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**STUDENT-ATHLETE
HANDBOOK**

2024-2025

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PEPPERDINE ATHLETICS

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COMPETING WITH PURPOSE
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PEPPERDINE ATHLETICS STAFF DIRECTORY

*Unless otherwise noted, all e-mail addresses are @pepperdine.edu

** Unless otherwise noted, all phone numbers are (310) 506-XXXX

For the most up-to-date staff directory, visit www.pepperdinewaves.com

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PEPPERDINE ATHLETICS QUICK REFERENCE GUIDE



HAVE QUESTIONS ABOUT:

- DROPPING OR ADDING A CLASS?
- NEEDING A TUTOR OR SPECIAL ACCOMMODATIONS?
- CHANGING YOUR MAJOR?
- ENROLLING IN A SUMMER COURSE?
- STUDYING ABROAD?
- MISSING CLASS (NOT FOR TEAM TRAVEL)?
- A CLASS OR PROFESSOR?
- WHERE TO PICK UP YOUR BOOKS AND/OR PURCHASE ADDITIONAL BOOKS?
- WAVES LEADERSHIP COUNCIL?

ASK THE ACADEMIC SUCCESS CENTER!

AMANDA KURTZ JORDAN HOLM
ERIN CARROLL KENDALL PATTON



HAVE QUESTIONS ABOUT:

- PROBLEMS WITH YOUR STUDENT ACCOUNT?
- UNFAMILIAR CHARGE ON YOUR WAVENET?
- YOUR STIPEND, HOUSING AND/OR MEAL POINTS?
- SUMMER AID?
- STUDENT ASSISTANCE FUND?

ASK THE STUDENT SERVICES OFFICE!

AMANDA KURTZ
LAUREN EDWARDS
JENNA TUNNELL



HAVE QUESTIONS ABOUT:

- SPORTS WAGERING?
- ON OR OFF CAMPUS JOBS?
- COMPETING IN OUTSIDE COMPETITION?
- HOW TO USE ARMS (FILLING OUT FORMS, ETC.)?
- HOSTING A RECRUIT?
- CONCERNS ABOUT ELIGIBILITY?
- ATHLETIC FINANCIAL AID?

ASK THE COMPLIANCE OFFICE!

AMANDA KURTZ
MARINA VITALICH



HAVE QUESTIONS ABOUT:

- COMPLETING A PHYSICAL EXAM?
- MAKING AN APPOINTMENT WITH YOUR TEAM PHYSICIAN?
- INJURIES OR SICKNESS?
- MEDICAL INSURANCE?
- CONCUSSION PROTOCOL?
- SPORTS NUTRITION AND PROPER FUELING?
- MENTAL HEALTH?

ASK THE SPORTS MEDICINE STAFF!

KEVIN WRIGHT JUSTIN ERICSON
NICOLE LEE (ELBY) COURTNEY GRANDE
ANNIE PLUMB PRESTON JOHNSON
RACHEL MENZE



HAVE QUESTIONS ABOUT:

- SPIRITUAL GUIDANCE AND SUPPORT?
- SMALL GROUP BIBLE STUDY?
- STUDENT-ATHLETE CONVOCATION?
- SERVICE TRIPS AND COMMUNITY SERVICE?

ASK SPIRITUAL LIFE!

JORDAN HOLM
JENNA MCPHERSON



HAVE QUESTIONS ABOUT:

- ATHLETICS MUSIC POLICY AND PRE-GAME PLAYLIST SELECTION PROCESS?
- PROMOTIONS AND GIVEAWAYS?
- REQUESTING COMPLIMENTARY TICKETS TO HOME GAMES?
- WANT IDEAS ON HOW TO HELP BRING FANS TO THE GAMES?

ASK THE MARKETING DEPARTMENT!

MATT ROSATO
SARAH OTTEMAN



HAVE QUESTIONS ABOUT:

- WRITING A POST FOR THE COMPETING WITH PURPOSE BLOG?
- CONTRIBUTING TO YOUR TEAM'S SOCIAL MEDIA ACCOUNTS?
- UPDATING YOUR PLAYER BIO INFORMATION?
- WHAT TO DO IF YOU GET AN INTERVIEW REQUEST?
- BEST PRACTICES FOR SOCIAL MEDIA?
- PICTURES FROM YOUR HOME GAMES?

ASK THE COMMUNICATIONS OFFICE!

SARAH OTTEMAN
MORGAN DAVENPORT
KYLE CAJERO
KELLY NUGENT



HAVE QUESTIONS ABOUT:

- GETTING THE MOST OUT OF YOUR STUDENT-ATHLETE EXPERIENCE?
- MANAGEMENT CONSULTING?
- THE RODEO?
- WRESTLING IN INDIA?
- RAISING HIGH ENERGY KIDS?

ASK THE DIRECTOR OF ATHLETICS!

TANNER GARDNER

PEPPERDINE ATHLETICS MISSION STATEMENT

The Pepperdine University Athletics Department is committed to Christian values, to the academic well-being of all of our student-athletes and to competing for championships. We prepare students for success by challenging them to think differently – find your purpose, serve others and lead by example.

We strive to create a culture that builds a diverse community of fellowship, values individual differences, and fosters a sense of belonging. Only through the full inclusion and acceptance of each member of our community can we complete the transformative educational process and enrich the quality of our learning, development, and competitive drive. Through our faith and commitment to each other, we continue to maintain an environment where we are better and stronger together.

PEPPERDINE UNIVERSITY CODE OF CONDUCT

Each student is responsible for knowing and adhering to the University's Student Code of Conduct (Code) and its related policies. While the Code and related policies provide students an effective set of guidelines for personal conduct, the University retains the right to instate additional policies or to modify existing ones as needs may dictate. Any questions regarding interpretation of this Code should be referred to the Office of Community Standards. The Code is reviewed every year and student input is welcome.

In keeping with Pepperdine University's Christian mission and its heritage in Churches of Christ, all members of the University community are encouraged to respect the teachings of Jesus and historic, biblical Christianity. It is expected that all students will maintain the highest standards of personal honor, morality, and integrity. The University reserves the right to refuse admittance to, or dismiss any person who violates these principles.

Hazing

<https://www.pepperdine.edu/student-life/student-code-of-conduct/policies/hazing-policy.htm>

Pepperdine University's Alcohol and Other Drugs Policy

<https://www.pepperdine.edu/student-life/student-code-of-conduct/policies/alcohol-drugs-policy.htm>

Pepperdine University's Sexual Misconduct Policy

<https://www.pepperdine.edu/student-life/student-code-of-conduct/policies/sexual-misconduct-policy.htm>

Pepperdine University's Good Samaritan Policy

<https://www.pepperdine.edu/student-life/student-code-of-conduct/good-samaritan.htm>

Pepperdine University's Student Disciplinary Procedures

<https://www.pepperdine.edu/student-life/student-code-of-conduct/disciplinary-procedures.htm>

NCAA COMPLIANCE

Rules Compliance

As part of the NCAA membership, the Athletics Department is required to comply with all NCAA, WCC, and University rules and regulations. Student-athletes are representatives of the athletics department and the greater campus community.

NCAA rules are numerous and complex, therefore it is in the student-athlete's best interest to always "Ask before you act". The compliance staff is available to answer any questions that a student-athlete may have regarding a NCAA, WCC/MPSF or Pepperdine rules. Failing to ask before taking part in an activity may result in a rules violation.

The NCAA handbook may be found on pepperdinewaves.com.

Reporting Rules Violations

If you are involved in a rules violation or suspect that a violation has occurred, NCAA rules require that you inform the compliance office. You may report the incident by contacting Amanda Kurtz, Associate Director of Athletics for Compliance, or Marina Vitalich, Assistant Director of Compliance, in person, by phone, or email. If the compliance office is unavailable you may contact the Faculty Athletic Representative (Alicia Jessop) or Director of Athletics.

Rules violations may be submitted anonymously via

<https://pepperdinewaves.com/sports/2024/8/8/anonymous-reporting.aspx>

Rules Violation Penalties

Student-athletes found to have violated a NCAA, WCC and/or Pepperdine regulation will be subject to penalty based on the severity of the violation. In some cases suspension from the team for one or more contests may occur. In addition, penalties may include the cancellation of a current athletics scholarship or reduction or non-renewal of the athletics scholarship for the subsequent academic year.

All disciplinary actions may be appealed to the Coach, Athletics Director or Student-Athlete Appeals Committee.

Sports-Wagering Activities

Student-athletes may not participate in sports wagering. The NCAA defines sports wagering as the placing, accepting or soliciting a wager of any type with any individual or organization on ANY sport (intercollegiate, professional or amateur) that is sponsored by the NCAA (NCAA Bylaw 10.02.1). Sports wagering activities may include but are not limited to the following:

- Sports pools (e.g. March Madness, World Cup)
- Fantasy league with entry fee and prize(s)
- Any agreement where a person gives up an item of value (i.e. meal, game tickets, t-shirt) in exchange for the possibility of gaining another item of value.
- Internet gambling
- Point shaving (e.g. altering the outcome of a game for a monetary gain)

As a student-athlete, you are vulnerable to outside influences just because you are an athlete. It is extremely important to understand how risky and dangerous betting on sports really is.

If you have been approached about a sports wager or know of a teammate who has participated in a sport wager, report the activity immediately. You can talk with your coach, sports administrator, athletic director or compliance staff. It is better to tell the truth now and face the consequences than to let the situation escalate and create a bigger disaster for yourself, teammates and family.

The consequences for having taken part in sports-wagering activities can range from the following:

- Removed from the team
- Expelled from Pepperdine
- Permanently ineligible with the NCAA
- Banished from professional leagues
- Imprisonment
- Financial problems
- Negative impact on your non-athletic career
- Personal embarrassment

Remember the NCAA has a ZERO tolerance policy when it comes to sports wagering.

Amateurism

Prior to becoming a student-athlete, each individual's amateurism status is reviewed and certified by the NCAA and Pepperdine. Once an individual becomes a student-athlete, it becomes the athlete's responsibility to ensure his/her amateur status is not compromised.

A student-athlete loses amateur status and thus shall not be eligible for intercollegiate competition in a particular sport if the individual:

1. Uses athletics skill (directly or indirectly) for pay in any form in that sport;
2. Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
3. Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received, except as permitted in Bylaw 12.2.5.1;
4. Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation, except as permitted by NCAA rules and regulations;
5. Competes on any professional athletics team per Bylaw 12.02.12, even if no pay or remuneration for expenses was received, except as permitted in Bylaw 12.2.3.2.1;
6. After initial full-time collegiate enrollment, enters into a professional draft (see Bylaw 12.2.4); or
7. Enters into an agreement with an agent..

**Men's Basketball has additional flexibility regarding agents and the NBA draft that will be discussed further.

Extra Benefits

The student-athlete shall not receive any extra benefit. The term "extra benefit" refers to any special arrangement by an institutional employee or representative of the institution's athletics interests to provide the student-athlete or his or her relatives or friends with a benefit not expressly authorized by NCAA legislation.

Extra benefits may include the following (this list is not all inclusive):

- Discounts and credits (e.g. special discount, payment arrangement, or credit for any item or service)
- Free or Reduced-Cost Services (e.g. reduced rate for personal training services)
- Telephones and credit cards
- Entertainment services (e.g. movie tickets, dinners, use of a car at a free or reduced-rate/cost)
- A loan of money;
- A guarantee of bond;
- An automobile or the use of an automobile;

- Transportation (e.g., a ride home with a coach)
- Signing or cosigning a note with an outside agency to arrange a loan.
- Athletics equipment, supplies or clothing from sponsors (unless related to NIL which will be discussed further later on)

The acceptance of an extra benefit by a student-athlete, his/her parents or legal guardians or family members may result in NCAA penalties including loss of eligibility. As always, “Ask before you Act”.

Impermissible Benefits

NCAA legislation specifically defines and categorizes different types of impermissible benefits (e.g., extra benefits, recruiting inducements, and preferential treatment). Regardless of the type of impermissible benefit, however, the prohibition is generally the same: under most circumstances, enrolled student-athletes (along with their friends and families) cannot receive goods or services based on their status as athletes. In addition to the extra benefit prohibitions, the following are categories of benefits the NCAA prohibits boosters or representative of the institution's athletics interests from providing (not an exhaustive list):

- Cash and cost-free goods and services;
- Special discounts, payment arrangements, or credit options for products or services if the same are not available to all Pepperdine students;
- Preferential treatment, benefits, or services based on a student-athlete's athletics reputation, skill, or pay-back potential as a future professional athlete;
- Payment for work not performed or at unreasonable levels; and
- The purchase of items or services from student-athletes or their relatives at inflated prices.

Enrolled student-athletes who receive such benefits jeopardize their eligibility to compete in intercollegiate athletics. Additionally, Pepperdine may be subject to additional penalties by the NCAA.

Agents & Advisors

The NCAA defines an agent as any individual who, directly or indirectly, represents or attempts to represent a student-athlete for the purpose of marketing his or her athletics ability or reputation for financial gain or seeks to obtain any type of financial gain or benefit from securing a prospective student-athlete's enrollment at an education institution or from a student-athlete's potential earnings as a professional athlete.

A student-athlete shall be ineligible if he or she enters 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 his or her eligibility in that sport. Please note that it is okay to talk with an agent or receive advice from an agent as long as you do not enter into any agreement (verbal or otherwise) for representation and as long as you do not accept any benefits. In regards to NIL, it would be permissible for a student-athlete to work with an NCAA certified agent for marketing purposes and securing NIL deals only.

It would be a violation for you or your friends and/or family to accept any benefits from an agent. Benefits include transportation (i.e. car rides), lodging, meals, and free or discounted training sessions. If you use the services (i.e. introductory meetings, draft potential) of any agent, attorney or other professional you are responsible for paying the standard rate for that professional's services. Please make sure to retain proof of payment (e.g. receipts, credit card statements) in case you are ever questioned by Pepperdine or the NCAA.

A student-athlete may use career counseling and internship/job placement services available exclusively to student-athletes, provided the student-athlete is not placed in a position in which the student-athlete uses his or her athletics ability.

Men's Basketball -NCAA Certified Agent Exception

In men's basketball, at the conclusion of the playing season, a student-athlete who has requested an evaluation from the NBA Undergraduate Advisory Committee may be represented by an NCAA certified agent. The compliance office will assist student-athletes with confirming that potential agents are certified by the NCAA prior to any written agreement being signed.

Prior to signing a written agreement, a student-athlete and his family members may receive transportation and meals from the NCAA-certified agent ONLY in the locale where the student is located in conjunction with the process of selecting an agent.

After signing a written agreement with a NCAA certified agent, the student-athlete and his family members may receive transportation, lodging and meals associated with meeting the agent or professional team.

Throughout this process, the student-athlete may not miss class.

Finally, if the student-athlete withdraws from the draft or does not sign with a professional team, he must provide written notice to the Director of Athletics of his intent to return. This must occur prior to full-time enrollment in the Fall term. The exact dates will be communicated each spring.

Outside Competition (Non-collegiate, Amateur)

In all sports but Basketball, student-athletes are permitted to participate in outside competitions during the academic year so long as the sport is not in its declared playing season (i.e. 20 hour segment).

There are still limitations on which outside competitions and the number of student-athletes on a team that are permissible therefore it is imperative that any potential competitions are reported to Compliance for approval **before participating**. The "Outside Competition Form" in ARMS must be submitted prior to participation.

