

# 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 2011-2012 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 have recently completed the new the indoor football/soccer training complex and indoor tennis facility and are upgrading many more facilities such as 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,

Wes Maas  
Assistant Athletic Director for Academic Services  
University of Wyoming

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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 and the University of Wyoming General Bulletin (Incoming Freshmen and Transfer Students Only).

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 Code was created through the combined efforts of the administration, students, faculty and staff.

### 2011-2012 UNIVERSITY OF WYOMING STUDENT CODE OF CONDUCT

- I. The Purpose
- II. Definitions
- III. Student Rights and Responsibilities
- IV. Delegation of Authority & Jurisdiction for Student Discipline
- V. Prohibited Conduct
- VI. Judicial Process
- VII. Sanctions
- VIII. Temporary Suspension
- IX. Appeals

**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*:

- a. “**Academic Dishonesty**,” is defined in UW Regulation 6-802.
- b. “**Advisor**” is a parent, friend, attorney or other individual who the student chooses to have present during the hearing.
- c. “**Any**,” is used in the permissive sense.
- d. “**Charging Party**” means a student or other member of the University community who shall be designated by the Dean of Students to bring forward charges under this *Code*.
- e. “**Code**,” refers to *The Student Code of Conduct*.

- f. “**Disciplinary Hold,**” is initiated by the Dean of Students, by the Registrar’s Office, and temporarily restricts a student’s ability to register for classes, drop or add classes, or modify their current registration status in individual classes.
- g. “**Judicial proceeding(s),**” means a disciplinary letter, conference, or hearing.
- h. “**Faculty member,**” means any individual hired by the University to conduct instructional and/or classroom activities.
- i. “**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 or the Vice President of Student Affairs to conduct judicial proceedings.
- j. “**Judicial File,**” refers to the student judicial 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 judicial file is established.
- k. “**Jurisdiction,**” refers to the *Code* having jurisdiction for judicial 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, municipal law or University rules, judicial proceedings may be instituted against a student.
- l. “**Member of the University community,**” includes any individual who is a student, faculty member, staff member, University official, or any person employed by the University. The Dean of Students or a designee shall determine a person’s status in a particular situation.
- m. “**Organization,**” means any number of persons who have received University status as a recognized student organization (RSO).
- n. “**Policy,**” is defined as the written regulations of the University as found in, but not limited to, Presidential Directives, University Regulations, *Student Code of Conduct*, Residence Life and Dining Services Handbook, Student Athlete Daily Handbook, University Class Schedule and Undergraduate/Graduate Bulletins.
- o. “**Reckless,**” means conduct which knowingly or unknowingly endangers the health or safety of individuals or creates a risk of harm to property or which could result in interference with normal University activities.
- p. “**Shall,**” is used in the imperative sense.
- q. “**Student,**” means any person who is taking or auditing class(es) through the University of Wyoming, is enrolled in any University program or activity, or was enrolled in the University at the time of the misconduct.
- r. “**University, or UW,**” refers to the University of Wyoming.
- s. “**University activity,**” refers to any activity on or off University premises that is directly initiated or supervised by the University.
- t. “**University living units,**” means all residence halls, apartments, structures, and cooperative and academic houses on University premises or living units operated by RSO’s.

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

v. “**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.”

w. “**UW 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. UW Regulations are enforced through the authority of the President and Board of Trustees.

x. “**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.

### **III. STUDENT RIGHTS AND RESPONSIBILITIES**

**A. 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.

1. 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.
2. 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.
3. 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.

#### **B. 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.

1. 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.
2. 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.
3. 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.
4. 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.

### **C. Student Records.**

1. 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.
2. 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.
3. The University reserves the right to revoke an awarded degree for cause, including but not limited to fraud in receipt of the degree.

### **D. Terms of Enrollment.**

1. By enrollment at the University, a student assumes obligations and responsibilities for performance and behavior reasonably expected by the University.
2. Termination of continued enrollment may take the form of:
  - a. **Conduct under the Code.**
    - i. Judicial suspension or dismissal for violation of the *Code*.
    - ii. Cancellation of admissions and/or registration when admission is found to have been based upon incomplete or false information provided by a student.
    - iii. Temporary suspension (see Section VIII).

**b. 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.

**c. Other.**

- i. Academic suspension for failure to maintain minimum academic standards.
- ii. When proper payment of registration fees has not been made.
- iii. In exceptional circumstances cancellation of admission or registration may occur when it is determined to be in the best interests of the University when authorized by the Vice President for Student Affairs or designee.
- iv. “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.

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

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

**A. Authority and Jurisdiction.** Authority and jurisdiction for student discipline is prescribed by UW Regulation 8-30.

**B. Director of Residence Life and Dining Services.** The Dean of Students delegates to the Executive 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 Executive Director of Residence Life and Dining Services. Such rules and procedures shall be complimentary to this *Code*. Residence Life and Dining Services will provide to the Dean of Students, prior to each academic year, a copy of these complimentary rules and procedures with the changes noted.

**V. 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 judicial sanctions outlined herein:

**A. Offenses Against the University Community.**

1. 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 UW Regulation 6-802, shall be adjudicated pursuant to the provisions of that UW Regulation.
2. Disruption or obstruction of teaching, research, administration, judicial proceedings, other University activities, including its educational or service functions on- or off-campus, or other authorized activities on University premises.
3. 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 or others.
4. 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.
5. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemical/biological agents on University premises.
6. Violation of federal, state, or local law on University premises or at University functions.
7. Illegal gambling.
8. 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.
9. Violation of University policies, rules, regulations or other guidelines of the University which students are expected to follow.
10. 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.

**B. Offenses Against Persons.**

1. Physical abuse including assault and battery; fighting; reckless conduct; and hazing. Hazing, as part of initiation or any other activity, is any action taken or

situation created whether on or off the University campus, in University facilities or on the premises of the 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.

2. Verbal, written or graphic abuse, including threats, intimidation, harassment, coercion or other conduct that creates a climate of fear or which is reasonably expected to cause mental or emotional distress.

3. Sexual harassment as defined in UW Regulation 1-5, sexual assault, or stalking.

4. Discrimination and Sexual Harassment shall be processed in accordance with UW Regulation 1-5.

5. Failure to report incidents of hazing.

### **C. Offenses Against Property.**

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

2. 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.

3. 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.

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

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

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

3. 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.

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

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

1. Unauthorized entry into a file, to use, download, read, transfer or change the contents, or for any other purpose.
2. Unauthorized use of another individual's identification and password.
3. Use of computing facilities, networks, and services to interfere with the work of another student, staff, faculty member or University official.
4. Use of computing facilities to cyber stalk, send obscene or abusive messages, or violate the law.
5. Use of computing facilities to interfere with normal operation of the University computing system.
6. 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.
7. Use of computing facilities for personal profit, other than authorized University business.
8. Unauthorized copying or reproduction of licensed software on University computing equipment.

**F. Interfering With the Judicial Process, Including But Not Limited To:**

1. Failure to cooperate with the directions of a University official.
2. Falsification, distortion, or misrepresentation of information.
3. Knowingly initiating a judicial proceeding without cause.
4. Attempting to discourage or prevent an individual's proper participation in, or use of the judicial process.
5. Failure to comply with any sanction imposed under this *Code*.

**VI. JUDICIAL PROCESS**

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

1. When informed of a potential judicial 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 judicial charge.
2. 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*. All complaints should be reported promptly and without unreasonable delay. Complaints for discrimination and sexual harassment should be reported under UW Regulation 1-5.

3. 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 or any guest.

4. The student or student organization accused of misconduct shall receive written notice of the charges; notice of the offending conduct and when it occurred; and notice of the University policies, rules, regulations and guidelines allegedly violated. University shall also provide notice of the date, time and location of the judicial hearing at least five (5) business days prior to the hearing date.

5. All students or student organizations will attend a meeting to review the charges with the Dean of Students Office except when the Dean of Students determines that a student or student organization should go directly to a judicial hearing.

6. Students or student organizations accused of misconduct who are not disputing the complaint will participate in a judicial conference with a hearing officer as set forth in VI (B) below.

7. Students or student organizations accused of misconduct who are disputing the charge(s) are entitled to a judicial hearing as set forth in VI (C ) below.

#### **B. Informal Process – Judicial Conference**

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

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

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

4. Appeal. A student or student organization that participates in a judicial conference may appeal only the sanction(s) imposed by the hearing officer. The formal appeal shall be made in writing to the Dean of Students. Such disposition shall be final and there shall be no subsequent proceedings.

## **C. Formal Process – Judicial Hearing**

### **1. General Procedures for Judicial Hearings**

- a. A judicial 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, at which point notice will be given to both the student or student organization and the charging party.
- b. Appropriate accommodations will be made for students who have documented disabilities through the University Disability Support Services Office.
- c. Normally, judicial 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 judicial 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 judicial hearing during the testimony of other witnesses.
- e. Either party may present information, including documents, and/or a reasonable number of relevant witnesses in support of their position.
- f. Hearsay is permissible with relevancy and credibility determined by the hearing officer.
- g. The student or student organization accused of misconduct may speak on his or her own behalf; however students who chose to remain silent shall not have their silence used to their detriment.
- h. After the judicial 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.
- i. 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 of the close of the judicial hearing.
- j. All procedural questions are subject to the final decision of the hearing officer.
- k. The hearing officer may exclude any person(s) disrupting a judicial hearing or who fails to abide by the decisions of the hearing officer.

- l. In judicial 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.
  - m. The hearing officer will consider information that directly relates to the facts of the complaint or information regarding the appropriateness of a particular sanction.
  - n. The hearing officer may question all witnesses in a judicial proceeding.
  - o. Neither advisors nor legal counselors may appear in lieu of the accused student.
  - p. Accused students or student organizations who choose to have either an advisor or legal counsel at the hearing shall notify the hearing officer and the Dean of Students, or designee, of the name and telephone number of their advisor/counselor at least three (3) business days prior to the judicial hearing.
  - q. The standard of proof shall be “by a preponderance of the evidence” which shall mean that the evidence as a whole shows that the fact sought to be proved is more probable than not.
2. Suspension/Dismissal: In cases that involve suspension, or dismissal, the Dean of Students, or designee, shall assign a separate charging party and a separate hearing officer. The hearing officer shall exercise control over the judicial hearing.
- a. The student, student organization and the charging party may be represented by legal counsel.
  - b. The student or student organization and the charging party will have an opportunity to cross-examine the other party’s witnesses.
  - c. A legal counselor or advisor may consult with the student or student organization during the hearing, assist with preparation for the hearing, and may also present the case during the hearing.
3. Non-Suspension/Non-Dismissal: In cases that do not involve suspension, or dismissal, the charging party and the hearing officer may be the same party.
- a. At a hearing before the hearing officer, a student or student organization accused of misconduct may be assisted by one advisor of their choice unless the Dean of Students agrees to additional advisors. The student or student organization shall be responsible for any fees associated with their advisor. The charging party, hearing office, and Dean of Students may be assisted by legal counsel.

b. The accused student or student organization is responsible for presenting case information. An advisor may consult with the student or student organization during a judicial hearing and may assist with the preparation for the hearing but shall not present the case.

c. The student or student organization will have an opportunity for cross-examination of the charging party's witnesses by presenting questions to the charging party/hearing officer.

#### 4. Discovery – Applicable to All Judicial Hearings.

a. Discovery shall be limited to an exchange between the parties of a list of witnesses for the hearing, a brief summary of the information each witness is expected to provide and any documents to be presented at the hearing. The hearing officer shall establish the time limits for discovery.

b. No depositions may be taken unless a witness is unavailable for testimony in person or by telephone and the hearing officer determines that a deposition is necessary.

c. Interrogatories are not permitted. No written pre-hearing motions are permitted.

d. The parties may jointly communicate with the hearing officer by telephone on any pre-hearing matters except when the charging party and the hearing officer are the same person. The parties may then communicate directly at any time.

#### 5. Failure to Appear – Applicable to All Judicial Hearings.

If a student or student organization accused of misconduct fails to appear for a hearing, the hearing may proceed without the student's 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 judicial penalties may automatically occur.

#### 6. Appeals – Applicable to All Judicial Hearings.

Appeals shall be pursuant to Section IX of this Code.

#### **D. Impact of Withdrawal During Pending Judicial Proceedings or Non-Enrollment.**

A student who has been charged with misconduct and who either withdraws or is no longer enrolled, is still subject to the judicial process for behavior that occurred while a student.

