



# OPSU 2010-2011

# STUDENT-ATHLETE HANDBOOK



# THE OPSU STUDENT-ATHLETE HANDBOOK

## INTRODUCTION

The purpose of this book is to explain some important NCAA, OPSU, and Heartland conference rules to you as a student-athlete and your rights and responsibilities under those rules. However, it does not and cannot cover all possible situations or answer all possible questions. New rules may go into effect each year. We are required to keep you current on rules that affect you, AND you are required to take some initiative to remain current on those rules. The NCAA has consistently ruled that the student-athlete should have known the rule. Please pay attention in this session and ask questions. We hope you enjoy your time as an AGGIE or LADY AGGIE, but if you have questions or concerns about anything in this handbook, NCAA regulations, or any questions about your role as a student-athlete, see the faculty athletics representative, Dr. Kathleen Turner; the athletic director, Coach Jerry Olson, or the Compliance Coordinator, Dr. Patrick Maille. You can also access the NCAA Division II manual on line at [www.ncaa.org](http://www.ncaa.org). We encourage you to visit the NCAA website and explore all of the information it contains for student-athletes on rules, eligibility, education, etc.

Oklahoma Panhandle State University and the Athletics Department support the concept of the STUDENT-athlete, and our main concern is your academic career and ultimate graduation from OPSU. Although we provide academic support for our student-athletes, you ultimately determine the course of your own academic and athletic career. Therefore, OPSU expects you to act responsibly.

## ETHICAL CONDUCT—NCAA BYLAW 10.1

NCAA Bylaw 10.1 requires that student-athletes act in a sportsmanlike manner and uphold high standards of ethical conduct. This specifically includes being truthful and forthcoming about your academic and playing histories, previous enrollments, drug use, and any violations of NCAA bylaws you have committed or have knowledge of being committed. If an OPSU athletic department staff member or administrator or an NCAA enforcement staff member comes to you and asks to interview you about possible violations, you are required to cooperate. Failure to do so can result in your becoming permanently ineligible for NCAA participation. If you believe a violation of NCAA rules has been committed by another school, a booster, a teammate, your coach, or anyone else on the OPSU campus, please contact the Faculty Athletics Representative or Compliance Coordinator and discuss the situation with her or him. Most violations you are likely to encounter will be secondary and will not affect your own or your teammates' eligibility.

Ethical conduct also includes academic honesty. Student athletes should not engage in any form of plagiarism or cheating in their classes. Additionally, do not allow anyone—teacher, coach, advisor, tutor, parent, etc—to do any work for you. Do your own work. If you have problems or need help with an assignment, ask the instructor of the class first.

## **GAMBLING—NCAA BYLAW 10.3**

Not gambling on sports sponsored by the NCAA or those same sports at any level is also part of ethical conduct. Student-athletes shall not knowingly provide information to individuals involved in organized gambling activities concerning intercollegiate athletics, solicit a bet on any intercollegiate team, accept a bet on any team representing the institution, solicit or accept a bet on any intercollegiate competition for any item that has tangible value, participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, parlay card, or any other method employed by organized gambling. This rule extends to ANY sport, professional or amateur where the NCAA sponsors a championship or other post-season competition (bowl games). If you are caught gambling on intercollegiate or professional athletics, you could lose your eligibility permanently.

Bylaw 10.3 also extends to “pools” on athletic events, “March Madness,” and fantasy leagues where a tangible prize is awarded. The basic standard used by the NCAA is “if you give something to get something you have gambled.” Don’t get involved in these endeavors. If someone outside of the athletic department and university administration asks you for information that could be used for gambling purposes (health of a teammate, number of injuries, etc) please report it to the Athletic Director. Even “friendly bets” of money or dinner on games, number of scores, number of points, closest to the hole, etc could violate this bylaw. Don’t gamble on your eligibility. Ask questions. Contact the FAR or Compliance Coordinator. This rule DOES NOT include games such as poker, horse racing, blackjack, slot machines, etc. However gambling, if you are under 21, may violate state law in some states.

## **STUDENT-ATHLETE CONDUCT**

As a highly visible member of the Oklahoma Panhandle State University community, you are expected to maintain the highest standards of integrity, honesty and morality and obey all the rules and regulations published in the university catalog, student handbook, as well as conform to all local, state and federal laws. Any misconduct under the jurisdiction of the above mentioned entities may result in disciplinary actions by the appropriate law enforcement agency, the university, and/or the Department of Intercollegiate Athletics. Please refer to the student-handbook for the OPSU student code of conduct. This handbook covers the basic rules for all OPSU students and includes information on consequences for illegal activities. Also, penalties for student-athletes who violate these policies may include removal or reduction of athletic aid. Please remember that firearms and alcohol are not allowed in university housing.

OPSU and the Heartland Conference expect their student-athletes to treat opponents and officials with civility, dignity, and respect. Taunting of opponents or officials, fighting, profanity, or other acts of aggression will not be tolerated before, during, or after competitions. OPSU and the Heartland Conference expect you to uphold similar high standards when you attend sporting events. Profanity, racial or sexist comments or other intimidating actions directed at officials,

student-athletes, coaches, or team representatives will not be tolerated and are grounds for your removal from the site. University guidelines for behavior at athletic events include:

Do not rush the field or court; do not use artificial noise makers, do not shout profanity or make obscene gestures; do not stand on the seats or railings, so not use physical, ethnic, or sexual taunts of opponents or officials.

### **Harassment, Hazing, Abuse**

OPSU does not tolerate physical or psychological abuse of or attacks on its students or staff by other students or staff. If you believe that you are being harassed, hazed, or otherwise abused by a teammate, another student, student-athlete, or a coach, you have several people to whom you can go. You may, and are encouraged, to go to your coach or the AD. If you are uncomfortable seeing them, or would prefer to go outside of the athletic department, you may see the FAR, the Compliance Coordinator, or the university counseling office. Reporting abusive or suspected abusive behavior is important to you, the athletic department, and the institution. All reports are kept confidential unless you wish to carry the complaint further.

### **Counseling**

If you are having personal, family, or relationship problems and feel you need to discuss these with someone, confidential help is available in 141 Hamilton Hall in the Counseling and Career Office.

### **On Campus**

Be considerate of the people around you on the sidewalks, in classroom buildings, in your residence hall or dorm floors. Know, understand, and follow the rules in the OPSU student handbook. They apply to all OPSU students. Please remember that as a student-athlete, you should adhere to the requests of coaches in any sport while on campus, this includes the dorms, apartments, and cafeteria.

### **FaceBook and other Social Networking Sites**

Due to the increasing incidences of discussions of social networking websites at the national level, the OPSU Athletic Department has implemented a policy regarding the use and/or abuse of social networking websites, such as Facebook and other similar websites, in order to prevent potentially damaging and embarrassing situations for you the student-athlete, your family, the OPSU Athletic Department, and Oklahoma Panhandle State University.

We ask that you please remember first and foremost you are an ambassador of Oklahoma Panhandle State University, and you are always in the public eye. Do not post information or pictures on-line, which would embarrass you, your team or OPSU. Content posted by student-athletes at other institutions or even other students on campus may not be acceptable on your personal on-line profile.

