

WASHINGTON STATE

A T H L E T I C S

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Academic Expectations and Responsibilities

(revised 8/1/14)

OBJECTIVE

Washington State University and Cougar Athletics are committed to helping student-athletes identify and meet academic, leadership and career goals leading to graduation and personal development. The administration, coaches, and support staff are committed to providing a positive and independent learning environment for the student-athletes at Washington State University.

The student-athlete development staff is committed to creating an environment for student-athletes where **progress toward a degree** is the focus, rather than eligibility. The student-athlete development staff is committed to developing programs, monitoring systems, and support systems to achieve these goals.

WSU ATHLETICS DEPARTMENT COMMITMENT AND OBJECTIVES

WSU Athletics is committed to developing and maintaining a partnership between the members of the Athletics Department staff and the student-athletes. The Academic Standards Program is designed to achieve the following objectives:

- To graduate student-athletes at a level consistent with or better than the Washington State University student body.
- To graduate 100% of the student-athletes who exhaust their eligibility at the University
- To graduate each sport program at a level consistent with or better than the University student body.
- To meet the challenges of the NCAA academic reform legislation.
- To provide meaningful and educational opportunities for service on the WSU campus as well as the Pullman community.
- To assess student-athletes academic skills and develop strategies for their success in the classroom.
- To provide excellent resources and training to enhance student-athletes skill sets
- To provide career development skills that allows student-athletes to further realize their vocational interests and goals.
- To provide leadership development programming that empowers student-athletes in all facets of their lives.
- To provide unmatched academic, personal, and career advising and counseling to student-athletes.
- To provide exceptional academic experiences for all student-athletes who access the student-athlete development staff.

The Academic Standards Program systematizes the academic expectations for all sports and all student-athletes. In addition, the academic program facilitates the equitable treatment of student-athletes, makes the student-athletes' needs assessment more objective, and emphasizes the Athletics Department's concern for the welfare of the student-athlete and his/her progress toward graduation.

STUDENT-ATHLETE ACCOUNTABILITY AND RESPONSIBILITY

It is important to realize that you and you alone are responsible for your academic record—accept ownership for your achievement. **Your** grades are **your** grades. You may have several people working with you to help you achieve your academic goals, but you are ultimately responsible for producing on the actual exams, papers, and projects; You need to recognize that you are the catalyst for your own success. . If your grade on an exam is not as high as you would like, go see the professor and find out what you missed. Use the exam as a learning tool for your next exam; quitting is not an option. One low test score does not mean you will fail the course! Seek out your professor or TA to find out how to better prepare for the next exam. Build a plan for success from your setback. College life is challenging—those who are successful learn from every setback and move on to the next challenge. By setting your priorities, managing your time, and studying effectively, you will put yourself in a position to be successful academically.

STUDENT-ATHLETE EXPECTATIONS

To participate in the intercollegiate athletics program at Washington State University, student-athletes must meet all academic requirements of the University, NCAA, and the Athletics Department. All students are also expected to **strive for at least a 2.5 GPA**. If a student-athlete falls below this minimum standard, the student-athlete may be expected to meet regularly with an academic advisor and meet specified academic requirements as assigned by the associate director of athletics for student-athlete development.

Student-Athlete Academic Retention Metric (ARM)

(M) MODERATE RISK STUDENT-ATHLETES

- are new, first term student-athletes at Washington State University
- have been admitted through the normal university admission process
- do not have documented learning disabilities
- are NCAA Qualifiers

OR

- are sophomore (or greater) student-athletes who have earned an initial “deficiency” or have had consecutive or non-consecutive “deficient” terms and possess a cumulative GPA greater than 2.20 but less than 2.50
- have above a 2.00 semester and cumulative GPA but below a 2.20 cumulative GPA
- have moderate NCAA eligibility deficiencies and are not making satisfactory progress towards degree

Program Components for Moderate Risk Student-Athletes:

- will have weekly meeting with athletics academic advisor (and/or academic monitoring)
- will participate in the Study Options Program--10 hours per week (associate director of athletics and coach will assess)
- are required to meet with professor for every course by the second week of the term, continue meetings during the semester
- will participate in Guided Study Teams (if applicable—tutoring coordinator assigns groups based on program criteria)
- complete academic goal setting session
- are required to complete Engage Programming as identified by engage index scores

(H) HIGH RISK STUDENT-ATHLETE

- are new, first term student-athletes at Washington State University who possess less than a 30 AIN
- have been admitted through the Exceptional Talent Pool admission process
- potentially have documented learning disabilities
- are NCAA partial or non-qualifiers who have transferred from two-year community college system

OR

- are sophomore (or greater) student-athletes who have earned an initial “deficiency” or have had consecutive or non-consecutive “deficient” terms and possess a cumulative GPA less than 2.20
- are “deficient” student-athletes with a cumulative GPA under 2.00
- have significant NCAA eligibility deficiencies and are not making appropriate progress towards degree

Program Components for High Risk Student-Athletes:

- will have tutoring for all appropriate courses (if applicable and available—otherwise TA or guided study team)
- will participate in assigned Guided Study Teams (if applicable—tutoring coordinator assigns groups based on program criteria)
- will have information gathered in a 5, 8 and 13 week student-instructor update – evaluation conducted by academic staff
- are required to meet with professor for every course by the second week of the term, continue meetings during the semester
- will have weekly meeting with athletic academic advisor (per criteria, some will have an Individual Academic Success Plan)
- will participate in the Study Options Program—10 hours per week
- are required to attend FAST Start workshop (per criteria, a list of FAST start participants will be provided)
- will complete academic goal setting session
- are required to complete Engage Programming as identified by engage index scores

(E) ENGAGE-IDENTIFIED RISK STUDENT-ATHLETES

- are returning students who are below the 25th percentile in either Engage Indices and possess a cumulative GPA below 2.5
- have not identified themselves as a Moderate or High Risk student
- ongoing mandatory (M) or voluntary (V) Engage Programming will be determined by director of student-athlete development in coordination with the respective athletic academic advisor

Program Components for Engaged-Identified Risk Student-Athletes:

- will have one face-to-face meeting before week eight with athletic academic advisor
- are required to review Engage Advisor Report with athletics academic advisor
- subsequent programming, mandatory or voluntary, will be determined at point of initial meeting

(P) PROGRESSIONAL RISK STUDENT-ATHLETES

- are sophomore (or greater) student-athletes who have earned an initial “deficiency” or have had consecutive or non-consecutive “deficient” terms and possess a cumulative GPA greater than 2.50
- are student-athletes who have demonstrated a history of academic struggles that has resulted in marginal progress towards degree (associate director of athletics to assess and assign as needed)

Program Components for Progressional Risk Student-Athletes

- biweekly meeting with athletics academic advisor that will not yield an academic weekly report and/or academic staff monitoring (i.e. 5-8-13 week evaluations or grade cards)
- are required to meet with professor for every course by the second week of school, continue meetings during the semester
- will complete academic goal setting session
- are required to complete Engage Programming as identified by Engage index scores

Note

Seniors—Student-athlete development services will be determined on an individual basis for seniors who have exhausted their eligibility. If seniors are over 2.0 and certified in a major, they are expected to work independently.

General Contact—Consists of, or applies to, returning students outside the aforementioned academic profiles who appear to be on track to certify in a major of their choice and on track to graduate within a four–five year period. Services for this group are made available based on individual requests and need.

Weekly Academic Expectations of Student-Athletes

- Attend every class every day.
- Meet with academic advisor first week of school.
- Attend weekly meetings with academic advisor and be prepared to discuss class notes and results from papers, quizzes, and exams.
- Complete all weekly tasks and study sessions as agreed upon.
- Come prepared for each appointment with academic advisor, professor, teaching assistant, tutor, or other support staff.
- Maintain open and honest lines of communication with academic advisor, coach, and professors.
- Return professor evaluation forms when requested.

Meeting the Commitment

If weekly academic requirements are **not** met, the following procedures will be followed:

- Student-athlete and advisor meet to resolve issue.
- Student-athlete, coach, and advisor meet to resolve issue.
- Student-athlete, coach, and associate director of athletics for student-athlete development meet to resolve issue (contract may be established).
- Student-athlete and senior administrator meet to discuss consequences.

ACADEMIC DISHONESTY: WAC 504-25-015

(<http://www.conduct.wsu.edu>)

Academic dishonesty, including cheating, plagiarism, and fabrication in the process of completing academic work, is prohibited. Assisting or encouraging academic dishonesty is also prohibited. The expectation of the University is that all students will accept these standards and conduct themselves as responsible members of the academic community. These standards should be interpreted by students as general notice of prohibited conduct. They should be read broadly and are not designed to define misconduct in exhaustive forms.

Definitions

- **Plagiarism** is knowingly representing the work of another as one's own, without proper acknowledgement of the source.

- **Falsification** is the intentional and unauthorized alteration of information in the course of an academic activity.
- **Fabrication** is the intentional invention or counterfeiting of information in the course of academic activity without proper authorization.
- **Multiple Submission** includes, but is not limited to, submitting the same paper or oral report for credit in two courses without the instructor's permission; making minor revisions in a paper or report for which credit has already been received and submitting it again as a new piece of work.
- **Cheating** is the intentional use of, or attempt to use, unauthorized material, information, or study aids in any academic activity to gain advantage.

Academic Integrity Processes

Every act of academic dishonesty affects academic evaluation of the student and also is a violation of the University's standards of conduct. Alleged violations will be handled under the WSU Academic Integrity Processes.

STUDENT-ATHLETES AND ACADEMIC DISHONESTY

If the student-athlete development staff becomes aware of an academic dishonesty issue from a professor or student-athlete, the following reporting procedures will be followed:

- Associate director of athletics for student-athlete development meets with student to review the University's Academic Integrity processes, the specific situation, the student's rights, and the University's due process procedures.
- The associate director of athletics for student-athlete development ensures the head coach and position/event coach is informed.
- The associate director of athletics for student-athlete development notifies the team academic advisor, sport supervisor, senior associate director of athletics, faculty athletics representative.

If staff or coaches become aware of an academic dishonesty case, the staff member should report the situation to the associate director of athletics for academic support services.

CLASS CONDUCT AND ATTENDANCE

Student-athletes are expected to **attend every class daily**. Absences will be reported to the appropriate head coach by the student-athlete development staff.

- **Introduce yourself** to the professor **early** in the semester.
- **Sit in the front of the room. Ask questions**, show **respect for the professor**, focus on the lecture—**no music, no talking with friends**, make **eye contact with professors**, be an **active participant in class**.
- Know your professor's office hours and office phone number. Be sure to get the class syllabus for each course.
- Be **on time** for every class.
- Turn in **all** assignments **on time**.
- **Meet the professor** during office hours, get to know professors on a one on one basis—personalize your course work.
- Provide Class Absence Request Form to professors **before leaving on team trips**.
- **Make up all work** missed due to team travel.
- **Do your own work** and **don't share your work with others**. (The penalties and stress caused by a lack of academic integrity are not worth it!)

ABSENCES

Scheduling/Travel Policy

Student-athletes will not schedule classes during scheduled practice times. In addition, student-athletes will not miss class to attend a rescheduled practice session.

Absence for Team Travel

WSU Athletics follows the University guidelines for **class absences**, as approved by the Faculty Senate. The University recognizes team athletic trips as University-sponsored activities; therefore, instructors are requested not to penalize the student-athlete if an authorized Class Absence Request Form has been filed with the instructor one week prior to the absence. It is the student-athlete's responsibility to **make up all work missed**. We encourage student-athletes to turn in work or take tests before the absence. Class Absence Request forms are available from the sport secretary or academic office. Absence letters must be picked up one week prior to your event. Forms will not be distributed after you return from a team trip. The only team travel allowed during **finals week** is for Pac-12 or NCAA championships. The departure date and time must be approved by the sport supervisor. Any exceptions must be approved by the sport supervisor. The individual student-athlete must have the approval of their professor(s) to make alternative arrangements to take an exam.

Absence Due to Illness/Injury

In accordance with University guidelines, instructors are asked not to penalize the student-athlete if an authorized Class Absence Request for Injury/Illness is filed. It is the student-athlete's responsibility to make up all work missed. We encourage the student-athlete to contact each professor prior to surgery or after an injury/illness has occurred. In emergency situations, the academic staff will contact each professor. Class Absence Request for Illness/Injury forms are also available in the academic office.

Academic Support Services

(revised 8/1/14)

OBJECTIVE

The student-athlete development staff serves as academic advisors for non-certified student-athletes and provides comprehensive academic support for all student-athletes. The type and level of programming, monitoring, and support provided to each student-athlete is dependent upon the individual needs of each student-athlete, based on the review of existing academic information and academic assessments administered by the student-athlete development staff or through the screening and assessment process. Student-athletes are also encouraged to access existing university resources.

As academic advisors, the student-athlete development staff assists student-athletes with class selection, major selection, graduation planning, career planning, time management, goal setting, study skills, and learning strategies. The advisors work closely with the University faculty to monitor departmental advising, performance and participation. The staff also communicates with faculty to provide assistance with rescheduling class assignments and exams missed due to team travel.

Summary of Support Services

- New Student-Athlete Orientation
- Learning Assessment (referrals to Psychology Clinic and Access Center)
- Cognitive and non-cognitive Assessments (for assignment to appropriate advisors, services, and programs)
- FAST Start (week two time management program for at-risk student-athletes)
- Academic and Career Planning
- Academic Skill Building
- Priority Advising and Registration for Incoming and Returning Student-Athletes
- Monitoring Degree Progress (Degree Audits) and Schedule Review
- Proactive Weekly Monitoring (new student-athletes and at-risk returners)
- Mid-term Evaluations
- 5 and 13 Week Student-Athlete Development Office Initiated Evaluations with Faculty
- General Academic Counseling
- Learning Strategies/Study Skills
- Academic Assistance with Team Travel
- Writing and Math Assistance
- Soma Training Program (reading and vocabulary enhancement program)
- Individual Success Plans (specific academic plans developed for at-risk student-athletes)
- Structured Learning Sessions (study teams, guided study)
- 10 Hour Study Options Program
- Individual and Group Tutoring
- Assistance with Accessing Technology (research and writing)
- Bohler Computer Lab (35 desktops, 15 netbooks, 15 notebooks, B&W/Color Printers, scanner)
- iPad Program (all varsity student-athletes receive one tablet in their career at WSU)
- Summer School Financial Aid Program
- Athletics Summer Bridge Program
- Degree Completion Financial Aid Program
- Academic Recognition Programs

AVAILABLE SERVICES**New Student-Athlete Orientation****All University New Student Orientation**

All incoming students are required to participate in the university-wide *Alive!* orientation process. The orientation programming includes an introduction to university resources, support programs, opportunities, as well as other academically minded programming. *Alive!* programming takes place throughout the summer and at the beginning of fall and spring semesters.

New Student-Athlete Orientation

New student-athletes must participate in a WSU athletics academic, career development, leadership advancement and community service orientation during the first semester of enrollment. The orientation will include a survey of existing University and departmental resources and tours of important University and athletic department student support resources and facilities.

General Academic Advising

The student-athlete development staff is available for advising by appointment and on a drop-in basis. The advisors focus on class selection, major selection, tracking progress toward a degree, and developing graduation and career plans.

Assessment

The student-athlete development staff assesses the academic strengths and weaknesses of student-athletes using existing academic records and screening or assessment instruments. To best support the entire student-athlete population, all student-athletes take a student readiness inventory which measures psychosocial factors associated with academic success and college student retention (i.e., Engage). To that end, any student-athlete with a documented learning disability or physical impairment will meet with an athletics department learning specialist to develop an Individual Success Plan (ISP) and for possible referral to other University resources.

The learning specialist administers the Gates-Macginitie Reading Test to all student-athletes and Beta III to new transfer students who were high school non-qualifiers and freshmen with a WSU Admission Index Number less than 30. The learning specialist also coordinates access to all available University resources through the Psychology Clinic and Access Center. The learning specialist forwards any recommendation for a waiver of NCAA academic requirements to the associate director of athletics for student-athlete development and collaborates with the compliance office to ensure the appropriate measures are taken.

Academic Assistance with Team Travel

WSU Athletics follows the University guidelines for class absences, as approved by the Faculty Senate. The University recognizes team athletic trips as University-sponsored activities; therefore, instructors are requested not to penalize the student-athlete if an authorized Class Absence Request Form has been filed with the instructor one week prior to the absence. It is the student-athlete's responsibility to make up all work missed. We encourage student-athletes to turn in work or take tests before the absence.

As an element of our support role, student-athlete development staff assists student-athletes when their competitive seasons are underway and team travel is more common. Listed below are common tasks undertaken by the advising staff as a measure to ensure that student-athletes have ample support when team travel becomes more prevalent.

- Contact/communication with University faculty
- Acquire and return exams to faculty per outlined instructions
- Relay examination protocol to designated proctor
- Provide lap-top and technical support as needed
- Provide general academic support with regards to travel time management

Academic and Career Planning

The student-athlete development staff officially advises all incoming and undecided student-athletes. The staff provides advising for student-athletes to ensure that student-athletes understand University and NCAA requirements. Advising sessions also ensure that academic schedules meet NCAA Progress-to-Degree requirements. Athletics advisors focus on class selection, major selection, and tracking progress toward a chosen degree program, including

the development of graduation plans with “time to graduate” as an important component. The student-athlete development staff’s responsibilities include fostering, assisting, and informing the student-athlete of their best academic options. In addition, all student-athletes certified in a major receive advising from athletics academic advisors in addition to that from their University advisor. Athletics academic advisors provide pre- and post-advising support for certified student-athletes to ensure they understand University and NCAA requirements, and to ensure academic schedules are realistic and meet NCAA requirements.

FAST Start Program

To reinforce the importance of studying all sixteen weeks of the semester, targeted student-athletes are expected to attend the FAST Start planning session the second week of the semester. FAST Start workshops are planning sessions organized and facilitated by the athletics department’s learning specialist. After attending FAST Start, students are prepared to begin the second week of school and their second week meeting with their athletics academic advisor. During FAST Start students receive assistance with organizing their syllabi in their binder, completing their semester time management calendar and reviewing the academic planner, a quick review of college study skills with easy-to-use instructions and ideas for study skill development. This academic planner is included in the binder and can be used by the academic advisor and student-athlete throughout the weekly meeting process.

Proactive Weekly Monitoring

The student-athlete development staff meets weekly with high risk, moderate risk, progressional risk and student-athletes to provide a structured academic support program and to track academic progress in each class. The academic advisor assists the student-athlete with class selection, major selection, graduation planning, career planning, time management, goal setting, study skills, and learning strategies. Advisors work closely with the University faculty to monitor grades and class attendance. The staff also communicates with the student’s faculty to provide assistance with rescheduling or making up class assignments and exams missed due to team travel. Proactive weekly monitoring improves communication among the academic advisors, student-athletes, coaches, faculty advisors, and instructors. New student-athletes may be assigned to a Peer Academic Counselor (PAC) for their weekly meeting.

Peer Academic Counseling (PAC) Program

The PAC program is a peer mentoring program designed to assist new student-athletes with their transition from high school or junior college to a Division I institution. Peer counselors give the new student-athletes a contact person on a weekly basis to share accomplishments and challenges. Peer academic counselors emphasize time management, balancing athletics and academic commitments, keys to success, and accessing department and University resources. Peer counselors may also assist student-athletes with learning strategies, writing and research skills, and maintaining successful interaction with professors.

PAC counselors are typically current or former student-athletes—successful sophomores, juniors, seniors, or graduate students with a wealth of knowledge about how to succeed at WSU. Peer counselors can receive credit from the Psychology or Sport Management departments, fulfill internship hours for the Athletics Department’s Degree Completion Program, or simply volunteer their time.

5-8-13 Week Monitoring Programs

Week 8 Evaluations. The University reports midterm grades for all students in week eight of the term. Coaches and academic advisors receive copies of each returned evaluation and a summary of all reports for each student-athlete. The midterm report assists the academic staff and coaches in providing immediate intervention and reinforcement at a point in the semester when the student-athletes still have an opportunity to raise their grade. The goal is to provide access to institutional support services as early as possible in the semester.

5 and 13 Week Evaluations. The student-athlete development office initiates a web based request to each professor/instructor of all “high risk” student-athletes in the fifth and thirteenth week of each semester. This monitoring system improves communication among the faculty, athletics advising staff, student-athletes and coaches. Academic advisors working with moderate risk and new student-athletes will utilize the five and thirteen week evaluations if individual performance and specific circumstances necessitate.

Schedule Review and Monitoring of Degree Progress

The student-athlete development unit monitors student-athletes’ degree progress specifically by reviewing every student-athlete’s academic schedule each term (both walk-on and scholarship student athletes). This process allows the advising staff the ability to track potential eligibility issues as well as major interests and/or changes. This review process is an invaluable resource for all our student-athletes as it ensures that all course work taken is applicable towards their chosen degree program. This review process also allows the academic advising staff the opportunity to evaluate potential academic and athletic balance issues as well as preventable time conflicts. Lastly this review process aids in our student-athletes’ academic experience as it affords the student-athlete development unit the opportunity to counsel and/or refer student-athletes to the appropriate university resources when necessary.

Team Academic Advisors

Washington State University Athletics has been, and continues to be, committed to the overall development and success of all its student-athletes. For this reason, the student-athlete development unit has a support staff of eight to guide and assist the student-athlete population as they work towards their respective academic degrees. You can find more information about our staff by visiting our website at <http://www.athletics.wsu.edu/arc/staff/default.html> .

Administrators:

Pam Bradetich	Senior Associate Director of Athletics
Chris Cook	Associate Director of Athletics for Student-Athlete Development
Wanda Tennant	Coordinator of Internal Operations/Academic Advisor

Advisors:

Heather Erwin	Learning Services Coordinator/Academic Advisor
Gail Gleason	Sr. Learning Specialist/Academic Advisor
Tracy Keller	Coordinator, Academic Resource Center/Academic Advisor
Thad Hathaway	Director of Student-Athlete Development
Cynthia Castro	Assistant Director of Student-Athlete Development
Derek Johnson	Coordinator of Football Academic Operations/Academic Advisor
Natalie Nakic	Coordinator of Leadership Development/Academic Advisor

Kari Sampson	Coordinator of Career Development & Community Service /Academic Advisor
Leah Schulz	Coordinator of Tutoring Services/Academic Advisor

Learning Strategies/Study Skills

Student-athletes, based on objective assessments, may need to improve basic academic skills such as vocabulary development, textbook use, reading comprehension, concentration skills, time management, memory skills, note taking, grammar and sentence structure, and general writing. The athletics department learning specialists and academic advisors work individually and in small groups to meet the needs of these students.

Services For Student-Athletes With Special Needs

Any student-athlete with a documented learning disability or physical impairment will meet with an athletics department learning specialist to develop an Individual Success Plan (ISP) and for possible referral to available university resources. A learning specialist works closely with the Access Center staff and the student-athlete's academic advisor to ensure the student's specific academic needs are being met. The associate director of athletics for student-athlete development and the learning specialist will monitor implementation, evaluation, and completion of each plan.

The University Access Center assists students who have documented learning disabilities seek appropriate accommodations from their instructors (e.g., extra time to complete exams, an isolated environment during testing, and assistance with note taking). This service is available to all students on campus, including student-athletes.

SOMA Training Program

The SOMA Training Program pairs the use of adaptive technology (Kurzweil 3000) with literacy education expertise to create a dual reading and educational assistance program. SOMA provides structured, monitored opportunities for skill development and reading remediation using student-athletes' current course reading. Student-athletes practice and apply skills to meet their immediate academic requirements. Program goals include: improving the learning experience for our most "At-Risk" population; allowing our "At-Risk" student-athletes to function at their cognitive levels rather than reading levels; improving reading fluency as well as comprehension; increasing student-athletes' expressive vocabulary; and improving quality of writing and general compositional speed. SOMA program students are required to attend all meetings with their SOMA specialist and will meet at least once a week (approximately 1 hr.) per course for which they are using the SOMA program. "Soma" is the Swahili word for "read."

Selection criteria for student-athletes in the SOMA Training Program include the following. Student-athletes will then be ranked and admitted to the program based on the number of available specialists to meet a minimum of once per week.

New Student-Athletes:

- non-qualifiers out of high school (transfers) or alternate admits, ranked according to scores on GMRT and/or BETA-III or TOEFL
- documented learning disability

Returns:

- university deficiency code Rule 38 plus academic preparedness issues

- multiple terms under a 2.0 cumulative GPA according to scores on GMRT and/or BETA-III or TOEFL
- documented learning disabilities
- used SOMA in a previous semester

Individual Tutoring

All current student-athletes have access to tutoring opportunities during the academic year and summer sessions. Students are encouraged to meet weekly with tutors to enhance their performance in challenging courses and to maximize academic success. Individual one-on-one tutors are recruited, trained, scheduled, and evaluated through the Student-Athlete Development Office (SAD). The student-athlete tutoring program is certified by the College Reading and Learning Association (CRLA). Tutors are trained, evaluated, and monitored according to CRLA guidelines. Student-athletes are also encouraged to access the many individual tutoring opportunities available in academic departments and residence halls throughout campus.

Group Tutorials

The athletics department offers group tutorials for several general education courses each semester. These strategy and content driven sessions are coordinated by the athletics department's assistant director for student-athlete development, coordinator of tutoring services, and facilitated by the athletics department's academic intern or academic advisors, senior-level students, or teaching assistants. The facilitators are recruited, hired, and supervised by the assistant director of student-athlete development and coordinator of tutoring services. Individual tutoring sessions typically take place Monday through Wednesday evening in the Lighty Building and last for one hour starting at 6:30, 7:30, and 8:30 p.m.

Guided Study

The coordinator of the academic resource center facilitates and schedules guided study teams each semester. Guided study facilitators are upper class or graduate-level students, or academic advisors, who have been trained in study skill instruction and/or writing skills. Guided study facilitators provide a monitored, structured study session for small (three-four student-athletes), targeted groups of student-athletes organized by academic subject area or specific course. Guided study teams provide a weekly focused time of subject review, as well as provide an opportunity to develop and reinforce study skills with special emphasis placed on practical application of those skills specific to the subject matter of the individual study team. With the acquired learning strategies, students will be able to meet as a study group throughout the semester in addition to studying independently in preparation for exams, quizzes, and projects. Guided study teams are available for all student-athletes, although some student-athletes are required to attend. Guided study sessions typically take place Monday through Wednesday evenings in the Bohler Athletic Complex and last for one hour starting at 6:30, 7:30, or 8:30 p.m.

Ten-Hour Study Options Program

The study options program is a required ten hour per week study program for incoming student-athletes and struggling returners. The intent is to provide a positive structured learning environment that allows student-athletes the opportunity to determine their most beneficial type of assistance. Almost any structured, monitored study session will help complete the ten hour

requirement. Examples include: tutoring, Professor/TA meetings, class study sessions, guided study teams, work done in the ARC structured by the lab monitor, work done during guided study structured by a facilitator.

Structured study sessions may take place in the Bohler Athletic Complex either during daytime hours or in the evenings and are monitored by the tutoring and guided study coordinator, academic intern, academic advisors, ARC assistants, tutor, or guided study facilitators. Facilitators serve as “learning strategy tutors” and assist students with study skills, writing and research skills, and learning strategies across all content areas.

Head coaches have the option of requiring additional scheduled study sessions each week, monitored by the student-athlete development staff (i.e., football& basketball). Coaching staffs may also monitor their own team’s study hours at other facilities.

Examination Proctoring on Team Trips

If possible, student-athletes should reschedule all tests so they can be taken prior to departure or immediately upon return. However, if requested by the faculty member, a student-athlete may need to take a test while on a University-sponsored athletic team trip. If a student-athlete needs to take a test on the road, a member of the coaching staff is responsible for monitoring the student’s compliance with instructions provided by the faculty member (e.g., time limit, use of calculators, time and date of test, etc.).

The student-athlete must contact the professor to arrange with the professor to have the test available to be picked up prior to the team’s departure. The student-athlete should notify the team’s academic advisor of location and time to pick up the test. The academic advisor will arrange to have the test picked up and delivered to the coach in a sealed envelope prior to the team’s departure. The coach will return the completed exam in the sealed envelope to the team academic advisor immediately upon return from team trip. The advisor will return the test to the professor and, if necessary, notify the professor of any concerns regarding academic integrity.

BOHLER COMPUTER LAB—ACADEMIC RESOURCE CENTER

Academic Resource Center Hours

Monday-Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	Closed
Sunday	4:00 p.m. – 7:00 p.m.

The Academic Resource Center (ARC), located in Bohler Athletic Complex Room 290, is equipped with desktop computers for use by student-athletes. Each student-athlete is provided with a personal account for this facility. The ARC is staffed with trained facilitators who provide writing and research assistance, and help students with learning through technology, while reinforcing a positive, disciplined learning environment. Additional workstations are available in room 288, 286 and the PROWL Resource Center, PEB 104.

Ability to use technology is the key to success on the modern college campus.

In the ARC, student-athletes have access to:

- 35 Computers with Flat Panel Monitors
- Individual, personalized computer accounts for each student-athlete.
- A high-speed, high-volume black/white printer and one high resolution color laser printer.
- High resolution document scanner.
- Direct, high-speed connection to the WSU Internet computer system.
- ARC Website—**www.athletics.wsu.edu/arc**
- WSU Libraries On-Line.
- zzusis
- CareerAthletes.com
- “Easy Access to WSU “Angel” Learning Management System
- Free e-mail and internet access.
- Microsoft Office software (Word, Works, Excel, FrontPage, PowerPoint, Access).
- Adobe Photoshop software.
- Bright, spacious conference rooms for independent study or group projects.
- 15 netbooks and 15 notebook computers for use on the road, to stay ahead in the classroom while away from Pullman. Netbooks have the same updated operating system software available in the ARC. Please contact your head coach in advance of your trip to reserve a netbook.
- Wi-Fi available throughout Bohler Athletic Addition.

Academic Resource Center Policies

- Student-athletes on an active roster are eligible to use the ARC.
- Student trainers/managers/assistants and degree completion students may also use the ARC when space is available (i.e., non-peak hours).
- Scholarship student-athletes who quit or are cut from their team may access the ARC through the term of their athletics financial aid.
- Academic related work is given priority at all times.
- **From 6:00 p.m.-9:00 p.m.** academic related work **only** in the ARC (no personal e-mail or recreational web use).
- Limited food or drink in lab area
- No games via CD-rom **or** internet.
- The lab is a learning environment. Be respectful of those around you.
 - Responsible cell phone usage
 - Music in headphones only
 - Quiet talking only
 - Responsible use of Internet and e-mail
 - Responsible use of printing privileges
 - Printers can only be used for **academic and career development** purposes, not for personal/recreational use or as a copy machine.
- **Internet/e-mail:** Absolutely no harassing, pornographic, obscene, or inappropriate use of Internet resources will be tolerated.
- **Follow directions of lab monitor/ARC supervisor.**
- Follow lab procedures (i.e., procedure to turn on/off, time limitations, proper use of hardware/software, netbook check out, closing times, etc.).
- Academic Resource Center users will adhere to the policies of Washington State University.

- No illegal copying of software or data.
- Do not modify or attempt to damage software, databases, records, or equipment.
- Do not invade the privacy of others by electronic means.
- No harassing or abusing others via electronic means.
- Do not use facilities for commission of a crime.
- Do not use other individual's accounts/identity.
- The ARC employs an internet filtering system that monitors inappropriate sites.

Policy and Procedures for Use of Netbook Computers

- The student-athlete development staff will coordinate with team coaching staffs to maximize the efficient and equitable use of this resource.
- **All** checkout netbooks **must** be returned by **noon** on the next full business day after the team returns from travel.
- Netbook computers will be the responsibility of the team that uses them, rather than an individual student-athlete.
- Athletics Department netbook computers will be used only by student-athletes while they are on the road to away events.
- Normal operating expenses associated with netbook upkeep will be the responsibility of the ARC. However, the team responsible for damage due to negligence or failure to follow operation guidelines will be charged the cost of repair or replacement.
- With prior approval, netbooks may be checked out for special circumstances (i.e., illness, family emergency, etc.).
- Student-athletes with learning disabilities may check out a netbook for use during the week if requested by a learning services specialist.
- Internet access is for work directly related to completing academic coursework, provided the academic coursework is required to be completed while the student-athlete is away from campus on official team travel or within the following week after returning from the trip.
- No recreational web surfing is allowed.
- Any questionable websites that have been accessed must be justified, or future requests for netbooks will be denied.

Other Computer Labs

- **SCS Labs** (Student Computing Services—several locations on campus): IBM or Macintosh computers, Microsoft software, Internet access, multi-media, e-mail, major-specific software, library resource, training sessions, and lab monitor assistance. Contact the Academic Resource Center Coordinator at Bohler Athletic Complex 290 to set up an account. The Athletics Department provides access to these computer labs at no charge for student-athletes.
- **PROWL Resource Center:** Additional ARC networked computers are available in the PROWL Resource Center, PEB 104.

IPAD PROGRAM GUIDELINES

Purpose:

The Cougar Athletics Tablet Program is designed to meet technical needs of student-athletes in the following areas: academic, athletic, and personal.

Distribution Plan:

The student-athlete development staff, in conjunction with the athletics department information systems staff, will order and distribute tablets; select and download appropriate academic applications; as well as follow-up with reports of illegal, inappropriate and/or unprofessional use of this technology.

Hardware:

Apple iPad Tablet (latest version available)

Applications:

The Student-Athlete Development staff will provide access to academic and career development applications with an academic and career/professional development focus. Coaches are responsible for providing access to sport specific applications, video, etc.

Who Receives a Tablet:

All varsity student-athletes listed on their team's Daily Eligibility Report and eligible to practice on the first day of each semester receive a tablet. (If in a grace period, the tablet will be distributed after becoming eligible). If non-scholarship student-athletes are added to their team's roster after the first day of the semester, those student-athletes will receive a tablet the first week of the following semester. Student-athletes receive one tablet during their WSU athletics career.

When Will Tablets Be Distributed:

Tablets are distributed to student-athletes no later than the end of the second week of the semester (distributed at the following times: Summer New Student-Athlete Bridge Program, Fall Preseason Training Camp, or by the end of the second week of the semester).

Where Will Tablets Be Distributed:

The student-athlete development staff will distribute the tablets during a scheduled team meeting. Student-athletes sign their tablet agreement, receive an overview of the available applications, and practice appropriate navigation skills.

Ownership and Return Policy

- Once distributed to student-athletes and the tablet agreement is signed, the student-athletes own their tablet.
- Per NCAA rules student-athletes cannot sell the tablet for any amount.
- If stolen, the tablet will be replaced only if a police report has been filed immediately after the theft and a copy of the police report can be provided to the Student-Athlete Development Staff.
- Any broken or lost tablets will be the responsibility of the student-athlete.
- If student-athletes are cut or quit within their first semester on their team, the student-athletes' student account will be billed for the full value of the tablet.

Budget Source:

Student-Athlete Assistance Fund

Athletic Communications

(reviewed 8/1/14)

The Athletic Communications Office at Washington State University is designed to assist Cougar student-athletes in all phases of dealing with the media. Listed below are rules, suggestions, and procedures important to you as a student-athlete at WSU.

Remember that members of the media are **assigned** to report on Cougar athletics and all those people associated with the programs and teams. They are not paid to be cheerleaders. Most, but not all, are supportive of WSU's programs and the student-athletes and coaches involved. Still, it is not their job to make you look good. How well you conduct yourself at all times will go a long way toward developing your reputation. "Fans judge you as an **athlete** according to how you perform during competition. They judge you as a **person** according to how you perform with the media. If fans develop a good impression of you through the media, especially when things are not going well in competition, the benefits to you can be significant" (*NFL Media Relations Handbook*).

WSU places a high priority on media relations. Because sports fans locally and nationally will know as much through your relationship with the media as they will through your competitive efforts, WSU asks you to do interviews and work with the media when requests have been made by members of the media.

Making yourself available for interviews is important for several reasons. First, you benefit. You learn skills of communication that will be an asset forever. Second, your team and program benefit from the exposure. Third, the fans who help support our programs become more committed and involved because of media coverage. An equally important impact of your relationship with the media and your willingness to do interviews is the impact it will have on young people who, in the future, will consider attending WSU either as a student or a student-athlete. You learned about WSU through coaches and student-athletes who competed before you. Now the next generation of Cougar student-athletes will learn from you.

If you are uncomfortable when talking with members of the media, work with your representative in the athletic communications office. Staff members can help you feel more comfortable and help you take charge.

