

Complete the form below and turn into your  
Academic Counselor

**2005-2006**

**I have received the Tulane University Student-Athlete Handbook. I understand that I am responsible for knowing the information that is contained within this handbook pertaining to rules, regulations, and my eligibility status.**

\_\_\_\_\_  
**Student-Athlete Signature**

\_\_\_\_\_  
**Date**

**Print Name:** \_\_\_\_\_

**Sport:** \_\_\_\_\_

Dear Student-Athlete,

We are pleased you have chosen Tulane University and become a part of its athletics program. You have joined a highly visible segment of the University – one that provides recognition for the University and models its standards, goals and objectives after those traditions of excellence already established at Tulane.

As a student-athlete, your goals will need to be consistent with the goals and policies of the University and meet the standards of the National Collegiate Athletic Association and Conference USA. Academic performance, sportsmanship, fair play, individual and team development, and representation brings credit to the University. In addition, you, as a Green Wave student-athlete, should make these important priorities in your life at Tulane.

The Student-Athlete Handbook is designed for use by student-athletes, coaches and staff members to assist in accomplishing these goals. It is a guide for Athletics Department policies and identifies key resources available to deal with your questions and concerns. I hope you will familiarize yourself with this valuable resource as you start your Green Wave experience.

Please be assured that the Tulane Athletics Department is committed to your growth and development in all areas – academic, athletic and personal.

Very best wishes for a successful 2005-06 academic year.

ROLL WAVE – THINK GREEN!!

Sincerely,

Rick Dickson  
Director of Athletics

<b>Athletic Director</b>			
Rick Dickson	5500	Schuman, Eric	5354
<b>Academic Counselors</b>		Smiley, Brad	5010
LaCombe, Virginia	8421	<b>Men's Golf</b>	
O'Boyle, Inem	8447	Shaw, Tom	5507
Ryan, Heather	8449	<b>Women's Golf</b>	
<b>Administrative Assistants</b>		Bower, Sue	5513
DeGrouttola, Gail	7212	<b>Promotions/Marketing</b>	
Devlin-Ziegler, Liz	2425	Aglar, Emily	8442
Edwards, Jeff	7206	Walsh, Steve	8443
Gaillot, Susan	2426	<b>Women's Soccer</b>	
O'Dwyer, Lisa	5500	Anderson, Betsy	5574
<b>Associate Athletic Directors</b>		McLean, Linsey	5569
Barnett, J.D.	8223	Rogerris, Paul	7248
Granito, Vince	7915	<b>Women's Swimming &amp; Diving</b>	
Lagarde, M.L.	1217	Darnell, Lena	8210
Ochoa, Maria	8241	Devine, Chris	8197
Sidwell, Scott	7231	Irlle, Daniella	8236
<b>Business Office</b>		<b>Strength &amp; Conditioning</b>	
Champion, Eileen	5373	Ozaki, Gavin	8231
Jones, Kelly	7222	Tsuruda, Curtis	5671
McCann, Nanette	7223	<b>Sports Information</b>	
<b>Baseball</b>		Allison, Philip	7219
Boggs, Matthew	7790	Sudsbury, John	7271
Jones, Rick	8238	Turner, Donna	8240
Kingston, Mark	7202	Weaver, Richie	7232
Schonekas, Sherry	8216	<b>TAF</b>	
Teague, Sean	7203	Connell, Pat	8233
<b>Men's Basketball</b>		Fitzpatrick, Lurlyn	2410
Dannhoff, Mark	7209	Goff, Travis	7230
Finney, Shawn	5505	Hurst, Britney	7228
Snell, Steve	7208	Momic, Lacey	2250
Reynolds, Jeff	7218	Palms, Willie	7301
<b>Women's Basketball</b>		Parker, Amber	5356
Kennedy, Kellie	7204	<b>Men's Tennis</b>	
Roberts, Leslie	4483	Klein, Robert	8237
Savage, Michelle	5502	Lang, Michael	2549
Thieler, Christy	7249	<b>Women's Tennis</b>	
Stockton, Lisa	7205	Hand, Tom	5503
<b>Compliance</b>		Schumacher, David	5503
Johnson, Kim	7210	<b>Ticket Office</b>	
Walker, Morgan	5344	Grodskey, Mark	5810
<b>Equipment Room</b>		Stokley, Marty	5810
Hill, Mike	5510	Zenner, Tim	1241
Maglieri, Pete	8243	<b>Track &amp; Field</b>	
Mendow, John	8243	Corn, Mike	8247
Shoemaker, Ray	8243	Van Norman, Heather	5514
Springer, Jeff	5510	Mills, Derek	5514
<b>Facilities</b>		Williard, Mike	5564
Beavan, Mickey	8445	<b>Training Room</b>	
Halbert, Todd	8251	DoRosario, John	8047
Foucher, Elijah		LeDuc, Justin	5511
<b>Football</b>		Lopez, Andrea	5511
Brockmeier, Cyril	5014	Lorentson, Todd	8203
Chachere, Garrett	5011	Svoboda, Wendy	2457
Connelly, Doug	5358	<b>Travel</b>	
Constantini, Zo	5005	Arieux, Jodi	5017
Godfrey, Trey	5014	<b>Video</b>	
Davis, Greg	5007	Davis, Will	5013
Mahoney, Don	5012	Hooper Kevin	5013
Mason, Darryl	5008	<b>Volleyball</b>	
Scelfo, Chris	2425	Becker, Betsy	5570
Scelfo, Frank	5009	Kritza, Liz	5504
<b>Direct Dialing</b> 247-1---, 865-5---,314-7---, 862-8---,314-2--		Momic, Sinisa	8235

## C-USA PRINCIPLES AND STANDARDS OF SPORTSMANSHIP

### 1. Preface

Conference USA member institutions value the principles of sportsmanship and the ideal of pursuing victory with honor in intercollegiate athletics. The Conference believes that athletics should be conducted in a way that reflects positively on the individual participants and institutions. The standards of sportsmanship below are written to emphasize the basic expectations of the Conference related to sportsmanship and provide the Commissioner with broad authority to ensure that Conference activities are consistent with these principles.

### 2. Principles of Sportsmanship

The essential elements of sportsmanship and ethics in sports are embodied in the concept of character building and six core principles: respect, responsibility, fairness, honesty, integrity and good citizenship. The highest potential of sports is achieved when competition reflects these six principles.

### 3. Standards of Conduct

- a. Member institutions' student-athletes, coaches and staff shall conduct themselves in an appropriate manner in connection with all intercollegiate sporting events in which they participate ("Events"). They shall conduct themselves as positive role models and represent their institutions in a manner that exhibits the principles of sportsmanship. They shall exhibit respect and courtesy towards all participants, and comment about other institutions, coaches and student-athletes only in a positive manner.
- b. Behavior that is not considered sportsmanlike or appropriate in connection with Events includes, but is not limited to, the following:
  - i. Striking (e.g., kicking, hitting, throwing objects at) or other acts of violence, attempted acts of violence or attempts to incite violence;
  - ii. Obscene, profane, demeaning or unduly provocative language, gestures or actions directed towards an opposing team, institution, contest official, staff member or spectator;
  - iii. Public criticism of or publicly disparaging statements about an opposing team, institution, contest official, staff member, or spectator;
  - iv. All other actions, as determined by the Commissioner, in violation the principles and standards of sportsmanship.

4. Recruiting
  - a. Institutional staff members shall maintain the highest standards of integrity in their recruitment of prospective student-athletes.
  - b. The staff shall only comment about other institutions, coaches, and student-athletes in a positive manner.
  - c. The staff shall fully disclose to prospective student-athletes all relevant information regarding the institution, its programs and the nature of any financial aid being offered.
  
5. Competitive Environment
  - a. The management and conduct of Events is the responsibility of the hosting institutions. In their discharge of this responsibility, all member institutions shall ensure a competitive environment that is safe, fair, and consistent with the principles and standards of sportsmanship.
  - b. All ancillary support groups subject to institutional control (e.g., spirit squads, bands, mascots) shall conform to the principles and standards of sportsmanship.
  - c. Institutions are responsible for the conduct of spectators at Events they are hosting. Spectators whose conduct is abusive to officials, participants or spectators, or that violates reasonable social standards of conduct, should be removed from the Event.
  
6. Member Institution Obligations
  - a. Each member institution shall be responsible for promoting sportsmanship and appropriate conduct and for ensuring that its participants conduct themselves in a sportsmanlike manner in connection with intercollegiate sporting events.
  - b. Each member institution shall adopt policies and procedures to implement the Principles and Standards of Sportsmanship.
  - c. Each member institution shall take appropriate disciplinary or remedial actions in response to any conduct in connection with sporting events that is not sportsmanlike or appropriate by its participants.
  - d. The athletic director of a member institution shall promptly inform the Conference Commissioner of any conduct or actions by participants in connection with events that are not sportsmanlike or appropriate, and of any actions to be taken in respect of such conduct.

7. Powers of the Conference Commissioner

It shall be the responsibility of the Commissioner to promote and enforce these principles and standards of sportsmanship in connection with all Conference activities involving a member institution, including competition against non-conference opponents. The Commissioner shall have broad authority to interpret the standards, review disciplinary action taken by member institutions, and further penalize those deemed to have violated the standards.

8. Penalties

- a. Specifically and without limitation, the Commissioner has the authority to require a member institution to take any one or more of the following actions: (i) publicly or privately reprimand any participant; (ii) forfeit any sports events or competitions; (iii) suspend or expel any person from attendance at or participation in one or more events; or (iv) pay a fine to the Conference (not to exceed \$50,000) for each occurrence of unsportsmanlike or inappropriate conduct.
- b. In instances of flagrant misconduct, regardless of circumstance, all individuals involved shall receive a minimum penalty of a suspension from one or more contests. Flagrant misconduct shall include, but not be limited to, striking (e.g., kicking, hitting, throwing objects at), or attempting to strike an official, coach, player or spectator.
- c. Repeat violations by an individual, team or institution will subject them to increasingly greater penalties.

9. Procedure

- a. Incidents that may involve violations of these standards shall be immediately reported to the president and the director of athletics of the involved member institution and the Commissioner.
- b. The director of athletics shall immediately review the incident to determine whether these standards have been violated.
- c. As soon as possible, but no later than 48 hours or prior to the next competition, whichever is first, the director of athletics shall advise the Commissioner in writing of the finding and specific disciplinary action, if any, imposed by the institution. A copy shall go to the institution's president and faculty representative.
- d. The Commissioner shall promptly review the incident and action taken, and make a determination regarding whether additional penalties should be imposed. The Commissioner will notify the institution of any directive with additional penalties accordingly.

- e. Penalties shall be imposed prior to the next competition.
- f. Subject to the right of appeal established in Section 10 below, each member institution shall comply with all written directives issued by the Commissioner.
- g. The Commissioner and athletic director may designate another member of their respective staffs to act on their behalf, and the Commissioner shall have the authority to waive the timing requirements set forth above.

10. Right of Appeal

- a. Any member institution shall have the right to appeal any directive of the Commissioner to the Conference Board of Directors' Executive Committee. To properly appeal a directive, the member institution must submit a written statement to the Conference office within 24 hours of receipt of the directive. The appeal should include the nature of the institution's objections to the proposed directive, supporting information, and the actions, if any, that the institution contends should have been taken or required by the Commissioner in the directive at issue.
- b. The Commissioner shall promptly notify the Executive Committee and provide them with the institution's appeal materials, a summary of the directive, and supporting information.
- c. The Executive Committee may affirm, modify or set aside the directive with or without affording the appealing institution a formal or informal hearing. All decisions by the Executive Committee shall be final.
- d. If the Executive Committee finds that the appeal was made without basis, and determines that it was done in an effort to gain competitive or other advantage, it shall have the power to impose a fine to the institution no less than \$5,000 and no greater than \$50,000.
- e. An Executive Committee member from the institution making the appeal shall be recused from hearing the appeal.

## **Tulane University Athletics Student-Athlete Code of Conduct**

Student-athletes are Tulane University's most visible ambassadors. Therefore, each and every student-athlete is expected to conduct himself or herself in a manner that reflects positively upon the university, the Department of Athletics, their families, coaches, and teammates.

To this end, student-athletes must adhere to all rules set forth by their respective teams, the Department of Athletics, Tulane University, Conference USA, and the NCAA. Failure to do so may result in indefinite or permanent suspension from their team and Tulane University. Scholarship student-athletes found in violation also risk part or all of their scholarship being revoked. Head coaches will incorporate the Tulane University's Athletic Code of Conduct into their own team rules and regulations. Sanctions imposed for the violation of team rules are the responsibility of the head coach of each sports program. All team rules and regulations will be reviewed by sport supervisors on an annual basis. The Code of Conduct supersedes all team regulations.

Student-athletes are required to disclose if they are arrested or otherwise charged with a criminal offense by any law enforcement agency. Student-athletes must report this to the head coach and sport administrator within 24 hours or they will risk suspension from competition at the discretion of the Director of Athletics.

### **Student Service Areas Obligations:**

1. All Student Service Area staff members are responsible for reporting all incidents/code of conduct violations to the Student Service Area Director.
2. The Student Service Area Director must immediately notify the respective Head Coach, the Sports Supervisor and the Sr. Associate Director for Administrative Services/SWA of the incident and/or suspension from service area.
3. Refusal of a student-athlete to comply with any departmental request or directives will result in automatic suspension from the specific service area(s).
4. If the student athlete is suspended from the service area, the respective Head Coach will meet with the SWA regarding the incident. The Head Coach will submit a request to appeal the suspension and include evidence of appropriate sanctions.
5. If there is a repeat incident there will be at minimum an infraction of the code of conduct and will be processed according to the sanctions in the code of conduct.

