

2009-2010

# ST. MARY'S UNIVERSITY

## Student-Athlete Compliance and Eligibility

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## **Class Attendance**

All members of the St. Mary's athletics program are required to attend all classes. The only excused absences will be for athletic competition or illness. If you are ill you must report that morning to your coaching staff or the training office for an assessment, the results of which will be given to your coach. Your coach will have the ability to authorize an absence due to illness. All athletes are expected to attend classes on days of home competition that do not interfere with game preparation, unless sick.

## **Drop/Adds**

One of the many roles of your coach and the Faculty Athletics Representative (FAR), Mike Lecoche, is to monitor the academic progress of the student athlete. During the 100 percent refund period (the first week of a Fall or Spring semester and the first two days of a Summer One or Summer Two session), schedule changes can be administered through a student's academic adviser (assuming the courses the student wishes to add have not closed). If a student wishes to add a course that has closed, he/she must submit an ADD/DROP form to the Registrar's Office with the appropriate signatures. During the 100 percent refund period, when adding a closed course (with the exception of a Biology, English, or Philosophy course), the student must obtain the signatures of the instructor and the adviser. If the student wishes to add a closed Biology, English, or Philosophy course, the student must obtain the signature of the departmental chair and the adviser. See Academic Deans and Departmental Chairpersons for the contact information for these chairs.

After the 100 percent refund period, all schedule changes must be processed through the Registrar's Office with all appropriate signatures on an ADD/DROP form. In addition to the signatures indicated above, this also includes the signature of the dean of the course. See academic deans and departmental chairpersons for the contact information for these deans.

Please realize that it is the student's responsibility to drop a course they are no longer attending. Do not expect your instructor to initiate a course drop on your behalf. During the 100 percent refund period, courses may be dropped via the St. Mary's Gateway Site with no penalty. After the 100 percent refund period, students must submit an ADD/DROP form to the Registrar's Office with their adviser's signature. At this point, students will receive a grade of "W" on their transcripts for the course dropped. A "W" does not hurt a student's grade point average. It simply indicates that the student withdrew from the course.



During the first half of a Fall or Spring semester, a student can continue to drop a course with a grade of “W”. Thereafter, through the twelfth week, if a student is passing at the time of withdrawal from a course, the grade is “W”; if not passing, the grade is “WF”. A “WF” (withdrawal failure) has the same impact on a student’s grade point average as an “F”. During the last four weeks of a Fall or Spring semester, a student may no longer drop courses. Please check the academic calendar for the last day to drop with an automatic “W” and the last day to drop courses.

If at any time a student athlete wishes to drop below 12 hours, (no longer a full time student), a signed memo from the head coach must accompany the request to acknowledge the loss of eligibility to compete.

### **Student Athlete Eligibility**

#### **Initial:**

All student-athletes with no previous full-time college attendance shall meet the academic requirements as certified by the NCAA Eligibility Center. Todd Caughlin, the compliance officer, verifies all paperwork.

### **Transfer (NCAA Bylaw 14.5):**

All transfer eligibility shall be certified by the University's compliance officer.

### **Satisfactory Progress-Credit Hour Requirements (NCAA Bylaw 14.4.1)**

Eligibility for competition for a student-athlete subsequent to the student-athlete's first academic year in residence, for a mid-year transfer student-athlete, or after the student-athlete has utilized one season of eligibility in any sport at the certifying institution shall be determined by the student-athlete's academic record in existence at the beginning of the fall term or at the beginning of any other regular term of that academic year, based upon (Bylaw 14.4.3.1):

- a. Satisfactory completion of six semester hours of academic credit the preceding regular academic term in which the student-athlete has been enrolled full time at any collegiate institution effective immediately subsequent to the Fall term; and
- b. Satisfactory completion prior to each fall term of a cumulative total of academic semester hours equivalent to an average of at least 12



semester hours during each of the previous academic terms in academic years in which the student-athlete has enrolled in a term or terms, or

c. Satisfactory completion of 24 semester hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters.

d. A student-athlete is required to designate a program of studies (major) leading towards a specific degree at this school by the beginning of the third year of enrollment (5th semester).

e. A student-athlete shall earn at least 75 percent of the minimum number of semester hours required for satisfactory progress during the regular academic year. Hence, no more than 25 percent may be earned during the summer through correspondence courses.

