

# University of Wyoming

## *Student-Athlete* **HANDBOOK**



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Dear Wyoming Student-Athlete,

We would like to welcome you to our University of Wyoming Intercollegiate Athletics program for the 2007-2008 school year, as well as tell you how proud we are that you have chosen to become a member of our Wyoming family. As you were aware when you made your collegiate choice, there is a tremendous tradition established here over the years, a tradition made possible to a great extent by our student-athletes who have competed athletically and academically.

The University of Wyoming is nationally recognized for its teaching and research excellence. It is committed to improving and maintaining that reputation. Our athletics goals here are no less ambitious. As a member of the Mountain West Conference we continue to successfully strive for excellence at the highest level of intercollegiate competition in the country.

Without question your academic success is our top priority and it must be yours as a student-athlete. Our Office of Academic Support will provide you every opportunity to accomplish your academic and personal goals that will include a top-notch education and a degree from one of our six undergraduate colleges. The diploma you earn at UW will enhance your future opportunities while opening doors you thought were not possible.

We are extremely proud of our programs and facilities. The Curtis and Marian Rochelle Athletics Center is a state-of-the-art facility that houses the Sports Medicine Office, the Office of Academic Support, the main weight room, the football offices/meeting rooms and much more. We are also in the midst of constructing new facilities such as the indoor football/soccer training complex and indoor tennis complex. In addition we are upgrading many more facilities such as the UniWyo Sports Complex, the Arena Auditorium and War Memorial. Furthermore, we are constantly expanding our staff to offer you the very best support in your chosen sport.

We look forward to working with you and watching you grow and mature into the individual you know you can be. We are counting on you to help continue the rich tradition of Cowgirl and Cowboy excellence. We wish you the very best in this, one of the greatest adventures of your life.

Sincerely,

Tom Burman  
Director of Athletics  
University of Wyoming

Dear Wyoming Student-Athlete:

Welcome to another exciting year at the University of Wyoming. It is our goal to facilitate the academic and personal excellence of a diverse group of student-athletes. We strive to assist you in achieving your academic and athletic goals in any way we can.

You will have a great opportunity this year to further develop the skills and knowledge necessary to fulfill your college degree requirements. I hope that the attainment of your degree is of the utmost importance to you as it truly is the key to a better life. With the combination of our academic, personal and career services, we hope to enhance your success and experience at the University of Wyoming.

Again, welcome to campus. All of us in the Office of Academic Support are very eager to help you make your dreams come true.

Sincerely,

Conrad Chavez  
Assistant Athletic Director for Academic Services  
University of Wyoming

## TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>PAGE #</b>
“Excelling in Athletics & Life”	6
Mission Statement & Core Values	7-8
 <b>ATHLETE RESPONSIBILITIES &amp; ACHIEVEMENTS</b>	
UW Student Code of Conduct	9-23
Student-Athlete Code of Conduct	24
University of Wyoming Substance Abuse Policy/Signature Page	24-33
Sexual Harassment Policy	33
Ethical Conduct and Sportsmanship Policy	34-35
Policy on Sports Gambling	35-36
Student-Athlete Statement	36-37
MWC Sportsmanship Initiative/Signature Page	37-38
NCAA Regulations -Division I	39-52
UW Transfer Policy	53-54
Mountain West Non-Qualifier Transfer Policy	54
Student-Athlete Academic Responsibility	54-55
Office of Academic Support (OAS) Policies	55-58
Student-Athlete Eligibility (NCAA Requirements)	58-60
Student-Athlete Athletic Responsibility	60-61
Student-Athlete Exit Interview	61
Team Travel	61-62
Student-Athlete Financial Aid	62-63
Grant-In-Aid Policy on Injury, Illness & Temporary Disability	63-64
Financial Aid Appeal Process (Redress of Grievances)	64-66
Health Insurance	66
Student-Athlete Employment	66
Textbooks	67-68
Student-Athlete Summer School Aid	68-69
UW Fifth-Year Athletics Scholarship	69-70
UW Medical Disqualification Policy	70-71
NCAA Degree Completion Awards	71-73
UW Honor Roll	73
Division of Intercollegiate Athletics Awards	74
Mountain West Conference Scholarship Awards	74-75
 <b>ATHLETICS SUPPORT SERVICES</b>	
Office of Academic Support (OAS)	75-76
CHAMPS/LifeSkills Program	76-77
Student-Athlete Advisory Committee (SAAC)	77
Study Table & Policies	77-78

Hints for Academic Success	78-80
Tutors	80-81
Grade-Point Average Calculations	81
Cowboy Joe Club	81-82
Equipment Room	82-83
Media & Public Relations Department	83
Interviews with Members of the Media	84
UW Athletics Ticket Office	88-86
Sports Medicine Center	86-89
Weight Room	89-91

### **STUDENT READY REFERENCE**

UW Athletics Directory	92-93
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# **Student-Athlete Handbook**

## **“Excelling in Athletics and Life”**

### **Introduction**

This Student-Athlete Handbook has been developed for the exclusive use of the University of Wyoming Division of Intercollegiate Athletics. All student-athletes are expected to become familiar with the information provided. The Student-Athlete Handbook is not the only information source required for review at the University of Wyoming for this academic year. Other necessary resources include the Fall Class Schedule, Spring Class Schedule, University of Wyoming General Bulletin (Incoming Freshmen and Transfer Students Only), and the Student Handbook & Daily Planner.

This handbook has been created with the student-athlete in mind and we hope you will take full advantage of this useful publication. If questions arise that are not covered in the text, please take advantage of the directories provided.

We hope you will take full advantage of your opportunities offered at the University of Wyoming. With your academic and athletic experiences, the success you achieve and the memories you gain will play an instrumental role in your personal and professional growth.

# **UNIVERSITY OF WYOMING MISSION STATEMENT & CORE VALUES**

## **MISSION STATEMENT**

The mission of the University of Wyoming Department of Intercollegiate Athletics is to provide an environment in which student-athletes complete their undergraduate college education and achieve athletics success at the highest possible level. As Wyoming's only four-year University, we are committed to offering a first-class competitive athletics program at the NCAA Division IA level that promotes the values of the state and assists in carrying out the overall University of Wyoming mission.

## **CORE VALUES**

- We must maintain a proper balance between academics and athletics.
- We support the student-athlete as a whole person – academically, athletically, in career development, community service, and related to personal well being. We believe college athletics develops discipline, character, and teamwork...all necessary ingredients for individual leadership and achievement.
- Our student-athletes, coaches, and staff must uphold a sense of character, honesty, and integrity as they serve as University and state ambassadors on a local, regional, and national level.
- We believe we can achieve athletic success on a regional and national level. We must accomplish this without compromising any of our other core values.
- We believe long-term athletic success increases exposure for the University's academic and research mission and provides regional and national exposure for the state of Wyoming across the United States.
- We must operate in a fiscally sound manner. We strive to balance state, university, and self-generated resources to create a competitive and appropriate budget.
- We believe first-class facilities are an important part of our ability to compete at the highest level. We are committed to building and renovating the facilities necessary to be successful as well as maintaining the great facilities we already have.
- We are committed to recruiting Wyoming students prepared for Division IA competition.

- We are committed to being a positive campus partner. We will strive to strengthen and build relationships with students, faculty, administrators, and staff from other areas of campus.
- We are committed to being a positive city, county, and state partner. We strive to strengthen and build relationships with the Laramie City Council and the Laramie City operating departments, Albany County government, The Wyoming Legislature, and Wyoming state elected officials and state agencies.
- We believe in empowering individuals (student-athletes, coaches, and staff) to make decisions that will lead to their success. With that privilege comes responsibility and accountability.
- We are committed to excellence in customer service. Every UW alumnus, ticket holder, fan, or contributor must be treated with the utmost respect. We strive to communicate openly and honestly with every constituent.
- We will promote good sportsmanship in all athletic endeavors.
- We are committed to fair and equitable treatment of student-athletes and staff. We will maintain an environment that promotes gender equity and embraces diversity.
- Our work environment will be positive, enjoyable, and family friendly.

# UNIVERSITY OF WYOMING STUDENT CODE OF CONDUCT

**INTRODUCTION:** Welcome to the University of Wyoming community of students, faculty and staff. The University has provided a special relationship between these groups for well over a century. This relationship has been created to provide an exciting, creative and challenging learning environment for our community of scholars.

The partnership formed between students and the University is a participatory one. Both parties have very significant responsibilities and rights. We take each of these very seriously. It is also important to note that we provide opportunities for UW students to become involved in the judicial system by serving on several judicial boards. Faculty and staff members have opportunities for professional development by becoming hearing officers within the judicial system. The *Student Code of Conduct* is an outline of the rights and responsibilities of students enrolling at the University of Wyoming. The *Code* is a product of revisions to University Regulation 30 and was created through the combined efforts of the administration, students, faculty and staff. The *Code* defines student offenses and reflects the University's commitment to equity and procedural fairness. Any student, faculty, staff member, or guest may file a complaint of a violation of the *Code* through the Dean of Students Office, Knight Hall, Room 128.

**I. PURPOSE.** *The Student Code of Conduct* outlines rights and responsibilities of students and student organizations enrolling at the University of Wyoming or any of its sponsored programs. The *Code* defines conduct offenses and reflects the University's commitment to equity and procedural fairness. Any member of the University community may file a complaint of violation of the *Code* through the Dean of Students Office.

**II. DEFINITIONS:** For purposes of *The Student Code of Conduct*:

“**Academic Dishonesty**,” is defined in University Regulation 802.

“**Any**,” is used in the permissive sense.

“**Code**,” refers to *The Student Code of Conduct*.

“**Disciplinary proceeding(s)**,” means a disciplinary letter, conference, or hearing.

“**Faculty member**,” means any individual hired by the University to conduct instructional and/or classroom activities.

“**Hazing**,” refers to an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group, team or organization.

“**Hearing Officer**,” refers to the Dean of Students, any University official, a member of the University faculty, staff, and/or student appointed by the Dean of Students to conduct informal disciplinary conferences or disciplinary hearings.

“**Disciplinary File**,” refers to the student disciplinary file that is maintained in the Dean of Students Office for any student found responsible of violating the institution's *Code of Conduct*. The file is maintained for a period of seven years after the disciplinary file is established.

“**Jurisdiction**,” refers to the *Code* having jurisdiction for disciplinary offenses and shall be limited, in general, to conduct that occurs on University premises, or at University-sponsored or University-supervised events including students

involved with off-campus internships and study abroad/student exchange programs, or, that occurs off University premises and has an adverse impact on the University community, its members, and/or the pursuit of its objectives, regardless of where such conduct may occur. Whenever student conduct constitutes a violation of federal, state, or municipal law as well as University rules, disciplinary proceedings may be instituted against a student for the preservation of University interests.

“**Member of the University community**,” includes any individual who is a student, faculty member, staff member, University official, any person employed by the University, or guest. The Dean of Students or a designee shall determine a person’s status in a particular situation.

“**Organization**,” means any number of persons who have received University status as a recognized student organization (RSO).

“**Policy**,” is defined as the written regulations of the University as found in, but not limited to, the Trustee Regulations, University Regulations, *Student Code of Conduct*, Residence Life and Dining Services Handbook, Student Athlete Daily Handbook, University Class Schedule and Undergraduate/Graduate Bulletins.

“**Reckless**,” means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal University activities.

“**Shall**,” is used in the imperative sense.

“**Student**,” means any person who is taking or auditing class(es) through the University of Wyoming or is enrolled in any University program or activity.

“**University, or UW**,” refers to the University of Wyoming.

“**University activity**,” refers to any activity on or off University premises that is directly initiated or supervised by the University.

“**University living units**,” means all residence halls, apartments, structures, and cooperative and academic houses on University premises or living units operated by RSO’s.

“**University Official**,” includes any person employed by the University, and/or performing assigned administrative or professional responsibilities, including every administrative officer, dean, director, department head, supervisor and all faculty members.

“**University Premises**,” includes all land, buildings, facilities, and other property in the possession of or owned, used, leased, or otherwise controlled by the University (including adjacent streets and sidewalks) as defined by the “Campus Security Act.”

“**University Regulations (UniRegs)**,” refers to the general code of ethics, rules, regulations and processes that govern how members of the University community interact with one another. UniRegs are enforced through the authority of the President and Board of Trustees.

“**Weapon**,” is defined in accordance with state criminal law and includes any object or substance designed or used to inflict a wound or cause injury.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

**General Rights and Responsibilities.** Recognizing that freedom of individuals is never absolute but is subject to reasonable restrictions, this statement is intended to set forth general principles of rights and responsibilities of the student in relation to the University and members of the University community.

**All members of the University community share a responsibility to maintain a climate suitable to an ethical community of scholars and to refrain from conduct that obstructs the work of the University, interferes with the lawful exercise of rights by other persons, endangers the safety or security of other persons or their property, prevents the proper use of the facilities of the University or impairs the maintenance of that kind of an environment which is essential to the operation of an institution of higher learning.**

Students have the right to access all related requirements, standards, policies, and regulations regarding the University's educational mission and which affect students in general.

Students have a responsibility to comply with regulations and procedures pertaining to their admission and continued enrollment, including the timely payment of regularly assessed fees or other sums of money owed to the University.

This *Code* shall be published and distributed by the Admissions Office and/or the Office of the Registrar to each student at or before his/her enrollment in the University of Wyoming. When the student enrolls in the University such act or acts shall amount to a voluntary agreement by the student with the University that the student will adhere to and be bound by the rules and regulations of the University.

**Rights and Responsibilities in the Instructional Setting.** The primary responsibility for managing the instructional environment rests with each faculty member. The student has the right to participate in relevant, civil discussions, inquiry and expression in academic endeavors. Student academic performance shall be evaluated on an academic basis.

Students shall be free to take reasoned exception to the data or views offered in any course of study. Students shall have protection through orderly procedures against prejudiced or capricious academic evaluation. They shall be responsible for learning the content of any course of study for which they are enrolled.

Students shall be provided with a statement of academic expectations/syllabus at the beginning of each course by the instructor. They shall be responsible for maintaining standards of academic performance established for each course in which they are enrolled. If academic expectations are not made available at the beginning of the semester, students should contact the instructor and/or the department head.

A student has responsibilities as well as rights in the classroom in an instructional setting and other academic endeavors. The student has the responsibility to respect the instructor's freedom to teach and the right of other students to learn. The student has the responsibility to maintain reasonable standards of conduct established by the instructor for each class.

Students who engage in acts that result in the disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Repetition of such behavior or egregious classroom offenses may result in termination of a student's enrollment in the class.

### **Student Records.**

Students have the right to a confidential student educational record in accordance with the Family Educational Rights and Privacy Act (FERPA). Transcripts of academic records shall contain only information about academic status and history, including notations as to any suspension or dismissal from the University.

Individuals applying for admission to the University and students enrolled in the University have a responsibility to provide to designated persons accurate, honest and complete information as is required for legitimate University purposes.

The University reserves the right to revoke an awarded degree for cause, including but not limited to fraud in receipt of the degree.

### **Terms of Enrollment.**

By enrollment at the University, a student assumes obligations and responsibilities for performance and behavior reasonably expected by the University relevant to its lawful missions, processes and functions.

Termination of continued enrollment may take the form of:

**i.** Conduct under the *Code*.

Disciplinary suspension or dismissal for violation of The *Code*.

Cancellation of admissions and/or registration when admission is found to have been based upon incomplete or false information provided by a student.

Temporary suspension (see Section VIII).

**ii.** Medical. Medical suspension for mental health or physical conditions that pose a threat to the health or safety of the individual or other persons, or which results in disruption of normal University activities. Such determination shall be made in consultation with the Director of Student Health Services or other qualified health service provider. The decision is subject to review by the Vice President for Student Affairs upon request of the student. A required medical leave of absence will only be removed by the Dean of Students, after consultation with the Director of Student Health Services or other qualified health provider,

to assure that the condition for withdrawal has been evaluated, treated, and appropriate follow up care is arranged.

**iii.** Other

- a. Academic suspension for failure to maintain minimum academic standards.
- b. When proper payment of registration fees has not been made.
- c. “Administrative Hold.” Any student who fails to pay any sum of money owed to the University, fails to return or account for University property in the student’s possession, or fails to complete any requirement imposed by a University official acting within the scope of his or her authority, shall be subject to having a “Hold” placed with the Registrar by the concerned University official. Until released, such a “Hold” shall serve to deny registration in the University and preclude the issuance of transcripts, diplomas, institutional aid/scholarships and other University benefits.

Re-enrollment, diplomas, and transcripts may be denied to a student if the student has failed to fulfill all University obligations.

## **DELEGATION OF AUTHORITY AND JURISDICTION FOR STUDENT DISCIPLINE**

**Authority and Jurisdiction.** Authority and jurisdiction for student discipline is prescribed by UniReg 30.

**Director of Residence Life and Dining Services.** The Dean of Students delegates to the Director of Residence Life and Dining Services the authority to develop and enforce rules and procedures to address the unique needs and management of University premises under the control of the Director of Residence Life and Dining Services. Such rules and procedures shall be complimentary to this *Code*. Residence Life and Dining Services will provide prior to each academic year a copy of these complimentary rules and procedures with the changes noted.

**PROHIBITED CONDUCT.** The University has the right to take necessary and appropriate action to protect the safety and well being of the University community. Any student or student organization found to have committed the following misconduct is subject to the disciplinary sanctions outlined herein:

### **Offenses Against the University Community.**

Acts of dishonesty, including but not limited to furnishing false information to any University official, faculty member or office; and forgery, alteration, or misuse of any University document, record or instrument of identification. Acts of academic dishonesty, as outlined

in UniReg 802, shall be adjudicated pursuant to the provisions of that UniReg.

Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its educational or service functions on- or off-campus, or other authorized activities on University premises.

Disorderly conduct that disrupts the operations of the University; leading or inciting others in such activities that disrupt the operations of the University or infringe upon the rights of members of others.

Intentionally interfering with freedom of movement and the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.

Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemical/biological agents on University premises.

Violation of federal, state, or local law on University premises or at University functions.

Illegal gambling.

Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

Violation of University policies, rules or regulations.

Actions which have an adverse impact on the University community, its members, and/or the pursuit of its objectives, regardless of where such conduct may occur.

### **Offenses Against Persons.**

Physical abuse including assault, battery, fighting, reckless conduct and hazing.

Verbal abuse, including; threats, intimidation, harassment, coercion or other conduct that creates a climate of fear for the health or safety of any person.

Sexual harassment, sexual assault, or stalking.

Discrimination and Sexual Harassment shall be processed in accordance with UniReg 5.

Failure to report incidents of hazing.

### **Offenses Against Property.**

Theft of, damage to, misuse of, or unauthorized possession of property of the University, other public property, or personal property of another.

Unauthorized entry to or use of premises including unauthorized possession, duplication or use of access control codes, keys, and cards to any such facility or premises.

Making or communicating false alarms or threats, tampering with fire extinguishers, the intentional mixture of harmful or hazardous biological/chemical materials for purposes other than those under the supervision of a University faculty/staff member.

### **Offenses Involving Alcohol and Drugs.**

Use, possession or distribution of illegal drugs or other controlled substances except as expressly permitted by law.

Public intoxication or the use, possession or distribution of alcoholic beverages except as expressly permitted by law and University policies, rules and regulations.

Unauthorized selling, directly or indirectly (such as through donations or solicitations), of alcoholic beverages on University premises is prohibited. This restriction shall include the exchange of tickets for alcoholic beverages or any other means by which alcoholic beverages are provided for a consideration of cash or other method of exchange.

Unauthorized public advertisement of alcohol related functions or parties on University premises.

### **Abuse, Misuse or Theft of Computer Data, Equipment, Programs, Time and/or Violation of Information Technology Policies, Including but Not Limited To:**

Unauthorized entry into a file, to use, download, read, transfer or change the contents, or for any other purpose.

Unauthorized use of another individual's identification and password.

Use of computing facilities, networks, and services to interfere with the work of another student, staff, faculty member or University official.

