



2016-17

Oklahoma State

University

Student-Athlete

Handbook



Welcome to OSU!

Congratulations. You are about to embark on an adventure that will take you places that you never imagined. You will learn things about yourself that will change your perspective on life and what is possible for you to accomplish. In five years or less, I expect you to leave OSU with a degree in hand and the skills to make a difference in the world.

Universities are about dreams, and you have chosen a special place to make your dreams come true. OSU has a lot of great people who can help you along the way, and I encourage you to make as many friends as possible. Spend time talking and interacting with these friends and less time watching television, talking on your phone, texting, or emailing. The social skills you develop will be just as important as what you learn from textbooks.

Listen to your coaches, and, when you aren't practicing or playing, make time for the Academic Enhancement Center. Marilyn Middlebrook and her staff will help you achieve the same kind of success in the classroom that you have enjoyed on the athletic field. Doing so will make the "send more money" requests to Mom and Dad a little easier for them to swallow!

In addition, it is my responsibility to ensure that our athletics programs are conducted in a manner designed to protect and enhance the physical and educational well-being of our student athletes per the NCAA principles of Student-Athlete Well-Being. This includes important points of emphasis such as your overall educational experience, cultural diversity, gender equity, health and safety, positive relationships with your coaches, fairness, openness and honesty. If at any time you feel we are not holding up our end of this commitment, please make an appointment to see me and we will address your concerns.

I look forward to meeting you and watching your exploits in the competitive arena. If we work together, anything is possible. Thank you for choosing OSU and allowing me to be your athletic director. This is a privilege, and I cherish the opportunity to help make a difference in your life.

A handwritten signature in black ink that reads "Mike Holder". The signature is written in a cursive, flowing style.

Mike Holder
Director of Athletics
Oklahoma State University

TABLE OF CONTENTS

| | | | |
|---|-------|--|-------|
| Mission Statements..... | 3 | Substance Abuse Policy and Procedures..... | 17-21 |
| Student-Athlete Sportsmanship..... | 3 | Policy Statement..... | 17 |
| OSU Student Code of Conduct..... | 3 | Drug Education and Testing Program..... | 17 |
| OSU Student-Athlete Code of Conduct..... | 4 | Scope..... | 17 |
| OSU Social Network Policy for Student-Athletes..... | 4 | Purpose..... | 17 |
| Guidelines for Student-Athletes..... | 4-5 | Definitions..... | 17 |
| Prohibited Conduct..... | 5 | Consent Forms OSU/NCAA/Big 12..... | 17 |
| Sanctions..... | 5 | Prescribed Medications..... | 18 |
| Appeals..... | 5 | Safe Harbor Program..... | 18 |
| Agreement..... | 5 | Screening Process..... | 18-19 |
| OSU Division of Student Affairs/Student Concerns..... | 6 | Consequences of Failure to Participate in or Cooperate with Testing..... | 19 |
| OSU Student-Athlete Grievances Policy and Procedure..... | 6 | Procedures of Impermissible Substances Urinalysis Testing..... | 19 |
| General Guidelines: Sanctions & Corrective Actions..... | 6 | Mandatory Drug Testing Administered by OSU..... | 19 |
| OSU Office of Equal Opportunity..... | 7 | Consequences of Impermissible Substance Use..... | 19 |
| OSU Office of Multicultural Affairs..... | 7 | Other Assistance..... | 19 |
| University Counseling Services/GLBT SAFE ZONE..... | 7 | Failure of Big 12 Conference or NCAA Drug Test..... | 19 |
| Athletics Department Open Door Policy/Directory..... | 7 | Violation of Institutional Policy..... | 20 |
| Office of Institutional Diversity/Ethics Point Reporting..... | 7 | Extraordinary Circumstances..... | 20 |
| OSU Grade Appeals Board..... | 8 | Appeals..... | 20 |
| Faculty Athletics Representative..... | 8 | Confidentiality..... | 21 |
| Athletic Eligibility..... | 8-9 | NCAA Drug Screening..... | 21 |
| NCAA Required Paperwork..... | 8 | Right to Modify..... | 21 |
| Minimum Requirement for Practice and Competition Eligibility..... | 8 | Sample Disciplinary Action Agreement - Exhibit A..... | 21 |
| Eligibility for Competition..... | 8 | Sports Medicine/Athletic Training..... | 22-25 |
| NCAA Graduation Hours Requirement..... | 8 | University Counseling – Student Counseling Center..... | 22 |
| Declaration of Degree Program..... | 8 | Sports Medicine..... | 22 |
| Percent of Degree Requirement..... | 9 | Medical Examinations..... | 22 |
| Minimum Grade Point Average..... | 9 | Athletic Training Department Services..... | 22 |
| Good Academic Standing..... | 9 | Athletic Training Department Regulations and Policies..... | 22-23 |
| Summer School Attendance..... | 9 | Athletic Training Department Schedule..... | 23 |
| Transferring Summer Credit..... | 9 | Athletic Training Department Hours of Operation..... | 23 |
| Correspondence Study..... | 9 | Dental Care..... | 23 |
| NCAA, Big 12, and OSU Rules & Regulations..... | 10-15 | Eye Care..... | 23 |
| Violation of NCAA, Big 12, or OSU Rules..... | 10 | Medical Records..... | 23 |
| Extra Benefits..... | 10 | Second Medical Opinion Policy..... | 23 |
| Promotional Activities (NCAA Bylaw 12.5)..... | 10 | Return to Activity Policy..... | 24 |
| Employment..... | 10 | Rehabilitative Care..... | 24 |
| Fee-For-Lesson Instruction (NCAA Bylaw 12.5)..... | 10 | Emergency Care..... | 24 |
| Unethical Conduct (NCAA Bylaw 10.1)..... | 10-11 | Medical Expenses and Insurance Coverage..... | 24 |
| NCAA and Big 12 Drug Testing..... | | End of Medical Coverage..... | 25 |
| (NCAA Bylaw 14.1.4 and Big 12 Rules Section 8)..... | 11 | Pregnancy and Parenting Student-Athletes..... | 25 |
| Gambling Activities (Bylaw 10.3)..... | 11 | OSU Athletics Weight Room Policies and Procedures..... | 26 |
| Sports Agents (Bylaw 12.3)..... | 11 | Hours & Authorized Users..... | 26 |
| Amateurism (NCAA Bylaw 11)..... | 12 | Loss of Privilege..... | 26 |
| Complimentary Admissions and Ticket Benefits..... | | Rules and Regulations..... | 26 |
| (NCAA Bylaw 16.2.1.1)..... | 12 | Athlete Equity Policy..... | 26 |
| Awards (NCAA Bylaw 16.1)..... | 12 | Joe and Connie Mitchell Academic Enhancement Center (AEC)..... | 27-29 |
| Student-Athletes Involvement in the Recruiting Process..... | | Hours..... | 27 |
| (NCAA Bylaw 13.6.6.5)..... | 12-13 | Services..... | 27 |
| Transferring (NCAA Bylaw 13.1.1.3)..... | 13 | Academic Counseling..... | 27 |
| Intra-Conference Transfers (Big 12 Rule 12.6.5)..... | 13 | Facilities..... | 27 |
| Countable Athletically Related Activities (CARA)..... | | Computer Labs..... | 27 |
| (NCAA Bylaw 17.1.5)..... | 13-14 | Private Study/Tutor Rooms..... | 27 |
| Outside Competition (NCAA Bylaw 14.7 and 16.8.1.3)..... | 14 | Orientation..... | 27 |
| Missed Class Policy for NCAA Athletes at OSU..... | 15 | Enrollment..... | 27 |
| Team Travel Policy and Procedures..... | 15 | Absence Requests..... | 27 |
| Frequently Asked Questions about NCAA Rules..... | 15-16 | Career Services..... | 27 |
| Financial Aid and Scholarship Information..... | 16-17 | Academic Facilitator Program..... | 28 |
| Summer School Information..... | 17 | Writing Center..... | 28 |
| Applying for Non-Athletics Financial Aid..... | 17 | Tutoring..... | 28 |
| Additional Financial Assistance..... | 17 | Student-Athlete Tutoring/Facilitating “No-Show” Charges Policy..... | 28 |
| 5th Year/Post-Eligibility Aid..... | 17 | Equipment Checkout..... | 29 |
| Student-Athlete Special Assistance Fund..... | 17 | The Academic Awards Banquet..... | 29 |
| Bursar’s Statement..... | 17 | Staff..... | 29 |
| Fees/Charges Paid by the Student-Athlete..... | 17 | Student-Athlete Advisory Committee (SAAC)..... | 29 |
| Appealing the Loss or Reduction of an Athletic Scholarship..... | 17 | | |

OKLAHOMA STATE UNIVERSITY MISSION STATEMENT

Oklahoma State University, a modern comprehensive land grant university, serves the state, national, and international communities by providing its students with exceptional academic experiences and by conducting scholarly research and other creative activities that advance fundamental knowledge. New knowledge is disseminated to the people of Oklahoma and throughout the world.

OSU ATHLETICS DEPARTMENT MISSION STATEMENT

It is the mission of the Department of Intercollegiate Athletics at Oklahoma State University to provide student-athletes with excellent opportunities to compete and win at the highest levels of college sports; to prepare student-athletes for lifelong contributions to society; to embrace equality, educational opportunity and diversity; to operate with fiscal integrity and compliance with NCAA, Big 12 Conference, and university guidelines; and to be a positive influence on the reputation and purposes of Oklahoma State University.

ACADEMIC SERVICES FOR STUDENT-ATHLETES MISSION STATEMENT

Academic Services for Student-Athletes provides academic, personal, and career support programs that foster the development of student-athletes. A comprehensive program on life skills provides student-athletes with educational experiences and service programs that prepare them for the demands of a well-balanced lifestyle while providing the guidance and direction needed to prepare student-athletes for success beyond graduation.

STUDENT-ATHLETE SPORTSMANSHIP

As a member of the Big 12 Conference, Oklahoma State University adopts and adheres to the Big 12 Conference principles and standards of sportsmanship as follows:

The member institutions of the Big 12 Conference are committed to competition in an arena where sportsmanship and the sense of fair play take center stage. Whether on the field, within the community, or in the classroom, those who make up the Big 12 — its administrators, coaches, game officials, and student-athletes—support the highest ideals in sportsmanship.

At the heart of sportsmanship is the commitment of the institutions towards respect for the opposition and those officiating contests in the 21 sports sponsored by the Big 12. It is with a sense of fair play that a true sporting demeanor in the spirit of intercollegiate competition can be created and maintained with a total regard for the welfare of student-athletes, coaches, support personnel, and spectators.

Sportsmanship on the field of play is governed by Big 12 conference rules and guidelines, as well as those established under the NCAA and amateur organizations. It is the responsibility of game officials and administrators to see to strict adherence to these guidelines. The behavior of spectators is managed by event personnel, who are encouraged to deal with interference or abuse of appropriate sporting behavior in the strictest of methods.

The Big 12 Conference and its member institutions appreciate the support of the majority of fans who wish to create an atmosphere of competition that allows the participants to showcase the game and their respective skills.

OSU STUDENT CODE OF CONDUCT

“Oklahoma State University is committed to creating and maintaining a productive living and learning community which fosters the intellectual, personal, cultural, and ethical development of its students. Self-discipline and respect for the rights and privileges of others are essential to the educational process and to good citizenship.”

“The Code of Conduct and related processes serve to educate students about their civic and social responsibilities as members of the University community.”

In the event that a student-athlete is found to have violated the OSU Student Code of Conduct, the student’s coach may require the student to enter into a disciplinary agreement to ensure future compliance with the code of conduct.

For more information on students’ rights and responsibilities and the complete Student Code of Conduct, visit the “Student Conduct Education and Administration” website at studentconduct.okstate.edu.

OSU STUDENT-ATHLETE CODE OF CONDUCT

As a student-athlete of Oklahoma State University, you are under obligation to maintain high standards of ethics and conduct: therefore,

- 1) A student-athlete accused of any of the following will be required to appear before his/her head coach and an athletics administrator responsible for your sport:
 - Assault or personal harm
 - Possession or use of illegal drugs
 - Possession of weapons on University property
 - Sexual Misconduct
 - Theft, misuse or abuse of public or personal property
 - Having been reported to the OSU Office of Student Conduct
- 2) Student-athletes hosting prospects on an official visit will be expected to conduct themselves with high standards of ethics and conduct AND will be expected to monitor the ethics and conduct of the prospect during the official visit. If the prospect does not conduct himself/herself with the same high standards of ethics and conduct, the student-athlete host is required to notify the coaching staff or an athletics administrator.
- 3) Student-athletes hosting prospects on campus will not have any involvement in providing or arranging for alcoholic beverages, illegal drugs, gambling, or sexual activity for prospects or their guests during the official visit. It is a violation of state law to sell, deliver, or furnish alcoholic beverages to any person less than 21 years of age or for any person under 21 to consume alcoholic beverages.
- 4) NCAA rules prohibit the use of tobacco in any form during practice or competition. In addition, Official OSU Policy #1-0530 prohibits the use of tobacco in any form in "buildings owned or leased by OSU on the Stillwater campus." This also applies to athletics facilities and the Academic Enhancement Center.
- 5) Oklahoma State University does not have an Athletics Department policy restricting the use of Internet community websites (i.e., Facebook, MySpace, Twitter, etc.). However, any information posted on these forums indicating illegal or inappropriate behavior (i.e., underage drinking, illegal drug use, etc.) could lead to disciplinary action such as suspension from games, cancellation of financial aid, or dismissal from the team.
- 6) The Athletics Department reserves the right to amend these policies at any time when it is deemed in the best interest of the expected conduct of student-athletes and staff.

OSU SOCIAL NETWORK POLICY FOR STUDENT-ATHLETES

Social network sites such as Facebook, Twitter, Instagram, and other new digital platforms and distribution mechanisms facilitate students communicating with other students. Participation in such online communities has both positive appeal and potentially negative consequences. It is important that OSU student-athletes be aware of these consequences and exercise appropriate caution, if they choose to participate.

Student-athletes are not restricted from using any online social network sites and digital platforms. However, users must understand that any content they make public via online social networks or digital platforms is expected to comply with federal government, state of Oklahoma, Oklahoma State University (OSU), Big 12 Conference, and National Collegiate Athletic Association (NCAA) rules and regulations. Facebook, Twitter, and similar directories are hosted outside Oklahoma State University servers. Violations of university policy (e.g., harassing language, university alcohol or drug policy violations, etc.) or evidence of such violations in the content of online social networks or digital platforms are subject to investigation and sanctions under the *Student Code of Conduct*, *Student-Athlete Code of Conduct*, and other policies. They are also subject to the authority of law enforcement agencies.