Name, Image and Likeness

The NCAA permits student-athletes to receive compensation for the use of their name, image and likeness (NIL), which may be secured or compensated, in whole or in part, on athletics skill or reputation. NIL may not be used to compensate a student-athlete for athletics participation or achievement.

NIL compensation must:

- Not be an inducement for an individual to enroll or remain enrolled at an institution.
- Include quid pro quo (e.g. work must be performed)
- Not be in return for athletics participation or achievement (i.e. pay for play).
- Conflict with any Pepperdine sponsors during team related activities (practice, competition)

In addition, Pepperdine student-athletes are required to adhere to [California Senate Bill 206](#).

All NIL activity with a value of \$600 or more is required to be reported to Pepperdine Athletics within [Influencer](#) within 30 days of the agreement being finalized. Failure to report NIL activity within 30 days could result in eligibility issues (i.e. withholding from practice or competition).

NIL Representation

Student-athletes are permitted to use professional services, including agent representation, for the purpose of NIL activities. All NIL/marketing agents must be registered in the state of California (per CA SB 206). Student-athletes are encouraged to use the NCAA's centralized registry of professional services to ensure representation is legitimate.

NIL representation agreements must be reported in Influencer as soon as the agreement is finalized.

Additional NIL Reminders

- Student-athletes may not sell, autograph, exchange or provide any Pepperdine issued apparel or equipment (i.e. shoes, jersey, gloves, bat).
- Pepperdine University and Athletics logos may not be used in any NIL activity without prior approval from the University Licensing Office.
- Pepperdine facilities may not be used for NIL activity, including private lessons or camps without paying the normal rental rate. Rental related inquiries must be directed to Athletics Facilities.
- Due to student visa restrictions, international student-athletes may not engage in NIL activities while in the United States.

Influencer and Local Exchange

Pepperdine Athletics has partnered with Influencer to help student-athletes navigate NIL. Influencer provides the following in addition to the previously mentioned disclosure requirements:

- NIL Education
- Tax reporting assistance
- Local Exchange - Platform to connect local business with student-athletes to generate NIL activities.

PEPPERDINE STUDENT-ATHLETE NIL QUICK GUIDE

	YES	NO
CAN I PROFIT OFF MY NIL?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CAN I STATE THAT I COMPETE FOR PEPPERDINE IN MY NIL ACTIVITIES?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CAN I USE PEPPERDINE LOGOS, MARKS, TRADEMARKS, PHOTOS IN PEPPERDINE APPAREL, ETC. TO PROMOTE MY NIL ACTIVITIES?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CAN I WEAR MY PEPPERDINE UNIFORM OR APPAREL DURING MY NIL ACTIVITIES?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CAN I HIRE REPRESENTATION TO SECURE NIL OPPORTUNITIES?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CAN I HIRE REPRESENTATION (ATHLETE AGENT) TO SECURE PROFESSIONAL ATHLETICS OPPORTUNITIES?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DO I HAVE TO DISCLOSE MY NIL ACTIVITIES TO PEPPERDINE?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CAN PEPPERDINE OR MY COACHES PROVIDE COMPENSATION FOR MY NIL ACTIVITIES?	<input type="checkbox"/>	<input checked="" type="checkbox"/>



ACADEMIC MISCONDUCT

All Pepperdine student-athletes, coaches and staff (including athletic tutors and mentors) need to be familiar with the Pepperdine Code of Academic Integrity as well as how academic misconduct may impact a student-athlete's eligibility.

Please contact the Compliance Office if you have any questions regarding academic misconduct or impermissible academic assistance.

Pepperdine's Code of Academic Integrity

Academic Integrity is the expression of intellectual virtue in human beings as a result of their creation in God's image. It represents the convergence of the best of the human spirit and God's spirit, which requires personal, private and community virtue. As a Christian institution, Pepperdine University affirms that integrity begins in our very created being and is lived out in our academic work.

In order for the code to be effective, the community must maintain its health and vitality. This requires a genuine sense of maturity, responsibility, and sensitivity on the part of every member. In particular, each member of the Seaver College community is expected to pursue his or her academic work with honesty and integrity.

Most but not all of the violations of the Seaver Code of Academic Integrity fall into one of the following four categories:

- **Plagiarism:** writer appropriates another's ideas, research or writing without proper acknowledgement of the source or uses another's word without quotation marks.
- **Cheating:** unauthorized materials, information, or study aids in an academic exercise as well as unauthorized collaboration.
- **Fabrication:** falsification or invention of information in an academic exercise or to University officials. Also, includes lying to a member of the administration, faculty or Academic Integrity Committee.
- **Facilitating Academic Dishonesty:** students knowingly or negligently aid others or allow their work to be used in a dishonest academic manner. Also occurs when they are aware of, but fail to report, violations of the code of academic integrity.

Any violations of academic integrity are subject to appropriate penalty. Violations are classified into four levels according to the nature of the infraction, with each level having a corresponding set of sanctions. A complete list of the violation levels, procedures and academic integrity committee information may be found at <http://seaver.pepperdine.edu/academics/academic-support/integrity/>

NCAA Eligibility Impact

If a student-athlete is found in violation of the Pepperdine Code of Academic Integrity and is involved in one of the below scenarios, an NCAA violation will have also occurred:

1. Academic misconduct involved a current or former institutional staff member or booster, including student employees who provide academic services to student-athletes or was directed to engage in academic misconduct by a current or former staff member;
2. Academic misconduct did not involve a current or former institutional staff member or booster but resulted in:
 - a. Erroneous declaration of eligibility to participating in competition and the student-athlete subsequently competed while ineligible; or

- b. Erroneous declaration of eligibility to receive financial aid and the student-athlete subsequently received financial aid while ineligible; or
 - c. Erroneous awarding of an Academic Progress Rate (APR) point
3. Academic misconduct involved the alteration or falsification of a student-athletes transcript or academic record.

NCAA violations of academic misconduct may result in, but are not limited to, the student-athlete suspension, institutional monetary fine, and staff member suspension.

Impermissible Academic Assistance

If Pepperdine determines that the code of academic integrity was not violated, an NCAA violation of impermissible academic assistance may still occur. Impermissible academic assistance occurs if *all of the following factors are present*:

- Current or former Pepperdine staff member or booster provides the impermissible academic assistance (this includes student employees who provide academic assistance to student-athletes or was directed to provide to provide the assistance);
- Academic assistance or exception is not generally available to the Pepperdine student-body or students involved in the course;
- Assistance is substantial;
- Assistance is not permitted per NCAA Bylaw 16.3. General academic counseling, tutoring services, additional academic support, career counseling and personal developments services and life skills program for student-athletes are permissible.
- Assistance leads to certification of a student-athlete's eligibility to practice, compete, receive financial aid or earn an APR point.

The focus of this bylaw is on whether a student-athlete was treated consistent with students generally at Pepperdine.

PEPPERDINE ACADEMIC SUPPORT SERVICES

Goal

The goal of the Pepperdine Academic Support Services (PASS) office is to assist student-athletes with reaching their fullest academic and personal potential while at Pepperdine University. PASS provides academic resources for student-athletes that will assist them in earning their degree and that will prepare them for life after graduation.

Services

Services that are available to student-athletes through the PASS office include, but are not limited to, the following areas: tutoring, class advisement and enrollment assistance, degree plans, graduation assistance for current and returning students, faculty liaisons, educational programming, time management, study hall, academic progress reports, competition travel letters, assistance with eligibility matters, transfer credit assessment, leadership and service opportunities, career planning, and APR/GSR projections.

Pepperdine Academic Success Center

PASS is located in Firestone Fieldhouse Room 122. Hours of operation are:

Monday – Thursday	8am – 5pm
Friday	8am – 3pm
Saturday-Sunday	Closed

Tutoring

Tutoring is available for all student-athletes in a variety of subjects. Please contact your academic coordinator if you would like tutoring services.

Registration for Student-Athletes

Seaver College student-athletes will be authorized to register for classes **one day prior** to the beginning of the normal registration periods.

Freshmen and Sophomores will have registration holds on their accounts and must be advised by their Freshman Seminar advisor, OneStop advisor, or major advisor. Only the advisor will be able to release the “hold” to enable student-athletes to register.

All student-athletes must clear any holds that will prevent registration. Holds include a balance over \$100 on their student account or an advising hold from their major advisor. Please note an Athletics department hold will not prevent student-athletes from enrolling in classes.

Enrollment Standards for Student-Athletes

Student-athletes must be enrolled in a minimum of 12 units (full-time) during the Fall and Spring semesters in which they wish to practice and/or compete with an athletic team.

Adding and Dropping Classes

- Student-athletes must notify their Academic Coordinator of possible schedule changes well in advance of the end of add/drop period.
- Student-athletes must get approval from their Academic Coordinator before any change may occur.
- After the add/drop period, all classes dropped will result in a “W” (Withdraw), “WP” (Withdraw Pass) or “WF” (Withdraw Fail) on the student-athlete’s transcript.
- “W” or “WP” grades will NOT affect the student’s GPA, however it could affect a student’s eligibility in the current or in the subsequent term(s).

- "WF" will be calculated as an "F" in the student's GPA and could affect a student's eligibility in the current or in the subsequent term(s).
- A student-athlete who withdraws completely from **ANY** term will be charged a \$150 withdrawal fee. The Athletics department will not be able to pay this fee.

Summer School Enrollment

A student-athlete who wishes to be enrolled in summer school shall meet with his or her Academic Coordinator in order to discuss a summer schedule.

A student-athlete who is receiving athletic aid and wishes to enroll in summer school must fill out the appropriate form in ARMS and receive approval from Athletics staff prior to enrolling in summer class.

A student-athlete who withdraws from summer term will be charged a \$150 withdrawal fee. The Athletics department will not be able to pay this fee.

Chapel Requirement

Chapel is an academic credit-bearing program for first-year and second-year residential students including transfers. Students will attend 13 Chapels each semester.

Details on the chapel requirements and dates can be found here:

<https://seaver.pepperdine.edu/student-life/spiritual/chapel/#:~:text=Who%20is%20required%20to%20enroll,four%20semesters%20as%20Pepperdine%20students.>

Study Hall Policy

Study Hall Requirements

All first semester student-athletes and any student-athlete with a cumulative GPA below 2.60 will be required to complete weekly supervised study hall:

- Study hall standards (hours per week and higher GPA requirements) will be determined in collaboration with the Academic Coordinator and Coaches.
- Other student-athletes may be required to complete study hall hours at the discretion of their Academic Coordinator and/or Coach.
- The week begins Sunday and ends Friday at 3pm.
- In the Academic Success Center, student-athletes are required to sign in and out using their CWID#.
- Graduate tutors serve as study hall monitors in the Library Sunday-Thursday from 5pm-10pm.
- Student-athletes may contact their Academic Coordinator to earn "alternate study hall" time by meeting with a professor, tutor, or other approved academic resource outside of the Academic Success Lab.
- If being supervised by coaching staff, student-athletes can sign in with a Coach, and the Coach will communicate the completed hours to the Academic Coordinator.
- Student-Athletes not on-task in the Academic Success Center (i.e., watching movies/TV, excessive non-academic conversations, playing games) may be asked to leave.
- If a student-athlete is not present in the Academic Success Center while signed in, they will be signed out of study hall. A notification will be sent to the student-athlete and their coach.
- For those students-athletes who may benefit from more structure, dates and times for study hall will be set in consultation with Coaches.

Unexcused Absence Policy

Class attendance is mandatory for all student-athletes. Approved missed class time for team travel, consistent with times and dates communicated in advance via student-athlete travel letters, is excused.

All other missed class time will be governed by the present policy. Absences due to illness/injury or personal/family emergencies may be excused and must be communicated in advance and in writing to your Academic Coordinator, Coach, Professor, and (in the case of illness/injury) Athletic Trainer.

The following sanctions pertain to the number of classes missed per semester (including summer):

1. **First Absence:** Written report to the student-athlete, Head Coach, Sport Administrator, Senior Woman Administrator (SWA) and Director of Athletics.
2. **Second Absence:** Student-athlete will be suspended for the next regular season (i.e. championship season) competition and will be required to meet with the Sport Administrator, SWA and the Director of Athletics. The student-athlete, Head Coach, Sport Administrator, SWA and Director of Athletics will be notified in writing of the suspension.
3. **Third Absence:** Student-athlete will be suspended for the next two (2) regular season (i.e. championship season) competitions and will be required to meet with the Sport Administrator, SWA and the Director of Athletics. The student-athlete, Head Coach, Sport Administrator, SWA and Director of Athletics will be notified in writing of the suspension.
4. **Additional Absences:** Any subsequent absences will result in an indefinite suspension and a meeting with the Director of Athletics to determine next steps.

The student-athlete and the Head Coach must have received a written warning prior to suspension from competition. In the event of a first report from Academic Support staff indicating two or more absences already accumulated, the warning will note that subsequent absences will trigger a suspension.

Missed Academic Appointment Policy

Academic Appointments, for the purposes of this policy, include:

- Any scheduled meeting between a student-athlete and an Academic Coordinator.
- Any scheduled meeting between a student-athlete and an Academic Mentor.
- Any scheduled meeting between a student-athlete and a Tutor.

The following sanctions pertain to the number of appointments missed per semester (including summer):

1. **First Absence:** Written report sent to the student-athlete and Head Coach.
2. **Second Absence:** In-person meeting will take place with the student-athlete, Head Coach, and Academic Coordinator. The student-athlete, Head Coach, Sport Administrator, Senior Associate Director of Athletics, and the Director of Athletics will be notified in writing.
3. **Additional Absences:** In-person meeting will take place with the student-athlete, Head Coach, Academic Coordinator, and one or more of the following: Sport Administrator, Senior Associate Director of Athletics, or Director of Athletics. Written report will be added to student-athlete's file and sent to all parties above. Additional penalties may be assessed at the discretion of the Head Coach and Director of Athletics.

Missed appointments will include all academic appointments. For example, if a student-athlete misses a tutor session, then misses a meeting with his/her Academic Coordinator that would be considered two missed appointments. All student-athletes will begin each semester at zero.

Appointments may be rescheduled for any reason with the approval of the Academic Coordinator. Rescheduling requests must be made at least 24 hours in advance and in writing to Academic Coordinator.

Student-athletes are **required** to contact their Mentor and/or Tutor if missing appointments due to team travel or athletic competition.

Missed appointments due to documented illness, injury, personal and/or family emergencies, which preclude advance notice, will be excused.

PEPPERDINE COUNSELING CENTER

INTRODUCTION

The Psychological & Well-Being Services Department at Pepperdine University is housed within the Pepperdine Counseling Center, though fully embedded in Athletics. The department provides student-athletes with quality, individualized, timely, and effective mental health and performance psychology services that assist them to improve and maintain their overall well-being and sport performance, and therefore, meet their personal, educational, and athletic goals.

REASONS TO SEEK SERVICES

- Adjusting to being a student-athlete
- Sport performance issues
- Psychological concerns
- Relationship problems
- Sleep
- Academic performance
- Proactive approach

SERVICES

The department offers a range of services including:

- Individual mental health counseling
- Individual mental performance consulting
- Coach/staff consultation
- Team level programming (as requested by coaches)
- Crisis intervention
- Treatment coordination

SERVICE ELIGIBILITY

All Pepperdine student-athletes who are currently enrolled and on their sport roster are eligible for department psychological and well-being resources.

