The terms of this student-athlete handbook do not constitute a contract, either expressed or implied, between any applicant, student, faculty member, administrator, or Northwestern State University.
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Letter from the Athletic Director

Student-Athletes:

We are pleased that you have selected Northwestern State University, a school with established traditions of excellence in academics and athletics. The entire staff of the university is prepared to assist you in both your academic and athletic endeavors. Our wish is that your experience will be one of personal growth, academic achievement and athletic success.

In order to meet your goals, you will have to set priorities consistent with the mission of the university. This will require discipline and diligence. We are here to support you, but ultimately you are responsible for your personal conduct, academic progress and athletic success.

You are subject to university policies and regulations which apply to all students. As an athlete, you must meet standards set by the NCAA and Southland Conference, which are usually more stringent than those of regular students. As an athlete you are subject to time commitments, physical demands and public visibility, which other students will not experience. Accordingly, not only your rewards, but also your obligations exceed those of other students.

This handbook is intended to clarify areas of particular importance to student-athletes. It is designed to help you understand your obligations as a student-athlete and become familiar with the policies and procedures. The athletic and academic staff members will discuss the contents of this handbook with you. If you have any questions, please come by and see us.

[Signature]
Gregory S. Burke
Athletic Director
Northwestern State University
Athletic Department Mission Statement

Northwestern State University is committed to providing a multi-sport intercollegiate athletic experience for male and female students. Additionally, NSU is committed to assuring that women and minorities will be afforded the opportunities given to all staff and student-athletes. Just as the University strives for excellence academically, it will also reach for excellence in the Southland Conference and at the national level through NCAA Division I championships.

The success of the athletic program is not only measured by competitive standings but also by the academic achievement of student-athletes. All student-athletes are expected to meet entrance and academic standards set by the NCAA, the Southland Conference and the University. The ultimate goal of the program is to provide an opportunity for student-athletes to earn a degree, enter their chosen career field and have a positive impact on the lives of those they associate with on a personal and professional level.

While striving for competitive success, those representing the NSU athletic department must also demonstrate a high level of sportsmanship towards opponents, fans, and officials and maintain a positive attitude which places the "spirit of competition" at the forefront of their words and actions regardless of the outcome of the contest. In addition, those representing NSU Athletics must exhibit knowledge of, respect for, and adherence to the ethical principles which are outlined in Bylaw 10 of the NCAA Manual. Generating positive publicity for the University should be achieved without compromising these ethical principles, including adherence to policies related to illegal gambling, recruiting, and the use of illegal drugs.

The Athletic Department is one component of a complete University. As part of the University, athletics makes a significant contribution to the attainment of the institutional goals of academic success, physical and emotional well-being and social development of student-athletes.
NSU Athletic Department Code of Conduct

STATEMENT: Northwestern State University and its student-athletes recognize and acknowledge that participation in intercollegiate athletics is a privilege, not a right that is guaranteed by law. There may be times when a student-athlete’s privileges to practice and/or compete are restricted or suspended for what the athletic department defines as inappropriate behavior on the part of a student-athlete. In addition, student-athletes are subject to prosecution and disciplinary action from applicable legal authorities for any violation of state, local and federal law as well as punishment by the University for violation of University policy.

Enforcement: Head coaches may have individual team rules and regulations so long as the team rules are not less strenuous than the athletic department Code of Conduct. Head Coaches will be allowed to administer discipline for violations of their respective team rules that are not applicable to the university code nor the athletic department code. If a student-athlete is arrested, the athletic director and appropriate university administrators will make the decision on what disciplinary action is appropriate. While the university’s code of conduct policy may be applied differently depending on whether a student’s improper behavior took place on, or off campus, the athletic department’s code of conduct for student-athletes will not differentiate in this manner.

Responsibility for Reporting: All employees of the NSU Athletic Department are responsible for reporting any information that they may be aware of that involves a student-athlete being investigated, arrested or convicted of a crime in a timely manner.

Method of Reporting: The employee should notify the athletic director immediately. If the athletic director is not accessible, the associate athletic director should be notified. Protocol should be followed until the head coach, Athletic Director, Vice President of External Affairs and University President are informed. The athletic director will inform the Sports information director when and if it is deemed appropriate.

When a Student-Athlete is being Investigated for, or is Charged with a Crime: The athletic director may---based on the information immediately available---suspend the student-athlete from practice and/or competition indefinitely, pending further review of the incident. Once all available information is considered, the athletic director----in collaboration with the head coach and appropriate university administrators----will determine what additional action, if any, will be taken prior to the student-athlete’s case running its legal course.

Disciplinary Action When a Student-Athlete is Convicted of a Crime: The student-athlete will be suspended indefinitely from participation in athletics at NSU. The length of the suspension will be determined by factors such as the severity of the crime, the student-athlete’s past history, presence of remorse and other pertinent factors as determined by the university. In the case of a student-athlete being convicted of a felony, the suspension will be for a minimum of one year.

Scholarship: Cancellation of scholarship may also be utilized as a method of discipline when the athletic director deems it warranted. In such case, NCAA (bylaw 15.3.4) will be followed.
NSU ATHLETIC DEPARTMENT OVERVIEW

All student-athletes are expected to abide by the policies of the NSU Athletic Department.

1. **Abide by the team rules** set forth by your head coach.

2. **Attend class.** Failure due to excessive unexcused absences or for missing assignments or exams will bring disciplinary action by the head coach.

3. **Attend study hall** as required by your head coach.

4. Advise with and obtain the athletic academic advisor’s approval **before dropping a class.**

5. Advise with and obtain the athletic academic advisor’s approval **before changing or declaring a major.**

Students who participate in intercollegiate athletics are required to comply with all institutional policies which apply to all students in admissions, curriculum, degree requirements, class attendance, personal conduct, and other matters. In addition, student-athletes must comply with rules defined by the National Collegiate Athletic Association (NCAA) and the Southland Conference (SLC).

Student-athletes must remain enrolled in 12 hours at all times to be eligible for practice and competition. **WARNING!!!**

Student-athletes must not depend on B-term courses for full-time enrollment and/or satisfactory progress. The selection of courses is very limited for B-term, the times usually conflict with practice/competition schedules, they fill quickly, and/or they are sometimes cancelled. Do not drop a regular term course that you need for satisfactory progress or full-time enrollment until you are officially enrolled in a B-term course and you know that the course will be offered.

**Announcements, Notices, Miscellaneous Information**

Communication with student-athletes is conducted via the head coach, athletic director, senior women’s administrator, academic advisors, and compliance coordinator. All student-athletes are expected to respond to all communication promptly as directed.

Announcements will be posted in meeting rooms, the weight room, and various other locations throughout the Fieldhouse and Prather Coliseum. Please read all announcements and notices carefully.

Student-Athletes should check their NSU student email account on a DAILY BASIS to ensure that they are aware of important information and upcoming events that will be relayed via email messages.

**Automobiles**

Each athlete who drives his/her own car on campus must have the car properly registered with university police.

Tickets or parking fines must be paid by the athlete who receives them. The athletic department will not pay for them.

All campus, city, and state laws must be followed when operating the automobile.
Dismissal from the Team
You will automatically become ineligible for participation in athletics and/or lose your scholarship under the following conditions:
1. You fail to meet the Northwestern State University or NCAA requirements for admission.
2. You fail to remain enrolled in at least 12 or more hours during any regular semester.
3. You are suspended from school and not readmitted on appeal.
4. You fail to meet satisfactory progress requirements at any time.

At the discretion of the head coach, you may be dismissed from the team and/or lose your scholarship under the following conditions:
1. You are placed on academic probation by Northwestern State University.
2. You fail to make satisfactory progress toward the 24 hour eligibility rule or the 18 hour rule (incoming Freshmen during 2003-04).
   A. You fail to meet satisfactory progress requirements at any time.
3. Excessive Class Absenteeism. Class attendance is mandatory. Habitual absenteeism may result in dismissal from the team.
4. Violations of training, team, or other departmental rules.
5. Possession, sale, or use of illegal drugs.

Employment
Effective August 2003, student-athletes including freshmen are permitted to work as well as receive an athletic scholarship. It is highly recommended that any student-athlete who plans to work at any on- or off-campus job during any part of the academic year speak to the Compliance Coordinator prior to beginning this employment to ensure that NCAA guidelines are followed. Employment that is not compliant with NCAA guidelines could lead to severe consequences including loss of eligibility, dismissal from the team and loss of scholarship. According to NCAA Bylaw 12.4 & 12.4.1.1, the following rules do apply to obtaining employment. Earnings from a student-athlete’s on- or off-campus employment that occur 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:

A. The student-athlete’s compensation does not include re-numeration for value or utility that the student-athlete may have for the employer because of publicity, reputation, fame or personal following that he or she has obtained because of their athletics ability;
B. The student-athlete is compensated only for work actually performed; and
C. The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

Equipment
All athletic department equipment issued to the student-athlete is owned by the State of Louisiana and cannot be worn outside of practice or competition. Athletic equipment cannot be worn outside of season.
Exit Interviews
All student-athletes completing their athletic eligibility and/or graduating are requested to complete an exit interview. Exit interviews are conducted by the staff in Compliance and Academic Services and are confidential. Upon completing your eligibility, please report to Room 131, Prather Coliseum, before leaving school to complete the interview process. In addition to exit interviews, there will be an opportunity for each student-athlete to evaluate several areas of the athletic department on a yearly basis. These surveys will be administered after each competitive season.

Fraternities/School Activities
An athlete may participate in fraternity or sorority life and other school organizations and activities (with permission of head coach) as long as participation does not interfere with academic or athletic squad activities. Any fees required for organizational membership must be paid by the student-athlete.

Quitting the Team
When a student-athlete quits an athletic team, all equipment and books furnished through an athletic scholarship must be returned to the athletic department immediately. Any athletic scholarship will be canceled immediately and an amount prorated for the remainder of the semester will be charged back to the student. Only the Athletic Director may approve continuing an athletic scholarship once a student-athlete quits his/her team.

To Resign from Northwestern State University
Visit the Compliance Office in Prather Coliseum, before you resign from NSU.

Satisfactory Progress and Athletic Eligibility Determination
The Academic Coordinator will complete a preliminary review of satisfactory progress three times a semester --- once at 4 weeks, once prior to mid-term and again after final grades are posted. The results of these reviews will be given to each head coach. It is the responsibility of the student-athlete to obtain a copy of the review and notify the Academic Coordinator of any errors or discrepancies immediately.

Official certification will be completed by the Registrar’s Office at the conclusion of each semester. The university catalog will be used to determine satisfactory progress. Student-athletes with approval for substitutions in their curriculum must have all official substitution forms completed and reported to the Registrar’s Office to receive degree credit for those substitutions. Students are responsible for seeking their advisor’s assistance in completing all required forms. No review or certifications will be processed for student-athletes with outstanding transcripts.

STUDENT RESPONSIBILITY AS DEFINED BY THE UNIVERSITY CATALOG:
Students are personally responsible for completing all requirements established for their degree by the University. It is the student’s responsibility to be informed of these requirements. A student’s advisor may not assume these responsibilities and may not substitute, waive, or exempt the student from any established requirement or academic standard.

