. However, this advance payment may be forfeited if the contract is canceled before the end of the contract period.

Residence Halls are closed between the fall and spring semesters and during summer breaks. However, in the event that practice or competition requires your team to return to campus early or prolong your stay, your coach will notify you and make all the necessary arrangements for housing and food service.

All incoming freshmen are required to stay in campus housing for their first two semesters unless exempted by the Department of Housing and Residence Life and/or your coach. For additional information on contracts, rules, and fees, please contact Brenda Collins in the Athletic Business Office.

HOUSING AND DINING AUTHORIZATION PROCEDURES

- A full-ride student-athlete living with parent(s) or step-parent during the period of their award at Texas Tech will not be eligible for the room portion of the off campus room and board stipend check as mandated by federal financial aid guidelines and institutional policy.
- The standard meal plan the Athletic Department pays for is 15 meals a week. Student-athletes who receive full room and board as a part of their scholarship also receive the Athletic Dining Hall, which provides 5 meals per week. The 21st meal of the week (Sunday night) is paid for with the monthly stipend check.
- Partial room and board scholarship recipients may choose their room preference and meal plan, but will be responsible for any cost not paid by the Athletic Department.
- The Housing Department charges students 60% fall and 40% spring for room and board. As such, if a student-athlete leaves after the fall semester, he/she is required to pay the Athletic Department back the remaining 10% for their spring term housing fees.

SINGLE ROOM POLICY

The athletic department can pay for a single dorm room for any student-athlete during their initial year of enrollment at Texas Tech University. Thereafter, the student-athlete is responsible for the difference in cost for a single room compared to the double room cost.

OFF-CAMPUS HOUSING

For those of you not required to live on campus, off-campus housing may be a viable option. Before seeking off-campus housing, a student-athlete should receive approval from his/her head coach.

LETTER AWARDS

**FOOTBALL TRAINING FACILITY
(806)742-5111**

Letter awards are issued through the athletic department by Don Buck, equipment manager, for participation in varsity intercollegiate sports and upon recommendation by your head coach.

ATHLETIC COMMUNICATIONS

**JONES STADIUM - SOUTH END
(806)742-3355**

MEDIA AND PUBLIC RELATIONS FOR TEXAS TECH STUDENT-ATHLETES

As a Texas Tech student-athlete, you will be the center of attention on many occasions. Members of the news media, Texas Tech alumni, friends and the public will want to talk with you about your experience as a student-athlete.

You have a responsibility to your teammates, your coaches and to the university to meet with the media, with alumni, friends and the public. The media gives our athletic program, and you, coverage. Much of the university's support comes from alumni, fans and friends of the university.

Opportunities to meet with the media, alumni, fans and public should be viewed as just that, an **opportunity**, as well as a **responsibility**. If you use this opportunity to your advantage, you can bring great credit to yourself, your teammates, your coaches and your university. If you take advantage of these opportunities, it can have a positive effect not only on your career as a student-athlete at Texas Tech, but also on the rest of your life.

GUIDELINES FOR WORKING WITH THE MEDIA

At Texas Tech, we pride ourselves on good media relationships. We want to have the best media relationship possible, better than anybody in the country. Remember these two things and you can have a good media relationship.

1. Be available for every question, but remember, you do not have to answer every question.

2. If you can't say anything good don't say anything at all.

Terms to Know:

“Being available”

Showing up for interviews and returning phone calls. This shows you are **dependable**, both as a person and as an athlete.

“Not Answering Every Question”

Think before you speak. **Once you are quoted, you can never take it back.** Be polite. “I'd rather not answer that” is a very appropriate response to something you are uncomfortable with. Refer it to your coach or the media relations staff. Never conduct a phone interview with someone you don't know. Be wary of any phone interview that was not set up by a member of the media relations staff.

“Say Something Good”

Say something good about a teammate, an opponent or a coach. Don't say good things about yourself. **Don't brag on yourself.** Let someone else do it. If you deserve it someone will say it.

HELPFUL HINTS FOR DEALING WITH THE MEDIA AND PUBLIC

As a student-athlete at Texas Tech, you have the **responsibility** to yourself, your teammates, your coaches and the university to cooperate with the news media. The public is interested in the intercollegiate athletic experience and it is from these interested alumni, fans and supporters that the university receives much of the support for the athletic program.

The following are some important things to remember as you interact with the media and the public.

1. The **opportunity** to deal with the press is a **learning experience** and can help you develop **communication skills** which can be helpful not only during your time as a student-athlete, but in future professional, business and athletic careers.