We ask that each one of you keep this information along with the following guidelines in mind as post personal information and photos on-line.

- OPSU student-athletes may not use any proprietary information gathered about the athletic department or any specific sport program and may not use the official marks (logos, photos, work marks, etc.) of OPSU, the Heartland Conference and/or the NCAA.
- Student-athletes may not use any team, action or headshots depicting their role as a student-athlete at OPSU.
- Student-athletes may not link their personal websites to the official OPSU websites or OPSU player profiles.
- Do not post personal information (cell phone, address, class schedule) for safety reasons.
- Do not post or participate in any inappropriate photographs or other content, or engage in any topics that are potentially offensive or degrading.
- Do not post comments about fellow student-athletes, coaches, administration, or faculty from OPSU or any other institution or opponent.

Also, remember to keep these potential hazards for on-line posting in mind:

- Be mindful that on-line content is not private and there could be long-term ramifications.
- On-line communications puts one at greater risk for stalking.
- Fans and opposing teams can use this information to taunt and humiliate a student-athlete at any given contest.
- Coaches and the athletic department staff will be checking these sites on a regular basis.
- Students have lost jobs and potential interviews after college due to inappropriate content on personal websites that future employers have checked prior to the hiring process.

## **CLASS ATTENDANCE AND ACADEMIC MATTERS**

In any given class a student's performance can be influenced by many different factors, such as the types of test given, the student's high school preparation, the extra-curricular demands of the semester, as well as various personal considerations. However, over time the single most important factor in determining a student's academic success is his/her personal study habits. The Student Success Seminar, required of all incoming students with fewer than 30 hours. Please remember that this is an on-line class with deadlines. You are expected to do all required work and submit it by the various deadlines.

OPSU wants you to graduate with your bachelor's degree in your chosen major. The Athletic Department expects you as a student-athlete to develop a routine of class attendance and study habits that are conducive to academic success and to take advantage of the academic support, which is made available to you through the University College at OPSU. Attending class is half the battle. Even if the instructor doesn't take roll every day, he or she knows who attends regularly.

## **ABSENCES DUE TO ATHLETICS PARTICIPATION**

### **Competition**

Prior to a scheduled athletic event, the Athletic Department at the direction of the appropriate coach and Director of Athletics, will submit to the Office of Student Affairs and the Vice President for Academic Affairs a request for the university approval for student absences from

class. Only those absences that are approved under the above procedure are considered excused by the university. If you are not on the travel squad absence list, you are not excused. The only thing “excused” by this policy is your presence in class. You are still responsible for the material covered in class and all assigned work. Therefore, you should meet with your instructor **prior** to departure for information given in class such as notes, assignments, or to schedule a make-up test. Because of potential absences for athletic competition, it is very important to attend each class every time it meets because any other missed class time may be reflected in the grade you ultimately earn. Remember, you must make up your work. Some instructors will not allow you to do that if you don’t tell them in advance you will miss a due date or test date. Know each instructor’s attendance policy and penalties for absences and, in some cases, tardies.

You are expected to be in class up until the time the coach asks for you to be excused. This means, for example, if the bus leaves at 1:30 p.m. you should go to your morning classes. Do not miss a class that ends more than an hour before you are scheduled to depart.

### **Practice**

Under NCAA Bylaws, no class time may be missed for practice activities. Your professors and coaches are aware of this regulation. Do NOT ask to leave a class early to get to practice. During your season you are allowed to practice 20 hours a week including competition and intrasquad scrimmages. Each competition, regardless of its length counts as 3 hours. The coach is also required to give you an entire day off every week during your season. You may not be required to perform any athletically related activities including conditioning during this day. During your “off season” you must have two days a week off. You may be asked by the compliance coordinator to attest to and sign the practice log provided by your coach. If you have questions or concerns about the amount of time required in your program, please contact the compliance coordinator or faculty athletics representative.

### **Medical Treatment**

A doctor’s appointment or off-campus physical therapy appointment for athletics reasons is considered excused for a reasonable period of time surrounding the appointment. Every effort, however, should be made to schedule these appointments to cause the least interference possible with your classes. Additionally, “treatment” in the on campus training room does not excuse you from class attendance. Schedule all such treatment around your classes. Be sure to find out if your instructor requires an excuse from the trainer or doctor if you do miss class.

A basic rule employed by many OPSU instructors is that if you are sick enough to miss class, you are sick enough to miss practice.

### **STUDY HALL and TUTORS**

Being a student athlete takes up much of your time during your season of competition. Classes and studying and daily living will take up the rest. All student athletes are encouraged to take advantage of study halls and tutorial services. Each Coach will define study hall procedures as necessary. However, students who are new to the university or are experiencing academic difficulties should review the list of student services available in the OPSU *General Catalog*.

Free tutorial services for all OPSU students are available. All student-athletes are encouraged to take advantage of these services. Talk to your coach or professor and s/he will direct you to tutorial services. Do not wait until the end of the semester or until it is too late. Remember that you must remain enrolled in 12 hours toward your degree and maintain a particular grade point average to participate and keep your athletically related financial aid. Keeping up will help keep you out of summer school.

If you need to utilize the services of a tutor, remember that you must still do your own work. Do not let the tutor do work for you. OPSU takes issues of academic dishonesty very seriously, as does the NCAA where tutors and student-athletes are involved.

## **SELECTING AND REGISTERING FOR COURSES**

### **Your Faculty Advisor**

Every student is assigned a faculty advisor when he or she enters OPSU. You are responsible for knowing who serves as your advisor. Your advisor should be a faculty member in your major area or school. Once you declare a major, you should acquire an advisor in your major area. The FAR, AD, or a member of your coaching staff may also advise you about courses you should take in light of eligibility requirements and your practice and competitive schedules once you have selected them with your advisor, but coaches are not your primary advisor. As a student-athlete, you and your faculty advisor determine your class schedule. Advisors are aware of most of the requirements for student-athletes, but if you have questions regarding how your schedule might affect your eligibility, you should consult the Compliance Coordinator or the FAR.

### **Your Degree Plan and Major**

Be sure to register only in general education courses or courses listed on your official degree plan on file with your faculty advisor because these are the only courses that will count toward your full-time enrollment status for athletic eligibility. You are responsible for registering for your classes for each semester at the earliest possible time available for your level of academic study to insure that you do not get closed out of the best class times that will fit in your busy academic and athletic schedule. Each coach will coordinate practice schedules around classes requiring afternoon labs. Be certain that you have declared a major and minor in the Registrar's office before you begin classes for your fifth semester (NCAA Bylaw 14). Simply telling your advisor or coach that you wish to major in a certain subject is NOT sufficient and will not meet the requirement of the bylaw. You must go to the records office and declare your major program of study. If you have remedial or bridge classes remaining when you begin your fifth semester, you must write a letter to the Registrar to declare a 4 year major before that semester begins. Be aware that some majors and some schools require a C in courses for them to count for your degree. If you don't make at least a C, the course WILL NOT be countable toward athletic eligibility.