### **Violations**

#### **A. Infractions**

1. Student-athletes of Tulane University are expected to follow all rules and regulations set forth by university administration. Being a student-athlete does not exempt you from application of university rules and regulations. As

part of the Tulane University student body, student-athletes are expected to follow the rules, regulations, and policies set forth by the various administrative authorities.

2. Infractions include, but are not limited to the following:
  - a. campus law enforcement, parking
  - b. dormitory visitation
  - c. meeting all academic and institutional obligations, classroom behavior,
  - d. dining establishments, honor code, team conduct;
  - e. respect for personal and private property of others, including teammates, coaches, support personnel, member of the opponents' teams, officials and spectators
  - f. respect for faculty, staff and campus law enforcement
  - g. respect for fellow student-athletes, coaches, support staff and administrators
  - h. respect for general student body for one's self
3. Student-athletes are expected to adhere to all university, local, state, and federal laws.

#### **B. Secondary Offenses**

1. Conviction or plea of guilty or no contest to a criminal law of the State of Louisiana or the United States that is not classified as a felony.
2. A positive drug test for NCAA banned ergogenic aids (i.e. supplements bought over the counter.)
3. A violation of a general university conducts regulations as determined by the appropriate university official.
4. Knowingly giving false and misleading information to a university official.
5. Any violation of the Tulane University Honor Code.
6. Any violation of NCAA rules and/or regulations.
7. Physical Confrontation

#### **C. Major Offenses**

1. Conviction or plea of guilty or no contest to a criminal law of the State of Louisiana or the United States that is classified as a felony.
2. A positive drug test for either illicit (street) drugs or anabolic steroids.
3. Assault
4. Two or more secondary offenses within an Academic calendar year.

(Defined as the period from the first day of classes to the day before the start of the next academic year.)

#### **Sanctions**

In addition to any sanctions rendered by the University, NCAA or other governing bodies, Tulane Athletics reserves the right to institute indefinite suspensions from athletic practice and competition activities in any case where the action of the student-athlete is inconsistent with Tulane University's Athletic Code of Conduct. All suspensions from competition will include any activity associated with the competition, including, but not limited to, travel per diem, lodging, and transportation to the competition. Understanding that no

two cases are identical in nature, each case will be reviewed by the Director of Athletics and the head coach of the sport involved.

**For Infractions**

1. Infractions will be reviewed by the Head Coach, Sport Administrator and Director of Athletics to determine the appropriate sanction.
2. Sanctions may include, but are not limited to, warning, reprimand, probation with or without conditions, requirements for restitution, conditions intended to encourage personal rehabilitation such as counseling and community service activities, conditions relating to satisfactory academic performance, suspension from practice activities, and suspension from competition.
3. Sanctions will be imposed at the discretion of the Director of Athletics.

**For Secondary Offenses**

1. The Director of Athletics shall determine the appropriate discipline in a case involving a secondary offense.
2. Sanctions for a secondary offense may include, but are not limited to any one or more of the following: warning, reprimand, probation with or without conditions, requirements for restitution, conditions intended to encourage personal rehabilitation such as counseling and community service activities, conditions relating to satisfactory academic performance, suspension from practice activities, and suspension from competition.
3. A student-athlete with three or more secondary violations will face a suspension of no less than one year. Any additional violations will result in termination from the program and revocation of athletic scholarship

**For Major Offenses**

1. In the event a student-athlete at Tulane University is formally charged by any law enforcement agency with a felony, the involved student-athlete will be placed on immediate suspension from the athletic program.
2. In the event a student-athlete has been determined by the Director of Athletics to be in violation of a major offense, the Director of Athletics shall prohibit the student-athlete from participation in practice, competition, and/or services provided by the department of intercollegiate athletics for a term of no less than 30 days. In addition, in accordance with NCAA regulations, the Director of Athletics may revoke or modify the student-athlete's athletic financial aid.
3. A student-athlete with two major violations (non-drug policy related) will be placed on a suspension of no less than one year. Any additional major violations will result in termination from the program and revocation of athletic scholarship.

**Appeals Process**

The Director of Athletics will make disciplinary decisions involving a violation of the Student-Athlete Code of Conduct. Should a student-athlete wish to

appeal any disciplinary action, he/she should contact the Associate Athletics Director for Administrative Services. Appeals must be submitted in writing within 72 hours of the Director of Athletics decision. An appeals hearing will be conducted by an independent appeals board outside of the Department of Athletics and chaired by the Faculty Athletic Representative.

#### **STUDENT-ATHLETE ACKNOWLEDGEMENT OF REQUIREMENTS**

My signature below indicates that I have read, understand and agree to adhere to the foregoing Tulane University Student-Athlete Code of Conduct. I have been given the opportunity to ask questions and receive clarification. All my questions about the Student-Athlete Code of Conduct have been answered to my satisfaction. I understand that agreement to and compliance with the Student-Athlete Code of Conduct is required for my participation in athletics at Tulane University.

Student-athlete signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Sport \_\_\_\_\_

#### **Tulane University Honor Code**

The integrity of all undergraduate students at Tulane is based on the absolute honesty of the entire community in all academic endeavors. Students have certain responsibilities regarding all independent work that forms the basis for the evaluation of their academic achievements. Tulane students are expected to familiarize themselves with the principles of this honor code and to conduct themselves in a manner that complies with it at all times.

The scholarly community of the university depends on the willingness of both faculty and students to uphold the honor code. When a violation of the honor code is observed, it is the duty of every member of the academic community who has evidence of the violation to take action. Students should take steps to uphold the honor code by reporting any possible offense to the instructor or honor board. Students should under no circumstances tolerate any form of academic dishonesty.

In all work submitted for academic credit, students are expected to represent themselves honestly. The presence of a student's name on any work submitted in completion of an academic assignment is considered to be an assurance that the work and ideas are the result of the student's own intellectual effort, stated in his or her own words and produced independently, unless clear and explicit acknowledgement of the source for the work and ideas is included. This principle applies to papers, tests, homework assignments, artistic productions, laboratory reports, computer programs, and other assignments.

#### **Honor Code Violations**

Any student behavior that indicates a lack of academic honesty and integrity is considered a violation of the Honor Code. The following are defined as violations of the Honor Code:

- **Cheating** -Unauthorized giving, receiving or use of material or information in examinations, quizzes, assignments or other course work, or trying to do so, with the attempt to influence a grade.
- **Plagiarism** – The use of the ideas, data or specific passages of others that are acknowledged or falsely acknowledged, with the purpose of influencing a grade. Any paraphrasing or quotation must be appropriately acknowledged.
- **Falsification of research** –The fraudulent or deceptive generation of data or the knowing use of data gathered in such a manner.
- **Unauthorized collaboration** –Collaboration not explicitly allowed by the instructor to obtain credit for examinations or course assignments.
- **Multiple submission** – Presentation of a paper or other work for credit in two distinct courses without prior approval by both instructors.
- **Misrepresentation** -- One person taking a quiz or examination, or producing a paper, for another.
- **Falsification of academic records** –Forging the signature of an instructor or advisor on any form directly affecting a grade or academic credit.
- **False testimony** -- Knowingly presenting false accusation or testimony before the honor board or its representatives.
- **Improper disclosure** –Failure of an honor board member to maintain strict confidentiality concerning honor board proceedings.

### **Intercollegiate Athletics Substance Abuse Program**

The Department of Intercollegiate Athletics has developed a Substance Abuse Education and Screening Program (“THE PROGRAM”) for Tulane’s student-athletes.

#### **1. Basic Program Objectives**

1.1 Tulane University (the “University”) believes that use or abuse of controlled substances and performance-enhancing substances is detrimental to the health of a student-athlete, may compromise the health and safety of the student-athlete and other student-athletes during competition and practice, may interfere with academic performance and compromises the integrity and spirit of intercollegiate athletics competition. Therefore, the University has adopted a Drug Education, Screening and Counseling Program (the “Program”). The purposes of the Program are: (1) to help educate student-athletes as to the personal risks and dangers of drug use and abuse; (2) to detect and prevent the use of banned substances through a screening program based on periodic testing; (3) to assist in the rehabilitation of student-athletes using or abusing banned substances; and (4) in appropriate cases and in accordance with the Program, to remove from the University athletic programs student-athletes who are found to have violated the requirements of the Program.

To participate in University intercollegiate athletic programs, all student-athletes must comply with the Program. The Program applies to all athletes currently on a Tulane University squad list. Accordingly, each student-athlete should read these requirements carefully and if the student-athlete is willing to abide by them, the student-athlete should sign the Consent and Authorization Form attached hereto as Exhibit 1. Student-athletes not signing the document and not consenting to participation in the Program will not be permitted to participate in University intercollegiate athletic programs. If the student-athlete is under the age of 18, a parent or legal guardian must also sign the Consent and Authorization Form.

#### **2. The Educational Program**

An integral part of the University’s effort to prevent substance use and abuse by its student-athletes is an ongoing educational program. Each member of every intercollegiate athletic team at the University shall be required to participate in prescribed drug

education programs on an annual basis and shall sign the Consent and Authorization Form.

### **3. Banned Substances**

3.1.1 Use of anabolic steroids, cocaine, marijuana, amphetamines, any other controlled substances proscribed by federal or state law, or those substances banned by the National Collegiate Athletic Association ("NCAA") by any member of any University intercollegiate athletic team is prohibited, regardless of whether such use occurs before, during or after the team's season. The only exceptions are for medications legally prescribed as described in Section 3.4 below. A list of substances banned by the NCAA is published each year in the NCAA Manual.

3.2 Other substances, which may be performance enhancing, are also prohibited even though they may be legally obtained at stores or through the mail. These prohibited substances include, but are not limited to, ephedrine, ephedra, mahuang, androstenedione, androstenediol and dehydroepiandrosterone (DHEA).

3.3 Unauthorized use of banned substances constitutes an abuse of the privilege of representing the University in intercollegiate athletic competition. Such use may result in suspension or dismissal from an athletic team and may lead to further sanctions, including the loss of a student-athlete's scholarship, consistent with NCAA regulations.

3.4 If an otherwise banned substance is being used at the prescription of a physician, the student-athlete may continue to participate in athletics if: (1) with respect to possible risk to the health of the student-athlete, the student-athlete's attending physician certifies in writing that specified athletic activity may be safely undertaken and the student-athlete executes a prescribed waiver which relieves the University of any responsibility for illness or injury attributable to engaging in athletic activity while under the influence of the prescribed medication; and (2) with respect to possible performance-enhancing effects, the athlete's attending physician, in consultation with the University medical and athletic authorities can, and does, implement a schedule of medication that precludes such performance-enhancing effects during times relevant to intercollegiate athletic competition.

### **4. Screening Program**

4.1 The Program will be administered by the Athletic Director and the Director of Sports Medicine.

4.2 Agreeing to participate in the Program, a student-athlete agrees to submit to any tests required by the University to reveal the use of any of the banned substances listed above.

4.3 Such test will be administered only after the student-athlete has signed an individual notification form which expressly identifies the specific test that he or she has been asked to undergo, as well as the specific time and specific date of the test.

4.4 The basic test to be used for drug screening is a urinalysis. However, other types of tests may be utilized from time to time to determine the presence of banned substances.

4.5 On the day of a test, a urine sample will be collected in a container provided by the collection agency. All specimens will be collected in a confidential manner and the containers will be sealed in such a way that any evidence of tampering can be detected. Chain of custody in specimen collection, preparation and handling shall be followed as prescribed by the collection agency. A document that explains the chain of custody process will be provided to the student-athlete at the time the specimen is provided. A collector of the same sex as the student-athlete will witness collection of the specimen. The urine sample will be identified by number code only and each student-athlete will verify that code number. A certified independent laboratory will analyze each specimen.

4.6 All test results will be reported directly to the Director of Sports Medicine and/or his designee, the Director of Athletic Training. The Director of Sports Medicine and/or his designee, the Director of Athletic Training, will then share the results with the student-athlete, the Athletic Director, head coach, parents/legal guardians, the team physician and drug counselor/rehabilitation personnel.

4.7 Licensed clinical laboratories will do the analysis of all specimens. If any specimen is positive, the laboratory will validate the result through a second test. Only if the results of both these tests are positive will the specimen be considered positive for purposes of

the Program. A portion of each positive specimen will be saved in case the student-athlete challenges the results and wishes to have the specimen re-tested elsewhere at his/her own expense. The specimen shall remain the property of Tulane University.

4.8 Student-athletes who fail to comply with the Program, fail to sign the notification form, fail to arrive at the collection station at the designated time, fail to provide a urine sample according to the protocol, or alter the integrity or validity of the urine specimen will be treated as if there were a violation.

4.9 Testing based on urinalysis will be implemented as follows:

4.9.1 Announced pre-season testing. Student-athletes may be tested during the pre-participation physicals for their respective sport.

4.9.2 Unannounced random testing. All student-athletes shall be subject to periodic unannounced random testing during the course of the academic year (including summer school). The Director of Sports Medicine and/or his designee will notify student-athletes selected for testing in writing. The notification shall include the time and location of the test. The student-athlete must sign the notification form prior to the test.