APPOINTMENTS

Student-athletes who may benefit from working with an athletic counselor can contact a team member through [email](#) or call the counseling center directly at (310) 506-4210. The staff member will coordinate a first appointment with them or someone else in the department. Depending on the presenting concern, preference of the student-athlete and the acuity of the case, the staff may refer the student athlete to another provider on campus or in the community. Prior to a first appointment, student-athletes will receive an email with a link to complete intake paperwork including consent forms and well-being questionnaires.

CONFIDENTIALITY

Of utmost importance throughout the process of treating a student-athlete with mental health concerns are that their privacy be maintained to the greatest extent possible. The confidential nature of the counseling

relationship must be consistent with professional ethical standards and with the local, state, and federal guidelines.

DRUG EDUCATION, COUNSELING AND TESTING PROGRAM

Objective

The intent of the drug education, testing and counseling program (referred to as the “program”) is to ensure a drug-free competitive environment for the student-athletes of Pepperdine University’s intercollegiate athletic teams. Its goals are to deter use, protect the health and well-being of the participants, to provide a vehicle to assist those who are found to engage in substance abuse, to provide drug education to student-athletes and the university community, and to maintain the ideals of fair play and the appropriate standards of behavior in intercollegiate athletics.

The program is comprised of three components: education, counseling and testing which are intended to alert student-athletes and coaches to the potential harm which can occur from substance abuse. Education and counseling are integral parts of the program; however, systematic testing to detect substance use does constitute an important part of the program. Procedures have been developed to test for substance use, which are fair; to assure reliable test results, and to protect the privacy of those tested.

Appropriate sanctions are provided for those student-athletes not in compliance with the terms and conditions of the program. Prior to implementation, student-athletes and coaches will be notified in writing of the drug education, counseling and testing program. Prospective student-athletes will be apprised through compliance notification that Pepperdine University employs a drug education, testing and counseling program.

The program shall be consistent with applicable NCAA and conference regulations. Pepperdine University shall provide student-athletes and coaches with information regarding NCAA and conference policies as requested.

The Athletic Department may amend this program from time-to-time as needed and with or without notice to student-athletes.

Educational Component

Each team shall meet as often as deemed necessary or be assigned online tutorials to discuss the potential harmful effects of substance abuse. The discussions will include but are not limited to information regarding the use of illegal substances, the misuse of alcohol and other drugs of abuse, and the dangers of using performance-enhancing substances such as anabolic steroids and stimulants. The program will utilize both university and community resources as discussion group leaders, as well as, sources of information regarding substance abuse.

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive drug test and have health and safety risks. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s sports nutritionist or athletic trainer for more information.

Two excellent sources include:

www.ncaa.org (follow the Health & Safety link)

www.drugfreesport.com/rec (login with password ncaa1)

Counseling Component

The university shall identify trained counselors to assist in the program. The services of the counselors will be made available if information or treatment is required. To the extent permitted by law, all counseling is confidential. Consultation with other health care professionals can occur after obtaining expressed written consent from the student-athlete, or in the case of an emergency. Referrals to health care professionals shall be

developed and overseen by the Program Director. Referrals may be made to professionals from the Counseling Center or other appropriate resources. If the required evaluation or treatment is beyond the scope of practice of university resources, a referral to appropriate community resources may be made by the Program Director. Student-athletes and coaches will be informed of the availability of these resources and methods of entering these programs if requested. It is essential for the student-athlete to be aware that the financial obligation is the responsibility of the student-athlete and his/her family for any costs incurred as a result of evaluation and/or treatment.

Individual counseling with licensed medical or psychological personnel would be privileged under the patient-physician and/or patient-therapist privilege as is consistent with California law. Parental consent and knowledge may be necessary in some instances if a student-athlete is a minor. In other appropriate instances, attempts should be made to permit the involvement of parents and/or spouses in the treatment program.

Testing Component

The testing program shall be confidential and only those individuals with a need to know will be informed of the student-athletes being tested along with the test results. This list may include but is not limited to the student-athlete being tested, the Program Director, the medical staff, the Head Coach, the Counseling Center, Pepperdine University administrators, and the student-athletes parents or guardians.

The substances for which testing will be done include, but are not limited to, the substances listed among the NCAA Banned Substances List. The NCAA Banned Substance List is subject to periodic amendment. Because it is cost prohibitive to test each individual for all of the substances on the NCAA Banned Substance List, substances will be selectively tested at the discretion of the program director.

The testing component of the program shall include:

1. **Notification:** The drug education, counseling and testing program shall be provided to each student-athlete and all members of the coaching staff annually. This notification will consist of a policy statement and a list of drug classifications for which tests may be conducted for that year. The NCAA Banned Substance list will include the drug classification names of substances, as applicable. Test administration notification will generally be on no more than 24 hour notice. Those student-athletes selected for testing will be notified in person, by email, or by direct telephone contact. The Testing Notification Form with instructions for time, location and testing protocols/procedures will be provided to the athlete.
2. **Consent:** A consent form for student-athletes acknowledging receipt of notification and that the student-athlete agrees to participate in the program will be completed and kept on file in the Department of Athletics. The consent form will allow the student-athlete to disclose information that he/she is taking one or more substances under medical supervision. The signed consent form is precondition to participation in Pepperdine University intercollegiate athletics.
3. **Testing Protocol:** A series of random drug tests shall be administered throughout the year via Urine Specimen Collection Procedures. The results of those tests will be provided to the Program Director or designee, the Head Coach, the Team Physician, and the Athletic Director or designee who will then notify the student-athlete of positive test results.
 - a. Reasonable suspicion may cause a student-athlete to be tested outside or during a regular random drug testing administration. Coaches and athletic department staff members can submit to the Director of Athletics names of student-athletes and rationale for suspicion. The

report can either be upheld or denied by the Director of Athletics. In cases where the report is upheld, the student-athlete in question will be included in the next scheduled drug test. If the report is denied, the student-athlete can still be tested as part of the random testing pool.

- b. Methods of selection for a student-athlete to be tested include, but are not limited to; random selection, reasonable suspicion, championship postseason testing, preseason testing, team testing, testing by position, events or success, follow-up testing, and re-entry testing.
- c. Any student-athlete who tests positive will be required to have an evaluative counseling session and follow up visits as directed by the counseling center. The program director will refer the student-athlete to a trained professional for the evaluation. Any cost associated with the referral will be the responsibility of the student-athlete.
- d. Any Student-athlete with a previous positive test is eligible for follow-up testing at any time through the remainder of their NCAA athletic eligibility. A “no-show” is defined as a student-athlete not reporting for a scheduled drug test at the time specified on the notification. No-shows will be treated as positive tests. Testing may continue as long as a student-athlete is eligible to participate in intercollegiate athletics.

First Positive

If a student-athlete tests positive for the first time, the Program Director or the Director of Athletics will advise the student-athlete of the test results. The Director of Athletics will inform the Head Coach of that athlete's team the name of the athlete that has tested positive for a banned substance if appropriate. The student-athlete will be immediately suspended from the next scheduled contest in the championship season. Additionally, mandatory counseling and follow up as directed by the counseling center is required when a positive test result is received. The initial counseling visit must be completed within 2 weeks of the student-athletes' notification from the Director of Athletics. If a student athlete fails to schedule or attend any mandatory counseling session, the Director of Athletics will be notified. At that time the student-athlete will be advised that his/her coach will be notified if the appointment is not scheduled and kept within a reasonable amount of time and may be subject to disciplinary action if the mandatory counseling session is not kept. Disciplinary action may include but is not limited to suspension from intercollegiate athletic activities including practice and competition, athletic grant-in-aid removal or non-renewal.

If a student-athlete tests positive and as part of the appeal process, testing of the B sample of that specimen, at the student-athlete's request and expense, will be performed. If the B sample results in a negative finding, the student-athlete may be subject to further testing, but will not be subject to sanctions or have a this test result count toward their cumulative career total.

Second Positive

A second positive test will result in notification of the Director of Athletics and the Head Coach of the student-athlete's team. The student-athlete will be immediately and indefinitely suspended from all intercollegiate athletic activities. Reinstatement will be at the discretion of the Director of Athletics. A second positive test may also render the student-athlete ineligible to participate in intercollegiate athletics at Pepperdine University. The student athlete's athletic grant-in aid may be withdrawn at the conclusion of the current academic semester and the student-athlete's athletic grant-in aid may not be renewed the following academic year. Mandatory counseling sessions will be required and will continue as needed at the direction of the counseling center. Refusal to participate in the counseling program shall subject the individual to additional disciplinary action described in section I(A). The student-athlete is eligible to be tested again. Parents, spouses, or guardians may be notified with the consent of the student-athlete or as otherwise permitted by law.

Third Positive

A third positive test will render the student-athlete ineligible to participate in intercollegiate athletics at Pepperdine University. The student athlete's athletic grant-in aid will be withdrawn at the conclusion of the current academic semester and the student-athlete's athletic grant-in aid will not be renewed the following academic year.

The positive test (either NCAA or institutional) total shall be cumulative throughout the student-athletes collegiate career. Any positive test in a student-athlete's career will count cumulatively with respect to the provisions of this program. Positive tests need not be on consecutive tests or in the same academic year in order to be counted.

Self-Disclosure

At any point in a student-athlete's intercollegiate career prior to him/her testing positive, the counseling services will be made available to a student-athlete if the student-athlete voluntarily discloses that he/she may have a substance abuse problem.

- Self-disclosure must occur prior to a student-athlete being notified of a testing.
- Self-disclosure is available 1 time during a student-athlete's career. When a student-athlete avails him/herself of this opportunity, he/she will be exempt from having a test designated as a positive test for his/her cumulative record until scheduled counseling sessions are completed. In no case will this exemption from testing exceed sixty calendar days from the date of disclosure.
- This self-disclosure opportunity can be initiated by the student-athlete contacting the team physician and or athletic trainer.
- If the student-athlete tests positive after self-disclosure and completing a counseling program it will be considered a second positive test.
- Student-athletes may not enter self-disclosure after any positive tests.

Transfer Policy

Student-athletes who transfer to Pepperdine University and who have previous documented positive drug tests from other institutions or the NCAA will immediately be placed in the reasonable suspicion pool. Previous tests from other institutions or NCAA will not be counted towards the student-athletes cumulative total at Pepperdine University.

Hearings, Appeals and Reinstatement

Student-athletes subject to a sanction under the terms of this program are entitled to a hearing of the positive test result before the Drug Testing Hearings Committee prior to the imposition of the sanction. Members of the committee shall include, but are not be limited to the Director of Athletics, a Seaver College Administrator, Pepperdine Team Physician and a member of the Athletic Department Staff. A written request for such a hearing must be made within 48 weekday hours of notification that a sanction is being considered. The hearing will be held no later than 48 weekday hours after the individual so requests. An extension of time for the hearing may be granted upon a showing of good cause. Depending upon the duration of the extension requested, a student-athlete requesting such an extension may be suspended from practice and competition during the extension. In addition, if warranted for health and safety concerns, a team physician may also suspend the student-athlete from practice/competition.

A student-athlete sanctioned as described within the Testing Protocol above may apply for reinstatement of the non-renewal of athletic grant-in aid to the Director of Athletics. Factors to be considered in determining whether to renew the grant-in-aid will include but are not be limited to the type of drug involved, the amount of drug used/consumed, whether use of the drug was in season or outside the traditional competitive season, and the

record of cooperation of the student-athlete with the Drug Testing Program. Such reinstatement may be subject to specific conditions, including periodic testing to ensure compliance.

Other University and Civil Action

The student-athlete will not be subject to University student disciplinary action as a result of a positive drug test under this policy. The University will not voluntarily supply personally identifiable test data or results of a test to any law enforcement agency and has developed procedures to assure that only information necessary to the purposes of this program is retained and all other information concerning the test results is destroyed.

Non-Analytical Positives

Student-athlete behavior related to drug or alcohol possession use and abuse that is inconsistent with the Pepperdine University Student Handbook may also subject the student-athlete to sanctions outlined in this policy. Examples of non-analytical positives include, but are not limited to, receiving a DUI, or being caught in possession of a controlled substance. A student-athlete violating the Pepperdine University Student Handbook policy may be subject to any or all sanctions outlined in this policy.

Summary of Drug Testing Protocol Sanctions

First Positive Test:

- Program Director notifies Director of Athletic of test results
- Director of Athletics informs Head Coach of test results
- Suspension from the next scheduled contest in the Championship season
- Mandatory counseling evaluation and follow up as directed by counseling center
- Participation in future testing

Second Positive Test:

- Director of Athletics and Head Coach notified of test results
- Immediate and indefinite suspension from intercollegiate athletic activities
- To be restored by the Director of Athletics at his discretion
- Athletic grant-in aid may be removed at the end of the current semester
- Athletic grant-in-aid may not be renewed the following academic year
- Mandatory counseling and follow up as directed by counseling center
- Participation in future testing

Third Positive Test:

- Director of Athletics and Head Coach notified of test results
- Immediate suspension from participation in intercollegiate athletics
- Athletic grant-in aid will be removed at the end of the current semester
- Athletic grant-in-aid will not be renewed the following academic year

Positive tests are cumulative for a student-athlete's career.

NCAA Banned Substance List

May be found at: <http://www.drugfreesport.com>

Use the password "ncaa1" to log in

Go to "Drug Program Information" to look up the current banned substances list
(Subject to periodic amendment)

SPORTS MEDICINE POLICIES AND PROCEDURES

The purpose of this section is to familiarize the student-athlete with the policies and procedures of the Pepperdine University Athletics Sports Medicine Department. This document covers topics such as pre-participation clearance, illness and injury protocols, insurance coverage, student-athlete expectations with regard to treatment and rehabilitation, and general training center rules.

PRE-PARTICIPATION ATHLETIC CLEARANCE

Prior to release to athletic participation at Pepperdine, every student-athlete must pass the pre-participation physical examination and complete all required medical and insurance forms. Team Physicians and Staff Certified Athletic Trainers will provide final medical clearance;

- 1) upon medical approval by Pepperdine Team Physicians and
- 2) once all medical and insurance paperwork has been received and completed accurately

Prior to arrival at Pepperdine, all designated Roster Student-Athletes will be contacted via email with regards to access, instruction and due dates for required medical paperwork. Instructions to access the Smartabase system and complete documentation for new and returning SA's are as follows;

NEW & RETURNING Student Athletes to Pepperdine (freshman and transfer)

Complete registration into the SMARTABASE system (medical record system for athletics)

Instructions link → [SMARTABASE instructions link](#)

1. **Complete Profile form**
2. **Complete Insurance Questionnaire**
 - Make sure to upload images of your Health Insurance Card
3. **Complete the Medical History form**

NEW STUDENT ATHLETES ONLY (FRESHMAN & TRANSFER)

Completion of mandatory EKG and Sickle Cell screen

- Instructions link → [EKG and Sickle Cell Instructions for NEW Incoming Athletes](#)

****Note** - If you have had any major injury or illness in your lifetime, surgery, etc., for which you have seen a physician, the Sports Medicine staff will require results and notes from your treating physician in advance of your arrival on campus. Provide requested details to your Pepperdine Staff athletic trainer via email or fax to 310-506-4424

All documentation should be emailed to your staff athletic trainer or faxed to 310-506-4424

Once all of the above has been completed the following will be scheduled on campus;

- Pre-physical vitals screen (height, weight, BP, vision, etc.)
- Baseline concussion exam
- Physical and Mental Health Screening exam with Pepperdine Team Physicians

The pre-participation physical examination will be conducted on a yearly basis, prior to the start of the student-athlete's' competitive season. Exams will be arranged by a member of the sports medicine staff and will take place on campus at the Student Health Center or the Athletic Training Center. Each student-athlete must pass the physical examination prior to initiating sanctioned practices or competition. Pepperdine University team physicians or other designated physicians will conduct the physical examinations (exams are NOT to be performed by athlete's personal and/or family physicians). Following the general and orthopedic examinations, the attending team physicians will make a decision as to the participation status of each athlete. If, in the physician's opinion, the student-athlete has passed the examination and has no health risks that would limit

his/her safe and effective involvement in his/her particular sport, the student-athlete will be approved and released for full participation.

