South Dakota School of Mines & Technology

STUDENT ATHLETE HANDBOOK

2015-2016

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Students who participate in intercollegiate athletics ARE RESPONSIBLE FOR KNOWING AND COMPLYING WITH THE RULES CONTAINED IN THIS HANDBOOK. The Department of Athletics reserves the right to amend and alter the rules and procedures in the handbook as it sees fit.

IF YOU HAVE ANY QUESTIONS REGARDING SD MINES OR NCAA RULES AND POLICIES, PLEASE CONTACT

Jennifer Buddle

The Director of Compliance (COMPD) at 605-394-1689 or 605-390-3498

IF YOU HAVE INFORMATION ABOUT A POTENTIAL NCAA RULES VIOLATION, PLEASE CONTACT ONE OF THE FOLLOWING:

The COMPD at 605-394-1689, the Director of Athletics (AD) at 605-394-2352 or the Faculty Athletic Representative (FAR) at 605-394-6067

I. RULES FOR THE SD MINES STUDENT ATHLETE

A. GOOD SPORTSMANSHIP

One of your responsibilities as a student-athlete is to **always** display good sportsmanship at all athletic events. Recognize that sportsmanlike behavior will require effort on your part.

Enter each competition expecting fairness. The proper attitude is of utmost importance. Don't enter a competition worried about your opponents' performance; enter a competition with the idea of giving your best performance. Compete hard but play fair. Treat your fellow players equally and with respect. Unsportsmanlike conduct in others never justifies retaliation with unsportsmanlike conduct on your part. Don't make excuses or discuss a teammate's shortcomings. Almost every situation has a positive and a negative side, so emphasize the positive. Support your officials; avoid criticizing them or blaming losses on their actions. Support team efforts by encouraging teamwork and mutual effort.

When you attend other athletic events, remember that you are expected to demonstrate good sportsmanship there as well. Your coach will instruct you in positive techniques for communicating with officials, opponents and the public. You will also be advised on how to react to the aggressive or unsportsmanlike actions of others.

B. TEAM TRAVEL

1. **Conduct**
   As a representative of the university and SD Mines athletics, student-athletes are expected to conduct themselves in a professional manner. Misconduct could lead to disciplinary actions, including suspension or even removal from the team and loss of athletic grants in aid. Use of any drugs, including alcohol, while traveling is strictly prohibited. To ensure that each student-athlete knows what constitutes acceptable behavior, Head Coaches are responsible for setting standards of team conduct through their team rules. Specific conduct standards may include dress code, individual conduct, curfews and free time activities to name a few. The following are specific rules for every team:
   - At all time, keep your language clean
   - No alcohol is to be carried or consumed while on road trips with athletics
   - When at hotels no one but athletes are allowed in rooms (parents, siblings, friends etc. can be met in public areas at the coach's discretion)
   - Be a courteous guest at hotels to include keeping TV's and music turned down, voices low and doors closed
   - Do not remove any items from hotel. Any damage reported by hotel management may result in sanctions against those registered in the affected room.

2. **Attire**
   Since attire reflects directly upon the student-athlete and his/her team, student athletes should take a special interest in their personal appearance, especially when traveling with their team. Head Coaches will set dress code standards when traveling and may also specify what constitutes appropriate dress while the student-athletes are representing the University at other times.

3. **Missed Classes for Team Travel**
   It is the responsibility of each student-athlete to inform his/her professors at the beginning of each semester of the class dates to be missed due to team travel. Arrangements for taking any examinations or completing work assignments affected by team travel or competition are the **responsibility of each student-athlete**. Should a problem with missed classes due to team travel arise, the student-athlete should alert the Head Coach and/or the FAR to assist in resolving the situation.

4. **Exams**
   Most professors are willing to assist student-athletes with making-up or rescheduling missed exams, provided they are given sufficient notice. Therefore, when a student-athlete learns that an exam is scheduled during the time he/she will be participating in the intercollegiate athletics program, the student-athlete is responsible for notifying the instructor and making arrangements to make up the exam.
   - With the professor's approval, one of the teams coaches are allowed to serve as an exam proctors while a team is traveling, however it is preferred that exams are taken either before or after travel whenever possible.

5. **Travel**

All student-athletes must be meeting all eligibility requirements:

- Must be listed as eligible on squad list
- Must be enrolled full time (unless part time has been approved through the compliance office)
- If at any time during the semester a student-athlete renders themselves ineligible (e.g. dropping below full time enrollment) then they are NOT allowed to travel
- Student-athletes serving a year in residence are NOT allowed to travel to away contests
- Incoming freshmen who are partial or non-qualifiers through the NCAA Eligibility Center are not allowed to travel

All student-athletes must travel to and from an away event with their teammates. Any exception is at the discretion of the Head Coach. A student-athlete younger than 18 years of age may not travel apart from the team without written parental approval. A Travel Release must be completed by the student-athlete prior to the team travel should he/she be given permission to travel separately from the team. This form releases SD Mines Athletics from any liability or risk involved in the alternate travel plans.

If travel will occur in a passenger van, all occupants must wear seatbelts and no more occupants than seatbelts available are permitted.

II. STUDENT ATHLETE CODE OF CONDUCT

Being a student-athlete carries with it a whole set of privileges and responsibilities. By joining the SD Mines intercollegiate athletics program, you become a representative of your team and of the College. It is essential that you act responsibly and do nothing to jeopardize your opportunity to obtain maximum results from your College experience. Your personal conduct is a direct reflection on your good moral character and ethical judgment. You are expected to behave both on and off campus in a manner which brings credit to SD Mines and your team.

Each coach has his/her own very specific team rules covering everything from conduct to dress code. You are expected to abide by those rules.

However, there are general rules that apply to all student-athletes:

The S-A should:

1. Maintain good academic standing.
2. Exhibit the highest ideals of sportsmanship on and off the courts and fields of play.
3. Understand the overall philosophy of the institution and its athletics program.
4. Abide by all applicable NCAA, conference and institutional rules and regulations.
5. Be a role model for others in the institution and community to follow and emulate.
6. Avoid any involvement with non-therapeutic drugs and aggressively assert a wholesome influence in combating the use of drugs.
7. Understand the use of or possession of alcoholic beverages at the site of an athletics competition, a formal team function, or while traveling with an athletics squad is prohibited.
8. Understand that tobacco is prohibited by NCAA rule.
9. Be cognizant of and avoid all contacts with individuals representing gambling interests. The S-A should report all attempts of contact to your coach. The S-A should not wager on sports.
10. Have no dealings with an agent or an agent's representative until discussing the situation with a senior Athletics Department official.
11. Be enthusiastic and punctual for all practices, contests and other team functions.
12. Be responsible for all equipment and supplies issued.
13. Treat visiting teams and officials as guests.
14. Maintain a positive rapport with our fans and supporters.
15. Project a positive image of self, teammates and the program to representatives of the media at all times.
16. Remember, it is a privilege with considerable responsibility, to represent the institution through its athletics program.

Violations of any of the above or of your team's rules may result in athletic aid being reduced and/or cancelled and possible removal from your team

A. CONDUCT RULES SOURCES

Once registered at SD Mines, you are expected to conform to all federal, state and local laws, as well as SD Mines regulations. As a student-athlete, you are in no way exempt from penalty if you violate these laws. Moreover, students penalized for violating public laws are not exempt from further prosecution by College authorities if their actions also violate SD MINES rules.

