Hello!

What a pleasure to welcome you to the Oklahoma State University family! As a student-athlete at OSU, you will be participating in one of the most successful athletic programs in the country. We are committed to excellence and I hope that you will embrace the challenge of representing our institution in the competitive arena of collegiate athletics.

As Director of Athletics, I commit the efforts of the entire athletic department to help you in every way. I would remind you that your responsibility as a student-athlete at Oklahoma State University does not end on the practice or playing fields, but extends to every facet of your life. You represent Oklahoma State University; your commitment to academic excellence, athletic performance, sportsmanship, and to be a positive role model in this community are all essential ingredients to your success at Oklahoma State University. My hope is that when you graduate from Oklahoma State, you will leave a better person because of all that we have accomplished together.

The Athletic Department is proud to have you as a part of the OSU family, and our staff looks forward to working with you. Please utilize the services of the Academic Enhancement Center and other athletic department programs to ensure your academic and athletic success.

You are a part of a great tradition. You are part of something special. You are a part of the Oklahoma State University family.

Mike Holder
Director of Athletics
Oklahoma State University
OKLAHOMA STATE UNIVERSITY MISSION STATEMENT
Oklahoma State University, a modern comprehensive land grant university, serves the state, national and international communities by providing its students with exceptional academic experiences and by conducting scholarly research and other creative activities that advance fundamental knowledge. New knowledge is disseminated to the people of Oklahoma and throughout the world.

OSU ATHLETIC DEPARTMENT MISSION STATEMENT
It is the mission of the Department of Intercollegiate Athletics at Oklahoma State University to provide student-athletes with excellent opportunities to compete and win at the highest levels of college sports; to prepare student-athletes for lifelong contributions to society; to embrace equality, educational opportunity and diversity; to operate with fiscal integrity and compliance with NCAA, Big 12 Conference, and university guidelines; and to be a positive influence on the reputation and purposes of Oklahoma State University.

ACADEMIC SERVICES FOR STUDENT-ATHLETES MISSION STATEMENT
Academic Services for Student-Athletes provides academic, personal, and career support programs that foster the development of student-athletes. A comprehensive program on life skills provides student-athletes with educational experiences and service programs that prepare them for the demands of a well-balanced lifestyle while providing the guidance and direction needed to prepare student-athletes for success beyond graduation.

STUDENT-ATHLETE SPORTSMANSHIP
As a member of the Big 12 Conference, Oklahoma State University adopts and adheres to the Big 12 Conference principles and standards of sportsmanship as follows:

The member institutions of the Big 12 Conference are committed to competition in an arena where sportsmanship and the sense of fair play take center stage. Whether on the field, within the community or in the classroom, those who make up the Big 12 - its administrators, coaches, game officials, and student-athletes - support the highest ideals in sportsmanship.

At the heart of sportsmanship is the commitment of the institutions towards respect for the opposition and those officiating contests in the 21 sports sponsored by the Big 12. It is with a sense of fair play that a true sporting demeanor in the spirit of intercollegiate competition can be created and maintained with a total regard for the welfare of student-athletes, coaches, support personnel and spectators. Sportsmanship on the field of play is governed by Big 12 conference rules and guidelines, as well as those established under the NCAA and amateur organizations. It is the responsibility of game officials and administrators to see to strict adherence to these guidelines. The behavior of spectators is managed by event personnel, who are encouraged to deal with interference or abuse of appropriate sporting behavior in the strictest of methods.

OKLAHOMA STATE UNIVERSITY CODE OF CONDUCT
“Oklahoma State University is committed to creating and maintaining a productive living and learning community/environment which fosters the intellectual, personal, cultural and ethical development of its students. Self-discipline and respect for the rights and privileges of others are essential to the educational process and to good citizenship.”

“The Code of Conduct and related processes serve to educate students about their civic and social responsibilities as members of the University community.”
OSU STUDENT-ATHLETE CODE OF CONDUCT

As a student-athlete of Oklahoma State University, you are under obligation to maintain high standards of ethics and conduct: therefore,

1. A student-athlete accused of any of the following will be required to appear before his/her head coach and an athletic administrator responsible for your sport:
   - Assault or personal harm
   - Possession or use of illegal drugs
   - Possession of weapons on University property
   - Sexual Misconduct
   - Theft, misuse or abuse of public or personal property
   - Having been reported to the OSU Office of Student Conduct

2. Student-athletes hosting prospects on an official visit will be expected to conduct themselves with high standards of ethics and conduct, AND will be expected to monitor the ethics and conduct of the prospect during the official visit. If the prospect does not conduct himself/herself with the same high standards of ethics and conduct, the student-athlete host is required to notify the coaching staff or an athletic administrator.

3. Student-athletes hosting prospects on campus will not have any involvement in providing or arranging for alcoholic beverages, illegal drugs, gambling, or sexual activity for prospects or their guests during the official visit. It is a violation of state law to sell, deliver, or furnish alcoholic beverages to any person less than 21 years of age, or for any person under 21 to consume alcoholic beverages.

4. NCAA rules prohibit the use of tobacco in any form during practice or competition. In addition, Official OSU Policy #1-0530 prohibits the use of tobacco in any form in “…buildings owned or leased by OSU on the Stillwater campus.” This also applies to athletic facilities and the academic enhancement center.

5. The Athletic Department reserves the right to amend these policies at any time when it is deemed in the best interest of the expected conduct of student-athletes and staff.

ATHLETIC ELIGIBILITY

NCAA Required Paperwork

At the beginning of the academic year, every student-athlete is required to sign several documents prior to being permitted to practice and compete. Your coach will set up a time for your team to meet with the Compliance Staff prior to your first practice in order to review and sign these documents. First, your signature on the NCAA Student-Athlete Statement indicates you have been given the opportunity to review a copy of the NCAA rules summary and ask questions. You also certify that to the best of your knowledge, you have not been involved in any NCAA violations. Second, you must sign the Buckley Amendment Consent form, which permits Oklahoma State and the NCAA to access your educational records for eligibility purposes. Finally, you must sign the NCAA, Oklahoma State and Big 12 Conference drug-testing consent forms, which grant permission for random drug testing by these entities.

In addition to the paperwork above, International student-athletes are also required to fill out the NCAA’s Amateurism and Eligibility Form for International Student-Athletes.
Failure to sign any of these documents will result in immediate ineligibility for practice, competition and athletics aid. If you have questions about signing these forms, please contact the Associate Athletic Director for Compliance at 405-744-2525.

Minimum Requirement for Practice and Competition Eligibility
You must be enrolled in at least 12 credit hours to be eligible for practice and competition. You may not drop below or enroll in less than 12 credit hours unless you need less than 12 credit hours to graduate that term. You are immediately ineligible for practice and competition if you drop below 12 credit hours. Student-athletes should never adjust their course load without first consulting an ASSA staff member.

Eligibility for Competition
In order to be eligible for athletic aid, practice and competition after your initial year in residence or after you have used a season of competition in a sport; you must meet the following conditions;

➤ NCAA Credit Hour Requirements
A student-athlete must successfully complete the following to be eligible for competition:
   • 24 semester hours of academic credit prior to start of the student-athlete's second year of collegiate enrollment;
   • 18 credit hours over the course of the combined fall/spring semesters to be eligible the following semester;
   • 6 credit hours per semester to be eligible the following semester;

➤ Designation of a Degree Program
All student-athletes, including transfers, must designate a degree by the start of your fifth semester and begin making progress toward the degree, or you cannot compete. Your advisor will help you declare a degree. The calculation of credit hours to meet this requirement shall be based upon hours earned or accepted for degree credit toward any of Oklahoma State’s degree programs or, if you have designated a specific baccalaureate degree program, toward credit in that program.

➤ Percentage of Degree Requirements
The rules are applied based on the number of full time semesters of attendance, not years of enrollment. The rules also apply immediately to transfer students.

For student-athletes who first enrolled in a collegiate institution full-time on or after August 1, 2003, you must successfully complete the following percentage of credits toward your degree by the designated semester in order to be eligible:
   • Fifth Semester: 40 percent of degree requirements (e.g. 52 of 128 degree credits)
   • Seventh Semester: 60 percent of degree requirements (e.g. 77 of 128 degree credits)
• Ninth Semester: 80 percent of degree requirements (e.g. 103 of 128 degree credits)

If you initially enrolled prior to August 1, 2003, please contact a member of the ASSA staff to determine your progress towards degree requirements.

➢ Minimum Grade-Point Average

In addition to meeting Oklahoma State’s grade-point standards under the academic probation and suspension policy, you must present the following cumulative minimum grade-point average in order to be eligible under NCAA rules:

• Third Semester: 90% of the cumulative minimum grade-point average required for graduation from Oklahoma State (1.80).
• Fifth Semester: 95% of the cumulative minimum grade-point average required for graduation from Oklahoma State (1.90).
• Seventh Semester: 100% of the cumulative minimum grade-point average required for graduation from Oklahoma State (2.00).

➢ Continuing Eligibility Rule for Student-Athletes In Their Last Season of Eligibility with Competitions Between Terms

A student-athlete in his or her last season of eligibility must successfully complete six credit hours (exclusive of intersession or summer credits) to be eligible for competition that takes place between terms (ex. bowl games, College World Series, etc…).

Good Academic Standing

You must be in good academic standing under Oklahoma State’s rules. Individuals on academic probation are still in good standing; however, if you are suspended for academic or disciplinary reasons, you are not in good standing.

