

## ATHLETIC QUESTIONS – PEOPLE WITH THE ANSWERS

<b>Director of Athletics</b> 245-2963 Strahan Athletic Admin. Bldg.
<b>Associate Athletics Director for Internal Affairs</b> 245-2963 Strahan Athletic Admin. Bldg.
<b>Assistant Athletics Director for Academics</b> 245-2978 - Athletic Academic Center - ASB – North 2nd Floor NCAA Advising, Tutoring, 5th Year Applications, Summer Funding Applications, NCAA Holds, Academic Concerns
<b>Administrative Assistant</b> 245-2114 Strahan Athletic Admin. Bldg. Letter Awards, Financial Aid, NCAA Special Assistance Fund, Housing, Scholarship Checks
<b>Assistant Athletics Director for Media Relations</b> 245-2966 Strahan Athletic Admin. Bldg. Media Relations, Publicity
<b>Assistant Athletics Director for Compliance</b> 245-8322 Strahan Athletic Admin. Bldg. Eligibility/Certification, NCAA Rules, Employment, Financial Aid
<b>Athletic Trainer</b> 245-2979 - Athletic Training Room –E2C Drug Testing, Medical
<b>Ticket Manager</b> 245-2272 - Athletic Ticket Office
<b>Faculty Athletic Representative</b> 245-3252 - 105 Derrick Hall
<b>Athletic Certification</b> 245-1657 - Athletic Academic Center

## COLLEGES (MAJOR DEPARTMENTS)

University College 245-2218	Fine Arts and Communication 245-2308
Health Professions 245-3300	Applied Arts and Technology 245-3333
Business 245-2311	Liberal Arts 245-2317
Education 245-2150	Science 245-2119

## STUDENT SERVICES

Admissions - 245-2364	Legal Services - 245-2370
Bookstore - 245-2273	Mediation Services - 245-2370
Career Services - 245-2645	Mentoring Program - 245-8218
Counseling Center - 245-2208	ID & Parking Permits - 245-2297
Dean of Students - 245-2124	Campus Police - 245-2890
Honors Program - 245-2266	Recreation Center- 245-2940
Financial Aid - 245-2315	Registrar - 245-2367
Health Center - 245-2161	Student Center - 245-2264
Residence Life - 245-2382	Student Justice - 245-2126
Multicultural Affairs - 245-2278	VP of Student Affairs-245-2152

## CAMPUS SUPPORT SERVICES DESCRIPTIONS

<p><b>Student Support Services:</b> Eligible students must either be a first generation college student, meet income levels determined by federal guidelines or must have a documented disability. <b>4th Floor LBJ Student Center: 245-2275</b></p>	<p><b>Residence Hall Tutoring Program:</b> Tutors are available in the evenings when the SLAC Lab is closed at several of the residence halls. <b>245-2515</b></p>
<p><b>Disability Services:</b> Some services include the following: assistance in ordering textbooks, recording books on tape and arranging for special testing accommodations. <b>245-3451</b></p>	<p><b>Math Lab:</b> Located in Room 233 of Derrick Hall, the Math Lab has assistants on duty to help students with any problems that they are having in math classes. If they cannot answer specific questions, they will direct students to someone who can. <b>245-2551</b></p>
<p><b>Student Learning Assistance Center (SLAC) Lab:</b> Located on the fourth floor of the Alkek Library, the SLAC lab is available to assist with standardized exams such as the TSI, GNAT, GRE and LSAT. <b>245-2515</b></p>	<p><b>Writing Lab:</b> Located in Room 26 of Flowers Hall, this writing lab can assist students with projects that require a substantial amount of writing. <b>245-3018</b></p>
<p><b>Computer Services:</b> Computer Services is located on the fourth floor of Alkek Library. <b>245-2106</b></p>	<p><b>Career Services Center:</b> The Career Services Center is located on the 5th floor. It has a staff of professional counselors to assist students in developing a job strategy, writing a resume, and sending out applications. In addition, information on summer job opportunities is available there. <b>245-2645</b></p>
<p><b>Student Counseling Center:</b> Located in Room 238 of the LBJ Student Center, the Student Counseling Center provides programs on personal adjustment, physiological testing, consulting, group experiences, stress management and seminars on how to make the most of the college experience. <b>245-2208</b></p>	

## DEPARTMENT OF ATHLETICS - MISSION STATEMENT

**Vision:**

The Department of Athletics will be nationally recognized as a leader through its commitment to excellence in education and personal development, success in athletic competition, equitable opportunities and for serving as a stakeholder in university and community pride.

**Mission:**

The Department of Athletics provides a competitive, diverse, equitable sports program in compliance with the applicable rules and regulations that creates opportunities for student-athletes to:

- Earn a degree
- Develop into ethical, well-rounded, civic-minded individuals
- Achieve individual athletic potential

The Department of Athletics also strives to achieve, with character and integrity, a winning tradition that engenders:

- University pride
- Positive community relations
- Institutional prestige
- Quality sports entertainment

The values the Department of Athletics embraces to achieve the mission include the following: honesty, integrity, loyalty, sportsmanship and responsibility, as well as equity and respect for all students and staff regardless of ethnicity and/or gender.

## **SPORTS PARTICIPATION**

**Beyond the field of play, there are several policies, which must be followed by Bobcat student-athletes.**

**Student-Athlete Academic Code of Conduct:**

The Department of Athletics fully supports the academic mission of the university. Academic responsibility is considered the highest priority for student-athletes attending Texas State. Student-athletes are required to sign and obey the following code:

- Student-athletes must comply with academic regulations as published in the current university catalog as well as the eligibility policies established by the NCAA and Southland Conference.
- Student-athletes are to regularly attend all classes, tutorial sessions and meetings with academic advisors, tutors or counseling services.

**Behavioral/Ethical Code of Conduct:**

Bobcat student-athletes are expected to conduct themselves in a manner that reflects positively on the Department of Athletics and his or her team. A coach may suspend any student-athlete from team activities if the coach believes the student-athlete's behavior has been detrimental to the team or the department.

However, should a student-athlete feel that termination or discipline was given without thorough or fair assessment, he or she should write a letter of appeal to the Director of Athletics stating the order of events previous to termination or discipline and the student-athlete's assessment of the decision. A phone number and address of the student-athlete should be enclosed. The Director of Athletics will contact the Associate Athletics Director for Internal Affairs, the coach and the student-athlete regarding this matter.

The student-athlete may appeal a suspension to the Appeals Committee. Only the student-athlete may file an appeal of suspension. An appeal of suspension must normally be submitted in writing to the Director of Athletics within three days or seventy-two hours of the issuance of the notice suspension. However, if the 72 hours expires during a time when the university is not open for business, the appeal may be submitted before the hours of 9:00 a.m. of the next business day. The written appeal must present the reason(s) for the appeal. The Director of Athletics shall immediately call together the committee for the purpose of hearing the appeal. It shall be the sole charge of the committee to, upon appeal and presentation of all relevant information, lift or modify the suspension or leave it in place.

#### Agents:

If a student-athlete agrees to be represented for promotional or professional purposes by an agent, either verbally or in writing, that student-athlete becomes ineligible for further intercollegiate athletic competition. If a student-athlete is contacted by an agent, he or she must contact the Athletic Compliance Office immediately. In accordance with State of Texas Law, agents are not allowed to contact student-athletes without first obtaining permission from the Texas State Athletic Compliance Office. In addition, neither the student nor his or her relatives or friends are allowed to accept transportation or other benefits from an individual seeking to represent the student-athlete.

#### Hosting a Prospective Student:

From time to time, a student-athlete may be asked to serve as host to a prospective student-athlete visiting the Texas State campus. While serving as a host, a student-athlete is allowed the following:

- 1) There may be more than one student host utilizing the entertainment money; however, no more than one student host per prospect may receive a free meal.
- 2) A maximum of \$30 for each day of the visit may be provided to cover all actual costs of entertaining yourself, the prospect (and the prospect's parents, legal guardians or spouse), and any other student hosts, excluding the cost of meals and admission to campus athletic events. **These funds may not be used for the purchase of souvenirs such as T-shirts or other institutional mementos.**
- 3) You may not provide any alcohol or illegal drugs to the prospect.
- 4) You may only provide acceptable entertainment including movies, videos and video games, bowling, etc. Impermissible entertainment would include the purchasing or providing of drugs and/or alcohol, adult entertainment such as strip clubs, and any other activities that are not permitted under university, local, state and federal law.
- 5) No cash may be given to the visiting prospect or anyone else.
- 6) You may not use vehicles provided or arranged for by any coach, institutional staff member or booster of the university. Never allow the recruit to use or drive your car.
- 7) You may not transport the prospect or anyone accompanying the prospect more than 30 miles from the campus. If you go to Austin you may not pass 8th Street.
- 8) You should not allow recruiting conversations to occur on or off campus between the prospect and a booster of the athletic program. (If an unplanned meeting occurs, only an exchange of greetings is permissible.)
- 9) A visiting prospect may engage in recreational or workout activities provided the activity is not organized or observed by members of the Department of Athletics coaching staff and is not designed to test the athletic abilities of the prospect.

### **Gambling:**

The NCAA opposes all forms of gambling and is adamantly opposed to sports gambling. Current NCAA legislation prohibits staff members within the Department of Athletics and student-athletes from being involved in any gambling activities as they relate to intercollegiate athletics. Specifically, the legislation states that "staff members of the athletic department of a member institution and student-athletes shall not knowingly:

- 1) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletic competition;
- 2) Solicit a bet on any intercollegiate team;
- 3) Accept a bet on any team representing the institution; or
- 4) Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling (Revised: 1/9/96)."

Listed below are examples of activities that are prohibited by NCAA legislation, which may jeopardize a student-athlete's eligibility:

- 1) Providing any information (e.g., reports concerning team morale, game plans and injuries of team members) to any individual who could assist anyone involved in organized gambling activities.
- 2) Making a bet on any intercollegiate athletic contest in which the NCAA sponsors a championship.
- 3) Accepting a bet, bribe or offer, or agreeing to throw, fix, or illegally influence the outcome of any intercollegiate athletics contest, or having any knowledge of any attempt to throw or fix a game or to influence illegally its outcome.
- 4) Failing to report any bribe or offer, or having any knowledge of any attempt to throw or fix a game or to influence illegally its outcome.
- 5) Participating through a bookmaker in any gambling activity (e.g., betting on a parlay card involving intercollegiate athletics).

## **ATHLETIC SUPPORT & SERVICES**

### **ATHLETIC ACADEMIC CENTER (AAC)**

**All student-athletes are ultimately responsible for  
their own eligibility**

The Athletic Academic Center is here to assist student-athletes in earning their degrees. The AAC is a great starting place for just about every question a student-athlete has. If the AAC staff does not have the answers, they will work hard to get student-athletes to the right person as soon as possible.

### **Hours of Operation:**

Sunday 2 p.m. until 8 p.m.

Monday through Thursday 8 a.m. until 10 p.m.

Friday 8 a.m. until 4 p.m.

Closed on Saturday

The AAC is located in the Academic Services Building – North on the 2nd floor. All student-athletes should enter the facility through the first floor (University College) before 5:00 p.m. and through the 2nd floor on the East side of the building after 5:00 p.m.