B. HAZING

Hazing is prohibited by SD MINES. The College does not condone hazing in any form. Any allegations of hazing by a student-athlete will be subject to penalties contained in the Student Code of Conduct. In addition, the Department of Athletics may apply sanctions as deemed appropriate, regardless of whether action under the Student Code of Conduct has been taken.

1. For purposes of this section:
    a. "Hazing" means any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization. The term shall include, but not be limited to:
        i. Requiring indecent exposure of the body;
        ii. Requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact;
        iii. Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
        iv. Any assault upon the person; or
        v. Requiring the ingestion of any substance; to include excessive alcohol consumption or any other physical activity which could adversely affect the health or safety of the individual. The term shall not include an action sponsored by an institution of higher education which requires any athletic practice, conditioning, or competition or curricular activity.

This section shall not in any manner limit or exclude prosecution or punishment for any crime or any civil remedy.

C. POLICY ON HARASSMENT

You are a part of a community that stimulates and supports individual ethical integrity, and celebrates community diversity. SD MINES does not condone harassment directed toward any person or group within this community—students, employees or visitors. Every member of the College is to refrain from actions that intimidate, humiliate or demean persons or groups, or that undermine their security or self-esteem.

Information regarding all forms of harassment and the judicial policies governing SD MINES can be found in the Student Code of Conduct. If you believe you are being harassed or otherwise subjected to discrimination as detailed in the Student Code of Conduct, you are encouraged to consult the Director of Residence Life/Student Conduct Administrator, Daniel Sepion at daniel.sepion@sdsmt.edu or 394-2348.

D. DIVERSITY POLICY

1. NCAA Division II

It is the responsibility of each member institution to establish and maintain an environment that values cultural diversity and gender equity among its student-athlete's educational experience.

2. SD MINES

Following the policy, it is the responsibility of the SD MINES Athletic Department to strive to create a climate of acceptance and tolerance of all cultures so no one Student-Athlete feels that he/she is being discriminated against or demeaned due to culture or gender differences.

In addition, all crimes believed to have been motivated by the non-acceptance of any race, religion, ethnicity, or sexual orientation is to be reported to the Dean of Students. The Dean will then conduct investigations to assure consequences and prevent future similar action.

E. GAMBLING AND BRIBERY

It is hoped that you, as a student-athlete, will never be approached in an attempt to involve yourself in a gambling or bribery situation. However, if this occurs, you are **required** to report the incident to your coach immediately. This includes but is not limited to; being contacted by sources seeking information regarding condition and attitude of the team and being asked to alter a game in some manner.

SD MINES and the Department of Athletics are committed to combating all forms of gambling and bribery. Please keep in mind that your participation in gambling interests, even in the most minor fashion, may jeopardize your athletic career. Any questions regarding the NCAA rules on gambling and associated NCAA penalties can be outlined by the Compliance Director.

F. ALCOHOL POLICY and ABUSE

1. **SD MINES and BOR Policy**
   a. SD MINES and the South Dakota Board of Regents (4:27 Drug Free Environment and 3:4 Student Conduct Cose) are committed to providing a drug free environment. Furthermore, SD MINES prohibits the possession of empty alcoholic beverage containers of any kind. Likewise being in the presence of alcohol or other illicit substances, whether on campus or in the SD MINES managed residences, is also prohibited.

   b. BOR alcohol and other drug policy violations are cumulative throughout a student's enrollment at South Dakota Board of Regents institutions (they stay on the student's discipline record and are transferable). SD MINES alcohol and other drug policy violations are not cumulative between academic years. This policy does not replace nor restrict the Student Conduct Code (3:4) or the Drug Free Environment policy (4:27) as established by the South Dakota Board of Regents.

2. **SD MINES Athletic Department Policy**
   a. **On Campus or Under University Jurisdiction**
      i. The University's Student Conduct System will handle all first offense violations.
      ii. The University's Student Conduct System will handle all second offense violations. Drug and alcohol counseling as offered by the university will be completed prior to the athlete competing. The coach may revoke the athlete's scholarship for one semester.
      iii. The University's Student conduct System will handle all third offense violations. The athlete is immediately suspended from his team and must undergo university drug and alcohol counseling. The athlete's scholarship will be revoked.
      iv. Any violation on a road trip will be treated as in number 2 above.
      v. Coaches may invoke additional penalties in each offense.
      vi. The Student Conduct Administrator will notify the Athletic Director of any recorded violation of BOR or University alcohol and other drug policy violations.

   b. **Off Campus and Away From University Function Violations**
      i. Criminal offense of DUI and other alcohol/drug related incidents will be treated in the same sequence as listed above.

This policy is the minimum policy that all teams will follow. Your coach may have a stricter alcohol policy, but this alcohol policy will be the basis in which to start potential violations and sanctions.

3. **SD MINES Procedure**
   a. Students found in violation of the School of Mines policy for alcohol and other drugs may or may not also be in violation of BOR policy concerning alcohol and other drugs (BOR Policy 3.4.2.B.16). Interpretation is at the discretion of the student conduct administrator and the Judicial Committee on a case by case basis. In the event a student is found responsible for a second violation of the School of Mines Policy IV-A-03 within the same academic year, it will be considered a violation of BOR Policy (3.4.2.B.16.) automatically.
   b. Recognized student organizations are expected to report underage drinking at their sponsored events or on their property to the student conduct administrator for remedial action with individual students. Failure to report via the campus student conduct process may result in action being taken against the student organization.
   c. At a minimum, students who violate the SD MINES alcohol or other drug policy will be sanctioned as follows:

i. 1st violation—a $50 fine, completion of the *Choices* interactive journal; if under 21, parental notification will include a copy of the letter of sanction being sent to the student's parent/legal guardian.

ii. 2nd violation—a $100 fine, completion of a brief alcohol assessment and any recommended consequences from the assessment, one-year disciplinary probation; if under 21, parental notification.

iii. 3rd violation—probable suspension for at least a semester; in extenuating circumstances, student may stay enrolled but must complete an approved treatment program; if under 21 parental notification.

G. Student Athlete Misconduct Procedures

1. **ON CAMPUS OR UNDER UNIVERSITY JURISDICTION.**

   a. The University's Student Conduct Office will handle all first offense student conduct violations.
   b. The University's Student Conduct Office will handle all second offense student conduct violations. The coach may revoke the athlete's scholarship for one semester.
   c. The University's Student Conduct Office will handle all third offense student conduct violations. The athlete's scholarship will be revoked.
   d. Any violation on a road trip will be treated as in number 2 above.
   e. Coaches may invoke additional penalties in each offense. Any penalties invoked by the coach do not exclude the student athlete from Student Conduct Office adjudication.
   f. Student Conduct Administrator will notify the Athletic Director or coach of the team in which the player belongs to of any recorded violation of Student Code of Conduct policy violations. This communication is maintained on both sides.

