



THE UNIVERSITY OF TEXAS AT TYLER

STUDENT-ATHLETE HANDBOOK

The University of Texas at Tyler's Student-Athlete Handbook provides information for all student-athletes on NCAA, Lone Star Conference and institutional rules, regulations and policies for athletic participation. If you have questions regarding information in any of the handbook sections, please contact your coach or a member of the athletic administration for clarification.

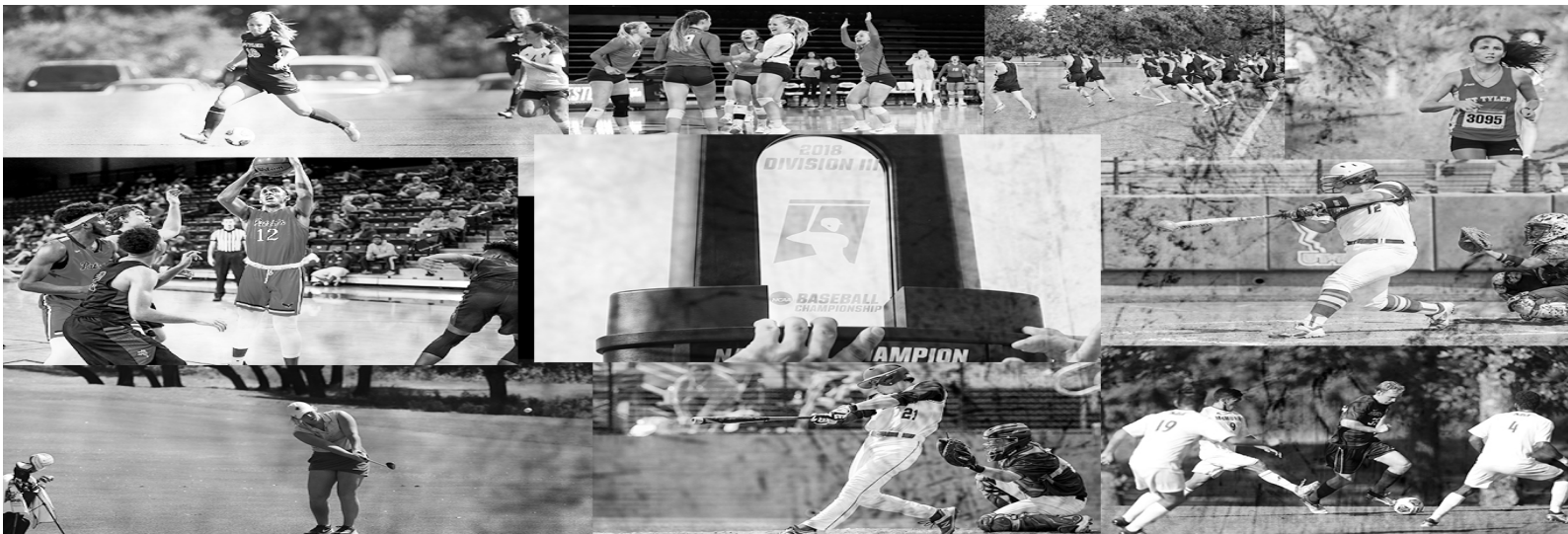


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WELCOME LETTER PRESIDENT

As The University of Texas at Tyler's President, I am pleased to welcome you to campus as we start the 2021-2022 academic year.

As new and returning UT Tyler students, each of you has already demonstrated tremendous talent, intellectual ambition, and dedication. As UT Tyler student-athletes, you have also proven your ability to compete with enthusiasm and sportsmanship.

UT Tyler is an exceptional community of artists, researchers, musicians, athletes, poets, filmmakers, and so much more. The learning that happens in the classrooms on campus is stimulating and rigorous, and you also have a myriad of opportunities to engage in service-based learning, hands-on research, and even international travel that will expose you to real-world challenges and fresh perspectives. I hope that you explore a number of these programs and resources, including those found off-campus throughout our vibrant city.

I wish you the greatest success both on and off the field of competition.

Sincerely,

Dr. Kirk Calhoun, President

WELCOME LETTER VICE PRESIDENT OF ATHLETICS

Welcome to Tyler, TX and the Intercollegiate Athletics programs for the 2021-2022 academic year. You are an important member of the University, joining an academic community that values excellence in teaching, research, and learning. We are committed to be a premier university and offering you opportunities to study with outstanding teacher-scholars from the moment you begin your academic work. You will find faculty who are accessible to students both in and out of class. Their goal is to help you achieve as a student and as an athlete.

UT Tyler has a tradition of success in intercollegiate athletics that complements our excellence in academics. Our athletics program stands for integrity and full compliance with NCAA and Conference regulations. We enjoy a proud heritage of outstanding achievement in varsity competition and look forward to your participation. An outstanding team of coaches and support staff will help you achieve your full potential. Without question, your academic success is our top priority and it must be yours as a student-athlete. The diploma you earn at UT Tyler will enhance your future opportunities.

I urge you to accept the challenges that await you and take full advantage of the opportunities that will help you achieve success in the classroom, in your sport, and in your personal development.

Best wishes for an outstanding academic and athletic year at UT Tyler.

Sincerely,

Howard Patterson, Ph.D., Vice President of Athletics

ATHLETICS DEPARTMENT DIRECTORY

THE UNIVERSITY OF TEXAS AT TYLER

Dr. Kirk Calhoun, President

Administrative Staff

Vice President of Athletics	Dr. Howard Patterson	(903) 566-7350
Faculty Athletics Representative	Dr. Paul Roberts	(903) 566-7334
Administrative Associate	Diana Darnell	(903) 566-7212
Administrative Associate	Diana Moore	(903) 566-7105
Special Assistant to the Vice President of Athletics/Business	Mychele Hughes	(903) 566-7454
Asst. AD/SWA	Stefani Webb	(903) 565-5980
Asst. AD for Compliance	James Bonnette	(903) 565-5699
Asst. Director of Facilities and Athletic Operations	Jackie Reilly	(903) 565-5816
Sports Information Coordinator	Ryan Shumaker	(903) 566-7281
Head Athletic Trainer	Andrew Cage	(903) 565-5545
Asst. Athletic Trainer	Mitchelle Gallegos	(903) 565-5742
Athletics Development Officer	Kailey Henderson	(903) 566-7106
Athletics Turf Manager	Wade Pope	(903) 566-7329
Academic Coordinator	Matt Carrillo	(903) 565-5578

Head Coaching Staff

Men's Basketball	Tim Moser	(903) 565-5984
Baseball	Brent Porche	(903) 565-5640
Men's Golf	Michael McMunn	(903) 565-5552
Men's and Women's Cross Country/Track and Field	David Kaiser	(903) 565-5961
Men's Soccer	Kenny Jones	(903) 565-5985
Men's and Women's Tennis	Chris Bizot	(903) 566-7499
Women's Basketball	Rebecca Alvidrez	(903) 565-5983
Women's Soccer	Stefani Webb	(903) 565-5980
Softball	Mike Reed	(903) 565-5661
Volleyball	Lyndsay Mashe	(903) 565-5603
Women's Golf	Grant Spencer	(903) 565-5865
Head Strength and Conditioning Coach	Derek Lege	(903) 566-7454
Interim Athletics Development Officer/Spirit Squad	Katie Hutto	(903) 565-5634
Sports Mental Health Counselor	TBA	TBA

STUDENT-ATHLETE HANDBOOK

PURPOSE OF THIS HANDBOOK

This handbook has been prepared to help ease you into University life, as well as to serve as a resource guide for incoming and returning student-athletes. In providing you all the support necessary to succeed at UT Tyler, it is the Athletics Department's intention to adhere, both in principle and in fact, to the rules and regulations of the University, our athletic conference affiliate and the NCAA.

Take advantage of the information in the handbook. Use our Staff Directory and the University's resources. If you have any additional questions, the staff of the Department of Athletics is always willing to do their best to help with any academic, athletic, or personal problem.

MISSION STATEMENT OF INSTITUTION

We are committed to student success by providing a uniquely balanced student experience in an environment of innovative teaching and research shaped to serve and advance the educational, economic, technological, and public interest of East Texas and beyond.

VISION STATEMENT OF INSTITUTION

We aspire to be the primary educational and economic driver of East Texas.

ATHLETICS PHILOSOPHY STATEMENT

The University of Texas at Tyler Athletics Department believes in the fair and equitable treatment of men and women. UT Tyler strives to increase overall learning and add to the national reputation of the University by attracting high-ability student-athletes to UT Tyler who would not otherwise attend the University. UT Tyler believes in the NCAA Division II philosophy of "Life in the Balance" and feels it is imperative for student-athletes to achieve this during their formative college years in order to thrive in life after graduation. The intercollegiate athletic program provides opportunities for student-athletes to build their bodies and their minds, including learning to act and compete with integrity and honor while developing leadership and teamwork abilities. Opportunities are provided to plan, practice, and execute team and individual skills under competitive circumstances, learn the value of dedication and perseverance, and to represent the University well while accepting outcomes with grace.

UT Tyler athletics provides an active student life on campus by providing a myriad of opportunities for students to participate in athletic events as athletes, members of music and spirit groups, and as enthusiastic spectators.

Opportunities are provided for all students, faculty, and staff to join together in celebrating the University as a whole in festive and meaningful ways that build a sense of community and loyalty.

BUILDING THE FUTURE

Today, UT Tyler's entrepreneurial spirit continues to shine through numerous expansions and additions of degree offerings, technological resources, immersive learning opportunities, community outreach projects, and state-of-the-art facilities.

These investments are preparing bright students to take advantage of current and emerging job opportunities, meet society's most pressing needs, and serve the communities in which they will live and work. To learn more about our vision and mission and our future, please visit <http://www.uttyler.edu/about/facts.php>

GETTING THE MOST OUT OF YOUR COLLEGE EDUCATION

You have worked hard to get to college and to gain a spot in the UT Tyler Patriots Athletics program. You have high hopes for enjoying your years at UT Tyler both in the classroom and in the playing arena. Above all, you want an education that will influence and benefit you throughout your future.

For those of you who are freshmen, you will be responsible for learning on your own and for getting the most out of your classes, textbooks, study, university services, and activities. You will need to take full advantage of the assistance available through various offices on campus.

You need to keep your coach advised of your academic progress. Many demands will be placed upon you as student-athletes, and you will be forced to make choices and to have more discipline than ever before to take full advantage of the wonderful opportunities that are open to you.

You will need to pace yourself to take each new experience and challenge in stride. You will need to budget your time as never before.

But trust yourself. You have made it to college; you have been selected to be a part of the UT Tyler Patriots Athletics Program - you have the capability to succeed. How well you carry out this success is up to you.

YOUR ATTITUDE TOWARD LEARNING IS A KEY FACTOR

Most of your professors at UT Tyler will agree that you have the motivation, desire, and capacity to be successful. However, the extent to which you succeed will depend on your interest in acquiring knowledge and your willingness to study.

YOU ARE IN COLLEGE TO LEARN

Set goals for yourself. Learn to study as effectively and efficiently as possible. Appraise your weaknesses and strengths in the classroom just as honestly as you do on the field. Set out to profit from your abilities and to improve your weak points. Learn how to channel your energies productively so that you get the most out of every experience.

Take the time to read through this handbook. It will provide you with information and will enhance your ability to become a productive student-athlete during your time at UT Tyler.

MISSION STATEMENT OF THE ATHLETICS DEPARTMENT

Inspiring champions of today and leaders of tomorrow. The mission of The University of Texas at Tyler Athletic Department is to champion a balanced approach of personal development, academic success, community engagement, and athletic competition in support of the mission of the University.

Specifically, our mission is to support the University by promoting academic achievement, community service and student life through athletics.

UT TYLER ATHLETICS GOALS & OBJECTIVES

GOAL *Attract and retain the best people who exemplify our values —student-athletes, coaches, and staff.*

OBJECTIVES

- Establish and communicate expectations for success on the field, in the classroom, in the workplace, and in the community
- Invest in coaching and staff talent, and provide opportunities for personal growth, career development, and innovation
- Nurture and encourage everyone involved in UT Tyler Athletics to strive to be the best
- Seek ways to promote innovative thinking and the willingness to bear reasonable risk among our employees

GOAL *Demand and foster a culture of integrity.*

OBJECTIVES

- Hire and retain people who exemplify our values.
- Recruit student-athletes who exemplify our values.

- Ensure that compliance programs are effective, efficient, and user-friendly.
- Ensure that student-athletes, coaches, and staff uphold the principles of amateur athletics.

GOAL *Provide the best and most efficient support systems, processes, and facilities to serve our student-athletes.*

OBJECTIVES

- Build and maintain the best facilities for competition, training, sports medicine, and academic support.
- Ensure that student-athletes understand their enhanced public visibility and their responsibility as representatives of the University.
- Ensure that our student-athletes understand all the resources available—inside and outside Athletics—to help them succeed.
- Continuously assess whether our physical environment supports the collaboration, communication, and decision-making that we need to succeed.
- Annually evaluate our programs that connect student-athletes to faculty, mentors, and nonathletic activities on the campus to review their effectiveness.