The University’s standards for probation and suspension are as follows. If your cumulative grade-point average drops below a 2.00, you will be placed on probation. Once you are placed on probation, you must raise your cumulative grade-point average to a 2.00 within a period of time to be determined by the dean of the academic unit in which you are enrolled. The minimum period of time is one year; you must earn a 2.00 cumulative grade-point average to be removed from probationary status. Please contact your advisor in the college in which you are enrolled for assistance with your appeal. The University has some flexibility under this policy, depending upon the individual’s circumstances. However, to ensure that you are eligible, always keep your grade-point average above a 2.00!

Summer School Attendance

The athletics department may, but is not required to, provide athletics aid to attend summer school at Oklahoma State if the student-athlete received athletics aid during the preceding academic year.
To obtain permission for summer school aid, please see your college advisor, then make an appointment with your sport counselor (before March) to complete a summer school registration form and register for classes. You must have the summer school application completed to receive summer school aid. Note: Your summer school application is not complete without a signed Financial Aid Agreement on file in the Financial Aid Office in 119 Student Union. See the “Financial Aid and Scholarship Information” section on for more information.

**Transferring Summer Credit**

Sometimes student-athletes prefer to take courses during the summer at another school. NCAA rules do not permit Oklahoma State to pay for summer school at another college. If you wish to take classes at another school, you must see your academic counselor and get prior approval. Classes taken at another school without prior approval from appropriate officials will not be accepted. If you have taken classes at another school, please request that an official transcript be sent to Oklahoma State.

**Correspondence Study**

Correspondence, extension, and credit-by-examination courses taken at other institutions will not be used in determining your satisfactory progress. Further, correspondence courses offered by Oklahoma State may be used to satisfy these requirements only if you receive written approval from your sports counselor and the credit meets the NCAA satisfactory-progress requirements. Correspondence courses taken during the academic year may not be used to meet either the minimum fulltime enrollment requirement (i.e. the 12-hour requirement).

**NCAA, BIG 12 & OKLAHOMA STATE UNIVERSITY RULES & REGULATIONS**

**VIOLATIONS OF NCAA, BIG 12, or OSU RULES**

It is important that you report any violations of NCAA, Big 12 or Oklahoma State University rules to the Associate Athletics Director for Compliance by calling 405-744-2525 or by visiting the Compliance Office in person.

**EXTRA BENEFITS (NCAA Bylaw 16.02.03)**

NCAA rules prohibit student-athletes and their family or friends from receiving 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 determined on a basis unrelated to athletics ability. Common examples of extra benefits include:

- Free Meals
- Transportation Costs (plane tickets, use of an automobile)
- Loans
- Special Discounts
- Housing
- Free Legal/Medical advice
If you are found to have received an extra benefit, you will be ineligible for competition until you have repaid the value of the benefit you received to a charity of your choice.

PROMOTIONAL ACTIVITIES (NCAA Bylaw 12.5)
Student-athletes are prohibited from promoting any outside product or service of any kind. This includes the use of the student-athlete’s name or picture. If it is found that a student-athlete has accepted money, gifts or benefits from promoting an outside product, the individual will be ruled ineligible for intercollegiate competition. It is extremely important that you always receive approval from the Compliance Office before making any public appearances or allowing an individual or group to use your picture or name to help promote their activity!

EMPLOYMENT
Student-athletes are allowed to obtain employment at any time during the year. Earnings from a student-athlete’s employment are exempt when determining a student-athlete’s full grant-in-aid or in the institution’s financial aid limitations, provided:

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

Before beginning employment, you must register your job with the Compliance Monitoring Coordinator. Please call 405-744-7259 to arrange a time to pick-up the necessary paperwork.

FEE-FOR-LESSON INSTRUCTION (NCAA Bylaw 12.4.2.1)
A student-athlete may receive compensation for teaching or coaching sports skills or techniques in his or her sport on a fee-for-lesson basis provided:

- Institutional facilities are not used;
- Playing lessons shall not be permitted;
- Compensation is paid by the lesson recipient (or the recipient’s family) and not another individual or entity;
- Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involved more than one individual at a time;
- A completed Student-Athlete Employment Registration Form is submitted to the Compliance Office before you provide any lessons; and
- Due to amateurism regulations, you are not permitted to use your name, picture or athletics reputation to advertise the availability of fee-for-lesson sessions. Please consult with your coaches or the Compliance Office to determine the appropriate rate that should be charged for the lessons.
- Student-athletes have a responsibility to complete the appropriate forms and provide information about the job, prior to and during employment, as requested by the Compliance staff.
UNETHICAL CONDUCT (NCAA Bylaw 10.1)
Enrolled student-athletes found in violation of NCAA rules or unethical conduct will be ineligible for further intercollegiate competition, subject to an appeal to the NCAA Student-Athlete Reinstatement Staff for restoration of eligibility. Unethical conduct may include, but is not limited to, the following:

- Refusal to furnish information relevant to an investigation of possible NCAA rules violations;
- Knowing involvement in arranging fraudulent academic credit or false transcript for a prospective or enrolled student-athlete;
- Knowing involvement in offering or providing a prospective or enrolled student-athlete an improper recruiting inducement, or extra benefit, or improper financial aid; or
- Knowingly furnishing the NCAA or Oklahoma State University false or misleading information concerning your involvement or knowledge of matters relevant to a possible violation of NCAA rules.
- Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
- Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law;
- Failure to provide complete and accurate information to the NCAA or OSU's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores);
- Fraudulence or misconduct in connection with entrance or placement examinations;
- Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or
- Failure to provide complete and accurate information to the NCAA, the Initial-Eligibility Clearinghouse or the OSU's athletics department regarding an individual's amateur status.

NCAA and BIG 12 DRUG TESTING (NCAA Bylaw 14.1.4 and BIG 12 Rules Section 8)
A student-athlete who tests positive for any banned substance by the NCAA or Big 12 Conference shall be ineligible for intercollegiate competition for one calendar year (365 days) from the date of the positive result. The student-athlete will also lose a minimum of one season of competition in all sports. Additional information on the OSU Drug Testing Policy can also be located in this planner.

GAMBLING ACTIVITIES (Bylaw 10.3)
The NCAA has established strict guidelines and sanctions concerning involvement in gambling for student-athletes as well as athletic department employees. These individuals shall not knowingly participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, parlay card or any other method employed by organized gambling. Gambling is a serious problem and can have tragic consequences for the student-athlete who may be tempted to engage in such activities. Gambling also poses a significant threat to the integrity of intercollegiate athletics.
NCAA Bylaw 10.3 states that student-athletes and staff members of the athletic department shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate or professional team;
- Accept a bet on any team representing the institution;
- Solicit or accept a bet on any intercollegiate competition for any item that has tangible value. This is not limited to cash bets. It is also illegal to bet for sneakers, meals, clothes or any other item.
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling. (for example, you are not permitted to participate in a college basketball "March Madness" pool for money or anything of value)

You are also responsible for the following:

- Reporting any offers of gifts, money or favors in exchange for supplying team information or for attempting to alter the outcome of any contest to your coach or Associate Athletic Director for Compliance;
- Maintaining a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions;
- Contacting your coach or other department personnel (i.e., Media Relations office staff) when questions concerning appropriate release of team information occur; and
- Recognizing that participation in gambling or bribery activities will result in disciplinary action by the NCAA as well as local, state, and/or federal prosecution of the involved individual(s).

Penalties for involvement in gambling activities:

- Student-athlete’s involvement in activities designed to influence outcomes or win/loss margins shall result in permanent loss of all eligibility.
- Student-athlete’s involvement in accepting or soliciting bets on their own institution shall result in permanent loss of all eligibility.
- Student-athlete’s involvement in any other type of sport wagering through organized gambling shall result in at least one year loss of all eligibility.

Additional information on the dangers of sports wagering can be found by visiting these websites:

- [www.dontbetonit.org](http://www.dontbetonit.org)
- [www.gamblersanonymous.org](http://www.gamblersanonymous.org)
- [www.nomoregambling.com](http://www.nomoregambling.com)

**SPORTS AGENTS (Bylaw 12.3)**

**Which agents may contact you?**

According to Oklahoma State University Athletic Department policies all agents are required to register with the OSU Compliance Office. In addition, Oklahoma Law requires all agents to register with the State of
Oklahoma as well. Agents, who are not registered with the OSU Compliance Office and with the State of Oklahoma, should not contact you. If you have any concerns about an agent who has contacted you, please call the Athletic Compliance Office.

If you do have contact with an agent, you must know that NCAA rules concerning agents:

- **PROHIBIT** you from agreeing, either orally or in writing, to be represented by an agent or organization in the marketing of your athletic abilities or reputation until after the completion of your last intercollegiate contest, including post season games. This NCAA prohibition includes any agreement that is not effective until after the last game.
- **PROHIBIT** you or anyone who represents you to negotiate or sign a playing contract in any sport in which you intend to compete, or to market your name or image.
- **PROHIBIT** you (except if you are a football and men's basketball student-athlete) from asking to be placed on a professional league’s draft list, whether or not you withdraw your name before the draft, whether or not you are actually drafted and whether or not you sign a professional contract. Contact the Athletic Compliance Office for more information.
- **PROHIBIT** you and your relatives or friends from accepting expenses or gifts of any kind (including meals and transportation) from an agent (or anyone else) who wishes to provide you with services. Such payment is not allowed because it would be compensation based on your athletic skills and a benefit not available to others.
- **PROHIBIT** you from receiving benefits or preferential treatment (for example, loans with deferred payback basis) because of your reputation, skill or potential as a professional athlete.
- **PROHIBIT** you from retaining professional services for personal reasons at less than the normal charge from a booster.