## REMAINING ELIGIBLE AND GRADUATING—NCAA BYLAW 14

As a student-athlete you will remain eligible and graduate if you possess the attitudes and characteristics of a conscientious student. You are responsible for meeting with your advisor, selecting your courses and registering, meeting all academic obligations, and being aware of your academic situation as it relates to your eligibility and graduation. You are responsible for being aware of your current academic status. Your academic advisor or the faculty athletics representative can inform you of the progress you have made toward meeting your eligibility requirements, so please ask for their advice at anytime in dealing with situations that you may not understand. The grade report you receive each semester will give you an account of the past semester and a summary of your academic standing. Given the amount of information available to you in this semester grade report, you should have no excuse for being unaware of your academic status.

There are a number of regulations that the NCAA, the Heartland Conference, and Oklahoma Panhandle State University insist a student-athletes follow in order to remain eligible for participation in their chosen sport. These rules are listed in a general form below. Please read them carefully as, ultimately, it is your responsibility as a student-athlete to maintain your own athletic eligibility. The NCAA eligibility regulations are contained in Bylaw 14 of the NCAA Division II manual. You should be aware, however, that the school may require you to adhere to a more stringent standard in some cases to remain eligible for participation in intercollegiate athletics. This is permitted under NCAA rules which defer to the institution when a stricter standard is expected.

### FULL-TIME ENROLLMENT

You must take no fewer than 12 credit hours toward your degree during each semester that you are participating and/or practicing in your sport. Dropping below this 12 hour minimum will result in your becoming immediately ineligible for the remainder of the current semester. You will also lose your athletically related aid. Do not drop a class prior to meeting with your academic advisor and the compliance coordinator or Faculty Athletics Representative. You must have the compliance coordinator or FAR's signature to drop a class. There is a place on the drop add form for his or signature. If you are having to sit out for a year due to transfer issues or as a partial qualifier, you may not drop below 12 hours and count that semester as one of your two full time semesters.

### SATISFACTORY PROGRESS

#### The "24 hour rule"

You must pass 24 hours toward your degree from the beginning of one fall semester to the next with no more than 6 hours being earned during a summer semester: or you must have an average of 12 hours passed for all your academic semesters in residence at OPSU. Degree hours are defined as credit hours required for your degree program. You must also remain off of academic probation after your first year in college. ***Every credit hour taken must be toward your degree or a prerequisite toward degree hours to count toward satisfactory progress requirements. If you fail to declare a change in major before enrolling for classes in a new major, those hours will not count toward eligibility.***

### **The “6 hour rule”**

Every student athlete, including new transfers, must pass at least 6 hours toward his/her degree the previous full time semester to be eligible for competition the next semester. For example, if you are a baseball player you must pass at least 6 hours toward your degree in the fall to be eligible for competition during the spring semester. If you are a football player, you must pass at least 6 hours toward your degree in spring 2007 to be eligible for football in fall 2008. This rule is in addition to the 24 hour rule and may NOT be fulfilled in summer school or inter-term or J-term. Student-athletes participating in basketball, baseball, softball, and golf should be aware that they could become ineligible in December for the spring semester competition if they don't meet this requirement. That means you could miss your championship season. Students in fall sports could become ineligible at the end of the spring and not be able to make these classes up in summer school.

### **Summer school**

Your coach and the compliance coordinator will discuss whether or not you need summer school courses for eligibility after grade reports come out in May. If you should have to attend summer school, you must check with your advisor or the compliance coordinator (not your coach) about which courses will count toward your degree, which courses will be transferable, and whether or not you need to take the courses at OPSU, another 4 year institution, or a 2-year institution. Remember that for summer school courses from other institutions to count they must be transferable and you MUST submit an official transcript as soon as possible after the end of the semester. You may also use summer school classes to raise your GPA.

### **Developmental Courses**

You may be required to take developmental or bridge courses due to a curricular or performance deficiency. These courses do count toward your full-time attendance requirement and financial aid enrollment, but **WILL NOT** count toward your 24 hours of satisfactory progress unless you are in your first full time year of college and that first year occurs at OPSU. In addition, only 12 hours of developmental classes may be used by freshmen to count toward satisfactory progress. At OPSU up to 14 hours of developmental courses may be required. You must take and pass these classes your first year if you are assigned to them. Fulfilling your remedial course requirements may mean that you will need to attend classes during the summer to be eligible for athletic participation during the next academic year. In addition, these courses do not affect your GPA. If you are not a first time freshman, you may have to take additional hours during the semester to “make up” for taking developmental courses. It is possible to be placed on academic probation and still have passed all of your developmental courses.

### **The “Satisfactory Progress” GPA**

You must meet the GPA standard of the NCAA on courses taken only at OPSU. Under current NCAA rules, you must have at least a 1.8 after earning your first 24 hours, a 1.9 after 48 hours, and a 2.0 after 72 hours. See “Pounding Out” repeated classes and “Summer School” for more information about raising your GPA. In addition to the GPA, you must meet the Good Academic Standing Bylaw. However, you must also remain in “Good Academic Standing” which requires a GPA of 2.0 or higher after your first 30 hours.

### **Good Academic Standing**

Good Academic Standing is required of all NCAA student-athletes. The institution and its governing boards determine the definition of Good Academic Standing. At OPSU, following the rules of the Oklahoma State Regents for Higher Education, good academic standing is determined on your retention/graduation GPA. After 30 attempted hours this is a 2.0. You WILL become ineligible mid-year if you drop below a 2.0 between semesters. Good academic standing will be re-evaluated at the same time the 6 hour rule is evaluated. You may take a J-term class if offered to improve your GPA to regain your eligibility. However, a J-term class will NOT fulfill the 6 hour rule. In addition to meeting the NCAA GPA for satisfactory progress, you must remain off of “academic probation” for athletic eligibility purposes. See “Pounding Out” repeated classes for more information about raising your GPA. Depending on your hours passed and attempted, you may also be ineligible if you are on Academic Notice after your freshman year. If you are on Academic Notice, please contact the compliance coordinator to discuss your situation.

### **Declaring a Degree Program**

You must declare a degree program (major and for some majors a minor) prior to the beginning of your 5<sup>th</sup> full-time semester of academic work (NCAA Bylaw 14). This must be done in writing or on the computer through the Registrar’s Office. This cannot be done verbally with your academic advisor or through the Athletic Department. Just telling someone that you have a certain major will not count! If you have deficiencies to remove, you must still declare a degree program in writing through the Registrar’s Office. After declaring a major, all hours counted toward satisfactory progress for athletic eligibility must be on your approved plan of study which will be on file with your advisor. You may change your degree program if you wish, but must do this between semesters or upon pre-enrollment for the following semester. Be aware however that changing your degree program in an irregular manner or without notifying the registrar’s office could affect your eligibility. For example, if you change your major from Business Administration to Education, enroll in Education courses, and don’t notify the necessary offices in the proper way, OPSU must use your declared Business administration major to determine your eligibility. You could lose your athletic scholarship and ability to compete and possibly the ability to be eligible for the following season.