Guidelines for Student-Athletes

The following guidelines are intended to provide the framework for student-athletes to conduct themselves safely and responsibly in an online environment. As a student-athlete at OSU, you should:

- 1) Be careful how much and what kind of identifying information you post to online social network sites. Anyone can access your page! It is unwise to provide information such as full date of birth, social security number, address, residence hall room number, phone numbers, cell phone numbers, class schedules, bank account information, or details about your daily routine. All can facilitate identity theft or stalking. Facebook and other sites provide numerous privacy settings for information contained in its pages; use these settings to protect private information. Once posted, the information becomes the property of the website. Please understand, privacy settings may help protect private information, but it is not a guaranteed safeguard. Any text or photo placed online is completely out of your control the moment it is placed online, even if you limit access to your site.
- 2) Be aware that OSU employees, including coaches, faculty, and administrators, can access these sites just as easily as your peers. Current and future employers often access online social network sites for information. Many graduate programs and scholarship committees search these sites to screen applications. You should think about any information you post on Facebook or similar directories as it provides an image of you to a prospective employer. The information posted is considered public information. Protect yourself by maintaining a self-image of which you can be proud.

- 3) Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech has consequences. The online social network sites are NOT a place where you can say and do whatever you want without repercussions.
- 4) Be cautious about what you share about your team, individual team members, interaction with coaches/players, and any other activities involving your team. Specifically, you should be careful about divulging information regarding injuries, any violation of team rules by individuals, or any other disciplinary actions given to team members.
- 5) Recommended practices:
 - Profile/privacy settings are set to only friends.
 - Contact information is set to only friends.
 - Be selective in what information your friends can share about you.
 - Even though pictures are included in “profile information,” be very careful of what kinds of pictures you place on a social networking site.
 - Be mindful of what pictures you are allowing to be taken that can be posted by friends.

Prohibited Conduct

Student-athletes are highly visible representatives of the University and are expected to uphold the values and responsibilities of the University while meeting all requirements set forth by the Big 12, the NCAA, OSU, and the OSU intercollegiate athletics program. The OSU Department of Athletics prohibits malicious and reckless behavior when utilizing public media outlets. It is important that student-athletes recognize the power of public media domains and the potentially negative image that they can portray regarding student-athletes, coaches, the athletics program, and the University.

Sanctions

Any inappropriate activity or language in violation of the above prohibitions, including first time offenses, is subject to investigation and possible sanctions by OSU and/or the Athletics Department, as well as civil authorities. Sanctions imposed by the Director of Athletics may include, but are not limited to, the following:

- Written notification from the Director of Athletics or assignee to the student-athlete outlining the policy and requiring that the unacceptable content be removed or deactivation of the social network account,
- Temporary suspension from the team, until prescribed conditions are met,
- Suspension from the team for a prescribed period,
- Indefinite suspension from the team,
- Dismissal from the team, and
- Non-renewal and/or cancellation of athletic grant-in-aid.

Appeals

- 1) A student-athlete may appeal suspension/dismissal from the team or non-renewal of grant-in-aid. For these sanctions, the Director of Athletics will give notice in writing of the sanction, of the student-athlete's right to appeal, and of the appeal process.
- 2) The appeal process for non-renewal of an athletic grant-in-aid is handled by the OSU Office of Financial Assistance, in accordance with NCAA Bylaw 15.3.5.1.

Appealing the Loss or Reduction of an Athletic Scholarship

According to NCAA regulations, student-athletes who have been the recipients of athletic grants-in-aid, and for whom the Athletic Department has chosen not to renew the award, may appeal the loss or reduction of their scholarship assistance to the OSU Faculty Financial Aid Appeals Committee. You will be notified in writing of the non-renewal or reduction of the athletic grant-in-aid under the signature of the Director of Financial Aid no later than July 1. In this letter, you will also be told of your right to appeal the non-renewal or reduction within 30 days of the notification. If you choose to appeal, you will need to do so in writing by outlining your position very clearly and providing any documentation to support your decision. Your head coach will also provide documentation relative to the decision made not to renew, or reduce, your award.

The OSU Faculty Financial Aid Appeals Committee will review the documentation and take one of three actions:

- Recommend reinstatement
- Uphold the decision of the Athletic Department
- Request further hearings

The OSU Faculty Financial Aid Appeals Committee will notify the student-athlete and the Athletic Department of its decision in writing, and its decision will be final.

Agreement

As a student-athlete, you must understand and agree that you are required to know, understand, and follow the standards contained in this Oklahoma State University Department of Athletics **Social Network Policy for Student-Athletes**. In addition, you must understand and agree that you are responsible for knowing, understanding, and following the rules, policies, and procedures found in this student-athlete handbook.

OSU DIVISION OF STUDENT AFFAIRS/ STUDENT CONCERNS

“Student Affairs serves as an advocate and administrative conduit for all students. The Division of Student Affairs provides essential student services (housing, medical care, food service) as well as programs and services to support our *Six Pillars of Student Success*: academic excellence, leadership development, service and civic engagement, finding purpose, broadening horizons, and wellness.” The Vice President for Student Affairs welcomes all students to submit comments and concerns on any topic or issue connected to student life at OSU. These comments and concerns can be submitted directly to the Student Affairs office. To submit a concern or for more information on Student Affairs, visit their website at studentaffairs.okstate.edu.

STUDENT-ATHLETE GRIEVANCES POLICY AND PROCEDURE

Policy: It is the policy of Oklahoma State University to address any issues or concerns brought forth by student-athletes in a timely and professional manner in an effort to reach an amicable solution for both parties.

Procedure:

- If a student-athlete (or a parent of a student-athlete) voices a concern in regards to athletic-related issues to an athletics administrator, the student-athlete should first be encouraged to address the situation directly with the head coach.
- In the event the student-athlete has already taken this step, or does not feel comfortable discussing the situation with the head coach, a meeting should be set with the appropriate Sport Administrator:
 - **Mike Holder, Vice President for Athletic Programs and Director of Intercollegiate Athletics:** Football, Men’s Basketball, Men’s and Women’s Golf
 - **Dave Martin, Deputy AD:** Wrestling, Men’s and Women’s Track and Cross Country, Women’s Basketball, Equestrian
 - **Kevin Fite, Sr. Associate AD:** Baseball
 - **Jason Lewis, Executive Associate AD:** Soccer, Men’s and Women’s Tennis
 - **Jesse Martin, Sr. Associate AD:** Softball
- In some cases an additional meeting including the student-athlete, head coach, and sport administrator may need to be scheduled in order to resolve the issue.
- In the event an agreement cannot be reached on a workable solution to the issue, the Vice President for Athletic Programs should be apprised of the situation and included in the process of resolving the situation.

For questions, comments, or updates, please contact Ben Dyson, Assistant AD for Compliance or one of the Compliance staff.

GENERAL GUIDELINES: SANCTIONS AND CORRECTIVE ACTIONS

Any inappropriate activity or violation of federal law, state law, NCAA/ Big 12 rule or university policy including first time offenses, is subject to investigation and possible sanctions by OSU and/or the Athletics Department, as well as civil authorities. Sanctions imposed by the Director of Athletics may include, but are not limited to the following:

Written notification from the Director of Athletics or assignee to the student-athlete outlining the policy violation, temporary suspension from the team, until prescribed conditions are met,

- Suspension from the team for a prescribed period
- Indefinite suspension from the team
- Dismissal from the team, and
- Non-renewal and/or cancellation of athletic grant-in aid.

Our general guideline for sanctions and/or corrective actions begins with the assumption that the involved student-athlete has a sincere desire to modify, change or improve the activity or behavior in question. If the Director of Athletics or his/her designees believes that the aforementioned assumption applies to the student-athlete in violation of a law or policy, the following may be used as a guideline for sanctions and/or corrective actions.

- 1) First Time Offense:** Student-athlete may be suspended up to ten percent (10%) of the maximum allowable regular season intercollegiate competitions allowed by the NCAA. Should the regular season end prior to the completion of the suspension, the student-athlete suspension will carry over to post-season competition, if any, and if necessary, the next season.
- 2) Second Time Offense:** Student-athlete may be suspended up to fifty percent (50%) of the maximum allowable regular season intercollegiate competitions allowed by the NCAA. Should the regular season end prior to the completion of the suspension, the student-athlete suspension will carry over to post-season competition, if any, and if necessary, the next season.
- 3) Third Time Offense:** The Athletics Department will permanently cancel the eligibility of the student-athlete’s participation in the institution’s athletic program.

An appeal to a sanction or corrective action must be filed in writing to the Director of Athletics within 48 hours of notice. All appeals must contain a detailed description of the basis of the appeal and provide reason supporting such. As a general rule, but ultimately at the sole discretion of the Director of Athletics or his/her designee, the student-athlete’s sanction and/or corrective action will not be set aside while an appeal is pending.

OSU OFFICE OF EQUAL OPPORTUNITY

“Oklahoma State University is committed to creating an environment for all students and employees that is fair and responsible, an environment where all members of the OSU community are treated with dignity and respect and distinctions are made on the basis of ability and performance. This commitment is based on our dedication to educational justice and the promise of each individual, as well as adherence to federal and state civil rights laws and University policies and procedures.

“OSU provides equal employment and educational opportunity on the basis of merit and in a manner which does not discriminate because of an individual’s race, gender, national or ethnic origin, color, age, religion, disability, sexual orientation or veteran status.”

For more information on and copies of the policies and procedures concerning equal opportunity, harassment, grievances, affirmative action, or other related issues, please contact the Office of Equal Opportunity, 408 Whitehurst, 405-744-9154, or visit its website at eeo.okstate.edu.

OSU OFFICE OF MULTICULTURAL AFFAIRS

“The Office of Multicultural Affairs (OMA) is a place for students of different cultures, backgrounds, and experiences to come together in an effort to learn more about each other and about themselves. OMA takes a holistic approach to empower Oklahoma State University students to think and act in ways that will embrace and promote a more inclusive world. They aim to assist students in achieving academic excellence, developing their personal and professional character, and engaging in the campus and greater community.”

For more information on the OMA and other OSU diversity associations and organizations, visit its website at icae.okstate.edu.

OFFICE OF INSTITUTIONAL DIVERSITY/ ETHICSPPOINT REPORTING

OSU’s Office of Institutional Diversity was established to “develop and support efforts that help the Oklahoma State University System achieve and maintain environments where all members are actively broadening their perspectives about differences; actively seeking to know individuals; actively including all members of the community in every aspect of the organization; and where students achieve academic excellence.” For more information about the Office of Institutional Diversity, visit its website at diversity.okstate.edu.

OSU also provides access to EthicsPoint software “to provide easy ways to discreetly and confidentially report activities that may involve criminal, unethical, or otherwise inappropriate behavior in violation of OSU policies. EthicsPoint is a reporting tool that assists the University community in working together to address fraud, abuse, misconduct, and other violations, while helping to cultivate a positive environment. The system, built to protect the identity of the reporter, provides a formal mechanism for investigation, follow-up and response.” For more information or to submit a report, visit the secure OSU EthicsPoint website at secure.ethicspoint.com/domain/en/report_custom.asp?clientid=10933.

UNIVERSITY COUNSELING SERVICES & GLBT SAFE ZONE

“University Counseling Services is composed of the ADA Compliance Office, Alcohol and Substance Abuse Center, Academic and Career Development Center, Student Counseling Center, Student Conduct Education and Administration, and Student Disability Services. Efforts are made to maximize opportunities for students to benefit from academic experiences both in and out of the classroom. It is a goal of these offices to help make the environment beneficial to the intellectual, emotional, and physical development of students. University Counseling Services supports the OSU mission through efforts to assist students in improving the quality of life so that personal and intellectual growth can be fostered, values can be clarified, and knowledge can be interrelated for use in improving the campus and larger environments for future generations.”

For more information, visit the University Counseling Services website: ucs.okstate.edu.

“GLBT Safe Zone is a program designed to identify people in Stillwater, Oklahoma who consider themselves to be open to and knowledgeable about lesbian, gay, bisexual, and transgender (GLBT) issues. Members display a Safe Zone symbol to demonstrate their acceptance of GLBT individuals.”

“Oklahoma State University and the surrounding community are proud of their culturally diverse population and support cultural diversity in every way possible. Safe Zone is a way to say that all sexual orientations and gender presentations are part of our culture and are acknowledged and supported.”

For more information, visit GLBT Safe Zone website at ucs.okstate.edu/index.php/safe-zone.

ATHLETICS DEPARTMENT OPEN DOOR POLICY/DIRECTORY

Here at OSU we are committed to providing you with the support necessary to succeed on and off the field. To that end, the athletics department personnel maintain an open door policy that encourages all student-athletes to contact them for assistance. The directory below includes the main department and sport phone numbers. For more current/specific listings, visit the online directory at okstate.com/school-bio/staff-directory.html.

| Main Department Numbers (AC 405) | | Sports (AC 405) | |
|-----------------------------------|----------|-----------------------------|----------|
| Athletics Director’s Office | 744-7263 | Baseball | 744-5849 |
| Academic Enhancement Center | 744-5762 | Men’s Basketball | 744-5845 |
| Athletic Development | 744-3002 | Women’s Basketball | 744-2490 |
| Athletic Training/Sports Medicine | 744-6465 | Equestrian | 372-1819 |
| Business Office | 744-7020 | Football | 744-5737 |
| Compliance | 744-7862 | Men’s Golf | 743-3530 |
| Eligibility/Scholarships | 744-8420 | Women’s Golf | 743-3410 |
| Facilities | 744-5741 | Soccer | 744-8765 |
| Marketing & Promotions | 744-3067 | Softball | 744-4655 |
| Media Relations | 744-7714 | Men’s Tennis | 744-7529 |
| POSSE | 744-7301 | Women’s Tennis | 744-7343 |
| Promotions | 744-3067 | Men’s Track/Cross Country | 744-2108 |
| Spirit Office | 744-8039 | Women’s Track/Cross Country | 744-4462 |
| Strength & Conditioning | 744-8116 | Wrestling | 744-4541 |
| Ticket Office | 744-5745 | | |

OSU GRADE APPEALS BOARD

OSU provides you the right to file final grade appeals should you have a concern with a particular grade received in a course. This process is governed by OSU's Grade Appeals Board's (GAB), which falls under the Division of Academic Affairs. The GAB's major function is to "mediate between student and instructor without creating an air of judicial inequity" in such instances. The appeals process involves completing and submitting an appeals form to the Appeals Board, who then schedules hearings with both the student and the instructor, after which they render a decision on the appeal. For more information on the GAB and the policies and procedures for submitting a grade appeal, contact the Office of the Provost and Senior Vice President for Academic Affairs, 101 Whitehurst Hall, 405-744-5627.