### **Rules of the Athletic Academic Center/Computer Lab:**

- 1) NO food or drinks (including sunflower seeds)
- 2) NO cell phones
- 3) NO tobacco products
- 4) NO headphones
- 5) NO playing computer games, online chatting or emailing with friends when signed in for study hours
- 6) NO horseplay / disruptive behavior / loud talking
- 7) NO sleeping at any time in the AAC
- 8) All AAC staff members (including tutors & student workers) will be treated with respect at all times

Any student-athlete who does not follow the above rules will be asked to leave and is not allowed to return during the same day. On the first offense, the student-athlete will be asked to leave and reported to the Assistant Athletics Director for Academics. On the second offense, an email will be sent to the head coach and the Associate Athletics Director for Internal Affairs and the information will be placed in the student's file. If a student-athlete is asked to leave three times, he or she will lose privileges to the AAC for the remainder of that semester and will be reported to the Director of Athletics and the head coach.

### **Computer Lab:**

The Computer Lab in the AAC houses 25 desktop computers for use by student-athletes. Lab hours are the same as the regular AAC office hours. The lab computers are for academic work; anyone caught playing games, viewing inappropriate websites or emailing will be asked to leave and reported to their coach and the Assistant Athletics Director for Academics. Also, student-athletes should conscientiously double-check all material before printing in order to prevent excessive or useless information from being printed. Student-athletes should learn to edit and transfer pertinent information from the web to a word document prior to printing.

Additionally, two computers are located in the Volleyball & Basketball area and three computers are in the End Zone complex. Please respect all of the computer equipment in the various areas and report any problems immediately.

### ***Laptop Computers:***

A limited number of laptop computers are available to be used by student-athletes during team travel.

### ***Laptop Rules:***

- 1) A coach must sign out laptops in the AAC with an AAC staff member – computers will not be signed out to student-athletes and cannot be returned by student-athletes.
- 2) Laptops are ONLY for use during team travel.
- 3) Loading programs or saving work to the laptop is not allowed.
- 4) Laptops can be signed out the day prior to travel.
- 5) Laptops must be returned within 48 hours of return to campus.
- 6) Any problems should be reported to the AAC upon return of the laptop.

Any team that does not follow these rules will not be allowed to sign out laptops. Any damage to the laptops is the responsibility of the student-athlete and the coach who checked out the laptop.

***Graphing Calculators & Mini Tape Recorders:***

There are a limited number of graphing calculators and mini tape recorders that are available to student-athletes each semester. These calculators and recorders are signed out per semester and must be returned by the final exam day or a hold will be placed on their student record.

***AAC Copy Machine & Phones:***

Student-athletes are not allowed to use the copy machine or the phones in the AAC.

**Academic Mentoring Program:**

The Academic Mentoring Program is designed as a mentor program to assist freshmen, transfer and at-risk student-athletes. Each student-athlete in the Academic Mentoring Program will be assigned a mentor by the AAC who they will meet with each week throughout the semester. If a student-athlete misses or is late for a weekly meeting, he or she will be reported to the Assistant Athletics Director for Academics and their head coach. The second time, the student-athlete must meet with his or her head coach and the Assistant Athletics Director to discuss the reasons for not attending the regularly scheduled meetings. Student-athletes who continue to miss meetings will be removed from the Academic Mentoring Program and could lose their access to the AAC and its services. Academic Mentoring Program student-athletes will be required six hours of study table each week in the AAC (see Study Table below).

**Study Table:**

All student-athletes who are a part of the Academic Mentoring Program are required six hours of study time each week in the AAC. During weeks when a student-athlete is traveling with his or her respective team, two hours of study time will be credited. Each team's expected number of study hours will be posted in the AAC each Sunday night and throughout the week. Student-athletes should sign in at the front desk when they come to study table by swiping their student ID card. Student-athletes must sign out each time that they leave study table. The computer will track the time for each student-athlete and the information will be reported to the head coach each Friday. It is the responsibility of the student-athlete to track his or her own hours in their Academic Handbook and they should not ask the front desk for this information. Student workers are not allowed to provide student-athletes with this information. A report of completed hours will be placed at the front desk on Thursday of each week.

Study table hours begin on Sunday and end on Friday at 4 p.m. Only on special circumstances can a student-athlete receive study table credit for hours completed at other on-campus academic support areas. For hours to be counted, a student-athlete must receive prior approval from the Assistant Athletics Director for Academics. Student-athletes are encouraged to complete as many hours as possible during the day because the nights are the most crowded times in the center. It is also important to complete hours early in the week so that all hours are not crammed in at the end of the week.

Student-athletes who are not part of the Academic Mentoring Program may be required study table hours by their individual coach. These hours will be tracked in the same manner as the Academic Mentoring Program student-athletes' hours and the information will be forwarded to the head coach each Friday.

The head coach, Associate Athletics Director for Internal Affairs and the Assistant Athletics Director for Academic Support and Student Services will be notified and the information will be placed in the student's file regarding study table hours. Students will be assessed penalties as needed.

#### **Progress Reports:**

On-line progress reports are sent out, via e-mail, by the Athletic Academic Center (AAC) three times a semester to the student-athletes' professors. These reports are spread out over the semester, with the first one being sent out at after 5 weeks and the second after 9 ½ weeks. The third progress report is sent out after 14 weeks and is targeted for specific athletes. Professors access these progress reports through a link provided them in the e-mail.

Prior to the reports being sent out, the student-athlete is responsible for contacting each professor and providing them with a letter that makes them aware of the progress report system. This letter is signed by the Faculty Athletic Representative (FAR), the Dean of the University College, and the Assistant Athletic Director. Attached with the letter is a copy of the Buckley Waiver.

Once completed, the information is compiled onto spreadsheets and shared with the coaching staff, the sports administration, and the students themselves. These progress reports are an important tool for helping the student-athletes to succeed academically. They are a great way for student-athletes to find out where they stand in the class before it is too late to make adjustments.

#### **Academic Tutoring:**

Tutoring is available in the AAC for all student-athletes. There are two types of tutoring that take place: assigned and drop-in. Drop-in tutoring is available for basic Math and English. Drop-in hours will be posted in the AAC each semester. Assigned tutoring is designed for student-athletes who want a structured amount of tutoring each week.

#### ***Steps for getting a Tutor:***

- 1) Student-athletes should come to the Athletic Academic Center and pick up a "Tutor Request Form."
  - a) This form must be completed with subject, contact information and several times that the student-athlete has available to be tutored.
  - b) Student-athletes should consider class times, practice times and team meeting times when completing the forms.
- 2) Student-athletes should turn the completed "Tutor Request Form" in to the front desk.
- 3) A tutor will be assigned ASAP (within 48 hours in most cases) and student-athletes will be notified (as well as their coach) with the time of their first tutor meeting.
- 4) Student-athletes will be notified via email of their assignment.
- 5) Once a tutor is assigned they must meet weekly unless cancelled properly (See below).
- 6) A master tutoring schedule will be placed at the front desk.
- 7) Student-athletes must check in at the front desk when they arrive for tutoring and when they leave the tutoring session.
- 8) Tutoring sessions are at least 50 minutes long.
- 9) Tutoring is not the time to talk about previous games or personal issues.
- 10) AAC staff members have the right to end any sessions that they evaluate as being unproductive.
- 11) Student-athletes must come prepared with books and questions and are expected to be actively involved in the session.

#### ***Canceled or Missed Tutoring Sessions:***

Student-athletes are expected to be at every assigned tutor meeting. If a student-athlete needs to cancel a meeting it must be done through the AAC at least 24 hours in advance. If a student-athlete does not cancel at least **24** hours in advance the coach will be notified and the session will count as a missed session. Students should cancel tutoring sessions only for the same reasons that they would miss practice. "I forgot" or "I just had a test and don't have anything to study" are not excuses for canceling tutoring appointments.

If a student-athlete does not show up at an assigned tutoring session he or she will be counted with a missed session and the head coach will be notified. If a student-athlete misses two assigned tutoring sessions he or she will have to meet with the Assistant Athletics Director for Academics and the head coach will be notified. All tutoring sessions will be terminated upon the third miss. If a student-athlete is more than five minutes late for a tutoring session he or she will be charged with a missed session.

It is against AAC policy for student-athletes and tutors to exchange contact information. This relationship is expected to remain as a professional relationship. Tutors are not to complete any assignments (including typing papers) for student-athletes and are trained to report any misconduct by student-athletes. If student-athletes have a concern about a tutor, they are to report that to the Assistant Athletics Director for Academics immediately.

#### **Summer School Funding:**

The basis for awarding summer scholarships is based on available funding and are awarded in the following priority order:

- 1) Immediate Graduation
- 2) Eligibility
- 3) Reward

A partial scholarship student-athlete may only receive the same percentage in the summer that they received during the year.

Funding for summer school can change each year and the Department of Athletics will work hard to award summer school scholarships to as many deserving student-athletes as possible each year.

To be considered for summer school funding, a student-athlete must request a "Summer School Funding Application" from the AAC, complete the form, have it signed by their coach and return it to the AAC by the posted deadline.

#### **Student-Athlete Early Registration:**

Student-athletes are allowed to register early for classes if they have followed the procedures below and have been cleared through all of the appropriate offices on campus. A member of the AAC staff will hold a team meeting one month prior to early registration and provide every student-athlete with a checklist and a "Registration Approval Form." The registration process should be interactive and all student-athletes should think about and write down their schedules and conflicts prior to meeting with anyone regarding their registration. This will show that the student-athlete is an active and interested part of the education process. The registration process for student-athletes is as follows:

- 1) Student-athletes must make an appointment with their college advisor (not AAC) and complete a "Registration Approval Form." This form will not be accepted unless signed by a college advisor. (An official departmental "Advising Center Form" with signature will be accepted.)
- 2) AFTER meeting with a college advisor and completing a "Registration Approval Form," the

student-athlete must make an appointment with an AAC staff member to review his or her classes and times. AAC staff members will make NO changes to the classes listed on the "Registration Approval Form" and the student-athlete can ONLY register for those classes. If a change needs to be made, the student-athlete will be required to go back to their college advisor and the possible change will be discussed.

- 3) All student-athletes should register for a Physical Fitness and Wellness (PFW) athletic class.
- 4) During the meeting in the AAC, student-athletes will have their NCAA Monitoring Hold removed from their records. At that time the student-athlete will be made aware of any other holds that are listed on his or her record that will prevent him or her from registering on time.
- 5) Once a "Registration Approval Form" has been completed and approved by both the college advisor and an AAC staff member, the student-athlete will be cleared to register on the Early Registration Date.
- 6) Students will register through "CATS." The step-by-step instructions for "CATS" registration are in the schedule of classes book each semester.

#### **Changing A Schedule:**

NO adjustments should be made to a student-athlete's schedule without written approval from the AAC. If a student-athlete drops within the first three weeks of the semester (first week during summer session), without written approval, he or she will receive an automatic "W," regardless of the current grade. If a class is dropped after that time period, the student-athlete will receive a "W" on his or her transcript ONLY if he or she is passing the course at the point that the class is dropped. If the student-athlete is not passing at the time of dropping the class he or she will receive an "F" on his or her transcript. After the third week, a the student-athlete must complete paperwork within the AAC that requires the head coach and professor to sign prior to any approval to drop a class or any removal of a hold. The absolute last day to drop a class is two weeks before the beginning of final examinations in the Fall and Spring, and one week before finals in the Summer. Student-athletes are held responsible for dropping classes without approval.

#### **Repeat Courses:**

When a student-athlete repeats a course the first time, the original grade will be replaced with the most recent grade achieved. If a class is repeated more than once, all grades except the first one will count in the student's GPA. Please note, if a student-athlete repeats a course that they received a "D" in the first time, the repeat course will NOT count for the purposes of NCAA satisfactory progress (24 credits needed each year).

For student-athletes on scholarship, the Department of Athletics will pay for one repeat of a failed or dropped course but funds will not be spent on repeating those courses for a third time. If the student-athlete must take the course a third time, it will be at his or her own expense.