### **OPSU RETENTION STANDARDS**

The following terms and standards relate to retention of students pursuing study in undergraduate programs at OPSU. For continued enrollment, a student must meet retention standards as prescribed below: All standards are based on at a 4.0 GPA scale.

**Good Academic Standing:** Any student who meets the retention requirements as set forth in this policy is in good academic standing.

**Academic Notice:** Freshman students, those with 30 or fewer attempted semester credit hours, with a retention GPA of at least 1.7 but less than 2.0 will be placed on academic notice. Developmental classes will count in the total hours attempted for this purpose only. Academic notice provides early monitoring of academic progress. If you complete 24 hours (including developmental), you may not be eligible to participate in NCAA sports if you are on academic

notice and your GPA is below 1.8, since 1.8 is the required GPA for NCAA participation after completing 24 hours.

**Academic Probation:** Any student whose cumulative GPA falls below those designated above for a given semester is on academic probation and is not considered “in good academic standing” as required by NCAA Bylaw 14.01.2. If you are on academic probation, you may not participate in competition. Academic probation, however, does not take away your ability to practice or receive financial aid if you were eligible for it prior to your being placed on probation. Please use this opportunity to concentrate on your academic work and raise your grade point average.

**Academic Suspension:** Any student who was on academic probation the previous semester and who fails to raise his/her GPA to the required cumulative level of 2.0 or to achieve a 2.0 GPA the next semester in regularly-graded course work, not to include activity or performance courses, will be suspended from the institution.

### **Cumulative GPA Requirement**

All courses in which a student has a recorded grade in regularly graded courses (A, B, C, D, F) will be counted in the calculation of the GPA for retention purposes. These courses may have been taken at other institutions. Once a student has attempted 30 semester credit hours, she/he must maintain a 2.0 retention GPA for the duration of his/her college experience.

A student will be placed on academic probation if she/he fails to meet the following grad/retention grade point average requirements:

<u>Credit Hours Attempted</u>	<u>GPA</u>
0 through 30	1.70
Greater than 30	2.0

Freshman students with fewer than 30 attempted credit hours and with a cumulative GPA of at least 1.7 but less than 2.0 will be placed on academic notice. This means it is possible for freshmen to meet the school’s requirement and not the NCAA’s of 1.8 after completing 24 hours and thus be ineligible.

Any student not maintaining satisfactory progress toward his/her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, she/he must have a semester GPA of 2.0 in regularly-graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular semester (fall or spring) has elapsed. Students suspended in the spring semester may attend the summer session immediately following spring suspension. However, such students may enroll only in core academic courses that meet the general education requirement or degree requirements. Only students under first-time suspension status at OPSU are eligible. To continue in the fall semester, such students must achieve at least a 2.0 to the required level.

All OPSU students placed on Academic Probation, or Academic Suspension, will be informed of their status, in writing, by the Registrar and will be advised concerning conditions for continued enrollment. The Registrar will also inform the Compliance Coordinator, the FAR, and the appropriate coach of eligibility ramifications of academic probation or suspension.

**Additional Requirements:** For continued enrollment and academic rulings, i.e., suspension of senior, academic suspension appeals, readmission of suspended students, reinstatement of suspended students at system institutions, students should consult the OPSU General Catalog for the year in which you entered OPSU.

## REPEATING A CLASS

A student may repeat a course any number of times. However, if you make a D the first time in a class and repeat it for a C, you may use only 3 earned hours for eligibility. This means you may have to take an additional class to achieve your 24 hours to meet satisfactory progress. If you repeat a class to raise your grade point average, you should see the Registrar about “pounding out” the grade.”

**“Pounding Out” Repeated Classes:** A maximum of four repeated courses, not to exceed 18 semester credit hours in which grades of “D” or “F” were received, may be excluded from retention/graduation GPA calculations. In this case, only the second grade received in the course is used in the calculation of the grade point average of that student for graduation/retention GPA. The student, not the coach, must request this action, either verbally or in writing, through the Registrar. Repeated courses are in addition to the academic reprieve policy. If a student repeats an individual course more than once, all grades earned, with the exception of those exempted, are used to calculate the retention and graduation GPA. Students repeating courses above the first four courses or 18 credit hours of “D” or “F” repeated may do so with the original grades and repeat grades averaged. If you repeat a course, please check with the Registrar as soon as grades are submitted and released about pounding out the repeated course.

**Incompletes (“I”):** The Grade of “I” (Incomplete) shall be neutral in the calculation of the cumulative grade point average. If it is not removed within a maximum of one year, it will remain on the transcript as a permanent “I,” unless the instructor has assigned a default grade. ***A grade of “I” does not count as an earned credit hour for eligibility. It cannot be used for eligibility certification until it is properly removed and recorded in the school’s normal manner.*** If you have questions about the removal of an incomplete and the posting of a regular grade, please see the Compliance Coordinator. Incompletes (I’s) are often a problem when determining eligibility. Student athletes should avoid requesting I’s if at all possible, particularly if they have not completed a majority of the work in the class. It is often better to drop the class or receive an F or D. Please inform your coach or the compliance coordinator if you request an “I” or if an instructor suggests you take one.

## TRANSFERRING

Occasionally, a student-athlete may wish to leave OPSU and transfer to another institution. A number of situations affect your ability to transfer and be immediately eligible. Please see the faculty athletics representative to discuss your individual situation. The information below is to

help you understand some of the general NCAA and Heartland rules as they relate to transferring to another NCAA institution.

### **Contacts about transferring**

Be aware that NCAA rules (Bylaw 13.1.1.2) prohibit other institutions from contacting you as an enrolled student-athlete without receiving permission to do so. The NAIA also prohibits coaches from another school from contacting student-athletes enrolled at a four-year school without notifying the athletic director of the student-athlete's school. If you contact another NCAA institution while you are enrolled at OPSU that institution is obligated to contact the athletic department for permission to talk with you. For them to do otherwise is a violation of NCAA rules. If you are contacted by another 4 year institution (either NCAA or NAIA) about transferring to play sports, please contact the faculty athletics representative or compliance coordinator immediately. Likewise, if you wish to contact other institutions, please contact the athletic director about a blanket "permission to contact." Your coach will be informed about this request. If "permission to contact" is denied to an institution or your request for a blanket "permission to contact" is denied, you will be notified in writing and be given the opportunity for an appeal hearing. You must contact in writing the chairman of the athletic committee about arranging this hearing.

### **Transfer releases**

One condition for you to be immediately eligible under the NCAA's one time transfer exception is that OPSU must state in writing it has no objection to your use of this exception. If OPSU denies the use of the one time transfer exception and you transfer, you will be required to spend an academic year in residence at the new institution. OPSU may deny the transfer request for several reasons including but not limited to

1. Intra-Conference Transfer
2. Having signed an agreement for athletic aid the following year
3. Transferring to a non-conference institution on OPSU's schedule
4. Retaining athletic equipment
5. Owing money to the institution.
6. January or other one semester transfer for an NLI signee

### **Appeals**

If OPSU denies permission to use the one time transfer exception or permission for another institution to talk to you, you will be notified in writing by the athletic director of your right to appeal this denial. If you decide to appeal, you must contact the chairman of the athletic committee in writing. Also, if you ask a coach to release you and he/she refuses or a coach tells you he/she will not release you, please contact the athletic director.

