

Complete this form below and return to the Assistant AD/Academics

## 2015-2016

Having received the Louisiana Tech University Student-Athlete Handbook, I realize the importance of reading and understanding the information contained within this handbook. I understand that I will be held accountable to the rules and policies set forth by the Louisiana Tech Athletics Department and the NCAA.

\_\_\_\_\_  
Student- Athlete Signature

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sport: \_\_\_\_\_

***PLEASE COMPLETE THE REVERSE SIDE OF THIS PAGE.***



**STUDENT-ATHLETE  
INFORMATION SHEET**

**2015-2016**

(please print all of the following information)

FULL NAME: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_

TECH EMAIL ADDRESS: \_\_\_\_\_

CLASSIFICATION:

ACADEMIC: \_\_\_\_\_ ATHLETIC: \_\_\_\_\_

RED-SHIRT? NO \_\_\_\_\_ YES \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PARENT'S NAMES: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

RUSTON ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

2015-2016

Student-Athlete

Handbook & Planner

Name: \_\_\_\_\_

Sport: \_\_\_\_\_

*Tech 20/20 Mission:*

*Louisiana Tech University Athletics' mission is  
to: Embody excellence in everything we do.*

*Develop student-athletes to maximize their  
potential in mind, body, and spirit. Bring pride,  
admiration, and loyalty to the University  
family, community, and state.*

*Win with integrity.*



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## LETTER FROM THE ATHLETICS DIRECTOR

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Dear Student-Athlete,

It is my pleasure to welcome you to Louisiana Tech University. It is an exciting time on campus as we continue our commitment to our Athletic Department and to all of our sports programs. Louisiana Tech is proud of its rich history of athletic and academic success.

As a department, we are committed to providing you the support you need to earn a college degree. In doing so, we are certain you will leave here better prepared to overcome the challenges of life and develop as a student-athlete and a total person.

In addition, we will provide you with the opportunity to enjoy NCAA athletic competition at the Division I level. There is no greater experience than the chance to enjoy the thrill of competition in a collegiate atmosphere.

These opportunities do not come without responsibilities. You will be expected to represent your team and this institution with class, which begins by adhering to all the rules and regulations of the University, the Athletics Department and the NCAA. Failure to do so could jeopardize your participation as a student-athlete at this University.

We wish you the best as you begin your journey into what you will later regard as some of the most rewarding years in your life. We look forward to getting to know you personally, watching your steadied progress, and helping you pursue your education.

Sincerely,

Tommy McClelland

Director of Athletics

## ATHLETICS COUNCIL

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The Athletics Council is an advisory body to the President of the University on matters relating to intercollegiate athletics. The Athletics Council works closely with the Athletics Directory and Senior Woman Administrator, who serve as ex-officio, non-voting members to preserve the integrity of the Department of Intercollegiate Athletics and the University, and to ensure a quality academic and athletic experience for all students. The Athletics Council is not involved in the day-to-day administration of the Department of Intercollegiate Athletics.

The chair of the Athletics Council is appointed by the University President and also serves as the Faculty Athletics Representative to the NCAA and the Conference-USA (C-USA).

### **Membership**

Members of the Athletics Council are appointed by the President and are representatives of faculty, staff, students, and alumni.

### **Meetings**

The Athletics Council generally meets monthly during the academic year with called meetings as needed.

### **Current Members**

#### **Dr. Donna Thomas, Chair**

**Ms. Lisa Cole,**  
Comptroller

**Dr. Robert “Guthrie” Jarrell, MD,**  
Alumni Representative

**Mr. Steve Davison,**  
Alumni Representative

**Dr. Heath Tims,**  
College of Engineering and Science

**Dr. Sean Dwyer,**  
Professor/Marketing

**Dr. Terry McConathy,**  
Vice President of Academic Affairs

**Dr. Marvin Green, Jr. MD,**  
Alumni Representative

**Ms. Maggie Brakeville,**  
Student Government President

**Dr. Gary Kennedy,**  
College of Applied & Natural Sciences

**Mr. Sam Speed,**  
Student Affairs

**Ms. Mary Kay Hungate,**  
Deputy AD/SWA (Ex-officio)

**Dr. Judith Roberts,**  
College of Liberal Arts

**Mr. Tommy McClelland**  
Athletics Director (Ex-officio)

## ATHLETICS ADMINISTRATION STAFF DIRECTORY

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All email accounts end in @latech.edu & phone numbers have a 257 prefix, unless otherwise noted

<b>AD's Office</b>	<b>Email</b>	<b>Phone</b>
Tommy McClelland, Athletics Director	tommym	3247
Mary Kay Hungate, Deputy AD/Compliance/SWA	mhungate	5654
TBA, Assistant to the AD	TBA	4827
<b>Academics</b>		
Amber Burdge, Assistant AD/Academics	aburdge	5278
Thomas Graham, Academic Advisor	tgraham	5277
Kenny Thomas, Academic Advisor	kthomas	5279
Taylor Henry, Academic Advisor	thenry	2041
Jelena Vucinic, Graduate Assistant		
<b>Business Operations</b>		
Marie Gilbert, Associate AD/CFO	mgilbert	3637
Dana Pettit, Business Operations Assistant	dpettit	2818
<b>Compliance</b>		
Mary Kay Hungate, Deputy AD/Compliance	mhungate	5654
Sandra Kane, Assistant Compliance Coord.	skane	5336
<b>Equipment</b>		
Jonathan Ables, Equipment Manager	jables	5039
<b>External Affairs</b>		
Marco Born, Senior Associate AD/ External Affairs	mborn	2933
TBA, Assistant AD/Marketing and Game Mgmt	TBA	5332
Rachel McDivitt, Asst. Director of Marketing	mcdivitt	2507
Bill Graham, Coordinator of Special Events		2056
<b>Athletic Development (* @latechalumni.org)</b>		
Nate Warren, Asst. AD of Athletic Dev.	*nate	255-7950
Tyson Baldwin, LTAC Director	*tyson	255-7950
<b>LA Tech Sports Properties (* @ltsportsproperties.com)</b>		
Lane Robertson, General Manager	*lrobertson	5331
Logan Lewis, Account Executive	*llewis	5331
<b>Internal Operations</b>		
Adam McGuirt, Assistant AD/Internal Operations	amcguirt	5323
Matt Thorne, Game Management Associate	mthorne	2568
Kim Tanner, Administrative Assistant	ktanner	4111
<b>Communications</b>		
Malcolm Butler, Associate AD/Communications	mbutler	3145
Kane McGuire, Athletic Comm. Assistant	kmcquire	5071
Patrick Walsh, Assoc. Athletic Comm. Director	pwalsh	5305
Anna Clair Thomas, Athletic Comm. Assistant	acthomas	5314



**Sports Medicine (\* @gmail.com)**

Gerald Jordan, Assistant AD/Sports Medicine (FB)	gjordan	2825
Jill Hancock, Asst. Athletic Trainer (VB, SB)	hancock	4789
Mandy Miller, Asst. Athl. Trainer (WBB)	mandym	5309
Thomas Rice, Asst. Athletic Trainer (FB)	TBA	2825
Justin Wheeler, Asst. Athletic Trainer (MBB, GO)	jwheeler	2956
Roberto Cardona, Intern (FB, TN)	*racardona01	2956
Cory Kaplan, Graduate Asst. (FB, M/WBB, VB)	*corykaplan	2956
Taylor Nugent, Graduate Asst. (SOC, BO)	tnu001	2956
Shinji Tsumura, Graduate Asst. (FB, BA)	*run.shinji	2956
Chris Watson, Graduate Asst. (Track & Field, XC)	*watsoncr0121	2956
Will Word, Graduate Asst. (FB, Track & Field, XC)	*wword09	2956

**Ticket Office**

Elise Broussard, Asst. AD/Ticket Operations	eliseb	3631
Anna Buckley, Ticket Operations Associate	abuckley	5329
Gary Northern, Ticket Operations Associate	garyn	3632
Chris Nichols, Interim Sales Manager	cnichols	5155
Solomon Randle, Aspire Sales Consultant	srandle	5151
Emily Embree, Aspire Sales Consultant	eembree	5152

**Video Operations**

David Pillen, Dir. Video Ops/Creative Services	dpillen	5213
Jonathan Holden, Video Operations Assoc.	jholden	5213