4.9.3 Testing in response to individualized reasonable suspicion. Information reported to the Athletic Director indicating reasonable suspicion of banned substances shall require that the student-athlete submit to drug testing immediately or as soon as practical.

Reasonable suspicion means a degree of knowledge that would induce a reasonable person under similar circumstances to believe that the student-athlete is involved in the use or abuse of a banned substance.

4.9.4 NCAA post season qualifier

If a student-athlete voluntarily admits to the use or abuse of a banned substance, the University will consider such admission a First Violation of the Program, but will take the student-athlete's volunteering such information into account when considering what action will be taken. A student-athlete that voluntarily admits, must do so prior to being notified that he/she has been selected for random testing, pre-season testing or testing due to reasonable suspicion.

## **5. Effect of Positive Results**

The following sanctions will be those typically imposed by the University in the administration of the Program. In all cases, however, the University reserves the right to act in what it believes to be the best interests of the student-athlete and the University and the Director of Athletics may impose additional or lesser sanctions commensurate with the facts and circumstances.

5.1 First Violation (confirmed positive result and/or non-compliance).

5.1.1 The Athletic Director and the Director of Sports Medicine and/or his designee, will meet with the student-athlete to discuss test results and give written notification regarding sanctions for First Violation.

5.1.2 The Athletic Director and the Director of Sports Medicine and/or his designee will advise the student-athlete of mandatory substance abuse counseling. The substance abuse counselor shall determine the length and manner of counseling in consultation with the Director of Sports Medicine and/or his designee, the Director of Athletic Training.

5.1.3 The Athletic Director will notify the student-athlete's parents/legal guardians in writing of the known facts concerning the First Violation and of the conditions to be imposed by the University in response thereto.

5.1.4 The student-athlete will submit to urine testing on a schedule to be determined by the substance abuse counselor.

5.1.5 If the student-athlete has tested positive for cocaine, or another substance, which, in the judgment of the University, exposes the student-athlete to a significant health risk, he/she will be immediately ineligible to practice or compete. The student-athlete will not be permitted to practice or play until 1) he/she has been medically evaluated by the Director of Sports Medicine and/or his designee; 2) has had at least two consecutive negative test results; and 3) has been approved to return by the Director of Sports Medicine and/or his designee.

5.2 Second Violation (confirmed positive result and/or non-compliance or failure to comply with the sanctions imposed for a First Violation).

5.2.1 The Athletic Director and the Director of Sports Medicine and/or his designee will meet with the student-athlete to discuss test results and give instructions as to sanctions for second violation.

5.2.2 The Athletic Director and Director of Sports Medicine and/or his designee will advise the student-athlete of mandatory substance abuse counseling. The substance abuse counselor shall determine the length and manner of counseling in consultation with the Director of Sports Medicine and/or his designee.

5.2.3 The Athletic Director will notify the student-athlete's parents/legal guardians in writing of the known facts concerning the Second Violation and of the conditions to be imposed by the University in response thereto.

5.2.4 The student-athlete will submit to urine testing on a schedule to be determined by the substance abuse counselor.

5.2.5 The student-athlete will be suspended from participation in intercollegiate competition for a minimum of 25% of the season. If less than 25% of the season remains, the suspension may be carried into the subsequent season

5.3 Third Violation (confirmed positive result or non-compliance).

5.3.1 The Athletic Director and the Director of Sports Medicine and/or his designee will meet with the student-athlete to discuss test results and give instructions as to sanctions for Third Violation.

5.3.2 The Athletic Director and Director of Sports Medicine and/or his designee will advise the student-athlete of mandatory substance abuse counseling. The substance abuse counselor shall determine the length and manner of counseling in consultation with the Director of Sports Medicine and/or his designee, the Director of Athletic Training.

5.3.3 The Director of Athletics will notify the student-athlete's parents/legal guardians in writing of the known facts concerning the Third Violation and of the conditions to be imposed by the University in response thereto.

5.3.4 The student-athlete will submit to urine testing on a schedule to be determined by the substance abuse counselor.

5.3.5 A student-athlete will be suspended from participation in intercollegiate competition for a minimum of 50% of the season. If less than 50% of the season remains, the suspension may be carried into the subsequent season.

5.4 Fourth Violation (confirmed positive result or non-compliance)

5.4.1 The Athletic Director and the Director of Sports Medicine and/or his designee will meet with the student-athlete to discuss the test results and give instructions as to sanctions for Fourth Violation.

5.4.2 The athletic eligibility of the student will be canceled permanently; the student will not be eligible for renewal of any athletic scholarship and existing scholarship may be subject to cancellation.

5.4.3 The Athletic Director will notify the student-athlete's parents/legal guardian in writing of the know facts concerning the Fourth Violation and of the conditions imposed by the University in response thereto.

5.4.4 A student whose eligibility has been canceled is encouraged to seek substance abuse counseling available to students' incident to their enrollment at Tulane but such counseling will not be initiated or supervised by the athletic department since the student is no longer affiliated with the athletic program.

## **6. Procedures for Imposing Sanction**

6.1 Written Notice. Before any sanction is imposed, the student-athlete will be given written notice by the Athletic Director of the nature of the sanction, the reasons for the proposed action and the right of the student-athlete to request a hearing on the proposed sanction before it is imposed. However, if the proposed sanction is based on a preliminary determination of use of banned substances that may threaten the health or safety of the athlete or of other athletes, then athletic participation shall be discontinued immediately pending a medical determination as to the fitness of the athlete to resume participation in athletic activities. This determination shall be made as promptly as possible.

6.2 Requests for Hearing. A student-athlete may obtain a hearing under the Student-Athlete Code of Conduct by addressing a written request to the Athletic Director. The written request must be delivered to the Athletic Director within 72 hours after receiving the written notice of any sanction imposed.

### **7. General Policies**

7.1 Failure to report for drug testing after notification, shall be considered a violation.

7.2 Conviction of a student-athlete for sale, purchase, transfer or possession of drug charges shall result in immediate sanctions which may include dismissal from his/her team and immediate loss of eligibility and athletic scholarship.

7.3 This Program and its administration are subject to modification at any time.

### **NCAA Drug Screening Program**

A student-athlete losing all remaining eligibility as a result of drug testing conducted by the NCAA shall be dismissed from his/her team and if on athletic related financial aid, will be removed from scholarship.

All student-athletes are required to consent to NCAA Random Drug Testing as required by NCAA Constitution 3.2.4.6 and NCAA Bylaw 14.1.4 and 30.5.

Any questions should be directed to the Substance Abuse Counselor and/or the Director of Athletics. Refer to NCAA Banned Drugs below for a list of drugs detected in the screening.

The list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or [www.ncaa.org/sports\\_sciences/drugtesting](http://www.ncaa.org/sports_sciences/drugtesting) for the current list. The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

Nutritional Supplements are not strictly regulated and may contain substances banned by the NCAA.

The following is a list of banned-drug classes, with examples of substances under each class:

<b>(a) Stimulants</b>	<b>(b) Anabolic Agents</b>
amiphenazole	<u>Anabolic steroids</u>
amphetamine	androstened
bemigrade	androstenedione
benzphetamine	boldenone
bromantan	clostebol
caffeine (guarana)	dehydrochlormethyltestosterone
chlorphentermine	dehydroepiandrosterone (DHEA)
cocaine	dihydrotestosterone (DHT)
cropropamide	dromostanolone
crothetamide	fluoxymesterone
diethylpropion	mesteronlone
dimethylamphetamine	methandienone
doxapram	methenolone
ephedrine (ephedra, ma hung)	methyltestosterone

ethamivan	nandrolone
ethylamphetamine	norandrostenediol
fencamfamine	norandrostenedione
meclofenozate	norethandrolone
methamphetamine	oxandrolone
methylene-dioxymethamphetamine (MDMA, ecstasy)	oxymesterone
methylphenidate	oxymetholone
nikethamide	stanozolol
pemoline	testosterone
pentetrazol	and related compounds
phendimetrazine	<u>Other anabolic agents</u>
phenmetrazine	clenbuterol
phentermine	
phenylpropanolamine (ppa, effective Aug 2003)	
picotoxine	
pipradol	
prolintane	
strychnine	
and related compounds	

(c) Substances Banned for Specific Sports:

Rifle: alcohol, atenolol, metoprolol, nadolol, pindolol, propranolol, timolol and related.

(d) Diuretics

acetazolamide	hydroflumethiazide
bendroflumethiazide	methylclothiazide
benzthiazide	metolazone
bumetanide	polythiazide
chlorothiazide	quinethazone
chlothaldione	spironolactone
ethacrynic acid	triamterene
flumethiazide	trichlometiazide
furosemide	and related compounds
hydrochlorothiazide	

(e) Street Drugs

heroin	THC
marijuana	(tetrahydrocannabinol)

(f) Peptide Hormones and Analogues

chorionic gonadotrophin (HCG- human chorionic gonadotrophin)  
corticotrophin (ACTH)  
growth hormone (HGH, somatotrophin)

All the respective releasing factors of the above-mentioned substances also are banned.

erythropoietin (EPO)	sermorelin
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(g) Definitions of positive depend on the following:

For caffeine - if the concentration in urine exceeds 15 micrograms/ml

For testosterone – if the administration of testosterone or the use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to

greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

For marijuana and THC – if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

Refer to “Sanctions” in the Tulane Student Code of Conduct for specific University sanctions to Drug Policy Violations regarding Tulane Students. (Violation(s) of "Unauthorized use and/or possession of any controlled substance or illegal drug" ([Code of Student Conduct, III.A.4.](#)))

### **Supplement and OTC Medication Policy**

Due to the fact that many of the over the counter medications and nutritional supplements may contain substances that are banned by the NCAA, before taking any ergogenic aid or over the counter medication you must first consult and have clearance by either the Head Athletic Trainer or a Team Physician.

### **Alcohol Policy**

Intervention/assessment by the Substance Abuse Counselor will be required for any student-athlete involved in an incident while under the influence (i.e. driving under the influence, public drunkenness/intoxication, and/or seeking medical attention as a result of, or related to an intoxicated state) due to the potentially addictive nature of alcohol and the role it can play in substance abuse.

Intervention/assessment will continue for a non-specified time to be determined by the Substance Abuse Counselor. Sanctions including counseling, testing, suspension from participation, or loss of scholarship (if on athletic related financial aid), will be determined on an individual basis by the Director of Athletics and Head Coach based on the recommendation of the Director of Sports Medicine and the Substance Abuse Counselor. Refer to “Sanctions” in the Tulane Student Code of Conduct for specific University sanctions regarding Alcohol Violations for Tulane Students. (Violation(s) of "Use, possession or distribution of alcoholic beverages in violation of the Tulane Alcohol Beverage Policy" ([Code of Student Conduct, III.A.6.](#)) and Violation(s) of "Disorderly or disruptive conduct while under the influence of alcohol" (Code of Student Conduct, III.A.19))

Testing for the presence of alcohol in the urine will be conducted as part of the regular urinalysis screening.

If you have questions regarding the Program, please do not hesitate to contact the Director of Athletics, the Head Coach, the Head Athletic Trainer, or the Director of Sports Medicine. All student-athletes are reminded that counseling is always available through the Student Health Center on a confidential basis.

**NCAA Athletic Academic Eligibility Requirements**  
**Student-Athletes Enrolling after August 1, 2003**

The Office of Athletic Academic Support Services, the Compliance Office of Tulane Athletics, and the Registrars Office of Tulane University monitor the academic progress of student-athletes in accordance with all NCAA rules and regulations, Conference USA requirements, and Tulane University requirements.

**12 Hour Minimum Enrollment Rule**

Student-athletes must be enrolled in no fewer than 12 credit hours during the Fall and Spring semesters to be eligible for practice, competition, and financial aid. However, student-athletes who need less than 12 semester hours to graduate may enroll in only that number of remaining hours to be eligible. Approval for this exception must be granted through the Tulane Athletics Compliance Office.

**Credit Requirements**

Student-athletes must successfully complete 24 credits prior to their second year. Student-athletes must complete a minimum of 18 credits each academic year to be eligible for athletics competition.

**Six Credit Hours Requirement**

Student-athletes must successfully complete 6 credit hours in the previous regular academic term of full-time enrollment to be eligible for athletics competition in the next regular academic term.

**75/25 Rule**

Student-athletes shall earn at least 75% of the credit hours required for satisfactory progress during the fall and spring academic terms. Student-athletes shall not earn more than 25% of the credit hours required for satisfactory progress during the summer term or through correspondence courses. In other words, at least 18 credit hours must be earned during the Fall and Spring semesters and no more than 6 credit hours may be earned during the summer session(s).

**40/60/80 Rule**

In order to be eligible for athletic competition, student-athletes must complete a certain percentage of their degree before beginning the third, fourth, and fifth years of collegiate enrollment. Specifically,

- student-athletes entering the **third** year of collegiate enrollment must have completed **40%** of their degree program;
- student-athletes entering the **fourth** year of collegiate enrollment must have completed **60%** of their degree program; and

- student-athletes entering the **fifth** year of collegiate enrollment must have completed **80%** of their degree program.

#### **GPA Requirements**

In order to be eligible for athletic competition, student-athletes must obtain a minimum GPA before beginning the third, fourth, and fifth years of collegiate enrollment. Specifically,

- student-athletes entering the **second** year of collegiate enrollment must have achieved **90%** of the GPA required for graduation; student-athletes entering the **third** year of collegiate enrollment must have achieved **95%** of the GPA required for graduation; and
- Student-athletes entering the **fourth** year of collegiate enrollment and thereafter must have achieved **100%** of the GPA required for graduation, GPA will be certified after each semester of enrollment.