Athletic Communications Functions

- Media Representatives—the staff serves as representatives to all members of the Athletics Department, from coaches and administrators to student-athletes.
- Archives—the office records and stores all information dealing with the NCAA/Pac-12 athletics teams competing for Washington State University.
- Statistics, Event Results—all individual and team statistics are compiled by the athletic communications office for all competition involving Cougar teams.
- Home Events—staffing home events and hosting visiting members of the media.
- Publications—WSU publishes online guides, event programs, and a variety of other material.
- Photographs—all photographs taken by our photographers are property of the WSU Athletics Department and are filed in the athletic communications office; these include head and shoulder photos, game action photos, and other miscellaneous photos that are available to local, regional, and national publications including your hometown papers, to

your high school, and to fill special requests. If you bring a re-writable CD or flash drive to our office at the end of your season, we will make a copy of all your digital photos for you to keep.

- Honors—office personnel work with national organizations and publications to make sure all WSU student-athletes receive appropriate regional and national honors and recognition.
- Internet—information provided by WSU is available through many Internet sites, providing a link directly from Cougar Athletics to fans worldwide. Our website is ***www.wsucougars.com***.

MEDIA TECHNIQUES

All interviews by members of the media are coordinated through the media relations office:

- Student-athletes are asked to only grant interviews when they have been pre-arranged by a member of the media relations staff.
- **Do not take calls at home** from members of the media **unless arranged through the athletic communications office**.
- An attempt will be made to handle all interviews between 8 a.m. and the end of your daily practices.
- You will **not** be asked to **miss a class** to do an interview.
- Remind members of your family (parents, etc.) they may be contacted by members of the media; they are not obligated to conduct these interviews, especially in times of trouble and conflict. Please ask them to not give out your phone number.

Interview Do's

Organize your thoughts about a question before answering it.

- Speak in short, complete sentences; this is especially helpful for radio and television interviews; this also helps to make sure you are not misunderstood.
- Be human, be yourself, be honest. Many of you have fascinating stories to tell of your life away from the competition; don't be afraid to talk about those stories.
- Praise teammates—there are many other people who help make you a success.
- You are a celebrity; expect to lose some of your privacy. You are not treated the same as other WSU students. You will receive a lot of attention for your athletics endeavors; because you are a celebrity, you also receive attention for your mistakes inside and outside athletics.
- Look good; be confident but not cocky; keep your head up and look the person in the eye when answering. Be humble in victory and gracious in defeat.
- Ground rules—know what will be discussed in advance; the person arranging the interview from the athletic communications office can tell you what the subject matter will be; don't be afraid to tell a reporter you don't want to discuss a certain subject.
- Be animated—lively sports figures are the most quotable.

Interview Don'ts

You are always on the record. Never speak "off the record" to a reporter; expect everything you say and do to be used by the reporter if not now, eventually.

- You are live—assume anytime you can see a camera, microphone, or reporter note pad that you are being recorded.

- Phone calls should be considered on the record and live from the time you pick up the receiver to when you hang up; do not relax and think what you are chatting about will not be reported—it will.
- Be alert; when reporters are around, don't say or do anything you would not want reported, printed, or put on the air.
- Don't play referee—don't whine about an official's call; avoid such references as "he blew the call" or "that was a bad call." You will sound like a cry-baby.

Athletics History

(reviewed 8/1/14)

Farmers! Hayseeds! Pumpkins! Squash!
W.A.C.! By Gosh!

Sounds pretty corny today, doesn't it? Students at Washington Agricultural College and School of Science—now Washington State University—came up with this when they cheered for their baseball team in its very first game. That was 121 years ago. WAC beat the Pullman Military College 26 to 0. The game marked the beginning of Intercollegiate Athletics at WSU.

Track began in June of 1892. Students cut a track in a field of oats where Martin Stadium is today. WAC beat the Pullman Military College—again. Intercollegiate competition in football began in 1894. WAC defeated Idaho 10-0 at Moscow. The local newspaper said "the cheers of Washington Agricultural College aggregation were deafening." We didn't have a gymnasium at WAC until 1902, but the men's basketball team played the Spokane YMCA in 1901 and lost—would you believe 31-0!

Field hockey, tennis, and basketball were the earliest women's sports at WSU, mostly intramurals. The first women's basketball game with an off-campus opponent was played against Walla Walla High School in 1901. WAC won 14-12. The biggest "intercollegiate" win for the women's team came in 1903, over the University of Washington. The final score was 4-2. How times—and basketball—have changed. Jeanne Eggart scored 1,967 points in her career at WSU in 1979-82, still the all-time record for women!

In 1982, the women and men's athletics departments merged to create one unified organization. In 1985, the women's programs became part of the Pacific-10 Conference and the NCAA.

Today, WSU fields teams in 17 men's and women's sports which compete in the prestigious Pac-12 Conference. Men's teams compete in football, basketball, baseball, indoor and outdoor track, cross country, and golf. WSU women compete in basketball, indoor and outdoor track, cross country, volleyball, soccer, swimming, rowing, golf, and tennis. Washington State was one of the first institutions to bring men's and women's sports into parity following passage of the Title IX legislation by Congress in 1972.

WSU's 17 sports have rich histories in NCAA postseason competition. WSU has won two NCAA national team titles, in boxing (1937) and men's indoor track (1977). Washington State football has made 11 Bowl appearances, winning six times. WSU has played in four Rose Bowl games (1916, 1930, 1998, 2003). Cougar volleyball has made 11 postseason

appearances, including 10 NCAA and one NIVC—winning the championship in 1992. Women's tennis has qualified for NCAA postseason play five times. Women's soccer participated in the 2013 NCAA tournament, the program's eighth appearance and fifth in the last six years. Women's golf was selected to the NCAA Regionals six consecutive years (2002-2007), advancing to the championships in 2003. Kim Welch was named All-American in 2003 and 2004 while Anastasia Kostina earned the same honors in 2005 and 2006. Men's golf made its first NCAA postseason trip in 2002. Swimming had a student-athlete, Rugile Mileisyte, compete at the 2008 Beijing Olympic Games. The rowing team made two consecutive appearances at the National Collegiate Rowing Championships (1994-95), with the 1995 JV eight winning the national title. Cougar rowers jumped to elite status in 2006, finishing fourth overall at the NCAA Championships, highlighted by a fourth-place finish by the WSU varsity eight. In 2014 the Cougars made their ninth NCAA Championship appearance in 13 years. Men's basketball has been to the NCAA tournament six times and the NIT five times. In 1941, Coach Jack Friel's team was the runner-up for the national title. The Cougars tied the school record with 26 wins in both 2007 and 2008, advancing to the second round of the NCAA Tournament in 2007 and the Sweet Sixteen in 2008. Baseball has played in the NCAA College World Series four times, finishing second in 1950, and made back-to-back NCAA Championship appearances the 2009 and 2010. Women's basketball has made one appearance in the NCAA tournament and advanced to the Women's National Invitational Tournament in 2014. In men's cross country, three WSU athletes have won seven NCAA titles. Women's indoor and outdoor track and field have captured six NCAA individual titles since the NCAA sponsorship for women's collegiate sports began in 1986, including Ebba Jungmark's 2008 indoor high jump title. The Cougar men have captured 59 national collegiate titles in indoor and outdoor track and field competition since 1909, including Jeshua Anderson's 400m hurdles outdoor titles in 2008, 2009, and 2011.

There are a number of buildings and facilities on campus whose history is tied to WSU's athletics program.

- The Cougars' volleyball home court is now called Marcia Saneholtz Court at Bohler Gym in honor of the 28-year administrative veteran of Cougar Athletics who retired October 1, 2007. Saneholtz was the WSU Senior Associate Athletics Director/SWA and was a long-time proponent of gender equity and a champion for all sports at WSU as well as in the Pac-10 and the nation. She was the NACCWAA president (1992-93), on the board of directors (1987-94), and named 1997 Administrator of the Year. She also received the NAGWS Pathfinder Award in 2001 and WSU Woman of Distinction in 2003.
- Bohler Gymnasium is named for the Grand Old Man of Cougar Athletics, J. Fred "Doc" Bohler, who was Director of Physical Education and Athletics at WSU from 1908 until 1950.
- Hollingbery Field House honors Orin E. "Babe" Hollingbery, the legendary Cougar football coach from 1926 to 1942.
- Smith Gymnasium is named for Dr. Helen Smith, chair of the Women's Physical Education department from 1928 to 1962.
- Bailey-Brayton Field is named for Arthur B. "Buck" Bailey, who coached baseball from 1927 until 1962, and Charles "Bobo" Brayton, head coach from 1962 to 1994.
- Jack Mooberry Track honors the Cougars' track coach from 1945 to 1973.
- Jack Friel Court in the Beasley Performing Arts Coliseum is named for WSU's basketball coach of the 1928-58 era.
- Gibb Pool in the Physical Education Building honors Douglass Gibb, swim coach from 1942 to 1974.

- The Ike Deeter Room in Bohler Gymnasium is named for the Cougars' boxing coach (1932-59) who brought WSU its first national championship in 1937.
- Goldsworthy Hall, in the WSU student residence system, is named for Harry E. Goldsworthy, a WSU Regent in 1942-47. Goldsworthy played end and was captain of the 1906 WSU football team that was unbeaten, untied, and unscored upon.
- Camp Room named in honor of the Jerry Camp family from Spokane, Washington, and longtime athletics department and university supporters.

In the galleria of the Bohler Athletic Complex hang the portraits of 177 athletes, coaches, teams and administrators who, since 1978, have been inducted into the **WSU Athletics Hall of Fame**. Here is a list of a few of the great Cougars you'll see:

- George Raveling, a coach with one of the best records in WSU men's basketball history (1972-1983), took the Cougars to two NCAA tournaments (1980, 1983). He won numerous coach-of-the-year honors and was inducted into the Pac-10 Basketball Men's Hall of Honor in 2004.
- Laura Lavine won two Pacific-10 Conference and two NCAA championships in the discus during her WSU Career, 1984-88. She was known for her clutch throws, winning the 1988 NCAA title on her last effort and in 1987 captured the Pac-10 title on her last throw. In 1996 she was selected WSU's Women Athlete of the Decade.
- Mike Utley was the most highly decorated gridiron star in Cougar history when he left in 1988—including his selection to six All-America first teams. He played in the NFL for the Detroit Lions until a spinal cord injury ended his career in 1991. He formed the Mike Utley Foundation to aid in the research of spinal cord injuries.
- Bob Robertson is the long-time voice of Cougar football. For many years he also broadcast WSU basketball, starting in 1964. Robertson is the most recognized sports voice in the state of Washington and has been named the state's Sportscaster of the Year a record 15 times.
- John Olerud was named *Baseball America's* NCAA Player of the Year (1988). A Cougar pitcher (1987-89), Olerud went directly to the Major Leagues playing first base in Toronto, New York Mets, Seattle, New York Yankees and Boston. His father, Dr. John E. Olerud, is also in the Hall of Fame. In 2007 he was inducted into the College Baseball Hall of Fame.
- Sarah Silvernail, WSU volleyball player (1993-96), was an All-American (1995, 1996) and the Pac-10 Player of the Year in 1996. She played professionally in Chicago and Switzerland.
- Drew Bledsoe quarterbacked the Cougars from 1990-93, setting many school passing records. He took New England to the 1997 Super Bowl and recently retired from the NFL after a 14-year career.
- Chuck "Bobo" Brayton was the most successful coach in Cougar history, with 1,162 victories and 22 titles in 33 baseball seasons (1962-1994). In 2007 he was inducted into the College Baseball Hall of Fame.
- Mel Hein, WSU's All-American center (1930), charter member of the College and Professional Football Halls of Fame.
- Jeanne Eggart, WSU's all-time leading scorer in women's basketball, with 1,967 points in her four-year career (1979-1982).
- Henry Rono, WSU distance ace; set four world records in less than four months in 1978 (5,000 meters, 3,000-meter steeplechase, 3,000 meters, and 10,000 meters).
- Gerry Lindgren, first American to beat the Russians in the distances (1964), and winner of an unequaled 11 straight NCAA Championships (1964-67).
- JoAnn Washam, Cougar basketball and golf star (1969-1972). First professional golfer to score two holes-in-one in a regular tour tournament.

- Gene Conley, star of WSU 1950 championship team in basketball and baseball; played on World Championship teams in two professional sports, Boston Celtics in basketball and Milwaukee (now Atlanta) Braves in baseball.
- Herbert “Butch” Meeker, Cougar quarterback (1925-27); the player for whom the WSU Cougar mascot was named.

(Written by Dick Fry, updated annually by Athletic Communications)

WSU FIGHT SONG

Fight, fight, fight for Washington State! Win the victory!
Win the day for Crimson and Gray!
Best in the West, we know you'll all do your best,
So on, on, on, on! Fight to the end! Honor and glory you must win!
So fight, fight, fight for Washington State and victory!

WASHINGTON, MY WASHINGTON

(WSU Alma Mater)

Washington, my Washington, the Crimson and the Gray!
Tis the songs of memory that we sing today.
When the sad hours come to you and sorrows 'round you play, just
sing the songs of Washington, the Crimson and the Gray, just
sing the songs of Washington, the Crimson and the Gray.

Athletic Training Services

(reviewed 10/14)

MISSION STATEMENT *(revised 10/14)*

Providing quality care, prevention and rehabilitation by a professional, passionate sports medicine team.

PHYSICALS *(revised 7/12)*

All student-athletes must pass a physical examination from a WSU team physician **before practicing or checking out equipment**. The initial physical exam for first-time WSU athletes will focus on a comprehensive overall health history and review. In the following years each student-athlete fills out a medical history update prior to the start of school in the fall. These are reviewed by staff certified athletic trainers (ATC's) and if necessary the student-athlete is referred to a team physician for a follow-up or initial appointment to address any concerns.

A certified athletic trainer will make physical examination arrangements for all student-athletes. Appointment schedules will be distributed to each head coach. Student-athletes must contact their coach to confirm their physical exam date. Any student-athlete missing the physical exam date set will be required to obtain a physical with the team physician as scheduled at athletic

training services earliest convenience. **Student-athletes cannot participate in practice, lifting, conditioning, individual work-outs or competition until they have a current physical exam form on file with athletic training services.**

Pre-existing injuries/conditions may require additional medical procedures (i.e., x-ray, MRI, bone scan, blood work, etc.) prior to participation clearance. WSU team physicians will order these tests. The cost(s) for additional testing is the responsibility of WSU. If deemed necessary by the team physician, the student-athlete may be required to complete a pre-existing condition waiver and release form.

- If the pre-existing condition is cleared to participate by the WSU team physician then any further exacerbations are the responsibility of WSU.
- If the pre-existing condition does not pass the physical by the WSU team physicians then the responsibility of any further post physical workup becomes the responsibility of the student athlete and their primary insurance.

If a student-athlete **does not disclose pre-existing injuries/conditions** on the physical, and said injuries/conditions become a medical issue, **WSU may not be responsible for any or all costs generated** from the care of the pre-existing condition. This will be reviewed on a case-by-case basis.

INJURY/ILLNESS REPORTING *(revised 1/11)*

For athletic-related injuries/illnesses, it is the responsibility of student-athletes to report to the staff certified athletic trainers when injured or sick.

- If you are injured and/or sick, and unable to practice, you must report to your staff athletic trainer before 12:00 p.m. Student-athletes who cannot practice and fail to notify their staff Athletic Trainer will report directly to their coach.
- An injury report is distributed to the coaches each day with practice status listed.
- If a student-athlete does not report for a scheduled treatment appointment, it will be noted on the injury report.
- Injured student-athletes not practicing will dress in Cougar-issued practice clothes and attend practice unless otherwise instructed by the staff athletic trainer or their coach.

CONCUSSIONS *(revised 6/13)*

Washington State University Department of Athletics is committed to the prevention, identification, evaluation and management of concussions. The following outlines the steps taken to ensure the safety of our student athletes here at Washington State University. This concussion management plan is to be shared by all student athletes, all coaches and all athletic department staff.

During the pre-participation exam student athletes will be required to read and sign a statement in which they accept the responsibility for reporting their injuries and illnesses to the institutional medical staff, including signs and symptoms of concussions. During the review and signing process student athletes will be provided with educational materials on concussions. Also, during pre-season team meetings each ATC will further educate the student athletes on concussions, symptoms, access to health care providers and a general

overview of the concussion management plan. They also will be given a neuropsychology baseline assessment in the form of a computer test called ImPact. This will be the same test used post injury as well as a SCATT III evaluation form that includes a symptom check list, BESS, and memory and recall testing and follow up instructions.

Athletic Training Services will have on file an annually updated emergency action plan for each athletics venue to respond to student athletes' catastrophic injuries and illnesses, including concussions. All athletics health care providers and coaches should review and practice the plan at least annually. Also on file will be an appropriate healthcare plan that includes equitable access to athletic healthcare providers for each sport.

When a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion that athlete shall be removed from practice or competition. The athlete shall then be immediately evaluated by an athletics healthcare provider (Team Physician and/or Certified Athletic Trainer, ATC) with experience in the evaluation and management of concussion. The student-athlete will then receive serial monitoring for deterioration. Athletes will be provided with written instructions upon discharge; preferably with a roommate, guardian, or someone that can follow the instructions.

Student-athletes diagnosed or suspected of having a concussion (from athletic related activity or non-athletic related activity) shall not return to activity for the remainder of that day. The student athlete will then be referred to the team physician for further evaluation.

Once the student athlete is asymptomatic and post-exertion assessments are within normal baseline limits, return to play shall follow a medically supervised stepwise process.

Final authority for Return-to-Play shall reside with the team physician or the physician's designee. The team physician shall provide documentation in the medical record including the specific tests used to measure baseline and return to baseline as well as specific guidelines for return to play. As with all athletic injuries the Team Physician and ATC will have unchallengeable authority to remove a student athlete from play and determine return to play status.

Each sport's coaching staff will receive a fact sheet on concussions as well as this policy in writing. Each ATC will meet with each coach and review the fact sheet and the above policy.

Traumatic Brain Injury Protocol *(revised 2/13)*

WSU ATS recognizes that head injuries, particularly sport-induced concussions, pose a significant health risk for those student-athletes participating in intercollegiate athletics at the University. Consequently, ATS has implemented policies and procedures to assess and identify those student-athletes who have suffered a concussion.

These policies and procedures are directed and overseen by the Coordinator of Athletic Medicine for WSU Athletics. The Team Physician or designee has final say over all return-to-play decisions. The following components have been identified by the NCAA as a recommended best practice for a Concussion / Traumatic Brain Injury Management Plan.

Following a concussion, the athlete may experience a variety of symptoms. Most concussions occur without a loss of consciousness. It is important to remember that some symptoms may

appear right away and some may be delayed. Symptoms, as well as symptom severity, may differ between individuals; however, a combination of symptoms classically occurs.

Signs:

- Difficulty concentrating
- Inappropriate playing behavior
- Decreased playing ability
- Inability to perform daily activities
- Reduced attention
- Cognitive and memory dysfunction
- Sleep disturbances
- Vacant stare
- Loss of bowel and/or bladder control
- Personality change
- Unsteadiness of gait
- Slurred/incoherent speech
- Loss of consciousness
- Subjective sense of not feeling normal

Symptoms:

- Nausea/vomiting
- Dizziness
- Confusion
- Fatigue
- Light headedness
- Headaches
- Irritability
- Disorientation
- Seeing bright lights/stars
- Feeling of being stunned
- Depression
- Ringing in the ears
- Sensitivity to light/sound

Notification of Injury/Symptoms:

Due to the serious nature of this injury and potential dangerous results of returning to activity, concussions need to be recognized and diagnosed as soon as possible. It is required that student-athletes be truthful and forthcoming about their symptoms as soon as they are present. If/when he or she is diagnosed with a concussion, the student-athlete must report symptoms each day to the Athletic Training Services staff until he or she is cleared for full activity by the Team Physician or designee.

Concussion Education:

In accordance with NCAA recommendations, student-athletes will be annually presented with educational materials that provide information about the mechanisms of head injury, as well as the signs and symptoms of a concussion. Subsequently, it will be required that all student-athletes sign the WSU Concussion Policy Statement, a statement accepting the responsibility for truthfully reporting of his or her injuries and illnesses, including signs and symptoms of a concussion.

Additionally, each coach (including volunteer coaches) at WSU will undergo concussion education and will be required to sign the WSU Coaches Concussion Statement.

Due to the severe nature of a concussion, WSU believes in a conservative approach for treatment. This includes the student-athlete self-reporting his or her symptoms after suffering a concussion. Self-reporting of symptoms plays an integral role in tracking the severity and subsequent recovery of a concussion. Therefore, the student-athlete is responsible for reporting his or her signs and symptoms completely and honestly to the staff Certified Athletic Trainer and/or Team Physician as soon as they present and each day following the injury.

Baseline Testing:

A baseline assessment consisting of both subjective and objective tests, standardized cognitive, and physical evaluation will be performed on all student-athletes before the start of their competitive season. Student-athletes will be baseline tested using the IMPACT.

Recognition, Evaluation and Confirmation:

When a student-athlete shows any signs, symptoms or behaviors consistent with a concussion, the athlete shall be immediately removed from athletic participation until a thorough sideline head injury assessment can be performed by the Team Physician and/or staff Certified Athletic Trainer.

The Team Physician and/or staff Certified Athletic Trainer should suspect a concussion if any non-baseline symptoms are detected after a blow to the head. In addition, IMPACT scores inconsistent with baseline scores should be interpreted as a possible concussion resulting in the removal of the athlete from athletic participation. If a staff Certified Athletic Trainer determines that a student-athlete has or may have a concussion, the staff Certified Athletic Trainer must report that fact to the student-athlete's head coach and the Team Physician. The student-athlete must be evaluated by the Team Physician and/or appropriate qualified medical personnel acceptable to the Team Physician as soon after the concussion as is practical. Furthermore, the concussed student athlete must agree to and be scheduled to see the Team Physician and/or appropriate qualified medical personnel as soon after the concussion is practical.

Same Day Return-to-Play:

A student-athlete diagnosed with a concussion shall be withheld from the competition or practice and **will not return to any athletic activity for the remainder of that day** and until cleared by the Team Physician and/or appropriate qualified medical personnel acceptable to the Team Physician.

Referrals:

Upon removal from athletic participation, the student-athlete will receive serial monitoring (approximately every 5 minutes) for signs of deterioration which can cease when the student-athlete stabilizes and improves or in the event the student-athlete's condition warrants a referral according to the guidelines set forth herein.

On-the-Field Immediate Referral:

Upon initial evaluation, activation of the appropriate Emergency Action Plan and subsequent immediate referral to an appropriate emergency treatment facility is warranted with any of the following findings:

- Prolonged loss of consciousness (lasting longer than 1 minute)
- Deteriorating level of consciousness
- High index of suspicion of spine or skull injury
- Seizure activity
- Evidence of hemodynamic instability/deterioration of vital signs

Off-the-Field Immediate Referral:

In the event that the student-athlete shows signs of deterioration from the status originally assessed on the field, an emergency off the field assessment is required and subsequent immediate referral to an appropriate emergency treatment facility is warranted with any of the following findings:

- Deterioration of neurological signs such as motor, sensory and cranial nerve deficits subsequent to initial on-field assessment
- Deteriorating level of consciousness

- Persistent vomiting
- Post-concussion symptoms that worsen

Non-Immediate Referral:

All student-athletes who have been diagnosed with a concussion will be evaluated by the Team Physician or designee under the direction of the team physician prior to return to unrestricted activity.

Follow-Up Care:

In the event of a concussion, follow-up care and proper education is critical. Due to the necessity of serial monitoring for deterioration of symptoms, the student-athlete will be under the care of the Team Physician and/or staff Certified Athletic Trainer.

Subsequent Testing:

Concussed student-athletes will be assessed daily with the assistance of the SCAT2 symptom checklist until released by the Team Physician or designee. Student athletes will be given an IMPACT test as designated by the team physician.

Return to Play Guidelines:

When an asymptomatic status has been established and neurocognitive scoring has returned to the baseline level, a progression will be utilized for return to play. The progression is a step-by-step procedure where an asymptomatic level is maintained as functional exercise is slowly added to the activity level, based on each individual's status. Progressions are individualized on a case by case basis. The student-athlete may not progress to the next step until they are completely symptom free in the current step. The staff Certified Athletic Trainer will be in direct contact with the Team Physician while progressing the student-athlete through the program. Only the Team Physician or designee under the direct supervision of the team physician can give the athlete clearance to return to athletic participation. It is important to note that this timeline could last over a period of days, weeks, months or ultimately result in potential medical disqualification from the participation in WSU Athletics.

The return to play progression is a 7 step process:

1. **No activity-** Directly after being diagnosed with a concussion, the athlete should have total physical and mental rest. Once the student-athlete is asymptomatic at rest and baseline scores for the IMPACT are at 95% of their baseline score the student-athlete may progress to the next step.
2. **Light aerobic exercise-** Walking, swimming, or biking while keeping heart rate below 70% of max.
3. **Weight Lifting -**
4. **Sport-specific exercise-** Basic low impact drills associated with the athletes sport. (No head impact activities)
5. **Non-contact training drills-** Progress to more complex drills.
6. **Full contact Practice-** After receiving medical clearance, athlete may resume normal training activities.
7. **Return to Play**

AD/ADHD TESTING *(revised 1/11)*

As experienced across campus, more and more college students-athletes are being treated with stimulant medications for ADHD. These stimulants are banned for use in NCAA competition for both performance and health reasons, and using them may result in a positive drug test and loss of eligibility, unless the student-athlete provides adequate documentation of a diagnostic evaluation for ADHD and appropriate monitoring of treatment. If student-athletes do not have adequate documentation a referral for the student-athlete to be evaluated will be completed in a timely manner to have the appropriate documentation on file.

SICKLE CELL TESTING *(revised 1/11)*

The examination or evaluation of student-athletes who are beginning their initial season of eligibility and students who are trying out for a team shall include a sickle cell solubility test, unless documented results or a prior test are provided to the institution or the prospective student-athlete or student-athlete declines the test and signs a written waiver. (NCAA Bylaw 17.1.5.1) Athletic Training Services strongly recommends that all incoming freshman be tested for the sickle cell trait. Knowing an athlete has the trait allows the athletic trainers to better help that student athlete accomplish workouts, practice and competitions in the healthiest way possible.

PREGNANCY POLICY *(revised 1/11)*

Athletic Training Services considers pregnancy the same as any other temporary medical condition. Medical issues related to participation in training and competition during pregnancy shall be discussed with the student-athlete by the Coordinator of Athletic Medicine, Athletic Certified Trainer and the student-athlete's physician.

Following delivery or pregnancy termination, and as with any other temporary medical condition, medical clearance will be required before the student-athlete will be permitted to return to practice or competition to ensure that it is safe for the student-athlete to do so.

INSURANCE POLICIES**Coverage of Medical Expenses** *(revised 10/14)*

WSU Athletics intent is to cover the health expenses for illness, injuries and conditions that prevent or inhibit a student-athlete's ability to train, practice or compete.

All student-athletes are covered by medical insurance in the form of available parent's primary group medical insurance and WSU athletics department secondary excess insurance policies, purchased by the athletics department, with the following provisions:

- If a student-athlete suffers an athletic related injury and receives medical care **without** prior approval and referral (from WSU team physician or certified athletic trainer), the student-athlete does so at his/her own expense. Follow up and rehabilitation costs for care received as a result of this decision also will be the responsibility of the student-athlete. The team

physician(s) and/or the athletic training staff reserve the right to require needed follow up rehab on student-athletes who have had unapproved surgery/care/procedures elsewhere. Such services will be the responsibility of the student-athlete to arrange and pay for.

- Team physicians will make referrals to other health care providers when deemed necessary and in consultation with the athletic training staff. The student-athlete will not be allowed to return to participation until the attending physician, as well as the WSU team physician, has released him/her to do so. WSU team physicians have final say on the return to sport participation in regard to any medical issue.
- The athletics department insurance policies will cover the expenses for sport related injuries occurring during official workouts, practices, and games after primary insurance has been billed and at the discretion of the sport-certified athletic trainer, assistant athletic director for athletic training services, and team physicians.
- The department may purchase one 12-month supply of **contact lenses** a year with approval from the certified athletic trainer, for a student-athlete provided they are needed for competition. The contracted optometrist will certify this need. The department will replace contact lenses if lost during the season provided the incident is reported to the staff certified athletic trainer immediately after it occurs.
- When orthotic devices are deemed necessary by certified athletic trainer or physicians, one pair will be constructed for utilization in all sport shoes. Additional pairs will be the responsibility of the student-athlete, unless the certified athletic trainer or physicians determine a second pair is necessary. This will be decided on a case-by-case basis.
- Coverage of emergency room visits will be determined by the athletic training staff and team physicians on a case-by-case basis.
- In accordance with the above policies, the athletics department will be responsible for payment of medical bills arising from an athletically related injury or illness after the student-athlete's primary insurance has been billed.
- **Care will be provided for a period of one-year following the student athlete coming off the compliance eligibility report OR from the date that the student-athlete quits or is cut from the team. When a student-athlete signs a professional contract, or transfers to another institution, all injuries become the responsibility of the student-athlete from that time forward.**

All questions regarding insurance coverage should be directed to Jonell Peterson, Coordinator of Internal Operations for Athletic Training Services, Bohler Athletic Complex M4, 335-0310.

WSU Athletics Insurance *(revised 10/14)*

If the student-athlete is covered by any medical insurance plan, all athletically-related claims incurred by the student-athlete will be filed with the primary insurance company, then the secondary insurance, if applicable. After all benefits have been paid by the student-athletes insurance, WSU Athletics will pay any remaining balance. WSU Athletics' medical policy is an **excess policy (or secondary payer)**. Payment for claims is only made after all other medical insurance is exhausted. It is mandatory that parent's information be on file in the medical insurance office or you will be denied participation in any activities. In case of no insurance, WSU Athletics excess policy will provide primary coverage. Submitting false or misleading insurance information will result in medical bills becoming the responsibility of the student-athlete or their parents even in the event of an athletic related injury.

If you sustain an injury while competing for WSU and you receive any paperwork from the provider of care or your insurance company or money to pay for services provided, please forward them to Jonell Peterson, Coordinator of Internal Operations for Athletic Training Services, Bohler Athletic Complex M4, 335-0310. **Failure to do so may result in your account moving to a collections status, in which we will not be able to assist you financially for collection costs.**

The Athletics Department excess medical insurance does not cover sickness or other medical conditions not related to athletics, injury as a result of a pre-existing injury, or accidental injury in other circumstances (such as intramurals or nonathletic related injuries).

Exclusions-WSU Athletics does not cover medical expenses for childbirth; procedures related to male or female conditions; chronic non-athletic related conditions or diseases; such as: cancer or internal organ disease.

WSU athletics insurance will not pay for any loss as a result of:

- Suicide, while sane or insane; or intentional self-inflicted injury.
- Illness or injury incurred as a result other than NCAA sanctioned athletic related practice or participation.
- War or any act of war, whether war is declared or not.

This statement is intended to describe the coverage and benefits provided by Washington State University. The coverage or benefits shown herein may be changed or canceled in accordance with the provisions of the statement. This may be done as a result of a change in eligibility of the insured or amendment or termination of the statement.

Since the Affordable Healthcare Act the University has dropped the student medical insurance and only has international student health insurance plan (iship) available. International students with F1 and J1 visas status, including Canadians, who are enrolled for one credit or more, are automatically enrolled in the WSU International Student Health Insurance Plan (iship).

Catastrophic Coverage *(revised 1/11)*

Catastrophic insurance coverage is sponsored by the NCAA for all eligible insured student-athletes. This program covers the student athlete who is catastrophically injured while participating in a covered intercollegiate athletic activity. The policy has a \$90,000 deductible and provides benefits in excess of any other valid and collectible insurance. A student-athlete has up to two years from the date of injury, to file a catastrophic claim to the carrier for consideration of payment. A copy of the benefit summary is on file in the Athletics Department and may be inspected at any time.

MEDICAL PROCEDURE PAYMENT - APPEAL PROCESS *(revised 1/11)*

The Student-Athlete Handbook clearly outlines the circumstances under which medical bills for injuries and illnesses sustained by student-athletes are reimbursed. In accordance with NCAA

rules governing the expenses that are permissible, the following outlines the procedures to be followed by student-athletes:

- **All** injuries and illnesses are to be reported to the certified athletic trainer in charge of the sport.
- Medical procedures performed outside WSU Athletic Training Services facilities must be **specifically referred** by the certified athletic trainer or the team physician and are subject to approval by the AAD-ATS and/or the Coordinator of Athletic Medicine.
- **If the student-athlete seeks an outside opinion or procedure without approval by the certified athletic trainer for the team or the team physician, charges for those procedures and/or opinions are the sole responsibility of the student-athlete and parents.**
- When permission is granted for an outside referral, the Insurance Coordinator will be notified in order to obtain the best possible reimbursement from available insurance policies provided by parents and department coverage.
- If outside referral or services are denied for athletics department insurance coverage, the student-athlete will be notified in writing and/or verbally contacted (documented). The student-athlete may appeal that decision to the AAD-ATS.
- If the AAD-ATS further denies the referral, the student-athlete may appeal that decision in writing to the Senior Associate Director of Athletics.
- The Senior Associate Director of Athletics will make a decision based on NCAA regulations and after an interview with any or all of the following: student-athlete, parents or guardians, AAD-ATS, certified athletic trainer, Director of Compliance, team physician, head coach.
- The Senior Associate Director of Athletics will furnish a written decision to the student-athlete at the earliest possible time.

WSU ATHLETICS MEDICAL AUTHORIZATION *(revised 7/12)*

If you are directed by a staff physician or staff certified athletic trainer to obtain prescription medicine, x-rays, lab work or see a physician outside of the WSU training room, you will be required to have obtained a referral. **If you receive bills from providers, you need to turn those in as soon as you receive them to Jonell Peterson, Coordinator of Internal Operations, Bohler Athletic Complex M4.** Medical expenses cannot be considered for payment until a bill has been presented and authorization for payment is received. Bills charged to the Athletics Department that are not related to athletic participation (**non-athletic**) will be denied and the student-athlete will be responsible for the expense. If the services are through Health and Wellness, they will be charged to your student account. The Coordinator of Internal Operations will notify you by emailing your WSU email account any bills that are denied and are your responsibility.

Washington State University's policy is all university emails are to be sent to your WSU email account and it is your responsibility to check that account.

All athletically related injuries or illnesses that require visits to WSU Health and Wellness must be approved by a staff certified athletic trainer and you must have a referral form to receive services.

ATHLETIC TRAINING SERVICES REGISTRATION *(revised 4/12)*

An athletic training services registration packet link is emailed to each student-athlete or their parents each year in the spring. Various forms are included in this packet, which include pre-participation physical, insurance information and paperwork which needs to be filled out and returned before the athlete is eligible for practice or competition. Department policy dictates these forms be completed and on file within the Athletics Department in the event of accident, illness or injury. **Practice or competition will be denied until these forms are complete and on file.**

All student-athletes will need to complete insurance, pre-participation physical, assumption of risk and release of liability, disclaimer and release of medical information and a statement for nutritional supplements form BEFORE the athlete is eligible for practice or competition. These forms can be found on the Athletic Training Services website under Student-Athlete, insurance forms <http://www.wsucougars.com/athletictraining/insurance.html>. Department policy dictates these forms be completed and on file within the Athletic Department in the event of accident, illness or injury. **Practice or competition will be denied until these forms are complete and on file.**

EXIT MEDICAL EXAMINATIONS *(revised 4/12)*

All student-athletes leaving WSU will meet with the staff certified athletic trainer assigned to their team for a medical exit interview. Injuries and/or illnesses as a result of participation in athletics will be discussed. Any unresolved medical issues will be dealt with at this time. You will be mailed and asked to complete an Athletic Training Services Exit Evaluation and be advised of the proper course of action for further medical attention. In addition, care will be provided for a period of one-year following the student-athlete coming off the compliance eligibility report. Transferring to another institution or signing with a professional team, will leave WSU with no further financial obligation for your medical bills and treatment costs.

ATHLETIC TRAINING SERVICES FACILITY RULES *(revised 7/12)*

The Athletic Training Services facility is for care, prevention and rehabilitation of injuries to athletes competing in WSU intercollegiate athletics.