Use of computing facilities to cyber stalk or send obscene or abusive messages.

Use of computing facilities to interfere with normal operation of the University computing system.

Attempting to modify system facilities including the introduction of electronic vandalism, e.g. "viruses," "worm," or other destructive or

disruptive programs and devices, into University computing resources, those on its premises, or those connected to it by network.

Use of computing facilities for personal profit, other than authorized University business.

Unauthorized copying or reproduction of licensed software on University computing equipment.

**Interfering With the Discipline Process, Including But Not Limited To:**

Failure to cooperate with the directions of a University official.

Falsification, distortion, or misrepresentation of information.

Knowingly initiating a disciplinary proceeding without cause.

Attempting to discourage or prevent an individual's proper participation in, or use of the disciplinary process.

Failure to comply with any sanction imposed under this *Code*.

**DISCIPLINARY PROCESS**

**A. Filing a Complaint and Initiating Charges.**

When informed of a potential disciplinary matter, the Dean of Students or designee may assist in the resolution of the matter through an administrative disposition without filing of a formal complaint or disciplinary charge.

Any member of the University community may file a complaint against any student or student organization suspected of violating this *Code*. A complaint shall be in writing and directed to the Dean of Students or a designee responsible for the administration of the student discipline under this *Code*. For discrimination and sexual harassment complaints against a student, acts should be reported promptly and without unreasonable delay under UniReg 5.

The Dean of Students or a designee may initiate a charge on his/her own accord or based on a written complaint received by a member of the University community.

The student or student organization accused of misconduct will receive written notice of a charge and the date, time and location of the disciplinary hearing at least five (5) business days prior to the hearing date.

The validity of any violations of misconduct lies with the Dean of Students office.

**Informal Process- Preliminary Hearing/Review.** Students or student organizations accused of misconduct that are not disputing the complaint will participate in a preliminary hearing/review with a hearing officer.

**Admission of responsibility.** Students or organizations who elect a disciplinary conference admit responsibility for misconduct. The purpose of the disciplinary conference is to determine what sanctions are appropriate for a violation of this *Code*. Students or student organizations that agree to a disciplinary conference waive any further right to further hearings or appeals regarding the admitted misconduct.

**Hearing Officer's Duties.** A designated hearing officer will review the charges to determine the appropriate action or sanction.

**Failure to appear.** If a student or organization accused of misconduct fails to appear for a disciplinary conference, the hearing officer may refer the student or student organization for a disciplinary hearing and/or a disciplinary hold may be placed on the student's record. In the case of an organization's failure to appear, cancellation of the group's University recognition or other disciplinary penalties may automatically occur.

**Appeal.** A student or student organization may appeal only the sanction(s) imposed by the hearing officer. The formal appeal process-disciplinary hearing shall be made to the Dean of Students. Such disposition shall be final and there shall be no subsequent proceedings.

**C. Formal Process – Disciplinary Hearing.** Students or student organizations accused of misconduct who are disputing the charge(s) are entitled to a disciplinary hearing through the Dean of Students.

**1. Hearing Officer Duties.** The Dean of Students or a designee shall assign a hearing officer to hear and act on each case based on potential sanctions. The Dean of Students or designee shall hear cases where sanctions may involve suspension, dismissal, or fines. The assigned hearing officer shall conduct the disciplinary hearing according to the procedural standards specified in this *Code* and

shall exercise control over the disciplinary hearing. The standard of proof in a disciplinary hearing shall be “more likely than not.”

- a. All procedural questions are subject to the final decision of the hearing officer. In cases of appeals, all procedural questions are subject to the final decision of the Vice President for Student Affairs.

- b. The hearing officer may exclude any person(s) disrupting a disciplinary hearing or who fails to abide by the decisions of the hearing officer.
- c. In disciplinary proceedings involving more than one accused student, the hearing officer, at his or her discretion, may permit the hearing concerning each student to be conducted separately.
- d. The hearing officer will consider information that directly relates to the facts of the complaint or information regarding the appropriateness of a particular sanction.
- e. The hearing officer may question all witnesses in a disciplinary proceeding.

## **2. General Procedure for Hearings.**

- a. A disciplinary hearing shall occur within thirty (30) business days of the charge unless the Dean of Students determines that it is in the best interests of the University or the student or student organization to postpone the hearing.
- b. Appropriate accommodations will be made for students who have documented disabilities through the University Disability Support Services Office.
- c. Normally, disciplinary hearings are not open to the public. At the request of the student or student organization accused of misconduct, and subject to the discretion of the hearing officer, the hearing may be opened to the public.
- d. Admission of any person to the disciplinary hearing shall be at the discretion of the hearing officer. Witnesses, other than the student or student organization accused of misconduct, may be excluded from the disciplinary hearing during the testimony of other witnesses.
- e. The student or student organization accused of misconduct may present information and/or a reasonable number of relevant witnesses in support of the student's position as determined by the hearing officer. The student or student organization may also ask questions of the opposing witnesses.
- f. The student or student organization accused of misconduct may speak on their own behalf; however, students who choose to remain silent shall not have their silence used to their detriment.
- g. After the disciplinary hearing, the hearing officer shall determine whether or not the student or student organization is responsible for violating each section of the *Code* for which the student is charged.
- h. The student or student organization accused of misconduct will be informed in writing of the

determination and recommendations of the hearing officer and the appellate process within twenty (20) business days.

### **3. Representation at Hearings.**

- a. At a hearing before a hearing officer, either the charging party or the student or student organization may have legal counsel present.
- b. At a hearing before the Dean of Students, or designee, a student or student organization accused of misconduct may be assisted by an adviser of their choice and at their own expense. However, the accused student or student organization is responsible for presenting case information. Accused students or student organizations, who use an attorney as their adviser shall notify the Dean of Students, or designee, of their adviser's name and telephone number at least two (2) business days prior to the disciplinary hearing. Advisors may not appear in lieu of the accused student. An advisor may consult with the student or student organization during a disciplinary hearing and may assist with the preparation for the hearing.

### **4. Discovery.**

- a. At a hearing before the Dean of Students, or designee, the charging party and the student or student organization shall exchange a list of witnesses and exhibits two (2) business days prior to the hearing.
- b. At a hearing before the Dean of Students, or designee, and upon the time specified, the charging party and the student or student organization accused of misconduct will submit a list of witnesses for the hearing, a brief summary of the information each witness is expected to provide, and any document(s) to be presented at the hearing.

### **5. Failure to Appear.**

If a student or student organization accused of misconduct fails to appear for a hearing, the hearing may proceed without the student or student organization's presence and/or a disciplinary hold may be placed on the student's record. In the case of an organization's failure to appear, cancellation of the group's University recognition or other disciplinary penalties may automatically occur.

## 6. Appeals.

Appeals shall be pursuant to Section IX of this *Code*.

- D. Impact Of Withdrawal During Pending Disciplinary Proceedings.** A student who has been charged with misconduct may not withdraw from the University until the disciplinary matter is formally resolved. A student charged with academic dishonesty in a course may not withdraw from the course until such time as they are found not responsible for the charge.
- E. Record.** No formal written record or tape recording will be permitted for any disciplinary hearing. Only the notes of the administrative or hearing officer shall be permitted for each disciplinary conference or hearing. In cases involving a finding of student or student organization misconduct under this *Code*, a judicial file shall be maintained in the Dean of Students Office until the student graduates, or for a period of seven (7) years, whichever occurs later, and include a summary of the evidence presented against and for the accused, the findings of the disciplinary proceedings and any sanctions imposed. Judicial records generated by University officials outside of the Dean of Students Office shall be copied and sent to the Dean of Students Office for the individual student judicial record. Such judicial records shall be the property of the University.
- F. Notification of Complainant or Victim.** Affected University departments, officials, and/or victims will be notified of the outcomes of student disciplinary proceedings as soon as possible, when appropriate and permitted by law.

## SANCTIONS.

The following sanctions may be imposed upon any student, group or organization found responsible for misconduct:

**Written Reprimand.** A notice of warning in writing to the student or student organization that has been found responsible for violating expected standards of conduct.

**Conduct Probation.** A written reprimand that includes probation for a designated period of time. The occurrence of any further misconduct during the stated period will constitute grounds for further disciplinary sanctions.

**Loss of Privileges or Services.** Denial of specified privileges or services, loss of organizational recognition, or suspension of group privileges for a designated period of time.

**Restitution and Community Service.** Compensation for loss, damage or injury may take the form of appropriate service to the University or Laramie community and/or monetary material replacement.

**Parental Notification.** The University has implemented a policy of written parental notification as a means of intervening in student

alcohol or substance abuse problems when the student's behavior demonstrates: a risk of harm to self or others, a pattern of repeat offenses (despite prior disciplinary interventions), or, any violation of law involving a controlled substance. The responsibility for implementation of this policy lies with the Dean of Students, or, his/her designee. Such notifications will become part of the student's official judicial record maintained in the Dean of Students office.

**Educational and Discretionary Sanctions.** Educational assignments or other related discretionary assignments as appropriate to the violation.

**Restriction/Trespass/Suspension/Dismissal from Residence Hall(s) and other UW Facilities.**

- a. **Restriction/Trespass:** Elimination of privilege to visit a particular residence hall or facility. University police are notified when this sanction is implemented and violators may be subject to arrest when ignoring this sanction.
- b. **Suspension:** Separation of the student from the residence hall or facility for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- c. **Dismissal:** Permanent separation of the student from the residence halls or facility.
- d. **Consultation:** The Director of Residence Life and Dining Services, or designee, should be consulted prior to the imposition of restriction, suspension, or dismissal from facilities under the Director's control.

**Fines or Loss of Funding.** Fines may be imposed upon a student or student organization. A student's University funded financial assistance and an organization's University funding may be revoked.

**University Suspension.** Separation of the student from the University for a definite period of time, after which the student is eligible to return. An administrative hold may be placed on the student's record and conditions for readmission may be specified. Administrative holds may be released by the Dean of Students once stated re-enrollment requirements are met. A suspension for misconduct may be imposed by the Dean of Students..

**Dismissal.** Dismissal (a permanent separation of the student from the University) for misconduct shall be effected by order of the Vice President for Academic Affairs with prior approval of the President of the University. Before recommending the dismissal of a student for such reasons, the student shall be advised of the proposed action.

**Transcript Notation Permitted.** Notations of disciplinary suspension and/or disciplinary dismissal from the University may be placed on a student's academic transcript.

**Termination of Course Enrollment.** The student may be removed from registration in a particular class or classes, with no rights to credit for

work completed. The University is not responsible for any financial loss incurred by the student through this sanction.

More than one of the sanctions listed above may be imposed for any single violation.

#### **TEMPORARY SUSPENSION.**

The Dean of Students or a designee may impose a temporary suspension. A temporary suspension may be imposed only:

To ensure the safety and well-being of members of the University community or preservation of University property;

To ensure physical or emotional safety and well-being of the student;

If the student poses a threat of disruption of, or interference with, the normal operations of the University.

During the temporary suspension, students shall be denied access to University premises and all other University activities or privileges for which the student might be otherwise be eligible.

A temporary suspension shall become effective immediately upon the written order of the Dean of Students and shall last no more than forty-five (45) business days unless renewed by the Dean of Students. No more than one extension shall be permitted without the filing of disciplinary charges.

#### **APPEALS.**

A student or organization may appeal the decision of a hearing officer, the Assistant Dean of Student for Judicial Affairs, or Director of Residence Life and Dining Services. In situations where the Dean of Students has not acted as the hearing officer, an appeal shall be made to the Dean of Students. When the Dean of Students has acted as the hearing officer, or the sanction is suspension or dismissal, the appeal shall be made to the Vice President for Student Affairs. In all cases, the decision of the designated appeals officer shall be final.

**B.** Appeals shall be made in writing and must be presented to the designated appeals officer within five (5) business days from the receipt of the hearing officer's written decision. If mailed, the appeal should include a return receipt. The written appeal shall include the action being appealed and the justification for the appeal.

**C.** The designated appeals officer shall consider the appeal and any record in the case. The student or student organization shall be informed in writing of the final outcome of the appeal within forty-five (45) business days of its being presented.

The designated appeals officer may uphold the decision, reverse the decision or provide an alternate sanction.

- D.** Sanctions resulting from a formal disciplinary hearing shall not begin until either the time for appeal has expired without an appeal, or until the appeal has been concluded. The designated appeals officer may impose temporary sanctions during the appeal process to ensure the safety and well being of members of the University community or preservation of University property.

## **Student-Athlete Code of Conduct**

As a member of the University of Wyoming Division of Intercollegiate Athletics program, a student-athlete becomes a representative not only of their team, but also of the University. As a UW student-athlete, you are expected to behave both on-and off-campus in a manner which brings credit to the University and your team. This includes, but is not limited to, your behavior/actions while online (i.e., Facebook, MySpace, chat rooms, blogs, etc).

The UW Division of Intercollegiate Athletics requires coaches, trainers and staff to conduct themselves in a manner which creates a positive image of the people, values and traditions associated with the University, the Mountain West Conference and the NCAA. As a student-athlete, you are expected to uphold the same standards of behavior outlined in the University Student Code of Conduct, as well as the standards set forth by the Division of Intercollegiate Athletics and your head coach.

Participating in sports at the University of Wyoming **is not a right, but a privilege**. Violations of the Student-Athlete Code of Conduct include, but are not limited to convictions or credible evidence of the following:

1. Alcohol/drug related problems (see UW Substance Abuse Policy)
2. Shoplifting or theft
3. Assault/physical violence in any form
4. All forms of academic dishonesty
5. Trafficking/disseminating any illegal substance\*

If a Student-Athlete Conduct Code violation is found to have been committed, a student-athlete may receive a written reprimand, temporary loss of practice or participation status, indefinite team suspension, reduction or cancellation of athletics aid and/or termination of their student-athlete status. Any reduction or cancellation of scholarship aid may be appealed through established University procedures.

\*Trafficking/disseminating any illegal substance will immediately result in indefinite team suspension and the termination of all athletic aid (if applicable).

## **UNIVERSITY OF WYOMING SUBSTANCE ABUSE POLICY 2007-08**

### **I. Purpose of Drug and Alcohol Education and Screening**

The University of Wyoming (hereafter referred to as UW) is concerned with the physical, mental and emotional well-being of its students, including those who participate in intercollegiate athletics. While the misuse of drugs and alcohol is neither condoned by the University nor the Department of Athletics, it is recognized as a potential problem for all students, especially the student-athlete. The student-athlete experiences unique pressures and risks due to his/her

involvement in intercollegiate athletics and is highly susceptible to the experimentation of drugs and alcohol. Therefore, UW has instituted a mandatory substance-abuse program.

In order to facilitate a more positive decision-making process for the student-athlete, the following drug education and screening goals have been developed.

1. To protect the health, safety and welfare of student-athletes;
2. To educate the student-athletes on the physiological and psychological dangers inherent in the misuse of drugs and alcohol;
3. To identify and address student-athletes' problems and concerns involving drug and alcohol use and abuse;
4. To protect the student-athletes, and others with whom they compete, from potential injury as a result of the misuse of drugs and alcohol;
5. To provide a screening program to identify student-athletes (defined below) who are improperly using drugs or alcohol. Furthermore to assist them, through education and counseling, before they injure themselves or others or become physiologically or psychologically dependent. For the purpose of the Substance Abuse Policy, a student-athlete at UW is defined as the following:
  - *Any person* currently participating in the intercollegiate athletic program
  - *Any person* currently participating on the cheerleading and/or dance squads
  - *Any person* who has been medically disqualified from competition and is still receiving athletic aid
  - *Any person* who has exhausted their athletic eligibility and is still receiving athletic aid.
6. To be in compliance with the NCAA rules and regulations regarding drug testing procedures;
7. To prevent the use and distribution of performance enhancing substances;
8. To protect UW's integrity; and
9. To seek to maintain "fair play" in intercollegiate athletic competition.

## **II. Drug Education**

The purpose of the required drug and alcohol educational seminars is to provide realistic and up-to-date information about chemical use and abuse so that responsible decisions can be made about drug and alcohol usage and prevent a student-athlete's career from being shortened or extinguished because of chemical misuse and/or addiction.

UW will conduct substance abuse seminars as appropriate. These may include specific information on a single topic (i.e., drinking and driving, marijuana, steroids, etc.) or new information about alcohol or drug misuse and/or abuse. These seminars may be mandatory for

student-athletes, student-trainers, student-managers, cheerleaders and wildfire (hereafter referred to as “student-athlete”).

### **III. Substance Abuse Committee**

The Substance Abuse Committee is composed of a local physician, the Deputy Director of Athletics, the Senior Associate Athletic Director for Internal Operations, the Head Athletic Trainer and the Faculty Athletic Representative (FAR). The Senior Associate Athletic Director for Internal Operations serves as the Chairperson of the Substance Abuse Committee and works closely with the Head Athletic Trainer who oversees the actual screenings (ensures paperwork is completed, collects samples, etc).

### **IV. Substance Abuse Program General Procedures**

An athlete must take a urine and/or blood test for illegal drugs, non-prescribed prescription drugs, alcohol, narcotics or steroids at such times and places as outlined by the policies/procedures in the UW Substance Abuse Policy. The testing program consists of directly observed (visually witnessed) urine collection; followed by urinalysis by an accredited laboratory. All specimens will be sent to the laboratory in numerically identified sealed containers. No names or social security numbers will appear on these containers. The Substance Abuse Committee Chairperson will be notified (via email or fax) by the laboratory of all results (positive and/or negative).

Blood collection is a potential option for the testing procedure, but will only be used on the rare or occasional circumstance.

The collection process will follow NCAA guidelines regarding specimen collection validation, as well as specimen chain of custody concerning the laboratory analysis, specimen identification and confidentiality.

The drugs to be tested for include, but are not limited to, the following: Alcohol, Amphetamines, Cocaine, Marijuana, Methamphetamines, Ecstasy, Eve, MDA, PMA, Phentermine, Codeine, Morphine, Oxycodone, Hydrocodone, Hydromorphone, DehydroCodeine, Anabolic Steroids, Ephedrine and Adulterants.

Testing may be conducted for all student-athletes throughout the entire year including, but not limited to, the beginning of each school year as part of a physical exam, the summer and/or immediately prior to any post-season competition. Testing may occur at any time of day.

Any student-athlete who tests positive may be subject to random weekly tests for as long as he/she is a member of a UW Athletics team.

The refusal to cooperate in such tests will be considered a positive **Level II violation** including all of the sanctions associated with a positive result. In addition, the athlete may be recommended for non-renewal of the athletic scholarship (if applicable). This includes not only those athletes actively participating but also those student-athletes who are receiving athletic financial aid that have been medically disqualified or have exhausted their eligibility.

## V. Selection Process

Selection for testing *may* be based on position, time played, year in school, participation on a particular team, participation in post-season play, previous offenses of the UW Substance Abuse Policy (see **Section IV** above) or “reasonable suspicion.”

**All selection for testing is done randomly** by the accredited laboratory conducting the specimen analysis **EXCEPT** when a student-athlete is selected due to “reasonable suspicion” (see below). The general selection process (*not* including selection via “reasonable suspicion”) is as follows:

1. The Senior Associate AD for Internal Operations sends squad lists to the accredited laboratory at the beginning of the academic year.
2. The accredited laboratory is informed by Senior Associate Athletic Director for Internal Operations or the Head Athletic Trainer of the number of student-athletes to be tested over a particular time period. For example, the laboratory may be informed to select 40 student-athletes (5 of which have previous offenses) for testing during the month of October.
3. The accredited laboratory randomly selects the student-athletes to be tested and sends the list (via confidential email) to the Head Athletic Trainer.
4. The Head Athletic Trainer sets the schedule for weekly testing and then conducts actual screenings (testing) utilizing the Notification Process outlined below (see **Section VI** below).

