



Complete this form below and return to the Associate AD/Student-Athlete Success Services.

**2023-2024**

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

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Student- Athlete Signature

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

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

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

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





**STUDENT-ATHLETE  
INFORMATION SHEET**

**2023-2024**

(please print all of the following information)

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

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

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

CLASSIFICATION:

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

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

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

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

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

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

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

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



2023-2024

**Student-Athlete**

**Handbook & Planner**

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

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

*Mission:*

*Embody excellence.*

*Develop student-athletes to maximize their potential.*

*Win with integrity.*

*Bring pride to the LA Tech Family.*





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## **LETTER FROM THE ATHLETICS DIRECTOR**

Bulldogs & Lady Techsters,

On behalf of our coaches and support staff, it is with great pleasure that I officially welcome you to the Louisiana Tech Athletics Family! You are now amongst an elite population of student-athletes who are ambitious and dedicated to competing in the classroom, competing to become better leaders, and competing on their respective playing fields.

As a department, we are committed to your holistic experience as a STUDENT-athlete. Meaning, we strive to provide you with the best resources academically, athletically, and in developing you both personally and professionally. During your time at Louisiana Tech, all we ask is that you take full advantage of the resources afforded to you within athletics and on campus to maximize your overall experience.

Being a student-athlete at this prestigious institution offers you a variety of opportunities to impact the surrounding communities. With your role as a student-athlete comes great responsibility—the responsibility to lead and be a positive example to those around you. As a Bulldog or a Lady Techster, you represent more than yourself. There are approximately 11,000 fellow students and more than 83,000 living alumni expecting you to graduate and conduct yourself with distinction as high-profile ambassadors of the LA Tech brand, especially in this “Name, Image, and Likeness” era.

As we elevate our expectation for excellence every year, we will continue to provide you with the resources you need to uphold that standard of excellence at LA Tech. We understand your time is valuable. In an effort to help you use your time wisely, we designed this handbook to help you balance your time while you navigate through your college career. Please utilize this resource to stay compliant with the University and Athletics Department protocols and procedures and as a tool to keep you accountable with your daily, weekly, and monthly schedules.

Best of luck in the 2023-2024 academic year. We have no doubt that you will have tremendous success!

Ever Loyal Be!  
#CompeteCompeteCompete!

Respectfully,

A handwritten signature in blue ink that reads 'Eric A. Wood'.

**Dr. Eric A. Wood**  
Vice President & Director of Athletics



## ATHLETICS COUNCIL

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

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

### **Membership**

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

### **Meetings**

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

### **Current Members**

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

**Ms. Lisa Cole,**  
Comptroller

**Dr. Robert "Guthrie" Jarrell, MD,**  
Alumni Representative

**Mr. Steve Davison,**  
Alumni Representative

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

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

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

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

**Elizabeth McKinney,**  
Student Government President

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

**Mr. Sam Speed,**  
Student Affairs

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

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



**Dr. Eric A. Wood**  
Director of Athletics/Vice President

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**Athletic Department**

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

**Shipping Address**  
Louisiana Tech Athletics  
1650 West Alabama  
Ruston, LA 71270

**Fall 2023 Academic Calendar**

<b>1<sup>st</sup> Purge for students who have not paid or confirmed</b>	5pm	Aug 30 (Wed)
Residence Halls open	9am	Sept 5 (Mon)
Labor Day (University Closed)		Sept 4 (Mon)
Food Service opens, night meal		Sept 6 (Tue)
Fall Quarter begins		Sept 6 (Wed)
Foreign Language & Math Placement Exams		Sept 6 (Wed)
<b>2<sup>nd</sup> Purge for students who have not paid or confirmed</b>	6pm	Sept 6 (Wed)
Classes begin		Sept 7 (Thu)
Late Registration and Drop/Add begins		Sept 7 (Thu)
Late Registration ends: last day for Drop/Adds		Sept 11 (Mon)
9th class day, Census Date		Sept 19 (Tue)
Last day to register for Fall graduation		Sept 22 (Fri)
Deadline for completing "I" grades for past quarters		Sept 29 (Fri)
Deadline for faculty submission of "I" grade completions		Oct 6 (Fri)
<b>Early Advising for student-athletes begins</b>		Oct 22 (Sun)
<b>Advising forms due to SASS</b>	2pm	Oct 27 (Fri)
Last day to drop individual courses or resign from the University with "W" grades ("F" grade after this date)		Oct 27 (Fri)
<b><u>Advising, Early Web Registration, Early Schedule Adjustment, (Drop/Add), Early Web Fee Payment for Winter</u></b>		Oct 30 – Nov 17

Graduate Students	Monday, October 30 thru Friday, November 17
Seniors	Tuesday, October 31 thru Friday, November 17
Juniors	Wednesday, November 1 thru Friday, November 17
Sophomores	Friday, November 3 thru Friday, November 17
Freshmen	Tuesday, November 7 thru Friday, November 17

Grades for degree candidates due in Registrar's Office Nov 14 (Tue)



Last day of classes	Nov 16 (Thu)
Food Service closes, @ 2pm	Nov 16 (Thu)
<b>Purge for non-fee (Winter) payment</b>	5pm Nov 17 (Fri)
Residence Halls close	12pm Nov 17 (Fri)
Athletics Stole Ceremony	11am Nov 17 (Fri)
Commencement Exercises, Thomas Assembly Center	10am Nov 18 (Sat)
Fall Quarter 2022 Ends	Nov 18 (Sat)
All other grades due	Nov 20 (Mon)
Grades “live” on BOSS	Nov 21 (Tue)
Thanksgiving Holidays – University Closed	Nov 23-24 (Thu-Fri)

## Winter 2023-2024 Academic Calendar

<b>1<sup>st</sup> Purge for students who have not paid or confirmed</b>	5pm	Nov 17 (Fri)
Thanksgiving Holidays – University Closed		Nov 24 (Fri)
Residence Halls open	1pm	Nov 26 (Sun)
Food Service opens, night meal		Nov 27 (Mon)
Winter Quarter begins		Nov 28 (Tue)
<b>2<sup>nd</sup> Purge for students who have not paid or confirmed</b>	6pm	Nov 28 (Tue)
Classes begin		Nov 29 (Wed)
Late Registration and Drop/Add begins		Nov 29 (Wed)
Late Registration ends: last day for Drop/Adds		Dec 1 (Fri)
9th Class Day, Census Date		Dec 11 (Mon)
Last day to register for Winter graduation		Dec 14 (Thu)
Christmas Holiday begins @ end of classes		Dec 20 (Tue)
Christmas Holiday ends. Classes resume @ 8:00am		Jan 3 (Wed)
Deadline for completing “I” grades for past quarters		Jan 5 (Fri)
Deadline for faculty submission of “I” grade completions		Jan 12 (Fri)
ML King, Jr. Holiday. University Closed		Jan 15 (Mon)
ML King, Jr. Holiday ends @ 8:00 a.m.		Jan 17 (Tue)
<b>Early Advising for student-athletes begins</b>		Jan 28 (Sun)
Last day to drop individual courses or resign from the University with “W” grades (“F” grade after this date)		Feb 2 (Fri)
<b>Advising forms due to SASS</b>	2pm	Feb 2 (Fri)
<u>Advising, Early Web Registration, Early Schedule Adjustment, (Drop/Add), Early Web Fee Payment for Spring</u>		Feb 5-Feb 28

Graduate Students	Monday, February 5 thru Wednesday, February 28
Seniors	Tuesday, February 6 thru Wednesday, February 28
Juniors	Wednesday, February 7 thru Wednesday, February 28
Sophomores	Friday, February 9 thru Wednesday, February 28
Freshmen	Thursday, February 15 thru Wednesday, March 1



Mardi Gras Holiday Observed. University Closed	February 12-14(Mon-Wed)
Mardi Gras Holiday ends. University Offices Reopen (no classes)	8am Feb 14 (Wed)
<b>Purge for non-fee (Spring) payment</b>	5pm Feb 28 (Wed)
Grades for degree candidates due in Registrar's Office	Feb 26 (Tue)
Last day of classes	Feb 27 (Tue)
Food Service closes (after night meal)	Feb 27 (Fri)
Residence Halls close	12pm Feb 29 (Thu)
Athletics Stole Ceremony	11am Mar 1 (Fri)
Commencement Exercises, Thomas Assembly Center	10am Mar 2 (Sat)
Winter Quarter 2023 Ends	Mar 2 (Sat)
All other grades due	Mar 4 (Mon)
Grades "live" on BOSS	Mar 5 (Tue)