**Strength & Conditioning (\* @yahoo.com)**

Kurt Hester, Head S & C Coach	khester	2401
Casey Cathrall, S & C (MBB, WBB)	TBA	2401
Jacob Talcott, S & C	*jacobtalcott	2401
Brison Manor, S & C	TBA	2401

## ATHLETICS ADMINISTRATION STAFF/COACHES DIRECTORY

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All email accounts end in @latech.edu & phone numbers have a 257 prefix, unless otherwise noted

### Baseball

Greg Goff, Head Coach	ggoff	5318
Rick McCarty, Assistant Coach	rmccarty	5312
Jake Wells, Assistant Coach	jwells	5312
J.D. Hulse, Assistant Coach	TBA	5312
Kim Tanner, Administrative Assistant	ktanner	4111
Baseball Field House		2527

### Basketball, Men's

Eric Konkol, Head Coach	rpuckett	5196
Duffy Conroy, Assistant Coach	duff	2882
Corey Barker, Assistant Coach	coachb	5056
Tony Skinn, Assistant Coach	tskinn	5063
Andy Fox, Director of Operations	afox	5059
Renee Puckett, Office Coordinator	rpuckett	5196

### Basketball, Women's (\* @gmail.com)

Tyler Summit, Head Coach	tsummitt	5511
Mickie DeMoss, Associate Head Coach	mdemoss	3133
Bernitha Johnson, Assistant Coach	bernitha	5519
Amber Smith, Assistant Coach	jasmith	5448
Brenda Milton, Office Coordinator	bsmilton	5511
Ashley Thompson, Media/Creative Services	*a.thomps314	5515
Kourtney Brown, Director of Operations	kmbrown	5279
Techster Locker Room		5428

### Bowling

Jerry Miles, Head Coach	jmiles	5424
Kim Tanner, Administrative Assistant	ktanner	4111

### Football Office

Skip Holtz, Head Coach	football	4547
Tim Rattay, Outside Wide Receivers	rattay	2271
Tony Petersen, Offensive Coordinator/QBs	petersen	2490
Blake Baker, Defensive Coordinator/Linebackers	bbaker	2505
Karl Scott, Safeties	kscott	2304
Ronnie Bradford, Cornerbacks/Special Teams	bradford	4967
Rick Petri, Defensive Line	rpetri	2677
Jabbar Juluke, Running Backs Coach	jjuluke	2619
Robert McFarland, Offensive Line	coachmac	2601
Joe Sloan, Inside Receivers	jslaon	2299
Ryan Davis, Graduate Asst. (Offense)		3669
Richard MacPherson, Graduate Asst. (Offense)		3669
Mike Schrang, Graduate Asst. (Defense)		3669
David Stuckman, Graduate Asst. (Defense)		3669

Krista Patrick, Executive Assistant to Head Coach	kpatrick	4547
Chance Trickett, Director of Recruiting	trickett	4970
Jonathan Ables, Equipment Manager	jables	2399
Adam Young, Director of Operations	TBA	3669
Janel Lee, Video Coordinator	jlee	2386

### **Golf**

Jeff Jenkins, Head Coach	jjenkins	5444
Kim Tanner, Administrative Assistant	ktanner	4111

### **Soccer**

Kevin Sherry, Head Coach	ksherry	4778
Josh Wagenaar, Assistant Coach	joshw	2058
Kiva Gresham, Assistant Coach	kgresham	2058
Brenda Milton, Office Coordinator	bsmilton	5511

### **Softball**

Mark Montgomery, Head Coach	coachm	3016
Emerald Doria, Assistant Coach	edoria	5325
CJ Browder, Assistant Coach	browderc	5327
Kim Tanner, Administrative Assistant	ktanner	4111

### **Tennis**

Chad Camper, Head Coach	camper1	4402
Renee Puckett, Office Coordinator	rpuckett	5196

### **Track & Field/Cross Country (\* @gmail.com)**

Gary Stanley, Head Coach	runfast	2314
LaMonte Vaughn , Assistant Coach	TBA	5424
Davina Oriekwu, Assistant Coach	davinao	5333
Jacob Cohen, Assistant Coach	jakeco	5334
Kim Tanner, Administrative Assistant	ktanner	4111

### **Volleyball**

Adriano de Souza, Head Coach	adriano	3924
Rachel Williams, Assistant Coach	rachelw	5335
Gabryel Ording, Assistant Coach	gko001	5335
Renee Puckett, Office Coordinator	rpuckett	5196

### **Athletic Department**

#### **Mailing Address**

Louisiana Tech Athletics  
P.O. Box 3046  
Ruston, LA 71272

#### **Shipping Address**

Louisiana Tech Athletics  
1650 West Alabama  
Ruston, LA 71270

## Fall 2015 Academic Calendar

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<b>1<sup>st</sup> Purge for students who have not paid or confirmed</b>	5pm	Aug 31 (Mon)
Residence Halls open	9am	Sept 4 (Fri)
Labor Day (University Closed)		Sept 7 (Mon)
Food Service opens, night meal		Sept 8 (Tues)
Fall Quarter begins		Sept 9 (Wed)
Foreign Language & Math Placement Exams		Sept 9 (Wed)
<b>2<sup>nd</sup> Purge for students who have not paid or confirmed</b>	6pm	Sept 9 (Wed)
Classes begin		Sept 10 (Thu)
Late Registration and Drop/Add begins		Sept 10 (Thu)
Late Registration ends: last day for Drop/Add		Sept 14 (Mon)
Last day to register for Fall graduation		Sept 25 (Fri)
Deadline for completing "I" grades for past quarters		Oct 2 (Fri)
Deadline for faculty submission of "I" grade completions		Oct 9 (Fri)
<b>Early Advising for student-athletes begins</b>		Oct 19 (Mon)
<b>Advising forms due to Academic Advisor</b>	5pm	Oct 23 (Fri)
Last day to drop individual courses or resign from the University with "W" grades ("F" grade after this date)		Oct 30 (Fri)
<u>Advising, Early Web Registration, Early Schedule Adjustment, (Drop/Add), Early Web Fee Payment for Winter</u>		
		Nov 2 - 20
Graduate Students	Monday, November 2 thru Friday, November 20	
Seniors	Tuesday, November 2 thru Friday, November 20	
Juniors	Thursday, November 5 thru Friday, November 20	
Sophomores	Monday, November 9 thru Friday, November 20	
Freshmen	Wednesday, November 11 thru Friday, November 20	
Last day of classes		Nov 19 (Thu)
Food Service closes, after night meal		Nov 19 (Thu)
<b>Purge for non-fee (Winter) payment</b>	5pm	Nov 20 (Fri)
Grades for degree candidates due in Registrar's Office		Nov 17 (Tue)
Residence Halls close	12pm	Nov 21 (Fri)
Athletics Stole Ceremony	11am	Nov 20 (Fri)
Commencement Exercises, Thomas Assembly Center	10am	Nov 21 (Sat)
All other grades due		Nov 23 (Mon)
Grades "live" on BOSS		Nov 24 (Tue)

## Winter 2015-2016 Academic Calendar

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<b>1<sup>st</sup> Purge for students who have not paid or confirmed</b>	5pm	Nov 20 (Fri)
Residence Halls open	1pm	Nov 29 (Sun)
Food Service opens, night meal		Nov 30 (Mon)
Winter Quarter begins		Dec 1 (Tue)
<b>2<sup>nd</sup> Purge for students who have not paid or confirmed</b>	6pm	Dec 1 (Tue)
Classes begin		Dec 2 (Wed)
Late Registration and Drop/Add begins		Dec 2 (Wed)
Late Registration ends: last day for Drop/Add		Dec 4 (Fri)
Last day to register for Winter graduation		Dec 18 (Fri)
Christmas Holiday begins @ end of classes		Dec 18 (Fri)
Christmas Holiday ends. Classes resume @ 8:00am		Jan 4 (Mon)
Deadline for completing "I" grades for past quarters		Jan 8 (Fri)
Deadline for faculty submission of "I" grade completions		Jan 15 (Fri)
ML King, Jr. Holiday. University Closed		Jan 18 (Mon)
ML King, Jr. Holiday ends @ 8:00 a.m.		Jan 19 (Tue)
<b>Early Advising for student-athletes begins</b>		Jan 27 (Wed)
Last day to drop individual courses or resign from the University with "W" grades ("F" grade after this date)		Feb 5 (Fri)
<b>Advising forms due to Academic Advisor</b>	5pm	Feb 5 (Fri)
Mardi Gras Holiday begins @ end of classes		Feb 5 (Fri)
Mardi Gras Holiday ends	8am	Feb 11 (Thu)
<u>Advising, Early Web Registration, Early Schedule Adjustment, (Drop/Add), Early Web Fee Payment for Spring</u>		
		Feb 11-Mar 1
Graduate Students	Thursday, February 11 thru Tuesday, March 1	
Seniors	Friday, February 12 thru Tuesday, March 1	
Juniors	Tuesday, February 16 thru Tuesday, March 1	
Sophomores	Thursday, February 18 thru Tuesday, March 1	
Freshmen	Monday, February 22 thru Tuesday, March 1	
Last day of classes		Mar 1 (Tue)
Food Service closes, after night meal		Mar 1 (Tue)
<b>Purge for non-fee (Spring) payment</b>	5pm	Mar 2 (Wed)
Grades for degree candidates due in Registrar's Office		Mar 1 (Tue)
Residence Halls close	12pm	Mar 2 (Wed)
All other grades due		Mar 3 (Thu)
Grades "live" on BOSS		Mar 4 (Fri)
Athletics Stole Ceremony	11am	Mar 4 (Fri)
Commencement Exercises, Thomas Assembly Center	10am	Mar 5 (Sat)