GOAL *Respect our traditions — Honor those traditions that support our values.*

OBJECTIVES

- Create and embrace new traditions that strengthen and expand the UT Tyler family.
- Continuously communicate the vision, purpose, and values of UT Tyler Athletics to all student-athletes, coaches, and staff.
- Preserve traditions that promote winning, ethics, graduation, community service, leadership, pride, loyalty, and a sense of ownership — while upholding our values.
- Live up to the responsibility that comes with representing The University of Texas at Tyler and the Patriots tradition.
- Cultivate bonds for student-athletes and staff that last a lifetime — with UT Tyler Athletics and the University.

UT TYLER HONOR CODE

"An honorable man, impoverished though he may be in talent, cannot fail to attain success and high standing in the eyes of the world. A dishonorable man, though he is possessed of a multitude of abilities, cannot hope to escape for long the condemnation of his fellow men."

—Robert Wood

The University of Texas at Tyler is committed to providing a setting for free inquiry, excellent teaching, research, artistic performances and professional public service. As a community of scholars, the university develops each individual's critical thinking skills, appreciation of the arts, humanities and sciences, international understanding for participation in the global society, professional knowledge and skills to enhance economic productivity, and commitment to lifelong learning. Such a commitment to a preeminent place in higher education also requires the ethical development of the entire UT Tyler community: students, faculty members, staff members and administrators. The UT Tyler Honor Code is crucial to these ideals. The Honor Code is the means through which to apply the ethical ideal of honorable living to the lives of the UT Tyler community. Therefore, every member of the UT Tyler community joins together in saying:

I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.

The purpose of the UT Tyler Honor Code is to foster a commitment to honorable living, and to exhort its community members (students, staff, faculty and administrators) to adhere not simply to the minimum standard, but to transcend the letter of the code by committing to broader ideals consistent with the spirit of the Code. The honor code has many advantages which serve to promote a relationship of trust and respect across the entire UT Tyler community. The Honor Code strives to achieve this relationship through the following goals:

- To assist the UT Tyler community in developing an understanding of the importance of integrity.
- To enable the UT Tyler community to learn and practice ethical principles.

- To instill in the UT Tyler community a strong desire to maintain honor in accordance with the Code.
- To promote a level of commitment in the UT Tyler community to honorable conduct necessary to meet the ethical challenges faced throughout a lifetime of service to the global community.
- To enable the UT Tyler community to develop essential leadership skills necessary to establish an ethical climate within their organizations.
- To encourage members of the UT Tyler community to embrace the spirit of the honor code in their lives rather than merely verbalize endorsement.
- To affirm that members of the UT Tyler community will not be disadvantaged for having done his or her own work while others have violated the honor code.

Educating students to take their place in the world engenders a serious responsibility for any educational institution. The University of Texas at Tyler recognizes that the future decisions made by these citizens must be grounded in ethics as well as in academic knowledge if these decisions will protect and benefit society.

For these reasons The University of Texas at Tyler takes a proactive stand and adopts an honor code throughout the campus so that students may be equipped with an ethical framework for their future lives.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

The University of Texas at Tyler provides equal opportunity to all students and applicants for admission in its education programs, activities, and facilities without regard to race, religion, color, national origin, sex (except where sex is a bona fide qualification), sexual orientation, veteran status, physical or mental disability, national origin, ancestry, or age.

The University of Texas at Tyler provides equal opportunity to all employees and applicants for employment in its recruitment, hiring, retention, promotion, tenure, transfer layoff, return from layoff, training, and other employment decisions and in its compensation and benefits programs without regard to race, religion, color, national origin, sex (except where sex is a bona fide occupational qualification), sexual orientation, veteran status, physical or mental disability, national origin, ancestry, age, or citizenship (for U.S. citizens and protected lawfully-admitted aliens).

The University also takes affirmative action to employ and advance minorities, women, qualified disabled persons, and qualified disabled veterans and veterans of the Vietnam era. Information concerning the University's affirmative action programs can be obtained from the Office of University Compliance, The University of Texas at Tyler.

Each line administrator is responsible for ensuring that educational and employment decisions are made and implemented in accordance with the University's equal opportunity and affirmative action policy. All persons involved in the decision-making process, including members of faculty and other employee committees, shall act in a nondiscriminatory manner. The Office of University Compliance is responsible for developing, coordinating, and implementing policies and procedures for institutional compliance with all applicable federal and state equal opportunity laws and regulations and for preparing and monitoring compliance with required affirmative action programs.

Complaints regarding unlawful discrimination should be filed within 45 calendar days following the alleged act or incident giving rise to the complaint in the Office of University Compliance in accordance with the "The University of Texas at Tyler Equal Opportunity and Affirmative Action Complaint Investigation Procedure and Appeal Process." A copy of this document may be obtained by contacting the Office of University Compliance.

The President will review the University's equal opportunity and affirmative action policy and programs at least once each year and measures progress against the objectives stated in the affirmative action programs.

ATHLETICS GOVERNING ASSOCIATION

PRESIDENT

The President is charged with the official responsibility for certifying that the Department of Athletics polices, programs and activities are in compliance with National Collegiate Athletic Association (NCAA) and Conference rules and regulations, as well as the applicable laws of the State of Texas.

INTERCOLLEGIATE ATHLETICS COMMITTEE

The Intercollegiate Athletics Committee is an advisory committee for The University of Texas at Tyler Athletics Department. The Committee advises the President and the Vice President of Athletics on significant issues as well as keep the faculty well-informed about the University's athletics program. The committee members represent various academic departments to ensure a diverse cross-section of faculty.

ATHLETICS COMPLIANCE COMMITTEE

The Athletics Compliance Committee ensures that UT Tyler follows NCAA, conference, and institutional rules and regulations. This group meets to discuss, interpret, and recommend policies and procedures. The committee is composed of representatives from Admissions and Enrollment Services, Vice President of Athletics, Assistant Athletics Director for Compliance (chair), Assistant Athletics Director for Business, the Faculty Athletics Representative, Student Financial Aid, Information Analysis, Risk Management, and a representative of the Registrar's Office. Other members may be appointed by the President as needed.

GENDER EQUITY COMMITTEE

The University of Texas at Tyler believes in and is committed to Gender Equity. The primary goal of the Gender Equity committee is to ensure "measurable, equal representation of both women and men, in opportunities and quality of experience."

The Gender Equity Committee in athletics meets biannually to review compliance with Title IX of the Education Amendment of 1972 as it pertains to Athletics. The committee developed a gender equity plan and reviews progress on an annual basis. The committee chair will submit to the University President and Vice President of Athletics by July 1 of each year a report of its findings and recommendations.

FACULTY ATHLETICS REPRESENTATIVE

The Faculty Athletics Representative is the key institutional liaison to the Department of Athletics. The involvement of the Faculty Athletics Representative includes eligibility certification, academic-related duties, maintaining an atmosphere of compliance and institutional control, and assisting in investigations of rules compliance. The Faculty Athletics Representative also serves as key contact for student-athletes regarding academics and welfare.

Specific duties include:

- Serves as a liaison between the athletics department, the faculty and administration, and the President of the University.
- Oversees compliance with NCAA and institutional regulations in conjunction with the Assistant Athletics Director for Compliance
- Reconciles issues involving the student-athlete experience
- Reviews student-athlete surveys for continuing student-athletes and student-athletes who have exhausted eligibility or left the program
- Assists with certification of student-athletes' eligibility
- Assist the Assistant Athletics Director for Compliance in helping to monitor the required completion of DII University

- Assists Academic Advisors in Degree Changes
- Assists with investigations of potential violations of NCAA, Conference or institutional athletics regulations
- Acts as lead investigator for potential violations that involve the Vice President of Athletics, Assist Athletics Director/SWA or the Assistant Athletics Director for Compliance
- With the Assistant Athletics Director for Compliance, submits institutional appeals to the Student-Athlete Reinstatement Committee
- Assist student-athletes in Return to Learn policies and procedures in cases of concussions
- Serves as a member of the financial aid appeals committee
- Assist the Assistant Athletics Director for Compliance in reviewing legislative grids with SAAC
- Assist Vice President of Athletics in resolving student-athlete grievances

Faculty Athletics Representative:

Dr. Paul Roberts

Phone - (903) 566-7334

Email – proberts@uttyler.edu

STUDENT-ATHLETE ADVISORY COMMITTEE

The Student-Athlete Advisory Committee (SAAC) serves as an advisory group for UT Tyler student-athletes. SAAC members are a very important voice for all UT Tyler student-athletes. The committee is comprised of representatives from all sports teams and meets twice a month during the fall and spring semesters. The role of a SAAC member is to represent his/her team by communicating information and needs to the administrative staff and coaches and to assist with planning events and communicating those events to teammates. The committee also has an opportunity to voice opinions about proposed conference and NCAA legislation.

The SAAC sponsors many community engagement events and continues to expand their efforts to support more programs such as the Make A Wish Program. SAAC members perform much of the work in relation to planning and coordinating participation in these events. Example of projects in which student-athletes have been involved include, speaking in schools, reading to children, and visiting hospitals and nursing homes

SAAC members also serve as liaisons between their teammates and the athletic and academic support staff by playing an essential role in creating regulations and keeping their teammates informed of any changes.

SAAC members are chosen by each sport team and serve a two-year term.

Officer positions are elected by the members of the Student-Athlete Advisory Committee.

If you are interested in becoming a member of SAAC or learning more about SAAC, talk with SAAC Advisor Coach Jackie Reilly (903) 565-5816, jreilly@uttyler.edu

COMMUNITY SERVICE AND ENGAGEMENT

The mission of intercollegiate athletics at UT Tyler is to provide athletics programs that contribute in an effective and meaningful manner to the achievement of the broader goals of the University. The athletics programs should aspire to enhance the total educational experience of students, promote the matriculation and retention of students, advance the reputation of UT Tyler, and cultivate pride, spirit, loyalty and support of students, alumni, and the community-at-large.

Each student-athlete is expected to participate in department/team community service and engagement activities.

The specific goals of intercollegiate athletics regarding community service and engagement include:

- To assist the campus in student recruitment directly and indirectly;
- To help promote the image and identity of the campus within the university and out in the community;
- To facilitate the integration of the intercollegiate athletics department and student-athletes into the university community;
- To maintain programs that serve as models for leadership on which the University community and the public may look with pride;
- To provide learning experiences for student-athletes, including leadership and team building;

- To provide role models and mentors for other students and young people in the community who might not otherwise aspire to attend a college or university.

COMMUNITY ENGAGEMENT VERSUS COMMUNITY SERVICE

- Community service is reaching out to help those in the community.
- Community service has specific end goals.
- Generally, community service is a one-time occurrence.
- Most often community services do not require the establishment of a personal relationship between those providing the service and those receiving the benefit of the service.
- Participation in community service usually fulfills a service requirement.
- Community service qualifies as “service learning.”
- Community service is directed toward specific not-for-profit organizations or entities within the community with an identified need.

Community engagement is defined as building lasting relationships. Other considerations for community engagement include:

- Time of social gathering and interaction with the campus and community
- Feels like an interaction with friends
- Opportunity to get to know the campus and local community better
- Making the college and campus feel like the town square
- Individuals walk away from the experience remembering the fun atmosphere
- Directed towards parents, students, alumni, faculty, staff, donors, friends of faculty and staff.

VARSITY TEAMS AT UT TYLER

WOMEN’S SPORTS:

Basketball, Cross Country, Golf, Soccer, Softball, Tennis, Indoor & Outdoor Track and Field, Volleyball, Cheer, Dance, STUNT

MEN’S SPORTS:

Baseball, Basketball, Cross Country, Golf, Soccer, Tennis, Indoor & Outdoor Track and Field

CONFERENCE AFFILIATION

THE LONE STAR CONFERENCE (LSC)

As noted earlier in this Handbook, UT Tyler is in the NCAA Division II membership and has been accepted into membership of the Lone Star Conference (LSC), contingent upon being accepted into and progressing through the Division II membership process. Following is information on the Lone Star Conference:

Long known as a leader in intercollegiate athletics, the Lone Star Conference™ (LSC) is an innovative athletics conference that aims to provide a superior competitive experience for member institutions and to allow for the comprehensive development of student-athletes through academic services and life skills programming. The LSC continues to build upon its proud history while intending to be recognized as the premier NCAA Division II conference in the nation.

The league's mission is to foster student participation and success among member institutions in NCAA Division II intercollegiate athletics as an integral part of each institution's total educational program. The LSC shall pursue student-athlete development with the highest regard to the principles of academic excellence, graduation success, sportsmanship, ethical conduct, resourcefulness, community service, gender equity and diversity.