#### **E. Record.**

The record of the hearing will be a written summary of the testimony and the evidence prepared by the hearing officer. The decision will refer to the evidence relied upon. No audio recording or court reporter transcription shall be permitted. 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 written summary of the hearing, testimony, the evidence upon which the decision was made, the findings of the judicial 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 to be placed in 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 judicial proceedings as soon as possible, when appropriate and permitted by law.

## **VII. SANCTIONS.**

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

1. **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.
2. **Conduct Probation.** A written reprimand that includes probation for a designated period of time. The occurrence of any further misconduct during the stated probationary period will constitute grounds for further judicial sanctions.
3. **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.
4. **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.
5. **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 judicial 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.
6. **Educational and Discretionary Sanctions.** Educational assignments or other related discretionary assignments as appropriate to the violation.
7. **Restriction/Trespass/Suspension/Dismissal from Residence Hall(s) and other UW Facilities.**

- a. Restriction/Trespass: Elimination of the 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 Executive 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 Executive Director's control.

8. Loss of Funding. A student's University funded financial assistance and an organization's University funding may be revoked.

9. 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.

10. 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 the 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.

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

12. 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.

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

### **VIII. TEMPORARY SUSPENSION.**

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

1. To ensure the safety and well-being of members of the University community or preservation of University property;
2. To ensure physical or emotional safety and well-being of the student;
3. If the student poses a threat of disruption of, or interference with, the normal operations of the University.

B. 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.

C. 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 judicial charges.

#### **IX. APPEALS.**

A. Where a student or organization is found responsible for a violation and the sanction is less than suspension or dismissal, the appeal shall be to the Vice President for Student Affairs. When the sanction is suspension or dismissal, the appeal shall be to a Vice President designated by the President of the University. 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.

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

D. Sanctions resulting from a formal judicial 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 also 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.

## UNIVERSITY OF WYOMING ATHLETIC DEPARTMENT STUDENT-ATHLETE CODE OF CONDUCT

As a member of a program in the University of Wyoming Athletic Department, 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 utilizing social networks (e.g., Facebook, chat rooms, blogs, etc).

The University of Wyoming Athletic Department requires employees (e.g., coaches, staff, etc) 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 University of Wyoming Athletic Department, your head coach, the Mountain West Conference and the NCAA.

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

1. Alcohol/drug related issues/problems (see UW Substance Abuse Policy)
2. Shoplifting or theft
3. Assault/physical violence in any form
4. Violations of the University of Wyoming Student Code of Conduct including, but not limited to, those involving academic dishonesty, hazing, etc.
5. Trafficking/disseminating any illegal substance

If a Student-Athlete Conduct Code violation is found to have been committed, a student-athlete may be assessed a penalty including, but not limited to, a written reprimand, community service, 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.

## UNIVERSITY OF WYOMING ATHLETIC DEPARTMENT 2011-2012 SUBSTANCE ABUSE POLICY

### **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 Athletic Department, 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, the UW Athletic Department 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 squads (hereafter referred to as spirit 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.

The UW Athletic Department 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 and the spirit squad (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/SWA, the Head Athletic Trainer and the Faculty Athletic Representative (FAR). The Deputy Director of Athletics 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, etc).

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

A student-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 Athletic Department 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 and the Head Athletic Trainer/Designee 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 student-athlete may be recommended for non-renewal of the athletic scholarship (if applicable). This includes not only those student-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 Athletic Department 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 Deputy Director of Athletics/Designee sends squad lists to the accredited laboratory at various times throughout the academic year (to ensure the laboratory has the most up-to-date squad lists).
2. The accredited laboratory is informed by the Deputy Director of Athletics or the Head Athletic Trainer/Designee 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/Designee.
4. The Head Athletic Trainer/Designee 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 Athletic Department 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. The Head Athletic Trainer/Designee will notify the head coach and/or the “Drug Testing Coordinator” for that sport (see attached list) prior to the test which student-athletes have been selected for testing (see **Section V** above) and are to report to Sports Medicine (and at what time). The Head Athletic Trainer/Designee will then contact (see definition below) the appropriate student-athletes at the appropriate time.

Contact is considered to be made when the Head Athletic Trainer/Designee 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/Designee 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/Designee 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/Designee 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 Head Athletic Trainer. 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 may be notified
5. Team physician may be notified
6. Director of Athletics will be 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 scrimmages/exhibitions (e.g., spring games, etc). 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 may be notified
6. Team physician may be notified
7. Director of Athletics will be 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 athletic contests **DO NOT INCLUDE** scrimmages/exhibitions (e.g., spring games, etc). Scheduled athletic contests **ONLY INCLUDE** those that are countable (e.g., count towards your overall win/loss record). 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 may be notified
7. Team physician may be notified
8. Director of Athletics will be 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 (26 student-athletes from at least one sport 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 UW 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 UW Athletic Department.

Appendix A  
**University of Wyoming**  
**Reasonable Suspicion to Suspect Prohibited Substance Use Notification Form**

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

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

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

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

**UNIVERSITY OF WYOMING ATHLETIC DEPARTMENT  
2011-2012 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 Athletic Department and to consent to undergo and cooperate in the Drug Testing Program described in the University of Wyoming Athletic Department Substance Abuse Policy (attached).

By signing below I attest to the following:

- I have **carefully** read and understand all aspects of the University of Wyoming Athletic Department Substance Abuse Policy including, but not limited to, drug testing frequency, collection methods, penalties and dissemination of results.
- I have been given an opportunity to ask questions regarding the University of Wyoming Athletic Department Substance Abuse Policy.
- I agree to comply with the University of Wyoming Athletic Department Substance Abuse Policy.

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

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

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

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

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

Administrative Copy (**white**)  
Student Copy (**yellow**)

## UNIVERSITY OF WYOMING ATHLETIC DEPARTMENT POLICY ON ACADEMIC DISHONESTY

Academic dishonesty, in any form, will not be tolerated. If an instructor formally charges a student-athlete with academic dishonesty, a grade of “F” may be given for the course. Furthermore, the academic dishonesty charge will be noted in his/her respective student record for the remainder of their career at the University. A second formal charge of academic dishonesty will result in a suspension of one calendar from the University. Please note that all administrative procedures including the appeal process are outlined in University Regulation 802.

Academic dishonesty not only violates University Regulations but is also a violation of the Student-Athlete Code of Conduct. Therefore, in addition to the penalties assessed via University Regulation 802, the Department of Athletics may assess additional penalties. These penalties may be assessed *based upon a conviction of or credible evidence* of academic dishonesty. In other words, **the Department of Athletics may assess penalties regardless of whether the instructor files formal charges.** Penalties assessed by the Department of Athletics include, but are not limited to, the following:

- Community Service
- Suspension from outside competition and/or other athletically-related activities (i.e., practice, team meetings, lifting/conditioning, etc)
- Reduction/cancellation of athletic financial aid (if applicable)
- Termination of team membership

### **DEFINITION OF ACADEMIC DISHONESTY:**

#### **A. Academic Dishonesty**

An action attempted or performed that misrepresents one’s involvement in an academic endeavor in any way, or assists another student in misrepresenting his or her involvement in an academic endeavor. Examples of academic dishonesty include, but are not limited to:

- i. Plagiarism: presenting the work (i.e., ideas, data, creations) of another, wholly or in part, as one’s own work without customary and proper acknowledgement of sources and extent of use, unless authorized by the instructor.
- ii. Cheating: using information, study aids, notes, materials, devices, or collaboration not explicitly approved by the instructor. For example: doing a class assignment for someone else or allowing someone to copy one’s assignment; copying from, or assisting, another student during an examination; or stealing, or otherwise improperly obtaining, copies of an examination before or after its administration.
- iii. Fraud: altering or inventing data, research, or citations for an academic endeavor; fabricating, forging or otherwise misrepresenting to an instructor or an institution one’s

past or current academic or professional activities; impersonating someone or allowing oneself to be impersonated for an examination or other academic endeavor; using a ghost writer, commercial or otherwise, for any type of assignment.

iv. Violation of Standards: violations against ethical and professional standards required by individual University programs, academic courses, and clinical programs that may result in qualification for entry into a profession that maintains standards of conduct.

v. Multiple Submissions: submitting, wholly or in part, the same academic endeavor to earn credit in two or more courses without explicit approval by all concerned instructors.

vi. Interference or Obstruction: interfering with academic efforts of other students to gain unfair advantage for personal academic advancement. Interference may include but is not limited to, sabotage, harassment, tampering, bribery, or intimidation of another student.

vii. Complicity: assisting another person in any act of academic dishonesty as defined above.

#### **B. Academic Endeavor**

Any student activity undertaken to earn University credit or meet some other University program requirement. Examples of academic endeavors include, but are not limited to:

- i. Course assignments (written and/or oral, projects, research, exhibitions of work)
- ii. Exams (written and/or oral, quizzes)
- iii. Clinical assignments (internships, rotations, practical)
- iv. Presentations (on and off campus)
- v. Publications
- vi. Independent study coursework
- vii. Plan B papers or projects, theses, dissertations
- viii. Student media associated with academic credit

### **UNIVERSITY OF WYOMING ATHLETIC DEPARTMENT POLICY ON ETHICAL CONDUCT & SPORTSMANSHIP FOR STUDENT-ATHLETES AND THE SPIRIT SQUAD**

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 may 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 prior to be a member of one of the University of Wyoming's intercollegiate sports program as a player or as a member of the spirit squad.

**UNIVERSITY OF WYOMING ATHLETIC DEPARTMENT  
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 10.3.2**

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 ATHLETIC DEPARTMENT  
STUDENT-ATHLETE STATEMENT**

**AMATEURISM:**

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

**DISCRIMINATION:**

- I **WILL NOT** partake in any form of discrimination (see definition below).

**DEFINITION OF DISCRIMINATION:**

**Civil Rights Discrimination** – Adverse treatment and harassment on the basis of race, sex, gender, color, religion, national origin, disability, age, veteran status, sexual orientation, political belief or other status protected by state and federal statutes or University Regulations.

**Program Discrimination** – Civil rights discrimination that serves to exclude from or deny to its clientele equal access to the University’s programs, activities or benefits.

**Sexual harassment** - Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

**Retaliation** –Adverse action or threat made in reprisal against any individual who participates as an actual or potential party, witness or representative relating to a report of discrimination or harassment as authorized by this policy.

Any student-athlete who believes they have been subjected to any form of discrimination should report the occurrence immediately to their Sport Supervisor or the University of Wyoming Office of Diversity and Equal Employment Office (766-3459).

<http://uwadmnweb.uwyo.edu/EmploymentPractices/complaints.asp>

**HAZING:**

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

**DEFINITION OF HAZING:**

Any action taken or situation created whether on or off the University campus, in University facilities or on the premises of the 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.

Any student-athlete who believes they have been subjected to any form of hazing should report the occurrence immediately to their Sport Supervisor or the University of Wyoming Dean of Students Office (766-3296).

<http://uwadmnweb.uwyo.edu/dos/default.asp>

**UNIVERSITY PROPERTY:**

- I WILL NOT access/utilize 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, chat rooms, blogs, etc.
- I WILL respect and not cause intentional or willful damage to Athletic Department or University property.

**UNIVERSITY OF WYOMING ATHLETIC DEPARTMENT  
STUDENT-ATHLETE EMPLOYMENT POLICIES AND PROCEDURES**

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.

**15.2.7 Employment**

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 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 locality for similar services.

## **University of Wyoming Employment Policy**

Student-athletes are permitted to work in/for any entity/organization/etc including the University of Wyoming Athletic Department during the academic year and vacation periods if **PRIOR APPROVAL** is granted by the UW Compliance Office.

## **University of Wyoming Employment Procedures**

1. All student-athletes will notify the Job Coordinator in their respective sport **PRIOR TO** the start of employment.
2. All student-athletes will notify the Compliance Office **PRIOR TO** the start of employment. In the meeting with the Compliance Office, student-athletes will review the employment regulations and procedures and sign the University of Wyoming Athletic Department Student-Athlete Employment Form (which includes NCAA and UW policies and procedures for student-athlete employment). This form must be signed by the student-athlete and the student-athlete's employer **PRIOR TO** the start of employment.
3. The Compliance Office may conduct periodic employment checks throughout the academic year to verify adherence to NCAA and UW employment policies and procedures.

## **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.

## **Code of Conduct Statement for Student-Athletes**

The Mountain West Conference Student-Athlete Advisory Committee (SAAC) believes the most important aspects of sport are good ethics and positive sportsmanship. It is very pleased the Conference has undertaken an initiative to enhance this philosophy. We need your commitment to make this effort a success.

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

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

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

### **UNIVERSITY OF WYOMING ATHLETIC DEPARTMENT SIGNATURE PAGE**

By signing below, I affirm that I received copies of all the documents listed below. Furthermore, I attest that I have read and understand all aspects of these documents (if applicable) and that I have had the opportunity to ask questions.