### Spring 2024 Academic Calendar

<b>1<sup>st</sup> Purge for students who have not paid or confirmed</b>	5pm	Feb 28 (Wed)
Residence Halls open	1pm	Mar 5 (Tue)
Food Service opens, night meal		Mar 6 (Wed)
Spring Quarter begins		Mar 12 (Tue)
<b>2<sup>nd</sup> Purge for students who have not paid or confirmed</b>	6pm	Mar 12 (Tue)
Classes begin		Mar 13 (Wed)
Late Registration and Drop/Add begins		Mar 13 (Wed)
Late Registration ends: last day for Drop/Adds		Mar 15 (Fri)
9th Class Day, Census Date		Mar 25 (Mon)
Last day to register for Spring graduation		Mar 29 (Fri)
Deadline for completing "I" grades for past quarters		Mar 31 (Fri)
Deadline for faculty submission of "I" grade completions		Apr 5 (Fri)
Easter Holiday begins @ end of classes		Mar 29 (Thu)
Food Service closes at 2:00 pm		Mar 29 (Thu)
Easter Holiday ends (classes resume @5pm)	5pm	Apr 1 (Mon)
Food Service opens, night meal		Apr 1 (Mon)
<b>Early Advising for student-athletes begins</b>		Apr 28 (Sun)
Last day to drop individual courses or resign from the University with "W" grades ("F" grade after this date)		May 3 (Fri)
<b>Advising forms due to SASS</b>	2pm	May 3 (Fri)

Advising, Early Web Registration, Early Schedule Adjustment, (Drop/Add), Early Web Fee Payment for Summer & Fall May 6-May 15

Graduate Students	Monday, May 6 thru Friday, May 15
Seniors	Tuesday, May 7 thru Friday, May 15
Juniors	Wednesday, May 8 thru Friday, May 15
Sophomores	Friday, May 10 thru Friday, May 15



Freshmen

Tuesday, May 14 thru Friday, May 15

Grades for degree candidates due on Faculty BOSS		May 22 (Wed)
Last day of classes		May 24 (Fri)
Athletics Stole Ceremony	11am	May 24 (Fri)
Food Service closes	2pm	May 24 (Fri)
1 <sup>st</sup> purge for Summer 2023	5pm	May 24 (Fri)
Commencement Exercises, Thomas Assembly Center	10am & 5pm	May 25 (Sat)
Residence Halls close	12pm	May 25 (Sat)
Spring Quarter ends		May 25 (Sat)
All other grades due		May 29 (Tue)
Grades "live" on BOSS		May 30 (Wed)
Memorial Day Holiday: University Closed		May 27 (Mon)

## ACADEMICS

### *Designation of a Degree Program*

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

### *Declaring a Major/Changing Majors*

At no time should a student-athlete change his/her major without the approval of the Associate AD/Student-Athlete Success Services.. Go to [https://forms.latech.edu/program\\_change](https://forms.latech.edu/program_change) and select "Program Change Request." Click "Yes" that you are a student-athlete and complete the remainder of the form and click submit. If a minor is required, it must also be declared immediately in order for those classes to count for eligibility.

### *Academic Advising*

Each student is assigned an on campus academic advisor from his or her declared field of study. Students must be advised by their assigned advisor and/or department. Only Interdisciplinary Studies Freshmen and Sophomores will be advised by their student-athlete success coordinator.

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



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

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

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

### ***Priority Registration***

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

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

All student-athletes will be advised by their assigned on campus academic advisors. Student-athletes are responsible for scheduling appointments to be advised. The advising form is due in the Academic Center no later than 5:00pm on the scheduled drop date each quarter. If a student-athlete is not eligible for priority registration, they must register with the general population. Provided the student-athlete has no HOLDS, they can register via BOSS or seek assistance from the Registrar's Office.

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

### ***Registering for Classes***

Visit [boss.latech.edu](http://boss.latech.edu) and click on the "Student B.O.S.S. login". Enter your Student ID (CWID) and BOSS PIN number; Go to the "Registration" menu and select the "Drop and Add Classes" menu option. Follow the screen instructions, load a set of call numbers in each cell, and then click on "Submit".



## ***Dropping Classes***

In certain situations, it may become necessary for a student-athlete to drop a class. Student-athletes must complete the athletic department drop form on TeamWorks and have your head coach sign before you begin the institutional drop process. This will inform both you and your head coach of any eligibility issues that may arise as a result of dropping a class. Once the athletic department drop form is signed and returned to your student-athlete success coordinator, they will help you complete an institutional drop slip. Both the student-athlete's academic advisor and the Associate AD/Student-Athlete Success Services must approve and sign the institutional drop slip. For student-athletes on book scholarship, the drop slip will not be signed until the rented book has been returned to the athletic department. After obtaining all signatures, return the drop slip to your student-athlete success coordinator. It is the student-athlete's responsibility to check their BOSS account to confirm that the class has been dropped. This step will complete the drop/add procedure.

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

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

### ***Drop Dates for 2022-2023***

	<b><u>Drop/Add Period</u></b>	<b><u>Drop with "W"</u></b>
<b>Fall 2023</b>	<b>Sept 7-Sept 11, 2023</b>	<b>Friday, Oct 27, 2023</b>
<b>Winter 2023/4</b>	<b>Nov 29-Dec 1, 2023</b>	<b>Friday, Feb 2, 2024</b>
<b>Spring 2024</b>	<b>Mar 13-Mar 15, 2024</b>	<b>Friday, May 3, 2024</b>

## ***Tech Email***

Louisiana Tech University provides each enrolled student with a TECH e-mail account. **TECH faculty and administrators use this e-mail account as one of the primary means for communicating with the student body, other faculty, and other staff.** Faculty members and administrators use this account to transmit private information to a student through the University's information security mechanisms; information that will not be transmitted through commercial ISP accounts for security reasons.

**Students are encouraged to activate and use their TECH e-mail account as soon as possible after registration and tuition/fee payment and to check their e-mail account daily.** USERID and password information is available at <http://helpdesk.latech.edu/> or at the University Computing Center (Basement, Wly Tower of Learning).

Student-athletes are responsible for reading and responding to e-mail in a timely manner. Be sure that you have constructed a professional email that includes an appropriate subject (course title), begins with an appropriate greeting (Dear Professor), has been proofread for clarity, clearly states the purpose of the email, and is signed with your name.



## ***Moodle***

Modular Object-Oriented Dynamic Learning Environment or Moodle is the Web-based course management system used at Louisiana Tech University to enhance class communication, organization, and presentation by providing customizable website templates for courses offered. It is designed to provide tools for building online resources for use with regular classes or to support classes offered completely online. Faculty can use Moodle with minimal formal instruction or technical skills. You are responsible for regularly checking and keeping up with the material on the course website (<http://moodle.latech.edu>).

## ***Retain***

Student-athletes will use Retain to track their hours and review their progress reports. You may access your Retain account by clicking on the Retain link on the Student-Athlete Success Center on the [latechsports.com](http://latechsports.com) website or see your student-athlete success coordinator for detailed instructions to utilize the text for information function with your Retain access.

Twice each quarter, the athletic academic support staff will send progress reports to instructors for all student-athletes to track progress throughout the quarter. Instructors are asked to provide feedback on attendance, grades, class participation, and homework assignments. This information is shared with the athletic academic staff, head coaches, and sport administrators. Student-athletes maintain consistent access to view this information in real-time.

## ***Class Attendance Policies***

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

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

1. Class attendance is regarded as an obligation, as well as a privilege, and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from Louisiana Tech.
2. Each instructor shall keep a permanent attendance record for each class. These records are subject to inspection by appropriate University officials.
3. The Academic Center shall submit excuses for all class absences to the appropriate instructor prior to departure. The instructor may excuse the student for being absent and will also accept an official University excuse. An official University-excused absence is an absence that results from the student's participation in a University-sponsored activity requiring the student to miss class in order to participate in the activity. According to the University catalog, NCAA athletic team travel is



included. It is the athlete's responsibility to notify their professors, and identify how any make-up of missed work shall be handled.

4. When a freshman or sophomore student receives excessive unexcused absences (10% of the total classes) in any class, the instructor may recommend to the student's academic dean that the student be dropped from the rolls of that class and given an appropriate grade.