#### **Developmental Courses:**

*Several student-athletes are required to take developmental courses (MATH1300, MATH1311, RDG1300) because of THEA scores. Developmental courses will ONLY count for eligibility during a student-athlete's freshman year and he or she is only allowed to count a total of six hours of remedial work for NCAA purposes. Any remedial courses that are required should be taken within the first two semesters at Texas State to allow for the student to move forward into degree countable classes and to avoid getting behind.*

### Class Attendance Policy:

Student-athletes who are in season and will be traveling are provided with a travel letter that details each day that they will be missing class due to athletic competitions. This travel letter should be provided to each of their professors within the first three days of class. If the professor has any concerns with the number of class absences due to athletic travel, the student-athlete should meet with an AAC staff member immediately.

Some professors will state that they do not have attendance policies. This statement does not count for student-athletes. Student-athletes are **STRONGLY** encouraged to attend every class meeting. Student-athletes are easily recognized and it is noticeable when they are not in class. AAC staff members continue to check with professors about class attendance and professors will call the AAC as well, to report absences.

Student-athletes are encouraged to introduce themselves to the professor on the first day of class, sit in the front two rows of class, actively participate in class, arrive on time and stay for the entire class period. It is an advantage for student-athletes to be in close contact with their professors.

Team meetings or appointments with coaches or athletic administrators are not reasons to miss class. Any information that is received about a student-athlete missing class or misbehaving will be forwarded to the head coach.

Remember the action of one student-athlete can give a negative or positive feeling to others on campus. All student-athletes are encouraged to act as the young adults that they are and be respectful in all circumstances, so that they can positively promote the name of all Bobcat student-athletes.

Please note: Class attendance will be taken into account when determining summer and 5th year funding.

### Incompletes:

*If a professor feels there is a good reason why required work for a class was not completed, the professor has the option of giving the student a grade of an "incomplete" (I). To remove the incomplete from the student's record, the student must arrange to turn in all necessary work. The student's GPA will be calculated with the new grade. All incompletes must be completed within twelve months. After the twelve months, the grade will change from an "I" to a failing grade.*

### Grade Changes:

Student-athletes are expected to earn their grades on their own merits, irrespective of their athletic achievements. It is the policy of the Department of Athletics that no coach should ever contact an instructor directly regarding a grade for a student-athlete. Only the student-athlete or the Assistant Athletics Director for Academics may meet with an instructor regarding a student-athlete's progress.

### Course Load:

A student-athlete must always be enrolled in at least 12 semester hours in order to practice and compete. It is recommended that student-athletes carry an academic schedule of 15 to 16 hours per semester in order to maintain their goal of graduation and athletic eligibility. The Athletic Academic Center will discuss a student-athlete's particular degree program and academic abilities with him or her to ensure that a proper course load is being taken.

**Grades of "D":** Students who have elected the Undeclared (General Studies) Program and have received "D" grades will have those courses counted toward NCAA academic eligibility requirements. Should a major other than Undeclared (General Studies) be declared and the student-athlete have received grades of "D" in that major, then these courses may or may not be counted toward NCAA academic eligibility, depending upon the declared major requirements. See below for some examples:

- \*Math 1315                      If ESS certification, "D" does not count.
- \*English 1310/1320        If ESS certification, "D" does not count.
- \*Any Grade of "D"        If ESS certification, "D" earned in P.E. course does not count.

**Declaring a Major:**

All student-athletes are required by the NCAA to declare a major prior to entering their 5th semester of college (beginning of their 3rd year). A student-athlete has the right to declare a major at any time, but it is EXTREMELY important to meet with an AAC staff member and discuss the possible impact of changing or declaring a major on his or her eligibility. Once a major is declared, the student-athlete must request a degree outline from his or her college. This degree outline must be on file in the AAC and in the Athletic Certification Office (located in the AAC). The degree outline must be signed by a college advisor to be considered official. Once a major has been declared, all classes that student-athletes enroll in must be listed on the degree plan or the classes will not count for NCAA eligibility purposes.

Student-athletes who are not set on a major are encouraged to remain in an undeclared major within University College so that the transition to a major as a junior will be easier. This may limit the number of classes that a student may take and may result in students enrolling in classes that will not be needed for his or her new major. A report will be printed on the 12th class day that lists every student-athlete and the major that he or she has declared. This is the major that the student-athlete will remain in until the next semester. Any students who have concerns about their major and how each of their classes will count, should meet with a member of the AAC staff as soon as possible.

**Textbooks:**

NCAA rules and regulations stipulate that Texas State may only provide books that are **required** for courses in which student-athletes are enrolled. It is not permissible for the university to provide textbooks or course materials that are recommended by instructors or to provide textbooks or course materials for courses in which the student-athlete is not enrolled.

In addition, students' book scholarships are awarded to them and no one else. It is not permissible for student-athletes to purchase textbooks or course materials for anyone other than themselves. If student-athletes purchase books for someone other than themselves, they will be declared ineligible for competition at Texas State. Student-athletes will be required to repay the cost of impermissible textbooks, could be withheld from competition and may lose their book scholarship for a specified period of time. Lastly, it is not permissible to buy replacement textbooks for textbooks that are lost or stolen. All purchases of non-textbook required course materials must be approved by the Assistant Athletics Director for Compliance. **Any of the actions listed above is a violation of NCAA rules and regulations and is considered fraud.**

**Scholarship Book Procedures:**

- 1) Each student-athlete must present his or her Student ID to the Athletic Bookstore

- representative. The student-athletes are responsible for picking up their books and they must have their IDs.
- 2) Each student-athlete will sign and date the receipt form indicating what books they have been given. Students should double-check the books again before they leave the bookstore.
  - 3) If a student-athlete drops or adds a course he or she must go to the AAC and complete an approval form. Once this form is complete, he or she can present the form at the bookstore and return the book. An updated schedule showing the changed courses, along with a student ID, must be presented to the bookstore representative. **This must be completed within 48 hours of dropping or adding a class.**
  - 4) At the end of the semester, all books must be returned no later than the day after the last day of finals. Upon returning the books, the student-athlete will receive a receipt. The receipt must be returned to the head coach prior to the student leaving campus for the semester or a hold will be placed on the student-athlete's academic records and the student-athlete may also lose his or her book scholarship for one academic year. Any misuse or violation of the textbook policy could result in forfeiture of the athletic grant-in-aid.
  - 5) If a book is lost, misplaced or is not returned to the bookstore, the student-athlete is responsible for paying for that book. No replacement books will be given. A student can lose his or her book scholarship if all books are not returned or paid for by the student-athlete. Student-athletes should keep all receipts (or a copy) that they are given.

#### **5th Year Scholarship:**

The possibility of 5th year aid is available when a student-athlete has exhausted his or her eligibility, but has not yet graduated. The student-athlete must officially complete the "5th Year Scholarship Application" in the AAC. This application should be picked up early during the student's last semester that they are receiving athletic-related aid from the AAC, and then be filled out properly and completely, prior to the end of that semester

Student-athletes will be required to:

- 1) Complete a 5th year plan of action (obtaining a degree outline/summary from their academic department).
- 2) Receive their head coach's support.
- 3) Work within an office in the Department of Athletics for a set number of hours each week while they are receiving aid. Each week they will be required to turn in documentation to the Internal Operations Coordinator of the hours worked during the previous week. Their supervisor must sign the form each week. If a student-athlete fails to turn in this documentation, his or her next check will be held. Student-athletes who are on full scholarship must work for at least 15 hours each week. The hours are in line with the amount of scholarship aid that a student-athlete receives. The list of possible work options is listed on the application.
- 4) Complete the Career Services Component by registering with Career Services, receiving advising for resume writing, completing a mock interview, and taking a tour of Career Services.
- 5) Complete and hand in an anonymous exit interview survey.
- 6) Submit an application and meet with Associate Athletics Director for Internal Affairs for approval and work assignment.

Funding will terminate upon reception of a Bachelor's Degree or at the end of the 5th year, whichever comes first.

*(\*\* According to the rules of the Department of Athletics, 5th year award will not exceed the amount of scholarship the student-athlete was receiving.)*

**The "T" Association:**

The "T" Association at Texas State University is an organization committed to promoting and maintaining the communication and active involvement of both current and former letter winners at Texas State. Any person who has been awarded an athletic letter in an intercollegiate sport at the university- shall be considered a member of the T-Association. Before the "T" is presented, an individual shall make at least the minimum number of grade points required for that term's work in which the letter was earned.

**New NCAA Academic Reform -- Progress Towards Degree (PTD):**

These new rules are used for those student-athletes entering during Fall 2003 and after (Includes all student-athletes even if they are medical or 5<sup>th</sup> year)

Semester Entering	Progress Towards Degree Requirements
1st	NCAA Qualifier
2nd	Pass 6 countable hours towards a degree (or any courses passed while an undeclared major)
3rd	Pass 6 countable hours towards a degree (or undeclared) 1.8 Cumulative GPA (90% of the GPA to graduate with ANY degree on your campus) Must have earned at least 18 countable credits during the previous Fall & Spring and a total of 24 countable hours (including any pre-college credits earned at Texas State) they may have earned or credits earned during the summer prior to ending their 3rd semester. (ONLY 6 credit hours of remedial courses can be counted)
4th	Pass 6 countable hours towards a degree (or undeclared) 1.8 Cumulative GPA (90% of the GPA to graduate with ANY degree on your campus)
5th	Pass 6 countable hours towards a degree (summer hours are not countable for this requirement) 1.9 Cumulative GPA (95% of the GPA to graduate with ANY degree on your campus) 40% of Declared Degree completed (52 credits towards a degree of 128) Must have earned at least 18 countable credits during the previous Fall & Spring Must declare a major at the beginning of 5th semester and have an official degree outline on file in the Athletic Academic Center and the Athletic Certification Office
6th	Pass 6 countable hours towards a degree (Summer hours are not countable for this requirement) 1.9 Cumulative GPA (95% of the GPA to graduate with ANY degree on your campus)
7th	Pass 6 countable hours towards a degree (Summer hours are not countable for this requirement) 2.0 Cumulative GPA (100% of the GPA to graduate with ANY degree on your campus) 60% of Declared Degree completed (77 credits towards a degree of 128) Must have earned at least 18 countable credits during the previous Fall & Spring
8th	Pass 6 countable hours towards a degree (Summer hours are not countable for this requirement)

	2.0 Cumulative GPA (100% of the GPA to graduate with ANY degree on your campus)
<b>9th</b>	Pass 6 countable hours towards a degree (Summer hours are not countable for this requirement) 2.0 Cumulative GPA (100% of the GPA to graduate with ANY degree on your campus) 80% of Declared Degree completed (103 credits towards a degree of 128) Must have earned at least 18 countable credits during the previous Fall & Spring
<b>10th</b>	Pass 6 countable hours towards a degree (Summer hours are not countable for this requirement) 2.0 Cumulative GPA (100% of the GPA to graduate with ANY degree on your campus)

Degree countable hours include any courses that are listed on a student's official degree outline (including major, minor, general education and electives needed).

