

2009-10 MWSU Student Athlete Handbook

Welcome to WESTERN

Dear Student-Athlete:

On behalf of the Griffon Athletic Department, I would like to welcome you to Missouri Western State University. Congratulations on your decision to become a member of the MWSU Athletics family. We are looking forward to you becoming an essential part of our college community.

Here at MWSU, we have assembled a quality staff that will assist you in achieving your academic and athletic goals. We will also enhance your personal development, by promoting educational programs and community service. However, the most important part of the process is YOU, the student-athlete. You need to take an active role in your education, your athletic teams, and your institution.

In this handbook, you will find the information you need to excel as a student-athlete at Missouri Western State University. We ask that you consult this handbook first when you are faced with an unfamiliar situation. If questions remain, then contact a member of our staff.

Please understand it is our commitment to have you graduate, excel athletically and develop into a productive member of society. Best wishes as you embark on your journey as a Missouri Western Griffon!

Go Griffons!

David Williams
Director of Athletics



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General Information

St. Joseph, MO

St. Joseph shares with the college a fertile blend of old and new. Founded in 1826 as a trading post, the city was an important jumping-off point for the westward expansion. Named after Joseph Robidoux, an explorer who established the trading post, St. Joseph is the place where the Pony Express began and the life of Jesse James ended.

The town became a jumping-off place for California and Oregon bound settlers. Gold seekers came across Missouri to St. Joseph by steamboat. The city's location on the westward bend of the Missouri River made it one of the two choice "jumping-off" points. Gold rushers bought supplies here for the westward wagon trek. Some have estimated that as many as 50,000 passed through in 1849 alone.

The 72,000 current residents of St. Joseph are recipients of a rich heritage and are working to build a strong economic and cultural future. Art and historical museums, over a thousand acres of parks and recreational areas, concerts and plays in the restored Missouri Theatre, a community symphony, and drama groups all provide an enjoyable atmosphere for St. Joseph residents and Missouri Western students.

The University

Missouri Western State University is a four-year, state-supported institution providing a blend of traditional liberal arts and newer career-oriented degree programs. Missouri Western State University is authorized under Missouri statutes to offer one-year certificates, two-year associate, four-year baccalaureate, and graduate degrees. In addition, the university offers many pre-professional transfer programs.

Missouri Western State University approaches its fourth decade with its enrollment of more than 5,500 students, with more than 180 full-time faculty, and with contemporary and recreational facilities complemented by a beautifully landscaped 744-acre campus. Established by an act of the General Assembly in 1965, the university has its roots in the eighth oldest junior college in the nation. St. Joseph Junior College, when it was established in 1915, was a liberal arts institution for area students usually preparing to transfer to a four-year university.

Today, Missouri Western State University enjoys an expanded enrollment and the strong support of its local community. Missouri Western State University continues serving both the needs of its traditional students who enter upon their graduation from high school, and of older students who are seeking the opportunity to continue their education or develop their talents.

This mix of the student body provides an exciting and dynamic learning environment. It affords all Missouri Western State University students the opportunity to learn from one another. It brings life to the classroom and challenge to our faculty. Above all, it provides the student with a special experience intended to expand horizons and provide some rich career opportunities

Mission of the Athletic Department

The Missouri Western Department of Athletics considers athletics to be an integral part of the University community and, as such, it must strive for excellence just as academic units strive for greatness in teaching and service. Such a commitment to excellence in athletics implies that Missouri Western men and women will be provided with exemplary leadership, appropriate facilities and services, and the opportunity to compete at the highest level of intercollegiate competition at the NCAA Division II level.

The Department of Athletics believes that the student-athlete is a representative of the general student body, with like academic qualifications and the same probability of success. The individual's rights and academic goals should not be compromised by the University's desire to conduct successful athletic programs. Participation in Intercollegiate Athletics programs, while augmenting the student's formal education, should lead to the total development of a well-rounded, more enlightened individual.

The Department of Intercollegiate Athletics serves as a window to Missouri Western State University and to the St. Joseph and campus communities, and recognizes its obligation to serve as a concerned and committed partner in community life.

Integrity is indispensable to an intercollegiate athletics program, for without it, sports loses its true meaning. Missouri Western Athletics believes that administrators, coaches, and the student-athlete, in concert with all the members of the University community, must share a total commitment to abiding by the rules and regulations of the NCAA, the MIAA, and the institution in the endeavor to be successful.

The Griffon

A Griffon was chosen in 1918 as the symbol of Saint Joseph Junior College, the institution that later became Missouri Western State University. The mythical guardian of riches, half eagle and half lion, was selected because education was viewed as a precious treasure. The current Griffon logo incorporates the state of Missouri into the Missouri Western logo.



The Griffon Legacy Begins

Despite the difficulties that had to be surmounted, the junior college athletic program seemed to have taken off to a heady start. By 1920, sports activities were available for both male and female students. A picture of the girls' sports club appears in the 1920-21 Griffon Yearbook. Perhaps "brave" is the most appropriate description of the boys' athletic program during the infancy of the college. In 1920-21, every available man tried out for the basketball squad. Nevertheless, the season that started out as "a promise" ended in only one victory, and that one, the Griffon observed, was snagged "through sheer grit and nerve."

In 1922, a total of thirteen players even more bravely took on football. The results that first year were dismal. The Griffon sportswriter admitted it: "That the football season in Junior College was a failure cannot be gainsaid," he wrote. "The loss of every game makes that statement true." The players not only lost every game but also managed to finish the season without making a score. The next year, however, was much better, partly because the team members had some experience. With the improved team, however, the results were more satisfactory: two wins, two losses and one tie. In the following year, a vastly improved team with eighteen men out for the sport lost only one of its six scheduled games. For whatever reason (limited facilities, the loss of coach or players), that was football's final year at the junior college. Basketball survived and continued throughout the junior college era. Athletic activities for girls existed spasmodically.

Fast forward to 1969, the St. Joseph Junior College made the transition to a four-year institution with the changing to Missouri Western State University. In 1987, Missouri Western State University became a member of the National Collegiate Athletic Association (NCAA) and joined the Mid-America Intercollegiate Athletics Association (MIAA) conference two years later in 1989. The Mid-America Intercollegiate Athletics Association, a 12-member conference of NCAA Division II institutions in Missouri, Kansas, and Nebraska was first organized in 1912 as the Missouri Intercollegiate Athletic Association.

Over the past 97 years, the MIAA has gained the reputation of being one of the top NCAA Division II conferences in the nation. MIAA student-athletes have won 12 NCAA team championships and, since 1964, 153 individual national titles. The MIAA currently conducts championships in eight sports for men and eight for women. For the men, champions are crowned in football, cross country, basketball, indoor and outdoor track & field, baseball, tennis and golf. The women compete for titles in volleyball, cross country, soccer, basketball, indoor and outdoor track & field, softball, golf and tennis.

Since joining the MIAA in 1989, Griffon athletics has made a significant impact within the league and the NCAA. Over 37 Griffon teams have advanced to participate in NCAA national tournaments since joining the association. The Griffons sponsor ten different sports, which include football, women's soccer, women's volleyball, men's & women's golf, women's tennis, men's and women's basketball, softball, and baseball.

Missouri Western's Fight Song

FIGHT ON, GRIFFONS!

Lyrics by Marvin O. Looney / Music by Carl E. Bolte, Jr.

**Fight on Griffons! And you'll win the Game
Victory Missouri Western State**

**Fight on Griffons! You'll go on to Fame
Victory Missouri Western State**

**Speed like the eagle, strong as a lion
No other team could be half as great.**

**So fight on Griffons! And you'll win the Game
Victory Missouri Western State!**

**Go Black, Go Gold, Out front all the way
Go Black, Go Gold, Win for good ol' Western
today!**

Graduating Champions

The Missouri Western State University Athletic Department makes every effort to assist the student-athlete in graduating with a college degree and becoming a productive member of society. As a student-athlete, you are responsible to represent Missouri Western State University and the Department of Athletics in a positive manner. As MWSU student-athlete, you are expected to take an active role in your education. This includes attending all classes, seeking assistance and earning at least 30 semester hours per year toward a degree.

Degree Requirements

Generally, a MWSU degree requires the completion of 124 semester hours. The university catalog in effect at the time of the Major-Minor form filing will be used to determine major course requirements. The degree program remains effective for no more than six years following its approval date.