5. Faculty members are required to state in writing (Syllabus) and explain to the student their expectations in regard to class attendance prior to the close of the drop/add period.

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

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

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

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

***Textbook Policy***

The NCAA and the University provide scholarship student-athletes financial aid that covers the actual costs of the course-related books and access codes. Student-athletes on book scholarship must abide by the following policies:

At the scheduled time for each sport, student-athletes should report to the Bookroom (TAC 146) to pick up the assigned books.

Books unavailable from the Bookroom will be purchased in the Tech BookStore by the Athletics Department. Student-athletes report to the Barnes& Noble Tech Bookstore at their assigned time. Books will not be issued after the assigned date. Student-athletes will sign for all items received. It is the responsibility of the student-athlete to carefully inspect all books and accessories before signing for them. If the Tech Bookstore had to order a book for a scholarship student-athlete, it is the student-athlete's responsibility to pick the book up when it arrives in the Tech Bookstore. All books, workbooks, programs, access codes, etc., whether purchased at the bookstore or obtained in the Bookroom, MUST BE RETURNED during the Bookroom hours at the end of each quarter. For



Rental Only books, student-athletes should go to the Tech Bookstore to provide a credit or debit card to be charged if the student-athlete does not return the book to the Tech Bookstore at the end of the term. The Athletic Department covers the rental cost for the book, but will not cover the purchase price should the student-athlete fail to return the book to the Tech Bookstore at the end of the term. It is the responsibility of the student-athlete to return all rental books to the Tech Bookstore. Any Rental Only books returned to the Athletic Department will result in the student-athlete's card on file with the Tech Bookstore being charged the full purchase price of the Rental Only book. University policy prohibits student-athletes from selling textbooks owned by Athletics.

**ANY BOOKS NOT RETURNED BY THE PUBLISHED DEADLINE WILL RESULT IN CHARGES ON THE STUDENT-ATHLETE'S ACCOUNT. THIS CHARGE BECOMES THE RESPONSIBILITY OF THE STUDENT-ATHLETE TO PAY.**

### ***Laptop Policy***

Laptops will be available for student-athletes to checkout for a 24 hour period unless otherwise approved by the student-athlete success coordinator. Student-athletes will be held financially responsible for lost or damaged laptops or chargers. Failure to return equipment will result in the notification of coaching staff, as well as, charges to the student's account.

**LAPTOPS NOT RETURNED BY THE PUBLISHED DEADLINE WILL RESULT IN CHARGES ON THE STUDENT-ATHLETE'S ACCOUNT. THIS CHARGE BECOMES THE RESPONSIBILITY OF THE STUDENT-ATHLETE.**

### ***Academic Status***

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

### ***Good Standing***

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

### ***Academic Probation***

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



is achieved. Once a cumulative GPA of 2.0 or higher is achieved, a student will be placed in good academic standing.

### ***Academic Suspension***

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

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

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

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

### ***Academic Integrity***

Academic integrity at Louisiana Tech University is based upon and encompasses the principles of honesty, fairness, respect, responsibility, and excellence. Through the active pursuit of academic integrity, the University strengthens the value of the education and degrees that students seek to earn. Conversely, misconduct tarnishes the reputation of Louisiana Tech University and discredits the accomplishments of current students as well as graduates. Consequently, the University expects that all members of its academic community will demonstrate honesty and integrity in all academic relationships. As specified by University policy, violations or attempted violations of academic dishonesty include, but are not limited to, the following:

**Plagiarism** - Presentation of another's words or ideas as if they were one's own, including but not limited to:

- Submitting, as your own, through purchase or otherwise, part of an entire work produced verbatim by someone else
- Paraphrasing ideas, data, or writing without properly acknowledging the source
- Unauthorized transfer and use of another person's computer file as your own
- Unauthorized use of another person's data in completing a computer exercise

**Cheating** - Cheating is defined as the act of giving unauthorized assistance to or receiving unauthorized assistance from another individual for the purpose of completing academic



requirements. This includes, but is not limited to, the completion of homework, tests, projects, or research assignments.

- During an examination, referring to information not specifically allowed by the instructor or receiving information from another student or another unauthorized source. Also included would be allowing another student to copy your paper.
- Representing another person's work or any part thereof, be it published or unpublished, as one's own, which is referred to as "plagiarism."
- Obtaining, distributing, or referring to a copy of an examination which the instructor and/or department has not authorized to be made available for such purpose.
- Submitting work that has been previously or is being concurrently used in a different class by oneself or by another student. Special permission must be obtained from the instructor or professor if a student wishes to utilize or develop further any work prepared for another class.
- Presenting research data outside the context and parameters of its original intent. Manipulation of data for any purpose will represent a violation of the standards of the honor code.

**Falsification** - Falsification is defined as altering official University documents, forging signatures of University officials or any other individual, or any other attempt to misrepresent official institutional documents or records. This also includes the alteration of grades or any other records related to the academic performance of students, whether another student's or your own. This shall also include submitting any false records in order to gain admission to the University. Violations include not only falsification of records but also oral and written misrepresentation of truth in any kind of communication with University officials.

**Stealing/Unauthorized Access** - This violation includes acquiring unauthorized access to property, information, or materials which belong to another person. These materials or property may belong to a faculty member, a staff member, or another student and can be acquired in any form, including electronic information. This violation is an automatic referral to the Behavioral Standards Committee.

It will also be considered a violation of the Louisiana Tech University Honor Code to assist, attempt to assist or conspire to assist another student in committing the offenses as outlined above. The full text of the Honor Code may be found at <https://www.latech.edu/documents/honor-code.pdf>

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

The NCAA and Conference USA require all student-athletes to pass a minimum of 4 hours ***toward their declared major*** every quarter to be eligible for the next quarter. If a student-athlete does not pass four hours, they will not be eligible to compete the following quarter.

#### **GPA REQUIREMENTS:**

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

### ***NCAA Satisfactory Progress***



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

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

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

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

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

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

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

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

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

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

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

## ***Study Hall***

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

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

Study hall hours can be earned in the Student-Athlete Success Center (TAC 102). Hours can also be accumulated through approved outside appointments.



During the regular academic year, the study hall hours for the Student-Athlete Success Center (TAC 102) are:

- Sunday: 2:00pm - 8:00pm
- Monday - Thursday: 8:00am - 9:00pm
- Fridays: 8:00am – 2:00pm

Tutors are available through your student-athlete success coordinator and the BARC – please see your student-athlete success coordinator for appointments. See pg. 24.

### ***Study Hall Rules & Regulations***

The Student-Athlete Success Center is for your use. Please show respect for those attempting to help you, as well as those studying around you. Study hall rule are as follows:

1. Present CWID or other picture ID to the monitor to be admitted into the study hall.
2. Bring required work, books, and materials. You will not get study hall credit if you don't have study materials.
3. Abuse/falsification of study hall time will result in loss of hours.
4. Cell phones must be turned to vibrate.
5. Tobacco products are prohibited.
6. Reading or viewing magazines/newspapers, social networks, or other non-academic material or websites is prohibited.
7. Please save all work on your University drive, Google Drive, flash drive, or send to an email account. Do not save on the hard drive or download any information onto computers.
8. No sleeping, lounging, outbursts, or horseplay.
9. Your head coach receives a weekly study hall report. Additionally, they will be notified if you are disruptive, disrespectful, or are dismissed during a study session.
10. Student-athletes are prohibited from missing class to attend study hall. No study hall credit will be awarded for student-athletes who miss class.

### ***On Campus Computer Labs***

**24-Hour Lab located in the Student Center-** Entrance on the North side of the building  
Hours: Fall, Winter and Spring 24/7; Summer 7:00 a.m. - 12:00 a.m.

Breaks and holidays: usually closed. Check lab for specifics.  
Phone number: 257-2817



**GTM 165 Lab** located in GTM and across from Wyly Tower  
Hours: Fall, Winter, Spring 8:00 a.m. - 5:00 p.m.; Summer Closed.  
Breaks: usually closed. Check the lab for specifics.  
Phone number: 257-2943

(Note: These labs are for general access only. There are many other computer labs on campus which can provide specific software packages you may need. Contact the dean's office in your college for details.)