FACULTY ATHLETICS REPRESENTATIVE

Each member institution of the NCAA is required to appoint a Faculty Athletics Representative (FAR) who functions as an official representative of the institution in NCAA affairs. Faculty Athletics Representatives are faculty members who continue to maintain their normal faculty activities while contributing a faculty perspective in athletics administration by serving as an advisor. The FAR for OSU is Dr. Meredith Hamilton, and her role is to assist the university in operating its athletics programs so that it is in compliance with university, Big 12 Conference, and NCAA legislation. The FAR reports directly to the OSU President and, in doing so, acts as a liaison between the faculty and general university administration and the athletics department. There are two main foci. One is compliance as it relates to academic requirements, eligibility, and progress toward degree, and the other is student-athlete well-being.

The FAR's Responsibilities include:

- Assisting the university president, athletic director, and compliance personnel in determining institutional positions on proposed NCAA and conference legislation
- Monitoring academic preparation and progress toward degrees for student-athletes.
- Assisting compliance personnel with coordination of rules education efforts within and outside the athletics department
- Investigating allegations of infractions or indications of problems from monitoring systems. This includes attending campus interviews with coaches and student-athletes, reporting of violations of rules and regulations to the NCAA, Big 12, and the university, as well as developing corrective actions
- Serving as Chair of the Transfer Appeals Committee
- Assisting with NCAA legislative interpretation

Please do not hesitate to contact OSU's FAR if you have questions or concerns involving student-athlete well-being, compliance issues, or academics.

Contact information:

Dr. Meredith Hamilton
Department of Zoology
405-744-9685 or 405-612-3666
meredith.hamilton@okstate.edu

ATHLETIC ELIGIBILITY

NCAA Required Paperwork

At the beginning of the academic year, every student-athlete is required to sign several documents prior to being permitted to practice and compete. In July, you will be sent an e-mail with instructions on filling out the forms electronically through the ACS system. First, your signature on the NCAA Student-Athlete Statement indicates you have been given the opportunity to review a copy of the NCAA rules summary and ask questions. You also certify that, to the best of your knowledge, you have not been involved in any NCAA violations. Second, you must sign the Buckley Amendment Consent form, which permits Oklahoma State and the NCAA to access your educational records for eligibility purposes. Finally, you must sign the NCAA, Oklahoma State, and Big 12 Conference drug-testing consent forms, which grant permission for random drug testing by these entities.

Failure to sign any of these documents will result in immediate ineligibility for practice, competition, and athletics aid. If you have questions about signing these forms, please contact the Senior Associate Athletic Director for Compliance at 405-744-7862.

Minimum Requirement for Practice and Competition Eligibility

You must be enrolled in at least 12 credit hours to be eligible for practice and competition. You may not drop below or enroll in less than 12 credit hours unless you need less than 12 credit hours to graduate that term. **You are immediately ineligible for practice and competition if you drop below 12 credit hours. Student-athletes should never adjust their course load without first consulting an ASSA staff member.**

Eligibility for Competition

In order to be eligible for athletic aid, practice, and competition after your initial year in residence or after you have used a season of competition in a sport, you must meet the following conditions:

NCAA Credit Hour Requirements

A student-athlete must successfully complete the following to be eligible for competition:

- 24 semester hours of academic credit prior to start of the student-athlete's second year of collegiate enrollment;
- 18 credit hours over the course of the combined fall/spring semesters to be eligible the following semester;
- 6 credit hours per semester to be eligible the following semester;
- 9 credit hours in the fall (for football players only) to be eligible for the first four games the following fall.

Designation of a Degree Program

All student-athletes, including transfers, must designate a degree by the start of your fifth semester and be making progress toward that degree, or you cannot compete. Your advisor will help you declare a degree. The calculation of credit hours to meet this requirement is based on hours earned or accepted for degree credit toward any of Oklahoma State's degree programs or, if you have designated a specific baccalaureate degree program, toward credit in that program.

Percentage of Degree Requirements

The rules are applied based on the number of full time semesters of attendance, not years of enrollment. The rules also apply immediately to transfer students.

For student-athletes who first enrolled in a collegiate institution full-time on or after August 1, 2003, you must successfully complete the following percentage of credits toward your degree by the designated semester in order to be eligible:

- 5th Semester: 40% of degree requirement (e.g. 52 of 128 degree credits)
- 7th Semester: 60% of degree requirements (e.g. 77 of 128 degree credits)
- 9th Semester: 80% of degree requirements (e.g. 103 of 128 degree credits)

Minimum Grade Point Average

In addition to meeting OSU's grade point standards under the academic probation and suspension policy, you must present the following cumulative minimum grade point average (GPA) in order to be eligible:

- 3rd Semester: 90% of the cumulative minimum GPA required for graduation from OSU (1.80).
- 5th Semester: 95% of the cumulative minimum GPA required for graduation from OSU (1.90).
- 7th Semester: 100% of the cumulative minimum GPA required for graduation from OSU (2.00).

Continuing Eligibility Rule for Student-Athletes in Their Last Season of Eligibility with Competitions Between Terms

A student-athlete in his or her last season of eligibility must successfully complete six credit hours (exclusive of intersession or summer credits) to be eligible for competition that takes place between terms (football bowl game, NCAA baseball regional, etc.).

Good Academic Standing

You must be in good academic standing under Oklahoma State's rules. Individuals on academic probation are still in good standing; however, if you are suspended for academic or disciplinary reasons, you are not in good standing.

The University's standards for probation and suspension are as follows. If your cumulative grade point average drops below a 2.00, you will be placed on probation. Once you are placed on probation, you must raise your cumulative grade point average to a 2.00 within a period of time to be determined by the dean of the academic unit in which you are enrolled. The minimum period of time is one year; you must earn a 2.00 cumulative grade point average to be removed from probationary status. Please contact your advisor in the college in which you are enrolled for assistance with your appeal. The University has some flexibility under this policy depending upon the individual's circumstances. However, to ensure that you are eligible, always keep your grade point average above a 2.00.

Summer School Attendance

The athletics department may, but is not required to, provide athletics aid to attend summer school at Oklahoma State if the student-athlete received athletics aid during the preceding academic year.

To obtain permission for summer school aid, please see your college advisor, then make an appointment with your sport counselor (before March) to complete a summer school registration form and register for classes. You **must** have the summer school application completed to receive summer school aid. **Note:** Your summer school application is not complete without a signed Financial Aid Agreement on file in the Financial Aid Office in 119 Student Union. See the "Financial Aid and Scholarship Information" section for more information.

Transferring Summer Credit

Sometimes student-athletes prefer to take courses during the summer at another school. NCAA rules do not permit Oklahoma State to pay for summer school at another college. **If you wish to take classes at another school, you must see your academic counselor and get prior approval. Classes taken at another school without prior approval from appropriate officials will not be accepted.** If you have taken classes at another school, please request that an official transcript be sent to Oklahoma State.

Correspondence Study

Correspondence, extension, and credit-by-examination courses taken at other institutions **will not** be used in determining your satisfactory progress. Further, correspondence courses offered by Oklahoma State may be used to satisfy these requirements only if you receive **written** approval from your sports counselor and the credit meets the NCAA satisfactory-progress requirements. Correspondence courses taken during the academic year may not be used to meet either the minimum fulltime enrollment requirement (i.e. the 12-hour requirement) or the Big 12 Continuing Eligibility Rule.

NCAA, BIG 12 CONFERENCE AND OKLAHOMA STATE RULES & REGULATIONS

Violation of NCAA, Big 12 or OSU Rules

It is important that you report any violations of NCAA, Big 12, or Oklahoma State University rules to the Senior Associate Athletic Director for Compliance by calling 405-744-7862 or by visiting the Compliance Office in person.

Extra Benefits (NCAA Bylaw 16.02.03)

NCAA rules prohibit student-athletes and their family and friends from receiving extra benefits. An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body determined on a basis unrelated to athletics ability. Common examples of extra benefits include:

- Free Meals
- Transportation Costs (plane tickets, use of an automobile)
- Loans
- Special Discounts
- Housing
- Free Legal/Medical advice

If you are found to have received an extra benefit, you will be ineligible for competition until you have repaid the value of the benefit you received to a charity of your choice and have had your eligibility reinstated by the NCAA.

Promotional Activities (NCAA Bylaw 12.5)

Student-athletes are prohibited from promoting any outside product or service of any kind. This includes the use of the student-athlete's name or picture. If it is found that a student-athlete has accepted money, gifts, or benefits from promoting an outside product, the individual will be ruled ineligible for intercollegiate competition. **It is extremely important that you always receive approval from the Compliance Office before making any public appearances or allowing an individual or group to use your picture or name to help promote their activity!**

Employment

Student-athletes are allowed to obtain employment at any time during the year. Earnings from a student-athlete's on- or off-campus employment are exempt when determining a student-athlete's full grant-in-aid or in the institution's financial aid limitations. The student-athlete's compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame, or personal following that he or she has obtained because of athletics ability. In addition, a student-athlete can only be compensated for work actually performed and must be compensated at a rate commensurate with the going rate in that locality for similar services.

Before beginning employment, you must register your job with the Compliance Office. Please call 405-744-7259 to arrange a time to pick-up the necessary paperwork.

Fee-For-Lesson Instruction (NCAA Bylaw 12.4.2.1)

During the academic year or the summer, a student-athlete may receive compensation for teaching or coaching sports skills or techniques in his or her sport on a fee-for-lesson basis provided:

- Institutional facilities are not used;
- Playing lessons shall not be permitted;
- Compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity;
- Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involved more than one individual at a time;
- A completed Student-Athlete Employment Registration Form is submitted to the Compliance Office **before you provide any lessons**.
- Due to amateurism regulations, you are not permitted to use your name, picture, or athletics reputation to advertise the availability of fee-for-lesson sessions. Please consult with your coaches or the Compliance Office to determine the appropriate rate that should be charged for the lessons.
- Student-athletes have a responsibility to complete the appropriate forms and provide information about the job, prior to and during employment, as requested by the Compliance staff.

Unethical Conduct (NCAA Bylaw 10.1)

Enrolled student-athletes found in violation of NCAA rules or unethical conduct will be ineligible for further intercollegiate competition, subject to an appeal to the NCAA Student-Athlete Reinstatement Staff for restoration of eligibility. Unethical conduct may include, but is not limited to, the following:

- Refusal to furnish information relevant to an investigation of possible NCAA rules violations;
- Knowing involvement in arranging fraudulent academic credit or false transcript for a prospective or enrolled student-athlete;
- Knowing involvement in offering or providing a prospective or enrolled student-athlete an improper recruiting inducement, or extra benefit, or improper financial aid;
- Knowingly furnishing the NCAA or Oklahoma State University false or misleading information concerning your involvement or knowledge of matters relevant to a possible violation of NCAA rules.
- Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor, or a representative of an agent or advisor (e.g., "runner");
- Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law;
- Failure to provide complete and accurate information to the NCAA or OSU's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades, and test scores);
- Fraudulence or misconduct in connection with entrance or placement examinations;
- Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or

- Failure to provide complete and accurate information to the NCAA, the Initial-Eligibility Clearinghouse, or the OSU's Athletics Department regarding an individual's amateur status.

NCAA and Big 12 Drug Testing (NCAA Bylaw 14.1.4 and Big 12 Rules)

A student-athlete who tests positive for any banned substance by the NCAA or Big 12 Conference shall be ineligible for intercollegiate competition for one calendar year (365 days) from the date of the positive result. The student-athlete will also lose a minimum of one season of competition in all sports. Additional information on the OSU Drug Testing Policy can also be located in this handbook.

Gambling Activities (Bylaw 10.3)

The NCAA has established strict guidelines and sanctions concerning involvement in gambling for a student-athlete. Student-athletes shall not knowingly participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, parlay card, or any other method employed by organized gambling. Gambling is a serious problem and can have tragic consequences for the student-athlete who may be tempted to engage in such activities. Gambling also poses a significant threat to the integrity of intercollegiate athletics.

NCAA Bylaw 10.3 states that student-athletes and staff members of the athletics department shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate or professional team;
- Accept a bet on any team representing the institution;
- Solicit or accept a bet on any intercollegiate competition for any item that has tangible value. This is not limited to cash bets. It is also illegal to bet for shoes, meals, clothes, or any other item.
- 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. (For example, you are not permitted to participate in a college basketball "March Madness" pool for money or anything of value.)

You are also responsible for the following:

- Reporting any offers of gifts, money, or favors in exchange for supplying team information or for attempting to alter the outcome of any contest to your coach or Senior Associate Athletic Director for Compliance;
- Maintaining a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions;
- Contacting your coach or other department personnel (i.e., Media Relations office staff) when questions concerning appropriate release of team information occur; and
- Recognizing that participation in gambling or bribery activities will result in disciplinary action by the NCAA as well as local, state, and/or federal prosecution of the involved individual(s).

Penalties for involvement in gambling activities:

- Student-athlete's involvement in activities designed to influence outcomes or win/loss margins shall result in permanent loss of all eligibility.
- Student-athlete's involvement in accepting or soliciting bets on his/her own institution shall result in permanent loss of all eligibility.
- Student-athlete's involvement in any other type of sport wagering through organized gambling shall result in at least one year loss of all eligibility.

Additional information on the dangers of sports wagering can be found by visiting these websites:

- www.dontbetonit.org
- www.gamblersanonymous.org
- www.nomoregambling.com

Sports Agents (Bylaw 12.3)

According to Oklahoma State University Athletics Department policies, all agents are required to register with the OSU Compliance Office. In addition, Oklahoma Law requires all agents to register with the State of Oklahoma. Agents who are not registered with the OSU Compliance Office and with the State of Oklahoma should not contact you. If you have any concerns about an agent who has contacted you, please call the Athletics Compliance Office.

If you do have contact with an agent, you must know that NCAA rules concerning agents:

- **PROHIBIT** you from agreeing, either orally or in writing, to be represented by an agent or organization in the marketing of your athletic abilities or reputation until after the completion of your last intercollegiate contest, including post season games. This NCAA prohibition includes any agreement that is not effective until after the last game.
- **PROHIBIT** you or anyone who represents you to negotiate or sign a playing contract in any sport in which you intend to compete, or to market your name or image.
- **PROHIBIT** you (except if you are a football and men's basketball student-athlete) from asking to be placed on a professional league's draft list, whether or not you withdraw your name before the draft, whether or not you are actually drafted, and whether or not you sign a professional contract. Contact the Athletics Compliance Office for more information.
- **PROHIBIT** you and your relatives or friends from accepting expenses or gifts of any kind (including meals and transportation) from an agent (or anyone else) who wishes to provide you with services. Such payment is not allowed because it would be compensation based on your athletic skills and a benefit not available to others.
- **PROHIBIT** you from receiving benefits or preferential treatment (for example, loans with deferred payback basis) because of your reputation, skill, or potential as a professional athlete.
- **PROHIBIT** you from retaining professional services for personal reasons at less than the normal charge from a booster.