- **No loitering**, please.
- No cleated athletic footwear in the training room and keep all other shoes off treatment tables.
- **No tobacco products of any kind. You will be denied treatment.**
- Training Services facility hours will be posted on the door. Otherwise hours will be scheduled by appointment.
- In-season student-athletes have first priority for treatment.
- Allow adequate time before practice for taping and treatments.
- No self-treatment. Certified staff or athletic training students will administer all treatments.
- Please inform the athletic trainer before any treatment if you think you may be pregnant.
- Do not remove equipment from the Athletic Training Services Facility unless authorized to do so by an athletic training staff member.
- All massages must be cleared by a staff certified athletic trainer.

- Please clean up after yourself (hot packs, ice bags, ice cups, etc).
- Shirts and shorts are required attire in the Athletic Training Services Facility.
- Shower before entering whirlpool and treatment areas.

Athletics Code of Conduct and Discipline Policy

(reviewed 8/1/14)

The intent of this Code of Conduct and Discipline Policy is not to supersede any other NCAA, athletic department or university policy; nor is it to judge who is guilty or not guilty. It is meant to set high standards relating to the department's expectations of how student-athletes represent Washington State University and to state the potential consequences for those student-athletes who make poor choices which reflect negatively on themselves and the university.

CODE OF CONDUCT

As the university's most visible ambassadors, student-athletes at Washington State University are expected to uphold, at all times, high standards of integrity and behavior which will reflect well upon themselves, their families, coaches, teammates, the department of athletics and Washington State University. Student-athletes are expected to act with propriety, to respect the rights of others and abide by all rules and regulations of Washington State University, the Pac-12 Conference and the NCAA. Failure to do so may result in suspension or expulsion from the team or even the university. Scholarship athletes risk having all or part of their athletic financial aid revoked for infraction of this code. The head coach of each sport has his/her own set of team training/conduct rules. Should a student-athlete wish to appeal any disciplinary action, he/she should contact the director of athletics and sport supervisor.

In the case of behavioral problems which involve formal criminal charges by a law enforcement agency, the involved student-athlete will be placed on suspension by the department of athletics until the facts of the incident are reviewed.

DISCIPLINARY PROCESS

- In the event the student-athlete is charged with a felony, absent extraordinary circumstances as determined by the director of athletics and sport supervisor, he/she will not be permitted to represent WSU athletics in outside competition until such time as the case is resolved and all court, University and athletics department conditions for reinstatement have been met;
- Absent extraordinary circumstances as determined by director of athletics and sport supervisor, misdemeanor charges and subsequent discipline, therefore will be handled by the head coach, after review by the director of athletics and sport supervisor. Further, these individuals will consider the circumstances, as well as the past deportment of the involved student-athlete in rendering a final decision.

Indefinite suspensions can be instituted in any felony or misdemeanor case where an individual's actions represent Washington State University and its athletics program in a manner inconsistent with this code of conduct. Each case will be reviewed by the director of athletics, the sport supervisor and specific head coach independent from any other case, taking into account that no two cases are identical in nature and that each case must be determined based on the facts presented.

Athletics Drug Testing Policy

(revised 10/10/13; reviewed by AG)

DEFINITION OF REASONABLE SUSPICION

At Washington State University, individuals can be tested based on reasonable suspicion. Reasonable suspicion will be based on the observation of behavior or conduct, or the presence of certain physical and emotional characteristics or patterns, which are symptomatic of the use of prohibited drugs or abuse of alcohol. Reasonable suspicion includes, but is not limited, to violation of state laws or university regulations, behavior changes, outward signs (odor of marijuana or alcohol). Examples include but are not limited to DUI, violent conduct, including assault and sexual assault, vandalism, theft, chronic fatigue or loss of vitality, decreased interest or effort in practices and competitions, noticeable decline in academic effort or performance, prolonged illness or injuries, unexpected weight and/or strength gains or losses, unexplained fluctuations in moods expressed as inappropriate irritability, hostility, anxiety, anger or withdrawal.

PROCEDURE FOR DETERMINING REASONABLE SUSPICION

1. An athletics department staff member will notify the athletic director and/or deputy director of athletics/SWA, senior associate director of athletics, and/or assistant director of athletics for athletic training service about a student-athlete, citing examples of reasonable suspicion, and requesting the student-athlete be drug tested. This concern will be documented in writing and copied to the athletic director and senior associate director of athletics. The athletic director or designee will process the documentation through the consulting committee.
2. The athletics department consulting committee will be composed of at least four of the following individuals: senior associate director of athletics, deputy director of athletics/SWA, assistant director of athletics for athletic training services, team physician, head coach, coordinator of student-athlete wellbeing/substance abuse counselor, and team athletic trainer or any designee from the previous areas.
3. The consulting committee will decide whether the student-athlete should be referred for drug testing based on the reasonable suspicion standard after evaluating the information presented to it by the individual stating their concern. If the committee approves the testing, the assistant director of athletics for athletic training services will proceed with scheduling the test, notifying the team physician to request script for the drug test to be forwarded to the appropriate lab and notifying the student-athlete.
4. The student-athlete will be informed of the basis for the referral and given the opportunity to respond, either in person or in writing within 24 hours, by presenting information he/she wants the committee to consider. This is an opportunity to present information only, not to challenge the scheduling of the test. The student-athlete will also be informed that if they miss the scheduled test it will be considered the first positive test with resulting consequences.

TESTING PROCEDURE

1. The director of athletics (or designee) or senior associate director of athletics will authorize the assistant director of athletics for athletic training services to facilitate a drug test.
2. Drug Testing will take place in the Bohler Athletics Complex via urine collection and will be managed and witnessed by a drug testing panel (includes two full-time certified athletic trainers, trained in drug testing procedures). Testing procedures will comply with the approved testing protocol (located in the Athletic Training Services Operational Manual). The sample is sent to a testing laboratory. At this point the lab will separate the sample into sample A and sample B (for use in the case that sample A results in a positive test).
3. Failure to report for testing will be treated as a positive test and consequences for a first positive test will result.
4. Samples that are too dilute, as determined by the lab, will result in an immediate retest.
5. An adulterated sample, as determined by the lab, will be considered a positive test, and may result in immediate and additional consequences.
6. The assistant director of athletics for athletic training services immediately notifies the team physician and the director of athletics and/or senior associate director of athletics (or their designee) of the laboratory results. The director of athletics or designee notifies the student-athlete and the head coach of the results.

CONSEQUENCES OF A POSITIVE TEST

(The following consequences are in place for the duration of a student-athlete's athletic career at Washington State University)

First Positive Test Result

1. The sample B will be tested. The results of the testing will be sent to the assistant director of athletics for athletic training services. If a positive result is verified and confirmed as non-medically related, the assistant director of athletics for athletic training services shall notify the team physician, the director of athletics and/or senior associate director of athletics or their designee. The director of athletics or designee notifies the student-athlete and the head coach of the results.
2. The director of athletics and/or senior associate director of athletics or designee will communicate to the appropriate head coach that a positive test was obtained. The student-athlete will be immediately placed on **probation** that will include **mandatory drug counseling** and retesting within the departmental drug testing program until released by the team physician and athletics administration and consulting committee.
3. The student-athlete will be referred to the coordinator of student-athlete wellbeing/substance abuse counselor for assessment and informed that he/she will be tested periodically as determined by the consulting committee.

4. A behavioral contract may be administered after the first positive test, based on the consulting committee's recommendation.
5. From the coach or director of athletics' office, the student-athlete will call parents/guardians to inform them of the positive drug test.

Student-Athlete Right to Request a Review

1. If the student-athlete desires to contest the results of the test, he/she has the right to request a review.
2. The request for review must be in writing and must be submitted within three working days of the notification of the positive test result to the director of athletics or senior associate director of athletics, who will conduct the review.
3. Evidence of the student-athlete's reasonable suspicion, documentation of a positive drug test, and information presented by the student-athlete will be presented to the director of athletics or senior associate director of athletics for review.
4. The director of athletics and/or senior associate director of athletics will render a written decision within five working days of the review which will be the final decision in the matter.

Second Positive Drug Test Result

1. Based on the results of the substance abuse/behavioral assessment, the senior associate director of athletics and/or sport supervisor will complete a **behavioral contract** with the student-athlete. The director of athletics, sports supervisor, and consulting committee will have the opportunity for input. The **contract will include subsequent drug testing and counseling** and will be monitored by the coordinator of student-athlete wellbeing/substance abuse counselor and assistant director of athletics for athletic training services.
2. Following the second positive drug test, **if the expectations as stated within the behavioral contract are not met**, the student-athlete may be **suspended** from practice and/or competition. **Reinstatement will be determined by the director of athletics** after receiving recommendations from the consulting committee.

Subsequent Positive Tests

If a third positive occurs, and is verified as non-medically related, the assistant director of athletics for athletic training services will notify the team physician, the senior associate athletic director and the athletic director or designee. The athletic director or senior associate director of athletics or designee will then notify the head coach. Student-athlete must meet with director of athletics to determine future status on the team.

SELF-REPORTED USE/ABUSE OF ALCOHOL/OTHER DRUGS BY STUDENT-ATHLETES

(revised 10/13)

Any WSU student-athlete who feels he/she has a problem with the use of alcohol and/or other drugs may request assistance through any athletics department staff member or the University Counseling and Testing services. **Assistance will or could include assessment, alcohol/substance abuse evaluations, counseling, individual therapy, group therapy, and/or behavior contracts.** This request must occur prior to the student-athlete being notified of an impending drug test (NCAA or departmental); or prior to having legal charges made for alcohol and/or drug related behavior; or prior to reasonable suspicion being reported to the consulting committee.

If such a request is made prior to the above three scenarios, the request shall not be treated as a positive drug test or violation of drug/alcohol policies. The student-athlete shall then be evaluated, treated, and/or counseled in a manner appropriate for his/her problem. Testing may occur at this time with the results serving as an assessment tool only. Future testing to verify compliance with athletic department policy will occur based on the medical recommendation provided to the consulting committee. At this time, consequences for any positive test will be applied as listed in this document under “consequences of a positive test”.

It is important to clarify that being in treatment still requires the student-athlete’s compliance with applicable NCAA, institutional, athletics department alcohol and drug policies. **This includes participating in any required NCAA drug testing or WSU Athletics Department drug testing based upon reported reasonable suspicion.** Like any other student-athlete, you will be accountable for any violation of these policies including positive drug testing results.

Athletics Event Ticket Information

(revised 8/1/14)

COMPLIMENTARY ADMISSION—OWN SPORT

Complimentary admission shall be provided **only by a pass list for guests** designated by the student-athlete. “Hard tickets” shall not be issued. The student-athlete **may not receive payment** from any source for the complimentary admissions and may not exchange them for any item of value. The following guidelines will be adhered to by all WSU student-athletes concerning complimentary admissions to their **own sport**:

- Student-athletes will not receive any payment for complimentary admissions. Any student-athlete found receiving payment will be suspended immediately pending the results of an NCAA investigation. If the student-athlete is found in violation of the NCAA regulations, he/she will automatically lose their NCAA eligibility and privileges.
- On the pass list provided by your coaching staff, designate a maximum of **four recipients** of complimentary admissions **at least 48 hours prior** to each home game. Designate a maximum of four recipients of complimentary admissions **at least 48 hours prior** to each away game (if applicable) in your sport.
- Designate one admission per person.
- Do not designate a person named by another athlete for the game.

- **No additions, changes, or substitutions to the complimentary admission list can be made at the door.**
- Be aware that once admission has been signed over by the student-athlete, no name changes will be allowed.
- Alert the person receiving the admission that **photo I.D.** will be **required** at the designated pick-up area. **Persons without photo I.D. will not be admitted. There will be no exceptions to this rule.**

COMPLIMENTARY ADMISSION—SPORTS OTHER THAN YOUR OWN

WSU Student-Athlete Sports Pass

WSU student-athletes will be allowed complimentary admission to **other sports** by using their validated WSU photo ID card (Cougar Card). The compliance office will supply lists of eligible student-athletes to the athletic ticket office after the first day of classes. Your validated WSU photo ID card is your complimentary admission. **No admission can be made if you do not have your WSU photo ID card validated for a sports pass.**

Regulations

- Do not purchase a sports pass in the “optional purchases” section of your online registration! If you mistakenly sign up for a sports pass at registration, you have one month from the start of the term to request a refund from the athletic ticket office. You must visit the ticket office in person to sign a request a refund on your sports pass. The refund form can be found at www.wsucougars.com/studenttickets under Sports Pass Information.
- Your sports pass will be automatically downloaded to your account from the list provided by the athletics compliance office.
- This pass and ID card are not transferable. Misuse will be cause for revocation of sports pass privileges.
- WSU student-athletes are encouraged to support other teams just as you want to see support for your own sport.
- To be admitted to events, you must present your valid WSU photo ID. No admittance will be made without this item.
- The sports pass is only valid for regular season “home” athletics events. It is not valid at NCAA, Pac-12, or any other championship events.
- The sports pass is only good for general admission seating in designated student areas on a first-come, first-serve basis.
- Lost or stolen IDs will automatically have the sports pass when the new WSU photo ID is issued.
- If you leave the team, you will lose your complimentary sports pass privileges, though you may then purchase a sports pass and have it charged to your student account.

Purchasing Guest Tickets – Sports Other Than Your Own

Football:

- The Seattle Game – All Sports Pass holders will be allowed one free ticket to the Seattle Game. You may also purchase up to 4 additional tickets for \$40 each. These hard tickets **MUST BE PICKED UP** at the Athletic Ticket Office before Tuesday, August 26th.

- Student/Student Guest tickets will not be sold for the first THREE home games (Portland St, Oregon, Cal). If you need to purchase a ticket for a guest for one of these three games, you can purchase a regular ticket in the reserved section online at wsucougars.com.
- Only 500 tickets will be sold for the Arizona Game (Dad's Weekend). Those tickets will go on sale starting Monday, October 6th at 9a.m. online only.
- Student/Student Guest tickets will be sold for the USC game starting Monday, September 8th at 9a.m. online only.
- Student/Student Guest tickets for the UW-Apple Cup game is still TBD.

Basketball:

- Student/Student Guest Tickets may be purchased online starting at 9 a.m. on the Monday prior to that week's home game. Depending on opponent and ticket availability, tickets purchases will be limited per student (normally 2-4 tickets per student).

The WSU Athletic Ticket Office is located at Gate B of Martin Stadium, open M – F, 9 a.m. – 4:30 p.m. or call 1-800-GO-COUGS. For more information on guest tickets please visit the student ticket Information page on www.wsucougars.com/studenttickets.

Purchasing Away Game Tickets – Sports Other Than Your Own

The WSU athletic ticket office only sells away game tickets to football games. Unfortunately we do not receive discounted tickets for students or student-athletes so all tickets will be priced at full face value. Away game tickets can be purchased online at wsucougars.com.

Awards

(revised 8/1/14)

ACADEMIC RECOGNITION

The Academic Awards and Scholarship Committee nominates as many qualified student-athletes as possible for academic awards, leadership awards, conference academic, and scholarships presented to groups outside the University.

2014-15 Committee Members

Pam Bradetich	Senior Associate Director of Athletics
Sara Cochran	Equipment Operations
Chris Cook	Assoc. Director of Athletics, S-A Development
Will Garcia	Athletic Training Services
Lisa Hart	Tennis
Jessica Holmes	Sports Information
Jason Krump	Communications Coordinator
David Lang	Strength and Conditioning
Corrie McGrath	Rowing
Donna Poire	Office of the Faculty Athletics Representative
Kari Sampson	Student-Athlete Development
Adriana Quirke	Swimming
Wanda Tennant	Student-Athlete Development
Catherine Walker	Compliance Office

Individual Academic Recognition

- **Semester Honor Roll:** Student-athletes are recognized for achieving at least 3.0 semester GPA while passing minimum 12 credits in a given semester.
- **Two Semester All-Academic Team:** Student-athletes are recognized for earning minimum 24 credits with a minimum 3.0 GPA average during the previous spring and fall semesters or maintain a 3.0 or higher cumulative GPA. Students receive an award with the “Excellence in Academics” insignia at a WSU athletics event.
- **Freshmen/Transfer All-Academic Team:** Freshmen and first semester transfers are recognized for earning a minimum of 12 credits with at least a 3.0 semester GPA in the first semester at WSU. Students receive an award with the “Excellence in Academics” insignia at a WSU athletics event.
- **Senior Excellence in Academics Award:** Student-athletes are recognized for their academic careers at WSU. Seniors who earn a minimum of 90 credits with at least a 3.50 cumulative GPA, have been members of the WSU Athletics All-Academic Team each semester, enrolled at WSU for at least two years as a student-athlete, exhausted eligibility, and excelled in their degree program and sport program are recognized at the annual Senior Banquet.
- **Athletic Director’s Star Performance Award:** Each semester, student-athletes who have less than a 2.70 cumulative GPA and earn at least a 2.50 semester GPA, with their semester GPA being at least a quarter of a grade point higher than their cumulative GPA, while passing 12 or more credits, are recognized as star performers.

Team Academic Recognition

- **Glenn Kranc Academic Award:** The Glenn Kranc plaque is awarded each semester to the WSU Athletic team with the highest team semester GPA.
- **Seehafer Academic Award:** The Seehafer plaque is awarded each semester to the WSU Athletic team showing the greatest academic improvement in semester GPA or the team that shows the greatest effort in achieving their academic goals.
- **Teams over 3.0 GPA:** Teams are recognized for earning a 3.0 semester and/or cumulative GPA.
- **Win It Right! Award:** The Win It Right! Award is presented to the team that best represents excellence in academics and athletics. A team must be represented in NCAA post-season competition and demonstrate academic excellence in the classroom. This award is to be presented annually at the Fall Sports Banquet.

Team and individual student-athlete academic honors are recognized in the semester highlights and posted on the award board outside the Student-Athlete Development Office in Bohler Athletic Complex 285.

Conference Academic Recognition

The Pac-12 Conference recognizes All-Academic Teams for each sport. Athletic communications staff and coaches provide nominees to the Awards and Scholarship Committee. Selected nominees are forwarded to the Pac-12 Conference Office. The student-athletes must be a significant contributor and maintain a 3.00 or higher cumulative GPA.

District and National Academic Recognition

The awards and scholarship committee forwards selected nominees to the appropriate organization. The student-athletes must be a significant contributor and maintain a 3.00 or higher cumulative GPA.

Team and individual student athlete academic honors are recognized in the department's press releases and posted on the awards board outside the student-athlete development office in the Bohler Athletic Complex 285.

ATHLETICS LETTER/POST SEASON/TEAM RECOGNITION AWARDS**Criteria for Earning a Varsity Letter Awards**

Award criteria is established by head coach and director of athletics. See your team handbook for letter awarding criteria.

Award System

A student-athlete must participate in at least one varsity competition and meet additional criteria required by the head coach to earn a varsity letter award at Washington State University. Student-athletes earn a Gray W for their first letter award, and then may choose their preferred item in subsequent years.

- **First Varsity Letter Award—GRAY W (Choice of Sweater, Cardigan, Jacket)**
Earns first varsity letter award.
- **Second Letter Award—Choice of Sweater, Cardigan, Jacket, Watch**
Earns second varsity letter award.
- **Third Varsity Letter Award— Choice of Sweater, Cardigan, Jacket, Watch, Ring**
Earns third varsity letter award.
- **Fourth Letter Award—Plaque**
Earns fourth varsity letter award.
- **Graduation Award—Blanket**
Earns two varsity letter awards, completes eligibility, and graduates from Washington State University.
- Transfer student-athletes will receive an award based on the number of varsity letter awards received at WSU or at coach's discretion based on team contributions (award to begin no higher than second letter award).
- Conference team champions will receive watches inscribed with sport and WSU logo.
- Teams and individuals participating in NCAA championships will receive an appropriate memento in accordance with NCAA rules and WSU guidelines.
- NCAA team and individual champions will receive appropriate rings.
- Football bowl teams will receive appropriate mementos in accordance with NCAA rules and WSU policies.

- Each athletic team may have recognition awards at the discretion of the head coach and in accordance with NCAA rules.
- Special requests must be submitted to the senior associate athletics director/SWA and will be considered by the senior staff.

Procedure

At the conclusion of the sport season, the coach will verify with the awards coordinator that the student-athlete has met the criteria for lettering and award to be received. When completed, the coach will notify the student-athletes to contact the equipment room staff in Bohler Athletic Complex B50 to be measured for that year's award. Student-athletes will be notified by the equipment room when their award is in and can be picked up.

- The student-athlete is responsible for picking up their award.
- If an award is not picked up, the equipment room staff will notify the head coach at the end of the academic year. The head coach will be responsible for notifying the student-athlete to pick up their award at the start of the next academic year.
- If a student-athlete has completed their eligibility and will not be returning to WSU, they will complete a form with a forwarding address. The equipment room staff will mail the letter award and/or graduation award to them.

POSTGRADUATE SCHOLARSHIPS AND INTERNSHIPS

While there are specific criteria for each postgraduate scholarship or internship, the following standards and procedures generally apply:

- The awards and scholarship committee nominates seniors for postgraduate scholarships.
- The student-athlete development office will notify students of their nomination for a postgraduate scholarship. The student-athlete will then work with the student-athlete development staff to complete the application by the designated deadline.
- Student-athletes who receive the scholarship must enroll in a full-time graduate program. Some postgraduate scholarships allow recipients to delay enrollment for up to five years.
- Student-athletes must have an overall GPA of 3.00 or higher.
- The evaluation is usually based on all academic work completed at the end of the fall semester of the student's last year of eligibility. Athletic performance can also weigh heavily with some scholarships (e.g., all-conference or all-american recognition).
- Student-athletes must be completing their last year of eligibility.
- Financial need is not a factor in the granting of any of the postgraduate scholarships.

Graduating seniors may be nominated for national/conference post-graduate scholarships and internships, including:

- **NCAA Postgraduate Scholarship Program:** Awarded to those student-athletes who have excelled academically and athletically. \$7,500 one time award. **Application deadline:** Fall sports—January; Winter sports—March; Spring sports—May.
- **Walter Byers Postgraduate Scholarship Program:** Awarded by the NCAA to one male and one female student-athlete annually in recognition of outstanding academic achievement and potential for success in graduate study. Must have a 3.5 or higher cum GPA. \$12,500 stipend, one time award. **Application deadline:** mid-January
- **NCAA Ethnic Minority and Women's Enhancement Program:** The goal of this program is to increase the pool of and opportunities for qualified minority and female candidates in intercollegiate athletics. The program offers 13 postgraduate scholarships and 13 internships at the NCAA national office. Candidates must be accepted into a sports administration or related program. \$6,000 one-time award. Internships are for one year. **Application deadline:** December 1.
- **NCAA Foundation/The Freedom Forum:** Eight \$3,000 scholarships are awarded to college juniors who have career goals in sports journalism. Candidates must be journalism majors or participate in some form of campus sports. **Application deadline:** mid-December
- **Black Coaches Association Ethnic Minority Postgraduate Scholarship for Careers in Athletics:** The BCA awards 10 scholarships of \$5,000 each. The awards have been established to increase the pool of and opportunities for qualified minority candidates in intercollegiate athletics. **Application deadline:** mid-May
- **Pac-12 Conference Administrative Fellowship:** This Fellowship is an eleven-month internship with approximately \$25,000 stipend. Former student-athletes must have a bachelor's degree and have an interest in pursuing a career in intercollegiate athletics. The internship is designed to enhance the professional preparation opportunities for ethnic minorities. **Application deadline:** mid-April
- **Pac-12 Conference Enterprises Internship:** The Pac-12 Networks provides an opportunity for one graduating student-athlete from each conference school to participate in a summer internship program and get first-hand experience in a variety of media and sports business functions. Washington State forwards three names to the Pac-12 Enterprises and they interview and select one recipient. **Application deadline:** May 1

LEADERSHIP RECOGNITION

Arthur Ashe, Jr. Award (Deadline mid-February)

Nominated by the Awards and Scholarship Committee, the Arthur Ashe, Jr. Award provides national recognition for "minority student-athletes who have aspired to achieve on and off the playing field because they embody the spirit of Arthur Ashe." WSU student-athletes nominated for this national award represent Arthur Ashe's high standard of intellectual and athletic excellence.

NCAA Student-Athlete Leadership Forum (Deadline early-September)

Student-athletes are recommended by the Associate Director of Athletics for Student-Athlete Development based on the students' strong leadership demonstrated within their team and the athletics department, and availability to attend. From the list of nominees, Senior Staff will select two student-athletes and a staff member to represent WSU at this nationally recognized forum that "provides pertinent and customized sessions that will enhance personal awareness

and leadership skills needed to impact student-athlete development at the campus and conference level, and beyond the collegiate realm.”

Pac-12 Conference Student-Athlete Committee Representatives

Student-athletes are nominated by staff, coaches, or Student-Athlete Advisory Committee (SAAC) to attend the Pac 12 SAAC Forum each fall and spring. Student-athletes are selected by SAAC and the athletics administration based on the students’ support for SAAC, leadership skills, and availability to attend.

Community Service Award (Spring Semester)

The Coordinator of Career Development and Community Service recognizes senior student-athletes each spring at the Senior Recognition Luncheon for their strong citizenship skills and commitment to service in the community and campus throughout their career as a WSU student.

WSU President’s Leadership Award (Deadline mid-February)

Students are recognized for their excellence in leadership and service at WSU. Students submit application with appropriate letters of reference from Athletic Staff. The University’s President’s Award Selection Committee will notify students of their selection.

World Financial Group/Pac-12 Leadership Award

Awarded to one male and one female student-athlete in the conference each year. These scholarships for postgraduate study are designed to recognize student-athletes who have served on their institutional SAAC and demonstrated leadership.

The Big Ten Senior Award (mid-March)

The WSU Student Alumni Connection recognizes the most qualified senior man and woman who demonstrate superior excellence in Athletics. The Awards and Scholarship Committee selects the athletics department nominees and forwards the applications to the Student Alumni Connection Selection Committee.

SPECIAL ATHLETICS DEPARTMENT AWARDS

Beulah M. Blankenship Outstanding Student-Athlete Award

To acknowledge personal achievements as a student-athlete at Washington State University and for contributions to the highest values of athletic expression by sportsmanship, dedication, and positive regard for others. One male and one female senior student-athlete are selected by the Awards and Scholarship Committee from a pool of student-athletes that have been nominated by their coaches. Criteria includes: personal qualities of sportsmanship, leadership and service—50%; academic achievement— 20%; athletic excellence—20%. All nominees must have at least a 2.70 cumulative GPA

SAAC True Cougar Award

One male and one female student-athlete is selected by SAAC (Student-Athlete Advisory Committee) based on athletic excellence and other criteria determined by SAAC.

Senior Recognition Luncheon

At the end of the spring semester all seniors will be honored for their participation in Cougar Athletics at the Senior Recognition Luncheon, sponsored by the athletics department. Senior student-athletes will be presented a senior gift and graduation sash.

PAC-12 AND NCAA RECOGNITION**Pac-12 Conference Medal**

One male and one female senior student-athlete are nominated by the Awards and Scholarship Committee and selected by the director of athletics. Selection is based on the greatest combination of performance and achievement in scholarship, athletics, and leadership.

Pac-12 All Conference Teams

Selected by conference coaches based on criteria approved by the Pac-10 Council.

NCAA Woman of the Year

Each institution selects a recipient who then is eligible for the regional and national awards. Coaches nominate senior student-athletes based on athletic excellence—33%; academic achievement—33%, service and leadership—33%. The awards committee will select the WSU recipient and forward to the Senior Woman Administrator.

NCAA Top 6 Award

Six finalists are chosen in fall sports and six in winter/spring sports from institutional nominees. Six award recipients are selected for recognition at the NCAA Honors Dinner at the annual convention. Selection is based on athletic ability and achievement—50%; academic achievement—25%; character and leadership—25%.

Division IA FAR Academic Achievement Award

Student-athletes are nominated by the Faculty Athletics Representative based on the following criteria: 1) awarded a bachelor's degree in the previous year with a cumulative GPA of a 3.80 or above upon graduation, and 2) participated in at least two years of intercollegiate athletics at a Football Bowl Subdivision (FBS) institution in a sport sponsored by an FBS conference.

Career Development

(revised 8/1/14)

OBJECTIVE

The Student-Athlete Development (SAD) staff is committed to equipping, strengthening and progressing student-athletes outside the athletic arena through a variety of career development opportunities. Each career development program listed below presents valuable opportunities for professional development, exploration and challenges ones professional self-growth; ultimately preparing and equipping each student-athlete with the appropriate tools to embrace the next step in their professional endeavours. The following programming and opportunities in career development are offered for all student-athletes:

- Focus 2/Self Exploration Seminar –HF 496
- CareerAthletes Values Assessment Presentation
- CareerAthletes Social Networking and Internship Education Presentation
- Etiquette Dinner
- Career Forum
- Senior Dinner and Professional Development Portfolio Presentation
- Delayed Graduation Program
- University Career Fairs and Workshops

Focus 2/Self Exploration Seminar

Student-athletes enrolled in the new student-athlete seminar (HF 496) will be introduced first to Focus 2's values exploration surveys. FOCUS 2 helps guide student-athletes through a reliable career and education decision making model to help them choose their major at WSU and make informed decisions about their career. FOCUS 2 combines 5 self-assessments, career and major exploration, action planning and decision making in one comprehensive product. Since people have different goals, you may find some sections of Focus 2 may be found more useful than others. Focus 2 is web-based and can be accessed from any internet capable computer. There is a link to Focus2 from the ARC webpage, <https://www.focuscareer2.com/portal/login.cfm?SID=977>

CareerAthletes

CareerAthletes.com is the premium destination for current/alumni student-athletes, athletic departments, and business organizations seeking to create professional connections. CareerAthletes provides all WSU student-athletes with an educational, opportunistic, and interactive online community ensuring connections can be made quickly and effectively. CareerAthletes brings to our campus **Career Educational Seminars** which help prepare student-athletes for their future away from competitive athletics and the challenging task of 'job searching' by assisting them in recognizing and articulating the unique skill set that they have acquired through athletic participation. This skill set, which the athletes often have not identified or acknowledged, is quite attractive to many hiring managers at companies large and small. Visit the CareerAthlete website at, <http://www.careerathletes.com/>.

Etiquette Dinner

This event serves (for many) as a student-athlete's first introduction into the intricacies of proper dining etiquette. Held during spring semester, the program also consists of tips for social networking surrounding a formal business dinner. Every table includes approximately six student-athletes and a minimum of one host. Hosts are potential employers from the region, supportive community members from local businesses and/or Cougar alumni. This career development event offers another unique opportunity for student-athletes to improve the formal skills needed during the interview process.

Career Forum

This event is tailored towards junior and senior student-athletes. Through a formal setting, student-athletes are addressed by professionals, key athletic staff and faculty members regarding career awareness. They have the opportunity to interact with a national employer panel to ask the important questions pertaining to internships, professional development and networking. During the second half of the program, the student-athletes are placed in round table discussions with local and regional employers to practice their interviewing skills and

inquire about employment opportunities. Immediately following round table conversations, each student-athlete has a chance to network with employers further at their respective employment booths, in a career fair setting, with the chance of setting up follow-up interviews and landing an employment opportunity.

Senior Meeting

The senior meeting is a required event for student-athletes exhausting their eligibility during the academic year. During the meeting, a presentation is given discussing the finer points of interviewing, networking and preparing for upcoming Career Expos. Also discussed and distributed at this event are the pertinent dates and tasks required for their impending graduation (i.e., degree application, graduation plans, writing portfolio, and graduate school information). During and subsequent to this meeting, are formalized individual resume sessions, professional pictures, and preparations for inclusion in the Professional Development Portfolio.

Professional Development Portfolio for Seniors

The professional development portfolio is a publication created by student-athlete development and its purpose is to link student-athletes with potential employers and assist with the transitioning from a collegiate student-athlete to a working professional. The portfolio is a compilation of resumes for all graduating student-athletes and is distributed annually to over 400 potential employers. The distribution list varies from Cougar alumni to a large variety of organizations and companies as they come to campus for on-campus interviewing each fall and spring. Many student-athletes have been invited to interview and have then been offered jobs by employers responding to their resume in the portfolio.

Delayed Graduation Program

The Delayed Graduation Program (DGP) is a career opportunity designed to advance professional coaching opportunities to undergraduate student-athletes who have exhausted their eligibility. Said program is available to all student-athletes who have received some level of athletic aid during their tenure at Washington State University, have maintained a minimum 2.20 cumulative GPA, have earned a minimum of 9 credits in the previous term, and have the recommendation of both their head coach as well as senior staff. Those meeting the aforementioned criteria will be eligible for aid proportionate to the amount awarded during the current academic year. To that end, specific course load approval and associated financial support will be determined by the associate athletic director for student-athlete development.

All students in the delayed graduation program will be assigned to their respective sport programs as part of their professional “internship” opportunity. The required hours will be determined by their previous history of athletic financial assistance. DGP Aid will be approved from semester-to-semester on the basis of successful academic and internship progress. Finally, Stipend for room and board may be available from the sport program if approved by the Head Coach and Deputy Director of Athletics.

Fall/Spring Career Expo and Associated Events

The Career Expo attracts companies and organizations from all over the nation to Pullman and Moscow. This is a unique opportunity for student-athletes to job search, network, and develop their interviewing skills. The event is sponsored by WSU Center for Advising and Career Development. The career expos are held each fall and spring at WSU’s Beasley Coliseum.

Visit the Career Expo website for more information, <http://cacd.wsu.edu/employers/expo/>.

UNIVERSITY MAJOR AND CAREER CURRICULUM

UCOLL 100 (Career and Major Choice): A one credit course designed to help students identify their interests, skills and work values, and to begin to connect those to the professional world.

UCOLL 301 (College Majors and Career Planning): A one credit course designed for upper division students who are certified in major who want to systematically investigate their chosen major as an academic foundation for professional development, to research professional opportunities in the workplace and/or in graduate studies, and to develop effective career management approaches.

UCOLL 304 (Seminar in Focused Exploration and Leadership): A two credit course designed to introduce second/third-year students and transfer students to the campus and academic community in an informal and interactive environment. Students will investigate various academic majors and careers through “focused exploration” techniques. UCOLL 304 will facilitate student exploration by consciously using a theoretical framework to form meaningful contacts with university faculty, staff, various departments and units, and employers. Through these interactions, UCOLL 304 seminar will assist students in the self-exploration process in order to better understand a “good fit” major and key resources to aid in that process.

ADDITIONAL CAREER DEVELOPMENT RESOURCES

To encourage student-athlete career development and career opportunities, listed below are additional programs and resources:

The **Center for Advising and Career Development** is staffed with professional advisors and career counselors who are knowledgeable in career options and who specialize in assisting students with major selections, career development and planning. <http://cacd.wsu.edu/>

CougLink is an online resource available to all WSU students to access nation-wide job and internship listings, schedule on-campus interviews, post resumes and credentials, and access information regarding career fairs, workshops and other career related events. <http://cacd.wsu.edu/students/couglink/>

Information about specific **major career fairs**, coordinated by the Center for Advising and Career Development, can be found at this site, <http://cacd.wsu.edu/employers/expo/>.

GRADUATE AND PROFESSIONAL SCHOOL PREPARATION

Available for student-athlete use in Bohler 286 or to check-out are the complete preparation guides and software outlining testing requirements for each of the following: DAT, GRE,

GMAT, LSAT, MCAT, and PCAT. The NCAA Student-Athlete Assistance Fund provides funding for testing fees up to \$500 for each student-athlete. For funding information call 335-0285. For information regarding testing preparation and graduate schools contact Kari Sampson at 335-0245, or kksampson@wsu.edu.

Community Service

(revised 8/1/14)

OBJECTIVE

The office of Student-Athlete Development (SAD) is committed to identifying specific community engagement opportunities which foster personal development, self-exploration, servant leadership, social awareness of others and the ability to engage with community to effect positive change. Throughout each academic year SAD facilitates the following opportunities in community service for all student-athletes:

- **Special Olympics:** Student-athletes partner with Special Olympics to coordinate, facilitate and assist Special Olympic youth and adult participants, in athletic events, who love sports and desire a challenge of competing with their peers and WSU student-athletes.
- **Coug Pals:** A writing partnership with WSU student-athletes and elementary students.
- **Reading Buddies:** A reading partnership with WSU student-athletes and elementary students.
- **Habitat for Humanity:** WSU Athletics (coaching staff, student-athletes and support staff) support the Pullman/Moscow Habitat for Humanity program by volunteering their time and labor to assist building projects within the Palouse area.
- **Chili Cook-Off/Canned Food Drive:** WSU Athletics staff collects canned food in conjunction with a chili cook-off to contribute to the local Pullman Food Bank through Palouse Cares.
- **Butch's Bash/Canned Food Drive:** WSU Athletics and WSU student-athletes host a children's carnival for the athletic staff and community families alike. In addition, WSU student-athletes collect canned food to contribute to the local Pullman Food Bank in partnership with Palouse Cares.
- **Sr. Buddies:** WSU student-athletes visit the Pullman Senior Center and offer social interaction through assisting in set programs, playing games and "meet and greet" time during meals.

