



STUDENT-ATHLETE HANDBOOK

2011 - 2012

This agenda belongs to:

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STUDENT NO. _____



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TABLE OF CONTENTS

INTRODUCTION

Letter from Director of Athletics.....	6
State of Obligation.....	7
Note from the NCAA.....	7
Mission Statement.....	8
Alma Mater.....	8
Athletics Directory.....	9
Head Coaches Directory.....	10
University Resources.....	11
Campus Office Locations & Contact Information.....	12
College Advisor Contact Numbers.....	14

POLICIES ON CONDUCT

Policies on Conduct

Student-Athlete Code of Conduct.....	15
Grievances & Complaints Procedures.....	16
Displanairy Action.....	21
Academic Honesty.....	22
Hazing.....	23
Sexual Harrassment /Assault.....	23
Safe Zone.....	24

Georgia State Important Facts

Plus/Minus Grading.....	24
Grades C or higher Major/Minor.....	24
Class Attendance Policy.....	24
Regents Testing.....	25
Academic Standing Requirementst.....	25

Other

Sport Supervisors.....	26
Sports Communication.....	26

SPORTS MEDICINE

Georgia State University Sports Medicine Policies

Policies.....	29
Athletic Training Room Rules.....	30
Medical Expenses Policy.....	31
Athletic Insurance Description.....	31
Medical Examinations Policy.....	32
DrugTesting Policy.....	33

Tattoo & Piercing Policy.....	33
Weight Room Policy.....	33
Georgia State University Student-Athlete Educational Programs.....	34

COMPLIANCE

Compliance Facts You Need to Know!

Initial Eligibility.....	35
Transfer Eligibility.....	35
Seasons of Competition.....	35
Transfer Policy.....	35
Intraconference Transfer Rule.....	35
Leaving the Team.....	36
Walk-On Policy.....	36
Amateurism/Eligibility.....	36
Rules Interpretations.....	36
Reporting NCAA Rules Violations.....	37
Agents.....	37
PROSAC- Professional Sports Advisory Council.....	37
Vehicle Registration.....	37
Athletic Equipment/Apparel.....	38
Apparel/Equipment Issuance & Retrieval Process.....	38
Weekly Hour Limitation Outside of Playing Season.....	38
Daily/Weekly Hour Limitations During Playing Season.....	38
Countable Athletically-Related Activities.....	38
Voluntary Athletically Related Activities.....	38
Outside Competition.....	39
Student Host Responsibilities.....	39
End of Year Meeting.....	40
Exit Interview.....	40

Maintaining Athletic Eligibility

12-Hour Minimum Enrollment Rule	40
Satisfactory Progress	41
Fulfillment of Degree Requirements	41

Financial Aid

What is Grant-In-Aid?	41
Countable vs. Non-Countable Aid	42
Period of Award.....	42
Renewals, Reductions, Non-Renewals.....	42
Appeal Hearing.....	42
Employment.....	43
Benefits & Awards.....	43
Letter Winners Awards.....	43
NCAA Special Assistance.....	43

Athletic Housing

Housing.....	44
Parking.....	45

Meals.....	45
Books.....	45

ACADEMIC SUPPORT SERVICES

Panther Promise.....	46
----------------------	----

Advisment/Registration

GoSolar.....	46
Advisement.....	46
Registration.....	47
Holds.....	47
Add/Drop Withdrawal.....	47
Dropping a Class.....	47

Student-Athlete Development

Orientation.....	48
Academic Athletic Records.....	48
Academic Monitoring.....	48
Bridge Seminar.....	48
Exhausted Eligibility & Summer School Aid Policy.....	49
Learning Lab.....	50
Academic Area Rules.....	51
Computer Policy.....	51
Learning Lab Hours.....	51
Tutorial Assistance Program.....	52

CHAMPS/LIFE SKILLS

CHAMPS/Life Skills.....	54
Sportsmanship Statement.....	55
CHAMPS/Life Skills Cup.....	55
Student-Athlete Advisory Committee.....	55

Academic Excellence

Awards/Scholarships.....	56
--------------------------	----

Personal Development

Panther Den.....	57
Choices.....	57
Seminars-Workshops.....	57

Career Development

Etiquette Dinner.....	58
Resume, Cover Letter, Interview, etc. Workshops.....	58

Community Service

CAA Blood Drive.....58
S.A.A.C Community Service Events.....58
National Girls & Women in Sports.....58
Team & Individual Community Service Commitments.....58

Other

Panther Club.....58

FALL CALENDAR

SPRING CALENDAR



Dear Panther Student-Athletes:

Welcome back to Georgia State University! As we kick off the 2011-12 academic year, I would like to officially welcome the new freshmen and transfers, as well as the returning student-athletes. We are so pleased that you are a part of the Panther Athletics Family.

The mission for Georgia State Athletics is to “develop champions for today and leaders for tomorrow.” In support of this mission, we are committed to providing the resources, services, facilities and staff to help you develop fully as a student, as an athlete and as a person. In return, my expectation for you as a GSU student-athlete is to excel in the classroom, in your sport and be a positive role model.

This student-athlete handbook is designed to serve as your guide to policies and procedures for Georgia State University and the Department of Athletics. It also outlines expectations – what you can expect from GSU Athletics and what we expect from you as a student-athlete.

As the year progresses, I look forward to meeting each of you and watching you compete. Let’s make 2011-12 an exceptional year!

Go Panthers!

A handwritten signature in black ink that reads "Cheryl L. Levick". The signature is written in a cursive, flowing style.

Cheryl L. Levick
Director of Athletics

STATEMENT OF OBLIGATION

As a student-athlete at Georgia State University, you are responsible for the information in this handbook as well as other information provided to you by your coach or other members of the Athletics' staff. Please note that these policies are not in their entirety. For the complete policy, please see your coach to review the Athletic Department Policy and Procedures Manual. You must realize that as a representative of this institution and the Athletic Department you will be asked to adhere to these policies. Please keep this handbook with you throughout your stay at Georgia State University.

A NOTE FROM THE NCAA TO YOU, THE STUDENT-ATHLETE

Student-athletes enrolled at NCAA member institutions should reflect the high standards of honesty and integrity set by the Association for the conduct of intercollegiate athletics. As NCAA member institutions strive to fulfill their educational missions, they share a right and a responsibility to preserve order and encourage ethical, responsible behavior through the formulation of standards of conduct for student-athletes and the designation of procedures by which those standards shall be enforced.

It is imperative that student-athletes recognize the significance of their behavior as visible members of the campus and local communities. This same attention, however, also should inspire the institution to assure that its student-athletes receive the same treatment as students generally in disciplinary or criminal matters. Intercollegiate athletics cannot be viewed as a refuge where student-athletes may escape responsibilities imposed on all citizens, nor should student-athletes be held to a higher standard of conduct than that imposed on the student body as a whole.

GEORGIA STATE ATHLETICS MISSION AND VISION

Mission Statement

The Department of Intercollegiate Athletics at Georgia State University dedicates itself to the mission of shaping champions for today and leaders for tomorrow

Vision Statement

To be a championship caliber athletics program recognized nationally for uncompromising academic and competitive excellence

Core Values

1) **Integrity**

Integrity is the single defining characteristic of Georgia State Athletics.

We follow the spirit and the letter of rules and regulations of our governing bodies.

We are honest in our dealings with athletes, coaches, opponents and the University community.

2) **Excellence**

We strive for excellence in the classroom and success at every competition.

We have a passion for continuous quality improvement.

We expect to win.

3) **Determination and Innovation**

We embrace our determined spirit while encouraging innovation and resourcefulness in all that we do.

4) **Diversity and Equity**

We provide a climate of mutual respect and diversity by recognizing each individual's contribution to the department.

We foster and empower a culture that provides equal access to athletic opportunities, facilities and student support services.

5) **Community and Service**

We establish an organizational culture that fosters collaboration and partnership with stakeholders, promotes responsible and caring citizens within the GSU community and the community-at-large.

We foster an environment of service and outreach to our campus, our community and our world.

Athletic Department Directory
All numbers have a 404 area code

Director of Athletics	Cheryl Levick	413 - 4005
Senior Associate Athletics Director	James Greenwell	413 - 4007
Faculty Athletic Representative	Andy Sumner	413 - 4764

Main Athletic Department	413-4000
Athletic Department Fax Number	413-4001
Student-Athlete Development	413-4048
Life Skills Program	413-4046
Tutorial Program	413-4047
Development	413-4017
Housing	413-4015
Student Finances	413-4013
Operations	413-4009
Sports Communications	413-4031
Compliance	413-4011
Marketing	413-4023
Sports Medicine	413-4039
Strength & Conditioning	413-4042
Ticketing	413-4021

HEAD COACHING STAFF

Football	Bill Curry	413-4110
Men's Basketball	Ron Hunter	413-4050
Baseball	Greg Frady	413-4077
Women's Basketball	Sharon Baldwin-Tener	413-4060
Men's Cross Country	Christopher England	413-4069
Women's Cross Country	Christopher England	413-4070
Men's Golf	Joe Inman	413-4065
Women's Golf	Cathy Mant	413-4066
Men's Soccer	Brett Surrency	413-4074
Women's Soccer	Domenic Martelli	413-4075
Softball	Roger Kincaid	413-4085
Men's Tennis	Chase Hodges	413-4073
Women's Tennis	Miha Lisac	413-4072
Track	Eric Campbell	413-4076
Volleyball	Tamara Ores	413-4067
Strength and Conditioning	Ben Pollard	413-4042

UNIVERSITY RESOURCES

- **Counseling Center** - Georgia State University's Counseling Center provides a variety of services designed to aid in the academic, emotional, physical, and vocational development of Georgia State University students.
- **Student Health Services** - Health Services, also known as the Georgia State University Clinic, offers diagnosis and treatment for a wide range of illnesses, both acute and chronic, through the skills of a full-time Family Physician, and a full-time Family Nurse Practitioner.
- **University Academic Counseling**- This unit offers one-on-one academic counseling to students and is tailored to fit the individual needs of each student. Counseling can include such issues as test anxiety, test taking strategies, time management and study skills.
- **University Career Services** - The University offers a comprehensive career planning service to students via a variety of programs. Through career fairs, resume referrals, campus interviewing, career conversations with desired employers, career counseling, career planning and exploration guide, job and internship listings and etiquette dinners, students have the tools available to make educated career choices and job searches.
- **University Alumni Career Services** – The University's Alumni Association offers a comprehensive program of career services to assist Georgia State alumni with ongoing career management. Offered as a benefit of membership in the Alumni Association, these programs are available in person, by telephone and via Internet access with Drake Beam Morin, which is the world's leading provider of career management programs and services. Programs offered include job leads, resume building, networking, seminars, workshops, and related career/job links off their main website. Enrollment is free to members of the Alumni Association.
- **Intercultural Relations** - The Intercultural Relations component of the Office of Student Life and Leadership is committed to providing opportunities for students, faculty and staff to engage in meaningful dialogues, actively participate in programs and provide training opportunities to enhance the understanding and appreciation of the multitude of cultures present at Georgia State University. In this capacity, the Intercultural Relations staff is committed to creating and optimizing on teachable moments for the Georgia State community.
- **African American Student Services Program:** Student Center 3rd floor, Suite 315: Serves to continually support and enhance student academic and leadership development at the University. The mission is to promote quality services and programs related to the recruitment and retention of African Americans at Georgia State University by advocating academic success, degree attainment, cultural diversity, and co-curriculum involvement.
- **International Student & Scholar Services:** Sparks Hall, Room 252: Provides support for Georgia State University's non-immigrant international student. Services include orientations, immigration advisement, international student and scholar insurance coverage, student advocacy, and other personal assistance in adjusting to the and joining the university community.
- **Honors Program:** University Center, Rm 428: Georgia State University's Honors College offers high-achieving and highly motivated students the resources to excel academically and to prepare for successful professional careers. Honors students have access to individualized advisement, small classes and seminars, priority registration, and special housing in the University Commons.

Campus Offices Location & Contact Information

Administrative Offices & Services	Extension	Location
College of Arts & Sciences	3-5058	6th Floor (620), GCB
Andrew Young School of Policy Studies	3-0021	AYSPS Bldg.
Health & Human Sciences	3-1000	811 Urban Life
Robinson College of Business	3-7167	3rd Floor, RCB Bldg.
College of Education	3-8000	Rm 300, COE Bldg.
International Student & Scholar Services	3-2070	Suite 252, Sparks Hall
Auxiliary & Support Services	3-9500	Suite 200, University Center
Office of Undergraduate Admissions	3-2500	Suite 200, Sparks Hall
Career Services	3-1820	Suite 260, University Center
Disability Services	3-1560	Suite 230, Student Center
Office of Financial Aid	3-2600	Rm 102, Sparks Hall
Office of Enrollment Services (One Stop Shop)	3-2600	Rm 227-228, Sparks Hall
Health Services	3-1930	Suite D, 141 Piedmont Ave.
Human Resources	3-3308	3rd Floor, One Park Place South
Student Accounts	3-2600	227, Sparks Hall
Student Advisement Center	3-2300	Suite 255, Sparks Hall
Academic Departments	Extension	Location
Accounting	3-7200	5th Floor, RCB Bldg.
Anthropology	3-5156	Rm 335, Sparks Hall
Applied Linguistics & ESL (IEP)	3-5200	Suite 1200, 34 Peachtree St.
Art & Design	3-5221	Suite 117, Arts & Humanities Bldg.
Biology	3-5300	Rm 495, Petit Science Center
Chemistry	3-5500	Rm 380, Petit Science Center
Communications	3-5600	6th Floor, One Park Place South
Computer Information Systems	3-7360	9th Floor, RCB
Computer Science	3-5700	Suite 1450, 34 Peachtree St.
Criminal Justice	3-1020	12th Floor (1201), Urban Life Bldg.
Early Childhood Education	3-8020	5th Floor (550), COE Bldg.
Economics	3-0141	5th Floor, AYSPS Bldg.
Educational Policy Studies	3-8030	4th Floor, COE Bldg.
English	3-5800	9th Floor, GCB

Finance	3-7310	12th Floor, RCB Bldg.
Geosciences (Geography/Geology)	3-5750	Rm 340, Kell Hall
History	3-6585	Suite 250, 34 Peachtree
Hospitality	3-7615	2nd Floor, RCB Bldg.
Kinesiology & Health	3-8050	1st Floor, Sports Arena
Managerial Sciences	3-7525	10th Floor, RCB Bldg.
Marketing	3-7650	13th Floor, RCB Bldg.
Mathematics	3-6400	7th Floor (750), COE Bldg.
Modern & Classical Languages	3-5980	Suite 841, GCB
Music	3-5900	5th Floor, 75 Poplar St.
Nursing	3-1200	9th Floor, Urban Life Bldg.
Nutrition (Office of Academic Assistance)	3-1000	8th Floor, Urban Life Bldg.
Philosophy	3-6100	34 Peachtree St. (One Park Tower)
Physics & Astronomy	3-6033/6047	Suite 400, Science Annex
Political Science	3-6159	10th Floor, (1005), GCB
Psychology	3-6200	11th Floor, Urban Life Bldg.
Public Administration & Urban Studies	3-0107	AYSPS Bldg.
Risk Management & Insurance	3-7500	11th Floor, RCB Bldg.
Sociology	3-6500	10th Floor, GCB