**COBB Lab**

Monday – Thursday 7:30am – 12:00am  
Friday 7:30am – 5:00pm  
Saturday closed  
Sunday 5:00 – 12:00am

**College of Education WOOH 127**

**Memorial Gym Student Lab MEMG 219**

**Prescott Memorial Library**

***Tutoring***

Tutoring is available to all student-athletes. To be eligible for a tutor, the student-athlete must be attending class and fulfilling study hall requirements. To request a tutor, you may contact your student-athlete success coordinator. Student-athletes utilizing this service must arrive promptly for each study session. All tutoring sessions are to be conducted in the Student-Athlete Success Center. Student-athletes are expected to attend all scheduled tutoring sessions. If a session is missed, the student-athlete will be charged \$10.00. For those receiving Cost of Attendance, the fee will be deducted automatically. Otherwise, the fee will be placed on your account. Student-athletes greater than 15 minutes late will be considered a no-show and will be charged. 24-hour notice must be given to your student-athlete success coordinator or the coordinator on duty to cancel or reschedule a tutor appointment. Student-athletes and tutors MAY NOT exchange telephone numbers, email addresses, or any other social media outlets.

In the event that a tutor is not available, the student-athlete will be directed to meet with their professor to obtain any information or recommendations on assistance available. In many cases, the professor will prefer to meet with the student-athlete during office hours. An outside study hall hours form may be completed to earn credit for time spent with a professor. ***Responsibility for academic success or failure rests with the student-athlete.***

Tutoring will be available to all student-athletes via zoom if applicable. Student-athletes will be required to share their screen with the tutor during their session. All zoom tutoring sessions will be recorded for the academic staff to review. Student-athletes will be able to utilize zoom tutoring while traveling during our normal operating hours.

***Campus Resources***



## ***BARC***

The Bulldog Achievement Resource Center (BARC). Located in Wly Tower 202, seeks to connect students to Louisiana Tech University by providing them with academic and co-curricular resources, by giving them opportunities for involvement in the University and community, and by helping to equip them to succeed in completing a degree program while enhancing the overall student experience. The BARC provides tutoring in lower level accounting, biology, chemistry, engineering, physics, math, and statistics. Appointments are preferred, but walk-ins will be helped if a tutor is available.

### ***Writing Center***

The writing center provides one-on-one writing consultation sessions to help with brainstorming for ideas, organization, forming thesis statements, developing arguments, grammar, punctuation, syntax, or style.

To schedule an appointment call 318-257-4477 or drop in on the Writing Center at 325 Wly Tower (third floor on the presidential elevator).

#### Hours of Operations

Monday: 8:30 am - 12:00 pm & 2:00pm - 7:00 pm  
Tuesday: 8:30 am - 5:30 pm  
Wednesday: 8:30 am - 12:00 pm & 2:00 pm - 5:00 pm  
Thursday: 8:30 am - 12:00 pm & 2:00 pm - 5:00 pm  
Friday: 9:00 am - 12:00 pm  
Saturday and Sunday: closed

## ***Student Health Center***

Located in the Lambright Sports and Wellness Center, the Student Health Center is LA Tech student's advocate for health promotion, disease prevention and early intervention of illness. The mission of the Student Health Center is to enhance learning and student success by promoting and restoring health and well-being. Services are provided at no minimum cost. Student ID cards are required for service. No excuses will be provided for missed classes.

## ***Developmental Educational Program***

This program is intended to assist academically under prepared students in developing their abilities to meet the requirements of college-level courses. Admitted students whom are not prepared to attempt college-level work in English or math as determined by their math or English ACT subscore, or their SAT math or writing subscore, must successfully complete a developmental English ([ENGL 099](#)) and/or developmental math ([MATH 099](#)) course. Their progress in completing developmental requirements is monitored by BARC staff. These courses are offered through agreement with local LCTCS schools. Ideally, these courses should be completed and transferred prior to the first term of attendance at Louisiana Tech University.



A student must register for and successfully complete all required developmental courses within the first four quarters of enrollment at Louisiana Tech University. A maximum of three (3) attempts (including drop "W" attempts) will be allowed for the course. The student will be suspended from the University for failing to meet developmental course completion requirements if successful completion is not achieved after a maximum of three (3) attempts, or if the four-quarter time limit is not met.

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

If a student is suspended for failure to meet developmental course completion requirements, he or she may appeal for reinstatement to the Developmental Suspension Appeals Committee, chaired by the Director of the Bulldog Achievement Resource Center. If a student elects to appeal, the appeal should be submitted before the suspension quarter begins so that it can be acted upon by the Developmental Suspension Appeals Committee by noon on the day of General Registration/Fee Payment. If the appeal is approved by this committee, the Director will notify the University Registrar, and the reinstated student's registration status will be activated.

No credit is allowed in any curriculum for any courses with a catalog number beginning with 0 (e.g., [ENGL 099](#) or [MATH 099](#)).

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

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

### ***T.A.I.L.S. (Teaching Athletes Informative Life Skills) for Tech - NCAA CHAMPS/Life Skills Program***

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

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

The Career Development program at Tech is the Bulldog H.I.R.E. Program, built from the Tenants of Tech. Hope – Belief in future experiences and growth opportunities. Integrity – Ability to defend, evaluate, or question one's own beliefs. Respect – Acknowledgement of others' beliefs through personal interactions. Excellence – Appreciation for first-rate experiences. The program was built to prepare Bulldogs and Lady Techsters for life AFTER Tech.



### ***Name, Image, and Likeness Education***

Louisiana Tech Department of Athletics will provide educational resources to assist you to maximize your opportunity to monetize your Name, Image, and Likeness. The educational resources can include social media audit, brand identification, and brand refinement. Additionally, a three-credit hour course is available through the College of Business Sports Marketing Department. See your student-athlete success coordinator for more information about registering for this course.

See the Athletics Compliance section of this handbook for rules and regulations concerning NIL.

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

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

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

Each team should have two SAAC representatives appointed by the head coach. SAAC usually meets once or twice per month during the regular academic year. SAAC members are required to update their teams on SAAC happenings. Amber Burdge serves as the Faculty Advisor for SAAC. SAAC is led by an Executive Board comprised of the following positions;

- President
- Vice-President
- Secretary/Treasurer
- Student Government Association Representative
- Social Media/Social Events Chair
- Community Service Chair
- Diversity, Inclusion, and Equity Chair(s)
- Mental Health Chair
- NIL Chair

### ***Athletics Stole Ceremony***

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

## ***ATHLETICS COMPLIANCE***



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

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

### ***Gambling Policy***

The NCAA opposes all forms of gambling. The NCAA membership has instituted specific legislation prohibiting institutional staff members and student-athletes from engaging in gambling activities.

NCAA Bylaw 10.02.1 defines sports wagering to include placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

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

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

### ***Amateurism***

A student-athlete loses his/her amateur status and thus becomes ineligible for intercollegiate competition in a particular sport if he/she:

- Accepts pay, or the promise of pay, for competing in a sport;
- Uses their athletic skill for pay;
- Competes/agrees to compete for a professional team;



## ***Name, Image, and Likeness Policies***

Louisiana Tech launched the THRIVE program during the summer 2021. All department policies and requirements for student-athletes may be found on [www.latechsports.com](http://www.latechsports.com).

### ***Agent Policy***

Student-athletes shall be ineligible if they enter into a verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place after the individual has completed their eligibility in that sport. Student-athletes shall be ineligible if they (or their relatives or friends) accept transportation or other benefits from any person who wishes to represent the individual in the professional sports negotiations.

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

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

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

### ***Fee-for-Lesson Instruction***

A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport if certain criteria are satisfied. A Fee-for-Lesson Form must be completed and approved by the Office of Compliance Services prior to giving any lessons.

### ***Self-Employment***

A student-athlete may establish his or her own business. If using the student-athlete's name, image, or likeness when promoting the business, the activity must be submitted through the INFLCR app.

### ***Seasons of Competition***



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

### ***Division I Five Year Rule***

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

### ***Medical Hardship Waiver***

A student-athlete may be granted an additional year of competition by the conference as a result of an incapacitating injury or illness provided all of the following conditions are met:

- The injury or illness occurs in one of the four seasons of intercollegiate competition.
- The injury or illness occurs prior to the completion of the first half of the playing season that concludes with the NCAA championship in that sport and results in incapacity to compete for the remainder of that playing season.
- The student-athlete has not participated in more than three (3) contests or dates of competition or 30% (whichever number is greater) of the institution's scheduled contests or dates of competition in that sport.
- Appropriate medical documentation from a physician who administered care at the time of the injury or illness is submitted.