#### **Declaration of Degree Requirements**

A student-athlete shall designate a program of study leading toward a specific baccalaureate degree by the beginning of the student-athlete's third year of enrollment and thereafter, shall make satisfactory progress toward that specific degree.

### **NCAA Academic Eligibility Requirements for Student-Athletes Enrolling before August 1, 2003**

The Office of Athletic Academic Support Services, the Compliance Office of Tulane Athletics, and the Registrars Office of Tulane University monitor the academic progress of student-athletes in accordance with all NCAA rules and regulations, Conference USA requirements, and Tulane University requirements.

#### **12/24 Rule**

Student-athletes shall earn 24 credit hours each academic year. The 12/24 rule may also be satisfied by earning an average of 12 credit hours for each term of enrollment.

#### **25/50/75 Rule**

In order to be eligible for athletic competition, student-athletes must complete a certain percentage of their degree before beginning the third, fourth, and fifth years of collegiate enrollment. Specifically,

- student-athletes entering the **third** year of collegiate enrollment must have completed **25%** of their degree program;
- student-athletes entering the **fourth** year of collegiate enrollment must have completed **50%** of their degree program; and
- student-athletes entering the **fifth** year of collegiate enrollment must have completed **75%** of their degree program.

#### **Credit Requirements**

Student-athletes must successfully complete 24 credits prior to their second year. Student-athletes must complete a minimum of 18 credits each academic year to be eligible for athletics competition.

#### **GPA Requirements**

In order to be eligible for athletic competition, student-athletes must obtain a minimum GPA before beginning the third, fourth, and fifth years of collegiate enrollment. Specifically,

- student-athletes entering the **third** year of collegiate enrollment must have

- achieved **90%** of the GPA required for graduation; and
- student-athletes entering the **fourth** year of collegiate enrollment and thereafter must have achieved **95%** of the GPA required for graduation.

#### **Declaration of Degree Rule**

A student-athlete shall designate a program of study leading toward a specific baccalaureate degree by the beginning of the student-athlete's third year of enrollment and thereafter, shall make satisfactory progress toward that specific degree.

#### **Academic Services Policies**

Advising Tulane student-athletes during their pursuit of an undergraduate degree is the most important function of the Office of Academic Support Services. The approach that the Office of Academic Support Services uses to advise student-athletes involves the collaborative efforts of student-athletes, department and college advisors, and the Office of Academic Support Services to develop a plan of action for every Tulane student-athlete. This plan of action is tailored to the unique needs of each student-athlete, to allow them to succeed in college and in life. Each counselor understands the mission of Tulane University and the academic policies and philosophies that govern the University. Furthermore, the academic counselors are able to provide accurate knowledge of university and college degree requirements, as well as NCAA degree requirements. This knowledge includes an understanding of university and department academic courses, professor assignments, course content, and prerequisites needed for academic degrees.

Tulane's athletic academic counselors possess skills that allow for one-on-one counseling. Student-athletes should feel free to discuss their academic interests, personal needs, and crisis situations with their academic counselors. If referrals to specialists are needed, Tulane's athletics department works closely with various on-campus counseling organizations that provide specialized, professional counseling on a confidential basis.

#### **Academic Enhancement Program (AEP)**

The Academic Enhancement Program (AEP) will include the following services: Tutoring, Mentoring, Individual Study Hours, Academic Counseling, Library research, Foreign Language Lab, Group study sessions.

1. All student-athletes who are required to complete AEP hours must complete their hours in the Office of Academic Support Services.
2. All AEP hours completed outside of the Office of Academic Support Services must be pre-approved by a member of the academic support services staff in order to get AEP credit. For example, tutoring, library research, foreign language lab, group work, academic counseling by appointment, etc.
3. Students will check in and out of AEP with their Tulane ID. Students will swipe their ID to check in and will swipe their ID in order to check out of AEP. Every time a student leaves the AEP area, they MUST swipe out.
4. If you do not have your Tulane ID, you will not be given credit for ANY AEP hours completed.

5. If you have any questions about your AEP hours please see a staff member of the Office of Academic Support Services.

**Upperclassman:**

1. Cumulative grade point average of 2.50 or above will not have any required AEP hours.
2. Cumulative grade point average between 2.30 and 2.50 will have 6 hours of required AEP.
3. Cumulative grade point average between a 2.00 and 2.30 will have 8 hours of required AEP
4. Cumulative grade point average below 2.00 will have 10 hours of required set AEP hours as well as mandatory tutoring. **You must come to AEP hours during your set times. NO EXCEPTIONS!!**
5. Any SENIOR with a cumulative grade point average of 2.30 or above will not have any required AEP hours.
6. If necessary, the Office of Academic Support Services has the authority to return any student-athlete to AEP at their discretion.

**Freshmen:**

1. All freshmen student-athletes are required to be in AEP for the entire school year.
2. Any freshmen student-athletes who received a 3.00 cumulative grade point average after their first semester at the university will be required to complete 4 hours of AEP in the second semester. If necessary, the Office of Academic Services has the authority to return any student-athlete to AEP at their discretion.
3. All other freshmen student-athletes will be required to complete 8 hours of AEP unless they are below a 2.0 cumulative grade point average. If a freshman is below a 2.0 cumulative grade point average, they will have set AEP hours and mandatory tutoring.
4. All transfer student-athletes will follow the guidelines of a freshmen student-athlete.

**Tutorial Program**

Any athlete can request a tutor for any course. Student-athletes who would like to request a tutor should speak with the academic counselor.

**Missed Tutor Policy**

1. Students must cancel tutoring appointment 2 hours prior to the assigned appointment time.
2. Students must make every attempt to contact their tutor by email and phone when they are going to miss a tutoring appointment.
3. Students must also contact a staff member of the Academic Enhancement Program to inform them why they are unable to attend their appointment prior to the scheduled appointment. **No excuses** will be accepted after the appointment is missed.
4. If a student does not cancel his or her tutoring appointment within the time allotted for cancellation he or she **will be billed** for the missed time with your tutor.
5. Students will be billed the amount for the tutor is paid for one hour of work. This amount varies between \$7.00-\$15.00.
6. Your tutoring services will be revoked until you have paid for the missed tutoring appointment. **NO EXCEPTIONS!**

### Individual Study & Computer Lab Policies

1. Individual studying for student-athletes is held in the Wilson Center
2. Study requirements vary on an individual basis. Consult your academic counselor for your AEP requirements.
3. Individual study time is not a social time
4. **No talking**
5. No cell phones. Cell phones **MUST** be turned off and put away. You will be asked to leave if your cell phone is visible.
6. You will not be able to save to the hard drive. Save all work on your personal disk **or email your documents to your email account.**
7. No foul or inappropriate language
8. Keep your hands to yourself at all times.
9. You will not be able to download any information to the computer.
10. Pornography of any kind will not be tolerated.
11. Food and drink will not be permitted in the computer lab.
12. If you have any problems with the computers or printers ask for help.
13. If you are not doing productive studying you will be asked to leave and your hours for that study session **WILL NOT COUNT.**
14. If asked to leave (whether checked into AEP or not) you must leave **IMMEDIATELY.**
15. When signed into AEP-No playing games, surfing the internet, shopping, or using FACE BOOK.
16. All hours must be completed by 4 PM on Friday
17. Do not check into AEP without books, paper, and writing utensils.

### AEP Hours

Student-athletes may record their AEP hours during the following times:

Monday-Thursday 8:30am – 10pm

Friday 8:30am – 4:00pm

Sunday 4pm – 10pm

### Textbook, Equipment and Supply Checkout

#### **Textbook procedure**

- All student-athletes awarded books on athletic scholarship are listed on an approved ATHLETIC SCHOLARSHIP BOOK LIST. This list will be given to the Campus Book Store in the University Center.
- Student-athletes must obtain a book form from their athletic academic counselors and complete the form. **Only required books will be issued.**
- Student-athletes must get the book form signed and stamped by their athletic academic counselors **BEFORE** going to the bookstore to get their books.
- If a student drops a class before the end of the semester they must obtain a return book form from their academic counselor and return all of the books for that class to the bookstore.
- **END OF SEMESTER-- Students must return all of their books to the campus bookstore before they leave campus for break.** Any books not returned will be billed to the student-athlete's accounts receivable.

- If a student-athlete would like to keep a book, they may purchase the book. Students who want to keep books should see their athletic academic counselors.
- Many classes require textbooks or copied material to be purchased. Students will be reimbursed for these purchases made at off campus bookstores. **However**, the textbook, or packet, must be required for a course in which the student-athlete is currently enrolled. In order to be reimbursed for the cost of the book, or packet, a student-athlete must have a copy of a receipt signed by the Office of Academic Support Services.
- Student-athletes are **not allowed** to purchase books for friends using Athletic Department funds, nor is it permissible to purchase any books that are not **required** for the classes in which they are enrolled. Failure to comply with these rules and regulations could result in the loss of eligibility.

#### **Calculators and Tape Recorders**

Student-athletes may check out calculators and tape recorders for use during the semester. Students must see an academic counselor in the Office of Academic Support Services in order to check out these supplies. All supplies and equipment **MUST** be returned to the Office of Academic Support Services in good condition at the end of each semester. Students who wish to use the equipment the following semester, must turn the equipment in and check it out again when they return from winter or summer break.

#### **Laptop Computer Check Out**

Laptops may only be checked out for use when student-athletes are traveling with their team for scheduled away competitions. The following guidelines are followed when checking out laptop computers.

1. Students may check the laptop out 24 hours prior to departing from campus and **MUST** return the computer within 24 hours of their return to campus.
2. Students must return the computer in good condition with all accessories.
3. Student-athletes must get one of their coaches' signatures on the check out sheet in order to leave with the laptop computer.
4. Coaches will be held accountable for any missing or damaged computers
5. Students who fail to return their laptop within 24 hours of returning to campus or return their laptop without all of the hardware will lose their check out privileges in the future.
6. No more than two computers per team will be allowed on any road trip.

Student-athletes will be expected to share the laptops in order to accommodate all athletes and all teams.

#### **Progress Reports**

At least twice a semester the Office of Academic Support Services will distribute Progress Reports to all student-athletes. Students are expected to present the form to their professors and have their professors fill out the necessary information. Students should then collect the form and return it to the Office of Academic Support Services by the due date posted. If the student-athlete or professor has any problem getting the progress reports filled out, they should contact someone in the Office of Academic Support Services.

#### **Class Attendance Policy**

All students are expected to attend all classes. Students are responsible for notifying professors about absences that result from serious illnesses, injuries, or critical personal problems. Students who find it necessary to miss class are

responsible for obtaining notes on material covered in lectures or other class sessions. Instructors **are authorized** to lower the grades of students who are absent excessively without a satisfactory excuse or do not make up work missed because of absences, in accordance with University policies.

### Course Registration

Every student-athlete must meet with his/her academic advisor to plan the courses that they will take during the upcoming semester. Advanced registration occurs at the end of each semester, and it is extremely important for student-athletes to understand the registration process. Student-athletes will be given a time to call TUTOR, which is the phone registration system, or they may use TOUR, which is the online registration process. It is important that student-athletes register at their assigned time to ensure that they get the classes that are needed for their respective majors.

Tulane does not have an advanced registration process for student-athletes. All courses are first come, first served and every student at Tulane has the opportunity to enroll in any course of their choosing. **Student-athletes must be sure that their accounts receivable bills are paid in full, in order to register for classes.** Failure to pay any outstanding debts will result in a hold being placed on a student-athlete's record. This hold will prevent a student-athlete from registering at their assigned time. Please clear all outstanding debts to the University before advanced registration begins.

**Student-athletes must see their campus academic advisor before attempting to register for any course(s) at Tulane University. Failure to do so will result in a hold being placed on the student-athlete's registration. Therefore, students must first meet with their academic advisor on campus and then meet with their athletic academic counselor.**

<u>Tulane Grading System</u>		<u>Academic Probation &amp; Continuation Standards</u>		
<u>Grade</u>	<u>Quality</u>	<i>Paul Tulane College, Newcomb College, University College</i>		
<u>Points</u>		Semesters Completed	Minimum Credits	Minimum CUM GPA
A	4.00	1	12	1.500
A-	3.667	2	24	1.750
B+	3.333	3	36	1.830
B	3.000	4	48	1.900
B-	2.667	5	60	2.000
C+	2.333	6	72	2.000
C	2.000	7	84	2.000
C-	1.667	8	96	2.000
D+	1.333	9	108	2.000
D	1.000	10	124	2.000
D-	0.667			
F	0.000			
I	Incomplete			
IP	In Progress			
W	Withdrawn			
WF	Withdrawn Failing (Same as F)			
S	Satisfactory			
U	Unsatisfactory			

### **Summer School Policy**

The Office of Academic Support Services realizes summer school is a vital component of a successful athletic student life program. The following policies have been adopted to ensure efficient use of limited summer school funds:

- The NCAA allows student-athletes to receive summer financial aid based on the amount of aid received during the fall and spring semester of the previous academic year.
- Summer financial aid **is not** guaranteed to all scholarship athletes. An athletic scholarship only covers the fall and spring semesters. Therefore, it is **optional** for an institution to provide summer aid to scholarship athletes.
- Summer school **may be** available to any scholarship athlete who meets one or more of the following “academic need” criteria:
  1. A student-athlete requires courses in order to meet NCAA minimum standards for credit hours and/or GPA.
  2. A student-athlete requires certain courses in order to remove themselves from institutional probation.
  3. A student-athlete requires courses in order to gain admission to the Business School the following semester.
  4. A student-athlete requires a summer internship to fulfill a major requirement.
  5. A student-athlete requires courses in order to maintain normal progress towards a degree.
  6. Request forms for summer school must be submitted by April 1<sup>st</sup> to the Director for Academic Support Services. Requests will be reviewed by the Sr. Associate Athletics Director for Administrative Services, the Director for Academic Support Services, the Business Manager, and the Assistant Provost for Compliance and Academic Support Services
  7. **The Athletic Department will pay for any student-athlete whose request for summer aid has been approved and has a summer school contract on file.**
  8. The Athletic Department will only pay for courses listed on the course enrollment form completed by the student-athlete and an Athletic Counselor
  9. The Athletic Department **will not** pay for courses dropped after the full-tuition refund period. This expense will be the responsibility of the student-athlete.
  10. Student-athletes who have a permanent home address in the greater New Orleans area are expected to live at home while attending summer school. These students will receive funding for tuition only and not for room and board unless otherwise approved.
  11. Student-athletes living on campus during the academic year will be required to live on campus during the summer. Athletes with permission to live off campus will receive weekly stipend checks. Athletes living on campus will have their payments made through the university billing system.
  12. All requests for summer school that are not based on academic need as defined above (e.g. medical rehab, coach’s request, summer employment) **must be** approved in advance by the Sr. Associate Athletics Director for Administrative Services. Approval for medical rehab will require doctor’s documentation.