### **Selection via “Reasonable Suspicion:”**

If a student-athlete is suspected of using banned substances (as outlined in the UW Substance Abuse Policy), he/she may be selected to be tested. This selection is **not** random but based on “reasonable suspicion.” “Reasonable Suspicion” exists where an observed and articulated basis in fact indicates that a student-athlete is using alcohol or other drugs in violation of this policy. The evidence supporting the suspicion must be reasonably reliable and should be clearly documented in writing. The process for selection via “reasonable suspicion” is outlined below:

1. If a member of the athletic department suspects that a student-athlete is using a banned substance and wants to have that student-athlete tested via the UW Substance Abuse Policy; he/she must complete the “Reasonable Suspicion to Suspect Prohibited Substance Use Notification Form” (Appendix A).
2. The Substance Abuse Committee will review the form and render a decision as to whether the student-athlete will be tested. A majority of the committee (a minimum of 3 members) must agree that there is sufficient “reasonable suspicion” before testing can occur.
3. The signed form will be kept on file in the office of the Substance Abuse Committee Chairperson.

## VI. Notification Process

UW has a “zero to twelve hour” notification policy. If a student-athlete is going to be tested for substances other than alcohol, they will be notified the evening prior to the test (please note there is an additional “notification exception” for student-athletes who have tested positive twice – see **Section VIII, C, #5**). The Head Athletic Trainer or the athletic trainer for that respective sport will notify the head coach and/or the “Drug Testing Coordinator” for that sport (see attached list) the evening prior to the test which student-athletes are to report to Sports Medicine the next day and at what time. The head coach and/or the “Drug Testing Coordinator” for that sport will then inform the appropriate student-athletes.

If a student-athlete is going to be tested for alcohol, the Head Athletic Trainer will contact (*see definition below*) the student-athlete the morning of the test (i.e., a “zero hour notification”) and inform him/her to report to Sports Medicine immediately. The Head Athletic Trainer will work with the Office of Academic Support to ensure no class time is missed.

Contact is considered to be made when the Head Athletic Trainer either speaks directly to the student-athlete or receives a written response (via text messaging or email) from the student-athlete. Leaving a message/voicemail, *sending* a text message and/or email does NOT in itself constitute contact.

***If a student-athlete is late to testing*** (once notification/contact has occurred), the following actions will occur (in order):

1. The Head Athletic Trainer will attempt to contact the student-athlete (via phone, text, email, etc) to notify him/her that he/she is late. If contact is not made within a short time period (generally 20-30 minutes), Step 2 (see below) will occur.
2. The Head Athletic Trainer will contact the “Drug Testing Coordinator” for the respective sport and update him/her that the student-athlete is late. The “Drug Testing Coordinator” will then attempt to contact the student-athlete. In addition, the Head Athletic Trainer will continue to try and establish contact.
3. The student-athlete will be considered a “No Show” if he/she does not report within 2 hours of the original testing time. A “No Show” will be considered a positive **Level II violation** including all of the sanctions associated with a positive result. In addition, the athlete may be recommended for non-renewal of the athletic scholarship (if applicable). This includes not only those athletes actively participating but also those student-athletes who are receiving athletic financial aid that have been medically disqualified or have exhausted their eligibility.

## **VII. Test Results**

The written documentation of the urine and blood testing program are considered to be medical records and as such, shall remain in the confidential possession of the Chairperson of the Substance Abuse Committee. However, test results (i.e., whether the test is positive or negative), **not** documentation, may be released to the following:

1. Parents
2. Director of Athletics
3. Other members of the Substance Abuse Committee
4. Head Coach of the student-athlete’s Sport
5. Selected UW officials on a “need-to-know” basis (as determined by the Substance Abuse Committee and the Director of Athletics)
6. Referral agencies providing counseling to the Student-Athlete
7. Appropriate parties pursuant to a valid subpoena
8. UW personnel involved in any appeal by a student-athlete of sanctions imposed as a result a positive drug test

## **VIII. Resulting Actions of Substance Abuse Violations**

- A. **Level 1 Violations** (Includes convictions or credible evidence of the following: Minor in a Bar, Minor in Possession and Minor Under the Influence).

**Results of First Level 1 Violation:**

1. Head Coach will be notified
2. Referral for private counseling (AWARE Program)
3. May be subject to random, weekly tests for as long as he/she remains a student-athlete (see **Section I, #5**).
4. Substance Abuse Committee notified
5. Team physician notified
6. Director of Athletics notified
7. Other sanctions as recommended

- B. **Level 2 Violations** (Includes convictions or credible evidence of the following: DUI, DWI, Public Intoxication, Drunk and Disorderly, all other substance abuse-related offenses).

**Results of First Level 2 Violation:**

1. Head Coach will be notified
2. Referral for private counseling (AWARE Program)
3. Athletes with eligibility remaining (i.e., they have not been medically disqualified or exhausted their eligibility) will be suspended for 1 athletic contest **OR** 10% of your scheduled athletic contests (**which ever number is greater**). Scheduled contests include all scrimmages/exhibitions versus outside competition. Please note that when calculating the 10%, all numbers will be rounded down (10% of 28 contests = 2.8 contests **OR** 2 contests). Athletes that have been medically disqualified or have exhausted their eligibility will complete 50 hours of community service during a given time period (as determined by the Office of Compliance). Failure to do so may result in the reduction or cancellation of athletic financial aid.
4. May be subject to random, weekly tests for as long as he/she remains a student-athlete (see **Section I, #5**).
5. Substance Abuse Committee notified
6. Team physician notified
7. Director of Athletics notified
8. Other sanctions as recommended

- C. **Results of Second Violation (Level I or Level II)**

1. Head Coach will be notified
2. Referral for private counseling (AWARE Program)
3. Notification of parents
4. Athletes with eligibility remaining (i.e., they have not been medically disqualified or exhausted their eligibility) will be suspended for 2 athletic contests **OR** 20% of your scheduled athletic contests (**which ever number is greater**). Scheduled contests include all scrimmages/exhibitions versus outside competition. Please note that when calculating the 10%, all numbers will be rounded down (20% of 28 contests = 5.6 contests **OR** 5 contests). Athletes that have been medically disqualified or have exhausted their eligibility will complete 100 hours of community service during a given time period (as determined by the Office of Compliance). Failure to do so may result in the reduction or cancellation of athletic financial aid.
5. Additional testing of no less than eighteen (18) times up to a maximum of two (2) tests per week with a two (2) hours notice. This is in effect for as long as he/she remains a student-athlete (see **Section I, #5**).
6. Substance Abuse Committee notified

7. Team physician notified
8. Director of Athletics notified

D. **Results of Third Violation (Level I or Level II)**

1. Termination of team membership
2. Recommend action to the Director of Financial Aid for either the immediate cancellation of or the non-renewal for the next semester of the athletic scholarship (if applicable).

E. Level 1 violations remain on student-athlete's record for a period of one year (365 days). If a student-athlete does not receive another violation (Level I, Level II, Code of Conduct) during that 365 day period, his/her record will be expunged (i.e., the record will be "wiped clean").

F. **All Level 2 Violations accumulate during a student-athlete's career.**

## **IX. NCAA Drug Testing**

The NCAA conducts post-season championship and bowl game testing. All student-athletes (in every sport) will be subject to drug testing before, during or after their competitive season (18 football student-athletes and 8 student-athletes from other sports will be randomly selected). Should a UW athlete test positive in any NCAA drug test, they will be declared a positive under the University of Wyoming program. The "student-athlete" will be required to fulfill all of the requirements under the appropriate penalty. **In addition, the "student-athlete" loses an entire year of eligibility and may lose a year of athletic financial aid. Furthermore, as per NCAA regulations, the "student-athlete" will be required to arrange and pay for a NCAA repeat drug test and appeal hearing in order to re-establish their eligibility.**

## **X. Appeal Rights**

A student-athlete may appeal the decisions or actions of the Athletic Department (excluding the actual drug testing procedures and laboratory results) based on a positive drug test result in accordance with the appeal provisions of the UW Student Code of Conduct after following all applicable procedures provided by the Athletic Department.

## University of Wyoming

### Reasonable Suspicion to Suspect Prohibited Substance Use Notification Form

I, \_\_\_\_\_, having reasonable suspicion to suspect prohibited substance use as  
(Athletic Department Staff Member)

defined in Sections IV and V of the UW Substance Abuse Policy, report the following objective sign(s), symptom(s) and/or behavior(s) that I believe reasonably warrant \_\_\_\_\_  
be referred for testing. (Name of Student-Athlete)

The following sign(s), symptom(s) and/or behavior(s) were observed by me over the past \_\_\_\_\_ hours and/or \_\_\_\_\_ days. Please include specific, objective behaviors.

\_\_\_\_\_  
\_\_\_\_\_

#### Substance Abuse Committee:

By signing below, I am affirming that the reasonable suspicion outlined above warrants testing.

Deputy Director of Athletics: \_\_\_\_\_ Date: \_\_\_\_\_

Sr. Associate AD for Internal Operations: \_\_\_\_\_ Date: \_\_\_\_\_

Head Athletic Trainer: \_\_\_\_\_ Date: \_\_\_\_\_

Physician: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Athletics Representative (FAR): \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, I am affirming that the reasonable suspicion outlined above does NOT warrant testing.

Deputy Director of Athletics: \_\_\_\_\_ Date: \_\_\_\_\_

Sr. Associate AD for Internal Operations: \_\_\_\_\_ Date: \_\_\_\_\_

Head Athletic Trainer: \_\_\_\_\_ Date: \_\_\_\_\_

Physician: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Athletics Representative (FAR): \_\_\_\_\_ Date: \_\_\_\_\_

**The 2007-2008 University of Wyoming Department of Athletics  
Substance Abuse Policy Signature Page**

Becoming a member of an intercollegiate athletics team, either by acceptance of an athletics scholarship or by declaring to be a non-scholarship participant, constitutes an agreement to comply with all of the regulations of the University of Wyoming and the Department of Athletics and to consent to undergo and cooperate in the Drug Testing Program described in the University of Wyoming Substance Abuse Policy (attached).

**I understand that I may be temporarily or permanently suspended from a team or there may be a recommendation made for reduction of or non-renewal of my scholarship for violations of any training, team, or medical rules, for the possession or sale of non-prescribed prescription drugs, for conduct not becoming a University of Wyoming Athlete, for failure to be eligible to compete or for any violation of University, Department of Athletics, MWC and/or NCAA rules/regulations.**

I fully understand the penalties associated with a violation of the University of Wyoming Substance Abuse Policy including the TERMINATION of team membership and recommended non-renewal of any athletic scholarship that may occur with a third violation.

I certify that I have **carefully** read the University of Wyoming Substance Abuse Policy regarding drug testing frequency, collection methods and penalties and that I have been given an opportunity to have them explained to me.

**I DO UNDERSTAND AND AGREE WITH THE DRUG TESTING PROGRAM OUTLINED IN THE UW SUBSTANCE ABUSE POLICY.**

**BY MY SIGNATURE BELOW, I DO AGREE TO COMPLY WITH THE DRUG TESTING PROGRAM OUTLINED IN THE UW SUBSTANCE ABUSE POLICY AND I UNDERSTAND THAT INFORMATION SHALL BE RELEASED TO MY PARENTS OR LEGAL GUARDIANS AS OUTLINED THEREIN.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Sport: \_\_\_\_\_

**(IF UNDER 18 YEAR OF AGE)**

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Return copy (white)  
Student copy (yellow)

## **Sexual Harassment Policy**

The Department of Intercollegiate Athletics recognizes and supports University Regulation 42 that clarifies the University policies and procedures relating to sexual harassment in the working and educational environment team, or educational benefits on sexual favors; or creates an intimidating, hostile or offensive working or educational environment. Sexual harassment includes:

- Unwelcome solicitation of sexual activity or other sex linked behavior by promise of rewards;
- Inappropriate and offensive sexual remarks or behavior;
- Coercion of sexual activity by threat of punishment;
- Physical or verbal conduct of a sexual nature that interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment; and
- Sexual assaults.

It is a violation of departmental and University policy to:

- Abuse the dignity of an employee or student through sexual harassment;
- Threaten, demand or suggest that an employee's work status or a student's academic status is contingent upon toleration of or acquiescence to sexual harassment;
- Retaliate against an employee or student for complaining about sexual harassment, or coerce an employee or student into silence about an act of sexual harassment; and
- Threaten, demand or suggest that a student-athletes athletic status (squad position) is contingent upon toleration of or acquiescence to sexual harassment.

Any student-athlete who believes he or she has been sexually harassed (or any other individual who has been contacted by a student or employee regarding sexual harassment) should contact their respective sports supervisor. Through privileged communication and consultation with the contact person, appropriate consideration will be given to campus referrals. The student-athlete will have the option and support to pursue the course of action most consistent with his or her desires pursuant to University regulations.

All records concerning any sexual harassment shall be considered a personal record and closed to the public in accordance with Wyoming Law.

## The University of Wyoming Athletics Policy of Ethical Conduct and Sportsmanship for Student-Athletes, Managers, Trainers, Cheerleaders, Wildfire and Band Members

1. **Statement of Purpose.** It is the policy of the University of Wyoming and all University representatives to maintain the highest degree of credibility and decorum possible. All persons involved with intercollegiate athletics are expected to conduct themselves in a manner so as not to embarrass the institution by their action. Behavior by institutional representatives that does not meet this standard and which has the potential of harming the reputation of the institution or any of its units is prohibited.

Good sportsmanship must be an integral part of every sport sponsored by the University of Wyoming. The ethical environment of the university must assert and reflect primacy of human dignity, must encourage growth and achievement and must insist on respect in all interpersonal relations.

Fighting, taunting, trash-talking, profane/vulgar language, inappropriate "celebrations" or a disrespectful attitude toward our opponents or officials will not be tolerated.

2. **Disciplinary Action.** The Director of Athletics and the Head Coach or Supervisor of the activity will review each action of inappropriate and unethical behavior. At the sole discretion of the Director of Athletics and depending upon the severity of the incident, the following system of progressive discipline will be utilized to deal with the situation:
  - a. **Oral Warning.** The Director of Athletics, in consultation with the Head Coach or Supervisor of the activity shall review the incident and counsel the individual concerning his or her actions and future behavior. A private written reprimand will be issued.
  - b. **Written Warning.** Recurrence of behavior previously identified or in situations where conduct is of a highly offensive nature, the individual will after investigation be publicly reprimanded. Appropriate written documentation will be placed in the individual's file. Other disciplinary action may be taken as deemed fit by the Director of Athletics.
  - c. **Suspension/Termination.** In cases where conduct is of an inflammatory or violent nature or in cases of conduct previously documented and for which the individual has been

warned or counseled, the individual will be subject to disciplinary action up to and including suspension or termination.

3. **Distribution of Information.** Each year at a designated meeting, all involved students will be required to sign this form stating their understanding of the University's policy concerning sportsmanship and ethical behavior. Students must sign this form to be a member of one of the University of Wyoming's intercollegiate sports program as a player or as a member of a support unit (Managers, Trainers, Cheerleaders, Band Members, etc.).

## **B. DIA Policy on Sports Gambling**

### **1. Sports Gambling Agreement**

- I will not provide information to individuals involved in organized gambling activities concerning intercollegiate competition;
- I will not solicit a bet on any intercollegiate athletic team;
- I will not accept a bet on any team representing the university;
- I will not solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has a tangible value and;
- I will not participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by the gaming industry.

### **2. Sports Gambling Sanctions (NCAA)**

#### **NCAA Bylaw 10.3.1**

The following sanctions for violations of Bylaw 10.3 shall apply as follows:

(a) A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e., "point shaving") or who solicits or accepts a bet or participates in any gambling activity through a bookmaker, a parlay card or any other method employed by organized gambling that involves wagering on the student-athlete's institution shall permanently lose all remaining regular-season and postseason eligibility in all sports.

(b) A student-athlete who solicits or accepts a bet or participates in any gambling activity that involves intercollegiate athletics or

professional athletics, through a bookmaker, parlay card or any other method employed by organized gambling, shall be ineligible for all regular-season and postseason competition for a minimum of a period of one year from the date of the institution's determination that a violation has occurred and shall be charged with the loss of a minimum of one season of competition. If the student-athlete is determined to have been involved in a subsequent violation of any portion of Bylaw 10.3, the student-athlete shall permanently lose all remaining regular-season and postseason eligibility in all sports. *(Revised: 4/27/06)*

## UNIVERSITY OF WYOMING STUDENT-ATHLETE STATEMENT

By signing this statement I acknowledge that I have reviewed the NCAA Summary of Regulations and the Mountain West Conference and UW rules and policies listed below. Furthermore, I agree to abide by all NCAA, MWC and UW rules and policies. Failure to do so could result in the loss of eligibility, financial aid, and/or result in disciplinary action.

### **AMATEURISM:**

I **WILL NOT** allow my name, photograph or reputation to be used for commercial purposes (check on exceptions with the compliance officer).

I **WILL NOT** enter into a verbal or written agreement with an agent before conclusion of my eligibility.

My family members **WILL NOT** enter into a verbal or written agreement with an agent on my behalf before the conclusion of my eligibility.

I **WILL NOT** accept transportation, gifts, benefits, or services from an agent before the conclusion of my eligibility (the compliance officer can assist you in selecting a reputable agent).

### **AWARDS, BENEFITS AND EXPENSES:**

I **WILL NOT** accept any benefits, gifts, or services that are not available to the general student-body.

I **WILL NOT** accept discounted, free or reduced price merchandise.

I **WILL NOT** accept a co-signed loan or a loan whose repayment schedule is based upon athletic ability (disability insurance loans are excluded).

I **WILL NOT** use a phone credit card, pre-paid calling card or any access code that I (or my parents/guardians) are not the sole owner of.

I **WILL NOT** accept any benefits, gifts, or services that are not available to the general student-body.

### **HAZING/HARASSMENT:**

I **WILL NOT** partake in the hazing of any individual (see definition below).

I **WILL NOT** use foul language, obscene gestures or taunts.

I **WILL NOT** participate in any activities that will bring embarrassment to my university, athletic department, team members, coaches or parents/guardians.

**DEFINITION OF HAZING:**

Any action taken or situation intentionally created, whether on or off the University campus, in University facilities or on the premises of University owned or controlled fraternities or sororities, that does, with or without specific intent, produce or result in mental or physical discomfort, embarrassment, harassment or ridicule, anguish or suffering for another individual or group of individuals. Such hazing activities and situations include but are not limited to the following: paddling in any form; the creation of excessive fatigue; physical and mental shocks; imposed quests, treasure hunts, scavenger hunts or road trips; alcohol abuse; requirements to publicly wear apparel which is conspicuous and not normally in good taste; engaging in public stunts or buffoonery; morally degrading or humiliating games and activities; and, any other such activities which are not consistent with organization ritual, the policies or regulations of national organizational affiliates, or the regulations of the University.

**UNIVERSITY PROPERTY:**

I **WILL NOT** access any inappropriate computer sites or screen savers while utilizing University-owned computers located in the Athletic Department (i.e., Office of Academic Support, etc). This includes accessing Facebook, MySpace, chat rooms, blogs, etc.

I **WILL** respect and not cause intentional or willful damage to Department of Intercollegiate Athletics or University property.

**MOUNTAIN WEST CONFERENCE**  
**SPORTSMANSHIP INITIATIVE**

Ethics and Sportsmanship Statement

All aspects of intercollegiate athletics contests shall be conducted in a sportsmanlike manner. It is the responsibility of each member institution in the Mountain West Conference to ensure that all individuals associated with its athletics program conduct themselves in a sportsmanlike manner.

All members of the Conference shall exhibit ethical behavior at all NCAA and Conference competition. Conference members shall conduct themselves in accordance with the rules of the NCAA and Conference and the playing rules of the respective sports.

The athletics personnel of a member institution shall refrain from making negative comments regarding an opposing institution or its players, teams, coaches/staff or game officials.

Each member institution shall create a healthy environment for competition. Administrators, coaches and student-athletes, as well as others involved in intercollegiate athletics in the Conference, share this responsibility.