**AMATEURISM (NCAA Bylaw 11)**

You are not eligible for participation in a sport if you have ever:

- Taken pay, or the promise of pay, for competing in that sport;
- Agreed (orally or in writing) to compete in professional athletics in that sport;
- Played on any professional athletics team as defined by the NCAA in that sport; or
- Used your athletics skill for pay in any form in that sport, except that prior to collegiate enrollment, you accepted prize money based on place finish or performance in an open athletics event from the sponsor of the event and the amount of prize money did not exceed your actual and necessary expenses to participate in the event.

You are not eligible in a sport if you ever have accepted money, transportation or other benefits from an agent or agreed to have an agent market your athletics ability or reputation in that sport.

**COMPLIMENTARY ADMISSIONS and TICKET BENEFITS (NCAA Bylaw 16.2.1.1)**

An institution may provide up to four complimentary admissions per game to a student-athlete in the sport in which the individual is eligible to participate. These tickets are a benefit and should only be given to your family and friends. The following individuals should never be listed on your pass list:

- Agents or Agents’ Runners
- Representatives of Athletics Interests (Boosters, Student-Athlete Employers, Professors, Donors, Athletic Committee Members);
• Prospects/Recruits;
• Family, friends or requests of Oklahoma State coaches;
• Media;
• Public Officials;

In addition, NCAA rules prohibit you, or anyone you place on your pass list, from selling (or exchanging for anything of value) your complimentary tickets.

AWARDS (NCAA Bylaw 16.1)
Athletics awards given to individual student-athletes shall be limited to those approved or administered by the member institution, its conference or an approved agency and shall be limited in value and number as specified by the NCAA. Awards received for intercollegiate athletics participation may not be sold, exchanged or assigned for another item of value, even if the student-athlete's name or picture does not appear on the award.

The following are some examples of NON-Permissible awards that the student-athlete may not receive:

• Cash- An individual may not receive a cash award for athletics participation.
• Merchandise- Merchandise items that cannot be properly personalized shall be prohibited. All gift certificates must be approved by the Compliance Office prior to being accepted.
• Country Club or Sports-Club Memberships- An award of a country club or sports-club membership is strictly prohibited, even if the cost of the membership is below the maximum award value permitted by NCAA legislation.

Cash or any other award that an individual could not receive under NCAA legislation may not be forwarded in the individual's name to a different individual or agency (e.g., Oklahoma State). (NCAA Bylaw 16.1.3).

STUDENT-ATHLETES INVOLVEMENT IN THE RECRUITING PROCESS (NCAA Bylaw 13.6.6.5)
As a current Oklahoma State University student-athlete, you are a reflection of your team and the entire athletic department. Being part of intercollegiate athletics at OSU puts you in a different position than other students. As a student-athlete, your actions are scrutinized. Student-athletes in all sports attract special attention because of their status as an Oklahoma State University student-athlete. It is important that you are aware of your unique situation and take appropriate measures to show yourself, your team and OSU in a positive light.

During an official visit, you are a source of information about our campus, the athletic experience and, by example, the type of student-athlete that OSU expects you to be. If you are asked by your coach or any member of the athletic department staff to host a prospective student-athlete, it is expected that you carefully adhere to all NCAA and OSU rules. It is also expected that you treat yourself and others with respect.

Student Host Instructions
Individuals serving as student hosts for prospective student-athletes will be required to review OSU's Recruiting Policy and the expectations of prospects and their student hosts during official visits. Student hosts will be required to sign an agreement to abide by Oklahoma State University's Student Host Instructions prior to the receipt of student host funds.
If you are chosen to host a prospect, you may be provided with up to $30 for each day that he/she is on campus. This is entertainment money only and may not be used to buy souvenirs or memorabilia (i.e. T-shirts, hats, etc) for the recruit. You may also be given complimentary admission to accompany your prospect to an on-campus athletic event. If you and your teammates work together in hosting a prospect, only one of you may be given money to entertain; the others must pay their own way. Oklahoma State University, a coach, a staff member, or a booster may not provide a car for use by a prospect or student host. Have fun with the prospect, but remember to be responsible and safe.

Entertainment
A prospect, and his or her parents, or spouse may be entertained at a scale comparable to that of a normal student life only on campus and within a 30-mile radius of campus on an official visit. It is not permissible to pay for the entertainment expenses of other relatives or friends of the prospect at any site.

Other Contact with Prospects
While a prospect is on an unofficial visit on-campus you can talk to them and spend time with them. An unofficial visit is made at the prospect’s expense. Any expenses beyond complimentary admissions to a campus athletic event would require the visit to become an official visit.

Aside from official visits, off-campus, in person contacts between you and a prospect are permissible only if such contacts are incidental and do not occur at the direction of a coaching staff member for recruiting purposes. You may write letters or send e-mails to a prospect after September 1 of the prospect’s junior year provided that it is not done at the direction of a coaching staff member or expense of Oklahoma State University. You cannot make telephone calls to prospects if the calls are made at the direction of a coaching staff member or financed by OSU or its boosters.

Publicizing a Recruit’s Visit
NCAA rules prohibit institutions from publicizing a prospect’s visit to their campus. Visiting prospects may not be introduced at a game, banquet or function that is open to the public or attended by media representatives. Even if asked, do not comment to the media about the athletic ability of a prospect, the possibility that they may sign with OSU, or how they may impact next year’s team.

TRANSFERRING (NCAA Bylaw 13.1.1.3)

NCAA rules prohibit a college or university from contacting a student-athlete or his/her family members until the student-athlete’s present institution has given its permission. The decision to release a student-athlete to transfer or even to grant permission to another institution to contact him or her belongs solely to the head coach. If permission to transfer or to have contact is denied, the student-athlete has the right to appeal. If you are denied permission to transfer to a division I or II institution you are not eligible to receive athletically related financial aid from that institution during your first year in residence. If you are contemplating a transfer, please stop by the Compliance Office to discuss how the process works and what options are available to you.
INTRA-CONFERENCE TRANSFERS (Big 12 Rule 12.6.5)

It is the policy of Oklahoma State University not to grant the NCAA One-Time Transfer Exception to a student-athlete who wants to attend another Big 12 institution. Exceptions to this policy may be made only by agreement of both your head coach and the athletic director. When NCAA rules require a student-athlete to sit out one year from competition, the student-athlete will also lose a year of eligibility under Big 12 rules.

COUNTABLE ATHLETICALLY RELATED ACTIVITIES (NCAA Bylaw 17.1.5)

During your sports playing and practice season, coaches are permitted no more than 20 hours per week and 4 hours per day of required athletically related activities (i.e. practice, competition, weight training, etc.)

Note: No matter how long a competition takes, it only counts as 3 hours for the 20 hour per week limit. Coaches must also give their team one day off per week.

Outside of your sports playing and practice season you are permitted to participate in up to 8 hours of countable athletically related activities per week. You must have 2 days off per week. Sports also have individual regulations which they must abide by. For further information please see your coach or contact the Athletics Compliance Office.

OUTSIDE COMPETITION (NCAA Bylaw 14.7.1)

A student-athlete, in any sport other than basketball, who participates as a member of any outside team in non-collegiate competition during the academic year will be ineligible for intercollegiate competition for the remainder of that year and for the next academic year.

A basketball student-athlete who participates in any non-collegiate organized basketball competition will be ineligible for any further intercollegiate competition in the sport of basketball.

There are a few exceptions to this rule. You may be allowed to compete in outside competition during the summer. **You must however get prior approval from you head coach and the Compliance Office.** If you have any questions about outside competition please contact the Athletics Compliance Office.

SOCIAL NETWORK POLICY FOR OSU STUDENT-ATHLETES

Social network sites such as Facebook, Myspace, Friendstar, and other new digital platforms and distribution mechanisms, facilitate students communicating with other students. Participation in such online communities has both positive appeal and potentially negative consequences. It is important that OSU student-athletes be aware of these consequences and exercise appropriate caution if they choose to participate.

Student-athletes are not restricted from using any on-line social network sites and digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to comply with federal government, state of Oklahoma, Oklahoma State University (OSU), Big XII Conference, and National Collegiate Athletic Association (NCAA) rules and regulations.

Facebook, MySpace, and similar directories are hosted outside the Oklahoma State University server. Violations of university policy (e.g., harassing language, university alcohol or drug policy violations, etc.) or evidence of such violations in the content of on-line social networks or digital platforms are subject to
investigation and sanctions under the Student Code of Conduct, Student-Athlete Code of Conduct, and other policies. They are also subject to the authority of law enforcement agencies.

**Guidelines for Student-Athletes**

The following guidelines are intended to provide the framework for student-athletes to conduct themselves safely and responsibly in an on-line environment. As a student-athlete at OSU you should:

1. Be careful with how much and what kind of identifying information you post on on-line social network sites. Virtually anyone can access your page. It is unwise to make available information such as full date of birth, social security number, address, residence hall room number, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All can facilitate identity theft or stalking. Facebook and other sites provide numerous privacy settings for information contained in its pages; use these settings to protect private information. However, once posted, the information becomes the property of the web site. Please understand that privacy settings may help protect private information, but it is not a guaranteed safeguard. Any text or photo placed online is completely out of your control the moment it is placed online—even if you limit access to your site.

2. Be aware that OSU employees, including coaches, faculty, and administrators, can access these sites just as easily as your peers. Current and future employers often access on-line social network sites for information. Many graduate programs and scholarship committees now search these sites to screen applications. You should think about any information you post on Facebook or similar directories potentially providing an image of you to a prospective employer. The information posted is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.

3. Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions.