In the process of earning a degree, students must complete requirements for that degree and sometimes, as in the case of teacher education programs, must also meet state certification requirements. If certification or statutory requirements change and additional requirements become effective during the time a student is enrolled in a program, the new requirements take precedence over previous existing degree or certification standards.

Student-athletes are responsible for the requirements of their educational programs and should work closely with their Faculty Advisors and the Athletic Academic Coordinator to see that those requirements are met.

Declaring a Major

Here is how it starts! Your first-year advisor will help you decide on a major. He/she will consider your strengths, interests, and career plans. When you have earned 24-36 hours, you should declare a major or a pre-major. Once deciding on Major, you will officially declare by procuring the Major-Minor Declaration Form from the academic department in which the major is housed.

The chairperson will assign a department advisor and assist the student in completing the Major-Minor Declaration Form. Once signing the Major-Minor form, you will have six years to complete your degree requirements (see your advisor if this becomes a problem). Be sure to keep a MWSU Catalog from the year in which you declared your major. If degree requirements change within six years, you will not be affected. You must only complete the requirements in effect at the date of declaration.

Some majors have entrance requirements. If you do not yet meet the entrance requirements, you must declare a “pre-major”. The completed document, with appropriate signatures, must be received in the Office of the Registrar in order for the process to be complete. The declaration of major must be on file at the registrar’s office before the student-athlete enters their 5th semester.

Important Institutional Enrollment Policies

1. New students with enhanced ACT composite scores below 17 may only enroll in 14-credit hours their first semester at MWSU. Other restrictions may apply on an individual basis, based on a student’s academic record.
2. The Twice Enrollment Policy: Students may enroll in a class at MWSU no more than two times. Students are permitted to repeat any course. When a course is repeated, only the last grade is used in the calculation of the GPA.
 - Note that this policy indicates an ENROLLMENT limit. If you withdraw from a class, it counts as an enrollment; only one additional enrollment at MWSU in that class would be allowed. Dropping/adding during late registration, when Ws are not yet given, does not count as an enrollment.
3. The Continuous Enrollment Rule: All students who are required to take developmental course work (ENG 100, MAT 081, MAT 082 and/or MAT 083 or equivalent) will continuously enroll in required developmental course work until they have been satisfactorily completed. In addition, after students complete developmental courses they will continuously enroll in the corresponding discipline general education courses until those courses are satisfactorily completed. This policy does not negate the twice enrollment rule.
4. The 60 Rule: All new students must successfully complete ENG 108 and MAT 110 (or any higher level math course of three or more credits excluding MAT 127 and 132), as required in their degree programs, within the first sixty (60) credit hours earned at MWSU.
 - Students who do not successfully complete ENG 108 and MAT 110 (or its general studies math equivalent) within the first sixty credits earned at MWSU may only enroll in those classes until ENG 108 and MAT 110 (or its general studies equivalent) are successfully completed. Students will not be allowed to enroll in additional college coursework until the ENG 108 and MAT 110 requirements are successfully completed.
5. The deadline for withdrawal from any/all classes is Friday at 4:00 p.m. the tenth week of the fall and spring semesters.

General Requirements and Application for Graduation

To be considered as a candidate for graduation, the student must declare candidacy by filing an Application for Graduation in the Office of the Registrar. To assure the candidates' records are reviewed prior to the final semester by the graduation clerk in the Registrar's Office, the following deadlines must be observed:

Fall graduates - July 1
Spring graduates - November 1
Summer graduates - April 1

Students must complete all requirements no later than 60 days following the close of the semester in which they plan to graduate.

Baccalaureate Degrees

This is a degree requiring at least 124 hours and is available in various majors. Missouri Western offers eight baccalaureate degrees:

- Bachelor of Arts (BA)
- Bachelor of Interdisciplinary Studies (BIS)
- Bachelor of Science (BS)
- Bachelor of Science in Business Administration (BSBA)
- Bachelor of Science in Education (BSE)
- Bachelor of Science in Nursing (BSN)
- Bachelor of Science in Technology (BST)
- Bachelor of Social Work (BSW)

Student Classification System

Students are classified by the number of semester hours satisfactorily completed.

0 - 29 hours	Freshman
30 - 59 hours	Sophomore
60 - 89 hours	Junior
90 + hours	Senior

Classifications of Courses

Missouri Western State University's courses are classified by a departmental code that consists of three (3) capitalized letters along with a numerical code. The first three (3) digits denote the course level.

Under 100	Courses that do not apply toward a degree
100-199	Freshman level courses
200-299	Sophomore level courses
300-399	Junior level courses
400-499	Senior level courses

- Exception: ENG 100 is Missouri Western's Developmental English Course.

Course Syllabi Policy

A syllabus is an important piece of information distributed at the beginning of a course by the instructor. You are responsible for what is included on the syllabus. It will list the office location, office hours, and the phone number of that instructor. Your instructors may be willing to assist you outside of class, but it is best to make an appointment. Exam and assignment due dates will help you with time management. Attendance, grading policies and the objectives of the course are also found in the syllabus.

A course syllabus should be made available to you in each course, preferably at the first class meeting, but no later than the second class session. The syllabus should contain the course grading policy stated as definitively and as objectively as possible. If syllabi are not handed out by the second class session this should be reported to the appropriate division dean.

Tests

Testing is at the discretion of the instructor and formats are multiple. College will require you to apply information you have learned instead of memorizing it word for word. Midterm exams are given halfway through the semester. Final exams are given at the end of the semester. Midterm and final exams may be comprehensive, which cover all chapters studied to that point. You should feel free to meet with your instructor at any time to discuss your progress and any questions regarding testing or attendance procedures and policies.

Class Attendance

Regular class attendance is an essential part of the student-athlete's educational experience and a requirement for an adequate evaluation of student academic progress. Many instructors have individual attendance policies.

Penalties may be assessed for nonattendance. Instructors use these policies to encourage students' presence in their classrooms. A direct correlation exists between days present and grades received. Each instructor will determine and make known to the class the requirement for attendance.

As a student-athlete you represent not only your sport, but also the Department of Athletics. Therefore, unless competition removes you from the classroom, **WE EXPECT YOU TO ATTEND EVERY CLASS MEETING.** As a student-athlete, you will be given consideration when missing a class to serve as a representative of Missouri Western State University. **However, it is your responsibility to notify the class instructor prior to the absence and meet with the instructor on your return to discuss the material missed.**

Classroom Behavior

Student-Athletes are expected to conform to the normal standards of academic behavior in all classrooms. In addition to normal standards of academic behavior, instructors may establish reasonable additional classroom rules and expectations for conduct in the classroom. Behavior that disrupts the classroom environment or interferes with other students' ability to learn may be grounds or justification for dismissal from the classroom.

Academic/Faculty Advisor

Why do you need an academic advisor? Every degree-seeking student at Missouri Western is assigned an academic advisor. Your advisor will help you plan your course selections and schedule so you will be sure to take the proper classes. Your advisor will be able to offer valuable hints and suggestions regarding your career choice. Your advisor also knows about special resources at Missouri Western that may help you be more successful in college.

How do you find out who your advisor is? You'll be sent a letter prior to the first day of classes at MWSU. The letter will indicate your advisor's name, campus phone number, and office location. If you forget who your advisor is, call the Student Success Programs Office, located in Eder 209, at (816) 271-5990.

What do you do if you would like to change your advisor? Sometimes a student finds he/she would like to change advisors. If your original advisor is in your major area, talk to the department chair, he/she will help you find another advisor. If your advisor is not in your area of study, talk to an instructor with whom you feel comfortable to see if he/she is willing to advise you. Once you have found a new advisor, you will need to fill out a “Change of Advisor Form” located in each department. Copies of the completed form must be sent to the Registrar's Office and Academic Affairs Office.

When do you meet with your advisor? It's very important you meet with your advisor more often than just once or twice a semester. Whenever you have an academic problem or question, contact him/her. Your advisor will help you or refer you to other resources that might help (such as the Student Success Office, Center for Academic Support, Counseling Office, etc.). Most advisors will try to get in touch with you several times during the semester, however, don't wait for him/her to contact you. You must meet with your advisor during pre-registration each semester. During that meeting, your advisor will help you prepare your course selection and schedule for the next semester.