EKG Screening & Sickle Cell Trait Screening

As part of the student-athlete's initial pre-participation physical exam an EKG screening exam and a sickle cell trait screening will be required prior to initiating any sanctioned training, practice or competition

- The EKG screen should be performed prior to the athletes arrival at Pepperdine
- The EKG screen should be read and a report generated by the student athlete's physician
- The Sickle Cell Trait screen is a screen normally performed at birth. If you are unable to locate records from birth a new screen should be performed.
- The EKG report and Sickle Cell Trait screen results should then be sent to the Pepperdine Athletic Training Center via email or fax at;
 - justin.ericson@pepperdine.edu
 - Fax 310-506-4424

If the physician(s) feels that further tests, rehabilitation or a re-examination is needed, the student-athlete will either be referred for the additional testing/rehab or not cleared at all. These athletes are not allowed to participate until they have completed therapy and/or treatment and have undergone a re-examination and/or diagnostic testing and have been cleared by a team physician. In some instances, the physician may indicate partial clearance for specific activities pending additional tests or rehabilitation. *Final clearance for participation is at the discretion of Pepperdine University Team Physicians (even in cases where the student- athlete had been previously cleared by a personal physician).*

All out-of-season injuries (athletic and non-athletic) must be reported to a member of the sports medicine staff as soon as possible. In addition, any medical referrals and follow up care with a medical provider (physician, specialist, etc.) should be documented and communicated to the sports medicine staff. If the athlete has had a recent (summer/off-season) orthopedic injury, illness, or other injury that might preclude participation, we highly recommend that each student-athlete bring all previous medical records such as MRI's, CT scans, physician notes etc., related to such injury/illness to the athletic physical. In addition, please specify all injuries, illnesses and subsequent tests on the pre-participation health history form.

Summary of Medical Eligibility for Student-Athletes

Roster Athletes (Scholarship and Non-Scholarship) and Recruited Walk-ons.

- Each must receive medical clearance from a Pepperdine Team Physician prior to participation in any Pepperdine sanctioned practice or event. Including voluntary summer conditioning programs held at Pepperdine University.
- Each must complete required paperwork and provide proof of personal medical insurance.
- Each athlete must complete and submit for review by Pepperdine Team Physicians an EKG and Sickle Cell screen prior to sanctioned athletic participation.
- These roster student-athletes will be covered under the athletic department's excess insurance policy during sanctioned team practice/training/competition.
- Each is entitled to receive medical care for injuries/illness under the direction of the Pepperdine Sports Medicine Staff.

Try-Out Athletes (All Sports)

- Each try-out athlete must get an athletic physical from a medical doctor (can be their own PCP, a Pepperdine SHC physician etc.). The try-out athlete is financially responsible for this physical exam. The exam must have been performed within the previous calendar year. The completed exam must be reviewed by a Pepperdine team physician who will make the final decision regarding medical eligibility for team try-out.

- Each try-out athlete must complete, pass and submit for review by Pepperdine Team Physicians an EKG and Sickle Cell screen prior to any team try-out.
- Each try-out athlete assumes any and all risk of injury and any subsequent medical bills related to any injury incurred during the actual try-out.
- If the try-out makes a roster spot, this athlete must complete all regular medical eligibility paperwork and provide proof of primary medical insurance. In addition, the try-out athlete must receive full medical clearance for participation as a roster athlete from a Pepperdine Team Physician.

Practice Players (male -undergraduate or graduate student)

- Each must receive medical clearance from a Pepperdine Team Physician prior to participation in any Pepperdine sanctioned practice or event.
- Each must complete required paperwork and provide proof of personal medical insurance.
- Each must complete, pass and submit for review by Pepperdine Team Physicians an EKG and Sickle Cell screen prior to sanctioned athletic participation.
- These roster student-athletes will be covered under the athletic department's excess insurance policy.
- Each is entitled to receive medical care for injuries/illness under the direction of the Pepperdine Sports Medicine Staff.

Alumni/Others

- Non-Pepperdine Alumni are not permitted to practice with any team.
- Alumni (male or female) are permitted to participate in practices. Head coaches or their designee are responsible for making formal record with the athletics compliance office of which alumni are participating in practices with their teams.

Accident, Illness and Injury Protocols

(What to do in the Event of an Illness and/or Injury)

The following steps must be taken in the event of medical accident, illness or injury. This policy is for accident, illness or injury sustained by student-athletes only. Medical accidents, illness and injury to the general population including athletics personnel, fans and the general public must be handled by the Department of Public Safety and/or the individual personal/family physician. "Authorization for Medical Referral Forms" are to be completed by Staff Certified Athletic Trainers and must accompany the athlete to all medical referrals.

1. It is the responsibility of each student-athlete to seek medical assistance from one of the certified athletic trainers when an injury and/or illness occur. **Report all injuries and illnesses to the sports medicine staff as soon as possible to ensure prompt evaluation & management of each injury or illness.** A staff certified athletic trainer will evaluate the student-athlete's condition and determine whether referral and/or consultation with a team physician or referral to the student health center are needed.
2. If a medical referral is made, the attending physician will make a diagnosis and prescribe therapy (treatment/rehabilitation) and/or further referral/special tests as deemed necessary. The sports medicine staff will help facilitate all referrals (scheduling/insurance arrangements, etc). An Authorization for Medical Referral Form must accompany the student-athlete to every physician referral. This form will be used by the attending physician to document the injury diagnosis and subsequent plan for treatment etc.
3. Treatment and rehabilitation following injury may occur in the athletic training center or a Physical Therapy clinic as prescribed by Pepperdine University Team Physicians. It is the responsibility of the student-athlete to schedule treatment appointments and be punctual for all treatment/rehabilitation sessions.

4. **If the athlete and parent(s) seek medical attention including self-referral and/or second opinions (including but not limited to; physician evaluation/office consultation, MRI/special tests, etc) or elects to receive therapy, surgery or rehabilitation without prior consent and authorization from the Director of Athletics, Team Physicians and the Sports Medicine Staff, any and all bills from the outside medical providers/vendors, as a result of any unauthorized self-referral, are the responsibility of the athlete and his/her parents/guardians. There are no exceptions.**
5. If the injury or illness occurs during the night or when the athletic training center is not open, and it is not an emergency situation, please notify the sports medicine staff as soon as possible. Messages can be left at each of the staff certified athletic trainers work telephones. In addition, cell phone numbers of staff members are distributed at yearly team meetings.
6. If it is an emergency situation and immediate attention is needed, one can contact Public Safety (24 hours a day) when on campus at ext. 4441 or dial 911 and the appropriate medical personnel will be dispatched.
7. If a team is traveling without a certified staff athletic trainer, the head coach will obtain qualified medical care in the event of an injury or emergency. It is recommended that this care be directed by medical officials from the host institution if possible.
8. The campus Student Health Center (SHC) is also an excellent medical facility for the evaluation of general illnesses. Please report all SHC visits and planned appointments to one of the staff athletic trainers. This assists us in communication of injury evaluation and participation status to physicians, coaches and other staff athletic trainers.
9. Pepperdine University team physicians have the final authority on an athlete's return to practice and competition following an injury or illness. The staff certified athletic trainers may act as extenders of this authority.
10. For further details regarding Emergency Situations, please refer to the [Pepperdine Athletics Emergency Action Plan](#).

Health Insurance Coverage

Student athletes will not be allowed to participate in athletic practices and competitions until proof of valid insurance is provided. Student athletes will be instructed to upload a current copy of their health insurance card to the Blueocean web portal.

In addition, the University **requires** all Seaver students (not just student-athletes) to provide proof of current medical insurance each semester. All international students are required to purchase insurance with U.S. coverage. The university requires health care coverage for the purpose of limiting undue financial and academic stress related to illnesses during the academic year. A health insurance policy will assist in meeting not only common illnesses treated at the Student Health Center or at a private physician's office, but also with the financial burden of illness and accidents involving more extensive care. This is a university policy.

All **Seaver Students must ANNUALLY** submit an electronic waiver as proof of insurance, to the Student Health Center otherwise they will automatically be enrolled in the university Anthem Blue Cross Health Insurance Plan. SHIP (Student Health Insurance Plan). Follow the link for more information on the SHC Insurance Plan.

WAIVER SUBMISSIONS, DEADLINES & PREMIUM CHARGES

Students who enroll in SHIP for the fall term will automatically roll over to spring/summer enrollment and the student account will be charged unless they provide proof of health insurance coverage through the online waiver system and receive an approval email by the spring waiver deadline.

Pepperdine Athletics Excess Insurance Policy

Pepperdine University has secured a medical insurance policy which will provide benefits in **EXCESS** of all other insurance, including coverage under a parent's individually obtained or employer-sponsored medical insurance program. This coverage is provided for **accidental** bodily injuries **incurred solely while participating in sanctioned play, practice, or travel of Pepperdine University intercollegiate sports**. The University's insurance policy states that all injuries must have been reported to the sports medicine staff (with appropriate authorized referral) prior to incurring any medical expenses. Otherwise, bills incurred are the responsibility of the student-athlete and his/her family. In addition, claims cannot be put off until the end of a semester or athletic season. There must be a continuity of care, treatment and referral for each injury in order for claims to be considered at a later date. **The Excess Insurance Policy provides benefits for up to 3 years after the reported date of injury.**

Pre-Existing Conditions

Pepperdine University, the athletic department and the athletic training center ARE NOT financially responsible for pre-existing conditions. They can be defined as:

- Pre-existing conditions, which are or have actively been treated within the past 6 months by a physician, are not covered under the basic or expanded medical benefits. However if there has been no active treatment for the past 6 months and the condition is aggravated by a current sports injury, it is covered by our basic policy, the same as for other athletic related injuries.
- Pre-existing injuries not specified on the student-athlete's Pre-Participation Health History form that is completed at the beginning of every athletic season in conjunction with the Athletic Physical. Injuries that are specified on the form will be considered and evaluated by team physicians at the physical examination with regard to medical clearance and participation.
- Pre-existing injuries such as stress fractures and sprains are covered under the Expanded Medical Benefit portion of the basic policy. Congenital abnormalities are also not covered under the basic or expanded medical benefit.
- **Failure to report any and all pre-existing medical conditions (injuries, illness, disease, etc), physical and emotional, may be cause for nonparticipation, disqualification, and/or loss of student-athlete related financial support.**

Process

Medical Accident Claim Forms are completed by the Staff Athletic Trainers following athletic injury/accidents for submission to the university's excess insurance carrier.

Medical bills and Explanation of Benefits (EOB's) received by the student-athlete and/or their parent/guardians must be submitted to the sports medicine staff for submission to the university's excess insurance carrier as soon as possible.

All **claims** for benefits must first be filed with your primary, and if applicable, secondary medical insurance companies providing coverage to the student-athlete. Due to the nature of this coverage, the school does not have the option of waiving the requirement of first filing claims with the primary medical insurance. After all available benefits have been obtained from your insurance carriers; the University will file with our excess carrier

for consideration to absorb any deductibles and coinsurance charges in excess of the University's deductible up to the policy limits. **Please keep in mind that it is the primary policy holder's responsibility that the appropriate primary, secondary (if applicable), and excess insurance information is given to each medical provider at time of referral.**

Protocol for Processing of Medical Bills to Primary, Secondary (if applicable) and Excess Insurance Companies

1. All student-athletes must present an Authorization for Medical Referral Form when referred to any physician; hospital, clinic and/or other designated health care provider and/or medical facility. Completion of this form will be initiated by a staff certified athletic trainer prior to each referral. The student-athlete will then present the form to the attending physician and return the completed form to a member of the athletic training center staff after each referral. Medical Referral Forms are needed for every medical evaluation by a physician; this includes follow-up exams and training room physician evaluations. The form must also specify if the referred injury/illness is related to athletic participation.
2. All student-athletes that are referred to a medical provider (for injuries related to athletic participation) must present a Pepperdine University Billing Information Form and a copy of their primary and secondary (if applicable) insurance information. The billing information form outlines instructions for medical providers to bill all primary and secondary insurance carriers first, and then to Pepperdine University's excess policy insurance carrier. **THE BILLING INFORMATION SHEET MUST ACCOMPANY THE STUDENT-ATHLETE TO ALL MEDICAL FACILITIES INCLUDING FOLLOW-UP EVALUATIONS.**
 - a. All itemized medical bills from the medical providers and all Explanation of Benefit statements (EOB's) from primary insurance carriers that the athlete receives (for approved medical services) must be presented to the sports medicine staff as soon as they are received. This will help ensure proper and timely processing for consideration of payment.
 - b. **All non-athletic injury/illness referrals or unauthorized self-referrals are the financial responsibility of the student-athlete, his or her parents/guardian, or their personal or family insurance carriers.**
 - c. **All charges related to an athletic injury must occur within a 3 year window from the date of initial injury. Any charges incurred outside of that 3 year window cannot be covered by the excess medical policy and will not be covered by Pepperdine University Athletics.**

Payment of Additional Medical Expenses

1. **Dental Care:** The Department of Intercollegiate Athletics assumes responsibility for assistance in the payment of dental care if it results from trauma/accident/injury due to participation in an official practice or competition. All such injuries must be reported to staff athletic trainers as soon as possible. Arrangements will then be made for appropriate care. The Department of Athletics is not responsible for non-injury related problems such as dental caries or cosmetic issues or pre-existing dental issues etc.
2. **Corrective Lens (Contacts) Policy:** Corrective lenses that are damaged or lost during a sanctioned or supervised practice or competition should be reported to a staff athletic trainer for assistance with replacement or repair. All athletes who currently wear corrective lenses should provide the Athletic Training Center or Team Staff Athletic Trainer with a current prescription of their correction. The

Department of Athletics is not responsible for general vision correction or lenses that become lost or damaged outside of practice or competition. Obligation for payment for new or damaged eyewear is at the discretion of the athletic training center and director of athletics.