**Prohibited Conduct** Student-athletes are highly visible representatives of the university and are expected to uphold the values and responsibilities of the University while meeting all requirements set forth by the Big XII, the NCAA, OSU, and the OSU intercollegiate athletics program. The OSU Department of Athletics prohibits malicious and reckless behavior when utilizing public media outlets. It is important that student-athletes recognize the power of public media domains and the potentially negative image that they can portray regarding student-athletes, coaches, the athletics program, and the university.

**Sanctions** Any inappropriate activity or language in violation of the above prohibitions, including first time offenses, is subject to investigation and possible sanctions by OSU and/or the Athletics Department, as well as civil authorities. Sanctions imposed by the Director of Athletics may include, but are not limited to, the following:

- Written notification from the Director of Athletics or assignee to the student-athlete outlining the policy and requiring that the unacceptable content be removed or deactivation of the social network account.
- Temporary suspension from the team, until prescribed conditions are met.
- Suspension from the team for a prescribed period.
· Indefinite suspension from the team.
· Dismissal from the team.
· Non-renewal of athletic grant-in-aid.

Appeals
1. A student-athlete may appeal suspension/dismissal from the team or non-renewal of Grant-in-Aid. For these sanctions, the Director of Athletics will give notice in writing of the sanction, of the student-athlete’s right to appeal, and of the appeal process.

2. The appeal process for suspension or dismissal from a team will be handled by the Faculty Athletic Representative who will appoint a committee of no less than three members who will hear the case.

2. The appeal process for non-renewal of an athletic grant-in-aid is handled by the OSU Office of Financial Assistance, in accordance with NCAA Bylaw 15.3.5.1.

FREQUENTLY ASKED QUESTIONS ABOUT NCAA RULES

As you are already aware, the NCAA rules govern a student-athlete’s eligibility to practice and compete in varsity athletics. These rules are extensive, and sometimes very complex. Reading and understanding the questions below will help you avoid some common mistakes that can jeopardize the eligibility of student-athletes.

Q. May I receive an "extra benefit" as a result of my athletic ability?
A. No. A student-athlete may not receive any extra benefit. (NCAA Bylaw 16.01.1). "Extra benefit" does not just mean money or gifts. It also refers to any special arrangement by a coach, faculty member, administrator, staff member, athletics representative, or alumni. If you are unsure about something, always ask the compliance office before you accept.

Q. What if the extra benefit goes to my friends or family instead of me?
A. No. A student-athlete’s relatives and friends are not allowed to accept a benefit unless it is available to the university’s other students on a basis unrelated to athletics. (NCAA Bylaw 16.02.3).

Q. Who or what is an “athletics representative”?
A. Athletics representatives, also known as “boosters”, can include alumni, friends of the university, and fans. (NCAA Bylaw 13.02.13). If you are not sure about a person’s status, ask the compliance office before accepting anything. NCAA rules define an athletics representative as a person who:
   • Is or ever has been a member of an OSU athletic booster organization;
   • Has made financial contributions to the athletics department or a booster organization;
   • Is or ever has been involved with the recruitment of a prospect;
   • Has provided benefits to an enrolled student-athlete or their relatives or friends;
   • Has otherwise been involved in promoting the OSU athletic program (e.g., alumni, friends);
   • Provides or has helped to arrange employment for student-athletes;
   • Is the parent(s) or legal guardian(s) of an enrolled student-athlete;
   • Is or ever has been a season ticket holder.

Q. Can an athletics representative allow me to use a telephone or credit card for personal reasons without charge or at a reduced cost?
A. No. It is not permissible for a student-athlete, their relatives or friends to use a telephone or credit card
for personal reasons for free or at a reduced cost.

Q. It is OK for an athletics representative to provide services (e.g., movie tickets, dinners, use of a car) from commercial agencies (e.g., movie theaters, restaurants, car dealers) for free or at reduced rates?
A. No. A student-athlete may not receive services (e.g., movie tickets, dinners, use of car) from commercial agencies (e.g., movie theaters, restaurants, car dealers) without charge or at reduced rates, or free or reduced-cost admission to professional athletics contests from professional sports organizations, unless such services also are available to the student body in general.

Q. Can I accept athletic equipment, supplies or clothing (e.g., tennis racquet, golf clubs, hockey sticks, balls, shirts, sneakers) from a manufacturer (i.e. Nike), commercial enterprise, or athletics representative?
A. No. These items may only be provided to Oklahoma State University for proper distribution to the student-athletes. A student-athlete may not accept athletic equipment, supplies or clothing (e.g., tennis racquets, golf clubs, hockey sticks, balls, shirts) directly from a manufacturer or commercial enterprise.

Q. Can an athletics representative serve as my “sponsor” or “family”?
A. No, unless such a sponsorship program exists to provide the same benefits and support services to all students at the institution. Oklahoma State may not permit individuals outside the institution to serve as “sponsors” or “families” for student-athletes who are enrolled in the institution unless such a sponsorship program exists to provide the same benefits and support services to all students at the institution.

Q. Can I give money to my coach to use for paying my bills?
A. No. Oklahoma State is not permitted to administer a fund for a student-athlete (even if funds are provided by the student-athlete) in order to assist the student-athlete in making payments for various personal expenses (e.g., utility bills, rent, fees and entertainment expenses) unless the institution provides such a service to all students and formal accounting procedures are utilized.

Q. If my friend or relative is visiting me at Oklahoma State University, can the athletics department pay for their lodging, food, or entertainment?
A. No. Except for reasonable refreshments (e.g. soft drinks/snacks) on an occasional basis for a student-athlete’s parents or legal guardians, an institution may not provide any expenses to a student-athlete’s relatives or friends. (NCAA Bylaw 16.6).

Q. Who am I not allowed to put on my complimentary admission list?
A. Agents or Agents’ Runners; Representatives of Athletics Interests (Boosters, Student-Athlete Employers, Professors, Donors, Athletic Committee Members); Prospects/Recruits; Family, friends or requests of Oklahoma State coaches; Media; Public Officials.

Q. Can I sell my complimentary tickets?
A. No. You may not receive payment from any source for your complimentary admissions and may not exchange or assign them for any item of value. (NCAA Bylaw 16.2.2.1).

Q. Can I buy extra tickets and sell them for a profit?
A. No. A student-athlete may not purchase tickets for an athletics contest from the institution and then sell the tickets at a price greater than their face value. (NCAA Bylaw 16.2.2.4).

Q. What happens if I give my complimentary tickets to someone else who then sells the tickets?
A. This is a violation of NCAA Bylaw 16.2.2.2. Individuals designated by the student-athlete to receive complimentary admissions are not permitted to receive any type of payment for these admissions or to exchange or assign them for any item of value. Sale of complimentary tickets by such designated individuals is prohibited and considered an extra benefit not available to the general student body, which would render the student-athlete ineligible for participation in intercollegiate athletics.

FINANCIAL AID AND SCHOLARSHIP INFORMATION

An athletically related grant-in-aid, as well as other forms of financial assistance, may be provided to help you with your university expenses. Varsity teams are provided with a specific number of grants-in-aid (scholarships) in accordance with NCAA regulations. An athletic scholarship is restricted to educational expenses such as tuition, fees, room, board, and course-related books during regular terms.

A grant-in-aid is written for an academic year and may not be changed during that time except for the following:

- Render yourself ineligible for athletic competition
- Misrepresent information on your application or Letter of Intent
- Engage in misconduct serious enough to warrant disciplinary action by University authorities.
- Voluntarily withdraw from your sport for personal reasons.

Summer School Information

Summer school athletic scholarships are separate awards and may not exceed the amount you received during the academic year. Courses taken during summer sessions need to be approved by the ASSA staff, and it is expected that you will remain enrolled and complete all coursework. Applications for summer school aid are due in April.

Applying for Non-Athletics Financial Aid

Remember that college financial aid funding is always awarded on a first-come, first-served basis. Meeting deadlines, completing your applications in a timely manner, and tracking their progress are all vital steps in the college financial aid process.

Application for federal financial aid is made by completing the Free Application for Federal Student Aid (FAFSA). Apply each year as soon after January 1 as possible or when you and your parents complete your taxes. You must apply for FAFSA each year, reporting your previous year’s income and your parent’s previous year’s income.

For 2008-09, you will use the income information from 2007 tax returns and 2007 W2 forms. You may submit a FAFSA:

- through the Internet by using FAFSA on the web at www.fafsa.ed.gov
- by picking up a paper copy from the athletic financial aid office and mailing it in.

You are encouraged to file on-line as it is a faster method of filing. You and your parents should first go to www.pin.ed.gov so that you may each apply for your PIN number before filing your FAFSA. This PIN number will act as your electronic signature and will help to streamline the process. If you have questions, or would like assistance filling out the FAFSA, please contact the Compliance Office at 744-8420.

Additional Financial Assistance

You may also be eligible to receive Pell Grant funds without it affecting your athletic scholarship. For more information on Pell Grants, other grants, or student loans, please check with the Office of Financial Aid.
You must apply for these funds through the Office of Financial Aid, and any funds you receive must be in accordance with Big 12 Conference and NCAA regulations. It cannot be stressed enough that all financial assistance, whether grants, loans, scholarships or employment, is subject to both individual and team limitations and must be reported to the Office of Financial Aid and the athletic compliance officer (744-8420). Please be aware that you must maintain certain academic standards in order to continue receiving Pell Grant funds, regardless of your financial situation. For additional information on these standards, please contact the OSU Financial Aid Office at 744-6604.

Exhausted Eligibility Aid
The Department of Athletics makes every effort to assist you financially if you have not graduated and completed your eligibility in four years. **This is not an automatic benefit; you must complete an application for this aid and meet specified criteria.** Information will be available in the Athletic Scholarship Office in April. Contact the Academic Services for Student-Athletes office (744-5762) if you have any questions.