ADDITIONAL COMMUNITY SERVICE RESOURCES

To encourage student-athlete involvement in community service, listed below are additional resources:

- The **Center for Civic Engagement (CCE)** is staffed with a faculty knowledgeable in community engagement and more specifically service-learning opportunities. The CCE offers support and expertise in all types of community engagement encompassing local community agencies and organizations, as well as partners outside of the Palouse region. <http://cce.wsu.edu/>

- **Service Learning CougarSync** (SLPro) is an online database used through the WSU Center for Civic Engagement. The online system is an excellent resource for WSU student-athletes to access additional community service opportunities. The CougarSync database is shared by students, the CCE, community partners and faculty. Many courses at WSU will require supplemental community service. CougarSync allows community partner contact information, a detail list of community needs and service project opportunities, and a place to record service hours.
<https://orgsync.com/50701/chapter>

Compliance Services

(revised 8/1/14)

For questions concerning the NCAA or Pac-12 rules and regulations, please do not hesitate to contact John Lucier, Associate Athletic Director, Compliance (335-0210), Catherine Walker, Director of Compliance (335-4326), David Hall, Assistant Director of Compliance (335-4963), or Mikayla Brandhorst, Compliance Coordinator (335-7343) in the Athletics Compliance Office, Bohler Athletic Complex 285.

WSU Athletics Compliance Website

Pertinent NCAA and WSU compliance information that all student-athletes should be familiar with can be found on the WSU Athletics Compliance website. The address for this website is www.wsucougars.com/compliance. In addition to the NCAA and WSU guidelines that are found on the website, student-athletes can find information on a variety of topics. Other links include student-athlete employment forms, booster guidelines, the international student-athlete paperwork, gender equity information, agent information, and graduation rates.

Extra Benefits

As a general rule of thumb, student-athletes cannot receive free or reduced cost of goods or services from WSU staff or boosters unless the benefits are generally available to all students. The following extra benefits are not an exhaustive list, but rather are some examples that can be used as guidelines:

- phone charges at a free or reduced rate
- movie tickets
- meals
- use of a car
- free or reduced admissions to professional contests
- airline tickets
- hotel rooms
- store merchandise or gift certificates

TRANSFER APPEAL PROCEDURES

For student-athletes that request permission to speak and/or utilize the one-time transfer exception to other institutions, the athletic department typically does not deny such a request. However, in the event of a denied request, WSU has a written appeal procedure in place (per NCAA bylaw 13.1.1.3.1, see below) that provides a hearing opportunity to the involved student-athlete in a timely manner. The appeal process is coordinated by the faculty athletics representative and works as follows:

- Following the denial of the transfer request, the athletic compliance office sends written notification to the student-athlete, which includes information related to the transfer appeal process.
- The faculty athletics representative convenes a three-member ad hoc committee of university faculty and student service staff members. The FAR is an ex-officio member and does not have a vote in the final process.
- Each involved party (athletic department and student-athlete) submit a written statement to the faculty athletics representative for consideration by the appeal committee within one week of the notification of appeal. The student-athlete has the opportunity to request either a written or in-person appeal hearing.
- If the student-athlete requests a written appeal, the appeal committee then reviews the statements and issues a decision.
- If the student-athlete requests an in-person hearing, a timely appeal hearing is scheduled with the appeal committee. During the appeal hearing, each side presents their information to the committee. Subsequent to the hearing, the Faculty Athletics Representative then notifies the student-athlete in writing of the appeal committee's decision. All decisions by the committee are considered final.

Names and titles of individuals responsible for overseeing the administration of the athletics transfer appeals procedures:

Dr. Ken Casavant, Faculty Athletics Representative
Donna Poire, Assistant to the Faculty Athletics Representative

13.1.1.3.1 Hearing Opportunity

If the institution decides to deny a student-athlete's request to permit any other institution to contact the student-athlete about transferring, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing conducted by an institutional entity or committee outside the athletics department (e.g., the office of student affairs; office of the dean of students; or a committee composed of the faculty athletics representative, student-athletes and non-athletics faculty/staff members). The institution shall conduct the hearing and provide written results of the hearing to the student-athlete within 15 business days (see Bylaw 13.02.1) of receipt of the student-athlete's written request for a hearing. The student-athlete shall be provided the opportunity to actively participate (e.g., in person, via telephone) in the hearing. If the institution fails to conduct the hearing or provide the written results to the

student-athlete within 15 business days, permission to contact the student-athlete shall be granted by default and the institution shall provide written permission to the student-athlete.

Degree Advancement Programs

(revised 8/1/14)

DEGREE COMPLETION—SUMMER SCHOOL

The **goal** of WSU funded summer school is to **enhance progress toward a degree**, and provide the student the opportunity **to complete his or her degree at the same time eligibility is completed** at Washington State University. Review of schedules will begin **mid-April**. To assure serious consideration and timely notification, summer school schedules must be finalized **no later than the second Friday after on-line registration opens for summer school registration**.

NOTE: If a student-athlete quits his/her team with the intent to transfer to another institution or if his/her scholarship will not be renewed for the upcoming year, the summer school financial aid agreement will become null and void immediately.

NCAA Criteria

- In order to be considered for summer school financial aid, a student-athlete must have been in residence at least one term of the regular academic year and must have received athletically-related financial aid.
- Summer school financial aid may be awarded only in proportion to the amount of athletically-related financial aid received during the previous academic year.
- Summer school financial aid can be awarded only for WSU-Pullman or WSU Online enrolled course work.

WSU Athletics Criteria

- Award of summer school financial aid will be determined by the student-athlete development staff based on the best academic plan for graduation for each student-athlete. The associate director of athletics for student-athlete development and sr. associate director of athletics make all final decisions regarding summer aid.
- To receive full consideration for summer financial aid, student-athletes must earn a minimum 9 credits with a minimum 2.00 fall semester GPA and maintain a minimum 2.00 cumulative GPA. Academic progress for student-athletes who do not meet this minimum standard will be re-evaluated during the spring semester.
- Request for aid for off-campus internship credits will be evaluated on an individual basis. If off-campus internship hours are approved, aid may only include tuition and required books.
- WSU Online credits may be funded through WSU athletics summer aid program, the associate director of athletics will have complete approval over online coursework.
- **Maximum of two summer course will be funded** (equivalent student-athletes will be funded for proportionate amount).
- Student-athletes will receive a \$1,992 stipend providing they are enrolled in at least six weeks of summer coursework (equivalent student-athletes will be funded for proportionate amount).

Options for Student-Athletes not Receiving Athletics Summer School Aid

- Attend WSU and be responsible for paying for summer course work. Apply for federal financial aid, loan, or work study aid.
- Attend summer school at a university or community college away from WSU. Approval for all off campus transfer course work is strongly recommended to ensure appropriate course articulation.

Failure to Meet Summer School Contractual Agreement

Once summer athletics aid is authorized, student-athletes **must attend class, access services if noted in the contract, and work to earn “C” and above grades**. If this expectation is **not met**, aid may be **stopped immediately** and may be **terminated** for the remainder of the summer. Additionally, the athletics department reserves the right to bill student-athletes for any “W’s” or “F’s” earned during the summer session.

DEGREE COMPLETION—EXHAUSTED ELIGIBILITY

The purpose of the degree completion program is to assist student-athletes who have exhausted their athletic eligibility to complete the requirements for their **first bachelor’s degree**. Degree completion applications are available in the student-athlete development office in Bohler Athletic Complex 285. Students should return the completed application **by April 1 for summer, fall, or spring athletics aid**.

Criteria

In order to be considered, a student-athlete must:

1. Have completed at least one year of eligibility at WSU.
2. Have a 2.0 cumulative GPA and have completed/earned 90 credit hours over eight semesters.
3. Be within one semester of a degree if on athletic aid for five years **or** be within two semesters of a degree if on athletic aid for four years or less.
4. Enroll in a **minimum of 15 credit hours** each semester of the award unless the degree requirements are less. No more than 18 hours can be taken in a semester at WSU expense.
5. Complete the University Writing Portfolio (e.g., timed essay and portfolio papers turned into the writing office).
6. Attach an official University “DARS Report” to the application.
7. If the above criteria are not met, the student can appeal to the senior associate director of athletics.

Financial Assistance and Expectations

- Degree completion financial aid will include **tuition, books, and fees**. **Tuition is at a proportionate level to previous tuition award. Maximum two terms will be funded through the degree completion program (summer school counts as a term).**
- All students in the degree completion program will be assigned an **internship** in the athletics department. The required hours will be determined by their previous history of athletic financial assistance, typically ten hours a week.
- Aid will be approved from semester-to-semester on the basis of successful academic progress.

- Failure to complete the degree during the term of the award or earning “F”, “W”, or “I” in any class may result in cancellation of any future financial aid. Students would then assume all future financial obligations relative to their degree. Athletics also reserves the right to bill the student’s account for incomplete or failed course work.
- Students may not make any change to their schedule without receiving **prior approval** from the associate athletic director for student-athlete development.

Drug Free Team: Substance Abuse Prevention

(revised 1015/14)

The purpose of the athletic department’s substance abuse prevention programming, “Drug Free Team”, is to prevent abuse of drugs, alcohol, and legal/illegal substances and products among student-athletes by providing comprehensive, on-going, consistent education throughout the career of the student-athlete at WSU. “Drug Free Team” establishes a strong educational message for Cougar student-athletes reinforcing the expectation that student-athletes will be drug free throughout their career at Washington State University. This department-wide standard and message will be reinforced consistently by coaches, athletic administrators, support staff, University mental health counselors, and designated peer leaders within each team.

“DRUG FREE TEAM”

- provides knowledge, information, and resources to empower student-athletes to make healthy life choices,
- encourages student-athletes to make a personal commitment to their health, well-being and safety, and
- establishes and reinforces a department-wide expectation that all student-athletes and teams will compete successfully at the highest level in the Pac-12 Conference.

Specific Goals

- Promote sound physical and mental well being of all student-athletes.
- Prepare student-athletes to make wise personal choices concerning substance use to ensure a healthy and safe lifestyle, while also ensuring the safety and well-being of other students.
- Provide timely, accurate information about the effects and consequences of substance use and abuse upon individual student-athletes (personal, academic, athletic) and upon their team.
- Establish a communication model that encourages early recognition and intervention.
- Create and maintain an open, respectful, and safe educational environment to ask questions about substance abuse and to interactively discuss the impact of substance abuse on individuals, teams, and families.
- Develop and implement reasonable safeguards to ensure that each student-athlete is medically competent to participate in practice and competition.

Overview

Athletic department programming begins with fall orientation when student-athletes receive a copy of the NCAA drug testing bylaws and sign the NCAA drug testing consent form. Programming for new student-athletes continues in the new student-athlete seminar (HF 496), which includes substance abuse education by University counseling services and the University ADCAPS staff. An online course titled *MyPlaybook* (presented by Prevention Strategies) is completed by all new student-athletes during the new student-athlete seminar (mandatory requirement, per director of athletics). Programming for all student-athletes throughout their career at WSU includes: team meetings focused on specific issues within each team; access to the ADCAPS website with pages designated specifically for WSU student-athletes; access to Drug Free Sport Resource Exchange Center, and additional literature and website links (available in the P.R.O.W.L. resource center, academic resource center, athletic training services, and Cougar mania weight room); individual meetings with team physicians, counselors, coordinator of sport nutrition, and/or athletic trainers; as well as periodic presentations, workshops, and seminars conducted by various service providers (e.g., WSU Counseling Services and ADCAPS, invited professional guest speakers).

“Drug Free Team” Workgroup

The “Drug Free Team” workgroup develops and implements programming based on a social ecological framework and logic theory with a focus on harm reduction and increasing protective factors for student-athletes.

The “Drug Free Team” workgroup includes staff from the following areas: counseling services, health and wellness, dean of students, athletic training services, nutrition, strength and conditioning, compliance services, student-athlete development, transition and retention. In addition, the workgroup includes input and involvement from student-athletes, head coaches, and local law enforcement agencies.

ATHLETIC DEPARTMENT EXPECTATIONS

Student-Athlete Consumption/Possession of Alcohol or Controlled Substances

- Student-athletes are accountable for WSU alcohol and drug policies, as well as those of the athletics department.
- **Consumption of alcohol (or drugs) is expressly prohibited in connection with any official intercollegiate team function (i.e., any activity held at the direction or under the supervision of team coaching staff or department administrators, including team or individual travel to represent WSU).**
- Each student-athlete will be held accountable for the consequences of their involvement in any alcohol (or drug) related incident. Accountability includes university, athletics department, and team disciplinary actions. **All alcohol and drug violations/citations will result in a mandatory appointment with the Coordinator of Student-Athlete Wellbeing. The results of this wellbeing assessment will determine appropriate health care referrals, if necessary.**
- Sanctions for involvement in an alcohol or drug related incident in which there are no legal consequences or implications will be determined by the head coach and the athletics administrator responsible for the impacted team. Depending upon circumstances, sanctions may include suspension from practice and/or competition, as well as other

appropriate consequences. This may include participation in the WSU athletics drug and alcohol testing and education/counseling program.

- Sanctions for involvement in an alcohol or drug related incident in which there are legal consequences or implications (i.e., violation of local, state, or federal laws), will be determined in accordance with the appropriate caveats of the WSU Athletics drug testing policy for the first and subsequent positive drug test results (see WSU Athletics drug testing policy section of this handbook).
- **Student-athletes may be subjected to the sanctions of any or all of the following: University student standards and accountability office, the legal system, and the WSU athletics department.**
- Washington State law prohibits provision of alcoholic beverages to be consumed by department-affiliated persons who are under the legal drinking age of 21 years. **This also applies to prospective student-athletes while they are visiting the University.**

UNIVERSITY EXPECTATIONS

University Alcohol and Drug Policy

<http://conduct.wsu.edu/default.asp?PageID=693>

To maintain a healthy, supportive University environment conducive to academic achievement and personal growth students are expected to conduct themselves in a responsible manner. Those of legal age who choose to drink alcoholic beverages are expected to do so responsibly and according to the policies of their living environment (i.e. residence halls, Greek residences, campus apartments, etc). Students under the age of 21 are prohibited by law and university standards from possessing or consuming alcoholic beverages. Campus and local police will enforce the law, and the Office of Student Standards and Accountability will follow procedures outlined in Standards of Conduct for Students (WAC 504-26) when findings of violations occur.

The office of student standards and accountability generally uses progressive discipline and will assign sanctions commensurate with the violation (see WAC 504-26-405 for possible sanctions). While the goal of sanctioning is in part educational, students who participate in drug or alcohol offenses or engage in behavior that poses a safety risk to themselves or the community may face suspension or expulsion. Furthermore, proven instances of past misconduct shall be considered when assessing the appropriate sanction imposed upon a student determined to have violated WSU conduct standards.

Medical Marijuana Statement

Medical marijuana users should be aware that Washington State University does not permit marijuana use or possession on campus, including in WSU housing. Violators could be subject to charges under the standards of conduct for students, as well as criminal charges. All questions regarding the reasonable accommodation of medical conditions, including conditions treated with medical marijuana, should be directed to the access center at 509-335-3417. Adam Jussel, director, office of student standards and accountability standards@wsu.edu

RESOURCES

WSU Alcohol and Drug Counseling, Assessment, and Prevention Services (ADCAPS)

<http://adcaps.wsu.edu/athletes>

Being a healthy and academically successful college student means having the physical, mental, and social well-being to live each day to its fullest. Health is achievable through self-care, through making informed health decisions and the practice of positive health skills, and through respect and care of those around us.

Good health is neither achieved nor compromised in isolation. In part, good health is up to each individual and is influenced by our daily personal choices. However, health and the reduction of harm or risk are also affected by the communities in which we live. Our health and our personal choices regarding substance use are influenced by physical, psychological, social, and economic environments as well as our interconnection to each other.

At ADCAPS, we support personal efforts to maintain health risks so students can achieve academic, career, and personal success. As well, we support and challenge all members of the WSU community to positively contribute to overall campus health and the reduction of health risk.

University and Community Alcohol-Substance Abuse Resources

University and community resources are available to assist students with any problems associated with alcohol and substance abuse. These services include information, assessment, treatment, and referral.

WSU Counseling Services
280 Lighty Student Services Building
509-335-4511
(Information, assessment, treatment, and referral)

WSU Health and Wellness Services,
Washington Building, First Floor
509-335-3575
(Information, assessment, detoxification, treatment, and referral)

Palouse River Counseling
NE 340 Maple, Pullman, WA
866-871-6385 or 509-334-1133
(Information, assessment, treatment)

Palouse Recovery Center
1240 SE Bishop Blvd., Pullman, WA
509-334-0718
(Information, assessment, treatment)

Equipment Room Services

(reviewed 8/1/14)

EQUIPMENT ROOM HOURS

The Athletics Equipment Room will be open Monday–Friday, 8:00 a.m. to 6:00 p.m. during the fall and spring semesters. If equipment room services are needed outside of the scheduled hours, prior arrangements must be made with the equipment room staff.

EQUIPMENT ISSUE

Student-athletes will not receive any equipment or clothing until authorized by the compliance office. Equipment and clothing will be issued only to those student-athletes cleared for participation as noted on the Daily Eligibility Report. Each student-athlete will be issued the necessary clothing and equipment in order to practice and compete for Washington State University. In addition, each student-athlete will be furnished with a copy of the athletics equipment room policies as well as a retail value list for each item issued to him/her. Each student-athlete is required to pick-up and sign for all of his/her own clothing and equipment. It is the responsibility of the student-athlete to obtain a receipt from the equipment room for all clothing and equipment issued to them. Equipment and clothing issued by Washington State University cannot be exchanged at a retail outlet for merchandise or credit and items may not be sold. To do so is a violation of institutional and NCAA rules and will render a student-athlete ineligible for competition.

EQUIPMENT RETURN

All clothing and equipment must be returned to the equipment room upon request. It is the responsibility of the student-athlete to obtain a receipt from the equipment room for all clothing and equipment returned by them. Return **all** clothing and equipment to the equipment room; do not assume any clothing or equipment is yours to keep. If a student-athlete quits a team, is cut from a team, or is no longer on a team for any other reason, all clothing and equipment must be returned to the equipment room within one week from the date of separation from the team. Student-athletes must return all equipment and clothing from road trips (sweats, shirts, bags, etc.) the first day back to campus. Failure to return clothing and equipment in a timely manner will result in the retail value for each non-returned item being billed to the student-athlete's account. In addition, clothing or equipment that is returned damaged, by means other than normal wear and tear, will be billed to the student-athlete's account at retail value. Once the student-athlete's account is billed, the clothing or equipment becomes the property of the student-athlete and may not be returned to the equipment room for a refund.

EQUIPMENT RESPONSIBILITY

Each student-athlete is responsible for all clothing or equipment issued to him/her. Do not throw away damaged equipment. Return all damaged equipment to the equipment room for repair or replacement. All issued equipment must be kept locked in each student-athlete's locker to avoid gear being stolen.

LAUNDRY

Each student-athlete will be issued one laundry loop marked for identity. Issued workout clothing must be turned in for laundry after each use; do not wear issued workout clothing

home or leave in the locker room. The equipment room will not loan clothing to student-athletes if they forget their clothing for that day. Only gear issued by the athletics department will be washed. Laundry may be turned in to the equipment room or put in the laundry drop outside the training room in Bohler Athletic Complex M4. Daily laundry will be ready for pick-up at 9:00 a.m. the day after you drop off your laundry. Each student-athlete will get the same laundry loop and workout sweats back each day. Each student-athlete will be issued a locker in their team locker room and an individual laundry box for laundry pickup. The laundry box will allow all student-athletes to access their laundry without having the equipment room open. It is the responsibility of the student-athlete to keep their locker and laundry box locked to avoid theft.

Exit Surveys and Interviews

(revised 8/1/14)

Each year online exit surveys and/or interviews are conducted with student-athletes completing and/or terminating their competitive eligibility. The purpose of this process is to assess how student-athletes feel about their experience at WSU, determine the strengths of our programs, and assess areas of concern.

This two-part process includes an online survey component and a confidential face-to-face interview conducted by the sport supervisor. All student-athlete responses remain anonymous.

When you are contacted to respond to the survey and a face-to-face interview, please participate. Your input is important to the future success of Cougar Athletics.

If you have any questions, please contact Anne McCoy, Deputy Director of Athletics/SWA in Bohler 108 or amccoy@wsu.edu.

Faculty Athletics Representative

(Revised 8/1/14)

THE STUDENT-ATHLETE ADVOCATE

The faculty athletics representative's principal role is to **assist the student-athlete** in achieving the best experience possible, academically and athletically, at Washington State University. The faculty athletics representative serves as an informal **student-athlete advocate**, often helping the student in his/her relationship with professors, coaches, staff, administration, etc. on a confidential basis.

Externally, the faculty athletics representative is recognized as the representative of the institution and its faculty in the relationship among the NCAA, Pac-12, and the local campus.

Internally, the faculty athletics representative represents the president, in academic and student-athlete areas, to the athletics department. The faculty athletics representative also serves as liaison for the athletics department to the academic faculty of the University.

- The faculty athletics representative is involved in the assurance of the **academic integrity** of the athletics program and in the maintenance of the welfare of the student-athlete.
- The faculty athletics representative provides oversight and advice in the **institutional control** of the athletics program.
- The faculty athletics representative works to ensure the **academic well-being** of the student-athlete so that athletes can and do thrive academically. The faculty athletics representative monitors the academic credentials of entering student-athletes, the academic attainment of continuing students, and the rates at which student-athletes graduate from the institution.

The current faculty athletics representative, Dr. Ken Casavant, can be personally contacted in the faculty athletics representative office in the athletics department, Bohler Athletics Complex 285A. He can be reached at 335-3411, at his academic office at 335-1608, at home at 334-2238, on his cell at 509-432-1643, or via email at casavantk@wsu.edu.

TRANSFER APPEAL PROCEDURES

For student-athletes that request permission to speak and/or utilize the one-time transfer exception to other institutions, the athletic department typically does not deny such a request. However, in the event of a denied request, WSU has a written appeal procedure in place (per NCAA bylaw 13.1.1.3.1, see below) that provides a hearing opportunity to the involved student-athlete in a timely manner. The appeal process is coordinated by the faculty athletics representative and works as follows:

- Following the denial of the transfer request, the athletic compliance office sends written notification to the student-athlete, which includes information related to the transfer appeal process.
- The faculty athletics representative convenes a three-member ad hoc committee of university faculty and student service staff members. The FAR is an ex-officio member and does not have a vote in the final process.
- Each involved party (athletic department and student-athlete) submit a written statement to the faculty athletics representative for consideration by the appeal committee within one week of the notification of appeal. The student-athlete has the opportunity to request either a written or in-person appeal hearing.
- If the student-athlete requests a written appeal, the appeal committee then reviews the statements and issues a decision.
- If the student-athlete requests an in-person hearing, a timely appeal hearing is scheduled with the appeal committee. During the appeal hearing, each side presents their information to the committee. Subsequent to the hearing, the Faculty Athletics Representative then notifies the student-athlete in writing of the appeal committee's decision. All decisions by the committee are considered final.

Names and titles of individuals responsible for overseeing the administration of the athletics transfer appeals procedures:

Dr. Ken Casavant, Faculty Athletics Representative
Donna Poire, Assistant to the Faculty Athletics Representative

13.1.1.3.1 Hearing Opportunity

If the institution decides to deny a student-athlete's request to permit any other institution to contact the student-athlete about transferring, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing conducted by an institutional entity or committee outside the athletics department (e.g., the office of student affairs; office of the dean of students; or a committee composed of the faculty athletics representative, student-athletes and non-athletics faculty/staff members). The institution shall conduct the hearing and provide written results of the hearing to the student-athlete within 15 business days (see Bylaw 13.02.1) of receipt of the student-athlete's written request for a hearing. The student-athlete shall be provided the opportunity to actively participate (e.g., in person, via telephone) in the hearing. If the institution fails to conduct the hearing or provide the written results to the student-athlete within 15 business days, permission to contact the student-athlete shall be granted by default and the institution shall provide written permission to the student-athlete.

Financial Aid

(revised 8/18/14)

For questions concerning your financial aid, student account or housing and dining account contact the following individuals:

Name	David Hall Assistant Director of Compliance	Heather Morgan Assistant Director
Location	Bohler 285	Lighty 380 Bldg
Phone	509-335-4963	509-335-7126
Email	<u>d.hall@wsu.edu</u>	<u>morganh@wsu.edu</u>

PERIOD OF INSTITUTIONAL FINANCIAL AID AWARD

One-Year Limit Period. Where a student-athlete's athletic ability is taken into consideration in any degree in awarding financial aid, such aid (athletic scholarship) shall not be awarded for a period of less than one academic year.

ELEMENTS OF FINANCIAL AID

Financial aid has two major elements for student-athletes: 1) Athletics Grant-in-Aid and 2) Federal Financial Aid. These two elements make up the entire financial aid package for a majority of student-athletes. What you receive in an athletics grant-in-aid has an effect on what you can receive from federal financial aid (loans, institutions grants...) and vice versa.

The NCAA and the Pac-12 Conference regulate the athletics grant-in-aid amount. A full text of all rules is available for review through the Faculty Athletics Representative or the Athletics Compliance Office. Among these rules, a few have particular importance to student-athletes. These rules are discussed in the athletics grant-in-aid section below. The Department of

Education regulates the federal financial aid limits. There are also a number of rules that apply in receiving aid from the federal side. A few of the more important rules are discussed in the federal financial section below. These two elements interact with each other.

As student-athletes, the maximum amount of all types of financial aid you can receive is the amount that equals the athletics grant-in-aid or cost-of-attendance, whichever is less. There are certain types of financial aid that allow a student-athlete to be awarded aid above the athletics grant-in-aid amount. Some of the more common types of aid that fall into this category include legitimate loans, Pell Grants, honorary academic awards, employment, and parent or guardian contributions.

Athletics Grant-in-Aid:

Athletics grant-in-aid consists of tuition, required fees, required course textbooks, and room and board. Note that room and board budget is set using a weighted average of all on campus, single student housing facilities and the Cougar Athletic Training Table (CATT) meal plan value.

- The written **notice of renewal**, nonrenewal, or reduction shall be made on or before **July 1** prior to the academic year it is to be effective. All student-athletes who receive an award for the previous academic year shall be notified by the Student Financial Services office whether the grant has been renewed, increased, reduced, or not renewed. Any student-athlete whose grant-in-aid is not renewed or is reduced will receive appeal policies and procedures and has the right to appeal that decision directly to the Athletics Compliance Office. Contact **David Hall**, Assistant Director of Compliance, **within 2 weeks upon receipt of notification in order to initiate the appeal process**.
- The student-athlete must **sign the acceptance letter and return it to Student Financial Services by the deadline** in order to receive their athletics grant-in-aid. The athletics grant-in-aid cannot be activated until the Student Financial Services has received the signed contract. The Athletics Financial Aid Agreement contracts are to be returned to David Hall in the Athletics Compliance Office.

Federal Financial Aid:

Federal Financial Aid consists of loans, grants, and work-study. Federal financial aid may be offered for not less than a semester and not longer than two semesters at a time. Note that the FAFSA filed for the current academic year is used in determining eligibility for the summer term.

- A very important federal rule is the **Satisfactory Academic Progress** rule. In its simplest form this rule states that a student must have a 2.00 cum GPA for all terms of enrollment (all schools attended are counted in the rule) and must pass an average of 12 semester credits per term. If a student completes less than 12 credits the student will be on probation. If a student completes less than 12 credits the next term, the student is ineligible and must go through an appeal process. If a student does not gain a favorable appeal, due to a GPA issue or a credit issue, all federal financial aid will be discontinued. More information regarding this rule is available in the Maintaining Eligibility section at www.finaid.wsu.edu.

Applying for Federal Financial Aid:

Many student-athletes apply for federal financial aid to fill the gap between their athletics grant-in-aid award and the estimated cost-attendance budget set by Student Financial Services. Note that an athletics grant-in-aid does not include the component of transportation and miscellaneous expenses.

<u>2014-15 Budgets:</u>	<u>Athletic Grant-in-Aid</u>	<u>Cost-of-Attendance</u>
Resident:	\$27,958.80	\$28,045.80
Nonresident:	\$41,040.80	\$41,127.80

To apply for loans, work-study assistance, and grant funds, a **Free Application for Student Aid (FAFSA)** must be completed at <http://www.fafsa.ed.gov>. Remember that a FAFSA must be filed for each new award year and has a priority deadline of **February 15th**, or as soon as possible following that date. Parent and student tax information for 2013 will be needed to file a FAFSA for the 2014-15 academic year.

Inquiring About Your Financial Aid Status:

If you have questions about financial aid being ready for Fall 2014 or about your financial aid status in general:

- You may check your status on-line by logging on to zzusis.wsu.edu and entering your network ID and password.
- You may give us a call at 509-335-9711
- You may send us an e-mail at finaid@wsu.edu.

Pell Grant:

Eligibility for Federal Pell Grants is need-based and determined by parent and student income submitted on the FAFSA. You may qualify for additional financial support over and above your scholarship. The maximum award for the 2014-2015 year is \$5,730. How much you get will depend not only on your EFC (Expected Family Contribution) but also on your cost of attendance and your enrollment status.

TUITION

Athletic aid designated for tuition will be automatically credited to each student-athlete's student account by University Receivables.

Enrollment in Over 18 Credits:

Student-athletes awarded an athletic scholarship for fees and tuition may enroll in a **maximum of 18 credits per semester**. If a student enrolls in more than 18 credits, the student-athlete's account will be billed for the over 18 credit fee and the student-athlete will be responsible for this additional charge.

Fees:

Some additional fees may be charged to your student account. Contact **David Hall (Bohler 285)** and he will help you determine which fees the Athletics Department is allowed to pay under NCAA regulations and your athletics scholarship specifications.

Examples of fees that **are not covered by an athletic scholarship** are: room upgrades, damage deposits, library or other fines, parking tickets, yearbook, late fees, etc. If you are receiving a stipend, such fees will be automatically deducted from those funds. Otherwise, you are responsible for paying fines and fees on time. If they are delinquent, they will be charged to your student account and registration holds may exist.

PAYING TUITION AND MANDATORY FEES

If you are a student whose parents pay the tuition, there is not a billing notice mailed to them. It is your responsibility to access your account and pay. If your parents pay on your behalf, you must tell them the amount so the account can be paid on time in order to avoid late fees.

BOOKS AND SUPPLIES

For student-athletes awarded book scholarships: NCAA rules limit the provision of course related books to required texts, course packets, handbooks, readers, and syllabi for your classes. The Athletics Department may provide supplies: calculators, art supplies, disks, and subscriptions, provided they are listed as required on the syllabus or in the catalog for all students.

Textbook Issue:

- David Hall (In the Athletics Compliance Office, Bohler 285) will give you a Textbook Request Form which lists the required books for your courses. **You must present a photo ID to obtain your form.**
- Take the Textbook Request Form to the Student Book Corporation, "Bookie," to purchase the textbooks. The Bookie will take the Textbook Request Form as a payment voucher at the checkout counter for the books you gather. You **must have a photo ID** to use the Textbook Request Form at the Bookie.
- If some or all of your required textbooks are not in stock at the Bookie at the time of your purchase, you will need to return to the Textbook Coordinator and get another Textbook Request Form for later purchase.
- **Lost or stolen Textbook Request Forms or textbooks are the responsibility of the student-athlete.**

Required textbooks purchased by student-athletes without a Textbook Request Form or from an off-campus vendor must have prior approval from David Hall in the Athletics Compliance Office.

Textbook Return:

- If you wish to keep any books, you will be charged 50% of the cost of the book.
- All other books must be **returned by 4:00 p.m.** on the last Friday of the final exam week. Any books not returned will be charged to your student account at 50% value. **To keep books for Friday finals, you must make arrangements with the Textbook Coordinator prior to 5:00 p.m. Thursday of finals week.**
- Textbook returns are held in the Bohler Athletic Complex Galleria or the Athletics Compliance Office, Bohler 285.

Dropping and Adding Classes:

- If you drop a class, please return your books to the Textbook Coordinator immediately.
- If you add a replacement class, new books will not be authorized until the books for the dropped class have been returned.

HOUSING**Student-Athletes Living in Residence Halls:**

- Student Financial Services will coordinate the processing of room and board scholarships with Housing and Dining.
- Student-athletes receiving a **partial room and board scholarship** will be responsible for the remaining balance of their housing/dining charges and will need to access their account at mywsu.edu to find out balance owing.
- The Athletics Financial Aid Coordinator will process funds for those student-athletes receiving a **full room and board scholarship**.
- Keep in mind that the athletic scholarship does **not** cover the following charges: room upgrade, microfridge rental, lost key charges, fines, room damages, excessive meal plan usage for the semester.
- If you have additional housing charges such as a room upgrade, microfridge rental, etc...it is your responsibility to pay these charges.

Student-Athletes Living Off-Campus:

- Student-athletes living off campus are responsible for payment of rent.
- Housing rent deduction: student-athletes living in University apartments have the option of allowing Housing Services to deduct the entire semester housing rent from their room and board scholarship. Monthly stipends will be adjusted to reflect the housing rent claimed. For information regarding this process contact **Housing and Dining Services (335-8625) or David Hall in the Athletics Compliance Office (335-4963)**.

DINING**Student-Athletes in Residence Halls:**

- Freshman student-athletes on a **full scholarship** will be set up with a resident dining plan 2, payment of their room and board charges, payment of their CATT charges (if participating), and a monthly stipend.
- Non-freshman student-athletes on a **full scholarship** will be set up with payment of their room and board charges, payment of their CATT charges (if participating), and a monthly stipend.
- Student-athletes receiving a partial room and board scholarship have a choice of four dining account levels to choose from. Refer to this website for detailed housing and dining information: <http://www.livingat.wsu.edu>.
- For additional information on the dining program refer to the Nutrition section in this handbook or contact Northside Dining Center (335-3881).

Student-Athletes Off-Campus:

- Student-athletes receiving a **full room and board scholarship** will have the cost of their CATT charges (if participating) paid for from their room and board scholarship and

then will be provided with an off-campus stipend check for the remaining room and board allowance.

STIPEND RELEASE

Those student-athletes with a room and board scholarship may receive a monthly stipend. The stipend amount will depend on the dollar amount of the room and board scholarship. (If you are on-campus, the cost of your residence hall and dining charges will be paid before any remaining funds are disbursed.) The first stipend disbursement for student-athletes cleared to receive aid each semester will take place **on the first day of each semester**. Students are encouraged to **sign up for direct deposit** via zzusis at *Main Menu>Self Service>Campus Finances>Manage My Bank Accounts* - not doing so could result in the delay of your payment via postal mail. All other scheduled stipend disbursements will be available on the following dates listed:

Fall Semester, 2014

Monday, August 25
Tuesday, September 2
Tuesday, September 30
Tuesday, November 4
Tuesday, December 2

Spring Semester, 2015

Monday, January 12
Tuesday, February 3
Tuesday, March 3
Tuesday, March 31
Tuesday, April 28

Remember, you must be continuously enrolled to receive your room and board stipends. Stipends can no longer be picked up. You must have direct deposit set up or your check will be mailed to the mailing address system listed on the WSU mainframe.

RESIDENCY

Please go to ***www.wsu.edu*** and refer to the Residency site to determine if you qualify for residency. In addition, Contact the Registrar's Office (335-5346) for requirements and criteria.

INTERNATIONAL STUDENT-ATHLETES WITHHOLDING TAX

Compensation in excess of tuition, books, and required fees are subject to the 14% withholding tax. For an international student-athlete living in the residence hall, the withholding tax will be charged on their student account at the beginning of each semester. ***It is the student-athlete's responsibility to pay this tax.*** For the international student-athlete living off campus, incremental amounts of the withholding tax will be deducted from each athletic stipend.

OTHER ALLOWABLE AID

Student-athletes **can accept** institutional financial aid that covers the cost of tuition, fees, room and board, and required course-related books. NCAA regulations specify that you cannot accept aid beyond those costs unless it is:

- Received from one upon whom the student-athlete is naturally or legally dependent.
- Prepaid college Tuition Plans.
- Financial Aid awarded solely on basis of having no relationship to athletics ability.
-

- Awarded through an established and continuing program to aid students, or for which athletics participation shall not be the major criterion (e.g., National Merit Scholarship), under the conditions listed in NCAA Bylaw 15.2.6; or
- Awarded through an established and continuing program for recognition of outstanding high school graduates, of which athletics participation may be a major criterion (e.g., honorary high school award).