3. **Prescription Medication:** The Department of Athletics will be responsible for payment of prescription medications only when the injury or illness is directly related to involvement in intercollegiate athletics but will not be responsible for Co-pays unless directed by the universities Secondary Insurance. Payment will not be made for medications that are needed for general illness. Prescriptions from Team Physicians can be filled at the Student Health Center or at local drug stores. Prescription medications will only be distributed by licensed medical physicians.
4. The Department of Athletics is not responsible for **Medical Procedures not traditionally covered by Primary and/or Secondary Health Insurance** (including but not limited to; PRP injections, Bio-Cleansing of surgical grafts, Orthovisc/Synvisc injections, Orthotic devices, Extracorporeal Shock Wave Therapy, etc.). Consideration of payment for such charges is at the discretion of the Director of Athletics.
5. The Department of Athletics is not responsible for **Medical Equipment** (Including but not limited to; Braces, post-surgical cold therapy devices—GameReady etc) not traditionally covered by Primary and/or Secondary Health Insurance. Consideration of payment for such charges is at the discretion of the Director of Athletics.

Student-Athlete Opportunity Fund

Medical expenses not covered by primary or secondary insurance are traditionally the responsibility of the student-athlete. The NCAA does permit, however, member institutions to assist in payments for these non-traditional expenses, medical fees, goods and services described above. The Director of Athletics in conjunction with Team Physicians and the Sports Medicine Staff will make decisions regarding assisting in medical payments for such expenses based upon medical necessity and other inclusive factors.

Pepperdine Athletics Healthcare Network

Under the direction of our team physicians, Pepperdine University Sports Medicine Department has established a preferred provider medical network. This network consists of various specialists and consultants who are accessible to our athletes in order that they may receive the best possible health care when they are ill or injured.

Pepperdine University Athletic Training Center

The Athletic Training Center is a medical facility used for the evaluation, treatment and rehabilitation of Pepperdine University student-athletes only. Care cannot be provided to other students including those involved in physical education classes, club sports and intramurals. In an attempt to provide the best personal care for the student-athlete, an appointment system is used for the treatment and rehabilitation of athletic injuries. **The Athletic Training Center** should be treated as if it were a hospital or physician's office. No one is to be in the training room without proper supervision. This is not a self-help facility. A staff athletic trainer or designated student worker will administer all modalities excluding ice bags and ice massage. Athletes are not to help themselves to supplies. The office phones and computers are for use by STAFF ONLY. Athletes must shower prior to treatment including whirlpool Tx's. Towels are not to leave the training room. It is the responsibility of the student-athlete to seek assistance when needed. This responsibility extends to the athlete being punctual for all treatments and medical appointments that have been arranged. Taping and some treatments are on a first come/first serve basis. Rehabilitation sessions will be on an appointment basis.

- **Athletic Training Center Access:** Due to HIPAA (Information Access) Privacy and Security Laws, the Athletic Training Center will only be accessible during posted hours and when members of the Athletic Training Staff are present. The Athletic Training Center houses medical records in both electronic and hardcopy form and must protect against unlawful access. Please make every attempt to meet appointments and secure needed materials (medical kits, ice, tape etc) during normal Athletic Training Center hours.
- **Visiting Teams:** Athletes from other Universities will be given every courtesy and treated like we would like Pepperdine Athletes to be treated. Visiting athletes requiring special treatment or modalities must have a written or verbal statement from their athletic trainer requesting assistance unless accompanied by their staff.
- **Officials/Umpires:** Will be managed as needed on a case by case basis.

Student-athletes are required to make appointments with their assigned team certified athletic trainer for treatment and rehabilitation. Priority will be given to those student-athletes who need to receive pre-practice taping and post-practice general treatments according to posted team schedules. This system will hold each athlete accountable for their treatments and allow the staff athletic trainer adequate time to perform personal treatment and/or rehabilitation to the injured student-athlete. Coaches will be notified of any student-athlete that fails to schedule and/or keep a treatment or rehabilitation appointment.

Additional Healthcare Facilities & Rehabilitation Centers

PEPPERDINE ATHLETICS PHYSICAL THERAPY CLINIC

Pepperdine Athletics Sports Medicine services will include physical therapy within the on campus Athletics Physical Therapy Clinic. Our Director of Rehabilitation and resident Physical Therapist, Dr. Nicole Elby will be managing and directing long term rehabilitative health care services for our student athletes along with each team's staff Athletic Trainer. While it is not mandated by Pepperdine University or any of its employees that the student-athletes participate in physical therapy at Pepperdine University, there are many benefits that on-campus physical therapy services offer, including:

- Improved delivery of healthcare services
- Improved continuity of care throughout the various sporting seasons (i.e. pre-season, in season, off season)
- Decreased money spent on gas to get to physical therapy (the need to drive off-campus for physical therapy is eliminated)
- Less time lost traveling to physical therapy appointments
- Streamlined communication between the physical therapist, athletic trainer, coaches, strength coaches, etc.

On campus Physical Therapy services will be billed to your primary health insurance, just as they normally would if athletes were sent off campus. This does not represent any change from our current billing processes, except that the revenue generated from the insurance payment will now be invested into ongoing Sports Medicine facility and staffing improvements rather than going to an outside Physical Therapy clinic. If you have any questions regarding these services or our Sports Medicine policies and procedures please see our website linked below or contact the Sports Medicine Department. [Physical Therapy Letter](#)

Pepperdine University Student Health Center

The Student Health Center is an excellent resource for general illness. Student-athletes should use the health center as a primary resource when they are ill. The Athletic Training Center should only treat athletic related injuries and illnesses. The common cold is not athletic related. The Health Center has a set fee per semester. This includes the initial and subsequent evaluations. The student-athlete is responsible for these charges.

Student-athletes will be required to pay cash, or have the fees assessed to their student accounts.

Student-athletes may want to inquire as to personal insurance coverage for such fees. The athletic department will not reimburse the student-athlete or provide payment to the health center for such charges.

Physicians Weekly Clinic in the Athletic Training Center
Pepperdine University Team physicians hold weekly clinics.

Chiropractic Care in the Athletic Training Center

In an effort to provide a full spectrum of care for the student-athlete, the Pepperdine Sports Medicine Team includes a Sports Chiropractor that holds weekly clinics in the training room during the fall and winter semesters. All referrals must be initiated and scheduled by Pepperdine staff athletic trainers. Additionally the staff certified athletic trainers may refer the student athlete to the Sports Chiropractors off campus clinic for treatment.
[Chiropractic services letter](#)

Cedars-Sinai Kerlan-Jobe Institute

The majority of athletic injury referrals are made to Pepperdine University Team physicians. Dr. Bert Mandelbaum, the team Orthopaedic surgeon, as well as other Orthopaedic specialists, is a part of the CSKJI. Non-athletic injury referrals can also be made to this clinic but will be the financial responsibility of the student-athlete.

Santa Monica/UCLA & St. John's Hospitals and Health Center

The majority of Medical Emergencies are referred to this facility in Santa Monica.

St. John's Malibu Medical Center

This urgent care center is utilized for non-emergency injuries and illnesses. Examples include injuries that may require simple x-ray, wound closure or illnesses needing prescription medication.

Chiropractic Sports Institute

Utilized for Outpatient treatment All referrals must be initiated by Pepperdine Team Physicians and scheduled by Staff Certified Athletic Trainers.

Sports Medicine Position Statements and Policies

Under the direction of the NCAA the Pepperdine University Sports Medicine Department has developed the following protocols.

ADD/ADHD Documentation

The NCAA requires that all athletes on stimulant medication for the treatment of ADD/ADHD provide adequate documentation of diagnosis and treatment to allow for a medical exemption. Stimulant medications are typically banned for use by NCAA athletes unless medical necessity is clearly documented by the host university.

The Pepperdine University Sports Medicine Department requires that all student athletes on stimulant medication for the treatment of ADD/ADHD provide a therapeutic use medical exemption form from their medical provider that was responsible for the evaluation, diagnosis and treatment of the condition. Student athletes are required to report their condition to their designated staff athletic trainer. The staff athletic trainer will provide the student athlete a medical exemption form to be sent to the student athlete's medical provider. It is the student athlete's responsibility to ensure that this form is received by the provider and returned to the staff athletic trainer for processing.

The Pepperdine University Sports Medicine Department utilizes a form provided by the NCAA and the American Medical Society for Sports Medicine. The completed form will be housed in the student athlete's medical file in accordance with HIPAA policy.

Sickle Cell Testing

The NCAA requires that all incoming Division I student-athletes be tested for sickle cell trait, or show proof of a prior test. The rule applies to student athletes beginning their initial season of eligibility and students trying out for a team. Sickle cell trait can lead to exertional sickling which changes the shape of red blood cells during intense or extensive exertion, causing a blockage in blood vessels and rapid breakdown of muscles, including the heart. Signs and symptoms of an exertional sickling event include muscle cramping, pain, swelling, weakness, and tenderness; inability to catch one's breath; and fatigue. Heat, altitude and dehydration increase the risk according to the NATA, which recommends easing athletes into workouts, giving them regular breaks, modifying intense conditioning tests, emphasizing hydration, controlling asthma, resting from workouts when ill, and monitoring athletes new to high-altitude training closely.

EKG (ECG) Screening

The Pepperdine University Sports Medicine Department has recommended that all incoming student-athletes beginning their initial season of eligibility receive and pass a 12 lead electrocardiogram as part of the pre-participation physical exam. The purpose of the cardiac screening, health history and clinical exam is an attempt to identify athletes at risk for sudden cardiac death. Incoming athletes will not receive medical clearance to participate in sanctioned team practice or competition until an EKG is performed and results interpreted as safe by medical personnel.

Seasonal Flu and H1N1 and COVID-19

The Pepperdine University Sports Medicine Department continues to closely monitor COVID-19, seasonal flu and H1N1 information and implements appropriate precautionary measures, while continuing to follow the guidelines dictated by the Centers for Disease Control (CDC) and local health officials, to protect our student athletes and athletic staff traveling domestically and abroad. Members of the University's Emergency Operations Committee (EOC), the office of Insurance and Risk Management, and the Student Health Center have collaborated with departments across the University (including athletics) to prepare for and mitigate risks of COVID-19, seasonal flu and H1N1 virus exposure.

It is vitally important to be prepared with information about how to avoid becoming ill and to prevent the spread of illness to others.

Action points for the Athletic Department:

- Recommend staff and student-athletes get vaccinations for both seasonal flu and H1N1 virus when available.
- Educate athletics staff and athletic teams on prevention strategies
- Post prevention strategies in each locker room
- Recommend the use of hand sanitizer stations in:
 - Athletic weight rooms
 - Entrance areas to locker rooms
 - Athletic Training Center
 - Sideline hydration carts/tables

Concussion

The NCAA mandates that all institutions shall have a concussion management plan on file such that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion **shall be removed** from practice or competition and be **evaluated** by an athletics healthcare provider with experience in the evaluation and management of concussion. Student-athletes diagnosed with a concussion **shall not return** to activity for the remainder of that day. Medical clearance shall be determined by the team physician or their designee according to the concussion management plan.

By signing the Policy and Procedures Acknowledgement Form student-athletes state that they accept the responsibility for reporting their injuries and illnesses to the institutional medical staff, including signs and symptoms of concussions. During the review and signing process the student-athlete will be presented with educational material on concussions.

The Pepperdine University Sports Medicine Department will follow the NCAA mandate regarding the removal from practice or competition of any student-athlete who exhibits signs, symptoms and behaviors consistent with a concussion. The student-athlete will then be evaluated by a staff athletic trainer and not return to activity for the remainder of that day. Furthermore, the student-athlete will not return to activity until all signs, symptoms, and behaviors have subsided and the athlete has progressed through the return to play protocol.

During the yearly physical exam process the student-athlete will be presented with educational material on concussions. By signing the Policy and Procedures Acknowledgement Form the student athlete states that he/she will be responsible for reporting their injuries and illnesses to the staff athletic trainers including any signs or symptoms of a concussion.

The Pepperdine University Sports Medicine Department will also require a baseline assessment of each student-athlete prior to any practice or competition. These same baseline assessments will be used post-injury to evaluate the severity of the concussion.

The Pepperdine University Sports Medicine Department requires each student-athlete to sign the Policy and Procedure Acknowledgement form in which the student-athlete acknowledges full responsibility in reporting all injuries and illnesses (including signs and symptoms of concussion) to the staff athletic trainers in a timely manner.

Questions

Questions regarding this policy should be directed to;
Kevin Wright, Associate Athletic Director at (310) 506-4602, Kevin.wright@pepperdine.edu

Concussion Management Plan

Concussion Definition

Sport-related concussion is a traumatic brain injury caused by a direct blow to the head, neck or body resulting in an impulsive force being transmitted to the brain that occurs in sports and exercise-related activities. This initiates a neurotransmitter and metabolic cascade, with possible axonal injury, blood flow change and inflammation affecting the brain. Symptoms and signs may present immediately, or evolve over minutes or hours, and commonly resolve within days, but may be prolonged.

No abnormality is seen on standard structural neuroimaging studies (computed tomography or magnetic resonance imaging T1- and T2-weighted images), but in the research setting, abnormalities may be present on functional, blood flow or metabolic imaging studies. Sport-related concussions result in a range of clinical symptoms and signs that may or may not involve loss of consciousness. The clinical symptoms and signs of concussion cannot be explained solely by (but may occur concomitantly with) drug, alcohol, or medication use, other injuries (such as cervical injuries, peripheral vestibular dysfunction) or other comorbidities (such as psychological factors or coexisting medical conditions). Consensus statement on concussion in sport, 6th edition

Diagnosis and management of sport-related concussion is a clinical diagnosis based on the judgment of the student-athletes (SA's) healthcare providers. The diagnosis and management of sport-related concussions are challenging for many reasons:

- The clinical effects of sport-related concussions are often subtle and difficult to detect with existing sport-related concussion assessment tools.
- The symptoms of sport-related concussion are not specific to concussion and it is challenging to evaluate a student-athlete who presents non-specific symptoms that may be related to other conditions.
- Sport-related concussion may manifest with immediate or delayed-onset symptoms. Symptom manifestation can vary between individuals and in the same individual who has suffered a repeat concussion.
- Modifying factors and co-morbidities -- such as attention deficit hyperactivity disorder, migraine and other headache disorders, learning disabilities and mood disorders -- should be considered in making the diagnosis, in providing a management plan, and in making both return-to-play and return-to-learn recommendations.
- “Signal detection” on clinical measures (e.g., cognitive and balance testing) often quickly diminishes in the acute setting of early recovery. Although cognitive function and balance are assessed within 24 hours with various sideline tests (Standardized Assessment of Concussion [SAC] and Balance Error Scoring System, respectively) have been shown to be useful in diagnosing concussion, these tests often normalize within a few days and cannot be used to make a definitive diagnosis.
- Student-athletes may underreport symptoms and inflate their level of recovery in hopes of being rapidly cleared for return to competition.
- Clinical assessment of sport-related concussion is a surrogate index of recovery and not a direct measure of brain structure and functional integrity after concussion. In summary, the natural history of concussion remains poorly defined, diagnosis can be difficult, there are often few objective findings for diagnosis or physiological recovery that exist for clinical use, and there often remains a significant reliance on self-report of symptoms from the student-athlete.