**UNIVERSITY OF WYOMING  
SIGNATURE PAGE**

By signing below, I affirm that I have read and been explained (1) the University of Wyoming Policy on Academic Dishonesty, (2) the University of Wyoming's policy on Ethical Conduct and Sportsmanship, (3) the University of Wyoming's policy on Sports Gambling, (4) the University of Wyoming's Student-Athlete Statement and (5) the Mountain West Conference Sportsmanship Initiative.

In addition, I realize my obligation in maintaining a positive image for the University of Wyoming and the intercollegiate athletic program. I also understand that if my behavior is deemed inappropriate or if I engage in sports gambling activities, I will receive disciplinary measures that may lead to my suspension or dismissal.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Sport



## SUMMARY OF NCAA REGULATIONS – DIVISION I

Academic Year 2007-08

### Summary of NCAA Regulations – Division I

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**For:** Student-athletes.

**Action:** Read and then sign Form 07-3a.

**Purpose:** To summarize NCAA regulations regarding eligibility of student-athletes to compete.

#### TO: STUDENT-ATHLETE

This summary of NCAA regulations contains information about your eligibility to compete in intercollegiate athletics. Carefully read the sections that apply to you, and then sign the Student-Athlete Statement (Form 07-3a).

This summary has two parts:

- Part I is for **all** student-athletes.
- Part II is for **new** student-athletes only (those signing the Student-Athlete Statement for the first time).

If you have questions, ask your director of athletics (or his or her official designee) or refer to the 2007-08 NCAA Division I Manual. The references in brackets after each summarized regulation show you where to find the regulation in the Division I Manual.

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#### PART I: FOR ALL STUDENT-ATHLETES

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

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##### **Ethical conduct – All sports:**

You must act with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports. [NCAA Bylaw 10.01.1]

You are **not eligible** to compete if you knowingly: provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition; solicit a bet on any intercollegiate team; accept a bet on any team representing the institution or solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value. [Bylaw 10.3]

You are **not eligible** to compete if you knowingly participate in any gambling activity that involves intercollegiate or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling. [Bylaw 10.3]

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:**

You are **not eligible** for participation in a sport if you have ever:

- Taken pay, or the promise of pay, for competing in that sport;
- Agreed (orally or in writing) to compete in professional athletics in that sport;
- Played on any professional athletics team as defined by the NCAA in that sport;  
or
- Used your athletics skill for pay in any form in that sport, except that prior to collegiate enrollment, you accepted prize money based on place finish or performance in an open athletics event from the sponsor of the event and the amount of prize money did not exceed your actual and necessary expenses to participate in the event. [Bylaws 12.1.1 and 12.1.1.4.1]

You are **not eligible** in a sport if you ever have accepted money, transportation or other benefits from an agent or agreed to have an agent market your athletics ability or reputation in that sport. [Bylaw 12.3]

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]

You are **not eligible** in any sport if, because of your athletics ability, you were paid for work you did not perform, were 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]

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### **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 on whom you are naturally or legally dependent;
- Financial aid that has been awarded to you on a basis other than athletics ability; or
- Financial aid from an entity outside your institution that meets the requirements specified in the Division I Manual. [Bylaw 15.01]

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 on whom you are naturally or legally dependent.

### **Employment earnings – All sports:**

Earnings from a student-athlete's on- or off-campus employment that occurs at any time is ex-empt and is not counted in determining a student-athlete's full grant-in-aid or in the institution's financial aid limitations, provided:

- (a) The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;
- (b) The student-athlete is compensated only for work actually performed; and
- (c) The student-athlete is compensated at a rate commensurate with the going rate in that local-ity for similar services (Bylaw 12.4 and Bylaw 15.2.6).

### **Academic standards – All sports:**

#### **Eligibility for competition**

To be **eligible to compete**, you must:

- Have been admitted as a regularly enrolled, degree seeking student 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 baccalaureate degree program (not less than 12 semester or quarter hours) and maintain satisfactory progress toward

that degree, be en-rolled in a full-time graduate or professional degree program (not less than eight semester or quarter hours) or be enrolled and seeking a second baccalaureate degree at your institution. [Bylaws 14.01.2, 14.1.7.1, 14.1.8.2 and 14.1.8.2.1.4]

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 14.1.8.2.1.3]

You are **eligible to compete** during the official vacation period immediately preceding initial enrollment, provided 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 are no longer enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.1.8.2.1.1]

You are **eligible to compete** between terms if you are continuing enrollment, provided you have been registered for the required minimum full-time load at the conclusion of the term immediately preceding the date of competition, or if you are either continuing enrollment or beginning enrollment, provided you have been accepted for enrollment as a regular full-time student for the regular term immediately following the date of competition. [Bylaw 14.1.8.2.1.2]

### **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 14.1.8.1]

You are **eligible to practice** during the official vacation period immediately preceding initial enrollment, provided 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 no longer are enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.1.8.1.1]

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 14.1.8.1.3]

### **Continuing Eligibility – All sports (For those student-athletes first entering a collegiate institution as a full-time student on or after August 1, 2003):**

If you are entering an institution for the first time on or after August 1, 2003, your eligibility for competition shall be based on:

- Having successfully completed 24-semester or 36-quarter hours of academic credit prior to the start of the institution's third semester or fourth quarter following the student-athlete's initial full-time enrollment;
- Having successfully completed 18-semester or 27-quarter hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters or three quarters (hours earned during the summer may not be used to fulfill this requirement); and
- Six-semester or quarter hours of academic credit the preceding regular academic term (e.g., fall semester, winter quarter) in which the student-athlete has been enrolled at any college institution.
- You must choose a major that leads to a specific baccalaureate degree by the beginning of your third year of enrollment. (This includes transfer students who have not yet completed an academic year in residence or used one season of eligibility in a sport at their current institution.) [Bylaw 14.4.3.1.5]
- If you are entering your second year of collegiate enrollment, you must present a cumulative grade-point average that equals at least 90 percent of the institution's overall cumulative grade-point average required for graduation (based on a 4.000 scale). [Bylaw 14.4.3.3.1]
- If you are entering your third year of collegiate enrollment, you must have completed successfully at least 40 percent of the course requirements in your specific degree program and you must present a cumulative minimum grade-point average (based on a 4.000 scale) that equals at least 95 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaw 14.4.3.3.1]
- If you are entering your fourth year of collegiate enrollment, you must have completed successfully at least 60 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.000 scale) that equals at least 100 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaw 14.4.3.3.1]
- If you are entering your fifth year of collegiate enrollment, you must have completed successfully at least 80 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.000 scale) that equals at least 100 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaw 14.4.3.3.1]

**Continuing eligibility – All sports (For those student-athletes first entering an institution before August 1, 2003): \**

- If you have transferred to your current institution midyear, or you have completed one academic year in residence at your current institution or used one season of eligibility in a sport at your current institution, your eligibility shall be determined by your academic record in existence at the beginning of the fall term or at the beginning of any other regular term of that academic year, and you must satisfy the following requirements for academic progress to be **eligible** to compete:
- You satisfactorily must have completed at least an average of 12 semester or quarter hours of academic credit during each of the terms in each of the academic years in which you have been enrolled, or you satisfactorily must have completed 24-semester hours or 36-quarter hours of academic credit since the beginning of the previous fall term or since the beginning of your school's preceding regular two semesters or three quarters. [Bylaw 14.4.3.1]
- Six-semester or quarter hours of academic credit the preceding regular academic term (e.g., fall semester, winter quarter) in which the student-athlete has been enrolled at any collegiate institution.
- You must earn at least 75 percent of the semester or quarter hours required for satisfactory progress during the regular academic year. You may not earn more than 25 percent of the semester or quarter hours required for satisfactory progress during the summer or through correspondence courses taken during the 1993-94 academic year and thereafter. [Bylaw 14.4.3.1.4]
- You must choose a major that leads to a specific baccalaureate degree by the beginning of your third year of enrollment. (This includes transfer students who have not yet completed an academic year in residence or used one season of eligibility in a sport at their current institution.) [Bylaw 14.4.3.1.5]
- If you are entering your third year of collegiate enrollment, you must have completed successfully at least 25 percent of the course requirements in your specific degree program and you must present a cumulative minimum grade-point average (based on a maximum of 4.000) that equals at least 90 percent of the cumulative minimum grade-point average required for graduation. [Bylaws 14.4.3.2 and 14.4.3.3.1]
- If you are entering your fourth year of collegiate enrollment, you must have completed successfully at least 50 percent of the course requirements in your specific degree program and you must present a cumulative minimum grade-point average (based on a maximum of 4.000) that equals 95 percent of the cumulative minimum grade-point average required for graduation. [Bylaws 14.4.3.2 and 14.4.3.3.1]

- If you are entering your fifth year of collegiate enrollment, you must have completed successfully at least 75 percent of the course requirements in your specific degree program and you must present a cumulative minimum grade-point average (based on a maximum of 4.000) that equals 95 percent of the cumulative minimum grade-point average required for graduation. [Bylaws 14.4.3.2 and 14.4.3.3.1]

### **Freshmen:**

You are referred to as a qualifier and are eligible to practice and compete in your sport and to receive financial aid (institutional and athletically related) during your first academic year under Bylaw 14.02.9.1, if you:

- Graduate from high school;
- Attain a minimum high school grade-point average as specified in Bylaw 14.3.1.1.1 (based on a 4.0 scale) in a successfully completed core curriculum of at least 14 core courses. [Bylaw 14.3.1.1]
- Achieve a corresponding sum ACT or SAT score as specified in Bylaw 14.3.1.1.1.

You are referred to as a nonqualifier if you fail to meet the criteria above. In addition to being ineligible for practice and competition during the first academic year in residence, a nonqualifier is not permitted to receive any institutional financial aid, except as stated below. [Bylaws 14.02.9.3 and 14.3.2.2.1]

### **As a nonqualifier:**

- You are eligible to receive nonathletics institutional financial aid based on need only, consistent with institutional and conference regulations.
- You will have three seasons of eligibility after your first academic year in residence. You may earn a fourth season of competition provided you complete 80 percent of your baccalaureate degree before beginning your fifth academic year of enrollment and you are within five years of your initial, full-time collegiate enrollment. [Bylaw 14.3.3]

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### **Other regulations concerning eligibility – All sports:**

You are **not eligible** to participate in more than four seasons of intercollegiate competition. [By-law 14.2]

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 and extensions that have been approved in accordance with NCAA legislation. [Bylaws 14.2.1 and 30.6.1]

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 14.5.5.2.10] and you have eligibility remaining as set forth in Bylaw 14.2.1. [Bylaw 14.1.9]

You are **eligible** for championships, certified bowl games or the National Invitation Tournament that occur within 60 days of the date you complete the requirements for your degree. [Bylaw 14.1.9.3]

**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 noncollegiate, amateur competition. You may compete outside of your declared playing and practice season as a member of an outside team in any noncollegiate, 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, 14.7.1.1 and 14.7.3]

- **Exception:** In men's and women's soccer, women's volleyball, field hockey and men's water polo, 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 and international competition is permitted. [Bylaws 14.7.2 and 14.7.3]

It is permissible to participate as a member of a basketball team in an NCAA-sanctioned summer basketball league or event. [Bylaw 14.7.3.2-(a)]

### **Transfer students only:**

You are a transfer student if:

- The registrar or admissions officer from your former institution certified that you officially were registered and enrolled at that institution in any term in a minimum full-time program of studies and you were present on the opening day of classes; **or**
- The director of athletics from your former institution certified that you reported for the regular squad practice that any staff member of the athletics department of your former in-stitution announced before the beginning of any term. [Bylaw 14.5.2]

If you are a transfer student from a four-year institution, you are **not eligible** during your first academic year in residence unless you meet the provisions of one of the exceptions specified in Bylaw 14.5.5.2 or one of the waivers specified in Bylaw 14.8.1.2.

If you are a transfer student from a two-year institution, you are **not eligible** during your first academic year in residence at your new institution unless you meet the academic and residence requirements specified in Bylaw 14.5.4 or the exceptions specified in Bylaw 14.5.4.7.

If you transferred from a four-year college to a two-year college and then to your new institution, you are **not eligible** during your first academic year in residence at your new institution unless you meet the requirements specified in Bylaw 14.5.6.

### **Drugs – All sports:**

If the NCAA tests you for the banned drugs listed in Bylaw 31.2.3.1 and you test positive (con-sistent with NCAA drug-testing protocol), you will be **ineligible** to participate in regular-season and postseason competition for one calendar year (i.e., 365 days) after your positive drug test and you will be charged with the loss of a minimum of one season of competition in all sports.

If you test positive a second time for the use of any drug, other than a “street drug” as defined in Bylaw 31.2.3.1, you will lose all remaining regular-season and postseason eligibility in all sports.

If you test positive for the use of a “street drug” after being restored to eligibility, you shall be charged with the loss of one additional season of competition in all sports and also shall remain ineligible for regular season and postseason competition at least through the next calendar year. [Bylaw 18.4.1.5.1]

A policy adopted by the NCAA Executive Committee establishes that the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of

a banned drug other than a street drug. You will remain ineligible until you retest negative and your eligibility has been restored by the NCAA Committee on Student-Athlete Reinstatement. [Bylaw 18.4.1.5.1]

**Non-NCAA athletics organization positive drug test – All sports:**

If you test positive for banned substances by a non-NCAA athletics organization, you must notify your director of athletics regarding the positive drug test. You also must permit the NCAA to test you for the banned drugs listed in Bylaw 31.2.3.1.

If the result of the NCAA drug test is positive, you will lose all remaining eligibility during the season in which you tested positive and an additional season of competition.

The director of athletics must notify the Vice President of NCAA Education Services in writing regarding a student-athlete's disclosure of a previous positive drug test administered by any other athletics organization.

If the student-athlete immediately transfers to a non-NCAA institution while ineligible and competes in collegiate competition within the 365-day period at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for a 365-day period. Additionally, the student-athlete must retest negative (in accordance with the testing methods authorized by the Executive Committee) and request that eligibility be restored by the NCAA Committee on Student-Athlete Reinstatement.

The list is subject to change and the institution and student-athlete shall be held accountable for all banned drug classes on the current list. The list is located on the NCAA Web site ([www.ncaa.org](http://www.ncaa.org)) or may be obtained from the NCAA health and safety staff in Education Out-reach.

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**PART II: FOR NEW STUDENT-ATHLETES ONLY**

This part of the summary contains information about your recruitment, which is governed by By-law 13 of the Division I Manual.

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**Recruitment**

**Offers – All sports:**

You are **not eligible** if, before you enrolled at your institution, any staff member of your institution or any other representative of your institution's athletics interests provided or offered to you, your relatives or your friends any financial aid or other benefits that NCAA legislation does not permit.

It is permissible for your summer employment to be arranged by the institution or for you to accept educational loans from a regular lending agency provided you did not receive the job or loan before the end of your senior year in high school. [Bylaws 13.2.1, 13.2.4 and 13.2.5]

### **Contacts – All sports:**

For purposes of this section, contact means “any face-to-face encounter between a prospect or the prospect's parent or legal guardian and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged or that takes place on the grounds of the prospect's educational institution or at the site of organized competition or practice involving the prospect or the prospect's high school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of the conversation that occurs.” [Bylaw 13.02.3]

You are **not eligible** if any staff member of your institution:

- Contacted you, your relatives or your legal guardians in person off your institution's campus before July 1 following completion of your junior year in high school (except for students at military academies) as described in Bylaw 13.1.1.1. Effective April 1, 2002, in the sport of men's basketball, a prospect may be contacted one time on his high school's campus during the April contact period of the prospect's junior year in high school;
- Contacted you in person off your institution's campus more than the number of times specified in Bylaw 13.1.6; or
- Contacted you in person off your institution's campus outside the time periods specified in Bylaw 13.1.4 for the sports of football, basketball, baseball, softball, women's volleyball and men's lacrosse.

You are **not eligible** if, before you enrolled at your institution, a coach from your institution contacted you in person on or off your institution's campus while you were practicing or competing in football or basketball outside the permissible contact periods. [Bylaw 13.1.7.2.3]

You are **not eligible** if you were not a qualifier and any staff member of your institution contacted you, your relatives or your legal guardians in person on or off your institution's campus while you were enrolled in your first year of a two-year college. [Bylaw 13.1.1.2]

You are **not eligible** if anyone from your institution, other than an authorized staff member, contacted you, your relatives or your legal guardian in person on or off your institution's campus to recruit you. You also are not eligible if you received recruiting

letters or telephone calls from any representative of your institution's athletics interests. [Bylaw 13.1.2.1]

You are **not eligible** if, while you were being recruited, any staff member of your institution or any other representative of your institution's athletics interests, contacted you during the day or days of competition at the site of any athletics competition in which you were competing. It was permissible for such contact to occur (during the permissible period) after the competition if the appropriate high school authority released you prior to the contact. [Bylaw 13.1.7.2]

**Publicity – All sports:**

You are **not eligible** if, before you enrolled at your institution, your institution publicized any visit that you made to its campus. [Bylaw 13.11.4]

You are **not eligible** if, before you enrolled at your institution, you appeared on a radio or television program that involved a coach or another member of the staff of the athletics department at your institution. [Bylaw 13.11.3]

**Letter-of-Intent signing:**

You are **not eligible** if a staff member of your institution was present while you were signing, at an off-campus site, a National Letter of Intent or an acceptance of a financial aid offer from your institution or your conference. [Bylaw 13.1.6.2]

**Source of funds – All sports:**

You are **not eligible** if any organization or group of people outside your institution spent money recruiting you to attend your institution, including entertaining, giving gifts or services and providing transportation to you or your relatives or friends. [Bylaw 13.15.4]

**Tryouts – All sports:**

You are **not eligible** if, after starting classes for the ninth grade, you displayed your abilities in any phase of any sport in a tryout conducted by or for your institution. [Bylaw 13.12.1]

**Football, basketball, volleyball and gymnastics only:**

You are **not eligible** if, after starting classes for the ninth grade, you participated in a high school competition that was conducted in conjunction with a collegiate competition. [Bylaw 13.12.1.3]

### **Basketball only:**

You are **not eligible** if a member of your institution's coaching staff participated in competition or in coaching activities involving a nonscholastic basketball team of which you were a member. [Bylaw 13.12.1.4]

### **Sports camps:**

You are **not eligible** if you were a winner of any athletics participation award in high school (includes ninth-grade level), preparatory school or junior college and before you enrolled at your institution, the institution, members of its staff or a representative of its athletics interests employed, or gave you free or reduced admission to its sports camp or clinic. [Bylaw 13.13.1.5.1]

### **Visits, transportation and entertainment – All sports:**

You are **not eligible** under Bylaws 13.5, 13.6 or 13.7 if, before you enrolled at your institution, any of the following happened to you:

- You accepted expense-paid visits to more than five NCAA institutions or more than one expense-paid visit to one member institution;
- Your one expense-paid visit to the campus lasted longer than 48 hours;
- Your institution paid more than the actual round-trip cost by direct route between your home and the campus when you made your one expense-paid visit;
- Your institution paid for you to visit during your first year in a junior college, and you were not a qualifier.
- Your institution entertained you, your parents (or legal guardians) or your spouse outside a 30-mile radius of the campus during your expense paid visit; **or**
- Your institution entertained you, your parents (or legal guardians) or your spouse excessively during your expense paid visit or entertained your friends or other relatives at any site.

You are **not eligible** if your institution paid for you to visit its campus before the first day of classes of your senior year in high school. Effective April 1, 2002, in the sport of men's basketball, a prospect may not be provided an expense-paid visit earlier than January 1 of the prospect's junior year in high school. [Bylaw 13.7.1.2.2]

You are **not eligible** if your institution paid for you to visit its campus before you presented the institution with a score from a PSAT, SAT, PLAN (or PACT Plus) or ACT taken on a national testing date under national testing conditions. (A foreign prospective student-athlete who requires a special administration of the PSAT, SAT, PLAN (or PACT Plus) or ACT may present such a score on the approval of the NCAA Division I

Academics/Eligibility/Compliance Cabinet or the NCAA Division I Initial-Eligibility Waivers Committee.) [Bylaw 13.7.1.2.3.1]

You are not **eligible** if your institution paid for you to visit its campus before you presented the institution with a high school (or college) academic transcript.