Office of Academic Assistance

College of Arts & Science- 404-413-5005

Tammy Patterson-Hill: Director, Office of Academic Assistance

Carol Turner: Advisement scheduling & administrative support

Stephen Mendenhall: Geography, Geology, Journalism, Psychology (A-I)

Andreea Johnson: African-American Studies, Film & Video (M-Z), Political Science (A-N), Sociology

Marie (Mimi) Haley: Applied Linguistics, BIS (student-planned and college-planned), English, Modern and Classical Languages, Women's Studies

Laura Jones: Biology (O-Z), Philosophy, Political Science (O-Z), Psychology (O-Z), Religious Studies, Post Bac: Pre-med

Linda King: Biology (J-N), Post-Bac: Pre-Med; Undergrad CAPP Processing

Kenneth Meier: Anthropology, History, Music, Psychology (J-N)

Shannon Sanders: Art, Film/Video (A-L), Speech

Ramona Howard: Biology (A-I), Chemistry, Computer Science, Mathematics, Physics, Post-Bac: Pre-Med

Andrew Young School of Policy Studies- 404-413-0021

Matt Arp: Graduate Advisor

Wanda Cooley: Undergraduate Advisor

Shelly-Ann Williams: Director

College of Education-404-413-8000

Cynthia Curtis: Exercise Science, Health & Physical Education, Middle Level Education; ccurtis@gsu.edu-KH

Jessalyn Murphy: Birth Through 5 & Early Childhood Education; jnanke1@gsu.edu- ECE

College of Health and Human Sciences- 404-413-1000

Grace Gipson: Criminal Justice/Social Work

Denisa Hightower: Nursing

Bill Andrews: Nutrition & Dietetics/Undecided

Vanessa Thomas-Meikle: Respiratory Therapy

Robinson College of Business-404-413-7115

Joyce A. Cox: (last names beginning with A-C,)- jcox@gsu.edu

Lisa Raines: (last names beginning with D, E, N-Si)- lraines@gsu.edu

Carmen T. Owens: (last names beginning with F-M, Sj-Z)-cowen9@gsu.edu

POLICIES ON CONDUCT

ATHLETIC DEPARTMENT CODE OF CONDUCT

STUDENT - ATHLETE RESPONSIBILITIES

Georgia State University has established the rules, regulations, and procedures found in the Student Code of Conduct and Policies to promote the University mission and to protect the rights of students, faculty, and staff. The official rules and regulations of the University are contained in the Georgia State University General Catalog and the student handbook, *On Campus*. Any amendments may be found online at <http://www2.gsu.edu/~wwwdos/codeofconduct.html> each semester. In the event of a conflict between this code and other University policies, this code, as amended, will prevail.

Student membership in the University community confers certain rights and requires certain obligations that are defined in this code. It is expected that students will understand and exercise their own rights, fulfill their obligations and respect the rights of others. It is also the obligation of each student to take all steps necessary to become familiar with, to understand, and to agree to comply with University rules, regulations and policies. Lack of knowledge of a regulation or policy will not be accepted as an excuse for failure to observe it.

YOUR OBLIGATIONS AS A STUDENT

As a student and a representative of the department, you are expected to:

- Attend class and complete class assignments fully and promptly.
- Inform instructors of expected absences due to official athletic events.
- Follow the directives of the Athletic Department staff.
- Maintain requirements for academic eligibility and progress toward your degree.

YOUR OBLIGATIONS AS AN ATHLETE

As an athlete and a representative of the department, you are expected to:

- Display good sportsmanship.
- Know and follow Athletic Department, University, CAA, and NCAA guidelines and regulations.
- Protect your health and obey team rules and policies.

YOUR OBLIGATIONS AS A MEMBER OF THIS COMMUNITY

Your obligations as a member of any community are to respect the rights of other community members and to obey the policies, rules, and laws of that community. You are expected to obey the rules; you are not in any way exempt from penalty if you violate their policies, rules, and laws.

GENERAL MISCONDUCT

The following behavior will not be tolerated at Georgia State:

- Lying and committing fraud, Academic dishonesty (plagiarism)
- Use of non-therapeutic drugs and Abuse of therapeutic drugs or alcohol

- Gambling, breaking University policy, team rules, or state or federal laws

You are innocent until proven guilty, but the Georgia State Athletic Department strongly supports and actively pursues the normal channels of investigation and punishment that are standard for these offenses.

GRIEVANCES AND COMPLAINT PROCEDURES

GRIEVANCE PROCEDURE STATEMENT

If a student-athlete has a problem or concern, especially one related to gender or race, the student-athlete is encouraged to bring the matter to the attention of any of the following:

1. Head Coach
2. Any of the Associate Athletic Directors
3. The Director of Athletics

In addition, the student-athlete may wish to bring this matter to the attention of the Senate Athletics Committee or the Student-Athlete Advisory Committee.

STUDENT-ATHLETE GRIEVANCE STATEMENT

The Georgia State University Athletic Department does not have a separate grievance procedure. Georgia State University Athletic Department take the position that all grievances pertaining to a coach, administrator or any member of the Athletic Department staff should be handled as non-academic complaints and are handled under the University Grievance Policy.

UNIVERSITY GRIEVANCE POLICY AND PROCEDURES

Georgia State University seeks to maintain the highest standards of integrity and fairness in its relationships with students. The Undergraduate Catalog and the Graduate Catalog (both found at http://www.gsu.edu/es/catalogs_courses.html), and the Student Code of Conduct (<http://www2.gsu.edu/~wwwdos/codeofconduct.html>) set forth policies and requirements for Georgia State students. Students are expected to know and comply with these policies. Students may, however, seek relief or resolution when they believe that:

- A. The application of these policies and procedures will create undue hardship for them or will not recognize their extraordinary or extenuating circumstances; or
- B. Specific actions, practices, or decisions on academic or non-academic matters have been made or carried out in an arbitrary, discriminatory, or inequitable manner.

The procedures set forth below cover complaints, petitions, and appeals related to University-wide and college-based policies. Individual colleges or departments may have additional or more specific procedures that may also apply to complaints, petitions, and appeals. Students are referred to the office of the dean of the particular college for information about additional or more specific procedures that apply. In case of conflict among policies, this University policy takes precedence over College and Departmental policies.

The following policies include their own complaint, petition and waiver procedures. This policy may not be used in lieu of these policies.

1. Any policy for anyone other than a student to make a complaint, file a grievance, or request a waiver, such as policies that govern faculty and staff.
2. All policies in the student code of conduct
3. Hardship withdrawal policy

4. Admission, readmission, and exclusion policies
5. Discriminatory and sexual harassment policies
6. Disability policies
7. College of Law Honor Code
8. Student parking policy

The procedures set forth below are applicable to undergraduate and graduate students of the University.

All appeals under these procedures will be made based *only* on the written record. A student's appeal under these procedures will be granted *only* if the student can prove by preponderance of evidence that a decision was arbitrary, discriminatory, or inequitable.

II. **STUDENT COMPLAINTS ON ACADEMIC MATTERS**

A. *College-Level Academic Complaints*

1. Final Course Grade Appeals

- a. Students are encouraged to discuss concerns and disputes over final course grades with the instructor prior to filing a formal grade appeal, in an effort to gain understanding about the basis of his/her grade. Instructors are encouraged to be available to students for such discussion regarding grades so that grade disputes, to the extent possible, are resolved informally. The Office of the Ombudsperson can provide assistance to students, instructors and administrators with resolving disputes informally through voluntary facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.
- b. In situations where such informal resolution does not occur or is not successful, the student may appeal the final course grade to the Department Chair. The appeal must be in writing and describe the precise reason for the appeal. Any pertinent information must be submitted with the appeal in order to be considered in this or subsequent appeals. The appeal must be submitted within 10 business days of the beginning of the academic term (fall, spring, and summer) that follows the term in which the final grade was submitted by the instructor. For example, if a student took an incomplete in a fall term course and completed the course works in the following spring semester, then an appeal of that grade must be submitted within 10 business days of the beginning of the summer term. The Department Chair will provide a decision in writing to the student, normally within 10 business days of the receipt of the complaint in the Department.
- c. The student may appeal the decision of the Department Chair, as described in section 2-c through 2-e below.

2. Other College-Level Academic Complaints

- a. Judgments on the suitability of academic decisions made within a college are most appropriately made by individuals with expertise in the particular academic discipline involved. For this reason, resolution of student complaints about college level academic decisions, actions, or practices is the responsibility of the department and college involved. Normally, such complaints can be resolved quickly and informally through discussion with the faculty member directly involved. The Office of the Ombudsperson can provide assistance to students, instructors and administrators with resolving disputes informally through voluntary facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.
- b. In situations where such informal resolution does not occur or is not successful, the student may submit a formal complaint to the Chair of the appropriate academic department. The student's

complaint must be submitted in writing and be accompanied by pertinent documentation describing (a) the specific action, practice, or decision that is problematic; (b) the impact of that decision; (c) what resolution is being sought; (d) and why it should be granted. To promote prompt resolution, complaints must include current contact information and be submitted at the earliest possible time. Consideration will not be given to any complaint submitted later than the end of the term immediately following the term in which the matter in question arose. The Department Chair will provide a decision in writing to the student, normally within 10 business days of the receipt of the complaint in the Department.

- c. The student may appeal the Department Chair's decision within 10 business days of being notified of the Chair's decision. Such appeal will be made, in writing, to the Dean of the College in which the Department is located. At the discretion of the Dean, an advisory panel may be appointed to review the written documentation and make a recommendation to the Dean. The Dean will issue a decision to the student in writing, normally within 10 business days of the receipt of the appeal.
- d. The student may appeal the Dean's decision to the Provost, in writing, within 10 business days of being notified of the Dean's decision. The Provost will issue a decision to the student, in writing within 20 business days of receiving the appeal.
- e. The student may appeal the Provost's decision to the President, in writing, within 10 business days of being notified of the Provost's decision. The President will issue a decision to the student in writing within 20 business days of receiving the appeal.
- f. The student may appeal the President's decision to the Board of Regents, in writing, within 20 business days of being notified of the President's decision. Decisions regarding grades may not be appealed to the Board of Regents (BOR Policy 407.01).

B. University-Level Academic Complaints

1. Judgments on the suitability of academic decisions made at the University level are most appropriately made by individuals with expertise in the particular area. Normally, such complaints can be resolved quickly through discussion with the Academic Administrator directly involved. (See the University Organizational Chart at http://www.gsu.edu/administrative_organization.html.) Students can contact the Office of the Ombudsperson for assistance in preparing for discussion with academic administrators. The Office of the Ombudsperson can also provide assistance to students and academic administrators with resolving disputes informally through voluntary, facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.
2. In situations where such informal resolution does not occur or is not successful, the student may submit a formal complaint to the Associate Provost for Academic Programs. The student's complaint must be submitted in writing, and be accompanied by pertinent documentation describing (a) the specific action, practice, or decision that is problematic; (b) the impact of that decision; (c) what resolution is being sought; and (d) why it should be granted. To promote prompt resolution, complaints must include current contact information and be submitted as early as possible, but no later than the end of the term immediately following the term in which the matter arose. The Associate Provost for Academic Programs will normally issue a decision to the student in writing, within 10 business days of receiving the complaint.
3. The student may appeal the Associate Provost's decision to the Provost within 10 business days of

being notified of the decision. The Provost will respond in writing to the appeal within 20 business days of receiving the appeal.

4. The student may appeal the Provost's decision to the President in writing within 10 business days of being notified of the Provost's decision. The President will respond in writing to the appeal within 20 business days of receiving the appeal.
5. The student may appeal the President's decision to the Board of Regents in writing within 20 business days of being notified of the President's decision. Decisions regarding residency and the Guaranteed Tuition Plan may not be appealed to the Board of Regents (BOR Policy 407.01).

III. **NON-ACADEMIC COMPLAINTS**

1. Judgments on the suitability of non-academic decisions are most appropriately made by individuals with expertise in the particular area. Normally, such complaints can be resolved quickly through discussion with the Administrator in charge of the department making the decision. (See the University Organizational Chart at http://www.gsu.edu/administrative_organization.html.)
2. Students can contact the Office of the Ombudsperson for assistance in preparing for discussion with non-academic administrators. The Office of the Ombudsperson can also provide assistance to students and non-academic administrators with resolving disputes informally through voluntary, facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.
3. In situations where such informal resolution does not occur or is not successful, the student may submit a formal complaint to the Vice President or Associate Provost who oversees the area. The student's complaint must be submitted in writing, and be accompanied by pertinent documentation describing (a) the specific action, practice, or decision that is problematic; (b) the impact of that decision; (c) what resolution is being sought; and (d) why it should be granted. To promote prompt resolution, complaints must include current contact information and be submitted as early as possible, but no later than the end of the term immediately following the term in which the matter arose. The Vice President or Associate Provost will provide a decision to the student in writing, normally within 10 business days of the receipt of the complaint.
4. The student may appeal the Vice President's or Associate Provost's decision to the Provost in writing within 10 business days of being notified of the decision. The Provost will respond in writing to the appeal within 20 business days of receiving the appeal.
5. The student may appeal the Provost's decision to the President in writing within 10 business days of being notified of the Provost's decision. The President will respond in writing to the appeal within 20 business days of receiving the appeal.
6. The student may appeal the President's decision to the Board of Regents in writing within 20 business days of being notified of the President's decision. Decisions regarding traffic citations may not be appealed to the Board of Regents (BOR Policy 407.01).

IV. **STUDENT PETITIONS FOR ACADEMIC POLICY WAIVER or VARIANCE**

A. *College-Level Policy Waiver or Variance Petitions*

1. Students may petition for a waiver or variance of a department-level or college-level policy. The

appropriate College Office of Academic Assistance can provide the student with college policies and petition procedures.

2. The student must submit a petition, in writing, to the Office of Academic Assistance of the College which has made the policy in question. The petition must include the following: (a) the policy from which the student is seeking a waiver or variance, (b) the deviation being sought; and (c) the reason(s) why the exception should be granted. The Office of Academic Assistance representative will determine whether the petition needs to be addressed at the departmental or college level, and will forward the petition to the appropriate administrator who will notify the student of his or her decision.
3. The student may appeal the decision, in writing, following the procedures stated in Section 11.A.2.c through f above, the *College-Level Academic Complaint Policy and Procedures*. If the original decision was rendered by a Department Chair, the appeal should be initiated at the level of the Dean; if the original decision was rendered by the Dean (or his or her designate), the appeal should be initiated at the level of the Provost.

B. University-Level Policy Waiver or Variance Petitions

1. Students may request a waiver or variance of a policy established by the University or the Board of Regents.
2. All requests for waivers or variances from university-level policies will be made based *only* on the written record.
3. The student must submit a petition for a waiver or variance in writing to the Academic Administrator in charge of the office that administers the policy in question. (These offices include the Dean of Students, Registrar's Office, Student Advisement Center, Undergraduate Admissions, and the Associate Provost for Academic Programs.) The petition must include the following: (a) The policy or requirement from which the student is requesting a waiver; (b) the deviation being sought; (c) the reason(s) why the exception should be granted; (d) a current copy of the student's academic evaluation record; and (e) a current copy of the student's Georgia State University transcripts, which should also include transcripts from any other college the student has attended.
4. The Academic Administrator will review the petition, attach additional documentation if necessary, and forward his or her recommendations in writing for action to the Committee on Admissions and Standards of the University Senate.
5. All petitions for a waiver or variance of a University-level policy are reviewed by a subcommittee of the Committee on Admissions and Standards. Petitions may be initiated, in writing, by students, faculty, or staff. Scholarship Appeals subcommittees will be composed of at least two faculty. Academic Regulations and Graduation Requirements Appeals subcommittees will be composed of at least three faculty. The subcommittee will make a recommendation to the Dean of Students. The decisions of the Dean of Students and all supporting documents will be distributed, as an information item, to every member of the Committee on Admissions and Standards. The Dean of Students will notify the student of the decision on the petition. Submission of petition documents does not guarantee that a waiver or variance will be granted.
6. The student, any member of the faculty of Georgia State University, or any member of the Committee on Admissions and Standards may appeal the decision of the Dean of Students to the Associate Provost for Academic Programs, in writing, within 10 business days from when the Dean

of Students' decision is distributed to the student and to the Committee on Admissions and Standards.