2. **ALCOHOL AND OTHER DRUG ABUSE.**
   a. The University's Student Conduct Office will handle all first offense student conduct violations.
   b. The University's Student Conduct Office will handle all second offense student conduct violations. Drug and alcohol counseling as offered by the university will be completed prior to the athlete competing. The coach may revoke the athlete's scholarship for one semester.
   c. The University's Student Conduct Office will handle all third offense student conduct violations. The athlete is immediately suspended from his team and must undergo university drug and alcohol counseling. The athlete's scholarship will be revoked.
   d. Any violation on a road trip will be treated as in number 2 above.
   e. Coaches may invoke additional penalties in each offense. Any penalties invoked by the coach do not exclude the athlete from Student Conduct Office adjudication.
   f. The Student Conduct Administrator will notify the Athletic Director or coach of the team of which the player belongs to of any recorded violation of Student Code of Conduct policy violations. This communication is maintained on both sides.

PART III---OFF CAMPUS AND AWAY FROM UNIVERSITY FUNCTION VIOLATIONS.

1. Any off-campus incidents will be treated in the same sequence as listed above.

III. STUDENT-ATHLETE ELIGIBILITY

A. GENERAL ELIGIBILITY REQUIREMENTS

In order to ensure a system of checks and balances, the Athletics Department works closely with the office of Admissions, Registrar, Financial Aid and the Faculty Athletics Representatives in determining eligibility. SD MINES S-As will meet applicable NCAA, Conference, and Institutional eligibility requirements before being permitted to practice, compete, or receive athletically related aid.

1. You as an Eligible Student Athlete
All student-athletes at SD MINES, regardless of whether or not they were recruited, or whether or not they receive athletic grants-in-aid, must go through the annual certification process. This is conducted for each team by the Compliance Staff prior to the start of organized practice sessions.

Once you are certified as eligible to compete at the beginning of each fall semester, you must remain academically and athletically eligible throughout the year in order to continue to participate in your intercollegiate sport. Additionally, we expect your best effort as a student-athlete, both on and off the playing field. Compete hard, but always in a sportsmanlike manner.

SD MINES offers varsity sport opportunities for men and women. These opportunities include:

Men	**Women**
Basketball	Basketball
Football	Volleyball
Cross Country	Cross Country
Golf	Golf
Indoor Track	Indoor Track
Outdoor Track	Outdoor Track
Soccer	

2. NCAA Squad Meeting
Before you begin to practice in your sport each year, an NCAA Squad Meeting is held for each team. At this time information on forms sent out electronically, rules and procedures are explained and any questions you may have concerning eligibility are answered.

You may not participate in intercollegiate athletics until you have participated in the team NCAA Squad Meeting or met individually with the Compliance Office. This must be done prior to your first practice in each sport in which you participate. After the annual fall certification, your continued eligibility will be monitored by the Compliance Department as well as the Registrar's Office. You will receive an a notification of some sort from the Compliance Office if you become ineligible at mid-year and you may lose your athletic scholarship. If you have questions about your eligibility, contact the Compliance Office.

3. Athletic Eligibility

There are a variety of non-academic, NCAA-related rules that may affect your eligibility as a student-athlete. A brief description of some of the significant ones follows:

a. **Amateur Status Rules**
   1. **Within Your Sport, You CANNOT**
      i. Accept payment or the promise of payment (in cash, prizes, gifts or travel) for participation in your sport.
      ii. Use your athletic skill for payment.
      iii. Play on any professional athletics team or on a team where one or more of the members receive payment in excess of actual and necessary expenses.
      iv. Have your athletically related financial aid determined by anyone other than the college.
      v. Participate on teams other than those fielded by the College during the season. This excludes Volleyball. (This includes tryouts, exhibitions or tournament games).
   2. **In Any Sport, You CANNOT**
      i. Agree to have your picture, name or likeness used to promote a commercial product.
      ii. Receive any benefit that is not available to other students as SD MINES.

   3. **Extra Benefits**
      i. You are asked to be especially careful about accepting any **"extra benefits"** from an athletic booster or supporter. An "extra benefit" is defined as any special arrangement by an athletic representative

(booster) or an institutional staff member to provide a student-athlete or his or her relative with a benefit not permitted by the NCAA legislation. There will be eligibility consequences if you are found to have accepted anything that is impermissible under NCAA rules. Some examples of "extra benefits" and things that you must be particularly careful about include (but are not limited to):

a) Loans or cash, or co-signing for a loan
b) Special discounts on goods and services such as car repairs, haircuts, and legal services
c) Discounted and or free meals at restaurants
d) Free or reduced housing and/or board during the summer or academic year
e) Payment for your transportation or loaning you a vehicle for a trip home or to any other location for ANY reason
f) Payment of room, board, or transportation costs for your friends or family when they visit campus or attend an away athletic contest
g) Free long distance phone calls for you, your friends or relatives
h) Gifts of any kind, including birthday and holiday gifts
i) Transportation while employed that is not provided to all employees

It is important for you to remember the rules regarding "extra benefits" are in effect throughout the entire year, including the summer and semester breaks.

If anyone approaches you with offers such as those above, you should notify your Head Coach or the Compliance Office as soon as possible. Remember that you are the one who will suffer and potentially lose participation opportunities by accepting anything that is against NCAA rules. ***Ask before you ACT!***

ii. Complimentary admissions to team competitions are distributed in accordance with NCAA rules and regulations as well as SD MINES athletic department, which can allow each student-athlete a ***maximum of 4*** *complimentary admissions for contests* although coaches will determine their complimentary admissions procedures. All other athletic events ticket procedures are subject to change. NCAA regulations do not permit the distribution of "hard tickets" for complimentary admissions. Complimentary admissions are through a pass list. It is NOT permissible to receive anything of value in exchange for use of complimentary admissions. Complimentary away admissions are not given at any SD MINES athletics event.

4. **Illegal Benefits**
   i. You CANNOT accept:
      a) More than the allotted number of complimentary admissions
      b) Sell complimentary admissions at any price
      c) Receive outside financial aid without notifying the Director of Financial Aid and the Compliance Director
      d) Receive material benefits that are not available to the general student body

You should not accept special discounts or special payment arrangements on any purchases or services. If you accept illegal aid you may lose your eligibility, your scholarship and your right to compete in intercollegiate athletics.

b. Gambling (NCAA Bylaw 10.3)
   1. The NCAA rules on gambling prohibit student-athletes from knowingly being involved in any of the following activities:
      i. Providing information concerning intercollegiate athletics competition to individuals involved in organized gambling activities
      ii. Soliciting a bet on any professional or intercollegiate team
      iii. Accepting a bet on any team representing the institution
      iv. Soliciting or accepting a bet on any intercollegiate competition for any item (ex. Cash, shirt, dinner) that has tangible value
      v. Participating in any gambling activity that involves professional or intercollegiate athletics through a bookmaker, a parlay card or any other method employed by organized gambling