## Spring 2016 Academic Calendar

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<b>1<sup>st</sup> Purge for students who have not paid or confirmed</b>	5pm	Mar 2 (Wed)
Residence Halls open	1pm	Mar 6 (Sun)
Food Service opens, night meal		Mar 7 (Mon)
Spring Quarter begins		Mar 8 (Tue)
<b>2<sup>nd</sup> Purge for students who have not paid or confirmed</b>	6pm	Mar 8 (Tue)
Classes begin		Mar 9 (Wed)
Late Registration and Drop/Add begins		Mar 9 (Wed)
Late Registration ends: last day for Drop/Add		Mar 11 (Fri)
Last day to register for Spring graduation		Mar 24 (Thu)
Deadline for completing "I" grades for past quarters		April 1 (Thu)
Deadline for faculty submission of "I" grade completions		April 8 (Fri)
Easter Holiday begins @ end of classes		Mar 24 (Thu)
Easter Holiday ends (classes resume @5pm)	5pm	Mar 28 (Mon)
<b>Early Advising for student-athletes begins</b>		Apr 18 (Mon)
Last day to drop individual courses or resign from the University with "W" grades ("F" grade after this date)		Apr 29 (Fri)
<b>Advising forms due to Academic Advisor</b>	5pm	Apr 22 (Fri)
<u>Advising, Early Web Registration, Early Schedule Adjustment, (Drop/Add), Early Web Fee Payment for Summer &amp; Fall</u>		
		May 2 - 20
Graduate Students	Monday, May 2 thru Friday, May 20	
Seniors	Tuesday, May 3 thru Friday, May 20	
Juniors	Thursday, May 5 thru Friday, May 20	
Sophomores	Monday, May 9 thru Friday, May 20	
Freshmen	Wednesday, May 11 thru Friday, May 20	
Grades for degree candidates due in Registrar's Office		May 17 (Tue)
Last day of classes		May 20 (Fri)
Food Service closes, after night meal		May 20 (Fri)
1 <sup>st</sup> purge for Summer 2011	5pm	May 20 (Fri)
Residence Halls close	12pm	May 21 (Sat)
Athletics Stole Ceremony	11 am	May 20 (Fri)
Commencement Exercises, Thomas Assembly Center	10am	May 21 (Sat)
All other grades due		May 24 (Tue)
Grades "live" on BOSS		May 25 (Wed)

## ACADEMICS

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### *Designation of a Degree Program*

All student-athletes, including transfers, must designate a degree program by the start of their seventh quarter and be making satisfactory progress toward that degree, or they cannot compete. The calculation of credit hours to meet this requirement is based upon acceptable hours earned toward the declared degree program.

### *Academic Advising*

Each student is assigned an on campus academic advisor from his or her declared field of study. Students must be advised by their assigned advisor and/or department. Only undecided majors (Basic) will be advised by their athletic academic advisor.

While the advisor is expected to explain academic requirements, it is the ultimate responsibility of the student-athlete to know basic university, college, and departmental graduation requirements of the chosen major well enough to plan progress toward completion of these requirements. Curriculum sheets can be found in the Tech Catalog or homepage. They can also be obtained from departmental offices.

Student-athletes should inform their on campus academic advisor that they participate in intercollegiate athletics and, as such, are subject to NCAA eligibility requirements. Should the advisor have questions, direct their attention to the student-athlete's Athletic Academic Advisor.

### *Priority Registration*

All scholarship student-athletes have the opportunity to participate in priority registration, allowing course selection and registration before open campus registration begins. This will ensure the courses selected fulfill major requirements and work with quarterly practice and travel schedules.

To participate, each student-athlete must meet with his/her on-campus academic advisor (during the early advising period) to make appropriate course selections. The advisor must sign the advising form and the student-athlete must get any necessary signatures. **Student-athletes will lose priority registration privileges if they: (1) have HOLDS on their account, (2) are behind on required study hall assignments, or (3) are not in good standing with the Athletics Department.**

### *Registration Process*

All student-athletes will be advised by their assigned advisors. Student-athletes are responsible for scheduling appointments to be advised. The advising form is due in the Academic Center no later than 5:00pm on the scheduled drop date each quarter. If a student-athlete is not eligible for priority registration, they must

register with the general population. Provided the student-athlete has no HOLDS, they can register via BOSS or seek assistance from the Registrar's Office.

Schedule changes must be approved through BOTH on campus and athletic academic advisors.

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### ***Bulldog Online Student System (BOSS)***

BOSS provides each student with an account that allows the student to access their academic records and demographics in the student information system via the web. Each student is provided with a unique Personal Identification Number (PIN) known as a BOSS PIN that, when used in conjunction with their campus-wide identification (CWID) number, provides private access to items such as unofficial transcripts, grades, web registration, web tuition/fee payment, and numerous demographic and student service menu items. Some of the demographic categories allow for changes to be made online. New undergraduate students receive their TECH email, USERID, and password while attending Orientation. If the student doesn't attend Orientation or if they are a new graduate student, they should bring their TECH ID card to the Computing Center (Wyly Tower basement) to activate their TECH email account, USERID, and password. Then, take their TECH ID to the University Registrar's office (207 Keeny Hall) and obtain their BOSS PIN.

### ***Changing Majors***

At no time should a student-athlete change his/her major without the approval of the Assistant AD/Academics. Once approval and "Change of Major Form" are obtained and signed by the designated officials, the form should be submitted to the Associate Registrar for NCAA Compliance. If a minor is required, it must also be declared immediately in order for those classes to count for eligibility.

### ***Dropping Classes***

In certain situations, it may become necessary for a student-athlete to drop a class. Before the Registrar's Office will process the drop, both the student-athlete's academic advisor and the Assistant AD/Academics must approve and sign the drop slip. For student-athletes on book scholarship, the drop slip will not be signed until the rented book has been returned to the bookstore. After obtaining all signatures, it is the student-athlete's responsibility to submit the drop form to the Registrar's Office in Keeny Hall. This step will complete the drop/add procedure.

### ***Important Reminder:***

**Student-athletes who drop to part-time cannot practice or participate in team activities.**

*See next page for drop dates*



## *Drop Dates for 2015-2016*

	<u>Drop/Add Period</u>	<u>Drop with "W"</u>
Fall 2015	Sept 10-Sept 14, 2015	Friday, Oct 230, 2015
Winter 2016	Dec 2-Dec 4, 2015	Friday, Feb 5, 2016
Spring 2016	March 9-March 11, 2016	Friday, Apr 29, 2016

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### *Tech Email*

Each student registered at Tech is provided a Tech email account. Tech uses this email account as one of the primary means of communicating with the student body, faculty, and staff. Faculty members and administrators frequently use this account to transmit private information to a student through the University's information security mechanisms; information that will not be transmitted through commercial ISP (i.e. yahoo or gmail) accounts for security reasons. Students are expected to activate their accounts and to check the account daily. USERID and password information is obtained from the Computing Center (Basement, Wylie Tower).

### *Developmental Educational Program*

This program assists academically under-prepared students in developing their abilities to meet the requirements of college-level courses. The components of this program are course numbered 099 in English and Mathematics.