Amateurism (NCAA Bylaw 11)

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

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

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

Complimentary Admissions and Ticket Benefits (NCAA Bylaw 16.2.1.1)

An institution may provide up to **four** complimentary admissions per home game or away contest to a student-athlete in the sport in which the individual is eligible to participate. The limits may differ for postseason competition. These tickets are a benefit and should only be given to your family and friends. The following individuals should never be listed on your pass list:

- Agents or Agents' Runners;
- Representatives of Athletics Interests (Boosters, Student-Athlete Employers, Professors, Donors, Athletics Committee Members);
- Prospects/Recruits;
- Family, friends, or requests of Oklahoma State coaches;
- Media; or
- Public Officials.

In addition, NCAA rules prohibit you, or anyone you place on your pass list, from selling (or exchanging for anything of value) your complimentary tickets.

Awards (NCAA Bylaw 16.1)

Athletics awards given to individual student-athletes shall be limited to those approved or administered by the member institution, its conference, or an approved agency and shall be limited in value and number as specified by the NCAA. **Awards received for intercollegiate athletics participation may not be sold, exchanged, or assigned for another item of value, even if the student-athlete's name or picture does not appear on the award.**

The following are some examples of **NON-Permissible** awards that the student-athlete may not receive:

- **Cash or Equivalent:** An individual may not receive a cash award for athletics participation. An individual may not receive a cash-equivalent award (i.e., an item that is negotiable for cash or trade or other services, benefits, or merchandise) for athletics participation.
- There is an exception to this rule for student-athletes in individual sports competing during the summer vacation period provided they accept no more than their actual and necessary expenses. However, please consult the compliance officer prior to accepting any cash awards.

- **Country Club or Sports-Club Memberships:** An award of a country club or sports-club membership is strictly prohibited, even if the cost of the membership is below the maximum award value permitted by NCAA legislation.

Cash or any other award that an individual could not receive under NCAA legislation may not be forwarded in the individual's name to a different individual or agency (e.g., Oklahoma State) (NCAA Bylaw 16.1.3).

Student-Athletes Involvement in the Recruiting Process (NCAA Bylaw 13.6.6.5)

As a current Oklahoma State University student-athlete, you are a reflection of your team and the entire athletics department. Being part of intercollegiate athletics at OSU puts you in a different position than other students. As a student-athlete, your actions are scrutinized. Student-athletes in all sports attract special attention because of their status as Oklahoma State University student-athletes. It is important that you are aware of your unique situation and take appropriate measures to show yourself, your team, and OSU in a positive light.

During an official visit, you are a source of information about our campus, the athletic experience, and, by example, the type of student-athlete that OSU expects you to be. If you are asked by your coach or any member of the athletics department staff to host a prospective student-athlete, it is expected that you carefully adhere to all NCAA and OSU rules. It is also expected that you treat yourself and others with respect.

Student Host Instructions

Individuals serving as student hosts for prospective student-athletes will be required to review OSU's Recruiting Policy and the expectations of prospects and their student hosts during official visits. Student hosts will be required to sign an agreement to abide by Oklahoma State University's Student Host Instructions prior to the receipt of student host funds.

If you are chosen to host a prospect, you may be provided with up to \$40 for each day that he/she is on campus. This is entertainment money only and may not be used to buy souvenirs or memorabilia (i.e. T-shirts, hats, etc.) for the recruit. You may also be given complimentary admission to accompany your prospect to an on-campus athletic event. If you and your teammates work together in hosting a prospect, only one of you may be given money to entertain; the others must pay their own way. Oklahoma State University, a coach, a staff member, or a booster may not provide a car for use by a prospect or student host. Have fun with the prospect, but remember to be responsible and safe.

Entertainment

A prospect and/or his or her parents or spouse may be entertained at a scale comparable to that of normal student life only on campus or within a 30-mile radius of campus on an official visit. It is not permissible to pay for the entertainment expenses of other relatives or friends of the prospect at any site.

Other Contact with Prospects

While a prospect is on an unofficial visit on-campus you can talk to him/her and spend time with him/her. An unofficial visit is made at the prospect's expense. Any expenses beyond complimentary admissions to a campus athletic event would require the visit to become an official visit.

Aside from official visits, off-campus, in person contacts between you and a prospect are permissible only if such contacts are incidental and do not occur at the direction of a coaching staff member for recruiting purposes. You may write letters or send e-mails to a prospect after September 1 of the prospect's junior year provided that it is not done at the direction of a coaching staff member or expense of Oklahoma State University. You cannot make telephone calls to prospects if the calls are made at the direction of a coaching staff member or financed by OSU or its boosters. You may receive calls from a prospect beginning July 1 after the prospect's junior year.

Publicizing a Recruit's Visit

NCAA rules prohibit institutions from publicizing a prospect's visit to their campus. Visiting prospects may not be introduced at a game, banquet, or function that is open to the public or attended by media representatives. Even if asked, do not comment to the media about the athletic ability of a prospect, the possibility that they may sign with OSU, or how they may impact next year's team. This prohibition includes commenting through social media (Facebook/Twitter) about a prospect's visit to OSU.

Transferring (NCAA Bylaw 13.1.1.3)

NCAA rules prohibit a college or university from contacting a student-athlete or his/her family members until the student-athlete's present institution has given its permission. The decision to release a student-athlete to transfer or even to grant permission to another institution to contact him or her belongs to the head coach and the athletic director. If permission to transfer or to have contact is denied, the student-athlete has the right to appeal. If you are denied permission to transfer to a Division I or II institution, you are not eligible to receive athletically related financial aid from that institution during your first year in residence.

Intra-Conference Transfers (Big 12 Rule 12.6.5)

It is the policy of Oklahoma State University not to grant the NCAA One-Time Transfer Exception to a student-athlete who wants to attend another Big 12 institution. Exceptions to this policy may be made only by agreement of both your head coach and the athletic director. When NCAA rules require a student-athlete to sit out one year from competition, the student-athlete will also lose a year of eligibility under Big 12 rules.

In the event you wish to transfer, the following are the procedures that must be followed if you wish continue your athletic career at another four-year institution.

- When the Compliance Office is notified that an OSU student-athlete is requesting permission to contact another institution for the purpose of transferring, they will contact the Head Coach for approval to grant permission to contact. The Head Coach should also decide whether or not he/she has any objections to granting

the use of the one-time transfer exception (if applicable).

- If the coach approves the request, the Compliance Office will fax a letter to the Compliance officer at the other institution(s), granting permission for the institution(s) to contact the student-athlete. The original copy of the letter is filed in the Compliance Office.
- The Compliance Office will contact the student-athlete to set-up a brief meeting with him/her. During this meeting, the Big 12 Intra-Conference Transfer Form will be administered, and any questions involving the transfer process will be addressed. Additionally, a copy of the permission to contact letter will be provided to the student-athlete.
- When the Compliance Office receives transfer information request forms from other institutions about our own student-athletes, they are forwarded on to a member of the Compliance staff to complete. Upon completion it is signed and faxed back to the requesting institution.
- In the event that the Head Coach denies a request to permit another institution to contact the student-athlete about transferring or has an objection to granting the waiver of the residency requirement, the Compliance Office will inform the student-athlete in writing that he/she, upon request, shall be provided a hearing conducted by a committee outside of the athletics department. The appeals hearing procedure is described in a separate document and is available on request to the Compliance Office. Additionally, if necessary, the Compliance Office will inform the other institution, in writing, of the denial of the request.

Countable Athletically Related Activities (CARA) (NCAA Bylaw 17.1.5)

During your sports playing and practice season, coaches are permitted no more than 20 hours per week and 4 hours per day of required athletically related activities (i.e. practice, competition, weight training, etc.) **Note:** No matter how long a competition takes, it only counts as 3 hours for the 20 hour per week limit. Coaches must also give their team one day off per week.

Outside of your sports playing and practice season you are permitted to participate in up to 8 hours of countable athletically related activities per week. You must have 2 days off per week. Sports also have individual regulations which they must abide by. For further information please see your coach, contact the Athletics Compliance Office, or visit the Compliance Office website, which discusses CARA, at okstate.com/compliance/okst-compliance.html.

The following are examples of activities that count toward the weekly hour limit:

- Practice
- Required athletics meetings (film review and strategy sessions)
- Competition
- Required Weights and Conditioning

The following are examples of activities that do not count toward the weekly hour limit:

- Compliance Meetings
- Study Hall
- Life Skills Meetings

On occasion, you may be asked to sign a practice log verifying the amount of practice time that was required by your coach for a particular week. If at any time you do not agree with the practice time that has been reported, you have the option not to sign the practice log. In the event this occurs, please contact a member of the Compliance staff.

Outside Competition (NCAA Bylaws 14.7.1 and 16.8.1.3)

A student-athlete in any sport other than basketball who participates as a member of any outside team in non-collegiate competition during the academic year will be ineligible for intercollegiate competition for the remainder of that year and for the next academic year.

A basketball student-athlete who participates in any non-collegiate organized basketball competition will be ineligible for any further intercollegiate competition in the sport of basketball.

There are a few exceptions to this rule. You may be allowed to compete in outside competition during the summer. In some limited instances, OSU may also be allowed to pay your actual and necessary expenses to compete in certain outside competitions (ex. Olympic trials, World Cup, Pan American Games, etc.). Please contact your head coach to discuss this possibility. If you have any other questions about outside competition, please contact the Athletics Compliance Office.

Missed Class Policy for NCAA Athletes at OSU

It shall be the policy of this institution that NCAA student-athletes will not be required to miss more than ten (10) full days of class in a semester and that no class day will be missed more than six (6) times in a given semester. This limit excludes conference championships, NCAA championships, post-season events, and tournaments over which the university has no control in scheduling.

It is the policy of the University that: "During pre-finals week no student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function which requires student participation" (okstate.edu/ucs/SCEA/sectionXI.htm). **However, it has been interpreted that NCAA events may be scheduled during this week with the expectation that those who schedule NCAA events do so in the best interests of participants as both students and athletes. No athletic events shall be scheduled during finals week by Oklahoma State University, including the Sunday prior to that week.**

It shall be the responsibility of each NCAA student-athlete to meet the instructor's requirements for attendance (other than the above excused absences), class work, examinations, etc. in each course.

Definition of missed class time

| Day of Departure | % Day Missed | Return Time | % Day Missed |
|---------------------------|--------------|----------------|--------------|
| Before 12 pm: | 1 day | Before 8 am: | 0 day |
| After 12 pm, before 3 pm: | 1/4 day | 8 am to 12 pm: | 3/4 day |
| After 3 pm: | 0 day | After 12 pm: | 1 day |

Team Travel Policy and Procedures

OSU has established a specific policy and set of procedures governing travel to and from athletic events (be they competition, practice, awards ceremonies, or other events). They are designed "to provide a framework for safe and efficient athletic team travel for the Oklahoma State University Department of Intercollegiate Athletics." It is expected that all student-athletes comply with this policy and follow all established procedures when traveling for an athletic event and especially in instances when you might be traveling by yourself. You should note that this policy specifically states that "student-athletes may not drive other athletes as a part of team travel" (with the exception being members of the Spirit Group). A complete copy of this policy and procedures may be found online at ncaacertification.okstate.edu/TeamTravelPolicy.pdf.

FREQUENTLY ASKED QUESTIONS ABOUT NCAA RULES

NCAA rules govern a student-athlete's eligibility to practice and compete in varsity athletics. These rules are extensive and, sometimes, very complex. Reading and understanding the following questions will help one avoid some common mistakes that can jeopardize the eligibility of student-athletes.

- Q.** May I receive an "extra benefit" as a result of my athletic ability?
- A.** No. A student-athlete may not receive any extra benefit (NCAA Bylaw 16.01.1). "Extra benefit" does not just mean money or gifts. It also refers to any special arrangement by a coach, faculty member, administrator, staff member, athletics representative, or alumni. If you are unsure about something, always ask the compliance office before you accept.
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- Q.** What if the extra benefit goes to my friends or family instead of me?
- A.** No. A student-athlete's relatives and friends are not allowed to accept a benefit unless it is available to the university's other students on a basis unrelated to athletics (NCAA Bylaw 16.02.3).
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- Q.** Who or what is an "athletics representative"?
- A.** Athletics representatives, also known as "boosters," can include alumni, friends of the university, and fans. (NCAA Bylaw 13.02.13). If you are not sure about a person's status, ask the Compliance Office before accepting anything. NCAA rules define an athletics representative as a person who:
- Is or ever has been a member of an OSU athletics booster organization;
 - Has made financial contributions to the athletics department or a booster organization;
 - Is or ever has been involved with the recruitment of a prospect;
 - Has provided benefits to an enrolled student-athlete or their relatives or friends;
 - Has otherwise been involved in promoting the OSU athletics program (e.g., alumni, friends);
 - Provides or has helped to arrange employment for student-athletes;
 - Is the parent(s) or legal guardian(s) of an enrolled student-athlete;
 - Is or ever has been a season ticket holder.
-
- Q.** Can an athletics representative allow me to use a telephone or credit card for personal reasons without charge or at a reduced cost?
- A.** No. It is not permissible for a student-athlete, their relatives, or friends to use a telephone or credit card for personal reasons for free or at a reduced cost.

Q. It is OK for an athletics representative to provide services (e.g., movie tickets, dinners, use of a car) from commercial agencies (e.g., movie theaters, restaurants, car dealers) for free or at reduced rates?

A. No. A student-athlete may not receive services (e.g., movie tickets, dinners, use of car) from commercial agencies (e.g., movie theaters, restaurants, car dealers) without charge or at reduced rates, or free or reduced-cost admission to professional athletics contests from professional sports organizations, unless such services also are available to the student body in general.

Q. Can I accept athletic equipment, supplies, or clothing (e.g., tennis racquet, golf clubs, hockey sticks, balls, shirts, sneakers) from a manufacturer (i.e. Nike), commercial enterprise, or athletics representative?

A. No. These items may only be provided to Oklahoma State University for proper distribution to the student-athletes. A student-athlete may not accept athletic equipment, supplies, or clothing (e.g., tennis racquets, golf clubs, hockey sticks, balls, shirts) directly from a manufacturer or commercial enterprise.

Q. Can an athletics representative serve as my “sponsor” or “family”?

A. No, unless such a sponsorship program exists to provide the same benefits and support services to all students at the institution. Oklahoma State may not permit individuals outside the institution to serve as “sponsors” or “families” for student-athletes who are enrolled in the institution unless such a sponsorship program exists to provide the same benefits and support services to all students at the institution.