If you have questions, you should contact the Compliance Office immediately. YOU ARE RESPONSIBLE FOR KNOWING AND COMPLYING WITH THE NCAA RULES AND REGULATIONS AS WELL AS THE ACADEMIC POLICIES SET FORTH BY NORTHWESTERN STATE UNIVERSITY.
NSU ATHLETIC ACADEMICS OVERVIEW

Academic Advising of Student-Athletes
Each student-athlete is assigned an on-campus academic advisor by major. All student-athletes are required to meet with their academic advisor for their major to select and register for courses, by getting an advising sheet filled out. He/she must then bring a SIGNED and COMPLETED advising sheet back to his/her athletic academic coordinator in order to be enrolled in classes.

Student-athletes are provided a handbook and advised of NSU, NCAA, and SLC academic requirements and their responsibility for meeting these requirements each year by the Office of Compliance and Academic Services for Athletics. In addition, information will be sent to the coaching staff prior to each registration period to be reviewed with student-athletes.

Academic Services is available to assist in clarifying and interpreting eligibility rules applicable to a particular student-athlete’s academic status. Meeting with Academic Services does not relieve the student of the responsibility of meeting with his/her major academic advisor regarding degree requirements. Academic Services, Compliance, and members of the coaching staff do not replace the major academic advisor.

Student-athletes are responsible for informing their academic advisors of their status and NCAA requirements, and enlisting their assistance to help ensure that they are taking only courses needed for graduation in their degree program. Advisors working with student-athletes may call Academic Services at (318) 357-4451 or Compliance at (318) 357-4210 for assistance in advising athletes with regards to NCAA or SLC requirements.

Adding/Dropping a Course
Under no circumstances, should any student-athlete drop or add a class without prior approval from the athletic academic staff. Any schedule changes that are made without prior approval could render the student-athlete immediately ineligible. If a student-athlete is found to have made schedule changes, by adding or dropping a course, without prior approval from the academic staff, he/she will serve a consequence as decided by the academic staff and the athletic director.

Changing or Declaring a Major
As a student-athlete, the timing of declaring or changing a major could make the difference in your eligibility or ineligibility regarding athletics. Before you change your major, your must visit your Athletic Academic Coordinator. This is the only way that we can monitor the changes to ensure that official records for a given semester reflect your intentions accurately.

Review your catalog and curriculum carefully. Many curriculums require that electives be used toward a minor. When you change your major, all hours earned prior to the change will be applied to your new curriculum. Very often, elective hours are satisfied when changes are made with only major and minor requirements remaining.

Reports will be made to your coaches periodically during the semester on classes you are enrolled in that do or do not count toward your declared major and toward satisfactory progress. The coaches will share these reports with you. You are responsible for contacting Compliance and Academic Services immediately if you have any questions or misunderstandings, or you notice an error or discrepancy, so that problems may be addressed.
All records are subject to official review by the Registrar’s Office at the conclusion of the spring semester. Contact your academic advisor for your major to ensure that all courses you enroll in are required for your degree and/or are acceptable as electives before enrolling in the courses.

**ATHLETIC ACADEMIC POLICIES**

A student-athlete must meet the requirements of the NCAA, the Southland Conference, and the NSU Athletic Department, as well as, all admission and satisfactory progress requirements of Northwestern State University in order to be eligible for participation and/or an athletic scholarship.

1. **Student-Athletes taking classes from coaches**
   
   **Policy:** No student-athlete shall be permitted to enroll in courses which are taught by any of the coaches on his/her team's staff. Exceptions will be made if a coach is the only instructor for a course that is required to obtain a degree in the designated field of study or at the discretion of the Athletic Department Academic Committee.

2. **Internet Classes**
   
   **Policy:** A student-athlete may not take more internet classes than traditional classes in any regular semester except for the following reasons:
   
   a. Medical or family issues
   b. Degree-specific limitations resulting in the student-athlete having to take more internet classes (i.e. Criminal Justice, etc.)
   c. The student-athlete must be enrolled in internet classes while working on internship hours
   d. Other circumstances as deemed appropriate by the academic committee

   Additionally, if a student-athlete is considered to be “at-risk” and enrolled in the Enhanced Academic Program, he/she should be limited to minimal internet class enrollment at the discretion of the academic staff.

3. **Missed Class/Attendance Policy**

   **Policy:** Those enrolled in the Enhanced Academic Program will be required to attend all classes unless permission to miss class is cleared by the EAP Advisor PRIOR to missing the class. If permission is not given, the student-athlete will be held to the following consequences:

   ***Note that the attendance policy will take effect beginning the first day of the SECOND week of classes in order to account for schedule changes.***

   1st Unexcused Absence – Warning
   2nd Unexcused Absence – Second Warning
   3rd Unexcused Absence – Third and Final Warning
   4th Unexcused Absence – STRIKE TOWARD EAP STRIKE COUNT

   ***If a student is first reported with more than 1 or 2 absences, he/she forfeits the warning stage (being enrolled in EAP should be warning enough)***
5th Unexcused Absence – One hour extra study hall
6th Unexcused Absence – Two hours extra study hall
7th Unexcused Absence – Three hours extra study hall
8th Unexcused Absence – Four hours extra study hall

***Each hour of extra study hall will be “individual study hall” where the student should sit in a tutor room to study. Corresponding time will be added to the student’s weekly study hall time via GradesFirst.

***If a student accumulates 6-8 total absences in one reporting period, he/she will complete evening study hall hours as needed in order to fulfill the total number of hours for each of the previous punishments. He/she will still be sure to complete a minimum of TWO study hall hours of “individual study hall” and report to the academic staff.

9th Unexcused Absence – Miss Practice and do study hall instead
10th Unexcused Absence – Miss practice and do study hall instead
11th Unexcused Absence – Miss Practice and do study hall instead

*** If a student accumulates 9-11 total absences in one reporting period, he/she moves directly to the corresponding offense, but still must serve a comparable punishment for skipping Phase II. In this situation, the student must come to evening study hall EVERY night during the week for two hours each night and the corresponding time will be added to the student’s weekly study hall time via GradesFirst.

12th Unexcused Absence – Meet with Academic Staff
13th Unexcused Absence – Meet with the Athletic Director

*** If a student accumulates 12-13 total absences in one reporting period, he/she will be subject to serving comparable punishments for all previous Phases. He/she would thus complete evening study hall hours as needed in order to fulfill the total number of hours for each of the previous punishments IN ADDITION TO also missing three practices during that week. To serve the Phase IV punishment, he/she will then meet with the Academic Staff and/or Athletic Director.

14th Unexcused Absence – Miss a competition
(will miss first competition in the next season if student is out-of-season at time of absences)
4. **B-Term Classes**  
**Policy:** Limit the number of B-Term courses to no more than one per semester unless there are special circumstances deemed appropriate by academic and administrative staff. If a student-athlete enrolls in a B-Term class without prior permission from the academic staff, he/she is subject to suspension or dismissal from the team by the Athletic Director.

5. **Dropping Classes**  
**Policy:** A student-athlete may drop no more than one class per semester, unless special circumstances are approved by the academic staff.

6. **Academic Skills course for non-qualifiers and “at-risk” student-athletes**  
**Policy:** If deemed necessary by the athletic academic staff, any student-athlete enrolled in the Enhanced Academic Program, or certified by the NCAA as a non-qualifier is subject to be enrolled into the Academic Study Skills course during his/her first year of college or during his/her time of enrollment into the Enhanced Academic Program (provided there are seats available in the course).

7. **Plagiarism and Cheating**  
**Policy:** If a student-athlete is reported to an athletic staff member for cheating or plagiarizing, a meeting will be held with the academic staff, athletic director, and head coach to determine a course of action for breaking the university Academic Honor Code. A meeting will then be held with the reported student-athlete to discuss the consequences.

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**NSU ACADEMIC INTEGRITY**

Student-athletes are expected to maintain the academic integrity of the university. Northwestern State University or the Athletic Department will NOT tolerate academic Dishonesty (or Infractions). The following types of conduct are prohibited and any individual found to have committed such infractions should be subject to sanctions being imposed by the University, including the sanction of suspension or expulsion from Northwestern State University:

1. Collaborating, conspiring or cooperating during an examination with any other person by giving or receiving information without authority.

2. Copying or obtaining information from another student's examination paper.

3. "Duplicity," defined as the offering for credit, identical or substantially unchanged work in two or more courses without approval in advance by the instructor(s).

4. "Plagiarism," defined as the use of any other person's work and the unacknowledged incorporation of that work in one's own work in fulfillment of academic requirements.

5. Requesting, bribing, blackmailing or in any other way causing any other persons to obtain an un-administered examination or examination in the process of being administered.

6. Selling or giving away all or part of an un-administered examination.

7. Selling, giving or otherwise supplying to another student for use in fulfilling academic requirements; any theme, report, term paper, essay, other written work, painting, drawing, sculpture, or other art work.
8. Stealing, buying or otherwise obtaining all or part of an un-administered examination.

9. Submitting as one's own, in fulfillment of academic requirements, any theme, report, term paper, essay, other written work, painting, drawing, sculpture, or other art work of another person.

10. Substituting for another person or permit another person to substitute for one's self to take an examination.

11. Using material not authorized by the person administering the examination during the examination.

**NCAA Academic Requirements**

Below is some general overview information on NCAA Academic Requirements for eligibility. The following page covers the specific NCAA academic requirements as they relate to Satisfactory Progress.

1. You must be enrolled full time each semester to be eligible for practice and competition. You will be declared ineligible for competition if you drop below full time (12 hours at NSU). You are not allowed to drop a class via the internet! *NOTE: If you fall below 12 hours and continue to participate in athletics you are also putting your team at jeopardy with the possibility of forfeiting wins.*

2. All student-athletes must pass 24 hrs of credit toward the declared degree in the first year (Fall and Spring), and 18 hrs of degree credit during the academic year (Fall and Spring) thereafter.

3. All student-athletes must pass at least 6 hrs of degree credit each semester to be eligible for the subsequent semester.

4. Repeated courses are counted for eligibility only once and only when you achieve a satisfactory grade for your declared major. A grade of ‘F’ is not counted for eligibility and may be repeated. (Institutional standards for degree credit may be higher for some majors. Contact your academic advisor for specific grade requirements. Student-athletes must make the minimum grade required for graduation in their degree program to count those hours for satisfactory progress.)

5. You must declare a major by the beginning of your fifth semester of collegiate enrollment. The major must be a four-year program that leads to a bachelor’s degree. If your specific degree requires a minor, you must also declare your minor by the beginning of your fifth semester.

6. No more than 6 hours of remedial credit may be counted for satisfactory progress. These hours can be counted only during your first academic year of collegiate enrollment.

7. You could be declared ineligible if you miss class to attend a practice session at home. The only exception is for pre-game warm-ups on the day of competition.

8. A student-athlete must be in good academic standing according to the policies of the institution to be eligible for participation.
9. Any student-athlete planning to attend summer school at another institution to satisfy satisfactory progress requirements must have prior approval from Northwestern State University.

10. **Academic Progress Rate (APR):** The APR was appointed by the NCAA Committee on Academic Reform in order to place an emphasis on academic achievement in college athletics. It considers two components by which to calculate percentage rates including *eligibility* and *retention*. Each student-athlete on athletic aid is counted in the APR and can earn a maximum of 4 points per year (2 each semester). If the student-athlete meets satisfactory progress standards then he/she will earn the *eligibility* points. If the student-athlete returns to school then he/she will earn the *retention* points. If a team falls below certain benchmarks set by the NCAA it may be in jeopardy of losing scholarships, conference play, and eventually NCAA membership.