A student whose ACT/SAT score places them in developmental (099) courses must register for and successfully complete those courses within the first (4) quarters of enrollment. A maximum of (3) attempts (including drops) will be allowed for the course. The student will be suspended from the University for failure to meet developmental course completion requirements if successful completion is not achieved after a maximum of (3) attempts, or if the (4) quarter time limit is not met. **Students will not be permitted to declare and register for a degree program until developmental program requirements are successfully completed.**

Class attendance in a Developmental Course is mandatory. After (4) unexcused absences, the student will automatically be given an F grade in the course. Withdrawal from developmental classes is not permitted unless there are extenuating circumstances. If a student needs to reduce his/her course load, the student will be required to drop any regular courses before a Developmental Course is dropped.

If a student is suspended for failure to meet Developmental Course completion requirements, he or she may appeal for reinstatement to the Developmental Suspension Appeals Committee, chaired by the Director of the BARC. Appeals should be submitted before the suspension quarter begins so that reinstatement can occur.

**No credit is allowed in any curriculum for any courses with a catalog number beginning with 0 (English 099 or Math 099).**

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### ***Class Attendance Policies***

Class attendance is Mandatory. All student-athletes are expected to attend all class meetings of the courses for which they are enrolled. Student-athletes are expected to arrive on time, sit at the front of the classroom, remove all headphones or ear buds, and refrain from using their cell phones.

Louisiana Tech University uses the Class Attendance Policy of the University of Louisiana System. This policy applies to all undergraduate and graduate students. Minimum class attendance regulations for the colleges and universities under the control of the Board are as follows:

1. Class attendance is regarded as an obligation, as well as a privilege, and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from Louisiana Tech.
2. Each instructor shall keep a permanent attendance record for each class. These records are subject to inspection by appropriate University officials.
3. The Academic Center shall submit excuses for all class absences to the appropriate instructor prior to departure. The instructor may excuse the student for being absent and will also accept an official University excuse. An official University-excused absence is an absence that results from the student's participation in a University-sponsored activity requiring the student to miss class in order to participate in the activity. According to the University catalog, NCAA athletic team travel is included. It is the athlete's responsibility to notify their professors, and identify how any make-up of missed work shall be handled.
4. When a freshman or sophomore student receives excessive unexcused absences (10% of the total classes) in any class, the instructor may recommend to the student's academic dean that the student be dropped from the rolls of that class and given an appropriate grade.
5. Faculty members are required to state in writing (Syllabus) and explain to the student their expectations in regard to class attendance prior to the close of the drop/add period.

***IT IS AN NCAA VIOLATION TO MISS CLASS TO ATTEND PRACTICE!***

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### ***Missed Assignments Due to Athletic Events***

It is the student-athlete's responsibility to let the instructors know well in advance when the student-athlete will be absent from class due to scheduled athletic events. The Academic Center will prepare a travel letter outlining the team roster and competition dates based on information received from the coaching staff. The Academic Center staff will email the letters directly to the professors utilizing the Travel Letter feature in GradesFirst. The student-athlete may physically hand the travel letter to each of their instructors if they prefer to do so. It is the student-athlete's responsibility to find out the instructor's policy regarding missed class work. When travel and competition conflict with class attendance, it is the student-athlete's responsibility to make arrangements with the instructor to schedule make-up work. Most exam and project deadlines are outlined in course syllabi. Schedule and plan early!

Louisiana Tech University works with the Conference-USA to minimize missed class time for all student-athletes. Scheduling of away-from-home nonconference events is not allowed during final exam periods, and all away-from-home nonconference events must be scheduled to minimize missed class time.

### ***Academic Status***

There are three categories of academic statuses for undergraduate students: academic good standing and eligible to be enrolled, academic probation and eligible to be enrolled, and academic suspension and not eligible to be enrolled. Although students will usually receive notification of academic status, such notice is not a prerequisite to students placed in one of the above categories. Students have the responsibility to ascertain their academic status prior to the beginning of the next enrollment period.

### ***Good Standing***

All undergraduate students are expected to achieve and maintain a minimum cumulative GPA of at least 2.0 (C) on all college work attempted and on all work attempted at Louisiana Tech. The University will, however, certify a student to be in "good standing" as long as the student is eligible to be enrolled. There are some degree programs that specify higher GPA requirements for good standing, eligibility for entry into an upper division, and/or eligibility for graduation in the program.

### ***Academic Probation:***

Undergraduate students will be placed on academic probation whenever their cumulative averages are ten or more quality points below a 2.0 average. Once on academic probation, a student will remain on probation (as long as each quarter average is at least 2.0) until the cumulative GPA of 2.0 or higher is achieved. Once a cumulative GPA of 2.0 or higher is achieved, a student will be placed in good academic standing.

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### ***Academic Suspension***

Undergraduate students placed on academic probation will be suspended at the conclusion of any quarter in which they fail to earn a GPA of at least 2.0. First-time freshman could be suspended prior to the completion of three quarters of enrollment depending on the number of quality points acquired. Students suspended for the first time at the end of the spring quarter must appeal to attend summer school. Summer school is treated as a regular academic quarter. Students suspended for a second or subsequent times at the end of the spring quarter may not automatically attend summer school. To be readmitted to any quarter an appeal must be completed and approved. The first period of suspension will be for one quarter. All subsequent suspension periods are for one full calendar year. A student on academic suspension from Louisiana Tech University may not obtain credit toward a degree at Tech for courses attempted at another institution during the suspension period.

### ***Readmission from Suspension***

Appeals for reinstatement after academic suspension may be made to the student's Academic Dean, as appropriate. Appeals must be made by the deadline given by the Department. An advisory group will review the appeal documentation and the student's academic record. The advisory committee makes a recommendation to the Academic Dean/Director who makes the final decision and communicates that decision to the student.

*Any student-athlete who enrolls at, or drops to, part-time (below 8 hours) cannot compete, practice, strength train, or condition. Credit exams do not count toward a course load.*

### ***NCAA and C-USA Requirements***

The NCAA and Conference USA require all student-athletes to pass a minimum of 6 hours ***toward their declared major*** every quarter to be eligible for the next quarter. If a student-athlete does not pass six hours, they will not be eligible to compete the following quarter. Varsity sport credit hours only count for majors (undecided).

#### **GPA REQUIREMENTS:**

<u>Completed Quarters</u>	<u>GPA</u>	<u>Completed Quarters</u>	<u>GPA</u>
3	1.80	9	2.0
4	1.80	10	2.0
5	1.80	11	2.0
6	1.90	12	2.0
7	1.90	13	2.0
8	1.90	14	2.0

## FINANCIAL AID/ACADEMICS

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### *NCAA Satisfactory Progress*

Once a student-athlete has completed one academic year at Louisiana Tech, or utilized a season of eligibility in a sport, she/he must meet NCAA requirements for satisfactory progress.

#### *Freshman- 1<sup>st</sup> Year*

- Pass at least 18 hours during the academic year and 24 hours before beginning the second year.
- Must be in Good Academic Standing.

#### *Sophomore- 2<sup>nd</sup> Year*

- Pass at least 18 hours during the academic year.
- File Official Degree Plan (Initial Designation Form) by the end of the sixth quarter.
- Must be in Good Academic Standing.

#### *Junior- 3<sup>rd</sup> Year*

- Pass at least 18 hours during the academic year.
- 40% of degree plan requirements must be completed to be eligible during the third year.
- Must be in Good Academic Standing.

#### *Senior- 4<sup>th</sup> Year*

- Pass at least 18 hours during the academic year.
- 60% of degree plan requirements must be completed to be eligible during the fourth year.
- All course work must be a requirement for degree plan on file in order to be counted toward eligibility.
- Must be in Good Academic Standing.

#### *Senior- 5<sup>th</sup> Year*

- Pass at least 18 hours in the academic year.
- 80% of degree plan requirements must be completed to be eligible during the fifth year.
- All course work must be required for degree plan on file in order to be counted toward eligibility.
- Must be in Good Academic Standing.

**Athletics Stole Ceremony-** This is a chance for student-athletes to be honored in front of friends and family of the athletic department staff that has supported them throughout their athletic and academic career. Unless otherwise notified, the Athletics Stole Ceremony will be at 11:00 A.M. the day before commencement.