### **Summer School Contracts**

Student-athletes will sign a contract agreeing to the policies above.

The following conditions will result in your summer school aid being billed to your accounts receivable and/or loss of summer school aid in the future.

1. Dropping or adding a class without approval.
1. Receiving a D or F in a class
2. Discipline and/or Code of Conduct violations
3. Unexcused absence from class
4. Missed AEP hours (including tutoring appointments)

### **Housing Procedures**

All student-athletes living on-campus will live in a housing unit supervised by the Tulane University Division of Housing and Residence Life. All residents must obey all policies, rules and regulations established by the Division of Housing. Failure to obey these rules may result in disciplinary action by the university. Student-athletes are financially responsible for any fines or late payment charges that may be assessed to them for missing deadlines and lost keys. The Athletic Department will not intervene on behalf of a student-athlete in dealing with these matters.

If you are presently living on campus, you will receive a housing lottery form asking if you would like to live on campus for the upcoming academic school year. You must complete this form and return it to Housing and Residence Life before the designated deadline.

If your room is included in your athletic scholarship, the Athletic Department will make payment to the Division of Housing and Residence Life. If you will be paying for your room yourself, you will need to follow the directions given by the Division of Housing. All housing contracts are binding one-year agreements between the Division of Housing and Residence Life and the student-athlete. Any cancellation charges, late fees or petition charges will be the responsibility of the student-athlete.

#### **Student-Athlete Regulations Regarding Housing:**

1. Full scholarship student-athletes currently on-campus (and all incoming student-athletes) will be required to live on-campus unless they meet the following criteria and receive prior approval from the Sr. Associate Athletics Director for Administrative Services and the recommendation of the Head Coach.
  - a. No code of conduct violations or disciplinary issues, and
  - b. Junior standing academically with a cumulative 3.00 GPA., or
  - c. Senior standing academically with a cumulative 2.80 GPA
2. Partial scholarship student-athletes currently on-campus and who currently receive an athletic scholarship with an equivalency of 95% or above will be required to live on-campus.
3. A meal option will be set up and provided for student-athletes. The guidelines are as follows for meal plans:
  - a. Freshmen must participate in a full meal plan-all meals on campus.
  - b. All full scholarship student-athletes (on or off-campus) will be required to have a minimum number of meals on-campus.

c. Partial scholarship student-athletes that receive an athletic scholarship with an equivalency of 95% or above will be required to have a minimum number of meals on-campus.

### **Student-Athlete Advisory Council**

The Student-Athlete Advisory Committee (SAAC) is a leadership committee made up of student-athlete representatives from each sports program. The NCAA requires the sponsorship of the SAAC and maintains a strong relationship with the Conference USA Student-Athlete Advisory Committee. The Tulane University SAAC is an excellent vehicle to promote communication between the athletic administration and student-athletes. The Tulane Department of Athletics has a wealth of information that needs to be routinely distributed to the student-athletes and at the same time, is interested in receiving more feedback from student-athletes about department policies and structure. The purpose of the SAAC includes the following:

- Generating a student-athlete voice within the department by meeting, at least, monthly to discuss current issues in intercollegiate athletics and evaluate and suggest improvements regarding departmental policy and procedures
- Soliciting student-athlete responses to proposed NCAA legislation.
- Creating a vehicle for student-athlete representation on campus-wide committees.
- Assisting the Department of Athletics in addressing the needs and concerns of the student-athletes.
- Assisting with the overall development and implementation of the CHAMPS/Life Skills program at Tulane University.
  - Plan and implement activities and programs to enhance the student-athlete experience
  - Organize community service efforts.
  - Help to promote life-long leadership skills in the SAAC members and other student-athletes.
  - Have an opportunity to participate in the Conference USA SAAC Meetings The meetings are attended by student-athlete representatives from all of the Conference USA schools and is an important vehicle for communication with the Conference USA Office to address student-athlete needs on the Conference level and help to develop our student-athletes into life-long leaders.

### **CHAMPS/Life Skills Program**

The NCAA and the Division I-A Athletic Directors Association to help prepare student-athletes for the challenges of life beyond the playing field developed the CHAMPS/Life Skills program. Through workshops, information and interactive seminars, service projects and social events, the program will enhance the quality of the student-athlete experience within the university setting, as well as bringing Tulane student-athletes information that will prepare them for life after college.

The CHAMPS/Life Skills program is designed to reach each student-athlete based on his or her individual needs. The CHAMPS/Life Skills program focuses on the individual as a whole: academically, athletically, and

personally, in the five different commitment areas. It also focuses on the changing needs and skills needed in the years during and after college.

### **The Major Components of the Program**

The CHAMPS/Life Skills program will embrace five components for enhancement of the student-athlete experience at Tulane University.

#### **A Commitment to Academic Excellence**

- To support the academic progress of the student-athlete toward intellectual development and graduation
- To ensure that each student-athlete will have the opportunity to excel in his/her chosen field of study
- To encourage student-athletes to become fully integrated into all programs and services provided by the university
- To work closely with the academic counselors to support student-athletes and provide support as they pursue their educational goals and facilitate academic success

#### **A Commitment to Athletic Excellence**

- To ensure that each student-athlete will be provided facilities, coaching staff, administration and support services that will enable them to excel in a broad program of sports sponsored by Tulane.
- To ensure the programs are based on fundamental principles with a commitment to sportsmanship, equity, fair play, integrity and in compliance with the rules of the University, conference and the NCAA and dedicated to the well-being of the student-athlete.

#### **A Commitment to Personal Development**

- To ensure that each student-athlete participating in CHAMPS/Life Skills will be provided with opportunities to focus on personal growth issues such as value clarification, goal setting, leadership skills, decision-making skills and fiscal responsibilities.
- Coaches and student-athletes have the opportunity to select special seminars and workshops facilitated by professionals with expertise in these areas
- Each component will be focused toward developing a healthy well-balanced lifestyle and give opportunities to discuss issues relative to personal and professional development.
- Student-athletes assume leadership positions through the Student-Athlete Advisory Council

#### **A Commitment to Community Service**

- To challenge student-athletes to give back to his/her campus, the surrounding community and to individuals who are in need with a clearly defined program of service.
- To involve student-athletes in projects to practice and enhance their interpersonal skills, develop a stronger sense of belonging and increase their self esteem.
- Student-athletes will be given opportunities to develop the foundation for a long commitment of volunteerism.

### **A Commitment to Career Development**

- To place a priority on preparing for life after intercollegiate sports and acquaint student-athletes with the job search process; provide networking opportunities, and ultimately assists with job placement.
- Emphasize the need for goal setting and the systematic pursuit of a career path, which includes career advising, career direction, and evaluation of career options.
- Presents a year-by-year approach that will assist in the student-athletes' "career game plan."
- Career Services on campus encourages students to develop and pursue career and life goals. Other services include: Career interest inventory, career/professional day, internship/summer jobs, resume writing, cover letter writing, mock interviews, professional mentors' network and career networking.

The CHAMPS/Life Skills program at Tulane will consist of orientations, workshops, speakers, and community service activities. The Department of Athletics and your coach will require some of these; others will be available to you on an optional basis. The Life Skills Advisory Council, as a University-wide effort, consists of staff from Student Affairs, Enrollment Management, Academic Affairs, Athletics, and other areas and will be providing resources for this program.

### **Athletic Training Room Policies**

The Director of Sports Medicine, team physicians, staff athletic trainers and student trainers are to provide and administer the preventative care, and rehabilitation of athletically related injuries for all intercollegiate athletes. We encourage athletes, coaches, and staff to ask questions if they are not clear on any issues surrounding the health and welfare of our student-athletes.

In order to assure the optimal care for the student-athletes of Tulane the following rules must be followed by all utilizing the training room services.

**1. The Athletic Training Room hours are as follows:**

**a. Mornings: 7-9:30, all initial treatments and rehabs.**

**b. Afternoons: 12-5, all pre/post-practice treatments or second treatment of the day. Other times may be set by appointment with individual sport's assigned athletic trainer.**

2. Due to OSHA regulations, no food or drink is allowed in the training room.
3. No cleated shoes allowed and no shoes allowed on the treatment tables
4. No cellular phones allowed.
5. All athletes must shower before treatment.
6. Profanity will not be tolerated.
7. In accordance with NCAA rules, the use of tobacco products is prohibited.
8. Proper attire must be worn. This will be determined at the discretion of the athletic training room staff.
9. The athletic training room is a healthcare facility. Everyone is expected to act in a business-like manner.

### **Departmental Responsibility**

In accordance with NCAA rules, the Athletic Department will be responsible for medical treatment incurred by an athlete as a result of an athletically related injury or illness. "Athletically related injury or illness" is defined as condition(s) which occur in an organized, supervised athletic practice or intercollegiate competition for which the athlete is representing the University. The NCAA has also extended allowable coverage to include drug rehabilitation expenses and counseling expenses related to the treatment of eating disorders. In regards to counseling for eating disorders, the Athletic Department will be responsible for 50% of the balance after the student's insurance has been utilized.

The removal of tonsils or appendix by surgical procedure is examples of medical problems for which the Department of Athletics cannot be responsible. Participation in sports will not cause conditions such as these, and according to NCAA rules, we cannot be responsible for their remediation.

Decisions concerning the availability of an athlete for athletic participation shall be the sole responsibility of the athletic training staff and/or team physician(s). **The Director of Sports Medicine is the final authority regarding all medical eligibility.**

### **Personal Responsibility**

It is to be acknowledged by the athlete that there are certain inherent risks involved in participation in intercollegiate athletics and the athlete is willing to assume responsibility for such risks. Any coach or staff member acting outside the guidelines of "The Athletic Training Room Policy" may assume personal responsibility for any cost incurred by the athlete and all liability associated with the condition.

### **Athletic Insurance Program**

Every Tulane University student is required to carry health insurance. **It shall be the responsibility of the student-athlete to accept or decline the student-insurance policy per University requirements.**

Tulane University's Athletic Accident Insurance Program for student-athletes is an "excess" or "secondary" coverage. This simply means that any claim for benefits must first be filed with the student-athlete's family group insurance. After the family group insurance, or "primary" insurance, has paid or denied the submitted claim, according to the "explanation of benefits," Tulane University's athletic insurance program will pay any remaining amounts up to the limits of the policy.

The insurance program covers injuries sustained by a student-athlete **only during official Tulane-supervised practice and/or competition**. An injury must be reported by the student-athlete and evaluated by the Athletic Training staff within seven days of the injury, or within 24 hours of receiving emergency care. After evaluation, the student-athlete may then be referred to a specialist in the local medical community. If a student-athlete wishes to seek other medical attention, prior written approval must be obtained from the Athletic Training staff. **Unapproved consultations or treatments are not covered under our secondary insurance program.** Our secondary insurance program is an **accident policy** and thus does not cover the following:

- An injury sustained in an activity, which is not associated with a Tulane-supervised intercollegiate activity and/or competition. (including but not limited to: intramurals, dental, auto accident, dorm accidents)
- A chronic or recurrent injury, which was, sustained prior to or outside of participation in athletics at Tulane University.
- Any degenerative or overuse problem as diagnosed by a physician.
- Any sickness or illness (unless prescriptions are needed)

It is crucial that updated insurance information on each individual student-athlete's primary insurance is maintained, in order for the student-athlete's primary insurance to be filed first. This information will be obtained and updated bi-annually before each new academic semester. **In order for a student-athlete to be covered under the Tulane insurance program, that year's updated insurance information form must be returned and on file prior to a sustained injury.** Also needed are any specific instructions, requirements, and/or limitations, which may be included within the primary insurance policy. These could include, but are not limited to: HMO's, PPO's, pre-certification notice, etc. A copy of the primary insurance card is required to processing of insurance by the provider.