If you receive more aid than the amount allowed by NCAA regulations, **you are required to pay back the additional money.** For that reason, it is extremely important that you **check** with David Hall in the Compliance Office **before** you **accept** any additional money. All funds awarded must be disbursed through the institution to avoid a violation. We want you to be able to have additional funds if you have not exceeded your individual limit and your team has not exceeded its limit. However, we don't want you to accept it, spend it, and then be faced with paying it back. **Check first!**

AID (SCHOLARSHIP) REDUCED OR CANCELED DURING PERIOD OF AWARD

Your athletic aid can be reduced or canceled if you:

- **Render yourself ineligible** for intercollegiate competition.
- Intentionally provide fraudulent information on your letter of intent, admission application, and/or Financial Aid Agreement.
- Engage in serious misconduct warranting substantial disciplinary penalty.
- Voluntarily withdraw from your sport for personal reasons. If you withdraw from your sport for personal reasons prior to WSU's first competition in your sport, reduction or cancellation may occur immediately.
- Fail to abide by athletics department standards.
- Fail to adhere to all rules and policies of the athletics department including but not limited to team rules, academic requirements, equipment room policies, physical development program, and medical services policies.
- Your athletic aid must be reduced if you **exceed the limits** established by NCAA regulations. Your aid must be canceled if you are either **under contract to a professional sports organization** or being **paid by a professional sports organization** prior to exhausting eligibility in your sport.
- Your athletic scholarship **cannot** be **increased, reduced, or canceled** during the **period of award** (semester or year) because of an illness, injury, your athletic performance, or any other athletic reason.
- You will be notified by **July 1** if your athletic scholarship is to be renewed, reduced, or not renewed. If your aid is to be reduced or is not to be renewed, and you believe that it should have been, you are entitled to a prompt appeals hearing before WSU's regular financial aid authorities (not the Athletics Department). **You must notify WSU Student Financial Services (Lighty 380) 2 weeks subsequent to receipt of notice if you wish to appeal.**

WORKING DURING ACADEMIC YEAR AND VACATION PERIODS

You have the opportunity to work during the academic year under the NCAA Jobs Program. In order to take part in this program, you must meet the following requirements:

- Must complete the Athletic Compliance Office jobs program paperwork.

- Sign a written statement along with your employer certifying that you have not been hired because of your athletic ability or your reputation as an athlete.

Please contact the Athletic Compliance Office before beginning any employment opportunity.

The written statement must be signed **before** you can begin working at any potential job, and must be on file with the athletics department. Through periodic checks with your employer, WSU Athletics will confirm that you are being paid for work actually performed and at a rate similar to others in comparable positions. WSU Athletics will also provide a local job listing during the semester to assist you with your job search. However, it will be your responsibility to contact employers, complete applications, attend interviews, and ultimately secure a job. No restrictions apply to the amount of compensation received from employment.

All student-athletes (returning and incoming) may receive **legitimate earnings** from employment during the **summer term vacation**. No restrictions apply to the amount of compensation received, even if you are attending summer school or orientation as a recipient of institutional financial aid. However, there may be specific NCAA restrictions as to the kind of work and numbers restrictions by sport. Check with the Athletic Compliance Office before you accept a summer job, in order to avoid any potential eligibility problems in the next academic year. It is very important that you check with the Athletic Compliance Office and complete a summer work form before you begin a job at a **summer camp** (WSU or another institution's camp).

It is extremely important for you to ask if you have questions about what you can and will receive in the way of financial aid (from your athletic scholarship, if you have one, and any additional aid that you may be thinking of accepting). Contact Student Financial Services regarding all additional aid to avoid having to repay money that puts you over your individual limit and your team over the team limits established by the NCAA.

OTHER BENEFITS AVAILABLE TO STUDENT-ATHLETES

As a student-athlete at WSU, you can receive the following **benefits**, at the **discretion of the Athletics Department**, which are considered **incidental to athletics participation**:

- **Meals and housing when dorms are closed.** If you live in the dorm, you may receive meals and housing during times when the dorms are closed and you are required to be on campus for practice or competition. The meal allocation for 2014-2015 is \$30.00/day. If you live off-campus, you will receive a prorated amount for housing as determined by the athletics department.
- **Expenses for off-campus practice, competition.** You may be provided actual and necessary expenses for off-campus practices and competition. These competitions or practice must be either associated with a contest held away from home, held at an in-state site, or take place no more than 100 miles from WSU if out-of-state. The expenses are transportation, lodging, and meals. The maximum team travel meal allowance is \$30.00/day (\$7.00 breakfast, \$9.00 lunch, \$14.00 dinner). **You must be eligible for intercollegiate competition to travel with the team to off-campus contests.**

- **Meals and transportation.** You may receive an occasional home meal from an institutional staff member or representative of WSU athletics interests. The meal must be at an individual home and must be restricted to infrequent and special occasions. If the meal is furnished by a WSU athletics staff member it may be in a restaurant. You may also receive reasonable local transportation on an occasional basis.
- **Travel insurance.** You may receive travel insurance for sports-related trips.
- **Complimentary admissions.** You can receive one complimentary admission to any regular season WSU home athletic contest (sports pass). You may also receive up to four complimentary admissions for guests to any home event in the sport in which you participate (either practice or compete). For away contests in the sport in which you participate, you may receive a maximum of two complimentary admissions for guests.
- **Expenses for participation in special events.** You can be provided actual and necessary expenses to participate in national championship events: Olympic, Pan American, and World University Games qualifying competitions; USOC Olympic basketball and volleyball tryouts; international competition approved by NCAA Council, and noncollegiate open competition.
- **Tutoring and counseling.** You may be provided with expenses for tutoring on-campus student development and career counseling that uses outside resources, and career counseling related to future professional athletics from a WSU panel.
- **Equipment.** We cannot purchase a computer or typewriter for you, but we may provide the use of computers and typewriters.
- **Medical benefits.** You may receive medical benefits including athletic medical insurance; contact lenses, glasses, or protective gear needed for athletic participation; medical examinations; medical treatment for any athletically related injury; and expenses related to drug rehabilitation programs or the treatment of eating disorders. You may also receive any medication and physical therapy that you use to enable you to participate in intercollegiate athletics, regardless of how the illness or injury was caused.
- **Expenses for eligibility investigations and legal proceedings.** You may be provided actual and necessary expenses to attend proceedings conducted by WSU, the Pac-12 Conference, or the NCAA regarding your eligibility to participate in intercollegiate athletics. You may be provided similar expenses to attend legal proceedings that result from your involvement in athletics practice or competition. WSU (or a legal representative of WSU athletics interests) may pay the legal fees.
- **Expenses related to a permanent disability.** If you receive a permanent disability that prevents further participation in athletics, you may receive special individual expenses. The injury or illness that caused the disability must have occurred while you either were enrolled or were a prospective student-athlete on an official paid visit to WSU.
- **Incidental expense waivers.** Under unusual circumstances (e.g., a death in the family), special requests may be made for approval of additional expenses related to your participation in intercollegiate athletics. WSU must make the special request and provide information that the expenses are warranted, do not create an unfair competitive advantage, and do not compromise NCAA regulations.

Gambling and Bribery

(reviewed 8/1/14)

It is hoped that you, as a student-athlete, will never be approached in an attempt to involve you in a gambling or bribery situation. However, on many campuses today students have become involved in organized gambling activities. The results of this involvement have been both severe and tragic, not only for the individual, but the entire University athletics program.

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

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

- Report to your coach any attempt to secure information concerning situations which might alter the normal performance of your team.
- You are required by both the department and NCAA to report any individual who offers gifts, money, or favors in exchange for supplying information or for attempting to alter the outcome of any contest.
- Be aware of the legalities of gambling at an institutional and state level. Understand that the consequences at the University level may be expulsion and that the University will also assist with the enforcement of federal, state, and local anti-bribery laws.

Any of the following activities may render a student-athlete ineligible or result in severe disciplinary action:

- Accepting any money from a “fan” for a game “well played.”
- Attempting to sell your complimentary tickets.
- Discussing the condition, morale, or attitude of your team with anyone other than your teammates or coaches.
- Accepting a bet or bribe, or agreeing to throw, fix, or influence illegally the outcome of any intercollegiate athletics contest.
- Participating through a bookmaker in any gambling activity involving intercollegiate athletics.

Student-athletes shall not knowingly: (NCAA Bylaw 10.3)

- 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;
- Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or

- Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling.

PAC-12 CONFERENCE STATEMENT (5/26/95)

There is genuine and growing concern today in higher education and intercollegiate athletics about the increase in **gambling activity** in the United States and the numerous attempts of **sports agents** and their assistants to circumvent the rules of amateurism of college athletics.

Increased opportunities for gambling mean more participants, more losers of personally devastating amounts of money, and more individuals vulnerable to pressures or suggestions that such losses could be recovered by influencing the outcome of athletic contests.

With the advent of very large professional athletics salaries has come a large group of sports agents and would-be agents, accompanied frequently by intense competition and unprofessional conduct, attempting to sign college student-athletes to representation agreements.

Inducements which professionalize student-athletes often are offered. The basketball team of one Pac-12 member had its NCAA Championship prospects severely damaged by such activities this year.

The Pac-12 Conference recognizes that gambling is legal in some jurisdictions, but still regards the activity as a threat to the integrity of intercollegiate athletics. Gambling has the unfortunate potential of destroying lives of young men and women student-athletes.

The right of any college student to leave college for any reason, including professional athletics, is acknowledged, but the Conference regrets the loss of educational opportunity and degree success which often results, and decries the disregarding of college rules, with dire consequences for teams and other athletes, by agents who have only personal gain as an objective.

The Conference solicits all who coach, administer, participate in, or appreciate college athletics to support efforts to keep gambling-related activities away from college athletics, to warn of gambling dangers, and to advance attempts to prevent agents from causing damage to intercollegiate athletics competition. It calls for laws restricting agents to be passed in more states, to be made more restrictive in others, and to be vigorously enforced in all.

Changes in society's morals inevitably pressure many traditions and enterprises. College athletics seems particularly susceptible to the effects of such changes. The Pac-12 will continue efforts to affect positive changes in the exceptional athletics programs of its member institutions.

Gender Identity/Expression and Sexual Orientation

(reviewed 8/1/14)

Safety and Well Being

Washington State University is committed to maintaining a safe environment for all students. Many units within the WSU campus and agencies within Pullman play a major role in meeting this goal, such as University Health and Wellness, University Counseling Services, Ombudsman, faculty, Office of Student Standards and Accountability, Office of Dean of Students, Office of Equal Opportunity, WSU Police Department, Intercollegiate Athletics Department, multicultural centers, International Student Center, GIESOR Center, Women's Resource Center, Pullman Police Department, Pullman Regional Hospital, and Alternatives to Violence of the Palouse (ATVP).

To meet this commitment, Washington State University maintains and enforces a university policy prohibiting discrimination and sexual harassment. This policy is posted at the following site:

http://www.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_and_Sexual_Harassment.htm

Information and resources to support the prevention of harassment and discrimination are available at the following site:

<http://hrs.wsu.edu/Sexual+Harassment+and+Discrimination+Prevention>

Message from President Floyd

President Floyd strongly supports a safe and respectful environment as demonstrated by his statement on the sexual harassment and discrimination prevention resource page on the WSU website:

"Eradicating discrimination and sexual harassment and fostering a respectful environment requires an ongoing, demonstrated commitment from all members of the University community."

Project Healthy Campus Initiative

As another example of Washington State University's commitment to the safety, health, and well-being of our students, President Floyd recently appointed a broad-based and diverse group of university personnel to lead the project healthy campus initiative. Dr. Bruce Wright, Executive Director of Health and Wellness, has been given the charge to lead this campus-wide safety and well-being initiative. The mission of project healthy campus is "to create and sustain a university community in which all students feel secure from threat, danger or injury, and supported in making healthy lifestyle choices. The overarching goals are to build capacity for implementing, evaluating and sustaining evidence based, culturally appropriate strategies designed to increase the safety, health and well-being of all WSU students; while working within a coherent, comprehensive, framework for talking/thinking about and planning initiatives to increase student health, well-being and safety."

Message from the Dean of Students

At Washington State University, all students are encouraged to be open and accepting of others. As an example of this expectation, note the Dean of Students message to all students in October 2010:

*"October 7, 2010 To the Washington State University Community,
The senseless deaths, harassment, assaults, and stalking of college and teen GBLTQ students across the nation reminds us all that more work needs to be done to end acts of hate against lesbian, gay, bisexual and transgendered youth and adults. The letter is*

a call to action and I ask you to come together with Washington State University students, faculty, and staff next week in celebration of National Coming Out Day and a Week Without Violence.

I encourage all members of the WSU community to take part in these educational and awareness events. Not only will you strengthen your knowledge base by attending, you will lend your voice and support to the GLBTQ community. Individuals can play a key role on campus by raising awareness, advocating, and working to create inclusive communities.

At times, it can seem daunting when the realities of society intrude on our personal lives. Our conceptions and feelings about a safe community and our role as a member of society can be fractured. At WSU there is no room for acts of hate, violence, and intolerance around difference. Please report all harassment or acts of violence to the police. Also, work with members of the GLBTQ community and allies to be positive role models and active bystanders.

Thank you in advance for participating the week's events and celebrations.

Go Cougs!

Dean of Students

Office of the Dean of Students

<http://deanofstudents.wsu.edu/>

Vision

The Office of the Dean of Students connects students with the services, opportunities, and resources they need to flourish at WSU. In everything we do, we promote students' self-determination: their ability to make meaningful, satisfying, and authentic choices for their own success.

Our Mission

We advocate for students with

- services and resources that support student success,
- initiatives that increase meaningful engagement with our communities and our world, and
- support in times of challenge, crisis, or emergency.

We support student development by promoting students'

- engaged, authentic decision-making (autonomy),
- valuing and being valued by others (connectedness), and
- increasing mastery of important challenges (competence)

Gender Identity/Expression and Sexual Orientation

The following information from the Washington State University website provides an overview of the resources and services available for students seeking support, education, and counseling regarding sexual orientation.

<http://deanofstudents.wsu.edu/default.asp?PageID=4305>

Campus Climate Network

<http://deanofstudents.wsu.edu/default.asp?PageID=4305>

Campus Climate Network is a group of WSU administrators, students, faculty and staff, each committed to supporting WSU's efforts to cultivate a safe and supportive campus climate community. For more information about Campus Climate Network, contact the Office of the Dean of Students.

Campus Climate Network supports WSU's commitment to a diverse educational environment challenging students to explore ideas, world-views, values, and experiences.

To fulfill this mission, CCN will:

- Maintain strong internal communication and cooperation to facilitate anticipation of potential conflicts and to reduce their negative impact.
- Negotiate and discuss proactive alternatives before a crisis occurs.
- Create protocols for organized and timely institutional response to campus issues.
- Support anti-bias, conflict management, and intercultural communication education and training through workshops, activities, dialogues, and other means.

University Counseling Services

<http://counsel.wsu.edu/Default.asp>

University counseling services provides individual and group counseling for students exploring sexual orientation issues.

Gender Identity/Expression and Sexual Orientation Resource Center

<http://thecenter.wsu.edu/Default.asp>

The Gender Identity/Expression and Sexual Orientation Resource Center (GIESORC) at Washington State University supports lesbian, gay, bisexual, transgender, questioning and allied members of the WSU community. The GIESORC is located in the Compton Union Building Room 401.

Vision

The Gender Identity, Expression, and Sexual Orientation Resource Center (GIESORC) leads Washington State University's ongoing work towards an inclusive campus culture for LGBTQA students, faculty, and staff in all our locations.

Mission

GIESORC promotes education, empowerment, and engagement for gay, lesbian, bisexual, transgender, questioning, and ally (GLBTQA) constituents across the Washington State University system.

GIESORC advances diversity, integrity, and transparency at WSU:

- Developing and sustaining support for GLBTQA issues by the administration on all WSU campuses
- Advocating for the development of University policies and the dedication of resources to serving GLBTQA employees and students

- Promoting education and action on bullying, harassment, and bias against LGBTQA individuals at all WSU locations

GIESORC offers education:

- Providing workshops
- Inviting speakers
- Promoting media and awareness campaigns (such as “It Starts Now”)
- Developing and administering virtual and physical resources

GIESORC facilitates empowerment:

- Fostering student development and self-advocacy
- Providing opportunities to work for social justice
- Supporting the coming out process
- Offering tools and resources to combat bias

GIESORC cultivates engagement:

- Promoting ally development
- Offering leadership training
- Supporting coalition building within the Washington State University system and in surrounding communities
- Connecting students, faculty, and staff with real opportunities to make a difference

GIESORC Services

The following information from the GIESORC website provides an overview of the support programs available for students through the GIESORC.

For Prospective Students

What Resources are there for LGBTQ Students? GIESORC supports LGBTQ students through a wide variety of programs and special events. Information about these resources can be found on the [students](#) page.

Is there a GLBT Student Group? The gay lesbian bisexual transgender committee of the Associated Students, an informal social group, meets in the CUB Junior Ballroom on Tuesdays at 7:00 pm. Visit their [website](#) for more information.

What are WSU's Policies on Discrimination and Harassment? WSU's [non-discrimination policy](#) includes gender identity/expression and sexual orientation. The [Office for Equal Opportunity](#) investigates acts of discrimination, harassment, hate, and bias that violate this policy. Such acts can be reported [here](#).

Is There a GLBT Studies Program? Women's Studies offers a Queer Studies minor.

Does WSU Have an LGBT Awareness Week? In the fall, GIESORC sponsors Pride Week to coincide with a celebration of National Coming Out Day. In November, Transgender

Awareness Week includes an observation of Transgender Day of Remembrance. In the spring, GIESORC sponsors Week of Dignity, a week of education and outreach to the community.

For Current Students

There are many ways for students to get involved with GIESORC. Students of all sexual orientations and gender identities are invited to come participate in a safe space.

Speak Out. Join the [Speakers Bureau](#) to contribute your story and help educate the WSU community. Comprehensive training is provided.

Socialize. The Gay Lesbian Bisexual Transgender committee of the Associated Students meets in the CUB Junior Ballroom Tuesdays at 7:00 pm. Visit their [website](#) for more information.

Get Educated. The Center's [library](#) is full of books, DVDs, videos, and magazines. We also have pamphlets and handouts on a variety of topics.

Transgender Focus. Have concerns about exploring your gender identity or gender expression? Visit the [Gender Identity/Expression](#) page.

For Alumni

WSU alumni are invited to join the LGBTQA Alumni Network. The network connects lesbian, gay, bisexual, transgender, and allied (LGBTQA) alumni with each other and with current students. Currently the group exists in the form of an email list, which you can join [here](#) or by emailing giesorc@wsu.edu.

For Parents

Parents may feel anxious about how their gay, lesbian, bisexual, transgender, questioning, and allied students will fare in a college environment. GIESORC is here to help. We provide a variety of services to encourage learning, to help ensure the safety of your student, and to assist in establishing a social network. Parents may also find support from Parents, Families and Friends of Lesbians and Gays (PFLAG) (www.pflag.org).

Learning. The Center's [library](#) is full of books, DVDs, videos, and magazines. We also have pamphlets and handouts to supply even more information. In April, GIESORC hosts Lavender Graduation. LGBTQA graduates are invited to celebrate their academic achievements with their friends and families.

Safety. Through the [Safe Zone](#) program, GIESORC trains staff, faculty, graduate assistants, and residence life staff in order to help them support LGBTQ students. We have a close partnership with the [WSU Police Department](#), and have worked with them to ensure that they are sensitive to LGBTQ issues. WSU's [non-discrimination policy](#) includes gender identity/expression and sexual orientation. The [Office for Equal Opportunity](#) investigates acts of discrimination, harassment, hate, and bias that violate this policy. Such acts can be reported [here](#).

Socializing. The Gay Lesbian Bisexual Transgender committee of the Associated Students, an informal social group, meets in the CUB Junior Ballroom on Tuesdays at 7:00 pm. Visit their [website](#) for more information.

For Allies

Allies are encouraged to come to all of GIESORC's events. Disclose your identity only if and when you want. Whether you want to participate or just to help a LGBTQ friend, we have resources for everyone.

Speak Out. Allies are especially encouraged to join the [Speakers Bureau](#). They can provide a powerful voice to help educate the WSU community. Comprehensive training is provided. Join GIESORC's online [ally directory](#) to show your support for the LGBT community and to serve as a resource for the campus

Socialize. The Gay Lesbian Bisexual Transgender committee of the Associated Students meets in the CUB Junior Ballroom Tuesdays at 7:00pm. Everyone, regardless of identity, is welcome. Visit their [web site](#) for more information.

Get Educated. The Center's [library](#) is full of books, DVDs, videos, and magazines. We have pamphlets and handouts, including HRC's Resource Guide to Coming Out, that are ideal for anyone looking to an introduction to LGBT topics. Allies might also enjoy reading HRC's brochure titled "[A Straight Guide to GLBT Americans](#)" – either online or pick up a copy in the office.

For Staff and Faculty

GIESORC isn't just for students. All members of the WSU community are invited to join us at all of our events. Do your part to make WSU a safer place by joining the [Safe Zone](#) program. Check the [calendar](#) for an upcoming training, or [email us](#) to set up a training for your department.

GLBTA

Washington State University also supports the GLBTA committee of the Associated Students of WSU. GLBTA stands for the Gay Lesbian Bisexual Transgender and Allies committee of the Associated Students of WSU. They meet every Tuesday in the CUB Junior Ballroom during the academic year at 7:00 PM. Although the GLBTA is separate organization from GIESORC, we work closely together on most programs. For up-to-date information about the GLBTA, visit glbta.wsu.edu

What is the function of the GLBTA?

The ASWSU Gay, Lesbian, Bisexual, Transgender, and Allies group is recognized as an ASWSU Awareness and Multicultural Committee. We are committed to representing concerns of the GLBTA community to WSU students, faculty, staff, and surrounding community.

Who can attend GLBTA meetings?

All undergraduate, graduate, faculty, staff, and community members are welcome, regardless of gender identity or sexual orientation.

What does the GLBTA do?

The ASWSU GLBTA holds weekly meetings, awareness activities, and events, as well as other social activities. We regularly hold barbecues, host speakers, hold game nights, watch movies, and show up on Terrell Mall with informational tables. The GLBTA works with GIESORC for National Coming Out Day, Pride Week, Family Thanksgiving Celebration, and

Freedom to Marry Day, among other events. We also sponsor the Q&A T-shirt Campaign in the Spring, showing support for queer individuals as well as their allies.

LGBT 101

Here's a great place to learn a little bit more about the lesbian, gay, bisexual, and transgender (LGBT) community.

If you have further questions, please contact us giesorc@wsu.edu for more information.

- [Basic Glossary](#)
- [Being an Ally](#)
- [Heterosexual Privilege](#)
- [LGBT Inclusive Form](#)

Intramural Participation

(reviewed 8/1/14)

ELIGIBILITY RULES AND REGULATIONS

The intramural program was developed to provide competition and recreation during the academic year for WSU faculty, staff, and currently enrolled WSU students and their spouses/partners who do not participate in other organized sports on campus, and do not have the benefit of professional coaching, scheduling, equipment, and facility use. We try not to limit the restrictions on eligibility, but some are necessary to provide fair opportunities for participation for the majority of the students on campus. These restrictions have been developed by students and reflect the philosophy of the intramural program at WSU. In questionable cases, or where the student believes their case is an exception, the individual involved can present all the facts in writing on an eligibility petition and seek approval to participate from the intramural program.

- **Varsity Award Winners:** Students who have received a varsity award (letter) at WSU or an institution of comparable athletic stature are **not eligible to compete in intramurals in that intramural sport or related sport** until they have been out of that varsity sport for one full off-season and one full varsity season. Examples of same or related sports include but are not limited to football/flag football or punt, pass & kick; baseball/softball, wiffleball, or home-run derby; track and cross country or 5K run; volleyball/4-on-4 volleyball/sand volleyball; soccer/indoor soccer or 5-on-5 soccer; basketball/3-on-3 basketball, or free throw/3-point contest; golf/golf skills or any golf tournament. Varsity award winners may participate in other intramural activities outside of their varsity sport.
- **Intercollegiate Squad Members:** Any individual who is a member of a varsity, junior varsity, red shirt squad, or is on an athletic scholarship at WSU or an institution of comparable athletic stature is **not eligible to compete in that intramural sport or related sport** until they have been out of that varsity sport for one full off season and one full varsity season. Membership shall include persons practicing or working out with the team whether they play or not (partial qualifiers and academic ineligibles). Students who **try out** for a varsity squad **and are cut/quit** are ineligible until they petition the intramural director and/or assistant directors for approval to compete in that intramural activity and/or related activity. Intercollegiate squad members may participate in other intramural activities outside of their varsity sport.

- **Varsity Limits and Former Varsity Limits:** Each team will be limited to one or two players who have been out of their varsity sport for one full off-season and one full varsity season. For example, no more than two former varsity athletes may participate in a contest in their like sport in six person volleyball, spring soccer, flag football, basketball, or softball. No more than one former varsity athlete per team may participate in their like sport in a contest for indoor tennis, 5-on-5 soccer, indoor soccer, 4-on-4 volleyball, sand volleyball, golf scramble, 4-on-4 football, 3-on-3 basketball, or wiffleball. In activities with both competitive and recreational skill levels, the individual/team **MUST** participate in the competitive division. These one or two players may be former varsity letter winners, former intercollegiate squad members, or individuals who have been or are currently coaching at WSU in the same sport or related sport.
- **Professionalism:** People who have continued to compete in a structured/formal manner beyond their collegiate career are ineligible from participation in their same or related sport. This shall include anyone receiving **any** form of compensation. Professional athletes may participate in other intramural activities outside of their sport.
- **Assumed Name:** People who participate using an assumed name are ineligible.
- **Playing on More Than One Team:** A player may play on one team (men's or women's) and also play on one team in the coed division in the same sport. However, a player may not play on more than one team in the same division even if they are different skill levels or height restrictions. **Once you have played for a team, you may not switch to another team.**
- **Sign Activity Entry/Roster (Assumption of Risk and Release of Liability):** Players must put their name and signature on the entry/roster (**Assumption of Risk and Release of Liability**) form before playing in a contest to be an eligible participant in the contest. Placing a name on a scoresheet does not make a person eligible to participate.
- Each player must be listed (first and last name) onto the scoresheet prior to their participation in an IM contest. All names listed on scoresheet shall be considered as participating in that contest.
- **Eligibility of Opponents:** When questioning the eligibility of an opponent it is mandatory that the protesting player(s)/ team(s)/official(s) "announce" those questions to the opposing captain/manager **and** game official(s) before the game is completed. A blue card will be displayed by the official(s) to indicate the contest is under protest. If warranted, player(s)/team(s)/official(s) need to follow up with a written protest within 24 hours after a league contest and within one hour after a post-season tournament contest.
- The program is open to all currently enrolled WSU students, faculty, and staff. The program is also available to their spouses/partners. "nonaffiliated" player(s) are ineligible.
- The intramural department reserves the right to handle eligibility violations without formal protest.

Intramural eligibility rules and regulations are subject to change for the 2014-15 academic year. For more information contact [Intramural Sports](#), SRC 250, 335-6639.

Athletics Leadership Development Program

(revised 8/26/14)

OBJECTIVE

The athletics leadership development program is intended to help student-athletes develop life-long, adaptable leadership skills. Structured around strength-based leadership and grounded in service-minded coursework, the athletics Leadership Development Program is designed to assist student-athletes in building competencies such as emotional intelligence, effective communication, critical thinking, problem-solving, personal awareness and adaptability. Student-athletes who decide to participate in the program will be immersed in a variety of experiential learning opportunities to help

them define who they are as a leader and develop essential leadership skills such as the ability to analyze, adapt, communicate, prioritize, and problem-solve within a culturally sensitive and broad context.

ATHLETICS LEADERSHIP DEVELOPMENT CERTIFICATE:

1. Academic Coursework (9 graded credits)

Selected coursework should include but not be limited to experiential elements and be aligned with the three objectives/competency areas. Courses taken during a study abroad experience may also count for this requirement.

2. Core Leadership Course Requirements

a. Introduction to Models of Leadership and Experiential Learning (2 graded credits)

All student-athletes must complete the UNIV 497 "Peer Leadership" specifically designed for the Athletics Leadership Development Certificate program.

b. Advanced Models of Leadership and Experiential Learning (2 graded credits)

All student-athletes must complete the UNIV 497 "Peer Leadership" specifically designed for the Athletics Leadership Development Certificate program.

c. Integrative Capstone (1 graded credit)

The capstone course UNIV 491 provides a structured opportunity for student to integrate their academic and experiential learning. The course emphasizes student reflection, integration with both personal and career goals, and examination of themselves and "Leaders."

3. Experiential Learning (1 non-graded credit)

Student-athletes can fulfill the experiential requirement in one of two ways: UNIV 398, or Dept. 497, 498, or 499.

- ##### **a. Internship Experience:** participating student-athletes will be required to complete a cooperative educational internship with a business, government or non-profit organization. The internship experience must be of at least one week's duration and satisfy academic requirements for one credit. The experience will involve at least 45 hours of learning to satisfy the academic requirement for one credit.

OR:

- ##### **b. Special Topics or Problems Experience:** participating student-athletes will be required to complete an independent study conducted under the jurisdiction of an approving faculty member; may include independent research studies in technical or specialized problems; selection and analysis of specific readings; development of a creative project; or field experiences. Permission granted by faculty or department only.

4. Athletically Themed Experiential Requirement (Non-Credit Requirement):

Longitudinally applied "strength based" athletic engagement experience: local service and semester long learning experiences in three of the five following Athletic Department programs: Peer Academic Counselor, Student-Athlete Advisory Council, Student-Athlete "Wellbeing" representative, Student-Athlete "Drug Free Team" workgroup representative, Student-Athlete Senior Portfolio participation, or Departmental or personally initiated activities recognized by the Center for Civic Engagement and/or Student-Athlete Development Unit (i.e., Reading Buddies, Habitat for Humanity, Special Olympics, Cougar Pals, Senior Buddies, etc.).

Note: the minimum GPA to earn an Athletics Leadership Development Certificate is 2.20.

Office of Undergraduate Education Cougar Athletics Leadership Development Program

~ Certificate Requirements 15 Hours ~

Name: _____

WSU ID Number: _____

Summary of Requirements

Core Leadership Course Requirements - 4cr required				
Prefix	Course	Credits	Course Title:	Lead Dept.
UNIV	497	2	Intro to Leadership Models	Athletics
UNIV	497	2	Advanced Leadership	Athletics
UNIV	491	1	Integrative Capstone	Athletics

Elective Course Requirements - 9cr required (3cr UD req.)				
Prefix	Course	Credits	Course Title:	Lead Dept.
		3		
		3		
		3		

**see elective course offerings at end of ALDP proposal*

Experiential Learning - 1cr required (i.e., 45 hours)				
Prefix	Course	Credits	Course Title:	Lead Dept.
UNIV or Dept.	398, 497, 498, 499	1	Special Problems, Topics or Internship	Office of Undergraduate Ed. or Dept.

Athletic Experiential Learning Requirements: Non-Credit (must satisfy 3 of 5)				
Athletic - Engagement Options				Lead Dept.
Peer Academic Counselor (PAC)				Athletics
Student-Athlete Advisory Council Representative				Athletics
Wellbeing Council Representative				Athletics
Drug Free Team Workgroup Representative				Athletics
Athletic Student-Athlete Development "Service" Programming				Athletics

Elective Course Listing: Apparel, Merchandising, Textiles & Design 440; Communications 102, 105, & 301; English 301; Human Development 205; Military Science 101, 102, 201, 202; Psychology 321; Teaching & Learning 301; University 100, 101, 301, 304, 491, 497

Mental Health Services

(revised 8/1/14)

The WSU Athletics Department places a high priority on providing access to mental health services for student-athletes. In support of this commitment, student-athletes have access to a psychologist funded by WSU Athletics who works in collaboration with the Team Physicians at Health and Wellness Services. This position is responsible for providing one-on-one confidential counseling for student-athletes and assists with crisis management.

Mental Health Team

The psychologist is a member of the athletics department's mental health team, which includes: team physicians; Senior Associate Director of University Counseling Services; Alcohol and Drug Assessment, and Prevention Services (ADCAPS); Assistant Director of Athletics for Athletic Training Services; Director of Strength and Conditioning; Coordinator of Student-Athlete Wellbeing; Senior Associate Director of Athletics for Student Services; Associate Director of Athletics for Student-Athlete Development; learning specialist; Coordinator of Sports Nutrition; Senior Associate Director of Athletics for Transition and Retention; and Mentoring Program Coordinator.

Mental Health Team Purpose

Cougar Athletics seeks to address and respond to the behavioral, cognitive, emotional/psychological, and physical/mental concerns of student-athletes throughout their career at WSU. Due to the intense nature of intercollegiate athletics, every student-athlete lives in an environment filled with an increasing demand to succeed competitively, academically, and socially. This along with any given personal issues could potentially create circumstances for student-athletes that require professional assistance. To meet the mental health needs of our student-athletes, the mental health team facilitates access to education, advising, mentoring, medical care and/or counseling, while also responding in a prompt, professional, and appropriate manner to each respective situation and individual.

To Make An Appointment With A Counselor, Please Contact Any Of The Following:

Team Physician

Health and Wellness Building
(509) 335-3575 / (509) 432-6340

Team Certified Athletic Trainer

Bohler M4

Bill Drake

Assistant Director of Athletics for Athletic Training
Bohler M4
(509) 335-0238 / (509) 432-6792 at billd@wsu.edu

Jerry Pastore

Coordinator of Student-Athlete Wellbeing
PEB 124
(509) 335-8143 / (509) 432-5254 at jpastore@wsu.edu

Dr. Kate Geiger
Psychologist
Health and Wellness Services
(509) 335-5759 at hws@wsu.edu

WSU COUNSELING SERVICES

www.counsel.wsu.edu, 280 Lighty Building, 335-4511

The primary mission of University Counseling Services is to assist students with problems and concerns that interfere with normal academic development and persistence toward degree. Through developmental, remedial and preventive programming, students are aided in addressing personal, social, academic and career-related concerns. A comprehensive testing program that helps students with personal, educational and professional planning is maintained.

The philosophy of the unit is embodied in the statement “helping students help themselves.” Counselors work to assist students to develop lifelong skills that are essential to achieving and maintaining academic and personal competence. The agency as a whole serves as a resource within the University for promoting student well-being and a positive and supportive environment within which students can live, learn, play and work.

Counseling and Testing Services offers a range of psychological services, including individual and couples counseling, groups, workshops, and outreach programs, crisis services, and psychological testing for WSU students, faculty and staff. Services are provided at no additional cost to students who have paid the health fee. Information shared with a counselor remains confidential according to Washington law and the ethical code of the American Psychological Association. All students are urged to see help proactively in order to resolve personal, interpersonal, family, and academic problems that may hinder their quality of life and ability to function well during college years.

Walk-in hours at Lighty 280: If you are considering counseling, or need to consult with a counselor for any reason, please come in during walk-in hours to complete intake paperwork and have an intake appointment with a counselor:

Mon. 1-3:30pm

Tues. 10- 11:30am and 1-3:30

Wed. 10-11:30am and 1-3:30pm

Thurs. 10-11:30am and 1-3:30pm

Fri. 10-11:30am and 1-3:30pm

After this session, you will be scheduled into counseling, workshops, or referred to other services as needed.

After hours crisis help: 335-2159 If you or a friend is in crisis, please come to Counseling Services any time Monday through Friday between 8 am and 5 pm, or call our emergency number after 5 pm or on weekends. A counselor will help determine whether you need to go to Pullman Regional Hospital Emergency Department, and can provide other resources for the immediate situation and life afterwards.