Student-Athlete – Advisor Relationship

- * Know your program and graduation requirements. It is your responsibility to know these requirements and monitor your progress toward fulfilling them.
 - * Meet with your advisor at least twice during the semester, once at the beginning of the semester and again during pre-registration advisement for the following semester.
 - * Promptly keep your appointments. If you need to reschedule, you should call your advisor before your original appointment time. Respond to any letters or phone/email messages that you receive from your advisor.
 - * Consult your advisor when you are encountering academic difficulties.
 - * Follow through on actions identified during each advising session.
- Accept final responsibility for all decisions.

Course Load

Student-athletes MUST be enrolled in at least 12 hours that apply toward graduation. This limits you to only taking those classes located in the general studies, major and elective components of your Major/Minor form. Failure to be enrolled in 12 hours will cause a student-athlete to become ineligible.

College Credits

A credit hour is a unit applied to the total units required for a degree. Usually college credits are determined by the number of hours a student spends in class per week. Example: A general college course of 3 hours might meet on Monday, Wednesday, and Friday from 10:00 a.m. to 10:50 a.m. Students should allow 2 hours of study time per each class meeting.

Withdrawing from a Class

You may withdraw from any individual class during the first week. It will not appear on the transcript as an attempted class. Withdrawing from any individual class after the first week through the tenth week will be assigned a “W” on the transcript. No individual or complete withdrawals may occur after the tenth week of the semester.

Note: Refunds are only given for courses dropped during the first week of school. However, students who make changes during the add/drop period will be assessed a late registration fee of \$50.00. When withdrawing from all classes, you may obtain refund information from the Business Office.

Incomplete Grades

Under certain circumstances, incomplete grades may be given at the discretion of the instructor. An incomplete grade may be given when accident, illness, death in the immediate family, or other documented circumstances beyond the student's control, prevent the student from completing some course requirements. An incomplete grade should only be considered when the majority of course requirements have been satisfied. An incomplete grade must be removed within six weeks after the first day of the next term (fall, spring, summer) of the semester in which it was received; otherwise, the grade will be recorded as "F".

Summer Class at Another Institution

After enrolling at Missouri Western State University full time, you may take a summer school class at another institution provided you complete the proper paperwork. You will need to complete the “Transfer Credit Approval Form”. This form is found in the MWSU Registrar's Office.

Semester Declaration

Not every class is offered every semester. Check course descriptions in the college catalog for the symbols denoting which semester a class is offered. Plan ahead for classes that are only offered in a particular semester. (F - offered in fall, Sp - offered in spring, Su - offered in summer)

NCAA Rules & Regulations

The National Collegiate Athletic Association is the organization through which the nation's colleges and universities speak and act on athletics matters at the national level. It is a voluntary association of more than 1,200 institutions, conferences, organizations and individuals devoted to the sound administration of intercollegiate athletics.

NCAA Eligibility Center

Registration Material

If you intend to participate in Division II athletics as a freshman, you must register and be certified by the NCAA Eligibility Center. You can obtain Eligibility Center Registration materials from your high school counselor or the NCAA Compliance/Athletic Academic Coordinator on campus.

Registration Process

To register with the NCAA Eligibility Center, you must complete and submit the online registration form. The Eligibility Center is no longer accepting paper registration. In order to complete the online form, please do the following:

1. Go online to <https://web1.ncaa.org/eligibilitycenter/>
2. Select Prospective Student-Athletes
3. Click on US Students – Register Here
4. Complete and submit the Student Release Form

Amateurism Eligibility

When you register with the eligibility center, you will be asked about benefits and activities that might impact your status as an amateur. All incoming freshmen and transfers are required to complete the Amateurism Questionnaire before they are eligible to compete at any NCAA Division I or II institution. The information you provide about your athletics participation will be reviewed and a determination will be made as to whether your amateurism status should be certified or if a penalty should be assessed before certification. If a penalty is assessed, you will have an opportunity to appeal the decision.

The following pre-collegiate enrollment activities will be reviewed:

1. Contracts with a professional team.
2. Salary for participating in athletics.
3. Prize money.
4. Play with professionals.
5. Tryouts, practice or competition with a professional team.
6. Benefits from an agent or prospective agent.
7. Agreement to be represented by an agent.
8. Delayed initial full-time collegiate enrollment to participate in organized sports competition.

Division II Academic Eligibility Requirements

If you're first entering a Division II college on or after August 1, 1996, in order to be classified a "QUALIFIER," you are required to meet:

Requirement #1

Graduate from high school with a GPA of 2.000 (4.000 scale) in a successfully completed core curriculum of at least 13 academic courses as follows:

English ... 3 years
Mathematics ... 2 years
Natural or physical science... 2 years
* at least one laboratory course
Additional courses in English, Math, or Science ... 2 years
Social science ... 2 years
Additional academic courses... 2 years
[in any of the above areas or foreign language, computer science, philosophy or non-doctrinal religion]

AND

Requirement #2

ACT or SAT test score

68 composite sum score on the ACT

OR

820 on the SAT verbal and math sections

You will be classified a "PARTIAL QUALIFIER," if you only meet 1 of the 2 requirements listed under the qualifier's requirements. A "partial qualifier" is eligible to practice with a team at its home facility and receive an athletic scholarship during his or her first year at a Division II school, and then has four seasons of competition remaining.

A "NON-QUALIFIER" is a student who has met neither of the requirements listed under the qualifier's requirements. A non-qualifier is not eligible for regular-season competition and practice during the first academic year in residence and then has four seasons of competition. A non-qualifier may not receive athletics-related aid as a freshman, but may receive regular need-based financial aid if the school certifies that aid was granted without regard to athletic ability.

A partial qualifier and a non-qualifier must fulfill an academic year of residence in order to be eligible to compete and practice off campus. To fulfill this requirement, the student must be enrolled full-time for two semesters and meet all continuing eligibility standards.

Transfer Requirements

The NCAA and the MIAA have complex regulations regarding the transfer of the student-athlete. Because each transfer situation is different, the student-athlete is encouraged to meet with the NCAA Compliance Coordinator. You can obtain additional transfer and eligibility information online at www.ncaa.org/eligibility/.

Continuing Eligibility

Once a student-athlete is enrolled at MWSU, their eligibility for continued participation is governed by the NCAA, the MIAA and Missouri Western State University. The following information will assist you in understanding the rules and regulations for continuing eligibility.

Satisfactory Progress

The NCAA requires that student-athletes make progress toward a degree by earning credit hours in the classes listed on the major-minor form. Satisfactory Progress includes standards for degree credit, grade point averages, and degree declaration. There are increased standards to meet satisfactory progress based on the current term of full-time enrollment.

Degree Credit

It is important that you understand that only the courses that count toward your degree, can be utilized for eligibility. This is critical once you declare a major. Remember that there are some programs that require a minimum of a “C” grade for the courses to count in your degree program.

Declaring a Degree

Although many of you will choose a degree program earlier, the NCAA requires that you declare your degree before your fifth (5th) semester. Thus, you should declare a degree program at some point during your fourth (4th) semester. Please speak to both your faculty academic advisor and your athletic academic advisor, prior to the completion of the paperwork to ensure you meet the qualifications for your desired major.

GPA

Grade point averages (GPA) are based on a 4.0 scale. Grades are assigned a point value with an A receiving 4 points, a B receiving 3 points, a C receiving 2 points, a D receiving 1 point and a F receiving zero points. Student-athletes are expected to stay in good academic standing, without being put on probation or suspension status during their academic career.

Your GPA needs to be as high as possible, but should never fall below a 2.000. Missouri Western State University’s different programs of study require different minimum GPAs to graduate. To obtain the minimum required GPA needed for graduation, please check with your faculty academic advisor.

Full Time Enrollment

A student-athlete may not compete nor practice unless they are enrolled in a full load of course work. The definition of full-time enrollment is 12 credit hours per semester.

Summer School Credits

At least 75% (18 hrs.) of your degree credit must be earned during the regular academic year. Only 25% (6 hrs.) of your summer hours earned may be used to meet the 24 hours needed for satisfactory progress each academic year. Summer credit taken at another institution must be pre-approved by the Registrar’s Office to count toward satisfactory progress.

10 Semester Rule

This provides the student-athlete with 10 semesters of full-time collegiate enrollment in which to participate in a maximum of four seasons of competition. Under this system, a student who attends college as a full-time student for two semesters and then withdraws from school for two years may return to a Division II school and have eight semesters of eligibility remaining.