## ACADEMIC CENTER

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### *Study Hall*

Study hall will be required for all incoming-freshmen and continuing student-athletes who have below a cumulative GPA of 2.5 and/or fit into the following categories:

1. **Initially Academically At-Risk Student-Athletes:** student-athletes who are required to take developmental courses or admitted as “High Risk” **must attend study hall 8 hours per week.**
2. **Academically At-Risk Student-Athletes:** Cumulative GPA below a 2.25 or any scholarship SA who has not completed developmental coursework **must attend study hall 6 hours per week.**
3. **Probation Student-Athletes:** SA’s who are receiving aid for the first quarter or cumulative GPA from 2.49 to a 2.25 or any SA who received below a 2.00 the previous quarter or any SA who is academically ineligible to participate **must attend study hall for 4 hours per week.**

Study hall hours can be logged in both the Academic Center (TAC 102) and the BARC Study Hall Room (Wyly Tower 323). Hours can also be accumulated through approved outside appointments.

During the regular academic year, the study hall hours for the Academic Center (TAC 102) are:

- Sunday: 5:00pm - 8:00pm
- Monday - Thursday: 8:00am - 8:00pm
- Fridays: 8:00am - 2:00pm

Tutors are available through your Athletic Academic Advisor and the BARC – please see your Athletic Academic Advisor for appointments. See pg. 24.

### *Study Hall Rules & Regulations*

The Academic Resource Center (ARC) and BARC are for your use. Please show respect for those attempting to help you, as well as those studying around you. Study hall rule are as follows:

1. Present CWID or other picture ID to the monitor to be admitted into study hall.
2. Bring required work, books, and materials. You will not get study hall credit if you don’t have study materials.
3. Remain in study hall at least 30 minutes in order to receive credit for that study session.

4. Abuse/falsification of study hall time will result in loss of hours.
5. Cell phones must be turned to vibrate.
6. Meals and tobacco products are prohibited. Bottled beverages and small snacks are allowed as long as you pick up your trash. If either becomes a distraction, they can be banned.
7. Reading or viewing magazines/newspapers, social networks, or other non-academic material or websites is prohibited.
8. Please save all work on your personal disk, flash drive, or send to an email account. Do not save on the hard drive or download any information onto computers.
9. No sleeping, lounging, outbursts, or horseplay.
10. Your head coach receives a weekly study hall report. Additionally, they will be notified if you are disruptive, disrespectful, or are dismissed during a study session.
11. Student-athletes are prohibited from missing class to attend study hall. No study hall credit will be awarded for student-athletes who miss class.

### ***GradesFirst***

Student-athletes will use GradesFirst to track their hours, review their progress reports, and request tutors. Your Athletic Academic Advisor will direct you to the activation email. Please see your Athletic Academic Advisor if you are having difficulty.

### ***Textbook Policy***

Student-athletes on book scholarship must abide by the following policies:

Each sport will have a scheduled time to pick their books up from the University bookstore. Books are checked out through the rental process and must be returned at the conclusion of a quarter. If a schedule change occurs, the student-athlete must take their new schedule to the bookstore to get the new book and/or return the book for the dropped class. Only REQUIRED books for the course may be provided, no supplies allowed.

**ANY BOOKS NOT RETURNED WILL RESULT IN CHARGES ON THE STUDENT-ATHLETE'S ACCOUNT IN THE AMOUNT OF THE FULL RETAIL PRICE OF THE BOOK. THIS CHARGE BECOMES THE RESPONSIBILITY OF THE STUDENT-ATHLETE TO PAY.**

### ***Tutoring***

Tutoring is available to all students. To be eligible for a tutor, the student-athlete must be attending class and fulfilling study hall requirements. To request a tutor, complete the request through GradesFirst and your athletic academic advisor. Student-athletes utilizing this service must arrive promptly for each study session. Student-athletes are expected to attend all scheduled tutoring sessions. If a session is missed, the student-athlete's coach will be notified.

### ***Inter-Institutional Cooperative Program (ICP)***

This program allows Tech students to take a course at Grambling State University. The student's divisional dean must approve the course or courses selected and the course load. Please check with your Athletic Academic Advisor if you plan to enroll in the ICP program. Hours taken at GSU do not count toward full-time status at Louisiana Tech and eligibility problems could arise.

### ***NCAA CHAMPS/Life Skills Program***

This program was developed by the NCAA and the Division IA Athletic Director's Association to help prepare student-athletes for the challenges beyond the playing field. CHAMPS stands for Challenging Athletes Minds for Personal Success. Through workshops, service projects, and social events, the CHAMPS Program brings you information and experiences that will prepare you for the biggest game of all...the game of life.

The following are the program's five areas of focus: Academic Excellence, Community Services, Career Development, Athletic Excellence and Personal Development

### ***Student-Athlete Advisory Committee (SAAC)***

SAAC is a committee made up of student-athletes assembled to provide insight on their experiences. The SAAC also offers input on the rules, regulations & policies that affect student-athletes' lives on their campuses, in their conference, and at the national level.

Functions of campus SAAC include: providing communication between athletics administration and student-athletes, disseminating information, providing feedback and insight into athletics department issues, building a sense of community within the athletics program involving all athletic teams, soliciting student-athletes responses to proposed conference and NCAA legislation, organizing community service events, creating student-athlete representation in the campus SGA, and promoting a positive student-athlete image on campus.

Each team should have two SAAC representatives appointed by the head coach. SAAC usually meets once or twice per month during the regular academic year. SAAC members are required to update their teams on SAAC happenings. Kenny Thomas serves as the Faculty Advisor for SAAC.



## FINANCIAL AID

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### *Institutional Obligation*

The renewal of institutional athletics financial aid will be made on or before July 1, prior to the academic year in which it is to be effective. The Head Coach and Athletics Director will make a recommendation to the Director of Financial Aid on whether to renew, reduce, or not renew athletics aid. The Louisiana Tech Director of Financial Aid will notify in writing each student-athlete who received an athletic scholarship the previous academic year, whether the grant has been renewed, reduced, or not renewed. It is the responsibility of the student-athlete to make sure the head coach has a current address. If financial aid is reduced or canceled, the student-athlete will be notified in writing the procedures to follow for the appeals process.

### *Cancellation of Aid*

Financial aid may be canceled during the period of the award, if the student-athlete engages in serious misconduct warranting substantial disciplinary penalty by the University's regular student disciplinary authority. Student-athletes arrested for a felony may be suspended or dismissed from school, and aid may be discontinued. Aid may also be canceled if a student-athlete quits the team, becomes academically ineligible, or drops below a full load (8 hours), unless that is the only requirement remaining for graduation. Also, seniors whose eligibility has expired may be taken off athletic financial aid if class or classes are dropped and/or a student-athlete does not attend class regularly. Grant-in-Aid must be immediately reduced or canceled during the award term if a student-athlete signs a sports contract, agrees to be represented by an agent, or accepts money that causes them to exceed the cost of a full grant. A grant may also be reduced or canceled if a student-athlete does not abide by the policies, rules and regulations as set forth in the Student-Athlete Handbook prepared by the Louisiana Tech Athletics Department.

### *Pell Grants*

The Pell Grant is a federal entitlement grant based on prescribed eligibility criteria. A student-athlete may receive a Pell Grant in addition to their athletic scholarship. Applications for Pell Grants are available in the Tech Financial Aid Office located in 240 Keeny Hall. It is imperative that this application be completed as soon as it becomes available, as additional documentation may be required.

### *University Issued Scholarship*

Student-athletes receiving ANY scholarships, other than TOPS, while on an athletic scholarship should check with Mary Kay Hungate, Deputy Athletics Director, before accepting any money. All scholarship money must be reported. Eligibility could be at risk if a student-athlete fails to do so.

## FINANCIAL AID

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### *Fifteen Quarter Policy*

Student-athletes will be limited to, but not guaranteed, fifteen (15) quarters of athletic aid, including summer school and fifth year aid. For example, a scholarship student-athlete who has been on aid for four years, has never attended summer school nor had a red-shirt year, will be eligible to apply for 3 quarters of fifth year aid. Another example, if a student-athlete was on aid for four years and three summers, they will not receive fifth year aid unless they are still competing. They will continue to receive aid only until eligibility expires. Likewise, if a student-athlete graduates and has exhausted eligibility before using fifteen quarters of aid, no further athletic aid will be provided.

### *Fifth Year Aid*

The Athletics Department makes every effort to assist you financially if you have not graduated and completed your eligibility in four years. **This is not an automatic benefit; you must make application for this aid and meet specified criteria.** Factors to be considered for approval include: A student-athlete must be within 36 hours of graduation, have satisfactory study hall and class attendance records, and have a cumulative GPA of 2.0. The 15 quarter policy will be checked to see if the student-athlete is eligible for fifth year aid. If classes are dropped while on fifth year aid, the student-athlete may be asked to reimburse the Athletics Department.