1. University of Wyoming Athletic Department Policy on Academic Dishonesty
2. University of Wyoming Athletic Department Policy on Sports Gambling
3. University of Wyoming Athletic Department Student-Athlete Statement
4. University of Wyoming Athletic Department Student-Athlete Employment Policies and Procedures
5. University of Wyoming Athletic Department Team Travel Policies and Procedures
6. University of Wyoming Athletic Department Procedures for Redress of Grievances
7. University of Wyoming Athletic Department Policy on Ethical Conduct and Sportsmanship
8. The Mountain West Conference Sportsmanship Initiative
9. University of Wyoming Athletic Department Administration

10. University of Wyoming Athletic Department Student-Athlete Advisory Committee (SAAC) Handout
11. University of Wyoming Diversity/Gender Resources
12. Information Sheet (includes the following):
  - University of Wyoming Athletic Department Student-Athlete Handbook - *Web address*  
[http://www.wyomingathletics.com/auto\\_pdf/photos/schools/wyo/genrel/auto\\_pdf/SAhandbook](http://www.wyomingathletics.com/auto_pdf/photos/schools/wyo/genrel/auto_pdf/SAhandbook)
  - University of Wyoming Sports Medicine Emergency Action Plan (EAP) - *Web address*  
<http://uwadmnweb.uwyo.edu/uwtrainingroom/info.asp?p=17991>
  - University of Wyoming Athletic Department Emergency Response Plan – *Web address*  
<http://www.uwyo.edu/administration/files/docs/EmergencyResponsePlan20110519.pdf>
  - University of Wyoming Athletic Department Office of Academic Support - *Web address* <http://www.wyomingathletics.com/academics/wyo-academic-services.html>
  - University of Wyoming Athletic Department Compliance Office– *Web address*  
<http://www.wyomingathletics.com/ot/wyo-compliance.html>

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Name (Please Print)

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Date



**Academic Year 2011-2012**

**Summary of NCAA Regulations – Division I**

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**For:** Student-athletes.

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

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**DISCLAIMER: THE SUMMARY OF NCAA REGULATIONS DOES NOT INCLUDE ALL NCAA DIVISION I BYLAWS. FOR A COMPLETE LIST, GO TO WWW.NCAA.ORG. YOU ARE RESPONSIBLE FOR KNOWING AND UNDERSTANDING THE APPLICATION OF ALL BYLAWS RELATED TO YOUR ELIGIBILITY TO COMPETE. CONTACT YOUR INSTITUTION'S COMPLIANCE OFFICE OR THE NCAA IF YOU HAVE QUESTIONS.**

**TO: STUDENT-ATHLETE**

This summary of NCAA regulations contains information about your eligibility to compete in intercollegiate athletics.

This summary of NCAA regulations contains information about your eligibility to compete in intercollegiate athletics.

This summary has two parts:

1. Part I is for **all** student-athletes.
2. 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 2011-12 NCAA Division I Manual. The references in brackets after each summarized regulation show you where to find the regulation in the Division I Manual.

### **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.

#### **1. Ethical Conduct – All Sports.**

- a. 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]
- b. You have engaged in unethical conduct if you refuse to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or your institution. [Bylaw 10.1-(a)]
- c. 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]
- d. 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]
- e. You are **not eligible** to compete if you have shown dishonesty in evading or violating NCAA regulations. [Bylaw 14.01.3]

#### **2. Amateurism – All Sports.**

- a. You are **not eligible** for participation in a sport if you have ever:
  - (1) Taken pay, or the promise of pay, for competing in that sport. [Bylaw 12.1.2]
  - (2) Agreed (orally or in writing) to compete in professional athletics in that sport.

**Exception:** Prior to collegiate enrollment, in sports other than men's ice hockey and skiing, you agreed to compete on a professional team provided the agreement did not provide for more than actual and necessary expenses and you did not receive more than actual and necessary expenses. [Bylaws 12.1.2 and 12.2.5.1]

(3) Played on any professional athletics team as defined by the NCAA in that sport.

**Exception:** Prior to enrollment, in sports other than men's ice hockey and skiing, you competed on a professional team provided you did not receive more than actual and necessary expenses. [Bylaws 12.1.2 and 12.2.3.2.1]

(4) Used your athletics skill for pay in any form in that sport. [Bylaws 12.1.2 and 12.1.2.4]

**Exceptions:**

(a) 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; or [Bylaws 12.1.2 and 12.1.2.4.1]

(b) After collegiate enrollment, you accepted prize money based on place finish or performance outside your sport's playing and practice season and during the summer vacation period 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 12.1.2 and 12.1.2.4.2]

b. 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 12.3.1]

c. 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 allow your name or picture to be used for promoting a commercial product or service. [Bylaws 12.5.2.1 and 12.5.2.2]

d. 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]

**3. Financial Aid – All Sports.**

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

(1) Money from anyone on whom you are naturally or legally dependent;

(2) Financial aid that has been awarded to you on a basis other than athletics ability;  
or

(3) Financial aid from an entity outside your institution that meets the requirements specified in the Division I Manual. [Bylaw 15.01]

b. 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.

#### **4. Employment Earnings – All Sports.**

- 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:

(1) 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;

(2) The student-athlete is compensated only for work actually performed; and

(3) The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services. [Bylaws 12.4 and 15.2.7]

#### **5. Academic Standards – All Sports.**

a. Eligibility for Competition.

(1) To be **eligible to compete**, you must:

(a) Have been admitted as a regularly enrolled, degree-seeking student according to the published entrance requirements of your institution;

(b) Be in good academic standing according to the standards of your institution; and

(c) 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 enrolled 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]

(2) If you are enrolled in less than a full-time program, you are **eligible to compete** only if you are enrolled in the last term of your degree program and are carrying credits necessary to finish your degree. [Bylaw 14.1.8.2.1.3]

(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]

(4) 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]

b. Eligibility for Practice.

(1) 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]

(2) 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]

(3) 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]

c. 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:
  - (a) 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;
  - (b) 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
  - (c) 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. [Bylaw 14.4.3]
  - (d) 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 14.4.3.1.6]

(e) 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]

(f) 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. [Bylaws 14.4.3.3.2 and 14.4.3.3]

(g) 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. [Bylaws 14.4.3.2 and 14.4.3.3]

(h) 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. [Bylaws 14.4.3.2 and 14.4.3.3]

#### d. Freshmen.

(1) 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 14.02.11.1, if you:

(a) Graduate from high school;

(b) Attain a minimum high school grade-point average as specified in Bylaw 14.3.1.1.2 (based on a 4.000 scale) in a successfully completed core curriculum of at least 16 core courses; and [Bylaw 14.3.1.1]

(c) Achieve a corresponding sum ACT or SAT score as specified in Bylaw 14.3.1.1.2.

(2) 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 14.02.11.2 and 14.3.2.1.1]

e. As a Nonqualifier.

(1) You are eligible to receive nonathletics institutional financial aid based on need only, consistent with institutional and conference regulations; and

(2) 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]

## **6. Other Regulations Concerning Eligibility – All Sports.**

a. You are **not eligible** to participate in more than four seasons of intercollegiate competition in any one sport. [Bylaw 14.2]

b. 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 international aid services of the U.S. government and extensions that have been approved in accordance with NCAA legislation. [Bylaw 14.2.1]

c. 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]

d. 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]

## **7. 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.

#### **8. 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]

#### **9. Basketball Only.**

a. 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]

b. It is permissible to participate as a member of a basketball team in an NCAA-sanctioned summer basketball league or event. [Bylaw 14.7.4]

#### **10. Transfer Students Only.**

a. You are a transfer student if:

(1) 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

(2) 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 institution announced before the beginning of any term. [Bylaw 14.5.2]

b. 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 14.8.2.

c. 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 14.5.4.6.

d. 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.

#### **11. Drugs – All Sports.**

a. If the NCAA tests you for the banned drugs listed in Bylaw 31.2.3 and you test positive (consistent 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.

b. 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, you will lose all remaining regular-season and postseason eligibility in all sports.

c. 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]

d. 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 Division I Committee on Student-Athlete Reinstatement. [Bylaw 18.4.1.5]

## **12. Non-NCAA Athletics Organization Positive Drug Test – All Sports.**

a. 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.

b. 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.

c. The director of athletics must notify the vice president of NCAA educational affairs in writing regarding a student-athlete's disclosure of a previous positive drug test administered by any other athletics organization.

d. 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 Committee on Student-Athlete Reinstatement.

e. 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 website ([www.ncaa.org](http://www.ncaa.org)) or may be obtained from the NCAA health and safety staff in educational affairs.

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

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

- **Recruitment.**

a. Offers – All Sports.

(1) 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.

(2) 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 and 13.2.3]

b. Contacts  All Sports.

(1) 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 13.02.4]

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

(a) Contacted you, your relatives or your legal guardians in person, off your institution's campus before July 1, July 7 (women's ice hockey) or July 15 (women's gymnastics) following completion of your junior year in high school (except for students at military academies) as described in Bylaw 13.1.1.1;

(b) Contacted you in person, off your institution's campus more than the number of times specified in Bylaw 13.1.6; or

(c) Contacted you in person, off your institution's campus outside the time periods specified in Bylaw 13.1.4.1 for the sports of football and basketball.

(3) 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 13.1.6.2.4]

(4) 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]

(5) 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]

c. Publicity All Sports.

(1) You are **not eligible** if, before you enrolled at your institution, your institution publicized any visit that you made to its campus. [Bylaw 13.10.5]

(2) 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 13.10.3]

d. 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 13.1.5.7]

e. 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 13.15.1]

f. 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 13.12.1.6]

g. Visits, Transportation and Entertainment  All Sports.

(1) 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:

(a) You accepted expense-paid visits to more than five NCAA institutions or more than one expense-paid visit to one member institution;

(b) Your one expense-paid visit to the campus lasted longer than 48 hours;

(c) 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;

(d) Your institution paid for you to visit during your first year in a junior college, and you were not a qualifier;

(e) 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

(f) 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.

(2) 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. [Bylaw 13.6.2.2.1]

(3) 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. An international prospect 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 Academic Cabinet or the NCAA Division I Initial-Eligibility Waivers Committee. [Bylaw 13.6.3]

(4) 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.

(5) 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:

(a) 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 13.7.2.1]

(b) 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 13.5.3]

(6) 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. However, your friends, relatives or legal guardians may receive cost-free transportation to visit a member institution's campus only by accompanying you at the time you travel in an automobile to visit the campus. [Bylaw 13.5.2.2.1]

(7) 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 13.6.7]

(8) 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 13.14.2]

- h. 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 postgraduate education as well. [Bylaw 13.15.1]

*Updated by the NCAA: June 28, 2011*

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

**Two-Year College Transfers.** A nonqualifier who transfers to a Mountain West Conference institution from a 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 72-quarter 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.

**3.2.1.3 Four-Year College Transfers.** A nonqualifier who transfers to a Mountain West Conference institution from a 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 72-quarter 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 (revised November 2002).

**3.2.1.3.1 Exception – International Students.** A nonqualifier who transfers to a Mountain West Conference institution after having spent at least one academic year at a foreign institution receives an exception to Rule 3.2.1.3 provided the only item missing from his or her high school academic record is a standardized test score (i.e., ACT or SAT) as certified by the NCAA Initial Eligibility Clearinghouse. All other NCAA initial eligibility requirements must be met (revised December 2003).

**3.2.1.4 Transfer – 4-2-4.** A nonqualifier who attends a four-year collegiate institution,

transfers to a two-year collegiate institution and then to the certifying institution shall be eligible immediately if the following conditions are met:

- a. At least one calendar year has elapsed since the student's departure from the previous four-year institution.
- b. The student earned a minimum of 24-semester or 36-quarter hours of transferable degree credit with a minimum cumulative grade-point of 2.0.
- c. The student graduated from the two-year college (earned an associate of arts degree).
- d. This provision applies to a student who initially enrolled at a Mountain West Conference institution, transfers to a two-year college and then transfers back to the previous Mountain West Conference institution and meets the conditions set forth in a-c above. If the student transfers to a second Mountain West Conference institution after attendance at the two-year institution, the intra-conference transfer rule shall apply (revised December 2003).

**3.2.1.4.1 Transfer – 2-4-4 and 4-2-4-4.** A nonqualifier who is a 2-4-4 or 4-2-4-4 transfer and who has earned an associate of arts degree prior to transfer to the MWC institution meets the associate of arts degree requirement and would be eligible upon transfer to an MWC institution provided the student-athlete meets all other MWC and NCAA transfer and academic requirements (adopted April 2004).