### ***Involvement in the Recruiting Process***

Serving as a student-host to prospective student-athletes during their visits to campus is an important responsibility. Student-hosts will be expected to conduct themselves in an appropriate manner and conform to all NCAA, Conference USA, and Louisiana Tech policies. It is also expected that you treat yourself and others with respect. Remember to be responsible and safe. As a student host, you may be provided up to \$40 for each day the prospect is on campus. This money is for entertainment purposes only, and cannot be used to buy souvenirs or memorabilia (e.g., T-shirts, hats). Additionally, cash may not be given to the prospect. You may not use a vehicle provided by a coach, institutional staff member or booster. Host money may be used for gas if you use your personal vehicle to transport the prospect. Entertainment may only occur on campus or within a 30-mile radius of campus.

Recruiting activities specifically prohibited include:

- Underage or excessive consumption of alcohol
- Illicit drug use
- Sexual misconduct



- Participation in gambling and/or gaming activities
- Use of escorts, exotic dancers, "strippers" or any other such personal services providers
- Visits to "adult entertainment" facilities or venues
- Abusive conduct which threatens or endangers the physical or psychological health, safety or welfare of any individual
- Harassment, including harassment on the basis of race, sexual orientation, age, gender, religion or physical disability
- Activities or events at any location that may cause a perception of impropriety
- Entertainment that is excessive or not at a scale comparable to that of normal student life
- Any other behavior that is illegal, inappropriate or results in embarrassment to the University, its athletic programs, its student-athletes or its recruits

Inappropriate conduct will result in disciplinary action that could include suspension or termination from the team and loss of your athletics scholarship. Such behavior could also result in University disciplinary action and/or legal action.

Additionally, communicating with a prospect via email, letter, or phone is only permissible if it is not done at the direction of a coach.

### ***Transfer Process***

This policy outlines Louisiana Tech University's process for student-athletes who choose to transfer to other institutions.

#### **Notification of Intent to Transfer Procedures**

When a student-athlete wishes to speak with other institutions about participating in their athletic program, the following must occur:

1. The student-athlete must request access to the Notification of Transfer Form on TeamWorks.
2. The Notification of Transfer Forms must be completed before a student will be added to the NCAA Transfer Database.
3. Upon receiving the completed Notification of Transfer Forms, the Compliance Office must add the student to the NCAA Transfer Database within two business days.

#### **Implication on Financial Aid**

NCAA Bylaws permit Louisiana Tech to reduce or cancel a student-athlete's athletics financial aid for subsequent terms after the student has provided written notification of intent to transfer. If the transfer process is initiated during a term break (i.e., quarter break), the student-athlete's aid will be terminated immediately.

#### **Continued Use of Athletics Facilities and Services**

In general, when a student-athlete indicates their intent to transfer to another institution the use of the university's athletic facilities from that point forward will be restricted. The university provides weight room and other conditioning and athletic facilities to the general student population at the Lambright Center that can be utilized moving forward. In some cases, sports medicine and academic



support services will remain available for student-athletes after they have indicated their intent to transfer. If the student-athlete was receiving medical treatment for injuries sustained during participation while an active Louisiana Tech student-athlete, treatment will continue until rehabilitation is complete or the student is no longer enrolled at the university. To assist the student in maintaining good academic standing that helps facilitate the transfer, the use of academic support services may continue while enrolled at the university.

#### **Penalty for Non-Compliance**

If you or your parents contact another institution prior to being added to the NCAA Transfer Database the other institution is obligated to contact Louisiana Tech, and it may impact your ability to compete at that school. Other institutions shall not encourage a transfer prior to a student-athlete being added to the NCAA Transfer Database.

#### ***Cancellation of Aid***

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

NCAA Bylaws permit Louisiana Tech to reduce or cancel a student-athlete's athletics financial aid for subsequent terms after the student has provided written notification of intent to transfer.

#### ***Institutional Obligation***

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

#### ***Financial Aid Appeals Procedure***

If a student-athlete's financial aid will be reduced or not renewed, they are notified in writing by the Financial Aid Office prior to July 1. In the letter, the student-athlete is given the process to follow if



she or he should wish to appeal. All appeals are handled by the Director of Financial Aid and his/her staff in the same manner they are handled for any student. The staff of the Financial Aid Office is also available to assist student-athletes with questions regarding an appeal. Information is available in the Financial Aid section of the Tech website.

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

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

### ***Outside Scholarships***

The Louisiana Tech Financial Aid Office must administer all outside financial aid and it must meet NCAA legislation for permissible aid. Failure to report such aid may result in ineligibility to participate in intercollegiate athletics.

### ***Fees***

Athletics scholarships will not cover additional fees assessed to specific courses or majors when options without fees are available or the course is not required for degree completion. Specifically, online fees, Barksdale course fees, and fees associated with Health Informatics & Information Management courses that are taught online when a face to face course is available will not be covered by an Athletic scholarship. If a student-athlete registers for a course requiring fees that are not covered through the Athletics scholarship, it is the responsibility of the student-athlete to pay those fees prior to any purge date.

### ***Fifteen Quarter Policy***



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

### ***Fifth Year Aid***

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

To apply for fifth year aid, the student-athlete must submit an application (obtained from the Associate AD/Student-Athlete Success Services), a curriculum sheet and a transcript to the Associate AD/Student-Athlete Success Services during the last quarter of their fourth year. When receiving fifth year aid, student-athletes on full scholarship work will be required to work 20 hours per week in the Athletics Department; student-athletes receiving a partial scholarship will have their work hours prorated based on aid received. Responsibilities will be assigned by the Athletics Director and may include working home games/events.

### ***Summer School***

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

Factors considered in approving and keeping summer aid:

1. Past academic performance (class attendance, study hall attendance, and GPA) will be considered.



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

### ***Off Campus Checks***

Student-athletes receiving off campus deposits/checks must remember payments will not be dispersed until the first day of classes each quarter. Student-athletes must be enrolled full time and be in good standing with the Athletics Department. Please see the below dates that checks will be disbursed.

<b>FALL 23</b>	<b>WINTER 24</b>	<b>SPRING 24</b>
<b>Sept 7</b>	<b>Nov 29</b>	<b>Mar 13</b>
<b>October 2</b>	<b>Jan 3</b>	<b>Apr 2</b>
<b>October 31</b>	<b>January 31</b>	<b>Apr 30</b>

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

### ***Transferring Summer Credit***

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

### ***Extra Benefits***

An extra benefit is any special arrangement by an institutional employee or representative of the institution's athletics interests to provide a student-athlete or the student-athlete family member or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their family members 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 family members or friends or to a particular segment of the student body (e.g., international students, minority students) determined on a basis unrelated to athletics ability.

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

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

A student-athlete may not accept athletics equipment, supplies, or clothing (e.g. tennis racquet, golf club, balls, shirts) from a manufacturer or commercial enterprise. Equipment, apparel and awards issued by the athletic department may not be sold, exchanged or assigned for another item of value.

### ***Complimentary Admission***

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

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

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

### ***Athletic Equipment***

The Athletics Department is committed to providing and maintaining the athletic apparel and equipment necessary for each sports program. All athletic apparel and equipment is considered University property, and when issued to student-athletes, it must be accurately documented to include both date of issuance and return.

While it is understood that the nature of certain items (i.e. apparel) is expendable, such items are to be exchanged on a one-for-one basis. More specifically, student-athletes are not to be given items



(i.e. workout grays, sweat suits, or running shoes) for their personal use because this could be construed as a violation of NCAA rules related to permissible benefits.

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

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

Student-athletes may retain athletics apparel items (not equipment) at the end of their collegiate participation. Used equipment may be purchased by the student-athlete on the same cost basis as by any other individual interested in purchasing such equipment. Such equipment must be purchased at market value.

A student-athlete may not purchase apparel and equipment for personal use at a reduced rate. Thus, it is not permissible for a student-athlete to purchase additional apparel or equipment (e.g., additional warm-up suits, extra set of golf clubs for family members) that is not required by the institution for practice and competition at a reduced rate. Such an arrangement constitutes an extra benefit if arranged by the institution or its staff members, or preferential treatment if provided by the equipment manufacturer unless the opportunity to purchase items in this manner is available to the general student body.

### ***Playing and Practice Seasons***

The NCAA limits organized practice activities, including the length of playing seasons and the number of contests or dates of competition in all sports. Each head coach in conjunction with the Compliance Office will determine the dates of the playing/practice season and the competition schedule for each sport.