You are **not eligible** if, at any time that you were visiting your institution's campus at your own expense, your institution paid for anything more than the following:

- Three complimentary admissions for you and those individuals who came with you to an athletics event on campus in which your institution's team practiced or competed. [Bylaw 13.8.2.1]
- Transportation, when accompanied by a staff member, to see off-campus practice and competition sites in the prospect's sport and other institutional facilities located within a 30-mile radius of the campus. [Bylaw 13.6.3]

You are **not eligible** if, when you were being recruited, staff members of your institution or any representatives of its athletics interests paid the transportation costs for your relatives or friends to visit the campus or elsewhere. [Bylaw 13.6.2.8]

You are **not eligible** if, when you were being recruited, your institution gave you complimentary admissions to more than one regular-season home game scheduled outside your institution's community or gave you more than three complimentary admissions to that one regular-season home game scheduled outside your institution's community. [Bylaw 13.8.2.2]

You are **not eligible** if, when you were being recruited, a staff member of your institution's athletics department spent money other than what was necessary for the staff member's (or representative's) personal expenses during an off-campus visit with you. [Bylaw 13.15.2]

**Precollege or postgraduate expense – All sports:**

You are **not eligible** if your institution or any representative of its athletics interests offered you money, directly or indirectly, to pay for any part of your educational expenses or other expenses during any period of time before you enrolled at your institution. This applies to your post-graduate education as well. [Bylaw 13.16.1]

The National Collegiate Athletic Association June 27, 2007 JB:cvs

## **Policy on Transfer Student-Athletes**

1. Actions by all parties involved in requests for and decisions on transfer of student-athletes from the University of Wyoming to other institutions shall be governed by the relevant provisions in the NCAA manual.
2. Any student-athlete with remaining athletic eligibility who wishes to consider transferring from the University of Wyoming shall complete the Request to Contact and Transfer Form (available in the Compliance Office).
3. The Director of Athletics shall have the authority to determine if a release will be granted.
4. In considering the request, the Director of Athletics will assess the relative interests of the University and the student-athlete.
5. Releases usually will not be granted to a student-athlete to attend and compete for an institution against which the University of Wyoming is scheduled to compete in the student-athlete's sport.
6. Releases will not be granted to a student athlete who wishes to transfer to an institution who has employed a coach who previously coached the student-athlete at the University of Wyoming.
7. Exceptions to provisions 5 and 6 above shall be made by and at the discretion of the Director of Athletics.
8. The student-athlete shall have the opportunity to appeal the denial of a release and shall be so informed in writing in accordance with NCAA policy.

## **Policy and Procedures for Hearing on Appeal of Denial of Request for Transfer**

If a student-athlete at the University of Wyoming is denied a release to transfer to another institution, in accordance with NCAA policy (Bylaw 14), University of Wyoming has established the following procedures and policies to govern an appeals hearing.

1. The University of Wyoming will inform, in writing, the student-athlete of a denial of request for release. The student-athlete will have fifteen working days from receipt of the letter to appeal the decision. The request for a hearing will be in writing to the Faculty Athletics Representative.
2. The Hearing Committee will be chaired by the Faculty Athletics Representative, who will select two or four additional members. These members will be faculty, staff or administrators outside the Department of Athletics.
3. The appeals hearing will be held within ten working days after the request for hearing has been received by the Faculty Athletics Representative.
4. The student-athlete has the major responsibility for presenting his/her position on why the University's decision should be overturned.
5. The student-athlete may have counsel/advisor(s) in attendance. The level of participation of counsel/advisor(s) shall be determined by the committee chair.
6. All involved parties may present witnesses to be heard by the committee.
7. The proceedings will be tape-recorded.
8. The student-athlete will be informed of the committee's decision by certified mail.

9. The decision of the committee is final.
10. The hearing, as a private matter between the University and student-athlete, will be closed to the public and the media.

### **MWC Non-Qualifier Transfer Rule**

A non-qualifier who transfers to a Mountain West Conference institution from an accredited two-year college shall be eligible for competition, practice and financial aid provided the following conditions are met:

- a. The student has graduated from the two-year college earning an associate of arts degree or its equivalent;
- b. The student has satisfactorily completed a minimum of 48-semester or 72quarter hours of transferable degree credit acceptable toward any baccalaureate degree program at the certifying institution;
- c. The student has attended a two-year college as a full-time student for at least three semesters or four quarters (excluding summer terms);
- d. The student has a cumulative grade-point average of at least 2.0, and
- e. The student has met all applicable NCAA progress toward degree and transfer rules as well as any applicable Conference rules.

### **Four-Year College Transfer**

A non-qualifier who transfers to a Mountain West Conference institution from an accredited four-year college shall be eligible for competition, practice and financial aid provided the following conditions are met:

- a. The student has satisfactorily completed a minimum of 48-semester or 72quarter hours of transferable degree credit acceptable toward any baccalaureate degree program at the certifying institution;
- b. The student has attended a four-year college as a full-time student for at least four semesters or six quarters (excluding summer terms);
- c. The student has a cumulative grade-point average of at least 2.0, and
- d. The student has met all applicable NCAA progress toward degree and transfer rules as well as any applicable Conference rules.

### **Student-Athlete Academic Responsibility**

The University of Wyoming and the Office of Academic Support provides you with academic support as you pursue your degree. Since you alone will determine the course of your academic career, you have an obligation to yourself, the University, and the Division of Intercollegiate Athletics to act in a responsible manner at all times.

The Office of Academic Support offers an array of support services and guidance as you progress towards graduation. You are responsible for understanding the status of your eligibility as well as your progress in your major. Thus, you should familiarize yourself with course requirements in your major and take an active role in the scheduling of your courses, semester by semester, with both your faculty/staff advisor and your Athletics Academic Coordinator. In all probability, your faculty/staff advisor will not be entirely

cognizant of those rules affecting your eligibility from an NCAA standpoint, so it is imperative that you go over your schedule with your Athletics Academic Coordinator to make certain that every course (within the minimum requirement of 12 hours) counts toward your degree. It is up to you to meet regularly with both your faculty/staff advisor and Athletics Academic Coordinator to be sure that everything is proceeding according to plan.

## **Office of Academic Support Policies**

### **Academic Dishonesty (See Student-Athlete Code of Conduct for additional info)**

Whatever form academic dishonesty may take, the University community regards it as a serious offense. An act is academically dishonest when, and only when, it is an act attempted or performed in order to misrepresent one's involvement in an academic task in any way. Such conduct will result in imposition of sanctions pursuant to University Regulations.

Plagiarism is the most common form of academic dishonesty. A definition for plagiarism would include taking someone else's words and/or ideas and using them for your work without giving proper credit to the original source. It may be unintentional at times, however consequences for plagiarizing can range from failing the assignment to failing the course. Repeated offenses can result in dismissal from the University.

Employ quotation marks and identify the author and publication when the exact wording in an article or book is essential to your paper. Give credit to another author's ideas, even if you aren't quoting word for word. Never, under any circumstance, turn in a paper that you haven't written yourself. Read expansively and comprehensively and come to a conclusion of your own. Trust your opinions and do not be afraid to ask your instructor questions regarding plagiarism. Please make sure that you ask your instructor to clarify which citation format is required or preferred for the assignment.

Other major forms of academic dishonesty include using the same paper for more than one class without prior approval from your instructor and cheating on exams.

### **Admissions**

All admissions concerns and procedures need to be coordinated through the Assistant AD for Academic Services. As a reminder, for complete admissions to the University of Wyoming, all official transcripts from the student's school or schools must be on file in the admissions office before a student will be considered formally admitted. This is very important in the certification process, particularly for transfer students. For high school students, all final transcripts should be requested by the student to be sent immediately to the University of Wyoming and the NCAA Clearinghouse after all grades are posted. For transfer students, all transcripts need to be sent to the admissions office at the University of Wyoming making sure the AA degree is posted on the transcript for those earning such a degree (please note that high school transcripts may also need to be submitted). Also, if

a student has been to more than one school, please make sure they have an official transcript sent from each school to admissions ASAP. Beginning in fall 2008, all transfer students must also be registered with the Clearinghouse to determine their amateur status.

### **Correspondence Courses**

Correspondence courses are the least preferable option when scheduling classes. Nonetheless, they are a possibility. The athletics department only reimburses scholarship student-athletes for their courses after they are successfully completed with a grade of C or better. Correspondence courses must be approved by your Athletics Academic Coordinator before such reimbursement will take place. These courses cannot be used to meet the minimum 12 hour enrollment requirement for eligibility.

### **Courses Taken at Other Institutions**

The University of Wyoming only transfers hours and not grades for courses taken at other institutions following your initial enrollment here. Please check with your Athletics Academic Coordinator so that you know if the courses you are planning to take are transferable and also if they are what you need for eligibility and/or graduation.

### **Dropping and Adding Courses**

If courses must be dropped and/or added after classes begin, the procedure will begin at the Office of Academic Support. Preparation to drop and/or add courses at the designated times during final registration (prior to classes starting) must be made in the event a change in your pre-registration schedule is needed.

You need to check with your Athletics Academic Coordinator to make sure that classes are available to add and that you have met the prerequisites to do so. If you should happen to drop a class, and then you find out that your new choice is full, you may be ineligible since you will drop below 12 hours. Any financial hold will prevent you from dropping and/or adding a course.

<p>If a student-athlete drops a class after the “Last Day to Drop”, the student-athlete will have the responsibility to pay for that class. The Athletic Department will <b>NOT</b> pay for a class if a student-athlete drops after that date.</p>
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### **Internet/Outreach Course Policy**

Internet and outreach courses, while not the most preferred option for class scheduling, are a possibility. In order for a student-athlete to enroll in an internet or outreach course the following guidelines must be strictly adhered to.

1. A written request must be received by the Assistant Athletics Director for Academic Services. This request should include written documentation from the

- student-athlete's major (campus) advisor as to why the internet/outreach course is the preferred option.
2. To be eligible for enrollment the student-athlete must have a cumulative GPA of 2.75 or higher and be of sophomore status academically.
  3. A student-athlete must submit valid reason(s) for enrolling in the course. These include but are not limited to:
    - a. Needed for graduation in immediate term, and course is unavailable any other time.
    - b. Scheduled class time (on-campus) causes conflict with practice time, travel time and/or competition.
    - c. Course is only offered over internet or through outreach and is required for graduation.
  4. Each student-athlete may be allowed to enroll in internet/outreach courses beginning their sophomore year (academically).
  5. Each request will be reviewed by the Assistant Athletics Director for Academic Services for approval.
  6. If above guidelines are not adhered to, scholarship student-athletes may be held financially responsible for enrolled course(s), and there may be NCAA eligibility implications.
  7. Exceptions to above policy may only be granted by the Senior Associate Athletic Director for Internal Operations.
  8. For outreach courses, a student-athlete must be enrolled in a minimum of 12 hours **excluding** the outreach class.

### **Obtaining an Advisor**

If you are undeclared, you will be assigned a personal advisor in the Center for Advising & Career Services. Once you declare a major, you will be assigned a faculty/staff advisor in your major. If you should change your major, we request that you meet with your previous advisor and that you complete the proper paperwork with the Office of the Registrar. Your Athletics Academic Coordinator will assist you with pre-advising and will be a source for questions regarding registration, advising, etc.

### **Official Visits**

All official visits forms must be evaluated and approved for academic requirements by the Assistant AD for Academic Services. For high school students, each coach must attach a copy of the student's high school transcript and a copy of either their ACT or SAT test scores. For transfer students, a copy of the student's transcript from each school attended must accompany the official visit form. All prospective student-athletes must also register with the NCAA Clearinghouse (and be added to the UW IRL) before coming

on an official visit. These procedures will allow for a quick and accurate evaluation of the student's academic record.

### **Prospective Student-Athletes**

If prospective student-athlete (PSA) forms are needed, please see the Assistant AD for Academic Services. If you would like an evaluation of a student's academic record prior to an official visit, for recruiting purposes, please fill out the PSA form and return it with copies of transcripts, test scores and current schedules as appropriate. These forms need to be returned to the Assistant AD for Academic Services for evaluation.

### **Repeating A Course**

Do **NOT** repeat a course without written permission from your Athletics Academic Coordinator. Your eligibility may be jeopardized by repeating a course you have previously passed.

### **Tutors**

The Office of Academic Support will provide a base group of tutors for evening study hall and by appointment. If a student needs a tutor for a specific subject area or for a specific major, they need to let our staff know as soon as possible. The tutor coordinator and the Assistant AD for Academic Services must approve the hiring of all tutors. We are unable to pay a tutor until they have followed the proper hiring procedures. Please send all prospective tutors to the Office of Academic Support as soon as possible.

### **Withdrawing from a Course**

Before you withdraw from a course, you must meet with your Athletics Academic Coordinator so that you do not jeopardize your eligibility. If you should drop below 12 hours, you will become ineligible for practice, competition and athletic financial aid (if applicable).

## **Student-Athlete Eligibility**

### **For student-athletes who entered a collegiate institution full-time prior to August 1, 2003:**

1. Student-athletes must successfully complete, prior to each fall term, a cumulative total of at least 24 hours. This is equivalent to at least 12 semester hours during each of the previous academic terms in academic years in which the student-athlete has been enrolled in a term or terms, or satisfactory completion of the 24 semester hours of academic credit since the beginning of the previous fall term.
2. Student-athletes shall earn at least 75% of the semester hours required for satisfactory progress during the regular academic year. Student-athletes may not

earn more than 25% of the semester hours required for satisfactory progress during the summer.

3. Student-athletes must complete a certain percentage of degree requirements each year in order to maintain eligibility (see below)

<u>Year of College Enrollment</u>	<u>Percent Completed</u>
Third	25
Fourth	50
Fifth	75

**For student-athletes who entered a collegiate institution full-time on or after August 1, 2003:**

1. Student-athletes must successfully complete 24 hours during their initial year of full-time enrollment.
2. Student-athletes must successfully complete 18 semester hours during each regular academic year (excludes summer).
3. Student-athletes must complete a certain percentage of degree requirements each year in order to maintain eligibility (see below)

<u>Year of College Enrollment</u>	<u>Percent Completed</u>
Third	40
Fourth	60
Fifth	80

4. Beginning a student-athlete's second year of enrollment, he/she will be certified mid-year for both minimum hour requirements (6) and minimum GPA requirements.

**For ALL student-athletes:**

1. Student-athletes must be enrolled in a minimum of 12 hours each semester (except if enrolled in graduate school)
2. Student-athletes must successfully complete a minimum of 6 semester hours in the previous full-time regular academic term.
3. A student-athlete enrolled at the University of Wyoming shall be placed on scholastic probation at the end of a semester or summer session when his or her cumulative GPA falls below a 2.0.
4. A student-athlete must choose a major prior to his or her **fifth (5<sup>th</sup>)** semester of enrollment. This provision shall be applicable to the eligibility not only of a

continuing student, but also of a transfer student from a four-year or two-year collegiate institution who is entering his or her third year of collegiate enrollment, even if the student has not yet completed an academic year in residence or utilized a season of eligibility in a sport at the certifying institution. Designation of a specific baccalaureate degree program may be accomplished by:

(a) Formal enrollment by the student-athlete in a specific baccalaureate degree program; or

(b) Approval by an appropriate academic official (who must not be an academic adviser/counselor employed by the athletics department) of the program leading to the specific baccalaureate degree that the student-athlete is pursuing.

## **Student-Athlete Athletic Responsibility**

### **Student-Athlete Host Instructions for Official Visits**

1. You are responsible to behave in an appropriate manner and to utilize good judgment. As a representative of the University of Wyoming Athletic Department, your actions should reflect positively upon yourself, your team, the athletic department and the University.
2. Alcohol and drugs have no place in the recruiting process. Furthermore, the majority of recruits are under the legal drinking age. Therefore, you are responsible to ensure that the recruit is not purchased/given alcohol at anytime during the visit.
3. You are responsible for keeping your recruit on time for all appointments. You need to be constantly aware of the recruit's schedule. You must attend all functions with your recruit unless excused by your coach.
4. You may use student-athlete host money for meals and permissible (legal) entertainment/activities **only for you, your recruit, your recruit's parents/legal guardians and athletic department personnel**. Permissible entertainment/activities do **NOT** include soliciting/arranging sex (e.g., utilizing strippers/gentleman's club services) for the recruit or involve violating the criminal law. Other team members must pay for their own meals and entertainment. The recruit may be entertained only within a 30-mile radius of campus.
5. You must handle the money personally and not give it directly to the recruit. You cannot use the money to buy the recruit a hat, t-shirt, or any kind of souvenir. You cannot arrange for the recruit to receive a discount on merchandise at a sporting goods store or any other place of business. You and the recruit may not use the host money or any other funds to engage in any gambling/gaming activities.

6. You will need your own transportation. You cannot borrow a coach's car or use any University vehicle. A coach can, however, provide you and the prospect with a ride during the official visit.
7. Representatives of the University's athletic interests (e.g., boosters) are not allowed to be involved in recruiting a prospect. If during the official visit, you and the recruit come into contact with a representative of athletic interest, the conversation must be limited to an exchange of greeting.
8. IF YOU HAVE ANY QUESTIONS ABOUT YOUR RESPONSIBILITY AS A STUDENT-HOST, PLEASE DO NOT HESITATE TO CONTACT THE COMPLIANCE OFFICE OR YOUR COACH.  
THANKS FOR YOUR ASSISTANCE IN THE RECRUITMENT PROCESS!

### **Student-Athlete Exit Interviews**

The student-athlete exit interviews are conducted by the athletics director and/or sport supervisor as required by the NCAA throughout the academic year. The interview format was developed from questions suggested by the NCAA and additional questions deemed appropriate by the UW athletics administration. These questions focus on the following areas: athletic experiences, academic experiences, conduct of coaches, financial aid issues, social experiences, emotional experiences, time-management and equity issues. The interview process is strictly confidential. Graduating seniors will have their senior ring held until the exit interview is complete.

### **Team Travel**

Team travel conduct standards will be covered by your head coach. Special requirements that will be addressed include individual conduct, dress, curfews and free time activities.

Prior to your travel for competition, you should notify your instructors that you will be absent. You must obtain an authorized absence slip from your coach. This slip should be presented to your instructor before you leave. At the beginning of each semester, you may want to give your instructor a copy of your travel schedule for the season. It becomes your responsibility to make arrangements to make-up any assignments or exams that may have been missed as a result of your out-of-town travel. If possible, all missed work should be completed prior to departure.

The Department pays only for your transportation and room and board. Room service, laundry, phone calls, pay per-view television, movies, etc. will not be covered by the Department. Since the cost for such items will be your responsibility, you cannot charge any incidentals to your room.

All team travel is governed by the policies and procedures of the Division of Intercollegiate Athletics. Each sport program is responsible to adhere to these guidelines.

1. A maximum of three student-athletes per hotel room. **If three student-athletes are in one hotel room (double/double), a roll-away bed or a sleeper sofa must be made available.**
2. No student-athlete will room with any coach (assistant or head coach).
3. Three full meals per day (breakfast, lunch, dinner). A continental breakfast (juice, donuts) should not be considered a “full meal”.
4. Student-athletes do not necessarily receive “per diem” (cash) for each meal. It will be at the coaches’ discretion to determine “team meals.” Per diem rates are regulated by the University.

### **Student-Athlete Financial Aid**

As a student-athlete, you should be familiar with the terms and conditions of your athletically-related grant-in-aid (scholarship), as well as other forms of financial assistance available at the University of Wyoming. Once your athletics scholarship is awarded, the University of Wyoming is committed to renewing its financial obligation to you **on a year-to-year basis** until your athletics eligibility is exhausted. However, your athletics scholarship may be reduced or canceled during the period of the award if you:

- (a) Render yourself ineligible for intercollegiate competition; or
- (b) Fraudulently misrepresent any information on an application, letter of intent or financial aid agreement; or
- (c) Engage in serious misconduct warranting substantial disciplinary penalty; or
- (d) Voluntarily withdraw from your sport for personal reasons.