Seasons of Competition

You should know that NCAA rules indicate that any competition, regardless of time, during a season counts as one of your seasons of competition in that sport. It does not matter how long you were involved in a particular competition (for example, one play in a football game); you will be charged with one season of competition.

Declaring a Major

The NCAA states that all student-athletes must declare a major before the start of their fifth semester of collegiate enrollment. If a student-athlete wishes to change their major, they need to notify the Athletic Academic Coordinator.

Countable Athletic Related Activity

The NCAA limits the number of hours a student-athlete may be involved in Countable Athletic Related Activity (CARA). When you are in season, you may only be involved in 20 hours per week of CARA and must be provided one day off per week. During the off-season, you are limited to 8 hours per week of CARA and must be provided two days off per week.

CARA is an activity is intended to improve the student-athlete’s athletic ability. This includes but is not limited to practice, meetings, competition, weight training, conditioning, individual skill instruction, and participation in a recruit’s tryout. To monitor CARA by sport, the Faculty Athletic Representative and the Compliance Coordinator will randomly select student-athletes to complete a CARA survey.

SUMMARY OF ELIGIBILITY RULES FOR COMPETITION FOR MWSU STUDENT-ATHLETES

Good Academic Standing

An individual whose GPA falls below 2.000 will be placed on PROBATION. If you are placed on probation and your grade point average falls below an acceptable level, you will be SUSPENDED. The suspension may be appealed. Please see the Athletic Academic Coordinator for more information of the appeal procedure. Missouri Western also limits the number of times a student may be suspended.

<u>Cumulative Hours</u>	<u>Probation</u>	<u>Suspension</u>
0-18	2.0	NA
19-30	2.0	1.500
31-45	2.0	1.600
46-60	2.0	1.700
61-75	2.0	1.800
76-90	2.0	1.900
91+	2.0	2.000

GPA Requirement for Eligibility

To fulfill this requirement of Satisfactory Progress, MWSU uses your cumulative GPA over all course work taken at MWSU and any other institutions you have attended.

- 1) After the completion of 24 semester hours: 1.80
- 2) After the completion of 48 semester hours: 1.90
- 3) After the completion of 72 semester hours: 2.00

Academic Progress and the 75/25% Rule

The NCAA requires the completion of 24-degree credit hours each academic year OR an average of 12-degree credit hours per academic semester.

75% of the 24-degree credit hours (18) must be completed during the academic year. The academic year consist of the Fall and Spring semesters.

If the first semester at MWSU is the Spring term, 75% of the 12-degree credit hours (9) must be completed during the term.

NCAA Declaring a Major Rule

Prior to the 5th semester of full-time enrollment, a student-athlete must declare a major.

***Eligibility is a complex issue, if you have concerns or questions please contact the
NCAA Compliance Coordinator or the Director of Athletics.***

Agents

During your college enrollment, you might be contacted by a sports agent, a financial advisor or a "runner." A sports agent is an individual who may want to represent you in contract negotiations or for commercial endorsements if you show the potential to be a professional athlete in a particular sport. Agents or their representatives may have contacted you during your high-school years in an attempt to gain an advantage over other individuals who may wish to represent you once your collegiate eligibility has expired. Many times, these individuals will not represent themselves as agents, but rather as individuals interested in your overall welfare and athletics career. These individuals also may attempt to provide gifts or benefits to you and your family.

While NCAA rules do not prohibit meetings or discussions with an agent, you will jeopardize your collegiate eligibility in a sport if you agree (orally or in writing) to be represented by an agent while in high school or college, regardless of whether the agreement becomes effective immediately or after your last season of collegiate eligibility. Additionally, the receipt of any benefits or gifts by you, your family or friends from such an individual will jeopardize your intercollegiate eligibility in that sport. Accordingly, if an individual attempts to contact you regarding the marketing of your athletics ability in any manner, you should be careful. If you have concerns regarding a sports agent, please contact your coach, the director of athletics or the NCAA national office for assistance.

Gambling/Sports Wagering

The explosive growth of gambling has caused a noticeable increase in the number of sports wagering-related cases processed by the NCAA enforcement and student-athlete reinstatement staffs in Divisions I, II and III and threatens the integrity of college sports. Big money attracts organized crime and illegal sports wagering is big money. The FBI projected that 2.5 billion dollars was illegally gambled on the 1995 NCAA Division I Men's Basketball Championship, second only to the National Football League's Superbowl. Money skimmed from sports betting schemes is used to fund a host of illegal activities including the sale of narcotics and loan sharking. These activities are never evident to the casual bettor but are not lost on the law enforcement community.

Student-athletes are viewed by organized crime and organized gambling as easy marks. When student-athletes place bets with a bookie, they have jeopardized their eligibility and have broken the law. The bookie now is in control. If a student-athlete is sufficiently indebted or addicted, point shaving often is introduced as a way out. Bookies also use students as "runners" to collect debts and parlay sheets for which the bookie pays a commission. Gamblers also pay a commission for information related to sports teams (e.g., injury reports, morale, game plans and discipline issues).

A study by the University of Cincinnati of 648 Division I intercollegiate men's basketball and football respondents indicated that 25.5% had gambled money on other college sporting events.

The NCAA's Position on Gambling

The NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contests, and jeopardizes the welfare of student-athletes and the intercollegiate athletics community. Sports wagering demeans the competition and competitors alike by a message that is contrary to the purposes and meaning of "sport." Sports competition should be appreciated for the inherent benefits related to participation of student-athletes, coaches and institutions in fair contests, not the amount of money wagered on the outcome of the competition.

For these reasons, the NCAA membership adopted NCAA Bylaw 10.3 prohibiting athletics department staff members, non-athletics staff members who have responsibilities within or over the athletics department, conference office staff members, and student-athletes from engaging in gambling activities as they relate to intercollegiate or professional sporting events. NCAA Bylaw 10.3 stipulates that these individuals may not:

- a. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- b. Solicit a bet on any intercollegiate team;
- c. Accept a bet on any team representing the institution; or
- d. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling. (Revised: 1/9/96, 1/14/97)

The NCAA's Interpretations Committee clarified the scope of Bylaw 10.3 to preclude a student-athlete from soliciting or accepting a bet for a non-monetary material item (e.g., shirt, dinner) that has tangible value. The committee noted, however, that institutions that compete against each other may agree to participate for a tangible item (e.g., governors cup), provided no student-athletes receive any tangible item. (1996 Telephone Conference No. 14, November 26, 1996)

The Interpretations Committee also decided that the prohibition against student-athletes and athletics department staff members participating in gambling activities associated with professional sports events is applicable only to those sports in which the Association conducts championship competition, Division I-A football and emerging sports. (1997 Telephone Conference No. 2, March 13, 1997)

Redshirt Definition

The term "redshirt" is used to describe a student-athlete who does not participate in competition in a sport for an entire academic year. If you do not compete in a sport the entire academic year, you have not used a season of competition. For example, if you are a qualifier, and you attend a four-year college your freshman year, and you practice but do not compete against outside competition, you would still have the next four years to play four seasons of competition. Each student is allowed no more than four seasons of competition per sport.

Ticket Policy

An institution may provide four (4) complimentary admissions per contest to a student-athlete in the sport in which they participate, regardless of whether the student-athlete will compete in the contest. The complimentary tickets shall only be distributed to the persons designated by the student-athlete. Those persons must identify themselves and sign for the tickets.

Medical Hardships

Medical hardship waivers may be filed to restore a season of competition. The following is a list of Division II Medical Hardship Criteria.

- 1.The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institution;
- 2.The injury or illness must result in your incapacity to compete for the remainder of the traditional playing season; and
- 3.The injury or illness must have occurred when you had not participated in more than two contests or dates of competition or 20 percent (whichever number is greater) of the institution's completed contests or dates of competition or the maximum number of allowed contests in each sport.

Amateurism

You will endanger your NCAA eligibility if you become a professional athlete. You become a professional if:

- 1.You are paid (in any form) or accept a promise of pay for participating in an athletics contest;
- 2.You sign a contract or commitment of any kind to play professional athletics;
- 3.You receive a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation;
- 4.You use your athletics skill for pay in any form (e.g., television commercials, demonstrations);
- 5.You compete on a professional athletics team even if no pay or repayment of expenses are received; or
- 6.You enter into an agreement with an agent (oral or written) prior to or following initial full-time enrollment.