### **Satisfactory Progress-Minimum Grade-Point Requirements (NCAA Bylaw 14.4.3.2)**

\*\* After completion of the 1st season of competition (24 hours): 1.80 GPA

\*\* After completion of the 2nd season of competition (48 hours): 1.90 GPA

\*\*\*After completion of the 3rd season of competition and subsequent season of competition (72 hours): 2.00 GPA

### **Conduct**

As a representative of the St. Mary's Athletics Department you are required to conduct yourself in a way that will represent us well. You are expected to maintain a cooperative attitude with members of the Athletics Department, St. Mary's faculty, staff, and students of the University. Any serious misconduct on or off campus will be dealt with accordingly between you and your coaching staff. Consequences may be the immediate reduction or cancellation of athletic financial aid as per NCAA Bylaw 15.3.4.

### **Athletic Eligibility**

The student athlete must maintain the same academic standing as other students at St. Mary's. If a student athlete earns a grade-point average below a 1.70, he or she will be on probation during the next semester at the University. If the student earns a 2.00 grade-point average in the following semester, he or she will be taken off probation. If the student earns between a 1.70 and 1.99, he or she will remain on academic probation, but will retain athletic eligibility. If the student does not earn a 1.70, he or she will be placed on suspension and will not be eligible to compete as a student athlete. Furthermore, the student athlete shall meet the "satisfactory completion" provision of the NCAA requirement

by maintaining a grade point average that places that individual in good academic standing, as established by the institution for all students who are at an equivalent stage of progress towards a degree. To fulfill the “satisfactory progress” provision of this requirement, a student athlete who enters a Division II institution must achieve the following cumulative minimum grade point average at the beginning of the fall term or at the beginning of any regular term of the academic year, based on:

- a. the completion of 24 semester hours: 1.800 GPA
- b. the completion of 48 semester hours: 1.900 GPA
- c. the completion of 72 semester hours: 2.000 GPA
- d. the completion of 96 semester hours: 2.000 GPA

## **Insurance**

All injuries needing medical attention must be referred by the University’s athletic trainer. Do not seek treatment for any injury without first consulting with the athletic trainer. Student-athletes will be evaluated and treated for the condition, as well as referred for specialty consultations. Seeking initial treatment for any athletic injury without first consulting the athletics trainer will void existing secondary excess coverage. In seeking treatment without a referral the student-athlete will assume the cost of any medical expenses incurred as a result of their injury.

It is the responsibility of the student-athlete to provide the University with billing statements from all medical providers AFTER payment of their primary insurance company. The University will not pay any medical provider without a previous primary insurance payment. Student-athletes have 120 days, from primary insurance company payment date, to provide the University with a billing statement for payment. Student-athletes who fail to provide the statement within the 120 day period will assume the cost of any medical expenses incurred as result of their injury. For personal credit purposes please provide the billing statement as soon as possible to the University.

If you have further questions regarding insurance, please contact Meredith Cockerell, who also coordinates insurance matters for Athletics at 436-3342.

## **Alcohol/Drugs**

Bylaw 18.4.1.5 provides that a student-athlete who, as a result of a drug test administered by the NCAA, is found to have used a substance on the list of banned drug classes shall be declared ineligible for further participation in postseason and regular-season competition during



the time period ending one calendar year after the collection of the student-athlete's positive drug test specimen. The student-athlete shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun or a minimum of the equivalent of one full season of competition in all sports if the student-athlete tests positive during his or her season of competition (i.e., the remainder of contests in the current season and contests in the next season up to the period of time in which the student-athlete was declared ineligible during the previous year). The student-athlete shall remain ineligible until the student-athlete tests negative (in accordance with the testing methods authorized by the Executive Committee) and the student-athlete's eligibility is restored by the Committee on Student-Athlete Re-instatement. If the student-athlete participates in any contests from the time of collection until the confirmation of the positive result, he or she must be withheld from an equal number of contests after the 365-day period of ineligibility. If the student athlete tests positive for the use of a street drug after being restored to eligibility, he or she shall lose a minimum of one additional season of competition in all sports and also shall remain ineligible for regular season and post season competition at least though the next calendar year.