The LSC - founded on April 25, 1931 - has developed from a five-team conference of Texas-based schools to a 18-member league that spans four states (Texas, Oklahoma, Arkansas and New Mexico).

The league continues to assist its member institutions in the maintenance of intercollegiate athletics programs that are compatible with the highest standards of education and competitive sports.

The following universities are the current members of the LSC:

Angelo State University	Cameron University
Eastern New Mexico University	Midwestern State University
Texas A&M University-Kingsville	Texas Women's University
Oklahoma Christian University	
University of Texas at Permian Basin	West Texas A&M University
Western New Mexico University	Texas A&M International University
St. Mary's University	St. Edward's University
Dallas Baptist University	Lubbock Christian University
Arkansas Fort Smith University	
The University of Texas at Tyler	

This competitive conference regulates 19 intercollegiate men's and women's sports programs.

STUDENT-ATHLETE CONDUCT

UT TYLER STUDENT STANDARDS OF CONDUCT

CONDUCT EXPECTED OF STUDENTS

This subchapter describes offenses for which a disciplinary proceeding may be initiated, but the university expects from its students a higher standard of conduct than the minimum required to avoid discipline. The university expects all students to obey the law, to show respect for other members of the university community, to perform contractual obligations, to maintain absolute integrity and a high standard of individual honor in scholastic work, and to observe standards of conduct appropriate for a community of scholars.

SCHOLASTIC DISHONESTY

The judicial officer or a faculty member may initiate disciplinary proceedings under section 8-301 of Manual of Policies and Procedures for Student Affairs (Mop) against a student accused of scholastic dishonesty.

"Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or another assignment), or the attempt to commit such an act.

1. "Cheating" includes, but is not limited to:
 - a) Copying from another student's test paper; using during a test materials not authorized by the person giving the test;
 - b) Failing to comply with instructions given by the person administering the test;
 - c) Possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes." The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test;
 - d) Using, buying, stealing, transporting, or soliciting in whole or part the contents of an un-administered test, test key, homework solution, or computer program;
 - e) Collaborating with or seeking aid from another student during a test or other assignment without authority;
 - f) Discussing the contents of an examination with another student who will take the examination;
 - g) Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student;
 - h) Substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - i) Paying or offering money or another valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution, or computer program;
 - j) Falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - k) Taking, keeping, misplacing, or damaging the property of the university, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - l) Misrepresenting facts, including providing false grades or résumés, for the purpose of obtaining an academic or financial benefit for oneself or another individual or injuring another student academically or financially.

2. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.
3. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
4. "Falsifying academic records" includes, but is not limited to, altering or assisting in the altering of any official record of the university or the University of Texas System, the submission of false information or the omission of requested information that is required for or related to any academic record of the university or the University of Texas System. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

FINANCIAL TRANSACTIONS WITH THE UNIVERSITY

Students who owe debts to the university may be denied admission or readmission to the university and have their official transcripts, grades, diplomas, and degrees to which they would otherwise be entitled withheld until the debt is paid. Students who write bad checks to the university for tuition and fees will have their registration canceled. Bad checks written to the university for other purposes will subject the student to legal and/or disciplinary action. Matters relating to student financial transactions will be directed by the appropriate administrative office to the Office of Financial Services.

CERTAIN OTHER OFFENSES

Notwithstanding any action taken by civil authorities or agencies charged with the enforcement of criminal laws on account of the violation, the judicial officer may initiate disciplinary proceedings under subchapter 8-301 of Manual of Policies and Procedures for Student Affairs (Mop) against a student who:

1. Engages in conduct that violates any provision of federal, state, and/or local laws whether or not the violation occurs on university property or in connection with any university-oriented activity;
2. Possesses, uses, or displays firearms, facsimile firearms, ammunition, explosives, or other weapons on property owned or controlled by the university, without written permission from the UT Tyler Chief of Police;
3. Conducts himself or herself in a manner that impedes, interferes with, or disrupts any university teaching, research, administrative, disciplinary, public service, learning, or other authorized activity;
4. Conducts himself or herself in a manner that endangers the health or safety of any student or employee of the university (harm or threats of harm to oneself, including suicide attempts or threats of suicide, are considered violations of this policy), or of visitors on the campus
5. Damages, defaces, destroys, tampers with, or takes without authorization property of the university or property located on the campus and belonging to any student or employee of the university or visitor on the campus;
6. Is in possession or makes use of university keys for unauthorized purposes;
7. Engages in hazing. Hazing is defined as activities that subject a probationary member of a group to dangerous, harmful, or degrading acts (Regents' Rules and Regulations, Series 50101)
 - A. Hazing is defined by state law as, "...any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution."
 - B. Any person with knowledge that a specific hazing incident has occurred on or off campus must report the incident to the Vice President of Athletics.
8. Uses or possesses without proper authorization alcoholic beverages in a university classroom building, laboratory, auditorium, library building, museum, faculty or administrative office, intercollegiate and intramural athletics facility, or any other public campus area or any on-campus residence;
9. Engages in gambling;
10. Engages in illegal use, possession, and/or sale of a drug or narcotic. Use and or possession of prescription medication is a violation of this policy if the student does not have a prescription for the medication. Distribution of prescription medication to any student other than the student the medication is prescribed for

is a violation of this policy. Suspension from the institution and/or suspension of rights and privileges is the minimum penalty that shall be assessed for violation of the rules against illegal use, possession, and/or sale of a drug or narcotic on campus.

A. Possession of drug paraphernalia: The use or possession of equipment, products, or material which is used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance is prohibited.

11. Engages in speech, either orally or in writing, which is directed to inciting or producing imminent lawless action and is likely to incite or produce such action;
12. Enters, walks, runs, lies, plays, remains, or is in the water of any fountain or other artificial body of water, which is not designed and maintained for recreational or therapeutic purposes, located on the university campus, or who dumps, throws, places, or causes to be placed any material, object, trash, person, animal, waste, or debris in the water of any fountain, or other artificial body of water located on the university campus, or who damages, defaces, or removes any portion of any fountain, monument, building, statue, structure, facility, tree, shrub, or memorial located on the university campus;
13. Engages in harassment. Harassment is defined as conduct that is sufficiently severe, pervasive, or persistent to create an objectively hostile environment that interferes with or diminishes the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the university; or A. Sexual harassment includes but is not limited to:
 - Any criminal offense under the Texas Penal Code of a sexual nature, including rape, sexual assault, sexual battery, sexual coercion, or other acts of sexual violence; and
 - Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when
 - submission to such conduct is made either explicitly or implicitly a term or condition of employment or student status or participation in University activities; or
 - such conduct is sufficiently severe or pervasive that it substantially interferes with an individual's education, employment, or participation in University activities, or creates an objectively hostile environment; or
 - such conduct is intentionally directed toward a specific individual and has the effect of unreasonably interfering with that individual's education, employment, or participation in University activities, or creating an intimidating, hostile, or offensive environment
 - For more information on UT Tyler's sexual harassment policy, please follow this link: <https://www.uttyler.edu/titleix/>
14. Engages in the unauthorized use of property, equipment, resources, supplies, buildings, or facilities owned or controlled by the university or the University of Texas System, including the unauthorized entry into property, buildings, or facilities owned or controlled by the university or the University of Texas System.
15. Furnishes false information to or withholds material information from any university staff member acting during his or her duties; or
16. Otherwise engages in conduct that is inappropriate for members of an academic institution (such conduct includes but is not limited to pranks, public nudity, harassing phone calls or email, and berating or otherwise abusive behavior).

In the case of disruptive activity on the campus of the university, neither the judicial officer nor the president, or any representative of them, shall negotiate or attempt to negotiate with any person or persons so engaged. When such a situation arises, the judicial officer or the president, or their representative, shall take immediate action to utilize all lawful measures to halt and eliminate any and all such disruptive activities that come to their attention, and may initiate disciplinary proceedings under subchapter 8-301 of Manual of Policies and Procedures for Student Affairs (Mop).

It is unlawful for any person on any property of the university to refuse to identify himself or herself to an institutional representative in response to a request. A person identifies himself or herself by giving his or her name and complete address substantiated by a current driver's license, voter registration card, or other official documentation, and by stating truthfully whether or not he or she is a student or employee of the university. An institutional representative includes any member of the Board of Regents or the executive secretary to the board; any executive officer or administrative officer of the University of

Texas System; any administrative officer of the university, and any attorney, peace officer, or security officer of The University of Texas System or the university acting pursuant to the authority of Texas law.

Any person who violates any provision of the Regents' Rules and Regulations of the University of Texas System, the rules and regulations of the University of Texas at Tyler, including but not limited to administrative rules of campus offices, or specific instructions issued by an administrative official acting in the course of his or her authorized duties, is subject to disciplinary sanction.

UT TYLER STUDENT-ATHLETE CODE OF CONDUCT

Academic

1. Attend all classes and complete all academic assignments;
2. Consult with your academic advisor when you have questions or concerns about your education;
3. Maintain an academic course load of at least 12 hours per semester and make satisfactory progress toward a degree;
 - a. Student-Athletes take less than 12 hours per semester if that is all that is needed to graduate.
4. Accept responsibility for maintaining academic eligibility;
5. The team goal is to maintain at least a 3.0 team GPA.
6. Abide by team academic standards, including study hall and monitoring as directed by the coaching staff.
 - a. Coaches will determine policy for study hall and academic monitoring
 - b. Attendance will be checked and you must arrive on time.
7. Strive to obtain a college degree within the four five years expectation

Athletic

1. Abide by all University, NCAA, Conference and team rules;
2. Attend all organized practices, unless officially excused;
3. Take proper care of equipment and return it in good condition;
4. Treat officials and opponents with respect, avoid undue confrontations

General Conduct

1. Abide by all policies outlined in the University's Student Handbook and Student-Athlete Handbook
2. Obey residence halls policies and regulations
3. Obey all federal, state, and local laws
4. Abstain from using tobacco, alcohol, and non-therapeutic drugs

Sportsmanlike Conduct

Sportsmanlike conduct means more than the absence of negative actions in public. Coaches and athletics administrators can provide techniques for dealing in a positive manner with the following situations which may arise during play: (a) communication with officials and opponents on routine matters during athletics events; (b) maintaining control during emotionally charged situations; (c) reacting in a positive manner to an aggressive action by an individual or group. Coaches are to define actions, which constitute inappropriate conduct and suggest ways to avoid such behavior.

DISCIPLINARY PROCESS AND SANCTIONS FOR VIOLATIONS OF THE STUDENT CODE OF CONDUCT

The Athletics Department's disciplinary process is independent of and supplements the University judicial process. Sanctions levied by the Athletics Department may occur over and above those levied by the Dean of Students/Judicial Office. Sanctions will vary depending on the type and circumstances of the violation, but may and without limitation, include loss of athletics eligibility.

When the Athletics Department becomes aware of an alleged violation of the UT Tyler Student Code of Conduct, the Vice President of Athletics or his designee (Head Coach, in some instances) will take reasonable steps to verify the validity, reliability, and accuracy of the report. These steps may include interviews of students and employees, or of non-University persons having knowledge of relevant facts, examination of documents and other steps necessary for the Vice President of Athletics (or designee) to determine the merits of the report. A meeting with the student-athlete will ordinarily occur before any discipline is imposed. In extenuating circumstances, the Vice President of Athletics may suspend the student-athlete prior to a meeting. The student-athlete may meet with the Vice President of Athletics within ten (10) days of suspension to explain his/her actions.

Determination of responsibility will be based on a preponderance of evidence and information available. A first-time offense may be serious enough to warrant any of the possible sanctions.

A student-athlete's refusal to participate and cooperate in an Athletics Department or NCAA investigation of a possible violation of the UT Tyler Student Code of Conduct may itself constitute a basis for disciplinary action.

UT TYLER CORE VALUES

A student-athlete is expected in both attitude and behavior to make a positive contribution to the University and team and abide by the UT Tyler Athletics core values (Integrity, Excellence, Teamwork, Diversity, Creativity, Accountability, Loyalty) and University core values (Learning, Discovery, Freedom, Leadership, Individual Opportunity, Responsibility).

SPORTSMANSHIP & ETHICAL CONDUCT

Student-athletes, coaches, and all others associated with the UT Tyler Athletics Department must adhere to such fundamental core values listed in this section. Sportsmanship and ethical conduct mean more than the absence of negative actions in public. Each individual coach is responsible for providing conduct instruction to student-athletes by disseminating information on the following positive approaches when on the playing field:

- Techniques for communicating with officials and opponents on routine matters during athletics events;
- Techniques for maintaining control during emotionally charged situations, including assisting a teammate or colleague who appears to be losing control; and
- Techniques for reacting in a positive manner to an aggressive action by an individual or a group.