Financial Aid

If you receive financial aid other than that administered by the college, you must notify the financial aid office immediately to insure that your eligibility will not be jeopardized. Institutional Financial Aid includes scholarships, grants, loans, tuition waivers, and work-study.

You may accept money from anyone upon whom you are naturally dependent. If you have questions regarding acceptable financial aid, please contact your Head Coach or a member of the Athletic Administrative Staff.

Scholarships

To be eligible for an athletic scholarship, you must fulfill the admission requirements of Missouri Western State University. You must also meet and maintain the eligibility requirements as set by the established by the NCAA, the MIAA and MWSU.

A Full Grant-in-Aid (A Full Ride) is aid that consists of tuition and fees, room and board and required course related books. Your financial aid package may not exceed the amount of a full grant in aid. Therefore, if your countable aid exceeds the full grant-in-aid amount, we must reduce your institutional athletic aid to satisfy bylaw 15.1.3 of the NCAA manual.

All valid offers of athletic financial aid must be made in writing using the MWSU Athletics Tender of Assistance Agreement. This form lists the amount of the scholarship and the conditions of the aid set by MWSC and the NCAA. Both the Director of Financial Aid and the Director of Athletics must sign this form. At no time will verbal commitments for future athletics aid be binding to Missouri Western State University Athletics.

It is very important that you, the student-athlete, understand there is no such thing as a four-year athletic scholarship. There is a "One-Year Limit" on athletic scholarships. There is no guaranteed four-year scholarship in Division I, II or III. An athletic scholarship is only awarded for one academic year and may be renewed at the end of the year for the following academic year. It is the policy and practice of the MWSU Department of Athletics to renew these scholarships unless cause is given not to renew.

Reduction or Cancellation during Period of Award

Institutional athletic aid may NOT be reduced or cancelled during the period of the award for the following reasons:

1. On the basis of a student-athletes ability or contribution to the team's success or for any other athletic reasons.
2. Due to an athletic injury that prevents participation in athletics, however you will be expected to assist with the program.

During the period of your financial aid award, your athletics scholarship may be reduced or canceled if you:

1. Become ineligible for intercollegiate competition;
 2. Fraudulently misrepresent any information on an application, letter of intent or financial aid agreement; *The MWSU Department of Athletics has determined that unexcused absences from class, practice, Life Skills programs, study tables and any other programs as deemed mandatory by the Department, would be considered misrepresentation by the student-athlete.*
 3. Engage in serious misconduct warranting substantial disciplinary penalty;
- or
4. Voluntarily withdraw from your sport at any time for personal reasons.

Renewals and Non-renewals of Athletics Aid

As per NCAA bylaw 15.3.6.1, if you are on athletic financial aid, Missouri Western State University must inform you in writing by July 1 whether your scholarship has been renewed, non-renewed or reduced for the upcoming academic year. The official notification will come from Missouri Western State University's financial aid office.

The NCAA also mandates in bylaw 15.3.6.1.1 that if Missouri Western State University decides not to renew or reduce your athletics scholarship for the upcoming year, upon request, you will be provided a hearing opportunity from a group outside of the athletics department.

Please note that the decision to renew or not to renew your financial aid is left to the discretion of the institution to be determined in accordance with its normal practices for students generally.

Book Lease Program

In general, if a student-athlete receives an athletic scholarship, the first \$400 (\$200 per semester) of the scholarship will be designated to acquire books. This athletic department policy has been established to insure all scholarship student-athletes start the semester with course related books and should be viewed as a *lease program*.

The leased books are property of the MWSU Athletic Department and need to be returned during finals week. A student-athlete may purchase the books from the athletic department at the buy back values at the end of the semester. This is a substantial saving to the student-athlete, since they are not locked into buying a book that they would not keep and it allows them to buy the books they want at a reduced cost.

Post Eligibility Scholarship

The purpose of this program is to assist student-athletes who have completed their athletic eligibility to complete the requirements needed for graduation. Award of post eligibility aid will be determined on an individual basis.

To be eligible for a post eligibility scholarship, the student-athlete must have the minimum GPA needed for graduation and be within 30 credit hours of graduation. Student-athletes must complete each course (covered by the aid) with a passing grade. If a student-athlete withdraws, receives an incomplete or a "F" in a class, the student-athlete's account will be billed for the course.

The post eligibility scholarship must be consistent with the amount of financial aid received during the final year of eligibility. All student-athletes in the post eligibility program will be assigned an internship in the athletic department.

DEADLINE: The application for post eligibility scholarships must be submitted online by March 1st. You will complete the same application that any student would to receive consideration for a Missouri Western Scholarship for continuing students. The online application can be found on the Missouri Western Financial Aid web page. An outline of your academic plan, a letter of recommendation from your head coach and a letter of recommendation from a faculty member need to accompany the application, therefore you should begin working on the scholarship application by February 1st.

Student-Athlete Policies

Participation in MWSU intercollegiate athletics is a privilege. The Student-Athlete Conduct Policy covers behavior both on campus and off campus. If a violation of the Student-Athlete Conduct Policy occurs, athletic participation may be suspended or cancelled. This may include practice, competition and scholarship penalties.

Student-Athlete Conduct Policy

The MWSU Athletic Department expects the student-athlete to adhere to the rules and regulations as stated in the Missouri Western State College Student Handbook. Our student-athletes need to promote and protect the general welfare of Missouri Western State College.

- 1) Academic Conduct and Expectations:
 - a) Make every effort to graduate from MWSU within five years.
 - b) Attend all classes and complete all academic assignments.
 - c) Attend academic sessions as assigned by the Athletic Academic Staff.
 - d) Maintain an academic course load of at least 12 hours needed for graduation.

- 2) Athletic Conduct and Expectations:
 - a) Adhere to NCAA and Institutional rules and regulations.
 - b) Attend all organized practices unless officially excused.
 - c) Respect every aspect of intercollegiate sports.
 - d) Treat equipment with proper care and return in good condition.

- 3) Ethical Conduct and Expectations:
 - a) Uphold MWSU's rules and policies regarding Academic Integrity, Classroom Conduct, and Ethical Conduct.
 - b) Obey all Federal, State and City laws.

* NOTE: Individual athletic programs may require additional rules, regulations and/or codes of conduct to participate with their particular program.

Student-Athlete Grievance Procedure

The Grievance procedure exists to address concerns of a student-athlete that may arise from the relationship with his/her coach. The student-athlete needs to contact one of the following: the Director of Athletics, the Faculty Athletics Representative, the Senior Women's Administrator, and the Compliance Coordinator.

After review, the committee will decide if a formal investigation is warranted. In this case, a formal report will document the findings of the investigation and will be kept on file in the Athletic Department. This grievance report will be used in the performance evaluation of the coaching staff member.

Policy and Procedures for Criminal Charges

Missouri Western State University and the Department of Athletics encourage you, the student-athlete, to be an outstanding citizen of the community. Any association with criminal activities by student-athletes will be dealt with in the following manner.

If a student-athlete is charged with a State Misdemeanor or Municipal Ordinance Violation, no Athletic Department sanctions will occur until final adjudication. However, each individual Head Coach may have more restrictive sanctions prior to final adjudication and it is the student-athlete's responsibility to be aware of those sanctions. At the completion of judicial process, the Director of Athletics along with the Head Coach will consider the actions of the student-athlete and impose additional sanctions if necessary.

If a student-athlete is charged with a Felony, the Athletic Department will suspend the student-athlete immediately from competition. However, each individual Head Coach may have more restrictive sanctions prior to final adjudication and it is the student-athlete's responsibility to be aware of those sanctions. At the completion of judicial process, the Director of Athletics along with the Head Coach will consider the actions of the student-athlete and impose additional sanctions if necessary.

The Registration Process for Student-Athletes

You should make an appointment to meet with your advisor. Before the meeting, you need to have prepared a tentative class schedule for the upcoming semester. Your meeting with your advisor should focus on your schedule, your academic plans and your career following graduation.

Griffon student-athletes are required to take the MWSU Athletic Pre-Registration Form to their faculty advisor. You and your faculty advisor will discuss the classes to be taken for the upcoming semester. The faculty advisor will sign off on the MWSU Athletic Pre-Registration Form and assign you a pin number for registration.

You will take the proposed class schedule to the Athletic Academic Coordinator. Provided the class schedule meets NCAA regulations, the Athletic Academic Coordinator will lift your registration hold. You will be able to enroll for those specific classes at the nearest remote terminal using the self-registration system.