### NCAA Satisfactory Progress Breakdown

**4-Year Degree Program: NCAA Bylaw 14.4.3.2/14.4.3.3.1**

There are many NCAA Rules/Regulations which Division I student-athletes must meet in order to maintain their athletic eligibility. These benchmarks/rules are referred to as “Satisfactory Progress”. Some of the standards progress on a year-to-year basis (# of hours toward degree and GPA), while others are constant and remain the same for every semester (6 hour and 18 hour rule). All student-athletes must be enrolled in at least 12 hours during the Fall and Spring semesters in addition to maintaining the following academic standards to maintain athletic eligibility.

#### Going into 2nd Year - 3rd Semester:
- **6 hours** – Must pass at least 6 hours toward degree during the Fall and Spring Semesters
- **18 hours** – Must pass a total of 18 hours between the Fall and Spring Semester combined
- **24 hours** – Must pass a minimum of 24 hours toward any degree on campus by end of summer of first year of enrollment
- **1.8 CUM GPA** – Must achieve a CUM GPA of at least 1.8 by end of summer of first year of enrollment

#### Going into 3rd Year - 5th Semester:
- **6 hours** – Must pass at least 6 hours toward degree during the Fall and Spring Semesters
- **18 hours** – Must pass a total of 18 hours between the Fall and Spring Semester combined
- **40% (50 hours)** – Must pass a minimum of 40% or 50 hours toward the declared degree by end of summer of second year of enrollment
- **1.9 CUM GPA** – Must achieve a CUM GPA of at least 1.9 by end of summer of second year of enrollment

#### Going into 4th Year - 7th Semester:
- **6 hours** – Must pass at least 6 hours toward degree during the Fall and Spring Semesters
- **18 hours** – Must pass a total of 18 hours between the Fall and Spring Semester combined
- **60% (75 hours)** – Must pass a minimum of 60% or 75 hours toward the declared degree by end of summer of third year of enrollment
- **2.0 CUM GPA** – Must achieve a CUM GPA of at least 2.0 by end of summer of third year of enrollment
**Going into 5th Year - 9th Semester**

- **6 hours** – Must pass at least 6 hours toward degree during the Fall and Spring Semesters
- **18 hours** – Must pass a total of 18 hours between the Fall and Spring Semester combined
- **80% (100 hours)** – Must pass a minimum of 80% or 100 hours toward the declared degree by end of summer of fourth year of enrollment
- **2.0 CUM GPA** – Must achieve a CUM GPA of at least 2.0 by end of summer of fourth year of enrollment

**Northwestern State Institutional Academic Requirements**

1. **Full-Time Status**
   You must be enrolled in a minimum of 12 hours to be classified as a full-time student.

2. **Class Attendance**
   Class attendance is viewed by Northwestern as an obligation as well as a privilege. Students are expected to attend regularly and to be on time for all classes in which they are enrolled. Failure to attend class may jeopardize scholastic standing and may result in suspension from the University.

   Students shall submit excuses for all class absences to the appropriate instructor. Students who are tardy should see the instructor immediately at the end of the class period in which they were tardy to resolve the matter. The instructor may treat the tardy as an absence.

   An instructor may recommend to the appropriate dean that a student be dropped from a class if excessive absences have occurred in a course numbered 2999 or below. Excessive absences are calculated as 10% of class meetings. A grade of ‘X’, ‘WN’ or an ‘F’ for no attendance or lack of attendance will be given. In any level course an instructor can establish a grading policy that incorporates attendance requirements. You must go to class or else drop the class.

   *(NEVER MISS CLASS! Class attendance is mandatory for all student-athletes. You must notify your instructor in advance of the dates of official travel and competition that will require you to miss class. You are responsible for making arrangements with instructors to make up all missed assignments and exams.)*

3. **Academic Standing**
   There are three categories of academic standing: academic good standing, academic probation, and academic suspension (one semester or one year). Although students will usually receive official notification of academic standing, such notice is not a prerequisite to students being placed in one of the above categories. It is the responsibility of each student to ascertain academic status prior to the beginning of the next enrollment period. Professional departments or divisions within the university may set additional standards for progression in their programs. A student is eligible to participate in athletics if he/she is eligible to enroll at Northwestern and has met all other eligibility requirements. A student who is on academic probation may participate in athletics unless restricted to do so by an official of the university.
4. **Academic Probation**

A student will be placed on academic probation whenever the cumulative grade point average is 10 or more quality points below a 2.0 average (A=4.0); that is, the total quality hours multiplied by two exceeds quality points earned by 10 or more. (i.e. Student has 15 quality hours and earns 21 quality points. Multiply 15 x 2 = 30; subtract 21 from 30 = 9; student is not on probation because 9 is less than 10.) The definition of a quality hour is any semester hour taken for which a grade of ‘A’ ‘B’, ‘C’ ‘D’, ‘F’, ‘I’, or ‘Z’ is assigned. (Grades of ‘I’ and ‘Z’ are treated the same as the grade of ‘F’ until resolved.)

A student on academic probation must earn a 2.0 semester grade point average during the next semester of attendance or the student will be suspended. A student on academic probation who earns a 2.0 semester grade point average will be readmitted, but will remain on academic probation until a 2.0 cumulative grade point average is achieved. Once the cumulative grade point average is 2.0 or higher, the student will be removed from probation and placed in good standing. A student on academic probation who attends summer school and earns grades that increases the cumulative grade point average to a 2.0 or higher will be removed from probation and placed in good standing for the next semester of enrollment.

5. **Academic Suspension**

A student on academic probation will be suspended at the conclusion of any semester in which the student fails to earn a semester grade point average of at least 2.0. First time freshmen will not be suspended prior to two semesters of enrollment. A student who has been suspended for the first time will be suspended for a period of one semester. All subsequent suspensions shall be for one full calendar year.

A student suspended for the first time at the end of a summer term must remain out of school for the fall semester. A student suspended for the first time at the end of the fall semester must remain out of school during the spring semester. A student suspended for the first time at the end of the spring semester may apply to attend summer school. Students suspended for one calendar year at the end of the spring semester may not automatically attend summer school. To be readmitted they must appeal to their academic dean. If the application or appeal is approved and the student attends the summer term and increase the cumulative grade point average to a 2.0 or higher, the student will be allowed to return for the fall semester. If the student does not raise the grade point average to 2.0 or higher during the summer term, the suspension for the fall semester is in effect.

A student suspended from Northwestern may not enroll in another university within the Board of Trustees system, but may enroll in a community college with written approval of both Northwestern and the community college. Credits earned under these conditions will not be accepted for degree credit at this or any other system university. While a student is under suspension, no credits earned by the student at another institution may be used toward a degree at this university.

A student who has completed a suspension period may re-apply for admission to the University. Applications for re-admission may be granted, delayed, or denied.
6. ** Appeals/Readmission from Suspension**
A student who has been scholastically suspended from the university may appeal to the Registrar for a waiver of suspension provided the student can document evidence of extenuating circumstances and provide justification for suspension waiver. Appeals may be granted or denied.

A student who wants to appeal for readmission must submit an Academic Appeal Form directly to the Registrar’s Office by the designated deadline. Appeals must be complete, contain all required supporting documentation, and be received by the stated deadline to be reviewed and given consideration by the Academic Appeals Committee. A student’s early registration will be canceled if he/she is suspended, and the student will be required to register at the beginning of the semester during regular registration if the appeal is approved and the student is readmitted.

If a student is allowed to attend the summer term they must increase their overall grade point average to a 2.0 or higher or the suspension for the fall is in effect.

A student who is suspended and readmitted on appeal will be on academic probation for that semester of attendance and will be required to make a 2.0 semester grade point average for that semester.

- If the student fails to earn a 2.0 grade point average for that semester of attendance, the student will be suspended again at the conclusion of the semester for one year. The student must then follow the appeal process if he/she wishes to enroll in school before the end of one calendar year.

- If the student earns a 2.0 grade point average for that semester of attendance, the student will then be eligible to enroll for the next semester without an appeal. The student will remain on academic probation until the cumulative grade point average is 2.0.

If an eligible student-athlete on academic probation fails to earn the required 2.000 semester GPA thereby being suspended at the end of that semester, he/she will be declared ineligible for competition on the first class day of the following semester, or the day the appeal is denied, whichever comes first. If the appeal is approved, eligibility for competition will be reinstated immediately.

7. **Incomplete Grades**
A grade of ‘I’ in any course means that a student’s work in that class is incomplete due to circumstances beyond the student’s control, as determined by the instructor, and that completion of this work could lead to a passing grade. A grade of ‘I’ is not given automatically; the student must meet with the instructor to review his/her situation and receive approval to receive a grade of ‘I’ in a course.
Any grade of ‘I’ must be removed by completing the course work within 60 calendar days after the official closing date of the term in which the grade was assigned. If the student does not make up the work within the time allotted, the student will automatically receive an ‘F’ for the course.

A grade of ‘I’ is considered an ‘F’ until the class requirements have been completed and the ‘I’ removed. The date for removing an ‘I’ is published in the school calendar. The student must make arrangements with the instructor to complete all work within the stated deadline.

Any grade of ‘I’ must be removed by completing the course work within 60 calendar days after the official closing date of the term in which the grade was assigned. If the student does not make up the work within the time allotted, the student will automatically receive an ‘F’ for the course.

A grade of ‘I’ is considered an ‘F’ until the class requirements have been completed and the ‘I’ removed. The date for removing an ‘I’ is published in the school calendar. The student must make arrangements with the instructor to complete all work within the stated deadline.

8. **Remedial Courses**
   Students must complete all remedial class requirements during the first three semesters of enrollment.

9. **Repeated Courses**
   Students can repeat a course in accordance with NSU policies. However, every grade earned, including a ‘W’, remains on the transcript.

10. **Failed Courses**
    If a student fails a course at NSU, the student must repeat the course at NSU. When the course is repeated, both earned grades are utilized in calculating the student’s cumulative GPA.

11. **Dropped Courses**
    The letter ‘W’ is used in records to represent official withdrawal from a course.

**ACADEMIC SERVICES OFFERED BY NSU ATHLETICS**

**Services Available to All Student-Athletes**

1. **Academic Coordinating**
   - Guidance Concerning Course Scheduling
   - Assistance in Completing a Trial Schedule
   - Assistance During Add/Drop
   - Information on NCAA and Institutional Requirements
   - Information on Major Degree Programs
   - Assistance in Declaring and/or Changing Major
   - Guidance Regarding Satisfactory Progress
All undergraduates are assigned an academic advisor in their designated major. Although this office can assist in course selection, the student is responsible for meeting with the assigned advisor regarding degree requirements. **Student-athletes are required to report to Academic Services before dropping a class or changing a major.**

2. **Tutorial Program**
   - Individual Tutoring in Many Subject Areas
   - Study Groups
   - Study Hall Tutors

3. **Academic Monitoring Program**
   - Grade Checks
   - Regular Meetings with Students to Discuss Academic Progress, Set Goals, and Develop Strategies
   - Monitoring of Academic Eligibility Issues

4. **Individual Counseling**
   - Counseling and Referral for Personal Problems, Confidentiality Assured
   - Identification of University Resources to Assist Student-Athletes

5. **Information on Academic Survival Skills**
   - Time Management
   - Note Taking
   - Study Skills and Test-taking Strategies

6. **Referral Service to Campus Support Programs**
   - Student Support Services
   - Counseling Center
   - Career Planning and Placement
   - Departmental Labs

7. **Yearly Updated Student-Athlete Handbook**

**Classification of Students**

Your academic classification is based upon the total number of hours you have earned. The classifications are as follows:

- 0 - 29 semester hours = freshman
- 30 - 59 semester hours = sophomore
- 60 - 91 semester hours = junior
- 92 or > semester hours = senior

**LOCATION:**
Johnnie Emmons
Academic Center,
Athletic Fieldhouse

**CONTACT INFORMATION:**
(318) 357-4451
(318) 357-4028
heinickaj@nsula.edu
crowellc@nsula.edu
GUIDELINES FOR ACADEMIC SUCCESS

Students who participate in intercollegiate athletics must meet all academic standards for admission to Northwestern and for continued progress toward a degree. A student’s academic work takes precedence over athletic activity. Participation in athletics should not interfere unreasonably with a student’s academic progress. As a student, we want you to:

- develop and maintain a high level of motivation and self-discipline;
- set appropriate academic goals;
- plan time efficiently;
- master the necessary reading, study, and learning skills; and
- eventually earn a baccalaureate degree from Northwestern State University.