These new rules are used for those student-athletes entering PRIOR to Fall 2003 and after

<b>Semester Entering</b>	<b>Progress Towards Degree Requirements</b>
<b>1st</b>	NCAA Qualifier
<b>2nd</b>	Pass 6 countable hours towards a degree (or any courses passed while an undeclared major)
<b>3rd</b>	Pass 6 countable hours towards a degree (or undeclared) Must have earned at least 18 countable credits during the previous Fall & Spring and a total of 24 countable hours.
<b>4th</b>	Pass 6 countable hours towards a degree (or undeclared)
<b>5th</b>	Pass 6 countable hours towards a degree (Summer hours are not countable for this requirement) 1.8 Cumulative GPA (95% of the GPA to graduate with ANY degree on your campus) 25% of Declared Degree completed (32 credits towards a degree of 128) Must have earned at least 18 countable credits during the previous Fall & Spring & 24 including summer Must declare a major at the beginning of 5th semester and have an official degree outline on file in the Athletic Academic Center and the Athletic Certification Office
<b>6th</b>	Pass 6 countable hours towards a degree (Summer hours are not countable for this requirement) 1.8 Cumulative GPA (95% of the GPA to graduate with ANY degree on your campus)
<b>7th</b>	Pass 6 countable hours towards a degree (Summer hours are not countable for this requirement) 1.9 Cumulative GPA (100% of the GPA to graduate with ANY degree on your campus) 50% of Declared Degree completed (64 credits towards a degree of 128) Must have earned at least 18 countable credits during the previous Fall & Spring & 24 including summer
<b>8th</b>	Pass 6 countable hours towards a degree (Summer hours are not countable for this requirement) 1.9 Cumulative GPA (100% of the GPA to graduate with ANY degree on your campus)

<b>9th</b>	Pass 6 countable hours towards a degree (Summer hours are not countable for this requirement) 2.0 Cumulative GPA (100% of the GPA to graduate with ANY degree on your campus) 75% of Declared Degree completed (96 credits towards a degree of 128) Must have earned at least 18 countable credits during the previous Fall & Spring & 24 including summer
<b>10th</b>	Pass 6 countable hours towards a degree (Summer hours are not countable for this requirement) 2.0 Cumulative GPA (100% of the GPA to graduate with ANY degree on your campus)

Degree countable hours include any courses that are listed on a student's official degree outline (including major, minor, general education and electives needed)

**Academic Honesty Statement:**

*"Learning and teaching take place best in an atmosphere of intellectual fair-minded openness. All members of the academic community are responsible for supporting freedom and openness through rigorous personal standards of honesty and fairness. Plagiarism and other forms of academic dishonesty undermine the very purpose of the university and diminish the value of an education." – Texas State Academic Integrity Brochure*

***What does this mean for students?***

*"Simply put, this means that you, as a Texas State student, are expected to do your own work and properly cite those works which are someone else's if you use those works in research papers or reports that you prepare and submit." – Texas State Academic Integrity Brochure*

***Penalties for Academic Dishonesty:***

Penalties include being required to re-submit academic work, to complete additional academic work, to withdraw from the course with a failing grade, to have your grade reduced for the assignment or course and/or to be suspended from the university.

## FINANCIAL AID

Financial aid is provided to assist with college expenses. An athletic grant-in-aid or scholarship may consist of tuition, fees, room and board and books. The actual amount of aid may vary for each scholarship; some student-athletes may receive a full scholarship while others only receive a percentage of full or a specific dollar amount. Students should keep in mind that some fees are not covered by their scholarship. If students have any questions or concerns, they should contact the Assistant Athletics Director for Compliance.

Student-athletes should be aware that scholarships do not automatically cover four years. It is up to each head coach whether or not a student-athlete's scholarship should be renewed.

Notice of intent to renew or deny an athletic scholarship must be mailed to student-athletes by July 1<sup>st</sup>. During the period of the award, an athletic scholarship may not be cancelled on the basis of a student-athlete's performance or any injury. However, if a student-athlete renders him or herself ineligible for competition, lies about information in a letter of intent, commits actions which result in a disciplinary penalty or voluntarily withdraws from the team, the scholarship may be revoked at any time. Any student-athletes who have had their scholarships revoked for any reason have the opportunity for a hearing and an appeal through the Scholarship Appeals Committee of the university.

All student-athletes are permitted to work during summer vacations, regardless of whether or not the students are receiving financial aid for summer school. All student-athletes are permitted to work during Christmas vacation, while classes are not in session, if they are not involved in intercollegiate competition during the break. There is no restriction on the amount of money earned as long as payment for the job is legitimate.

**Employment:**

- 1) Student-athletes are permitted to work throughout the year; however, they must report to the Assistant Athletics Director for Compliance within two weeks of beginning work during the academic year (Fall & Spring semesters). An "Employment Affidavit Form" must be completed and signed by the Assistant Athletics Director for Compliance, the student-athlete and the employer within two weeks of the start of work during the academic year (Fall & Spring semesters). If a student-athlete fails to complete this affidavit within two weeks of beginning work he or she can be declared ineligible from competition and a violation can be submitted to the NCAA.
- 2) Student-athletes may only be paid for actual work they have performed.
- 3) Student-athletes may not be paid by the employer for the value they may bring to their employer because of their athletic reputation or fame.
- 4) Student-athletes may be paid for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis provided that:
  - a) Institutional facilities are not used.
  - b) Playing lessons shall not be permitted.
  - c) The institution obtains and keeps documentation on file of the recipient of the lesson(s) and the fee charged for the lesson(s) provided during any time of the year.
  - d) The compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity.
  - e) The Assistant Athletics Director for Compliance must be notified prior to beginning fee-for-lesson work.
  - f) Student-athletes may be employed on commission basis.
- 5) Student-athletes may be employed on commission basis if the following conditions are met:
  - a) The cost of any preliminary training must be paid for by the student-athlete (i.e., the cost cannot be paid by the institution or a booster).
  - b) The personnel employed by the company must consist of both student-athletes and non-athletes.
  - c) The employment of student-athletes does not result in the company's use of the athletic reputation of any student-athletes employed by the company.
  - d) The company must be able to document that employees who are non-athletes are receiving sales commissions at a rate generally equal to that of student-athletes employed by the company.

\*\*\* Any employment in the Department of Athletics or in an athletic facility owned or operated by the Department of Athletics MUST have PRIOR approval by the Assistant Athletics Director for Compliance.

### **Summer Camps/Clinics:**

Enrolled student-athletes are permitted to be employed by summer camps and clinics, but they are required to follow the following guidelines:

- 1) The student-athlete must perform duties that are of a general supervisory nature and any coaching or officiating assignments shall represent not more than one-half of his or her work time.
- 2) Compensation must be at the going rate for camp counselors of like teaching ability and camp/clinic experience. Student-athletes cannot be paid on the basis of athletic reputation or fame.
- 3) A student-athlete who only lectures or demonstrates at the camp/clinic may not be compensated for his or her performance.

### **NCAA Special Assistance Fund:**

The NCAA Special Assistance Fund was established in the 1990-91 fiscal year as part of the NCAA revenue distribution plan. The goal of the Special Assistance Fund is "to enhance benefits to student-athletes who have financial need, in emergency or essential nature."

The allocation of funds is determined by the NCAA based on the number of student-athletes who received Pell grants in the previous academic year for each conference. In turn, the conference office is responsible for the allocation of those funds to their member institutions. The conference office also distributes the funds to the student-athletes through their respective schools. They are charged with the administration of the funds and are required to report to the NCAA the number of recipients and purposes for what the money was used each year. The institution may not accumulate more than two years worth of allocations; otherwise the institution will not receive funding for the following year.

Student-athletes who are eligible to receive these funds are as follows:

- 1) Pell grant eligible students, including student-athletes who have exhausted their eligibility or have a medical hardship approved.
- 2) Student-athletes who are receiving countable athletic aid and who have demonstrated financial need based on federal methodology for all students.
- 3) Foreign student-athletes who are certified by an official financial aid entity and show financial need.

The permissible uses for funds are as follows:

- 1) The cost of clothing and other essential expenses up to a pre-determined amount per academic year for Pell grant students and full grant in aid students who show financial need. Students may receive this amount as an advance and be required to return receipts to their schools showing how the funds were spent.
- 2) The cost of basic disposable contact lenses, eyeglass frames, and basic eye and vision exams not to exceed \$250 per academic year.
- 3) The cost of expendable academic course supplies or rental of non-expendable supplies that are course required items. The student-athlete must first purchase the item, obtain an itemized receipt, and submit the receipt and a syllabus detailing the required supplies to the Internal Operations Coordinator for processing.
- 4) Medical and dental (non-cosmetic) costs that are not covered by other insurance programs. All medical and dental costs must be approved in advance by the Associate Athletics Director for Internal Operations. The Athletic Training Staff will work with the

compliance staff regarding medical, dental and vision. All procedures and appointments must be approved in advance.

- 5) Cost for student-athlete or family emergencies.

***Procedures For Receiving the NCAA Special Assistance Fund:***

- 1) Student-athletes can obtain the required forms for the Special Assistance Fund from the Athletic Administrative Offices [See the Internal Operations Coordinator. (I.O.C.)]
- 2) Student-athletes can complete the required forms for the Special Assistance Fund and provide the required documents to the I.O.C.
- 3) The I.O.C. will submit the individual's forms who are requesting this assistance to the head coach for that head coach's recommendation of approval memo.
- 4) Completed forms with recommendations from the head coach are directed and submitted to the Director of Athletics and Associate Director of Athletics for Internal Operations for approval and signature.
- 5) Documents are mailed from the Athletic Administrative Office to the Southland Conference Office for processing,
- 6) Upon receipt of funds, the head coaches will be notified by the I.O.C. that the checks are available to be picked up by the students.
- 7) The head coaches will notify the students to come to the Athletic Administration Office to sign and receive their checks.
- 8) Students have 10 working days (two weeks) to return documents and/or receipts, if required, to the I.O.C. for finalization of paperwork.
- 9) Failure to return documents will result in "holds" on scholarships or loss of practice/participation time. Head coaches will be notified of any student who is in violation of these procedures.

**NCAA Student-Athlete Opportunity Fund:**

- All student-athletes are eligible for Student-Athlete Opportunities benefits
- Benefits are intended to pay costs that arise in conjunction with:
  - participation in intercollegiate athletics;
  - enrollment in an academic curriculum; or
  - recognition of academic achievement

Money from the Student-Athlete Opportunity Fund will be distributed on a case-by case basis upon approval from the Associate Athletics Director for Internal Affairs. Following the approval, the Internal Operations Coordinator will process the request through the Southland Conference Offices. The request for funds to be used for medical procedures and/or prescriptions will be made to the Associate Athletics Director for Internal Affairs by the Head Athletic Trainer.

## **MEDIA RELATIONS**

One of the many support services student-athletes have is the Media Relations Office, which is responsible for the publicity and promotion of every sport, including the preparation of news releases and media guides, arranging interviews, and setting up media coverage of Bobcat games.

To assist student-athletes in dealing with the media, the Media Relations Office has developed a list of helpful hints.

- **Be Cautious:** Be friendly and outgoing toward the media, but remember some of your

statements can be taken in an inflammatory way. The media can help you, but they can also place an adverse angle on your comments.

- **Think Before You Speak:** Always think about the question before you answer it. Do not automatically blurt out the first thing that comes to mind. It does not hurt to take your time.
- **Be Polite and Honest:** If you do not want to answer a question, do not get defensive. Just say, "I would rather not answer that question."
- **Be Patient:** If the interviewer continues to ask, keep telling him or her politely that you do not want to answer.
- **Be Modest:** If you think you did a good job, then say so, but remember that you did not do it alone. Be sure to give credit to your teammates and coaches.
- **Body Language:** Make eye contact and be relaxed.

## PLAYER GUEST TICKETS

### What the student-athlete should know:

- A student-athlete must fill out the form handed out at practice and sign it (handwriting should be legible).
- A player guest can be anyone, but do not sign up students as they already receive free tickets with their University ID.
- Each student-athlete is designated four tickets for all home contests.
- Each guest's full name (first and last) must appear on the form (not mother or father). Find out who will be coming to the game ahead of time.
- Student-athletes should never have a complimentary ticket in their possession. Student-athletes may receive admission to other university athletic events with their university student IDs. Student-athletes may purchase additional tickets when needed.
- If a student-athlete purchases a ticket, it cannot be sold for an amount greater than its face value.
- A student-athlete may not receive any payment or extra benefit in exchange for complimentary admission.