2. You should always be **on time** for scheduled and pre-arranged interviews. You should always return phone calls arranged by the communications office at the appropriate and designated time. Failure to do so is a poor reflection on you, your coaches, teammates and the university.

3. The media relations office **will not give out your phone number** without your permission. It is suggested that you have an **unlisted number** so that unauthorized persons, be it the press, gamblers or well-meaning fans, do not get it from directory assistance and disturb you at all hours of the day.
4. Never agree to a phone interview unless arrangements have been coordinated by the **communications office**. This policy will help you avoid contact with unauthorized persons who attempt to gain and use information for scouting or gambling purposes. The media relations office will alert you when to expect calls for authorized contact from the media or other related individuals.
5. As a student-athlete at Texas Tech, you are **expected to be available** to the media, but you **do not have to answer every question** from the media. This is important. A proper response to a question you would rather not answer is always, "I'd rather not discuss that subject." You may always refer a question to your coaches or to a member of the communications staff.
6. If you are uncomfortable with questions asked or the general tone of the interview, contact the communications director or the communications staff member responsible for your particular sport.
7. Remember: **Nothing is "Off the Record."** While the person you are talking to may not print or broadcast what you say, it could be repeated in conversation and could appear later in a story or broadcast by someone who "heard it from a reliable source." Again, **Nothing is "Off the Record."**
8. Use good judgment in what you say to the media. Remember, you are representing not only yourself, but your family, teammates, coaches and the university. A good general rule is "If you can't say something good, don't say anything." This applies to comments about your teammates, coaches and **your opponents**.
9. There is **no need to praise yourself**. If you and your teammates are successful as a team, there will be enough praise for everyone.
10. You may be asked the same question repeatedly. It can be irritating and frustrating, but remember, all members of the media cannot be at the same place at the same time. They are only doing their job. **Learn to be patient**. The dividends will be great.
11. At times you may be asked about personal or family business. You are **not required** or expected to answer questions of a personal or family nature, whether they refer to your personal family or your "team" family. Just say, "I'd rather not discuss that subject", and then refer it to your coaches or the media relations director.

Please feel free to contact the Communications Office for assistance if you have any questions or need help with the proper techniques for handling interviews.

RED RAIDER CLUB

SOUTH END JONES AT&T STADIUM, SUITE 200 | BOX 45055

LUBBOCK, TX 79409-5055

T: 806.742.1196 | TF: 1.877.554.3850 | F: 806.742.9776

E-MAIL: RRC@TTU.EDU

WEB: WWW.REDRAIDERCLUB.COM OR WWW.TEXASTECH.COM

The Red Raider Club is the principal fundraising arm of Texas Tech Athletics. The Red Raider Club provides a comprehensive annual giving program to support scholarships for student-athletes in all sports at Texas Tech. In addition, the organization raises funds for athletic facilities, endowments and special projects as needed. Contributions to the Red Raider Scholarship Fund confer membership in the Red Raider Club, with all its advantages and benefits.

The Student Red Raider Club (SRRC) is an exciting part of the department that allows students to get involved. This organization gives all University students the opportunity to support Texas Tech Athletics financially. Student-Athletes needed for summer orientations. Student-athletes are the key to the SRRC, and at summer orientation new students are always excited to be able to visit with a student-athlete. Student-athletes will help promote the SRRC and encourage membership. Please contact the SRRC at SRRC@ttu.edu or 742-1196 for more information.

SPORTS MEDICINE

**JONES STADIUM – FOOTBALL TRAINING FACILITY
(806)742-5111**

Prior to each year, the student athlete will be asked to go online to complete needed information, which contains details on the policies and procedures of the athletic training department, and medical information. Every student-athlete is responsible for knowing and understanding these rules as outlined by the athletic training staff. In order to serve you better, you should report all possible injuries and illnesses to the athletic training staff as soon as possible. Only through the athletic training staff and team physicians are athletes provided the medical coverage for the treatment of sports-related injuries.

Each athletic team at Texas Tech is assigned a staff athletic trainer. Athletic Training Students rotate from sport to sport throughout the year. They will monitor your team's injuries and illnesses. It is best that you report all problems immediately to your team's staff athletic trainer so that a proper assessment of the situation can be made.

There are several training facilities available. The main athletic training room is located in the Football Training Facility located near the south end of Jones Stadium. Additional athletic training rooms are located in all the other athletic venues.

Prior to each year, the athletic training staff will administer a physical examination for every student-athlete. During this time, your medical history will be reviewed and updated. Only then can the athletic training staff certify that you are fit to practice and compete in intercollegiate athletics.