7. The student may appeal the Associate Provost's decision to the Provost in writing within 10 business days of being notified of the decision. The Provost will respond in writing to the appeal within 20 business days of receiving the appeal.
8. The student may appeal the Provost's decision to the President in writing within 10 business days of being notified of the Provost's decision. The President will respond in writing to the appeal within 20 business days of receiving the appeal.
9. The student may appeal the President's decision to the Board of Regents in writing within 20 business days of being notified of the President's decision.

V. **DEADLINES**

- a. The University strives to resolve complaints and petitions by the deadlines established in this Policy. However, each situation is unique and may prevent the meeting of a deadline. Every effort will be made by the parties involved to minimize the delay and proceed through the processes outlined in this Procedure as close to the deadlines as possible.
- b. All deadlines established in this Policy are stated in terms of business days. If a deadline falls on a weekend or scheduled holiday, the deadline will be the next scheduled workday of Georgia State University.
- c. Students lose their right to continue to the next step of the procedures if they miss a stated or agreed-upon deadline.

VI. **MEDIATION**

Students who have filed formal complaints or petitions or those who have had formal complaints filed against them under Sections II A or B of this Policy (except for grade appeals) may request that the matter be submitted to mediation in an effort to achieve resolution. Mediation is a voluntary, confidential process whereby a neutral person facilitates discussion between the parties in a mutual attempt to reach resolution on the issues raised by the parties.

In the event mediation is agreed upon by both parties, the timelines under this policy shall be suspended until which time the mediation is completed. In the event that mediation results in agreement, the student's complaint will be considered resolved. In the event that mediation does not result in resolution of the matter, the student may appeal to the next level of review under this policy.

Information derived from mediation discussion may not be used as the basis for higher levels of appeal, nor can the mediator be asked to provide information or make any decision at any level of the formal appeals process. Persons interested in mediation should contact the Office of the Ombudsperson.

DISCIPLINARY ACTION

If you ever encounter a situation in which you are unsure of your appropriate behavior according to the NCAA, University or Departmental regulations, DO NOT HESITATE to discuss the matter with your Head Coach, Head Trainer, Academic Advisor, or any of the Associate Athletic Directors. If you violate a University regulation, or a city, state, or federal law, you are not exempt from further penalty by the Athletic Department. Disciplinary actions may range from reprimand to expulsion, including the possible loss of

eligibility and/or financial aid. You may appeal the loss of financial aid to the Office of Financial Aid, and enforcement of University standards of conduct to the appropriate University body.

ACADEMIC HONESTY

As members of the academic community, students are expected to recognize and uphold standards of intellectual and academic integrity. The University assumes as a basic and minimum standard of conduct in academic matters that students be honest and submits only the products of their own efforts. Both the ideals of scholarship and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable or unethical conduct related to their academic work.

The University's policy on academic honesty is published in the *Faculty Affairs Handbook* and in *On Campus: The Student Handbook*. It is available to all members of the university community. The complete policy can be found at <http://www.gsu.edu/~wwwcam/codeindex-pdf.html>.

In an effort to foster an environment of academic integrity and to prevent academic dishonesty, students are expected to discuss with faculty the expectations regarding course assignments and standards of conduct. Students are encouraged to discuss freely with faculty, academic advisors, and other members of the university community any questions pertaining to the provisions of this policy.

DEFINITIONS AND EXAMPLES

Plagiarism: Plagiarism is presenting another person's work as one's own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student's work as one's own. Any work, in whole or in part, taken from the Internet or other computer-based resource without properly referencing the source (for example, the URL) is considered plagiarism. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly or creative indebtedness, and the consequences of violating this responsibility.

Cheating on Examinations: Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, computer-based resources, texts, or "crib sheets" during an examination, or sharing information with another student during an examination.

Unauthorized Collaboration: Submission for academic credit of a work product, or a part thereof, represented as being one's own effort, which has been developed in substantial collaboration with another person or source or with a computer-based resource is a violation of academic honesty.

Falsification: It is a violation of academic honesty to misrepresent material or to fabricate information in an academic exercise, assignment or proceeding (e.g., false or misleading citation of sources, the falsification of the results of experiments or of computer data, false or misleading information in an academic context in order to gain an unfair advantage).

Multiple Submissions: It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the faculty member(s) to whom the material is submitted for additional credit.

HAZING

The following section on hazing is from Georgia state laws (Code Section 16-5-61). It is part of the Georgia State Student Code of Conduct (Section 7.10-12) and should be taken extremely seriously.

As stated in this Code section, the term "Haze" means to subject a student to an activity, which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity. It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

Some examples of hazing include: acts that cause undue discomfort or bodily harm; acts involving psychological mistreatment including acts of personal servitude or humiliation; acts that endanger the life or health of students; and acts that interfere with class schedules or academic pursuits.

Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature. Georgia State University Athletics adheres to state legislation outlawing hazing.

SEXUAL HARASSMENT/ASSAULT

Sexual harassment of any member of the University community is prohibited and will subject the offender to possible disciplinary action after compliance with appropriate procedural requirements. Sexual harassment is also prohibited by the University System of Georgia and by state and federal laws.

The Equal Employment Opportunity Commission definition, adopted by Georgia State University, states that unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment. Any student-athlete who feels that he or she has been the victim of harassment is encouraged to contact a representative of the Athletic Department.

SAFE ZONE

Georgia State University and the Athletic Department, strives to be a community of respect. Each student is expected to take responsibility for the consideration of the rights of others. Any conduct of a student, group of students, or student organization that violates the rights of other individuals, groups or organizations, either on or off campus, shall be prohibited. These provisions are part of the student code of conduct included as stated in the student **On Campus** handbook. The office of Intercultural Relations, in coordination with the Counseling Center, offers Safe Zone programs throughout the year. Safe Zone State promotes a welcoming, inclusive and emotionally as well as physically safe environment for LGBTQIQ (lesbian, gay, bisexual, transgender, queer, intersex, questioning) students, faculty, and staff through developing a network of allies who have been trained in LGBTQIQ issues. The program is designed to reduce homophobia and heterosexism by raising ally awareness of its presence and potential impact on individuals in our community. We provide education, training, and support related to LGBTQIQ issues in order to increase knowledge of the diversity of sexual orientation and gender identity. The Safe Zone symbol signifies a safe space to talk about issues that impact LGBTQIQ individuals. The members of Safe Zone are a team of interdisciplinary staff, faculty, and students within the University who are committed to increase awareness and acceptance of the LGBTQIQ community.

<http://www2.gsu.edu/%7Ewwwcou/safeZone.htm>.

STUDENT-ATHLETE DEVELOPMENT

PANTHER PROMISE

Panther Promise has been created to assist student-athletes with concerns that are unique to the Division I student-athlete. Georgia State University Athletics is committed to providing educational, personal, and community development opportunities that will enhance the quality of our student-athlete's university experience. Panther Promise provides these services to aid the student-athletes in their personal life as well as enhance their athletic potential.

In order to accomplish these goals, the following programs and activities have been developed:

- **P.A.S.S** – Program for Academic Support Services that includes New Student-Athlete Orientation, Learning Lab, Tutorial Assistance, GSU 1010 Course, Mandatory Advisement, Academic Monitoring and Exhausted Eligibility.
- **CHAMPS/Life Skills** – a unique program of educational opportunities that adds value, knowledge, and growth to the demanding lives of our student-athletes. It is a comprehensive program that will provide educational, personal, community, and career development to enhance the overall quality of our student-athletes' university experience.
- **Panther DEN** – offers a variety of services dedicated entirely to addressing the unique challenges that face the Georgia State University student-athlete. These services are offered in conjunction with the Life Skills program, Department of Student Health Promotion and the University's Counseling & Testing Center.

ADVISEMENT/REGISTRATION

All student-athletes must meet with their athletic academic advisor to discuss their schedule, degree progress, and eligibility requirements prior to each semester registration. If you do not meet with your athletic academic advisor for schedule approval prior to Phase I registration, a hold will be placed on your registration and you will be unable to register for classes.

GoSOLAR

Georgia State University's online student system is called GoSolar – which stands for Georgia State Online Access to Records (<http://www.gosolar.gsu.edu/>). On GoSolar, a student is able to register (add/drop) classes, submit online evaluations for instructors, view academic records, view grades, run a degree (academic evaluation) audit, request transcripts and enrollment verifications, view personal information, view and accept financial aid, view and pay tuition and fees and enroll in direct deposit for electronic refunds, register for on-campus parking, access university bookstore, view online undergraduate and graduate catalogs, access and update student email

ADVISEMENT

Core Curriculum: All students are required to complete core curriculum to graduate.

Making Your Schedule: Spend time thinking about the right class schedule.

Contacting Your Advisor: Keep in touch with your advisor and follow these tips

- View Class Schedule on GoSolar: www.gosolar.gsu.edu/webforstudent.htm

- If you have earned 75 hours or more you must meet with your college advisor before meeting with your athletic academic advisor. Be sure to bring a signed and updated CAPP form from your college to your athletic advisement session.
- Before registration, you can begin planning your schedule by visiting the following website: https://www.gosolar.gsu.edu/pls/bprod/bwkschd.p_disp_dyn_sched

REGISTRATION

All student-athletes will be assigned early appointment times during the first two days of Priority Registration. A priority registration appointment does not supersede any holds placed on your account. **If you initially register during ate Registration or make changes to your schedule following Late Registration your athletic grant-in-aid will not cover your late registration fees.**

Full-time Enrollment: Georgia State University defines full-time enrollment as registration in 12 credit hours for undergraduate and 9 hours for graduate students. NCAA requires student-athletes to be enrolled full-time to participate in intercollegiate athletics. If you drop below full-time status during the semester you are immediately ineligible for practice and competition.

HOLDS

Holds prohibit you from registering for classes. Unpaid fines, student fees, insurance, and not seeing your athletic academic advisor are several reasons you would not be able to participate in registration. It is the student-athletes responsibility to take care of all holds prior to registration. **As a student-athlete a hold will always be on your account.** This is to identify to various campus groups that you are a student-athlete. Your athletics hold will be released for priority registration only. Any changes to your schedule after priority registration will have to be made through your athletic academic advisor.

ADD/DROP/WITHDRAWAL

Student-athletes must consult with their athletic academic advisor prior to adding or dropping any class. The University computer system will prohibit a student-athlete from dropping courses. Students can add courses through the fifth calendar day from the beginning of classes. In some cases, permission from the department head or the instructor may be necessary to add a course after classes have started. To change a section of a course, students must fill out a form for section change to get credit for the course. Students can withdraw from a course prior to the drop deadline. After the drop deadline, a student must make a withdrawal request through the Dean of their college based on extenuating circumstances that have adversely affected their ability to perform in their classes. Examples of extenuating circumstances are documented injury, illness, a change in a student's work schedule, and/or personal or family problems.

DROPPING A CLASS

Student-athletes are not able to drop a course via GoSolar once classes have begun. You must have written permission from the Assistant Athletic Director for Student Athlete Development in order to drop a class! Your advisor, coach, professor, and the Assistant Athletic Director for Student Athlete Development must all agree that it is in your best interest for a withdrawal to be granted. Your decision to cease attending any class will not automatically ensure approval for a withdrawal.

Beginning Fall 2006, the University limited the number of withdrawals students are allowed while in attendance at Georgia State. Students are allowed to withdraw with a grade of W a maximum of six times in their undergraduate careers at Georgia State. The limit on withdrawals does not apply if a student withdraws from all classes during a term before the midpoint. This policy can be found in its entirety at: <http://www.gsu.edu/es/14494.html>

Please remember: A withdrawal is approved only in extreme cases and can affect eligibility and Exhausted Eligibility Aid.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC ATHLETIC RECORDS

Records of academic progress of all student-athletes are available in the Student Athlete Development Staff Area. It is the responsibility of the student-athlete to become familiar with that record and, at all times, make satisfactory progress towards a degree as defined by the NCAA and Georgia State University. University advisors and athletic academic advisors will make every attempt to provide effective guidance, but the final responsibility for meeting academic requirements rests with you, the student-athlete.

An Academic Program Plan will be designed for each individual once he/she has reached 60 hours and has declared his/her major. Individual records are accessible to student-athletes during the normal office hours, but at no time may the records be removed from the Academic Area.

ACADEMIC MONITORING

Monitoring of classroom progress 2-3 times per semester through Email Reports and Phone Reports with professors allows the student athlete development staff to become aware of problems and provide the assistance needed as quickly as possible. Your athletic academic advisor will make every effort to contact you and make you aware of any academic problems that may exist.

If your athletic academic advisor contacts you, it is extremely important that you respond in a timely manner. Viewing of individual professor contacts is confidential and is limited to the academic advisor, student-athlete and coach. All coaches will receive a summary of the grade reports following midterms and final exams.

EXHAUSTED ELIGIBILITY & SUMMER SCHOOL SCHOLARSHIP POLICY

The Exhausted Eligibility Program is Georgia State Athletic Department's post-eligibility degree completion program. You are required to apply for the Exhausted Eligibility Program in the second semester of your senior year. The amount of aid provided will be decided on an individual basis. **This program is available for undergraduates only, single major applicants, and student-athletes who have competed for Georgia State University for two championship seasons. Please remember, the Exhausted Eligibility Program is a privilege not a right. If you withdraw from the program or do not maintain a 2.0 GPA you may be required to pay back the amount of the athletic award received.**

1. The student must receive a positive recommendation from the Assistant Athletic Director for Student-Athlete Development and his/her Head Coach. The student-athlete must have completed all PASS Program guidelines to be considered for the Exhausted Eligibility program. A student-athlete that withdraws from classes, becomes academically ineligible, or leaves the team for disciplinary reasons during their last year forfeits the opportunity for this additional athletic aid.
2. The student must have at least a 2.0 CGPA upon completion of the final year of eligibility. A semester GPA of a 2.0 is also required to have the award renewed for subsequent semesters and a CGPA of a 2.0 or higher is always required. Any exceptions must be approved by the Assistant Athletic Director for Student-Athlete Development.
3. The student must be within 2 semesters of completing all degree requirements to be considered for the award. All retakes, withdrawals, D's or failing grades, and course loads less than 15 hours **will** automatically be deducted from your possible exhausted eligibility aid. The amount of aid given will be based on these factors. Courses such as GSU 1010 and Regents' courses will not be counted against your aid total. We hope that this will discourage unnecessary drops and failing

grades and increase tutorial usage. If HOPE pays your tuition, understand that HOPE pays for a total of 127 **attempted** hours. Therefore, the student must pay any hours over this amount.