\*Violation of these rules can affect a player's eligibility. The most important rules that can affect eligibility as well as penalties against the school are the last three, so read them carefully.

### What the guests should know:

- Currently, the pass gate is gate 2 for football, and volleyball/basketball is the normal game day entrance (East side of Strahan Coliseum).
- Guests must have a picture ID at the gate in order to receive tickets. Guests will sign for the tickets inside the gate.
- If additional tickets are needed, they must be purchased before the player guest tickets are picked up. Season tickets are currently on sale at the Ticket Office.

\*For any ticket questions, call the Ticket Office at 245-2272. The Ticket Office is located in the Strahan Athletic Administration Bldg.

## PRIVACY OF INFORMATION

The component universities and the authorized agents who are responsible for conducting and monitoring the drug screening programs will take every reasonable precaution to protect the privacy of the student-athletes who are participating in the drug tests, consistent with and subject to the provisions of the Texas Open Records Act and the Federal Family Educational Rights and Privacy Act. Information disclosed by testing will be restricted to personnel responsible for administering and monitoring the program. No other release of the information is to be authorized except as designated by these policies and procedures without the student-athlete's written consent or appropriate legal process. However, a component university and its agents will not be responsible for any unauthorized information which may be released by the student-athlete or by other individuals over which the university has no authority or control.

### Nutritional Supplements:

An institution may provide only non-muscle-building nutritional supplements to a student-athlete at any time for the purpose of providing additional calories and electrolytes, provided the supplements do not contain any NCAA Banned Substances. Permissible non-muscle-building nutritional supplements are identified according to the following classes: Carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters and vitamins and minerals. *(Adopted: 4/27/2000 – NCAA 2002-2003 Compliance Manual)*

## SUMMARY OF NCAA REGULATIONS-DIVISION I

### FOR ALL STUDENT-ATHLETES

This part of the summary discusses ethical conduct, amateurism, financial aid, academic standards, and other regulations concerning eligibility for intercollegiate competition.

### Ethical Conduct (All Sports):

- 1) You must compete with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play. [Bylaw 10.01]
- 2) You are **not eligible** to compete if you knowingly do the following:
  - a) provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
  - b) solicit on a bet on any intercollegiate team; or
  - c) accept a bet on any team representing the institution or participate in any gambling activity that involves intercollegiate athletics through a bookmaker, a parlay card or any other method employed by organized gambling. [Bylaw 10.3]
- 3) You are **not eligible** to compete if you knowingly participate in any gambling activity that involves intercollegiate or professional athletics, through a bookmaker, parlay card, or any other method employed by organized crime. [Bylaw 10.3]
- 4) You are not eligible to compete if you have shown dishonesty in evading or violating NCAA regulations. [Bylaw 14.01.3.3]

### Amateurism (All Sports):

- 1) You are **not eligible** for participation in a sport if you have ever:
  - a) taken pay, or the promise of pay, for competing in that sport;
  - b) agreed (orally or in writing) to compete in professional athletics in that sport;

- c) played on any professional athletics team as defined by the NCAA in that sport;  
or
  - d) used your athletic skill for pay in any form of that sport. [Bylaw 12.1.1]
- 2) You are **not eligible** in any sport if you have ever accepted money, transportation or other benefits from an agent or agreed to have an agent market your athletic ability or reputation in that sport. [Bylaw 12.3]
  - 3) You are **not eligible** in any sport if, after you become a student-athlete, you accept any pay for promoting a commercial product or service or allowed your name or picture to be used for promoting a commercial product or service. [Bylaws 12.5.2.1 and 12.5.2.2]
  - 4) You are **not eligible** in any sport if, because of your athletic ability, you were paid for work you did not perform, paid at a rate higher than the going rate or were paid for the value an employer placed on your reputation, fame, or personal following. [Bylaw 12.4]

#### **Financial Aid (All Sports):**

You are **not eligible** if you receive financial aid other than the financial aid that your institution distributes. However, it is permissible to receive:

- money from anyone upon whom you are naturally or legally dependent;
- financial aid that has been awarded to you on a basis other than athletic ability; or
- financial aid from an entity outside your institution that meets the requirements specified in the NCAA Division I Manual. [Bylaw 15.01.3]

You must report to your institution any financial aid that you receive from a source other than your institution. However, you do not need to report financial aid received from anyone upon whom you are naturally or legally dependent.

#### **Academic Standards (Eligibility for competition):**

- To be eligible to compete, you must:
  - have been admitted as a regular student seeking a baccalaureate degree according to the published entrance requirements of your institution;
  - be in good academic standing according to the standards of your institution; and
  - be enrolled in at least a minimum full-time program (not less than 12 semester or quarter hours) and maintain satisfactory progress toward a baccalaureate degree at your institution. [Bylaws 14.01.2, 14.1.5.1 and 14.1.6.2]

If you are enrolled in less than a full-time program, you are eligible to compete only if you are enrolled in the last term of your degree program and are carrying credits necessary to finish your degree. [Bylaw 14.1.6.2.1.3]

#### **Eligibility for practice:**

- You are **eligible to practice** if you are enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the regulations of the certifying institution. [Bylaw 14.1.6.1]
- You are **eligible to practice** between terms (i.e., during the official vacation period immediately preceding initial enrollment), provided that:
  - you have been accepted by your institution for enrollment in a regular, full-time program of studies at the time of your initial participation;

- you were registered for a minimum full-time program of studies at the conclusion of the term immediately preceding the date of competition; and
- in the case of a transfer student-athlete, you are no longer enrolled in your previous educational institution, and you are eligible under all institutional and NCAA requirements. [Bylaw 14.1.6.1.1]
- You also are **eligible to practice** if:
  - you are enrolled in the final semester or quarter of a baccalaureate program while enrolled in less than a minimum full-time program of studies; and
  - your institution certifies that you are carrying (for credit) the courses necessary to complete the degree requirements, as determined by the faculty of the institution. [Bylaw 14.1.6.1.3]
- You are **not eligible to practice** in a sport unless you are enrolled in at least a minimum full-time program of studies leading to a baccalaureate or equivalent degree. Your institution determines what is a minimum full-time program to be eligible to practice. [Bylaw 14.1.6.1]

**Other Regulations Concerning Eligibility (All Sports):**

- You are **not eligible** to participate in more than four seasons of intercollegiate competition, except for extensions that have been approved in accordance with NCAA legislation. [Bylaws 14.2 and 30.61]
- You are **not eligible** if five calendar years have passed from the date you first registered as a full-time student at a collegiate institution and attended your first day of classes for that term, except for time spent in the armed services, on official church missions or with recognized foreign-aid services of the U.S. government. [Bylaw 14.2.1]
- You are **eligible** at an institution other than the institution from which you have received or satisfied the requirements for a baccalaureate degree or an equivalent degree, if you meet the conditions of the one-time transfer exception [Bylaw 14.5.3.10] and you have eligibility remaining as set forth in Bylaw 14.2.1.
- You are **eligible** for championships, certified post season bowl games or the National Invitation Tournament that occur within 60 days of the date you complete the requirements for your degree. [Bylaw 14.1.7.3]

**All Sports other than basketball:**

- You are **not eligible** in your sport for the remainder of the year and the next academic year if, during the academic year, you competed as a member of any outside team in any non-collegiate, amateur competition. You may compete outside of your declared playing and practice season as a member of an outside team in any non-collegiate, amateur competition during any official vacation period published in your institution's catalog. Competing in the Olympic Games tryouts and competition and other specified national and international competition is permitted. [Bylaws 14.7.1.1 and 14.7.1.1.1]
  - **Exception:** In men's and women's soccer and women's volleyball, you may compete on outside amateur teams during the Spring outside of the institution's playing and practice seasons provided such participation occurs no earlier than May 1, and the remaining provisions of Bylaw 14.7.1.2 are met.

**All-star football and basketball only:**

- You are **not eligible** if, after you completed your high-school eligibility in your sport and before your high school graduation, you participated in more than two high school all-star

football or basketball games. [Bylaw 14.6]

**Basketball only:**

- You are **not eligible** if, after you become a student-athlete, you participate in any organized basketball competition except while representing the institution in intercollegiate competition. Competing in the Olympic Games tryouts and competition and other specified national or international competition is permitted. [Bylaw 14.7.3]
- It is permissible to participate as a member of a basketball team in a NCAA sanctioned summer basketball event. [Bylaw 14.7.3.2-(a)]

**Procedures for Reporting Potential Violations of NCAA Regulations:**

- Texas State requires anyone who has knowledge of a potential NCAA violation to report the information to the Athletic Compliance Office, the Associate Athletics Director for Internal Operations or the Director of Athletics.
- Important facts to have available: the date of the violation, any individuals involved in the violation and a description of the violation.
- After a potential violation has been reported, the Assistant Athletics Director for Compliance and/or the Associate Athletics Director for Internal Operations will review the information and conduct an investigation to determine if a violation has occurred.
- If it is determined a violation occurred and it is believed to be secondary in nature, the Assistant Director of Athletics for Compliance will prepare a written report and submit the report to the Southland Conference and the Vice-President for Student Affairs.
- The Southland Conference will then notify the NCAA of the violation and any penalties and/or corrective action applied by the Institution.
- The NCAA will notify, in writing, the institution and the Southland Conference if they concur with the penalties and/or corrective action.
- The Assistant Athletics Director for Compliance will inform all involved parties of the NCAA findings in the case and will implement any required corrective action.

**Definitions:**

- A **secondary violation** as defined in NCAA Bylaw 19.02.2.1, is one that provides only a limited recruiting or competitive advantage and is isolated or inadvertent in nature.
- **Repeated secondary violations** by a member institution may be determined a major violation.
- A **major violation** as defined in NCAA Bylaw 19.02.2.2, is any other violation, specifically those that provide extensive recruiting or competitive advantage.

**Major Violations:**

If any alleged violation is not considered secondary, the Assistant Athletics Director for Compliance will consult with the Southland Conference, the Vice-President for Student Affairs, the Director of Athletics and the Associate Athletics Director for Internal Operations to determine what procedures will be necessary to investigate the allegation.

# ATHLETIC TRAINING SERVICES

## Health Care Policy:

The physical well-being and health of every student-athlete is a priority of the Department of Athletics of Texas State University. It is the responsibility of the staff Athletic Trainer, with the guidance of the Team Physicians, to provide the best possible health care for student-athletes at Texas State. This includes immediate first aid and follow-up treatment for all injuries and/or illnesses resulting from the participation in supervised practices, games and team travel. Necessary referrals to appropriate physicians and/or medical services may be made **only** by the staff Athletic Trainer. Immediate communication to parents regarding serious injuries is also an important responsibility of the staff Athletic Trainer.

It is a university admissions requirement that each student-athlete have a medical history and physical examination form on file at the Student Health Center (SHC). Also, all students should have a current diphtheria-tetanus immunization at the time of enrollment. A statement of the last such inoculation must be provided to the SHC.

A comprehensive medical history (describing all previous and pre-existing conditions) and an athletic physical examination is required for all new student-athletes prior to initial participation in any supervised athletic activity at Texas State. An annual medical history update is required for all returning student-athletes prior to participation in any supervised athletic activity at Texas State in each subsequent year. Only physical examinations and medical history updates approved by the Athletic Trainer will satisfy this requirement. **Student-athletes' attendance at scheduled physicals is mandatory.** In addition, each student-athlete is required to complete an "Emergency Contact Information Form" (which includes emergency information and insurance information), a "NCAA Drug Testing Consent Form" and a Texas State "Drug Screening Consent Form" prior to participation in any supervised athletic activity. There will be no exceptions to this rule. Participation without this documentation is a violation of the policy established by the Department of Athletics.