Q. Can I give money to my coach to use for paying my bills?

A. No. Oklahoma State is not permitted to administer a fund for a student-athlete (even if funds are provided by the student-athlete) in order to assist the student-athlete in making payments for various personal expenses (e.g., utility bills, rent, fees, and entertainment expenses) unless the institution provides such a service to all students and formal accounting procedures are utilized.

Q. If my friend or relative is visiting me at Oklahoma State University, can the athletics department pay for their lodging, food, or entertainment?

A. No. Except for reasonable refreshments (e.g. soft drinks/snacks) on an occasional basis for a student-athlete’s parents or legal guardians, an institution may not provide any expenses to a student-athlete’s relatives or friends (NCAA Bylaw 16.6).

Q. Who am I **not allowed** to put on my complimentary admission list?

A. Agents or agents’ runners; representatives of athletics interests (boosters, student-athlete employers, professors, donors, athletics committee members); prospects/recruits; family, friends, or requests of Oklahoma State coaches; media; or public officials.

Q. Can I **sell** my complimentary tickets?

A. No. You may not receive payment from any source for your complimentary admissions and may not exchange or assign them for any item of value (NCAA Bylaw 16.2.2.1).

Q. Can I **buy** extra tickets and sell them for a profit?

A. No. A student-athlete may not purchase tickets for an athletics contest from the institution and then sell the tickets at a price greater than their face value (NCAA Bylaw 16.2.2.4).

Q. What happens if I give my complimentary tickets to **someone else** who then sells the tickets?

A. This is a violation of NCAA Bylaw 16.2.2.2. Individuals designated by the student-athlete to receive complimentary admissions are not permitted to receive any type of payment for these admissions or to exchange or assign them for any item of value. Sale of complimentary tickets by such designated individuals is prohibited and considered an extra benefit not available to the general student body, which would render the student-athlete ineligible for participation in intercollegiate athletics.

FINANCIAL AID AND SCHOLARSHIP INFORMATION

An athletically related grant-in-aid, as well as other forms of financial assistance, may be provided to help you with your university expenses. Varsity teams are provided with a specific number of grants-in-aid (scholarships) in accordance with budgetary restrictions and NCAA regulations. An athletic scholarship is restricted to educational expenses such as tuition, fees, room, board, course-related books and other expenses during regular terms.

A grant-in-aid is written for an academic year and may not be cancelled during that time except for the following:

- You render yourself ineligible for athletic competition.
- You misrepresent information on your application or National Letter of Intent (NLI).
- You engage in misconduct serious enough to warrant disciplinary action by university authorities.
- You voluntarily withdraw from your sport for personal reasons.
- Non-athletically related conditions (i.e. violation of team rules).

Summer School Information

Summer school athletic scholarships are separate awards and may not exceed the percentage of athletics aid you received during the academic year. Courses taken during summer sessions need to be approved by the ASSA staff, and it is expected that you will remain enrolled and complete all coursework. Applications for summer school aid are due in April and can be picked up in the Academic Center.

Applying for Non-Athletics Financial Aid

Remember that college financial aid funding is always awarded on a first-come, first-served basis. Meeting deadlines, completing your applications in a timely manner, and tracking their progress are all vital steps in the college financial aid process.

Application for federal financial aid is made by completing the Free Application for Federal Student Aid (FAFSA).

Apply each year as soon after January 1 as possible or when you and your parents complete your taxes. You must apply for FAFSA each year, reporting your previous year’s income and your parent’s previous year’s income.

For 2015-16, you will use the income information from your 2014 tax returns and 2014 W2 forms. You may submit a FAFSA through the Internet by using FAFSA on the web at fafsa.ed.gov.

You and your parents should first go to fsaid.ed.gov so that you may each apply for your FSA ID number before filing your FAFSA. This ID number will act as your electronic signature and will help to streamline the process.

Additional Financial Assistance

You may also be eligible to receive Pell Grant funds without it affecting your athletic scholarship. For more information on Pell Grants, other grants, or student loans, please check with the Office of Financial Aid (744-6604) or the Athletics Scholarship Office (744-8420). You must apply for these funds through the OSU Financial Aid Office, and any funds you receive must be in accordance with Big 12 Conference and NCAA regulations. It cannot be stressed enough that all financial assistance, whether grants, loans, scholarships, or employment, is subject to both individual and team limitations and must be reported to the Office of Financial Aid and the athletics compliance officer (744-8420). Please be aware that you must maintain certain academic standards in order to continue receiving Pell Grant funds, regardless of your financial situation. For additional information on these standards, please contact the OSU Financial Aid Office.

5th Year/Exhausted Eligibility Aid

The Athletics Department makes every effort to assist you financially if you have not graduated and have completed your eligibility in four years. **This is not an automatic benefit; you must submit an application for this aid and meet specified criteria.** Information will be available in the Athletics Scholarship Office in April.

Student-Athlete Special Assistance Fund

The NCAA has made funds available for the Special Assistance Fund for student-athletes. If you are a scholarship student-athlete who receives a Pell Grant, you may be allowed to access the fund for a variety of purposes. International student-athletes are also eligible to apply. Those purposes are: medical expenses, hearing aids, vision therapy, off-campus psychological counseling, travel expenses for emergencies, purchase of expendable course supplies, rental of non-expendable course supplies, or clothing (up to \$500). If you have questions regarding this fund, contact the Athletics Scholarship Office at 744-8420.

Bursar's Statement

Tuition and/or fees, on-campus room and board, bookstore charges, parking permits and tickets, phone bills, as well as a variety of other items are charged to your bursar account. The Athletics Department will pay tuition and/or fees and on-campus room and board by crediting these accounts. It is very important that you become knowledgeable about viewing your Bursar's account online (monthly statements are no longer mailed) so you are aware of what is being charged and paid. You will most likely have questions regarding your statement because they may be confusing. If you have questions, call 744-8420, 744-7862, or stop by the Athletics Scholarship Office for assistance.

Fees/Charges Paid by the Student-Athlete

There are always questions about what expenses are covered when a student-athlete is on full scholarship. Tuition, fees, required books, room, and board are covered. Student-athletes are responsible for (but are not limited to) the following charges:

- First Time Enrollment Fee
- Residential Life Application Fee
- Parking permits or fines
- Long distance phone charges made from your dorm (or anywhere else)
- Replacement costs for lost Student ID's
- School supplies, dictionaries, reference books, pens, notebooks, paper, art supplies, etc.
- Key deposits or replacement of lost residence hall key
- Charges for lost/broken Academic Center equipment (calculators, laptops, etc.)
- "Consumable charges," which can be anything from lab fees for breakage to non-required field trips
- Cost of treatment for non-athletically related injuries
- Library fines
- Fines for damage to university property, including residence halls
- Vehicle registration fee
- International taxes
- International student fee
- Student insurance
- Graduation fee

Appealing the Loss or Reduction of an Athletic Scholarship

According to NCAA regulations, student-athletes who have been the recipients of athletic grants-in-aid, and for whom the athletics department has chosen not to renew the award, may appeal the loss or reduction of their scholarship assistance to the OSU Faculty Financial Aid Appeals Committee.

You will be notified in writing of the non-renewal or reduction of the athletic grant-in-aid under the signature of the Director of Financial Aid no later than July 1. In this letter, you will also be told of your right to appeal the non-renewal or reduction within 30 days of the notification. If you choose to appeal, you will need to do so in writing by outlining your position very clearly and providing any documentation to support your decision. Your head coach will also provide documentation relative to the decision made not to renew or reduce your award.

The OSU Faculty Financial Aid Appeals Committee will review the documentation and take one of three actions:

- Recommend reinstatement
- Uphold the decision of the OSU Athletics Department
- Request further hearings

The OSU Faculty Financial Aid Appeals Committee will notify the student-athlete and the OSU Athletics Department of its decision in writing, and the decision is final.

OSU DEPARTMENT OF INTERCOLLEGIATE ATHLETICS SUBSTANCE ABUSE POLICY & PROCEDURES (the “Policy”)

Policy Statement

It is the policy of Oklahoma State University (OSU) Athletics that the using, abusing, possessing, manufacturing, distributing, or being under the influence of controlled or illegal drugs is prohibited while a member of any OSU Athletics team or participating in OSU Athletics whether on or off Oklahoma State University premises. Additionally, student-athletes are not permitted to use Impermissible Substances (as defined below).

Drug Education and Testing Program

OSU Athletics has developed a Drug Education and Testing Program (the “DETP” or “Program”) that is designed to deter the use of Impermissible Substances and also to identify and treat student-athletes who use Impermissible Substances. The Program will focus on (1) drug education, (2) drug testing, and (3) counseling for the expressed purpose of protecting the health and safety of student-athletes by (a) enabling student-athletes to achieve their academic and athletic goals in a drug-free environment; (b) educating student-athletes, coaches and athletics department staff about the harmful effects of drug use; and (c) deterring drug experimentation, abuse and dependency.

Student-athletes must understand that initial and continued enrollment and participation in OSU Athletics is contingent upon a willingness to comply with the Policy and the provisions of the Program. The Program is administered by the Special Adviser for Student-Athlete Development (the “Special Adviser”). OSU Athletics will conduct (1) random testing throughout the academic year and (2) mandatory testing for student-athletes that fail at least one test during the academic year as a part of the Program. The Program aims at testing all enrolled student-athletes at least twice a year as a deterrent to drug use.

Enrolled student-athletes are also subject to NCAA and Big 12 Conference drug testing rules and requirements. Students may receive a copy of the NCAA Drug Testing Program at ncaa.org/drugtesting.

Purpose

Illegal use or abuse of drugs, the use of performance enhancing drugs and the misuse/abuse of prescription drugs are associated with numerous health, safety, and social problems. They may also create an unfair competitive advantage and damage the reputation of the university.

The Program, including the prohibitions and provisions therein, will be used to promote and safeguard the student-athlete from the consequences of drug abuse. OSU Athletics drug education efforts revolve around (a) the expressed needs of head coaches and student-athletes, (b) campus and local issues, and (c) national trends in Intercollegiate Athletics.

Definitions

Controlled or Illegal Drug: Includes narcotics, hallucinogens, depressants, stimulants, look-alike drugs, or other substances that can affect or hamper the senses, emotions, reflexes, judgment, or other physical or mental activities. Included are controlled medications or substances not prescribed for current personal treatment by a licensed health practitioner in a medical setting to address a specific physical, emotional, or mental condition.

Impermissible Substance: Includes any Controlled or Illegal Drug, any NCAA Banned Drug Classes and any other drug or substance prohibited by the NCAA, Big 12 Conference or OSU.

NCAA Banned Drug Classes: The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to this prohibited class may be used, regardless of whether it is specifically listed as an example. You can find more information about NCAA Banned Drug Classes at ncaa.org/2015-16-ncaa-banned-drugs.

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s risk. Student-athletes can request additional information regarding supplements from the sports medicine staff if they have questions.

Note to Student-Athletes: There is no complete list of banned substances. Check with your athletics department staff prior to using a supplement. Examples of banned drugs can be found at ncaa.org/drugtesting. Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center (REC) at 877-202-0769 or drugfreesport.com/rec (use the password: ncaa1, ncaa2 or ncaa3). It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

Consent Forms for OSU/Big 12/NCAA

Upon entering any athletics program at OSU, each student-athlete will be required to sign personal consent forms. The consent forms indicate the student-athlete’s understanding of the Program and Big 12 Conference and NCAA drug testing policies and are also an agreement to be screened for illegal substances designated by the Big 12 Conference and NCAA. Participation in athletics at OSU will be contingent upon signing the drug testing consent forms and adherence to the Policy.

Prescribed Medications

OSU Athletic Training staff must have a record of a student-athlete being prescribed medication by a team physician. If another physician prescribed medication to the student-athlete, the individual must ensure that the prescribing physician supplies prescription information in a medically accepted manner. Medications being taken must be on file with the Athletic Training Department. Additionally, the individual should list any medications being taken on the medication notification form given to them at the time of testing.

Safe Harbor Program

Safe Harbor is a proactive intervention initiated by the individual student-athlete in hopes of addressing drug use, abuse and/or dependency. The program may mitigate discipline related to drug use and positive drug testing results.

A student-athlete may refer himself or herself once to the Safe Harbor Program for voluntary evaluation and counseling. A student-athlete enters the Safe Harbor Program by contacting the Special Adviser. Other university employees will be informed only to the extent necessary for the administration of the Program.

Any student-athlete that enters Safe Harbor must (a) enter into a Disciplinary Action Agreement with OSU Athletics and (b) comply with mandatory drug testing administered by OSU Athletics. **Failure to comply may result in discipline, loss of playing time, ineligibility, loss of financial aid, or other actions deemed appropriate by key university personnel (e.g. Head Coach, Director of Athletics, Special Adviser, etc.).** A student-athlete is not eligible for Safe Harbor after he or she has been informed of an impending test or after having received notification of a positive institutional, Big 12 Conference or NCAA drug test.

The institution will work with the student-athlete to prepare a Safe Harbor treatment plan which may include confidential Impermissible Substance testing. If the student-athlete tests positive for Impermissible Substances upon entering the Safe Harbor Program, that positive test will not result in any administrative sanction unless the student-athlete fails to comply with the prescribed treatment plan. However, the Director of Athletics or designee may suspend the student-athlete from play or practice. A student-athlete will be permitted to remain in the Safe Harbor program for a reasonable period of time as determined by the treating clinician and as set forth in the treatment plan.

If a student-athlete fails to comply with the Safe Harbor treatment plan, the student-athlete will be removed from the Safe Harbor program. Failure to comply with any aspect of the treatment plan may result in removal from Safe Harbor and discipline including the loss of eligibility and financial aid.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will generally not be included in the list of student-athletes eligible for random testing by the institution. **Student-athletes in the Safe Harbor Program are not exempt from testing by the Big 12 Conference and the NCAA and may be selected for drug testing by the Big 12 Conference and NCAA.**

Screening Process

Student-athletes are subject to drug testing within the parameters set forth by this Policy. Screening will generally be done by a certified laboratory. Individuals will be subject to undergo drug testing for the following:

- Component of pre-participation exam
- Random selection
- Reasonable suspicion/for cause
- Testing for an entire athletic team
- Periodic monitoring or aftercare

Testing based on random selection

- Periodically, the screening company will randomly select a number of student-athletes comprising approximately 10% of the student-athlete population for screening. Student-athletes will have an equal chance at being chosen regardless of whether they have been previously tested. In addition, entire teams or randomly selected student-athletes on specific teams may be selected for screening.
- The selection list will be delivered to the athletic trainer at least two days prior to testing. The athletic trainer or designee will notify the respective head coach no later than noon of the day before testing.
- Notification to the selected student-athletes will be the responsibility of the athletic trainer, not to exceed twenty-four hours prior to testing. The information will include the location, date and time of the test.
- If the selected student-athlete fails to cooperate with the administration of the test, it may be considered a positive test.