2. You are required by the NCAA and the Department of Athletics to report any individual who offers gifts, money or favors in exchange for supplying information or for attempting to alter the outcome of any contest. Such individuals should be reported to your coach and/or the Compliance Director. The following are some situations to avoid:
   i. Never supply information about your team to strangers
   ii. Never accept any "free rides" from strangers such as meals, presents, etc.
   iii. Never accept any money from a "fan" for a game "well played"
   iv. Never discuss the condition of injured teammates or the attitude of your team with anyone other than your teammates and coaches
   v. Never attempt to sell your complimentary admissions to anyone

c. Medical Hardship
   1. NCAA
      i. Hardship is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions:
         a) occurs in one of the 4 seasons of intercollegiate competition at any 2-year or 4-year collegiate institution
         b) Results in an incapacity to compete for the remainder of that playing season
         c) Occurs when the S-A has not participated in more than 2 contests/dates of competition or 20% of institution's completed contests/dates of competition or 20% of the maximum permissible number of contests/dates of competition in his or her sport (whichever is greater)

d. Outside Competition
   1. NCAA rules **do not** permit S-A's to participate as members of any outside team in non-collegiate amateur competition during the academic year. There are a few exceptions to this rule. If you are interested in participating on an outside team during the academic year, you must see your Head Coach and the Compliance Director to determine if such participation is permissible.
   2. Participation on outside teams during the summer is permissible as long as participation follows NCAA bylaws. The NCAA does restrict the number of individuals from SD MINES who can participate on the same team in the sports of basketball and volleyball.
      i. Summer basketball leagues – the league must be certified by the NCAA. You must see the Compliance Director to confirm certification of the basketball league and obtain the approval of the Director of Athletics prior to participation in a summer league.

e. Practice Time
   1. Your participation in countable athletically related activities is limited to a maximum of **4 hours per day and 20 hours per week, with 1 mandatory day off** (which may include a travel day) during the season. Outside of the declared playing season, your participation in countable athletically related activities is limited to a maximum of 8 hours per week, of which 2 hours can be team activities/practice and or individual skill instruction, while the other 6 hours are limited to those activities listed in activities ii and iii below. Individual skill instruction means the coach works with no more than 4 student-athletes at any one time in any place. This "individual skill instruction" is voluntary and must be at your request. It is permissible in all sports except football. Countable athletically related activities include:
      i. Practice and competition
      ii. Required weight training and conditioning
      iii. Participation in a divisional physical fitness class or individual workouts
      iv. Divisional review of athletic practice or contest films or videotapes
      v. Required camp, clinic or workshop participation
      vi. Athletically related meetings
      vii. Required on-court/on-field activities

A practice is any meeting, activity or instruction involving sports-related information and having an athletic purpose which is held at the direction of, or supervised by, any member of the College's coaching staff. A team meeting to discuss only the drug-testing program, academic orientation, etc. would not be considered practice, and it would not count against your hour limitations.

B. FRESHMAN ELIGIBILITY FOR SD MINES

To qualify for automatic admission entering freshman must achieve an ACT composite score of 25 **AND** and ACT math subscore of 25 (or SAT equivalent score); **OR** obtain a high school GPA of at least 3.5 on a 4.0 scale and have taken 4 years of mathematics; **OR** are a South Dakota Regents' Scholar.

C. CONTINUING ELIGIBILITY

The Compliance Director in conjunction with the Registrar's office verifies that each returning S-A is in good academic standing and is meeting the requirements for satisfactory progress per NCAA standards. Together they are responsible for certifying the academic standing and satisfactory progress of each S-A. The S-A must be enrolled in a minimum of 12 hours to be eligible for participation (practice or competition) and financial aid.

1. *GENERAL PHILOSOPHY:* S-As and coaches are responsible for tracking satisfactory progress at all times. The Athletics Compliance and Registrar's Offices are responsible for providing coaches with information, in a timely manner, to enable the coaches to track S-A satisfactory progress. Ultimately the decision of eligibility will be determined by the Faculty Athletic representative and the Registrar's Office with assistance from the Compliance office with direction from the AD.
2. *ANNUAL REQUIREMENT:* Each S-A is required to pass a minimum of 24 semester hours during the academic year.
3. *REQUIRED MAJOR:* Prior to the S-A's third year (or beginning with the fifth semester), an academic major must be declared. At that time all credits taken must be required for that major. (During the final year of enrollment there are exceptions that can be used. See Compliance Director for information).
4. *ACADEMIC YEAR REQUIREMENT:* At least 75% of the required hours must be earned during the regular academic year. If necessary no more than 6 credit hours can be taken during the summer to meet the 24 credit hour requirement and/or to raise the gpa to the required 2.0.
5. *MINIMUM HOURS AND GRADE POINT AVERAGE REQUIREMENT:*
   During the 2015 Fall Semester a minimum of **6 credit hours** must be passed but beginning in Spring 2016 each semester **9 credit hours** must be passed each semester to meet progress toward degree requirements.
   Required Minimum GPA: 2.0

D. TRANSFER ELIGIBILITY

1. Transfers

The NCAA requires extensive documentation on a transfer student-athlete who wishes to compete in athletics at a new school (referred to as the certifying institution) prior to certification of eligibility. All students who have **ever** attended a 2- or 4-year school full-time, even those who did not participate in athletics at the former institution, are considered to be a transfer. A "Transfer Student-Athlete Certification of Eligibility" form must be completed by the Compliance Office, Transfer Admissions (2-4, 4-2-4 only) and the Registrar's Office before a transfer student-athlete can be certified.

All transfer student-athletes must meet with the Compliance Office during the initial student-athlete meeting or individually before they can participate and must be in compliance with all applicable NCAA Transfer requirements including required releases from previously attended institutions.

2. Factors Affecting Eligibility After Transfer

Your status as an eligible SD MINES student-athlete who has transferred from another 2- or 4-year school may be dependent on several factors. These may include:

a. Were you a "qualifier," "partial–qualifier" or "non-qualifier" coming out of high school or prep school?
b. What was your athletic history at your former institution?
c. What was your age when you first entered a 2-or 4-year school full-time?
d. Do you qualify for a waiver of the residence requirement?
e. Does your previous institution have any objection to a waiver?
f. Were you recruited out of high school?

It is important that you make an appointment to discuss your history with the Compliance Director in order to determine your eligibility.

3. Transferring from SD MINES

The decision to transfer from SD MINES to another institution is a matter that requires very careful thought. Below is a summary of NCAA rules which will help you better understand the consequences of such a decision.

a) Before you may begin to discuss possibilities with a new school, your potential future school **must first receive written permission from the SD MINES athletic administration.**
   1) First, inform your coach of your interest in going elsewhere. It is important for you to understand that if you or your parents make contact with a new school they are obligated to let SD MINES know. The new school must receive written permission from SD MINES in order to have further discussions with you.
      i) NCAA regulations require that you sit out at the new institution for one academic year prior to participating in athletics unless you meet the requirements of the "One-Time Transfer Exception."

In all transfer cases, it is vital that you become familiar with the ramifications of your activities before you take action. Consult the Compliance Director or the Faculty Athletics Representative for information as soon as you think you may want to transfer.

E. FINANCIAL AID

1) Financial Aid Policy
   a) It is the policy of the SD MINES Department of Athletics to make Athletics Financial Aid available to S-As in most sports governed by the department. The determination on which current S-A will receive recommendations for athletic aid is the responsibility of each sport's head coach. In addition to current S-As, others possibly eligible for athletics financial aid (within NCAA limitations) include injured non-participating athletes, fifth-year eligibility-completed former S-As, and student managers.