In the event that an athlete sustains an injury requiring a medical referral, the Athletic Training staff will send the physician(s) the information regarding the student-athlete's primary insurance coverage. The parents should send the insurance company's resolution of claims (Explanation of Benefits) and all itemized bills as soon as they are received to Tulane University Athletics. Tulane Athletics will then file a claim with our secondary insurance company, subject to its limitations and conditions, for payment of the remainder of the bill. Every attempt is made to ensure that the parents do not incur out-of-pocket expenses, but cooperation is necessary. **If the current year's insurance information form is not on file prior to an injury, parents will be held responsible for payment of the bill.**

The "Explanation of Benefits" (EOB) document explains, in detail, how much the insurance company paid on a particular bill. Some EOB's will indicate how much of the student-athlete's deductible has been met for the calendar year. Whether or not the student-athlete's insurance pays on a bill or denies it and applies it towards the deductible, an EOB and the itemized bill is needed for Tulane to be able to pay the remaining balance. **The EOB and the itemized bill should be submitted by the parents and/or provider to Tulane University to ensure timely payment of all bills.**

**The Tulane University Department of Athletics does not assume any financial responsibility for any bills.** The student-athlete and/or the student-athlete's family are ultimately responsible for payment pending the insurance company's decision. **However, if the proper referral and insurance procedures mentioned above are followed, the department's secondary insurance program will be made available to file claims against for bills generated from the care of an athletic injury and thus out-of-pocket expenses will not be incurred.** Any payment made to the student-

athlete or student-athletes' family by the primary insurance company for a claim filed for injury must be forwarded with the EOB to the provider or the Department of Athletics so that the remaining balance can be filed with the secondary insurance. If a bill becomes delinquent as a result of failure to submit itemized bills, EOB's and/or payments received from insurance companies in a timely manner, the Department of Athletics will not assume financial responsibility.

If the Director of Sports Medicine certifies that an injured athlete has recovered sufficiently to reasonably permit him or her to compete, and that athlete nonetheless voluntarily chooses not to participate in athletics, the obligation of the University to provide medical care is terminated. If an injured athlete terminates athletic participation, or withdraws or graduates from the University, arrangement for provision of medical care must be made prior to withdrawal, graduation or termination of athletic participation.

#### **Medical Referral Policy**

All medical referrals and other treatments must be coordinated and approved in advance by the Athletic Training Staff and/or the team physician. The Tulane University Athletic Department will not be responsible for any costs associated with an athlete obtaining medical treatment without proper referral (except in a legitimate emergency).

A "Physician Referral" form should accompany the athlete to all appointments. This specifies to the athlete and to the provider if the athlete or the Athletic Department is financially responsible and grants the physician opportunity to make comments and recommendations to the Athletic Trainer.

#### **Personal Choice**

It is always the option of the athlete to obtain whatever health care they may feel comfortable with. If the athlete and/or his /her parents, guardian, or spouse prefer to seek other medical care for injury, illness, psychological, or psychiatric care, these guidelines shall apply:

##### **Tulane University will not:**

- Assume financial responsibility for any charges incurred;
- Render any follow-up care;
- Allow the athlete to participate until the following conditions have been met:
  1. The Head Athletic Trainer has received written clearance from the attending health care provider
  2. The athlete has received medical clearance from the Director of Sports Medicine, or physician designated by the Director of Sports Medicine, to resume participation.

#### **Emergency Treatment**

When the Athletic Training Room is closed and the athlete finds himself or herself in need of medical treatment, call either the Head Athletic Trainer or the athletic trainer assigned to the sport at home. If a legitimate emergency should arise, the athlete should be taken directly to Tulane University Hospital. Dr. Brunet should be notified as soon as possible so that he may oversee the athlete's care. In emergency situations, costs may be approved afterward at the discretion of the Head Athletic Trainer. Any athlete who does not see a staff athletic trainer within 24 hours of receiving emergency care will be held financially responsible for any expenses.

## **NCAA Rules and Compliance Issues**

Tulane University and the Tulane Athletic Department are responsible for following the rules and regulations set forth by the National Collegiate Athletic Association (NCAA). The NCAA mandates that every member institution shall be responsible for:

- Controlling its intercollegiate athletics program in compliance with NCAA rules and regulations.
- Monitoring its programs to ensure compliance, identifying and reporting to the NCAA instances in which compliance has not been achieved and taking appropriate corrective measures.
- Ensuring that members of the institution's staff, student-athletes, and other individuals, or groups, representing the institutions athletics interests comply with all applicable NCAA rules.

Should any student-athlete have specific questions regarding NCAA rules and regulations, they should contact the Compliance Office. It is important for student-athletes to ask before they act, or accept anything of value from another person. Failure to do this may result in a student-athlete being ruled ineligible for athletic competition.

## **OFFICIAL VISIT POLICY**

### **I. BACKGROUND**

On August 5, 2004, the Division I Board of Directors of the NCAA adopted a variety of measures regarding recruiting of prospective student-athletes (PSAs). These measures included a requirement that each NCAA member institution establish written departmental policies related to official visits that apply to PSAs, student hosts, coaches and other athletic administrators. Such policies must be approved by the institution's chief executive officer and kept on file at the institution and conference office.

In addition, the new measures adopted by the NCAA require that each member institution be responsible for the development and enforcement of appropriate policies and penalties regarding specified areas as identified by the NCAA Division I Board of Directors. The institution shall have an outside entity (e.g. conference office) evaluate its policies related to official visits once every four years. Member institutions may be held accountable through the NCAA enforcement program for activities that clearly demonstrate a disregard for its stated policies.

This Official Visit Policy is intended to comply with all applicable NCAA rules and regulations. In the event of any conflict between this policy and any rule or regulation of the NCAA, the provisions of this policy shall be reformed to comply with such NCAA rule or regulation.

### **II. RECRUITING PHILOSOPHY**

Tulane University is committed to providing PSAs and their parents/legal guardians or spouses the best possible opportunity to evaluate the University and its academic and athletic programs. Tulane seeks to enable educated and informed decisions by PSAs on their potential for athletic and academic success at the University.

All recruiting activities must be conducted in compliance with the applicable rules and regulations of the NCAA, Conference USA, and the University. It is the responsibility of all University employees involved in the recruiting process, as well as all student-athletes, to adhere to this policy and the highest standards of ethical conduct.

### III. BASICS OF OFFICIAL VISITS

- A. Definition. An “official visit” is a visit to the University by a PSA that is, in whole or in part, financed by the University.
- B. Limitations.
  - 1. *Single PSA.* The University may finance only one visit to its campus for a particular PSA.
  - 2. *All PSAs.* The University may not finance more than the maximum number of PSA visits to its campus permitted by NCAA rules and regulations, as amended from time to time.
- C. Timing. In sports other than men’s basketball, the University may not finance a PSA’s visit prior to the opening day of classes of the PSA’s senior year of high school. In men’s basketball, the University may not finance a PSA’s visit prior to January 1 of the PSA’s junior year in high school, or during the summer between such PSA’s junior and senior years in high school.
- D. Duration. An official visit to the University shall not exceed 48 hours. A PSA may remain in the locale in which the University is located after the permissible 48-hour period for reasons unrelated to the official visit, provided that at the completion of the 48-hour period, the PSA departs the University’s campus, and the University does not pay any expenses thereafter, including the cost of return transportation to the PSA’s home.

### IV. APPROVAL PROCESS FOR OFFICIAL VISITS

All official visits to the University must be approved in advance and in writing by the Compliance Office of the Department of Intercollegiate Athletics. To request approval:

FIRST, sections 1 through 3 of a Recruiting Official Visit Pre-Approval and Expense Reimbursement Form must be completed, including the signature of the head coach of the PSA’s sport;

SECOND, the pre-approval form must be submitted to the Compliance Office, along with

- (a) a score from a PSAT, SAT, PLAN, or ACT test taken on a national testing date under national testing conditions, presented in writing through an official high-school or testing agency document on a high-school (or college) academic transcript (official or unofficial) or through the use of the applicable testing agency’s automated-voice system,
- (b) a high school (or college) academic transcript, and
- (c) a copy of the official visit letter to be sent to the PSA.

An official visit will not be approved if any of the required information is not provided, and the pre-approval form will be returned to the requestor.

If the official visit is approved, the Compliance Office will sign the pre-approval form and forward it to the administrator of the PSA's sport. The administrator will sign the form and forward it to the Business Office for retention until the completion of the official visit.

#### **V. ROLE AND RESPONSIBILITIES OF STUDENT HOSTS**

A coach of the PSA's sport may assign a student host to the PSA for an official visit.

- A. Status. The student host shall be (1) a currently enrolled student-athlete, in good academic standing, and not a "nonqualifier" (as defined in Article 14.02.9 of the NCAA Division I Operating Bylaws) in his or her first academic year in residence at the University, or (2) a student designated in a manner consistent with the University's policy for providing campus visits or tours to prospective students in general.
- B. Compliance Review. Upon assignment of a student host, the assigning coach shall review with the student host this policy and the Student Host Instruction Form. The coach and student host shall sign the instruction form and the coach shall submit the form to the Compliance Office prior to the start of the official visit or as promptly as practicable thereafter.
- C. Responsibilities. The student host shall conduct the official visit in compliance with this policy, as well as all applicable rules and regulations of the NCAA and Conference USA.

#### **VI. EXPECTATIONS OF PROSPECTIVE STUDENT-ATHLETE**

As soon as possible following a PSA's arrival at the University, the head coach of the PSA's sport or athletic department administrator shall meet with the PSA to discuss the University's expectations regarding the behavior of the PSA during the official visit. The head coach shall review this policy and the Prospective Student-Athlete Expectation Form with the PSA. The coach and PSA shall sign the expectation form, and the coach shall submit the form to the Compliance Office as promptly as practicable.

#### **VII. CONDUCT OF OFFICIAL VISITS**

- A. Academic Component. All PSAs on official visits to the University will meet with an academic advisor to discuss possible courses of study, workload, and answer any questions the PSA may have about the University's academic program. Whenever possible, the coordinator of the visit will arrange for the PSA to meet with a representative, such as a Dean, professor, or advisor, of the school or college the PSA may be interested in attending.

- B. Student Host Funds. The University may provide to a student host a maximum of \$30 for each day of the official visit to cover all actual costs of entertaining the PSA (and the PSA's parents/legal guardians or spouse), excluding the cost of meals and admission to campus athletic events (as provided below). These funds may not be provided to the PSA (or the PSA's parents/legal guardians or spouse). These funds may not be used for the purchase of souvenirs such as t-shirts or other University mementos. The University may provide to a student host an additional \$15 per day for each additional PSA the host entertains. All funds provided to a student host and not expended must be returned to the University at the conclusion of the official visit.
- C. Transportation. The University may pay the PSA's actual round-trip transportation costs for his or her official visit, provided a direct route between the PSA's home and the University's campus is used. Use of any excessive, unnecessary or extravagant form of transportation, including without limitation a limousine or helicopter, is prohibited.
1. *Air Transportation.* Air transportation provided to a PSA to and from an official visit to the University must be commercial transportation at coach-class airfare. The University may not arrange payment of the airline ticket to allow a PSA (or the PSA's relatives, friends or legal guardians) to take advantage of ticket bonuses, rebates, refunds, upgrades or other benefits connected with the purchase of the ticket.
  2. *Automobile Transportation.* When a PSA travels by automobile on an official visit, the University may pay round-trip expenses to the individual incurring the expense at the same mileage rate it allows its own personnel. The University or representatives of its athletic interests may not provide an automobile for use by the PSA or student host during an official visit.
  3. *On-Campus Transportation.* In transporting a PSA (and those accompanying a PSA) around campus during an official visit, University vehicles must be used which are normally used to transport prospective students while visiting the campus. In addition, coaching staff members or student hosts may use personal vehicles to transport a PSA (and those accompanying a PSA) around campus during an official visit.
- D. Meals. A PSA on an official visit shall be provided lodging and meals comparable of those available to all students. Local commercial facilities may be used but at a scale comparable to that of normal student life and only within a 30-mile radius of the University's campus. The cost of actual meals, not to

exceed three per day, on the official visit for a prospect and the prospect's parents, legal guardian(s) or spouse need not be included in the \$30-per-day entertainment expense. Meals must be comparable to those provided to student-athletes during the academic year. A reasonable snack (e.g., pizza, hamburger) may be provided in addition to the three meals.

E. Lodging. Lodging may not include special accessories (e.g., Jacuzzis, suites) that are not available generally to all guests residing at the establishment.

F. Entertainment.

1. *General.* The University may provide entertainment, which may not be excessive, on an official visit only for a PSA and the PSA's parents/legal guardians or spouse and only within a 30-mile radius of the University's main campus. It is not permissible to entertain other relatives or friends (including dates) of a PSA at any time at any site.

2. *Complimentary Admissions.* During an official visit, a maximum of three complimentary admissions to a home athletics event at any facility within a 30-mile radius of the University's main campus in which the University's intercollegiate team practices or competes may be provided to a PSA. Such complimentary admissions are for the exclusive use of the PSA and those persons accompanying the PSA on the official visit and must be issued only through a pass list on an individual-game basis. Such admissions may provide seating only in the general seating area of the facility utilized for conducting the event. The PSA and those persons accompanying the PSA on the official visit may not be provided with seating during the conduct of the event (including intermission) in the facility's press box, special seating boxes or bench area.