### **Student-Athlete Eligibility**

*\*See also Summary of NCAA Regulations – Division I*

1. Student-athletes must successfully complete 24 hours during their initial year of full-time enrollment (this may include AP credits and transfer hours). Student-athletes must also have a minimum of a 1.8 cumulative GPA at the end of their initial year of full-time enrollment (including summer).
2. Student-athletes\* must successfully complete a minimum of 6 hours during each semester of full-time enrollment. \*Student-athletes in the sport of football must successfully complete 9 hours during each fall term of full-time enrollment.
3. Student-athletes must successfully complete 18 semester hours during each regular academic year (excludes summer).
4. Student-athletes must complete a certain percentage of degree and GPA requirements each year in order to maintain eligibility (see below)

<u>Year of College Enrollment</u>	<u>Percent Completed</u>	<u>Minimum Cum GPA</u>
Third	40	1.9
Fourth	60	2.0
Fifth	80	2.0

5. Beginning a student-athlete's second year of enrollment, he/she will be certified mid-year for both minimum hour requirements (6) (9 –football) and minimum GPA requirements.
6. Student-athletes must be enrolled in a minimum of 12 hours each semester (except if enrolled in graduate school)
7. 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.
8. 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 Senior Exit Survey/Interview**

The student-athlete exit surveys/interviews are conducted by the Director of Athletics and/or sport supervisor as required by the NCAA throughout the academic year. The survey instrument is a dynamic document and is reviewed annually by members of SAAC and the UW athletic administration. The survey/interview allows the student-athlete to provide the athletic administration input regarding their overall collegiate experience including, but not limited to, information related to the Office of Academic Support, Sports Medicine, Strength and Conditioning, their respective coaching staff, Gender Equity, Social Experiences, etc. The interview process is strictly confidential. Graduating seniors will have their senior ring held until the exit interview is complete.

### **All Student-Athlete Survey/Interview**

All non-graduating student-athletes (i.e., those student-athletes not completing the Senior Exit Interview/Survey) will complete a mandatory survey every spring semester. The

survey results are reviewed annually by the Deputy Director of Athletics and the Senior Associate AD for Internal Operations/SWA. The survey allows the student-athlete to provide the athletic administration input regarding their overall collegiate experience including, but not limited to, information related to the Office of Academic Support, Sports Medicine, Strength and Conditioning, their respective coaching staff, Gender Equity, Social Experiences etc. The survey instrument is a dynamic document and is reviewed annually by members of SAAC and the UW athletic administration. The survey is confidential. Furthermore the survey permits the student-athletes to notify the athletic administration if they would like to meet with them regarding their survey results.

## **Scheduling of Competitions and Practices**

### **Competitions:**

It is the responsibility of the head coach to set a tentative competition schedule. However, prior to setting the tentative schedule, the head coach should meet with his/her Sport Supervisor to discuss scheduling parameters (see below).

- a. Budget
- b. Guarantees
- c. Quality of Opponent
- d. Student-Athlete Welfare (e.g., missed class time, etc)
- e. Dates, Times, Facility Availability
- f. Reciprocal Agreements which Constitute a Committed Obligation (e.g., “home and home” series, etc).

When scheduling, head coaches should attempt to schedule as many home games as possible. However, it is recognized that in many sports scheduling home contests may be very challenging, nevertheless, the student body, faculty, and public are entitled to have the opportunity to see all of our student-athletes ( men and women) participate at home.

### **Practices:**

It is the responsibility of the head coach to set a tentative practice schedule. When setting the tentative schedule the coach should take into consideration various parameters (see below).

- a. Availability of Facilities
- b. Student-Athlete Welfare (e.g., missed class time, etc)
- c. In-Season Sport Priority
- d. Comprehensive Competition(s) Schedule

When scheduling practice times coaches should follow these general guidelines/principles:

1. In-season sports receive priority scheduling
2. Coaches should attempt to develop a “preferred” practice time and work to maintain it year after year. By developing a consistent pattern, it should allow all parties involved (e.g., coaches, student-athletes, etc) to do a better job of scheduling.

## **TEAM TRAVEL POLICIES AND PROCEDURES**

### **Overall Policy**

It is the policy of the University of Wyoming to permit the appropriate number of student-athletes to travel as to not put the team at a competitive disadvantage. In addition, it is the policy of the University of Wyoming to ensure the appropriate number of staff members travel with the student-athletes (e.g., coaches, athletic trainers, managers, equipment staff, etc) and that the entire travel party utilizes the appropriate mode of transportation as to ensure safety.

### **General Team Travel Party Parameters**

<b>SPORT</b>	<b>PLAYERS</b>	<b>AUX. PERSONNEL</b>	<b>TOTAL</b>
Football	60	30	90
Soccer	25	5	30
Cross Country	12	2	14
M. Basketball	15	11	26
W. Basketball	15	11	26
Volleyball	15	7	22
M. Track	32	5	37
W. Track	32	5	37
Tennis	8	3	11
M. Golf	6	2	8
W. Golf	6	2	8
M. Swimming	22	5	27
W. Swimming	22	5	27
Wrestling	10*	5	15

\*Exception granted for open events

1. Aux. Personnel represents the number of coaches, managers, athletic trainers, radio/ TV staff and other support personnel who are required to travel.
2. Unless prior approval is received, one athletic trainer will be allowed to travel on all road trips (exception: football).
3. Unless prior approval is received, one manager will be allowed to travel on all road trips (exception: football).
4. Team travel party sizes may be altered for tournament, play-off contests, championship events, or trips during vacation periods.
5. Team travel party sizes may vary depending upon mode of transportation and duration of travel. For example, more student-athletes may travel for a 1-day bus

- trip (e.g., up and back to CSU) than a multi-day trip in which the team flies to the destination.
6. Only student-athletes that are eligible for competition may travel. Student-athletes that are ineligible for competition (e.g., academically ineligible, transfers serving a year in residence, etc) will **NOT** be permitted to travel.
  7. Injured student-athletes that have not been medically cleared to compete from the team doctor will **NOT** be allowed to travel.
  8. All University of Wyoming teams traveling off-campus will abide by those rules set in place by the head coach. While using off-campus lodging facilities, student-athletes are **NOT** authorized to make telephone calls (unless they are using their personal phone), purchase pay-per-view movies, or utilize any other services (e.g., internet, etc) which could result in charge backs to the Department of Athletics. Head coaches are responsible for reminding their squad members of this prior to their arrival at the lodging facility.
  9. The consumption of alcohol, controlled substances and tobacco (smokeless or otherwise) is **NOT** permitted at any time when traveling with University of Wyoming athletics teams.
  10. When traveling by automobile (e.g., car, van, etc), student-athletes are **NEVER** allowed to drive, even to pick-up or return the automobile(s) to the dealer.
  11. When traveling by van, no more than nine (9) individuals may be in one van (including the driver).
  12. Student-athletes are **NOT** to drive themselves or a teammate to an off-campus practice or contest site unless they complete the appropriate paperwork (i.e., waiver)/receive approval from the Compliance Office.

**PLEASE NOTE:**

Any exceptions to the above team travel party parameters must be approved by the Director of Athletics/designee and/or the Sport Supervisor for the respective sport **prior to** the travel taking place.

## TEAM LODGING

### General Parameters

1. There shall be a limit of two (2) student-athletes per room. However, if it is necessary to have three (3) student-athletes in a room a roll-away bed **MUST BE SECURED**.
2. Each student-athlete must have his/her own bed. At no time should student-athletes be required to share a bed.
3. At no time is it acceptable for a full-time staff member (administrator, coach, athletic trainer, etc) to room with a student-athlete or student manager.

## TEAM MEALS

Coaches or the travel coordinator traveling with a particular team will be responsible for arranging meals or disbursement of monies to the team members.

*When money is to be given directly to team members,* the following rules apply:

1. No more than \$35.00 per day is allowed to each student-athlete (see breakdown below).

Breakfast	\$10.00*
Lunch	\$10.00
Dinner	<u>\$15.00</u>
	\$35.00

\*Student-athletes should receive breakfast per-diem even if a hotel provides a **continental breakfast**. However, if the hotel serves a full, “hot” breakfast, breakfast per diem does not need to be disbursed.

2. All travel party members are required to sign-off on the per diem acceptance form.
3. When possible/practical (as determined by the coach and/or travel coordinator), per diem should be distributed on a per meal basis.

### **PLEASE NOTE:**

There are exceptions to the general “3 meal-a-day parameters” on competition days and during official vacation periods. Any exceptions to the general team meal parameters must receive **prior** approval from the Director of Athletics/designee and/or the respective Sport Supervisor for that sport.

## TEAM MODE OF TRANSPORTATION

All transportation for the Department of Athletics will be arranged through the sport's respective Sport Supervisor. In general, travel plans should be submitted a minimum of two (2) months prior to the playing season so that airline travel, ground transportation and lodging might be arranged.

### General Team Travel Parameters

#### **Sport-by-Sport Breakdown:**

Football	Charter Buses (2) for distances equal to or less than 350 miles Charter Air Flights for distances greater than 350 miles
Men's Basketball	Charter Bus (1) for distances equal to or less than 350 miles Commercial Air Flights for distances greater than 350 miles
Women's Basketball	Charter Bus (1) for distances equal to or less than 350 miles Commercial Air Flights for distances greater than 350 miles
Women's Volleyball	Charter Bus (1) for distances equal to or less than 350 miles Commercial Air Flights for distances greater than 350 miles
Women's Soccer	Charter Bus (1) for travel in which driving time is less than eight (8) hours Commercial Air Flights for travel in which driving time is eight (8) hours or greater
Swimming (M/W)	Charter Bus (1) and/or Vehicle (9 passenger limit per vehicle) for travel in which driving time is less than eight (8) hours Commercial Air Flights for travel in which driving time is eight (8) hours or greater
Wrestling	Charter Bus (1) and/or Vehicle (9 passenger limit per vehicle) for travel in which driving time is less than eight (8) hours Commercial Air Flights for travel in which driving time is eight (8) hours or greater

Track & Field (M/W)	Charter Bus (1-2) and/or Vehicle (9 passenger limit per vehicle) for travel in which driving time is less than eight (8) hours Commercial Air Flights for travel in which driving time is eight (8) hours or greater
Women's Tennis	Vehicle (9 passenger limit per vehicle) for travel in which driving time is less than eight (8) hours Commercial Air Flights for travel in which driving time is eight (8) hours or greater
Golf (M/W)	Vehicle (9 passenger limit per vehicle) for travel in which driving time is less than eight (8) hours Commercial Air Flights for travel in which driving time is eight (8) hours or greater

### **General Parameters**

- When transporting student-athletes, coaches must limit their daily driving time to less than eight (8) hours.
- All departmental personnel that are transporting student-athletes in a vehicle must do so in accordance with the University Vehicle Policy.
- All departmental personnel that are transporting student-athletes in a vehicle other than a van are required to complete the UW Defensive Driving Course **prior to** any team travel. Successful completion of the course **MUST** be confirmed by the Compliance Office.
- All departmental personnel that are transporting student-athletes in a van are required to complete **both** the UW Defensive Driving Course **AND** the Coaching the Van Driver II Course **prior to** any team travel. Successful completion of both courses **MUST** be confirmed by the Compliance Office.
- At no time are student-athletes permitted to drive rental vehicles or transport others while on official UW athletic-sponsored trips. This rule will be strictly enforced and the appropriate departmental staff member will be held accountable.
- At minimum, one (1) full-time staff member must travel with the team at all times.
- Travel itineraries must be submitted **prior to** any travel. Itineraries should include the travel party (names of student-athletes, coaches, support personnel), hotel information including the address and contact phone numbers, flight information (if applicable) including airline, flight number/s

and departure/arrival times (for both legs) and charter bus information (if applicable) including address and contact phone numbers. Copies of the itinerary should be provided to, *at minimum*, the Sport Supervisor, the respective office associate and the Director of Athletics' Office Associate.

**PLEASE NOTE:**

Any exceptions to the above transportation parameters must be approved by the Director of Athletics/designee and/or the Sport Supervisor for the respective sport **prior to** the travel taking place.