2) Financial Aid Eligibility
   a) All Athletics Financial Aid will be awarded in accordance with NCAA, Conference, and SD MINES rules and regulations. S-A's who enroll as entering freshmen, with no previous full-time college attendance, shall meet applicable NCAA academic requirements for financial aid, practice, and competition. Once certified by the NCAA Initial Eligibility Center, these S-As will remain eligible for athletically related institutional financial aid during their first year of enrollment for any term in which they are enrolled as a full-time student.
   b) S-As who have spent one year in residence or utilized at least one season of eligibility at SD MINES shall be eligible to receive athletically related institutional financial aid for any term in which they are enrolled as a full-time student under the following criteria;
      i) *FULL-TIME ENROLLMENT REQUIREMENT:* Eligibility for athletically related institutional financial aid shall be contingent on the S-A being enrolled as a full-time student. Should a S-A reduce his/her course load below full-time status (12 hours) during any term, his/her eligibility for athletic financial aid for that term may be lost.
      ii) *GPA REQUIREMENT:* A minimum 2.0 cumulative gpa is required in order to receive athletically related institutional financial aid.
      iii) *FINAL TERM EXCEPTION:* S-As enrolled in their final term prior to receiving their baccalaureate degree will be required to take only those courses necessary to complete the degree as certified by the records office.

3) Other Aid
   a) Compliance
      i) Any merit, private, state, or federal scholarships (grants) received by a S-A must conform to NCAA regulations and be reported to the Financial Aid Director's office.
   b) Reported
      i) Financial Aid Received from any source other than SD MINES, or persons upon whom the recipient is naturally or legally dependent, shall be reported, via email or by completing the online form found on the Financial Aid website, to the Assistant Financial Aid Director for NCAA Compliance as soon as the S-A is made aware of the award.

4) Need-Based Aid
   a) All S-As are encouraged to apply for need-based assistance. Any such aid awarded shall be considered within applicable NCAA guidelines. If the need-based aid and athletic scholarship exceed the Full Grant in Aid (see below), this could result in reduction of Need-Based Aid or athletic scholarship.

5) Full Grant In Aid (GIA)
   a) The cost of a full Grants-in-Aid (GIA) shall consist of: room, board, tuition, fees, required course-related books and required course-related supplies.

   b) Renewal GIA: The renewal of a GIA shall be made on or before July 1 prior to the year it is to be effective. The individual and coach will meet each year to discuss renewals. If the GIA is to be reduced or not renewed, the Financial Aid Office will inform the S-A of his/her right to a hearing and the guidelines to such a hearing. Once notified of rights to a hearing the S-A will have 14 days to respond or request a hearing.

   c) Terms and Conditions

      i) GIA's are awarded in accordance with SD MINES and NCAA regulations and is for the period of time specified, **not to exceed one academic year.**

      ii) Each athletic team is provided with a specific number of GIA's (scholarships) in accordance with budgetary restrictions and NCAA regulations and is awarded by SD MINES Financial Aid Office upon the recommendation of the Head Coach and the approval of the AD.

      iii) GIA's are **not** reimbursement for services performed, but rather are provided to help S-A's with their educational expenses.

      iv) Once a GIA is awarded, SD MINES is committed to fulfilling its financial obligation to you until your award is exhausted or until a time that a student should become ineligible. However, please remember that athletic GIA's are 1 year, renewable awards.

   d) Full Grant-In-Aid Limit

      i) A GIA may be reduced such that the value of the grant, together with any other countable financial aid (as defined by the NCAA) does not exceed the value of a full GIA as stipulated by NCAA regulations.

   e) Policy on Reduction or non-renewal of GIA

      i) Athletics GIA are made for a specific time period not to exceed one academic year. No athletic GIA is required to be renewed for an ensuing period, and no coach can promise a S-A at the signing that his/her grant will be renewed, reduced or canceled for no more then one academic year.
         (1) *DECISION IS RESPONSIBILITY OF COACH:* The primary responsibility for the evaluation of the S-A and the decisions concerning continuation of the S-A on the team (as well as recommendation for reduction or non-renewal of athletics GIA) rests with the head coach of each sport. The determination of the methodology for such evaluations and judgments are clearly within the realm of professional competencies and responsibilities of the coach.

         (2) *NCAA AND INSTITUTIONAL CONCERNS:* Reductions and non-renewals will be handled in accordance with NCAA regulations. The primary concern of the institution in these matters is the S-A is not treated in an arbitrary manner. All decisions should be made in a timely manner, as the situation permits, to allow all parties alternative athletic or academic opportunity.
         (3) *HEARING OPPORTUNITY:* A S-A whose grant has been recommended for reduction or non-renewal shall be afforded the opportunity for a hearing in accordance with the NCAA Policy and the Financial Aid Office procedures for athletic appeals.

      ii) Procedure for Non-Renewal of Athletics GIA
         (1) The Head Coach will meet with the student-athlete to notify them of the non-renewal of their athletic aid.
         (2) The Department of Athletics notifies the Director of Financial Aid of the recommendation for non-renewal of athletics grant in aid for the student athlete.
         (3) Financial Aid Appeals Hearing Procedure – Student-athletes wishing to appeal non-renewal, reduction or cancellation of financial aid must contact the Financial Aid Office to obtain an Athletic Scholarship Appeal Form. The appeal form and supporting documentation should be submitted to the Financial Aid Office within 14 days of the date of the email informing them of their non-renewal. Upon receipt of an appeal request, the

Financial Aid Office immediately notifies the Head Coach, Director of Compliance, Director of Athletics and Athletic Appeals Committee. The Department of Athletics is then responsible for submitting documentation to the Athletic Appeals Committee within 14 days at which time they will meet to discuss and review all documentation. After reviewing all materials, the Financial Aid office will contact the student-athlete and the Department of Athletics and establish an agreed upon date and time for a face-to-face hearing (or accommodations for a phone or video conference if the student athlete has already left the area). The appeal hearing must be conducted within 30 days of receiving the appeal request. After the hearing, the Financial Aid Office will provide the student-athlete and the Department of Athletics written notification of the decision of the Athletics Appeal Committee.

f) Grant-In-Aid Cancellation or Reduction During Period of Award

i) The primary concern of the institution in these matters that the S-A not be treated in an arbitrary manner. All Reductions and Cancellations will be handled in accordance with NCAA regulations.

ii) The Head Coach or Athletic Director will meet with the student-athlete to discuss the reduction or cancellation of their athletic aid.

iii) Institutional aid **may not** be reduced or cancelled during the period of its award for any of the following reasons:
(1) On the basis of a S-A's ability or contribution to the team's success;
(2) Because of an injury that prevents the recipient from participating in athletics; or
(3) For any other athletics reason.

iv) Institutional aid **may** be reduced or cancelled during the period of its award if the recipient:
(1) Renders him/herself ineligible for intercollegiate competition;
(2) Fraudulently misrepresents information on an application, NLI or other documents;
(3) Engages in serious misconduct warranting substantial disciplinary action;
(4) Voluntarily withdraws from a sport
(5) Violation of team/institution/athletic department rules

If you accept illegal aid you may lose your eligibility, your scholarship (if applicable) and your right to compete in intercollegiate athletics. All financial aid should be awarded by SD MINES and all other sources of financial aid MUST be declared each year. Any other source of assistance (outside of your immediate family) may jeopardize your eligibility under NCAA rules. Please check with the Compliance Director if you are unsure of any aid source.