Testing in response to individualized reasonable suspicion

If there is reasonable suspicion that a student-athlete is using or has used Impermissible Substances, the student-athlete may be subject to additional testing at any time. This may occur whether a team is in season or out of season. Reasonable suspicion may be based on information presented to the Director of Athletics or designee, including, but not limited to, the following:

- Observed possession or use of substances that reasonably appear to be those listed as a banned or Impermissible Substance.
- An arrest and/or conviction for a criminal offense related to the possession, use of, or trafficking substances listed as banned or Impermissible Substances.
- Observed activity or appearance which varies from the normal routine of a student-athlete. This includes, but is not limited to, changes in physical appearance, conduct, behavior, or unusual/unexplained patterns of absence from class, training, or competition, which would be reasonably associated with the use of banned or Impermissible Substances.
- Charged with a violation of the university student code of conduct or Department of Intercollegiate Athletics Student Handbook or other published University policy based on the possession, use, or affiliation with alcohol and/or banned substances.
- Reasonable medical suspicion based upon results from previous drug tests (i.e. dilution, specific gravity, etc.).

Once the Director of Athletics or designee receives information concerning reasonable suspicion/cause for testing, he or she will confer with designated representatives from the athletic training staff and the respective head coach to determine whether there is reasonable suspicion that the identified student-athlete may have engaged in the use of a banned or Impermissible Substance. At the sole discretion of the Director of Athletics, a student-athlete may be designated for a drug test, which shall be conducted in accordance with regular screening protocol. If the identified student-athlete fails to cooperate with the administration of the test, this behavior will be deemed a positive test result.

Testing for an entire athletic team

There may be times that an entire team is tested for Impermissible Substances. This may include but is not limited to the following reasons:

- Prior to post-season competition;
- Suspected widespread use of/ or association with Impermissible Substances by team members; and
- As a deterrent to drug use.

Consequences of Failure to Participate in or Cooperate with Testing

Student-athletes who fail to arrive at the collection station at the designated time without justification, fail to provide a urine sample according to protocol, leave the collection station before providing a specimen according to protocol, attempt to alter the integrity or validity of the urine specimen and/or collection process, or otherwise are uncooperative with administration of the test may be treated as having failed the drug test.

Procedures of Impermissible Substances Urinalysis Testing

The student-athlete will be notified by his athletic trainer or designee as to the location, date, and time of the scheduled test. Upon arrival at the testing location, the student-athlete must provide a valid picture identification card, or, in certain circumstances, a member of the Department of Intercollegiate Athletics staff, who is present, may identify the student-athlete.

The student-athlete will provide a urine sample according to the collection protocol of the testing center. Such protocol will usually include without limitation:

- Direct observation by a same-sex representative of the testing center.
- Packaging of the sample utilizing split sampling.
- The lab will analyze the sample for selected Impermissible Substances.
- If a positive result involves a substance for which there might be a prescribed medical necessity, the Head Team Physician will contact the Director of Athletics. If the Head Team Physician determines that the test result is consistent with medical need, no further action or reporting will occur. If the Head Team Physician determines that the test result is inconsistent with the student-athlete's prescribed medical need for the use of the substance, he/she will forward the result to the Director of Athletics or designee.

- If a positive result involves a substance for which no known medical need exists (e.g., ecstasy, marijuana) the Head Team Physician will notify the Director of Athletics or designee.

Mandatory Drug Testing Administered by OSU

A student-athlete will be subject to mandatory drug testing in the following instances: (1) the student-athlete has entered the Program as a result of an initial positive test, or (2) the student-athlete elects to enter the Program under Safe Harbor.

OSU Athletics may utilize multiple methods of drug testing, which may include but not necessarily be limited to, point of care, saliva, swab, hair, breathalyzer, and urinalysis testing.

Consequences of Impermissible Substance Use

OSU Athletics will refer student-athletes that test positive for an initial assessment with a counseling professional to determine the extent of counseling to be required for the academic year. Individual and/or group counseling may be recommended. The prescribed number of counseling sessions is considered mandatory and required. Failure to comply with counseling and all elements of a prescribed treatment plan (e.g. drug education seminars, testing, online courses, group counseling, etc.) will result in sanctions imposed by the Director of Athletics as recommended by the Special Adviser. In addition to the primary counseling structure described above, the following two services are available to all enrolled student-athletes.

Other Assistance

University Counseling and Psychological Services offers a variety of services including counseling, consultation, outreach, assessment and crisis intervention through the University Counseling Services. Mental health professionals are available to all students, faculty, and staff seeking assistance. Counselor ethics and state law require that these services be confidential except under unusual, well-defined circumstances.

OSU Wellness offers a substance abuse seminar throughout the year to students who wish to learn more about illicit drugs, their effects, legal implications and other topics. These seminars can be coordinated for any team or group of student-athletes at the request of a head coach.

Failure of Big 12 Conference or NCAA Drug Test

A student-athlete who, as a result of a drug test administered by the NCAA, is found to have used a substance in the NCAA Banned Drug Class will lose playing time as a result of the positive test in accordance with Big 12 Conference and NCAA provisions.

Violation of Institutional Policy

A student-athlete who, as a result of a drug test administered by the university athletic department, is found to have used an Impermissible Substance, and therefore has violated the Policy, will be subject to the following rules.

Level 1

- Student-athletes enter Level 1 with a positive drug test as the first violation of this policy.
- Student-athlete meets with Director of Athletics who notifies parents in writing of the violation.
- Director of Athletics informs student-athlete that he/she must schedule a meeting with the Special Advisor who will draft a mandatory treatment plan.
- Student athletes enter into a Disciplinary Action Agreement (see Exhibit A). The agreement is shared with the Head Coach who may add additional terms and conditions. The agreement (1) requires student-athlete to meet with a licensed counselor for clinical evaluation; (2) requires student-athlete to attend recommended number of counseling sessions; (3) requires cooperation with all drug testing requirements; and (4) requires compliance with any terms or punitive measures outlined by the Head Coach in his/her sole discretion. Student-athletes who comply with the Disciplinary Action Agreement will generally stay in Level 1 at least until the end of the following academic semester before being released from the program.
- Student-athletes undergo mandatory tests on a periodic basis.

Moving from Level 1 to Level 2. A student-athlete will move to Level 2 for failing to comply with the mandatory treatment plan at the sole and absolute discretion of the Special Adviser. The Special Adviser will make a determination based in part on the recommendation of the licensed clinician.

Level 2

- Level 2 includes all requirements of Level 1.
- The Director of Athletics will notify the student-athlete and parents/legal guardian(s) in writing indicating that this a second offense. The correspondence will detail any university sanction(s) and inform the parent/legal guardian(s) that a third violation may result in punitive measures.
- Punitive measures tied to scholarship and athletics participation are generally not implemented in Level 2.

Moving from Level 2 to Level 3. A student-athlete will move to Level 3 for failing to comply with the Level 2 mandatory treatment plan at the sole and absolute discretion of the Special Adviser. The Special Adviser will make his determination based in part on the recommendation of the licensed clinician. The determination will be made upon evaluation of the student athlete's progress in counseling and drug testing results. A violation of the policy at this stage of the program may be a result of failure to participate in counseling, a positive drug test, a combination of the two elements, or other failure to comply with the Disciplinary Action Agreement. A behavioral incident may also advance the student athlete to Level 3.

Level 3

- The Special Adviser notifies the Director of Athletics and Head Coach that the student-athlete failed to comply with the Level 2 mandatory treatment plan and has been advance to Level 3 of the Program.
- The Special Adviser and the Head Coach will create a new Disciplinary Action Agreement which may include punitive measures such as loss of playing time and may also state that further policy violations may result in loss of playing time, suspension from the team and/or loss of aid.
- A student-athlete placed in Level 3 must continue to attending mandatory counseling sessions.
- The Director of Athletics will notify the parents/legal guardian(s) of this third violation of the policy and the resulting penalties.

Level 4

- The Special Adviser notifies the Director of Athletics and the Head Coach if the student-athlete fails to comply with the Level 3 mandatory treatment plan and the student-athlete will be suspended from competing in athletics and his/her financial aid will be terminated.
- Student-athlete is notified in writing of his fourth violation of the policy and his/her suspension from competition and termination of his/her financial aid.
- Student-athlete is made aware of available appeal opportunities in this written notification.
- The Director of Athletics will notify the parents/legal guardians of this fourth violation of this policy and resulting the penalties.

Extraordinary Circumstances

In extraordinary circumstances upon the recommendation of a treating clinician, the Director of Athletics or designee and the Head Coach may require any **of the following additional actions:**

- Temporary, indefinite, or permanent suspension from further participation in all athletic programs.
- Cancellation of all or part of any grant-in-aid provided to the student-athlete by the Department of Intercollegiate Athletics.
- Extended counseling and rehabilitation to provide and implement an appropriate plan of intervention for the student-athlete.
- Referral of the matter to the university's Office of Student Conduct for appropriate university judicial action.

Appeals

Student-athlete that receives a positive drug test and/or have determined to be in violation of this Policy have the right to appeal the results of the positive test and/or the punitive actions as a result of a violation of this Policy. Written notification of appeal must be submitted to the Director of Athletics within 72 hours of receiving written notification of a positive drug test and/or a violation of this Policy. In this written appeal the student-athlete must include their reason for appeal, mitigating circumstances he/she would like to be considered on appeal and supporting statements from other individuals (including but not limited to parents, coaches, the treating clinician, etc.). The Director of Athletics will consider all appeals and will have final authority of decision on an appeal. The Director of Athletics may also request written statements of position from other individuals (including but not limited to the head coach, treating clinician, parents, etc.) in making a decision.

Confidentiality

Every effort will be made to maintain confidentiality within the program. While all related information and records will be protected from public access to the fullest extent allowed by law, it is understood that the law requires disclosure of such records in a health or safety emergency, and/or in response to a lawfully issued subpoena.

NCAA Drug Screening

The NCAA has instituted a policy of year-round random drug testing for all athletes participating in intercollegiate athletics. In addition, all student-athletes are subject to NCAA random testing at NCAA championships and bowl events.

Right to Modify

This policy may be modified or amended by the Director of Athletics or designee from time to time upon 48 hours written notice to each student-athlete.

Exhibit A
Sample Disciplinary Action Agreement

I, _____, understand that on _____, I tested positive for a banned substance. As a result, I am required to meet with the Special Advisor for Student-Athlete Development who will work with my head coach to determine an appropriate drug education, counseling and testing plan to improve my overall health and wellness while participating in athletics at Oklahoma State University.

I understand and agree to the following terms and conditions:

- I will meet with a licensed drug and alcohol counselor for an evaluation.
- I will schedule and show up for the recommended number of counseling sessions.
- I will cooperate with all drug testing requirements.
- I will follow the terms below as outlined below by my head coach:
 - o [Completed by Head Coach]

____ I would like to involve my parent/guardian in my treatment plan.

____ I would like to involve my position coach in my treatment plan.

____ I would like to involve _____ in my treatment plan.

I understand that failure to comply with this agreement may result in my suspension, dismissal, and /or adjustment or termination of my scholarship (if applicable).

Student-Athlete Cell Phone Number

Student-Athlete Email Address

Student-Athlete Signature

Date

SPORTS MEDICINE/ATHLETIC TRAINING

University Counseling – Student Counseling Center

Oklahoma State University provides confidential counseling services for all student-athletes who may encounter emotional concerns of any nature. Emotional stress, anxiety, and depression may develop in response to the challenges of being a student-athlete. Disordered eating, relationship issues, and academic and athletic performance concerns are examples of commonly encountered issues. In addition, this center provides workshops, seminars, and lectures on various issues relevant to the student-athlete. Assistance through the Student Counseling Center is available at 744-5472.

Sports Medicine

Oklahoma State University has developed a comprehensive Sports Medicine Program for prevention, treatment, and rehabilitation of all athletic illnesses or injuries to ensure quality, state-of-the-art medical care for its student-athletes. The Sports Medicine Program is committed to the total well-being of each student-athlete — recognizing the physical, mental, and emotional health of each individual.

The Director of Sports Medicine, Dr. Val Gene Iven, is responsible for the administration and management of the Sports Medicine Program and for the supervision of program staff. Director of Athletic Training, John Stemm, directs a staff of eight full-time athletic trainers, several part-time graduate assistants, several undergraduate student athletic trainers, and two administrative assistants. The sports medicine staff also includes Head Team Orthopaedist, Dr. Mark Pascale, as well as a variety of specialty physicians located throughout Oklahoma.

Certified Athletic trainers are present at all practices, games/competitions, and conditioning events. This includes voluntary-summer workouts.

Eight athletic training facilities are available to all athletes at specific times. Our football training room is located in the west end zone of Boone Pickens Stadium. The main athletic training room, located in Athletics Center/Gallagher-Iba Arena, is open for all Olympic sport student-athletes. There are six satellite facilities that are located on campus: Cowgirl Stadium (softball), Track and Field Center, Allie P. Reynolds Stadium (baseball), Greenwood Tennis Complex, the Sherman Smith Training Center/Indoor Complex, and the Cowgirl Soccer Stadium.

Medical Examinations

As recommended by the NCAA and at the discretion of the Head Team Physician, all student-athletes participating in Oklahoma State University's intercollegiate sports program will be required to undergo a comprehensive pre-participation physical examination. These physicals are administered by the Head Team Physician with additional assistance from the Head Team Orthopedist. A prospective student-athlete must receive clearance by the Head Team Physician before he/she is allowed to participate in athletic activities. Referrals to outside consulting physicians may be indicated prior to formal clearance. Follow-up exams may be performed annually.

- All expenses incurred from the Pre-Participation Physical Exam are the responsibility of the individual non-scholarship stu-

dent-athletes. Such expenses include all lab work (including CBC, SickleDex, Ferritin), x-rays, and any diagnostic exams deemed medically necessary by the Head Team Physician prior to being cleared for sport participation. You are responsible for presenting your insurance card to the rendering provider at the time of services.

- Any expenses incurred due to the further evaluation of treatment of a pre-existing medical condition (injury or illness), as deemed necessary by the Head Team Physician prior to clearance for full participation, will be the responsibility of the individual student-athletes.