The NCAA Concussion Policy and Legislation mandates that institutions implement the following:

Education

- Pepperdine University’s concussion management plan is publically available on the Athletic Department website at the following address:
https://pepperdinewaves.com/documents/2018/8/3/Pepperdine_University_Concussion_Management_Plan_2018_19_docx.pdf
- NCAA concussion facts sheets and/or other applicable educational material will be presented annually to student-athletes, coaches, team physicians, athletic trainers, athletic directors and other personnel involved in student-athlete health and safety decision making. A signed acknowledgment of the education and receipt of plan distribution will be collected annually. During this education time will be allotted for questions and discussion of the concussion education material.
[Fact sheet of student-athletes](#)
[Fact sheet for Coaches](#)

Pre-participation Assessment

- As a part of each SA’s initial pre-participation exam (PPE) a baseline concussion assessment will be administered. Within this exam, a concussion injury history will be recorded along with a symptom evaluation, cognitive assessment, and balance evaluation. Within the PPE a neurologic disorder screen and mental health screen will also take place. The Athletics Medical Director will determine clearance to participate or any need for additional consultation or testing.
 - In addition to the concussion injury history recorded within the baseline exam, the SA will complete a concussion injury history within the PPE exam.
- A follow-up concussion assessment exam will be administered after any suspected concussion, after all symptoms have resolved and prior to beginning a return to play progression.
- Follow-up scores will be reviewed by the medical director and compared to the baseline.

- Along with passing a clinical evaluation, concussion assessment scores returning to the range of baseline or normative values will be required prior to the start of the return to play progression.
- Following a diagnosed concussion SA's will re-take the baseline concussion assessment exam before the start of the next academic year.

Recognition and Diagnosis of Concussion

- All student-athletes who are experiencing signs, symptoms or behaviors consistent with a sport-related concussion, at rest or with exertion, will be removed from practice or competition and referred to an athletic trainer or team physician with experience in concussion management for evaluation. The student-athlete's health care provider experienced in the diagnosis and management of concussion will conduct and document a serial clinical evaluation inclusive of; a symptom inventory, a physical exam, a neurological exam, and an evaluation of cognition and balance.
- Medical personnel with training in the diagnosis, treatment and initial management of acute concussion will be **present** at all competitions in the following NCAA-sponsored sports at Pepperdine University; baseball, basketball, beach volleyball, diving, soccer, and volleyball.
- Medical personnel with training in the diagnosis, treatment and initial management of acute concussion will be **available** at all practices in the following NCAA-sponsored sports at Pepperdine University; baseball, basketball, beach volleyball, diving, soccer, and volleyball. **Note* - Pepperdine University does not sponsor equestrian, field hockey, football, ice hockey, lacrosse, pole vault, rugby, skiing, or wrestling.**

Any SA with signs/symptoms/behaviors consistent with concussion:

- Must be removed from practice or competition for evaluation
- Signs that warrant immediate removal from the field include actual or suspected loss of consciousness, seizure, tonic posturing, ataxia, poor balance, confusion, behavioral changes, and amnesia.
- Evaluation must be by an athletic trainer or team physician (or physician designee) with concussion experience.
- Allow ample time (up to 10-15 minutes) when conducting a multimodal screen (e.g., SCAT6) to evaluate a potential concussion.
- Must be removed from practice/play for that calendar day if concussion is confirmed or suspected.
- May only return to play the same day if concussion is no longer suspected after evaluation*.
 - *Even in such cases, consider next-day follow-up assessment because initial symptoms may evolve over hours.

Initial Suspected Concussion Evaluation:

The initial suspected concussion evaluation management plan specifies:

- Immediate assessment/neurological screen for 'red flags' or observable signs (as noted in the Concussion Emergency Action Plan below)
- A multi-modal evaluation, as clinically indicated, which may include:
 - Clinical assessment for cervical spine trauma, skull fracture, intracranial bleed or other catastrophic injury.
 - Symptom assessment
 - Physical and neurological exam
 - Cognitive assessment
 - Balance exam

Concussion Emergency Action Plan

A Concussion Emergency Action Plan includes:

- Immediate removal from play and assessment for possible transport to a local hospital/trauma center when any of the following are present:
 - Neck pain or tenderness.
 - Seizure or convulsion.
 - Double vision.
 - Loss of consciousness
 - Weakness or tingling/burning in more than one arm or in the legs
 - Deteriorating conscious state
 - Vomiting
 - Severe or increasing headache
 - Increasingly restless, agitated or combative Glasgow Coma Scale Score <15
 - Visible deformity of the skull.

Off-Field Same-Day and up to Three-Day Post-Concussion Management:

- The staff athletic trainer will perform serial evaluation and monitoring following injury the same day and up to 72 hours (see Return-to-Learn and Return-to-Play below).
- Documentation that the post-concussion plan of care was communicated to both the student-athlete and another adult responsible for the student-athlete, in oral and/or written form.

Subacute (72 hours to weeks postinjury) Management Plan:

- The staff athletic trainer will perform evaluation and monitoring of the following:
 - Symptom evaluation
 - Immediate and delayed memory
 - Concentration
 - Orthostatic vital signs
 - Cervical spine assessment
 - Neurological evaluation
 - Balance and tandem gait assessment
 - Modified VOMS
- Further evaluation will be considered, as clinically indicated:
 - Screen for fear, anxiety or depression or other mental health issues
 - Screen for sleep disturbance
 - Graded aerobic exercise testing.

Rest and Exercise:

- Symptom-limited, light aerobic physical activity can begin within 24-48 hours (e.g., walking)
- Reduced screen time as necessary in the first 48 hours after injury

Re-Evaluation Plan:

Re-evaluation by a physician will occur for a student-athlete with atypical presentation or persisting symptoms > 4 weeks will be made in order to consider additional diagnoses, * best management options, and consideration of referral.

*Additional diagnoses include, but are not limited to:

- Fatigue and/or sleep disorder
- Migraine or other headache disorders
- Mental health symptoms and disorders
- Ocular dysfunction
- Cervical and vestibular dysfunction
- Cognitive impairment
- Autonomic dysfunction, including orthostatic intolerance and postural orthostatic tachycardia syndrome
- Pain

Return-to-Learn:

The vast majority of young adults have a full return-to-learn with no additional academic support by 10 days post-injury.

The SA's athletic trainer will serve as the point person navigating return-to-learn for the SA

- Avoid complete rest and isolation, even for initial 24-48 hours
- The following multi-disciplinary team* will navigate more complex cases of prolonged return-to-learn:
 - *Multi-disciplinary team may include, but not be limited to:
 - Team physician
 - Athletic trainer
 - Psychologist/counselor
 - Neuropsychologist consultant
 - Faculty athletics representative
 - Academic counselor
 - Course instructor(s)
 - College administrators
 - Office of disability services representatives
 - Coaches
- The individualized initial plan may include a return to classroom/studying as tolerated. The plan may address environment, physical, curriculum and/or testing adjustments.
- Re-evaluation will occur by the team physician (or their designee) if concussion symptoms worsen with academic challenges.
- Modification of schedule/academic accommodations, as indicated, with help from the SA's athletic trainer and the academic support staff.
- Re-evaluation will occur by the team physician and members of the multi-disciplinary team, as appropriate, for student-athletes with atypical presentation or persistent symptoms lasting longer than two weeks.
- Engagement of campus resources will occur for cases that cannot be managed through schedule modification/academic accommodations.
 - Such campus resources must be consistent with ADA, and include at least one of the following:
 - Learning specialists
 - Office of disability services
 - [Office of student accessibility at Pepperdine University](#)
 - ADA office

Return-to-Sport:

The final determination of unrestricted return-to-sport is from the team physician or medically qualified physician designee.

- Each NCAA student-athlete with a concussion must undergo a supervised stepwise progression* management plan by a health care provider with expertise in concussion that specifies:
 - **Step 1:** Symptom-limited activities of daily living.
 - **Step 2:** Aerobic exercise with light resistance training as tolerated (no more than mild+ or brief++ exacerbation of symptoms).
 - 2a: Light (up to approximately 55% maximum heart rate); then
 - 2b: Moderate (up to approximately 70% maximum heart rate).
 - **Step 3:** Individual sport-specific exercise and activity without any risk of inadvertent head-impact exposure.

Proceed to Step 4 only after the resolution of signs and symptoms related to the current concussion, including with and after physical exertion.

- **Step 4:** Non-contact practice with progressive resistance training.
- **Step 5:** Unrestricted practice or training.
- **Step 6:** Unrestricted return-to-sport. **

**It is typical for each step to be ≥ 24 hours.*

***Unrestricted return-to-sport should not occur prior to unrestricted return-to-learn for injuries occurring while the athlete is enrolled in classes.*

+Mild is defined as an increase of no more than 2 points on a 0-10 point scale when compared with the pre-exercise resting value.

++Brief is defined as less than one hour.

Athletics Medical Director

Dr. Gary Green, MD. Roles of The Medical Director include but are not limited to:

- Providing medical direction for implementation
- Evaluating injured SA's and monitoring their return-to-play progress
- Providing final medical return to play clearance after successful progression through the return to play steps

Athletics Health-Care Administrator

Kevin Wright, MS, ATC

Associate Director of Athletics

SWA

Amanda Kurtz

Associate Director of Athletics

Director of Student-Athlete Development and Academic Support

Jordan Holm

Other Multi-Disciplinary Team Members

- Faculty athletics representative - Alicia Jessop
- Coach as determined by the sport
- Individual teachers
- Neuropsychologist and psychologist/counselor

- Athletics Mental Health Counselor - Jorge Ballesteros
- University Student Care Team

Reducing Head Impact Exposure:

SA safety during practice and competition will always be a top priority. Limiting head trauma exposure in a manner consistent with *Interassociation Recommendations: Preventing Catastrophic Injury and Death in Collegiate Athletes and Consensus statement on concussion in sport: the 6th International Conference on Concussion in Sport - Amsterdam, October 2022*.

Coaches are required to take steps to minimize head trauma exposures through the following:

1. All practices and competitions adhere to existing ethical standards.
2. Using playing or protective equipment (including the helmet) as a weapon is prohibited during all practices and competitions.
3. In all practices and competitions, deliberately inflicting injury on another player is prohibited.
4. All playing and protective equipment (including helmets), as applicable, meet relevant equipment safety standards and related certification requirements.
5. All contact/collision, helmeted practices and competitions adhere to keeping the head out of blocking and tackling.
6. Emphasize education of proper technique to reduce head impact exposure for all contact and collision sports, with a special emphasis in the pre-season.
7. Limit the number and duration of contact and collision in practices, intensity of contact in practices, and promote strategies restricting collision time in practices in contact-collision sports.
8. Adherence to policy and rules in sport that reduce collisions.
9. Consideration of participation in neuromuscular training warm-up programs.

Concussion Injury Advice

(To be given to concussed athlete)

This athlete has received an injury to the head. It is expected that recovery will be rapid, but the athlete will need monitoring for a further period by a responsible adult. Your treating physician will provide guidance as to this timeframe.

If you notice any “red flags” such as those listed below, telephone your medical provider and seek medical attention at the nearest emergency room immediately.

Change in behavior, vomiting, dizziness, worsening headache, double vision, excessive drowsiness, loss of consciousness or unconsciousness, numbness or weakness, disorientation, severe imbalance or worsening neck pain with poor range of motion.

Other important points:

- Rest and avoid strenuous activity for at least 24 hours
- Do not perform activities that increase symptoms (cognitive activity, driving, screen time, etc...)
- No alcohol
- No sleeping tablets
- Tylenol and Motrin are ok, but do not use Advil, Aleve or Aspirin
- Do not train or play sport until medically cleared

Nutrition to Promote Healing:

- Eat small, frequent meals every 3-4 hours of nutrient dense foods
- Avoid skipping meals to provide adequate energy for healing
- Eat cold, bland foods to combat nausea
- Prioritize protein rich foods to promote healing
- Stay hydrated to facilitate nutrient delivery to the brain

Athlete's name
Date/Time of injury
Date/Time of medical review
Treating Physician/Designee (ATC)

Kevin Wright – 310-383-2089
 TBD
 Nicole Elby – 626-230-3940
 Justin Ericson – 805-448-6314
 Courtney Rydholm - 818-967-9754
 Annie Plumb - 402-517-8488
 Preston Johnson - 760-550-4403
 DPS Emergency -310-506-4441
 Emergency - 911

Nutrients for Brain Health	Food Source
Omega 3 fatty acids	Salmon, tuna, trout, flaxseeds, chia seeds, walnuts
Creatine	Red meat, chicken, fish, wild game
Zinc	Oysters, beef, fortified cereals, pork, dark meat chicken, beans, yogurt, cashews, and chickpeas
Flavonoids	Berries, grapes, citrus, kale, broccoli, apples

Pepperdine University Athletics
Concussion Management Plan - Return To Learn Guidelines

Cognitive rest means avoiding potential cognitive stressors such as school work, video games, reading, texting and watching television. The rationale for cognitive rest is that the brain is experiencing an energy crisis, and providing both physical and cognitive rest allows the brain to heal more quickly. The gradual return to cognitive activity is based on return of symptoms following cognitive exposure.

The prevailing consensus to date includes:

- If the student-athlete cannot tolerate 30 minutes of light cognitive activity, he or she should not attend class.
- Once the student-athlete can tolerate 30-45 minutes of cognitive activity without return of symptoms, he/she should return to the classroom in a stepwise manner. Such return should include no more than 30-45 minutes of cognitive activity at one time, followed by at least 15 minutes of rest.
- The levels of adjustment needed should be decided by a multidisciplinary team that may include the team physician, athletic trainer, academic coordinators, faculty athletic representative or other faculty representative, coach, individual professors and psychologist. The level of multi-disciplinary involvement should be made on a case-by-case basis.

To Pepperdine University Professor, _____ is a student athlete in your _____ class and has recently sustained a concussion. Please accept this letter from Dr. Gary Green, Head Athletics Team Physician at Pepperdine University in regards to his/her cognitive load and academic endeavors. The student-athlete referenced above sustained a concussion on _____ and in order to allow the athlete's injured brain the best environment for healing, Dr. Green is requesting he/she be given the following cognitive modifications:

- **Academic adjustment** - a student-athlete's academic schedule requires some modification in the first one to two weeks following concussion. Full recovery is anticipated, and the student-athlete will not require any meaningful curriculum or testing alterations. Anticipated duration/specifics of modifications:

- **Academic accommodation** - the student-athlete has persistent symptoms for more than two weeks following concussion. Because the student-athlete has not recovered in the anticipated period of time, he/she may require a change in the class schedule and special arrangements may be required for tests, term papers and projects. Please allow increased time or delay for assignments/papers/tests and excused absences from class due to ongoing concussion symptoms.

- **Academic modification** - a more difficult scenario in which the student-athlete suffers with prolonged cognitive difficulties, which thereby requires a more specialized educational plan, usually within the construct of an individualized education plan.

MARKETING AND TICKETS

Pepperdine Athletics Team Music Policy

The Pepperdine Athletics Marketing Department is responsible for selecting and playing team warm-up music as well as music during games/matches.