4. Exhausted eligibility students will be required to work every semester they are receiving aid. The number of hours each student is required to work will be based on the amount of aid received for the semester. Students will be assigned a work area based on need each semester they are receiving aid.
5. Due to NCAA requirements and budget restrictions, the exhausted eligibility award will only be available for the year immediately following the final year of eligibility (ex. summer to spring). Any student-athlete with 9 hours or less will be required to attend the summer immediately following their last year of eligibility.
6. The exhausted eligibility award will equal the amount received during the final year of eligibility. If a student-athlete who received housing chooses to live outside the university housing, they will receive a monthly housing allowance. If housing and meal money constitute the grant-in-aid, the money will be divided over the semesters of given aid.
7. Any student-athlete that signs a pro contract or signs on with an agent must see Assistant Athletic Director for Compliance prior to receiving exhausted eligibility aid.
8. A student-athlete must have exhausted eligibility for **all** sports to receive exhausted eligibility aid.

Please note that summer school aid is a privilege and priority will be given to student-athletes with the following situation(s): eligibility concerns, prerequisites for major and to help graduate in four years. These reasons and others will be evaluated according to the budget. If aid is awarded please be aware of the following:

- *Your maximum scholarship will be based on what you received the preceding semester.*
- *If you do not successfully complete summer school you may be required to pay for those courses.*
- *If your summer school is paid for by the athletics department and you decide to transfer, you may be required to pay for your courses.*

ORIENTATION

NEW STUDENT-ATHLETE ORIENTATION

The Georgia State University Athletic Department runs a half-day orientation the week before classes begin. Assisted by the Student-Athlete Advisory Committee, the department will provide all freshmen and transfer student-athletes with a series of development seminars, a campus tour, and team building activities.

Students will meet the Athletic Department staff and selected university officials. They will also be informed of university regulations, NCAA rules and department expectations. There will be a brief review of the student's academic track, administered by a representative of the Student Advisement Center. Students will also receive a copy of their semester schedule and other pertinent information. Student-Athletes are only required to attend the New Student-Athlete Orientation; however, there is also a university orientation available to students.

Mandatory Georgia State Transfer Student Orientation

Welcome to Georgia State University! We are glad you have chosen to transfer here. Think of your Undergraduate Catalog as your survival guide. The catalog is always available online for your service 24 hours a day. This catalog will keep you informed of academic policies, course descriptions, and majors offered. There is also an online pre-orientation to help you get started.

<https://webdb.gsu.edu/preorientation/>

Freshmen Learning Community & GSU 1010

Freshmen Learning Community (FLC) offers first-year students an opportunity to connect with Georgia State University and other student-athletes during the fall semester.

FLCs link clusters of courses, from the Core Curriculum with GSU 1010. Through their involvement in an FLC, students form a small, friendly community within a large, research university.

A GSU 1010 is provided for new student-athletes during the fall semester. The course is designed to enhance the student-athlete experience and help develop a better understanding of the university and athletic guidelines. Additionally, it will assist with the development of life skills in the areas of academics, athletics, personal, career, and leadership. Students are expected to develop and/or improve time management skills, study skills and communication competence. **GSU 1010 is required for all new freshman and transfers.**

STUDENT-ATHLETE LEARNING LAB

An academic area has been established to provide all student athletes with a space that will allow them to work in a productive environment to complete necessary class work. This area is open to all current student-athletes and offers a variety of resources, which should prove helpful to the academic efforts of those that make use of it. The academic area affords a quiet, monitored environment where you may study or use one of the computers to work on assigned class work and materials. **The hours of operation are Sunday 2 p.m. – 6 p.m., Monday through Thursday, 8 a.m. - 9 p.m and Friday 8 a.m. – 12 p.m.**

Listed below are some of the resources provided within the learning lab.

1. **Printing:** Located in the learning lab we have a printer for students to print items as needed. Each team has their own printing code and will be allotted a certain amount of paper per month determined by Advisors. Once a team has ran out of paper the students are required to find another location on campus to print.
2. **Book Check Out:** We have books located in the lab that we allow students to check out while in the learning lab if they forget their book or did not get the book. The books are not allowed to be taken out of the learning lab and must be checked back in prior to leaving the lab.
3. **Calculator Check Out:** We offer several types of calculators that can be checked for use for math and financial classes offered by Georgia State University.
4. **Laptop Checkout:** Laptops are available for team trips only and are for exclusive use by Georgia State University student-athletes. To reserve a computer, a student-athlete must contact the Tutorial Coordinator (404-413-4047) in person, no more than one week in advance of the trip. Coaches are responsible for monitoring the use, transportation, and storage of the laptop once it has been checked out and until it has been returned. Work must be saved on the student's own disk. Files saved on the hard drive will be deleted. Students must complete and return the laptop check-out form to the Tutorial Coordinator along with a copy of the assignment(s) to verify they

will be working on school-related material. Laptops must be picked up from Learning Lab between 12pm-5pm the day before leaving on a road trip. They must be returned between 9am-12pm the day after returning from the road trip. Each team is allowed to have no more than 2 laptops checked out at a time, and the laptops are available on a first-come, first-serve basis. Any damage or loss will be the financial responsibility of the sport to which the computer was checked out. If there is a need for software that is not already on the computer, notify Rachel. Please report any hardware or software problems when you return the computer.

ACADEMIC AREA RULES

- You must check in and out by swiping your Panther ID. You will not be allowed in the Academic Center without your ID.
- **Each study session must be at least one hour in length, even if you only owe 20 minutes. You must clock-in and clock-out on the time clock to receive credit.**
- All learning lab hours must be completed by Friday at 12pm.
- All students must come prepared to study, to attend a tutorial session or to work in the computer lab...bring books and notes. If you are not prepared, you will be asked to leave.
- It is not a social or recreational period. Please minimize conversations in the outside lobby prior to entering or after leaving. No food, beverages, tobacco products or any other items that might soil or damage
- No profanity and no fighting you will be asked to leave the learning lab.
- No sleeping. If you are caught sleeping you will be asked to leave the learning lab.
- No cell phones or pagers should be on in the study areas or computer lab.
- Newspapers and magazines are allowed only as needed for class.
- If you are asked to leave Learning Lab for any reason, you will not be allowed to return that day and all hours earned for the day will be void.
- Do not clock in and leave (drink, food, bathroom etc.); take care of this prior to arrival.

COMPUTER POLICY

The Academic Center computers are to be used for academic purposes only. Listed below are some general rules when utilizing the computers in the lab.

- If you are coming to the lab to check email only the time is limited to 20 minutes and then you must get off of the computer.
- The playing of games and the viewing of videos of any type unless otherwise specified for a class on the computers is not allowed.
- You are not allowed to visit any social networks while on the computers; this includes but is not limited to myspace, facebook, bebo, chatting, etc. If you are caught using any of these sites you will be asked to leave the computer area.
- Please do not unhook machines to plug in your laptops. The learning lab has wireless internet so that will not be necessary.

LEARNING LAB HOURS

While the academic area is open to all student-athletes, we have found it necessary to make this area mandatory for athletes who are new to the University or are experiencing academic difficulties. Mandatory Learning Lab hours are determined by the student's cumulative grade point average and current class status. Currently we have two academic areas set up for students to complete their learning lab hours. The

locations are Courtland North 4th Floor and Sports Arena Room 110. **Incoming freshmen** will be required to attend **six hours** of mandatory Learning Lab during their first semester. **Transfer student-athletes** must also complete **six hours**. Tutoring may be assigned on the basis of need. **Returning Student-Athletes** need to refer to the chart below to determine his/her learning lab hours:

	GRADE POINT AVERAGE			
	Below 2.00	2.00 to 2.24	2.25 to 2.49	2.5 +
Freshman	10 hrs.	7 hrs.	6 hrs.	0
Sophomore	10 hrs.	6 hrs.	4 hrs.	0
Junior	10 hrs.	5 hrs.	0	0
Senior	8 hrs.	4 hrs.	0	0

This policy varies with each team but no team has a lower standard. Some coaches may require student-athletes to attend more hours per week. Hours can be complete in Courtland North Lab or Sports Arena.

Learning Lab travel hours: During season, you can earn up to one hour per day while on the road. If you leave Friday afternoon, you are expected to have completed your Learning Lab hours. In addition, you must be in good standing to earn hours on the road. It is the responsibility of your coach to report any hours earned while traveling.

LEARNING LAB WARNING

Any hours missed during a week must be made up during the next week.

LEARNING LAB PROBATION

Students who do not complete owed hours during warning week will be held out of practice until those hours are completed. Regularly assigned hours must also be completed to return to good standing. **Student-athletes should report to Learning Lab during their scheduled practice time.**

Learning Lab Suspension

Not making up all hours during Practice Probation week will result in the student-athlete being held out of all team related events, including intercollegiate competition, practice, travel, etc., until all necessary hours are completed.

You are required to complete Learning Lab hours even while your team is out of season. Any student-athlete who completes a semester not in good standing will have the amount of hours he/she owes at semester's end added to his/her weekly Learning Lab hour total for the duration of the next semester! This includes student-athletes moving into the 5th Year program.

TUTORIAL ASSISTANCE PROGRAM

In addition to providing an appropriate atmosphere for studying, our staff offers tutorial assistance for all student-athletes. The primary goal of the Athletic Tutoring Program is to provide student-athletes with academic assistance beyond that which they receive in the classroom. Tutorial sessions, however, are not a substitute for class time. If you are receiving tutoring you are expected to attend all class sessions as well. In order to accomplish this goal in addition to providing interactive, objective based tutoring, our tutors provide study skills assistance as well. In addition, you are expected to arrive for your tutoring session prepared with your textbook, syllabus, class notes, and assignments. Your tutoring time is an interactive session which means you will need to have all reading completed BEFORE your appointment. **You will not be able to read during this time**

Tutorial assistance is provided on both a walk-in and mandatory basis. The tutors are graduate and/or upper division students who are selected on the basis of their educational training and ability to instruct in various subjects. Once the tutors are employed they also receive on the job training throughout the semester to assure the students are being provided with the best services. If you are in the need of the tutor you must complete a tutor request form and return it to the Tutorial Coordinator to have the appointment scheduled. Outside of one – on – one tutoring the tutorial program offers a wide variety of services, including but not limited to the following:

1. Paper Editing: English tutors are available to review and edit all papers. The tutor will only check for grammatical errors and check that you are following the guidelines of the instructor. You must drop your paper off 48hrs prior to the date you actually need to turn it in.
2. Walk-In Hours: We have several opportunities to receive tutoring that is not a regularly scheduled session but just a drop-in session. The hours are

MISSED TUTORING APPOINTMENT POLICY

Any student who misses 3 sessions (whether it is a no call/no show or reschedule session), their tutoring appointment will be canceled on the 3rd missed session. Travel and athletic sponsored events will be the only excused missed session. Reschedules done by the tutor will not affect the student but those will be limited as well due to the new policy with reschedules as it pertains to the tutors.

1. 1st missed session: Make an appointment to meet with the tutorial coordinator to discuss what happens next.
2. 2nd missed session: Make an appointment to meet with academic advisor and coach to discuss what the next step is and how this can affect you going forward.
3. 3rd missed session: Session is canceled. The student must see tutorial coordinator, asst. athletic director of student athlete development, academic advisor, and coach to sign your form.

MENTOR PROGRAM

The mentor program is primarily for student athletes who are special talents, on academic probation with the university, possible eligibility concerns, or have a documented learning disability. However, student athletes who are struggling with classes or feel they may need a Mentor can also participate in the program. The mission of our mentoring program (Motivating Athletes Towards Excellence) is to make a positive difference in the lives of all student-athletes during their time with Georgia State Athletics. This is done primarily through a professionally supported, one on one relationship with a Mentor. The program will assist the student athlete in achieving their highest potential as they grow to become productive, confident, and competent individuals. This will happen by providing committed mentors with a standard of excellence. We want all student-athletes to excel academically and athletically while at Georgia State University.

GEORGIA STATE IMPORTANT ACADEMIC FACTS

PLUS/MINUS GRADING

Georgia State and the University of Georgia have been approved by the Regents for a three-year pilot on the use of a plus/minus grading system. The following grades are permissible: A, A-, B+, B, B-, C+, C, C-, D, or F. Faculty are not obligated to use the plus/minus system and can continue to use the subset A, B, C, D, or F if they wish.

Grades of C in Major/Minor

Grades in the major and minor require a grade of C or higher. Certain departments/schools/institutes may also require a grade of C or higher in their introductory courses.

Class Attendance Policy

As a student-athlete you are expected to attend every class unless traveling with your team. At the beginning of the semester, student-athletes should provide each professor with an Official Letter of Explanation and the official team schedule. These forms are obtained from your athletic academic advisor. These letters are to be hand-delivered by the student-athlete during the first week of school. **It is the student-athlete's responsibility to reschedule any tests and/or assignments missed PRIOR to travel.**

CLASS ABSENCES DUE TO ILLNESS OR INJURY

Official university written excuses are NOT issued for personal illness, except in the case of final examinations when a grade of incomplete is recommended. Absences due to illness will only be excused if the student reports to the Student Health Center and is seen by a physician. Professors may contact the Student Health Center to verify a class absence. Student-athletes who have extended personal illness or injury should obtain a written statement from their physician and provide it to their athletic academic advisor. The advisor will notify professors; otherwise it is the student-athlete's responsibility to contact the professor.

CLASS ABSENCES DUE TO EMERGENCIES

The student-athlete should notify the Student Athlete Development staff if he or she must leave campus for any extended period of time because of hospitalization, injury, or personal problems. The Academic Advisors will notify professors, but it is the student-athlete's responsibility to meet with professors to arrange for any make-up work that needs to be completed.

CLASS ABSENCE FOR COMPETITION POLICY

RESPONSIBILITIES FOR COMPLETION:

- Head Coach (or designee)
- Student-Athlete Development Staff (Advisor)
- Student-Athlete

PROCEDURES:

1. Head Coach (or designee) will provide the Student-Athlete Development staff with an anticipated travel schedule with departure and return dates and times.
2. Student-Athlete Development will use priority registration to create a class schedule that will minimize missed class absences.
3. Student-Athlete Development will inform coaches of any concerns during registration.
4. Student-Athlete Development will create travel excuse letters to be given to professors during the first week of class. Student-Athlete will inform advisor if there are any concerns. The advisor will talk to the professor to see if issues can be resolved.
5. Student-Athlete Development staff, we will discuss this with the coach and Sport Administrator to see if any changes can be made to the travel schedule of the effected student-athlete. If this cannot be resolved, then we would look to change to student-athletes affected course.
6. The Student-Athlete Development staff also communicates regularly with university faculty to keep abreast of any concerns that they may have with regards to class absences.

Academic Standing Requirements

The assignment of academic standing is based on both the most recent semester and overall grade point average. There are four levels of scholastic discipline for undergraduate students: warning, supervision, probation and exclusion. Students on supervision or probation may be allowed to enroll with specific restrictions. Students on exclusion are not eligible to enroll in any undergraduate program or under any status at Georgia State. Students are placed on warning when their cumulative Georgia State GPA is below 2.0 and they were not on supervision or probation the previous semester in attendance. Students are placed on supervision when their cumulative Georgia State GPA is below 2.0 and they were on warning the previous semester in attendance. However, students on warning who attempt 6 or more semester hours and earn a Georgia State term GPA of 2.3 or better will remain on warning. This policy can be found in its entirety at <http://www.gsu.edu/es/14494.html>

Warning: Cumulative Georgia State GPA is below 2.0 and was not on supervision or probation the previous semester.