Attached at the end of the handbook is the St. Mary's drug/alcohol education and testing program and a list of the NCAA banned substances. Please be sure to look at this information and if you have any questions please contact the athletic trainer, your coach, or an athletics administrator. You do not want to be responsible for making your team ineligible for the loss of a complete season.

## Gambling

Student-athletes shall not knowingly:

- a. Provide information to individuals involved in organized gambling activities concerning inter-collegiate athletics competition;
- b. Solicit a bet on any intercollegiate team;
- c. Accept a bet on any team representing the institution; or
- d. Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
- e. Participate in any gambling activity that involves inter-collegiate athletics or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling.

A student athlete who solicits or accepts a bet or participates in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling, shall be ineligible for all regular season and postseason competition for a minimum period of one year from the date of the institutions determination that a violation has occurred and shall be charged with the loss of a minimum of one season of competition.



## **Amateurism (Bylaw 12.1.1)**

Only an amateur student-athlete is eligible for intercollegiate athletics participation in a particular sport. An individual loses amateur status and thus shall not be eligible for intercollegiate competition in a particular sport if the individual subsequent to the initial full-time collegiate enrollment:

- a. Uses his or her athletic skill (directly or indirectly) for pay in any form in that sport;
- b. Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
- c. Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received.
- d. Receives, directly, or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based upon athletic skill of participation, except as permitted by NCAA rules and regulations;
- e. Competes on any professional athletic team and knows (or had reason to know) that the team is a professional athletic team, even if no pay or remuneration for expenses was received; or
- f. Enters into a professional draft or an agreement with an agent.

In addition, subsequent to becoming a student-athlete, an individual shall not be eligible for participation in intercollegiate athletics if the individual:

- a. Accepts any remuneration for or permits the use of his or her name or picture to advertise, recommend, or promote directly the sale or use of a commercial or product or service of any kind; or
- b. Receives remuneration for endorsing a commercial product or service through the individual's use of such product or service.

## **Financial Aid**

A student-athlete shall not be eligible to participate in intercollegiate athletics if he or she receives financial aid that exceeds the value of a full grant-in-aid. A full grant-in-aid is financial aid that consists of tuition and fees, room & board, course-related books, and mandatory insurance for international student-athletes. All financial aid that is received by a student athlete is that student athlete's responsibility to maintain. Also, any increases or changes need to be reported to your coach. Non-athletic aid that is lost by a student athlete is not the responsibility of the athletics department to replace. You are solely responsible for meeting the requirements in place and doing the work necessary to maintain that aid.

### **Athletic Financial Award - NCAA Bylaw 15.3.3.1 – One Year Limit**

Where a student's athletic ability is taken into consideration in any degree in awarding financial aid, such aid shall not be awarded in excess of one academic year.

### **Athletic Financial Award - Renewals and Non-Renewals**

Bylaw 15.3.5.1 – Institutional Obligation – The renewal of institutional financial aid based in any degree on athletic ability shall be made on or before July 1 before the academic year in which it is to be effective.

### **Reduction and Cancellation during Period of Award**

Bylaw 15.3.4.1 – Reduction or Cancellation Permitted

Bylaw 15.3.4.1.2 – Misconduct – An institution may immediately cancel or reduce the financial aid of a student athlete who is found to have engaged in misconduct by the university's regular disciplinary authority and Athletics Department, even if the loss-of-aid requirement does not apply to the student body in general.

### **Financial Aid Not Administered by Institution:**

Any student who receives financial aid other than that administered by the student-athlete's institution shall not be eligible for intercollegiate athletics competition, unless it is specifically approved under the NCAA's rules of amateurism (see Bylaw 12) or the aid is:

- a) Received from one on whom the student-athlete is naturally or legally dependent;
- b) Awarded solely on bases having no relationship to athletic ability;
- c) Award through an established and continuing program to aid students of which athletic participation shall not be the major criterion (e.g., National Merit Scholarship), under the conditions listed in Bylaw 15.2.5.3; or
- d) Award through an established and continuing program for recognition of outstanding high-school graduates, of which athletic participation may be a major criterion (e.g., honorary high-school award), under the conditions listed in Bylaw 15.2.5.4.