### **OUTSIDE COMPETITION**

If you are a member of an OPSU NCAA team, participating in organized competition in your sport outside of intercollegiate athletics during your sport season or the academic year will render you ineligible for further intercollegiate participation. Such outside organized competition might include church leagues or "Y" leagues, but not intramurals. Even if you are

ineligible to participate on an OPSU team you are considered a member of the school's team if you are receiving athletically related aid or are practicing. Student-athletes who practice but do not compete (redshirts) are also considered team members. Please see the compliance coordinator if you have questions about this.

## **ATHLETIC SCHOLARSHIPS—NCAA BYLAW 15**

Many student athletes receive “athletically related aid”. All athletic scholarships are awarded through the OPSU office of financial aid even though your coach presents you with the offer. When you sign an athletic scholarship agreement for OPSU, you are agreeing to allow OPSU to pay for a portion of your attendance in return for your participation in athletics. You need to be aware of several rules regarding your OPSU athletic aid and other aid you might be receiving.

### **Period of the Award**

Athletic aid is usually awarded on an academic year basis for two semesters, fall and spring. The NCAA does not allow athletic scholarships to be awarded for longer periods of time. On occasion, some athletic scholarships are awarded for only one semester. If you have exhausted your eligibility or enter in the spring semester this may be the case. Athletic scholarships can only be increased for the next year. They may not be increased during the year in which they are awarded. You may not receive more money than it costs to attend OPSU. You may combine several types of aid, including athletic aid to reach the value of a full scholarship. OPSU is prohibited by NCAA rules (15.3.3.1) from offering you aid for more than one academic year at a time. Your coach will discuss the renewal of your athletic aid with you each year.

### **Removal of athletically related financial aid**

You receive athletic aid in return for practicing and/or competing on a team. If you quit the team, become ineligible, or are involved in serious misconduct, the coach may request that your athletic aid be cancelled. If she/he does this, you will receive a letter stating s/he has requested that the financial aid director remove your athletically related aid and that you have a right to appeal this cancellation to the financial aid committee. Your coach may not remove or decrease your award for athletic reasons during the period of the award except as stated above.

### **Increase of athletically related financial aid**

Under NCAA rules, once your award has been determined it may NOT be increased for athletic reasons during the period of the award, i.e. the academic year. If you wish to “negotiate” the amount of your award, you must do that with the coach before the academic year begins. If you have unmet financial need as determined on your FAFSA, you may receive an increase. If you haven't already filled out a FAFSA form, please see Mrs. Mel Riley to get help with this.

### **“Local” or “Hometown” awards and scholarships based on athletic ability**

If you are receiving a scholarship or financial aid award from a hometown group, we may have to include it in your athletic aid total. If this money is based in ANY way on your athletic ability, we must know. Please inform your head coach and the financial aid director of any other scholarships you are receiving during your time as an OPSU Student-Athlete. You will also be given the opportunity to do this during a beginning of the year meeting.

### **On campus jobs**

Many jobs are available to students on campus. These are regular jobs and you are expected to do your assigned work. Getting paid for not working is a violation of NCAA legislation. You and your supervisor should keep track not only of the number of hours you work, but the type of work you perform. You are not allowed to work for your own coach or sport. Most jobs do not count toward your financial aid totals.

**Outside Employment:** As a DII student-athlete, you may work outside of the university during the academic year. However, there are some restrictions. The pay must be for work actually performed and at the standard rate for such work. If the work is during the school year and arranged by the athletic department or SID, we may have to count it as part of your financial aid package. Please check with the compliance coordinator or FAR for more information if you have questions.

## **EXTRA BENEFITS AND SERVICES—NCAA BYLAW 16**

Faculty, boosters, institutional staff members, and other people associated with OPSU are not allowed to provide you or your parents, friends, or relatives with special favors, gifts, trips, or reduced cost services except under very specific circumstances. Do not allow anyone to give you anything of value as a favor. For example, an athletics booster may not buy your dinner at a restaurant. Jobs in which you get paid more than other people doing the same job and jobs in which you do not have to work are considered extra benefits. If someone approaches you and offers to do something for you and you know they know you are a student-athlete, please have that person contact the compliance coordinator or the faculty athletics representative to determine if what he or she wishes to do is permissible under NCAA legislation. Likewise, you should also contact the compliance coordinator or faculty athletics representative if you have questions or someone makes you an offer of assistance or gifts or loans. You could render yourself ineligible if it is later determined that you have accepted something outside of the allowable NCAA rules.

## **AMATEURISM—NCAA BYLAW 12**

NCAA student-athletes must follow specific guidelines concerning agents, athletically related employment outside of the institution, professional tryouts and contracts, and the acceptance of compensation for the use of their name or picture for commercial endorsements. You must attest that you are an amateur every year on the NCAA student-athlete statement. If you are asked to accept compensation in return for the use of your name or picture or athletic skills or sign a contract concerning your athletic performance, please contact the faculty athletics representative or compliance coordinator to be certain this action does not jeopardize your eligibility. If you are asked to promote a commercial product or use your name, picture, or affiliation with OPSU athletics for this purpose, please contact the faculty athletics or compliance coordinator representative immediately. Under most circumstances you could lose your eligibility for doing this. If an agent or agent's representative contacts you while you still have eligibility remaining and asks for a verbal agreement say NO, and report this immediately to the compliance

coordinator. You can lose your eligibility for entering into a verbal agreement with an agent. Do not allow an agent or an agent's representative to provide anything for you or your family if you have eligibility remaining.

## **TOBACCO PRODUCTS—NCAA BYLAW 17**

NCAA Bylaw 17.1.8 prohibits the use of tobacco products by student-athletes during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition. This rule also applies to coaches and all game field personnel.

## **NCAA BYLAW INFRACTIONS and ELIGIBILITY**

In nearly all cases, if the institution believes you may have violated particular NCAA rules or may have been either knowingly or unknowingly involved in a violation, it must declare you ineligible for participation and withhold you from competition until the matter can be resolved. In those cases, we will resolve this matter as quickly as possible. It usually takes less than a week, but can take more. This action protects both you and the school from additional penalties if a violation of NCAA regulations is found to have occurred. If you know of a violation which has occurred involving you or another student-athlete or coach you should report it to the compliance coordinator or FAR. You may do this anonymously if you wish. Reporting violations helps prevent severe penalties. For example, if a player is ineligible due to a violation and competes, and then we find out about the violation, we are usually required to forfeit or nullify the games in which he/she competed. This could cost the team a championship or post season opportunity.