All music must adhere to the following policy:

- The following sports must submit their requested list of warm-up songs at least two weeks prior to the start of the season. These lists must include full song title and artist.
 - Soccer, water polo, women's volleyball, men's volleyball, men's basketball, women's basketball, baseball, men's tennis, women's tennis
- Songs (or radio edits) must be free of any profanity and references to inappropriate acts like drug use, excessive alcohol use, violence, etc.
 - Radio edits are acceptable as long as they do not contain anything inappropriate. Marketing staff will determine based on lyrics
 - Instrumental versions are acceptable
- Songs produced, sung, or made by artists deemed controversial or inappropriate may not be played.
- We have a list of music that have clean radio edits for your reference if needed
- If teams wish to submit suggestions, please email the song title and artist to Matthew Rosato at matthew.rosato@pepperdine.edu and he will approve based on a review of lyrics of the radio edit.
- Baseball Only: Walk up music must adhere to this policy.
 - Team captains can set up a meeting with Matthew Rosato to review the current list of approved songs and help develop song order, etc.
 - Players will submit songs via a Google Form.
 - If songs are not approved, the marketing department will select songs to serve as walk up music

We appreciate your cooperation and look forward to working together to create a positive game-day atmosphere that we are all proud of!

Complimentary Home Ticket Request Reminders

The following requirements are applicable to all home and away ticketed events.

- All guests for home contests must be submitted through ARMS 24 hours BEFORE the event.
- All guests for away contests must be submitted through ARMS by 24 hours BEFORE the event.
- All tickets to Pepperdine University Athletics events for the 2024-2025 academic year will be available via e-ticket ONLY. Those guests approved for complimentary tickets will receive their e-ticket via the e-mail provided no later than four hours prior to the event.
- Updated ticket information can always be found here: www.PepperdineWaves.com/Tickets.

Ticket questions? Contact Amanda Kurtz, Sarah Otteman or the Ticket Office (wavestix@pepperdine.edu)

FINANCIAL AID

All financial aid, whether athletics or of any other type, is handled through the University's Financial Assistance Office. For all questions related to athletic financial aid, please contact Amanda Kurtz, Associate Director of Athletics or Marina Vitalich, Assistant Director of Compliance.

Outside Financial Assistance

All outside financial aid (not Pepperdine University, Pepperdine Athletics or federal/state loans) must be declared to the Financial Assistance Office as well as on the Outside Financial Aid form (via ARMS) issued by athletics at the beginning of each academic year. An additional form is required to be completed by the outside awarding agency before the aid is applied to the student's account. This form will be sent to the student-athlete by the Compliance office as well as added to the student's to-do list in WaveNet. All outside scholarship checks must be sent directly to the financial assistance office.

Student Accounts

Student-athletes are responsible for clearing any outstanding debts with Student Accounts. A "hold" will be placed on class registration and official transcript distribution for any account that is unpaid with a balance over \$100. For all questions regarding student accounts, please contact Amanda Kurtz, Associate Director of Athletics. Athletic scholarships will not cover late fees, parking fines, housing community charges, or any other additional charges.

Athletically Related Financial Aid

Athletically related financial aid may cover tuition, fees, room, board and books. It is awarded in that order, beginning with tuition. If a student is receiving less than a 100% athletically related financial aid, the percentage of athletic aid awarded is based off of the published average cost of attendance (i.e. Lovernich, Waves 3045 meal plan). This figure is determined by the Office of Financial Assistance and published on the Pepperdine Financial Assistance website.

For those receiving a 100% athletically related financial aid, the athletic award will cover the student-athletes actual costs.

Off-Campus Room and Board

Student-athletes wishing to live off-campus and must receive proper permission from the Residential Life Office. Any fine associated with the breaking of a residential life contract is the responsibility of the student-athlete. Once permission to live off-campus has been secured, the student-athlete must provide a copy of his/her current lease agreement each academic year to the Compliance Office.

If a student-athlete wishes to opt out of the meal plan, the student must contact the Residential Life Office directly. There may be additional requirements (e.g. doctor's note) in order for the request to be approved.

If a student-athlete is receiving athletic aid and is living off-campus and/or opts out of a meal plan, the student may receive a stipend. The monthly stipend is the equivalent of the cost of a Lovernich room and the Waves F meal plan based on the student-athlete's athletic scholarship percentage. Stipends are provided via electronic disbursement. Stipends are disbursed after the add/drop period for the semester and the entire semester amount will be distributed at that time. Stipends are sent via student accounts and all student-athletes are encouraged to sign up for e-refund to ensure timely arrival of the stipend.

Book Purchases/Rental Program

Student-athletes receiving an athletics scholarship must work with their respective Athletic Academic Coordinator to obtain proper requisitions for the purchase or rental of required course related books. Only the required books listed in the syllabus will be rented or purchased through the Pepperdine bookstore.

Rented and purchased books must be returned to the Pepperdine bookstore at the conclusion of the semester. Student-athletes who, for whatever reason, fail to return books will be charged for their replacement and will not be able to obtain books for the next semester.

Cost of Attendance Stipend

Student-athletes receiving the cost of attendance award will be notified via email once the stipend check is available to be picked up from the Athletics Department. Student-athletes will receive one stipend per term.

The amount of the stipend is determined from the indirect costs as identified by the Office of Financial Assistance.

Domestic Students

Transportation - \$500 (\$750 if off-campus)
Personal Expenses - \$750
Semester Total: \$1,250.00 (\$1,500 if off campus)

International Students

Transportation - \$500
Personal Expenses - \$750
Student Health Insurance - \$1,372.22
Semester Total: \$2,622.22

Renewal of Athletics Financial Aid

Athletics financial aid will be renewed, reduced or non-renewed prior to July 1 of the next academic year. Athletics scholarships are renewed, reduced or non-renewed at the discretion of the coaching staff and athletics administration.

If financial aid based on athletics ability is non-renewed for the subsequent year, student-athletes will be notified, in writing, by the July 1 deadline and will have the right to appeal the decision to the Financial Assistance Appeals Committee.

Athletics scholarships are not automatically renewed. Being awarded athletics scholarship is a privilege, not a right. Athletics aid recipients are expected to adhere to the standards and expectations outlined in the scholarship agreement. Failure to adhere to team rules, failure to remain academically or athletically eligible, failure to make normal academic progress towards a degree, failure to follow university and athletics department policies and procedures, failure to meet coaches standards and expectations for effort and performance, athletically, academically behaviorally, etc., failure to participate on the team, failure to qualify for an athletics scholarship, etc. are a few of the reasons why an athletics scholarship may be reduced or revoked for the next academic year.

Summer School Financial Aid

Student-athletes may be eligible for an athletics scholarship for summer session classes, depending on the availability of funds and provided certain stipulations are met. Scholarships for summer session courses are reserved for student-athletes who have made satisfactory progress during the academic year but require additional academic course work towards the completion of their baccalaureate degree so that they may graduate on schedule.

Student-athletes must submit the summer school application in ARMS by the appropriate deadline in order to be considered for a summer athletic scholarship. All applications will be reviewed and approved by the athletic administration. If advance approval is not granted, the student-athlete will be responsible for paying for his/her summer classes himself/herself. In general, summer school financial aid is awarded in the same proportion received by the student-athlete during the academic year.

The Athletics Department expects student-athletes to seriously plan to complete their summer class(es) and earn a passing grade. Should a student-athlete withdraw or fail the class without a valid reason, his/her athletics aid may be withdrawn, leaving him/her responsible for payment. Because the add/drop period for each summer session and the end of the 100% refund period is usually on the second day of classes for each session, students do not have much time to drop a class without charge. Once the withdrawal period begins on the third day of classes of the session, student-athletes will be responsible for payment of that class should you withdraw from it without a valid reason and pre-approval by the Athletics Academic Coordinators.

Teams that are still in season in May and June will have their housing completely covered by Athletics provided the athletes move back on campus to their team's assigned residence hall. Athletes on teams in season who elect to live off campus will be responsible for paying for their own rent unless they are enrolled in summer school, in which case they will receive a stipend based on their academic year scholarship percentage.

NCAA Student Assistance Fund

Each year, the NCAA provides all member institutions with funds to assist student-athletes in meeting financial needs that arise in conjunction with college education, and which cannot be met with scholarship dollars. Student Assistance Fund (SAF) monies may not be used to cover tuition, books, room, or board during the academic year; nor for any athletically-related expenses (e.g. fees to attend sport-related camps, athletics equipment, etc.). Examples of items that could be paid for with SAF funds are: student-athlete insurance expenses, international student taxes, clothing, school supplies (e.g. backpacks, notebooks, etc.), emergency travel home from campus, and medical/dental expenses not covered by insurance.

If you have an education-related expense that you cannot pay, and that you believe may represent an appropriate use of SAF funds, please contact Amanda Kurtz, Associate Director of Athletics, to make a request.

Alston Awards

The Alston award is an academic award available to those student-athletes identified by the head coach. Student-athletes will be eligible to earn up to \$2,990 per semester (\$5,980/year) if they meet academic requirements set forth by Pepperdine University.

In order to qualify for the Alston Award, a student-athlete who is receiving athletics aid must meet all of the following criteria:

- Earned the APR academic eligibility point
- Earned the APR retention point
- Participate in 1 community service event per term
- For fresh/soph - earned an A or B in Convocation (C or higher for undergrad transfers with a Convo requirement)

Eligibility for this award may be impacted by any student disciplinary/code of conduct violation and/or pending Title IX disciplinary action.

It is the head coach's discretion to determine which student-athletes receiving athletically related financial aid are eligible for this program as well as the amount.

Awards will be distributed once the Athletics Department confirms that all criteria has been met. In order to earn the retention point, the student-athlete must be enrolled and attend class through the first week of the subsequent term. Awards earned in the Fall semester will not be distributed until mid-January.

STUDENT-ATHLETE GRIEVANCES AND APPEALS

Grievances

All grievances, complaints or concerns should be initially addressed by the student-athlete with the head coach. If the matter cannot be resolved, or the problem exists with the coaching staff, the student-athlete may present his/her concerns to another athletics administrator (e.g., Compliance, SWA, Director of Athletics).

If a student-athlete wishes to submit a grievance, complaint or concern anonymously, it may be done so via <https://pepperdinewaves.com/sports/2024/8/8/anonymous-reporting.aspx>

Student-Athlete Appeals Committee

This committee serves to provide you with an opportunity to appeal a decision made by an athletics administrator in which your athletic experience is adversely affected.

Once you have attempted, unsuccessfully, to resolve a matter with the athletic administrator you must request an appeal hearing from the Associate Director of Athletics for Compliance. An appeal hearing will proceed in the following manner:

1. The Associate Director of Athletics for Compliance will convene a committee of at least three (3) members; one member must be the Faculty Athletic Representative (FAR) and one member must be a student-athlete from a sport different than the petitioner.
2. The parties must submit any relevant documentation to the Associate Director of Athletics for Compliance at least 24 hours before the hearing.
3. The hearing will last approximately one hour, unless additional time is request by the committee.
4. The Committee will must provide a minimum of 30 minutes for each witness to make an "opening statement." The committee will then have an opportunity to make inquires of the witness.
5. At the conclusion of the hearing, the Chair of the committee must provide a written decision, including explanation, to the Associate Director of Athletics for Compliance within 72 hours. The decision will be forwarded to the interested parties.
6. The Committee's decision is the final authority on the matter.

STUDENT-ATHLETE RESPONSIBILITIES

NCAA and Pepperdine Forms

The Compliance staff will annually release the required NCAA, Pepperdine and medical forms. Students will receive an email in the summer indicating that the upcoming academic year forms are available. The due date will be noted in the email. All forms must be completed accurately and completely. The compliance staff will follow-up on any discrepancies or incomplete fields.

Failure to complete forms by the due date will result in the student-athlete being withheld from practice and/or competition until the forms are completed.

Please note that student-athletes under the age of 18 must complete the minor release form as well as provide a current parent email address on several forms. The student-athlete parent will receive an email explaining how to complete the required parent signature forms.

Practice Log Approval

Several student-athletes per team will be selected every week of the academic year to review the submitted CARA (countable athletically related activity) logs submitted by the coaching staff via the athlete portal. The selected student-athletes will receive an email from Compliance and will be allotted one week to review, offer changes and/or approve the logs. All discrepancies will be communicated anonymously with the coaching staff.

While a sport is in season, student-athletes are permitted to have 20 hours of countable/required athletically related activity with no more than four hours per day. In addition, students are required to have at least one day off per week.

During the off-season, student-athletes are permitted to have up to 8 hours of countable/required activity. Within these eight hours, student-athletes are only permitted to engage in strength and conditioning and skill instruction (no more than 2 hours) activities. During this time frame, students are required to have at least two days off per week.

Please note that voluntary workouts are not recorded in CARA logs and not restricted on the number of hours per week/day that a student-athlete takes part in voluntary workouts.

Student Host

Throughout the academic year, prospective student-athletes may be coming on campus for official visits. Within official visits, current student-athletes are permitted to serve as a student host. The student host is a portion of the visit that shows the prospective student-athlete what the life of a Pepperdine student-athlete is like.

The student host is vital in the recruiting process for our institution and athletic teams. Appropriate conduct is required of the host by Pepperdine University, the Conference, and the NCAA. As a host, you are responsible for adhering to the guidelines listed below. Please carefully review these guidelines.

- If you are a freshman you must have been a NCAA Eligibility Center high school qualifier to serve as a student host.
- A maximum of \$60 per person will be provided for actual costs of entertainment for the prospect, the prospect's parents or spouse, and yourself.

- The amount of host money provided for any given official visit is at the discretion of the coaching staff and the team's budget.
- The entertainment \$60 per person may only be used for entertainment. Goods (e.g. clothing, souvenirs, and personal hygiene items) may not be purchased for the recruit. All receipts must be submitted after the visit and only receipts where the purchase was made via cash will be accepted.
- If requested, additional funds may be provided for a meal. The coaching staff will confirm which meal the student host will be providing and coordinate with compliance on the final amount loaded to the per diem card. Food may only be purchased for the host, recruit and parent(s). No additional teammates may be bought food.
- No cash may be given to the visiting prospect or anyone else.
- You may not use vehicles provided or arranged for by any coach, institutional staff member or booster of the athletics program. Never allow the prospect to use or drive your car.
- You may not transport the prospect or those accompanying the prospect more than 30 miles from campus.
- You should not allow recruiting conversations to occur on or off campus between the prospect and a booster (donor/fan) of the athletic program. If an unplanned meeting does occur, only an exchange of greeting is permissible.
- You may receive a complimentary meal when accompanying the prospect with the coaches.
- You should conduct yourself in accordance with the University mission and the law.
- Entertainment should be consistent with that of normal Pepperdine student life.
- Neither you nor the prospect may engage in activities involving drugs, alcohol, or gambling.
- There shall be no activities of a sexual nature (including strippers, gentleman's clubs, or pornographic videos).

Student hosts **MUST** complete the online student host education form as well as sign off on the Student Host Agreement form prior to receiving the entertainment money and serving as a host.

The funds for the visit will be removed from the per diem card at the conclusion of the visit. Receipts must be returned to the compliance office within 48 hours of the visit.

Student Employment

Student-athletes are permitted to work while participating in Pepperdine athletics. ALL employment (including on-campus/work-study jobs) must be documented on the "Student-Athlete Employment Agreement Form", which is signed by the student-athlete and employer. This form MUST be submitted to Compliance prior to the start date. Please note that this form must be completed for ALL jobs during the summer AND academic year.

The NCAA regulates the employment of student-athletes by ensuring that compensation must be paid only for work actually performed and at a rate commensurate with the going rate in that locality for similar services. The student-athlete's compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability.

Failure to submit the employment form prior to the start date may result in NCAA penalties.