Just as you follow instructions from your athletic coaches to be successful, you must also follow instructions from your academic coaches with the same intensity. Make the discipline of your athletic background work for you academically. Put as much psychological emphasis in that area as you have always put into your desire to compete to win.

Live by the following guidelines to ensure success:

1. **Never miss class!**
2. Introduce yourself to your instructors and greet them at each class meeting. Treat instructors (and classmates) with courtesy and respect.
3. Buy a notebook or folder for each class. Keep all handouts, assignments, notes, and other important papers for the class in the notebook.
4. At the beginning of each semester write all important information in your planner! Include due dates for assignments, dates of quizzes and exams, traveling dates, appointments, tutorial sessions, and holidays. Refer to your planner, and always plan ahead!
5. Get your books as soon as possible. Purchase and use all available study guides. Keep up with reading assignments. Do not wait until the night before the test to do your reading. Use a marker to highlight important facts, write in the margins, and question yourself on what you have read.
6. Take thorough notes in class, but also concentrate on listening to your instructor. Compare your notes with those taken by others in the class.
7. Study some each day. Reread your notes and quiz yourself daily. Do not wait until the night before the test to begin reviewing the materials and studying. You do not wait until the night before a game to practice—you practice daily! You do not go into a game merely familiar with the plays—you know them! Do the same with notes and assignments.
8. Begin your descent back into academics every Sunday afternoon. You are wasting valuable time if you do not study on Sundays.

9. Leave the dorm to study. Always return to the same place to study. Study beyond study hall! Turn off the TV, stay out of the lobby, and save your dating for the weekend.

10. Make friends with classmates to have group study sessions for tests.

11. Find out where and when math labs, accounting labs, computer labs, writing labs, and other departmental labs are held. Attend those labs!

12. Notify your instructors of your games and travel schedule. Make arrangements before you are absent to make up assignments or exams. Let each instructor know you are interested in working to complete the course successfully.

13. Visit with your instructor if you are confused about the course or material, doing poorly, or interested in your status in the class.

14. Do the important little things:
   A. Dress properly for class.
   B. Be on time!
   C. Take a pen, pencil, notebook, and the necessary texts.
   D. Sit at the front of the classroom.
   E. Sit apart from your teammates.
   F. Take advantage of extra credit work.
   G. Take part in class discussions.

15. **ASK FOR HELP WHEN YOU NEED IT**, whether your problem is academic or personal.

**ATHLETIC SCHOLARSHIP BOOK POLICY**

Student-athletes receiving books as part of their athletic scholarship must adhere to the following policies and procedures:

**Policies**

1. Student-athletes who are receiving “All loaned course required books” as part of their athletic scholarship must report to the compliance office to receive an “Athletic Book Voucher” at the beginning of each semester.

2. Books are issued on a loan basis only.

3. Only **required course-related books** are permitted for scholarship student-athletes.

4. No disposable items or other materials (i.e. pens, paper, clothing, etc.) may be charged to Book Scholarships.

5. Books may **NOT** be charged for any individual other than the student-athlete that has been certified by the Compliance Coordinator.

6. Campus Corner will issue books to student-athletes from the athletic stock first. If the book is not available from athletic stock, a used book will be purchased before a new book.
Procedures

1. Each semester, the Compliance Coordinator will send a master list of student-athletes receiving books on athletic scholarships to the Campus Corner. The Compliance Coordinator will initial each student-athlete that has been certified eligible to receive athletic aid.

2. Student-Athletes not approved on the initial master list must see the Compliance Coordinator prior to receiving books. Once eligibility can be certified, the student-athlete will be issued an approval form to be added to the master list.

3. At the beginning of the semester, the student-athlete will pick up his/her books from the Campus Corner bookstore. The student-athlete must have a copy of his/her class schedule to verify which books are required and a photo ID (Driver’s License, Student ID, etc.), and an athletic book voucher in order to pick up books.

The student-athlete will be required to sign a statement indicating which books are received. This list will be used to verify return of books at the end of each semester. Books must be returned at the end of each semester; DO NOT WAIT UNTIL THE BEGINNING OF THE NEXT SEMESTER! The student-athlete will be required to pay the cost of all books not returned prior to the issuance of books for the next semester, and a hold will be placed on the account thus not allowing registration or copies of transcripts. All books issued through an Athletic Book Voucher are due 7 days after the last day of finals for each transcript. All books issued through an Athletic Book Voucher are due 7 days after the last day of finals for each semester. NO EXCEPTIONS. DO NOT SELL YOUR BOOKS back to the bookstore, you will end up paying for them. All payments will be made to the Business Manager of the Athletic Department.

Any questions concerning the policies and procedures stated above should be directed to the Athletic Business Manager or the Compliance Coordinator.

ATHLETIC SCHOLARSHIP POLICY

1. A student-athlete may receive scholarships or educational grants-in-aid administered by the university that does not conflict with NCAA legislation. Any student-athlete who receives financial aid other than that permitted by the NCAA shall not be eligible for intercollegiate athletics. 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 by NCAA legislation or the aid is:

   A. Received from one upon whom the student-athlete is naturally or legally dependent;
   B. Awarded solely on bases having no relationship to athletics ability;
   C. Awarded through an established and continuing program to aid students, of which athletics participation shall not be the major criterion or;
   D. Awarded through an established and continuing program for recognition of outstanding high school graduates, of which athletics participation may be major criterion (i.e. honorary high school award). (NCAA Bylaw 15.01)

2. An athlete who fails to meet academic eligibility requirements and all other normal satisfactory progress requirements relative to the athlete’s sport season by the first competition or the first day of classes, whichever comes first, may lose any athletic aid for the duration of that semester. The University is under no obligation to renew an athlete’s aid for subsequent semesters.
3. Student-athletes who are recruited, non-qualifiers from high school may receive institutional aid based on need during their first year and will be charged with the loss of one year of eligibility. Such student-athletes may receive and use practice clothing provided by the university, but cannot participate with the team (practice, compete or travel). They are not allowed complimentary admission to home competitions for anyone other than themselves.

If a student-athlete is injured during practice, competition or University sponsored travel to or from competition under intercollegiate athletics auspices, that student-athlete’s grant-in-aid will be continued for that year. If the student-athlete cannot compete in athletics, yet is capable to serve the program in some capacity and agrees to do so, his/her grant may be continued. If the student-athlete’s injury prevents him/her from performing any type of service for the program, his/her grant may continue through his/her fourth year of enrollment.

The University’s obligation to provide medical care and financial aid under this policy will terminate immediately if appropriate University medical staff certify that an injured athlete has recovered sufficiently to permit competition or serve the program in some capacity (i.e., student manager), and the student voluntarily chooses not to do so.

4. An athletic grant may be withdrawn if the student-athlete:
A. Fails to meet academic eligibility and normal satisfactory progress requirements as defined by the athlete’s sport season;
B. Loses amateur status in the athlete’s sport;
C. Has a confirmed third positive drug test;
D. Intentionally provides false information in the letter of intent or aid application;
E. Engages in serious misconduct warranting substantial disciplinary penalty.

5. If a student-athlete quits the team, the athletic grant will be canceled immediately, and the pro-rated amount to the end of the semester will be charged to the student-athlete. Only the Athletic Director may approve continuing the grant for a student-athlete that has quit.

6. The 1986 Tax Reform Act may affect the amount of the gross income that should be reported to the IRS. Please consult an IRS expert for further advisement.

7. The Internal Revenue Service requires that international student-athletes pay income taxes on the portion of their scholarship that exceeds the cost of tuition, fees, supplies and books. This tax is the responsibility of the student-athlete. Please consult an IRS official for further advisements.

8. An athletic scholarship applies to the traditional academic year (fall and spring semesters only). A student-athlete may receive additional scholarship funding to cover summer classes, but this is not guaranteed and must be approved by the head coach and/or members of the athletic administration.

9. Any student-athlete who recognizes an error or discrepancy in the scholarship posted to his/her university account must report this error to the Academic or Compliance Coordinator immediately to correct any problems.
10. **Athletic Scholarships are valid for one academic year.** At the end of each academic year and at the discretion of the student-athletes’ head coach, the scholarship can be renewed, increased, reduced or cancelled. The head coach will meet with each student-athlete and discuss the status of his/her scholarship for the upcoming year. Each student-athlete will then receive written notification from the NSU Financial Aid Office of the status of his/her scholarship for the upcoming year. If a student-athletes’ scholarship is cancelled or reduced for the upcoming year, then he/she will have 10 days upon receipt of notification from the NSU Financial Aid Office to appeal this decision. Renewals, non-renewals or scholarship reductions will occur on or before July 1st of that year.

11. **NSU Student-Athlete Pregnancy Policy**

   If a student-athlete becomes aware that she is pregnant, she should notify her head coach immediately. The head coach is obligated to report this information promptly to the Athletic Director and the Senior Women’s Administrator. To insure confidentiality, no one else will be informed. Any athletic department employee who has knowledge that a student-athlete may be pregnant should notify the Athletic Director.

   Because of safety and welfare concerns for both the unborn child and the student-athlete, participation in practice and/or competition will be suspended for the duration of the pregnancy. Following the pregnancy, the student-athlete—if in good standing academically and in good standing overall in terms of conduct and citizenship—may return to the team upon presenting a release from her doctor.

   An athletic scholarship for a student-athlete who becomes pregnant will remain in effect through the award period stated on the student-athlete’s grant-in-aid. The pregnancy of a student-athlete will not be a factor for financial aid determination and consideration in subsequent award periods. Neither should it be assumed that the financial aid will automatically be renewed. Rather, a student-athlete who has been pregnant will be evaluated for future financial aid and participation based on the same criteria as other student-athletes on her squad, such as athletic performance and production, academic standing, work ethic and good citizenship.

   In all cases when athletic related aid is reduced, cancelled or not renewed, NCAA Bylaw 15.3.4 will be followed.

**COMMON QUESTIONS ABOUT ATHLETIC SCHOLARSHIPS**

**What is an athletic grant?**
A financial award which is given to a student-athlete based upon athletic ability or sports performance is considered an athletic grant.

**Who may receive an athletic grant or financial award?**
A qualifying student-athlete may receive an athletic grant upon recommendation of the coach with approval from the athletic director. An offer of a financial award is contingent upon admittance to Northwestern State University and the student-athlete’s academic standing. Returning student-athletes must be academically eligible and making satisfactory progress toward a degree to be eligible for an award.