Instruction also should define actions that constitute inappropriate conduct and include techniques for avoiding such behavior. Actions viewed as inappropriate include:

- Physical abuse of officials, coaches, opponents, or spectators;
- Throwing of objects;
- Unauthorized seizure of equipment from officials or the news media;
- Inciting players or spectators to negative actions or to any behavior that insults or defiles an opponent's traditions;
- Use of obscene or otherwise inappropriate language or gestures;
- Making public statements that are negative, controversial, or outside the Athletics Department's media policy; and
- Participating in any action that violates the generally recognized ethical standards of intercollegiate athletics or of the University.

APPROPRIATE CONDUCT FOR ATHLETICS EVENTS

Goal The University of Texas at Tyler will conduct all of its athletics events in a safe and sportsmanlike manner. The University seeks to create an atmosphere that promotes the spirit of fair play.

Penalties

- For UT TYLER STUDENTS removed from athletics events, a report will be forwarded to the appropriate University official for further action at the discretion of the University pursuant to the UT Tyler Student Affairs Manual of Policy and Procedures. As part of any disciplinary hearing, the student will be told whether he/she may attend athletics events for the remainder of the academic year.
- For UT TYLER FACULTY OR STAFF removed from athletics events, the Game Administrator will notify the Vice President of Athletics who shall report such conduct to the Vice President for Academic Affairs for appropriate action pursuant to University rules and policy.
- For ALL OTHER INDIVIDUALS removed from athletics events, they will be given a written notice and ordered to remove themselves from the event and, if necessary, a Criminal Trespass Warning will be issued and filed with University Police. The individual will not be permitted to return to any athletics events for the remainder of the current academic year. An individual who is so sanctioned may appeal to the Vice President of Athletics for a reduction or removal of the sanction.

The complete expectations regarding student conduct may be found by visiting the Manual of Policies and Procedures Chapter 8 Student Conduct and Discipline: <http://www.utt Tyler.edu/mopp/>

TEAM RULES

Head Coaches will establish team rules which are shared with the Vice President of Athletics. Team rules shall be in writing and distributed to team members at the start of each academic year or the beginning of the playing season, whichever comes first. The Head Coach and the Vice President of Athletics each has the authority to impose sanctions for the violation of team rules, provided that the Head Coach shall not impose the sanction of suspension or expulsion from the team without the approval of the Vice President of Athletics or designee.

RULES OR POLICIES OTHER THAN TEAM RULES

For violations of rules and policies other than team rules (*e.g.*, violations of NCAA rules, Student Code of Conduct, etc.), the Head Coach may impose additional sanctions with the approval of the Vice President of Athletics or designee.

VIOLATION OF CRIMINAL LAW

When a student-athlete has engaged in conduct alleged to be in violation of criminal law, immediately upon receipt of notice of such possible violation, the Head Coach must report the information to the Vice President of Athletics. A copy of the criminal offense will be forwarded to the Dean of Students within ten (10) days of receipt. Student-athletes arrested for, or charged with, violating the criminal law will be placed on immediate administrative suspension from involvement in team activity pending further investigation. If a violation would constitute a misdemeanor, the Head Coach may then exercise his/her reasonable discretion to lift the administrative suspension. If a violation of the law would constitute a felony, the administrative suspension may be lifted only upon authorization of the Vice President of Athletics. In all cases in which a student-athlete is arrested for or charged with illegal use of drugs, illegal gambling, or sexual misconduct or violence, the student-athlete will be immediately suspended, and the suspension may be lifted only by the Vice President of Athletics. The Head Coach may, for violation of criminal law, impose team sanctions on the student-athlete apart from suspension with the approval of the Vice President of Athletics.

CONDUCT AND CONSEQUENCES FOR ACTIONS DETRIMENTAL TO THE TEAM

Disrespect. At all times, student-athletes are required to conduct themselves in a manner respectful of themselves, their team, the University and its Athletics Department, game officials, opponents, and property. Student-athletes are to refrain from disrespectful conduct such as unsportsmanlike conduct; profane, abusive, demeaning, harassing, threatening or obscene expression; or deliberate damage to equipment or other property. Disrespectful conduct will be reviewed by the Head Coach and Vice President of Athletics and may result in disciplinary action.

Failure to Meet Team Obligations. Student-athletes must complete training requirements; arrive promptly for team practices, meetings, and departures for away games and other team events; attend team functions; and otherwise fulfill their responsibilities as team members. Absences must be excused in advance by the Head Coach unless an unforeseeable emergency arises.

Conduct Unbecoming a UT Tyler Student-Athlete. UT Tyler student-athletes are expected to conduct themselves responsibly within the Athletics Department, campus, and the larger community. Behavior that reflects negatively on themselves, their team, the Athletics Department, or the University may be grounds for disciplinary action.

Prohibited Conduct. Prohibited conduct includes violation of any of the standards established by the governing authorities identified in this handbook. By way of illustration, and without limitation of those prohibitions, student-athletes must not violate any of the policies described in this handbook (which are described in more detail in UT Tyler Manual of Policies and Procedures including the Student Code of Conduct and Discipline and University Handbook of Operation Policy (HOP) Series 500 and/or the NCAA.

Reporting Obligation. Student-athletes are obligated to report his or her violations of this Code of Conduct to his or her Head Coach, the Vice President of Athletics, Assistant Athletics Director for Compliance or Assistant Athletics Director/SWA within 24 hours of such violation. This obligation is in effect year-round, including semester and summer breaks.

TEAM TRAVEL

Specific requirements for dress, individual conduct, curfews, and free time activities will be discussed by each Head Coach at the beginning of each academic year. These topics will be outlined and included in your sports team rules. When traveling as a team, student-athletes are representing the University and are expected to conduct themselves appropriately. Prior to departure, student-athletes should reconfirm any absence with their professors. It is the student's responsibility to make arrangements to make up missed coursework that results from traveling with the team. Student-athletes are financially responsible for the following services: room service, laundry, phone calls, pay television, video rental fees, etc. (Incidentals may not be charged to the room.)

DRESS CODE

Your Coaching Staff will let you know if he/she requires a specific dress code. However, you should always exercise good judgment concerning the appropriateness of your attire, taking into consideration the location or function you are attending.

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality at practice, weight and strength training sessions, team meetings, medical treatment, classes, and academic and administrative meetings are required.

CURFEWS

Student-athletes must abide by established team curfews for preseason, traditional, and nontraditional seasons and other special times.

SOCIAL MEDIA/INTERNET MISUSE

As a visible member of UT Tyler and its Athletics Department, you are expected to display responsibility and maturity in your activities on social networking sites (Facebook, Twitter, Instagram, Google+, etc.). Information, pictures, and other content posted on these sites is available to the general public (e.g., administrators, classmates, media, employers, etc.) and may have implications for your personal safety and image, the image of your teammates and coaches, and the image of UT Tyler, as well as future career and professional opportunities. Any actions which are in violation of UT Tyler's policies for student conduct or that otherwise are deemed inappropriate and/or compromise the image of the student-athlete, UT Tyler athletics or UT Tyler are unacceptable.

Please be aware that the Internet is widely accessible. Remember that you represent UT Tyler Athletics at all times. Thus, it is recommended that student-athletes not post information including photographs, text and/or join "groups" that do not promote positive behavior. Remember that the general public, including news reporters, also have access to social media (Facebook, Snap Chat, Twitter, etc.). While the Athletics Department has not banned the use of these websites, please exercise caution if you are a member.

As a student-athlete you are highly visible and people are generally interested in you. It is highly recommended that you not post any personal information including your address or phone number to any online site. Also, use discretion when posting pictures of yourself, your teammates, or friends to your website. Do not allow yourself to be photographed in a compromising position. A photo could be "tagged" to you leaving you little control over the content or usage of the photograph.

Inappropriate language, behavior, or online postings may result in suspension or dismissal from the UT Tyler Athletics program.

HAZING

UT Tyler Athletics is committed to establishing a safe environment for team activity that fosters a sense of acceptance and does not tolerate hazing. Hazing is prohibited under state law. The University will initiate disciplinary action in response to hazing incidents that take place during official functions of the University, functions sponsored by registered student organizations or those with substantial connection to the interests of the University regardless of the location in which they occur.

FELONIES

If you are arrested for any reason (examples include but are not limited to DUI, Shoplifting, Theft, Burglary, Possession or Distribution of Drugs, Assault, Battery, Domestic Disturbance, Disturbing the Peace, Minor in Possession of Alcohol, or Public Intoxication) you are required to report your arrest immediately (within 24 hours) to your Head Coach and the Vice President of Athletics. Failure to comply with this requirement may be grounds for dismissal from the athletics program.

Should your misconduct be severe enough to warrant felony charges being brought against you, you will be immediately suspended from participation in intercollegiate athletics. Misdemeanor charges are also serious and may result in suspension. Once the charges have been fully resolved or at such time that there is a material change in circumstances, including but not limited to a reduction of the charged offense(s), decision of the governing public authority to not charge the offense, or plea agreement, based on all the available information, the Vice President of Athletics may lift or modify, leave in place, extend, or make permanent the suspension, or take other disciplinary action he or she deems appropriate. Further action by the Athletics Department and the University, once a legal decision is reached, will be handled on a case-by-case basis. All student-athletes are also subject to the University Student Code of Conduct and Discipline and associated sanctions.

STUDENT-ATHLETE GRIEVANCE PROCEDURE

DISCIPLINARY

Student-athletes are expected to follow their Head Coach's instructions and team rules regarding practice, discipline, and team matters. The Head Coach may levy sanctions including suspension or dismissal from the team for a student-athlete's failure to comply.

Decisions viewed as unfavorable may be referred to the Vice President of Athletics and FAR by the student-athlete. The student-athlete must request an appeal in writing within five (5) days of the coach's action. The Vice President of Athletics and FAR will review the appeal within ten (10) days for a decision and notify the student-athlete of their conclusion.

ACADEMIC

Academic related grievances, such as disputes regarding grades, must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade; this is separate from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

If the student is not satisfied with the decision, the student may appeal in writing to the appropriate Chairperson of the department from which the grade was issued. Grievances may then be appealed to the Academic Dean and the Vice President for Academic Affairs.

Note: Grade Appeal Forms are available in each academic dean's office; they are not available at and should not be submitted to the Enrollment Services Center.

UT TYLER SEXUAL HARASSMENT POLICY

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." 20 U.S.C. § 1681

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance. Title IX also prohibits sexual harassment, which includes sexual assault and sexual violence. Additional information regarding what behaviors may constitute sexual harassment and other forms of sexual misconduct is available at www.aum.edu.

STUDENT-ATHLETE TITLE IX EDUCATION

The NCAA requires all student-athletes to complete education each year on sexual violence prevention. All UT Tyler student-athletes must complete HAVEN (Health Assistance InterVention Education Network) every year. The HAVEN program is designed to help student-athletes understand sexual assault, relationship violence, stalking and sexual harassment.

OPTIONS AND RESOURCES FOR INDIVIDUALS WHO HAVE EXPERIENCED A SEXUAL ASSAULT

REPORTING

The University of Texas at Tyler is committed to the principle that the University's working and learning environment be free from inappropriate conduct of a sexual nature. Sexual misconduct and sexual harassment in any form will not be tolerated and individuals who engage in such conduct will be subject to disciplinary action. Reports can be made electronically at <http://www.uttyler.edu/titleix/>. Student-Athletes can contact:

Title IX Coordinator
Blake Bumbard
903-565-5760
bbumbard@uttyler.edu

Assistant Athletics Director for Compliance
James Bonnette
903-565-5699
jbonnette@uttyler.edu

POLICE AND MEDICAL

A student who experiences any form of sexual assault is encouraged to seek immediate medical care. Students can undergo a medical exam to preserve physical evidence of the assault with or without police involvement. This should be done immediately, if possible. If not immediately, students who have experienced a sexual assault may have a Sexual Assault Forensic Exam (SAFE) performed by a Sexual Assault Nurse Examiner (SANE) within five (5) days of the assault if law enforcement is involved and within four (4) days if they are not. With the student's consent, physical evidence collected during this medical exam can be used as part of a criminal investigation; however, a student may undergo a SAFE regardless of whether they have contacted, or intend to contact, the police. To undergo a SAFE, go directly to the emergency department of East Texas Medical Center (1000 S Beckham Ave., Tyler, TX 75701) or Trinity Mother Frances (800 E Dawson, Tyler, TX, 75701). For more information about the SAFE, see <http://hopelaws.org/>.

The cost of the forensic portion of the exam is covered by the law enforcement agency that is investigating the assault or, in cases where a report will not be made to the police, the Texas Department of Public Safety. This does not include fees related to medical treatment that are not a part of the SAFE. For more information about financial resources for UT Tyler students who are victims of sexual assault, please see the information about Voices Against Violence and Student Emergency Services below. *Reporting an assault to law enforcement does not mean that the case will automatically go to criminal trial or to a University disciplinary hearing.*

If the police are called, a uniformed officer will be sent to the scene to take a detailed statement. A ride to the hospital may be provided by a police department counselor. A report may be filed with the police regardless of whether the assailant was a UT Tyler student. If a decision is made to make a report to the police, it is important to note that police jurisdictions depend on where the sexual assault occurred.