F. SUMMER SCHOOL

Currently, S-As are required to pay for all of their summer school expenses. If financial aid becomes available for summer school, it will be at the discretion of the AD

G. General Information

1. Complimentary Admissions

a. Procedure for Obtaining Complimentary Admissions

The complimentary admission request lists are available through a designated team representative. Your head coach will provide you with the name of the team representative for your program. You must indicate to your team representative the first and last names of individuals who are to receive complimentary admissions. Each guest may receive only one complimentary admission.

b. Information for Your Guests

Please inform your guests they MUST show a valid ID and sign the Complimentary Ticket Request List next to the respective student-athletes name in which they are using to enter, to obtain admission (this does not pertain to children with their parents). The designated window will open 1 ½ hours prior to the start of each football game and remain open until the end of first half. For basketball and volleyball contests, the ticket table will be set up one hour prior to game start and remain open through the end of the first half. Hard copies of tickets are **not** distributed.

For football complimentary admission, guests will be directed to the "will call" window. Basketball and Volleyball complimentary admissions will be handled at the main ticket table. Please remind your guests that they are also the guests of the College and should conduct themselves in an appropriate manner.

<u>If your guest is not on the pass list or does not have ID they will be required to pay for admittance to the event.</u>

<u>2. Hosting a Prospective Student Athlete</u>

When a prospective student-athlete visits SD MINES, you may be asked to serve as his or her host. The NCAA has strict rules and regulations that must be followed.

Your coach will review with you the NCAA rules for hosting a prospective student-athlete.

As a host, treat prospective student-athletes with the friendliness which typifies our athletics program. Give each of them a taste of the distinctive environment which makes SD MINES unique. There are consequences for making bad decisions while a prospective student athlete is on their recruiting visit, please be aware of these rules.

Do your best to represent the athletics program and SD MINES favorably. Be aware that your impression of the prospective student-athletes you host will be of interest to your coach.

<u>3. Student Athlete Employment</u>

a. Employment Tips
Please keep in mind that you are representing the Department of Athletics and SD MINES, and, as such, are expected to conduct yourself in a conscientious and responsible manner.

Additionally, be considerate of the student-athletes who must follow in your footsteps. If you are an unreliable employee, your employer may prefer not to hire another student-athlete.

If you will be working with an outside agency that has a relationship with the college, please notify your coach and the compliance office so that it will be documented that no special arrangement of pay has been made.

b. Employment Rules
The following rules are applicable to any type of student-athlete employment:

- The work performed must be useful;
- The rate of pay is to be the normal rate of pay for the duties performed;
- The hours paid must be for hours actually worked;
- Payment in advance of hours worked is not permitted;
- Transportation to work may be provided only if transportation is available to all employees; and
- For payments made in cash. The SA must sign for amount received.

<u>4. Medical Care</u>

The athletic training staff's goals are to prevent injuries whenever possible and to offer a rehabilitation program when necessary. The Athletic Training staff has a personal interest in you and your well being. In order to best serve you, it is vital that you report **all** injuries and illnesses, **whether athletically related or not**, to the staff as soon as possible. This must be done in person at the Athletic Training Room.

a. Physical Examinations
SD MINES requires a physical evaluation and examination preformed by a licensed physician each year before the S-A will be allowed to participate in the intercollegiate sports program. Physicals will be coordinated through the Head Athletic Trainer. A completed record of the physical will be on file with the Athletic Training Room.

b. Documentation of Previous Injury
All student-athletes are asked to complete the SD MINES Health History form describing previous injuries and their past medical history. If you have sustained injuries to your head, neck, back, shoulder, knee, ankle or internal organs, or if you have, in the year prior to becoming a team candidate, had fractures, dislocations, severe sprains, surgery or any other major health-related problem, you are required to note this on the information form. SD MINES will not take responsibility for any pre-existing injury which has not been properly rehabilitated.

Previous injuries not fully rehabilitated may disqualify you from participation until approval is received from the Athletic Training Staff. If you are under the care of a physician not associated with SD MINES, written permission must be received by the Athletic Training staff indicating when you may resume activity and if any limitations exist.

c. *Treatment of Athletically Related Injuries and Illnesses*
You must report all injuries or illnesses (including those NOT athletically related) that might interfere with your ability to practice or participate in your sport to the Athletic Training Room staff as soon as possible. If the injury occurred during practice or competition, you should see your team's Athletic Trainer as soon as possible. At that time, an evaluation is performed to determine the extent of your injury and your ability to practice or compete that day. If necessary, an outside medical referral may be made at that time.

While the Training Room is **only allowed** (per NCAA regulations) to treat **athletically related injuries**, it is important that they be notified of any injury or illness that might affect your sports participation. If you are unable to keep a doctor's or athletic trainer's appointment, be sure to call and cancel.

d. *Referrals*
Whenever a member of the Athletic Training staff feels that you should be referred to a specialist, the Athletic Training Room staff will make the necessary arrangements. Specific appointments and referral information will be arranged by the Athletic Training staff at SD MINES. If you cannot provide your own transportation, the Athletic Training staff will make the necessary arrangements.

A consultation between your parents and the attending physician will be arranged upon your parents' request. All return to play decisions regarding medical clearance, however, rests with the Head Athletic Trainer and/or team physician.

If you or your parents wish to obtain a second opinion that is encouraged and is your right as a student athlete. Please inform the Athletic Training of this and we will be glad to assist you in any way we can.

e. *Emergency Treatment*
If a life-threatening injury or emergency situation occurs while you are practicing or competing for SD MINES, your coach or athletic trainer will see that you are transported quickly to the nearest appropriate treatment facility.

f. *Training Room*
The Athletic Training Rooms in the King Center and at O'Harra Stadium are open a variety of hours. Please check with the athletic training staff for specific hours.
For additional information on general Athletic Training Room Services, call 394-6870.

g. *Doctor's Appointments*
When you are referred to a physician or other "provider of service" (e.g. hospital, or other health care provider) outside the Athletic Training Program, be sure to take your insurance information.

5. Substance Abuse Program for Student Athletes

Student-athletes occupy a special position in the SD MINES College community. They must maintain a high degree of physical fitness and alertness to perform to the best of their capacity in their athletic endeavors. They must adhere rigorously to the highest standards of ethical behavior in their chosen sports. And they must be prepared to be viewed as role models by their peers.

These and other demands placed upon you as a student-athlete by the SD MINES College community make it essential that you exist in a drug-free environment. Remember that the intent and purpose of this substance abuse program is **not** punitive, it is educational and preventive.

With the twin goals of a drug-free environment and responsible management of alcohol use in mind, SD MINES has and will continue to develop the following program of education conducted by the Training Room Staff.

a. Drug Education
Drug Education is available through the university's student services area. S-A's are viewed within NCAA D-II as students first and therefore the Athletic Department works cooperatively with the Student Services area to provide these services.

b. The Purpose of Drug Testing
While SD MINES Athletics makes every effort to educate you concerning the dangers of drug abuse, mandatory drug testing is done randomly to give you an additional reason to say "no," and to identify any student-athlete who is using a prohibited substance.

If you are found to be using a drug specified on the NCAA Banned Drug List, you will be counseled on the effects on you, and on fellow team members. You are also required to participate in drug assessment, education, counseling, and/or treatment programs as directed by the College.