Supervision: Cumulative Georgia State GPA is below 2.0 and was on warning the previous semester. However, students on warning who attempt 6 or more semester hours and earn a Georgia State term GPA of 2.3 or better will remain on warning.

Probation: Cumulative Georgia State GPA is below 2.0 and was on supervision the previous semester. However, students on supervision who attempt 6 or more semester hours and earn a Georgia State term GPA of 2.3 or better will remain on supervision.

Exclusion: Cumulative Georgia State GPA is below 2.0 and was on probation the previous semester. However, students on probation who attempt 6 or more semester hours and earn a Georgia State GPA of 2.3 or better will remain on probation.

Academic Improvement Program (AIP)

The Academic Improvement Program (AIP) is intended to assist student in extricating themselves from scholastic discipline and o meet the graduation requirement of cumulative Georgia State University GPA of 2.0 or higher. The elements of AIP are registration approvals by an adviser, course load limits, and survival skills instruction.

Warning: May register for no more than 13 semester hours

Supervision: (1) have registration an approved (2) register for no more than 13 semester hours (3) take any other steps required by academic advisor

Probation: May not be permitted to enroll for one semester at Georgia State, if allowed to enroll (1) have registration an approved (2) register for no more than 13 semester hours (3) take any other steps required by academic advisor

Exclusion: Are not eligible to enroll in any program and may not participate in AIP.

STUDENT-ATHLETE AFFAIRS PROGRAM

"Changing Athletes' Minds for Personal Success"

Student-Athlete Development makes a continued commitment to provide Georgia State student-athletes with the personal tools and resources necessary to develop the total person, in addition to enhancing their success on the playing field. The department actively participates in the Student-Athlete Affairs Program, which aims to meet the following:

Student-Athlete Affairs Program Commitment Statements

Academic Excellence

Georgia State Athletics is committed to supporting the academic progress of the student-athlete toward intellectual development and graduation.

Athletic Excellence

Georgia State Athletics is committed to building philosophical foundations for the development of athletic programs that are broad-based, equitable and dedicated to the well-being of the student-athlete.

Personal Development

Georgia State Athletics is committed to developing student-athletes with well-balanced lifestyles. We actively seek dynamic speakers as a way to provide opportunities that encourage emotional well-being, personal growth and healthy decision-making skills.

Career Development

It is our desire that every student-athlete leave Georgia State with a post-graduation plan whether it is career oriented or continuing education. In order to help establish a student-athlete's individual plan Georgia State Athletics, in conjunction with University Career Services, provides guidance through university workshops, one-on-one advisement, networking opportunities, as well as expert speakers in the field of career development.

Commitment to Service

The department actively encourages student-athletes to participate in a variety of community service projects sponsored throughout the year by the Athletic Department. Popular projects include visiting nearby elementary schools and hospitals, assisting with sports clinics for children, hosting the annual CAA Blood drive, assisting elderly citizens with home repair and cleaning up the local Atlanta community.

Personal Development

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Panther Den—This program offers a variety of services dedicated entirely to addressing the unique challenges that face the Georgia State student-athlete. These services are offered in conjunction with the Counseling and Testing Center. For additional information you may contact Robert Murphy or Joanna Harris with the Athletics Department or contact our University's Counseling Center.

Choices—in cooperation with the University Counseling Center and Student Health Promotions office, workshops are provided that empower student-athletes to make healthy choices in daily situations.

Seminars/Workshops—throughout each year there are a number of workshops or seminars provided through the Athletics department and across campus to assist student-athletes in various areas of personal development including, but not limited to: nutrition, finances, stress management, study skills and health promotions.

CAREER DEVELOPMENT

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Etiquette Dinner—each year an etiquette dinner is hosted for student-athletes. During the program student-athletes are instructed on proper etiquette, from personal introductions, to how to use your dinner utensils, to how to entertain your table guests, student-athletes are given tools allowing them to feel comfortable in formal settings.

Networking Night—each year upperclassmen participate in a Networking event. Local business professionals join the student-athlete to provide a hands on networking experience. During the evening student-athletes are put through activities to help them learn how to productively network.

Resume, Cover Letter, Interview, Major Selection Workshops—members from Career Centers across the campus provide various seminars that help student-athletes throughout their college career gain knowledge and skills to make themselves more marketable for careers after college athletics.

Graduate School Information—workshops are provided to assist student-athletes that are interested in attending Graduate School. Along with workshops, a prep course is provided to prepare student-athletes for the GRE exam.

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COMMUNITY SERVICE

CAA Blood Challenge—each fall the Athletics Department along with the Red Cross hosts an annual blood drive. The drive is one of the largest in the Atlanta area. Student-athletes are encouraged to participate through donations or volunteering to assist in the running of the drive.

S.A.A.C. Community Service Events—throughout the school year the Student-Athlete Advisory Committee hosts community service projects. In years past those have included Toys for Tots drives, Shoe drives, visits to local schools. The dates and specific events will be announced throughout the school year.

Team & Individual Community Service Commitments—along with the community service events hosted by S.A.A.C., each team is committed to participating in at least one community service project as a

group. Along with participating in the team community service event, student-athletes are also required to complete individual hours of service.

SPORTSMANSHIP STATEMENT

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Sportsmanship Statement:

As CAA student-athletes we commit ourselves to Be The Difference. As leaders in the community we personify and instill sportsmanship, perseverance, and compassion to establish a legacy based on today's excellence and tomorrow's success.

Sportsmanship Pledge:

I am a CAA Student-Athlete, I respect myself.
Through respecting myself, I respect my opponent.
Through respecting my opponent, I respect the game.
Through respecting the game, I respect the officials.
Through respecting the officials, I respect the outcome.
My example, in victory or defeat, nurtures respect in others.
Will you follow my lead?

PANTHER CUP COMPETITION

Student-athletes can earn points for their team by participating in designated activities that develop the skills indicated below. These points are tallied throughout the semester and the winning team is presented with the Panther Cup at the end of every competitive year.

Individuals must complete and submit the appropriate verification form for approval to the Life Skills Coordinator in order to earn points for their team. The form may be picked up in the Learning Lab or found at www.georgiastatesports.com.

Career Development - Student-athletes can attend sessions administered by University Career Services, located in the University Center. These sessions include: "Orientation to University Career Services", "Career Decision Making & Choosing a Major", and "Winning Resume Workshops." Visit the [Career Services](#) homepage for more comprehensive information. Additional information regarding any workshops or events of particular interest will be posted in Learning Lab.

Community Outreach - Student-athletes are encouraged to participate in community service projects individually and as a team. Each team is required to complete one community service project as a team. In addition, each student-athlete is required to complete ten hours of community service individually.

Team Enhancement - Student-athletes can earn points by participating in sponsored speaking engagements that cover topics such as hazing, healthy relationships, gambling, or eating disorders.

Above and Beyond - For any student-athlete that goes the extra mile on the court or off the court!

SAAC Leadership - SAAC Representatives can earn points for their team by attending SAAC meetings and all SAAC sponsored events.

Athletes Supporting Athletes - Points will be awarded for supporting other teams. In addition to tailgates, if you are "spotted" at other team's games, you could earn points for your team (Hint: senior nights, big conference games, etc.)

Student-Athlete Advisory Committee

The Georgia State University Student-Athlete Advisory Committee provides a forum for representatives of each team to bring their concerns, ideas, questions and recommendations to the Athletics Administration for informal discussion. The purpose of the S.A.A.C. is:

- To provide a forum for student-athletes to present specific concerns and to take an active role in the formulation of policies within the department.
- To promote efficient communication between varsity student-athletes and the athletics administration.
- To actively encourage more involvement of the student-athletes in campus and community projects.
- To build a sense of community within the Athletics Department and among all athletic teams.
- The committee is composed of two varsity student-athletes from each team. Each representative is expected to serve a one-year term and may be re-elected.
- The following are your primary representatives for the 2010-2011 school year:

S.A.A.C. Advisor – Joanna Harris

President—Kelsey Spinks, Women's Cross Country/Track & Field

Vice-President—Mark Hogan, Football

Secretary—McCall Langford, Softball

AWARDS/SCHOLARSHIP

Presidential Scholar—Honoring student-athletes that complete a semester with a 4.0 GPA

Dean's List—Honoring student-athletes that completed a semester with a 3.5 GPA or higher

AD Honor Roll—Honoring student-athletes that hold a cumulative, or semester, GPA of a 3.2 GPA or higher.

3.0 Club—Members are student-athletes that have completed a minimum of 30 credit hours at Georgia State University and hold a cumulative GPA of 3.0 or higher.

Letter Winner Awards:

The yearly Letter Awards are as follows:

- 1st Year—Framed Chenille GSU Letter
- 2nd Year—GSU Letterman's Jacket
- 3rd Year—GSU Blanket with Name and Sport
- 4th Year—GSU Watch

Which Letter Award the student-athlete will receive is based on the number of times the student-athlete has previously lettered and does not consider what year the student-athlete may be eligibility-wise or academically.

SPORTS COMMUNICATIONS / MEDIA RELATIONS

SPORTS COMMUNICATIONS

LOCATION: Sports Arena First Floor, Room 130

STAFF: Allison George, Associate Athletic Director
Charlie Taylor, Assistant Athletic Director
Mike Holmes, Associate Sports Communications Director
Ned Colegrove, Assistant Sports Communications Director
Three Graduate Assistants

The Sports Communications office acts as the liaison between Georgia State University athletics and the media and public. Functions of the Sports Communications office include: maintaining and producing materials for the athletics web site (GeorgiaStateSports.com), producing online media guides for each Georgia State sport; maintaining biographical information and photographs for student-athletes and coaches; arranging media interviews; updating statistics and results; staffing all home events; writing recaps for each game/event; distributing results, news releases and other information about Georgia State athletics to newspapers and media outlets.

Each Georgia State sport has a member of the Sports Communications staff designated to work with that team on its web information, publications, statistics and results, news releases and photographs. The Marketing & Promotions office produces the posters, schedule cards and other materials to help promote your team and your games on campus and in the community.

The official website of Georgia State athletics is www.GeorgiaStateSports.com, which is maintained by the Sports Communications staff. Updated information about you and your team is available here, including rosters, biographical information, photographs, and updated statistics and results. Many games/events will include live statistics and/or videostreaming on the website. This is the best source for your friends and family to stay updated about you and your team. We will be working with many of you to conduct interviews for the website.

Another helpful site is the Colonial Athletic Association site, www.caasports.com. The NCAA site is www.ncaa.com.

Please make sure you have filled out a **Student-Athlete Questionnaire** and provided background information on yourself. We need that information that you provide to help publicize you and our teams. Be sure to list the newspapers and other media outlets in your hometown so that we can send information about you and your team. If at any time you see incorrect information about yourself (i.e., name spelled incorrectly, wrong hometown, etc.), please let us know and we'll get it corrected.

As an NCAA student-athlete, you have a responsibility to be available to the media, especially after games. The Sports Communications office is here to assist you and help make dealing with the media a positive learning experience that will benefit you in your future career, whatever it may be. We understand that doing interviews after a tough loss is not easy or pleasant, but it is important that you always handle yourself with maturity and class, win or lose.

Media requests and interviews should be arranged through the Sports Communications office. No interviews or photo shoots will be set up to conflict with classes, practices or other obligations. Please do not conduct an interview over the phone unless approved in advance by this office.

Your phone numbers or email address will never be released to a media member without your expressed consent, so you should refer any media who may contact you without starting with us to the Sports Communications office.

Your interviews and your comments reflect on you, your team and your school. You don't get a second chance to make a first impression, so be prepared and think about what you say.

The Sports Communications staff is here to assist you, and our office (Suite 130) is always open to you.

If you are journalism major or would like to gain experience in this field of work, please explore with us opportunities to help you, while you may be able to help us. We have used student-athletes to write about their teams for the website as well as other projects and activities, so please inform us of your availability if interested.

Interview Tips for Student-Athletes

- ✓ *When you do an interview, you are speaking not only to a reporter, but to all the people who will read, hear or view the story, so think about the message you want to send.*
- ✓ *Never criticize a teammate, a coach, an opponent or a referee/official. Always try to be positive.*
- ✓ *Show the enthusiasm that makes you a champion.*
- ✓ *Listen to the question, then form a short, clear answer. Radio and TV people love those short 10-second "sound bites" and reporters love "a good quote." So, keep your answer short. Sports talk radio format and one-on-one media interviews allow you to give the longer answers.*
- ✓ *It is okay to pause, reflect on the question, and then answer. This shows that you are putting some thought into your response and it also helps you to relax and be patient with your answer.*
- ✓ *Make eye contact and have a pleasant demeanor. Look at the reporter to answer. How you say something is as important as what you say.*
- ✓ *Avoid slang phrases, the uhs and duhs, and the cliches (that you hate to hear from others). Never use profanity.*
- ✓ *Do not get dragged into a controversy. You can say no comment or tell the reporter to ask the person involved, or the coach, or the other team.*
- ✓ *Emphasize what is going right and good. Turn any negative question into a positive answer. Use a "bridge technique" to cross over the path. "Let me explain this fact to you," or "I was just thinking about what Coach told us in practice," and give an answer without really responding to the specific negative yes or no type response.*
- ✓ *Always (that is 100%) be on time for an appointment. If you cannot, immediately communicate to us you are running late so we can notify the media member.*
- ✓ *Do not suggest that "our team wanted it more, or had more heart." The other team practiced and played their hardest to try to win. Explain in humble terms how or why you won today. You may face that team again and give them ammunition to fire them up the next time.*
- ✓ *Illustrate your message with examples, or a simile or metaphor example. "She was so quick she could run through a car wash without getting wet."*
- ✓ *Never, ever, go "off the record" with a reporter. Assume anything you say or anything a reporter overhears you say to someone else in their presence is going to be used sooner or later.*
- ✓ *Be positive and upbeat, like you actually enjoy the sport you are playing. Praise your teammates any chance you get.*

PANTHER ATHLETIC CLUB (PAC)

STAFF & CONTACT INFO: SPORTS ARENA, SUITE 201

Todd Reeser, **Senior Associate Athletics Director for Development** - 404.413.4016 / treeser@gsu.edu

Kevin Miller, **Assistant Athletics Director for Development** – 404.413.4126 / kevinmiller@gsu.edu

Ford Williams, **Associate Director for Athletics Development** - 404.413.4017 / fordw@gsu.edu

Kyle McKeon, **Coordinator for Development and Ticket Sales** - 404.413.4026 / kmckeon@gsu.edu

ABOUT THE PAC:

The Panther Athletic Club (PAC) is the official fundraising arm of Georgia State University Athletics. Annual donations made by PAC members cover the rising costs associated with expenses such as the following: athletics scholarships, facilities, recruiting, travel, schedule enhancements and non-budgeted operating expenses associated with each of our 18 varsity sports. Your annual unrestricted support helps provide GSU Athletics with the necessary margin of excellence in order to be successful in the Colonial Athletic Association and at the national level.