### **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;
- B. Fraudulently misrepresent any information on an application, letter of intent or financial aid agreement;
- C. Voluntarily withdraw from a sport for personal reasons;
- D. Engage in serious misconduct warranting substantial disciplinary penalty; **OR**
- E. Violate any of the following:
  - 1. University of Wyoming academic and/or conduct rules and regulations.
  - 2. Rules and regulations of the Department of Intercollegiate Athletics (DIA), rules and regulations of specific "units" within the DIA including, but not limited to, the Office of Academic Support, Sports Medicine and Strength and Conditioning, and/or specific rules of the recipient's sport (as defined by the applicable coaching staff) including, but not limited to:
    - a. Attendance at classes, squad or individual meetings, study halls, assemblies, tutoring or study group sessions and strength conditioning/sports medicine meetings/sessions.
    - b. Participation in athletic practice sessions, scheduled contests and other athletically-related activities.

- c. Personal conduct on and off the University campus.

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.

You may also be eligible to receive additional financial assistance through other sources including, but not limited to, academic scholarships, grants, loans, or employment opportunities. **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.**

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

A full scholarship covers only the following: tuition, fees, room (double-occupancy), board and required 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 (assuming the student-athlete is available to sign the document). The second written notification will occur via a letter (sent via email) from the University of Wyoming Office of Student Financial Aid.

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 be initiated on the day the letter is sent to the student-athlete from the Office of Student Financial Aid (the second written notification). The written appeal must be received by the Director of Student Financial Aid within 14 (fourteen) days (from the date the letter was sent). *(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).*

**\*\***The letter from the Office of Student Financial Aid will be sent to the “preferred” email address as denoted by the student-athlete on the UW Banner system. Should a letter be returned for any reason (e.g., delivery error, etc) the formal appeal process will still have been considered initiated. Again, as noted above, the formal appeal process will be initiated on the day the letter is sent to the student-athlete from the Office of Student Financial Aid.

Documentation regarding appeals to the Director of Student Financial Aid should be addressed to:

Director of Student Financial Aid  
The University of Wyoming

1000 East University Avenue, Dept. 3335  
Knight Hall, Room 174  
Laramie, WY 82071-3335

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 three faculty and/or staff members outside of the Department of Athletics as agreed upon by the Faculty Athletic Representative (FAR) and the Director of Student Financial Aid. The FAR will serve as the Hearing Officer.

Documentation regarding appeals to the Financial Aid Appeals Panel should be addressed to:

Financial Aid Appeals Panel (Attn: Faculty Athletic Representative)  
The University of Wyoming  
1000 East University Avenue, Dept. 3414  
Laramie, WY 82071-3414

### **Policy on UW Student-Athletes Seeking to Contact and/or Transfer to Other Institutions**

1. Actions by all parties involved in requests for and decisions on University of Wyoming student-athletes contacting and/or transferring to other institutions shall be governed by the relevant provisions in the NCAA manual.
2. Any University of Wyoming student-athlete with remaining athletic eligibility who wishes to consider contacting and/or transferring to another institution **must** complete the Request to Contact and Transfer Form (available in the Compliance Office). Requesting permission to contact and/or transfer via any other means (e.g., emailing/texting your coach, leaving a voicemail with your coach/the Compliance Office, etc) will **not** be accepted.
3. The Director of Athletics shall have the authority to determine if a release (to contact and/or transfer) 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 will not be granted to a student-athlete to contact and/or transfer to an institution which the University of Wyoming:
  - Is scheduled to compete against during the next 2 academic years (in the student-athlete’s sport); and
  - Has competed against during the previous 2 academic years (in the student-athlete’s sport).

6. Releases will not be granted to a student athlete who wishes to contact and/or 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 (to contact and/or transfer) and shall be so informed in writing in accordance with NCAA policy.

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

If a student-athlete at the University of Wyoming is denied a release to contact another institution (Bylaw 13) and/or transfer to another institution (Bylaw 14), in accordance with NCAA regulations the 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 contact and/or request for release within 7 (seven) business days of the student-athlete completing the Request to Contact and Transfer Form (available in the Compliance Office). The student-athlete will have 14 (fourteen) calendar days from receipt of the letter to appeal the decision. The request for a hearing will be in writing to the Faculty Athletics Representative (FAR).
2. The Appeal Panel shall be assigned to oversee the appeal. The Panel shall consist of three faculty and/or staff members outside of the Department of Athletics as selected by the FAR. The FAR will serve as the Hearing Officer.
3. A current-student athlete (including student-athletes that have exhausted their eligibility but are still receiving athletic aid) shall serve as a non-voting, ex-officio "Student-Athlete Welfare Consultant" and will be available to answer questions from the Panel during the proceeding regarding student-athlete welfare issues.
4. The hearing shall be held as promptly as possible, but no later than 15 business days from the Hearing Officer's receipt of the student-athlete's written request (for a hearing).
5. The student-athlete shall submit written documentation\* (see below) related to the appeal and/or a list of witnesses including a summary of the proposed testimony, to the Hearing Officer, Panel and the other party, no later than 5:00 p.m. two working days prior to the day of the hearing.

\*It is the responsibility of the student-athlete to provide written contemporaneous documentation in support of the appeal request. This includes, but is not limited to, the following:

- (a) Situations clearly supported by contemporaneous medical documentation, which states that it would be in the best interest of the student-athlete to contact and/or transfer to other institutions as a result of the student-athlete's incapacitating physical or mental circumstances;

- (b) Situations clearly supported by contemporaneous medical documentation, which states that it would be in the best interest of the student-athlete to contact and/or transfer to other institutions as a result of a life-threatening or incapacitating injury or illness suffered by a member of the student-athlete's immediate family;
- (c) Situations clearly supported by objective documentation (e.g., decree of bankruptcy, proof of termination) which states that it would be in the best interest of the student-athlete to contact and/or transfer to other institutions as a result of extreme financial difficulties caused by a specific event (e.g., layoff, death in the family) experienced by the student-athlete or by an individual upon which the student-athlete is legally dependent.
6. The student-athlete may have counsel/advisor(s) in attendance; however, the counsel's role is limited to advising the student-athlete. Legal counsel may not address the Panel on behalf of the student-athlete.
  7. The proceedings will be tape-recorded.
  8. The student-athlete will be provided written results of the committee's decision upon the conclusion of the proceedings.
  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.

## **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.**

## **Textbooks**

A student-athlete awarded a book scholarship will be allowed to purchase **required** textbooks for their individual courses. The process is as follows:

1. Student-athletes that are receiving a book scholarship will have their books provided to them by the Compliance Office.
2. Upon verifying that the student-athlete is receiving a book scholarship (via information provided by the Office of Financial Aid) and that the student-athlete is enrolled in a minimum of 12 hours (via BANNER) the Compliance Office reviews the books required for the student-athlete's current academic schedule (via information provided by the UW Bookstore) and prepares a book voucher. The book voucher is sent directly to the UW Bookstore and the books are provided to the Compliance Office.

3. The books will then be distributed to the appropriate student-athletes via the following manner:
  - Fall semester – Student-athletes will be provided their books at each team’s mandatory compliance meeting prior to/during the 1<sup>st</sup> week of school.
  - Spring semester – Student-athletes will pick-up their books in the Compliance Office the week prior/during the 1<sup>st</sup> week of school.
  - Summer/Winter term (if applicable) - Student-athletes will pick-up their books at the UW Bookstore prior to classes beginning.
  
4. The UW Bookstore sends bill for cost of new and/or used books distributed to each student-athlete to the Senior Associate Athletic Director – Business Operations.
  
5. At the conclusion of the semester the student-athletes return all books received via their book voucher to the Compliance Office. If a student-athlete does not return a book/books his/her account will be charged for the value of the book/books. If not paid in a timely fashion, a financial hold\* may be place on the student-athlete’s account.

*\*This hold will limit any University-related activity (i.e., registration, transcripts, drop/add, etc.) until the full amount is paid.*

**NCAA Guidelines:**

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 scholarship does **NOT** the student-athlete to purchase any 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

## **UW Guidelines:**

1. If a book is going to be used in consecutive semesters, you do not need to turn the book in until the end of the 2<sup>nd</sup> semester.
2. If a required book is not available, the student-athlete may request that the Bookstore order it. The student-athlete needs to talk to their Academic Coordinator **prior to** requesting the book.
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. When you are returning your books, it is important to turn in all outstanding books you may have at that time.

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

### **Overview:**

Summer financial aid for student-athletes is a privilege and not a right. Only those student-athletes currently on athletic scholarship may apply (with the exception of first time enrollees as outlined by the NCAA). The primary intent of summer aid is **NOT** to help a student-athlete retain eligibility but to allow them to further progress towards the ultimate goal of graduation. Thus, generally only classes that are degree applicable will be approved for summer financial aid. 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.

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

#### **Quick Facts:**

- 1) Student-athletes who received athletically-related financial aid during the previous academic year may receive the same proportion of athletically-related financial aid that they were awarded during the previous academic year.
- 2) Student-athletes who did **NOT** receive athletically-related financial aid during the previous academic year may receive athletically-related financial aid to attend summer school only if the student-athlete has been awarded athletically-related financial aid for the following academic year and the athletically-related financial aid is in proportion to what the student-athlete will receive the following academic year.
- 3) Financial assistance for summer school is not guaranteed. Final approval will come from the Director of Athletics/Designee.

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

- Will only be awarded for a maximum of six (6) weeks (\$TBD per week/max stipend - \$TBD).

- Will only be given for the number of weeks a class meets.
- Will only be given for online classes if the student-athlete is residing at his/her school (UW) address for the duration of the time he/she is taking the class.
- Will not be given for study abroad.
- Will only be given for unpaid internships.
- Will be given for independent study courses based on the following:
  - 1 hour independent study – 2 week stipend (if applicable)
  - 2 hour independent study – 4 week stipend (if applicable)
  - 3 hour (or more) independent study – 6 week stipend (if applicable)

#### **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.
- 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 (i.e., physical education).

#### **Reminders:**

- 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*), **you may be responsible for reimbursing the department for the full cost of that class (including the cost of tuition, fees, books, room and board associated with that class).**
- If you withdrawal from a class after the 1<sup>st</sup> day of class without the prior approval of the Office of Academic Support **you may be responsible for reimbursing the department for the full cost of that class (including the cost of tuition, fees, books, room and board associated with that class).**
- For those who are awarded room and board, stipend checks will be distributed at the beginning of each month (approximately), depending on the dates of your class.
- All applications will be reviewed on a case-by-case basis with final approval coming from the Director of Athletics/Designee.

## **UNIVERSITY OF WYOMING ATHLETICS SCHOLARSHIP APPLICATION FOR STUDENT-ATHLETES WHO HAVE EXHAUSTED ELIGIBILITY**

**SECTION I: TO BE COMPLETED BY THE STUDENT-ATHLETE ON/BEFORE APRIL 4, 2011:**

NAME: \_\_\_\_\_ W#: \_\_\_\_\_ SPORT: \_\_\_\_\_

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

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

**DEFINITION:**

An "Exhausted Eligibility 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. Should a student-athlete be granted an "Exhausted Eligibility Scholarship," they will receive the same athletic equivalency that was awarded during their final year of competition.

**CRITERIA:**

1. The student-athlete has completed his/her eligibility for competition within four or five years of his/her initial date of enrollment as a full-time student;
2. The student-athlete is currently receiving athletic aid;
3. The student-athlete has competed at the University of Wyoming for at least the last two years;
4. 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;
5. The student-athlete is in good academic standing (i.e., would be eligible for competition if he/she had eligibility remaining).
6. The student-athlete can graduate within the next academic year (including summer). This must be documented (**in writing**) by the student-athlete's Campus Advisor and attached to this application. The document **MUST** include the expected graduation date and the classes/hours needed to graduate.
7. The student-athlete has **NOT** previously received an "Exhausted Eligibility Scholarship;" and
8. The student-athlete was **NOT** medically disqualified during or before his/her junior year.

**SHOULD THE STUDENT-ATHLETE NOT MEET ALL THE CRITERIA OUTLINED ABOVE HIS/HER APPLICATION MAY BE DENIED.**

**COMMITMENT:**

1. Be enrolled in at least a full-time academic schedule for the duration of the grant;
2. Maintain at least a 2.00 each semester and cumulatively for the duration of the grant;
3. Maintain all NCAA, MWC and UW eligibility standards required for competition in intercollegiate athletics;
4. Be subject to all UW Athletic Department policies/regulations (e.g., Substance Abuse Policy, Student-Athlete Statement, etc). The student-athlete will complete compliance paperwork (similar to what you have done in the past) at the beginning of the fall semester; and
5. Work a **minimum** of 5 hours a week during the academic calendar for the Athletic Department as determined by the Office of Academic Support (OAS). Such work will not interfere with the student-athlete's academic schedule nor exceed 20 hours a week. Please note that this is **not** applicable if the student-athlete is completing his/her degree outside of Laramie (i.e., Study Abroad, student teaching, etc).