**Information provided by the student-athlete and the athletic physical examination will be used to determine the participation status of each student-athlete prior to supervised athletic activity. The decision of the Team Physicians regarding participation status will be considered by the Department of Athletics as final.**

A covered illness or injury is any condition resulting from practice, competition, or team travel under supervision of the staff of the Department of Athletics. The Department of Athletics **will not be liable** for any medical expenses incurred by student-athletes who seek medical attention **without prior written authorization from the staff Athletic Trainer.** Furthermore, the Department of Athletics will not be liable for any medical expenses **that are not provided by Texas State Team Physicians** unless authorized in advance by the staff Athletic Trainer. Texas State Athletics reserves the right to select alternative providers for student-athletes insured by managed care contracts. Additionally, Texas State will not be liable for any medical expenses that result from a pre-existing medical condition. A pre-existing condition is defined as any existing medical condition that has been diagnosed by a physician or Allied Health medical professional prior to enrolling at Texas State University and the student has not received medically prescribed clearance for athletic participation.

An initial claim for medical expenses resulting from a covered injury or illness will be filed on the student-athlete's primary health/medical insurance for payment. The Department of Athletics maintains secondary "excess" medical/travel insurance for student-athletes, strutters, cheerleaders, student managers and student trainers. The Department of Athletics will be responsible for a portion of the amount remaining, following disposition of the initial insurance claim and only after all other insurance options have been exhausted. Secondary insurance will pay the balance of the claim after the primary insurance payment and the primary insurance contract allowable, but only up to usual

and customary charges for covered expenses. No payment will be made with respect to any amount in excess of the usual and customary charges. Health/medical insurance is recommended for all student-athletes. Non-scholarship student-athletes **are required** to have health/medical insurance as a condition of participation. If non-scholarship athletes do not have health / medical insurance **at the time of injury**, they will not be covered by the Department of Athletics. The group health policy offered by the university's Student Health Center **does not** satisfy this requirement because it specifically excludes intercollegiate athletics. The Department of Athletics will not be responsible for medical expenses beyond 104 weeks from the date of a covered injury or illness.

Injuries and/or illnesses not resulting from a supervised practice, competition or team travel will be treated the same as they are for any general student on campus. Secondary insurance does not provide coverage for injuries and illnesses not resulting from a supervised practice, competition or team travel. The Student Health Center is available to **all** currently enrolled students. When the SHC is closed, the treatment may be obtained from local physicians or clinics. Medical expenses for non-covered injuries or illnesses are the sole financial responsibility of the student.

It is the responsibility of the student-athlete to report any injury or illness to the staff Athletic Trainer immediately. This is necessary so that appropriate medical treatment may begin as soon as possible, and so that coaches may be notified of the student-athlete's participation status in a timely manner. The financial responsibility of the Department of Athletics for medical expenses resulting from an injury or illness that is not reported by the student-athlete in a timely manner, as determined by the staff Athletic Trainer, may become limited or void. It is the responsibility of the student-athlete to report the use of any medication to the athletic training staff. This is necessary to avoid possible loss of eligibility under university or NCAA rules. The staff Athletic Trainer must be notified of any routine or required medications and of any allergic or adverse reactions to any medications.

The staff Athletic Trainers will provide equal treatment to all student-athletes regardless of race, gender, or sport with regard to athletic health care and access to athletic training facilities.

Decisions concerning the participation status of a student-athlete are the responsibility of the staff Athletic Trainer under the guidance and direction of the Team Physicians. No coach may require a student-athlete to participate in practice or competition in contradiction to the recommendations of the sports medicine personnel.

Prescription eyewear required for athletic participation that is lost or damaged during supervised practices, competition, or team travel may be replaced or repaired by the Department of Athletics. The student-athlete must report the incident immediately to the staff Athletic Trainer. Student-athletes are encouraged to obtain insurance coverage for the loss or damage of their prescription eyewear. Student-athletes are also encouraged to provide the staff Athletic Trainer with spare prescription eyewear so that athletic participation will not be affected from the time of loss or damage until the time of replacement or repair.

Once a student-athlete has exhausted his or her eligibility, the student-athlete must participate in an exit interview with a staff Athletic Trainer to discuss any outstanding medical issues. Medical treatment will be discussed by the student-athlete, staff Athletic Trainer and Team Physician, if necessary. The Department of Athletics will not be responsible for medical expenses beyond 104 weeks from the date of a covered injury or illness.

#### **Services Provided:**

The Texas State Athletic Training Department offers the following services to student-athletes:

- Medical coverage of scheduled practices and contests

- Pre-participation physical examination
- First aid and emergency care
- Prompt athletic injury evaluation
- Treatment and rehabilitation of athletic injuries using contemporary methods and equipment
- Prevention of athletic injuries
- Referral to Team Physicians
- Referral to family practice Team Physician for illness evaluation when athlete is in season
- Confidential consultation of other health related conditions

**Athletic Training Room Operation:**

The Texas State Athletic Training Rooms are ~~is~~ open generally from 8:00 a.m. until 6:00 p.m., but is subject to change according to team scheduling. The Athletic Training Room will also be closed from 12:00 noon until 1:00 p.m. each day. During special times of the year (university breaks, etc.), the Athletic Training Room may only be open during specified times for pre-practice treatments and taping of teams which are officially practicing. Because our Athletic Training Rooms are coeducational, used by a diverse population and used as laboratories for the athletic training students, we expect everyone to respect each other while accessing this facility. This can be accomplished through the adherence to the following rules:

- All injuries are to be reported to the athletic training staff, no matter how minor. Minor pains should be addressed before they become big problems.
- Student-athletes must be fully dressed for treatments.
- Student-athletes must report injuries/illnesses before 11:00 a.m. to be included in the daily coach's report.
- Being in the Athletic Training Room is never an excuse for being late to any team session. It is the student-athlete's responsibility to plan ahead!
- In the event that a student-athlete should become ill or injured at a time when the Athletic Training Room is closed, he or she should contact an Athletic Trainer as soon as possible to receive instructions for treatment and follow-up.
- The use of loud or offensive language will result in the suspension of Athletic Training Room privileges.
- Horseplay will not be allowed.
- The Athletic Training Room is not a lounge or place for loitering. Anyone not receiving treatment should not be in the Athletic Training Room.

**Staffing:**

The Texas State Athletic Training staff is made up of three full-time Certified Athletic Trainers who have split appointments with students from the Department of Health, Physical Education, and Recreation (HPER) and several graduate assistants. There is a PT/ATC and a PhD/ATC who work as adjunct staff members/consultants as needed. Athletic training students also work in the Athletic Training Room according to their academic requirements.

**Travel and Games:**

Athletic Trainers will be accommodated by the team as any other team member would be on a road trip in terms of the following:

- Transportation
- Lodging
- Per diem
- Team meals

**Student-Athlete Healthcare:**

***Pre-Participation Physical Examinations:***

Every intercollegiate student-athlete is required to go through a pre-participation physical examination prior to the beginning of each sport season. This evaluation will include:

- Illness and injury history
- Height and weight
- Vision testing
- Physical examination
- Orthopedic examination (mandatory for first-year student-athletes; optional following years if warranted)
- Check-out for clearance to participate
- Referrals

***Referrals:***

Policies related to referral for off-campus consultation and care are as follows:

- All appointments for off-campus consultation and care are to be scheduled by staff Athletic Trainers.
- Appointments should be scheduled around the student-athletes' class and sport schedules whenever possible.
- Any medical bills generated as a result of appointments arranged by the student-athlete, parent, or coach on their own without the knowledge and/or approval of a staff Athletic Trainer will be the responsibility of the student-athlete.
- Even though the Texas State athletic training staff may be involved in the referral of a student-athlete for conditions unrelated to sport participation, this does not imply responsibility on the part of Texas State for medical bills incurred.

**Transportation:**

- At no time should an Athletic Trainer transport a student-athlete to an appointment in their personal vehicle.
- When appropriate, the student-athlete may drive himself or herself to the appointment.
- It is preferred that a university vehicle be utilized to transport the student-athlete to the appointment. The driver must be a member of the Athletic Training Department and be at least 21 years of age.

**Special Medical Issues:**

The Texas State athletic training staff will act as liaison between Team Physicians, on- and off-campus resources, and consultants in the care and treatment of special medical conditions. All information will remain confidential unless written authorization is given by the student-athlete to share with specified individual(s). Team Physicians will automatically be involved if the student-athlete is at risk or if his or her playing status is questioned.

### Medication:

Policies related to medications are classified into two categories (over-the-counter and prescription) and controlled through the following procedures:

- 1) Over-The-Counter (OTC) Medications
  - Distribution of Over-The-Counter (OTC) medications must be by or under the direction a Certified Athletic Trainer or Team Physician.
  - OTC medications may only be provided to Texas State intercollegiate athletes and affiliated staff.
  - OTC medications are to be placed in a properly labeled medication envelope.
  - The medication is to be listed on the Athletic Training Department OTC Medication Log.
  - When fiscally appropriate, unit dose packets of OTC medications will be purchased.
  - The goal of the Athletic Training Department is that all OTC medications housed in the training rooms be packaged in this manner.
  
- 2) Prescription (Rx) Medications  
Prescription (Rx) medications are only paid by Texas State Athletics when prescribed for the following:
  - injury incurred during athletic participation
  - illness in season which directly impacts the student-athlete's ability to perform their sport

### Vision and Eye Care:

The student-athlete's vision will be cared for in the following manner:

Routine vision screening is an integral part of every pre-participation physical examination.

Acute eye injuries will be referred as follows:

- 1) Those which do not place the vision or health of the student-athlete in immediate jeopardy will be referred to the primary care Team Physician as soon as possible.
- 2) In the event that the athlete becomes injured while traveling with the team away from San Marcos, a plan similar to those described above should be followed under the supervision of the Certified Athletic Trainer and /or Team Physician at the host institution.

### *Vision deficiencies will be managed in the following manner:*

- 1) Referral for eye examination will occur only if the following apply:
  - athlete fails any portion of pre-participation eye screening.
  - athletic training staff (along with coaching staff) determines that a vision deficiency is hampering the student-athlete's performance and/or placing them at risk of injury.
- 2) Appointments are to be made for eye examinations by staff Athletic Trainers only:
  - Optometrist: for general eye examinations and contact lenses
  - Ophthalmologist: for medical diagnosis related to the eyes which may require physician intervention and correction

### Appointments:

Any student-athlete may access the Athletic Training Room during regular hours of operation. Those with appointments will take priority over walk-ins, except in cases of medical emergency.

#### **Blood-borne Pathogens:**

The Texas State Athletic Training Department adheres to Occupational Safety and Health Administration (OSHA) regulations and practices of universal precautions in an attempt to protect the athletic training staff, student-athletes, and other involved personnel. The following areas are addressed in order to minimize the risk of exposure to blood-borne pathogens:

- a) Education of staff Athletic Trainers, student/graduate athletic trainers, student-athletes, and other personnel for reducing exposure risks
- b) Personal protective equipment
- c) Procedures for reducing exposure risks
- d) Containing and handling regulated waste
- e) Hepatitis B vaccination / screening
- f) Post-exposure and follow-up

#### **Emergency Procedures:**

Medical emergencies are considered in two categories (life-threatening and non life-threatening) and managed in the following manner:

##### ***Life-Threatening Emergency.***

A life-threatening emergency is defined by the Texas State Athletic Training Department as any injury or illness which demands immediate transport to an emergency facility in order to reduce the likelihood or further decline in condition, shock, or death.