### **Individual Skill Instruction (NCAA Bylaw 17.1.5.2.1)**

In sports other than football, participation by student-athletes in individual skill-related instruction is permitted outside the institution's declared playing season. More than one group of student-athletes from the same team may participate in skill instruction with their same coach(es) in the same facility or in different facilities at the same time,

provided there is no co-mingling between the groups. Each group of student-athletes must have a separate coach.

In sports other than football, the following number of student-athletes is permitted in each group for skill instruction.

(a) Individual Sports. No more than four student-athletes from the same individual sport shall be a part of a group of student-athletes working with a coach at one time.

(b) Team Sports with Starting Squad Size of Six or Fewer. No more than four student-athletes from the same team shall be a part of a group of student-athletes working with a coach at one time.

(c) Team Sports with Starting Squad Size of Seven or More. No more than six student-athletes from the same team shall be part of a group of student-athletes working with a coach at one time.

### **Transfer to Heartland/Other Schools**

The St. Mary's Athletics Department will not hand out a blanket or generic release form for other schools to get permission to speak to you about playing at their institution. Once the compliance office receives a "permission to speak" form from another school then a release will be sent from that point in time.

Heartland Conference policies state that any student-athlete wishing to transfer to another Heartland Conference school will not be eligible to compete for one year upon fulltime enrollment at that institution.

The student's previous institution certifies in writing that it has no objection to the student's being granted an exception to the transfer residence requirement. If the student's previous institution denies his or her request for the release, the athletics director (or his or her designee) shall inform the student-athlete in writing, within 14 consecutive calendar days from receipt of a student-athlete's written request, that he or she, on request, shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department (e.g., the office of student affairs; office of the dean of students; or a committee composed of the faculty athletics representative, student-athletes and nonathletics faculty/staff members). The notification of the hearing opportunity shall include a copy of the institution's policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request such a hearing. The institution shall conduct the hearing within 30 consecutive calendar days of receiving a student-athlete's request for the hearing. If your appeal is denied you may not receive financial aid or participate at that school in athletics for one year.

# **Student-Athletes and Pregnancy**

## **What to do if You Become Pregnant?**

Once you learn that you are pregnant, we encourage you to tell your coach, athletic trainer, as well as your personal physician and family. At St. Mary's, we want to protect your physical and psychological health, and the health of your fetus. Do not assume that you must withdraw from your sport and lose your scholarship. We want you to be successful as a student and athlete during your pregnancy so let us help you develop a realistic plan.

## **What Happens to Your Scholarship?**

If you are pregnant and you tell your coach or athletic trainer, and you do not voluntarily withdraw from your sport; your scholarship will remain in place for the remainder of the granting year, Aug. 1 - May 31. At the end of the year, you, your coach and athletic administration will determine the status for the following year and season.

## **Who Can Help You?**

Your coach or athletic trainer will encourage you to seek help and advice from other professionals outside the Athletics Department, such as Sandra Vasquez, M.D., in the St. Mary's Student Health Center (436-3506) and or Barbara Hardin, Ph.D., in the University's Counseling Services Department (436-3135). In addition, you may want to contact University Ministry (436-3014), and if you live on campus, let your St. Mary's residence hall director or resident assistant know about your pregnancy and plans so they can help you achieve a successful living situation that supports your needs as a student and athlete.

## **Can You Continue Training and Competing?**

If you wish to continue in your sport, we will form a support team that consists of you, your coach, athletic trainer, health care professional(s) and others as appropriate. Depending on your sport and the approval of your health care professional you may be able to continue training and competing. The support team will provide monitoring of your health and academic progress, and will assist you in your return to competition if that is your desire.

## **What is Covered by Your Insurance?**

You will need to speak with your health insurance or with the Student Health Center regarding your pregnancy. If you become pregnant while

covered by the Student Health Insurance, you will need to contact Sandra Vasquez, M.D., or the University's insurance coordinator at 436-3506.