Notification of athletics scholarship renewals or non-renewals will be made in writing on or before July 1 prior to the academic year in which it is to be effective. Renewals will be on **a one-year basis** and may be subject to an increase, decrease, or non-renewal.

When a student athlete fails to fulfill academic or personal conduct conditions of his or her athletic grant-in-aid, a recommendation to reduce or cancel the aid during the period of the award or to reduce or not renew the award for the ensuing academic year may be made by the Director of Intercollegiate Athletics to the Director of Financial Aid. If this occurs and the Director of Financial Aid determines that the recommendations should be implemented, the student will be provided an opportunity for a hearing. The decisions that result from such hearings may be appealed to the Financial Aid Appeals Committee and, thereafter, to the University Board for Student Appeals. Specific procedures of the appeals process may be obtained from the University of Wyoming Athletics Compliance Office.

You may also be eligible to receive additional financial assistance through grants, loans, or employment opportunities available through the University Financial Aid Office. **It is**

**crucial that all financial assistance (other than your athletics scholarship) be reported to the Compliance Office and the Financial Aid Office. Failure to report this information could affect your athletics eligibility. All outside grants, loans and other financial assistance must be in accordance with NCAA rules and must be reported.**

It is **strongly recommended** that you investigate the opportunity to receive Pell Grant monies on a yearly basis. Pell Grant applications are available at the Financial Aid Office. No one can receive assistance from the Special Assistance fund without completing a Pell Grant application.

### **Charges Not Covered By Scholarship**

A full scholarship covers only the following: tuition, fees, room (double-occupancy), board and textbooks. The expenses below are a few examples of charges not covered by your scholarship which you are responsible for:

- Cost of treatment for non-athletically related injuries
- Difference in cost between double-occupancy rooms and alternative rooming arrangements (single rooms, married student housing, etc.)
- Library fines
- Phone bills
- Fines for damage to University property, including the Residence Halls
- Replacement of a lost Residence Hall key
- Refrigerator rental
- School supplies, dictionaries, reference books, pens, notebooks, paper, etc.
- Vehicle registration fees
- Parking fines

### **Athletic Grant-In-Aid Policy on Injury, Illness & Temporary Disability**

If you are receiving an athletic grant-in-aid (i.e., scholarship) and you are unable to participate due to injury, illness or temporary disability; your athletic financial aid will **not** be cancelled/reduced as long as all of the following conditions are met:

- You maintain all NCAA, MWC and University of Wyoming academic eligibility standards;
- You adhere to any/all other team, university, MWC and NCAA rules/regulations; and
- You remain enrolled in a full-time course load (minimum of 12 hours) at the University of Wyoming.

Should any of the above conditions not be met, you may be subject to reduction/cancellation of your athletic grant-in-aid. Please note that should this occur, you have the right (per NCAA regulations) to appeal. The procedures for the appeal process will be provided to you via the Change of Status form and a letter sent from

the Office of Financial Aid. It is also available online in the Student-Athlete Handbook.

## **Procedures for Redress of Grievances**

### **Academic Grievances:**

If a student-athlete alleges that a violation of his/her student rights has occurred in an academic matter, an appeal should be made through normal departmental, college and/or university appeal procedures/regulations.

### **Athletic & Grants-in-Aid Grievances:**

#### **Internal Resolution:**

If a student-athlete wishes to protest a suspension, alleges that a violation of his/her student rights has occurred in an athletic matter or wishes to protest a termination or change in grant-in-aid status, the following *internal* steps may be taken. These steps are informal in nature and are in place to resolve athletic and grants-in-aid grievances internally (within the athletic department). Please note that the utilization of these internal steps in no way precludes a student-athlete from also using the more formal, external appeal process (see External Resolution).

1. Discussion with Coach – The student-athlete should request in writing a meeting with the Head Coach within five (5) calendar days following the suspension, alleged violation or termination/change in grant-in-aid status. A copy of the letter should also be forwarded to the Supervisor of the applicable sport.
2. Discussion with Director of Athletics – If the problem is not resolved between the coach and the student-athlete, the student-athlete should request in writing a meeting with the Director of Athletics within ten (10) calendar days following the meeting with the coach.

### **Athletic & Grants-in-Aid Grievances:**

#### **External Resolution – Athletic Grievances:**

1. Appeal to the Appeals Panel - If a problem involving a suspension or an alleged violation of a student-athlete's rights is not resolved between the Director of Athletics and the student-athlete, the student-athlete may appeal in writing to the Appeals Panel; ***or***, as previously mentioned, the student-athlete may skip the internal resolution process and appeal (in writing) directly to the Appeals Panel. The Appeals Panel will consist of the Faculty Athletic Representative (FAR), the Director of Athletics, the Dean of Students or designated representative, a student member of the Athletic Committee and the Chairperson of the Athletic Committee, who will serve as the Chairperson of Appeal Panel.

2. In all appeal proceedings, the decision of the Appeals Panel will be final.

### **External Resolution - Grants-In-Aid Grievances:**

Any termination or change in grant-in-aid status (i.e., reduction) shall be given to a student-athlete in writing via two (2) means. The first written notification of termination/change will occur via the Change of Status Form. The second written notification will occur via a letter from the University of Wyoming Office of Student Financial Aid which, per NCAA rules, the student-athlete must receive prior to July 1<sup>st</sup>.

If a student-athlete wishes to formally protest a termination or change in grant-in-aid status, the following steps must be taken:

1. Appeal to the Director of Student Financial Aid - If a problem involving a termination or change in grant-in-aid status is not resolved between the Director of Athletics and the student-athlete, the student-athlete may appeal in writing to the Director of Student Financial Aid; ***or***, as previously mentioned, the student-athlete may skip the internal resolution process and appeal (in writing) directly to the Director of Student Financial Aid. Please note that per university regulations, the formal appeal process will not be initiated until after the student-athlete receives the letter from the Office of Student Financial Aid (the second written notification). Once the student-athlete receives the letter, the written appeal must be received by the Director of Student Financial Aid within 14 (fourteen) days (of receipt of the letter). *(Please note that if the student-athlete wishes to notify the Director of Student Financial Aid that he/she will be appealing (i.e., give a "heads up") after the Change of Status form is signed (the first written notification), that is permissible).*
2. Appeal to the Financial Aid Appeals Panel – If either party wishes to appeal the decision of the Director of Student Financial Aid, a written request for appeal must be received by the Office of Student Financial Aid within fourteen (14) days of notification of the Director's decision. The request shall include a statement of acts and circumstances asserted to justify reversal or modification of the action. Upon receipt of the request for appeal, the Director of Student Financial Aid shall arrange for a hearing to be held within fourteen (14) days. The Financial Aid Appeals Panel shall be assigned to oversee the appeal. The panel shall consist of the Faculty Athletic Representative (FAR) who will serve as the Hearing Officer and two individuals as agreed upon by the FAR and the Office of Student Financial Aid.
3. Appeal to the Office of Student Life - If either party wishes to appeal the decision of the Financial Aid Appeal Panel, a written request for appeal must be received by the Office of Student Life within fourteen (14) days of notification of the Appeal Panel's decision. Further details involving this process are outlined in University Regulation 230.

4. Each of the mailings required in the aforementioned procedures shall be made in writing, forwarded by first class United States registered or certified mail, postage pre-paid, addressed to the student-athlete at the address designated by the student-athlete upon acceptance of the grant-in-aid, or at such address as shall be subsequently filed by the student-athlete in writing with the Director of Athletics or the Financial Aid Appeals Panel (Attn: Faculty Athletic Representative) addressed to:

1000 East University Avenue  
Dept. 3414  
Laramie, WY 82071-3414

### **Health Insurance**

The Division of Intercollegiate Athletics recommends that you discuss the matter of health insurance with your parents or guardian. You can participate in the Student Health Insurance plan that is offered at the University of Wyoming. **Health insurance for athletically-related injuries is required.**

### **Student-Athlete Employment**

All on and off-campus employment earnings shall be exempt from institutional and individual limits. Student-athletes who work will still be required to be paid at a rate commensurate with the going rate for similar services. Furthermore, institutions shall continue to monitor all student-athlete employment activities.

Employment (NCAA Bylaw 15) Earnings from a student-athlete's on or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete's full grant-in-aid or in the institution's financial aid limitations, provided:

- (a) The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of publicity, reputation, fame or personal following that he or she has obtained because of athletic ability
- (b) The student-athlete is compensated only for work actually performed; and
- (c) The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

### **University of Wyoming Employment Policy**

1. Student-athletes are **NOT** permitted to work in/for the Department of Intercollegiate Athletics during the academic year.
2. Student-athletes are permitted to work in/for the Department of Intercollegiate Athletics during vacation periods and the summer.

## Textbooks

A student-athlete awarded a book scholarship will be allowed to purchase **required** textbooks for their individual courses. These textbooks may only be purchased at the University of Wyoming Bookstore located in the Student Union. The student will bring a current copy of their class schedule to the Office of Academic Support and obtain a “book voucher.” At that time, the student-athlete will fill out their voucher from information obtained from a “bookstore list.” This list includes each course, instructor and the course materials needed.

The NCAA allows a student-athlete to purchase **required** course textbooks with their book scholarship. These include the following:

- Required Textbooks
- Kinko’s Packets
- Copy Center Packets
- Limited Correspondence Books

A book voucher will **NOT** be allowed for the purchase of the following:

- Optional textbooks
- Computer Disks
- Notebooks or Notepaper
- Pencils or Pens
- Answer Sheets
- Course Equipment (i.e., engineering or art supplies, calculators, nursing uniforms, etc.)
- Books purchased off-campus
- Books or packets for friends

The student-athlete is responsible for returning all books purchased with an athletics department book voucher at the end of each semester. The student-athlete will be notified via email near the end of each semester of the dates, times and location of the book return.

### **Guidelines:**

1. If a book is going to be used in consecutive semesters, turn that book in at the conclusion of the course. You will not need an additional book voucher.
2. If a required book is not available, the student-athlete may request that the bookstore order it.
3. If a book is lost or stolen, contact the UW Bookstore, Campus Police and the Office of Academic Support.
4. Kinko’s and Copy Center packets do not need to be returned at the end of the semester.

5. If you would like to purchase a textbook, you may do so in the Office of Academic Support.
6. When you are returning your books, it is important to turn in all outstanding books you may have at that time.

**ALL TEXTBOOKS MUST BE RETURNED TO THE OFFICE OF ACADEMIC SUPPORT.**

If a student-athlete fails to turn in their books at the end of the academic year, a hold will be placed on their student account. This hold will limit any University-related activity (i.e., registration, transcripts, drop/add, etc.) until the full amount is paid or the books are returned per guideline #6.

### **Student-Athlete Summer School Aid**

Only those students currently on athletic scholarship may apply. The primary intent of summer aid is **NOT** to help a student-athlete retain eligibility. If a student-athlete needs summer school because he/she has failed or withdrew from classes the department previously paid for, the student-athlete may be responsible for paying for the class him/herself and their athletic aid request may be denied. Summer school financial aid is meant to be a reward for a good academic effort throughout the previous year. Consequently, decisions regarding the awarding of such aid will be based upon available funds and previous academic performance.

#### **Please Note:**

- Applications are due by April 1<sup>st</sup> to the Assistant Athletic Director for Academic Support.
- Equivalency sport participants may receive the same equivalency they were awarded during the previous semester.
- All funds will be awarded on a case-by-case basis. Summer school aid is not guaranteed. Final Approval will come from the Director of Athletics.

#### **Facts about summer aid:**

##### **Room and Board:**

- Will only be awarded for a maximum of six weeks.
- Will only be given for the number of weeks a class meets.
- Will not be given for online courses, internships, independent study courses, or study abroad;

##### **Classes:**

- The athletic department will determine what classes you will be awarded summer aid. Factors such as graduation requirements, length of the class (number of weeks), credit hours awarded for the class, etc will all be taken into consideration.

- You must meet the departmental requirements to take online courses (written request, cumulative GPA of 2.75, sophomore standing);
- To be considered for summer aid for study abroad you must meet the following requirements: written request, cumulative GPA of 3.0 and junior standing. If approved for study abroad, the department will only pay for tuition up to the number of hours approved and equivalency.
- The athletic department will not pay for the theory of coaching classes unless they are required for your major (ie: physical education);

**Reminders:**

- Financial assistance for summer school is not guaranteed.
- If you are awarded summer aid and you earn a grade lower than a C (*unless a grade of "D" is applicable to your degree program*) in **any class** the athletic department paid for, **you will NOT be eligible for a room and board stipend (if applicable) the following summer (should you apply)**. For example, if you took 2 3-hour classes (6 hours total) which the athletic department paid for during the summer of 2007 and failed 1 of them and then applied and got accepted for athletic financial aid for the summer of 2008; the athletic department would pay for the class/classes (i.e., tuition, fees) but you would **NOT** receive a room and board stipend.
- For those who are awarded room and board, stipend checks will be distributed either June 1<sup>st</sup> or July 1<sup>st</sup> (approximately), depending on the dates of your class.
- All funds will be awarded on a case-by-case basis with final approval coming from the Director of Athletics.

## Student-Athlete Fifth-Year Aid Info/Application

**NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

(All information pertaining to this application will be mailed to this address)

**SPORT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DEFINITION:** A "Fifth-Year Scholarship" is defined as the Athletic Grant awarded to a student-athlete in his/her fifth or sixth consecutive year of full time undergraduate collegiate enrollment immediately following completion of his/her fourth year of intercollegiate competition. In compliance with NCAA Bylaw 15, a student-athlete may receive athletic aid 5 of 6 years from his/her initial date of full-time collegiate enrollment provided the student is not under contract to or receiving compensation from a professional sports organization.

**APPLICATION:**

Please answer the following items by checking "Yes" or "No": (To be completed by the student-athlete)

**VERIFY**

- |  |   |
|--|---|
| Yes <input type="checkbox"/> No <input type="checkbox"/> _____ | The student-athlete has completed his/her eligibility for competition with four or five years of his/her initial date of enrollment as a full-time student;                     |
| Yes <input type="checkbox"/> No <input type="checkbox"/> _____ | The student-athlete has competed at the University of Wyoming for at least the last two years;  |
| Yes <input type="checkbox"/> No <input type="checkbox"/> _____ | The student-athlete has no eligibility remaining in his/her primary sport, is not receiving any other athletic aid and will not be competing in a second intercollegiate sport; |
| Yes <input type="checkbox"/> No <input type="checkbox"/> _____ | The student-athlete is in good standing (i.e., would be eligible for competition if he/she had eligibility remaining).  |

- Yes  No  \_\_\_\_\_ The student-athlete can graduate within the next academic year (including summer). This must be documented (**in writing**) by the Office of Academic Support and attached to this application.
- Yes  No  \_\_\_\_\_ The student-athlete has **NOT** previously received a Fifth-Year Athletic Grant;
- Yes  No  \_\_\_\_\_ The student-athlete was **NOT** medically disqualified during or before his/her junior year.

**NOTE:**

- The student needs to return the completed checklist, application, and all supporting documentation to the Office of Academic Support **no later than April 15th**,
- The recommendation will be forwarded to the Director of Athletics for final approval,
- Approval will be made on a case by case basis.

**COMMITMENT:** The student-athlete who is awarded the fifth-year scholarship will commit to:

- A. Be enrolled in at least a full-time academic schedule for the duration of the grant.
- B. Maintain all NCAA, MWC and university eligibility standards (i.e., GPA, PTD, etc) required for competition in intercollegiate athletics.
- C. Work a minimum of 5 hours per week during the academic calendar year for the Office of Academic Support (OAS) located in the RAC. Work hours will be determined by the Assistant AD for Academic Services and the student-athlete. Such work will not interfere with the student-athlete’s academic schedule and shall not exceed 10 hours per week.

**SHOULD THE STUDENT-ATHLETE FAIL TO MEET THE ABOVE COMMITMENTS, HIS/HER GRANT WILL BE CANCELED.**

I understand all of the aforementioned stipulations regarding my fifth year scholarship.

\_\_\_\_\_/\_\_\_\_\_  
 Student-Athlete Signature / Date

**Request Approved:**

- Yes  No  \_\_\_\_\_  
 Head Coach
- Yes  No  \_\_\_\_\_  
 Assistant AD for Academic Services
- Yes  No  \_\_\_\_\_  
 Director of Athletics

Equivalency Amount: _____
Tuition and Fees: _____ Resident or Non-Resident Fall/Spring
Room and Board: _____
Books: Yes <input type="checkbox"/> No <input type="checkbox"/> _____
Total Aid Approved: _____

**Medical Disqualification (DQ) Policies/Procedures**

**Policies:**

- A. The physicians at Gem City Bone & Joint, Inc. are the official doctors of the University of Wyoming. As such, **only these physicians** can medically disqualify a student-athlete from participation in intercollegiate athletics. A student-athlete will **NOT** be medically disqualified based upon the opinion of an “outside” physician.
- B. Upon being medically disqualified, the student-athlete must meet with the Compliance Office to sign the appropriate paperwork. The student-athlete will then meet with the Assistant Athletic Director for Academic Services at which

- time he/she will discuss a probable work schedule within the Office of Academic Support.
- C. Any student-athlete that has been medically disqualified during or before their junior (3<sup>rd</sup>) year shall not be eligible for a “Fifth-Year Scholarship.”
  - D. A medically disqualified student-athlete shall receive an athletic grant for a **maximum** of 8 semesters **OR** until he/she receives their undergraduate degree (which ever comes sooner). The athletic department will **NOT** pay for a medically disqualified student-athlete to attend graduate/post-graduate school.

**Commitment:**

A student-athlete who is medically disqualified from participation in intercollegiate athletics will commit to the following:

- A. Be enrolled in at least a full-time academic schedule for the duration of the grant.
- B. Maintain all NCAA, MWC and university eligibility standards (i.e., GPA, PTD, etc) required for competition in intercollegiate athletics.
- D. Work a minimum of 5 hours per week during the academic calendar year for the assigned Athletic Department unit (to be determined by the Assistant AD for Academic Services and the student-athlete). Such work will not interfere with the student-athlete’s academic schedule and shall not exceed 10 hours per week.

**Should the student-athlete fail to meet the above commitment guidelines, his/her grant will be canceled.** A letter will be issued to the student-athlete at the time of medical disqualification, stating the above terms and advising him/her that the grant can be canceled. The letter will be signed by the student-athlete during his meeting with the Compliance Office.

### **NCAA Degree Completion Awards**

Each year, the NCAA awards more than \$1.4 million in scholarships to deserving students who have participated in college athletics or are pursuing an athletics-related career. Three of the scholarships are for postgraduate studies; two are for undergraduate studies. A summary of each follows.

## **Postgraduate Scholarship Program**

The annual total of postgraduate scholarships available is 174 (87 for men and 87 for women). The scholarships are awarded to student-athletes who have excelled academically and athletically and who are in their last year of intercollegiate athletics competition. One-time grants of \$6,900 each are awarded for fall, winter and spring sports. A total of 58 scholarships are awarded for each category.

Eligibility is restricted to those student-athletes at NCAA member institutions who have performed with distinction as members of varsity teams in the sports for which they were nominated. Students must be nominated in the academic year during which they complete their final season of eligibility for intercollegiate athletics under NCAA legislation. Nominees must have a minimum grade-point average of 3.200 (based on a maximum 4.000) or its equivalent and must be nominated by the Faculty Athletics Representative or Director of Athletics of an NCAA member institution. A candidate must have signified the intention to continue academic work beyond the baccalaureate degree as a full-time graduate student.

The following deadline dates for submission of applications are approximate and may vary a few days each year: fall - December 12, Winter - February 20, and spring - May 7. Contact the Office of Academic Support at least two months prior to the postmark date for your sport if you are interested in applying.

## **Degree Completion**

The NCAA has established a program to assist student-athletes who have exhausted their eligibility for institutional financial aid. Nominees must have completed eligibility for athletics related aid (five years) at a Division I member institution before application and must be within 30 semester hours of their degree requirements. They may be funded for a maximum of five semesters on a part-time basis or two semesters (minimum 12 hours per term) on a full-time basis.