**SHOULD THE STUDENT-ATHLETE FAIL TO MEET THE ABOVE COMMITMENTS HIS/HER ATHLETIC AID MAY BE CANCELED.**

By signing below I acknowledge that I have read and understand the information outlined above. Furthermore, by signing below I attest that I meet all the criteria for an "Exhausted Eligibility Scholarship" and that I will adhere to all the conditions listed in the "Commitment" subheading.

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

**SECTION II: TO BE COMPLETED BY THE OFFICE OF ACADEMIC SUPPORT (OAS)**

1. The student-athlete meets all **CRITERIA** for an "Exhausted Eligibility Scholarship." Yes  No
2. The student-athlete has attached the appropriate documentation from his/her Campus Advisor (**CRITERIA** subheading, #6). Yes  No
3. The student-athlete's projected graduation date is: \_\_\_\_\_
4. I recommend the student-athlete receives an "Exhausted Eligibility Scholarship." Yes  No

\_\_\_\_\_/\_\_\_\_\_  
Academic Coordinator (OAS) Signature Date

**SECTION III: TO BE COMPLETED BY THE HEAD COACH**

1. I recommend the student-athlete receives an "Exhausted Eligibility Scholarship." Yes  No

\_\_\_\_\_  
Head Coach Signature / Date

**SECTION IV: TO BE COMPLETED BY DIRECTOR OF ATHLETICS/DESIGNEE**

1. I approve the student-athlete listed above to receive an "Exhausted Eligibility Scholarship." Yes  No

\_\_\_\_\_  
Director of Athletics/Designee Signature / Date

**TO BE COMPLETED BY ATHLETIC FINANCIAL AID OFFICE**

2010-2011 Scholarship Equivalency (%): \_\_\_\_\_ Were books included with 2010-2011 Scholarship? YES NO

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

**UNIVERSITY OF WYOMING ATHLETIC DEPARTMENT  
MEDICAL DISQUALIFICATION (DQ) POLICY/PROCESS**

**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 (see **Commitment** below).
- C. Any student-athlete that has been medically disqualified during or before their junior (3<sup>rd</sup>) year shall not be eligible for an "Exhausted Eligibility Scholarship."
- D. A medically disqualified student-athlete shall receive an athletic grant for **a maximum** of 10 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.
- E. *Generally*, a medically disqualified student-athlete will **NOT** be approved to for athletic aid to attend summer school.
- F. Exceptions to this policy may be made by the Director of Athletics/Designee.

**Commitment:**

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

1. Be enrolled in at least a full-time academic schedule for the duration of the grant.
2. Maintain at least a 2.00 each semester and cumulatively for the duration of the grant.
3. Maintain all NCAA, MWC and UW eligibility standards required for competition in intercollegiate athletics.
4. Be subject to all UW Athletic Department policies/regulations (i.e., Substance Abuse Policy, Student-Athlete Statement, etc). You will complete compliance paperwork (similar to what you have done in the past) at the beginning of the fall semester.  
Compliance paperwork must be completed before any funds will be disbursed.
5. Work a minimum of 5 hours a week during the academic calendar as determined by the Office of Academic Support (OAS). Such work will not interfere with your academic schedule nor exceed 20 hours a week. Please note:
  - The work requirement is ***not*** applicable if you are completing your degree outside of Laramie (i.e., Study Abroad, student teaching, etc).
  - You will work in the OAS or in another area as determined by the OAS. The work may be within or outside the athletic department. The OAS is happy to work with you to obtain hands-on experience in your area/s of interest.
  - If you choose to work in the OAS your duties will include, but not be limited to, performing general clerical duties (e.g., filing, shredding, etc), assisting the OAS staff with various projects and maintaining/updating the OAS TV display. If you are working in an area outside of the OAS your duties will vary. Regardless of where you work (i.e., whether within or outside the athletic department) the OAS will monitor you to ensure the parameters of the “Medical Disqualification” commitment are met.

**Should the student-athlete fail to meet the above commitment guidelines, his/her grant may 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.

# UNIVERSITY OF WYOMING ATHLETIC DEPARTMENT STUDENT-ATHLETE OPPORTUNITY FUND (SAOF) GENERAL GUIDELINES FOR 2011-2012

## Overview

- The SAOF is a limited fund (i.e., it only has a specific amount of money in it each academic year).
- The SAOF will be utilized on a “first come, first serve” basis. Thus, if a student-athlete waits, there is a possibility that even if he/she meets the criteria to use the SAOF, he/she will be denied due to lack of available funding.

## Educational Expenses and Fees

The following are eligible to receive **\$100.00** during the 2011-2012 academic year for educational supplies\* (e.g., art supplies, calculators, etc):

- International student-athletes that receive athletic financial aid
- Domestic student-athletes that receive athletic financial aid AND are Pell eligible.
- Student-athletes that do not receive athletic financial aid BUT are Pell eligible AND have been a member of a UW athletic team for at least 2 full academic semesters.

*\*All educational supplies must be required. The student-athlete must provide written documentation outlining the requirement (e.g., copy of syllabus, email/letter from professor, etc).*

## Health and Safety Expenses

- All student-athletes (regardless of whether they receive athletic financial aid, Pell monies, etc) are eligible.
- The Deputy Director of Athletics will review all requests for medical expenses (including dental and vision) with the Sports Medicine Department.

## Personal or Family Expenses:

The following are eligible to receive **\$400.00** during the 2011-2012 academic year for clothing (personal and/or for their children):

- International student-athletes that receive athletic financial aid
- Domestic student-athletes that receive athletic financial aid AND are Pell eligible.
- Student-athletes that do not receive athletic financial aid BUT are Pell eligible AND have been a member of a UW athletic team for at least 2 full academic semesters.

The following are eligible for “additional travel” home. More specifically, should the student-athlete meet **ALL** the criteria below, the Athletic Department will pay for one (1) round trip flight\*\* home one (1) time during their playing career:

- The student-athlete is an international student-athlete currently receiving athletic financial aid;
- The student-athlete has been a member of a UW athletic team for at least 2 full academic semesters;
- The student-athlete is in good academic standing;

- The student-athlete has not violated any UW, MWC or NCAA rules/regulations including, but not limited to, the UW Athletic Department Substance Abuse Policy and the UW Athletic Department Student-Athlete Code of Conduct; and
- The student-athlete has not been medically disqualified.

*\*All flights will be coordinated by AND will (must) receive prior approval from the Athletic Department. Please note that due to budget constraints (i.e., SAOF is limited fund), just because a student-athlete requests to utilize their 1 round trip home during a particular academic year does NOT mean they will be approved (even if they are eligible for the flight per the criteria listed above). As stated above, the Athletic Department will pay for one (1) round trip flight\*\* home one (1) time during their playing career. It does NOT state when the flight will occur (e.g., it may not be the student-athlete's first choice).*

*\*\*All tickets are non-refundable. Once the Athletic Department books the flight, any costs associated with changes to the flight will be the responsibility of the student-athlete. Please note that this includes situations in which a student-athlete misses their approved flight. In addition, should a student-athlete miss their approved flight, the Athletic Department will still consider the student-athlete to have utilized their one round trip flight home.*

### **Institutional Academic or Programming Enhancements**

- All student-athletes (regardless of whether they receive athletic financial aid, Pell monies, etc) are eligible.

**ALL REQUESTS WILL BE REVIEWED ON A CASE-BY-CASE BASIS BY THE DEPUTY DIRECTOR OF ATHLETICS.**

## **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) Overview**

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 four full-time Academic Coordinators, two Graduate Assistants and the Assistant Athletic Director 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:

- Wes Maas, Assistant Athletic Director for Academic Services – Men's and Women's Golf  
Phone: 766-2391
- Sara Ray, Academic Coordinator - Men's and Women's Swimming/Diving, Women's Soccer and Women's Tennis  
Phone: 766-2075
- Marie Tyrrell, Academic Coordinator – Men's and Women's Track and Field/Cross Country and Women's Volleyball  
Phone: 766-4077
- TBD, Academic Coordinator – Men's Basketball, Women's Basketball and Wrestling  
Phone: TBD
- Patty Holgorsen, Academic Coordinator – Football and Men's and Women's Golf  
Phone: 766-5571
- Jamie Pond, Football Graduate Assistant  
Phone: 766-4090
- Courtney Smith, Student-Athlete Affairs Graduate Assistant  
Phone: 766-4090

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

- Tutor room #1        214F
- Tutor room #2        214G
- Group study area    214J
- Computer study area 214E
- Study Lounge        214J

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

## Academic Advising

**STUDENT-ATHLETES HAVE THE PRIVILEGE OF PRIORITY REGISTRATION. ALL STUDENT-ATHLETES ARE ASKED TO TAKE ADVANTAGE OF THIS OPPORTUNITY IN ORDER TO MEET THEIR PRACTICE AND COMPETITION SCHEDULES.**

Student-athletes will receive academic advising from the college of their major course of study (i.e., College of Education, College of Business, etc.). Student-athletes that are undeclared utilize the Center for Advising and Career Services. OAS staff supports this advising by (1) double-checking schedules to ensure NCAA academic requirements will be met and (2) by assisting student-athletes in scheduling appropriate courses with regards to practice/competition schedules. Student-athletes are reminded to use their college advisors to select the courses that lead to graduation.

The OAS is always available to assist student-athletes with any academic concern, most importantly, pre-advising schedule development.

## 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. 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.

*To further assist the student-athlete with their **Academic Development**, the Office of Academic Support also offers the following:*

*Student-Athlete Learning Community (SALC)*

**Recently the OAS has partnered with Student Affairs, Academic Affairs, the LeaRN program, and the Center for Advising and Career Services to establish the Student-Athlete Learning Community (SALC). This program is especially geared to all incoming student-athletes that have not declared a major (entering school as**

**“Undeclared” student-athletes) and will provide student-athletes with a strong academic base in their first year of college enrollment. However, the program is available to all incoming student-athletes.**

**The SALC consists of 3 classes for a total of 9 credit hours including: ENGL 1010 (Freshman Composition), POLS 1000 (US and Wyoming Government) and CNSL 1000 (Relationship Skills for Student-Athletes). All three of the aforementioned classes fulfill university studies requirements that will apply to any major. In addition to the university studies requirements being met, a tutor in the UW Writing Center will be assigned to the SALC, whose primary responsibility is to work with student-athletes regarding ENGL 1010. Supplementary instruction will be available for POLS 1000, while the CNSL 1000 course will be team taught by an Office of Academic Support staff member and a professor from the Counselor Education department.**

Additionally, all undeclared student-athletes will be advised by the Center for Advising and Career Services (CACS) where each student-athlete is assigned to an advisor. As an undeclared student-athlete, you will work with your advisor in the center until you find the major that is a good fit for you. All declared student-athletes in the learning community will be advised by the department in which their major is housed.

## **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.

The Office of Academic Support provides resources for student-athletes in the following areas: major selection, resume writing, career exploration, connection to businesses and general career advice. All student-athletes are encouraged to submit their resume for inclusion in the UW Student-Athlete Resume CD, sent out to businesses interested in hiring UW student-athletes.

## **Community Service**

Student-athletes are encouraged to get involved with the local community as time and their commitments allow. In order to facilitate this, the Office of Academic Support publicizes volunteer opportunities and organizes events that link the needs of the community with UW athletics. This helps to create goodwill within the community and promote a good image of the student-athletes in the community. Annual projects include, but are not limited to, Adopt-a-Highway,

reading to children, Student-Athlete Advisory Committee (SAAC) Christmas Party, and participating in the Toys for Tots program.

## **Mentoring**

Student-athletes who would benefit from additional one-on-one time with a mentor are welcome to partake in the mentoring program. In this program, student-athletes are paired with a mentor to provide guidance in various aspects of their lives, including academics, time management, stress, etc. If you think one of your student-athletes could benefit from this program, please let your team's academic coordinator know.

## **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.

Furthermore, as part of the Student-Athlete Affairs program (formerly known as CHAMPS/Life Skills), the Office of Academic Support hosts mandatory Mental Health and Alcohol screenings annually. Additional programming is developed based on opportunity and the needs of the student-athletes. These programs may include seminars and/or workshops in such areas as interview techniques, money management, communication skills, test-taking strategies, time management and many other pertinent areas. The program also provides opportunities to get involved in the community as well as establish relationships with a network of companies that may provide future employment.

## **Study Halls**

Many coaches require freshmen and some upper-class student-athletes below a specified cumulative grade point average to attend study hall in the OAS. The student-athletes who are required to attend are tracked by the OAS staff. A report outlining dates/times a student-athlete attended study hall is provided to the appropriate coaching staffs on a weekly/bi-monthly basis.