Change of Schedule for Student-Athletes

The add/drop period is the first week of classes. During the Add/Drop period, student-athletes may drop courses in which they have enrolled and add courses they wish to take. To add or drop a class, follow this procedure:

1. Obtain a "*Petition for Change of Study Form*" in the Athletic Academic Coordinator's Office (PE 232).
2. Complete the "*Petition for Change of Study Form*", first have your advisor sign the petition and then have the Athletic Academic Coordinator sign the petition.
3. Present the "*Petition for Change of Study Form*" to the Registrar's Office (Eder 102).

ATTENTION: Student-athletes be aware when dropping a class, you may reduce your hours to the point where you are no longer eligible for competition.

Student-Athlete Advisory Committee (SAAC)

The Missouri Western Student-Athlete Advisory Committee (SAAC) was created to serve as a voice for the Missouri Western student-athletes. This 22 member advisory committee promotes efficient communication between the Missouri Western Department of Athletics and you, the student-athlete.

In addition, the Missouri Western SAAC provides you, the student-athlete, with the opportunity to effectively communicate with the entire Missouri Western Administration. The primary goal of the Missouri Western SAAC is to provide suggestions for the development of programs and activities designed to serve the needs of the student-athlete population.

Any issue, concern or problem you may have during your career at Missouri Western can be directed to your sports SAAC member. The SAAC member may then serve your voice to the athletic administration and the coaching staff. This process will allow open, yet confidential means of communication.

CHAMPS/Life Skills Program

The Missouri Western CHAMPS/Life Skills Program is committed to enhancing the lives of the Missouri Western student-athlete. By encouraging our student-athletes to take an interest in their lives beyond the playing field, the CHAMPS/Life Skills Program has provided our student-athletes with an opportunity to have a well-rounded college experience.

Academic Success

The CHAMPS/Life Skills Program promotes the academic success of the Missouri Western student-athlete. By helping our student-athletes obtain skills necessary to achieve academic success, the program helps student-athletes become productive members of the Missouri Western campus community. The Missouri Western Center for Academic Support assists our student-athletes by providing academic programs.

Personal Development

The CHAMPS/Life Skills Program will assist the Missouri Western student-athlete in developing a well-balanced lifestyle. We believe that through meaningful interaction with others, each student-athletes should get an opportunity to express their unique ideas. By attending workshops concerning such issues as Diversity, Sexual Responsibility, Alcohol Use and Communications Skills we feel each student-athlete will gain a better understanding of themselves and the world in which they live.

Career Development

Career Development is an essential part of the college experience. In order to strengthen our commitment to student-athletes success we have worked closely with the Missouri Western Career Services Center. Resume-writing workshops, interviewing technique workshops and career planning sessions are productive ways of helping the Missouri Western student-athlete realize his/her career potential. It is the goal of Missouri Western to prepare our student-athletes for the game of life.

Community Service

The CHAMPS/Life Skills Program is designed to promote interaction between the student-athlete, the student body and the surrounding community. Our program is highlighted by year-round community service projects. Missouri Western student-athletes are involved in numerous other projects that allow them to learn through the act of service.

Athletic Achievement

The success of the CHAMPS/Life Skills Program is based upon total cooperation from the Missouri Western Department of Athletics, Faculty, Staff and the St. Joseph community. The Missouri Western Department of Athletics provides each of its sports with necessary resources needed to compete at the highest NCAA Division II level.

MAX Mentoring Program

This mentoring program to assist student-athletes in developing good academic habits. MAX is a program designed and monitored by the Athletic Department. For those student-athletes who have not shown past academic success, they will be required to meet with a mentor for at least three hours a week throughout the semester. During the meetings, you will discuss learning styles, organizational skills, study habits and tutoring schedules.

Study Table for Student-Athletes

Study Table / Study Hall may be required by your coach. The required dates and times are left to the discretion of each head coach. Please check with your coaching staff to inquire about study table.

Recognition for Griffon Student-Athletes

Athletic Director's Honor Roll

Every student-athlete who achieves a cumulative grade point average (GPA) of 3.0 or higher is listed on the Athletic Director's Honor Roll. This list will be distributed on Scholar-Athlete Night.

Honor's Night

Conducted for all student-athletes who received a semester GPA of a 3.0 or higher during the previous Spring and Fall semesters. Escorted by their parents, the student-athletes are presented a certificate of academic accomplishment. The ceremony is during half time of a Men's Basketball game in early February.

James J. McMillen Award

This award honors the graduating student-athlete who possesses the highest cumulative grade point average. The presentation of the McMillen award occurs at the Best and Brightest Banquet.

Student-Athlete Honors Banquet

The Department of Athletics honors nominees from each sport who have displayed excellence in the classroom, the athletic arena and the community of St. Joseph. The Department will then select and announce both the Male and Female Scholar-Athlete of the Year.

Independent Travel Request

Due to institutional liability concerns, student-athletes wanting to travel independently of the team must complete Individual Travel Request Form. The form may be obtained from any athletic staff member. The student-athlete must complete; sign prior to travel and returned to the NCAA Compliance Office. **Athletes are NOT to travel independently of the team unless this form is on file.**

The Training Post

MWSU Sports Medicine Staff

Athletic Trainers:

Myron Unzicker, ATC. Office # – 271 – 4483, Cell # – 261 – 1729, & Home # 279 - 9894

Kate Esely, ATC. Office # – 271 – 4483, Cell # – 294 -6537

Becky Johnson, ATC. Office # – 271 – 4483, Cell # - 383-3979

Team Physicians:

Dr. Alderson, MD. – Family Practice Physician

MWSU Sports Medicine Facilities:

Looney Complex

The Looney Complex Sports Medicine facility (LC Room 130) is located on the ground floor in the hallway between the two gymnasiums. This facility services MWSU student-athlete practicing/competing in the Looney Complex and outdoor fields and courts. It includes areas for taping, treatment of injured student-athletes with a variety of modalities, and rehabilitation equipment to assist student-athletes in returning to participation. The offices for the Sports Medicine Staff are located in this facility.

Baker Family Fitness

The Baker Family Fitness Sports Medicine facility is located on the north side of the building, next to the MWSU football locker room. It is primarily services MWSU football student-athletes. It includes areas for taping and treatment similar to that in the Looney Complex.

MWSU Sports Medicine Hours Of Operation:

The MWSU Sports Medicine Room will be open the following hours:

Monday – Friday 8:00 AM – 12:00 PM – Looney Complex Only

During the morning hours only ice and hot packs and exercise equipment may be used in the absence of a MWSU Sports Medicine Staff member. At no time should any person other than a MWSU Sports Medicine Staff member use any other treatment modality.

Monday – Friday 1:30 PM – 6:00 PM (unless athletic competitions are scheduled)

Saturday & Sunday - During scheduled athletic practices and MWSU competitions

All rehab appointments must be scheduled – the rehab schedule will be posted weekly. In case of time conflicts, student-athletes can make appointments with the MWSU Sports Medicine Staff to receive their treatments.

Treatment of Injuries: The MWSU Sport Medicine Room hours will be posted. It is important that all injured student-athletes report for treatment in the morning and before practice daily until they can practice without their performance being affected. Treatment will be available for all student-athletes, but those in-season will be treated first. Failure of an injured student-athlete to keep treatment appointments will be interpreted as her/his unwillingness to cooperate with little desire to return to participation. The Head Coach will be informed of such a student-athlete. All student-athletes must continue to report for treatment until told otherwise by a member of the SPORT MEDICINE Staff.

Pre-Participation Forms – Medical Eligibility For Athletic Participation

All medical forms must be completed and returned to the MWSU Sports Medicine Office before practice begins.

Student-athletes will not be allowed to participate until the necessary forms are entirely completed.

Prospective MWSU Student-Athletes (Freshman/First-year Student-athletes)

The pre-participation forms can be assessed on the MWSU Sports Medicine website through the MWSU Athletic Department

(<http://www.gogriffons.com>). Below is a list of forms needed.