To apply for fifth year aid, the student-athlete must submit an application (obtained from the Assistant AD/Academics), a curriculum sheet and a transcript to the Assistant AD/Academics during the last quarter of their fourth year. When receiving fifth year aid, student-athletes will be required to work an average of up to 20 hours per week in the Athletics Department. Responsibilities will be assigned by the Athletics Director and may include working home games/events.

### *Off Campus Checks*

Student-athletes receiving off campus checks must remember checks will not be dispersed until the first day of classes. Student-athletes must be enrolled fulltime and be in good standing with the Athletics Department. Checks may be picked up, after 1:00 pm, in the Athletics Director's office (TAC 113) on:

**FALL 15    Sept 10    WINTER 16    Dec 2    SPRING 16    Mar 9**

Remaining quarter checks will be issued on the first business day of the month.

## FINANCIAL AID

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Before the beginning of each quarter, you must determine if you will be on or off campus. It is your responsibility to communicate with the Housing Office and follow their procedures. No changes may be made after the first day of class.

### *Summer School*

The athletics department may, but is not required to, provide athletics aid to attend summer school at Louisiana Tech if the student-athlete received athletics aid during the preceding academic year. Thus, athletic scholarships do NOT extend through summer school. Student-athletes must submit an application requesting Summer School Aid prior to the end of the spring quarter. This application may be obtained from the Academic Center. Student-athletes are required to submit the completed application form, a current curriculum sheet (from your athletic academic advisor), and a copy of transcripts to the Assistant AD/Academics.

Factors considered in approving and keeping summer aid:

1. Past academic performance (class attendance, study hall attendance, and GPA) will be considered.
2. Fifteen Quarter Policy: A student-athlete can only receive athletic financial aid up to, but not guaranteed, 15 quarters of coursework, unless they are still competing.
3. Must be within six hours of meeting satisfactory progress.
4. No class may be dropped without the written approval of a student-athlete's athletic academic advisor.
5. The student-athlete may be asked to reimburse the Athletics Department for the cost of any class that is dropped if the student-athlete has failed to attend class or has not completed all class assignments.

### *Transferring Summer Credit*

Sometimes student-athletes prefer to take courses during the summer at another institution. NCAA rules prohibit Louisiana Tech from paying for summer school at another college. If you wish to take classes at another school, a prior approval form is required by the Athletics Department to ensure the course(s) will transfer. The form may be obtained from the Academic Center. If you have taken classes at another school, please request that an official transcript be sent to Louisiana Tech.

## ACADEMICS/COMPLIANCE

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### *Seasons of Competition*

A student-athlete shall not engage in more than four (4) seasons of intercollegiate competition in a sport. Any amount of competition will count as a full season.

### *Division I Five Year Rule*

A student-athlete shall complete his or her seasons of participation within five (5) calendar years from the beginning of the semester or quarter in which the student-athlete first registered for a minimum full-time program of study in a collegiate institution. Time spent in the armed services, on official church missions, or with recognized foreign aid services of the U.S. government are accepted. For foreign students, service in the armed forces or on an official church mission of the student's home country is an equivalent to such services in the United States.

### *Transfer from a Four Year Institution*

Student-athletes at NCAA member institutions are not permitted to contact other NCAA institutions about transferring without first obtaining the permission of the Athletics Director at their current institution. Without such permission, another institution may not contact the student-athlete nor encourage a transfer. Furthermore, without the permission to contact other schools, the student-athlete may not receive any athletic aid during his or her first academic year at the new institution.

### *Transfer to another Institution*

If a student-athlete wishes to transfer to another institution, she or he must see Mary Kay Hungate to fill out a **Transfer Request Form**. Additionally, student-athletes should be aware that the Conference-USA has a policy specific to Intra-Conference transfers. A transfer student-athlete from a four year institution may receive institutional athletically related financial aid during their first year at the certifying institution only if they would have been academically eligible to compete during the next regular academic term had the student-athlete remained at the previous institution.

## *Grievance and Appeals Procedures*

### *Financial Aid*

If a student-athlete's financial aid will be reduced or not renewed, they are notified in writing by the Financial Aid office prior to July 1. In the letter, the student-athlete is given the process to follow if she or he should wish to appeal. All appeals are handled by the Director of Financial Aid and his/her staff in the same manner they are handled for any student. The staff of the Financial Aid Office is also available to assist student-athletes with questions regarding an appeal. Information is also available in the Financial Aid section of the Tech website.

The following procedures are used when a student-athlete seeks review of the decision to reduce or not renew his or her athletic-related financial aid:

1. If a student-athlete wishes to appeal, they are instructed to notify the Financial Aid Office in writing accompanied by all appropriate documentation within 30 days from the date of the non-renewal letter.
2. The Financial Aid Office will conduct a preliminary interview with the student-athlete to answer any questions and to review the procedures to be followed.
3. Documentation should include a statement of reasons why the student believes the athletics department's recommendation is in error, any other relevant documentation the student wishes to attach, and the current mailing address and phone number where the student may be reached.
4. An unofficial copy of the most recent student-athletes academic transcript must accompany the appeal. A BOSS transcript printout is not acceptable.
5. The Athletics Department shall provide the Financial Aid Office with information regarding their recommendation, including any policies, procedures, and regulations that relate to it.
6. The Director of Financial Aid will assemble a committee of faculty and/or staff to consider the appeal in the same manner non-athletic appeals are considered.
7. The Director of Financial Aid will notify the student-athlete in writing of the decision made by the committee.

## *Transfers*

If a student-athlete's request to transfer has been denied by the Athletics Director, the student-athlete is notified in writing by the Deputy Athletics Director for Compliance. The following procedures are used when a student-athlete seeks a review of the decision to deny their request to transfer.

1. If a student-athlete wishes to appeal, they are instructed to notify the Faculty Athletics Representative.
2. If a student-athlete contacts the Faculty Athletics Representative to request an appeal, the Faculty Athletics Representative conducts a preliminary interview with the student-athlete to answer any questions and to review the procedures that will be followed.
3. The Faculty Athletics Representative assembles a committee to hear the appeal.
4. The committee consists of University faculty and staff from outside the Athletics Department.
5. The student-athlete is invited to speak to the committee and may also present written information to document circumstances to have led to the request.
6. The Athletics Director and/or the Deputy Athletics Director for Compliance may also be in attendance at the hearing and may present the opinion of the Athletics Department.
7. After both sides are heard, the student-athlete and the Athletics Department representatives are excused, the Faculty Athletics Representative conducts discussion, and a vote is taken.
8. The Faculty Athletics Representative then notifies the student-athlete, in writing, of the outcome.

In addition, procedures for filing a grievance regarding Sexual Orientation and/or Sexual Harassment are available in the Student Handbook "Code of Student Rights, Responsibilities, and Behavior". This information is also available online at [latech.edu](http://latech.edu).

Louisiana Tech University, as a member of the NCAA and the Conference-USA, strictly adheres to all of the rules of both organizations. There will be no tolerance regarding NCAA or Conference rule violations. When in doubt about a rule or regulation, student-athletes should ask the head coach or Mary Kay Hungate, Deputy Athletics Director and Compliance Officer, for an interpretation.

***YOU are ultimately responsible for your eligibility. Do not take chances with your athletic career!***

### ***GAMBLING POLICY***

The NCAA opposes all forms of gambling. The NCAA membership has instituted specific legislation prohibiting institutional staff members and student-athletes from engaging in gambling activities as they relate to intercollegiate athletics events.

NCAA Bylaws state that any athletics department staff member or student-athlete “Shall not knowingly...provide information to individuals involved in organized gambling...solicit a bet on any intercollegiate team...accept a bet on any team representing the institution...or, participate in any gambling activity that involves intercollegiate athletics through a bookmaker, a parlay card, or any other method employed by organized gambling.”

Any of the following activities may render a student-athlete ineligible or result in severe disciplinary action: providing any information (e.g. reports concerning team morale, game plans, and injuries of team members to anyone associated with organized gambling); making a bet on any intercollegiate athletics contest; accepting a bet or bribe on, or agreeing to throw, fix, or illegally influence the outcome of any intercollegiate athletics contest; failing to report any bribe or offer, or any knowledge of any attempt to throw or fix a game or to influence illegally its outcome; or participating through a bookmaker in any gambling activity.