## **Tutoring**

Individual tutoring in all subjects is available to every student-athlete free of charge. All student-athletes are strongly encouraged to use tutors early and frequently. Many tutors are available nightly at drop-in tutoring hours.

The tutors used by OAS consist of excellent students (undergraduate and graduate) and community professionals who have been highly recommended by individual department faculty members, chairpersons and deans. Those tutors chosen to work with student-athletes are trained to maintain confidentiality, to work on a one-to-one basis while reinforcing a positive attitude and to maintain the highest standard of academic integrity. Student-athletes are advised to use tutoring to improve learning not as a substitute for studying or class attendance. Student-athletes are expected to review and complete all required reading prior to a tutorial session and be prepared for further learning and clarification.

## **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.

## **OAS Policies and Procedures**

### **Academic Dishonesty**

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. Additionally, each student-athlete must sign-off on the Athletic Department's Policy on Academic Dishonesty. This policy not only defines academic dishonesty (per University Regulations) but outlines the additional athletic department sanctions that may be assessed based upon a conviction of or credible evidence of academic dishonesty

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 Eligibility Center 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 might 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. Additionally, all transfer students must also be registered with the NCAA Eligibility Center to determine their amateur status.

### **Changing Your Class Schedule (Dropping and Adding Classes)**

Any change to your class schedule (drop/add) must have the prior approval of your Athletics Academic Coordinator. To ensure this happens, the OAS staff will place "holds" on all student-athlete and Graduate Assistant (GA) accounts upon their initial enrollment at UW. These "holds" will negate the student-athlete's ability to make schedule changes without prior permission (the "holds" have to be lifted in order for changes to be made). This process is done to ensure (1) student-athletes are in the proper classes to progress towards graduation and that (2) student-athletes are meeting all NCAA rules and regulations (full-time status, PTD, etc).

### **Changing Your Class Schedule (Withdrawing from Classes)**

As with dropping and/or adding classes, the process for withdrawing from a class *should* begin with your Athletics Academic Coordinator. Since withdrawal requests can be made

via an online form and without Athletics Academic Coordinator knowledge, the Office of the Registrar (OTR) will forward any online withdrawal requests made by a student-athlete to the Assistant AD for Academic Services for his approval. In the event that a paper withdrawal request is submitted to OTR, notification of the request will be made to the Assistant AD for Academic Services and a decision rendered. It is the ultimate responsibility of the student-athlete to share any schedule changes *before* they are made with their Athletics Academic Coordinator.

### **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.

### **Excused Absence Policy/Process**

Per University of Wyoming Regulations participation in university-sponsored activities (e.g., intercollegiate competition and related activities) is considered an authorized absence. Student-athletes should obtain an authorized absence slip from their Athletics Academic Coordinator and present it to their instructor **before the** activity. In addition, the OAS advises student-athletes to give each of their instructors a copy of their travel schedule for the season at the beginning of each semester. It is the responsibility of the student-athlete to make arrangements for making-up any assignments or exams that may have been missed as a result of the activity.

#### **Please Note:**

- Participation in practice, conditioning/lifting weights, attending team meetings, etc is NOT university-sponsored activities and thus would NOT constitute an authorized absence.

### **Incomplete Grades**

If a student-athlete is going to receive an “Incomplete” in a class, the following process will be utilized:

- The Athletics Academic Coordinator must receive written correspondence from the professor (an email WILL suffice, but the must be directed to the Athletics Academic Coordinator, not the student-athlete).
- The written correspondence must be forwarded to the Assistant Athletic Director for Academic Services who will review the information and then place the documentation in the appropriate student-athlete’s file.
- The written correspondence must include the following:
  - Explanation that the student-athlete will receive an incomplete in accordance with campus policy
  - Specific time frame for when the student-athlete is expected to complete the additional/make up course work and a grade is to be assigned

- Current grade in the class prior to assignment of the incomplete and (this is optional but preferred) the potential grade that may result (maximum improvement)

### **Nontraditional Course (Correspondence/Independent Study/Internet/Outreach/etc) Policy**

Nontraditional courses (e.g., correspondence, independent study internet, outreach, etc) while not the most preferred option for class scheduling, are a possibility. However, there must be a valid reason(s) for enrolling in the course/courses (see below) and this rationale must be conveyed to the student-athlete's Athletics Academic Coordinator. The Athletics Academic Coordinator will discuss the request(s) with the Assistant AD for Academic Services (and the Deputy Athletic Director if necessary) and render a decision.

Valid reasons for taking internet/outreach courses include, but are not limited to, the following:

- Course is needed for graduation in immediate term and course is unavailable at any other time.
- Schedule class time (on-campus) causes conflict with practice time, travel time and/or competition.
- Course meets multiple USP requirements and is offered in current term.
- Course is only offered over the internet/via outreach and can be utilized to meet graduation requirements.

#### **Please Note:**

- Per NCAA rules, nontraditional courses can be used to meet the minimum 12 hour enrollment requirement for competition provided the following conditions are met:
  - (a) The course is available to any student at the institution;
  - (b) The student-athlete enrolls in the course in the same manner as is available to any student;
  - (c) Enrollment in the course occurs within the institution's regular enrollment periods (pre-registration or drop-add period) in accordance with the institution's academic calendar and applicable policies and procedures; and
  - (d) The course is conducted during the institution's regular academic schedule (term time) in accordance with the institution's academic calendar and applicable policies and procedures.

### **Obtaining an Advisor**

If you are undeclared, you will be assigned an 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 respective sport's Athletics Academic Coordinator. 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 college transcript (or transcripts if they have attended multiple schools) must accompany the official visit form. All prospective student-athletes must also register with the NCAA Eligibility Center (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.

## **Proctored Exams**

If a student-athlete needs to have an exam proctored, the following protocol will be utilized:

- Option 1 (preference) – Professor proctors exam at a different date/time
- Option 2 – FAR/Designee (as determined by FAR) proctors exam (must have written approval from Professor to proctor)
- Option 3 – Athletics Academic Coordinator proctors exam (must have written approval from Professor to proctor)

## **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 or just 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 respective sport's Athletics Academic Coordinator for evaluation.

## **Repeating a Course**

There are a number of issues that must be evaluated before a student-athlete repeats a class (how will it affect the student-athlete's eligibility, is a higher grade needed to progress in the student-athlete's particular degree program, etc). The Athletics Academic Coordinator will evaluate all these issues and then advise the student-athlete accordingly.

## **Tutors**

Tutors will be available Sunday afternoon from 1 - 3 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 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. A tutor list will be posted in the Office of Academic Support for your convenience.

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. Should you know of any prospective tutors, please send them to the Office of Academic Support as soon as possible.

### **NCAA Student-Athlete Affairs Program**

The NCAA Student-Athlete Affairs department provides life skills support in the areas of academics, athletics, personal development, career development and service through the distribution of accessible resources, strategic partnerships and customized programming **at little or no expense to member institutions**. Student-Athlete Affairs programs, resources and events are designed to promote the well-being and development of student-athletes and to provide on-going education and training to athletics professionals who identify and serve student-athlete needs.

### **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!

### **OAS Study Table Overview**

#### **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. The use of Facebook, 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 tobacco (smokeless, cigarettes, etc)
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 afternoon from 1-3 (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 2011 Study Table Hours**

- **Study Hall begins Monday, August 29<sup>h</sup> at 7:00 pm.**
- **Study hall (day and evening hours) will be open during the following times:**

Sunday:	1:00 pm - 3:00 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 Athletics Academic Coordinator 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. In addition, your coach may have attendance requirements (and associated penalties for unexcused absences).

### **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, send emails/texts, and/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 most subjects. 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.**

Plan each semester. Use a calendar 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.

## 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

### **Cowboy Joe Club Mission:**

The Cowboy Joe Club, through the financial investment of alumni, fans and friends, is committed to providing the University of Wyoming student-athlete with the opportunity to succeed in the classroom, in competition and in life.

### **Cowboy Joe Club Statement:**

Financial investments made by University of Wyoming alumni, fans and friends to the Cowboy Joe Club's Annual Fund are directly invested in the scholarship and educational expenses awarded to deserving student-athletes chosen to compete in intercollegiate athletics at UW. These expenses, which currently exceed \$3.3 million, are the direct responsibility of the Cowboy Joe Club and its members.

Gifts made through cash payments, matching gifts, appreciated securities, real estate, gift-in-kind, bonds, or trusts to the Cowboy Joe Club's Annual Fund, Athletic Endowment Program or Capital Facility Campaign are used to increase the opportunity of success for UW student-athletes and its respective competitive teams.

Benefits are awarded to UW athletic investors to which are committed to the success of the program through a priority point system which maintains a fair, equitable and consistent process. Benefits include, but are not limited to priority parking and seating at

UW Football and Men's and Women's Basketball home games, special pre-game hospitalities, not available to the public single game seating, post-season seating priority, special recognition, and access.

As the primary purpose of the Cowboy Joe Club and its staff is to provide financial support of more than \$3.3 million for student-athlete opportunity, it also strives to relay the voice of Cowboy and Cowgirl fans across the state of Wyoming and the entire nation to UW's athletic administration, coaches and student-athletes.

## **Equipment Room (RAC)**

The University of Wyoming equipment room is maintained by the head equipment manager, assistant equipment manager and 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
- Joe Paumer, 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.

*\*\*Please note that laundry service is available for all sports.*
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 Athletic Director for Media and Public Relations, two Assistant Media/Public Relations Directors, one Assistant Media/Public Relations Director/Website Coordinator, the Media/Public Relations Office Manager, 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 among 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. If you are asked a question that makes you emotional or angry, take a few moments to gather your thoughts. Don't rush into answering an emotional question.
5. Don't be negative and don't criticize others. Don't criticize your teammates, your coaches, your opponents, game officials, the media or fans.
6. Give your opponent credit.
7. Don't chew gum or eat during the interview.
8. Look directly at the reporter or camera.
9. Do not wear a hat.
10. Remember, you are possibly interviewing for a future job.

## UW Ticket Office – Student-Athlete Information

Student-athletes may enter most athletic competitions with their valid WyoOne ID cards (does not apply to post-season athletic competitions). Seating for football games is on the lower east side of the stadium (Sections 1-8) and students may enter through any gate for Student Section Seating. Students may enter basketball games in the Arena through any entrance. Seating for men's & women's basketball is in sections A1, J1, K, K1, K2, L, L1, L2 and M1. All other athletics event seating for the regular season is general admission.

### PLAYER PASS PROCEDURES

#### Home Games

Per NCAA regulations, student-athletes may receive a maximum of four (4) complimentary admissions per home event in the sport the individual participates in (please note there are exceptions for conference championships, NCAA championships and bowl games). However, the number of complimentary admissions available to each student-athlete/coach may vary depending upon contractual parameters, NCAA regulations, University policies, etc. Trades with other players are allowed. If additional tickets are still needed and they are available, they may be purchased from the Ticket Office prior to the game. These must be paid for with a credit card, check or cash.

All requests for complimentary admissions for home events must be completed online via the Athletic Ticket Office designated website. Information regarding the online system for complimentary admissions will be distributed to each student-athlete prior to their respective competition season. All complimentary admission requests must be made by 11:59 PM the night prior to the event. **This deadline is final. No changes will be made after the deadline.**

#### Away Games

Per NCAA regulations, student-athletes may receive a maximum of four (4) complimentary admissions per away event in the sport the individual participates in (please note there are exceptions for conference championships, NCAA championships and bowl games). However, the number of complimentary admissions available to each student-athlete/coach may vary depending upon contractual parameters, NCAA regulations, University policies, etc. Trades with other players are allowed. If additional tickets are still needed and they are available, they may be purchased from the Ticket Office prior to the game. These must be paid for with a credit card, check or cash.

All requests for complimentary admissions for away events must be completed online via the Athletic Ticket Office designated website. Information regarding the online system for complimentary admissions will be distributed to each student-athlete prior to their respective competition season. All complimentary admission requests must be made at least 48 hours prior to the event start time. **This deadline is final. No changes will be made after the deadline.**

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 location. **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.
- ADA accessible 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. An additional Will Call for football will also be located at the south end of the fieldhouse.
- A photo ID is required to pick up tickets.
- Away game tickets are allocated through the Cowboy Joe Club priority point system. Priority points are accrued through the purchase of season tickets and donations to the Cowboy Joe Club.