The NCAA also limits the hours that "countable athletically related activity" that may occur depending on whether a sport is "in-season" or "out-of-season". Countable Athletically Related Activities include any required activity with an athletics purpose involving student-athletes and at the



direction of, or supervised by, one or more of an institution's coaching staff (including strength and conditioning coaches). These activities must be counted within the weekly and daily limitations.

Required athletically related activities may not occur on a day-off. Required athletically related activities include any activities, including those that are countable in the daily and weekly limitations, that are required of a student-athlete. Such activities include, but are not limited to, the following:

- Compliance meetings;
- Organized team promotional activities;
- Recruiting activities, including student-host duties;
- Media activities;
- Fundraising events;
- Community service events;
- Team-building activities; and
- Travel to and from away-from-home competition

**During the playing/practice season, the following apply (when classes are in session):**

- A limit of 4 hours per day and 20 hours per week of athletically-related activities (all competition counts 3 hours);
- One day-off each week when no athletically-related activities can occur;
- There are no restrictions on voluntary activities provided they are not required or supervised by a coach (for safety reasons, a coach can supervise field events in track);
- Class time cannot be missed for practice activities.

**During the off-season (while classes are in session), the following apply:**

- Two mandatory days-off per week are required;
- Countable athletically related activities are restricted to a total of 8 hours per week;
- In sports other than football, individual skill-related instruction may not exceed a total of 4 hours per week. In football, no skill instruction is permitted during the off-season (except for the designated spring football period), but a maximum of 2 hours per week of required film viewing and walk-throughs are permissible; and
- No required activities are permissible the week prior to final exams through the week of final exams.

**Time Management Plan (TMP)**

Coaches are required to provide a schedule of all required athletically related activities on a monthly basis. The purpose of the time management plan is to assist in planning for upcoming academic responsibilities and social interests. Each of the following must be included in the TMP:

- Team and Individual Practices
- Skill Instruction Workouts
- Strength and Conditioning
- Competitions
- Competition Travel



- Organized Team Promotional Activities
- Required Team-Based Leadership Building Activities
- Compliance Meetings
- Media Activities
- Community Service Events
- Fundraising Events
- Recruiting Activities

Student-athletes must be notified of changes to the scheduled required athletically related activities at least 24 hours in advance. Should a scheduled activity need to be changed due to a circumstance outside the control of the coaching staff (inclement weather, emergencies, etc.), notice of such change is not required 24 hours in advance.

### ***Outside Competition***

Student-athletes are not allowed to participate during the academic year as a member of any outside team in any non-collegiate, amateur competition except while representing Louisiana Tech University. Exceptions or waivers are available for specific events such as high school alumni games, Olympic Games, Pan American games and national teams.

#### **APPROVAL FOR ANY OUTSIDE COMPETITION MUST BE OBTAINED IN ADVANCE FROM THE OFFICE OF COMPLIANCE SERVICES.**

NCAA rules allow limited summer competition based on certain restrictions for each sport. Student-athletes should check in advance with their coach or the Compliance Office before committing to any summer competition.

### ***Medical Care***

Louisiana Tech University and the Sports Medicine Department are committed to providing excellence in injury prevention, evaluation, care, rehabilitation, and counseling to its student-athletes. All injuries and illnesses should be reported to the Athletics Training Staff as soon as possible. Medical referrals can only be made through the Athletics Trainer.

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

Louisiana Tech does not provide medical care for conditions that occur after eligibility has been exhausted. Also, no medical care will be provided for any condition after a student-athlete has quit the team. Injuries that occur outside of an intercollegiate practice or competition, such as intramural games, will be the sole responsibility of the student-athlete. Student-athletes should continue to carry any health, accident, or travel insurance that they may have prior to enrolling at Louisiana Tech. A student-athlete's parent's or guardian's medical insurance will file claims, initially, for medical



charges. The Athletics Department's insurance carrier is not the primary insurance carrier. A student-athlete's personal insurance will be considered the primary provider.

Walk-ons who are interested in competing in intercollegiate athletics must first complete and sign a Walk-On Participation Authorization Form. Walk-on student-athletes must also show proof of personal health insurance coverage and proof of a recent physical examination before participating in countable activities.

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

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

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

Participation in the Louisiana Tech University Athletics Program is considered a privilege, not a right. Student-athletes are expected at all times, both on and off the playing field/floor, to conduct themselves with honesty, pride, sportsmanship, and integrity. A head coach, with approval from the Athletics Director, can dismiss a student-athlete for conduct detrimental to the program.

A student-athlete's behavior is governed by the same rules, regulations, and procedures as all Louisiana Tech students as set forth in "The Code of Student Rights, Responsibilities, and Behavior" section of the Student Handbook, located at <https://www.latech.edu/documents/2018/05/studenthandbook42017.pdf>. Any serious act of misconduct will result in suspension from competition and/or the program.

### ***Social Media Guidelines***

Student-athletes represent Louisiana Tech University and project the university's image to the community and public. Social websites could place student-athletes under potential damaging scrutiny by the public eye. Student-athletes participating in profile websites should be aware of the repercussions for posting personal information on these highly accessible sites. Recent developments at other institutions are creating an awareness of the dangers of exposing information on the internet.

Student-athletes should not release specific details about how to contact them; especially email addresses, local addresses, online screen names, and phone numbers. Limiting the information



available on an internet profile or refraining from its use altogether will help protect a student-athlete from gamblers, agents, and sexual predators.

Student-athletes must recognize that agents, “runners”, and gamblers have access to these online profiles and may use this connection as an opportunity to contact a student-athlete. In turn, this creates the potential for a violation of NCAA rules. Remember that online profiles are held accountable to NCAA rules and regulations, university policy, and public laws.

A student-athlete’s profile should contain only information that would be appropriate to release in a media guide. Be conscious there is a potential for members of the media to abuse information that student-athletes post on their internet profiles. Descriptions on internet profiles and pictures should reflect a student-athlete’s role as an ambassador for Louisiana Tech University.

Student-athletes risk losing a scholarship and their status on their teams by releasing inappropriate material on an internet profile, including pictures that show underage drinking and other illegal activities and these could be subject to legal action.

As student-athletes you must be aware that the identities you choose to project online invite scrutiny from anyone with access to the internet. Social websites provide a false sense of security by providing certain privacy settings. In reality, anything posted on the internet is easily accessible by familiar internet users.

Keep in mind that members on social websites may include your coaches, administrators, family members, alumni, media, predators, or future employers.

Remember as student-athletes you are held accountable to a higher code of conduct.

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

The Athletics Department recognizes and supports the University policy regarding sexual harassment. This policy may be found in the *University Handbook* <http://www.latech.edu/administration/policies-and-procedures/1436.php>. Members of the University community--students, staff, faculty, and administrators--are entitled to a professional working environment, free of harassment or interference for reasons unrelated to the performance of their duties (See Policy 1438 and 1439). Since some members of the community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power, so as to avoid actions that are abusive or unprofessional. Faculty and supervisors, in particular, in their relationships with students and fellow employees need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to a strictly professional relationship. It is the responsibility of



faculty, staff, and supervisors to behave in such a manner that their words or actions cannot reasonably be perceived as suggestive or coercive. It is also the responsibility of any employee who is aware of or who is made aware of the occurrence of sexual harassment to consult with an appropriate university officer (see procedure, [Policy 1437](#) and [1450](#)).

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

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

Any complaints by students concerning any type of discrimination should be made to Mortissa Harvey, Director of Title IX Compliance, )Wly Tower; P.O. Box 3168; phone: 257-5911; email: [mharvey@latech.edu](mailto:mharvey@latech.edu)) or to Dr. Dickey Crawford, Vice President for Student Advancement (Keeny Hall 305). The complaint will be handled through the appropriate chain of command dependent upon the nature and setting of the alleged violation. The institution's educational programs, activities, and services offered to students and employees are administered on a non-discriminatory basis subject to the provisions of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the American's Disabilities Act of 1990.

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

### ***Drug Testing***

#### **NCAA Drug Testing**

The NCAA conducts year round drug testing. Before consuming any nutritional/dietary supplements, please review the product with your athletics department staff. The NCAA bans the following classes of drugs:

- a. Stimulants
- b. Anabolic agents
- c. Alcohol and beta blockers
- d. Diuretics and other masking agents
- e. Illicit drugs
- f. Peptide hormones and analogues
- g. Anti-estrogens



h. Beta-2 agonists

There is no complete list of banned substances. Any substance that is chemically related to the class, even if it is not listed as an example, is also banned. There is no list of NCAA-approved supplement products. It is your responsibility to check with the appropriate athletics staff before using any substance.