### **What if You are a Male Athlete Whose Partner Becomes Pregnant?**

Obviously, you will not be affected by physical changes with pregnancy; however, you may suffer psychological stress, have concerns about the health of your pregnant partner and her fetus, and question your readiness for fatherhood and the personal and financial obligations you may face. In any of these circumstances, we encourage you to discuss them with your partner, and whether or not she is a student-athlete join her in assembling a support team as outlined and recommended above in this policy. We want you to be successful as a student and athlete during your partner's pregnancy and beyond. You may need additional support during this time. Let us help you develop a realistic plan that ensures your ability to continue to achieve your academic, athletic, and personal goals.



## Swine Flu Health Advisory

We are asking everyone to assist in our efforts to minimize exposure and reduce the potential for spreading the H1N1 (Swine) Flu at St. Mary's. Some of these precautions include practicing safe habits related to hygiene and staying away from large crowds if you are feeling ill with flu-like symptoms. The following tips are recommended by the Centers for Disease Control and Prevention (CDC) and can be found online at [www.cdc.gov/swineflu](http://www.cdc.gov/swineflu).

### What can you do to protect yourself from getting sick?

If possible, get vaccinated against Seasonal Flu. While the Seasonal Flu vaccine does not protect you from Swine Flu, being vaccinated can help you to avoid potentially contracting two strains of flu (Seasonal and Swine), leading to increased absenteeism and limited activity.

Currently a vaccine to protect against Swine Flu is being tested and is not yet available; however, in the meantime you can take these everyday actions to protect your health and to help prevent the spread of germs that cause illnesses like flu:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try not to touch surfaces that may be contaminated with the flu virus.
- Try to avoid close contact with sick people.
- If you get sick with influenza, CDC recommends that you stay/go home and limit contact with others to keep from infecting them.
- Try to stay in good general health. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

### What is the best technique for washing your hands to avoid getting the flu?

Washing your hands often will help protect you from germs. Wash your hands with soap and warm water for 15 to 20 seconds or you can use alcohol-based disposable hand wipes or gel sanitizers.

Symptoms and what to do if you get sick (or know someone who is) Should you exhibit the following combination of symptoms, you are

advised to stay at home:

- A temperature above 100 degrees associated with a cough, and/or
- A temperature above 100 degrees associated with a sore throat

### **St. Mary's students:**

Washing your hands often will help protect you from germs. Wash your hands with soap and warm water for 15 to 20 seconds or you can use alcohol-based disposable hand wipes or gel sanitizers found in most supermarkets and drugstores. If using gel, rub your hands until the gel is dry. The gel doesn't need water to work; the alcohol in the gel kills the germs on your hands.

### **Be Wise. Sanitize.**

Stay informed about the H1N1 (Swine) Flu virus and St. Mary's plans to minimize its spread. Go to [www.stmarytx.edu](http://www.stmarytx.edu) or Gateway and click on Flu Advisory.

### **Symptoms and what to do if you get sick**

Should you exhibit the following combination of symptoms, you are advised to stay at home:

- A temperature above 100 degrees associated with a cough, and/or
- A temperature above 100 degrees associated with a sore throat

### **Undergraduate & Graduate School Students:**

All St. Mary's students, staff and faculty are being asked to do what they can to avoid spreading the H1N1 virus. If you are experiencing flu-like symptoms you should follow the CDC's recommended measures. The CDC measures are outlined on the university's H1N1 Advisory web site. Students suffering from flu like symptoms should not be attending classes and should report their illness on the "self-reporting" tool available on Gateway under the Student tab. There is a process by which the Student Health Center will make sure that I am advised of your situation. If possible, also send me an email or have a friend/family member get in touch with me to let me know about your situation. All efforts will be made to help you remain current with this class. If you miss classes due to suffering from flu-like symptoms (confirmed by the Student Health Center or a physician) those absences shall be considered excused absences. However, it is your responsibility to make up any work that you miss. In the event that the University must close, you will be contacted regarding the procedures for continuing this course.