3. *Personalized Recruiting Aids.* The University may not arrange miscellaneous, personalized recruiting aids (e.g., personalized jerseys, personalized audio-video scoreboard presentations) and may not permit a prospect to engage in any game-day simulations (e.g., running onto the field with the team during pre-game introductions) during an official visit.

G. Curfew and Unstructured Time. Each sport may establish its own policy with respect to curfew during an official visit, provided that no curfew may be later than 1:00 a.m. In the absence of a sport-specific policy regarding curfew, a senior athletic department administrator may establish or set a policy at any time.

Unstructured time during an official visit will be kept to a minimum. Coaches are expected to establish an itinerary encompassing activities designed to allow the PSA to experience as many aspect of the University as possible. Upon the completion of the scheduled itinerary, the PSA should be escorted back to their room or hotel by a coach or student host.

G. Prohibited Activities. The following activities are strictly prohibited in connection with any official visit to the University by a PSA:

1. *Contact with Boosters or Media.* A PSA shall not have contact with a booster or member of the media. If an unplanned meeting occurs, only an exchange of greeting is permitted.
2. *Evaluation of Ability.* A PSA may engage in recreational workout activities which are not organized or observed by members of the athletic department coaching staff, and are not designed to test the athletic ability of the PSA. No person shall report back to the coaching staff regarding any recreational workout activities.
3. *Consumption of Alcohol.* No student host, coach, athletic administrator, or other person involved in the conduct of an official visit shall consume alcohol in the presence of a PSA, provide alcohol to a PSA, or participate in any part of an official visit while under the influence of alcohol.
4. *Use of Illegal or Illicit Drugs.* No student host, coach, athletic administrator, or other person involved in the conduct of an official visit shall use illegal or illicit drugs in the presence of a PSA, provide illegal or illicit drugs to a PSA, or participate in any part of an official visit while under the influence of illegal or illicit drugs.
5. *Use of Sex or Adult Entertainment.* No student host, coach, athletic administrator, or other person involved in the conduct of an official visit shall engage in sexual behavior or procure adult entertainment (including without limitation, strippers or exotic dancers) in the presence of a PSA, or provide sex or adult entertainment to a PSA.
6. *Gambling/Gaming.* No student host, coach, athletic administrator, or other person involved in the conduct of an official visit shall engage in any gambling activity in the presence of a PSA, or encourage any gambling activity by a PSA.
7. *Violations of Law, Rule, Regulation or Policy.* No student host, coach, athletic administrator, or other person involved in the conduct of an official visit shall engage in any violation of any federal, state, or local law, rule, or regulation, or any policy of the NCAA, Conference USA, or the University.

### VIII. CONCLUSION OF OFFICIAL VISITS

As promptly as practical following the conclusion of an official visit, sections 4 through 7 of the Recruiting Official Visit Pre-Approval and Expense Reimbursement Form must be submitted to the Compliance Office with a copy of the official visit itinerary.

If any of the required information is not provided, the reimbursement form will not be approved, and will be returned to the requestor.

If the incurred expenses are approved, the Compliance Office will sign the reimbursement form and forward it to the administrator of the PSA's sport. The administrator will sign the form and forward it to the Business Office for processing.

### IX. UNOFFICIAL VISITS

- A. *Definition. A prospect may visit a member institution's campus at his or her own expense an unlimited number of times.*

*Moreover, a prospect may make an unofficial visit to an institution's campus before his or her senior year in high school. Prospects that make an unofficial visit to Tulane, the coach will be required to submit an Unofficial Visit Record to the Compliance Office.*

*This form must be completed for each prospect that makes an unofficial visit.*

- B. Limitations.

1. Meals cannot be paid for the prospect or their relatives/friends.
2. Lodging cannot be paid for the prospect. If the prospect or his/her relative/friend stays in a dormitory room with an enrolled student-athlete, they must pay the regular institution rate for such lodging.
3. Game tickets cannot be reserved for the prospect to purchase.
4. Special parking cannot be arranged for the prospect to attend TU athletic events.
5. Complimentary or reduced admissions cannot be provided to a prospect or his/her relative/friend to attend a postseason conference tournament or NCAA Championship event.
6. Transportation expenses cannot be provided for the prospect to attend a TU home contest regardless of whether it is on or off-campus.

C. Permissible activities.

1. No more than three complimentary admissions (issued only through a pass list) to a TU campus athletic event. Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the unofficial visit.
2. The arrangement of an academic interview.
3. Transportation to view **off-campus** practice and competition sites in the prospect's sport, plus other institutional facilities that are located within a 30 mile radius of the TU's main campus.

**X. CONSEQUENCES OF VIOLATIONS OF THIS POLICY**

Any violation of this policy must be reported to the Compliance Office. The Compliance Office will conduct an investigation of any alleged violation and prepare a written summary of its conclusions. This summary will be provided to the Director of Athletics, with a copy to the President of the University.

Violations of NCAA or Conference USA rules will be handled in accordance with the procedures required by the applicable organization. Violations of University rules, regulations or policy will be handled by the Department of Intercollegiate Athletics' senior staff on a case by case basis. Consequences of violations of this policy by any University employee may include disciplinary action, up to and including termination. A student host found to be violation of this policy may be subject to disciplinary action applicable to students, up to and including expulsion.

The University will submit to Conference USA an annual report regarding violations of this policy no later than August 15<sup>th</sup>.

**Athletic Scholarship and Financial Aid Procedures**

- Athletic scholarships are awarded for a period not to exceed one year. Athletic scholarships can be renewed annually, at the discretion of each head coach. The scholarship amount is outlined in an award letter sent to each scholarship student-athlete by the Athletics Director. It is important to note that scholarship amounts may increase or decrease on a yearly basis. Only a head coach can approve any changes in the way in which an athletic scholarship is disbursed.
- Athletic scholarships can include all or part of the following: full tuition and fees, room, board, and books. The Business Office coordinates the disbursement of scholarship checks to athletes residing off campus. Certain fees are not part of an athletic scholarship. These include: parking decals, parking tickets, library fines, computer account fees, I.D. cards, and any late fees that a student-athlete may incur. These fees are the student-athlete's responsibility and, if not paid in a prompt manner, may affect eligibility.

**Financial Aid application**

Each student-athlete is required to complete the FAF and to apply for University controlled financial aid through the Financial Aid Office.

### **Policy for Distribution of Off Campus Stipends**

1. The Business office will receive updated rosters and/or any changes to rosters weekly from the Compliance office.
2. Student Athletes are required to obtain direct deposit into their personal checking account. If they do not currently have a checking account, they are required to open a checking account.
3. Student Athletes will be paid at then end of each month
4. The Business office will receive notification of work completed by Exhausted Eligibility and Medical student-athletes prior to release funds.

### **5th Year Athletic Financial Aid**

Those student-athletes who complete four (4) years of collegiate enrollment without exhausting their collegiate eligibility (e.g. only competed 3, or fewer years) are eligible for a fifth year of competition. Awards for 5<sup>th</sup> year athletic related financial aid are based on the head coach's recommendation. **Student-athletes who have 5<sup>th</sup> year eligibility remaining are not automatically awarded such aid.** Student-athletes are strongly advised to follow a 4-year graduation track, to have the ability to graduate at the end of their 4<sup>th</sup> year.

### **Eligibility Exhausted Grant-in-Aid Policy**

A student-athlete exhausting athletic eligibility in four years, but still needing additional courses to graduate, may apply for post-eligibility aid as allowed by the NCAA. In order to be awarded post-eligibility aid, a student-athlete must have the approval of the Athletics Director, the Sr. Associate Athletic Director for Administrative Services, the Business Manager and the Director for Academic Support Services. The decision to award post-eligibility financial aid will be based on the following factors:

- a. Evidence of reasonable, consistent, progress toward a degree
- b. Cumulative GPA and total number of hours earned
- c. Requirements for completion of the degree
- d. Head Coach's recommendation

If a student-athlete is approved for post-eligibility financial aid, the Athletics Director, the Sr, Assoc. Athletic Director for Administrative Services and the Business Manager will determine the amount and duration of the financial aid.

The eligibility exhausted grant-in-aid funds are for the sole purpose of assisting student-athletes to graduate with one undergraduate degree. Eligibility exhausted aid cannot be used to complete a double major, additional minor or graduate degree.

### **Work Commitment**

Athletes with eligibility remaining are required to practice and meet the other time commitments of their sport. Eligibility exhausted student-athletes do not have these commitments. Instead, they will be required to earn their athletic aid by working for some area within the Athletics Department. The nature of that work will be agreed upon in writing by the student and the Department prior to the semester for which the aid is awarded. When possible, the assignment will be made with consideration to the student's academic major and/or areas of interest. The Department work assignment will take priority over any other job the student may obtain and will be monitored on a monthly basis before distribution of checks.

### **General Criteria**

1. In all cases, only athletes who complete their fourth year of eligibility at Tulane will be considered.
2. The athlete must have received athletic aid during the fourth year.
3. All applicants are required to apply for University controlled financial aid through the Financial Aid Office. If the athlete qualifies for such aid, it will become part of his/her total eligibility exhausted grant-in-aid package.

### **Academic Criteria**

Awards will be made according to the following academic priorities until funds are exhausted.

#### **Those who will receive first consideration:**

1. The athlete is making satisfactory progress toward his/her degree and is within 24 hours of graduation at the completion of the eighth semester.
2. The athlete has a 3.0 cumulative G.P.A. or better.

#### **Those who will receive second consideration:**

1. The athlete is making satisfactory progress toward his/her degree and is within 30 hours of graduation at the completion of the eighth semester.
2. The athlete has less than a 2.5 G.P.A., but more than a 2.0 cumulative G.P.A.

### **Application**

1. The student-athlete must submit a request form for eligibility exhausted aid and a work assignment request form by April 15, 2005. Obtaining the required information is the responsibility of the student-athlete.
2. The completed request should be submitted to the Sr. Associate Athletics Director for Administrative Services.

### **Awarding of Grants**

1. Awards made for next year are contingent upon the student-athlete maintaining satisfactory academic status through the end of the eighth semester.
2. Awards will be made for one term and may be renewed for the next term. Renewal is contingent upon satisfactory completion of the prior term, both academically and in the work assignment made. Notice of the award will not be sent to Financial Aid until grades are available from the previous term.
3. Award recipients are required to maintain full-time academic status and continue to meet NCAA satisfactory progress regulations.
4. All awards are granted upon the final approval of the Director of Athletics.

### **NCAA Special Assistance Fund**

The Special Assistance Fund is an NCAA supported program that distributes money to student-athletes to help them meet any needs that are not covered by an athletic scholarship. Eligible student-athletes must apply for the funds through the Compliance Office. Student-athletes must present a valid receipt from an acceptable service or product in order to be reimbursed from the fund.

The following student-athletes are eligible to apply for Special Assistance Funds:

- Pell eligible student-athletes (except non-qualifiers in their first year of residence) including student-athletes 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.
- For a foreign student-athlete, an official foreign student-athlete advisory entity of the institution outside the Athletic department must certify in writing that the student-athlete has financial need.

#### **The following are permissible uses of the fund:**

- Cost of clothing and other essential expenses (not entertainment) up to \$500 for Pell eligible student-athletes and full grant-in-aid student-athletes who demonstrate financial need.
- Cost of expendable academic course supplies (e.g. notebook and pens) and rental of non-expendable supplies (e.g. computer equipment and cameras) that are required of all students enrolled in the course.
- Medical and dental costs not covered by another insurance program.
- Costs associated with student-athlete or family emergencies.

#### **The following are restrictions on the use of the fund:**

- Entertainment expenses for student-athletes.
- Non-qualifiers may not receive special assistance funds during their first academic year in residence.
- The purchase of disability, illness or injury insurance is not permitted.

### **Tobacco Policy**

Tulane Department of Athletics does not condone the use of tobacco. Tobacco use may result in a physical dependency on nicotine. The negative effects of tobacco use are well documented in high incidents of oral, lung and other forms of cancer. Smokeless tobacco is included in this policy.

The use of tobacco is prohibited in connection with any intercollegiate team function. A team function is defined as any activity that is held as a team whether it is meetings, practices, games, or informal workouts on or off the grounds of Tulane University.

Tulane University Department of Athletics also strongly encourages its student-athletes to abstain from tobacco use in their private lives.

## **NCAA Legislation Prohibits Use of Tobacco Products**

### **Gambling Policy**

Per NCAA Bylaw 10.3, neither staff members nor student-athletes may knowingly:

1. Provide information to individuals involved in organized gambling activities concerning intercollegiate competition;
2. Solicit a bet on any intercollegiate team;
3. Accept a bet on any team representing the institution;
4. Solicit or accept a bet on any intercollegiate competition for any item (i.e., cash, shirts, dinner etc.) that has tangible value, or
5. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method (i.e. fantasy leagues) employed by organized gambling.

Student-athletes, coaches, and athletic department staff may not participate in gambling activities. These activities must be avoided, or may result in a student-athlete being ruled ineligible for athletic competition. Furthermore, severe disciplinary action may be taken against a student-athlete for participating in such activities.

### **Extra Benefits Policy**

An extra benefit is any special arrangement made by an institutional employee or a representative of the institution's athletics interest to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to a University student or their relatives or friends or to a particular segment of the student body (i.e. foreign students, minority students) determined on a basis unrelated to athletics ability.