### **Chi Alpha Sigma**

**OPSU sponsors the Oklahoma Beta Chapter of Chi Alpha Sigma, an honor society for collegiate student athletes in NCAA or NAIA programs. Currently the requirements for membership are: Junior Standing by the 5<sup>th</sup> semester, a varsity letter or its equivalent, a 3.4 grad retention GPA, and have completed at least two full time semesters at OPSU. Those to be inducted will be notified by letter in April. We hope you will strive to achieve this honor. Please contact the chapter advisor, the FAR, for more information.**

# **SUBSTANCE ABUSE EDUCATION AND TESTING PROGRAM**

## **Institutional Drug Testing and Education Program**

The National Collegiate Athletic Association has implemented a year round drug testing program for all sports participating at the Division II level.

The Department of Athletics at Oklahoma Panhandle State University advocates the development of healthy and responsible lifestyles for OPSU student-athletes during their years of eligibility as a long-term enrichment and enhancement of their lives. Therefore, OPSU has also developed and is implementing the OPSU Alcohol and Drug Program.

Substance abuse, chemical dependency, crimes and other situations, which occur while under the influence of mood-altering substances, are a major health and safety hazard in our society. The use of illegal substances and the illegal use of drugs is a crime and cannot be condoned. The use of performance enhancing drugs is detrimental to student health and, as a form of cheating, constitutes unacceptable behavior. Alcohol use by OPSU student-athletes who are under the legal drinking age in Oklahoma is against the law; for those student-athletes who are of legal drinking age in Oklahoma, alcohol use is ill advised and is strongly discouraged.

The main purpose of the Alcohol and Drug Program is to protect the student-athlete from the risks and dangers of drug abuse by such measures as education, testing, rehabilitation, counseling, and when appropriate, sanctions.

The OPSU Athletic Department Alcohol and Drug program includes:

- Education of student-athletes about mood and body altering substances and pertinent OPSU Policy
- Evaluation
- Drug Testing
- Treatment
- Discipline

## ***I. EDUCATION***

### **A. Mood- Altering Substances**

#### 1. Alcohol

Alcohol is a drug that presents a unique situation since its use is legal in Oklahoma for those 21 years of age and older. Alcohol is a part of our culture and is present at many social functions throughout society; however, it is a mood-altering substance and constitutes the greatest drug problem in society and among OPSU student-athletes.

Therefore, in relation to alcohol use the Athletic Department Drug Program policy is:

- a. Alcohol consumption is illegal and unacceptable for student-athletes under the age of twenty-one.
- b. Alcohol consumption is not recommended and ill-advised for student-athletes twenty-one years of age or older.
- c. Teams will institute training rules which restrict alcohol usage by student-athletes twenty-one years of age and older.
- d. Alcohol-related offenses (DUI, public intoxication, assaults while under the influence of alcohol, underage possession of alcohol, etc) are violations of this policy.

#### 2. Illicit Substances

The intercollegiate student-athlete is under an increased amount of pressure when compared to the remaining segment of the student body. These pressures can result in stress and anxiety, which can predispose the student-athlete to the use of mood-altering substances. The Athletic Department Drug Program will:

- a. Educate the student-athlete about mood-altering substances and the dangers associated with their use.
- b. Deter the use of these substances
- c. Identify student-athletes with chemical dependency and other problems for which substances use may be an indicator early in the course of the disease or problem; so that treatment can be instituted in a timely manner;
- d. Solidify the role of OPSU student-athletes as representatives of the University and role models for the youth who look up to them.

## **B. Performance Enhancing Drugs**

The intercollegiate student-athlete performs in a highly competitive environment. Some segments of society have favored a “bottom line mentality” which would translate to a “win at all costs” situation in the athletic arena. The student-athletes’ desire to be successful can lead to the use of performance enhancing drugs to attain their goals. Such drugs give a student-athlete an unfair advantage, are coercive, and their use constitutes cheating. These drugs also have adverse side effects, which could be harmful to the health of student-athletes. The Athletic Department Drug Program will:

1. Educate the student-athlete about which drugs are performance enhancing drugs, their effects and dangers;
2. Deter the use of these substances;
3. Identify student-athletes who use these substances and address issues and problems surrounding their use;
4. Solidify the role of OPSU athletics and student-athletes as representatives of the University in sending the message that fair play and following the rules are of prime importance.

## **II. ALCOHOL AND OTHER DRUG TESTING**

Tests will primarily be conducted for mood-altering and performance enhancing substances. All tests will be performed on urine at this time. These tests will include all student-athletes and may include cheerleaders and all students with an official sports team association, including student managers, student coaches and student athletic trainers. Student-athletes are subject to drug testing both by OPSU and the NCAA.

All male and female student-athletes, including freshman/transfers, scholarship or not, who have remaining eligibility are subject to drug testing at OPSU. Also included are any student-athlete that has red-shirted, is ineligible, and season ending injured athletes (if the latter have eligibility remaining). All student-athletes are eligible for testing at any time throughout the entire school year.

**On-site, immediate drug testing can and will be used for the entire OPSU Athletic Department, this means that no notification is required by the administration for drug testing to occur.**

## **A. Types of Testing**

### 1. University Testing

#### a. Random Testing

Periodic testing of a portion of the total student-athlete population will occur at regular intervals. This list will be randomly generated by a computer from each active squad list. **All athletes are eligible for every test.**

#### b. Total Team Testing

An impartial medical committee may test total teams upon the recommendation of the head team physician or at the request of the head coach with the approval of the Athletic Director and the Appeal Committee or after an anonymous review.

#### c. Just Cause Testing

Student-athletes may be tested individually or as part of a regularly scheduled test. This test will be used for student-athletes who demonstrate symptoms or behaviors, which are indicative of substance abuse. These cases will be anonymously reviewed by an impartial medical committee, or with approval of the Appeal Committee, to determine if testing is warranted. **NO notice of testing is required.**

#### d. Reasonable Cause Testing

Student-athletes who have previous violations of the Athletic Department Drug policy will be tested individually or as part of a regularly scheduled test. This test will be used as part of the Athletic Department Drug Policy and the management plan.

### 2. NCAA Testing

Student-athletes may be tested while participating in a championship event, a post-season football game or during a regularly scheduled on-site NCAA test. Individuals to be tested are selected from team NCAA eligibility lists and will be notified by the standards set forth by the NCAA and The Center for Drug Free Sport. NCAA Testing requires the

student-athlete to provide Photo ID upon arrival to the designated testing site. Be sure you provide the trainer and your coaches with a working phone number where you can be reached in case the NCAA selects you for testing. Failure to appear is considered a positive test.

## ***FAILURE TO APPEAR***

**Failure to appear for a scheduled drug test, or refusing to give a urine specimen, will be cause for immediate suspension of the student-athlete from competition and/or practice and provides a basis for reasonable cause testing. This suspension will be in force until reinstated by the Appeal Panel.**

## **B. Guidelines for Drug Testing**

These guidelines are in force for all OPSU urine testing.