Full-time students receive grants equal to full tuition and fees; part-time students receive tuition and an allowance for books. Applications are accepted in the spring for the following fall and spring, and in the fall for the next spring and summer. Application deadlines are: fall - first week in October, and spring - first week in May. Contact the Office of Academic Support at least two months prior to the postmark date if you are interested in applying.

The Athletic Department will select those students to be nominated. No student with a GPA below 3.0 will be nominated.

## **Byers Postgraduate Scholarship Program**

Under the program, one male and one female student-athlete are annually awarded postgraduate scholarships in recognition of outstanding academic achievement and potential for success in graduate study. Candidates for the awards are nominated by

institutional representatives from those student-athletes who are seniors or who have graduated and are completing their final year of athletics eligibility at the institution from which they received their degree. They must also have achieved a minimum grade-point average of 3.500 on a scale of 4.000, while also showing good character, leadership and citizenship.

The basic stipend is \$21,500 for an academic year. Applications are available online in October, and the deadline for submission is late-January. Contact the Office of Academic Support if you are interested in applying.

### **Minorities and Women**

The NCAA Minority Opportunities and Interests Committee and the NCAA Committee on Women's Athletics were formed by the NCAA to address the issue of opportunities for ethnic minorities and women in intercollegiate athletics. These issues specifically focus on coaching, athletics administration, officiating and other issues directly affecting minorities and women at the institutional, conference and national levels. As a result, the NCAA Ethnic Minority and Women's Enhancement Programs were developed by both committees.

The goals of the enhancement programs are to increase the pool of, and opportunities for, qualified minority and female candidates in intercollegiate athletics through the following: (1) postgraduate scholarships, (2) internships at the NCAA national office and (3) a vita bank for persons interested in pursuing a career in intercollegiate athletics.

Applications for both the ethnic minority and women's enhancement program scholarships and internships are available in the fall. The deadline for submission is mid-December to early February. If you are interested in any of these opportunities, contact the Office of Academic Support.

## **University of Wyoming Honor Roll**

Undergraduate students who achieve high scholastic grades are honored by being placed on either the President's Honor Roll or the Dean's Honor Roll. The requirements to be met to attain these honors are:

1. A student must be enrolled in a minimum of 12 credit hours, graded on the basis of A, B, C, D, or F, with no grades of X.
2. A grade point average of 4.0 for the President's Honor Roll.
3. A grade point average of 3.25 or better for the academic Dean's Freshman Honor Roll.
4. A grade point average of 3.4 or better for the academic Dean's Honor Roll for regularly enrolled undergraduates above freshman standing.

## **Division of Intercollegiate Athletics Awards**

### **University of Wyoming Varsity Letter Award**

As a Wyoming student-athlete you may receive a varsity letter award for your participation in intercollegiate athletics. Guidelines for receiving an award will be dictated by your head coach. After a recommendation from your coach, you will receive a jacket your first year, and if you qualify during your senior year, you will receive a senior ring. For guidelines regarding your sport, please contact your head coach.

### **Admiral Emory S. Land Award**

Under present committee policy, the award is open to any University student-athlete who has completed his or her athletics competition during the preceding academic year. The choice will be made based on the following criteria:

1. Outstanding achievement in intercollegiate competition.
2. Personal conduct on and off the field and influence on team morale.
3. Academic standing with significant progress toward a degree.

The University Athletics Committee will consider qualifications and vote on candidates who have shown success in the classroom, campus activities, organizational memberships, etc., in addition to their athletics involvement. Nominations will be requested during the month of October.

## **MWC Scholarship Awards**

The awards listed below will be given to those student-athletes participating in any NCAA recognized sport.

### **Scholar-Athlete Award**

The Scholar-Athlete Award is the most prestigious academic award conferred by the Mountain West Conference. The award will be presented each spring to student-athletes who meet the following criteria:

1. Have completed at least two semesters or three quarters at the certifying institution; and
2. Have earned at least a 3.5 cumulative grade-point average.
3. Have competed in at least one varsity contest.

### **Academic All-Conference**

Student-athletes who participate in a sport in which the Mountain West Conference sponsors a championship shall be named Academic All-Conference provided they meet the following criteria:

1. Have participated significantly in at least 50 percent of their team's contests and;
2. Have earned a cumulative grade-point average of 3.0 at the member institution.

### **Office of Academic Support (OAS)**

The University of Wyoming recognizes the special needs of today's Division I student-athlete and has made the commitment to address those needs with a comprehensive academic support program. In addition to the demands of being a student in a quality university like Wyoming, our student-athletes must also deal with the extra pressures associated with participating athletically in one of the most competitive major college divisions in the country.

The Office of Academic Support (OAS) offers programs designed to help each student-athlete achieve their athletic and academic goals. This office is currently staffed by three full-time academic coordinators and the Assistant AD for Academic Services. The entire staff is dedicated to achieving the program goal of providing comprehensive services to ensure a successful student-athlete experience — academically, personally, vocationally and athletically.

The following staff members offices are located in the RAC:

- Conrad Chavez, Assistant Athletic Director for Academic Services  
Phone: 766-5331
- Gwen Cotterman, Academic Coordinator  
Phone: 766-2075
- Katie Ludwin, Academic Coordinator  
Phone: 766-4037
- Henrietta Shingleton, Academic Coordinator  
Phone: 766-4077

Other academic support services included in the RAC are as follows:

- Tutor room #1      214F
- Tutor room #2      214G
- Tutor room #3      214K
- Resource Library   214H
- Quiet study area   214J
- Computer study area 214E

The University of Wyoming's Office of Academic Support offers a full range of services in the following areas:

## **1. Academic Development**

The core of our academic-support is the tutorial and mentor program. A qualified staff of tutors and mentors assist students in clarifying their study material and, in the case of travel, helping students catch up on missed material. In addition to the tutorial program, attention is given to each individual in the development of their class schedule. All UW student-athletes must take a minimum of 12 hours of classes each semester that directly apply to their chosen degree. Appropriate scheduling is a critical priority.

Study skills assistance is available for those who need special help in areas including test preparation, note taking and time management techniques.

Finally, each student-athlete's academic progress is closely monitored during the semester for such things as attendance, current grade and class participation. Steps are taken to address deficiencies, on an individual basis.

## **2. Career Development**

The purpose of obtaining a college education is to prepare an individual for meaningful employment following graduation. The act of choosing a major is a challenging task, considering the multitude of possibilities. Career development is available to assist student-athletes in the very important process of selecting a major that will lead to a desired career. We also continue to establish a career network that will assist students in securing employment after graduation.

## **3. Personal Growth and Development**

This component of the student-athlete development program consists of presentations and workshops that address the needs and concerns of today's student-athletes. Presentations feature issues such as cultural diversity, drugs/alcohol abuse, sexual awareness and responsibility, and becoming your personal best. Our goal is to provide student-athletes with information that allows them to make informed choices about their personal behavior.

### **CHAMPS/Lifeskills Program**

The CHAMPS/LifeSkills Program is designed to help student-athletes realize the potential for higher academic achievement, increased retention, graduation and entrance into a chosen profession, a high level of maturity, increased self-responsibility and greater overall success. The mission of the CHAMPS/LifeSkills Program is to provide a systematic personal development program designed to reach each student-athlete based on his/her individual needs. The focus of the program is on the individual as a whole person -academically, athletically and emotionally — and on the changing needs and skills of that individual in the years during college and after graduation (NCAA).

## **CHAMPS/LifeSkills Program:**

Each year the Office of Academic Support provides mandatory educational seminars for student-athletes on topics including, but not limited to: gambling, drug/alcohol education, eating disorders and dating/date rape.

## **Student-Athlete Advisory Committee (SAAC)**

The Student-Athlete Advisory Committee was created to facilitate greater interaction between the athletics administration and the student-athlete. This relationship helps enhance the student-athlete's ability to deal with the increased challenges presented in being both a student and an athlete. The committee is comprised of at least one member from each of the 17 intercollegiate teams represented at the University of Wyoming. Each member serves as a liaison between the committee and his or her individual team. Student-athletes have the opportunity to become volunteers in community outreach programs. Such programs involve going to local schools and speaking to students of all ages on issues such as the importance of education, sports, and "saying no" to drugs. Student-athletes gain valuable personal and professional experience while providing a valuable service to our community and state. The Office of Academic Support coordinates these outreach opportunities. Please help us meet important community needs through the Student-Athlete Advisory Committee. You can make a difference!

## **Study Table Rules and Policies**

### **OAS Study Table Procedures**

1. The Academic Support Services Staff will monitor all study hall hours in the RAC. All hours must be completed in the RAC or another location with an Academic Coordinators approval.
2. Students who are required to complete study hours are asked to swipe their student ID cards when they come in and when they leave.
3. The WAR Room will be available for all evening study time unless otherwise notified.
4. Each student who is required to attend study hall is expected to sign a study hall contract.
5. The use of Facebook, MySpace, chat rooms, blogs, etc is prohibited in OAS.

### **Study-Area Rules**

1. No food or drink will be allowed in the area. This includes sunflower seeds, etc.
2. No chewing-tobacco.
3. Please be quiet when you are in the area.
4. All conversations with other student-athletes regarding assignments and projects should be done outside the study area.
5. When using the computers, please consider that other student-athletes are studying. Keep discussions to a minimum.

6. Do not access inappropriate computer sites or utilize inappropriate screen savers (Inappropriate material will be determined by the staff).

In an effort to assist incoming student-athletes in time management, mandatory evening and/or daytime study tables are implemented on a sport-by-sport basis. Coaches may require attendance on both a team and individual basis. Evening study table is conducted in the academic support area Sunday evening from 6-8 (p.m.) and Monday through Thursday evenings from 7-9 (p.m.).

### **Evening Study Table Rules**

1. Please be ready to study.
2. Bring homework and assignments each night. (No magazines, newspapers, etc. unless class-related.) Tutors are available to assist you with your work during evening hours and on an on-call basis. Be prepared for each tutor session.
3. If you are well enough to practice (workout, etc.), you are well enough to attend study table.
4. If you are too ill to attend study table, a note from the head athletics trainer is needed by noon the next day to verify your illness or it will be considered an absence.
5. Let the Office of Academic Support know by 5 p.m. if you are ill.
6. Your study hours are critical to your success. Please use them wisely.

### **Fall 2007 Study Table Hours**

- **Study Hall begins Tuesday, September 4<sup>th</sup> at 7:00 pm.**
- **Study hall (day and evening hours) will be open during the following times:**

Sunday:	6:00 pm - 8:00 pm
Monday:	8:00 am - 9:00 pm
Tuesday:	8:00 am - 9:00 pm
Wednesday:	8:00 am - 9:00 pm
Thursday:	8:00 am - 9:00 pm
Friday:	8:00 am - 5:00 pm

### **Hints for Academic Success**

A student-athlete's chance for success in the classroom is enhanced if he/she makes a strong commitment to his/her studies. There is a big difference between university and high school courses. Your time is limited, especially with the additional requirements of college athletics. We have listed several general rules that will assist you with the demands of your academic expectations.

#### **1. Attend Class.**

Instructors usually test on materials that have been covered during their lecture. It is important that you attend so that you can take notes and receive hand-outs that

will appear on future exams. If you are going to be away for a game, alert your instructors ahead of time. You may want to become acquainted with a fellow classmate so you will be able to receive any missed information that was covered while you were away. Your coach will have an authorized absence slip that you need to show your instructor before you leave. We also suggest that at the beginning of each semester you give each instructor a travel schedule from your sport. If possible, get your assignments in advance and determine when the work is due. Let your instructor know when you are ill and be prepared to display a doctor's excuse if it is requested. Your class attendance may be one of the criteria used by your instructor when assigning final grades. Although some instructors say class attendance is not mandatory, attendance is strongly recommended.

## **2. Go to class prepared and ready to participate.**

You should complete all reading and written assignments before they are due. If you go to class unprepared, it is often difficult for you to understand the material being covered. Your instructor may see this as negative behavior, and it could influence your grade. It is difficult to catch up once you are behind. Plan correctly and stay ahead. Check your syllabus before each class to make sure you have the required books and materials with you. Do not let others think you are doing OK in class when you are not. Ask for help from your instructor, Athletics Academic Coordinator, tutor, or coach. **WE ARE ALL HERE TO HELP YOU SUCCEED.**

## **3. Know your instructor.**

Introduce yourself to your instructor. If questions arise regarding materials in the class, do not hesitate to contact the instructor. Your instructor is interested in your classroom performance and is there to assist you with any material related to the course. Be courteous and address your instructors by "professor" or "doctor" unless they have requested you to do otherwise. Be sure to find out where each one's office is located, what the office hours are, and their phone number. Do not call your instructor at home unless it is an emergency that cannot wait until the next day. Make an appointment to see your instructor the moment you feel lost or confused in class. Try to talk with your instructor in private. They are usually over-loaded immediately before and after class. Make an appointment so that you can spend quality time together. Ask instructors for clarification in the areas where you are having trouble. Ask about test formats and the material that will be covered. Tests are much easier to study for if you know whether they will be multiple-choice, essay, open- or closed-book, etc. Many instructors will tell you how to study for their tests, if you just ask. Most instructors are willing to help you in any way they can, provided you show a willingness to do YOUR part.

## **4. Make a good impression.**

Go to class on time. Entering class late shows lack of consideration for your instructor and fellow students. Do not read newspapers, magazines, or listen to music, etc., in class. Stay alert and focus on the material that is being covered. Ask questions when material is unclear and participate when it is appropriate.

Turn in assignments on time and do not become an excuse maker. Be responsible and it will be noticed.

**5. Don't back yourself into a corner.**

If you feel that you are falling behind in class, contact your Athletics Academic Coordinator immediately. Your instructors are also available to help. You need to realize that athletes do not get special treatment from the faculty. Do not be afraid to make appointments to see your instructors. They are here to help you. Make sure that someone knows you need help before you reach the point where you cannot do well in the course.

**6. Use tutoring help wisely.**

We have tutors in every subject. Please come prepared when you meet with a tutor. Your tutor is here to help you understand your assignments, but is not expected to do the work for you. If you require a tutor in a special subject not normally covered, alert your Athletics Academic Coordinator as soon as possible.

**7. Practice good time management.**

This Student-Athlete Handbook was designed to help you manage your time wisely. Plan each semester. Use the calendar in this handbook to list the days you have quizzes, tests, and assignments due. List the days you will be absent. Fill out your class schedule for each semester. List review sessions and labs. It is often helpful to make a weekly schedule that includes your classes, practice time, meetings, study time, rest time, etc. It is helpful if you get into a study routine. This will hopefully become a natural part of your day.

A **“To Do” list** is another suggestion. Before you go to bed or when you first wake up, make a “to do” list for the day. You may be surprised at all the things you need to take care of for the day. You should start with the most difficult items first. This will help you organize your time so important errands or appointments are not forgotten.

These simple rules should help you become a successful student-athlete at the University of Wyoming. The main point is that we want to encourage you to seek help if you need it. The Office of Academic Support has the resources for you if you need assistance. Please stop by.

## **Tutors**

Do not be embarrassed to ask for help from a tutor. Almost everyone needs assistance in some course during his/her time at the university. The biggest mistake most student-athletes make is waiting until they are in serious trouble in a course before they ask for help. If you use a tutor before you have trouble, the tutor can save you a great deal of time and frustration.

When working with a tutor, demonstrate your respect by making a serious commitment to your work. If special arrangements need to be made, call a day or two in advance. Be on

time. If you will be late or if you must miss an appointment, please call and notify your tutor.

Have your work completed to the best of your ability before you meet with your tutor. He or she is there to assist you with your work, not to do it for you.

Tutors will be available Sunday night from 6 - 8 p.m., and Monday-Thursday from 7 -9 p.m. If you need additional help, appointments can be made outside of the scheduled days and times. If you require a tutor in a special subject where one is not usually provided, alert your Athletics Academic Coordinator immediately. A tutor list has been posted in the Office of Academic Support for your convenience.

### **Grade Point Average (GPA) Calculations**

Most undergraduate courses have a letter grade system of evaluating academic performance. Each letter grade has a numerical value (i.e., A=4.0) for the purpose of determining your grade point average (GPA). You may want to calculate your own GPA. Using the numbers from the grading system below, a sample calculation follows:

Grade A=4.0, B=3.0, C=2.0, D=1.0, and F=0.0

Course	Grade	Hours		Quality Pts	=	Total
PSYC	B	3	x	3.0	=	9
Math	A	3	x	4.0	=	12
BIOL	C	4	x	2.0	=	8
Span	D	4	x	1.0	=	4

Total Hours Earned: 14

Total Points: 33

Total Points/Total Hours Earned = GPA      $33/14 = \mathbf{2.357}$

You may take a class which has a satisfactory/unsatisfactory grade. S/U grades are not included in the GPA. A satisfactory (S) grade provides credit toward graduation. An unsatisfactory (U) grade does not.

### **Cowboy Joe Club**

Since 1969, the Cowboy Joe Club members have worked together to promote the university and provide financial support to its athletics program. This organization has seen dramatic growth throughout the years.

There are many reasons why people join Cowboy Joe. Perhaps the most important is the individual's desire to help the university maintain a strong, viable athletics program. Cowboy Joe has assisted annually in the education of more than 350 student-athletes, which includes 17 men's/women's teams, including men's basketball, women's basketball, men's cross country, women's cross country, football, men's golf, women's

golf, women's soccer, women's tennis, men's indoor and outdoor track and field, women's indoor and outdoor track and field, men's swimming and diving, women's swimming and diving, women's volleyball and wrestling. The Cowboy Joe Club also provides financial support for the UW Rodeo Team, the Animal Science Judging team, and the Cowboy Joe Handlers.

Cowboy Joe's membership is unique with men, women, children, students and parents of students, all of whom have either attended UW or who are friends of the university.

### **Equipment Room (RAC)**

The University of Wyoming equipment room is maintained by the head equipment manager, assistant equipment manager and 16 student assistants. The staff is responsible for the general equipment requirements for all of Wyoming's 17 sports. The equipment room is located in room 107 of the RAC. The following staff members are also located in the RAC:

- Mike Aanonsen, Head Equipment Manager, Office 107C #766-2262
- Rob Kellerman, Assistant Equipment Manager, Office 107C #766-2262

#### **Rules to Follow Regarding Equipment:**

1. All equipment is the property of the University of Wyoming.
2. You will be held responsible for items that are lost or stolen.
3. Lock your lockers at all times.
4. Read equipment room bulletin board regularly. This bulletin board is located directly across from the equipment room.
5. General issue equipment is as follows: sweatsuit, T-shirt, shorts, 2 pairs of socks, towel and an athletic supporter (on request).
6. When picking up equipment, you will be required to sign a sheet with your social security number and name.
7. All equipment will be picked up from the equipment room window. No one will be allowed in the equipment room without permission.
8. At the end of your season, all equipment will be checked in at the equipment room window where issued.
9. Equipment is washed daily. To get your clothes washed please do the following:
  - Put all clothes to be washed on pin or in bag.
  - Make sure locker number is on the pin or bag.
  - Bring pin or bag to the equipment room.
  - Place in proper hamper.
  - Laundry will be ready for pick-up the next day.
  - No personal laundry will be washed.
10. Worn equipment will be replaced. No equipment will be replaced without the old item being turned in.

Other equipment may be issued from your individual sport. The responsibility for the care of this equipment falls on you. Please report any irregularities or damage of your equipment to your manager as soon as possible.

## **Media and Public Relations Department**

The University of Wyoming Media and Public Relations Department provides a number of services to media, fans, student-athletes and athletics department personnel, with its major tasks being that of media relations and public relations. We hope that you, the student-athlete, will come to our office and become acquainted with our staff.

The UW Media and Public Relations staff includes the Associate AD for Media and Public Relations, the Media Relations Specialist, the Assistant Media and Public Relations Director, the Media and Public Relations office associate, the Website Coordinator, two graduate assistants and from two to four student assistants per semester.