Athletic Training Department Services

All athletic injuries and illnesses are to be reported immediately to the Director of Athletic Training or a member of the athletic training staff for evaluation, care, and referral. The Director of Athletic Training or the athletic staff assesses the immediate needs and coordinates further medical care from one of the following as deemed necessary:

- Head Team Physician
- Head Team Orthopedist
- University Student Health Center Physician
- Outside referral/consulting physician
- Other health care provider

Any medical care rendered outside of Oklahoma State University's Sports Medicine/Athletic Training facilities MUST be coordinated through the Director of Athletic Training, the athletic training staff, or the Director of Sports Medicine and the athletics insurance coordinator. It is the student-athlete's responsibility to report back to the athletic trainers with information from such appointments and for follow-up care.

Athletic Training Department Regulations and Policies

The Athletic Training Department facilities are reserved for the exclusive use of the student-athletes participating in Oklahoma State University's intercollegiate sports programs. Specialized areas within the facilities are designed for rehabilitation, hydrotherapy, and general physical therapy activities, with additional space reserved for pre-game and practice preparation areas as well as medical and staff offices.

The athletic trainer(s) provide all prescribed rehabilitation and therapy treatments and coordinate the medical services that are available to student-athletes. Policies concerning Athletic Training Department facilities are as follows:

- Student-athletes are not allowed in the Athletic Training Department without appropriate authorization and supervision.
- All therapeutic modalities must be operated or administered by Athletic Training staff.
- Injured student-athletes who are unable to attend practice (or otherwise are limited from full participation) are required to report for prescribed rehabilitative treatments during morning hours as scheduled.
- Student-athletes are to strictly follow all rules and staff recommendations while under the direction of the athletics training staff.

- All prescription medication distributed through the Athletic Training Department are dispensed, recorded, and under the authority of the Head Team Physician.

Athletic Training Department Schedule

Athletic trainers are assigned to attend practices and competitions by the Head Athletic Trainer, with priority coverage given to in-season, "high-risk" sports (football, soccer, etc.). The Head Athletic Trainer and the Athletic Training staff are available for all 15 intercollegiate sports programs on a 24-hour, on-call emergency basis.

Athletic Training Department Hours of Operation

Monday – Friday:

6 AM – 6 PM Main Athletic Training Room (Athletics Center/GIA)

1 PM – Practice ending time (Cowgirl Softball Stadium)

1 PM – Practice ending time (Allie P. Reynolds Stadium)

1 PM – Practice ending time (Track and Field Center)

1 PM – Practice ending time (Greenwood Tennis Complex)

1 PM – Practice ending time (Cowgirl Soccer Complex)

Times may change due to practice/workout schedules for each facility.

Dental Care

The OSU Athletics Department assumes the financial responsibility for dental care that is a direct result of an athletic related injury sustained in formal practice or competition at Oklahoma State University. Student-athletes must have been wearing approved protective mouth gear (if recommended for that sport) at the time of the injury to be eligible for dental coverage. Student-athletes are to immediately report all dental injuries to a member of the athletic training staff.

Dental expenses, with the exception of preventative services, may be paid for by the Athletic Department if the student-athlete's coach signs a dental expense authorization form. This form is obtained by the student-athlete's athletic trainer from the insurance coordinator's office, and is subject to the availability of funding. Thereafter, any dental appointment must be made by the insurance coordinator and will be scheduled with a provider who is on the current list of OSU Sports Medicine's preferred dental providers.

Eye Care

Visual acuity is checked during each student-athlete's pre-participation physical examination. Varsity student-athletes who require visual correction for participation in their sport are furnished contact lenses. Corrective eyewear that is lost or damaged during formal practice or competition is replaced at OSU Athletics Department's expense. Eyewear required for general use, but not necessary for athletic participation, is the responsibility of the student-athlete.

Medical Records

To provide continuity of care and appropriate documentation, the Sports Medicine Program Team Physicians, in cooperation with the Head Athletic Trainer, athletic training staff, and athletic medical insurance coordinator, promptly record and file all medical records and documents of care rendered to student-athletes. Information contained in the medical record includes all evaluations, examinations, treatment of illnesses and injuries sustained during the year, medications dis-

pensed, medical referrals, follow-up care, and authorizations for resuming athletic activities. In addition, an annual health status questionnaire is completed by the student-athlete and medical staff and included in the student-athlete's medical record. Required health status information includes previous medical history, documentation of the pre-participation exam, all athletic and non-athletic injuries sustained (including details on injuries within the last year), past and present rehabilitation programs, and immunization records. Records regarding athletic participation are maintained by the athletic trainers. The Head Athletic Trainer and the staff review medical records maintained in the athletic training centers to ensure that they are current and complete. The University Student Health Center physicians maintain records of student-athletes' visits to the Student Health Center. Oklahoma State University's Sports Medicine and Athletic Training Program respects both HIPPA and FERPA rules and regulations regarding confidentiality of student-athlete's medical records and privacy laws.

Second Medical Opinion Policy

The Oklahoma State University Sports Medicine Department recognizes the value of second opinions for injured or ill student-athletes. The university will pay for this second opinion only if the following conditions are met:

- Prior approval should be obtained from the Head Team Physician (Dr. Val Gene Iven). Requests must include the physician's name, specialty, location, and other pertinent information as needed.
- Specific diagnostic testing beyond diagnostic studies already performed should be approved by the Sports Medicine staff before such testing takes place.
- The student-athlete is requested to forward all results of a second-opinion evaluation, including physician exam, laboratory tests, and radiological procedures/diagnostic studies, to the Athletics Training staff or Head Team Physician.
- Results of a second-opinion examination will be reviewed by the Sports Medicine staff along with recommendations for further treatment and care. Final decisions regarding suitability to return to competition and practice will be the responsibility of the Head Team Physician and Head Team Orthopedist in coordination with the Head Athletic Trainer.
- Requests for payment for surgeries performed by physicians not on the Sports Medicine staff will be reviewed on an individual basis.
- In cases where there is a discrepancy of opinion between the Sports Medicine staff and a consulting physician, a third opinion may be requested. In such a case, the third consultant will be chosen by the Sports Medicine staff (in agreement with the athlete) at university expense from a group of prominent, nationally-recognized sports medicine consultants. The results of this evaluation, along with recommendations for care and treatment, will be reviewed by the Sports Medicine staff. Decisions regarding return to competition and practice remain solely with the Oklahoma State University Team Physicians.

Return to Activity Policy

Authorization to return to practice or play after all injuries or illnesses comes solely from Oklahoma State University's Head Team Physician and Head Team Orthopedist. Outside health care provider's recommendations must be endorsed by Oklahoma State University Team Physicians. Return to play decisions will be coordinated with the Athletic Training staff, who will further appropriately inform individual coaching staffs as indicated.

Rehabilitative Care

The Athletics Training staff, under the supervision of the Director of Sports Medicine, is responsible for all athletic rehabilitative services. Such services may include nutrition counseling, rehabilitation, strength-and-conditioning training, reconditioning, and referral. The staff's primary focus is preventing injury as well as assisting with the treatment and rehabilitation of injuries. The Sports Medicine staff will design, with the cooperation of the student-athlete, a rehabilitation program to fit the student-athlete's specific needs for a quick recovery. All rehabilitation programs must be approved by the Oklahoma State University Sports Medicine staff—specifically, the Team Physicians in conjunction with the Head Athletic Trainer and staff Physical Therapist, prior to their initiation, change, or discontinuation.

Emergency Care

In the event of an emergency, student-athletes should call the Main Athletic Training Room (744-6465). All student-athletes will receive specific emergency contact phone numbers for their specific athletic trainer. The Student Health Center (744-7665) may be utilized in the event of an emergency. As a last resort, student-athletes may call Campus Security (or 911) and report name, phone number, location, type of emergency, and whether an ambulance is needed for transportation to the hospital.

Medical Expenses and Insurance Coverage

The athletics department is the secondary provider of funds to pay medical costs associated with athletic injuries and illness (i.e., Oklahoma State University Athletics Department will be responsible for medical costs not covered by the student-athlete's own insurance). Coverage applies only to injuries and/or illness arising from practice and/or play. NCAA rules do not permit the university to bear financial responsibility for injuries and/or illness not associated with practice and/or play. Consultation with the Sports Medicine staff during treatment of an injury or illness is imperative. Coordination of all medical care must be through the Sports Medicine staff. Unauthorized, outside medical expenses are the student-athlete's own responsibility.

NOTE: The student-athlete's current insurance information must be on file before the start of the current season's practice and competition. Without this information, the athlete could be withheld from practice and/or competition. Although every situation may not be addressed, what follows are some general guidelines that may help in determining what is a permissible and payable expense and those that are not.

FREQUENTLY ASKED QUESTIONS

What types of services will the university provide secondary coverage?
In general, Oklahoma State University can provide financial assistance as a secondary provider for the diagnoses and treatment of all injuries and illnesses directly arising from practice and play. It is expected that the athlete will first seek treatment from the Sports Medicine staff unless the nature of the injury is an emergency requiring immediate treatment elsewhere. The athlete's personal insurance will be listed as the primary provider.

Examples of services that are included in this section are:

- X-rays, MRI, laboratory tests, custom bracing;
- Referrals to other physicians pre-authorized by the Sports Medicine staff;
- Surgical procedures, outpatient and inpatient, by physicians pre-authorized by the Sports Medicine staff;
- Hospital charges at all local hospitals and outside area hospitals authorized by the Sports Medicine staff;
- Physical therapy, if done at outside facilities, at the request of our Head Athletics Trainer/Physical Therapist;
- Second opinions, if pre-authorized by the Sports Medicine staff;
- Any Student Health Center charges for treatment and medications for inpatient stays;
- Dental work for traumatic injury;
- Any condition or injury that the Director of Sports Medicine deems necessary to investigate, treat, and permit safe return to participation.

*What are some examples of services **not** covered in the practice and play category?*

Generally speaking, these are the same conditions that would apply if the athlete were a regular student at the university, not an active participant in varsity athletics, and never injured or made ill as a consequence of practice or play. An athlete is considered a regular student during the summer and during the academic year when he/she is not officially practicing or playing. The athlete is also automatically considered a regular student as soon as his/her eligibility is completed, i.e., the last varsity competition. Examples are:

- Medications for conditions unrelated to athletic participation such as acne, hypertension, etc.;
- Some psychotherapeutic medications;
- Surgeries for conditions not related to athletic participation such as appendicitis, gall bladder disease, wisdom teeth;
- Injuries from an altercation in the dorm or off campus;
- Any over-the-counter medication;
- Any injury incurred while preparing for a professional athletic try-out after conclusion of the athlete's final game.
- Lab ordered during the academic year when the athlete is not officially practicing or playing.

What is the Team Physician's role in returning athletes to competition? Authorization to return to practice and/or play after injuries or illnesses comes solely from Oklahoma State University's Team Physicians: Head Team Physician/Head Team Orthopedist. Outside health care provider's recommendations must be endorsed by Oklahoma State University Team Physicians, including physical therapy plans, lifting/reconditioning regimens, etc. Communication with the coaching staffs regarding rehabilitation and return to activity are coordinated through the Athletics Training staff.

End of Medical Coverage

Student-athletes who complete their eligibility and continue to "work out" with their team or on their own must assume the liability for financial costs from any injuries incurred after the last day of NCAA competition at the conclusion of their traditional sport season. Post-eligibility student-athletes who want to use athletics department facilities to work out may not do so without the express consent of the Director of Strength and Conditioning. It will also be at the discretion of the Head Athletics Trainer/Physical Therapist as to whether post-eligibility injuries will be treated by the Athletics Training staff.

All athletes are required to complete an Exit-Physical at the conclusion of their eligibility or at the time they leave the athletics program. These Exit Physicals will be coordinated by the student-athletes specific sport athletic trainer.

PREGNANCY AND PARENTING STUDENT-ATHLETES

What to Do If You Become Pregnant

The OSU Athletics Department recognizes that a student-athlete's pregnancy is often a stressful event. As soon as you learn that you are pregnant, we encourage you to tell someone with whom you feel safe or who can best support you during this time. While you are in the best position to determine who is safe to discuss your pregnancy, we will respect your confidentiality within our institution as long as it is medically safe to do so. At OSU we want to help you achieve your academic goals while protecting your physical and psychological health and the health of your pregnancy. You should know that many student-athletes have gone through these same life transitions successfully, and there is usually no reason to make overly-rushed decisions.

What Happens to Your Team Membership

Federal law provides many legal protections for your continued involvement with our athletics department. As long as you are in good academic standing with the university and you do not voluntarily withdraw from your team, federal law protects your membership on the team. This would include access to services provided to other student-athletes with injuries or temporary disabilities such as academic tutoring, training table, medical services, and rehabilitation services, amongst others. We will modify your workouts as your pregnancy progresses if needed. Federal law also requires us to grant you as much leave as is medically necessary and to reinstate you to active team membership. You may have to earn back your specific playing position that you achieved before your pregnancy, but others have successfully made the transition back to their former playing shape. You can too.

What Happens to Your Scholarship

As long as you are in good academic standing with the university and you do not voluntarily withdraw from your team, it is against federal law for us to withdraw or reduce your financial aid in the event of your pregnancy, childbirth, conditions related to pregnancy, false pregnancy, termination of pregnancy, recovery from pregnancy, or parental or marital status during the term of the award. Federal law also requires us to grant you as much leave as is medically necessary and to renew your scholarship under certain circumstances. Finally, you should also know that NCAA bylaws allow a female student-athlete to apply for an additional year of eligibility if her athletic career is interrupted by pregnancy.

Who Can Help You

We encourage you to find someone trusted within our institution who can help you navigate through the numerous decisions that confront you. Our institution has a number of people who are equipped to help you, such as University Counseling Services (okstate.edu/ucs), University Health Services (okstate.edu/uhs), Dr. Val Gene Iven, Head Team Physician, or others. For more information on NCAA resources and policies on pregnancy and parenting, you can visit their website at ncaa.org.

Continuing to Train and Compete

If you decide to remain pregnant and wish to continue in your sport, we will help you assemble a decision-support team with whom you feel comfortable. It could include you, your obstetrician or other maternal health care provider, your coach, athletic trainer, team physician, academic counselor, a mental health counselor, or others as needed. Your decision-support team will monitor your health and academic progress and will assist in your return to your sport if that is your desire. Medically necessary absences due to pregnancy from team activities are considered excused absences.

What Is Covered by Your Medical Insurance

The OSU Athletic Department will not be responsible for pregnancy-related medical care costs. As with other health care costs, we will assist you in filing a claim with your health care insurer/provider. You may contact the OSU Athletic Insurance Coordinator in the Athletic Training Room if you need assistance.