FORMER STUDENT-ATHLETE FEEDBACK:

"My experience as a student-athlete at Georgia State provided me a great opportunity to pursue not only the quality career field I am in today, but also my personal goals as an athlete. Through my time at Georgia State, I was able to form lifelong bonds both on and off the field that I still cherish today. That is the reason that I am a proud member of the PAC. I take pride in the fact that I can help shape the lives of student-athletes who are currently in the same position I was in just a few years ago." – Jamie Hargather, Men's Soccer, Class of 2005

PRIORITY POINTS:

To recognize the generosity, loyalty, and support of PAC members and Panther Fans in a fair and equitable manner, the PAC has developed a Priority Points system. The more points you have, the better your options are for seats and parking. Priority Points are accumulated based on the following criteria: Varsity Letter Winner, Current-Year Giving to Athletics, Lifetime Contributions to Athletics, Consecutive Years of PAC Membership, Consecutive Years of Season Ticket Purchases, Alumni Association Membership, and Cumulative University Lifetime Giving of \$100,000 or more.

Priority Points determine the order for:

- Football season tickets
- Men's basketball season tickets
- Football gameday parking
- Section upgrades (when available)
- Away-game ticket availability and allocation
- Post-season ticket opportunities and special events

REASONS TO SUPPORT THE PAC:

- To build a strong Athletics Program
- To support the University
- To promote education
- To show civic pride
- To have some fun
- To enhance your Priority Points ranking

More than 90% of GSU Athletics donors give between \$100 and \$1,000 annually. PAC membership donation levels begin at just \$100.

BUILD.BELIEVE.BELONG.

COMPLIANCE

The NCAA manual contains many rules and regulations that have a direct effect on your eligibility to participate in intercollegiate athletics. It is very important that you become familiar with these rules to recognize situations that might endanger your eligibility. The Compliance Office is available to answer questions about NCAA rules pertaining to your eligibility or any other concern that you might have. Questions can be emailed to the Compliance Office at compliance@gsu.edu.

INITIAL ELIGIBILITY

In order to participate in NCAA Division I athletics, a freshman student-athlete must be certified through the NCAA Eligibility Center. The Eligibility Center will certify that a freshman student-athlete meets both the NCAA initial academic eligibility requirements and is an amateur under the NCAA amateurism legislation. Recruited student-athletes may practice for 14 days before being certified, while non-recruited student-athletes may practice for 45 days before being certified. However, neither may compete in any scrimmages or competitions until they have been given final certification from the Eligibility Center.

TRANSFER ELIGIBILITY

In order to participate in NCAA Division I athletics, a transfer student-athlete must be certified through the NCAA Eligibility Center. The Eligibility Center will certify that a freshman student-athlete is an amateur under the NCAA amateurism legislation. Recruited student-athletes may practice for 14 days before being certified, while non-recruited student-athletes may practice for 45 days before being certified. However, neither may compete in any scrimmages or competitions until they have been given final certification from the Eligibility Center. A transfer student-athlete who wants to participate in NCAA Division I athletics must meet specific eligibility requirements before being allowed to practice or compete. Transfers are handled on a case-by-case basis and requirements may vary according to a student-athlete's individual circumstances.

SEASONS OF COMPETITION

A student-athlete has five years to complete four seasons of eligibility. The eligibility clock starts the day a student begins full-time enrollment at any collegiate institution (any four-year, two-year or foreign institution). From that point forward, a student has five calendar years to complete four seasons of competition. Exceptions to this rule may be made for military service, church missions, or pregnancy based on individual circumstances.

TRANSFER POLICY

Georgia State University Athletics recruits student-athletes in good faith. For this reason, a release to speak to another institution regarding a possible transfer is not automatically granted. NCAA rules stipulate that before you speak with any other institution regarding transfer that the second institution needs to have received written permission to speak from Georgia State. If you feel you need to transfer to another institution for academic or athletics reasons, you should first speak to your coach. He/she will then make a recommendation to the Assistant Athletic Director for Compliance who will consult with the Director of Athletics. The final decision of whether to release a student-athlete is made by the Director of Athletics. In some cases, only permission to speak to another school may be granted. This means that a student-athlete is free to discuss the possibility to transfer; however, this does not mean a student-athlete will be granted the one-time transfer exception. All requests for a release will be handled on a case-by-case basis.

If you are denied a release, you are entitled to an appeal hearing before an impartial committee. Requests for an appeal must be submitted in writing to the Assistant Athletic Director for Compliance and an appeal committee will be convened within 14 business days of the receipt of the letter.

If you have specific questions regarding the transfer policy, contact the Assistant Athletic Director for Compliance.

INTRACONFERENCE TRANSFER RULE

A student-athlete in a conference sport that has received any amount of athletically related financial aid at a CAA institution who decides to transfer within the conference must fulfill two academic years of residence (per NCAA Bylaw 14.5.5.1) prior to being certified eligible for competition. The Intra-conference Transfer Rule also applies to an incoming student-athlete that signed a valid National Letter of Intent with a CAA institution. Likewise, by general agreement, the original institution will have no objection to a waiver of the transfer residence requirement for the intra-conference transfer of a student that has never received athletically related financial aid at the first institution.

LEAVING THE TEAM

A student-athlete who chooses to leave the team will be required to sign the Squad List Change Form, relinquishing his/her scholarship for the remainder of the academic year, starting on the day that he/she quits the team. By signing the form, the student-athlete also acknowledges that his/her athletic grant-in-aid will not be renewed for the ensuing academic year. If a student-athlete chooses to discuss the reasons for his/her departure, an exit interview may be scheduled with the Sport Administrator or the Faculty Athletic Representative.

WALK-ON POLICY

A prospective walk-on must obtain the Georgia State University Walk-On Clearance Form from a member of the coaching staff. The Walk-On Clearance must be signed in the following order:

- 1st – Head Coach
- 2nd – Sports Medicine
- 3rd – Student-Athlete Development
- 4th – Compliance Office

The Walk-On Clearance Form must have all necessary signatures before any tryout or team participation is allowed. Once all the signatures have been obtained the Walk-On Clearance form should be returned to the Compliance Office. The Assistant AD for Compliance will make a final determination regarding the walk-on's eligibility. If the walk-on is deemed otherwise eligible he/she will be allowed to tryout with the team. Once the walk-on has been deemed eligible, a hold will be placed on his or her account. The Compliance Office will keep a copy of the form on file and notify the Head Coach. The Head Coach will notify the Compliance Office if the walk-on makes the respective team. The Compliance Office will then add the student-athlete to the NCAA squad list and notify the Office of Sports Medicine and the Office of Academic Support of the squad change.

AMATEURISM/ELIGIBILITY

Only the amateur student-athlete is eligible to compete in intercollegiate athletics in a particular sport. This amateur status may be lost if the student-athlete:

- Accepts pay or promise of pay for using his/her athletic ability;
- Signs a contract or any other type of agreement to play professional athletics;
- Competes on a professional team;
- Enters into a professional draft or enters into an oral or written agreement with an agent to negotiate a professional contract.

The "pay" mentioned above is not limited to the receipt of cash but may also be:

- Excessive or improper expenses;
- Some forms of educational expenses based on athletic ability;
- Special treatment or services or other awards or benefits.

Be very careful about accepting any type of "award" based on your athletic ability. When in doubt, check with the Compliance Office before signing or accepting anything.

RULES INTERPRETATIONS

As a student-athlete at Georgia State, you are subject to many rules and regulations which, if not followed, could jeopardize your ability to compete in intercollegiate athletics. Should you have any questions please fill out the NCAA Rules Interpretation Request Form and submit it to the Office of Compliance or contact the Office of Compliance at (404) 413-4010. The NCAA Rules Interpretation Request Form is located on the Georgia State Athletics website under the compliance tab.

REPORTING NCAA RULES VIOLATIONS

If a student-athlete has any knowledge that an NCAA violation has occurred or believes that an NCAA violation may have occurred they are required to notify the Compliance Office. Student-athletes may stop by the Compliance Office or contact them at (404) 413-4010 or compliance@gsu.edu. The Compliance Office will investigate any alleged NCAA violations and determine if a violation has occurred. If it is determined that a violation has occurred, the Compliance Office will notify the Director of Athletics and Sport Administrator and begin the process of self-reporting the violation to either the CAA or NCAA, depending on the classification of the violation.

AGENTS

Georgia State University has the best interests of our student-athletes in mind. For this reason, we require that any individual(s) interested in representing our student-athletes as an agent or financial advisor be registered through our agent registration program.

Student-athletes are encouraged to use the Professional Sports Advisory Council and our agent registration program to help in the process of selecting an agent. As a reminder to our student-athletes, Georgia law requires that all athlete agents be registered with the Secretary of State. Any contract negotiated on behalf of a student-athlete by an agent who is not registered by the state may become null and void.

The rule concerning agents also states that amateur status will be lost if a student-athlete:

- Agrees that an agent may represent him/her after his/her eligibility is completed;
- Accepts transportation or any other benefit to the student-athlete or his/her family or friends from a person who wants to represent the student-athlete in marketing his/her athletic ability.

PROSAC – PROFESSIONAL SPORTS ADVISORY COUNCIL

The Professional Sports Advisory Council was developed by the NCAA to help assist student-athletes in their preparation for possible professional athletic careers.

The following are some of the ways the ProSAC may help student-athletes:

1. Advisement about a future professional athletic career, including communicating with representatives of professional teams.
2. Review proposed professional sports contracts and/or secure tryouts with a professional team.
3. Assist in the interview and selection of an agent

ProSAC is here to help guide student-athletes through the difficult decisions and the wonderful opportunities related to professional athletics.

For more information on the ProSAC or how to contact a member of the ProSAC, contact the Compliance Office at (404) 413-4010.

VEHICLE REGISTRATION

In order to ensure compliance with NCAA rules regarding extra benefits and financial aid, all vehicles used by student-athletes while they are enrolled in classes at Georgia State must be registered with the

Compliance Office. Student-athletes are required to complete the required documentation and submit the form with a copy of the vehicle registration and insurance card to the Compliance Office prior to the start of fall semester practice.

ATHLETIC EQUIPMENT AND APPAREL

All equipment and apparel issued to you is the property of Georgia State. Under NCAA rules, a student-athlete is not permitted to sell or exchange equipment or apparel items; it is solely for the use of the student-athlete while participating in intercollegiate athletics at Georgia State. All student-athletes are responsible for the proper upkeep of the items as well as the timely return of items immediately following the end of the season. The student-athlete may be held financially responsible for items damaged or not returned. It is the coach's discretion whether or not a student-athlete may use equipment or apparel items during summer vacation. Used equipment and apparel may be purchased by the student-athlete on the same cost basis as by any other individual interested in purchasing such equipment or apparel. Apparel items that are not reusable by other team members in subsequent seasons (subject to the discretion of the department) could be considered the property of the involved student-athlete. Also, a student-athlete may retain athletics apparel items (not equipment) at the end of the individual's collegiate participation (exhausts eligibility). Failure to abide by these rules could result in NCAA violations.

APPAREL AND EQUIPMENT ISSUANCE AND RETRIEVAL PROCESS

All student-athletes will be required to sign off on a listing of all apparel and equipment items issued to them at the start of the academic year. This form will be given to them by their coaches when ever apparel and equipment are distributed to members of their team. At the completion of their championship playing and practice season segment all student-athletes will be required to sign the listing of items to show which items have been returned and/or which items the student-athlete is permitted to retain.

WEEKLY HOUR LIMITATION OUTSIDE OF PLAYING SEASON

The NCAA requires that a student-athlete's participation in countable athletically related activities outside of the playing season be limited to a maximum of 8 hours per week. Of the 8 hours per week, only 2 may be in skill-related instruction. Student-athletes must request the instruction, and only 4 athletes at any given time can be involved in skill instruction. Student-athletes may (confidentially) address concerns with the hours per week limitations with the Compliance Office.

DAILY AND WEEKLY HOUR LIMITATIONS DURING THE PLAYING SEASON

The NCAA requires that a student-athlete's participation in countable athletically related activities be limited to a maximum of four hours per day and 20 hours per week. It is also mandatory to have one day off each week. Student-athletes may (confidentially) address concerns with the hours per week limitations with the Compliance Office.

COUNTABLE ATHLETICALLY-RELATED ACTIVITIES

Countable athletically related activities include any required activity with an athletics purpose involving student-athletes and at the direction of or supervised by one or more of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations under NCAA Bylaw 17.1.6.1 and 17.1.6.2. Administrative activities (e.g., academic meetings, compliance meetings) shall not be considered as countable athletically related activities.

VOLUNTARY ATHLETICALLY RELATED ACTIVITIES

A student-athlete may participate in any type of voluntary athletically related activity at his/her choosing. There is no limitation on the number of hours a student-athlete may participate in these activities. Per NCAA bylaw 17.02.13, in order for an activity to be considered "voluntary" all of the following conditions must be met:

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

OUTSIDE COMPETITION

NCAA rules prohibit student-athletes from participating as a member of an outside team during the academic year. For sports other than basketball, a student-athlete who participates as a member of an outside team in any non-collegiate, amateur competition becomes ineligible for competition for the remainder of that year and the next academic year. A student-athlete in the sport of basketball, who participates in any organized basketball competition except while representing the institution, becomes ineligible for any further intercollegiate competition.

There are some exceptions to the outside competition rule and a student-athlete must receive written permission prior to agreeing to participate in the event. Failure to do so could result in suspension from the team and possible loss of eligibility.

If you are interested in participating in outside competition, you must first receive permission from your coach. The Outside Competition Form must be completed accurately, and then it must be signed by the student-athlete, as well as the head coach, and then forwarded to the Assistant AD for Compliance for review. All information will be verified, and if the competition is approved, the Compliance Office will notify the coach and student-athlete that it is permissible for the student-athlete to participate in the said activity.

Student-athletes who are planning to participate as a member of a team in a summer league must also receive written permission to do so from the Compliance Office. The NCAA has specific restrictions for each sport that must be met in order for an individual to participate without jeopardizing intercollegiate athletic eligibility. Please direct specific questions regarding outside competition to the Assistant AD for Compliance.

STUDENT HOST RESPONSIBILITIES

As a student-athlete, you may be asked to assist in the recruiting process of prospective student-athletes. This may include serving as a student host for a prospect's official visit to campus. As such, you are expected to abide by all NCAA, CAA, and University rules regarding the hosting of a prospect. This may include receiving money in order to provide entertainment to a prospect(s) during the visit and ensuring that all entertainment is appropriate and legal. Please remember that you are a representative of Georgia

State University and, as such, your behavior should be above reproach at all times. If you are asked to be a student host for a prospective student-athlete during their official visit please remember the following:

Do **NOT** give cash to the visiting PSA or anyone else.

Do **NOT** use entertainment funds to purchase, or otherwise provide the PSA with items of value (e.g., souvenirs such as T-shirts or other institutional mementos).

Do **NOT** use vehicles provided or arranged by an institutional staff member or booster. A coach may provide you and the PSA with a ride during the official visit.

Do **NOT** transport the PSA or anyone accompanying the PSA more than thirty (30) miles from campus.

Do **NOT** allow recruiting conversations to occur, on or off-campus, between the PSA and a booster. If any unplanned meeting occurs, only an exchange of greetings is permissible.

You may receive a complimentary admission (no hard tickets) when accompanying a PSA to a campus athletic event.

A PSA may engage in recreational workout activities so long as the activities are not organized or observed by members of the athletic department coaching staff and are not designed to test athletic ability.

Do **NOT** consume alcoholic beverages and then drive. If a PSA is a minor, do **NOT** offer or make present a situation where alcoholic beverages will be served.