### ***Student-Athlete Employment***

Earnings from a student-athletes on-or-off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete’s full grant-in-aid or in the institution’s financial aid limitations, provided prior to the commencement of the employment, the student-athlete and the employer must sign a written statement to be kept on file in the athletics department which specifies the following:

1. The student-athlete's compensation may not include any remuneration for value or utility that the student-athlete may receive from the employer because of the publicity, reputation, fame, or personal following that the student-athlete has obtained because of athletic ability;
2. The student-athlete is to be compensated only for work actually performed;
3. The student-athlete is to be compensated at a rate commensurate with the going rate in that locality for similar services.

### ***Agent Policy***

Student-athletes shall be ineligible to participate in an intercollegiate sport if they agree (orally or in writing) to be represented by an agent for the purpose of marketing their athletic ability or reputation in a sport. Further, an agency contract not specifically limited in writing to a sport or particular sport shall be deemed applicable to all sports, and the student-athlete shall be ineligible to participate in any sport. Student-athletes shall be ineligible if they enter into a verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place after the individual has completed their eligibility in that sport. Student-athletes shall be ineligible if they (or their relatives or friends) accept transportation or other benefits from any person who wishes to represent the individual in the marketing of their athletic ability.

The receipt of such expenses constitutes compensation based on athletic skill and is an extra benefit not available to the student body in general.

The following guidelines should be observed to make sure that you avoid any contact which might endanger your eligibility or good standing as a student-athlete:

- Report any contact (personal, verbal, or written) by anyone wishing to represent you to your Head Coach and Deputy Athletics Director. Obtain the person's name, address, and phone number, if possible.
- Inform any agent that she or he should contact your coach prior to further contact

### ***Playing and Practice Limitations***

During the prescribed playing and practice season, a coach may require the following practice time from a student-athlete:

- No more than 4 hours per day countable activities.
- No more than 20 hours per week countable activities.



- One day off per week must be given.

Outside of the prescribed playing and practice season, only a student-athlete's participation in the countable athletically related activities below shall be permitted.

- (8) hours maximum of weight-training and conditioning activities held at the direction of, or supervised by an institutional staff member, including coaches;
- In Division 1 sports other than football, participation outside the Institution's declared playing season in individual skill-related activities with a member of the staff shall be limited to a minimum of (2) of the allowable maximum of eight (8) hours per week.

**Any student who enrolls as, or drops to, part-time cannot compete, practice, strength train, or condition. Credit exams do not count in course load.**

**Countable Athletically Related Activities**

- Practices as specified by the NCAA;
- Athletic competition;
- Required weight-training and conditioning activities held at the direction of or supervised by an institutional member.
- In Division I sports other than football, participation outside the institution's declared playing season in individual skill-related instructional activities with a member of the coaching staff and that occur at the request of the student-athlete;
- Film or videotape reviews of athletics practices or contests required, supervised, or monitored by institutional staff members;
- Required participation in camps, clinics, or workshops;
- Meetings initiated by coaches or other institutional staff members on athletically related matters;
- Individual workouts required or supervised by a member of the coaching staff;
- On court or on field activities called by a member or members of a team and confined primarily to members of that team are considered as requisite for participation in that sport (e.g. captain's practices);
- Visiting the competition site in the sports of cross country, golf, and skiing.

**Non-Countable Athletically Related Activities**

- Training-table or competition-related meals;
- Physical rehabilitation;

- Dressing, showering, or taping;
- Athletics department academic study hall/tutoring sessions;
- Meetings with coaches in non-athletic matters;
- Travel to and from practice and competition;
- Visiting the competition site in sports other than cross country, golf, and skiing;
- Medical examinations or treatments;
- Fund-raising activities;
- Recruiting activities (e.g. serving as a student host for prospective student-athletes during official visits);
- Voluntary individual workouts, provided these workouts are not required or supervised by coaching staff members, expect that such activities may be monitored for safety purposes by the institution's strength and conditioning personnel. A coach may design a voluntary general individual workout program for a student-athlete (as opposed to a specific workout program for a specific day);
- Individual consultation with a coaching staff member initiated voluntarily by a student-athlete, provided the coach and the student-athlete do not engage in athletically related activities;
- The provisions of videotapes to a student-athlete by an institution's coach that include a personalized message and athletically related information (e.g. discussion of plays, general workout programs, lectures on strategy to the sport), provided the viewing of the videotape by the student-athlete is voluntary.

### ***Extra Benefits***

An extra benefit is any special arrangement by an institutional employee or a representative, or a friend that is not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g. foreign students, minority students) determined on a basis unrelated to athletics ability. [16.02.3]

### ***Benefits, Gifts, and Services***

A student-athlete may not receive a special discount, payment arrangement or credit on a purchase (e.g. airline tickets, clothing) or a service (laundry, dry cleaning, or typing cost) from an institutional employee or a representative of its athletics interests.

A student-athlete may not accept athletics equipment, supplies, or clothing (e.g. tennis racquet, golf club, balls, shirts) from a manufacturer or commercial enterprise. **Student-athletes are not allowed to sell any equipment or apparel issued to them by the athletics department.**

### *Complimentary Admission*

An institution may provide up to four complimentary admissions per home and away contests to a student-athlete in the sport in which the individual participates (practices or competes).

Admissions shall be provided through a list for individuals designated by the student-athlete.

- The student-athlete's eligibility shall be affected by involvement in receipt of more than the permissible four complimentary admissions or the sale or exchange of a complimentary admission for any item of value.
- All individuals utilizing a complimentary admission will be required to present valid identification at the gate.
- Individuals designated by the student-athlete to receive complimentary admissions are not permitted to receive any type of payment for these admissions or to exchange or assign them for any value.
- Louisiana Tech may not provide a special arrangement to see a student-athlete ticket(s) to an athletics event. Tickets shall be available for purchase by student-athletes according to the same purchasing procedures used for the other students.
- A student-athlete may not purchase tickets and sell the tickets for a greater amount.

### *Medical Care*

All injuries and illnesses should be reported to the Athletics Training Staff as soon as possible. Medical referrals can only be made through the Athletics Trainer.

**The Louisiana Tech Athletics Department will NOT be financially responsible for any medical treatment of a student-athlete who does not obtain prior approval from our athletic trainers and team physicians.**

In accordance with NCAA rules, Louisiana Tech cannot provide medical care for conditions that occur after eligibility has been exhausted. Also, no medical care will be provided for any condition after a student-athlete is removed from or has quit the team. Injuries that occur outside of an intercollegiate practice or

competition, such as intramural games, will be the sole responsibility of the student-athlete. Student-athletes should continue to carry any health, accident, or travel insurance that they may have prior to enrolling at Louisiana Tech. A student-athletes parent's or guardian's medical insurance will file claims, initially, for medical charges. The Athletics Department's insurance carrier is not the primary insurance carrier. A student-athlete's personal insurance will be considered the primary provider.

Walk-ons who are interested in competing in intercollegiate athletics must first complete and sign a Tryout Release Form. Walk-on student-athletes must also show proof of personal health insurance coverage before participating in practice or competition.

### ***Student-Athlete Health and Safety***

The University and Athletics Department are committed to ensuring the safety of all student-athletes when traveling to and from competition. The University's driver safety program authorizes only those who have completed the program to operate vehicles on University business. Information regarding this program can be obtained from the Athletics Departmental Policies and Procedures Manual or campus Environmental Health and Safety Department.

### ***Emergency Medical Plan***

Louisiana Tech University and the Sports Medicine Department are committed to providing excellence in injury prevention, evaluation, care, rehabilitation, and counseling to its student-athletes. However, emergency medical plans are in place as even reasonable attention to all possible preventative measures will not eliminate sports injuries. Each scheduled practice or competition, as well as all out-of-season workouts, strength training, and skill sessions are included in the emergency plan.

This plan is a shared responsibility of the Athletic Department, administrators, coaches and medical personnel. The emergency care plan is detailed in Chapter 10 of Louisiana Tech Athletics Department Policies and Procedures Manual and you may view the plan at any time.

### ***Athletic Equipment***

The Athletics Department is committed to providing and maintaining the athletic apparel and equipment necessary for each sports program. All athletic apparel and equipment is considered University property, and when issued to student-

athletes, it must be accurately documented to include both date of issuance and return.

While it is understood that the nature of certain items (i.e. apparel) is expendable, such items are to be exchanged on a one-for-one basis. More specifically, student-athletes are not to be given items (i.e. workout grays, sweat suits, or running shoes) for their personal use because this could be construed as a violation of NCAA rules related to permissible benefits.