Student-Athlete Special Assistance Fund
The NCAA has made funds available to OSU through the Special Assistance Fund for student-athletes. If you are a scholarship student-athlete who receives a Pell Grant, you may be allowed to access the fund for a variety of purposes. International student-athletes are also eligible to apply. If you did not receive a Pell Grant and wish to access the fund, you must receive countable athletic aid and have financial need (established by the Financial Aid Office). If you are eligible to receive money from the NCAA Special Assistance Fund, you may use the funds for: clothing, shoes and other essential expenses, supplies for academic courses, medical and dental treatment not paid by other insurance coverage, hearing aids, vision therapy or psychological counseling and travel expenses related to family emergencies. **Costs related to medical, dental, or family emergencies must have prior approval.** Access to the Special Assistance Fund is on a first-come, first-serve basis, limited to $500 maximum per student and you must be academically eligible to receive athletic aid. If you have questions regarding this fund, contact the Athletic Scholarship Office at 744-7862.

Bursar’s Statement
Tuition and/or fees, on campus room and board, bookstore charges, parking permits and tickets, phone bills, as well as a variety of other things, are charged to your bursar account. If you receive an athletic scholarship, the Athletic Department will pay tuition and/or fees and on-campus room and board by crediting these accounts in accordance with your financial aid agreement. It is very important that you become knowledgeable about viewing your Bursar’s account online (monthly statements are no longer mailed), so you are aware of what is being charged and paid.

You will most likely have questions regarding your statement as they can be very confusing. If you have questions, call 744-8420 or stop by the Athletic Scholarship Office and someone will be happy to help you.

Fees/Charges Paid by the Student-Athlete
There are always questions about what expenses are covered when a student-athlete is on full scholarship. Tuition, required books, room and board are covered. *Student-athletes are responsible for (but are not limited to) the following charges:*

- First Time Enrollment Fee
- Residential Life Application Fee
- Parking permits or fines
- Long distance phone charges made from your dorm (or anywhere else)
- Replacement costs for lost Student I.D.’s
- School supplies, dictionaries, reference books, pens, notebooks, paper, art supplies, etc.
- Key deposits or replacement of lost residence hall key
- “Consumable charges” which can be anything from lab fees for breakage to non-required field trips
- Cost of treatment for non-athlete related injuries
- Library fines
- Fines for damage to university property, including residence halls
- Vehicle registration fee
- International Taxes
- International Student Fee
- Student Insurance
- Graduation Fee

Appealing the Loss or Reduction of an Athletic Scholarship

According to NCAA regulations, student-athletes who have been the recipients of athletic scholarships, and for whom the Athletic Department has chosen not to renew the award, may appeal the loss or reduction of their scholarship assistance to the OSU Faculty Financial Aid Appeals Committee.

You will be notified in writing of the non-renewal or reduction of your athletic scholarship by the Director of Financial Aid no later than July 1. In this letter, you will also be told of your right to appeal the non-renewal or reduction within 30 days of the notification. If you choose to appeal, you will need to do so in writing by outlining your position very clearly and providing any documentation to support your decision. Your head coach will also provide documentation relative to the decision made not to renew, or reduce, your award. The OSU Faculty Financial Aid Appeals Committee will review the documentation and take one of three actions:
- Recommend reinstatement
- Uphold the decision of the Athletic Department
- Request further hearings

The OSU Faculty Financial Aid Appeals Committee will notify the student-athlete and the Athletic Department of its decision in writing and its decision will be final.

OKLAHOMA STATE UNIVERSITY DEPARTMENT OF INTERCOLLEGIATE ATHLETICS
SUBSTANCE ABUSE POLICY & PROCEDURES

Policy Statement
The illegal use, abuse, possession, manufacture, distribution of, or being under the influence of controlled or illegal drugs is prohibited while a member of any Oklahoma State University(OSU) athletics team or participating in OSU athletics whether on or off Oklahoma State University premises. Additionally, Student Athletes are not permitted to use Impermissible Substances as identified by the National Collegiate Athletic Association (NCAA).

Scope
Student Athletes must understand that initial and continued enrollment and participation in Oklahoma State University Intercollegiate Athletics is contingent upon a willingness to comply with this policy.
Purpose
Illegal use or abuse of drugs, the use of performance enhancing drugs, the use of tobacco, and the misuse/abuse of prescription drugs are associated with numerous health, safety and social problems. They may also create an unfair competitive advantage and damage the reputation of the University.
This policy, including the prohibitions and provisions therein, will be used to promote and safeguard the Student Athlete from the consequences of drug abuse. The purpose of this policy is to:

- Provide a safe, productive, and healthy environment that is consistent with providing the highest quality athletic performance
- Provide the opportunity for counseling of those Student Athletes with substance abuse problems
- Encourage prevention by conducting screenings to detect and deter substance abuse

Definitions

**Controlled or Illegal Drug** – Includes narcotics, hallucinogens, depressants, stimulants, look-alike drugs, or other substances which can affect or hamper the senses, emotions, reflexes, judgment, or other physical or mental activities. Included are controlled medications or substances not prescribed for current personal treatment by a licensed health practitioner in a medical setting to address a specific physical, emotional, or mental condition.

**Legally Prescribed Medication** – Includes drugs prescribed by a licensed practitioner and over-the-counter drugs which have been legally obtained and are being used in the appropriate amount solely by the individual and for the purpose for which the medication was prescribed or manufactured.

**NCAA Banned Drug Classes**—The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the Student Athlete’s risk. Student Athletes will be provided some and can request additional information regarding supplements from the Sports Medicine staff.

**Positive Drug Test** – Defined as testing positive for a specific drug at a specific ng/ml level (see cutoff levels). A drug test will be performed on urine, blood, or hair if necessary.

**Student Athlete** – A person on an active roster and/or a person receiving athletic grant-in-aid at the institution.

**Consent OSU/NCAA/Big XII**
Upon entering any athletics program at OSU, each Student Athlete will be required to sign three personal consent forms. One consent form indicates the understanding of the OSU Intercollegiate Athletics Substance Abuse Program. The second consent form indicates the understanding of the NCAA drug testing policies and is also an agreement to be screened for illegal substances designated by the NCAA. The third consent form indicates the understanding of the Big 12 Conference drug testing policies and is also an agreement to be screened for illegal substances designated by the Big 12 Conference.
Participation in athletics at OSU will be contingent upon adherence to the drug testing program and the signing of the drug testing consent forms.

Prescribed Medications
OSU, Intercollegiate Athletics Athletic Training Staff must have a record of a Student Athlete being prescribed medication by a team physician. If another physician prescribed the Student Athlete medication, the individual must ensure that the prescribing physician supplies prescription information in a medically accepted manner. Medications being taken must be on file with the Athletic Training Department. Additionally, the individual should list any medications being taken on the medication notification form given to them at the time of testing.

Safe Harbor Program
Through the Safe Harbor Program a Student Athlete may refer himself or herself once for voluntary evaluation and counseling. A Student Athlete is not eligible for Safe Harbor after he or she has been informed of an impending test or after having received notification of a positive institutional test or NCAA drug test.

The institution will work with the Student Athlete to prepare a Safe Harbor treatment plan which may include confidential Impermissible Substance testing. If the Student Athlete tests positive for Impermissible Substances upon entering the Safe Harbor Program, that positive Test will not result in any administrative sanction unless the Student Athlete tests positive in a subsequent retest or the Student Athlete fails to comply with the prescribed treatment plan. (The Director of Intercollegiate Athletics or designee may suspend the Student Athlete from play or practice if medically justified.) A Student Athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan.

If a Student Athlete tests positive for any Impermissible Substances after entering the Safe Harbor Program or fails to comply with the Safe Harbor treatment plan, the Student Athlete will be removed from the Safe Harbor program, and the initial Safe Harbor positive Test will be treated as a first positive and a subsequent positive as a second positive – all subject to the sanctions as set forth herein. While in compliance with the Safe Harbor Program treatment plan, the Student Athlete will not be included in the list of Student Athletes eligible for random Impermissible Substance testing by the institution. Student Athletes in the Safe Harbor Program may be selected for drug testing by the NCAA. The Director of Intercollegiate Athletics, the Athletic Trainer, and the Student Athlete’s Head Coach or their designee will be informed of the Students Athletes participation in the Safe Harbor Program. The Assistant Coach(es) may be notified at the discretion of the Head Coach or designee. Other University employees may be informed only to the extent necessary for the implementation of this policy.

Screening Process
Student Athletes are subject to drug testing within the parameters set forth by this policy. Screening will be done by a certified laboratory. Individuals will be subject to undergo drug testing for the following:

- Reasonable suspicion/for cause
- Periodic monitoring or aftercare
- Random selection
Testing based on random selection

- Each month (year round), the screening company will randomly select a number of Student Athletes compromising approximately 10% of the Student Athlete population for screening. Student Athletes will have an equal chance at being chosen, regardless of whether they have been previously tested. In addition, entire teams or randomly selected Student Athletes on specific teams may be selected for screening.
- The selection list will be delivered to the Athletic Trainer, at least two days prior to testing. The Athletic Trainer will notify the respective Head Coach, no later than noon of the day before testing.
- Notification to the selected Student Athletes will be the responsibility of the Athletic Trainer, not to exceed twenty-four hours. The information will include the location, date and time of the test.
- If the selected Student Athlete fails to cooperate with the administration of the test, it will be considered a positive test.