The following summary outlines the various services that the UW Media and Public Relations Department provides.

### **Media and Public Relations**

The Media and Public Relations Department coordinates all information disseminated to local, regional and national media. Services include weekly media press-releases, annual media guides for each sport, game programs, assistance with radio and television broadcasts, maintaining the official UW Athletic Department website, coordination of interviews, game-day media services and highlight videos. Publicizing student-athletes for conference and national athletic and academic honors is also the responsibility of the office. The Media and Public Relations Department assists in developing and maintaining positive relationships with the general public. Providing interesting and accurate information to existing Cowboy and Cowgirl fans, along with attracting new Wyoming fans, are the goals of the UW Media and Public Relations Department.

### **Statistics**

Maintaining event statistics, cumulative season statistics and all-time statistical records is also the duty of UW Media and Public Relations Department.

### **Historical**

Recording the history of the UW Athletics Department is the responsibility of the Media and Public Relations Department. Beyond maintenance of statistical recordkeeping, the Media and Public Relations Department maintains information in the form of newspaper clippings, student-athlete and athletics department personnel files and a collection of athletics department publications spanning the years of intercollegiate athletics at the University of Wyoming.

## **Information for Student-Athletes Regarding Interviews with the Media**

All interviews between UW student-athletes and media members are coordinated through the UW Media and Public Relations Department. Wyoming media who regularly cover the Cowboys and Cowgirls understand this policy. They must contact the UW Media and Public Relations Department to arrange interviews with student-athletes.

**If you are contacted directly by a media member for an interview, please have the media member call the UW Media and Public Relations Department to set up an interview.**

When a media member makes a request to interview you, UW Media and Public Relations will either contact you by phone to set up a time for the interview or will leave an **Interview Request Form** on your locker or with your coach.

If you have any questions regarding interviews, or if there are any other questions UW Media and Public Relations may answer, please call 766-2256.

### **Interview Procedures**

When you receive an interview request from UW Media and Public Relations, you will be asked to come to the Media and Public Relations office to meet with the media representative for the interview. The media member will conduct the interview face-to-face or by phone. You are welcome to come to UW Media and Public Relations a few minutes early so that someone can discuss with you what the line of questioning might be. Opportunities for interviews may also occur immediately following your competition.

### **Helpful Hints to Consider While Being Interviewed**

1. Remember that you are representing the University of Wyoming when you are being interviewed. Your responses to questions will give people who read or listen to the interview not only an impression of you but also an impression of UW Athletics and the University in general.
2. Focus on answering questions in a positive manner.
3. If a media representative asks you a question that you are uncomfortable answering, there is nothing wrong with saying, "I'm not comfortable answering that question."
4. Don't be negative and don't criticize others. Don't criticize your teammates, your coaches, your opponents, game officials, the media or fans.
5. Give your opponent credit.
6. Don't chew gum or eat during the interview.
7. Look directly at the reporter or camera.
8. Do not wear a hat.
9. No facial jewelry.
10. Remember, you are possibly interviewing for a future job.

## UW Ticket Office – Student-Athlete Information

Student-athletes may enter games with their Campus Express ID cards. Seating for FOOTBALL games is on the lower east side of the stadium and students may enter through any gate. Students may enter MEN’S BASKETBALL games in the Arena Auditorium through any entrance. Student seating is located in sections K, L, H1, H2, J1, K1, K2, L1 and L2. Seating for all other athletics events during the regular season is general admission.

### Player Pass Procedures

#### Home Games

Student-athletes may receive a maximum of four (4) complimentary admissions per home game in the sport the individual participates in. (These admissions are received regardless of whether the student-athlete competes in the game.)

Trades with other players are allowed. If additional tickets are still needed, they may be purchased from the Ticket Office prior to the game. (These must be paid for with a credit card, check or cash.)

Football player ticket cards must be turned into the Ticket Office by practice the Thursday before the game. Men’s basketball player ticket cards must be turned into the Ticket Office by 3 p.m. the day before the game. **If the request is late, the tickets must be purchased.** Arrangements for Olympic sports complimentary passes will be handled by the coaches and the Ticket Office on a sport-by-sport basis. **ANY CHANGES MUST BE MADE IN PERSON AT THE ATHLETIC TICKET OFFICE.**

#### Away Games

In football only, all non-senior student-athletes who are part of the official travel party may receive two (2) complimentary admissions. Seniors may receive four (4) complimentary admissions. If the contest is held in the student-athlete’s home state, that individual may receive four (4) complimentary admissions when available.

Ticket cards must be turned into the Ticket Office by practice the Wednesday before the game in football. Men’s basketball complimentary admission list must be turned into the Ticket Office by 3 p.m. two days before the team departs. Arrangements for Olympic sports complimentary admissions will be handled by the coaches and the Ticket Office on a sport-by-sport basis.

Please contact the UW Ticket Office or your coach for further details regarding away game ticket procedures.

#### Player Guests

**Each person must present a picture ID every time they enter the contest.** No hard tickets will be given, only stubs with the seat number. **Substitutions at the gate are not accepted.** Guests will be required to enter the venue immediately after signing and

receiving the ticket stub. The football player pass gate at War Memorial Stadium is located at the NE corner of the stadium at Gate 7. The men's and women's basketball player pass is at the Willett West entrance to the Arena Auditorium. Pass gates for soccer, volleyball, track and wrestling are located at the main venue entrance (UniWyo Sports Complex, Arena Auditorium, War Memorial Fieldhouse, and the Louis S. Madrid Sports Complex).

**For a student-athlete to maintain eligibility, the following rules must be followed:**

- (1) A student-athlete may not receive payment or any item of value in exchange for his or her complimentary admission.
- (2) Individuals on the pass list, as designated by the student-athletes, may not receive payment or any item of value in exchange for his or her complimentary admissions.

**Purchasing Tickets**

Tickets are available 24 hours a day, 7 days a week online at [www.wyomingathletics.com](http://www.wyomingathletics.com). To order by phone in Laramie please call the ticket office at 307-766-4850. Outside of Laramie, the ticket office can be reached by dialing 1-800-922-9461. The ticket office is open from 8 a.m.- 5 p.m., Monday-Friday during the academic year and 7:30 am - 4:30 am, Monday-Friday during the summer. On weekend game days, operational hours will be posted (hours will vary depending upon game start time). Please consider the following information when ordering tickets.

- All ticket sales are final. No refunds or exchanges will be given.
- Children, age three and over, are required to have tickets.
- Wheelchair seating is available.
- Payment must be made by cash, check, money order, VISA, MC, or Discover card.
- For tickets purchased through the UW Ticket Office for football and men's and women's basketball, Will Call is located at the Willett West entrance of the Arena Auditorium.
- A photo ID is required to pick up tickets.
- Away game tickets are allocated through a priority point system. Priority points are accrued through the purchase of season tickets and donations to the Cowboy Joe Club. If tickets are available following the allocation to season ticket holders and CJC members, they are then allocated to alumni (verified by the Alumni Association) by date of purchase.

**Gem City Bone and Joint, Inc.  
Sports Medicine Center  
RAC (766-2305)**

The main athletic training facility is located in the RAC. The following staff member offices are located in the RAC:

- Head Athletic Trainer  
Office 118J #766-2323  
Robb Williams, MED, ATC
- Assistant Trainer(s)  
Office 118H  
Andrea Gasser, ATC  
Jimmy Smuda, ATC  
Joi Thomas, ATC  
Carl Barnett, ATC  
Brian O’Flannigan, ATC
- Office Assistant  
Area 118F #766-5052  
Betsy Kellerman

Other athletic training support services included in the RAC are as follows:

- Women’s Only Clinic  
Chiropractic Care  
Orthotic Fabrication  
Brace Fitting  
Room 118A #766-2305

## **Sports Medicine Policies and Procedures**

### **Coordination of Treatment for Athletics Squads**

- A. Student-athletes are required to promptly report all injuries or illnesses to the athletic trainers in the Sports Medicine Center.
- B. Directions of the team physicians, athletic trainers, and related specialists, must be implemented without alteration.
- C. All athletes will receive equal treatment regardless of race, gender, creed, or athletic ability.

### **General Medical Policies**

THE PHYSICIANS AT GEM CITY BONE AND JOINT, INC. ARE THE OFFICIAL DOCTORS OF THE UNIVERSITY OF WYOMING. ALL STUDENT-ATHLETES ARE REQUIRED TO BE TREATED BY THE TEAM PHYSICIANS FROM GEM CITY BONE AND JOINT. THE APPROPRIATE PHYSICIAN DEPENDING UPON THE INJURY WILL TREAT THE STUDENT-ATHLETE.

ANY REQUEST FOR SECOND OPINIONS MUST FOLLOW THE DETAILED PROCEDURES AS OUTLINED IN THE ATHLETIC TRAINING POLICIES THAT ALL STUDENT-ATHLETES RECEIVE AND SIGN PRIOR TO THEIR FIRST PRACTICE.

ANY STUDENT-ATHLETE WHO BYPASSES THE ATHLETIC DEPARTMENT POLICIES ON PHYSICIAN TREATMENT WILL BE HELD COMPLETELY RESPONSIBLE FOR ANY BILLS INCURRED DUE TO INJURY.

- A . Any person seeking to participate in intercollegiate athletics at the University of Wyoming must have completed and passed a physical examination given by a University of Wyoming team physician/trainer. **This must be done prior to participation in any game or practice session.**
- B . The University of Wyoming Student Health Services requires that a complete and current immunization record be on file at the time of entrance to school or the physical examination, whichever comes first.
- C . The University of Wyoming team physicians (in consultation with other physicians) hold the final decision regarding a student-athlete's ability to participate in intercollegiate athletics.
- D . The Division of Intercollegiate Athletics at the University of Wyoming reserves the right to decline to accept the risks involved with all preexisting injuries.
- E . In addition to a physical, all athletes must have their insurance, insurance card, parent information form on file with the athletic trainers at the start of the academic year.

### **Medical Expenses**

- A . All medical and pharmaceutical bills for athletically related injuries in excess of cost paid by the student-athlete's primary insurance carrier will be approved and paid by the Division of Intercollegiate Athletics, provided authorization from the head trainer is obtained prior to having services rendered.
- B . To be eligible to practice and/or compete on a University of Wyoming Intercollegiate team: Non-scholarship student-athletes must be covered by a primary medical insurance policy which will cover injuries sustained while competing in intercollegiate athletics. Proof of insurance must be documented on the Primary Insurance Form, Affidavit of Insurance and the Walk-on Participation Authorization Forms.
- C . The University of Wyoming Division of Intercollegiate Athletics mandates that the student-athlete file a claim with their personal insurance company in the event of an athletic related injury. The department's secondary insurance coverage comes into effect after claims have been filed with the athlete's personal insurance.
- D . The student-athlete should realize that the department does **not** have coverage for non-athletic related injuries or illnesses. **Non-athletically related injuries will be the financial responsibility of the student-athlete.** Therefore it is highly recommended that the student-athlete have personal hospitalization, accident and prescription insurance.
- E . Expenses for illnesses that require off-campus care will be the responsibility of the student-athlete (ex. flu, appendicitis, mono, dental care, MVA, etc).
- F . The university's insurance carrier cannot accept the responsibility for any pre-existing conditions or injuries. This will be documented in the student-athlete's medical file. In addition, a declaration will be sent home to the student-athlete's parents (if applicable).

### **Sports Medicine Center Rules**

- A . To maintain an efficient athletics training room, your cooperation and help is of the utmost importance.
- B . The athletic training rooms are co-educational facilities. Appropriate attire and behavior is expected at all times.
- C . The RAC is open Monday through Friday beginning at 7 a.m. and remains open until the final practice session and/or contests are completed. The FN and AA will open prior to the first initial practice and/or contests and remains open until the final practice and/or contests of the day.
- D . **All injuries/illnesses must be reported to the athletic trainers immediately or in the A.M. the next day!**
- E . When treatment is needed for an injury, student-athletes **MUST BE** at the RAC at 7:00 am if you have class at 8:00 am. Additional treatment will be pre and post-practice as instructed by the athletic trainers.
- F . Morning treatments, injuries and illnesses **for all student-athletes** will be attended to in the RAC. Football will conduct ALL medical aspects of their program in the RAC. Pre-practice and game preparations for women's soccer, women's tennis and men and women's golf will be conducted in the RAC. These student athletes should report to the facility for all medical needs.
- G . Men and women's swimming, men and women's track/field and wrestling will conduct pre-practice and game/match preparation in the fieldhouse north unit. These student-athletes should report to the FN, EXCEPT FOR MORNING TREATMENTS!
- H . Men and women's basketball and women's volleyball will conduct pre-practice and game/match preparation in the arena auditorium unit. These student athletes should report to the AA, EXCEPT FOR MORNING TREATMENTS!
- I . No "A.M." treatments, no "P.M." treatments.
- J . Sick call begins at 7:30 am (Monday – Friday)

### **Strength and Conditioning**

The following staff member offices are located in the RAC:

- Kathy Crowe, Director of Strength and Conditioning, Office 113C #766-4372
- Brian Herzog, Head Football Strength and Conditioning Coach Office 113B #766-5585 or #766-5084
- Mike Cotterman, Assistant Strength and Conditioning Coach Office 113B #766-5585
- Robert Hartman, Assistant Strength and Conditioning Coach Office 113B #766-5585
- Hunter Schurrer, Assistant Strength and Conditioning Coach Office 113B #766-5585
- Zach Dechant, Assistant Strength and Conditioning Coach Office 113B #766-5585

At the University of Wyoming, emphasis is placed on the development of our athletes through the strength and conditioning program. We are devoted to providing the most

effective and positive training environment possible to serve our student-athletes and their sports teams.

The state-of-the-art strength and conditioning area will greatly enhance our student-athletes ability to be competitive on a national level. ALL STUDENT-ATHLETES WILL HAVE ACCESS TO THIS FACILITY AT VARIOUS TIMES THROUGHOUT THE YEAR. The following allocation for facility usage should be used as a consistent guideline for access:

<b>FALL SEASON</b>	<b><u>RAC</u></b>	<b><u>POWER PLANT (FHN)</u></b>	<b><u>AA</u></b>
	Football	M/W Cross Country	Men's Bball
	Soccer	M/W Golf	
	Women's Basketball	Throwers (M/W Track)	
	Wrestling	Jumpers (M/W Track)	
	M/W Track		
	Tennis		
	M/W Swimming		
	Volleyball		

<b>SPRING SEASON</b>			
	Football	M/W Track	M/W Bball
	Volleyball	M/W Cross Country	
	Soccer	Wrestling	
	M/W Golf		
	M/W Swimming		

To best serve the needs of our student-athletes, we provide easy access to our facility. Weight-room hours for all facilities will vary depending upon individual team needs. Student-athletes are scheduled based on the requirements of their sport, either together as a team or individually. This approach allows the strength and conditioning staff to work individually with as many athletes as possible. A "hands-on" concept is essential to the proper teaching of technique and allows us to better interact with our student-athletes. Our rules for student-athletes are straight forward and based on one simple tenet: respect. This includes: respect for the staff; respect for the facility and the equipment; and respect for yourself and your fellow athletes.

**Weight Room Rules**

**Only University of Wyoming clothing is allowed in all strength and conditioning areas. Specifically, no clothing bearing other college names, logos or emblems are allowed (including hats). Violation of this policy will result in the immediate removal from the facility.**

1. A member of the Strength & Conditioning staff must be present in order to utilize any of the (3) strength training facilities.  
Enter the weight room mentally and physically prepared to train.

2. You must be cleared physically by the sports medicine staff and be on an official team roster.
3. If you have an existing injury, you must notify both the sports medicine staff and the strength and conditioning staff to allow them to make appropriate changes to your training program.
4. If injured while lifting, notify the strength and conditioning staff and the sports medicine staff immediately.
5. You must train with a strength and conditioning staff-approved program.
6. Any changes in the program must be approved by a strength and conditioning staff member.
7. Briefly check equipment before using to ensure that it is safe.
8. If a piece of equipment is broken or breaks while you are using it, immediately report it to the staff.
9. Put all equipment including bars, weights, pins, belts, wraps and straps back on appropriate racks when you are finished using them.
10. When performing lifts, use spotters at all appropriate times.
11. No food, drink or tobacco products are allowed in the weight room.
12. No headphones, walkmans, or portable stereos are allowed in the weight room.
13. Wear appropriate athletic shoes and athletic apparel. No dress shoes, sandals, etc.
14. Be on time for scheduled workouts.
15. Treat all fellow student-athletes with the appropriate respect due to them.
16. No Horseplay!

These rules are designed to create a positive training environment for you as a student-athlete, allowing you to maximize your effort and enthusiasm for training. As strength and conditioning is so important to your development, we require weight training, speed development and conditioning on a year-round basis.

## Athletic Department Directory (2007-2008)

### Administration

Tom Burman, Director of Athletics	766-2292
Barbara Burke, Deputy Director of Athletics	766-4091
Kevin McKinney, Sr. Associate Athletic Director/External Operations	766-2444
Matt Whisenant, Sr. Associate Athletic Director/Internal Operations	766-5551
Jen Kost, Assistant Athletic Director/Marketing & Promotions	766-5236
Pam Shuster, Senior Office Associate	766-2293
Kathy Hearne, Office Associate	766-2292

### Business Office

Bill Sparks, Jr., Associate Athletic Director/Chief Financial Officer	766-2249
Sarah Williams, Assistant Business Manager	766-3899

### Compliance

Phil Wille, Director of Compliance	766-2391
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### Cowboy Joe

Josh Rebolz, Associate Athletic Director/External Operations/CBJ	766-6161
Keener Fry, Assistant AD for Annual Giving	766-2994
TBD, Development Officer	

### Equipment Room

Mike "MAD DOG" Aanonsen, Equipment Manager	766-2262
Rob Kellerman, Assistant Equipment Manager	766-2262

### Facilities

Billy Atencio, Assistant Athletic Director/Facilities	766-2119
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### Marketing and Promotions

Andrea West, Marketing and Promotions Coordinator	766-2464
Geoff Mack, Marketing Assistant	766-3173

### Office of Academic Support

Conrad Chavez, Assistant Athletic Director for Academic Services	766-5331
Gwen Cotterman, Athletics Academic Coordinator	766-2075
Katie Ludwin, Athletics Academic Coordinator	766-4037
Henrietta Shingleton, Athletics Academic Coordinator/Learning Specialist	766-4077

### Office of Media and Public Relations

Tim Harkins, Associate Athletic Director for Media & Public Relations	766-2321
TBD, Assistant Media & Public Relations	TBD
Amy Dambro, Assistant Media & Public Relations Director	766-2269
Aaron Voos, Webmaster	766-2256
Diane Dodson, Office Associate	766-2256

### Olympic Sports

Jill Malloy, Office Associate	766-3290
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### Sports Offices (Head Coaches)

Men's Basketball, Heath Schroyer	766-3360
Women's Basketball, Joe Legerski	766-6263
Men's and Women's Track and Field, Don Yentes	766-5365
Football, Joe Glenn	766-6389
Men's Golf, Joe Jensen	766-4359
Women's Golf, Josey Stender	766-5369
Men's and Women's Swimming and Diving, Tom Johnson	766-6265
Soccer, Anne B. Moore	766-5508
Tennis, Krissy Hall	766-5065
Volleyball, Pat Stangle	766-4941

Wrestling, Steven Suder	766-5382
Cross Country, Randy Cole	766-5364
<b>Ticket Office</b>	
Bill Hamilton, Assistant Athletic Director/Ticket Manager	766-2007
Lynn Claus, Assistant Ticket Manager	766-5069
<b>Sports Medicine</b>	
Brian O' Flannigan, Assistant Trainer	766-5052
Jimmy Smuda, Assistant Trainer	766-5052
Andrea Gasser, Assistant Trainer	766-5052
Carl Barnett, Assistant Trainer	766-5052
Joi Thomas, Assistant Trainer	766-5052
Bill Lyons, Curriculum Coordinator	766-2420
Robb Williams, Head Trainer	766-2323