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## **Louisiana Tech Drug Testing Policy**

### **PURPOSE**

The Louisiana Tech University Athletic Department (LA Tech) has developed a comprehensive drug testing program that encompasses education, testing, and counseling services. The LA Tech Drug Testing program is designed to support and provide direction to LA Tech student-athletes who are dealing with problems stemming from substance use and abuse that adversely affects their personal growth, development, and overall state of well-being. The Drug Testing Policy is a mandatory, year-round program of drug education, testing, and counseling/rehabilitation efforts to assist and benefit all student-athletes.

### **1. Prohibited Substances:**

A). Prohibited substances include, but are not limited to those below.

Amphetamine/Methamphetamine	Cocaine Metabolite	Marijuana Metabolite
Opiates	PCP Benzodiazepines	Barbiturates
Methadone Propoxyphene	Methylphenidate	Ephedrine Oxycodone
Ecstasy	Ethanol Anabolic Agents	

NCAA Banned Drug-Classes List (provided upon request

<https://www.ncaa.org/sport-science-institute/topics/ncaa-banned-substances>

### **B). Nutritional/Dietary Supplements:**

“All nutritional /dietary supplements carry some risk of containing a banned substance because they are not well regulated and may be contaminated. Failure to check out a supplement with your sports medicine staff prior to use may result in a failed appeal for a positive drug test. Ultimately, student-athletes are responsible for anything they ingest. Furthermore, the use of dietary supplements may cause serious health and safety issues if consumed.” - NCAA

\* Please use the educational material located outside of the athletic training rooms concerning dietary supplements and [www.drugfreesport.com/](http://www.drugfreesport.com/)

### **2. Eligible Participants:**



The following methods of selection will be used when determining those student-athletes who will be selected for drug testing. A student-athlete is defined as one who is listed on the athletic department squad list that is submitted to the NCAA.

A). *Random Sampling*: Student-athletes' names will be randomly selected using a computer generated roster from the National Center for Drug Free Sport.

B). *Reasonable Suspicion*: A student-athlete can be requested to be placed on the roster for a specific drug test by his/her coach, athletic administrator, or another athletic department or university official who is concerned about a student-athlete having a possible substance abuse/misuse problem. The requester's reasonable suspicion must be based on specific, contemporaneous, articulate observation concerning the appearance, behavior, and speech or body odors of the student-athlete. Further indications that may warrant reasonable suspicion include but are not limited to the following:

1. Reduced quality of academic or athletic performance
2. Patterns of unexcused absences from academic classes or athletic meetings
3. Inability to get along with others; excessive withdrawal or isolation
4. Frequent tardiness to academic classes or athletic meetings
5. Decreases manual dexterity
6. Impaired short-term memory
7. Periods of unusual hyperactivity, irritability, or drowsiness
8. Presence or possession of illegal or controlled drugs, or drug related paraphernalia by a student-athlete

\* The person submitting the request for testing must do so in written form stating what the suspicious activity was and when it occurred.

C). *Prior Offender*: Any student-athlete who has previously tested positive on a prior drug screening, had past involvement in drug related activities, or an admitted drug problem will be placed on all subsequent testing rosters until deemed unnecessary.

D). *Additional Reasons for Testing*: team testing, pre-season testing, postseason/championship testing, follow-up testing.

### 3. Notification Process:

Louisiana Tech University has the right to use either of the following notification systems when alerting student-athletes about being selected for drug testing.

A). A representative from the athletic department (athletic training room) at Louisiana Tech University will contact the student-athlete no sooner than 24 hours prior to the set testing time. At this time of notification, you will be asked to report to a set location at a selected time in order to be informed in-person and sign the notification form, at which time he/she will be given their test date, time, and location.

B). Louisiana Tech University Athletics *may also use a NO NOTIFICATION system* whereby a representative from the athletic department will physically contact you requesting your presence at the drug testing site. The student-athlete will be escorted to the site by a representative of the Louisiana Tech University Athletic Department.

Failure to accompany the athletic department representative, failure to appear at the designated time for notification of testing or tampering with a sample in any way will be considered as a positive drug test. The student-athlete will be given a copy of the drug testing consent form he/she signed at the beginning of the academic year or physical year depending on their arrival to Louisiana Tech



University, if they request. This is to re-confirm the drug testing policies and procedures, and consequences of a positive result. If the student-athlete leaves the site prior to completion of the test, the test will be considered positive.

4. Drug Testing Protocol Procedures:

- A) Only those persons authorized by the crew chief will be allowed in the collection station.
- B) Upon entering the collection station, the student-athlete will be identified by either their driver's license/campus ID or a Louisiana Tech University representative. Once verified, the student-athlete will be officially signed into the station.
- C) The student-athlete will select a sealed beaker from a supply of such and will record his/her initials on the beaker's lid or attach a unique barcode to the beaker.
- D) A crew member will require the student-athlete to wash and dry his/her hands and will directly observe the furnishing of the specimen in order to assure its integrity. The crew member will be of the same gender as the student-athlete. This process will include being required to lower all lower extremity attire to below his/her knees and raise all attire covering his/her chest to navel level.
- E) Once the student-athlete has voided in the specimen cup or attempted to, the student-athlete will return to the collection station for processing.
- F) The student-athlete is responsible for keeping the collection beaker closed and controlled.
- G) Any fluids or foods given to the student-athletes will be individually packaged.
- H) If the specimen is incomplete, the student-athlete must remain in the collection station until the sample is completed. During this period the student-athlete is responsible for keeping the collection beaker closed and controlled.
- I) Once a specimen is provided, the crew member who observed the furnishing of the specimen will sign that the specimen was directly validated and a crew member will check the specific gravity of the urine in the presence of the student-athlete.
- J) If the urine has a specific gravity below 1.005 (1.010 if measured with a reagent strip), the specimen will not be sent to the lab and will be discarded. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen according to the above protocol.
- K) If the urine has a specific gravity at or above 1.005 (1.010 if measured with a reagent strip) the specimen will be processed and sent to the laboratory.
- L) If the laboratory determines the specimen is inadequate for analysis another specimen may be collected.
- M) Once a specimen has been provided that has met the appropriate criteria, the student-athlete will select a specimen kit and a uniquely numbered set of bar codes from a supply of such.
- N) A crew member will record the value of the specific gravity and divide the sample into an A (60mL) and B (25 mL) sample vials in the presence of the student-athlete.

4. Drug Testing Protocol Procedures (continued):

- O) The crew member will place the cap on each vial securely under the supervision of the student-athlete.



- P) All sealed specimens are secured in a shipping case.
- Q) All parties involved (student-athlete, crew member, and witness) will verify that the collection process was not flawed and if deviated the student-athlete must provide another sample.
- R) At the completion of the collection process all specimens will be forwarded to the laboratory and will become property of Louisiana Tech University.

5. Positive Test:

A test is considered positive if the laboratory detects the presence of a banned substance in the sample. A drug screening test will also be considered positive if the student-athlete refuses to submit a specimen sample, attempts to alter or substitute their specimen by any means, the lab determines new usage or the student-athlete leaves the collection site prior to submitting an adequate sample without permission from the site coordinator. Additional guidelines for a positive test are listed in Section 7.

6. Response to Positive Results:

A). *First Positive:* The student-athlete will be required to meet with an appointed Louisiana Tech University counselor after the positive test is returned to the department. The penalties for a first positive test will be at the respective head coach's discretion. The penalties may include: suspension, scholarship reduction or any additional disciplinary stipulations deemed necessary by the head coach. The student-athlete may be tested at any time the Department of Athletics deems necessary and until the banned substance isn't detected during testing. If any new usage is detected, it will result in a second positive test.

B). *Second Positive:* If the student-athlete tests positive a second time during his/her career at Louisiana Tech University, he/she will be suspended from the team for 15% of the regular season contests in which he/she would be eligible to compete. The suspension will begin immediately and run concurrently. He/she may be permitted to attend practice, weight training, study hall, educational sessions, and any additional life-skill sessions the athletic department conducts. The student-athlete must also be enrolled as a full-time student during the traditional fall, winter, spring, and summer (if applicable) quarters during the academic year of the suspension period. Upon completion of the suspension the student-athlete will be allowed to return to his/her chosen sport(s) at the discretion of the head sport coach provided they test negative on a drug screening test or no new usage is detected. If this test detects new usage, the student-athlete will garner a third positive result.