Male Student-Athletes Whose Partners Become Pregnant

Obviously, male student-athletes will not be affected by physical changes associated with pregnancy. However, you may suffer psychological stress, have concern about the health of your pregnant partner and her pregnancy, and question your readiness for fatherhood and the personal and financial obligations you face. You may disagree with your partner about the pregnancy, whether to carry the pregnancy to term, or to terminate the pregnancy. We encourage you to take advantage of the university's counseling services and join in any decision-support team your partner may form. You should also know that Title IX also protects you from being discriminated against because of your partner's pregnancy or your status as a parent.

OSU ATHLETICS WEIGHT ROOM POLICIES AND PROCEDURES

Hours & Authorized Users

Hours of operation for the weight room are Monday – Friday, 6:00 a.m. to 6:00 p.m.

Recognized users of the varsity weight room are current student-athletes, athletics department staff members (full-time or part-time), athletics department staff spouses and children that are 16 years old and up, and former varsity student-athletes who are pursuing their degree or a career in professional sports. Varsity student-athletes will usually be assigned team-lifting times, but they can also lift on their own. Former varsity student-athletes and athletics department staff may lift between 8:00 a.m. and 1:00 p.m. Special hours and lifting times may be scheduled on school holidays, over breaks (Spring Break, Christmas, Thanksgiving, and summer), or as otherwise determined by the Strength and Conditioning Director.

Loss of Privilege

Varsity student-athletes and other authorized users are subject to loss of privilege for any of the following reasons:

- Willful violation of rules and regulations;
- Failure to qualify as a continuing member of an athletic team;
- Withdrawal as a member of an athletic team;
- Suspension/dismissal from an athletic team; *Note: Use of the varsity weight room will be denied until the athlete is reinstated as a continuing member of an athletic team.*
- Discontinuation of individual status as athletics department staff.

Rules and Regulations

The following rules are in effect during all times and must be enforced for all recognized users of the varsity weight room:

- Proper training attire must be worn at all times when using the facility. This refers to OSU-issued gear for all athletes, shirts (not cutoff above the waist, no jog bras), shoes (no sandals), and shorts or sweats.
- Collars are to be used on all free weight bars and on platform lifts when necessary.
- Weights should not be dropped to the floor (exceptions given for platform lifts) and should be returned to the proper rack upon completion of the lift.
- Weight belts and other equipment, which were used during a workout, should be returned to their proper place when the workout is finished.
- Individuals should obtain permission from the varsity weight room staff before entering any of the weight room offices. Anyone wishing to use the phone needs prior permission.
- At no time will a student-athlete be allowed to change the music or the volume of the music without first obtaining permission from weight room staff. Cassette tapes are prohibited. Personal headphones are prohibited in the free weight area—safety concerns and the higher-risk nature of free weight exercises require the athlete to be able to hear direction by the strength coach at all times when performing these lifts.

Athlete Equity Policy

All athletes are equally important and should be treated alike. Discriminatory behavior on the part of any student-athlete toward another student-athlete on the basis of sex, race, or ability, will not be tolerated in any form. Any such behavior will be punished by immediate removal from the facility of the individual(s) engaging in said behavior, and further discipline will be determined by the Strength and Conditioning Director.

JOE AND CONNIE MITCHELL ACADEMIC ENHANCEMENT CENTER (AEC)

Hours

Throughout the year, the AEC is open and staffed Monday through Friday, 8 am-5 pm. In order to accommodate student-athletes' demanding schedules, during the fall and spring semesters our hours are extended to the following:

| | |
|--------------------|---------------|
| Monday - Thursday: | 8 am to 11 pm |
| Friday: | 8 am to 5 pm |
| Sunday: | 2 pm to 11 pm |

Services

Services available at the AEC for student-athletes include academic counseling, Student-Athlete Orientation courses, facilitating, personalized career services, writing center assistance, tutoring, equipment checkout, enrollment assistance, absence notifications, and hosting the academic awards banquet. The AEC staff also assists new students with admissions and enrollment procedures as well as OSU, Big 12, and NCAA eligibility and NCAA Eligibility Center information. The ASSA staff coordinates the Student-Athlete Advisory Council (SAAC) and offers assistance for academic scholarships and awards for student-athletes. The ASSA staff coordinates academic awards for student-athletes to ensure that OSU student-athletes are recognized for their hard work. The ASSA staff has a member who serves as learning disability liaison to Learning Disability Services and a graduation/retention data specialist to assure that students are on track to graduate. Assisting student-athletes in meeting academic eligibility for both OSU and the NCAA is just a small part of the job description for the staff of the Academic Enhancement Center.

All academic learning programs for student-athletes are coordinated within the AEC. The ASSA staff distributes and monitors grade reports for student-athletes multiple times during a semester. This contact with professors is used to determine academic progress of student-athletes as deemed appropriate. The staff has learned that, by working together, all can succeed. Communication is maintained among staff members regarding issues affecting the preparedness of student-athletes. The ASSA staff works to assist students in developing skills that will not only allow them academic success at OSU but also carry them throughout the rest of their lives. To accomplish these goals, a variety of programs and services have been developed by the ASSA staff.

Academic Counseling

Academic Counselors, also known as Sport Counselors, work closely with student-athletes and play a significant role in their overall development to ensure their academic success and timely graduation. ***If you need assistance, visit your sport counselor:***

Marilyn Middlebrook: football, men's basketball, softball, spirit group, men's/women's golf

Agatha Adams: equestrian, soccer, women's basketball, women's tennis

Alan Good: baseball, men's/women's track & field/cross country, men's tennis

Tim McCue, Charles Verner: football

Jeremy Cook: wrestling

Facilities

Located on the south side of the Athletics Center at Oklahoma State University, the Academic Enhancement Center is a part of the entire package that is OSU. Placed for accessibility and availability, the Academic Enhancement Center is truly the center of the athletics department at OSU. With private tutor rooms, classrooms, computer labs, lounges, and many high-quality people to facilitate academic success, the Academic Enhancement Center can meet the needs of all students.

Computer Labs

Student-athletes are able to use the Internet, search the OSU library, work on assignments, and do research from the comfort of the AEC using the many computers spread throughout our labs.

Private Study/Tutor Rooms

When needed, quiet study rooms are available. Marker boards, tables, and privacy are provided so student-athletes have a secluded place to complete homework and small group assignments.

Orientation

A particularly successful program is the Student-Athlete Orientation course. All incoming freshmen and transfer students are encouraged to participate in this course. Not only will it help guide students in learning skills that are necessary to become successful people, it also will help orient them to college life at OSU. Guest speakers from various fields offer a supplement to the course in seminars offered throughout the academic year.

Enrollment

Students should meet with their college advisors beginning the third week of each semester and no later than the sixth week of each semester. Following this meeting, students will be given a trial study form, which should be brought immediately to their sport counselor in the AEC.

Absence Requests

Throughout the year you may have to miss class due to travel connected to your involvement on a sports team at OSU. ASSA staff expects that student-athletes will be diligent and inform their instructors ahead of time of dates they will miss class. Notifications are sent according to the team travel rosters received from the coaches or designee. If you are going to miss a class from NOC, or have a lab with a difference instructor, you will need to contact Connie Ralston in 150E Athletics Center or connie.ralston@okstate.edu to make arrangements for instructor notifications.

Career Services

Jawauna Harding, the Career Coordinator located in the AEC, assists student-athletes in career exploration and development. Building resumes, developing interview skills, composing cover letters, conducting job searches, and networking are just a few ways she can help student-athletes in regards to career development. Additionally, job fairs, internship fairs, and recruiting events are held on campus frequently and are open to all students. The ASSA staff takes pride in helping student-athletes even after their degree work is completed.

Academic Facilitator Program

Another useful service is the Academic Facilitator program. Facilitators help students get organized and manage their time efficiently to meet the rigors of college life. Facilitators range from graduate students to local professionals to full professors and are selected from different departments around campus. This ensures a high-quality Academic Facilitator program. The experiences facilitators bring help students truly understand what it takes to be successful at OSU.

Writing Center

The Writing Center, located in Room 250D of the AEC, is a place where student-athletes can receive guidance for any type of written assignment. At the Writing Center, tutors work with student-athletes one-on-one, teaching them how to construct an essay, how to develop their ideas, and how to proofread for errors. Additionally, at the Writing Center student-athletes have access to a variety of writing resources, including handouts, MLA, APA, and other style guides, dictionaries, and textbooks. Ultimately, the goal of the Writing Center is to equip student-athletes with the writing skills needed to succeed both in their classes at OSU and in their future careers.

Making an Appointment at the Writing Center

Writing tutors are available Sunday through Friday during the spring and fall semesters. Although drop-ins are welcome when tutors are available, students are encouraged to make appointments ahead of time in order to guarantee tutor availability. To make an appointment, please stop by the Writing Center or call the Writing Center Director at 744-4938.

Tutoring

Paid and volunteer tutors and mentors are hired, supervised, and carefully monitored. The ASSA Learning Center Coordinator matches students and tutors for one-on-one study sessions and/or group tutoring sessions. If a student has special needs, the ASSA staff is educated on how to find a way to meet those needs. Good working relationships with academic departments on campus ensure ASSA's ability to accommodate every student's academic needs.

One-on-One Tutoring

Individual tutoring is available for many of the courses offered at OSU. From anthropology to zoology, help may be found. Other options on campus include the LASSO Center (tutor.okstate.edu), the Math Learning Resource Center (MLSC), the Statistics Learning & Instruction Center (SLIC), the School of Accounting Collaborative for Academic Excellence (ACE), and the College of Engineering, Architecture and Technology Student Excellence Center.

Group Study Sessions

When several students are in the same course, group study sessions are offered to accommodate those needing assistance. Group study sessions are a great way to bounce ideas or questions off tutors or fellow classmates to make that good grade!

Requesting an Academic Tutor

Tutor request forms are available online (aec.okstate.edu/index.php/tutor-request-form) and accessible on terminals in the front office of the AEC and should be submitted to the Learning Center Coordinator no later than the second week of each semester, including summer, though they may be submitted throughout the semester as needed. Student-athletes should note that tutors are a **supplement** to individual study and class attendance. Students should come to tutorial sessions prepared with questions and having attempted homework assignments prior to the session. Students who arrive more than 15 minutes late to a tutorial session will be considered a "no-show," and all late or missed appointments will result in sport counselors and coaches being notified.

Student-Athlete Tutoring/Facilitating

"No-Show" Charges Policy

ASSA provides tutoring services for student-athletes who request assistance in any course as well as to student-athletes at the request and/or direction of sport counselors, ASSA staff, and/or facilitators in instances when they feel mandatory tutoring is needed for a student-athlete to be successful in a particular course. Academic facilitating services are also provided to student-athletes in need of more assistance while at OSU. Tutoring and facilitating sessions are scheduled between tutors/facilitators and student-athletes to establish appointment dates and times that are acceptable for the schedules of all parties so that no student-athlete will miss out on the tutoring/facilitating he or she needs. Additionally, tutors and facilitators are instructed to provide their contact information to the student-athletes with whom they work so that you, as a student-athlete, can inform your tutors/facilitators in instances when you will be late or when you need to cancel or reschedule a session. **In the case of cancellations, you MUST inform your tutors/facilitators more than an hour in advance so as not to be considered a "No-Show."**

Every semester there are missed sessions where student-athletes do not attend a session and do not contact their tutors/facilitators to cancel (either at all, or within the one hour advanced notice period). Tutors and facilitators are required to report these "No-Shows," which have costs beyond wasting tutors/facilitators' time and not getting student-athletes the tutoring they need. Each "No-Show" costs ASSA \$10.00 in tutor/facilitator pay for sessions that do not actually occur.

ASSA will assess a student-athlete a \$10.00 bursar account charge to student-athletes for each "No-Show" they accrue.

These charges are designed only to cover the costs lost in payment for sessions that do not occur but which should have been attended or cancelled by the student-athletes beforehand. All "No-Show" charges you accrue will be reviewed by your academic (sport) counselor before being assessed, and appeals against any "No-Show" charge must be made to your counselor and/or the Director of Academic Services for Student-Athletes. Appeals may be granted in extreme instances, but your best bet to avoid being charged is to not miss any scheduled appointment with your tutors/facilitators and to contact them more than an hour in advance if you will miss a particular appointment!

Equipment Checkout

Laptops, calculators, webcams, tape recorders, headphones, and books may be checked out temporarily through the front office of the AEC. Semester-long calculator check-out requires a course syllabus indicating the type and model of calculator required. Laptop checkout is on an availability basis determined by team size and travel dates. Students are solely responsible for the equipment while it is in their possession and must sign a contract verifying their responsibility for the equipment. This contract specifically indicates the athlete's agreement to pay up to the full replacement cost of any lost, stolen, damaged, or unreturned equipment.

The Academic Awards Banquet

The academic year culminates with the Academic Awards Banquet. The ASSA staff works diligently to organize the banquet to celebrate the academic successes of OSU student-athletes over the previous academic year. The presentation of the male and female student-athlete of the year is the highlight of the evening. This very competitive award is the most sought after award on the OSU campus for student-athletes.

Staff

The Academic Services for Student-Athletes (ASSA) staff is here to augment the educational experience of OSU student-athletes. OSU is consistently in the upper echelon of Big 12 schools for number of academic all-conference selections and academic All-Americans. In addition to multiple tutors and facilitators, the following full-time staff assist student-athletes in making the most of their abilities on and off the playing field:

Dr. Marilyn Middlebrook, Associate Athletic Director for Academic Affairs and Director of ASSA

Agatha Adams, Assistant Director

Alan Good, Assistant Director

Stephanie Coca, Learning Specialist

Jeremy Cook, Wrestling Facilitator

Jonene Cook, Learning Specialist

Amber Damicone, Writing Center Director

Jawauna Harding, Career Services Coordinator

Nikki Jones, Manager, Student Academic Development for Football

Tim McCue, Football Counselor

Mike Noteware, Learning Center Coordinator

Connie Ralston, Administrative Assistant

Amy Randolph, Learning Specialist/Student-Athlete Orientation Instructor

Charles Verner, Football Counselor

Student-Athlete Advisory Council (SAAC)

The Student-Athlete Advisory Council (SAAC) is comprised of two team representatives from all OSU sport teams and meets every other week during the fall and spring semesters. SAAC is the student-athletes' voice with athletics administration and campus faculty regarding any concerns the student-athletes may have. SAAC also sponsors many volunteer activities during the school year and represents the very best of the OSU student-athlete population. If you would like to get involved, please contact this year's officers or the academic advisor:

President

Lana Duke, Soccer
ldduke@okstate.edu

Vice-President

Cole Verble, Men's Track & Field
cole.verble@okstate.edu

Secretary

Clara Nichols, Women's Track & Field
clara.nichols@okstate.edu

Assistant Secretary

Danielle Coleman, Women's Track & Field
danielle.coleman@okstate.edu

Community Service

Cydney Crook, Women's Track & Field
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