Testing in response to individualized reasonable suspicion

If there is reasonable suspicion that a Student Athlete is using or has used Impermissible Substances, the Student Athlete may be subject to testing at any time. This may occur whether a team is in season or out of season. Reasonable suspicion may be based on information presented to the Director of Intercollegiate Athletics or designee, including, but not limited to, the following:

- Observed possession or use of substances that reasonably appear to be those listed as a banned or Impermissible Substance.
- An arrest and/or conviction for a criminal offense related to the possession, use of, or trafficking substances listed as banned or Impermissible Substances.
- Observed activity or appearance which varies from the normal routine of a Student Athlete. This includes but is not limited to, changes in physical appearance, conduct, behavior, or unusual/unexplained patterns of absence from class, training, or competition, which would be reasonably associated with the use of banned or Impermissible Substances.
- Charged with a violation of the University or Department of Intercollegiate Athletics Code of Conduct or other published University policy based on the possession, use, or affiliation with alcohol and/or banned substances.

Testing for an entire athletic team

There may be times that an entire team is tested for Impermissible Substances. This may include but is not limited to the following reasons:

- Prior to post-season competition.
- Suspected widespread use of association with Impermissible Substances by team members.

Once the Director of Intercollegiate Athletics or designee, receives information concerning reasonable suspicion/cause for testing, he or she will confer with designated representatives from the Athletic Training Staff, and the respective Head Coach to determine whether there is reasonable suspicion that the identified Student Athlete may have engaged in the use of a banned or Impermissible Substance. At the sole discretion of the Director of Intercollegiate Athletics, a Student Athlete may be designated for a drug test,
which shall be conducted in accordance with regular screening protocol. If the identified Student Athlete fails to cooperate with the administration of the test, it would constitute a positive result.

**Consequences of Failure to Participate in or Cooperate with Testing**

Student Athletes who fail to arrive at the collection station at the designated time without justification, fail to provide a urine sample according to protocol, leave the collection station before providing a specimen according to protocol, attempt to alter the integrity or validity or the urine specimen and/or collection process, or otherwise are uncooperative with administration of the test, will be treated as having failed the drug test.

**Procedures of Impermissible Substances Urinalysis Testing**

The Student Athlete will be notified by his Athletic Trainer or designee as to the location, date, and time of the scheduled test. Upon arrival at the testing location, the Student Athlete must provide a valid picture identification card, or in certain circumstances, a member of the Department of Intercollegiate Athletics staff, who is present, may identify the Student Athlete. The Student Athlete will be given a medication notification form to list any medications taken within the last thirty days. The Student Athlete will provide a urine sample according to the collection protocol of the testing center. Such protocol will usually include without limitation:

- Direct observation by a same-sex representative of the testing center.
- Packaging of the sample utilizing split sampling (the Student Athlete will divide the sample into two portions, both of which will be sent to the laboratory.)
- The lab will analyze the sample for selected Impermissible Substances.
- If a positive result involves a substance for which there might be a prescribed medical necessity, the Athletic Trainer or designee will contact the Director of Intercollegiate Athletics. The Athletic Trainer or designee will discuss the test result with the Director of Intercollegiate Athletics. If the Athletic Trainer or designee determines that the test result is consistent with medical need, no further action or reporting will occur. If the Athletic Trainer or designee determines that the test result is inconsistent with the Student Athlete’s prescribed medical need for the use of the substance, the Athletic Trainer or designee will forward the result to the Director of Intercollegiate Athletics or designee.
- If a positive result involves a substance for which no known medical need exists (e.g., ecstasy, marijuana) the Athletic Trainer or designee will forward the result directly to the Director of Intercollegiate Athletics or designee.

**Consequences of Impermissible Substance Use**

1) **First positive test result**
   a) Notification of the positive test result will be given to the Director of Intercollegiate Athletics or designee by the Athletic Trainer. The Director of Intercollegiate Athletics or designee will then notify the Head Coach, and the Student Athlete. The Head Coach will notify the Student Athlete’s parents or guardians.
   b) A Student Athlete who yields a positive test will meet with the Director of Intercollegiate Athletics, the Athletic Trainer, and Head Coach to discuss the violation and the consequences. The Student Athlete will be given a copy of the testing procedures and will be informed of the consequences of any future positive results. The Athletic Trainer will refer the Student Athlete for mandatory participation in designated counseling. Once referred, the Student Athlete has two business days to set-up an appointment for counseling. The Student Athlete will proceed with counseling sessions
as designated by the personnel involved in counseling. The Athletic Trainer will be notified of any missed appointments and/or completion of counseling. The Student Athlete will have to get prior approval to be excused from counseling or show proof of emergency to excuse a missed appointment. If the Student Athlete fails to comply with the terms of scheduled counseling, the Student Athlete will advance to the second positive test stage.

c) The Student Athlete will undergo a second test either at the conclusion of the required counseling sessions and/or intervention program or at such times or intervals as the Substance Abuse Counselor determines. While in the counseling program the positive tests will not count towards the limit of positives if the ng/ml limit continues to drop during counseling sessions. The first test above the initial positive test will be counted as a second positive. Any positive test result thereafter will be considered as a second positive test result.

d) In the case of circumstances involving evidence of prior usage and/or related criminal activities, the Director of Intercollegiate Athletics may automatically advance the Student Athlete to the second positive test stage.

2) Second positive test result

a) Notification of a positive test result will be given to the Director of Intercollegiate Athletics by the Athletic Trainer. The Director of Intercollegiate Athletics or designee will then notify the Head Coach, and the Student Athlete. The Head Coach will notify the Student Athlete’s parents or guardians.

b) A Student Athlete who yields a second positive test will meet with the Director of Intercollegiate Athletics, Athletic Trainer, and the Head Coach to discuss the violation and the consequences.

c) The Student Athlete who yields a second positive result will be placed back in counseling and/or rehabilitation. If the Student Athlete fails to comply with the terms of scheduled counseling, he or she will be deemed a third positive.

d) Upon receipt of a second positive test, the Student Athlete will immediately be suspended from all intercollegiate competition. Participation in other activities: practices, team activities, events and the like are at the discretion of the Head Coach, Substance Abuse Counselor, and Director of Intercollegiate Athletics or designee. The Student Athlete’s suspension will begin immediately upon the Student Athlete’s notification of the receipt of a positive test result and continue up to the day following the period of competitions equal to ten percent (10%) of the maximum allowable regular season intercollegiate competitions allowed by the NCAA. Should the regular season end prior to the completion of the suspension, the Student Athlete suspension will carry over to post-season competition, if any, and if necessary, to the next season.

e) The Student Athlete will undergo another Impermissible Substance test at the conclusion of the counseling and/or rehabilitation program or at any other time during counseling determined by the Substance Abuse Counselor.

3) Third positive test result

a) Notification of a positive test result will be given to the Director of Intercollegiate Athletics by the Athletic Trainer. The Director of Intercollegiate Athletics or designee will then notify the Head Coach, and the Student Athlete. The Head Coach will notify the Student Athlete’s parents or guardians.

b) Upon receipt of a third positive test, the Student Athlete will immediately be suspended from all intercollegiate competition equal to fifty percent (50%) of the scheduled intercollegiate competitions. Should the regular season end prior to the end of the suspension, the Student Athlete suspension will carry over to post-season competition, if any, and if necessary, to the next season.
season. Participation in other activities: practices, team activities, events and the like are at the discretion of the Head Coach, Substance Abuse Counselor, and Director of Intercollegiate Athletics or designee. The Student Athlete’s suspension will begin immediately upon the Student Athlete’s notification of the receipt of a positive test result and continue up to the day following the period.

c) The Student Athlete who yields a third positive result will be placed back in counseling and/or rehabilitation. If the Student Athlete fails to comply with the terms of scheduled counseling, he or she will be deemed a fourth positive
d) The Student Athlete will undergo another Impermissible Substance test at the conclusion of the counseling and/or rehabilitation program or at any other time during counseling determined by the Substance Abuse Counselor

4) Fourth positive test result
   a) Notification of a positive test result will be given to the Director of Intercollegiate Athletics by the Athletic Trainer. The Director of Intercollegiate Athletics or designee will then notify the Head Coach, and the Student Athlete. The Head Coach will notify the Student Athlete’s parents or guardians.
   b) Upon receipt of a fourth positive test, the Athletic Department will permanently cancel the eligibility of the Student Athlete’s participation in the institution’s athletic program.
   c) The Student Athlete will not be eligible for the renewal of any athletic grant-in-aid.
   d) The existing grant-in-aid may be canceled in accordance with the NCAA guidelines.
   e) The Head Coach will notify the parents of the Student Athlete’s test result and such cancellation of eligibility and/or athletic grant-in-aid.

Extraordinary Circumstances
In extraordinary circumstances, as determined at the sole discretion of the Director of Intercollegiate Athletics or designee, any positive test may result in one or more of the following additional actions:

- Temporary, indefinite, or permanent suspension from further participation in all athletic programs.
- Cancellation of all or part of any grant-in-aid provided to the Student Athlete by the Department of Intercollegiate Athletics.
- Extended counseling and rehabilitation to provide and implement an appropriate plan of intervention for the Student Athlete.
- Referral of the matter to the University’s Office of Judicial Affairs for appropriate University judicial action.

Appeals
A Student Athlete who tests positive is entitled to an appeal based on the following:
   a. The sanctions imposed are inappropriate relative to this policy.
   b. The testing process was not in substantial conformity with prescribed procedures as set forth herein or by the Testing Center.