C). *Third Positive:* If the student-athlete tests positive a third time during his/her career at Louisiana Tech University, he/she will be suspended from the team for all competition occurring during 365 consecutive calendar days. The suspension will begin immediately and run concurrently. He/she may be permitted to attend practice, weight training, study hall, educational sessions, and any additional life-skill sessions the athletic department conducts. The student-athlete must also be enrolled as a full-time student during the traditional fall, winter, spring, summer (if applicable) quarters during the academic year of the suspension period. Upon completion of the suspension the student-athlete will be allowed to return to his/her chosen sport(s) at the discretion of the head sport coach provided they



test negative on a drug screening test or no new usage is detected. If this test detects new usage, the student-athlete will garner a fourth positive result.

D). *Failure to Adhere:* Should the student-athlete fail to adhere with any of the stipulations set forth for a positive drug screen he/she will be charged with a subsequent positive drug screen and will be required to adhere to those guidelines.

E). *Positive Test Forgiveness:* If a student-athlete has either one (1) or two (2) positive drug tests on their record, he/she is eligible to have one (1) removed after a period of two (2) calendar years from their most recent positive result. This is pending if he/she has maintained compliance with the LA Tech Drug Testing Policy during this time. Positive test forgiveness is only permitted once during a student-athlete's career.

#### 7. Terms of Notification:

If a Louisiana Tech University drug test returns as positive, the Associate Athletic Director for Sports Medicine will notify the athletic director/designee and the head sport coach in which the student-athlete participates. The head coach, Associate Athletic Director for Sports Medicine, and any athletic director designee will then in turn meet with the student-athlete to discuss the terms of the sanctions. The student-athlete will sign a notification of a positive drug test form. A letter will be sent from the athletic director/designee to the parent/guardian notifying them of the results and consequences.

#### 8. Additional Conditions and Regulations:

A). Testing eligibility for a student-athlete begins with the first day of his/her arrival at Louisiana Tech University as a student-athlete and ends when he/she exhausts his/her NCAA eligibility.

B). A separate NCAA drug test that reveals a positive result after an initial positive Louisiana Tech University drug test will be the next subsequent positive drug test and the student-athlete in question will be subject to the penalties outlined in this document as a second/third/fourth positive result.

C). Louisiana Tech University drug test that reveals a positive result after a separate initial positive NCAA drug test will be the next subsequent positive drug test and the student-athlete in question will be subject to the penalties outlined in this document.

D). If the student-athlete re-tests and tests positive for the same banned substance in which the lab determines new usage, the test will be considered positive for a second time, thus imposing the penalties of a second/third/fourth positive result. A second/third/fourth positive will also be considered if the athlete tests positive for an additional banned substance upon retesting from the initial suspension.

E). Louisiana Tech University Athletic Department will conduct random drug testing of all student-athletes participating on a varsity sports team. Testing will be conducted multiple times during the year and may include the summer months. Testing dates will be selected on a random basis. The selection of dates will be decided upon by the Associate Athletic Director – Sports Medicine in conjunction with the availability of the drug testing crew. Furthermore, additional subjects may be tested under the reasonable suspicion criteria or if they are a prior offender (See Section 2-B of Policy).



F). In the event a student-athlete tests positive and will therefore have to submit additional samples during his/her suspension he/she will be required to submit this sample under the same protocol as the initial sample. He/she will not be permitted to submit a sample directly to the lab and return the results to Louisiana Tech University.

G). In the event a student-athlete confesses that he/she has been under the influence of a banned substance after learning of their notification of testing, his/her test will be considered positive and will not be required to submit a sample. He/she will follow the terms listed above for the consequences of their actions for a positive test.

H). In the event a student-athlete is questioned by law enforcement personnel with the suspicion of drug use or is caught with banned substances or associated paraphernalia he/she will be subject to the terms and consequences of this policy for a reasonably suspicious person (See Section 2-B of Policy).

I). Louisiana Tech University may amend this policy from time to time without written notice.

J). Louisiana Tech University may require all student-athletes to attend substance abuse education sessions throughout the academic year that will coincide with character education programs.

#### 9. Appeals Process:

In the event a student-athlete should desire to appeal the findings of a drug test, the following steps should be taken. The first step in this appeals process is requesting that the B sample be analyzed. This should be requested verbally to the Associate Athletic Director – Sports Medicine and should occur within 24 hours of the notification of the A sample results. The Associate Athletic Director – Sports Medicine will notify the appropriate personnel to complete this process within 48 hours of notification from the student-athlete. Should the student-athlete wish to appeal the findings of the B sample, he/she must do so in writing to the Associate Athletic Director-Sports Medicine, within 24 hours of being notified of the outcome of the B sample. The Associate Athletic Director – Sports Medicine, additional athletic department administrators deemed needed, and an appropriate appeals board consisting of professionals in the field of drug testing will be formed. This board will consist of professionals within Louisiana Tech University in addition to those deemed necessary depending on the case involved. The student-athlete will carry out the terms of his/her suspension while the appeals board makes a decision. This appeals board will convene as soon as feasibly possible, but should conduct the appeal within 72 hours. The student-athlete is permitted to have legal representation from a lawyer should they choose.

In the event a student-athlete is charged with a positive drug test result due to their failure to report to the testing location, the student-athlete may appeal this result following the steps listed above. Appeals for failure to report will be rarely granted and the student bears a heavy burden of proof to justify missing the test. Reasons which may allow an appeal to be granted in this situation include extenuating circumstances such as the death of a family member, a serious illness or injury that may or may not require hospitalization or inclement weather situations that would prevent safe travel.

#### 10. Medical Exemption:

A medical exemption may be granted if the positive finding of the drug screen is directly related to medication the student-athlete is currently taking. He/she must provide valid documentation from the



treating physician. This must include a current copy of the prescription, letter from the treating physician and documentation supporting the physician's diagnosis. This information will then be distributed to the lab conducting the drug screen to determine if the claim is in fact valid. In the event this claim proves to be valid he/she will not be charged with offending the drug testing policy.

11. Safe Harbor Program:

With the understanding that there are circumstances where individuals have drug problems, which stem from background, habit, or recreation, LA Tech Athletics has developed a policy to assist those individuals who desire to make a positive life change. To this end, the self-referral process was instituted. It is the assumption that individuals who self-refer for a drug and/or alcohol problem are actively seeking help and are interested in making a positive life change. It is the commitment of LA Tech Athletics to assist all individuals in this process. Individuals utilizing self-referral will be assessed by a trained professional to gauge the severity of the problem. A recommendation for treatment, based on the assessment, will be made. No disciplinary action will take place at the onset of the student-athlete's entrance into the program. Upon entering the program, the student-athlete will submit to a drug test. The outcome of this test will serve as a baseline for future testing to track the substance in the student-athlete's system. Should any of these future tests reveal an increase or new usage of the banned substance; the student-athlete will be dismissed from the safe harbor program and be charged with a positive test. Additional parameters are listed below.

- A). Self-referral for any drug problem can only be made one time during a student-athlete's college career.
- B). Self-referral can only be utilized prior to the notification of a drug test or screening. In other words, to self-refer for fear of being caught after a drug test has been announced will not be considered. For purposes of this guideline, "announced" includes the time when a list of student-athletes to be tested has been assembled and/or a person is either verbally or physically notified. If the Associate Athletic Director – Sports Medicine and/or his/her designee are in the process of actively pursuing individuals to test, a self-referral may not be utilized.
- C). Student-athletes must satisfactorily complete the prescribed substance abuse treatment recommended by our approved Drug Counselor. Failure to successfully complete recommended treatment will result in an initial positive drug test.
- D). During treatment, LA Tech reserves the right to perform routine, unannounced drug tests. If any subsequent test reveals new usage after the above mentioned baseline test, that result will be considered a positive.
- E). Upon official release from the professional treatment program, all student-athletes will be subject to drug testing. If any substance is discovered, an automatic positive test will result.
- F). Self-referral cannot be used while in treatment for an existing violation. The concept of self-referral is for the student-athlete to ask for help for an addictive problem he/she is facing. For this



reason, self-referral will not be considered when a student-athlete is actively undergoing treatment for a substance abuse violation.