All student-athletes who are issued athletic apparel and equipment are subjected to the following rules:

1. Student-athletes are responsible for all apparel and equipment that is issued. Any equipment that is lost, stolen, or damaged will be charged to the individual. At the end of the season, any unreturned apparel and equipment is billed through the University Accounts Receivable system and handled in the same manner as unpaid parking tickets, damages to housing, or unreturned text books.
2. After the initial issuance of apparel and equipment, additional items are available on exchange basis only. Specifically, replacement apparel and equipment will not be issued to student-athletes for items left at home, lost, or stolen. Student-athletes are also prohibited from giving away or selling any items.
3. When traveling, student-athletes are responsible for ensuring that all articles are packed for return to campus. Any articles that are missing are the student-athlete's financial responsibility.
4. Student-athletes are prohibited from placing any apparel items, which are not issued by the Athletics Department (i.e. personal clothing) in the laundry. Individuals who willfully violate this policy are subject to disciplinary action.

**NCAA Bylaw 16.11.1.6** allows student-athletes to retain athletic apparel that can not be reused (i.e. practice clothing and shoes) but does not allow student-athletes to retain equipment (i.e. tennis racquets, golf clubs, or bowling balls).

### ***Student-Athlete Conduct***

Participation in the Louisiana Tech University Athletics Program is considered a privilege, not a right. Student-athletes are expected at all times, both on and off the playing field/floor, to conduct themselves with honesty, pride, sportsmanship,

and integrity. A head coach, with approval from the Athletics Director, can dismiss a student-athlete for conduct detrimental to the program.

A student-athlete's behavior is governed by the same rules, regulations, and procedures as all Louisiana Tech students as set forth in "The Code of Student Rights, Responsibilities, and Behavior" section of the Student Handbook, located at [www.latech.edu/students/judicial-affairs/](http://www.latech.edu/students/judicial-affairs/). Any serious act of misconduct will result in suspension from competition and/or the program.

### ***Sexual Harassment Policy***

The Athletics Department recognizes and supports the University policy regarding sexual harassment. This policy may be found in the *University Student Handbook* <http://latech.edu/students/judicial-affairs/>. Members of the University community—students, staff, faculty, and administrators—are entitled to a professional working environment, free of harassment or interference for reasons unrelated to the performance of their duties. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. If you believe you are being harassed, seek help—the earlier the better. Through privileged communication and consultation with the contact persons (Athletics Director/Senior Woman Administrator) appropriate consideration will be given to campus referrals. The student-athlete will have the option and support to pursue the course of action most consistent with his or her desires pursuant to University Regulations.

### ***Commitment to Non-Discrimination***

Louisiana Tech University is committed to the principle of providing the opportunity for learning and development of all qualified citizens without regard to race, sex, religion, color, natural origin, age, disability, or veteran status for admission to, participation in, or employment in the programs and activities which the University sponsors or operates.

Any complaints by students concerning any type of discrimination should be made to Carrie Flournoy, Title IX Compliance Coordinator, in the President's Office (16<sup>th</sup> Floor, Wyly Tower; P.O. Box 3168; phone: 257-3785; email: [flournoy@latech.edu](mailto:flournoy@latech.edu)) or to Dr. Jim King, Vice President for Student Affairs (Keeny Hall 305). The complaint will be handled through the appropriate chain of command dependent upon the nature and setting of the alleged violation. The institution's educational programs, activities, and services offered to students and employees are administered on a non-discriminatory basis subject to the provisions of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973,

as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the American's Disabilities Act of 1990.

The Office of Academic Affairs, Wyly Tower 1753 (257-4262) has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the ADA. Information concerning the provisions of the ADA, and the rights provided there under, and available from the ADA coordinator.

For information on minority student services, contact the Office of Multicultural Affairs (257-3479). For information on the international student services, contact the International Student Office (257-4321). Offices are located in Tolliver Hall.

### ***Louisiana Tech University Drug Testing Policy***

The Louisiana Tech University Athletics Department has established the Athletics Department Assistance Program (ADAP). ADAP is a program designed to support and provide direction to Louisiana Tech student-athletes.

The goals of ADAP are:

1. To prevent substance abuse in the athletics community.
2. To protect the health and well-being of student-athletes.
3. To deter the use of illegal and harmful substances by student-athletes.
4. To identify, for the purpose of helping, any student-athletes using illegal substances.
5. To maintain the integrity of intercollegiate athletics by ensuring fair competition.
6. To educate student-athletes and the community that substance abuse and performance enhancement substances are both harmful and unethical.

### ***ADAP Guiding Principles***

In agreement with the policies of Louisiana Tech University and the NCAA, Louisiana Tech expressly prohibits the use, sale, or distribution of any and all illegal substances by its student-athletes and staff. This includes:

1. All illegal drugs.
2. Prescription drugs without a prescription.
3. Prescription drugs containing NCAA-banned substances without a prescription and medical documentation pertaining to the diagnosis, course of treatment, and consideration for non-banned medications and alternatives.
4. Taking prescription drugs for purposes other than intended use.

5. Taking non-prescription drugs for purposes other than their intended use.
6. Utilizing supplements for either nutritional and/or body-building purposes that contain illicit or NCAA banned substances. This includes the use of anabolic steroids.

**To access the entire ten page polity, please go to:  
[http://www.latechsports.com/ot/sports\\_medicine.html](http://www.latechsports.com/ot/sports_medicine.html)**

*Please note that individual head coaches may opt to hold their student-athletes accountable to a higher standard. Thus presenting to the student-athlete, in writing, a revised drug policy.*

#### ***Compliance Quick Tips***

- Make sure someone on your team always knows how to reach you, a no-show for a drug test is considered a positive drug test pending a re-test. You are ineligible to compete during that time.
- If you test positive for illegal substances from someone else's prescription (even family members), it is a positive drug test. Make sure all prescription medicine you take is prescribed specifically for you.
- SUPPLEMENTS FROM HEALTH FOOD STORES CAN CONTAIN BANNED SUBSTANCES. This is a positive drug test without any chance of appeal. Ignorance is not grounds for an appeal.
- Gambling on any sporting event is illegal. Sharing information with people who use that information to place bets can cause you to lose your eligibility.
- Accepting discounts and money from individuals/businesses is a NCAA violation and could result in the end of your athletic career.



## NCAA Banned Drugs

The NCAA bans the following classes of drugs:

- a. Stimulants
- b. Anabolic Agents
- c. Alcohol and Beta Blockers (banned for rifle only)
- d. Diuretics and Other Masking Agents
- e. Street Drugs
- f. Peptide Hormones and Analogues
- g. Anti-estrogens
- h. Beta-2 Agonists



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

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

**Drugs and Procedures Subject to Restrictions:**

- a. Blood Doping.
- b. Gene Doping
- c. Local Anesthetics (under some conditions).
- d. Manipulation of Urine Samples.
- e. Beta-2 Agonists permitted only by prescription and inhalation.

**NCAA Nutritional/Dietary Supplements Warning:**

**Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff! There are no NCAA approved supplement products.**

- Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.
- Student-athletes in the past have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- **Any product containing a dietary supplement ingredient is taken at your own risk.**

**It is your responsibility to check with the appropriate athletics staff before using any substance.**

## Some Examples of NCAA Banned Substances in Each Drug Class

NOTE: There is NO complete list of banned substances. Do not rely on this list to rule out any label ingredient.

### Stimulants:

amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, "bath salts" (mephedrone); octopamine; DMBA; etc.

*exceptions:* phenylephrine and pseudoephedrine are not banned.

### Anabolic Agents – (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione)

Androstenetrione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; methasterone; SARMS (ostarine); stanozolol; stenbolone; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

### Alcohol and Beta Blockers (banned for rifle only):

alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

### Diuretics (water pills) and Other Masking Agents:

bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

### Street Drugs:

heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH 073).

### Peptide Hormones and Analogues:

growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1; etc.

### Anti-Estrogens :

anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD); clomiphene; SERMS (nolvadex); etc.

### Beta-2 Agonists:

bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine;etc.

**Additional examples of banned drugs can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).**

**Any substance that is chemically related to the class of banned drugs is also banned!**

NOTE: Information about ingredients in medications and nutritional/dietary supplements can be obtained by **contacting the Resource Exchange Center, REC, 877-202-0769 or [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) password ncaa1, ncaa2 or ncaa3.**

**It is your responsibility to check with the appropriate athletics staff before using any substance.**