If the incident occurred on the UT Tyler campus, a report may be filed with the UT Tyler Police Department (UPD) by calling 903-566-7060 or in person at UPD headquarters at (insert police address).

If the incident occurred in Tyler, TX but off-campus, a report may be filed with the Tyler, TX Police Department, regardless of time elapsed since the assault occurred. If a report is made to the police, a uniformed officer will be dispatched to the location to make a written report.

- Emergency: 911
- East Texas Crisis Center 24-hour Hotline (bilingual operators available): (903) 595-5591

A student who has experienced a sexual assault is strongly encouraged to seek medical and psychological care regardless of whether he/she intends to request a SAFE or report the assault to the police. He/she may be prescribed medications to prevent sexually transmitted infections and/or pregnancy regardless of whether the police were contacted or a SAFE was performed. Medical care can be provided at the University Health Clinic, at a local emergency room, or by a private physician.

Psychological support can be provided by the UT Tyler Student Counseling Center, or by a care provider of the student's choosing. The contact information for these services can be found in the directory.

A student who experiences any form of sexual assault may pursue any civil or criminal remedies provided by state law.

CRISIS SUPPORT

The following crisis support services are available to students:

- *Crisis counseling at the Student Counseling Center* is available on a walk-in basis (M - F, 8:00 a.m. – 5:00 p.m.). No appointment is necessary for this option. This can be accomplished by coming to the Student Counseling Center on the 3rd floor of the University Center to request a same-day appointment with a Licensed Professional Counselor. For more information about services available, visit the website: www.uttyler.edu/counseling/
- *24-hour Telephone Counseling* at (903) 566-7254 (UT Tyler Students Only). Callers can either choose to identify themselves when calling or remain anonymous.
- The East Texas Crisis Center (ETCC), a local nonprofit organization also offers a twenty-four-hour hotline for survivors of sexual assault and domestic violence. The phone number is (903) 595-5591 or (800) 333-0358. For more information about services available at ETCC, visit the website: <http://etcc.org>
- Online crisis support through the *National Sexual Assault Online Hotline*. This hotline provides live, secure, anonymous crisis support for victims of sexual violence, their friends, and families. To access help 24/7 visit: <http://www.rainn.org/get-help/national-sexualassault-online-hotline> or call (800) 656 – HOPE (4673).

ADVOCACY AND COUNSELING

In addition to seeking medical and crisis support, a student who experiences a sexual assault may wish to seek advocacy or counseling services. The following departments offer advocacy and counseling services to students who experience sexual assault.

Student Counseling Center

The Student Counseling Center (903) 566-7254 is the only confidential reporting option on campus. Counselors are available to provide support services for any student who has been affected by sexual assault. The Student Counseling Center offers individual and group counseling as well as informational advocacy appointments. The counseling staff is knowledgeable about options within systems both on and off campus including:

- Medical services
- Reporting procedures
- Legal options, including criminal and civil law (please note that the Student Counseling Center does not offer legal advice)
- UT Tyler administrative options through Judicial Affairs
- Obtaining an Order of Protection
- Safety planning
- Counseling resources both short and long-term, on or off campus

Student Health and Wellness

Student Health and Wellness (903) 566-7067 is also available to offer information and training sessions regarding various forms of interpersonal violence to campus student, faculty, and staff groups. For more information about services available visit the website: www.uttyler.edu/wellness/

STUDENT-ATHLETE AND COACH RELATIONSHIP

Purpose: The purposes of this policy are: (1) to provide a safe and healthy environment for student-athletes so that they may reach their full potential as students and as athletes; and (2) to ensure that all coaches and other athletics department staff adhere to ethical practices and do not develop inappropriate relationships with student-athletes, regardless of their age or consent.

DEFINITIONS

Coach: Any person serving as a head coach, assistant coach, graduate assistant coach, coaching intern, or volunteer coach in the athletics department.

Staff: Any employee or student serving in the athletics department in an administrative, management, or support capacity, or in any capacity in which they supervise student-athletes or have responsibility for the provision of services or other benefits to student-athletes. Supervisory control or authority: this includes any responsibility with the potential to affect the student athlete's participation in the athletics program and includes the provision of direct services and benefits to the student-athlete, such as: training, health services, academic and student life program support, tutoring, counseling, eligibility determinations, program compliance, and control over the student-athlete's team.

Student-Athlete: Any student of the University who is a member of a varsity athletics team as defined by University and NCAA regulations.

Amorous Relationship: Any sexual, romantic, or dating relationship.

SCOPE OF THE POLICY AND ITS REQUIREMENTS

Coaches: This policy strictly prohibits amorous relationships between any coach and any student-athlete. Every coach has an ethical obligation to maintain a professional relationship with student-athletes and to place the well-being of student-athletes ahead of the coach's personal interests. This responsibility includes the duty to provide a safe and healthy environment for the student-athlete to flourish, and to serve as a role model within the confines of a professional relationship. Thus, no amorous relationship between a coach and a student-athlete—regardless of the perception of consent by one or both participants—can exist without jeopardizing the professionalism of the coach-athlete relationship and creating a significant conflict of interest. The respect and trust the student-athlete places in a coach, and the vulnerability of the student-athlete in that relationship, make "consent" unreliable in this setting. Conflicts of interest are endemic to amorous relationships between coaches and student-athletes, and the costs to the athlete, the team, the athletics program, and the University, necessitate a strict prohibition on amorous relationships between coaches and student-athletes.

Even when the coach has no direct professional responsibility for that student-athlete, other student-athletes may perceive that the student-athlete who has a sexual relationship with a coach may receive preferential treatment from the coach or the coach's colleagues. Such relationships are incompatible with the ethical obligations of the coach and the integrity of the athletics program. Accordingly, this prohibition applies to relationships between all coaches and all student-athletes in the intercollegiate athletics program.

With respect to a coach and a student-athlete on that coach's team, the prohibition on amorous relationships shall remain in effect for two full years after the end of the final academic year in which the student-athlete was a participant on the team. With respect to a coach and a student-athlete not on that coach's team, the prohibition on amorous relationships shall remain in effect while that student-athlete is a participant in the intercollegiate athletics program.

Other (Non-Coaching) Staff: Amorous relationships between student-athletes and non-coaching staff are problematic when the staff member has supervisory control or authority over that student-athlete. For that reason, any amorous relationship between a student-athlete and a staff member with supervisory control or authority over that student-athlete must be disclosed to the Title IX Coordinator and the Vice President of Athletics. (If the relationship involves either of those persons, it must be disclosed to the Director of the UT Tyler Affirmative Action/Equal Opportunity Office.) Once the relationship is disclosed, the staff member must be recused and their responsibility reassigned so that he or she no longer has supervisory control or authority over that student-athlete. Care must be taken to ensure that the recusal and reassignment of responsibility does not negatively affect the student-athlete's participation or benefits in the athletics or educational programs of the University.

ENFORCEMENT

Reporting a Violation: Any person may allege a violation of this policy by contacting the Vice President of Athletics, Title IX Coordinator or any other senior athletics department staff, or, if the person does not feel comfortable making the report to a person within the athletics department, to the Director of Human Resources and Diversity of UT Tyler. Any person receiving such a report must immediately notify the Vice President of Athletics. Any coach or staff member with information suggesting a possible violation of the policy must promptly report it to the Vice President of Athletics, and the failure to do so will be

considered a violation of athletics department policy. (If the report or information implicates the Vice President of Athletics in a violation of the policy, it should instead be directed to the UT Tyler Affirmative Action/Equal Opportunity Office.)

Investigation: Upon receiving such a report or information, the Vice President of Athletics shall immediately notify the Assistant Director of Human Resources and Diversity of UT Tyler. Once on notice of a report or information of a possible violation of the policy, the Assistant Vice President & Director of HR shall promptly appoint an investigator outside of the athletics department to conduct a prompt and fair investigation into whether the policy was violated. Such an investigation shall include interviews with any coaches, staff, and student-athletes with relevant information, and shall provide any coach or staff member accused of violating the policy with an opportunity to respond to the allegations. In investigating a possible violation of the policy, the standard of proof to be used is whether it is more likely than not that the policy was violated (a “preponderance of the evidence” standard). Using this standard, the investigation will result in a determination of whether the policy was violated.

Coordination of Information Relating to Violations of Other University Policy and/or Criminal Law: If the investigation leads to information suggesting that sexual harassment may have occurred, it shall be promptly forwarded to the appropriate university officials responsible for enforcing the University sexual harassment policy. If the investigation leads to information suggesting potential criminal conduct, it shall be immediately forwarded to the University general counsel, who will determine, consistent with State and local law, whether to notify appropriate law enforcement officials. However, the enforcement of this policy shall not be delayed pending the results of a criminal investigation.

Disciplinary Action: If an investigation determines that a coach or staff member has violated the policy, that coach or staff member shall be subject to disciplinary action, up to and including dismissal. The Vice President of Athletics in consultation with the Director of Human Resources and Diversity of UT Tyler, shall determine the disciplinary action to be imposed. Any disciplinary action shall be taken in accordance with applicable University policy.

Confidentiality: Complaints, reports, and information relating to possible violations of this policy shall be handled as confidentially as possible without jeopardizing the enforcement of the policy, the ability to conduct a fair investigation, or the safety of student-athletes and other persons connected with the athletics program. Information received in connection with a suspected violation of the policy shall be disseminated only on a “need to know” basis; that is, only when necessary to ensure compliance with the policy and/or to ensure the safety of student-athletes or others who come in contact with the athletics program.

Retaliation: Any retaliation for reporting a violation of this policy, or for participating in good faith in any investigation of a violation of this policy, is strictly prohibited. Any persons taking retaliatory action in violation of this policy shall themselves be subject to discipline, up to and including dismissal.

ATHLETIC COMPLIANCE

Each student-athlete is responsible for following the rules and guidelines outlined in the Student-Athlete Handbook, UT Tyler Student Code of Conduct and Discipline, NCAA, Regents Rules, UT Tyler Student Honor Code, and other information and educational materials distributed by UT Tyler Athletics or the University, including, but not limited to, individual team rules, policies, and procedures established by the coaching or administrative staff.

RULES VIOLATIONS

A key responsibility of the Compliance Staff is to investigate potential NCAA rules violations when necessary. The reporting of violations can come in many forms. There are times when an anonymous phone call or letter will arrive. There are also times when a formal request for an investigation occurs either through the Conference or NCAA. A rules violation may also be self-

reported through a University staff member, student-athlete or coach. In all instances, it is necessary to conduct some type of investigation to discover the extent to which a violation does or does not exist.

It is extremely important that you as a student-athlete report any issue that you think may be a rules violation. It is your duty to assist with maintaining compliance with NCAA regulations. NCAA Bylaw 10.1 requires that as a student-athlete, you must fully cooperate with any investigation. If it is determined that you have not cooperated fully, you will lose your eligibility for athletic competition.

REPORTING VIOLATIONS

The student-athlete is required to report any factual or potential NCAA, Conference or UT Tyler rules violations. Even if the student-athlete is unsure if a violation occurred, he/she should report anything that makes him/her question whether something is a rule violation. Student-athletes may not be retaliated against for reporting any factual or potential violations.

Student-athletes have the following options for reporting factual or potential violations or concerns:

REPORTING POTENTIAL VIOLATIONS INTERNAL TO ATHLETICS

To report a potential violation to individuals within the athletics department

Vice President of Athletics
Dr. Howard Patterson
Phone: 903-566-7350
Email: hpatterson@uttyler.edu

Assistant Athletics Director for Compliance
James Bonnette
Phone: 903-565-5699
Email: jbonnette@uttyler.edu

Assistant Athletics Director/SWA
Stefani Webb
Phone: 903-565-5980
Email: swebb@uttyler.edu
Head Coach

REPORTING POTENTIAL VIOLATIONS TO ENTITIES EXTERNAL TO ATHLETICS

Although you are encouraged to raise issues first to the Department of Athletics, there are other options to report an issue to entities that are external to athletics.

Faculty Athletics Representative
Dr. Paul Roberts
Phone: 903-566-7334
Email: proberts@uttyler.edu

Office of Student Affairs
Phone: 903-565-5946
Email: studentaffairs@uttyler.edu

ORIENTATION PROGRAM/TEAM ORIENTATION – BEGINNING OF THE YEAR

Each year the Athletics Department schedules a Student-Athlete Orientation program before classes begin in the fall. This gives UT Tyler student-athletes a chance to settle into the University environment and to take care of administrative details. Student-athletes are required to attend all scheduled Orientation sessions. During Orientation, student-athletes take physicals and are educated on University, Conference and NCAA rules and regulations. Other areas covered include:

- Compliance

- Media Relations
- Sports Medicine
- Alcohol Education
- Sexual Health & Education

END OF THE YEAR – RULES EDUCATION MEETING

The Assistant Athletics Director for Compliance conducts a rules education meeting at the end of the spring semester with each team. This meeting will review important NCAA, Conference and UT Tyler regulations, including academic eligibility rules, financial aid, drug testing, amateurism guidelines, gambling, student-athlete employment, summer access. This meeting will also cover the administration of NCAA and UT Tyler paperwork, NCAA Student-Athlete Summer Contact Form.