To be considered, an appeal must be filed in writing to the Director of Athletics by the end of the second business day following the day the Student Athlete receives notification of the positive test result. All appeals must contain a detailed description of the basis of the appeal and provide reasons supporting such. As a general rule, but ultimately at the sole discretion of the Director of Intercollegiate Athletics or designee, the Student Athlete’s suspension, and/or sanction will not be set aside while an appeal is pending.
Confidentiality
Every effort will be made to maintain confidentiality within the program. While all related information and records will be protected from public access to the fullest extent allowed by law, it is understood that the law requires disclosure of such records in a health or safety emergency, and/or in response to a lawfully issued subpoena.

NCAA Drug Screening
The NCAA has instituted a policy of year round random drug testing for all athletes participating in intercollegiate athletics. In addition, all Student Athletes are subject to NCAA random testing at NCAA championships and bowl events.

Right to Modify
This policy may be modified or amended by the Director of Intercollegiate Athletics or designee from time to time upon 48 hours written notice to each Student Athlete.

Proposed Drug Cut-Offs

<table>
<thead>
<tr>
<th>Substance</th>
<th>Screen Cut-Off:</th>
<th>Confirmation Cut-Off:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amphetamines/Methamphetamines</td>
<td>1000 ng. /mL</td>
<td>500 ng. /mL</td>
</tr>
<tr>
<td>Cocaine Metabolites</td>
<td>300 ng. /mL</td>
<td>150 ng. /mL</td>
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<tr>
<td>Marijuana Metabolite</td>
<td>20 ng. /mL</td>
<td>15 ng. /mL</td>
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<tr>
<td>Opiates</td>
<td>300 ng. /mL</td>
<td>300 ng. /mL</td>
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<tr>
<td>Phencyclidine (PCP)</td>
<td>25 ng. /mL</td>
<td>25 ng. /mL</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>300 ng. /mL</td>
<td>200 ng. /mL</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>300 ng. /mL</td>
<td>200 ng. /mL</td>
</tr>
<tr>
<td>Methadone</td>
<td>300 ng. /mL</td>
<td>200 ng. /mL</td>
</tr>
<tr>
<td>Propoxyphene</td>
<td>300 ng. /mL</td>
<td>200 ng. /mL</td>
</tr>
</tbody>
</table>

NCAA Banned-Drug Classes 2008-2009
The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org/health-safety for the current list. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. **No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.** Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s team physician or athletic trainer for further information.
Bylaw 31.2.3. Banned Drugs
The following is a list of banned-drug classes, with examples of substances under each class:

(a) Stimulants:
- amiphenazone
- methylenedioxymethamphetamine
- amphetamine (MDMA, ecstasy)
- bemigride
- methylphenidate
- benzphetamine
- nikethamide
- bromantan
- pemoline
- caffeine (guarana) + pentetrazol
- chlorphentermine
- phenmetrazine
- cocaine
- phentermine
- cropropamide
- phenylephrine
- diethylpropion
- phenylpropanolamine (ppa)
- dimethylamphetamine
- pirodine
- methylphenylephrine
- doxapram
- pipradol
- ephedrine
- prolintane
- (ephedra, ma huang) + strychnine
- ethamivan
- synephrine
- fencamfamine
- meclofenoxate + and related compounds
- methamphetamine

The following stimulants are not banned:
- phenylephrine
- pseudoephedrine

(b) Anabolic Agents:
- anabolic steroids
- androstenediol
- gestrinone
- androstenedione
- mesterolone
- boldenone
- methandienone
- clomstebol
- methysterone
- dehydrochloromethyl- nandrolone
- testosterone
- norandrostenediol
- dehydroepiandro- norandrostenedione
- sterone (DHEA)
- norethandrolone
- dihydrotestosterone
- oxandrolone
- (DHT) oxymesterone
- dromostanolone oxymetholone
- epitrenbolone
- stanozolol
- fluoxymesterone
- testosterone
- oxymetholone
- stanozolol
- trenbolone
- and related compounds
Other anabolic agents:
- clenbuterol

(c) Substances Banned for Specific Sports:
- Rifle:
  - alcohol
  - pindolol
  - atenolol
  - propranolol
  - metoprolol
  - timolol
  - nadolol + and related compounds

(d) Diuretics and other urine manipulators:
- acetazolamide
- hydrochlorothiazide
- bendroflumethiazide
- hydroflumethiazide
- benzthiazide
- methyclothiazide
- bumetanide
- metolazone
- chlorothiazide
- polythiazide
- chlorothalidone
- quinethazone
- ethacrynic acid
- spironolactone
- flumethiazide
- triamterene
- furosemide
- trichlormethiazide + and related compounds

(e) Street Drugs:
- heroin
- tetrahydrocannabinol
- marijuana (THC)

(f) Peptide Hormones and Analogues:
- corticotrophin (ACTH)
- growth hormone (hGH, somatotrophin)
- human chorionic gonadotrophin (hCG)
- insulin like growth factor (IGF-1)
- leutening hormone (LH)
- (all the respective releasing factors of the above-mentioned substances also are banned.)
- erythropoietin (EPO)
- sermorelin
- darbypoetin

(g) Anti-Estrogens:
- anastrozole
- clomiphene
- tamoxifen
- and related compounds
(h) Definitions of positive depends on the following:
• for caffeine—if the concentration in urine exceeds 15 micrograms/ml.
• for testosterone—if the administration of testosterone or use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.
• for marijuana and THC—if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

31.2.3.4.1 Drugs and Procedures
Subject to Restrictions.
The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used:
(Revised: 8/15/89)
(a) Blood Doping. The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes) is prohibited, and any evidence confirming use will be cause for action consistent with that taken for a positive drug test. (Revised: 8/15/89, 5/4/92)
(b) Local Anesthetics. The Executive Committee will permit the limited use of local anesthetics under the following conditions:
(1) That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine; (Revised: 12/9/91, 5/6/93)
(2) That only local or topical injections can be used (i.e., intravenous injections are not permitted); and
(3) That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.
(c) Manipulation of Urine Samples. The Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing. Examples of banned methods are catheterization, urine substitution and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epitestosterone administration. (Revised: 8/15/89, 6/17/92, 7/22/97)
(d) Beta 2 Agonists. The use of beta 2 agonists is permitted by inhalation only. (Adopted: 8/13/93)
(e) Additional Analysis. Drug screening for select nonbanned substances may be conducted for nonpunitive purposes. (Revised: 8/15/89)

WEIGHT ROOM POLICIES AND PROCEDURES

Hours
Hours of operation for the weight room are Monday – Friday from 6:00 a.m. to 6:00 p.m.

Authorized Users
Recognized users of the varsity weight room are current student-athletes, athletic department staff members (full-time or part-time), athletic department staff spouses and children that are 16 years old and up, and former varsity student-athletes that are pursuing their degree or a career in professional sports. Varsity student-athletes will usually be assigned team-lifting times, but they can also lift on their own. Former varsity student-athletes and athletic department staff may lift between 8:00 a.m. and 1:00 p.m. Special hours and lifting times may be scheduled on school holidays, over breaks (Spring Break,
Christmas, Thanksgiving, and summer) or as otherwise determined by the Strength and Conditioning Director.

**Loss of Privilege**

Varsity student-athletes and other authorized users are subject to loss of privilege for any of the following reasons:

- Willful violation of rules and regulations
- Failure to qualify as a continuing member of an athletic team
- Withdrawal as a member of an athletic team
- Suspension/dismissal from an athletic team  
  *Note: Use of the varsity weight room will be denied until the athlete is reinstated as a continuing member of an athletic team*
- Discontinuation of individual status as athletic department staff

**Rules and Regulations**

The following rules are in effect during all times and must be enforced for all recognized users of the varsity weight room:

- Proper training attire must be worn at all times when using the facility. This refers to OSU issued gear for all athletes, shirts (not cutoff above the waist, no jog bras), shoes (no sandals) and shorts or sweats.
- Collars are to be used on all free weight bars and on platform lifts when necessary.
- Weights should not be dropped to the floor (exceptions given for platform lifts) and should be returned to the proper rack upon completion of the lift.
- Weight belts and other equipment, which were used during a workout, should be returned to their proper place when the workout is finished.
- Individuals should obtain permission from the varsity weight room staff before entering any of the weight room offices. Anyone wishing to use the phone needs prior permission.
- At no time will a student-athlete be allowed to change the music or the volume of the music without first obtaining permission from weight room staff. Cassette tapes are prohibited. Walkman headsets are prohibited in the free weight area- safety concerns, and the higher-risk nature of free weight exercises require the athlete to be able to hear direction by the strength coach at all times when performing these lifts.

**Athlete Equity Policy**

All athletes are equally important and should be treated alike. Discriminatory behavior on the part of any strength coach toward any student-athlete, or of any student-athlete toward another student-athlete on the basis of sex, race, or ability will not be tolerated in any form. Any such behavior will be punished by immediate removal from the facility of the individual(s) engaging in the said behavior, further discipline will be determined by the Strength and Conditioning Director.
ACADEMIC ENHANCEMENT CENTER (AEC)

Hours
Throughout the year, the AEC is open and staffed Monday through Friday, 8am-5pm. In order to accommodate the student-athletes demanding schedule, during the fall and spring semesters our hours are extended to:

- Monday through Thursday: 8:00am to 11:00pm
- Friday: 8:00am to 5:00pm
- Sunday: 2:00pm to 11:00pm

Facilities
Located on the south side of the Athletic Center at Oklahoma State University, the Academic Enhancement Center is a part of the entire package that is OSU. Placed for accessibility and availability, the Academic Enhancement Center is truly the center of the Athletic Department at OSU. With private tutor rooms, classrooms, computer labs, lounges, and many high quality people to facilitate academic success, the Academic Enhancement Center can meet the needs of all students.