**What educational expenses will an athletic grant cover?**
Presently, the cost of tuition and fees, room and board, and use of required course related books is the maximum amount awarded under an athletic grant. Grants for lesser amounts are also given. Your individual grant-in-aid will describe the specifics of what is covered by your scholarship.
For what period of time is an athletic grant awarded?

An athletic grant is issued for one academic year unless you meet one of the exceptions. Check with the compliance coordinator if you have specific questions.

May an athletic grant be renewed? Cancelled?

Yes, at the end of each academic year your head coach will recommend that your athletic grant be renewed, increased, reduced, or cancelled. The student-athlete is responsible for meeting with the coach to learn the status of his/her scholarship for the next academic year. Official notice will be sent to the student-athlete from the Financial Aid Office prior to July 1.

**NCAA SPECIAL ASSISTANCE FUND**

The NCAA Special Assistance Fund is a fund administered by the NCAA through the conference office to provide for the special needs of student-athletes. Monies disbursed from this fund are done so on an “as available” basis.

The following student-athletes are eligible to apply for funds:

1. Pell-eligible student-athletes (except non-qualifiers in their initial year of residence), including student-athletes who have exhausted their athletic eligibility (fifth-year) or no longer are able to participate because of medical reasons.

2. For a foreign student-athlete, an official foreign student-athlete advisory entity of the institution outside of the athletic department must certify in writing that the student-athlete has financial need (bank statement required).

The following explains, in detail, how the fund will be used at Northwestern State University during the academic year (effective at the start of the 2004-05 academic year):

1. A clothing allowance will be available during the fall semester. This amount is determined by the compliance coordinator and for the **2008-09 academic year will be $300**. The student-athlete will purchase the clothing items and obtain a detailed receipt of the purchases. The student-athlete will bring the clothing receipt to the Compliance Office for processing. This allowance will include all applicable clothing items, watches (up to $30 dollars), and one (1) pair of shoes. Perfume, cologne, make-up, purses, jewelry, etc. will not be covered by the fund.

2. Cost of **required** supplies for academic courses not covered by the book voucher (i.e. calculators, art supplies, cameras) will be covered by the fund. The student-athlete must provide proof that the item is required by the course (syllabus or a signed note from the professor). The student-athlete will then purchase the item, obtain a receipt, and bring the receipt to the Compliance Office for processing.

3. Up to $1,000.00 of medical (including vision) and dental costs not covered by another insurance provider will be covered by the fund. The student-athlete must present proof that their insurance company does not cover his/her expenses (copy of policy).

4. Costs associated with student-athlete or family emergencies. The Compliance Office will deal with each case on an individual basis.

In order for the Compliance Office and the Southland Conference Office to better manage the disbursement of NCAA Special Assistance Fund monies, the following guidelines will be followed:
1. Each student-athlete who would like to use the fund must come by the Compliance Office prior to any purchases and/or medical/dental visits. The Compliance Office will not acknowledge any student-athlete’s request to use the fund if prior approval is not given. No exceptions!

2. Checks for NCAA Special Assistance Fund requests will be processed once a month.

3. All requests and supporting documentation for monthly payments must be received by the 20th of each month at the Southland Conference Office. All paperwork in the Northwestern State Compliance Office should be processed and completed (i.e. receipts received) by the 13th of each month.

**FIFTH YEAR AID POLICIES**

These policies apply to each athlete who has exhausted all four years of athletics eligibility and requires fifth year financially related aid to complete their degree.

1. Must have the recommendation of their head coach.

2. Must have passed 24 hours in their final year of eligibility, and have a 2.0 grade point average for that same year.

3. Must be in good academic standing with the university.

4. The scholarship is awarded on a semester-by-semester basis. To qualify for the spring semester, the student must have a 2.0 for that semester and passed 70% of the attempted hours.

5. The scholarship will only cover degree required hours.

6. Each student is required to enroll in at least 12 hours of degree credit each semester. Exceptions will be made if this is not feasible due to scheduling conflicts. Documentation must be supplied.

7. Full-time status is required to maintain the scholarship (again exceptions will be made if scheduling does not permit).

8. The amount of the scholarship will cover either:
   - A. up to $1,500 of the cost of tuition and fees, books, and out-of-state
   - B. the equivalent of the athletes’ scholarship the previous semester whichever amount is less.

9. There will be an appeals committee that shall meet if a student feels they have been denied aid for any such reason. The student-athlete must also submit a letter to the committee explaining why they feel that they should not be denied.

10. In order to receive the scholarship, the student must contribute 10 hours of work per week to a designated position within the athletic department.
Northwestern State University
Recruiting Visit Policies

I. Statements to be included in Institutional Recruiting Visit Policies

Each entry in Section I is headed by a requirement set forth by the NCAA Task Force on Recruiting and approved by the NCAA Board of Directors. Each issue must be addressed in institutional recruiting visit policies to satisfy this NCAA legislation.

1. A statement of Northwestern State University’s recruiting philosophy
The mission statement for the Northwestern State University intercollegiate athletic program stresses commitment to student-athletes in all facets of their life while at NSU - personal, academic, and athletic. It is thus appropriate that as NSU welcomes potential student-athletes to campus for official visits, that that same commitment be evident during the recruiting process.

At Northwestern State University, the recruiting process offers prospective student-athletes an avenue to extend athletic participation at the University. However, this process also offers an opportunity for coaches and prospective student-athletes to understand and focus on the importance of the academic mission of the institution. Prospects can then make an informed decision on how an education at the University will prepare them for their vocations and future contributions to society.

The University is committed to conducting prospects’ campus visits without recruiting abuses and to avoiding even the perception of impropriety. The University shall use best efforts to comprehensively educate all groups involved in the conduct of recruiting visits and shall investigate all allegations of recruiting-related misconduct. A set of internal controls sufficient to monitor compliance and ensure public confidence has been established and will be periodically reviewed for effectiveness. If applicable NCAA, Conference, University or criminal policies are violated, immediate disciplinary action shall be taken. Such action could include termination of University employment and permanent loss of eligibility for prospects or student-athletes.

2. A description of method used to develop the policies.

In response to legislation recommended by the NCAA Task Force on Recruiting and approved by the NCAA Board of Directors, the Southland Conference established an ad hoc committee to establish recruiting visit guidelines in August of 2004. The committee consisted of directors of athletics and compliance administrators. The group established minimum recruiting visit policies to which member institutions could add or enhance. The policies were approved by the Conference’s Executive Committee in accordance with Conference legislation and, following institutional revisions, were approved by each member institution’s president.

3. A description of the educational component of recruiting visits

It is the responsibility of the head coach and/or the coaching staff for each respective sport to review the institution’s academic expectations and requirements of student-athletes and students generally with prospects on all official visits. The Athletic Director and/or Senior Women’s Administrator/ Academic Advisor will also generally meet with prospective student-athletes on official visits to discuss academic expectations.
4. **A statement of the responsibilities of hosts.**

Recruiting visit legislation, policies and any applicable laws will be thoroughly reviewed with student-athletes and other individuals prior to service as a host on recruiting visits. A copy of Northwestern State University’s recruiting visit policies will be provided to all individuals serving as a host on official/unofficial visits. These will be an opportunity to ask questions regarding these policies. All hosts will then sign a “Receipt of NSU Recruiting Visit Policy” sheet that will be kept on file in the NSU Compliance Office. All hosts will then be held responsible for full compliance with the policies, for representing the institution in accordance with its stated mission for recruiting visits and for avoiding even the perception of impropriety during recruiting visit activities.

5. **Pre-communication with prospects and parents or legal guardians.**

Pre-communication with prospective student-athletes and parents and legal guardians shall be included in efforts to educate all groups involved in the conduct of recruiting visits. The University’s recruiting mission statement and recruiting visit policies applicable to student-athlete and prospective student-athlete conduct and expectations will be forwarded to prospects in advance of official visits. This will be done by the NSU Compliance Officer once an “NSU Official Visit Request Form” is received. However, it will be the responsibility of the head coach and/or the coaching staff of each respective sport to provide a copy of NSU’s recruiting visit policies to all prospective student-athletes on unofficial visits. Receipt of these policies will also be required.

6. **Forms and receipt policies used for prospects and student hosts.**

The Conference Official Visit Form (Form 11) was enhanced to include a required affirmation that student-athlete hosts understand and have received recruiting visit policies when they obtain host monies. This form also requires a detailed account of official visit accommodations, activities and expenditures. The completed form, along with all receipts, should be forwarded to the NSU Compliance Office as soon as possible after the official visit.

7. **Participation of head coaches to communicate standards and policies.**

Head coaches must be a fundamental participant in the recruiting visit process. Head coaches are ultimately responsible for ensuring that recruiting visits in their programs are in full compliance with recruiting visit legislation, policies and applicable laws. Head coaches must be committed to and effectively communicate the policies to any individuals (e.g., student-athlete hosts, assistant coaches, student managers and athletics staff) involved in recruiting visits. All head coaches and coaching staff members for each respective sport will be provided a copy of NSU’s recruiting visit policies. All coaching staff members will then sign a “Receipt of NSU Recruiting Visit Policy” sheet that will be kept on file in the NSU Compliance Office.

8. **Recruiting visit activities.**

All recruiting visit activities will be in full compliance with NCAA, Conference and institutional legislation and with all laws and ordinances of the institution’s locale. Such prohibitions include but are not limited to the underage use of alcohol by hosts and recruits and the use of illegal drugs. In addition, sex shall not be used as a recruiting device and sexual harassment shall not be tolerated. Finally, gambling and gaming activities and the use of strippers, gentlemen’s clubs or an equivalent entity are strictly banned from recruiting visit activities. Violations of these provisions will result in immediate and appropriate disciplinary action, which could include permanent loss of eligibility.
9. **Curfew, if any, and unstructured time.**

*Imposing a curfew is not a requirement by NCAA legislation. Although each individual sport can have its own policy regarding curfew, it is Northwestern State University’s Athletic Department policy not to have an imposed curfew. The NSU Athletic Department, after lengthy discussions, believes in the concept of educating the student hosts on recruiting visit legislation. Once the student hosts have been educated, and they understand the importance and consequences surrounding illicit behavior during an official visit, the athletic department has confidence that its student-athletes will fulfill expectations established through this policy.*

10. **Applicable sanctions, including a provision for an annual report of violations to the conference office (to the NCAA in the case of independents).**

The membership shall submit secondary violations of recruiting visit policies to the Conference office in the same manner as other secondary violations are reported. The Conference office shall provide the NCAA with an annual report of all secondary violations, including those involving recruiting visit policies. After investigation, any major or suspected major violation shall also be reported to the Compliance Committee via the Conference office.

The Compliance Committee is charged with ensuring all violations are adequately addressed, including that appropriate sanctions are self-imposed and that procedures are established to avoid similar future violations. The reporting institution is able to appeal Compliance Committee actions to the full Conference Advisory Council. After Compliance Committee processing, the Conference office shall submit all violations to NCAA Enforcement for further processing.