- 1) MWSU Student-Athlete Medical History Form
- 2) MWSU Insurance Questionnaire plus copy of Insurance Card (front and back)
- 3) MWSU Athletic Department's Student-Athlete Full Acceptance of Risk Form
- 4) MWSU Athletic Department's Student-Athlete Consent Authorization Form
- 5) Letter of Consent to be Tested

These forms as well as a pre-participation physical examination administered by the MWSU Team Physicians and Sports Medicine Staff need to be completed before the prospective student-athlete can participate in any practice, competitions, or strength and conditioning sessions. The dates for the pre-participation physical exams will be arranged by the MWSU Sports Medicine Staff and will coincide with the start dates of the individual sports.

Returning MWSU Student-Athletes

The pre-participation form can be assessed on the MWSU Sports Medicine website through the MWSU Athletic Department

(<http://www.gogriffons.com>). Below is a list of forms needed.

- 1) MWSU Insurance Questionnaire plus copy of Insurance Card (front and back)

This form as well as a pre-participation physical evaluation administered by the MWSU Sports Medicine Staff or if applicable receive a pre-participation physical examination by the MWSU Team Physician need to be completed before the returning student-athlete can participate in any practice competitions, or strength and conditioning sessions. The dates for the pre-participation physical evaluations will be arranged by the MWSU Sports Medicine Staff and will coincide with the start dates of the individual sports.

Authorization for Medical Services

Medical services will be provided to MWSU student-athletes for athletic related injuries that occur during participation on a MWSU Intercollegiate Athletic Team. To ensure proper and immediate medical care, all injuries must be reported to the MWSU Sports Medicine Office within 24 hours. A MWSU Sports Medicine Staff member will evaluate and document all athletic injuries. Based on the evaluation, the MWSU Sports Medicine Staff member will determine the appropriate treatment, including referral to appropriate medical professionals. The MWSU student-athletes insurance information will be reviewed to determine whether a referral from their primary care physician is necessary. If a referral is necessary, it is the responsibility of the MWSU student-athlete or parent/guardian to contact their primary care physician to obtain the referral before an appointment with the appropriate MWSU Team Physician or MWSU Medical Advisory Staff will be made by the MWSU Sports Medicine Staff. MWSU student-athletes may also choose to make an appointment with their family physician provided that a member of the MWSU Sports Medicine Staff is informed, however, MWSU student-athletes are highly encouraged to be seen by a MWSU Team Physician or MWSU Medical Advisory Staff. A MWSU student-athlete may not make an appointment with a doctor without the knowledge or pre-approval of the MWSU Sports Medicine Staff. *The MWSU student-athlete will be financially responsible for any appointments, procedures, tests, treatments, or prescriptions, which are not first approved by the MWSU Sports Medicine Staff.* The MWSU student-athlete is required to obtain written clearance from the attending physician prior to returning to athletic participation.

Non-Athletic Injury/Illness: You may visit the Esry Student Health Center for care of routine illnesses and non-athletic related injuries, but please keep the Sports Medicine Staff informed of diagnosis and treatment so that we may keep our records current. MWSU is not allowed by NCAA rules to pay for non-athletic related injuries of illnesses.

Practice/Game Participation for an Injured Student-Athlete:

Decisions of the availability of a student-athlete for practice/game participation shall be the sole responsibility of the Sports Medicine Staff. Failure to comply with these decisions will relieve the Sports Medicine Staff and the University of any responsibility.

Out of Season Injury: The Athletic Department will not be responsible for injuries when the student-athlete is not actively engaged in a formal game or practice during a competitive season. However, the Sports Medicine Staff will give their advice and the Sports Medicine room will be accessible for such injuries in the off-season. **Equipment and Items:** Do not take any equipment or items out of the Sports Medicine Room unless it is issued to you. All issued equipment and items are to be returned to the Sports Medicine Room after practice or when called for by the Sports Medicine Staff. All student-athletes will be signed out for issued equipment and items. If issued equipment or items are not returned, the Head Athletic Trainer will have a hold put on your registration/transcript information and you will be charged for the equipment or items.

Equipment and Items: Do not take any equipment or items out of the Sports Medicine Room unless it is issued to you. All issued equipment and items are to be returned to the Sports Medicine Room after practice or when called for by the Sports Medicine Staff. All student-athletes will be signed out for issued equipment and items. If issued equipment or items are not returned, the Head Athletic Trainer will have a hold put on your registration/transcript information and you will be charged for the equipment or items.

MWSU Athletic Medical Insurance Coverage

Every MWSU student-athlete participating in Intercollegiate Athletics is covered by the MWSU Department of Athletics athletic accident insurance policy, consisting of both basic medical coverage and catastrophic injury coverage. This coverage is provided free of cost to the MWSU student-athlete. This athletic accident insurance policy covers medical injuries and illnesses that are the direct result of participation in a sponsored and supervised MWSU athletic participation. The NCAA does not permit MWSU, or any other college or university, to pay medical bills for illness or injuries that are not sustained during sponsored and supervised MWSU athletic participation. This athletic medical insurance policy is a SECONDARY INSURANCE POLICY. Primary insurance coverage is through the MWSU student-athlete's private/family plan. If the MWSU student-athlete's insurance policy is with an HMO a referral from the primary physician is required. The procedures for the MWSU student-athletes primary insurance policy must be followed in order for the MWSU athletic accident policy to go into effect. It is the responsibility of the MWSU student-athlete and parent/guardian to inform the MWSU Sports Medicine Office of any changes in insurance coverage throughout the course of the school year. The MWSU student-athlete and parent /guardian may be responsible for all charges for medical treatment that is not covered through the primary coverage because of an expired or changed insurance policy.

MWSU Athletic Medical Insurance Coverage Policy

Any athletic medical bill(s) including medications prescribed by the MWSU Team Physician shall be handled in the following manner.

1. The MWSU student-athlete and/or parent/guardian must submit all medical bill(s) to personal insurance company or make sure the medical providers have the proper personal insurance information for submission.
2. Expenses not covered by your personal insurance company will be paid by the MWSU Athletic Department or MWSU Athletic Medical Insurance Company.
3. However, for this to be done – you must submit to the MWSU Sports Medicine Office the following items:
 - A. An itemized statement(s) from the medical provider(s)
 - B. An Explanation Of Benefits (EOBs) from your personal insurance company showing the amount paid in full or partial payment or denial for the medical provider(s)
4. If the MWSU student-athlete has NO personal insurance coverage you should submit the medical bill(s) to the Sports Medicine Office as soon as you receive them.

WE ARE UNABLE TO PAY THE MEDICAL BILLS UNLESS THIS PROCEDURE IS FOLLOWED THE MWSU ATHLETIC DEPARTMENT WILL NOT PROCESS ANY MEDICAL BILLS AFTER ONE YEAR PAST THE DATE OF SERVICE

NCAA Drug Testing

All NCAA Division I and Division II (which MWSU is a member) programs will participate in the year-round (out-of competition) testing program. All NCAA championships and certified postseason football bowl games are subject to NCAA drug testing. More information about NCAA drug testing can be found at www.ncaa.org/health-safety

Substance Abuse

Missouri Western State University strongly opposes the use of illegal drugs, excessive alcohol usage, and the use of tobacco products (including smokeless tobacco). The use of the above products is specifically prohibited while student-athletes are on official College or MIAA/NCAA athletic business, including team travel to and from the event.

Missouri Western State University has adopted a Drug Education & Testing Program. This program is designed to assist the student-athlete by providing the necessary education to make rational choices concerning drug use, abuse and other lifestyle issues. The Athletic Department has an established drug testing procedure. All student-athletes will be required to sign a statement indicating that they have read and agree to abide by the requirements of the MWSU Drug Policy.

Random Drug Test will be done throughout the year for all MWSU Student-Athletes. Please, for your own health and safety, **STAY CLEAN.** In addition, your coach will distribute team rules to you early in your practice season, which will discuss the consequences for the use and abuse of illegal substances. If you find yourself caught in the web of alcohol/drug abuse, please contact the Head Athletic Trainer who will assist you in dealing with your problem in a confidential manner. Team Physicians, counselors, and formal programs are all available to student-athletes who are concerned about themselves or a fellow student-athlete.

Because anabolic steroids and dietary supplements are increasingly being used to take short cuts to increasing strength and size, you should know that all Missouri Western State University coaches, sports medicine staff, and administrators deplore their use.