How to Contact Counseling Services:

Crisis Line
After Hours and Weekends
(509) 335-2159

On-Call Services and By Appointment (M-F 8am-5pm)
WSU Counseling Services
280 Lighty Student Services Building
(509) 335-4511

Mission Statement

(Reapproved 1/13 by Athletics Council)

WASHINGTON STATE UNIVERSITY ATHLETICS DEPARTMENT

It is the mission of the Athletics Department to create and foster an environment which provides exceptional opportunities for all student-athletes to enrich their collegiate experience through championship performance on athletics teams which commit to national leadership, excellence and the highest moral standards. Consistent with the mission and values of Washington State University, the department is dedicated to enhancing the intellectual, physical, social, moral and cultural development of the whole person, while conducting all activities with honesty and integrity in accordance with the principles of good sportsmanship and ethical conduct. The Athletics Department values diversity, including gender and ethnicity, and is committed to providing equitable opportunities for all students and staff. The department pursues its mission while upholding the values, purposes and policies of Washington State University, the Pac-12 Conference, and the National Collegiate Athletic Association. We will strive for a strong financial and community base of support by presenting outstanding intercollegiate athletic teams which provide quality experiences and a positive identity for the University.

Goals

In pursuit of its mission, the WSU Athletics Department strives to:

- Conduct all activities with the health, education and welfare of all student-athletes as the highest priority.
- Conduct a program that is an integral part of the academic program, with the student-athlete as an active participant in the student body.
- Enhance the culture of opportunity for diversity, providing equitable opportunities for all students and staff.
- Enhance and build upon the traditions of leadership, individual and team achievements, pride and loyalty and commitment to 'give back' to the community.
- Maintain a clear line of demarcation between college athletics and professional sports.

- Recruit athletically talented students who are capable, prepared and motivated to succeed academically.
- Provide staff, resources and facilities to support programs that are competitive in the Pacific 12 Conference and the National Collegiate Athletic Association.
- Maintain financially viable and fiscally responsible programs.
- Foster a sense of community among students, faculty, alumni, staff and the larger community
- Provide a viable student development program that guides and assists student-athletes in defining and developing their academic potential, career vision and preparation, sense of responsibility toward community service and personal values and skills.
- Establish and uphold standards of conduct for staff and students that are consistent with the development of strong moral character, responsible behavior and mutual respect.

The mission and goals of the WSU Athletics Department will be reviewed and evaluated annually by the Student Athlete Advisory Committee, athletics staff, Athletic Council, the University Executive Committee and the Athletics Foundation Board.

NCAA COMPLIANCE

(reviewed 8/1/14)

ACADEMIC REQUIREMENTS FOR ELIGIBILITY

- Certification of Eligibility for Practice
- Certification of Eligibility for Competition

For more information, please refer to:

http://www1.ncaa.org/membership/governance/division_1/board_of_directors/2003/August/08_Att_K_PRT_2.htm

To practice and compete, all student-athletes must also be in good academic standing and enroll in an average minimum 12 degree applicable credits for every term of enrollment at WSU.

DIVISION I ACADEMIC ELIGIBILITY REQUIREMENTS

Year of Initial Collegiate Enrollment	Initial Eligibility Standard	Entering 2 nd Year of Collegiate Enrollment	Entering 3 rd Year of Collegiate Enrollment	Entering 4 th Year of Collegiate Enrollment	Entering 5 th Year of Collegiate Enrollment
2008, and after	16 core courses	<ul style="list-style-type: none"> • 24 semester credits • 18 credits earned during academic year • 6 credits/term 	<ul style="list-style-type: none"> • 40% of degree requirements • 18 credits earned during academic year • 95% of GPA for graduation • 6 credits/term • Mid-year GPA certification • Declaration of degree program 	<ul style="list-style-type: none"> • 60% of degree requirements • 18 credits earned during academic year • 100% of GPA for graduation • 6 credits/term • Mid-year GPA certification 	<ul style="list-style-type: none"> • 80% of degree requirements • 18 credits earned during academic year • 100% of GPA for graduation • 6 credits/term • Mid-year GPA certification
		<ul style="list-style-type: none"> • 90% of GPA for graduation • Mid-year GPA certification 			
		<ul style="list-style-type: none"> • A maximum of 6 semester hours remedial courses 			

PLAYING/PRACTICE LIMITATIONS

NCAA rules address the amount of time you, as a WSU student-athlete, can be involved in “countable athletically related activities.” The rule is NCAA Article 17, Playing and Practice Seasons, and it establishes time limits on playing and practice seasons for all sports.

DURING YOUR PLAYING SEASON

- You may be involved in “**countable athletically related activities**” for a total of **4** hours per day, **20** hours per week;
- You must have **one day per week off** with **no** athletically related activities (travel to or from a competition may be your day off); provided no other countable athletically related activities occur;
- You **may not miss class time for practice** except when traveling to a road contest;
- **Competition and all athletically related activity** on the day of competition **counts as 3 hours** for that day.
- Daily and weekly hour limitations do not apply during an institution's official vacation period or semester break.

COUNTABLE ACTIVITIES

Countable athletically related activities must be counted against the 4 hour per day, 20 hour per week time limitation during the playing season for all student-athletes and include the following:

- **Practice**—any meeting, activity, or instruction involving sports-related information and having an athletics purpose held for one or more student-athlete **at the direction of, or supervised by**, any member of the coaching staff (for example, team conditioning or physical fitness activities; field, floor, or court activity; setting up offensive or defensive alignments; chalk talk; review of game films; strategy lectures/discussions; activities utilizing equipment related to that sport).

- **Competition**—practice may not be conducted at any time (including vacation periods) following competition except between contests, rounds or events during a multi-day or multi-event competition. All competition and any associated athletically related activities on the day of competition shall count as 3 hours regardless of the duration of these activities. If you have competition that lasts three hours you **do not** have one hour left in that day to practice. **Practice is not allowed after competition.**
- **Required weight-training** and conditioning activities held at the direction of, or supervised by, an institutional staff member;
- Participation in a physical-fitness class conducted by a member of the Cougar athletics staff;
- **Film or videotape reviews** of athletic practices or contests **required**, supervised, or monitored by Cougar athletics staff members;
- Required participation in camps, clinics, or workshops;
- **Meetings** initiated by coaches or other WSU staff members on **athletically related matters**;
- Individual workouts required or supervised by a member of the Cougar coaching staff. See “safety exception.”
- On-court or on-field activities called by any member or members of a team and confined primarily to members of that team that are considered as requisite for participation in that sport (for example, captains calling a special practice).
- Visiting the site of competition in the sports of **cross-country and golf**.

All of the above activities count toward the limit of 4 hours per day, 20 hours per week during the playing season.

NONCOUNTABLE ACTIVITIES

The following activities are considered **noncountable activities** and are **not** counted in the weekly or daily time limitations:

- Training table or competition-related meals.
- Physical rehabilitation.
- Dressing, showering, or taping.
- Athletics department study hall or tutoring sessions.
- Meetings with coaches on **nonathletic matters**.
- Travel to and from practice and competition.
- Visiting the competition site in **sports other than** cross country and golf.
- Medical examinations or treatments.
- Fund raising activities.
- Academic and/or compliance meetings.
- Recruiting activities (e.g., serving as a student host during official visits).
- Public relations activities related to the student-athlete's sport (e.g., media day).
- Participation in **regular physical education classes**, with or without credit, that are listed in WSU's catalog and open to all students.
- **Voluntary general individual workouts provided these workouts are not required or supervised by coaching staff members.** Workouts may be monitored for safety

purposes by WSU's physical development personnel. A coach may design a voluntary general individual workout program for a student-athlete (as opposed to a specific workout program for specific days).

- **Voluntary specific individual workouts provided these workouts are not required by WSU's strength and conditioning coaches or the coaching staff.** Strength and conditioning coaches, during vacation periods (e.g., summer), may design and conduct a voluntary specific workout program for those student-athletes who request the program.
- **Individual consultation** with a Cougar coaching staff member **initiated** voluntarily **by you**, the student-athlete, provided you and the coach do not engage in athletically related activities.
- The provision of videotapes to a student-athlete by an institution's coach that include a personalized message and athletically related information (e.g., discussion of plays, general workout programs, lectures on strategy related to the sport), provided the viewing of the videotape by the student-athlete is voluntary.
- Use of an institution's athletics facilities (which may be reserved for student-athletes during the academic year and vacation periods to participate in permissible individual workouts in individual sports) by student-athletes, provided the activities are not supervised by or held at the direction of any member of an institution's coaching staff. In the event that use of an institution's facilities is requested by a team composed partly of enrolled student-athletes and partly of individuals not otherwise affiliated with the institution, use of the facilities shall be consistent with policies established for outside groups generally.
- Strength and conditioning personnel may monitor, supervise, or assist voluntary individual workouts for safety purposes at any time. If the strength and conditioning coach also is a countable coach, such assistance may be provided only if that strength and conditioning staff member performs such duties on a department-wide basis. In Division I, during vacation periods (e.g., summer), strength and conditioning coaches who are not countable coaches and who perform such duties on a department-wide basis may design and conduct specific workout programs for student-athletes, provided such workouts are voluntary and conducted at the request of the student-athlete.

SAFETY EXCEPTION

A coach may be present during **voluntary** individual workouts in WSU's regular practice facilities (without the workouts being considered as countable athletically related activities) in the following sports and situations:

- **Rowing**—when you are on the water.
- **Swimming**—when you are engaged in swimming.
- **Track and Field**—when you are engaged in field events only.

The coach may spot or provide safety or skill instruction but cannot conduct the individual's workouts.

OFF-SEASON

There are also time limits for countable athletically related activities during your “off season.” You are permitted to participate for a maximum of 8 HOURS PER WEEK in required activities.

- **All Sports**—Permissible activities during your “off season” are weight training and conditioning activities. Participation in a physical-fitness class conducted by a member of the athletics staff is not a countable athletically related activity as long as such a class is a regular physical education class listed in the institution’s catalog and open to all students.
- **Football**—A maximum of 2 hours per week of the allowable 8 can be spent on the viewing of game film.
- **Sports Other Than Football**—A maximum of 2 hours per week of the allowable 8 can be used for individual skill instruction with a member of the coaching staff. Out-of-season skill instruction can only occur during the academic year. Between September 15 & April 15, it is permissible to have more than 4 student-athletes participate in the skill instruction. At all other times during the academic year, a maximum of 4 student-athletes may participate in skill instruction. In addition, all athletically related activities outside the playing season are prohibited one week prior to the beginning of the final examination period through the conclusion of each student-athlete's final exams.
- A student-athlete must have **2 days off** with no athletically related activities per week during the off-season.
- During the off-season period, it is not permissible for a student-athlete to participate in any type of countable athletically related activity during WSU’s prescribed Dead or Finals week.

SUMMER WORKOUT SESSIONS

- **All Sports**—It is permissible for strength and conditioning coaches, during vacation periods (e.g., summer), to design and conduct specific workout programs for student-athletes, provided such workouts are voluntary and conducted at the request of the student-athlete. Such workouts shall not be considered a countable athletically related activity when conducted by strength and conditioning coaches who are not countable coaches and who perform such duties on a department-wide basis.
- **Exception—Per NCAA Bylaw 13.11.3.7 & 13.11.3.8, Voluntary Summer Conditioning—Football/Men & Women’s Basketball**
- In **football**, a prospective student-athlete who has signed a National Letter of Intent or, for those institutions not using the National Letter of Intent, a prospect who has signed an institution’s written offer of admission and/or financial aid (this includes 4-year college transfers), or a prospective student-athlete enrolled in the WSU summer term may engage in voluntary **summer** workouts conducted by an institution’s strength and conditioning coach with department-wide duties.
- In **basketball**, a prospective student-athlete who has signed a National Letter of Intent and is receiving athletics financial aid to attend the institution’s summer school may engage in voluntary summer workouts conducted by an institution’s strength and conditioning coach with department wide duties. ***Additionally, both men’s and women’s basketball are permitted to conduct up to eight weeks of required workouts with a maximum of eight hours per week spent with coaches.***

- **Individual Sports**—In individual sports only, a coach may participate in individual workout sessions with student-athletes from their team during the summer, provided the request for such assistance is initiated by the student-athlete.
- **Team Sports**—No summer workout sessions permitted with a member of the coaching staff present. An enrolled student-athlete or a prospective student-athlete enrolled in a WSU summer term may participate in voluntary summer workouts conducted an institution's strength and conditioning coach.
- **Physical Fitness/Conditioning Classes**—Participation in a physical fitness or conditioning class held at the direction of or supervised by one of WSU's athletics department staff members is a countable athletically related activity and, thus, shall not occur during the summer unless it is a physical education class listed in the WSU course catalog and open to all students.

VOLUNTARY ATHLETICALLY RELATED ACTIVITIES

For any athletically related activity to be considered "voluntary," all of the following conditions **must be met**:

- The student-athlete must **not be required to report back** to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) **any information related to the activity**. In addition, no athletics department staff member who observes the activity (e.g., strength coach, trainer, manager) may report back to the student-athlete's coach any information related to the activity.
- The activity must be **initiated and requested solely by the student-athlete**. Neither the institution nor department staff member may require the student-athlete to participate in the activity at any time. However, it is permissible for an athletics department staff member to provide information to student-athletes related to available opportunities for participating in voluntary activities (e.g., times when the strength and conditioning coach will be on duty in the weight room or on the track). In addition, for student-athletes who have initiated a request to engage in voluntary activities, the institution may assign specific times for student-athletes to use institutional facilities for such purposes and inform the student-athletes of the times in advance.
- The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purpose of reporting such information to coaching staff members or other student-athletes.
- The student-athlete **may not be subject to penalty if he or she elects not to participate in the activity**. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.

NCAA Drug Testing Program

<http://www.ncaa.org/health-and-safety/policy/drug-testing>

(reviewed 8/1/14)

The NCAA Drug Testing Program was created to protect the health and safety of the student-athletes and to ensure that no one participant might have an artificially induced advantage or be pressured to use chemical substances. Drugs generally purported to be performance enhancing and/or potentially harmful to the health and safety of the student-athlete are banned by the NCAA. Any use of a substance banned by the NCAA may be cause for loss of eligibility. The use of a banned substance is determined by an analysis of a student-athlete's urine by an NCAA certified laboratory. Drug-testing legislation can be found at www.ncaa.org under Academics and Athletes, Health and Wellness.

The NCAA drug-testing program is overseen by a committee including members from all three divisions (the Committee on Competitive Safeguards and Medical Aspects of Sports) and by the national office health and safety staff. The Association relies on the National Center for Drug Free Sport, Inc., to administer the program within a closely monitored protocol for collecting and testing urine samples. The program also benefits from ongoing research in facilities such as the UCLA Olympic Analytical Laboratory, one of two laboratories in the United States that currently analyzes drug-testing samples collected for the NCAA by Drug Free Sport.

Consent Form

Each year a student-athlete shall sign a form in which the student consents to be tested for the use of drugs prohibited by NCAA legislation. This form will be administered by a Compliance Office staff member during the beginning of the year team compliance meetings. Failure to complete and sign the form prior to practice will result in ineligibility for practice or competition.

Student-Athlete Selection

The method for selecting student-athletes to be tested will be recommended by the NCAA Competitive Safeguards Committee, approved by the Executive Committee/ President in advance of the testing occasion and implemented by the assigned crew chiefs. All student-athletes are subject to testing at NCAA championships and in conjunction with post-season bowl games. All student-athletes are also subject to year-round testing. At individual team championships, selection of student-athletes for testing may be based on position of finish or random selection. At NCAA team championships they may be selected on the basis of playing time, positions, and/or random selection. For championship and postseason bowl-game testing, student-athletes will be selected from the official travel party roster, gate/credential list, championship participation sheets or official championship form. In year-round testing, selection may be based on position, financial aid status, playing time, random selection, or any combination thereof.

Refer to the NCAA Drug Testing Program Brochure for more details:

<http://www.ncaa.org/sites/default/files/Drug%20Policies%202014-15%2094256.pdf>

NCAA Banned Drug Classes

<http://www.ncaa.org/health-and-safety/policy/2013-14-ncaa-banned-drugs>

The following is a list of banned-drug classes by NCAA legislation. **No substance belonging to the banned class may be used.** Any prescription and/or over the counter medication/item containing any of the following **could** result in a positive drug test. See **Ready Reference** or the *NCAA Manual* for complete listing, and talk to your athletic trainer for more information..

<http://www.ncaa.org/health-and-safety/policy>

- Stimulants
- Anabolic Agents
- Alcohol and Beta Blockers (banned for rifle only)
- Diuretics and Other Masking Agents
- Street Drugs
- Peptide Hormones and Analogues
- Anti-estrogens
- Beta-2 Agonists

Note: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Over-the-Counter Drugs

Many over-the-counter products contain drugs found on the NCAA banned drug class list and **could result in a positive drug test.** Examples are cough syrups, lozenges, eye drops, cold medications, diet products, nasal sprays, and allergy medication. There may be occasions when these drugs are necessary for the proper treatment of a medical problem. **Ephedrine and bromantan were added to the list of banned drug classes in 1997. Ephedrine (ephedra) is contained in many supplement products and student-athletes need to be warned that the use of such products may result in a positive NCAA drug test.** Student-athletes must consult with the athletic training staff and/or staff physician before taking any drugs.

Drugs and Procedures Subject to Restrictions

The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used:

- **Blood Doping.** The practice of blood doping (the intravenous injection of whole blood, packed red blood cells, or blood substitutes), is prohibited and any evidence confirming use may be cause for action consistent with that taken for a positive drug test.
- **Local Anesthetics.** The Executive Committee will permit the limited use of local anesthetics under the following conditions:
 - That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine;
 -

- That only local or topical injections can be used (i.e., intravenous injections are not permitted); and
- That use is medically justified only when permitting the student-athlete to continue the competition without potential risk to his or her health.
- **Manipulation of Urine Samples.** The Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing. Examples of banned methods are catheterization, urine substitution, and/or tampering or modification of renal excretion by the use of diuretics, probenecid, or related compounds and epitestosterone administration.
- **Beta-2 Agonists.** The use of beta-2 agonists is permitted by inhalation only.
- **Additional Analysis.** Drug screening for select nonbanned substances may be conducted for nonpunitive purposes.
- **Caffeine.** If concentrations in urine exceed 15 micrograms/ml.

Penalty for Positive NCAA Drug Test

<http://www.ncaa.org/sites/default/files/DT%20Book%202014-15.pdf>

Student-athletes who tests positive for a substance belonging to a banned drug class shall be declared ineligible for further participation in postseason and regular-season competition in accordance with the ineligibility provisions in Bylaw 18.4.1.5. The certifying institution may appeal to NCAA Competitive Safeguards Committee.

18.4.1.5.1 Duration of Ineligibility—Banned Drug Classes Other Than “Street Drugs.” A student-athlete who, as a result of a drug test administered by the NCAA, tests positive (in accordance with the testing methods authorized by the Executive Committee) shall be charged with the loss of one season of competition in all sports in addition to the use of a season, pursuant to Bylaw 12.8.3.1, if he or she has participated in intercollegiate competition during the same academic year. In addition, the student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (365 days) after the collection of the student-athlete’s positive drug-test specimen and until the student-athlete tests negative (in accordance with the testing methods authorized by the Executive Committee) and the student-athlete’s eligibility is restored by the Committee on Student-Athlete Reinstatement. If the student-athlete participates in any contests from the time of collection until the confirmation of the positive result, he or she must be withheld from an equal number of contests after the 365-day period of ineligibility. *(Revised: effective 8/1/14; for tests occurring on or after 8/1/14)*

18.4.1.5.2 Duration of Ineligibility—“Street Drugs.” A student-athlete who, as a result of a drug test administered by the NCAA, is found to have used a substance in the banned drug class “street drugs” (in accordance with the testing methods authorized by the Executive Committee) shall be charged with the loss of competition during a minimum of 50 percent of a season in all sports (at least the first 50 percent of regular-season contests or dates of competition in the season following the positive test). The student-athlete shall remain ineligible until the prescribed penalty is fulfilled, the student-athlete tests negative (in accordance with the testing methods authorized by the Executive Committee) and his or her eligibility is restored by the Committee on Student-

Athlete Reinstatement. *(Adopted: 4/24/14 effective 8/1/14; for tests occurring on or after 8/1/14)*

18.4.1.5.3 Breach of NCAA Drug-Testing Program Protocol. A student-athlete who is in breach of the NCAA drug-testing program protocol (e.g., no-show) shall be considered to have tested positive for the use of any drug other than a “street” drug. *(Adopted: 4/28/05 effective 8/1/05, Revised: 4/26/12 effective 8/1/12)*

18.4.1.5.3.1 Tampering With Drug-Test Sample. A student-athlete who is involved in a case of clearly observed tampering with an NCAA drug-test sample, as documented per NCAA drug-testing

NCAA Random Year-Round Testing for All Sports

- WSU will be notified by the NCAA through Drug-Free Sport no more than two days prior to the testing date.
- WSU must immediately fax the NCAA Squad List to the Drug Free Sport who will select 26 athletes to be tested. They may be selected on the basis of position, athletics financial aid, playing time, randomly, or a combination thereof.
- WSU will notify the student-athletes of the time and place of the testing and administer the Student-Athlete Notification Form.
- Failure to report for testing will be treated as a positive test and the same consequences will result.

NCAA Summer Drug Testing

The NCAA Committee on Competitive Safeguards and Medical Aspects of Sports has approved an expansion of the NCAA year-round drug-testing program to include summer testing for Division I and Division II student-athletes. Compliance does not take the summer off. And, drug testing is a compliance issue.

The summer site coordinator will need to obtain summer contact information for all returning student-athletes with eligibility remaining.

As with the rest of the year-round program, Drug Free Sport will conduct a random selection from the squad list and then notify the site coordinator of the selected student-athletes via email.

The summer site coordinator will notify the student-athletes directly, either by telephone or in person. Then collectors from Drug Free Sport will test the student-athlete without regard for whether the student-athlete is on campus or off campus. Drug Free Sport has collection crews all across the country and can go to wherever a student-athlete is located.

All of the usual drug-testing protocols will be in effect, from the chain-of-custody requirements to the penalty for positive tests. As with all NCAA drug testing, the penalty for the first positive test is the loss of one year of eligibility. The penalty for the second positive test is a permanent loss of NCAA eligibility.

NCAA Advisory on Nutritional Supplements and Positive Drug Tests

The NCAA Drug-Education and Drug-Testing subcommittee (DEDT) of the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports (CSMAS) has reviewed issues raised during drug-test appeals. Over the past several years, CSMAS has issued memoranda to NCAA members and published articles in *The NCAA News* regarding the risks involved with the use of nutritional supplements. Despite these efforts, the DEDT notes a significant number of positive drug tests of student-athletes who report the use of over-the-counter nutritional supplements during the appeal process. The DEDT is issuing this advisory to reemphasize the warning about the risks involved in the use of nutritional supplements. The environment for today's student-athlete is filled with easy access to products, which are legally available over-the-counter but contain substances banned by the NCAA. Many student-athletes assume if these products can be purchased at a health food store, they must be allowed under NCAA rules. **This is not true!** Reliance on the advice of the clerk at the store, the distributor at the gym, or anyone who is not with the student-athlete's athletics program has resulted in erroneous information about whether the product contains any NCAA-banned substance. This false information sometimes results in a positive drug test for banned ingredients contained in the product. Appeals based on this argument have not been successful in overturning a positive drug-test penalty.

Some common nutritional supplements are creatine, DHEA, andro-stenedione, 19-norandrostenedione, glucosamine, ma huang (ephedrine), amino acids, and ginseng. Many fat-burners and weight-gain products contain nutritional supplements. Nutritional supplements can come in pill, powder, liquid, and bars. Some are NCAA-banned substances and some are not. They are all legal and may be obtained at grocery stores, pharmacies, health food stores, on the Internet, and almost anywhere.

Both the student-athlete who uses a nutritional supplement without checking the ingredients with the athletics staff, and an athletics department that does not adequately educate current and incoming student-athletes about NCAA-banned substances as well as the risks of over-the-counter nutritional supplement use, will be held in violation of Bylaws 18.4.1.5.1 and 30.5 in the event the student-athlete tests positive for such substances. Student-athletes who test positive are subject to a one-year suspension and loss of eligibility.

NCAA Statement on Nutritional Supplements

NCAA Division I institutions should note that NCAA Bylaw 16.5.2-(g) (nutritional supplements) indicates that an institution may provide only nonmuscle-building nutritional supplements to a student-athlete at any time for the purpose of providing additional calories and electrolytes, provided the supplements do not contain any NCAA banned substances. Permissible nonmuscle-building nutritional supplements are identified according to the following classes: Carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters and vitamins and minerals. Pursuant to a July 26, 2000 official interpretation, it is not permissible for an institution to provide any nutritional supplement/ingredients to its student-athletes, unless the supplement/ingredient is a nonmuscle-building supplement and is included in one of the four classes identified specifically in Bylaw 16.5.2-(g). The following information is an updated list of examples of permissible and impermissible nutritional supplements/ingredients as developed by the NCAA Competitive Safeguards and Medical Aspects of Sports Committee

(CSMAS). The list below is not exhaustive but should assist institutions in determining the types of nutritional supplements/ingredients that may be provided to student-athletes.

Permissible Categories:

Vitamins and minerals
 Energy bars (i.e. Balance Bar, Clif Bar, Luna Bar)
 Carbohydrate/Electrolyte replacement drinks (i.e., Gatorade)
 Calorie replacement drinks (i.e. Gatorade's Protein Recovery & Nutrition Shakes)

Impermissible Examples:

Amino Acids (including amino acid chelates)	Glycerol**
*Chondroitin	Green Tea
Chrysin	HMB Carnitine
CLA (Conjugated Linoleic Acid)	Melatonin
Creatine (compounds containing Creatine)	MSM (Methylsulfonyl Methane)
Garcinia Cambogia (Hydroxycitric Acid)	Protein powders
Ginkgo Biloba	St. John's Wort
Ginseng	Tribulus
Glucosamine*	Weight gainers
Glutathione	Yohimbe

*It is permissible for an institution to provide Glucosamine and/or Chondroitin to a student-athlete for medical purposes, provided such substances are provided by a licensed medical doctor to treat a specific, diagnosed medical condition (as opposed to prescribing them for preventive reasons).

**Glycerine or glycerol as a binding ingredient in a supplement product is permissible. A supplement that contains protein may be classified as a nonmuscle-building supplement provided it is included in one of the four permissible categories, does not contain more than 30% of its calories from protein (based solely on the package label), and does not contain additional ingredients that are designed to assist in the muscle-building process (see examples of impermissible supplements/ingredients). Nutritional supplements containing more than 30% of its calories from protein are classified as muscle-building supplements and may not be provided to student-athletes.

National Resources

For more information about nutritional supplements and NCAA-banned substances, contact the Resource Exchange Center (REC) toll free at 877-202-0769 or www.drugfreesport.com/rec [password is ncaa1]. The REC is funded by the NCAA to provide a **confidential** resource for student-athletes and athletics staff who have questions about nutritional supplements.

You may also access the website for the **National Center for Drug Free Sport, Inc.**, at <http://www.drugfreesport.com/>.

New Student-Athlete Seminar

(Revised 8/1/14)

The new student-athlete seminar (KINES 496) is a graded class for one academic credit. This seminar is designed to assist new student-athletes with their introduction into WSU athletics and explore healthy life skills. Facilitators of the seminar focus on providing the information and skills needed for making a successful transition to the role of WSU student-athlete in a new and unique environment. The seminar meets for one hour a week during the fall semester, in the spring semester for January enrollees, and as needed in the summer for those student-athletes enrolled in the bridge program. The new student-athlete seminar curriculum covers a wide-range of topics presented by experts in their field tailored toward the specific needs of college aged individuals. Typical topics include career development, leadership, cultural competency, substance abuse, relationship development, nutrition and supplements, financial management, stress management, time management, academic integrity, the NCAA, and more. This seminar is mandatory for all student athletes on a WSU intercollegiate team. All new student-athletes are encouraged to contact their athletic academic advisor or the P.R.O.W.L resource center staff to confirm how to enroll in the new student-athlete seminar.

The following syllabus provides a more complete description of class:

WASHINGTON STATE UNIVERSITY
New Student-Athlete Seminar (KINES 496, Sec. 1)

Wed 9-10am, 10-11am and Thur 8-9 and 9-10am
BOHLER 184-186

Facilitator:
Bob Minnix
Senior Associate Athletic Director
PEB 104
335-0201
rminnix@wsu.edu
Office Hours: by appointment

Required Texts:

- >Johnson, Spencer, Who Moved My Cheese? G.P. Putnam's Sons, 1999
 - >WSU Student-Athlete Handbook. <http://www.athletics.wsu.edu/arc/Handbook/default.html>
-

The New Student-Athlete Seminar is a graded class for one academic credit. This semester is designed to assist new student-athletes manage their introduction into WSU Athletics and explore healthy life skills. Facilitators of the seminar focus on providing the information and skills needed for making a successful transition to the role of WSU student-athlete in a new and unique environment. The seminar meets for one hour one day a week during the fall semester. The New Student-Athlete Seminar curriculum covers a range of topics presented both by content experts and student-athlete peers. Typical topics include Healthy Life Choices, Media Management, Career Development, Leadership, Diversity Topics, Substance Abuse, Relationship Development, Nutrition, Law Enforcement, Money Management, Communication, WSU and community resources, and more.

Objectives:

1. Teach you, as a student, to be an independent, self-directed learner so that you will be successful in your college life and in your post-college career.
2. Provide an interactive environment that teaches you to make decisions consistent with your life goals.
3. Introduce you to the Career Center to explore opportunities, major, career interests, and set long-term goals. Enhance your career planning skills and competencies.
4. Increase your interaction with peers, other campus departments, and programs.
5. Encourage you to make health lifestyle choices during your WSU career that you will maintain into your post-college career.

Course Evaluation

- 1) Class Attendance (30%)
- 2) Journals (30%, 8 required, Fall, Spring; 6 required Summer)
- 3) Who Moved My Cheese Response (20%)
- 4) Class Participation (20%)

1) Class Attendance

Class attendance and participation is crucial for your success in this seminar. Prior approval must be given for excused absences and only for extenuating circumstances. If absence is due to team travel, please turn in team travel absence letter (pick up from your sport secretary). In the case of an emergency, please contact Bob Minnix (335-0201) upon returning to campus.

NOTE: class begins at 8:00 AM. Late arrivals (or departures) will be considered an unexcused absence unless cleared by Mr. Minnix. This is out of respect for our guest facilitators and to avoid distractions or interruptions of their discussions.

Three unexcused absences will result in an automatic failure of the course.

2) **Journals** (due EACH WEEK at the beginning of class)-maximum length-3 pages/TYPEDDirections:

In response to the class discussion, write a question that you are curious about based on class discussion. Also, discuss how a person might start to find an answer to that question or propose a solution of your own if you have one.

SAMPLE (Based on a class discussion about ANGER MANAGEMENT):

What is the effect of years of competition on the anger management capabilities of today's college athletes?

This is a complicated question and one that I don't think can really be answered, since there are so many factors that contribute to anger outbursts. Part of me thinks that athletes do have a difficult time managing anger since they spend so much time in intense competitive relationships. On the other hand, when I think of violence that I have heard of in the news that was based on anger management issues, it is not always athletes. But there have been lots of high-profile cases of athletes committing crimes that seem to be out of anger: O.J. Simpson, the basketball guy who killed his butler, etc.

If I had to research this topic further, I think that I would start by looking in popular publications, since the news always carries stories about high-profile athletes. I would also see if there are any organizations that research these things. I would also be curious to see if there is any information available about how much athletic induced anger is seen in elementary schools.

The goal of the journals is to facilitate your critical analysis of the respective topic that week and have an opportunity to apply what you have learned to your life and personal experiences.

Important to know:

There are fifteen opportunities for journals. **You only need to submit eight (8) journals.** Journals (responses for the previous week's topic) are due at the beginning of each class - no exceptions.

- 3) **"Who Moved My Cheese" response** (DUE Oct. 15- two pages maximum-TYPED). You will be given a handout with the questions to be evaluated within your response to this reading.
- 4) **Extra Credit** (DUE week 15 – one page maximum- **typed** per/event)
Community service will count for extra credit; in addition you can attend or participate in a personal development and/or cultural event on campus or within the community. For example, attending a guest speaker presentation sponsored by one of the colleges on campus, the forums and discussions held throughout the semester, a final arts event, etc. Discuss the upcoming event with Mr. Minnix prior to attending to determine if it will qualify as extra credit.

After the event, simply turn in a maximum of one paged typed paper explaining the event, where, when, who is the contact and how long; additionally, give a brief summary of your thoughts and what the event meant for you. Would you do it again? Would you recommend it for other student-athletes? Etc.

P.R.O.W.L. (Providing Responsible Options With Lifekills) Resource Center

(Revised 8/01/14)

Participating in collegiate athletics offers a number of rewarding experiences and many new challenges. A key challenge is adjusting to being a student-athlete and balancing the many different aspects of your life. Specifically, it is important to find a way to balance the demands of academics, practice, conditioning, competitive performance, traveling, injury recovery, finances, family, friends, personal relationships, and being away from home. Sometimes, things may begin to feel a little out of balance. When this occurs, it may be helpful to talk to someone to obtain important information to help you make more informed decisions or to get another perspective to regain your sense of balance.

If it seems that you just don't know where to turn or what to do, the P.R.O.W.L. (Providing Responsible Options With Lifeskills) resource center is a place for student-athletes to regroup and relax. The center has a welcoming environment that has a microwave, refrigerator, computers, printer, television, study tables, and comfortable furniture where you can unwind. Also, the center has a wide variety of reading materials, including newspapers, magazines, and informative pamphlets on topics regarding your wellbeing. The P.R.O.W.L. staff will also assist you in finding employment throughout the school year. Finally, if you need to talk to someone to release the stress of the day, you are welcome to come to the center to interact with any of the P.R.O.W.L. staff that includes Bob Minnix, Milford Hodge, and Tina Teigen.

The staff in the P.R.O.W.L. Resource Center is available to assist you in discovering more about yourself and how to effectively manage the many changes and challenges that occur as you enter WSU, while you are in attendance and competing at WSU, and as you prepare for the transition to your next challenge in life. Please stop by PEB 104 and see what the center can offer you during your career at Washington State University.

The P.R.O.W.L. resource center is open Monday-Friday from 8:00 a.m. – 5:00 p.m., or evenings by appointment.

Social Networking

(revised 8/1/14)

Washington State University athletics department recognizes and supports its student-athletes' rights to freedom of speech, expression, and association, including the use of social networks. In this context, however, each student-athlete needs to understand that playing and competing for Washington State University is a privilege, not a right. As a Cougar student-athlete you are held to a higher standard than others on our campus. Fair or not, that is our reality, and you must represent yourself, your team, and the University in a positive manner at all times. With the various uses of social media in today's society, any online postings must be consistent with federal and state laws, team, department, university and NCAA rules and policies, and the WSU Standards of Conduct for Students. As long as it does not conflict with team policies, student-athletes are permitted to have profiles on social networking websites such as Facebook, Instagram, Twitter, You Tube, LinkedIn, and CareerAthletes provided that no offensive, harassing, or inappropriate material of any kind is posted.

With this in mind, WSU athletics department reminds you that the opportunities for scrutiny are much broader today than ever before. When we put something in the public domain we are encouraging scrutiny. Pictures and written content that may appear on an internet website such as Facebook, Twitter, You Tube, LinkedIn, CareerAthletes, etc. should be placed there with caution as the whole world has access. You are responsible for content placed in a public arena. Remember, placing content in the public arena of cyberspace that brings inappropriate attention to WSU programs or the University may cause you to encounter disciplinary action and could result in referral to the WSU Office of Student Standards and Accountability.

Some Points to Keep in Mind

- Online content is not private, despite your personal setting, and there could be long term ramifications. Everything you post is public information and is completely out of your control the moment it is placed online-even if you limit access to your site. Information (including pictures, videos, comments, and posters) may be accessible after you remove it.
- Posting personal information (cell phone, address, and class schedule) may place you at a safety risk. Limiting information about your whereabouts may minimize your potential to be stalked, assaulted, or become a victim of other criminal activity. Use caution when adding someone or inviting someone to be a friend. Many individuals are looking to take advantage of student-athletes, to get close to a student-athlete to give themselves a sense of membership, or to gain information about you, your teammates, or your team for the purpose of sports gambling or negative publicity. Fans from opposing teams have been known to download images and used them to taunt and/or humiliate student-athletes during a contest.
- As a student athlete you have access to information about your team and the athletic department that may not be available to the public; including but not limited to, team practice strategy, play calling, injury information, travel itineraries, academic programs, etc. This information should not be shared on any social media platform without approval from proper Athletic Department personnel.
- Consider your family, coach, teammates and future employers who may review your site. Carefully consider how you want people to perceive you before you give them a chance to misinterpret you information (including pictures, videos, comments, and posters).
- Similar to comments made in person, the WSU athletics department will not tolerate disrespectful comments and behavior online, such as: derogatory or defamatory language, comments that create a serious danger to the safety of another person or credible threat of serious physical or emotional injury to another person; comments or photos that describe or depict unlawful assault, abuse, hazing, harassment, or discrimination; selling, possessing, or using a controlled substances; or any other illegal or prohibited conduct which violate University, athletics department, or team policies.