Please note that all secondary violations are different and self-imposed sanctions by the university should address each violation on an individual basis. Violations of NSU’s recruiting visit policies are no different in that self-imposed sanctions will reflect the nature and severity of each violation on a case-by-case basis. Therefore, in the event of a violation of NSU recruiting visit policies, self-imposed sanctions will be established on a case-by-case basis. Those sanctions could include, but are not limited to the following:

A. For violations committed by coaches, administrators and staff (i.e. individuals other than student-athletes), sanctions could include, but are not limited to:
   1. Suspension from practice activities/competition (with or without pay)
   2. Termination of employment for significant or repetitive violations

B. For violations committed by student-athletes, sanctions could include, but are not limited to:
   1. Suspension from practice activities/competition
   2. Loss of scholarship
   3. Permanent loss of eligibility for significant or repetitive violations

II. **Additional NCAA Legislation**

The following legislation was adopted by the NCAA Board of Directors and is immediately effective (i.e., effective for recruiting visits that take place during and subsequent to the 2004-05 academic year). Institutions are advised to widely distribute this new legislation by including it in recruiting visit policies or through institutional publications such as staff and student-athlete handbooks.

A. **No. 2004–93 – Recruiting – Official Visits – Air Transportation.** An institution that provides air transportation for an official visit must use commercial transportation at coach-class airfare with no upgrades.
B. No. 2004-94 – Recruiting – Official Visits – Campus Transportation. An institution that transports a prospect (and those accompanying the prospect) around campus during an official visit must use an institutional vehicle normally used to transport prospective students while visiting the institution's campus; further, to permit coaching staff members or student hosts to use personal vehicles to transport a prospect (and those accompanying the prospect) around campus during an official visit.

C. No. 2004-95 – Recruiting – Official Visits – Meals and Lodging. During an official visit, a prospect (and the prospect's parents or legal guardians) must be housed in standard lodging that does not include special accessories (e.g., jacuzzis, suites) that are not available generally to all guests residing at the establishment and must eat standard meals comparable to meals provided to student-athletes during the academic year.

D. No. 2004-96 – Recruiting – Official Visits – Student Hosts. Students who engage in any host activities for prospects on either official or unofficial visits must be either current student-athletes or students designated in a manner consistent with the institution's policy for providing campus visits or tours to prospective students generally.

E. No. 2004-97 – Recruiting – Official Visits – Personalized Recruiting Aides. An institution may not arrange miscellaneous, personalized recruiting aides (e.g., personalized jerseys, personalized audio/video scoreboard presentations) or engage in any game-day simulations during a prospect's official or unofficial visit.

ADDITIONAL COMPLIANCE POLICIES

PLAYING AND PRACTICE LIMITATIONS

General Playing -Season Regulations
1. Daily and Weekly Hour Limitations: A student-athlete’s participation in countable athletically related activities shall be limited to a maximum of four hours per day and 20 hours per week. (NCAA Bylaw 17.1.6.1)
2. Vacation Periods and Between Terms: Daily and weekly hour limitations do not apply to countable athletically related activities occurring during the institution’s term-time official vacation period as listed in the institution’s official calendar, and during the academic year between terms when classes are not in session. (NCAA Bylaw 17.1.6.3.6)
3. Competition Day: All competition and any associated athletically related activities on the day of competition shall count as three hours regardless of the actual duration of these activities. (NCAA Bylaw 17.1.6.3.2)
4. Practice Prohibited after Competition: Practice may not be conducted at any time (including vacation periods) following competition, except between contests, rounds or events during a multi-day or multi-event competition (e.g. double-headers in softball or baseball, tournaments). (NCAA Bylaw 17.1.6.3.2.1)
5. Required Day Off – Playing Season: During the playing season, all countable athletically related activities shall be prohibited during one calendar day per week. (NCAA Bylaw 17.1.6.4)
6. Travel Day: A travel day related to athletics participation may be considered as a day off, provided no countable athletically related activities occur during that day (NCAA Bylaw 17.1.6.4.1)
7. No Class Time Missed for Practice Activities: No class time shall be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest. (NCAA Bylaw 17.1.6.6.1)
Weekly Hour Limitations – Outside the Playing Season

1. **Sports other than Football:** Outside of the playing season, from the institution’s first day of classes of the academic year or September 15, whichever occurs earlier, to one week prior to the beginning of the institution’s final examination period at the conclusion of the academic year, only a student-athlete’s participation in required weight-training, conditioning and individual skill instruction shall be permitted. A student-athlete’s participation in such activities shall be limited to a maximum of eight hours per week with not more than two hours per week spent on individual skill workouts. More than four student-athletes from the team may be involved in skill-related instruction with their coaches from September 15 through April 15. Prior to September 15 and after April 15, no more than four student-athletes from the same team may be involved in skill-related instruction with their coach(es) at any one time in any facility. Athletically related activities outside the playing season are prohibited one week prior to the beginning of the final examination period through the conclusion of each student-athlete’s final exams. (NCAA Bylaw 17.1.6.2(a))

2. **Division I-AA Football:** Activities between the institution’s last contest and the start of summer conditioning are limited to required weight training, conditioning and the review of game film. Participation in such activities shall be limited to a maximum of eight hours per week, of which no more that two hours per week may be spent on the viewing of film. (NCAA Bylaw 17.1.6.2 (c))

3. **Required Days Off – Outside of the Playing Season:** Outside the playing season during the academic year, all countable athletically related activities are prohibited during two calendar days per week. (NCAA Bylaw 17.1.6.5)

**SPORTS WAGERING (NCAA Bylaw 10.3)**

The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition: (Adopted: 4/26/07 effective 8/1/07)

(A) Staff members of an institution’s athletics department;

(B) Nonathletics department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individual to whom athletics reports);

(C) Staff members of a conference office; and

(D) Student-athletes.

The following sanctions for violations of NCAA Bylaw 10/3 shall apply:

(A) A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (“point shaving”) or who participates in any sports wagering activity involving the student-athlete’s institution shall permanently lose all remaining regular-season and post-season eligibility in all sports.

(B) A student-athlete who participates in any sports wagering activity through the Internet, a bookmaker or parlay card shall be ineligible for all regular-season and post-season competition for a minimum of a period of one year from the date of the institution’s determination that a violation occurred and shall be charged with the loss of a minimum of one season of eligibility. If a student-athlete is determined to have been involved in a later violation of any portion of NCAA Bylaw 10/3, the student-athlete shall permanently lose all remaining regular-season and post-season eligibility in all sports.

**IMPERMISSIBLE EXTRA BENEFITS**

An extra benefit is any special arrangement by an institutional employee or a representative of the institution’s athletics interests to provide a student-athlete or the student-athlete’s relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution’s students or their relatives or friends or to a particular segment of the student body (e.g. international students, minority students) determined on a basis unrelated to athletics ability.
Extra Benefit Rule (NCAA Bylaw 13.2.2 and Bylaw 16)

Athletic Representatives of Northwestern State University cannot provide an extra benefit or special arrangement to a prospect, enrolled student-athlete, or relatives of prospects of enrolled student-athletes. Activities that are prohibited include, but are not limited to, the following:

- Arranging employment for a prospect’s relatives
- Providing gifts or equipment
- Providing a loan, or arranging or co-signing for a loan
- Providing case or like items
- Providing any tangible items, including merchandise
- Providing tickets to an athletic, institutional, or community event
- Providing free or reduced-cost services, rentals, housing or purchases of any kind
- Providing use of an institution’s athletic equipment (e.g. for a high school all-star game)
- Sponsoring or arranging for an awards banquet for high school, preparatory school, or two-year college athletes by an institution or a representative of athletics interest.

COMPLIMENTARY ADMISSIONS

1. Events In The Student-Athlete’s Sport: Northwestern State University can provide four complimentary admissions for each home or away contest to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest (NCAA Bylaw 16.2.1.1).

2. Exception – Conference Championships and NCAA Championships: Northwestern State University may provide each student-athlete who participates in or is a member of a team participating in a conference or NCAA championship with six complimentary admissions to all intercollegiate events at the site at which the student or team participates (NCAA Bylaw 16.2.1.1.1).

3. Issuance Procedures: Complimentary admissions to home and away contests in the student-athlete’s sport shall be provided through a pass list only for individuals designated by the student-athlete. “Hard tickets” shall not be issued (NCAA Bylaw 16.2.1.2). The individuals receiving the complimentary admission(s) must present identification to the person supervising the use of the pass list (NCAA Bylaw 16.2.1.2.1). Copies of complimentary admission pass lists can be obtained from the NSU Compliance Office.

4. Admission to Home Events In Other Sports: All students at Northwestern State University are allowed one complimentary admission to any home contest, provided he/she presents an official university student identification card at the admission gate.

DRUG SCREENING PROGRAM AND POLICIES

Purpose

Northwestern State University has a strong commitment to our student-athletes in providing and maintaining a wholesome atmosphere for them not only to progress, but to excel in their academic and athletic endeavors. The university also believes that a comprehensive drug screening program is an essential step in fulfilling that commitment. As a result, the following drug screening program and policies have been established.
Who Will Be Drug Tested and the Procedure Used

A. All student-athletes associated with Northwestern State University Athletic Program will be tested by NSU officials randomly throughout the academic year.

B. The method of testing is the Onsite Diagnostic Urinalysis Test. A witnessed urine sample will be collected from the student-athlete and analyzed. If the test results are positive, the student-athlete has the right to immediately appeal the results. See appeal process for additional information. This same urine sample will be sealed and signed by the student-athlete and sent to a laboratory for further testing.

Substances Included in the Testing

All substances listed on the back of the NCAA Drug Testing and Consent Form may be tested for by the drug test.

Confidentiality

A. The collection and coding of specimen samples are executed in a manner insuring total confidentiality and identification.

B. The analysis results are provided to the head of the drug testing program who will inform the athletic director, senior women’s administrator (for female student-athletes), compliance coordinator, and head coach in that sport of any positive tests.

C. The results are known only to the student-athlete, head coach, athletic director, senior women’s administrator (for female student-athletes), compliance coordinator, and the head of the drug testing program.

How Often Test Will Occur and How Testing Will Be Announced

A. Each student-athlete may be randomly tested throughout the year and may include testing prior to post-season play.

B. Failure to attend the drug test, failure to provide a urine sample, or the manipulation of a urine sample will be considered as a positive test.

Actions to Be Taken for Those Tested Positive

First Positive Drug Test

Upon testing positive for the first time the student-athlete will be suspended for 10 percent of the total number of regularly scheduled competitions. If a student-athlete tests positive prior to post-season play, including Southland Conference championships, national championships, and post-season play-offs and play-in games each of these games will be included in the total number of competitions for which the student is suspended. If the positive test occurs at the end of a competitive season the suspension will carry over to the next season of competition.

If the student-athlete is a two-sport athlete, he/she will be suspended for the appropriate number of contests during the season in which the student-athlete would currently be competing. Also, if a student-athlete is injured or is taking a "red-shirt" year at the time of a positive drug test, he/she shall be suspended for the appropriate number of games at their first opportunity to compete (amended 4/5/02). The student-athlete can still practice, condition and receive athletically related financial aid during the period of the suspension. During the suspension the student-athlete may be randomly retested, and must pass a reinstatement drug test that will be given at the designated time and date by the head of the drug testing program.
Second Positive Drug Test
Upon failing a second drug test, the student-athlete will be suspended for 50% of the total number of regularly scheduled competitions, which again will include Southland Conference championships, national championships, and post-season play-offs and play-in games (see above). If the number of competitions stipulated is not met by the end of a competitive season the suspension will carry over to the beginning of the next competitive season. The student-athlete must pass a reinstatement drug test which will be given at the time and date designated by the head athletic trainer.