Drug testing is done to ensure that you are medically competent to participate in intercollegiate athletics and to minimize your risk of being injured.

c. Drug Testing by the NCAA
As a SD MINES student-athlete, you are subject to drug testing by the Department of Athletics and by the NCAA. Under NCAA regulations, any student-athlete involved in any round of an NCAA championship (individual or team) or in a certified postseason football bowl game may be tested prior to, during or after the event. In addition, student-athletes competing in SD MINES football may be tested by the NCAA **at any time during the year, any number of times.**

If any of these tests confirm that you have used a banned drug, the NCAA will declare you ineligible for further participation in postseason and regular-season competition for one calendar year following your positive test and until you retest negative.

d. Drug Testing by SD MINES
Drug testing is conducted randomly throughout the year by the SD MINES Athletic Training Staff. Failure to submit to a drug test when requested will result in the same sanctions as testing positive.

6. NCAA Banned Drug List

NCAA Banned Drugs

The NCAA bans the following classes of drugs:

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

Note: Any substance chemically related to these classes is also banned.
The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.
Drugs and Procedures Subject to Restrictions:

a. Blood Doping.
b. Local Anesthetics (under some conditions).
c. Manipulation of Urine Samples.
d. Beta-2 Agonists permitted only by prescription and inhalation.
e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product,
review the product with your athletics department staff!

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

Some Examples of NCAA Banned Substances in Each Drug Class

NOTE: **There is no complete list of banned drug examples!!**

Check with your athletics department staff before you consume any medication or supplement.

Stimulants:

amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexaneamine: etc.

exceptions: phenylephrine and pseudoephedrine are not banned.

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

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

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

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

Diuretics (water pills) and Other Masking Agents:

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

Street Drugs:

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

Peptide Hormones and Analogues:

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

Anti-Estrogens :

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

Beta-2 Agonists:

bambuterol; formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class of banned drugs is also banned! (unless otherwise noted)

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

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

The National Collegiate Athletic Association
May 2012

IV. RECOGNITION AND SUPPORT

A. RECOGNITION

Recognition for your outstanding athletic contributions may be in the form of public or media attention, professional recognition or in the form of various awards.

Your visibility as a successful student-athlete may also lead to requests from the news media for interviews or statements. As you are recognized for your achievements, remember that you are representing yourself, your team, the athletics program and SD

MINES. You will be asked to sign a waiver to allow the Athletic Department to use your academic records to supply information for academic achievement awards. This is only performed by qualified personnel and only when necessary.

1. Athletic Awards

In order to receive an athletic award, you must be of amateur standing, eligible for athletic participation as defined by the NCAA and you must have been representing SD MINES at the time of competition. Additionally, you must possibly meet specific standards set by the RMAC, the athletic department and/or your head coach in order to be eligible to receive specific awards.

2. Recognition Events

There is often some confusion concerning the types of recognition that are allowable, as well as what travel expenses you may accept in connection with various types of recognition. Before traveling to any such event, check with your coach or the Compliance Office.

a. Promotional or Charitable Benefit Appearances
According to NCAA regulations, student-athletes may make promotional appearances under certain conditions. All requests for such appearances must be processed through and pre-approved by the Compliance Office.

As a prerequisite to approval, the student-athlete and an authorized representative of the organization requesting the appearance must sign a release statement ensuring that the student-athlete's name, image or appearance is used in a manner consistent with NCAA guidelines.

Please direct any such requests to your coach or directly to the Compliance Office, and make sure that **written** approval is on file before proceeding.

You may not miss classes due to participation in the activity, and you may only receive actual expense money. This means actual transportation costs or mileage, if you drive (provided that travel occurred within the state or within 100 miles of the campus), and a meal, if appropriate.

B. ATHLETIC SUPPORT

The following organizations build enthusiasm for SD MINES athletics programs. Let them know you appreciate their efforts.

1. Booster Organizations

The Hardrock Club was organized in 1951 by Tech officials and business leaders to raise money to recruit student athletes. The Hardrock Club is responsible for soliciting funds exclusively for the athletic department.

A. The purpose of the Hardrock Club is:
   i. Assist in providing financial support for athletic scholarships
   ii. Assist in increasing visibility and attendance of SD MINES athletic events to the campus community and the general public
   iii. Assist in providing financial resources for program support and other activities
   iv. Organize and manage the operation of the SDSMT&T Hall-of-Fame and Hardrock Room

V. FACILITIES

MULTI-SPORT FACILITIES
In addition to these sport-specific facilities, you'll need to know the locations and policies of the following multi-sport facilities.

A. LOCKER ROOM RULES

Locker room rules are determined by each sport's coach and will be addressed by the coaching staff.

B. LAUNDRY ROOM

Arrangements for the cleaning and laundering of gear are made by the Equipment Manager for all sports. You are provided a clean set of workout gear for each practice, as well as clean uniforms for each game. Cleaned gear will be available before practice, and you are responsible for delivering soiled gear to the designated laundry drop-off area after practice.

Please note that **no personal laundry** may be washed through the Equipment Room facilities. This is considered to be an "extra benefit" and would violate NCAA rules.

C. STRENGTH AND CONDITIONING PROGRAM

The strength and conditioning program is overseen by Bret Miguez and all inquiries should be made directly to him.

VI. STUDENT-ATHLETE SERVICES

A. ACADEMIC PHILOSOPHY STATEMENT

It is the policy of the Athletics Department that each head coach is directly responsible for overseeing the academic progress of each S-A involved in their program. The AD in conjunction with the College's Registrar's office will assist by monitoring academic success, progress toward a degree and assisting with academic advisement/registration.

B. ADVISEMENT DUTIES

Academic advisement is to be performed by the assigned faculty advisor. Coaches are encouraged to speak with their S-A's about their schedules so that classes do not conflict with practice times. The AD or the SWA will ensure that advisors are aware of the general studies requirements and the special needs of individual S-A. Each term, all S-As should do the following to ensure NCAA eligibility and satisfactory progress toward a degree:

1. Meet with academic advisor for advisement and completion of registration schedule form. Be sure:
    a. The schedule has at least 12 countable hours (remember that 12 is a minimum, not a goal).
    b. To discuss practice schedule and potential travel schedule with the advisor.

Coaches and athletes are encouraged to contact the AD or SWA or Compliance Coordinator anytime there may be a question about academic advice an S-A has received pertaining to academic advisement or concerning eligibility. An S-A's opportunity to participate should not be jeopardized through ignorance of academic eligibility standards.

C. ENROLLMENT REQUIREMENT

Each S-A must be enrolled in a minimum of 12 countable hours per term. A S-A who drops below 12 hours may be immediately declared ineligible for practice, competition, athletic financial aid and other financial aid for the remainder of the term.

D. DECLARATION OF MAJOR

Prior to the fifth semester of attendance, each S-A must declare an intended major. Once a S-A declares a major, all 24 hours applicable to annual eligibility must apply to that chosen major.

E. STUDY HALL

All incoming freshmen will be required to attend a minimum of 2 hours of study hall per week within the athletic department. Any student athlete with a gpa under 3.0 may also be required to attend study hall.

Additional tutoring is available through the Registrar and Academic Services department. Information on these services can be found at: http://registrar.sdsmt.ed

F. REPEATING ACADEMIC COURSES

Occasionally, it is necessary or desirable for a S-A to repeat a course already taken. When it is in the best interest of the S-A to repeat a course, she/he is encouraged to do so. The S-A should be cognizant of the impact that repeating a course will have on his/her eligibility and financial aid. A higher grade may improve the S-A's GPA. Repeating (and passing) a course previously taken and failed, adds the course hours to the S-A's eligibility record. However, a course previously taken, passed, and counted, cannot be counted for eligibility purposes regardless of the grade earned or if the course was required to be repeated. Under certain circumstances repeat courses are NOT covered by federal financial aid so it is advised that S-A's check with the financial aid office prior to registration. **No S-A should register for a repeated course without discussing the situation with their coach and the compliance officer**.