- EMS will be activated by the athletic training staff (or other team personnel in the absence of an Athletic Trainer) in all life-threatening emergencies.
- An athletic training staff member will remain in attendance with the injured/ill student-athlete at all times until EMS arrives. An athlete with a suspected cervical spine injury will be stabilized and not moved until done so by the EMS.
- Athletes with other conditions will be managed at the professional discretion of the lead athletic training staff member or Team Physician (or coach, in the absence of an Athletic Trainer) at the scene in a reasonable and prudent manner.
- Another athletic training staff member (or team support personnel, if necessary) will proceed to the nearest phone to call 911, when deemed appropriate by the lead Athletic Trainer or Team Physician.

The following information will be provided to the EMS dispatch:

- Condition of the victim
- Exact location of the victim
- Level of care presently being provided
- Directions for EMS access to the victim's location

A member of the athletic training staff will accompany the student-athlete to the Emergency Room, and remain with them whenever possible. He or she will also be responsible for the following duties:

- Take insurance/parent information for registration purposes

- Serve as liaison back to Team Physicians, supervising staff Athletic Trainer, coaches, and parents

In the event that a life-threatening emergency occurs while the team is away on a road trip, a similar plan as above should be followed under the supervision of the Certified Athletic Trainer and/or Team Physician at the host institution.

***Non Life-Threatening Emergency:***

A non life-threatening emergency is defined by the Texas State Athletic Training Department as any injury or illness which requires immediate evaluation and intervention by a physician or practitioner beyond the athletic training staff, yet will not likely develop into a loss of limb or condition of shock or death.

- Student-athletes will be managed at the professional discretion of the athletic training staff member or Team Physician (or coach, in the absence of an Athletic Trainer) at the scene in a reasonable and prudent manner.
- The student-athlete will be transported to the Team Physician's office or appropriate facility by a member of the athletic training staff as determined by the Athletic Trainer, Team Physician, or coach (in the absence of athletic training personnel only). University vehicles should be utilized whenever possible.
- A member of the athletic training staff will accompany the student-athlete to the health care facility and remain with them at all times, whenever possible. He or she will also be responsible for the following duties:
  - Serve as liaison back to Team Physicians, supervising staff Athletic Trainer, coaches, and parents
  - Take insurance/parent information for registration purposes

In the event that this level of emergency occurs while the team is away on a road trip, a similar plan as above should be followed under the supervision of the Certified Athletic Trainer and/or Team Physician at the host institution.

**Environmental Conditions:**

***Lightning***

Texas State Athletics will follow the policy set forth by the NCAA and the Southland Conference regarding lightning safety. Lightning may strike as far as 10 or more miles from the rain shaft, but this occurrence is relatively rare. The average distance from one lightning flash to the next in the same thunderstorm is approximately two to three miles. Therefore, if you are within two to three miles of a lightning flash, it is conceivable that the next lightning flash could be at your location. One way to estimate the distance you are from lightning is a "flash-to-bang" count -- the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide this number by five to obtain how far away, in miles, the lightning is occurring. For example, if an individual counts 15 seconds between seeing the flash and hearing the bang, 15 divided by five equals three; therefore, the lightning flash is approximately three miles away.

Shelter should be sought when the flash-to-bang count is 30 seconds. A safe shelter is defined as :

- 1) any sturdy building that has metal plumbing or wiring, or both, to electrically ground the structure, i.e., not a shed or a shack, and
- 2) in the absence of a sturdy building, any vehicle with a hard metal roof with the windows rolled up

When there is lightning in the area, it is the head coach's responsibility to terminate practice and

ensure the safety of the athletes and staff. Someone should be designated at the beginning of each season to monitor the weather. For example, the Athletic Trainer with a particular sport could begin counting the flash-to-bang time and inform the head coach when the count is within the safety guidelines set forth for that site.

- Allow 30 minutes to pass after the last sound of thunder or flash of lightning before resuming any intercollegiate athletic activity.
- Do not use the telephone. People have been struck by lightning and killed while using a landline telephone. Cellular phones are safer.

### *Heat*

Practice or competition in hot and/or humid environment poses special problems for student-athletes. Not only does it lead to dehydration, which diminishes athletic performance, but it also leads to the most preventable of athletic injuries: heat illnesses. Texas State Athletics will practice the following steps to prevent heat illness:

- The athletic training staff and Team Physicians will conduct yearly histories and physical examinations on every student-athlete.
- Coaches should ensure proper acclimatization so that the student-athletes are introduced gradually to hot or humid conditions over 7-10 days.
- The athletic training staff will monitor conditions before and during athletic activities and will inform the coaches of the relative humidity. The coach is ultimately responsible to make sound judgment, based on established hazard tables and guidelines, as to the status of the activity.
- Water will be made readily available for the student-athletes and they must be encouraged to drink as much and as frequently as comfort allows.
- Student-athletes will be educated each year, via bulletin boards, pre-season meetings, etc., as to the signs of heat illness so they will know how to spot it in themselves and their teammates.

### Medical Non-Counter Exemption:

Policies and procedures related to a student-athlete becoming a Medical Non-Counter Exemption to allow them to receive aid without counting in grants-in-aid limits in accordance with NCAA rules and bylaws (Medical Exemption - NCAA Rule 15.5.1.4).

### Drug Testing:

Following is a copy of the drug education policies of the Texas State University System. Please review these regulations and direct any question to the staff Athletic Trainer assigned to your sport.

**Student-athletes at Texas State may be tested for illegal drugs as part of the overall medical examinations, which are given prior to each season. They may also be randomly tested throughout the year. In addition, the NCAA may select student-athletes from designated sports for testing for anabolic steroids or other illegal drugs.**

Upon notification of an initial positive test by the lab, the Athletic Trainer notifies the Director of Athletics who will notify the student-athlete. The first violation will result in suspension from all individual and team practice sessions, competition, and the use of intercollegiate facilities for a period of one year. Additionally, the student-athlete is required to attend an individualized counseling program and may be randomly tested for drugs throughout the period of suspension. At the discretion of the Department of Athletics, a student-athlete suspended for a first-time failure of the

drug test may continue to receive his or her athletic scholarship. At the end of the academic year, the student-athlete will be re-tested for drugs prior to his or her participation on the next year's team. A student-athlete who refuses to participate in counseling or fails to take or pass any subsequent drug tests will permanently forfeit his or her right to participate in the university's intercollegiate athletic program and any athletic scholarship.

If a student-athlete is found guilty by the proper legal authorities of possession, use, sale or distribution of any drug, narcotic, or controlled substance, whether occurring on or off campus, he or she risks suspension from the university. This is in accordance with Rule 5.9 (20) of Chapter VI of the Board of Regents' Rules and Regulations.

## **POLICIES AND PROCEDURES FOR DRUG EDUCATION AND DRUG SCREENING**

(SUBJECT TO UNIVERSITY APPROVAL)

### **Purpose:**

The purpose of the Drug Education and Drug Screening Program for student-athletes in the component universities of the Texas State University System is to provide safe and equitable competition for student-athletes participating in the intercollegiate athletic programs consistent with the high ethical standards and the goals and objectives of Texas State. Any component university, which chooses to implement a drug-screening program, shall abide by the terms of this policy. A component university shall, nonetheless, abide by the drug education directives of this policy.

The administrations and the athletic directors of the component universities believe that successful performance on the athletic fields and courts requires the highest degree of mental alertness and physical conditioning. The component universities also desire to promote fair competition and assure that student-athletes represent the universities in intercollegiate athletics with a high degree of integrity in programs providing the maximum degree of safety to all student-athletes. The use of performance enhancing drugs and other illegal drugs is detrimental to these goals and to the integrity of the intercollegiate athletic programs which are grounded on the principle that athletic achievement should be the result of individual and team ability, training and motivation. Drug use also poses a risk or injury or even long-term harm to self and others.

To achieve the above purpose and to detect and deter use of drugs by student-athletes, the Athletic Departments have, with the advice and approval of the university administrations and the Board of Regents, adopted drug education programs and established policies and procedures for drug screening to assure fair athletic competition and protect the student-athletes from the risks and dangers of drug abuse. The drug-screening program includes policies and procedures for drug testing.

### **Procedure:**

- 1) ***Drug Testing Supervisor:*** The Director of Athletics at each component university, which implements a drug screening program for student-athletes, shall designate an individual to serve as drug testing supervisor.
- 2) ***Education:*** All student-athletes engaged in intercollegiate athletic programs at the component universities shall participate in a regularly scheduled Drug Education Program. The programs at the component universities will consist of drug and alcohol counseling sessions conducted during the pre-season and during the first week of the Spring semester classes for all other sports competition, or on such other alternate dates as may be approved by the president at the component university or his or her designee.

3) **Prohibited Drugs:**

- a) Use of anabolic steroids, cocaine, heroin, marijuana, amphetamines or any other controlled substance prohibited by federal or state law or by the National Collegiate Athletic Association (NCAA) regulations, as applicable to the component university, by any member of any intercollegiate athletic team is expressly prohibited. The only exception is for licensed physician prescribed medication for the individual student-athlete, provided the student-athlete for whom the medication is prescribed is taking the medication in accordance with the physician's directions.
- b) Unauthorized or illegal use of drugs constitutes an abuse of the privilege of participating and representing a component university in intercollegiate athletics and/or of the terms and conditions of an athletic scholarship awarded by or through the component university.

***NCAA Bylaw 18.4.1.5.1 – Duration of Ineligibility***

A student-athlete who tests positive (in accordance with the testing methods authorized by the Executive Committee) shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun for that student-athlete or a minimum of the equivalent of one full season of competition in all sports if the student-athlete tests positive during his or her season of competition (i.e., the remainder of contests in the current season and contests in the subsequent season up to the period of time in which the student-athlete was declared ineligible during the previous year). The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (i.e., 365 days) after the student-athlete's positive drug test and until the student-athlete tests negative (in accordance with the testing methods authorized by the Executive Committee) and the student-athlete's eligibility is restored by the Committee on Student-Athlete Reinstatement.

4) **Training of University Personnel:**

The drug screening program at the component universities will provide procedures for training (and regularly monitoring or retraining) university personnel in all aspects of their responsibilities related to the program, including: testing techniques, the need to adhere to the governing rules and procedures, legal rights and responsibilities implicated by the program, the overriding need for confidentiality of information about drug testing results, and who is to be consulted in the event of any questions or controversies that may arise. The president of the university shall designate the person responsible for the implementation of the procedures for the training program at each component university.

5) **Prohibition on the Dispensing and/or Use of Performance-affecting Drugs:**

The component universities forbid any university personnel from providing performance-affecting drugs or encouraging or otherwise inducing student-athletes to use illegal or prohibited drugs, except as specific drugs may be prescribed by qualified medical personnel for treatment of individual student-athletes.

6) **Administration of the Drug Testing Programs:**

a) ***Pre-season Drug Testing Program***

- All student-athletes at a component university may be tested for illegal drug use as a part of the overall medical examinations, which are given for the respective sports and/or prior to the student-athlete's first athletic contest.
- On or before the dates of the activities referenced in 6 (1a) above, the Director of Athletics will provide the university's drug testing supervisor with a complete list of all student-athletes who will be engaged in the intercollegiate athletic program of the component university. Each head coach will be responsible for promptly notifying the Director of Athletics of

any change in the list. The Director of Athletics will then promptly notify the drug-testing supervisor.

**b) Individual Drug Testing Program**

- A student-athlete who has a confirmed positive test for drug use may be subsequently tested on an individual basis during the athletic season at the discretion of the Director of Athletics as long as the student-athlete expresses an intent to participate in the future in the university's intercollegiate athletic program.
- Where the Director of Athletics has reasonable suspicion to believe that a student-athlete is involved in some form of drug abuse, that individual may be tested for drugs.