Do **NOT** use illegal drugs.

Do **NOT** engage in gambling/gaming activities.

Do **NOT** engage in any form of inappropriate entertainment (e.g., hiring of strippers, patronizing adult entertainment venues).

Do **NOT** engage in any activity that violates criminal law.

Failure to adhere to these regulations could result in NCAA violations or University sanctions, including but not limited to dismissal from the team and/or cancellation of athletic aid.

END OF THE YEAR MEETING

The Compliance Office meets with each team prior to end of the academic year to review NCAA legislation pertaining to summer leagues, outside competition, summer employment, and scholarship

renewals/reductions/non-renewals. All student-athletes are given a Year-End Athletic Program Evaluation which allows them to provide the Athletic Department feedback.

EXIT INTERVIEW

Student-athletes who are leaving a team for any reason or have exhausted their eligibility are provided the opportunity to participate in an exit interview with their Sport Administrator or a Senior Staff member of their choosing prior to their departure. Student-athletes leaving their team for reasons other than graduation or exhausted eligibility are required to complete a Squad List Change Form which prompts them to set up an appointment with their Sport Administrator to complete an exit interview. Once the student-athlete completes the form, the student-athlete will make an appointment with their Sport Administrator for a private, confidential interview at which time the exit interview form will be completed and then discussed.

MAINTAINING ATHLETIC ELIGIBILITY

There are a number of rules and regulations that both Georgia State University and the NCAA insist all student-athletes follow in order to remain eligible for participation in their chosen sport. These rules are listed below. Please read them carefully as, ultimately, it is your responsibility as a student-athlete to maintain your own athletic eligibility.

THE 12-HOUR MINIMUM ENROLLMENT RULE

All student-athletes must be enrolled full-time at Georgia State University in order to be eligible to practice or compete. Full-time status is achieved by carrying a minimum course load of 12 hours. You must take no less than 12 credit hours during each semester that you are participating in your sport. A drop below this 12-hour minimum will result in your becoming immediately ineligible for the remainder of the current semester. The two exceptions are as follows: graduate students only need 9 hours to be considered full-time, or a senior in his/her last semester who needs less than 12 hours to graduate.

SATISFACTORY PROGRESS

To be eligible for competition, a student-athlete must satisfactorily complete the following:

Twenty-four semester hours of academic credit before entering his/her **second** year of collegiate enrollment;

Eighteen semester hours during the **academic year** since the beginning of the previous two regular semesters; and

Six semester hours of academic credit the preceding regular academic term.

DECLARING A MAJOR

All student-athletes must declare a major prior to their fifth semester of full-time enrollment. Therefore, deciding upon a major early in a student-athlete's academic career is crucial for continued eligibility and graduation in four years.

FULFILLMENT OF DEGREE REQUIREMENTS

A student-athlete entering his/her **third** year of collegiate enrollment shall have completed successfully **40%** of the course requirements in the student's specific degree program. **(48 hours)**

A student-athlete entering his/her **fourth** year of collegiate enrollment shall have completed successfully **60%** of the course requirements in the student's specific degree program. **(72 hours)**

A student-athlete entering his/her **fifth** year of collegiate enrollment shall have completed successfully **80%** of the course requirements in the student's specific degree program. **(96 hours)**

MINIMUM GPA REQUIREMENTS

A student-athlete entering his/her **second** year of collegiate enrollment shall present a cumulative minimum GPA that equals **90%** of the institution's overall cumulative GPA required for graduation. **(1.80)**

A student-athlete entering his/her **third** year of collegiate enrollment shall present a cumulative minimum GPA that equals **95%** of the institution's overall cumulative GPA required for graduation. **(1.90)**

A student-athlete entering his/her **fourth** year of collegiate enrollment shall present a cumulative minimum GPA that equals **100%** of the institution's overall cumulative GPA required for graduation in the student-athlete's **specific degree program. (2.00 minimum, could be higher)**

FINANCIAL AID

WHAT IS A GRANT-IN-AID?

An athletics grant-in-aid is a contract between the Georgia State University Athletic Association and the student-athlete, which stipulates the amount of financial aid that a student-athlete is to receive in return for his/her participation in intercollegiate athletics. A full grant-in-aid is financial aid that covers the full cost of tuition and fees, room and board, and required course-related textbooks. NCAA regulations restrict the total amount of financial aid that a student-athlete may receive.

ATHLETIC GRANTS-IN-AID DO NOT COVER:

- The cost of educational supplies other than books; (art supplies, computer disks, lab coats)
- Residence hall damage fines, key replacement costs, or extra costs for single rooms.
- Health center fees, except for injuries suffered as a result of competition.
- Telephone bills and parking fines.

COUNTABLE VS. NON-COUNTABLE AID

In addition to an athletic grant-in-aid, a student-athlete may also receive other forms of financial aid from the University or outside agencies. "Countable" aid is financial aid that must be included in an individual's financial aid limit. "Non-countable" aid is financial assistance that may be received in addition to the student-athlete's institutional aid without counting against an individual's financial aid limit.

Examples:

Countable Aid:

SEOG, work-study

Non-countable Aid:

Pell Grant, Federal Loans

A student-athlete becomes immediately ineligible if he/she receives financial aid that exceeds the value of a full grant-in-aid. For this reason, it is imperative that you report any outside awards or grants to the Office of Student Financial Aid as soon as possible.

PERIOD OF AWARD

Athletics aid may not be awarded for a period of more than **one** academic year (fall and spring). A grant-in-aid may be reduced or canceled during the term of the award if:

- the student-athlete becomes ineligible for intercollegiate competition;

- the student-athlete voluntarily withdraws from the sport for personal reasons;
- the student-athlete fraudulently misrepresents information; or
- the student-athlete engages in serious misconduct warranting substantial penalty.

Athletics aid must be reduced or canceled if:

- the student-athlete signs a professional sports contract unless new NCAA requirements are met;
- the student-athlete accepts money or other aid that exceeds NCAA financial aid limitations;
- the student-athlete agrees to be represented by an agent.

Athletics aid may not be increased, reduced, or cancelled during the period of the award:

- on the basis of a student-athlete's athletic ability, performance, or contribution to a team's success;
- because of an injury that prevents the student-athlete from participating;
- for any athletic reason.

RENEWALS, REDUCTIONS, NON-RENEWALS

Since a grant-in-aid is a **one-year** renewable contract, it must be either renewed or non-renewed every year, prior to July 1. The coach makes recommendations for renewals and non-renewals to the Director of Student Financial Aid.

APPEAL HEARING

A student-athlete has the right to appeal any decision to reduce or non-renew his/her grant-in-aid. Appeals should be submitted in writing to the Director of Student Financial Aid. A committee of non-athletic personnel will then convene to hear the appeal. A representative from the athletics department will speak as to the reason for the non-renewal or reduction, and the student-athlete will have an opportunity to present his/her side of the case. Once all information has been gathered from the parties involved, the committee will forward a recommendation to the Director of Financial Aid. The Director will then notify both the student-athlete and the Athletic Department of the committee's decision. If the committee decides to overturn the non-renewal or reduction, the Athletic Department will be required to provide the financial aid and count it within the team limits.

Questions regarding athletic scholarship renewals/non-renewals may be directed to the Assistant Athletics Director for Compliance.

EMPLOYMENT

If you are planning on working during the fall or spring semesters, you must contact the Compliance Office immediately. The appropriate paperwork must be completed and returned to the Compliance Office before you begin working for the semester. All student-athletes will be eligible to work; as long as they are paid for work actually performed and are paid the going rate. The Compliance Office will still need documentation from the student-athlete's employer to ensure that the employment meets the applicable criteria.

Failure to comply with the employment policies may result in NCAA violations that could include any of the following consequences: you could be declared ineligible for practice and/or competition, your athletic aid could be cancelled, a registration hold may be placed on your account, or your athletic scholarship might not be renewed for the ensuing academic year. The Assistant AD for Compliance will meet individually with each student-athlete to discuss his or her employment paperwork and answer individual questions.

BENEFITS AND AWARDS

NCAA regulations prohibit a student-athlete from receiving any extra benefit. Per NCAA Bylaw 16.02.3, an "extra benefit" is any special arrangement by an institutional employee or a representative of the

institution's athletics interest 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 is not a violation of NCAA rules if the same benefit is generally available to the institution's student or their relatives or friends or to a particular segment of the student body.

Awards presented to student-athletes by the institution for participation or outstanding achievements are governed by NCAA regulations as well. Any awards presented to a student-athlete in recognition of achievement must meet NCAA regulations as well and must first be approved by the Compliance Office prior to receipt.

The following section details the specific awards presented by the Georgia State University Athletic Association.

NCAA STUDENT-ATHLETE FUND (SAF)

The purpose of the NCAA Student-Athlete Fund is to provide financial assistance outside of the realm of the student-athlete's grant-in-aid for certain allowed expenses as determined by the NCAA. The permissible uses of the funds are as follows:

1. Cost of necessary clothing up to \$300.
2. Cost of expendable academic course supplies (for example, notebooks and pens) and rental of nonexpendable supplies (for example, computer equipment and cameras) that are required for all students enrolled in the course.
3. Medical and dental costs not covered by another insurance program (for example, premiums for optional medical insurance, hearing aids, vision therapy, and off-campus psychological counseling).
4. Costs associated with student-athlete or family emergencies. Family emergencies are defined as deaths or life threatening illness/injury of an immediate family member (father, mother, sister, brother, or guardian).

IN ORDER TO BE ELIGIBLE FOR NCAA STUDENT-ATHLETE FUNDS IN CATEGORIES 1, 2, OR 3 ABOVE, THE STUDENT-ATHLETE MUST BE PELL-ELIGIBLE. All student-athletes are eligible to request NCAA Student-Athlete Funds under Category 4 above.

The following student-athletes will not be eligible to receive NCAA Student-Athlete Funds:

- Any student-athlete, who at the time of the request, who has been dropped from his/her team (including quitting, suspension, academically ineligible).

ALL NCAA STUDENT-ATHLETE FUND REIMBURSEMENTS MUST BE APPROVED BY THE COMPLIANCE OFFICE BEFORE ANY REIMBURSEMENT WILL BE PROCESSED. REQUESTS ARE REVIEWED ON A CASE-BY-CASE BASIS AND ALL REQUESTS MAY NOT BE APPROVED. The process for seeking NCAA Student-Athlete Funds is as follows:

1. Determine if the anticipated expenditure falls in one of the four allowable categories.
2. Determine if you are Pell-eligible. We highly encourage all of our student-athletes to go to Financial Aid each year to fill out the FAFSA/Pell paperwork in order to determine eligibility. The amount of NCAA Student-Athlete Funds received by Georgia State each year is determined by the number of Pell-eligible student-athletes attending Georgia State in the previous academic year.

Upon approval by the Compliance Office, reimbursements will be processed through the Business Office.

Please allow 3 – 4 weeks processing time in order to receive a reimbursement check.

ATHLETIC HOUSING

Athletic housing for student-athletes on scholarship will be in a combination of the Lofts, University Commons, Piedmont North and Freshman Hall during the 2011 - 2012 academic year. Once you have been accepted to the University and you have established your GOSOLAR account, you will be able to complete a housing application provided by your coach. Once you have submitted your application to your coach you may see a housing charge posted to your Student Account. This fee is part of your semester rent and you will see the difference posted before the start of the semester. If you receive full housing scholarship, this charge will be paid by your Athletic Scholarship Award, however, if you do not receive housing as part of your athletic scholarship, the charge will be put on your student account and will be due by the fee deadline for the semester you are enrolled in. You should go to the **Student Accounts** for fee deadline dates. If you are a partially funded student-athlete, your scholarship amount will be posted prior to fee deadline and you will be responsible for the balance. All student-athletes are obligated to abide by University housing policies and procedures as listed in the "Community Living Guide". This Guide will be provided to you at move-in and you will be responsible for familiarizing yourself with all information contained in the guide. As part of your housing agreement you will be required to sign a contract agreeing to adhere to all policies contained in the "Community Living Guide". Failure to abide by these policies could result in your removal from University housing, suspension from your team and possible non-renewal or reduction of your athletic grant-in-aid. If you have questions regarding the policies, please contact the University housing office at (404) 463- 1800.

PARKING

As per the NCAA guidelines, parking cannot be included in a student-athlete's scholarship. Each student who wishes to purchase parking for on-campus housing must complete a vehicle registration on-line (Go to Auxiliary Services); once you have completed the on-line registration you must go to the Auxiliary Services office in room 200, Bookstore Building to purchase your parking permit.

For those student-athletes (living off-campus) wanting to purchase a daily parking permit for a campus lot, they must contact Auxiliary Services-Parking at (404) 413-9500 to see when the permits go on sale. Athletics does not receive any priority for these passes; therefore the student-athlete should be prepared to wait in line in order to purchase one of these permits.

MEALS

For those student-athletes who receive meals as a part of their scholarship, a meal plan will be provided; in addition a subsidiary stipend will be made available for weekends and holidays when the cafeteria is not open. Student-athletes on partial meal scholarship will have the option of putting their scholarship amount toward a meal plan or receiving a stipend throughout the semester. In an effort to expedite this process the University asks that all student-athletes set up a local bank account so that these funds can be electronically transferred into the student-athlete's account. The Senior Accounting Assistant, Maliaha Dixon (404) 413-4107, can provide the forms to set up direct deposit. If you do not sign up for direct deposit your check will be mailed. She is also the contact person if you have questions about your meal check or meal plan.

BOOKS

For those student-athletes receiving books as a part of their scholarship, an account will be set up at the Georgia State University bookstore. Student athletes select the books that are needed for their classes and tell the bookstore cashiers that they are using their "athletic house account" before the books are rung up. **Books are provided on a loan basis and must be returned to the Athletic Business Office at the end of each semester.** Failure to return books each semester will result in the loss of book scholarship until your account has been cleared by returning all books (including software). Return dates are announced during finals. You will have books available until the end of finals week. For individual questions regarding books, contact the Senior Accounting Assistant, Maliaha Dixon (404) 413-4107

SPORTS MEDICINE POLICIES

A comprehensive Sports Medicine Program of prevention, treatment, and rehabilitation has been developed to ensure quality medical care for student-athletes. Our Team Physician oversees the course of care given to our student-athletes. The sports medicine staff consists of team physicians, athletic trainers and a support staff of graduate student athletic trainer all certified or certified-eligible. Our physicians do not attend all practices and competitions; however, they are immediately available via cell phones and pagers.