1. Upon the direction of the Director of Athletics or designee, a testing date, site and time will be determined.
2. A list of all student-athletes to be tested will be generated from the NCAA squad lists. This list may include 5<sup>th</sup> year students with no remaining eligibility, medical waivers, etc.
3. Certified Athletic Trainer and/or Drug Testing Representative will receive the names of the individuals from the sports teams to be tested. The student-athlete will preferably be notified by a written form with signature acknowledging notification obtained. If not possible, phone notification of the student-athlete is acceptable with record of conversation made. It is the Certified Athletic Trainers and/or Drug Testing Representatives responsibility to inform student-athletes ***within, but not more than, 24*** hours prior to the scheduled test.
4. To protect the integrity of the process, Certified Athletic Trainers and/or Drug Testing Representatives must ***not*** inform athletes earlier than 24 hours before the test.
5. The names of those student-athletes not reporting to the scheduled test will be reported to the Director of Athletics or designee. Any student-athlete who does not report will be placed under immediate suspension and will not be permitted to participate in competition or practice until reinstated by the Appeal Panel.
6. In accordance with the Reasonable Cause Testing procedure, the student-athlete does not have to be given prior notification of drug testing and can be asked to give a urine sample for testing at any time they are participating in athletics at OPSU. ***This means that the student-athlete can be taken from a practice session, and asked to give a sample immediately.*** Refusal to give a sample at this time will result in being placed on immediate suspension and will not be permitted to participate in competition or practice until reinstated by the Appeal Panel.

### **C. Testing Procedure for Student-Athlete**

These procedures are in force for all OPSU drug testing

1. The student-athlete will be informed by the certified athletic trainer of the sport *within, but not more than, 24 hours* of a scheduled test.
  - a. **This means that on-site, immediate testing is allowable and will be conducted at OPSU.**
2. The student-athlete must report to the designated testing site within the time frame of the test.
3. The student-athlete must sign in and select a sealed specimen bottle. The validator inspects the specimen bottle and the student-athlete proceeds to the collection site.
4. The collector/validator will visually observe while the student-athlete provides the sample. The collector/validator will follow the NCAA guidelines for collecting and validating specimen samples.
  - a. These guidelines require the collector/validator to observe the urine actually leaving the athlete's body and entering the specimen cup. A collector of the same gender as the athlete, called a validator, will accompany the athlete to the restroom. The validator will ask the student-athlete to raise their shirt to their armpits and pull their shorts down to their knees to permit an unobstructed view. Later, the validator will sign a form stating that he/she saw the athlete produce that sample.
  - b. Predetermined volumes and temperature guidelines for sample acceptance will be followed.
5. The student-athlete will re-seal the collection bottle and place it on the designated sample site.
6. The student-athlete will then sign out and may leave.

**Failure to appear or refusing to give a urine specimen will be cause for immediate suspension of the student-athlete from competition and practice.**

**A deliberate effort to substitute, dilute, or adulterate a specimen or to alter a test result will constitute as a positive test and result in a 1 year ban from all OPSU athletics.**

### **D. Post Collection Procedures**

1. Testing personnel will check the roster of scheduled student-athletes and submit to the Director of Athletics or designee and the head coach of the sports team the names of those persons not reporting.
2. The samples will be taken from the designated site to be tested according to the policy of the drug testing company guidelines as assigned to the designated personnel of the athletic department, the Head Certified Athletic Trainer and/or Drug Testing Representative.

3. The results will be recorded and kept on file in the Athletic Department and in the student-athletes permanent medical file in the Athletic Training Department.
4. Following the verification of a positive test, the student-athlete will be notified of the outcome by the designated Athletic Department Personnel and/or the Director of Athletics.

### **III. PROCEDURES TO BE FOLLOWED IN RESPONSE TO A POSITIVE DRUG TEST AND/OR SUBSTANCE ABUSE OCCURRENCE**

#### **A. First Positive**

1. The Director of Athletics, selected university administrators, team physician, head athletic trainer, head coach and student-athlete will be informed of a positive test and/or substance abuse occurrence, e.g., DUI, alcohol related assault, underage possession of alcohol, etc.
2. A substance abuse counselor approved by the Athletic Department will evaluate the student-athlete.
3. The Athletic Director, head team physician, head athletic trainer, head coach and designated counselor of the Athletic Department and if indicated the academic counselor will determine a management plan for the student-athlete.
4. The student-athlete will be eligible for reasonable cause testing, as detailed above.
5. The student-athlete will be required to complete an educational program on illicit drug use and abuse, the content and duration of which shall be determined by the Director of Athletics and the Dean of Student Affairs.
6. **The athlete will receive a one year suspension and removal of scholarship from all athletic competition in all NCAA sports beginning the date of the positive test.**

#### **B. Second Positive**

1. The Director of Athletics, selected university administrators, team physician, head athletic trainer, head coach and student-athlete will be informed of a positive drug test and/or substance abuse occurrence.
2. The student-athlete will be re-evaluated by a substance abuse counselor approved by the Athletic Department.
3. The Director of Athletics, team physician, substance abuse counselor, head coach, head athletic trainer and when the academic counselor indicated, will determine a management plan for the student-athlete.
4. The student-athlete will be banned from all team and athletic department student-athlete functions for **the duration of their stay at OPSU.**
5. Athletic Financial aid (scholarships) will be discontinued immediately at this time.
6. Re-instatement will be considered by the Director of Athletics and or designee in consultation with the management plan team.

## **NOTE:**

**Failure to comply with the management plan will result in immediate suspension from all team activities and functions.**

**All positive test results are considered cumulative for the career of the OPSU student-athlete. A deliberate effort to substitute, dilute, or adulterate a specimen, or to alter a test result will constitute a positive test and result in the penalties named above.**

## ***IV. CONFIDENTIALITY***

The Department of Athletics will make every effort to keep test results confidential except as provided above and will oppose disclosure thereof to any persons within or outside the University except as noted above.

Eligibility for drug testing will be mandatory for all OPSU student-athletes on the squad lists. As a condition for any student to be a member of an OPSU varsity intercollegiate athletic team, the student-athlete must agree to participate in the Athletic Department's Drug Testing Program. Such monitoring is considered an extension of the ongoing physical examination of the student-athlete and is in the best interest of both the student-athlete and Oklahoma Panhandle State University.

**Any student-athlete found guilty of selling or providing an illegal drug or illegally providing alcohol or other drugs to another person is subject to termination from the squad and athletically related financial aid. University penalties common to all students may also be applied.**

A student-athlete may appeal findings or sanctions under the Athletic Department Drug Program and the Office of Student Affairs.

## **V. DRUG TESTING APPEAL PROCESS**

The following is the procedure for the appeal of a positive OPSU test:

- A. A student-athlete may appeal either the finding of the presence of a prohibited substance, or the sanction imposed as a result of a positive finding.
- B. The appeal of the positive test results must be based on one of the following:
  - a. Evidence of procedural error.
  - b. Evidence that refutes the positive finding.
  - c. Belief that the OPSU test was inaccurate—to appeal under this section, the SA must immediately, upon notice of the positive test, arrange for and take a second test administered by a physician in Guymon. The second test will be a blood test rather than a urine test. If the test confirms the OPSU result, the SA is responsible for the cost of the second test.