Always remember, we must never forget the PROGRAM is bigger than any one of us.

Best Practices

Social networking sites can be a great resource if used properly for the basic intentions of networking, these sites assist in continuing development of personal connections. For anyone posting on a social media platform, in any capacity, here are some things to remember and consider:

- *Think twice before posting:* Privacy does not exist in the world of social media. Consider what could happen if a post became widely known and how that may reflect both on the poster and Washington State Athletics. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a news conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask yourself are you prepared to justify your comments?
- *Strive for accuracy:* Get the facts straight before posting them on any social media platform. Review content for grammatical and spelling errors and make sure the posting cannot easily be taken out of context.
- *Be respectful:* Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the athletics department.
- *Remember your audience:* Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective student-athletes, current student-athletes, current and future employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- *On personal sites, identify your views as your own:* If you identify yourself as a Washington State University student-athlete member online, it should be clear that the views expressed are not necessarily those of the institution, even after your time is up.

Just for your information Steve Jones, communications professor at the University of Illinois predicts that 20 years from now a political candidate will be in hot water due to something posted on *Facebook*.

Sports Agents

(reviewed 8/1/14)

As a general rule, an individual shall be ineligible for participation in an intercollegiate sport if he or she has ever agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletic ability or reputation in that sport (NCAA Bylaw 12.3).

As a student-athlete, please contact the athletics compliance office prior to having any contact with a sports agent.

Sports Nutrition Program: Student-Athlete Meal Options

(Revised 8/1/14)

FUELING STATIONS (MORNING MEAL)

Purpose:

The cougar sports nutrition staff is committed to providing student-athletes access to refueling stations for morning pre and post workouts, as well as throughout much of the day. All products provided will enhance recovery to reduce risk of injury and assist with lean body mass management strategies, per consultation with sports nutritionist.

Locations:

Crimson Hub—Bohler Weight Room (all student-athletes)

Gray Hub—Football Operations Complex (football student-athletes only)

Hours of Operation:

Crimson Hub: Monday–Friday, 6:00 a.m.–10:00 a.m. and 2:00 p.m.– 6:00 p.m.

Gray Hub: opened for all scheduled football workouts

Who Will Access:

The Hubs are open to all student-athletes listed on the Daily Eligibility Report. Student-athletes access this service on a drop-in basis and/or following scheduled workouts.

Menu Options:

Nutrient dense food products (i.e. oatmeal, string cheese, greek yogurt, cut veggies, etc), specialty bars and shakes, smoothies, electrolytes, vitamins, and minerals.

Facility, Budget, and Staff Oversight:

Lindsay Brown, Coordinator of Sports Nutrition

Budget Source:

Sports Nutrition Centralized Supplement Budget

COUGAR EXPRESS (MID-DAY MEAL)

Purpose:

The cougar sports nutrition staff is committed to providing all student-athletes access to a highly nutritious and performance-based mid-day meal with a convenient pick-up site; or with the option of dining in the Gray W Legends Lounge. This meal will be served “a la carte” with selection guidelines listed on the Daily Menu Board at the entrance to the Gray W dining room.

Location:

Cougar Football Complex—Gray W Legends Lounge

Hours of Operation:

Beginning Week Two of Each Term: Monday–Thursday, 10:30 a.m.–1:30 p.m.

Who Will Access:

The mid-day meal which is incidental to participation is available for all student-athletes listed on the Daily Eligibility Report at the start of each semester. All student-athlete participation in the cougar sports nutrition program is expected, with daily attendance reports sent to coaches.

Menu Options:

Examples: salad, soup, sandwiches, wraps, cold and hot entrees, fruit, etc.

Facility, Scheduling, Budgeting, and Staff Oversight:

Mike Hayton, Gray W Legends Lounge General Manager

Budget Source:

Gray W Legends Lounge Budget

COUGAR ATHLETICS TRAINING TABLE (EVENING MEAL)

Purpose:

The cougar sports nutrition staff is committed to providing high quality nutritional foods to fuel student-athletes for peak performance. CATT represents a high benchmark for excellence in food creativity, taste, presentation, service, and performance-based nutrition education.

Location:

Cougar Football Complex—Gray W Legends Lounge

Hours of Operation:

Beginning Week One of Each Term: Sunday–Thursday, 5:00 p.m.– 7:00 p.m.

Who Will Access:

Head coaches choose to have his/her team participate in CATT. If participating, all scholarship student-athletes listed on the Daily Eligibility Report must attend the CATT meals chosen by the head coach.

Non-scholarship student-athletes may opt into the CATT program. See the compliance staff to process the appropriate paperwork to authorize the charges.

All participating student-athletes will be charged for a portion of the meal cost (\$13.75) while the “enhanced” amount will be posted to the sport budget.

Student-athletes are not eligible for training table in the following instances: the semester following exhausting NCAA eligibility, if cut from roster, or if quitting the team.

Menu Options:

The well-balanced, “all you care to eat” service line will include a variety of nutrient dense food options that will include: 3 entrees, 2-3 starches, 2-3 veggies, salad, fruit, soup, recovery station, smoothie bar, etc.

Facility, Scheduling, Budget, and Staff Oversight:

Mike Hayton, Gray W Legends Lounge General Manager

Budget Source:

Student-Athlete Charge = \$13.75/meal (charges are placed on student accounts prior to the start of each semester).

NOTE:

Authorized staff and student-athlete lists will be utilized for the following meals served at the Gray W Legends Lounge:

- Preseason and/or Training Camp Meals
- Pre-Competition Meals
- Cougar Express for mid-day meals
- Cougar Athletics Training Table (CATT) for evening meals

Sports Nutrition Education and Consultation

(revised 8/1/14)

Nutrition choices impact a student-athlete's health, as well as their athletic and academic performance. The coordinator of sports nutrition, a registered dietitian (RD) is available to all student-athletes for sport-specific team education as well as individual counseling. Examples include:

Performance Nutrition Issues

Early or unexplained fatigue
Muscle cramping
Goals for body composition changes
Undesired weight changes
Hydration issues
Supplement questions
Meal, snack, eating on the road as well as shopping and cooking tips and ideas

Medical Nutrition Issues

Anemia
Overly restrictive eating &/or repetitive dieting
Food allergies/sensitivities
Celiac Disease
Diabetes
IBS
Vitamin/mineral deficiencies
Injury recovery
Missed menstrual cycles

The coordinator of sports nutrition works closely with the certified athletic trainers (ATCs), team physicians and strength coaches. The RD keeps sensitive medical and personal information confidential, disclosing only pertinent information among the athletic medicine team as necessary.

Please visit the sports nutrition website for more information:

<http://www.wsucougars.com/nutrition/>

PERFORMANCE NUTRITION CONSULTATION

The WSU athletics department offers support of student-athletes' health, academic and athletic performance through nutrition coaching and education.

Want to schedule a meeting with the coordinator of sports nutrition? Student-athletes are welcome to contact Lindsay Brown, RD, by e-mail: lindsay.brown@wsu.edu, or by voicemail at (509) 335-4665.

When contacting Lindsay, please provide the following information:

- 1) Your first and last name, e-mail address and/or phone number
- 2) Your sport and reason for requesting a consult
- 3) Which times you are available to meet

What is the first nutrition appointment like?

- This depends on the severity of the nutrition related concern/question/issue, but can range from a student-athlete completing a screening form to summarize current health status and nutrition habits, to answering specific question/s a student athlete has about a certain nutrition topic.
- Student-athlete and RD make performance and/or health goals related to nutrition and create plans to reach them.

Follow-up Meetings:

- The student-athlete, RD and/or team physician will decide if there is a need for on-going nutrition sessions
- Referrals to team physicians, team ATC, or counseling services may be recommended by the coordinator of sports nutrition.

Body Composition Changes

- Optimum body composition is positively associated with athletic success. **Weight** and **body composition** are not interchangeable. Weight can be a misleading value and is often overemphasized. Weight should not be seen as the sole determinant to performance. Body composition is a more influential factor on athletic performance.
- If you are concerned that your body composition is influencing your performance, you should consult with the coordinator of sports nutrition to create a healthy approach for body composition change. This is important in order to ensure that your health and performance do not suffer.
- Extreme weight-loss or weight-gain methods should be avoided since they can hurt athletic performance, increase risk for injury and potentially damage your current and future health.
- Body composition changes should be accomplished **gradually during the off-season or pre-season**, before competition begins.

Important Factors to Consider:

- With intense training, athletes must get enough calories to improve performance and maintain health.
- Low energy intake can cause a loss of muscle mass, loss of bone density, increased fatigue, menstrual dysfunction, injury, illness and/or mood imbalance.
- Optimal body fat levels vary based on the athlete's sex, age, genetic background, and by the sport itself.
- Fat intake should not necessarily be promoted for efforts to gain weight, nor should it be severely restricted in attempt to lose weight. Protein, carbohydrate and fat intake must remain adequate for individual needs during weight change.
- Athletes put themselves at a high risk of nutrient deficiencies when they over-restrict their intake or use severe weight-loss practices, eliminate one or more food groups from their diet, or consume high-calorie diets with low nutrient density.

Setting and Monitoring Goals

- Set realistic weight and body composition goals as agreed upon by athletic training services department (ATC, RD and team physicians)
- Encourage good food choices and training to reach goals, and avoid focus solely on the scale.
- Monitor progress by measuring changes in exercise performance and energy level, body composition, the presence of injuries, normal menstrual function, and general overall well-being.
- Develop lifestyle changes that help athletes maintain a healthful weight for themselves.
- Weight change goals of more than 10 pounds should be managed by the coordinator of sports nutrition.

Desired Weight Gain

- To gain weight an athlete must be in a state of positive energy balance. Gradual weight gain of no more than 2#s per week is recommended to ensure lean body mass gain.
- The pace of weight gain will depend on the athlete's genetic makeup, degree of positive energy balance, number of rest/recovery days per week, amount of sleep, and the type of exercise training program.
- A protein-focus is not the best way to gain muscle, and may carry negative health risks. Increased calories from **all** food groups are needed.
- It is important to contact the coordinator of sports nutrition if you are considering weight gain to enhance athletic performance.

Desired Weight Loss

- Weight loss goals are somewhat more challenging, since reducing calorie intake may hinder athletic performance and cause loss of lean muscle mass, and therefore strength and power if approached improperly. Gradual weight loss of no more than 1-2#s per week is the most effective, long-term, and safe approach to weight loss. It is important to contact the coordinator of sports nutrition if you are considering weight loss to enhance athletic performance.

SUPPLEMENTS AND PERFORMANCE-ENHANCING DRUGS/SUBSTANCES

Food should be the primary source of nutrients “Food First Philosophy”. Nutritional supplements may provide added fluids, carbohydrates, protein, vitamins, and minerals to an athlete’s diet. With food, nutritional supplements may help some athletes meet nutrition needs. Athletes should not rely solely on nutritional supplements to provide adequate nutrients or calories.

Athletes can consume sufficient amounts of nutrients by eating a variety of food. Nutritional supplementation is ineffective if athletes do not regularly consume nutrient dense foods in combination with supplementation. Student-athletes may also abuse nutritional supplements as a means to enhance performance. This abuse occurs despite mixed outcomes in research, high cost, a potential positive drug test resulting in loss of eligibility, and potentially harmful side effects. **It is the student-athlete’s responsibility to make sure any supplements taken other than WSU-approved products are safe, legal, and NCAA compliant.**

The use of nutritional supplements can be problematic because nutritional supplements **are not subject to United States Food and Drug Administration guidelines**. Therefore, the contents of supplements may not be accurately listed on the label, which can lead to health problems and a positive drug test. Many supplements, quantities of the supplement, and/or ingredients in the supplement are not verified for safe use, are not NCAA compliant, and may not be proven to positively affect performance. Many supplements advertised in magazines, on television, and on the internet are of questionable value.

Because of potential supplement problems, the position of Washington State University’s Athletics Department is as follows:

“Consumption of nutritional supplements, ergogenic aids, or other performance-enhancing substances not approved by the Washington State University Athletics Department is strongly discouraged. The Washington State University Athletics Department, or any of its employees, will not purchase, distribute, or assist with the acquisition of any unapproved substances for student-athletes.”

Approval of supplements for distribution to WSU student-athletes is based on the following criteria:

- Empirical research regarding efficacy and safety of the product formulation;
- Supplement carries a third party tested certification through programs such as NSF Certified for Sport, Informed Choice, USP;
- Determined need for nutrients contained in supplement;
- Low risk for any undesired side-effects;
- Compliance with NCAA and IOC rules and regulations;
- Consistent with code of ethics of group members: AMA, NSCA, NATA, AND; and
- Any other factors deemed relevant.

Approval is granted through:

The supplement approval committee:

- Head Team Physician
- Coordinator of Sports Nutrition
- Director of Athletic Training Services
- Director of Strength and Conditioning
- Associate Director of Athletics, NCAA Compliance
- Senior Associate Director of Athletics

The supplement approval committee will oversee evaluation and approval of supplements requested by athletes, coaches, or staff.

The nutrition supplements and performance enhancing substances statement will be read and signed by each student-athlete every year.

See the coordinator of sports nutrition, strength and conditioning coach or certified athletic trainer if you have any questions regarding supplements.

Please refer to the NCAA Banned Drug List by going to www.ncaa.org, click “Academics and Athletics,” “Personal Welfare” and Banned Drug List.

Sports Video

(reviewed 8/1/14)

The sports video department at Washington State University is divided into three areas: internal video, strategy video and external video. Our mission is to provide support for all of the department’s video needs: provide coaches and student-athletes with video breakdowns for analysis, and to maximize the positive exposure of the student-athletes and teams of Washington State University.

Internal Video

- Maintain/operate department video equipment.
- Maintain meeting room video equipment.
- Assist with sport/area video equipment acquisition.
- Oversee video production for in-house displays.

Strategy Video

- Video practices and competitions.
- Edit video breakdowns of specific plays, formations, and personnel.
- Opponent video acquisition and breakdown.
- Database/server maintenance and upkeep of the digital video system network.

External Video

- Coordinate the production of events for broadcast.
- Provide highlights, feature stories, and interviews for broadcasters.

- Produce special projects; “Season of Destiny,” “P.R.O.W.L. Video,” ticket spots.
- Produce highlight music videos.
- Produce events for webcast.
- Archive all broadcast events involving Washington State University teams and student-athletes.
- Produce website video content: highlights, feature stories, and interviews.

Copying Rules

- Because of equipment/time limitations and NCAA rules, the sports video department cannot provide student-athletes with copies. Any copy request needs to be made by a coach.
- Student-athletes who have exhausted their eligibility may request copies. These copies will be done as time allows and will incur a charge of \$30.00 per hour to cover equipment/personnel costs.

Sportsmanship and Ethical Conduct

(updated 8/1/14)

THE PRINCIPLE OF ETHICAL CONDUCT, HONESTY AND SPORTSMANSHIP

<http://www.ncaapublications.com/productdownloads/D115AUG.pdf>

(NCAA Bylaw 2.4)

For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education, and to promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty, and responsibility. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program. It is the responsibility of each institution to:

- Establish policies for sportsmanship and ethical conduct in intercollegiate athletics consistent with the educational mission and goals of the institution.
- Educate, on a continuing basis, all constituencies about the policies in 2.4-(a).

(NCAA Article 10.01.1)

“...all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.”

SPORTSMANSHIP

Pac-12 Handbook Compliance and Enforcement Regulations, Chapter 5 at

<http://compliance.pac-12.org/wp-content/uploads/2014/01/2014-15-Handbook.v1.optimized.pdf>

Statement

The Constitution of the Pac-12 Conference cites as a purpose of the conference that its members shall participate in its athletics program on the basis of mutual trust and confidence and based upon high standards, scholarship, and sportsmanship. It adds that the members value quality competitive opportunities for student-athletes, compliance with the rules of fair play, and sportsmanship.

Understanding that realization of those goals requires that opponents respect each other and admire earnest effort made fairly in pursuit of victory, the conference shall require adherence to the standards it has adopted or which are set forth in the respective playing rules. It will require ethical conduct worthy of the educational stature and the standards of its member institutions.

While victory shall be the expected goal of every competitor, defeat is not a disgrace, and the prospect of defeat is never an excuse for unethical behavior or a lack of sportsmanship.

Adherence to these principles will maximize the benefits and enjoyment of intercollegiate competition for all participants, coaches, and spectators.

Role of Chief Executive Officers

The chief executive officers have directed that all representatives of the conference's member institutions shall exhibit ethical behavior at each conference competition and conduct themselves in accordance with the rules of the NCAA and the conference and the playing rules of the respective sports. They have directed that each member shall create a healthy environment for competition, free of a hostile atmosphere for opponents. This responsibility is to be shared by administrators, coaches, and student-athletes, plus others involved in intercollegiate athletics in the conference.

They have directed the commissioner and coordinators of officiating and game officials to apply the playing rules tightly and assess appropriate penalties—not merely issue warnings—when violations occur.

Role of Athletics Administrators

Athletics administrators, led by the director of athletics, must communicate the expectation of good sportsmanship to all representatives of the institution active in intercollegiate athletics. It is particularly imperative that this message is impressed on each coach, along with the intention that the coach will require compliance with the sportsmanship statement by each member of the team. The director must ensure that opponents are treated with fairness and respect. All aspects of game management must be controlled to assure such treatment, including crowd behavior.

Role of Coaches

The coach's behavior influences that of the student-athletes and, frequently, the fans. The coach has a responsibility to educate student-athletes concerning their obligations to the coach, the institution, intercollegiate athletics, and themselves. Respect for an opponent can most effectively be conveyed to the student-athletes by the manner in which the coach speaks of and acts toward the opponent.

Role of Student-Athletes

Student-athletes must honor the responsibilities which accompany the privilege of representing a Pac-12 institution by adhering to conference and playing rules and the sportsmanship statement. Student-athletes are expected to treat opponents with respect. They must be aware that significant penalties will be applied for fighting, taunting an opponent, or other unethical conduct.

Role of Public Address Announcer

Each public address announcer should provide an impartial and evenhanded report of the event. Partisanship in this area inflames emotions and can promote poor sportsmanship by participants and spectators.

Role of Spirit Groups and Bands

Like the student-athletes, members of spirit groups and bands are highly visible representatives of Pac-12 institutions. They can influence the behavior of others. Each spirit group should welcome its counterpart group and demonstrate respect for its members. Likewise, it should convey respect for each opponent, student-athlete, and team.

Role of Officials

Although each game official has a demanding and difficult job to officiate the contest, he/she also will be directed to apply without hesitation or reservation the rules governing conduct and sportsmanship during each conference competition. When doing so as directed, the official will have the support of the conference, each member institution, and its administrators and coaches.

ETHICAL CONSIDERATIONS

The purpose of intercollegiate athletics is to provide an opportunity for the student-athlete to obtain a college education and degree and to develop his/her potential as a skilled performer in an educational setting. By virtue of becoming a member of an athletic team, however, you become subject to certain responsibilities and obligations which could include the acceptance of the loss of some individual rights and privileges. **It is important that your personal conduct demonstrates sound moral and ethical judgment.** The following ethical considerations must be kept in mind at all times:

- Take it upon yourself to make **good choices**. In the decision making process you always have choices. **Take responsibility for your actions.**
- Adhere to the **spirit as well as the letter of the rules** throughout all games and practices.
- **Respect** all players, officials, coaches, and administrators and treat them courteously.
- **Maintain control** during emotionally charged situations. React in a **positive manner** to an aggressive action by an individual or group.
- **Respect the decisions** of the coach. Direct your questions about such decisions to the coach in private and follow appropriate channels to voice your concern.
- **Exert maximum effort** to attain the highest degree of excellence in the classroom and in all games and practices.
- **Exhibit dignity** in manner and dress when representing the team and University.
- **Maintain personal habits which enhance healthful living.** Refrain from the use of drugs or alcoholic beverages which could affect performance or modify mood or behavior. (Exception would be therapeutic drugs prescribed by a physician.)
- Place **primary responsibility to the team** rather than self.

Strength and Conditioning Services

(revised 8/1/14)

MISSION STATEMENT

The Strength and Conditioning Staff is committed to providing the best training environment possible, which includes but not limited to accountability, discipline, loyalty, unity and humility. Our core values will define our day to day interaction with our student-athletes as well as the department and University as a whole. Each team as well as each student-athlete will be given the opportunity to participate in training which will prepare them to compete not only within the Pac 12 Conference, but also at the national division one level. We strive to be cutting edge in our training programs, as well as our coaching techniques; we will achieve this through continuing education on all levels.

The Strength and Conditioning Staff will be in compliance to the rules of the National Collegiate Athletic Association, Pac-12 Conference, Washington State University, and Cougar Athletics. The Strength and Conditioning Staff is also committed to equal and ethical treatment for every student-athlete regardless of gender or ethnicity.

We intend to fulfill our mission statement by:

- Providing every opportunity for student-athletes to improve their strength, speed, power, and flexibility, through program design, nutritional education, and coaching.
- Creating a motivated and positive environment within the Cougar mania strength and conditioning complex.
- Assuring that each strength and conditioning coach and staff members provide a positive, enthusiastic, but demanding training environment.
- Maintaining and operating our strength and conditioning complex in an organized, safe, and efficient manner.
- Assuring that our emergency procedures are safe, efficient, and expedient.
- Maintaining high levels of communication with the athletic training services staff and sports nutritionist with regard to the student-athlete's injuries, nutrition, recovery, wellbeing, and rehabilitation.
- Providing equal accessibility of strength and conditioning coaches and facilities to all student-athletes.
- Ensuring that interns and student strength coaches in the strength and conditioning complex are properly trained and knowledgeable regarding basic training and technical aspects of strength training.
- Ensuring that each student-athlete has the best possible opportunity to participate in intercollegiate athletics in a physically healthy environment.

STRENGTH AND CONDITIONING COMPLEX HOURS

Monday - Thursday 6:00 a.m.-6:00 p.m.

Friday 6:00 a.m.-2:00 p.m.

Saturday – Sunday by Team appointment

Any use of the strength and conditioning complex by sports teams beyond the regular schedule must be coordinated with a certified member of the strength and conditioning staff.

Sport coaches may provide cardiovascular training in the upper area of the weight room ONLY if they are CPR/AED certified.

While school is not in session and during summer months, the strength and conditioning complex will have posted reduced hours. **Student-athletes have priority for facility and equipment usage at all times.**

GUIDELINES

Attire

- Showing Cougar pride is a part of strength and conditioning; therefore, Cougar equipment room issued gear is required for training in the strength and conditioning complex.
- While we prefer that all athletes wear the crimson/gray workout gear that has been provided to every sport, we will permit the colors of **black, gray, white, and crimson. No other colors may be worn.**
- All upper body apparel must have lettering representing either our school or a specific WSU sport. **No plain, unlettered shirts of any kind (e.g., thermal tops).**
- Lower body apparel does not have to be lettered, but **must** be one of the four permissible colors previously mentioned and issued by the WSU athletics equipment room.
- Tank tops are **not** permissible. Sleeveless shirts are permissible as long as they were ordered as such and sleeves are hemmed. **No altered or cut off garments.**
- **Baseball-style hats, other brimmed hats, or sandal-type footwear are not permissible.**
- If you have questions regarding your attire, please see a member of the strength and conditioning staff.

The Room

- Reading materials are not allowed while using any area of the weight room.
- Student-athletes are not allowed behind the front desk, or to sit on the counter.
- Student-athletes are not allowed to use any telephones or **cell phones** in the strength and conditioning complex. (Public telephones are available in the Galleria.)
- Obscene language and profanity is prohibited at all times by all users of the strength and conditioning complex.
- No loitering in the strength and conditioning complex. Do not sit on training equipment unless you are actually using it. Student-athletes are not allowed in the supplement room.
- No food, tobacco products, gum, or outside beverages in the strength and conditioning complex.
- Only spill proof water bottles are acceptable.
- All users of the strength and conditioning complex must be current student-athletes of recognized varsity athletics teams, athletics department staff, or other persons authorized by the director for strength and conditioning. All users under the age of 16 must be accompanied by an adult.

Loss of Privilege

- Willful violation of rules and guidelines.
- Failure to qualify as a continuing member of an athletic team.
- Withdrawal as a member of an athletic team.

- Suspension or dismissal from an athletic team. NOTE: use of the strength and conditioning complex will be denied until the student-athlete is reinstated as a continuing member of an athletic team.

Music

- Student-athletes are not allowed to operate the stereo equipment in the strength and conditioning complex.
- Student-athletes are not allowed to wear a portable stereo/radio system on the first floor of the strength and conditioning complex during team workouts.

Equipment

- All users of the strength and conditioning complex are required to put equipment back in its proper place after using it. If you don't know, ask a staff member.
- All users of the strength and conditioning complex should report (to a strength staff member) any broken equipment or any injuries incurred while using the facility.
- Safety considerations when performing any free weight bench or incline exercise must include use of a spotter(s), a rack with safety bars, and use of collars to secure the weights to the bar.
- Safety considerations when performing at 85% of their free weight squat exercise maximum must include use of a weight belt, spotter(s), a rack with safety bars, and use of collars to secure the weights to the bar.
- All users of the strength and conditioning complex are required to use collars while performing free weight exercises with a bar.
- Never attempt to save an Olympic lift. Simply let go of the bar if you lose control.
- Serious injury may occur during or as a result of improper lifting technique. Consult a member of the strength staff if you have any questions.

Other Information

- Student-athletes are eligible for class credit for their strength training work-outs. Two different classes are available and can only be taken one time each. The classes are PEACTION 101 and PEACTION 112. Please see your strength and conditioning coach or academic advisor for details.
- The director for strength and conditioning has final say in all matters pertaining to authorized usage of the strength and conditioning complex.

Student Assistance Fund

(revised 8/1/14)

As part of the settlement of the Jason White, et al. v NCAA lawsuit, the NCAA created the student-athlete opportunity fund to support direct benefits to student-athletes. Recently, the special assistance fund and the student-athlete opportunity fund have been combined into the "student assistance fund (SAF)."

The SAF is intended to provide direct benefits to student-athletes or their families as determined by conference offices. As a guiding principle, the fund shall be used to assist

student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or that recognize academic achievement. Accordingly, receipt of SAF monies shall not be included in determining the permissible amount of financial aid that a member institution may award to a student-athlete. It is encouraged that preference for the SAF continue to be given to those student-athletes who display a financial need for assistance. Further, inasmuch as the fund is designed to provide direct benefits to student-athletes, the fund is not intended to be used to replace existing budget items.

All student-athletes, including international, are eligible to receive SAF benefits, regardless of whether they are grant-in-aid recipients, have demonstrated need or have either exhausted eligibility or no longer participate due to medical reasons. Participants on non-NCAA sponsored sport teams are not eligible to receive student assistance funds.

Except for prospective student-athletes receiving summer financial aid prior to full-time enrollment pursuant to NCAA Bylaw 15.2.8.1.4, no prospective student-athlete shall be eligible to receive SAF funds.

The following are restrictions on the use of the funds:

- Salaries and benefits
- Grants-in-aid (other than summer school) for student-athletes with remaining eligibility
- Capital improvements
- Stipends
- Athletic development opportunities
- Fees or other expenses associated with a student-athlete's participation in a sports camp or clinic
- Fees and other expenses associated with private sports-related instruction provided to a student athlete
- Fees for other athletic development experiences (e.g. greens fees, batting cage rental)
- Expenses association with a student-athlete's participation in a foreign tour.

Student Assistance Fund Committee

The 2014-15 SAF committee consists of:

Pam Bradetich, Senior Associate Director of Athletics, Student Services
Silvey Dominguez, Men's Basketball Assistant Coach
John Lucier, Assoc. Director of Athletics, NCAA Compliance
Bob Minnix, Senior Associate Director of Athletics
Adriana Quirke, Assistant Women's Swimming Coach
Kari Sampson, Coordinator of Career Development and Community Service
Wanda Tennant, Coordinator of Student-Athlete Development Operations
Kate Werner, Coordinator of Women's Basketball Operations

The committee meets to set policy, review the SAF budget, and approve any additional funding requests.

2013-14 Approved Expenditures

Academic Resource Center Computers and Equipment	\$14,000
Career Athletes Website	\$750
Content One-on-One Tutoring at CACD	\$47,000
Cougar Academic Monitoring Program	\$4,500
Drug Free Team and Wellbeing Programming	\$4,500
Finals Week Snacks	\$3,500
Graduate School Testing Fees	\$5,000
Health Insurance for International Student-Athletes	\$50,000
iPad Project	\$102,000
School Supplies for Student-Athletes	\$2,500
Senior Awards and Recognition Luncheon	\$15,000
Soma Reading Enhancement Program	\$12,000
Student-Athlete Academic Planners	\$6,000
Student-Athlete Allowance—Special Assistance Fund	\$40,000
Student-Athlete Back-to-School Barbecue	\$6,000
Student-Athlete Emergency Travel	\$11,000
Summer Bridge Programming	\$10,000

Graduate School Testing Fees

Student-athletes who are interested in pursuing post-graduate studies can get reimbursed for the testing fees associated with graduate school admission (GRE, LSAT, MCAT, etc.). To get reimbursed, bring a copy of your receipt to Wanda in Bohler 285C.

Health Insurance for International Student-Athletes

WSU athletics automatically pays any health insurance costs billed to an international student-athlete's student account. For the 2013-14 academic year it costs approximately \$1,792 per international student-athlete.

Medical Hardships and Emergency Travel

Student-athletes who have a medical emergency should see their athletic trainer to seek benefits from the SAF for a medical, dental, or vision expense. Family emergency travel not associated with medical procedure is approved through the compliance office.

Student-Athlete Allowance—Special Assistance Fund

Under current NCAA guidelines, three categories of student-athletes may qualify for this fund. The categories are: **1) those who receive countable athletically-related aid (full or partial grant-in-aid) in combination with a Pell Grant, 2) those that receive a full athletics grant-in-aid and demonstrate financial need, 3) those who are Pell Grant eligible, 4) non-scholarship student-athletes who have demonstrated financial aid need.** Below are the specific steps that must be completed for a student-athlete to be considered for the special assistance fund.

Guidelines:

- **All applicants** must complete a special assistance fund application and return it to the compliance coordinator in Bohler Athletic Complex 285.
- **All domestic applicants are required to have a FAFSA form on file in the financial aid office.** If you have not filled out a FAFSA, go to www.fafsa.com to file electronically or

- obtain an application from the athletics compliance office (Bohler Athletic Complex 285), or the financial aid office (Lighty 380).
- **Foreign student-athletes** must complete an **International Student-Athlete Needs Analysis Form**. Return needs analysis form and special assistance fund application to the compliance coordinator in Bohler Athletic Complex 285.
- **Application is for emergency purposes when applying for medical, dental, or family emergency funds. Ineligible student-athletes will be denied access to the special assistance fund.**

According to the Department of Education, the special assistance fund must be included as a resource for financial aid purposes. In some cases, it may be necessary to adjust a student-athlete's financial aid package (loans) as a result of receiving the special assistance fund. Inquire with the office of student financial aid (335-7126) about if and how your package may be adjusted.

Student-athletes who qualify for the special assistance fund are eligible for funds in the following categories:

- Clothing and other essential expenses, including an airline ticket to your current home address.
- Emergency medical and dental expenses not covered by another insurance program, either institutional or personal.
- Travel expenses related to family emergencies for student-athletes.

The dollar amounts for clothing and other essential expenses will be determined at the start of each semester based on fund availability.

Funds for clothing and/or course supplies must be used within the first 10 weeks of classes during the academic year. Unused funds may not be carried over.

Access to the Special Assistance Fund is on a first-come, first-served basis.

Application Process:

Applications for the special assistance fund are available in the athletics compliance office, Bohler Athletic Complex 285. Foreign student-athletes will need to complete a needs analysis form, which is also available in the athletics compliance office. The athletics compliance office will forward your application request to the financial aid office to determine your eligibility for the fund. In order to determine if you qualify for this fund, contact the athletics compliance office one week after the submission of your application material. **Remember all domestic applicants must complete a FAFSA to be considered for this fund.**

Student-Athlete Advisory Committee

(revised 8/1/14)

OBJECTIVE

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The purpose of SAAC is to provide communication between student-athletes and administration, raising the awareness of important topics including administrative policy and decisions, NCAA legislation, compliance, student-athlete welfare and community service opportunities. SAAC members strive to strengthen the relationship between student-athletes, athletic administration and the university. Each member is provided with a supportive open-forum atmosphere to voice student-athlete and team concerns. SAAC provides opportunities of leadership within athletic teams and facilitates cooperation between student-athletes, the athletic administration and the community to enhance the overall student-athlete experience at Washington State University.

CONSTITUTION

Preamble

We, the participants of intercollegiate athletics, as means to enhance communication, to increase cooperation with all persons concerned, to maintain the preservation of individual rights, and further, to abide by all NCAA and Pac-12 Conference regulations, do hereby establish this constitution of the Student-Athlete Advisory Committee (SAAC) (10/10).

Article I (Name)

SECTION 1.

The name of the advisory body of students within the program of Intercollegiate Athletics at Washington State University shall be the Student-Athlete Advisory Committee (SAAC).

Article II (Membership)

SECTION 1.

The Student-Athlete Advisory Committee shall be composed of the following: A maximum of four representatives (two voting and two ex officio members). The President, Vice President, Secretary and Chief Financial Officer (CFO) shall be chosen annually by SAAC members. Ex officio representatives are encouraged to attend all meetings, but will only vote in the absence of the regular representatives (10/10).

SECTION 2.

Qualifications for members:

- a) Team Representatives: Each representative of a varsity team must be a participant in that sport the year he/she is a member.
- b) President and Vice President: The President and Vice President shall have participated a minimum of one year on any varsity team, and he/she shall have a minimum of one year of experience serving on SAAC (10/10).
- c) Secretary and CFO: The Secretary and CFO shall have participated a minimum of one year on any varsity team, and he/she shall have a minimum of one year experience serving on SAAC.

SECTION 3. Responsibilities of all members:

- a) Attendance: Each representative or ex officio members are required to attend all SAAC meetings. When the absence of both is necessary, the representative shall be responsible for sending a proxy to the meeting (5/98).
- b) If a team is not represented by a member for four meetings in one semester, the team or coach will be asked to designate new representatives (10/10).
- c) Permanent Absences: Where circumstances cause the permanent absence of the Team Representative, then his/her team or coach shall have the responsibility to select a new representative.
 - i. President, Vice President, Secretary, and CFO: A new officer will be chosen by an election at the last meeting of the year of SAAC. If an elected officer vacate/leaves, that position shall be voted at the next official SAAC meeting.
- d) Improper Behavior: In cases of improper behavior of any representative, SAAC has the right to impeach as described in Article III, Section 3. The representative being impeached is entitled to a hearing before the Council in order to present her/his case for remaining on SAAC (5/98).

Article III (Election of Members)

SECTION 1. Procedures:

- a) President, Vice President, Secretary, CFO: Each SAAC member shall be encouraged to nominate one or more persons for each position. A nominee need not be a member of the team making the nomination. The President, Vice President, Secretary, and CFO shall be elected by the membership at the last meeting of the year (10/10).
- b) Team Representatives: Each team shall select a maximum of four representatives (two voting & two ex officio) from each team before the first SAAC meeting each fall (04/23/92).
- c) Departmental Committee Representatives: One male and one female SAAC member shall be appointed to any appropriate departmental committees (5/98).

SECTION 2.

Each member of SAAC shall serve a term of one year and shall be eligible for re-election for one additional year.

SECTION 3.

Impeachment: Upon the request of any athlete, SAAC shall conduct a hearing for impeachment of a representative involved in improper behavior. Impeachment procedures will be conducted if there is a two-thirds agreement among SAAC members. The representative shall be given the opportunity to present her/his case to SAAC (5/98). The SAAC President shall preside over this hearing.

Article IV (Powers and Responsibilities)

SECTION 1. The Student-Athlete Advisory Committee shall:

- a) Call general meetings of the athlete body, with staff, when necessary or when requested by at least 10 athletes or by at least five staff members.
- b) Provide opportunities for new student-athletes to meet SAAC representatives and staff early in the fall semester.