- **Before a student-athlete is allowed to practice or compete for Georgia State University**, he/she must have completed a physical examination approved by the Team Physician and Head Athletic Trainer (returning student-athletes need only to update their information with the Sports Medicine staff). He/she must also complete the following forms each year: the insurance information forms containing the appropriate signatures and photocopy of front & back of insurance card, the signed medical authorization, release & acknowledgement form, the University's immunizations form and the signed drug testing consent form. No student-athlete will be allowed to participate until these forms are completely filled out, signed and approved by our team physician(s).
- The Sports Medicine staff has the authority to cancel or modify any workout for health and safety reasons.
- If a student-athlete is issued equipment, such as ankle braces or knee sleeves, from the athletic training room it is theirs to keep as long as it is being used. When no longer needed, the equipment/brace should be returned to Sports Medicine immediately, regardless of its condition.
- Student-athletes with disordered eating concerns will have access to our team physicians, psychologists and dieticians to assist with treatment recommendations and participation concerns. All discussions or appointments will be confidential.
- Any female student-athlete who is pregnant must notify their coach and Head Athletic Trainer, obtain written permission from her attending physician, and approval from the Team Physician **before** that student-athlete may participate, or continue participation, in practice or competition.
- A student-athlete should not take any supplement or medication, either over-the-counter or prescription, **without first checking with a member of the Sports Medicine Staff**. All supplements or medications, whether prescription or over-the-counter (pain relief, vitamin, herbal, etc.), may contain substances that could cause a positive drug test. **Do not believe the label on the supplement bottle!**
- Student-athletes should not chew gum or wear jewelry during practice or games. It is dangerous for you and possibly your teammates.
- All coaches must maintain certification in Cardiopulmonary Resuscitation (CPR), First Aid and AED. The Sports Medicine Office certifies and re-certifies all coaches through the American Heart Association.
- Upon completion of a student-athlete's sports participation eligibility, an exit interview will be required by the Sports Medicine Office. This includes a review of the injuries sustained during participation, outstanding insurance concerns and follow-up if needed.

INJURIES AND ILLNESSES:

- All athletic injuries and illnesses are to be reported immediately to the sports medicine staff for evaluation, care and referral. The sports medicine staff assesses the immediate needs and gives authorization to receive medical care from: Team Physicians, Health Services, and Outside Physicians. No one else from the Athletics Department is allowed to authorize any type of care or referral, except the athlete's family members.

- If injured, decisions on the availability of a student-athlete for practice or competition shall be the responsibility of the Team Physician and/or Sports Medicine staff.
- Head Coaches are notified immediately at the onset of any injury, illness or medical concerns and communication is maintained throughout.
- The Asst. AD for Sports Medicine or designee will review all athletic-related injuries for those athletes who miss 3 consecutive practices or competitions and will consult with our Team Physicians to determine the course of treatment.
- If a student-athlete has any medical problem evaluated by his/her personal or family physician, he/she must obtain a clearance letter from that physician to continue to participate/compete in athletic activities. The Director of Sports Medicine should review the clearance letter prior to participation for final clearance. This includes any medical examinations for general medical reasons, illness or injury performed by any physician/chiropractor throughout the year. If a physician does not clear a student-athlete, that student-athlete is not allowed to participate in any athletic activity for Georgia State University until a clearance letter is provided to the Director of Sports Medicine. Student-athletes will have to meet with the Director of Sports Medicine if they cannot obtain a clearance letter to participate from any physician for any medical reason(s).
- All rehabilitation plans should be followed through by the student-athlete until he/she is released by the Team Physician or a member of the Sports Medicine staff. Only Sports Medicine staff members are allowed to initiate treatments.
- If a student-athlete has an illness during the year, they may use the University's Health Services after they report the illness to the Sports Medicine staff.

ATHLETIC TRAINING ROOM RULES:

- The Athletic Training Room is a medical facility, *not a lounge*. Student-athletes are always welcome to stop by if they have a health concern, but "hanging out" is not an option.
- The Athletic Training Room is co-ed. Student-athletes must behave and dress accordingly. Profanity or indecent discussions will not be tolerated.
- The use of cell phones and head phones (i.e. iPods) is not permitted in the Athletic Training Room. The only exception may be on game day.
- Athletes must shower prior to receiving treatment, including before using whirlpools.
- The Athletic Training Room telephones are not intended for athletes' use.
- No dipping, chewing, or spitting of tobacco will be allowed in the Athletic Training Room.

HEALTH INSURANCE AND PAYMENT OF MEDICAL EXPENSES

- All student-athletes will be required to have personal health insurance throughout the year, including summer months, each year they compete as a student-athlete for Georgia State University. Please contact the Georgia State Athletics Sports Medicine Office with any questions.
- All Georgia State student-athletes are covered under an intercollegiate insurance policy. This policy is secondary to, or in excess of, personal or family medical insurance coverage. The policy only covers athletic related injuries that occur during an official practice, official competition, and/or official travel to and from said practices/competitions. It does not cover illnesses or non-intercollegiate athletic activities or re-occurrences of preexisting injuries which were sustained before participating in Georgia State University's athletics program.
- If a student-athlete is injured while practicing or competing for Georgia State, the injury should be reported to a member of the Sports Medicine Staff as soon as possible. Unless there is a life-threatening injury (head injury, internal injury, etc.), **the student-athlete must be referred by a member of the Sports Medicine Staff in order for the charges to be covered by the Athletic Department or the Department's secondary insurance policy.** If there is any injury with delayed onset of symptoms (i.e. bleeding from ear, blood in urine), **or significant**

signs of illness the student-athlete should seek medical attention immediately and contact a member of the Sports Medicine Staff ASAP.

- Expenses associated with non-athletic injuries and all general illnesses (medications, laboratory work, etc.) are the responsibility of the student athlete and his/her parents or guardians. Expenses will not be covered for athletic-related injuries if the student-athlete goes immediately to their own physician without evaluation by the Sports Medicine staff.

Athletic Insurance Description

Georgia State University Athletic Department provides Accidental Injury Insurance to cover injuries that may occur while participating in regularly scheduled, supervised, and sponsored practices and competitions. The athletics insurance policy is a **secondary policy**, with benefits being paid only from those expenses **not paid or payable** by the student-athletes primary medical coverage insurance policy. All student-athletes must complete the necessary insurance form before they are allowed to participate for Georgia State University. No student-athlete will be allowed to participate without submitting this form.

EXCESS POLICY DESCRIPTION:

The benefits will be paid only for those expenses not paid or payable by other medical coverage of the athlete. Put simply, the athlete's other coverage pays first, and the sports policy pays second. Schools nationwide purchase excess policies as a method of containing the spiraling costs of medical insurance without sacrificing benefits. Although excess policies require close communication between athletes, parents and staff, they also help to provide quality coverage at reasonable rates. After a deductible is met, claims will be paid at 100% of the covered expenses up to \$90,000 for 2 years from the date of the accident. A separate Catastrophic Policy will take over after \$90,000 to an unlimited amount subject to the terms and conditions of the policy.

ELIGIBLE EXPENSES:

Athletic Injury Insurance Policies are designed to pay medical expenses which arise due to accidental injuries that occur while participating in or traveling to or from supervised regularly scheduled games or practices. The Athletic Insurance Policy does not cover general illnesses or diseases. The following requirements must be met:

- 1.) The accidental injury must occur while the student-athlete is participating in regularly scheduled, supervised and sponsored Practice, Competition, or Travel.
- 2.) The expenses incurred must be for accidental injuries which first occur while your policy is in force unless the student-athlete is cleared by the team physician to participate.
- 3.) Medical problems which are not accidental injuries as described above, or do not occur during supervised practices or scheduled intercollegiate sports, are not the responsibility of the Athletics Department. For example, if the athlete uses the gym on his/her own for a workout, he/she is not covered. Another example would be if an athlete gets the flu or sore throat.

SUBMITTING CLAIMS:

- 1.) The student-athlete or family member(s) must submit bills from providers of medical service (doctors, hospitals, etc) to his/her primary insurance company immediately, making certain to complete all claim forms and fulfill all other submission requirements of his/her primary insurance company.
- 2.) When the student-athlete or family member(s) receive an explanation of benefit (EOB) from their primary insurance company or any bills from providers of medical service, it must be forwarded to the Athletic Department Sports Medicine Office by fax, mail or in-hand by the student-athlete.
- 3.) If the student-athlete or family member(s) receive any checks in payment of claims directly from their primary insurance company, these checks must be turned over to the proper doctor, hospital or medical facility, or the family can send in their own check. A copy of the paid receipt or explanation of benefits paid must be turned into the Sports Medicine Office for record keeping.
- 4.) If the student-athlete or family member(s) receive requests from their primary insurance company for additional information, they should respond as quickly as possible to prevent their record from being turned over to a collection agency. This will speed up the payment of the claim.

5.) Submit all necessary information to the Sports Medicine Office within 2 years. Failure to submit information before 2 years from the date of injury will result in no further financial support from the secondary insurance company or the Athletic Department.

Medical Expenses Policy

Medical expenses will be provided under the Georgia State University Athletic Department secondary athletic insurance policy whether the accident/injury occurred during competition, practice or while participating in voluntary physical activities that will prepare the student-athlete for competition (i.e. Georgia State staff member supervising weight training). However, student-athletes must notify a Sports Medicine staff member when they sustain an injury for the secondary athletic insurance policy to cover that injury. Approval must be given by the Sports Medicine staff of Georgia State University Athletic Department before scheduling any doctor visits or diagnostic tests for the secondary athletic insurance coverage to take effect. This does not include medical emergencies where the student-athlete is taken by ambulance to a hospital. The Athletic Department only has 90 days from the date of injury to submit a claim to the secondary athletic insurance policy. Failure to report any athletic related injuries within 90 days from the date of injury will result in no secondary athletic insurance policy coverage and no financial support from the Athletic Department.

For the secondary athletic insurance policy to cover a specific injury claim, the injured student-athlete and/or family must also provide the necessary medical expense information to submit for payment, including original itemized bill(s) for each date of service and any explanation of benefits corresponding to the itemized bills from their primary insurance company. This information must be turned into the Sports Medicine office in a timely manner. Failure to submit itemized bills or explanation of benefits within the two year period following the date of injury those medical expenses will not be covered by the secondary athletic insurance policy or the Athletics Department. If there is no approval for care and/or the injured student-athlete or family is not compliant with providing medical expense information, there will be no secondary athletic insurance coverage and Georgia State University Athletic Department will not financially support any medical expenses associated with that specific injury.

Georgia State University Athletic Department will not support any student-athlete's medical expenses (including surgical expenses, medications, rehabilitation, physical therapy expenses, psychological counseling and dental expenses) resulting from any accident, injury or illness which occurs outside the academic year when official NCAA team practices or competition are not to take place. This includes, but is not limited to, summer vacations, winter break and spring break.

Medical expenses will be provided for only **two years** from the time of the accident/injury, after the student-athlete's primary insurance policy has been exhausted. For international student-athletes, Georgia State University Athletic Department will discontinue medical expense coverage once the athlete has left the country, regardless if it is within two years following that accident or injury date.

Georgia State University Student-Athlete Educational Programs

Throughout the year, there will be mandatory Health Education Programs that will be sponsored by the Sports Medicine Department. These programs will include drug education, eating disorder education, sports psychology, alcohol abuse, and other topics related to nutrition and general health and wellness. The Georgia State University Sports Medicine Staff will conduct two mandatory Drug Education programs each year. The first Drug Education program is mandatory for all new/freshmen student-athletes and covers the differences between NCAA drug testing and Georgia State University Institutional Drug Testing. The second Drug Education program is mandatory for all student-athletes and covers specific drug related topics (e.g. alcohol, marijuana, steroids, etc.). Other educational programs can be added to these two mandatory meetings at the discretion of the Sports Medicine Department.

TATTOO AND PIERCING POLICY

Since there is a current trend toward various body piercing and tattooing by college student-athletes and since there has been an increasing concern regarding student-athletes contracting hepatitis and other diseases while obtaining tattoos and piercings, we feel it is necessary to establish a policy on these activities for student-athletes at Georgia State University.

The following is a list of guidelines our student-athletes should follow during their respective seasons:

- All student-athletes are strongly discouraged from obtaining a tattoo or piercing during the time they are representing the Georgia State University Athletic Department.

HEALING TIMES FOR TATTOOS:		2-3 weeks
HEALING TIMES FOR PIERCINGS:		
Lip:	6-8 wks	Earlobe/Eyebrow: 6-8 wks
Tongue:	4-6 months	Ear cartilage: 2 month – 1 year
Cheek:	2-3 months	Nipple: 2-6 months
Navel:	6 months – 1 year	Genitals: 4 wks – 8 months

- All piercings should be disclosed to their coach or sports medicine staff before the onset of their season.
- All piercings should be removed for all practices, games, team travel, Georgia State Athletics sponsored events or during times spent under a coach's supervision. Removal of earrings will be decided between the student athlete and their coach.
- If the pierced area is still healing and if, dependent upon the location of the piercing, the jewelry cannot be removed; the pierced area may be covered rather than removing the jewelry. Once the piercing has healed, the jewelry should be removed for all practice, games, team travel, GSUAA sponsored events or times spent under a coach's supervision.
- All healing tattoos will be covered for all practice and games.
- These are only the minimal guidelines the Georgia State University Athletics Association will enforce. Individual coaches may or may not add any additional guidelines as they feel are reasonable and necessary.

DRUG TESTING POLICY

The GSU Drug Testing Policy was under review during the publication of the student-athlete handbook. The updated policy will be distributed to and reviewed with all student-athletes when complete.

WEIGHT ROOM POLICIES

The following policies are to be followed during ALL Strength & Conditioning Workouts in an effort to produce the best physically and mentally prepared athletes, and to create an environment in which the student athlete demonstrates the utmost respect for the Strength & Conditioning Program staff.

When participating in a Strength & Conditioning Workout, Coach Coggins, Terry, Schmitz, or Vernick is your direct supervisor/coach. If an athlete is behaving inappropriately (i.e., not doing their assigned workout or distracting other team members from performing their workouts) or not adhering to the following rules that athlete may be asked to leave the workout by a coach. All decisions by a coach are final.

1. Bars must be cleared and weights must be racked after use.
2. T-Shirts (no tank tops), shorts and running shoes **MUST** be worn at all times. **IF YOU DO NOT HAVE THE PROPER ATTIRE YOU WILL NOT BE ALLOWED TO WORKOUT.**
3. Clothes bearing the name or logo of a school other than **Georgia State University** are prohibited.
4. No hats, food, sodas, headbands, scarf, gold grills (mouth), jewelry or earrings.
5. All workouts will begin at the designated time. All athletes arriving after the start of the workout will be considered late. In that situation, you will be assigned extra conditioning to be made up at a later time. **Follow the Weight Room Clock!**
6. All workout times are final unless prior arrangements are made by Coach Coggins or Coach Terry.
7. If you can't make a workout at all, it is YOUR RESPONSIBILITY to notify Coach Coggins or Coach Terry **beforehand**. THE ONLY ALLOWABLE EXCUSE IS AN EXTREME EMERGENCY (severe illness or family emergency). The weight room's phone number is **404.413.4042 MEMORIZE IT!!!**
8. No athletes are allowed to touch the radio without first asking Coach Coggins or Terry.
9. **Absolutely No** Sitting Down, Dancing, Profanity or Horse playing is allowed in the weight room.
10. You **MAY NOT** show up early and expect to lift.
11. It's your responsibility to reschedule any missed workouts with your respective strength coach. These missed workouts must be made up within the one week of occurrence at the coach's discretion.
12. Make up workouts will consist of exercises deemed appropriate by your coach.
13. If you acquire more than 3 absences from workouts in a semester, you will lose your weight room privileges for that semester.
14. If you are late more than 3 times you will have to do an extra 30 minutes of conditioning for a week straight with a coach in the morning. This will be reported to the Head Coach of your team sport.
15. In the event of a disciplinary problem(i.e. talking back to the Strength & Conditioning Staff, using excessive profanity, demonstrating an attitude that is detrimental to the teams workout), you will be excused from workouts for that day and will be required to attend an EXTRA CONDITIONING SESSION. This situation will also count as an unexcused absence.