Third Positive Drug Test
Upon failing a third drug test, the student-athlete will be suspended from all Northwestern State athletic teams, and any athletically related financial aid will be canceled.

Appeal Process
The student-athlete has the right to appeal a positive drug test immediately after the test results are made available. Upon this appeal, the student-athlete is required to fill out an information sheet provided by the testing program, and sign and seal their urine sample. This sample is then taken to a drug testing laboratory for further testing. Upon choosing to appeal a positive test, the student-athlete has 24 hours to provide a money order, or cash, in the amount of $60 to the Head Athletic Trainer. This money is required to cover the cost of additional testing and will be refunded if the laboratory test is negative.

Important Information
These policies apply only to Northwestern State University drug testing. The NCAA drug test takes precedence in all circumstances.

Note: These are guidelines for the minimum standard drug policy in the athletic department at Northwestern State University. A head coach may have stricter guidelines in which case the individual team handbook should be utilized.

Revised 6/13/07

AMATEURISM

Only an amateur student-athlete is eligible for intercollegiate athletics participation in a particular sport (Bylaw 12.01.1). To maintain amateur status in a particular sport, the student-athlete may not receive payment in any form, either directly or indirectly, for participation in that sport.

The NCAA defines pay as: the receipt of funds, awards, or benefits not permitted by the governing legislation of the Association for participation in athletics.

A student-athlete will lose his/her amateur status in a particular sport if the student-athlete:

1. Receives pay in any form for that particular sport;
2. Accepts a promise of pay, even if payment is held until the student-athlete exhausts eligibility in that sport;
3. Signs a contract or commitment to play professional athletics;
4. Receives, directly or indirectly, salary, reimbursement of expenses, or any other form of pay from professional sports organizations;
5. Competes on any professional athletics team, even if no payment has been received by student-athlete; or
6. Enters into a professional draft or an agreement with an agent or other entity to negotiate a professional contract.
NOTE: Any competition in which a student-athlete is not representing Northwestern State University athletics must be approved by the Compliance Office PRIOR to the competition to ensure compliance with NCAA amateurism rules.

**NCAA TRANSFER REGULATIONS**

1. **General Regulations:** A student-athlete who transfers to Northwestern State University from any collegiate institution is required to complete one full academic year of residence before he/she is eligible to compete or to receive expenses from NSU, unless the student-athlete receives an exception or waiver to the one-year residency requirement (i.e. one-time transfer exception, graduation from two-year college, non-recruited/non-participant, discontinued/non-sponsored sport, etc.) as set forth in NCAA regulations (NCAA Bylaw 14.5.1). Please contact the Compliance Coordinator for specific exceptions or waivers.

2. **Permission to Contact/Release From Four-Year Institution:** Prior to contacting a student-athlete at any four-year institution about possibly transferring to NSU and participating in athletics, the institution at which the student-athlete is currently enrolled must give Northwestern State University permission to contact the student-athlete. The Compliance Coordinator sends the Permission to Contact/Release form to other four-year institutions. Northwestern State University must have, on file, permission to contact an individual prior to any contact regarding transfer (NCAA Bylaw 13.1.1.3).

3. **Permission to Contact Denied by Northwestern State University:** Student-athletes at Northwestern State University who would like to transfer to another four-year institution must be officially released by NSU and other institutions must have permission from NSU to contact the student-athlete prior to any contact regarding transfer. If permission to contact is denied, the student-athlete will be notified in writing by the Compliance Coordinator that he/she shall be provided, upon request, a hearing conducted by a committee outside of the athletics department (NCAA Bylaw 13.1.1.3.1). The request must be received within 10 days after receipt of the written notice. All decisions reached by the committee will be final. If permission to contact is not received by another institution, the student-athlete cannot receive athletically-related financial aid in the first year of residence at the institution to which he/she is transferring (i.e. the certifying institution).

4. **One-Time Transfer Exception Denied by Northwestern State University:** In some instances, a student-athlete transferring to another four-year institution can be eligible to compete in his/her first year in residency if he/she is granted a one-time transfer exception by the previous four-year institution he/she last attended. If Northwestern State University denies a transferring student-athlete's request for a one-time transfer exception, the student-athlete will be notified in writing by the Compliance Coordinator that he/she shall be provided, upon request, a hearing conducted by a committee outside of the athletics department (NCAA Bylaw 14.5.5.2.10 (d)). The request must be received within 10 days after receipt of the written notice. All decisions reached by the committee will be final. If a one-time transfer exception is not granted by NSU, the student-athlete cannot compete in the first year of residency at the institution to which he/she is transferring (i.e. the certifying institution). Please contact the Compliance Coordinator and/or the Athletics Academic Advisor with other issues concerning transfer regulations.

**SUMMER SCHOOL/NSU TRANSFER CREDIT APPROVAL**

NCAA requires that all student-athletes planning to pursue hours at another institution and use those hours for satisfactory progress have prior written approval from Northwestern. Instructions for obtaining approval are listed below. Approval forms should be picked up from the Compliance Office and the Registrar’s Office.
STUDENT-ATHLETES ARE PERSONALLY RESPONSIBLE FOR COMPLETING ALL NECESSARY PAPERWORK AND OBTAINING THE NECESSARY APPROVAL BEFORE THEY ENROLL AT ANOTHER INSTITUTION. THIS IS NOT THE RESPONSIBILITY OF YOUR COACH, THE COMPLIANCE OFFICE, OR THE REGISTRAR’S OFFICE.

PLEASE READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE NSU TRANSFER CREDIT APPROVAL FORM.

Special Reminders:

1. Any course completed at NSU with an unsatisfactory final grade MUST be repeated at NSU.
2. Courses are utilized for satisfactory progress only after acceptance for degree credit as certified by NSU’s Registrar.
3. Transfer credits from 2-year institutions cannot exceed 65 hours, and only at freshmen and sophomore levels.
4. Credit will not be given until OFFICIAL TRANSCRIPTS are received and evaluated by NSU’s Registrar.

Upon completion of your course work, you must request that an OFFICIAL copy of your transcript be sent directly to:

The Registrar’s Office
Northwestern State University
Natchitoches, LA 71497

NOTE: Students who are suspended at the conclusion of the spring semester, or students suspended at the conclusion of the fall and not readmitted for spring, must submit an appeal form to attend summer school. These students are required to attend summer school at Northwestern if their appeal is approved and they are readmitted for summer. Students who are under suspension or readmitted on appeal for summer may not take courses for degree credit at another institution. Please contact Compliance and Academic Services if you need additional information or assistance.

STUDENT-ATHLETE SAFETY

Grievance Policy
The institution has a grievance and appeals procedure for all students who attend Northwestern State University. Similarly, if a student-athlete has a safety concern or issue that would not be classified as a grievance, he/she is encouraged to seek help and assistance from the appropriate sources. Student-athletes who have a grievance against their fellow teammates are encouraged to talk to their coaches about the situation. If a student-athlete has a problem with a coach or a staff member he/she may talk to the Director of Athletics, Associate Athletic Director, or Senior Woman Administrator. In any grievance case the student-athlete is encouraged to work through protocol in his/her effort to address such concerns (i.e. consider rank of necessary departmental staff and work his/her way up the ladder accordingly).

If the student-athlete does not feel comfortable doing any of the above, he/she can file a complaint and follow the procedures that are documented in the NSU student Handbook, page 75. This handbook is published yearly and is located on the Northwestern State University website (http://www.nsula.edu/studenthandbook/). Grievances are handled through the Vice President for Student Affairs and are designed to allow any student to file complaints and grievances against any person in the university community. Complaints may be lodged for any behavior that is believed to be an infraction of the student or faculty/staff code of behavior.
Some Examples of possible grievances or safety concerns could be:

- **Sexual harassment** - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

- **Hazing** – Any act committed against someone joining or becoming a member of maintaining membership in any organization that is humiliating, intimidating or demeaning, or endangers the health and safety of the person.

- **Date Rape** – non-consensual sexual activity between people who are known to each other either platonically or sexually

- **Stalking** – unwanted attention by individuals (and sometimes groups of people) to others. Stalking behaviors are related to harassment and intimidation

- **Excessive verbal, physical, or emotional abuse**

- **Forceful encouragement to break NCAA, State of Louisiana, or NSU rules or regulations**

- **Being forced to miss class for athletic-related activities**

- **Concerns with other student-athlete welfare issues** (i.e. nutrition, lodging, transportation, etc.)

**Alcohol Consumption**

The legal drinking age in the United States is 21. College students who are of age and decide to participate in the consumption of alcohol, should consider the following.

Binge drinking is known to be common amongst college students. Consistently found throughout research, 42%-44% of college students have reported binge drinking. Regarding males, binge drinking is defined as consuming 4 or more drinks in a row one or more times in a two week period. In light of being female, binge drinking is defined as consuming 3 or more drinks in a row one or more times in a two week period. The liver burns approximately .016 off of blood alcohol level in an hour. A common myth concerning binge drinking is drinking coffee, exercising, or taking cold showers will sober up an individual quickly. This is highly incorrect; only time will help sober up an individual (Kilmer, 1999).

Academically, studies show that one-third of binge drinkers fall behind in their school work due to drinking (Binge drinking statistics, n.d.). Furthermore, binge drinkers tend to have higher rates of truancy than those who drink moderately or not at all one. It is important to reiterate the point that when one chooses to drink, limits must be set so that repercussions will not transpire.

As stated by Firth and Manzo (2004), “Many athletes tend to underestimate the way in which alcohol use, even a few drinks, can nullify your hard work by erasing the effects of your workouts, reducing your endurance, and compromising your mental game.” Alcohol use affects an individual’s muscle development and recovery, nutrition, and stamina, all of which aid in a healthy lifestyle in regard to an athlete. If you do decide to consume alcohol, it is imperative to take the necessary steps that will allow you to stay within your limits.
NSU Student-Athletes are expected to remember that they represent themselves, the athletic department, and Northwestern State University and should function under the CORNERSTONE of Personal Responsibility by making healthy and wise decisions when it comes to alcohol consumption.

Facts:

Contact Information:
• Student Infirmary – 318-357-5351
• Student Counseling Center – 318-357-5621

TRAINING ROOM AND HEALTH POLICIES

The following information is intended to resolve any misunderstanding and to give direction as to the health program at Northwestern State University.

A. Philosophy
The Athletic Training Staff and physicians serving NSU athletics feel that the student-athlete as NSU constitutes the single most important segment of the entire athletic program; for without the student-athlete we would have no purpose for being here. With this in mind, the guidelines presented herein will enable the health and sports medicine staff to insure that our athletes remain in the best physical condition.

B. Physical Examinations
All student-athletes must undergo an entry physical exam prior to being cleared for participation in the NSU athletic program. Entry physical exams will be coordinated through the medical director and provided by a participating provider.

A pre-participation medical evaluation will be given to each student-athlete on his/her initial entrance to Northwestern State University Athletic program. Further pre-participation physical examinations will not be given unless warranted by an updated medical history or if the student-athlete sustained a significant injury or illness during the past school year or during the summer and a follow-up examination is necessary to reestablish “play-ability” before resuming participation in a particular sport.

No student-athlete can take part in any conditioning or practice until he/she has had a medical evaluation. Student-athletes missing the assigned physical date for his/her team must have prior permission from the head athletic trainer or the physical will be at their own expense.