Computer Labs
State-of-the-art computer labs are second to none. Student-athletes are able to use the internet, search the OSU library and do research from the comfort of the Academic Enhancement Center.

Private Study/Tutor Rooms
When a quiet place to work is needed, study rooms are available. Marker boards, tables, and privacy, are provided so student-athletes have a secluded place to complete homework and small group assignments.

Staff
The Academic Services for Student Athletes (ASSA) staff is here to augment the educational experience of OSU student-athletes. OSU is consistently in the upper echelon of Big 12 schools for number of Academic All-Conference selections and Academic All-Americans. In addition to multiple tutors and facilitators, the following full-time staff assists student-athletes in making the most of their abilities on and off the playing field:

- **Dr. Marilyn Middlebrook**: Associate Athletic Director for Academic Affairs and Director of Academic Services for Student Athletes
- **Agatha Adams**: Assistant Director, SAAC Advisor
- **Alan Good**: Assistant Director, Eligibility Manager, Honors and Awards Coordinator
- **Terry Henley**: CHAMPS/Lifeskills Instructor and Senior Academic Advisor
- **Kala Krzych**: Learning Specialist and Writing Center Director
- **Nikki Jones**: Learning Specialist and Facilitator Supervisor
- **Sally Randolph**: CHAMPS/Lifeskills Instructor, SAAC Advisor, and Academic Coordinator
- **Debbie Gimlin**: Office Manager

Services
Services available at the AEC for student-athletes include academic counseling, NCAA CHAMPS/Lifeskills courses, facilitating, personalized career services, writing center, tutoring, equipment checkout, enrollment assistance, and the academic awards banquet. The AEC staff also assists new students with admissions
and enrollment procedures, as well as OSU, Big 12 and NCAA eligibility and NCAA Clearinghouse information. The ASSA staff coordinates the Student-Athlete Advisory Council (S.A.A.C.) Assistance for academic scholarships and awards for student-athletes is offered. The ASSA staff coordinates academic awards for student-athletes to ensure that OSU student-athletes are recognized for their hard work. The ASSA staff has a member who serves as learning disability liaison to Learning Disability Services and a graduation/retention data specialist to assure that students are on track to graduate. Assisting student-athletes in meeting academic eligibility for both OSU and the NCAA is just a small part of the job description for the staff of the Academic Enhancement Center.

Within the Academic Enhancement Center all academic learning programs for student-athletes are coordinated. The ASSA staff distributes and monitors grade reports for student-athletes multiple times a semester. This contact with professors is used to determine academic progress of student-athletes as deemed appropriate. The staff has learned that by working together, all can succeed. Communication is maintained among staff members regarding issues affecting the preparedness of student-athletes. The OSU ASSA staff works to assist students in developing skills that will not only allow them academic success at OSU, but carry them throughout the rest of their lives. To accomplish this, a variety of programs and services have been developed by the ASSA staff.

**Academic Counseling**
Academic Counselors, also known as Sport Counselors, work closely with student-athletes and play a significant role in their overall development to ensure their academic success and timely graduation. *If you need assistance, visit your sport counselor!*

- **Marilyn Middlebrook**  (women’s golf, men’s basketball, softball and football)
- **Agatha Adams**  (equestrian, women’s tennis, soccer, women’s basketball)
- **Terry Henley**  (football)
- **Alan Good**  (wrestling, men’s golf, women and men’s track and field/cross country, baseball, men’s tennis)

**Life Skills**
A particularly successful program is the CHAMPS/Life Skills course. All incoming freshmen and transfer students are encouraged to participate in this course. Not only will it help guide them in learning skills that are necessary to become successful people, it will help orient them to college life at OSU. Guest speakers from various fields offer a supplement to the course in seminars offered throughout the academic year.

**Facilitating**
Another useful service is the Academic Facilitator program. Facilitators help students get organized and manage their time efficiently to meet the rigors of college life. Facilitators range from graduate students to full professors and are selected from different departments around campus. This ensures a high-quality Academic Facilitator program. The experiences facilitators bring help students truly understand what it takes to be successful at OSU.

**Career Services**
The Career Services Consultant located on the second floor of the AEC, assists student-athletes in career exploration and development. Building resumes, developing interview skills, composing cover letters, conducting job searches, and networking are just a few ways she can help student-
athletes in regards to career development. Additionally, job fairs, internship fairs, and recruiting events are held on campus frequently and are open to all students. The ASSA staff takes pride in helping student-athletes even after their degree work is completed.

Writing Center
The Writing Center, located in Room 250E of the Academic Center, is a place where student-athletes can receive guidance for any type of written assignment. At the Writing Center, tutors work with student-athletes one-on-one, teaching them how to construct an essay, how to develop their ideas, and how to proofread for errors. Additionally, at the Writing Center, student-athletes have access to a variety of writing resources, including hand-outs, MLA and APA style guides, dictionaries, and textbooks. Ultimately, the goal of the Writing Center is to equip student-athletes with the writing skills needed to succeed both in their classes at OSU and in their future careers.

Making an Appointment at the Writing Center: Writing tutors are available Sunday through Friday. Although drop-ins are welcome, you are encouraged to make appointments ahead of time in order to guarantee tutor availability. To make an appointment, please stop by the Writing Center or call Kala Krzych, one of the Learning Specialists, at 744-4938.

Tutoring
Paid and volunteer tutors and mentors are hired, supervised and carefully monitored. The ASSA Academic Coordinator matches students and tutors for one-on-one study sessions. Group sessions that cover many topics are also available. If a student has special needs, the ASSA staff is educated on how to find a way to meet those needs. Good working relationships with academic departments on campus ensure ASSA’s ability to accommodate every student’s academic needs.

One-on-One Tutoring
Individual tutoring is available for every course offered at OSU. From anthropology to zoology, help may be found.

Group Study Sessions
When several students are in the same course, group study sessions are offered to accommodate those needing assistance. Group study sessions are a great way to bounce ideas or questions off tutors or fellow classmates to make that "A!"

Requesting a Tutor: Tutor requests forms are available in the front office of the AEC and should be filled out no later than the second week of each semester, including summer. Tutors are a supplement to individual study time as well as class attendance. Students should come to tutorial sessions prepared with questions and having attempted homework prior to the session. Students arriving more than 15 minutes late to a tutorial session will be considered a no-show and coaches will be notified.

Laptops and Calculators
Laptops and calculators may be checked out temporarily through the front office of the AEC. Calculator check-out requires a course syllabus indicating the type and model of calculator required. Laptop checkout is on an availability basis determined by team size and travel dates. Students are solely responsible for the equipment while in their possessions and sign a contract verifying their responsibility for the laptop or calculator and agreeing to pay to replace any lost, stolen, or damaged equipment.
Enrollment
Students should meet with college advisors beginning in the third week of each semester, and no later than the sixth week of each semester. Following this meeting students will be given a trial study form, which should be brought immediately to sport counselors in the AEC.

The Academic Awards Banquet
The year culminates with the Academic Awards banquet. The ASSA staff works diligently to organize the banquet to celebrate the academic successes of OSU student-athletes. Academic success of student-athletes over the previous academic year is celebrated. The presentation of the male and female student-athlete of the year is the highlight of the evening. This very competitive award is the most sought after award on the OSU campus for student-athletes.

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)
The Student-Athlete Advisory Council (SAAC) is comprised of two team representatives from all OSU sport teams and meets every other week during the fall and spring semesters. SAAC is the student-athletes’ voice with athletic administration and campus faculty regarding any concerns the student-athletes may have. SAAC also sponsors many volunteer activities during the school year, and represents the very best of the OSU student-athlete population. If you would like to get involved, please contact one of the following officers!

2007-2008 SAAC Officers
President: Yolanda Odenyo (Soccer)  
Vice-President: Matt Barnes-Smith (Track)  
Secretary: Ellen Thompson (Soccer)  
Treasurer: Andre Sexton (Football)  
Public Relations/Media: Katie Richardson (Soccer) and Julie Rader (Track)
<table>
<thead>
<tr>
<th>STAFF</th>
<th>SPORTS</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Director's Office</td>
<td>Baseball</td>
<td>744-5849</td>
</tr>
<tr>
<td>Academic Enhancement Center</td>
<td>Basketball (Men's)</td>
<td>744-5845</td>
</tr>
<tr>
<td>Athletic Development</td>
<td>Basketball (Women's)</td>
<td>744-2490</td>
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<tr>
<td>Business Office</td>
<td>Equestrian</td>
<td>372-1819</td>
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<td>Compliance</td>
<td>Football</td>
<td>744-5737</td>
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<td>Eligibility/Scholarships</td>
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<td>Marketing &amp; Promotions</td>
<td>Soccer</td>
<td>744-8765</td>
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<tr>
<td>Media Relations</td>
<td>Softball</td>
<td>744-4655</td>
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<tr>
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<td>Tennis (Men's)</td>
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<td>POSSE</td>
<td>Tennis (Women's)</td>
<td>744-7343</td>
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<tr>
<td>Spirit Office</td>
<td>Track &amp; Cross Country (Men's)</td>
<td>744-2108</td>
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<td>Strength &amp; Conditioning</td>
<td>Track &amp; Cross Country (Women's)</td>
<td>744-5537</td>
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<tr>
<td>Ticket Office</td>
<td>Wrestling</td>
<td>744-4541</td>
</tr>
<tr>
<td>Or 877-255-4678 (ALL4OSU)</td>
<td></td>
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<tr>
<td>Training Room</td>
<td></td>
<td>744-6465</td>
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