Outside Competition – Individual Sports

In individual sports (e.g. golf, tennis, cross country/track, beach volleyball) it is permissible for a student-athlete to participate in outside competition as an individual during the academic year in the student-athlete's sport as long as the following conditions are met:

1. The meet must be advertised as an open meet and open to individuals other than collegiate competitors and collegiate institutions.
2. Pepperdine University ("Pepperdine") uniform or any Pepperdine- provided clothing will not be used
3. The student-athlete's score may not be included as part of any team's score (Pepperdine or any other team).
4. The student-athlete must provide his/her own transportation, lodging and meals.*
5. The student-athlete must pay his/her entry fee. *
6. The student-athlete not receive any coaching, medical treatment or any other service provided by Pepperdine staff during the competition (unless Pepperdine staff are providing such services for all open competitors at the meet).

*Pepperdine is permitted to provide the above expense for some national championship events. Please see compliance for complete information.

Prior to ANY individual outside competition (during the academic year AND summer), the unattached competition form must be submitted to the head coach for approval.

Prize Money – Individual Sports

Student-athletes are permitted to accept prize money up to their actual and necessary expenses for the calendar year. After each unattached competition, the student-athlete must submit the unattached competition prize money form and if prize money was received, copies of all expenses incurred by the student-athlete must be attached. Expenses incurred by the student-athlete's parents, coach, doubles partner, etc. may not be used to off-set the prize money.

Outside Competition – Team Sports

Team sport student-athletes are NOT permitted to participate on any outside noncollegiate, amateur team during the team's 20 hour seasons. Student-athletes are permitted to compete on a team during any official vacation period that is outside of the sport's playing season (i.e. summer, winter break for fall and spring sports) as well as during the academic year in the team's 8-hour segments.

There are several exceptions that permit a student-athlete in a team sport to participate with an outside team during the academic year and competition season. The student-athlete must contact the Compliance Office before agreeing to participate in any outside competition.

In all instances, the outside competition form must be submitted prior to any practice or competition with the outside team. This must be signed by the head coach, Director of Athletics and approved by Compliance.

Finally, if participation with the outside team will result in the student-athlete missing class, the student must communicate with Amanda Kurtz immediately. She will coordinate with the Dean's office that the missed class time is appropriate and approved before participation is approved.

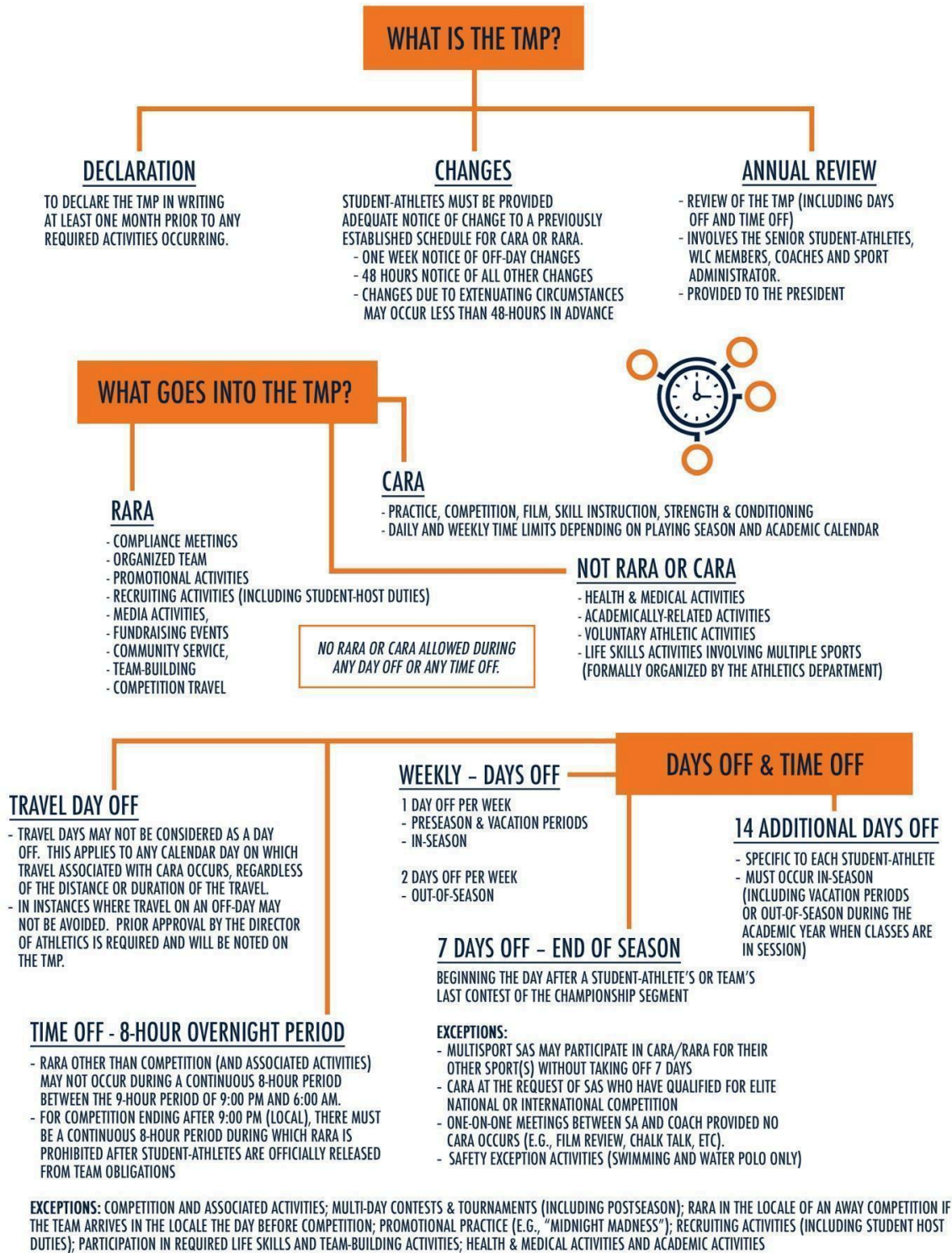
Summer League Exception - Basketball

Student-athletes may compete during the period between June 15 and August 31 (or opening day of classes, whichever is earlier, on a team in a league certified by the NCAA. Student-athletes wishing to compete with a summer league must inform their coach immediately. The coach and compliance staff will determine if the league and team are permissible.

Student-athletes are only permitted to compete for **one team in one league** throughout the summer. A student-athlete may be ineligible if it is determined he/she competed on more than one “organized basketball team”.

TIME MANAGEMENT PLAN

PEPPERDINE STUDENT-ATHLETE TIME MANAGEMENT PLAN (TMP)



STUDENT-ATHLETE TRANSFER POLICY

As a current student-athlete at Pepperdine, no coach from another two-year or four-year college may contact you until you have notified Pepperdine Athletics of your intent to transfer AND have been entered into the NCAA Transfer Portal. It is required that current student-athletes contact their respective coaching staff to discuss any potential transfer prior to coming to the Compliance Office.

Transfer Request Process

The following steps are required in order to contact other institutions regarding a potential transfer:

1. **Student-Athlete completes the [NCAA transfer module](http://d1transfer.s3-website-us-east-1.amazonaws.com) and submits to compliance the certificate of completion.** (<http://d1transfer.s3-website-us-east-1.amazonaws.com>) After completing the module, fill in your name and date of completion on the certificate and send the certificate to compliance.
2. **Student-Athlete Notifies Pepperdine of Transfer.** The student-athlete completes the “Student-Athlete Transfer Notification” form. This form must be completed in ARMS and requested by the compliance office.
3. **Pepperdine Activates the Student-Athlete in the NCAA Transfer Database.** The Compliance office will activate the student-athlete in the NCAA’s transfer database. This is the mechanism for other institutions to confirm that the student-athlete may be contacted. Activation in the portal will be completed within two business days of receipt of notification of transfer OR completion of the educational module, whichever is later.

This process is applicable to all students currently enrolled at Pepperdine, including those that would like to transfer to another institution for their graduate course work.

Eligibility Considerations

One-time during a student-athlete’s collegiate career, they may transfer from one four-year institution to another four-year institution and be immediately eligible. In order to be immediately eligible, the student-athlete must complete the following requirements:

1. Depart the current institution in good academic standing.
2. Depart the current institution academically eligible for competition with the exception of progress-towards-degree. The student must have passed the six-unit, 18-unit and 24-unit (freshman only) requirements during the most recent academic year.

Timeline

The transfer request process may only occur during the following time frames:

Fall Sports	Winter Sports	Spring Sports
30 days (beginning 7 days following championship selection)	45 days (beginning 7 days following championship selection)	30 days (beginning 7 days following championship selection)
May 1 to May 15	N/A	December 1 to December 15

For

Those looking to transfer for graduate school, the student-athlete may enter the portal beginning October 1st through the final date of the portal window for their sport in the academic year immediately

prior to the graduate transfer.

If there is a head coaching change OR athletics aid is cancelled or reduced, the SA will receive an extra 30-day period.

Exact dates for each sport may be found [here](#).

Eligibility for Athletic Financial Aid

In order for a student-athlete to be eligible for athletically related financial aid at the next institution, the student-athlete must depart Pepperdine in good academic standing.

Communication Confirmation

Upon transferring to a new four-year institution, the student-athlete and new head coach must both certify that no athletics staff member or booster made contact, directly or indirectly, with the student-athlete or his/her parents, family, coach, high school coach, trainer, etc. prior to the student-athlete appearing in the transfer portal.

If contact was made prior to the student-athlete appearing in the transfer portal, the student-athlete will be required to serve an academic year in residence at the new institution.

Transfer to a 2-Year Institution

If a student-athlete transfers to a two-year institution, generally, the student will be immediately eligible upon enrollment at the two-year institution.

If a student attends a two-year institution and then wants to transfer to another four-year institution, the student will be required to have complete the following in order to be immediately eligible at the new four-year institution:

1. Have graduated from the two-year institution,
2. One calendar year elapsed since the time of departure from Pepperdine and
3. Completed an average of 12 transferable units per semester with a minimum 2.5 cumulative GPA at the two-year college

Athletics Financial Aid

Upon receipt of the student-athletes notification of transfer, Pepperdine is permitted to cancel any and all athletically related financial aid for future terms. A cancellation of financial aid letter will be provided from the Office of Financial Assistance.

NLI Release

If a student-athlete requests to transfer during the first two semesters at Pepperdine and the student signed a NLI prior to enrollment at Pepperdine, the student may need to also request a release from his/her NLI. This may be requested via <https://web3.ncaa.org/StudentNli/exec/public>

Failure to request a NLI release could result in the student serving a year in residence and losing a season of competition. For more information on the NLI please visit:

<http://www.nationalletter.org/nliProvisions/penaltyBasic.html>

Pepperdine Athletic Services Available after Notification of Transfer

Once a student-athlete has notified Pepperdine of the intended transfer, the following athletic services are still available through the remainder of the current semester:

1. Athletic Academic Support including tutor and mentor services.
2. If currently under the care of a Pepperdine physician or athletic training staff, those services will remain available.

All other services, including but not limited to strength and conditioning, practice/competition, may no longer be available to the student. A conversation with the head coach and Sport Administrator is necessary to determine access.

Summer athletically related financial aid may not be available once a student requests to transfer. This must be discussed with the head coach and Sport Administrator when requesting a transfer.

Pepperdine University Information

1. Complete the Pepperdine withdrawal form and return to the onestop@pepperdine.edu to officially withdraw from future terms.
2. If the student is enrolled in summer classes and withdraws before the start of the session, the student will be responsible for a \$150 withdraw fee that is not covered by athletics. If the student does not withdraw until after the start of the summer session or semester, the student will be responsible for any charges incurred.
3. If the student is an international student, OISS must also be informed of the intent to transfer. Please email oiss@pepperdine.edu. OISS will also assist with the transfer of the students SEVIS.
4. Transcripts may be requested at <http://www.pepperdine.edu/registrar/transcripts/>

Transcripts will only be sent once the student has paid all pending charges, including withdraw fees.

Please do not hesitate to contact the Pepperdine Compliance office if there are any questions regarding a potential transfer from Pepperdine.

PERSONAL BRANDING POLICY

As a student-athlete participating in athletics at Pepperdine University, you are always representing yourself, your family, your team and your University. Whether you are on-campus, off-campus or online, the way you conduct yourself reflects upon much more than yourself. As a student-athlete, you carry a heavier responsibility since you are in the public eye and your behavior can easily be broadcast to the world.

You should expect that supporters of Pepperdine, our opponents' fans and members of the media will want to follow you. Potential employers, internship supervisors, graduate programs and scholarship committees will also search these sites to screen candidates and applications. Your social media footprint is your online resume, whether you like it or not!

The Pepperdine Athletics Department understands the popularity and usefulness of social media networking sites and supports their proper use by our student-athletes. We offer the following guidelines that should be followed to minimize negative exposure to you, your family, your team and Pepperdine University:

- Make sure your privacy and security settings are at the proper level for how much you wish to share with the outside world. But, don't assume your privacy settings will keep things from being seen.
- Any text, photo or video placed online becomes the property of the site and is completely out of your control the moment it is placed online – even if you limit access to your page.
- Think before you post, tweet or retweet – will this positively reinforce my personal brand?
- Do not post offensive, profane or inappropriate comments, pictures or video.
- Do not share or retweet others' offensive, profane or inappropriate content – it's as if you are saying it yourself.
- Realize that who you follow, and who you have as friends, is a reflection on you.
- Do not post anything that you would not want your family, your future employers, people in the media – essentially the whole world – to see.
- Do not post when you are emotional, such as right after a game. You are more likely to post something you will regret.
- Ignore or block people that try to provoke you online.
- Make sure information placed on any site does not violate the Pepperdine University code of conduct.
- Keep things like your current location, home address, local address, phone number, birthdate or other personal information private. You could be a target of predators if you post these items.
- Consider NCAA compliance rules – the act of promoting a company/business could make you ineligible.

Student-athletes that choose not to follow these guidelines may be subject to penalties as deemed appropriate by his or her coaches and/or the Director of Athletics.

TRANSGENDER PARTICIPATION POLICY

Pepperdine Athletics abides by National Collegiate Athletic Association (NCAA) policies and rules compliance. As a result, the updated NCAA policy for transgender student-athletes, as of January 19, 2022, states the following:

The new policy, effective immediately, aligns transgender student-athlete participation for college sports with recent policy changes (PDF) from the United States Olympic and Paralympic Committee and International Olympic Committee.

Like the Olympics, the updated NCAA policy calls for transgender participation for each sport to be determined by the policy for the national governing body of that sport, subject to ongoing review and recommendation by the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports to the Board of Governors. If there is no NGB policy for a sport, that sport's international federation policy would be followed. If there is no international federation policy, previously established IOC policy criteria would be followed.

The Board of Governors urged the divisions to provide flexibility to allow for additional eligibility if a transgender student-athlete loses eligibility based on the policy change provided they meet the newly adopted standards.

The policy is effective starting with the 2022 winter championships. Transgender student-athletes will need to document sport-specific testosterone levels beginning four weeks before their sport's championship selections. Starting with the 2022-23 academic year, transgender student-athletes will need documented levels at the beginning of their season and a second documentation six months after the first. They will also need documented testosterone levels four weeks before championship selections. Full implementation would begin with the 2023-24 academic year.

Please consult the [NCAA website](#) for more information or the [NCAA Transgender Handbook](#).