## 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. **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 a claim with their personal insurance company in the event will be filed 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. Non-athletically related expenses that require off-campus care will be the responsibility of the student-athlete (ex. non-athletic injury, dental care, motor vehicle accidents, 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 Sports Medicine department is open Monday through Friday beginning at 7 a.m. and remains open until the final practice session and/or contests are completed.
- D. **All injuries/illnesses must be reported to the athletic trainers immediately or in the A.M. the next day!**
- E . 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.
- F. Men's and women's swimming, men's and women's track/field, wrestling and volleyball will conduct pre-practice and game/match preparation in the fieldhouse (FH) north unit. These student-athletes should report to the FH.
- G . Men's and women's basketball will conduct pre-practice and game/match preparation in the arena auditorium unit. These student- athletes should report to the AA.
- H. Sick call begins at 7:30 am (Monday – Friday)
- I. No outside food or drink is permitted in any athletics training room.

# Strength and Conditioning

## I. Department Overview

### Mission Statement:

The University of Wyoming strength and conditioning staff recognizes each UW student-athlete will spend a large amount of their undergraduate experience training and preparing for their sport. We will enrich their experience with our expertise and abilities.

The mission of our strength, speed and conditioning program is to foster a positive, safe, challenging and properly equipped training environment. Our approach allows coaches and student-athletes to work together towards developing an athlete's full physical and mental potential. The focal points of our training programs will be: functional strength training, sport specific speed and agility development, sport specific conditioning and work capacity improvement, flexibility development and educating student-athletes about proper dietary practices.

Our programs utilize sport specific, scientifically grounded training methods in a year-round training cycle. Strength and conditioning coaches will also interact and collaborate with UW sport coaches, sports medicine, equipment and sport nutrition staffs. This will facilitate the individuals as well as a team's ability to be competitive in conference, regional and national competitions.

### Program Objectives for Student-Athletes:

1. Injury Prevention
2. Improve Sport Specific Conditioning & Work Capacity
3. Positively Regulate Body Composition
4. Increase Total Body Athletic Strength & Power
5. Improve Speed, Agility & Movement
6. Improve Mental & Physical Self-esteem
7. Improve Practice & Game Day Performance

## II. Department Guidelines

The University of Wyoming weight rooms will have established hours of operation. These hours will be posted in several locations including, but not limited to, the weight room, the Student-Athlete Handbook and the UW athletic website. The *standard hours* that are in effect for the normal academic calendar are:

Monday thru Friday 8:00 am – 5:00 pm

Different academic schedules such as finals weeks, holidays, spring break and summer sessions will have varying open hours that will be posted. These posted hours also coincide with arranged team workouts. Team workouts are scheduled between the head sport coach and the appropriate strength and conditioning coach and will not be posted.

However, all team workouts are scheduled in and updated weekly on the master weight room facility schedule shared among the strength and conditioning staff. These team training sessions do not represent open hours for outside student-athletes, faculty and staff to “drop in” and workout. These arranged workouts often include weekends. **In-season and large roster teams** will be given scheduling priority and special consideration due to facility considerations.

Non-competing student-athletes (e.g., student-athletes that have exhausted their athletic eligibility, student-athletes that have been medically disqualified, etc), alumni and/or current UW faculty/staff will be provided the opportunity to use the RAC weight room facility on weekdays from 11 am to 1:30 pm. Each non-competing student-athlete must be currently enrolled at UW and in good academic standing. Alumni must have graduated from UW and/or left in good academic standing with the university. However, current student-athletes will always have priority with regards to facility usage.

Non-competing student-athletes, alumni, and/or current UW faculty/staff **ARE NOT** entitled to any of the Gatorade, Met-Rx or UW offered supplements afforded to current roster UW student-athletes. These individuals must also sign a waiver of liability release before using the facility. The strength and conditioning department reserves the right to suspend facility privileges to any of these individuals for non-compliance.

### **III. Weight Room Guidelines**

The following are applicable to all weight room facilities (RAC, AA, FH)

#### **Expected Attitude and Demeanor of All Student-Athletes:**

- You are expected to be on time.
- You are expected to be prepared for hard, physical work.
- You are expected to be coachable and follow the program as it is designed.
- You are expected to complete each workout with maximum effort and enthusiasm.

#### **Dress Code for Student-Athletes:**

##### *Lower body*

- All University of Wyoming issued gear is acceptable (e.g., shorts, sweat pants, warm-up pants, spandex pants, etc). If, in the opinion of the strength and conditioning staff, a student-athlete is not wearing appropriate clothing (such as shorts that are *too* short) the student-athlete will be asked to go change.
- Other acceptable colors to be worn in the facility are (Brown, Gold, Grey, Black, White). Green is never allowed.
- Athletic shoes and socks are mandatory. No open toe shoes, sandals, deck shoes are allowed.
- It is unacceptable to wear clothing that supports other NCAA universities, clothing that contains profanity, or degrading commentary/graphics. Torn and ripped clothing is also unacceptable.

##### *Upper body*

- University issued T-Shirts preferred. Other acceptable colors to be worn in the weight room are (Brown, Gold, Grey, Black, White). Green is never allowed.
- It is unacceptable to wear clothing that supports other NCAA universities, clothing that contains profanity, or degrading commentary/graphics. Torn and ripped clothing is also unacceptable.
- Upper body apparel must cover shoulders, and cover all areas of the torso. Abdominal region is not to be exposed!
- All shirts MUST cover the shoulders in an effort to prevent spread of bacteria and infection.
- Tank Tops are not allowed unless a standard T-Shirt is worn under the tank top.
- Sports bras of any kind are not an acceptable for of upper body clothing.

### **Jewelry:**

- No watches, wrist bands, rings, piercings (other than stud earrings), necklaces that may interfere with lifts.
- ***Both Male and Female student-athletes are required to remove any and all non-permissible jewelry*** before entering the weight room.

### **Cell Phones/Blackberries/Smart Phones/IPODS/Head Phones:**

- Cell phone use and emailing/texting is not allowed in any part of the weight room. This is a no tolerance policy!
- IPODS and head phones are for the cardio training area only. They are not allowed on the weight room floor.

### **Injury and Illness Issues:**

- Communication is the key!
- Any pre-existing injuries must be made known to the strength and conditioning staff responsible for your sport ***prior to*** engaging in lifting/conditioning activities.
- All student-athletes must be medically cleared by UW Sports Medicine staff ***prior to*** engaging in lifting/conditioning activities.
- If you are NOT on an injury report, you are expected to be 100% full go! Only the UW Sports Medicine will excuse you from a training session for an injury or illness.
- If you bring an undiagnosed injury into the weight room, you will be placed on the injury report.
- If you are sick, it is your job to report to Sports Medicine ***prior to*** your scheduled workout.
- Only a UW strength and conditioning coach is allowed to modify workouts. **STUDENT-ATHLETES ARE NOT ALLOWED TO MODIFY THEIR WORKOUTS!**
- If you are ever injured during a workout, notify a UW strength and conditioning coach immediately.

### **Loitering:**

- There is no loitering. The weight room is a place of work for improved sports performance. When your workout is done, you will not be permitted to hang around talking with other student-athletes that are training.

### **Supplements:**

- The Wyoming strength and conditioning staff will provide CURRENT student-athletes with water, Gatorade, and/or other supplements as a tool to improve recovery between workouts. These supplements are strictly for our CURRENT student-athletes only!
- Each team has its own supplement program. If you have questions about your supplements, talk to your strength and conditioning coach.
- Water is provided in the weight room. Personal water bottles are not allowed.
- Supplements are to be consumed in the supplement area and **never taken out of the weight room.**
- Supplements are not an entitlement and are distributed by the S & C coach in a budget oriented method. Random voluntary workouts (anything completed without the use of a structured workout card & coach) will not receive any additional supplements before or after a workout.
- When you take your supplement FINISH it! Don't throw away unused supplements.
- If an individual abuses the supplement plan, that individual will lose access to supplements.
- **Personal Supplementation is not allowed in the weight room.** If a student-athlete chooses to use additional supplementation outside of that which is provided the student- athlete *does so at their own risk* (these supplements may contain NCAA banned substances). The strength and conditioning staff strongly advises against the utilization of any outside supplementation.

### **Other Important Notes:**

- All student-athletes must be on an official NCAA squad list and be certified for participation in athletically-related activities by the UW Compliance Office ***prior to*** engaging in any lifting/conditioning activities or using any weight room.
- Always check equipment before you use it to ensure it is not broken or unsafe. If you find broken equipment, report it to the strength and conditioning staff immediately.
- If equipment breaks while you use it, report it to the strength and conditioning staff immediately. **YOU WILL NOT BE IN TROUBLE!** We want to prevent any injuries from lifting on broken equipment.
- Always use a spotter when lifting.
- Always use collars and properly set safety pins when training.
- Never attempt an exercise or drill that is beyond your physical ability.
- Always return plates, bars, collars, belts, straps and other equipment to their proper place. Help keep your facilities clean and organized by picking up after yourself and others.
- No student-athletes are allowed in storage rooms, supplement area or coaches offices.

- Student athletes are not allowed on strength and conditioning staff computers.
- Only the strength and conditioning staff will play music. If you would like to request music, ask a coach to do so. The coach will do so **ONLY** when time and workouts allow so. No music with profanity will be allowed.
- No friends, roommates or other non-authorized persons are allowed in the athletic weight rooms!

**IV. Strength and Conditioning Basic Tenants**

- *RESPECT THE STRENGTH & CONDITIONING STAFF.*
- *RESPECT YOUR TEAMMATES AND YOURSELF!*
- *RESPECT ALL OF THE FACILITIES.*
- *HONOR WYOMING WITH YOUR GREAT EFFORT & ATTITUDE.*
- *WORK AS HARD AS YOU CAN AT EVERYTHING EVERYDAY.*

**V. Strength and Conditioning Staff**

**Primary Sport Coverage:**

1. Basketball (Men)	Wes Long
2. Basketball (Women)	Mike Cotterman
3. Football	Trent Greener
4. Golf (Men and Women)	John McGee
5. Soccer	John McGee
6. Swimming & Diving (Men and Women)	Mike Cotterman
7. Tennis	Kalani Heppe
8. Track – Sprinters/Hurdlers (Men and Women)	Grant Stewart
9. Volleyball	Lee Yerty
10. Wrestling	Grant Stewart

**Contact Information:**

Trent Greener	Head Strength and Conditioning Coach	307-766-4372
Mike Cotterman	Assistant Strength and Conditioning Coach	307-766-5585
Mike Ray	Assistant Strength and Conditioning Coach	307-766-5585
Wes Long	Assistant Strength and Conditioning Coach	307-766-6034
Lee Yerty	Assistant Strength and Conditioning Coach	307-766-5585
John McGee	Graduate Assistant Strength and Conditioning Coach	307-766-5585
Grant Stewart	Graduate Assistant Strength and Conditioning Coach	307-766-5585
Kalani Heppe	Graduate Assistant Strength and Conditioning Coach	307-766-5585

## **Office of Diversity and Equal Employment Office (EEO)**

### **Mission Statement:**

The University of Wyoming aims to be a leader among higher education institutions in the Rocky Mountain region in designing and implementing diversity initiatives. Our ultimate goal is to engage in strategic activities as we progress toward creating a campus environment that appeals to individuals from varied backgrounds and beliefs. We are not interested in simply achieving political correctness. We welcome diversity because we know that it dynamically enriches our collective scholarly productivity and creativity. The University of Wyoming therefore accepts, encourages, and actively solicits new ideas and strategic approaches to achieving diversity.

The University seeks to embody in the minds of its administrators, faculty, staff, students, and visitors a warm and open human spirit. We also look forward to establishing a more visible partnership with the greater Wyoming community in order to complement the State's appreciation for and celebration of individualism, a phenomenon that is critical to a community's efforts in achieving diversity. The University also continues to endorse an environment free of discrimination because we know that this can only further enhance our success with attracting diverse approaches to teaching and learning. We believe that we can secure a climate of acceptance and mutual respect for different opinions, cultures, experiences, and perspectives and we are committed to evaluating, endorsing, and supporting viable diversity initiatives.

### **Overall Responsibilities**

As the central repository for records and information relative to the University's diversity initiatives as well as the University's compliance with Equal Employment Opportunity regulations, the Diversity/EEO Office will:

- Review, coordinate, and periodically provide progress reports addressing individual and institutional wide diversity initiatives
- Explore and propose additional diversity related approaches
- Develop and administer the Institution's EEO Program
- Ensure University compliance with equal employment opportunity regulations
- Conduct reviews and investigations of Civil Rights complaints
- Develop and administer employee training programs to address matters of diversity, sexual harassment prevention, and other forms of illegal discrimination
- Develop and administer specialized training in faculty and administrative job search protocols in order to ensure compliance with the University's commitment to diversity

*For additional information:* <http://uwadmnweb.uwyo.edu/EmploymentPractices/>