**c) Testing for Anabolic Steroids by the NCAA**

- Student-athletes in designated sports may also be selected by playing positions or competitive events and tested for anabolic steroids by the NCAA under the procedures established by the NCAA.
- The drug-testing supervisor shall select the student-athletes who will be required to participate in the anabolic steroid testing.
- The drug-testing supervisor will, 72 hours before the actual testing takes place, notify the Director of Athletics of the names of the student-athletes who will be tested for anabolic steroids.
- The Director of Athletics will then notify in writing, either through personal contact or by U.S. mail, the student-athletes who are required to submit urine samples at the designated time and location.

**d) Drug Testing Process**

- Urine samples will be collected at a designated site under the direction of qualified medical personnel or by other persons designated for that purpose by the president of the university or his or her designee. The samples will be collected with the maximum degree of privacy for the student-athlete consistent with maintaining the integrity of the testing process. Chain of custody procedures shall be followed to assure integrity of the samples.
- Testing of samples at each component university will be conducted by a qualified laboratory approved by the president of the university or by his or her designee.
- In the case of a sample revealing the presence of a prohibited substance, a second sample will be sent for validation to the designated laboratory. In the event that the second laboratory test shows negative results, the initial test will be considered a false positive and the records of the initial test will be destroyed by the university. Before any action will be taken by the component university's Department of Athletics on the basis of the positive results of such tests, the results of the second test must have been confirmed by gas chromatography/ mass spectrometry.

**e) Notification of Positive Results**

- The student-athlete, and such individuals as the president in his or her discretion determines need to know, will be notified of the first positive test.
- A second positive identification of prohibited substances will be reported to the individuals designated above. Parents or guardians may also be informed of the results for the second or subsequent positive tests. Upon request, the results of the above tests will be made available to the

president of the university and the members or the staff of the Board of Regents.

**Pre-Sanction Appeals Procedure:**

A pre-sanction appeals procedure will be available to any student-athlete who has been found to have a prohibited substance in his or her sample but denies or challenges the finding. The appeal must be filed in writing with the hearing officer designated by the president of the component university within 48 hours of the notification of the results of the second laboratory drug test.

The appeal will be heard by the hearing officer under the procedures for handling appeals on disciplinary action as published in the component university's STUDENT HANDBOOK. The hearing procedures, which shall be closed unless requested to be open by the student-athlete, shall afford the student-athlete the opportunity to present information in his or her defense and to challenge evidence and testimony against him or her before the hearing officer. The student-athlete shall bear the burden of proving his or her case by a preponderance of the evidence. Following the hearing, the hearing officer shall rule in a timely manner on the validity of the test results and other relevant issues which may be raised.

**Sanctions:**

Failure to execute the consent form or to undergo the required drug testing will render the student-athlete ineligible to participate in the university's intercollegiate athletic program and will further result in the student-athlete's loss of any athletic scholarships until such time as the student-athlete satisfactorily completes the required drug testing.

The athletic sanctions for confirmed positive results of unauthorized or illegal drug use are set forth below:

***First Violation*** (first confirmed positive result):

- a) The student-athlete will be suspended from all individual and team practice sessions, from participation in all athletic contests and from the use of all intercollegiate athletic facilities for a period of the remainder of the semester in which the infraction occurred plus the following long semester. In the event that the semester in which the infraction occurred has ended by the time a student-athlete has been found guilty of such unauthorized or illegal use, the student-athlete shall be suspended from the intercollegiate athletic program for a period no less than the following two long semesters.
- b) A student-athlete who is receiving an athletic scholarship may continue to receive the scholarship, subject to the provisions of these policies, until such time(s) as he or she is subsequently re-tested for drugs on an individual basis. If the subsequent test or tests are negative, the student-athlete may continue to receive the athletic scholarship for the period for which it was awarded. If any of the subsequent drug tests are confirmed positive, the student-athlete will be permanently suspended from the university's intercollegiate athletic program and shall not receive any further athletic scholarships at the university following the semester in which the second positive drug test or tests have been confirmed.
- c) The student-athlete will be required to complete an individualized counseling program and will be randomly tested for drugs during the remainder of the athletic season. A student-athlete who refuses to participate in a counseling program or fails to pass the individual drug testing thereby forfeits his or her right to participate in the university's intercollegiate athletic program.
- d) For first-time minor offenses, with the approval of the president of the university, suspension from the athletic program may be probated and other appropriate athletic

sanctions and penalties may be imposed along with the required counseling.

**Second Violation** (second confirmed positive result or failure to comply with the sanctions imposed for the first violation):

- a) The student-athlete will be permanently suspended from the university's intercollegiate athletic program.
- b) The student-athlete will be ineligible for any continued or subsequent athletic scholarships.

Independent of such drug testing by the Department of Athletics, if a student is found guilty of the illegal possession, use, sale or distribution of any drug, narcotic or controlled substance, whether the infraction is found to have occurred on or off campus, he or she risks, at a minimum, suspension from the university in accordance with the provisions of Rule 5.9(20) of Chapter VI of the Regents' Rules and Regulations.

**Distribution:**

A copy of the policies and procedures shall be given to all student-athletes entering the component university's intercollegiate athletic program. Each student-athlete must confirm in writing that he or she has received, read and agreed to abide by the policies and procedures in order to be eligible to practice or participate in the university's intercollegiate athletic program. The Director of Athletics shall keep this written confirmation on file.

**Privacy of Information:**

The component universities and the authorized agents who are responsible for conducting and monitoring the drug screening programs will take every reasonable precaution to protect the privacy of the student-athletes who are participating in the drug tests, consistent with and subject to the provisions of the Texas Open Records Act and the Federal Family Educational Rights and Privacy Act. Information disclosed by testing will be restricted to personnel responsible for administering and monitoring the program. No other release of the information is to be authorized, except as designated by these policies and procedures, without the student-athlete's written consent or appropriate legal process. However, a component university and its agents will not be responsible for any unauthorized information which may be released by the student-athlete or by other individuals over which the university has no authority or control.

## NUTRITIONAL SUPPLEMENTS

An institution may provide only non muscle-building nutritional supplements to a student-athlete at any time for the purpose of providing additional calories and electrolytes, provided the supplements do not contain any NCAA Banned Substances. Permissible body-building nutritional supplements are identified according to the following classes: carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters and vitamins and minerals. (*Adopted: 4/27/2000 – NCAA 2002-2003 Compliance Manual*)

**Bylaw 31.2.3.1 Banned Drugs:**

The following is the list of banned-drug classes:

***a) Stimulants:***

amiphenazole  
amphetamine  
bemigride

benzphetamine  
bromantan  
caffeine<sup>1</sup> (guarana)  
chlorphentermine  
cocaine  
cropropamide  
crothetamide  
diethylpropion  
dimethylamphetamine  
doxapram  
ephedrine (ephedra, ma huang)  
ethamivan  
ethylamphetamine  
fencamfamine  
meclofenoxate  
methamphetamine  
methylene-dioxymethamphetamine (MDMA-Ecstasy)  
methylphenidate  
nikethamide  
pemoline  
pentetrazol  
phendimetrazine  
phenmetrazine  
phentermine  
phenylpropanolamine (ppa) effective August 2003  
picrotoxine  
pipradol  
prolintane  
strychnine and related compounds \*

***b) Anabolic Agents:***

anabolic steroids  
androstenediol  
androstenedione  
boldenone  
clostebol  
dehydrochlormethyl-testosterone  
dehydroepiandrosterone (DHEA)  
dihydrotestosterone (DHT)  
dromostanolone  
fluoxymesterone  
mesterolone  
methandienone  
methenolone  
methyltestosterone  
nandrolone  
norandrostenediol  
norandrostenedione  
norethandrolone  
oxandrolone  
oxymesterone  
oxymetholone  
stanozolol  
testosterone<sup>2</sup>  
and related compounds \*

Other anabolic agents  
clenbuterol

***c) Substances Banned for Specific Sports:***

Rifle:

alcohol  
atenolol  
metoprolol  
nadolol  
pindolol  
propranolol  
timolol and related compounds \*

**d) Diuretics:**

acetazolamide  
bendroflumethiazide  
benzthiazide  
bumetanide  
chlorothiazide  
chlorthalidone  
ethacrynic acid  
flumethiazide  
furosemide  
hydrochlorothiazide  
hydroflumethiazide  
methyclothiazide  
metolazone  
polythiazide  
quinethazone  
spironolactone  
triamterene  
trichlormethiazide and related compounds\*

**e) Street Drugs:**

heroin  
marijuana<sup>2</sup>  
THC (tetrahydrocannabinol)<sup>3</sup>

**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

**g) Definitions of positive depends on the following:**

<sup>1</sup> for caffeine-if the concentration in urine exceeds 15 micrograms/ml.

<sup>2</sup> 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.

<sup>3</sup> for marijuana and THC-if the concentration in the urine of THC metabolite exceed 15 nanograms/ml.

\* 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.

**Strength and Conditioning:**

***Chuck Nash Strength and Conditioning Room (End Zone Complex)/Jower Center Weight Room/Strahan Weight Room:***

Hours of operation are determined by the needs of the respective sports and strength and conditioning coaches.

### *Safe Operation of Facilities:*

- Use and/or occupation of the facilities is restricted to the following individuals:
  - 1) Members of intercollegiate athletic teams if supervised by a coach
  - 2) Any coach of an intercollegiate athletic team, strength coaching staff and sports medicine/training staff members
  - 3) Former members of intercollegiate athletic teams (that have completed eligibility) if supervised by a coach
- No user and/or occupant is allowed to use the facilities alone. All student-athletes must be supervised by a coach.
- No horseplay, reckless activity or running is allowed.
- No food, drink, gum or tobacco is allowed.
- All equipment must be used properly. Any questions of proper equipment use will be addressed by the strength staff.
- Any problems with equipment must be reported immediately to the strength staff. Damaged equipment should not be used and should be reported immediately to the strength staff.
- All weight plates are to be replaced on plate racks when not in use. Weight plates and barbells are not to be thrown or dropped. Weight plates and barbells must be kept off the floor at all times.
- All dumbbells are to be replaced on dumbbell racks when not in use. Dumbbells are not to be thrown or dropped.
- All users and/or occupants should keep body parts off all mirrors and walls.
- All users are required to wear athletic gear (subject to approval by strength staff). No metal rivets, snaps, or zippers are allowed. No "street" clothing is allowed. A list of acceptable clothing follows:
  - Athletic shirt(s) (t-shirt, sweatshirt, golf shirt)
  - Athletic shorts and/or sweat pants
  - Athletic shoes (artificial turf, court, cross trainer, and running)
- No shoes are allowed on the slideboard.
- All personal belongings are to be kept in a locker room or in an assigned location (bookshelf/coat rack area).
- No spitting is allowed in the facilities (except into trash receptacles).
- No consumption of food and/or drinks or containers of food and/or drinks are allowed in the facilities. Water fountains are provided.
- All items used during use and/or occupation of facilities must be kept in proper locations during use and replaced upon completion (strength workout cards, recording pencils, weightlifting straps, weightlifting belts, jump ropes, etc.).
- Fire escape doors are to be kept closed and secure unless used as a fire escape.
- Any injury or illness should be reported to strength staff immediately.

### *Exercise Safety:*

- All exercises are to be performed properly. Any questions regarding proper exercise execution will be addressed by the strength staff.
- No exercises and/or activities that the strength staff feels are unsafe or careless are to be performed in the strength room.

- The use of a spotter is required at all times.