ETHICAL CONDUCT

Student-athletes must act with honesty and sportsmanship at all times so that they represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

UNETHICAL CONDUCT

Unethical conduct by an enrolled student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, may include, but is not limited to, the following:

- Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
- Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
- Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state or federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.2; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law.
- Engaging in any athletics competition under an assumed name or with intent otherwise to deceive; or
- Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

STUDENT-ATHLETE FORMS

STUDENT-ATHLETE STATEMENT

Prior to participation in intercollegiate competition each academic year, a student-athlete shall sign the NCAA Division II Student-Athlete Statement in which the student-athlete submits information related to eligibility, recruitment, financial aid, amateur status and involvement in organized gambling activities related to intercollegiate athletics competition under the Associations' governing legislation. Failure to complete and sign the statement shall result in the student-athlete's ineligibility for participation in all intercollegiate competition. Violations of this bylaw do not affect a student-athlete's eligibility if the violation occurred due to an institutional administrative error or oversight, and the student-athlete subsequently signs the form; however, the violation shall be considered an institutional violation per Constitution 2.8.1. This form is signed via ARMS.

DRUG-TESTING CONSENT FORM

Each academic year, a student-athlete shall sign the NCAA Division II Drug-Testing Consent form in which the student-athlete consents to be tested for the use of drugs prohibited by NCAA legislation. Failure to complete and sign the consent form before practice or competition, or before the Monday of the fourth week of classes, whichever is earlier, shall result in the student-athletes ineligibility for participation (i.e., practice and competition) in all intercollegiate athletics. Violations of this bylaw do

not affect a student-athlete's eligibility if the violation occurred due to an institutional administrative error or oversight, and the student-athlete subsequently signs the form; however, the violation shall be considered an institutional violation per Constitution 2.8.1. This form is signed via ARMS.

SUMMARY OF REGULATIONS

Each academic year a student-athlete shall sign and be responsible for knowing and understanding the application of all bylaws related to the student-athlete's eligibility to compete. The Summary of Regulations contains information about the student-athletes eligibility to compete in intercollegiate athletes.

AMATEURISM

To compete in intercollegiate athletics, a student-athlete must maintain his/her amateur status. The following are examples of activities that may result in the loss of amateur status and intercollegiate athletics eligibility:

- Receiving payment in any form for use of athletic skill in that sport
- Accepting a promise of pay even if payment is to be received following the completion of participation in intercollegiate athletics
- Signing a contract or committing to play professional athletics
- Competing on a professional team regardless of whether payment was involved
- Entering into a professional draft
- Reaching an oral or written agreement to be represented by an agent

A student-athlete may not accept payment for, or permit the use of, his/her name or picture to directly or indirectly, advertise, recommend, or promote the sale or use of a commercial product or service. This includes modeling, posters, and/or other forms of advertisement, even if the student-athlete does not receive payment. Under certain circumstances, specific activities pertaining to the above may be permissible. All such activities must be approved by the Assistant Athletics Director for Compliance prior to participation.

GAMBLING

Staff members of the Department of Athletics, student-athletes and non-Department of Athletics staff members who have responsibilities within or over the Department of Athletics shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition
- Solicit a bet on any intercollegiate, amateur, professional contest and/or team
- Accept a bet on any team and/or individual representing the institution
- Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value
- Participate in any sport wagering activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling
- Participate in internet sport wagering
- Participate in auctions in which bids are placed on teams, individuals or contest
- Participate in any pools or fantasy leagues in which an entry fee is required and/or there is an opportunity to win a prize

Institutional staff members found in violation of the provisions of this regulation shall be subject to disciplinary or corrective action as set forth in the applicable national association enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution.

PROMOTIONAL ACTIVITIES

Promotional appearance requests for all student-athletes must comply with applicable guidelines. If the appearance request complies with the applicable guidelines, The University of Texas at Tyler will accommodate such request at its discretion. Factors the university considers to determine if an appearance request will be approved include, but are not limited to, distance the student-athlete will have to travel to appear, time of year, academic issues and the number of appearance requests for the specific student-athlete.

Procedures for review and approval of promotional activities are as follows:

1. A *Student-Athlete Promotional Activity Form* via ARMS Software must be completed by the head coach and submitted to the Assistant Athletics Director for Compliance at least one week (1) before the event.
2. The Assistant Athletics Director for Compliance approves and sends the form to the Vice President of Athletics. The Vice President of Athletics must approve the fundraising or promotional activity prior to the activity taking place.
3. If the promotional activity is a fundraising event, it is the responsibility of the head coach to deposit all funds raised with the Athletics Administrative Assistant.
4. It is the responsibility of the Athletics Administrative Assistant to deposit the funds raised in the sports foundation account.

OUTSIDE SPORTS COMPETITION

Participation on any outside teams, while a member of an intercollegiate team, may jeopardize a student-athlete's eligibility. Student-athletes must have written permission from their Head Coach and the Assistant Vice President of Athletics for Compliance prior to participation on any outside teams or in outside competition at any time of the year, including summer. Regulations are sport specific.

SPORTS OTHER THAN BASKETBALL

After enrollment, a student-athlete becomes ineligible if the student-athlete competes as a member of any outside team during UT Tyler's intercollegiate season in his/her sport. If there are separate fall and spring playing seasons, it is permissible to participate during the period between seasons without affecting eligibility (approval is still required). With approval, it is also permissible for a student-athlete to participate in outside competition as an individual during the academic year, as long as the student-athlete represents him/herself in the competition and does not receive expenses from an outside team.

Procedures for requesting approval of outside competition

1. To participate in outside competition, the student-athlete is required to fill out the *Outside/Unattached Competition Form* via ARMS for approval.
2. The Head Coach, Assistant Athletics Director for Compliance and Vice President of Athletics will review the request and ensure the request meets all NCAA regulations
3. If the request is denied, the Assistant Athletics Director for Compliance will inform the student-athlete and the Head Coach

BASKETBALL

In the sport of basketball, student-athletes are not permitted to compete on any outside teams in the sport at any time while a member of UT Tyler's intercollegiate team. Summer league participation is the only competition permitted, but prior approval is still required.

Procedures for requesting approval of outside summer basketball league competition

1. To participate in outside competition, the student-athlete is required to fill out the *Outside/Unattached Competition Form* via ARMS for approval.
2. The Head Coach, Assistant Athletics Director for Compliance and Vice President of Athletics will review the request and ensure the request meets all NCAA regulations
3. If the request is denied, the Assistant Athletics Director for Compliance will inform the student-athlete and the Head Coach

UNATTACHED COMPETITION

Per NCAA guidelines, 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 student-athlete represents only himself or herself in the competition and does not engage in such competition as a member of or receive expenses from an outside team.

- Competing unattached means that a student may not compete in any apparel that identifies with UT Tyler. This includes any shoes, other apparel or equipment that has been provided by the institution.
- Competing unattached means that a student may not receive any travel expenses (meal money, snacks, lodging, gas or mileage reimbursement) that may be provided to team members participating or coaching instruction, evaluation, or feedback on site at the event from UT Tyler coaching staff.
- Student-athletes may receive medical treatment from the training staff
- Competing unattached means that student is voluntarily participating in the event and hereby release UT Tyler from any medical financial responsibility (e.g. treatment and rehabilitation) for any such injury sustained in the aforementioned competition.

Procedures for requesting approval for unattached competition

1. To participate in unattached competition, the student-athlete is required to fill out the *Outside/Unattached Competition Form* via ARMS for approval.
2. The Head Coach, Assistant Athletics Director for Compliance and Vice President of Athletics will review the request and ensure the request meets all NCAA regulations
3. If the request is denied, the Assistant Athletics Director for Compliance will inform the student-athlete and the Head Coach

RECRUITING

You may be asked to assist in the recruiting process of prospective student-athletes. Rules that apply to your participation in recruitment include:

- You may not telephone or meet off-campus with a recruit for the purpose of promoting our athletic program or encouraging enrollment at UT Tyler.
- You may not provide any material assistance (e.g., a place to stay, rides, meals, etc.) or an item of value (e.g., apparel) to any prospective student-athletes, even if the prospective student-athlete has signed the National Letter of Intent to attend the university. Recruits remain prospects as defined by the NCAA until the first day of fall classes, the first day of preseason practice, or the first day of summer classes whichever comes first. Please contact the Assistant Athletics Director for Compliance if you are unsure when someone is still considered a prospect.

You may be invited by your high-school coach or a program planner for a local organization to speak to a group. You may do so and speak generally about your experiences as a student-athlete (e.g. time management). However, please be aware of the following:

- You may not make a recruiting "pitch" for UT Tyler.
- You may not talk one-on-one with any student who is in grades 9-12, other than casual civil conversation not involving recruitment.
- You may not comment publicly about any prospective student-athlete that UT Tyler is recruiting including during interviews by the media and on your personal social media site (e.g. Twitter, Facebook). Student-athletes can

generally post a photograph, comment or status update of a prospect if it is unrelated to the prospect's campus visit, does not include a recruiting message or endorsement and was not directed by a staff member.

Please speak with the Assistant Athletics Director for Compliance in advance if you are asked to participate in high school activities.

OFFICIAL VISITS

UT Tyler Athletics shall provide each visiting recruit and his/her family the opportunity to gain knowledge about academic programs, familiarize themselves with the athletics department including possible future teammates, coaches and support staff and experience what campus and community life would be like as a student-athlete.

You can make the difference when a recruit is deciding whether to attend UT Tyler. The coaches have spent many hours getting to know recruits and their families and educating them on what UT Tyler has to offer in the way of academic courses, distinguished professors, state-of-the-art facilities, etc. For many, the decision-making process can be equally influenced by the people prospects meet on campus and the things they do while in the Tyler community. You are our best sales people – use what has made UT Tyler a great place for you to show recruits it's the right place for them.

Our goal is for the recruit to confirm UT Tyler will be the "right fit," both academically and athletically, and for the university (e.g., coaches, staff) to feel the same way.

Remember, a recruiting visit is about the recruit. As you are showing recruits what it means to be a Patriot – always representing the university well, working hard in the classroom and giving your all in your sport – those are some specific things to remember that will help to make sure they get the right message.

HOSTING A RECRUIT

Current UT Tyler student-athletes may serve as a host for prospective student-athletes who are on an official visit. You may receive \$30 per day when you host the prospect. If a student-athlete hosts more than one prospect, you may receive an additional \$15 per day. This is to cover any entertainment expenses you incur.

To be designated as a host, a student-athlete must be a current UT Tyler student. The student-athlete host will be identified by a coach. The student-athlete host must complete the *Student Host* form via ARMS before the visit.

- A student-athlete host may accompany the prospective student-athlete to all meals and may receive \$30.00 for entertainment purposes for the prospective student-athlete. If a student-athlete host more than one prospect the student-athlete may receive an additional \$15.00 per day.
- The student-athlete host must meet with the Assistant Athletics Director for Compliance to review procedures and receive the allotted funds to host the prospective student-athlete
- On the first business day post visit the student-athlete must return all itemized receipts and/or unused funds to the Assistant Athletics Director for Compliance.

If the Prospective Student Athlete is going to stay overnight with the student host, the following procedures must be followed:

(Housing and Residential Life Overnight Guest Policy)

- Overnight guests must be at least 18 years of age and must have photo identification in their possession.
- Residents are responsible for completing an Overnight Guest form, which can be retrieved from an RA, in order to have an overnight guest in the residence hall.
- Consent of the roommate(s) must be obtained.
- Every guest is subject to university rules and regulations which affirm each student's right to study, sleep, and privacy.
- It is the duty of the resident host to monitor and accept responsibility for the behavior of guests.
- All guests in any residence hall must be escorted by the host resident of that building at all times.
- The University reserves the right to deny access to any guest if it has been determined that the individual has disturbed, disrupted, or endangered any residents.

GENERAL GUIDELINES FOR SERVING AS A STUDENT HOST

- First impressions are crucial. Make the prospect and his/her guests feel welcome.
- A maximum of \$30 per day may be provided to the student-athlete to cover any entertainment expenses for the prospect, anyone else accompanying them and himself/herself.
 - These funds cannot be used to purchase souvenirs such as hats, t-shirts, or any other mementos.