The environment for today's student-athlete is filled with easy access to products, which are legally available over-the-counter but may contain banned substances ban by the NCAA. Many student-athletes assume if these products can be purchased at a health food store, they must be allowed under NCAA rules. **THIS IS NOT TRUE !!!** Nutritional supplements can come in the form of a pill, powder, liquid and bars. Some are NCAA banned substances and some are not. They are legal and may be obtained at grocery stores, pharmacies, health food stores, on the Internet and almost anywhere. Before putting supplements, medication, or anything else in your body, please contact the Sports Medicine Staff.

Information about NCAA Banned Substances may be found by contacting the following resources.

The Resource Exchange Center (REC) at www.drugfreesport.com/rec

***IGNORANCE IS NOT
AN EXCUSE FOR A
POSITIVE DRUG TEST !!!***

The Fitness Center



BAKER FAMILY FITNESS CENTER

Operating Hours - Current School Year

Monday-Thursday 5:30 a.m.-11:00 p.m.

Friday 5:30 a.m.-10:00 p.m.

Saturday 10:00 a.m.-5:00 p.m.

Sunday 1:00 p.m.-10:00 p.m.

The Baker Family Fitness Center will be closed on all national holidays, Saturday home football games, and campus wide events. We will provide notification of closures as early as possible. It will not close for inclement weather unless university classes are canceled. Hours during the winter and summer breaks may vary. Please be aware of these changes in order to make the necessary accommodations in your workout scheduling. Locks are available for the locker system at the front desk. A valid Western ID must be given in order to receive a lock.

Pre-workout Guidelines

Each individual that works out at the Fitness Center is required to:

1. Show a valid ID.
2. Complete a health history form.
3. Wardrobe: tennis shoes only; no sandals or open toed shoes; no jeans or jean shorts; t-shirts and tanks must be worn at all times; shirts must meet the top of the pant line.
4. An individual taking classes at Western is a student and cannot be a guest.

Additional Pre-workout Considerations

1. All men age 45 and over and women 55 and over must have a physician's consent in order to exercise.
2. If an individual who does not fall in the above guidelines has indicated some health risks that might limit his/her exercise capacity, he/she must also obtain a physician's approval before being admitted.
2. No one under the age of 12 will be admitted.
4. Individuals aged 12-15 will only be allowed to work out under the direct supervision of a parent or guardian with a valid ID.
5. If an individual is under 18, he/she must have a liability form and a permission for care form signed by his/her parents before being allowed to work out.
6. Individuals 16 and older with a valid ID will be allowed to use the facilities without parental supervision.
7. Students' family members cannot obtain any additional IDs.

Guests

All students, faculty, and staff members are allowed one guest per visit. Each guest will sign a liability waiver with each visit. All men age 45 and over and women 55 and over must have a physician's consent in order to exercise. It is the member's responsibility to ensure that his/her guests know and understand the rules of this handbook. All guests must be checked in at the front desk before they are allowed to work out. Guests leave when the member they are there with leaves. All guests must bring a picture ID with their date of birth on it. All questions about the Baker Center can be answered by calling 816-271-5946. A complete list of fitness center rules and guidelines is available at the front desk of the fitness center.

Classes, Athletic Teams, Adult Fitness Classes

The Fitness Center will be accessible to all members at all times. However, since the primary purpose of Missouri Western State University is to serve the students and provide education, at certain times of the day, an academic class or an athletic team may occupy the facility. The classes and teams will have first priority to equipment when they have pre-scheduled workout times.

All pre-scheduled classes and team lifting schedules will be posted so you will be better able to decide the best workout times for the general student body. For more detailed information, pick up a Fitness Center Participant Handbook at the Fitness Center.

Athletic Staff Directory

Academic Tutors	Stephen Lovely	271-4401	Hearnes Center				
Administrative Coord.	Angie Caswell	271-4481	Looney 229				
Baseball	Buzz Verduco	271-4484	Looney 229 C	Men's Golf	Jim Perry	271-4481	Looney 229
Baseball – Asst.	Brandon Freeborn	271-4257	Looney 108	Women's Golf	Cathy Habermehl	271-4481	Looney 229
Basketball-Men	Tom Smith	271-4486	Looney 126 A	Golf Coordinator	Mike Habermehl	271-4481	Looney 229
Basketball – Asst.	Mike Nicholson	271-4485	Looney 126 B	Housing Information	Kelly Glynn	271-7100	Commons
Basketball – Asst.	TBA	271-5980	Looney 126 C	Development	Dave Lau	271-5926	Looney 236
Basketball-Women	Lynn Plett	271-5863	Looney 229 G	Asst. AD Ext. Relations	Brett Esely	271-5904	Looney 224
Basketball – Asst.	Saree Morley	271-4509	Looney 135	NCAA Compliance	Eric Kramer	271-4258	Looney 232
Basketball – Asst.	Carly Lee	271-5929	Looney 135	Recreation Director	Wonda Berry	271-4247	Looney 147
Career Services	Linda Garlinger	271-4205	Eder 202	Security	Jon Kelley	271-4439	Blum Union
Champs/Life Skills	Jen Bagley	271-4480	Looney 229	Softball	Jennifer Bagley	271-4480	Looney 229 D
Cheerleading	Bryan Allen	271-4481	Looney 229	Softball – Asst.	Amy Beverly	271-4256	Looney 229 F
Counseling	Dave Brown	271-4327	Eder 203	Soccer	Jeff Hansen	271-5902	Looney 229 A
Dean of Student Affairs	Judy Grimes	271-5991	Eder 209	Sports Information	Trevor Berneking	271-4257	Looney 236
Director of Athletics	David Williams	271-5623	Looney 229 B	Study Skills Coord.	Cathy Gann	271-5621	Hearnes Center
Faculty Representative	Brenda Blessing	271-4493	Looney 214	Tennis	Ron Selkirk	271-4481	Looney 229
Assoc. AD/SWA	Patsy Smith	271-5903	Looney 229 E	Training Room	Myron Unzicker	271-4483	Looney 130 D
Financial Aid	Cindy Spotts-Conrad	271-4363	Eder 103	Traning Room	Kate Esely	271-4483	Looney 130 D
Football	Jerry Partridge	271-5944	Baker 115	Volleyball	Cory Frederick	271-4209	Looney 229 I
Football – Asst.	Regi Trotter	271-4472	Baker 115	Volleyball – Asst.	Marian Carbin	271-4209	Looney 229 I
Football – Asst.	Tyler Fenwick	271-5941	Baker 115				
Football – Asst	Jay Eilers	271-4473	Baker 115				
Football – Asst.	Wes Bell	271-5942	Baker 115				
Football – Asst.	Todd Throckman	271-5924	Baker 105				
Football – Asst.	Aaron Bell	271-5924	Baker 105				

Important Dates 2009-10

Fall 2009

Walk-In Registration	August 18	Tues
Classes Begin	August 24	Mon
Late Registration/Add Period	August 24-28	Mon-Fri
Last day to change from "audit" to "credit"	August 28	Fri
Withdrawal period begins ("W" recorded on transcript)	August 31	Mon
Labor Day (campus closed)	September 7	Mon
Last day to choose A/CR/U (Pass/Fail) Option	September 18	Fri
Mid-term break (no classes)	October 9	Fri
Mid-term grades due	October 14	Wed
Spring advisement begins	October 28	Wed
Last day to withdraw ("W" recorded on transcript)	October 30	Fri
Last day to change from "credit" to "audit"	October 30	Fri
Deadline for Spring graduation application	November 1	Sun
Registration begins for Spring	November 2	Mon
Thanksgiving Holiday begins (classes beginning after 4:00 p.m. on Tuesday, 11/24, will not be held)	November 25	Wed
Classes resume	November 30	Mon
Last day of classes	December 4	Fri
Final Exams	December 5-11	Sat-Fri
Commencement	December 12	Sat
Final grades due	December 15	Tues

Spring 2010

Campus re-opens	January 4	Monday
Spring Registration/Orientation Program	January 12	Tuesday
Wintersession Ends	January 13	Wednesday
Walk-In Registration	January 14	Thursday
Martin Luther King Day Holiday	January 18	Monday
Classes Begin	January 19	Tuesday
President's Day Holiday	February 15	Monday
Spring Break (no classes)	March 14-21	
Mid-Term Grades Due	March 24	Wednesday
Last Day to Withdraw	April 2	Friday
Registration Begins for Summer/Fall	April 5	Monday
Last Day of Classes	May 3	Monday
Study Day	May 4	Tuesday
Final Exams	May 5-11	
Final Grades Due	May 13	Thursday
Commencement	May 15	Saturday