All student-athletes are required to complete a medical history form describing previous injuries and past medical history. You should report all previous major health problems on this form. The University's insurance policy cannot accept the responsibility for a pre-existing injury or condition.

Non-scholarship athletes are required to obtain a walk-on permission card from their sport. This card must be completed before a walk-on can practice or compete. Walk-on athletes are also **required** to carry their own medical insurance policy.

You must report all possible injuries and illnesses to the athletic training staff as soon as possible. Only then can an evaluation be performed to assess the extent of your problem and your ability to practice and compete. All student-athletes must obtain a referral card if medical attention is required. **The department can only pay for medical care for athletically related injuries and only if you have been referred for care by the athletic training staff.** Directions given by the athletic training staff and physicians must be followed in order for you to recover as quickly as possible. If recommended, you will start a treatment and rehabilitation program. It is your responsibility to follow all instructions. You will be able to return to practice and competition only with the approval of the appropriate medical personnel.

STRENGTH, CONDITIONING, AND NUTRITION

**ATHLETIC TRAINING FACILITY (ATC)
(806)742-3355**

The strength and conditioning program operates out of three weight rooms in the Athletic Training Center (ATC), and two additional weight rooms in the Football Training Facility and the United Spirit Arena. These weight rooms contain some of the most modern equipment available which includes a variety of free weights, power stations, and lifting benches. Hours of operation depend on what facility you are using and what time of year it is. For further information, contact your sport strength coach.

The strength and conditioning staff has implemented a highly functional program tailored to each sport and each student-athlete's specific needs. Student-athletes receive an individualized workout program that focuses on strength and speed training, power and agility, flexibility, and nutrition. The staff monitors each student-athlete's individual progress through personalized attention and enhanced computer technology. This assists the staff in making necessary adjustments in training techniques and knowing specific strength and conditioning needs of each student-athlete.

Higher levels of speed, strength, power, conditioning, and flexibility can ultimately lead to maximum performance and great overall health and well-being. The strength and conditioning staff is here to assist you in reaching your full physical potential while maintaining the highest safety standards. The staff has established a program that prioritizes injury prevention to lessen the possibility of injuries both on the playing field and in the weight room. The strength and conditioning staff will instruct you on the proper use of the equipment. To ensure the safety of every student-athlete, the staff has established certain rules that must be followed at all times.

WEIGHT ROOM RULES

1. Intercollegiate Athletes Only.
2. No Shirt, No Shoes, No Socks = No Workout.
3. Dress and act appropriately; in a way that represents your team and university.
4. Replace all weights and dumbbells to racks.
5. Use spotters on ALL major lifts.
6. This is your weight room. Take care of it.

NUTRITION

You are encouraged to maintain the best physical condition possible. To help you with this task, the strength and conditioning staff will also customize a special dietary program to meet distinctive nutritional needs. Whether it is an increase in lean muscle mass or a decrease in percent body fat or simply to enhance overall recovery and performance, our trained experts will design an individualized program to meet the specialized needs of our student-athletes.

STUDENT-ATHLETE ATHLETIC PASS

SEE YOUR HEAD COACH

Texas Tech allows each student-athlete free admission to all home athletic events. This can be accomplished by using your student ID card in order to gain admission to that particular sporting event. If you have any other questions regarding your athletic pass please contact the Ticket Office.

STUDENT ID CARD

103 STUDENT UNION BUILDING

(806)742-1457

All enrolled students are required to have a university ID/Raider Card. Cards are available during summer orientation or in Room 104 of the Student Union Building. Replacement cards are also available at a cost of \$10 (which is not covered by your scholarship).

Your ID/Raider Card is a multi-purpose and pre-paid account accessed by your student ID card. Once you deposit money in the account, you may begin using your ID/Raider Card to purchase items at various locations across campus. Your ID/Raider Card is accepted on campus. For more information stop by the student ID office in the Student Union Building.

TRAFFIC AND PARKING

ADMINISTRATIVE SUPPORT CENTER

SUITE 145

(806)742-3811

Student Athletes do not have a get out of jail free card, just because they play a sport of Texas Tech. They must adhere to the same rules and regulations as other students.

However, we have set aside some spaces near athletic facilities. There are athletes only spaces located in C2 west of Jones AT&T Stadium, Dan Law Baseball Field, and C11 to the north of the United Spirit Arena. You must have a valid TTU parking ePermit to park on campus. ePermits are obtained by registering a valid vehicle license plate with University Parking Services.

Traffic fines are not covered by your scholarship. Failure to pay all traffic fines will result in a hold being placed on your record which will delay registering for class.

For more information on traffic and parking regulations, please look at their website: www.parking.ttu.edu.