- c) Hold elections for team representatives and officers before the first fall meeting. Preferably elections will be held before the end of spring semester (5/98).
- d) Vote on Intercollegiate Athletics matters as to represent the concern of the general athletic body.
- e) Invite guest speakers to speak on Intercollegiate Athletics concerns, policies, and procedures.
- f) Announce all meeting times to Intercollegiate Athletics staff and athletes.

Article V (Meetings)

SECTION 1.

The council shall meet twice each month (4/23/92) during fall and spring semesters, or when deemed necessary by the President. The President shall call a meeting at the request of three members of SAAC.

Article VI (Voting)

SECTION 1.

All members of SAAC and designated ex officio members (when serving as substitute for standing SAAC representatives) shall be eligible to vote. Voting protocol shall be determined by the issues or topic being considered.

Article VII (Sponsor)

SECTION 1.

The faculty advisory shall be two administrative members of the Athletics Department.

Article VIII (Amendments)

SECTION 1.

Proposed amendments shall be submitted in writing and read at a regular meeting and shall be acted upon at the following regular meeting.

SECTION 2.

This constitution may be amended by a majority vote of three-fifths of the Student-Athlete Advisory Committee.

Article IX (Ratification)

SECTION 1.

A three-fifths majority of the SAAC shall be necessary to ratify this constitution.

Student-Athlete Mentor Program

(Revised 8/1/14)

The student-athlete mentor program offers a context outside the athletic realm that provides a personal, professional and social fulfillment for the student-athlete. Further, the mentor program has created a multicultural environment in the WSU athletics department that reflects the university's commitment to diversity. A mentoring relationship provides the mentors with the satisfaction of assisting student-athletes in developing the skills necessary to become successful in all of their endeavors throughout their lives.

A mentor is viewed as a wise and trusted counselor who wants to share that wisdom, and relishes the opportunity to set that wisdom in motion. A mentor serves as a building block in assisting in expanding the student-athlete's network and relationships outside athletics. The mentee, on the other hand, receives confidence during times of uncertainty and views the mentor as a "behind the scenes" confidant.

Goals of the Student-Athlete Mentor Program

- Help student-athletes in preparation for success in life.
- Meet the changing needs of student-athletes.
- Enhance interpersonal relationships in the lives of the student-athlete.
- Assist student-athletes in building positive self-esteem.
- Enable student-athletes to make meaningful contributions to their communities.
- Help student-athletes realize their academic, athletic, personal and social responsibilities.
- Equip student-athletes with time management skills, organizational skills, and leadership skills.
- Provide a supportive learning environment that encourages academic achievement.

The development of the student-athlete mentor program will include feedback, advice, and input from the mentors, head coaches, student-athletes, student services, and the athletic administration. For student-athletes interested in being a part of the student-athlete mentor program, please contact Milford Hodge, Student-Athlete Mentor Program Coordinator, 335-7404, Physical Education Building 102; Tina Teigen, Program Assistant, 335-0391, Physical Education Building 104; or Bob Minnix, Senior Associate Athletic Director, 335-0201, Physical Education Building 104A.

Student-Athlete Wellbeing Program

(reviewed 8/1/14)

MISSION STATEMENT

The mission of the Washington State University Athletics Student-Athlete Wellbeing Program is to assist student-athletes in developing the skills to live a lifestyle oriented toward optimal health and wellbeing. The wellbeing program will target four life areas: social, emotional, intellectual, and physical.

Overview

The coordinator of student-athlete wellbeing is responsible for providing guidance and educational services that assist student-athletes with developing a healthy, safe, and well-balanced lifestyle. The focus of this position is to provide health promotion and harm reduction

strategies for high risk behaviors. Programming will include such topics as; substance abuse, violence prevention, conflict management, coping skills, anger management, stress management, sexual orientation, and crisis management.

The coordinator of student-athlete wellbeing is a member of the athletic department's mental health team, drug free team workgroup, and personal development planning team. This position also serves a critical role in the coordination of services provided to student-athletes.

Guidance and Counseling

- Facilitate student-athletes' access to appropriate professional health care providers on campus, as well as those within the surrounding communities.
- Provide counseling for student-athletes regarding substance use/abuse; including alcohol, drugs, and performance enhancing substances.
- Provide guidance and harm reduction strategies to student-athletes demonstrating behaviors that may have a negative impact on their health, safety, wellbeing, academic success, and athletic performance.

Personal Development / Educational Programming

- Provide educational programming for student-athletes that promote living a healthy and safe lifestyle, while taking personal responsibility for each aspect of their life (e.g. nutrition, substance use/abuse, healthy relationships and sexual responsibility, decision-making, coping skills, stress and time management, etc).
- Facilitate student-athletes' access to appropriate support personnel and resources within the athletic department, on-campus, and community.
- Facilitate educational sessions for the new student-athlete seminar and other courses developed to support the educational efforts of the athletics department.
- Develop and implement "healthy life choices" educational programming for all teams within the drug free team framework.
- In conjunction with the University's ADCAPS program, coordinate on-line educational opportunities for student-athletes, coaches, and staff.
- Serve as an educational resource for the athletic department's mentor program.
- Serve on the athletic department's mental health team, drug free team workgroup, and personal development planning team.

For more information, please visit the following site: <http://www.wsucougars.com/wellbeing/>

The Coordinator of Student-Athlete Wellbeing Is Available for Individual Appointments:

Jerry Pastore, Ed.M., LMHC, MAC
PEB 124, (509) 335-8143, jpastore@wsu.edu

VIOLENCE PREVENTION

(Revised 8/1/14)

COMMITMENT STATEMENT

Washington State Athletics recognizes that interpersonal violence, including sexual assault, is an issue on college campuses across the nation. In response, WSU Athletics has partnered with other campus entities to provide a proactive and integrated approach to violence prevention. Within Athletics we have developed violence prevention programming that includes education, behavioral expectations, values clarification, and bystander skills to help intervene in high risk situations. WSU Athletics is committed to the prompt identification, reporting, and remediation of all acts of violence and complying with all campus, state and federal reporting requirements.

(Reviewed and approved 6/14 by Bill Moos, Director of Athletics and Anne McCoy, Deputy Director of Athletics/Title IX Coordinator. And reviewed 5/14 by Attorney General and OEO Director)

VIOLENCE PREVENTION RESOURCES

Community

- Alternatives to Violence of the Palouse (AVTP) **(509) 332-HELP** (24 hrs.)
- Pullman Regional Hospital Emergency Department (509) 336-7365
- Pullman Police (509) 334-0802 **Emergency: 911**

Athletic Department

- Jerry Pastore, Coordinator of Student-Athlete Wellbeing (509) 432-5254 (cell)
- Anne McCoy, Deputy Athletic Director and Title IX Coordinator (509) 335-7149

Campus

- WSU Counseling Services (509) 335-4511 (8am-5pm), (509) 335-2159 (after hrs.)
- WSU Health and Wellness Services (509) 335-3575
- Office of the Dean of Students (509) 335-5757
- Campus Police (509) 335-8548 **Emergency 911**

Definitions of Personal Violence:

- Sexual Assault
- Other Types of Physical Assault
- Dating Violence (physical and/or psychological)
- Stalking
- Bullying / Harassment

Understanding Sexual Consent

- Many sexual assaults happen because one of the people involved think they have consent when they do not.
 - Healthy sexual intimacy is mutual, un-coerced and consenting.

How Do You Know if You Have Consent?

Four Conditions of Consent Must be Present:

1. **Both Participants Must be Fully Conscious**
The higher the level of intoxication, the less likely this condition is met.
2. **Both Participants are Equally Free to Act**
The Absence of “No” is not a “Yes”. Should be free of pressure or coercion.
3. **Both Participants Have Clearly Communicated What They Desire**
Should be clear affirmative consent either verbally or by clear actions.
4. **Both Participants Should be Sincere and Honest in Their Desires**
Saying things you don’t mean to “get sex” undermines the idea of consent.

(Berkowitz 2001)

These conditions are not absolutes, but the greater these conditions are present the greater chance that both participants are consenting.

WSU Regulations and Academic Rules

(revised 8/1/14)

University regulations, graduation requirements, and reinstatement procedures can be found at the [office of the registrar's](#) website. It is important for each student-athlete to be familiar with these rules.

Credits

- 1 credit = 1 hour of class per week
- Must be enrolled in a minimum of 12 credits to be considered full time
- Most academic classes are 3 credits (class with 2-3 hour lab = 4 credits)
- **Recommended study time:** minimum of 2 hours outside class for each hour in class

Graduation Requirements for a Four-Year Degree

Rule 114

- Meet the University Common Requirements (UCOREs) for Graduation.
- Earn twice as many grade points as the number of hours enrolled in graded course work, in this or any institution for which a grade has been received.
- Earn twice as many grade points in the major subject as the number of hours enrolled graded course work in that major.
- Complete any of the four-year programs.
- Complete the senior year under the direction of the college in which the degree is to be granted. If any portion of the final year’s work is to be completed at another institution, advance approval must be obtained, in writing, from both the department chairperson and the dean of the college.

- Earn a minimum of 120 semester hours of credit, no more than 8 of which may be PEACT courses. (*At least 30 must be WSU hours; see Rule 6.*)
- Earn a minimum of 40 semester hours of credit in 300-400-level courses.
- The award of a degree is conditioned upon the student's satisfaction of all University graduation requirements.
- The award of a degree is conditioned upon the student's good standing in the university and satisfaction of all University graduation requirements.
- All outstanding incomplete work (including grades of I, X, and no/blank grade) must be completed and posted to the official transcript prior to the conferral of the undergraduate or professional degree.

Academic Focus by Year

Freshmen (0-29 cr.). Take math and English placement exams, schedule UCORE courses, complete math proficiency.

Soph. (30-59 cr.). Complete UCOREs, enroll in courses to explore career interests, certify major at the start or end of the 3rd semester of enrollment, complete foreign language deficiency, if applicable, by the 60th credit hour.

Juniors (60-89 cr.). Apply for degree after completing 90 credit hours. Focus on upper division classes and departmental requirements. Complete writing portfolio.

Seniors (90+ cr.). Work with department to confirm "To Do List" by January. Complete all courses listed on "To Do List." Complete minimum of 120 credit hours with minimum 2.0 cumulative GPA. Order cap and gown. (Eighth and tenth semester seniors may be in a position to start graduate school or complete additional minors/second majors.)

"KEY" UNIVERSITY ACADEMIC RULES

A complete list of all Washington State Academic Rules can be found at the Registrar's Office website (www.registrar.wsu.edu).

Repeat Courses

Rule 34 Students may repeat a course in which they have received a grade of C- or below, a withdrawal (W), or when a course may be repeated for additional credit. Students may enroll more than once in the same course in any given term (fall, spring, or summer) provided that the particular periods of enrollment do not overlap and that other conditions for allowed repeats are met.

Undergraduate Academic Deficiency

Deficient student-athletes must contact the CACD and their academic department advisor regarding reinstatement by the **deadline date** noted in the student-athlete's deficiency notice.

Rule 35 Washington State University expects students to maintain academic standards of excellence and make satisfactory academic progress toward their degree objectives. Undergraduate students are in good academic standing if both their current WSU semester and cumulative grade point averages are 2.00 or above, and/or they are eligible to be enrolled. Students not meeting the criteria above are considered academically deficient.

Rule 38 Undergraduate students whose semester (excluding summer session) or cumulative grade point average drops below a 2.0 for the first time must apply for reinstatement

to continue their enrollment at Washington State University. Students are placed on probation after reinstatement. Certified majors on academic probation may be decertified by the academic department.

- Rule 39 Undergraduate students are dismissed from the University after the third semester (excluding summer session) in which the cumulative grade point average is below 2.0. Individuals who are dismissed from the University may not enroll in courses at WSU, including on-line and branch campus courses, for two full academic semesters. Dismissed individuals will also not be able to seek status as a 'non-degree seeking student.
- Rule 40 Former students may seek reinstatement after two semesters by completing the academic reinstatement process. Former students petitioning for academic reinstatement must, as part of the reinstatement petition process, provide documentation that demonstrates potential for academic success at WSU. If seeking reinstatement after more than two semesters, former students must also apply for readmission to the University through the Office of Admissions. All academic coursework from other institutions completed during dismissed status must be documented and official transcripts submitted to the Office of Admissions.
- Rule 41 An undergraduate student who has been reinstated after becoming deficient under Rule 38 or 39 will be on academic probation. The specific conditions of enrollment for students who are on official probation will be determined by the interviewer or Review Board. Students on probation who fail to comply with the conditions of their probationary enrollment will be dismissed from the University.

Certification of A Major

- Rule 53 The undergraduate major is the in-depth field of study leading to the degree and includes a set of core courses that has been approved by the academic unit offering the major, as well as the college, and the Faculty Senate. The major represents approximately one-third of the credit hours required for the undergraduate degree, though some majors require a higher percentage of the total credit hours. While most majors lead to a degree that shares the same name, some majors lead to a degree with a broader title (e.g., an Accounting major leads to the Bachelor of Arts in Business Administration).

Certification requirements: Upon completion of 24 semester hours, and meeting department, program, or school certification requirements, a student may certify in an academic major with the approval of the appropriate academic department, program, or school, and upon notification to the Center for Advising and Career Development. Departments, programs, or schools may require additional criteria beyond the minimum 24 hours for certification and a grade point average higher than the minimum of 2.00. Typically, students with 60 or more semester hours should be certified into a major.

Consult the catalog for specific major and certification requirements.

Minor or Second Major

Rule 54 An undergraduate or professional student who has completed 60 semester hours and is certified in a major may certify a minor or second major with the approval of the department offering the minor or second major. The student should consult with the department concerning hours and grade point requirements and an approved schedule of studies to meet such requirements. No student shall be required by their major to complete a minor, though the department may encourage students to complement the first major with a certificate, minor, or second major. Once requirements for the minor or second major are met and the student's first undergraduate degree has been conferred and posted to the transcript, the student's transcript will be updated to show these additional academic awards.

An undergraduate minor requires a minimum of 16 semester hours, 9 of which must be in upper-division work and taken in residence at WSU or through WSU-approved education abroad or educational exchange courses.

A second major requires completion of departmental requirements for the major, exclusive of University Common Requirements (UCOREs). Note that second degrees have additional requirements. See Rule 118.

Dropping A Course

Rule 67 A student may drop a course without record up to the end of the 30th day of the semester in which the course is offered or according to a prorated schedule for shorter academic terms.

Withdrawal From A Course

Rule 68 A student may withdraw from a course after the 30th day of the regular term up through the end of the 13th week with these provisions:

- At the end of each term, the number of withdrawals will be counted for each student. Once four withdrawals have been used, no further withdrawals will be allowed in subsequent terms. Withdrawals that result from the cancellation of enrollment will not be counted. (*For those entering WSU in fall 1998 through summer 2004, once six withdrawals have been used, no further withdrawals will be allowed in subsequent terms.*)
- After the withdrawal limit is reached, a student may, in exceptional circumstances, submit a petition through the Registrar's Office for an exception to the withdrawal limit. See Rule 57.
- If a grade has been entered for a course, the grade may not be changed to a withdrawal without the instructor's consent.
- Withdrawals do not reduce tuition charges or the total official hours of enrollment.
- For academic calendars that vary from the regular 15-week term, a prorated schedule will be used to determine the withdrawal deadline.
- The grade shall be marked W, and payment of the service fee shall be mandatory.

Class Attendance During the First Week to Ensure Enrollment

Rule 72 Students who have not attended class and laboratory meetings during the first week of the semester may be dropped from the course by the department. Students should not assume that they have been dropped without verification from the department or Registrar's Office.

Students who believe that they have extenuating circumstances which prevent their attendance during the first week should notify the Dean of Students or Student Services. That office will notify instructors of the absence and the reason for it. Instructors shall determine whether to accept the excuse, waive the absence, and permit make-up work.

Absences

Rule 73 Absences impede a student's academic progress and should be avoided.

UNIVERSITY SPONSORED. Any student who is required to participate in off-campus, university-sponsored activities such as field trips, musical performances, judging teams, intercollegiate athletic events, etc., should obtain an official Class Absence Request form from the faculty or staff member supervising the off-campus activity. The form must contain specific information concerning the activity and date, be signed by the supervising faculty or staff member, and be submitted by the student at least one week in advance to the individual instructors of the student's classes. It is requested that a student not be penalized for absence from class provided a properly signed Class Absence Request form has been filed with the instructor prior to the absence. These university sponsored absences are subject to an instructor's attendance policy and are not intended to imply additional acceptable absences. In all instances, it is the student's responsibility to make up all work missed. Problem cases should follow the Academic Complaint Procedures, Rule 104.

Grades and Grade Points

Rule 90 Washington State University uses letter grades and the four (4) point maximum grading scale. The grade A is the highest possible grade, and grades below D are considered failing. Plus (+) or minus (-) symbols are used to indicate grades that fall above or below the letter grades, but grades of A+ and D- are not used. For purposes of calculating grade points and averages, the plus (+) is equal to .3 and minus (-) equals .7 (e.g., a grade B+ is equivalent to 3.3 and A- is 3.7). A student's work is normally rated in accordance with the following definitions:

- 90a. A. Student work demonstrates consistently excellent scholastic performance; thorough comprehension; ability to correlate the material with other ideas, to communicate and to deal effectively with course concepts and new material; reliability in attendance and attention to assignments.
- 90b. B. Student work demonstrates superior scholastic performance overall, reliability in attendance, and attention to assignments; may demonstrate excellence but be less consistent than the work of an A student.
- 90c. C. Student work demonstrates satisfactory performance overall, as well as reliability in attendance, and attention to assignments.
- 90d. D. Student work demonstrates minimal, barely passing performance overall; limited knowledge of subject matter.

- 90e. F. Student work demonstrates unsatisfactory performance and comprehension or unfulfilled requirements. The grade is failing.
- 90f. S. (Satisfactory) Grade given upon satisfactory completion of courses numbered 499, 600, 700, 702, 800, special examinations (Rule 15) and other courses duly authorized for S, F grading by the Faculty Senate. (Courses approved for S, F grading are footnoted in the Schedules of Classes.) Courses approved for S, F grading may also be graded S at midsemester indicating satisfactory progress. A, S, or F grades only are used to report physical education activity grades. S, M (marginally satisfactory), or F grades only are used to report grades for designated courses within the College of Veterinary Medicine. H (honors), S, or F grades only are used to report grades for designated courses within the College of Pharmacy.
- 90g. P. (Passing) A satisfactory grade for a course taken under the pass, fail Grading Option. Instructors will turn in regular letter grades for all students enrolled in courses under the pass, fail option but grades will appear on the student's permanent record as P (Passing) or F (Failure).
- 90h. I. (Incomplete) An incomplete is the term used to indicate that a grade has been deferred. It is for students who for reasons beyond their control are unable to complete their work on time. All outstanding incomplete work (including grades of I, X, and blank/no grade) must be completed and posted to the official transcript prior to the conferral of the degree. It is strongly recommended that students who are granted an Incomplete limit their total number of credits to 18 credits (including credits for the Incomplete course and any new courses) during the semester when they are finishing an Incomplete. Students who receive an I grade have up to the end of the ensuing year to complete the course, unless a shorter interval is specified by the instructor. If the incomplete is not made up during the specified time or the student repeats the course, the I is changed to an F. (See Rule 34.) Faculty are required to submit an Incomplete Grade Report (IGR) to the departmental office with every I given. The IGR must specify conditions and requirements for completing the incomplete, as well as any time limitations less than one year.
- 90i. W. This is the term to be used if the student has filed, in the Registrar's Office, official notice of a withdrawal from the course prior to the end of the ninth week, or withdrew passing in accordance with Rule 69, or withdrew from the university in accordance with Rule 70.
- 90j. X. Denotes continuing progress toward completion of special problems, research, thesis, doctoral dissertation (i.e., 499, 600, 700, 702, 800), or flexible enrollment courses; X grades are converted to S or to a letter grade upon satisfactory completion. All outstanding incomplete work (including grades of I, X, and blank/no grade) must be completed and posted to the official transcript prior to the conferral of the degree. An X grade may also be used when no final grade is reported due to instructor's illness or absence.
- 90k. U. (Unsatisfactory) Student work demonstrates unsatisfactory performance, failed examination, or unfulfilled requirements in courses numbered 700, 702, and 800.

Final Examinations – Three or More In One Day

- Rule 78 During final examination week, if the scheduled arrangement results in students having three or more examinations scheduled for any one day, any one of their instructors is authorized to excuse the students from the regularly scheduled examination and give a final examination to the students during the special exams time blocks. In cases of difficulty in arriving at a solution, students shall refer the matter to the chairpersons of their departments or to their academic advisors.

The Grade Point System

- Rule 100 **A** provides 4.0 grade points per credit hour.
A- provides 3.7 grade points per credit hour.
B+ provides 3.3 grade points per credit hour.
B provides 3.0 grade points per credit hour.
B- provides 2.7 grade points per credit hour.
C+ provides 2.3 grade points per credit hour.
C provides 2.0 grade points per credit hour.
C- provides 1.7 grade points per credit hour.
D+ provides 1.3 grade points per credit hour.
D provides 1.0 grade points per credit hour.
F provides no credit or grade points. (Credits attempted are calculated in GPA).
P credit given—grade points not calculated.
S credit given—grade points not calculated.
M credit given—grade points not calculated.
I provides no credit or grade points.
W provides no credit or grade points.
X provides no credit or grade points.

Academic Complaints

- Rule 104 Students having complaints about instruction or grading should refer them first to the instructor. If the complaint is not resolved, then the student may refer the complaint in writing to the chairperson of the department in which the course is offered by the end of the last day of the following semester (excluding summer term). The chair's decision shall be rendered within 20 business days. After the chair's decision, the student or the instructor may appeal to the Dean's Office. Complaints must be presented in writing to the dean within 20 business days of the chair's decision. The written statement should describe the complaint, indicate how it affects the individual or unit, and include the remedy sought from the dean. The decision of the dean is the final step and shall be made within 20 business days. The University Ombudsman is available at any stage for advice or assistance in resolving academic complaints. At the branch campuses, the procedure is identical except that the academic area coordinator shall substitute for the department chair and the campus dean shall substitute for the college dean.

Student Responsibility for Graduation

Rule 108 Together with the advisor, the student plans the program of study each semester. However, the written curriculum requirements described in the bulletin and catalog supplements are binding, and no advisor may waive or alter them. The student has the ultimate responsibility for meeting university, college and departmental graduation requirements.

Transfer Credit for GPA**Rule 6**

- a. Colleges and universities must be regionally accredited for transfer credit to be awarded.
- b. Ninety semester hours shall be the maximum allowed by transfer toward a four-year degree, and 120 semester hours shall be the maximum amount allowed by transfer toward a five-year degree.
- c. The maximum combined lower-division transfer credit allowed from regionally accredited institutions, CLEP (College Level Examination Program), AP (Advanced Placement), IB (International Baccalaureate), and military credit shall be 73 semester hours toward a baccalaureate degree irrespective of when those hours were earned.
- d. Two full years of credit and completion of lower-division University Common Requirements (UCOREs) normally will be granted to students who have been awarded the Direct Transfer Associate (DTA) degree from a Washington community college. The Associate of Arts—Oregon transfer degree from an Oregon community college guarantees completion of the lower-division University Common Requirements (UCOREs), but does not guarantee junior standing or 60 semester credits. Certain approved Associate's degrees from Arizona, California, Hawaii, and Idaho may also be considered to have fulfilled the lower-division University Common Requirements (UCOREs) for graduation, but do not guarantee junior status (60 semester credits). For details on specific degrees consult the Office of Admissions.
- e. Students who have completed at least 70 transferable quarter credit hours toward completion of an approved AA degree may complete the Direct Transfer Associate (DTA) degree from a Washington or Oregon two-year college after their initial enrollment at WSU.
- f. Students who have completed the Associate of Science Transfer (AST) degree from a Washington community college will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate degree and will be given junior status. Additional University Common Requirements, cultural diversity, and/or world language requirements, as required by Washington State University, must be met prior to the completion of a baccalaureate degree. Students are responsible for checking specific major requirements in the year prior to transferring.
- g. Completion of lower-division University Common Requirements (UCOREs) will be granted to students who have completed all of the lower-division general education curriculum at another regionally accredited Washington baccalaureate institution, provided the sending institution so certifies.

President's Honor Roll

Rule 133 An undergraduate will be named to the President's Honor Roll under either of the following conditions:

- a. By achieving a grade point of 3.75 while enrolled in at least 9 graded hours in a single semester at Washington State University.
- b. By achieving a cumulative grade point average of 3.50 based on at least 15 cumulative hours of graded work at Washington State University, provided that the semester GPA is a 3.0 or better.

PRIORITY REGISTRATION

Because of the unique scheduling issues student-athletes face and due to the specific NCAA degree progress requirements they must meet to compete, student-athletes have been included in the limited number of groups of students approved for priority access to on-line registration. If on an athletic scholarship that includes tuition, a maximum 18 credits are funded by athletics.

Students must meet with their advisor and have their "advisor hold" released prior to registering. Returning student-athletes are provided appointment times from 9:00 a.m. to 12:00 p.m. on the first day of priority registration. Students can register through the University's on-line web page accessible through the zzusis portal. Registration takes place in November for spring semester and April for fall semester. Summer school registration begins in April and continues throughout the summer.

Registration Reminders for Student-Athletes

- Make an appointment with your advisor at least two weeks PRIOR to priority registration day. Meet with your advisor to plan your schedule. Meet with your athletics academic advisor as necessary.
- To take advantage of your priority registration appointment time you must register the first day of registration! All appointment times will be available in the student-athlete development office in Bohler Athletic Complex 285. Your advising and other potential university (i.e. health and wellness, housing, writing portfolio, conduct) holds must be cleared before your priority registration time.
- Be sure not to schedule yourself in a class during scheduled practice times. It is your responsibility to NOT schedule yourself in a class during practice.
- Beginning the second week of school, student-athletes must use the University's drop/add form. You must see your academic advisor prior to dropping or adding any class.

ADDING, DROPPING, OR WITHDRAWING FROM CLASS

To be eligible to practice and compete, student-athletes must be enrolled in a minimum of 12 credit hours each semester. Student-athletes are required to contact their team academic advisor for verification before dropping any class. Student-athletes may drop and add on-line through the first week of class each semester. Beginning the second week of school, student-athletes must add and drop using the University's enrollment change form. All enrollment change forms must be stamped by an athletics academic advisor before being turned into the registrar's office (French Ad 346).

International student-athletes are required to check with International Programs (Bryan 206), in addition to their athletics team advisor, to ensure they are compliant with all international regulations as well as athletic regulations.

Per University rules, students may add classes through the last day of class. An instructor signature is required to add a class after the fifth day of the semester. Students may drop without record through the third week of the semester. Students may withdraw, using a regular withdrawal, with "W" recorded from the fifth week through the ninth week of the semester. Students are limited to four withdrawals in their career at WSU.

WSU WRITING PROGRAM

Writing Placement Exam

The writing placement exam is offered several times in the summer during the *Alive!* orientation program. At the beginning of each semester, usually the week before classes begin, the exam is offered for students who have not attended the other orientation sessions. Please call the writing assessment office (509-335-7959) for specific dates, times, and sites. You may not register for an English class before you take the writing placement exam.

Junior Writing Portfolio

Completion of the junior writing portfolio is a general education requirement for graduation. It is not, however, an exit examination, but rather a junior-level diagnostic to determine if your writing abilities have advanced in ways that can handle the writing demands of upper-division courses and courses in your major. For this purpose, and to make sure that your progress toward graduation will not be delayed, you must submit your junior writing portfolio no later than the end of the first semester after completing 60 credit hours. Transfer students entering with 60 or more credits must initiate the junior writing portfolio by the end of their first semester at WSU. Ideally, you should complete the junior writing portfolio prior to enrolling in the writing in the major [M] courses. **In other words, you should complete your junior writing portfolio during the first semester of your junior year.**

How to Complete the Junior Writing Portfolio:

- Buy the WSU junior writing portfolio packet at the Students Book Corporation (current price is \$1.00), or download the [forms](#) from the website and follow the instructions.
- Keep original copies of all extended writing you do for college courses, and with pieces you think you may be submitting for the writing portfolio. Have the instructor sign off on a cover sheet while the course is still in progress. Fill out the rest of the information requested by the cover sheet. (Three blank cover sheets are in your WSU junior writing portfolio packet, or are downloadable via the website.)
- Put your three samples of course writing, with the signed cover sheets, in the WSU junior writing portfolio packet, and bring it to the writing assessment office in CUE 305. The office will check your work and assist you with registering for a timed writing.
- Take the Timed Writing Exam! A listing of available exam dates is posted in the student-athlete development office, Bohler Athletic Complex 285, or on the writing portfolio [website](#).

Writing in the Major (M)

Two courses identified as writing in the major [M] must be included in course work taken to meet departmental requirements. Consult the requirements in the department in which you intend to major. Students must complete the University writing portfolio before enrolling in an [M] course.

Transfer students who have completed an approved Associate of Arts (AA) or Associate of Science (AS) degree at a Washington or Oregon community college are considered to have fulfilled the lower-division general education requirements. These students will still be responsible for meeting the other requirements for graduation, including those in the college and major departments. The University writing portfolio and the upper-division capstone course are not lower-division requirements and therefore cannot be satisfied by the approved associate degrees.

Athletics Department Writing Portfolio Policy

Student-athletes must take the writing portfolio written exam and have all three papers turned in by their completion of 75 credits to ensure timely graduation. If this requirement is not met, then any degree completion financial aid will not include writing proficiency courses.

TRANSFER WORK

The maximum transfer credit allowed from an accredited two-year community/junior college is 72 semester (100 quarter) hours toward a baccalaureate degree. The maximum allowable credit from a four-year institution is 90 semester (135 quarter) hours. Additional courses may be taken to fulfill requirements, but the credits earned will not be counted toward the total needed for the degree.

For assistance, see: <http://www.wsu.edu/future-students/admission/admission.html> and then click on equivalencies for the transfer status of classes.

If you are interested in completing summer school course work at another institution and transferring it back to WSU, please see your team academic advisor to ensure the coursework is applicable to your WSU degree.

MATH PLACEMENT THROUGH ALEKS

Washington State University requires the WSU [math placement exam](#) through ALEKS to assess a student's prerequisite mathematical knowledge for course placement. ALEKS is a powerful artificial-intelligence based assessment tool that zeros in on the strengths and weaknesses of a student's mathematical knowledge, reports its findings to the student, and then if necessary provides the student with a learning environment for bringing this knowledge up to an appropriate level for course placement. **You are not allowed to register for a math class, other than Math 99, without taking the placement exam.**

The WSU math placement exam through ALEKS is a fully automated, adaptive system that covers a broad spectrum of college algebra and pre-calculus material. The length of the assessment runs from 20-35 questions. The exact number of questions will vary due to the

adaptive mechanism. ***You should plan on two hours to complete the exam.*** It is best if you can do this in one setting, but you are allowed up to 24 hours in case there is a technical problem during the exam such as a power outage or internet service disruption. You will only need paper and pencil to take the exam. ALEKS provides a calculator when necessary, so do not use your own.

Cost of the WSU ALEKS Math Placement Exam

A fee of \$45 will be billed to your student account which covers a one-year math placement package including the following:

- Initial WSU ALEKS math placement exam,
- a six-week on-line review module through ALEKS (the six-week clock starts once you access the module for the first time),
- unlimited retests within the year, and
- use of the study halls and tutoring services provided by the WSU mathematics department for Pullman students.

If your athletics aid scholarship package includes mandatory fees as part of your aid package, then WSU Athletics can pay the \$45 fee. The one year period is based on the date of your initial exam.

WSU Student Grievance Procedures

(reviewed 8/25/14 by Student Standards and Accountability and Office for Equal Opportunity)

WSU student-athletes are expected to report all types of discrimination, harassment, hazing, or abusive behavior to their head coach and/or sport supervisor. Also, since one of the faculty athletics representative's (FAR) main roles is to serve as student-athlete advocate, student-athletes are also encouraged to report any issue(s) or incident(s) impacting their safety, health and well-being to the FAR while enrolled at Washington State University. If a situation warrants further follow-up, student-athletes are referred to the appropriate University office for assistance. Currently, all WSU employees (unless designated as a confidential resource), including student employees, who have information regarding incidents of sexual harassment or sexual misconduct must report those to the WSU Office for Equal Opportunity (OEO) or the WSU Title IX Coordinator. If student-athletes do not feel comfortable reporting an incident to athletics department personnel or an issue has not been resolved, student-athletes are encouraged to discuss the issue directly with University personnel in the appropriate office on campus. **Complaints by and against student-athletes are processed by University personnel in the same manner as all University students.**

WSU student-athletes may seek assistance from one or more of the offices listed below:

- [University Ombudsman](#) provides procedural advice and potential mediation. The ombudsman reflects Washington State University's commitment to "providing students access to an effective, informal, and neutral channel to voice university-related concerns."

- **University Student Affairs Office** (student standards and accountability or dean of students) facilitates resolution of student behavior, misconduct that places a WSU student(s) health and safety at risk, or alleged violations of the WSU Standards of Conduct for Students.
- **Office for Equal Opportunity (OEO)** is WSU's central intake office for complaints of Discrimination, Discriminatory Harassment, Sexual Harassment, and Sexual Misconduct. OEO can assist individuals in accessing resources on campus and in the community, and can coordinate an appropriate university response to allegations of discrimination, which may include an investigation by OEO.

OFFICE OF THE UNIVERSITY OMBUDSMAN

(located in Wilson-Short Hall Room 2)

Cathy Claussen and Tena Old, currently serve in the role of University Ombudsman (<http://ombudsman.wsu.edu> or (509) 335-1195)

The mission of the Washington State University office of the university ombudsman is to “provide an impartial, neutral and confidential process that facilitates fair and equitable resolutions to concerns that arise within the university. The primary purpose of the office is to protect the interests, rights and privileges of students, staff and faculty at all levels of university operations and programs. The ombudsman’s office has the authority and responsibility to informally investigate academic and non-academic concerns referred to the office. The ombudsman serves as a source for the provision of information relevant to University policies and procedures and facilitates the resolution of problems and grievances through informal investigation and mediation. The ombudsman makes recommendations and initiates processes to effect policy change that might serve to prevent future grievances. Because the ombudsman’s office is separate from the university’s administrative structure, the office neither has legitimate decision-making authority nor power to judge or enforce. The power of the ombudsman is derived from the office’s reputation for fairness, objectivity, tact and concern for the welfare of all members of the university. The office remains a strategic part of WSU’s commitment to pursuing educational excellence with productivity, due process and fairness.”

STUDENT AFFAIRS—STUDENT STANDARDS AND ACCOUNTABILITY/DEAN OF STUDENTS

The WSU Office of the Dean of Students is located in French Admin 134 Building (509-335-5757); Student Standards & Accountability is located in Lighty 260 (509-335-4532)

Adam Jussel, director of Student Standards & Accountability (<http://conduct.wsu.edu>) and Melynda Huskey, Dean of Students (<http://deanofstudents.wsu.edu>) serve as a resource for students in the following areas: student conduct procedures, early alert network, awareness, and educational programming. If you are concerned about a student's health and safety, University student affairs staff encourages community members to complete and return to their office an [Assistance and Referral Alert Form](#). Also, students, staff, community members, and faculty can report alleged violations of the WSU Standards of Conduct by visiting conduct.wsu.edu or by calling Student Standards & Accountability at 509-335-4532).

OFFICE FOR EQUAL OPPORTUNITY

(Located in French Admin Building 225 (509 335-8288) oeo@wsu.edu)

Washington State University is “committed to maintaining a university environment free from all forms of discrimination, including sexual harassment.” Discrimination in all its forms, including discriminatory harassment, sexual harassment, and sexual misconduct (including sexual assault and other sexual violence), destroys mutual respect and a trusting environment, can bring substantial personal harm to individuals, and violates individual rights. These behaviors are prohibited and will not be tolerated at WSU.

The WSU Policy Prohibiting Discrimination, Sexual Harassment, and Sexual Misconduct (Executive Policy 15) applies to all students, faculty, staff, and others having an association with the University. This policy prohibits discrimination on the basis of race, sex/gender, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability, marital status, genetic information, and/or status as an honorably discharged veteran or member of the military.

OEO will coordinate an appropriate university response to allegations of discrimination, sexual harassment, and sexual misconduct, which may include a prompt and effective investigation by OEO. OEO can also assist individuals in accessing resources on campus and in the community.

To File a Complaint:

If you believe you have experienced or have knowledge of discrimination, discriminatory harassment, or sexual harassment, you can file a complaint with OEO at (509) 335-8288 or oeo@wsu.edu.