Returning student-athletes, on designated days, will need to stop by the athletic training room to update their medical history and determine if further evaluation by the team physicians is necessary.
C. **Post-Participation Examination**

At any time that a student-athlete terminates participation in the NSU athletic program for any reason, such student-athlete may undergo an exit physical exam. The exit physical exam will be scheduled by a certified athletic trainer and conducted by an ActiveMed Physician.

After undergoing the exit physical exam, any student-athlete found to have a certified injury shall be entitled to receive contracted services for a period of no more than three (3) months after the date of his termination of participation. By mutual agreement of the head certified athletic trainer and the medical director, such a period may be extended for additional specified periods. Any student-athlete who does not undergo an exit physical exam will not be eligible to receive contracted services under this agreement. In lieu on an exit physical exam, a student-athlete (or, if a minor, his parent or legal guardian) shall sign a statement representing that the student participant is free of a certified injury and that he/she waives any claim of eligibility for contracted services under this agreement. A copy of all records related to an exit physical examination or a signed waiver form shall be sent to ActiveMed as soon as available, but in no event later than ten (10) days after the student participant’s termination from NSU athletic program.

D. **Athletic Insurance**

This section will explain Northwestern State University’s policy for payment of medical bills incurred by a student participant arising from an injury or a condition incurred while actively participating in an NSU program. It is our intent to have a system in place which is as “hassle free” as possible for you and at the same time allows our department and medical network to efficiently handle the claims filed over the course of the school year.

With this in mind, please note that in order for an injury to be covered under NSU’s medical benefit plan, the following requirements must be met:

A. An injury or athletic-related condition occurring to a student participant while actively participating in a program approved, supervised and conducted by the NSU athletic department or NSU Spirit Group, must be certified as such by a Certified Athletic Trainer. All certified injuries or athletic related conditions must be reported to the NSU Certified Athletic Trainer within 24 hours of occurrence or the onset of the symptoms, and must be documented with an injury report.

B. Claims for any medical services provided as a result of a certified injury, will be submitted first to the parent or legal guardian’s insurance or benefit plan under which the student may be an eligible dependent, if applicable. Any expenses for medical services not paid by such insurer, including any deductibles, coinsurance, or copayments, will be reimbursed through contractual arrangements with NSU’s medical network. Parents/legal guardians and student-athletes are expected to cooperate fully to ensure the payment of claims by student’s insurer.

C. All diagnostic testing, surgeries, referrals and any other procedures provided by Participating Providers, except for routine x-rays, must be pre-authorized by the team medical director.

D. All health services provided to a student due to an injury or condition which are not provided by NSU’s medical network must be pre-authorized by the team physician designated by NSU and head certified athletic trainer in advance of receiving such services. A student-athlete may receive medical services outside of the NSU medical network if a Certified Athletic Trainer grants approval based on the fact that the student-athlete requires emergency services in connection with an injury or condition. Any health services which are not provided by NSU’s contracted medical network which were not pre-authorized as described above and which were not referred by a
E. Certified Athletic Trainer as emergency services in connection with an injury or condition, shall be the sole responsibility of the student’s insurer and the parent’s (or legal guardian) and/or student athlete.

The student athlete will be required to provide the athletic department with all information concerning their family medical insurance policy. This form will be sent to the parents to fill out prior to the student-athlete arrival at school. The student-athlete will not be cleared to participate in their sport until this form has been completed in full and returned.

The student athlete or parent may receive bills directly for claims filed. Please fax or mail any bills received to:

ActiveMed, Inc., Attn: Kerrie Basco
P.O. Box 13344, Alexandria, LA 71315-3344
Telephone and Fax # (318) 441-8309

STUDENT-ATHLETE ADVISORY COMMITTEE

What is a Student-Athlete Advisory Committee?

The Student-Athlete Advisory Committee (SAAC) is a committee made up of student-athlete representatives. The campus student-athlete advisory committee is an excellent vehicle to promote communication between athletics administration and student-athletes. Most athletics programs have a wealth of information that needs to be routinely distributed to the student-athletes and, at the same time, most programs are interested in receiving more feedback from their student-athletes about department policies and structure.

What is the Purpose of the SAAC?

Some of those purposes for SAAC are:
- Generating a student-athlete voice within the department
- To further unify all sports teams within the NSU Athletic Department
- Soliciting student-athlete response to proposed NCAA legislation
- Suggesting potential NCAA legislation
- Organizing community service efforts
- Creating a vehicle for student-athlete representation on campus-wide committees (i.e., Student Government)
- Serving to aid in the distribution of information to all NSU student-athletes

Committee Membership

The membership of the student-athlete advisory committee should be representative of the diversity of the student-athlete population (gender and racial diversity) and involve representatives from every sport. Each member serves as a liaison between the committee and his/her individual team.

It is important that each representative truly represent the voice of his/her team; for this reason, a head coach may collaborate with the Athletic Director and the Senior Women’s Administrator to determine the best SAAC representatives.
Role of Athletics Administration
The Athletic Director’s visible support is key to the success of any student-athlete committee. Such support shows the student-athletes, athletics personnel and campus-wide community that the philosophy of student-athlete involvement comes from the top and will generate support from all groups.

Ideas to increase department and campus-wide support for the committee include having the Athletics Director explain the need for a student-athlete committees at a coaches meeting; appointing an athletics administrator who has personal contact with student-athletes and a strong voice within the department as an advisor to the committee; and involving the faculty athletics representative in the work of the committee.

NCAA CHAMPS/LIFE SKILLS PROGRAM

The purpose of the NCAA CHAMPS/LIFE SKILLS Program is to prepare student-athletes for the game of life. CHAMPS/Life Skills is a program that, in addition to supporting academic and athletic excellence, also promotes personal development, career development, as well as emphasizing the importance of community service. The latter three components will be the emphasis of the NSU Life Skills program. A more detailed description of these three components is listed below:

Personal Development Component
- Interpersonal Communication
- Media Relations
- Fiscal Responsibility
- Manners and Etiquette
- Values Clarification
- Nutrition
- Developing Self-Esteem
- Sexual Responsibility

Career Development Component
- Freshman Year Programming
- Sophomore Year Programming
- Junior Year Programming
- Senior Year Programming
- Mock Interviews
- Resume-Writing Advice and Consultations
- Career and Major Assessments
- Life After Sports Seminar for Seniors
- Post-College Career Assistance

Community Service Component
- Mentoring
- Speakers Bureau
- Student-Athlete Assistance Program
- Community Outreach
ON/OFF THE FIELD CONDUCT

Sportslike Conduct
In addition to adhering to the high standards of the NCAA, the University, and the Department of Athletics, all participants of an athletic event are required to abide by the Sportslike Code established by the Southland Conference.

Unsportslike Conduct Defined – Acts of unsportslike conduct shall include, but not limited to the following, and shall be subject to public reprimand or suspension from additional contest(s) as the commissioner deem appropriate in the event of flagrant violation or an additional offense:

A. Any person who strikes or physically abuses an official, opposing coach, or student-athlete
B. Any person who intentionally incites participants or spectators to abusive or violent action
C. Any person who uses obscene or profane or unduly provocative language or actions towards officials, opponents or spectators
D. Any person who is publicly critical of any game official, the Conference or its personnel, or another institution or its personnel.
E. Acts of unsportslike conduct not specifically defined

Internet Etiquette with Social Networking Websites
Using social networking websites such as Facebook.com, MySpace.com, and others allows students to interact with an incredible network of people worldwide. Although social networking websites present many opportunities to enjoy cutting edge technology advancements, it is also important to understand and be aware of the potential dangers that may also come with using these sites.

Many students do not realize just how many unknown people could have access to their Facebook or MySpace profiles, granting total strangers an inside look at their personal lives. This is especially crucial for student-athletes to understand because of the high profile status that comes along with being a Division I athlete. YOU ARE UNDER THE MICROSCOPE and people are watching you all the time, often without your knowledge.

You might think you are posting a simple picture on your Facebook or MySpace profile, but think twice about WHAT you post and WHO might see it! It is possible for ANYONE including coaches, professors, reporters, future employers, and even predators to access your profile on these networking sites. Also, most people do not realize that once information is posted on such sites, computer knowledgeable individuals can readily access ANY INFORMATION OR PICTURE THAT WAS EVER POSTED, even if it has since been removed!

Please be sure that what you post reflects NCAA, Northwestern State University, and NSU Athletics standards regarding social conduct. The athletic department reserves the right to take necessary action regarding any student-athlete who violates these standards by using social networking websites.
There are ways that you can enjoy the amenities of social networking sites and still protect yourself:

- Be selective about who you approve to be your “friends”
- It is HIGHLY RECOMMENDED that you be selective in the privacy section and be sure to only allow access to view your profile to those people with whom you are comfortable (the best policy would be to only allow access to your “friends” on the actual networking site)
- Do not post personal identifiable information such as phone numbers, addresses, class or practice schedules, or any other information that would allow others to become aware of your daily routine
- Choose chat groups and online affiliations carefully because once you become a member, you are linked to the discussions that occur within that group

**SCHOLARSHIPS AND AWARDS**

**Degree Completion Award**
This is a program to assist student-athletes who have exhausted their eligibility for institutional financial aid.

*Criteria:*
- Must have exhausted eligibility for athlete-related financial aid (5 years).
- Must be within 30 hours of completing degree requirements.
- Must be able to complete degree in one year as a full-time student, or five semesters as a part-time student.

Applications are either accepted in the spring for the following fall and spring (Deadline for submission is usually the first week in May) or in the fall for the following spring and summer (Deadline for submission is usually the first week in October).

**The Walter Byers Postgraduate Scholarship Program**
This is a Postgraduate scholarship in recognition of outstanding academic achievement and potential for success in graduate study.

*Criteria:*
- Graduating senior or graduate student completing final year of athletic eligibility.
- Minimum 3.500 cumulative GPA.
- Good character, leadership, and citizenship.

Applications are available during the fall semester. Deadline for submission is usually early January.

**NCAA Post-Graduate Scholarship Program**
Scholarships are awarded each year to 125 student-athletes who have excelled academically and athletically.

*Criteria:*
- Must be in final season of eligibility.
- Minimum 3.0 cumulative grade point average required.
- Must be planning to continue academic work beyond the baccalaureate degree as a full-time graduate student.

Application deadlines are usually in early October for football, early February for basketball, and early April for other sports.
Winning for Life Program
Designed to encourage excellence in the sciences and provide recognition, scholarships, and summer employment opportunities for graduating student-athletes.

Criteria:
- Graduating senior in final season of eligibility.
- Major area of study in mathematics, science, engineering, computer science, or related field.
- Minimum 2.7 grade point average required in major and overall.
- Must plan to attend graduate school in Louisiana, Mississippi, or Arkansas within one year of date of award.

Applications are available during the fall. Deadline for submission is usually in early January.

Minorities and Women - Scholarships and Internships
Enhancement programs developed to increase the pool of and opportunities for qualified minority and female candidates in intercollegiate athletics through postgraduate scholarships, internships, and a vita bank for those persons interested in pursuing a career in intercollegiate athletics.

Scholarship Criteria:
- Entering first semester of postgraduate school.
- Pursuing Sports Administration or related program that will assist applicant in obtaining a career in athletics.

Applications are available in November. Deadline for submission is usually in early February.

The Freedom Forum-NCAA Foundation Sports Journalism Scholarship
This scholarship supports scholarships to college juniors who have career goals in sports journalism and major in journalism or have experience in campus sports journalism. It provides assistance to deserving students in their field.