- C. The appeal of the sanction imposed as a result of a positive finding must be based on one of the following:
  - a. Evidence of procedural error.
  - b. Evidence that refutes the positive finding.
  - c. Evidence that the sanction imposed is unreasonable, harsh or inappropriate.
- D. To appeal either a positive finding or the sanction imposed, the student-athlete must file an appeal in writing accompanied by supporting evidence. The appeal must be filed with the Director of Athletics and the Director of Student Affairs within seven days of notification.
  - a. A student-athlete's appeal will be reviewed by an ad hoc appeals panel appointed by the Dean of Student Affairs, and consisting of: a faculty member of the Athletic Council; the Dean of Student Life, or designee; and a regular faculty member (not associated with the Athletic Department or Athletic Council). At the appeal, the student-athlete has the right to present their case and present witnesses on their behalf.
  - b. The appeal hearing will be conducted within 3 working days of receipt of the appeal. The appeal hearing will consist of a review of all available evidence related to the initial finding as well as new evidence or documentation provided by the student-athlete.
  - c. The Appeal Panel may: affirm the initial finding or sanction; reverse the initial finding or sanction; recommend retesting or recommend alternative sanction. The alternative sanction recommended by the Appeal Panel may not be less harsh or exceed the harshness of the initial sanction.
  - d. A written copy of the appeal decision will be provided to the student-athlete and the Athletic Department within 5 working days of the hearing.
- E. To appeal a suspension due to a missed test, the student-athlete must appear before the designated Appeal Panel as listed above or...the Special Athletic Department Appeal Panel consisting of Athletic Department and OPSU Faculty Representatives.

## **VI. SAFE HARBOR PROGRAM**

The self-referral of a student-athlete for evaluation and/or treatment relating to alcohol/substance abuse and related issues is undertaken out of an intense concern for the overall health, welfare and development of our student-athletes. Evaluation and treatment relating to possible alcohol/chemical dependency is not intended, and should not be construed as a punitive action.

Any student-athlete may refer him/herself for evaluation or counseling by contacting a coach and/or the head athletic trainer. This arrangement is called SAFE HARBOR because it is strictly confidential and no team or administrative sanctions are imposed upon the student-athlete who has made a personal decision to seek professional assistance.

A treatment plan will be put into place and the student-athlete will not be sanctioned for entry, but a student-athlete testing positive after entering Safe Harbor will be subject to the sanctions outlined elsewhere.

A student-athlete may not initiate Safe Harbor after they have been informed of their participation in an impending drug test, nor can they employ Safe Harbor following a positive test.

## **VII. FORMS**

Each student-athlete must read and sign the NCAA Drug Testing Consent Form, OPSU Drug Testing Consent form and the NCAA Student Statement prior to their first practice opportunity or competition (depending on his/her sport). Failure to complete these forms prior to participation shall result in a student-athlete's ineligibility for participation in all intercollegiate competition until the forms are signed.

### **NOTE:**

**Coaches and Athletic Teams may have more stringent policies than that of the OPSU Athletic Department Policy. Each student-athlete and the coaching staff of their respective sports should carefully review the rules and regulations of the athletic team. The coaches' policy can and may be stricter than that of the Athletic Department policy, but cannot be more lenient.**

## **INSURANCE**

### **OPSU Athletic Injury Insurance Protocol**

- 1) The OPSU Athletic Department provides secondary athletic medical insurance for any injury sustained by a student-athlete while competing in intercollegiate athletics.
- 2) OPSU Athletic Department insurance is considered a secondary insurance with the student-athletes personal insurance as primary.
- 3) It is the policy of OPSU and the NCAA that all student-athletes are required to have primary insurance. You may not practice or compete without proof of primary insurance.
- 4) OPSU Athletic Department insurance may carry a deductible as described by the policy.
- 5) Student-athletes can discuss and see the policy by visiting with the Athletic Director or the Head Athletic Trainer.
- 6) All rules, regulations, policies, and procedures regarding the OPSU Athletic Department insurance are found in the insurance policy.

- 7) OPSU Athletic Department Insurance Policy includes the following guidelines:
  - a) Student-athlete must be referred by the Head Athletic Trainer in order for the school to be financially responsible. Otherwise, the student-athlete takes all financial responsibility regardless of whether the injury occurred in intercollegiate athletics.
  - b) Student-athlete must obtain an insurance claim form from the Head Athletic Trainer prior to their medical visit to an outside medical provider.
  - c) Student-athlete must fill in and sign the claim form.
  - d) Student-athlete is responsible for bringing to the Head Athletic Trainer all medical bills and primary insurance explanation of benefits that are received from the outside medical provider.
- 8) The Head Athletic Trainer will be happy to assist the student-athlete and/or parent(s)/guardian(s) with questions and problems, which may arise while dealing with the school insurance. Please direct any questions, concerns to the Head Athletic Trainer.
- 9) OPSU, Athletic Training Department, Athletic Department, and its staff cannot be held accountable for medical bills assessed to the student-athlete that become delinquent. This is the student-athletes responsibility.
- 10) Any request for a second opinion must be verified and approved through the Head athletic Trainer and the Athletic Department insurance prior to the physician visit.
- 11) Any student-athlete who bypasses the Athletic Department Policies on physician treatment will be held completely responsible for any bills incurred due to injury.
- 12) The student-athlete should realize that the department does not have coverage for non-athletic related illnesses or injuries. Non-athletic related injuries will be the financial responsibility of the student-athlete, therefore it is highly recommended that the student-athlete have personal hospitalization, accident and prescription insurance.
- 13) The university's insurance carrier cannot accept the responsibility for any pre-existing conditions or injuries. Any such situation will be documented in the student-athlete's medical file.

## **TEAM RULES**

Your coaches will establish certain rules about attending class, curfew, behavior on road trips, study hall, employment, practice, etc. They may also establish penalties for breaking these rules. These penalties may include dismissal from the team. As a member of the team you are expected to adhere to these rules. Each coach will review these rules with the team at the beginning of each semester. He or she will provide those rules in writing to you at the beginning of the year.

## **MEDIA GUIDELINES FOR STUDENT-ATHLETES**

As a student-athlete you may be asked by the press to comment on various aspects of the University and its Athletic programs. We strongly suggest that you contact the sports information director (SID) whenever you are contacted by a member of the media and refer all reporters and requests for interviews to the SID. The sports information office will then arrange all interviews and press releases.

## **EXIT INTERVIEWS and END of SEASON EVALUATIONS**

Three sorts of exit interviews occur with OPSU student-athletes. In the first kind, your coach will discuss your overall participation and performance with you at the end of the season and academic year. A second type of exit interview will occur when you leave the team or exhaust your eligibility and when your season ends. You will be asked to meet with the athletic director or chairman of the athletic committee and the faculty athletics representative to evaluate your experience. This second type is a confidential and mandatory interview. Finally, each SA is given the opportunity to evaluate his or her experience of the previous year through a confidential evaluation similar to those done by students for their academic classes and instructors. Your coach will notify you when you should meet for this evaluation which occurs shortly after your season ends.

## **CONCLUSION**

We hope you enjoy your time as a student-athlete at Oklahoma Panhandle State University. If you have questions, concerns, or comments about your experience, please contact the faculty athletics representative, athletic director, or chairman of the athletic committee to set up an appointment to discuss them.