#### **Extra Benefits Include Some of the Following Examples:**

- Use of cars
- Meals outside the home
- More than occasional family meals
- Gifts (Material and Monetary)
- Loan of Money
- Signing or cosigning a note with an outside agency to arrange a loan
- Housing arrangements for families of student-athletes when they visit the campus
- Long distance telephone calls not paid for by the student-athletes

#### **YOU MAY NOT:**

- Accept professional services (i.e. medical, dental, legal, etc.) at a reduced rate or at no charge from a booster.
- Receive a fee for speaking engagements.

Be involved in the promotion of any commercial products or services. It is not permissible for any student-athlete with eligibility remaining to sign autographs at commercial establishments. NCAA rules permit student-athletes with eligibility remaining to sign autographs at Tulane sponsored "fan photo days." Should an individual or business ask you to be involved in any promotion of a

commercial product or service, it is important that you first contact the Office of Compliance so as not to jeopardize your eligibility at Tulane University.

### **Playing and Practice Seasons Regulations**

- Student-athletes at Tulane University must be enrolled in a minimum of twelve (12) credit hours to be eligible to practice and compete.
- A student-athlete who drops below twelve (12) hours is not eligible for complimentary admissions or to receive gifts from tournaments or bowls.
- Student-athletes in individual sports (i.e. golf, tennis, track and field, swimming and diving) may work out with their coach during the summer months if the athlete requests the workout.
- Student-athletes in the sports of golf, tennis, and swimming & diving may not accept prize money based upon place of finish in a tournament or meet.
- Refer to the NCAA Manual for sport-specific exceptions to the Playing and Practice Seasons Regulations

### **Team Participation**

Participation on a team and participation in a contest is up to the discretion of the Head Coach of that team.

### **Time Limits for Countable Athletically-Related Activities:**

#### **During the Playing Season:**

<i>Maximum</i>	4 hours per calendar day, 20 hours per week.
<i>Day Off</i>	Mandatory 1 day off per week.
<i>Competition</i>	Equals 3 hours (regardless of length of competition), no practice allowed after competition.
<i>Class Time</i>	Class time shall not be missed for practice activities or game day activities not part of the official competition schedule except when a team is traveling to an away contest and the practice is in conjunction with the contest.

#### **Outside the Playing Season (During the Academic Year Only):**

<i>Maximum</i>	8 hours per week. Of which not more than two hours per week may be spent on individual skill-related instruction (Women's Basketball may spend 4 hours per week); in addition, no more than three student-athletes from the same team may be involved in skill related instruction with their coach at any one time in any facility and the student-athletes request the instruction (Men's Basketball has no student-athlete limit per session).
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*Note:* Weight training and conditioning drills that may stimulate game activities are permissible, provided no offensive or defensive alignments are set up and no equipment related to the sport are utilized. These are the only team related activities allowed that are required by, supervised by, or held at the direction of a coaching staff member.

**Countable Athletically-Related Activities:**

**During the Playing Season:**

<i>Competition</i>	All competition and any associated athletically related activities on the day of competition shall count as three hours regardless of actual duration of these activities. Practice may not be conducted following competition.
<i>Practice</i>	Any meeting, activity or instruction involving sports-related information and having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member or members of an institution's coaching staff. <i>Practice includes the following:</i> <ul style="list-style-type: none"><li>• Field, floor or on-court activity</li><li>• Setting up offensive or defensive alignment</li><li>• Chalk Talk</li><li>• Lecture on or discussion of strategy related to the sport</li><li>• Activities using equipment related to the sport</li><li>• Discussions or review of game films, motion pictures or videotapes related to the sport</li></ul>
<i>Weight Training</i>	Any weight training or conditioning held at the direction of, supervised by, or required by an institutional staff member.
<i>Meetings</i>	Any meeting held by any member of the coaching staff regarding athletically-related matters (i.e. Chalk talks, lectures on strategy, films)
<i>Individual Workout</i>	Any individual workout required or supervised by a member of the coaching staff.

**Summer Activities**

*Individual Sports* – Individual workout sessions with the coach are allowed provided the assistance was requested by the student-athlete.

*Team Sports* – Practice, weight training or conditioning activities required or supervised by a coach (including voluntary activities) are prohibited.

*Summer Use of Weight Room Facilities* – Student-athletes are permitted to use the weight room facilities during the summer regular scheduled times posted by the weight room. All such conditioning activities are voluntary. The coaches may have expectations or goals for you in the summer but they may not require you to work out. You may not meet with your coaches to watch films or discuss athletically related topics.

**Amateurism and Agents**

All student-athletes and agents are required by law to notify higher education institutions if certain contracts are entered into. A student-athlete who is

subject to the rules and regulations of the NCAA and who enters into an agent contract with an athletic agent, or a contract pursuant to which an athlete is employed as a professional athlete, must notify the Director of Athletics at Tulane that he/she entered into such a contract.

- It is not permissible for an enrolled student-athlete to receive money or a benefit of any kind from a sports agent. Do not agree (in writing or verbally) to be represented by or receive money or a benefit of any kind from an agent.
- Student-athletes who involve themselves with agents will be ineligible for participation in intercollegiate sports.

*Before you have contact with an agent, that agent must notify the Compliance Office. Failure to notify the University may ban the agent from being on-campus.*

### **Medical Hardship and Red Shirt Status**

Every student-athlete is allowed five (5) years to complete four (4) years of athletic eligibility. This means that every student-athlete is allowed to red shirt one season of athletic participation. A red shirt season is defined as a season during which a student-athlete does not participate in any intercollegiate competition for an institution that is a member of the NCAA. A student-athlete can be red shirted at any point during his athletic career. A student-athlete will use a season of intercollegiate eligibility when he/she:

- Represents an institution in any contest against outside competition, regardless of how the competition is classified (e.g. scrimmage or exhibition).
- Competes in the uniform of an institution during an academic year, utilizes any apparel or equipment received from an institution for competition.
- Competes and receives expenses (e.g. meals, transportation, room) from an institution for competition.

Should a student-athlete become injured and should the injury result in the inability to complete the remainder of an athletic season, an institution may petition the NCAA for a medical hardship.

A student-athlete may be granted an additional year of competition by the conference or the Committee on Student-Athlete Reinstatement for reasons of "hardship".

Hardship is defined as an incapacity resulting from an injury or illness that has occurred under 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; or
- The injury occurred in the first half of your team's playing season; or
- The injury occurred when the student-athlete had not participated in more than 20 percent of the teams scheduled games, and
- The injury must have been severe enough that you were not medically able to return to the team for the remainder of the season.

Hardship status must be certified by the Department of Athletics and the team physician and must be approved by the conference office. If a hardship waiver is approved, you will be granted an extra year of eligibility in your sport.

### **Media Relations Policy and Interview Information**

As a Tulane student-athlete, you will be the center of attention on many occasions. You have a responsibility to your teammates, your coaches, and to Tulane University to meet with the media, alumni, and the public. The media gives our athletic program, and you, coverage. 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 credit to yourself, your teammates, your coaches and to Tulane University. Your interaction with these groups is also part of your educational process. If you take advantage of these opportunities, it can have a positive effect not only on your career as a student-athlete at Tulane, but also on the rest of your life.

#### **Guidelines for Working with the Media**

The Tulane University Athletics Department has established an excellent relationship with the media. Follow these simple guidelines and you will begin developing good media relationships:

- **Be available to answer questions, but remember, you do not have to answer every question that is asked of you.**
- **Always respect your teammates, coaches, fans, and opponents. Even though you may be tempted, do not say anything negative about these people. If you cannot say something nice about someone, do not say anything at all.**
- Arrive on time for scheduled interviews. Always return phone calls arranged by the Media Relations Office at the appropriate and designated time.
- Never agree to a telephone or personal interview that has not been coordinated by the Media Relations Office. If a member of the media calls you, instruct them to contact the Media Relations Office to arrange an interview time.
- “No Comment” is an acceptable answer to a question that you do not feel comfortable answering.
- Remember that nothing is “off the record.”
- Make eye contact and exhibit good posture during interviews. Don’t slouch, look down or mumble. Dress appropriately and remove sunglasses.
- If you feel concerned about the tone or type of questions or feel uncomfortable during an interview, you can stop the interview and find a member of the Media Relations staff to assist you.
- The Media Relations staff is here to help you. We can provide a more detailed list of hints, conduct mock interviews and assist in preparing you for an interview.
- You may be asked the same question repeatedly. It can become extremely irritating to have to answer the same question over and over. Learn to be patient and remain polite while answering a question that has already been asked. Never let the media see you in an angry or irritated state. Remain calm and be polite.

- Good media relationships can give you a positive public image for a lifetime. Remember, members of the media vote often for various post-season awards, therefore learn to develop positive relationships with them.

### **Strength and Conditioning Policies**

The following rules and regulations are to be followed by all users of the Henry E. Frnka Weight Room. Violators are subject to suspension and/or termination of weight room privileges.

- All teams will be assigned time blocks in which they can workout. These schedules will be listed on the doors to the weight room. Anyone with time conflicts should see an assigned staff person.
- Only current student athletes, former Tulane athletes that have signed a waiver with the Director of Facilities or current staff are allowed to use the facility.
- Student-athletes may only enter the weight room office with permission by a staff member.
- Student athletes may not operate the weight room radio.
- Proper attire is required at all times. This includes Tulane University T-shirts, shorts, sweats, or tights. No cleats, sandals, and/or flip flops should be worn in the weight room.
- Gym bags, book bags, etc. will not be allowed in the weight room
- Food, drink (unless closed bottle), and tobacco products are not allowed at any time.
- **NO ONE IS ALLOWED IN THE WEIGHT ROOM WITHOUT SUPERVISION BY ASSIGNED PERSONNEL.** There will be no exceptions to this rule!
- All athletes must be working with a partner for spotting and safety purposes.
- No horseplay, vulgarity, or fooling around of any kind will be tolerated. Proper conduct is expected at all times.
- Each piece of equipment is complete with self-storage racks for your safety and convenience. When you finish, you are required to replace your weights to their proper places. No weights are to be left on the bars or floor at any time. NO EXCEPTIONS!
- Dumbbells are to be returned to their proper places on the rack. Dumbbells should not be left on the floor or dropped.
- Weight stacks on the machines should not be dropped or banged around. Ease them back to a resting position at all times.

### Equipment Room Policies

- Each student-athlete will be issued all necessary equipment for his/her sport as determined by the equipment manager and head coach. Each student-athlete will be responsible for those items until they are returned. Shortages or failure to check them will result in charges for replacement.
- Any special equipment requests should be made to the equipment manager.
- Athletes will be individually and correctly fitted, with frequent checks to ensure proper continued fitting. If an athlete is uncomfortable with a piece of equipment, he/she should discuss this with the equipment manager.
- Damaged equipment will be repaired or replaced immediately.
- Each person is responsible for his/her own equipment. Store all equipment in your own locker. **You are responsible for lost stolen or misplaced equipment.**
- Players are encouraged to check out equipment for summer workouts. Those items must be accounted for before student-athletes are issued equipment for fall practice/competition.
- Players are not authorized to modify any equipment in any manner. If a player thinks adjustments need to be made, see the equipment manager.
- Issued gear should not be given away. These are the property of Tulane University.
- Wearing athletic issued practice or competition equipment outside of Athletic Department activities (unless expressly authorized by the equipment supervisor or head coach) is prohibited.
- Only practice gear (shirts, shorts, socks, etc.) should be placed in laundry bags. **No personal laundry or equipment.** Please unroll your socks.
- Team lockers have been pre-assigned. Your assigned locker has your name on it. Please make sure that you secure your valuables either by locking them in your locker or turning them in to the Equipment Room.
- Wear your equipment in the way it was intended to be worn. Show class at all times.

In sports in which tickets are sold (Football, Men's and Women's Basketball, Baseball, Soccer and Volleyball) student-athletes on these squads are given the opportunity to provide complimentary admissions (via pass list) for their guests within guidelines set by the NCAA. Tulane may provide four complimentary admissions per home or away contest to a student-athlete in the sport in which the individual participates (either practices or competes).

Ticket Office personnel will meet with each team before the start of their athletic season to issue specific policy and information for that sport and to answer any questions that any student-athlete may have.

### Ticket Office Policies

#### Student-Athlete Admission as a Spectator

All Tulane student-athletes are admitted at no charge to all on-campus athletic contests. Student-athletes wishing to attend an athletic event (outside their sport) should follow the procedures listed below.

**FOOTBALL:** Student season tickets are distributed during the registration process at the University Center. Upon presentation of a valid student ID card a student will be issued season tickets. Please note the additional information on season tickets regarding shuttle bus transportation to the Superdome, student parking passes, tailgate parties, and other ticket information.

**MEN'S BASKETBALL:** The student allotment of 1,000 tickets are distributed on a game by game, first come first served basis. Distribution dates, times, etc. will be announced in the fall and posted in the Hullabaloo, University Center, and Ticket Office.

**BASEBALL, WOMEN'S BASKETBALL, VOLLEYBALL, SOCCER:** Students are admitted to these events upon presentation of their ID card at the entry gate.

**Student-Athlete as a Participant**

In sports in which tickets are sold (Football, Men's and Women's Basketball, Baseball, Soccer and Volleyball) student-athletes on these squads are given the opportunity to provide complimentary admissions (via pass list) for their guests within guidelines set by the NCAA. Tulane may provide four complimentary admissions per home or away contest to a student-athlete in the sport in which the individual participates (either practices or competes).

Ticket Office personnel will meet with each team before the start of their athletic season to issue specific policy and information for that sport and to answer any questions that any student-athlete may have.