- It is the responsibility of the student-athlete to personally handle this money, to collect receipts for money spent and to turn the receipts in to the Administrative Associate. **Student hosts may not give cash directly to the prospect, teammates or anyone else.**
- Any institutional staff member and/or other student-athletes not serving in the role of student-athlete host who wish to accompany the PSA during any entertainment activity may permissibly do so only if they cover their own entertainment costs. Entertainment activities are permissible; however, all participants, including Prospective Student Athletes, must cover their own entertainment costs.
 - As an example, if during an official visit the student host chose to take the PSA to a movie, the student-athlete host could not use the allotted institutional funds to purchase the movie tickets.
- Carefully review and sign the *Student-Host Form* via ARMS prior to hosting each and every official visit and ask your coach in advance if you have any questions to avoid any NCAA violations.
- Carry a cell phone when possible. Call the coaching staff immediately if there are any problems with a prospect.
- Have a plan for entertaining the recruit and review it with your coaches. If there are any changes to the plan, please advise the coaches ahead of time.
- Be on time for all scheduled activities.
- Student-athletes may not use vehicles provided or arranged for by any coach, institution staff member or booster of the institution. Never allow the recruit or anyone accompanying the recruit to operate their vehicle
- Be aware that it is not permissible for a prospective student-athlete and booster (broadly defined a "booster" is an individual, agency, entity or organization who is known by an institution to have participated in or been a member of an agency that promotes the institution's intercollegiate athletics program; have made financial contributions to the athletics department or a booster organization for the department; have been involved otherwise in promoting the institution's athletics program; have been a season ticket holder; have provided benefits to student-athletes or their relatives or friends) to have a conversation beyond an exchange of greetings. Try to prevent this situation from occurring if possible.
- Prospective student-athletes may engage in recreational/workout activities as long as the following conditions exist: The activity is not initiated or observed by the coach; it is not designed to test the athletic abilities of the prospective student-athlete; and the prospects must provide his/her-own equipment and apparel and may not be loaned these items. The perspective student-athlete must pay any fee associated with facility use (guest fee).
- Have fun!

MEALS DURING OFFICIAL VISIT

Institutions may provide only one student-athlete host per prospect with a meal and only if that student-athlete is accompanying the prospect on the meal. Other student-athletes may attend the meal but must pay the cost of their own meals.

PROHIBITED ACTIVITIES DURING OFFICIAL VISITS

The following activities are prohibited during official visits and may not be engaged in:

- Gambling, use of escort services, exotic dance club, consumption of alcoholic beverages (even by those over 21) or drugs, or any activity contrary to University policy or state and/or federal law.
- The prospect may be present in the locker room prior to or after a competition and must be seated in the regular seating areas during the contest.
- A prospect is never to be left alone or with a non-team member or to be arranged a date or other encounter that could lead to inappropriate behavior (e.g., sexual misconduct, use of alcohol, drugs, etc.).
- You must follow any additional rules set by your coach (e.g., curfew, team policies, etc.)

ACADEMICS

RESPONSIBILITIES OF STUDENT-ATHLETES

When you decided to participate in athletics at The University of Texas at Tyler, you agreed to take on the responsibility of handling the time and effort required to be both a scholar and an NCAA Division II student-athlete.

At no time, shall your participation in athletics be considered an extenuating circumstance upon which to base a request for an incomplete grade, late administration of an examination, or late submission of required work.

Never ask a coach to contact any member of the faculty for the purpose of discussing your academic performance. Keep in mind that the Athletics Department must never request “special consideration” for a student-athlete regarding grades.

As a student-athlete, you are expected at all times to exhibit self-discipline in study habits and to attend all classes except when traveling and competing.

At the beginning of each semester, you must contact the instructor of any class that you will miss due to athletic competition and give them a Missed Class Letter prepared by the Vice President of Athletics and Faculty Athletics Representative (FAR). You should ask your instructor for his/her permission to be excused from class for the purpose of athletic program participation and submit required work or take scheduled examinations early if the scheduled date of such activities conflicts with athletic participation. If, because of examinations, important class meetings, and/or academic difficulty, you are placed at an academic disadvantage by missing such class meetings, please speak with your coach or Faculty Athletics Representative.

CLASS ATTENDANCE

The heart of education at UT Tyler is the teaching/learning interaction between you as a student and your instructors. Student-athletes are expected to attend every class on a regular and punctual basis.

Student-athletes are only to be excused from class attendance for the purpose of participating in a sanctioned UT Tyler intercollegiate event.

It is the student-athlete’s responsibility to contact his/her instructors for missed class work/assignments in advance of any excused absences. Classes can only be missed for competition during the championship segment of each sport season. Arrangements for taking any examination or completing work assignments affected by team travel are the student-athlete’s responsibility. Instructors are aware of the problems involved in scheduling athletic competitions and usually are willing to provide some flexibility if the student-athlete requests consideration in advance.

STUDENT-ATHLETE RESPONSIBILITIES

- Must complete all assignments and exams on time
- Must exhibit appropriate behavior in class
- Must comply with the attendance policy regardless of grade point average; attendance policy is in effect during all terms (Fall, Spring and Summer sessions); and,
- Do not use athletics involvement as an excuse to miss class, meetings, etc.
- Notify each of his/her instructors in writing within the first week of class, of his/her involvement in a sport
- Give each instructor the official list of dates of scheduled events
- Visit with the instructor three class meetings in advance about getting assignments for missed classes
- If an event conflicts with a class activity, make an appointment with the instructor to discuss the possibility of making up the missed class work.

MISSED CLASS TIME

Each student is expected to attend all classes for which he/she is enrolled. The attendance policy for each course is determined by the instructor of the course. This policy shall be made known to the class at the beginning of each semester. It is the

student's responsibility to know the policy on attendance for each course in which he/she is enrolled. It is the responsibility of student-athletes to attend every class session held when they are not ill, involved with a personal emergency, or traveling with the team. Consistent class attendance and participation are essential to academic success. Poor class attendance is a major factor in nearly all cases of academic failure.

Student-athletes are expected to return to campus, at minimum, 1-day prior to the start of each semester to ensure they are present on the first day of class. The start of the semester is defined by the university academic calendar. Student-athletes are expected to be present, in-class, beginning the first day of the academic semester through the last day of the academic semester enrolled. Missing classes due to delayed/late arrival or early departure for any student-athletes will result in disciplinary action that may include reduction of scholarship.

MISSED CLASS TIME PROCEDURES

1. During the first week of each semester, student-athletes involved in intercollegiate activities present to each of their professors a *Missed Class Letter* from the Vice President of Athletics and FAR and their schedules of that semester's games or events indicating exactly which class(s) will be missed.
2. During the semester, student-athletes involved in intercollegiate events must remind their professors two to three class periods before the excused absence date to confirm that date and to make arrangements to make up missed assignments and coursework before the next scheduled class meeting following the excused absence.
3. With the exception of those classes missed due to games/matches, student-athletes are responsible for attending every class meeting.

MISSED CLASS FOR MEDICAL ABSENCE

While injury and illness are a normal part of daily life, the Sports Medicine staff must be informed of the student-athlete's class schedule to avoid missed class-time for doctor appointments, surgery, and rehabilitation, when possible. For medical situations which result in missed class-time (e.g. concussion during practice or game):

- It is the responsibility of Sports Medicine staff to email the student-athletes professor, Faculty Athletics Representative and Assistant Athletics Director for Compliance regarding the student-athlete's absence.
- The Sports Medicine staff should include date of incident, medical note from physician regarding condition of student-athlete and/or limitations, and date to resume class attendance.
- It is the responsibility of the student-athlete to communicate with the professor, if able to do so, regarding any missed classwork.
- It is the responsibility of the Sports Medicine staff to communicate with the institution's Center for Disability Services if accommodations (e.g. notes taken due to broken hand) are needed.
- Any issues regarding missed class time should be brought to the attention of the Faculty Athletics Representative.

STUDY HALL

The Athletics Department has set mandated study hall sessions for our student-athlete's. Head coaches may also may require additional study hall sessions for student-athletes within their programs.

Student-athletes' study hall time requirements will be categorized by GPA and adjusted at the end of every semester

- 4.00-3.25 – Voluntary study hall
- 3.24-3.00 – 2 hrs. of mandatory study hall
- 2.99-2.50 – 4 hrs. of mandatory study hall & below – 6 hrs. of mandatory study hall
- Tutoring/SI hours can count towards study hall hours

Student-athlete hours will be monitored by swiping their Patriot Card during study hall sessions. All required hours are on a weekly basis starting from Sunday to Saturday. The Athletics Academic Coordinator will monitor hours by retrieving a report every Monday and report to Head Coaches those student-athletes who have not met the hour requirement.

Student-athletes can use the Athletics Study Hall room, Math Lab, Tutoring Center, or the Writing Center for study hall requirements. For student-athletes who would like to use another facility they should contact the Athletics Academic Coordinator.

All incoming freshman are required to have four hours of study hall per week.

Every freshman and student-athlete with a GPA under 2.5 has to do an automatic check in through ARMS

*When midterm grades are disbursed and a student athlete has a C or below they will be required to attend study hall. Also, if there is an academic alert for a student athlete, they will be required to attend study hall as well.

ACADEMIC INTEGRITY/ACADEMIC HONESTY

The academic community at UT Tyler relies upon a high standard of integrity. One of the most important aspects of academic integrity concerns the just measure of each student's academic accomplishments. Academic honesty is demanded of all students, and the Honor Code is a working part of the student's life in and out of the classroom at UT Tyler. Students must be aware that giving or receiving unauthorized aid on an examination, assignment, paper, or lab report is not the only kind of violation. Any kind of dishonesty related to academics is a violation. Other examples of academic dishonesty—apart from giving or receiving unauthorized aid precisely as defined by the teacher in each course—include, but are not limited to, listing false reasons for taking a make-up examination, resubmitting work as an original piece, and falsifying data. Failure to take responsible action is also a violation. Unintentional plagiarism is as punishable as intentional plagiarism.

For questions concerning what is or is not an Academic Honor Code violation, please contact the appropriate professor or academic counselor.

ACCESSIBILITY SERVICES FOR STUDENTS WITH DISABILITIES

The University of Texas at Tyler is committed to full compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Amendments Act (ADAAA). As part of the implementation of this law, UT Tyler will continue to provide reasonable accommodation for academically qualified students with disabilities so that they can participate fully in UT Tyler's educational programs and activities. Although UT Tyler is not required by law to change the "fundamental nature or essential curricular components of its programs in order to accommodate the needs of disabled students," UT Tyler will provide reasonable accommodations for academic and university-sponsored co-curricular activities. It is the specific responsibility of the UT Tyler administration, faculty and staff serving in a teaching or coaching capacity to ensure the University's compliance with this policy.

The general definition of a student with a disability is any person who has "a physical, mental or medical impairment which substantially limits one or more of such person's major life activities," and any person who has "a history of or is regarded as having such an impairment." Reasonable academic and physical accommodations include but are not limited to: extended time on examinations; advance notice regarding booklists for visually impaired and some learning-disabled students; use of academic aides in the classroom such as note-takers and sign language interpreters; accessibility for students who use wheelchairs and those with mobility impairments; and need for special classroom furniture or special equipment in the classroom.

Procedures for Obtaining Accommodations

Students with disabilities are encouraged to contact Student Accessibility and Resources (SAR) prior to or during the first week of class attendance or as early in the semester as possible. The office will work with the course instructor and his or her department, and the student to arrange for reasonable accommodations. It is the student's responsibility to provide documentation verifying disability in a timely way.

CAREER SERVICES

The University of Texas at Tyler Office of Career Services offers guidance, resources, and support to help current Patriots and alumni navigate the career development process. Patriots may participate in Career Fairs held each fall and spring semester, workshops, and Graduate and Professional School Panels which provide you with an opportunity to learn about other university masters and doctoral programs. Career Services staff are available to assist students with their job search via Patriot Jobs, career assessments which help students identify strengths and skills, identifying potential career options, internships, preparing your resume, developing strong interview skills as well as learning how to conduct research on potential employers. In addition to Career Fairs, the office hosts various employers on campus throughout the year who are seeking UT Tyler's high-quality graduates. A list of events and opportunities may be found on the Career Services website at

<http://www.uttyler.edu/careerservices/>. Career Services also offers numerous resources both in the office and online. You may visit Career Services in the University Center, suite 2140, online at <http://www.uttyler.edu/careerservices/> or make an appointment by calling (903) 565-5862.

REGISTERING FOR CLASSES

The Athletics Department cannot determine academic schedules. Athletic administrators or coaches may only offer advice about courses that should be taken in light of eligibility requirements and competitive schedules. However, the student-athlete and his/her faculty advisor determine their class schedule, the student athlete can obtain a list of courses they need from their advisor and meet with the Athletic Academic Coordinator to build their schedule. Student-athletes are afforded the opportunity to register for classes on the first day of registration. It is prudent to have already scheduled an appointment, met with your advisor and checked for any holds on your account before this date. Student-athletes are responsible for registering for classes at the earliest possible time available to assist in getting class times that avoid conflict with athletic-related travel and competition

When registering for courses each semester, you must work directly with your Academic Advisor and Athletics Academic Coordinator.