G. WITHDRAWING FROM CLASS

No S-A should have their academic future endangered by remaining in a potentially high-risk academic situation. In this regard, S-As need to receive counsel from the AD or SWA or Compliance Coordinator, to make sure dropping a course will not endanger their eligibility status. Coaches should know the academic progress of each S-A on their team and should request an individual meeting with either the AD or SWA or Compliance Coordinator if a question should arise that could effect academic or continuing eligibility requirements. They will work together to find a suitable alternative or make arrangements to take the course at a later date.

The following procedures should be followed by S-As desiring to drop a class:

1. The S-A notifies the Compliance Coordinator at which time they will explain the consequences of dropping the class and remove the academic "hold" if appropriate.
2. The S-A will notify the Assistant Financial Aid Director for NCAA Compliance prior to dropping a class.
3. The S-A will then follow institutional procedures for dropping a class.
4. All registered S-As will have a hold placed on their academic records as it relates to dropping classes. This automatic hold will not allow a student-athlete to arbitrarily drop a class due to eligibility purposes. Please see the Registrar or the Compliance Coordinator if an effort to drop a class is not allowed due to this restriction.

Course drops should be considered carefully. The S-A must be cautioned about the dangers of dropping courses. However, the final decision should always be made considering the S-A's best academic interests.

H. ACADEMIC COMPETITION: DEALING WITH MISSED CLASSES

On the first or second day of class, the S-A should:

1. Inform each professor of his/her S-A status and identify the missing class days due to competition.
2. The S-A should verbally remind their professor that they will not be in attendance the class before the miss occurs.
3. The S-A should ask the professor for information regarding material to be covered and assignments to be made during their absence.
4. It is impetrative that the S-A communicates with their professors.

I. EXAMINATIONS ON ROAD TRIPS

Coaches (or other non-faculty persons) are not permitted to administer examinations for any course on road trips, and no request to instructors by coaches or players to do such is permissible. Coaches should allow the SWA to set up alternative test taking for the S-A if and only if the S-A cannot come to reasonable terms with their professor.

J. CHARITABLE AND EDUCATIONAL PROJECTS RELEASES

NCAA regulations permit, under certain circumstances, S-A involvement in campus and community charitable projects and/or appearance in educational (e.g. sport skill) projects (books, videos, etc.)

1. *REQUIRED PRIOR APPROVAL AND RELEASES*: Any such participation requires prior approval by the AD and the signed release statement of the athlete and/or project promoter(s) that the project or event is within the guidelines of NCAA regulations.

2. *WHY CONTACT AD:* While most of these events or projects are permissible, it is important to have a clear understanding of exactly what will be taking place and how the S-A will be involved. Failure to comply with these regulations could result in the loss of eligibility and/or financial aid for the S-A.

3. *CONTINUED APPLICATION:* S-As who have completed their eligibility (e.g. senior football players in subsequent terms), but still receive financial aid, continue to be subject to this regulation.

K. ADDING, SWITCHING OR QUITTING A SPORT

If an S-A wishes to add, switch, or quit any sport they should be directed to the Compliance Director, and a meeting will be scheduled with the coach and Athletic Director if needed. If an S-A on scholarship opts to quit a sport this may cause an unpaid balance in their student account. The S-A should contact the Assistant Financial Aid Director for NCAA Compliance to determine the consequences of quitting a sport.

1. *MAKING SQUAD CUTS:* Coaches make squad cuts at their own discretion. The Compliance Director will be notified of all squad cuts and appropriate notifications made.

2. *VOLUNTARY WITHDRAWAL:* If a scholarship S-A voluntarily withdraws from the athletics program, all applicable national governing body rules and regulations must be followed. The athlete shall sign a "Withdrawal from Athletic Scholarship Notification Report" form at this time and the Compliance Director must be notified immediately.

3. *SWITCHING SPORTS*: No scholarship athlete, or athlete who has given up a scholarship in one sport, will be permitted to leave one sport and participate in another sport without the written consent of the coach who was previously responsible for the athlete's scholarship and the AD. This applies to athletes switching from one sport to another or who are adding a second sport.

4. *MULTIPLE SPORTS:* Any athlete participating in more than one sport must have prior consent from both sport's Head Coach and AD. Then and only then can an S-A show up on two squad lists.

L. GRADUATION RATE DATA

The Athletics Department views the gathering and releasing of information on graduation rates as a positive influence on the program and its recruiting efforts. Coaches and administrators are encouraged to cooperate in obtaining this information and recruiters should have it available for all prospective S-A and their parents/guardians.

1. *INSTITUTIONAL PROFILE:* All athletics personnel should endeavor to create an academically sound environment that will lead to the graduation of S-As who exhaust their eligibility at SD MINES at a rate comparable to, if not leading that of the institutional profile.

2. *OPPORTUNITY TO EARN A DEGREE:* It is recognized that not every S-A, just as not every student who enrolls at the institution, will earn a degree. However, it is paramount that every S-A have the opportunity to earn a degree and the Athletics Department will endeavor to do this.

M. STUDENT ATHLETIC ADVISORY COUNCIL

The SAAC is a primary avenue of communication between S-As, the College, and Athletics Administration. The SAAC provides a forum in which S-As and Athletics Department leadership can discuss openly issued relevant to intercollegiate athletics and S-As involved. This group consists of representatives from each Varsity team. SAAC representatives are selected annually by the Head Coach and are not necessarily "team captains". The groups meets based on their own agenda presented by team members or the athletic department, and are headed up by the SWA.

NOTICICATION OF UNDERSTANDING

This manual is subject to change at the discretion of the Athletic Director and is intended for the sole use of South Dakota School of Mines Student Athletes and not to be copied in any shape form, etc without express written permission from the AD.

By signing the signature page I agree that I have accept responsibility for reading and understand the contents of this manual. It also means I understand the importance that I become **VERY** familiar with the contents of the following:

- ❑ SD MINES Student Athlete Code of Conduct
- ❑ SD MINES Student Athlete Alcohol Policy
- ❑ NCAA Athletic Eligibility
- ❑ NCAA and Transferring
- ❑ NCAA Team Practice
- ❑ Hosting a Prospective Student Athlete
- ❑ Student Athlete Financial Aid
- ❑ Medical Insurance
- ❑ Dealing with the Media
- ❑ SD MINES Academics
- ❑ SD MINES Summer School
- ❑ SD MINES Student Handbook
- ❑ Student-Athlete Handbook

I acknowledge and understand that if I break any rules outlined within this handbook, any team rules given or gone over by my coach, any University rules and any NCAA bylaws that my athletically related aid can be cancelled and/or reduced and I could be removed from my athletic team.

I know that ignorance is no excuse. It is part of my job description and responsibility to learn the rules and regulations in the above publications as well as those given to me for my specific team.

This manual will be sent electronically to all student athletes and be available online at all times. All student athletes are required to sign a statement showing that this information is available to them and that they have attended the NCAA Squad meeting.