- You must take courses that are applicable to your major.
- Returning student-athletes in declared majors must go through the preregistration advising procedures coordinated through the student's major department.
- New student-athletes (incoming freshmen and transfers) are advised by the Athletics Department academic counselors, who coordinate with departmental advisors.
- Talk to your coaches about the upcoming semester's workout and travel schedule so that your classes and study time may be arranged accordingly.
- Personal debts (i.e., parking fees, emergency loans, and academic computing fees) result in Financial Bars. These are not covered by your athletics scholarship and must be paid during the preregistration period or your registration will be barred.

Your Academic Counselor is always available for consultation and advice regarding registration and preregistration. See your Academic Counselor immediately if you have any questions regarding academic issues or if you are thinking about major or degree program changes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The University of Texas at Tyler maintains the privacy of student education records and allows students the right to inspect their education records as stated in the University's Student Education Records policy, consistent with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA). Information regarding the Family Educational Rights and Privacy Act may be found by visiting <http://www.uttyler.edu/registrar/ferpa/index.php>

The entire text of the University's policy is located in the Hand Book of Operating Procedures Series 500 located on the UT Tyler website <http://www.uttyler.edu/ohr/hop/hopseries500.php> Faculty and staff who request access to student academic records to execute their normal duties must first review the information found on the FERPA website. Students wishing to review or seeking to amend their education records should submit a written request to the University office in which the record is maintained.

At the discretion of University officials, UT Tyler may release certain information classified as directory information unless the student requests that such information not be released. A complete listing of directory information is published in the Handbook of Operating Procedures Policy 5.2.3 <http://uttyler.edu/ohr/hop/documents/5.2.3FERPA.pdf>.

Students wishing to restrict the release of directory information may do so by completing the appropriate form provided by the Registrar's Office. The Directory Information Disclosure Form may be found online http://www.uttyler.edu/registrar/forms/Directory_Information_NonDisclosure_Form.pdf. Once complete the form must be returned to the Enrollment Services Center in the James H. Stewart Administration Building (ADM) 230. Such requests remain in effect until the student notifies the Enrollment Services Center in writing that directory information may be released.

Recognizing that many students wish to share information from their educational records with their parents and family members, UT Tyler has developed an Authorization for Disclosure of Student Record Information form that grants one or more specific individuals' limited access to a student's non-directory information through in-person requests made at the Enrollment Services Center (ADM 230).

For more information regarding FERPA, including forms, parents and students should visit the University's FERPA website at <http://www.uttyler.edu/registrar/ferpa/index.php>

ELIGIBILITY

While you are a student-athlete at The University of Texas at Tyler, you are obligated to abide by NCAA, Conference, and University rules. The Assistant Athletics Director for Compliance is ready to assist you in fulfilling this responsibility. The staff will conduct an annual rules education session with each team and provide periodic updates as needed during the course of the academic year.

10 SEMESTER RULE

Student-athletes shall complete their seasons of participation during the first 10 semesters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the regulations of that institution. For an institution that conducts registration other than on a traditional semester or quarter basis, the NCAA Academic Requirements Committee shall determine an equivalent enrollment period.

SEASONS OF COMPETITION

A student-athlete shall not engage in more than four seasons of intercollegiate competition in any one sport. An institution shall not permit a student-athlete to represent it in intercollegiate competition unless the individual completes all of his or her seasons of participation in all sports within the applicable full-time semesters and outlined above.

FULL TIME ENROLLMENT

In order to be eligible for practice or competition, student-athletes must maintain full-time enrollment in a minimum of 12 credit hours per semester. Student-athletes may apply one or more courses in non-semester-length sessions that do not start on the first day of the semester (e.g. Second 7-Week) toward their full-time enrollment status, effective the date they enroll in each course. All student-athletes have a negative service indicator in the university system preventing them from dropping below full-time status without proper authorization. Dropping below full-time will constitute the student-athlete being ineligible for all practices and competition.

Exceptions to full-time enrollment:

- Student-athlete is in their last semester of attendance and need less than 12 credit hours to graduate
- Student-athlete is enrolled in a minimum of 9 credit hours as a graduate student.
- Student-athlete is in a final term before experiential learning requirement - A student-athlete may compete or practice while enrolled in less than a minimum full-time program of studies in the final semester or quarter of the student's baccalaureate degree program before participating in an experiential learning requirement (e.g., student teaching, internship, clinical, capstone project) in the following term, provided the student-athlete is carrying (for credit) all courses necessary to complete degree requirements as determined by the faculty of the institution, other than the experiential learning requirement. A student-athlete who uses this exception is not permitted to use the final semester/quarter exception the following semester or quarter.

GOOD ACADEMIC STANDING AND GPA REQUIREMENTS

In order to represent an institution in intercollegiate athletics competition a student-athlete must remain in good academic standing; the student-athlete must meet the minimum retention grade point average of 2.000 GPA for undergraduate students or 3.000 for graduate students; this is their cumulative grade point average for UT Tyler coursework only.

ACADEMIC PROBATION

A student who has a cumulative grade point average of less than a 2.0 will be placed on academic probation. For the purposes of determining academic probation, the summer sessions combined are treated as one semester.

Students on academic probation who fail to earn a semester grade point average of at least 2.0 will be placed on academic suspension.

A student on academic probation should not register for more than 12 semester hours and must obtain the advisor's or department chair's approval to register.

Hours and grade points earned at other institutions are not used in computing the grade point average.

Students who leave the university while on academic probation will retain probationary status on their return.

ACADEMIC SUSPENSION

Students on academic probation who do not earn a semester grade point average of 2.0 or above in the next semester of enrollment will be placed on academic suspension. Students on academic suspension will not be eligible to enroll for classes at UT Tyler for the period listed below. Readmission after the first or second suspended term will require the permission of the student's advisor or department chair, and the dean of the college of their major.

- First Academic Suspension-- one regular semester or one full summer
- Second Academic Suspension-- 12 months
- Third Academic Suspension-- Permanent Dismissal

Petitions for readmission to the university following the first and second suspensions may be obtained from the Enrollment Services Center. It is recommended that the petition be submitted, with appropriate permissions, six weeks prior to the beginning of the semester in which the student wishes to enroll.

ACADEMIC PROBATION/SUSPENSION FOR FIRST-TIME FRESHMAN

Probationary or suspended students who are first-time freshmen will be required to participate in academic support programs such as Mentoring and Advising Patriots for Success (MAPS). Failure to participate in the required program(s) may result in additional registration and enrollment restrictions. First-time freshmen will need to consult with their advisor to plan an appropriate support program and to determine the steps necessary for compliance. A student who fails to comply by the deadline will be enrolled in the appropriate support program's associated course at the university's discretion and will receive notification via Patriot email.

9-HOUR RULE

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete must earn nine semester hours of academic credit the preceding regular academic term in which the student-athlete has been enrolled full time at any collegiate institution.

18-HOUR RULE

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete must complete 18 semesters since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters. Credit hours earned in the period after the regular academic year at the institution (e.g., hours earned in summer school) shall not be used to satisfy the academic credit-hour requirements of this regulation.

24-HOUR RULE

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete must earn 24-semester hours of academic credit during any year in which the student-athlete is enrolled full time in at least one academic term. A student-athlete may satisfy this requirement based on the student-athlete earning:

1. Satisfactory completion of a cumulative total of 24-degree hours since the beginning of the previous term
2. Satisfactory completion of 24-degree hours of academic credit since the beginning of the institution's proceeding regular two semesters" or
3. Satisfactory completion of 48-degree hours during the first two years of collegiate enrollment

Student-athletes can earn up to 6 hours during the summer to satisfy the 24-Hour rule

Courses not considered as meeting completion requirements include:

1. Courses taken for audit
2. Courses with grades of "F", "I", "W", "IP", or "NC"
3. Credit hours earned by examination or articulation

REPEATING A COURSE

If repeating a class in which the student-athlete received an unsatisfactory grade, they can only count that class one time toward the 24 hours required for maintaining athletic eligibility.

- For example, if student-athlete takes 12 hours during the fall semester and 12 hours during the spring semester, and during that time they repeated a 3-hour class that had previously received credit for, their annual semester credit total would be 21 hours. If this were to occur the student-athlete would need to take a 3-hour course during the summer semester to be eligible for athletic participation during the next academic year.

This rule does not apply for grades of "F," as the student-athlete receives no class credit when this grade is received or when the minimum grade requirement is not met to satisfy progress toward degree.

SUMMER SCHOOL ENROLLMENT

Student-athletes may not use more than 6 semester hours of summer school courses towards the annual requirement of 24 semester hours needed to be eligible for intercollegiate competition from one year to the next. Student-athletes may, however, utilize credits greater than 6 hours to fulfill the grade point average requirements.

Those student-athletes who will be attending summer school at another institution must follow the procedures required for enrollment at an outside institution. Such credits will not apply toward GPA requirements.

The following procedures are in place to monitor enrollment in summer school.

1. The student-athlete is responsible for completing an Undergraduate Transient Form or Graduate Transient Approval Form and submitting each of these documents to the Athletics Certification Coordinator in the Office of the Registrar. A course description of all requested classes, from the outside institution's current Catalog, must be attached to the request. This form must be signed by the student-athletes Academic Advisor and Athletics Academic Coordinator.
2. The FAR, Registrar and the Assistant Athletics Director for Compliance are responsible for verifying the academic status of the student-athlete and the number of hours requested for enrollment.
3. The FAR and the Registrar will review the requirements with the student-athlete.
4. The Registrar, in consultation with the FAR and the student-athlete's Academic Advisor, determines whether the course(s) included in the request will satisfy continuing eligibility requirements.
5. When the Transient Form is approved or denied, the Assistant Athletics Director for Compliance will notify the head coach and Athletics Academic Coordinator regarding the approval or denial.
6. The head coach is responsible for informing the student-athlete regarding the approval or denial of their request.

ENROLLMENT AT AN OUTSIDE INSTITUTIONAL BRIDGE PROGRAM

Student-athletes must receive prior permission to enroll at an educational institution other than UT Tyler; this is known as transient enrollment. The purpose of this policy is to ensure credits earned at another educational institution meet the requirements of UT Tyler. Although student-athletes may use credit hours at another institution to satisfy Progress Toward Degree and GPA purposes, credit hours do not count toward full-time status.

Transient enrollments may only be utilized to meet enrollment requirements for student-athletes if they are part of a recognized program; general transient enrollments are not applicable.

The following procedures are in place to monitor enrollment at an outside institution.

1. The student-athlete is responsible for completing an Undergraduate Transient Form or Graduate Transient Approval Form and submitting each of these documents to the Athletics Certification Coordinator in the Office of the Registrar. A course description of all requested classes, from the outside institution's current Catalog, must be attached to the request. This form must be signed by the student-athletes Academic Advisor and Athletics Academic Coordinator.
2. The FAR, Registrar and the Assistant Athletics Director for Compliance are responsible for verifying the academic status of the student-athlete and the number of hours requested for enrollment.
3. The Registrar, in consultation with the FAR and the student-athlete's Academic Advisor, determines whether the course(s) included in the request will satisfy continuing eligibility requirements.
4. When the Transient Form is approved or denied, the Assistant Athletics Director for Compliance will notify the head coach and Athletics Academic Coordinator regarding the approval or denial.
5. The head coach is responsible for informing the student-athlete regarding the approval or denial of their request.

ADD/DROP/PROCEDURES

A student-athlete is no longer eligible to compete or participate in practice if enrollment falls below full-time status. At UT Tyler, full-time enrollment is twelve (12) hours and nine (9) hours for graduate students. To ensure that NCAA requirements are being met, the add/drop procedure is as follows.

1. Student-athletes must meet with the Athletic Academic Coordinator before deciding to drop, add, or swap any classes.
2. Once identified in the system, the Athletics Academic Coordinator along with the student-athlete will login into the PeopleSoft system to make the request.
3. After the request has been made, the Registrar's Office sends a notification to the student-athlete's Academic Advisor, Financial Aid, Athletic Academic Coordinator for approval or denial. The head coach and the Assistant Athletics Director for Compliance are also notified.
4. Once approved by all the above, student-athletes are notified through the system that their schedule may change.
5. If the student-athlete drops below full-time status the Assistant Athletics Director for Compliance will remind the coach that the student-athlete is no longer eligible to practice or compete.
6. All student-athletes are identified in the system with a negative service indicator which serves as a backup in instances where the student-athlete tries to change their class schedule on their own. This indicator does not allow the student-athlete nor academic advisor to make any changes to their schedule without it being lifted by the Athletics Academic Coordinator or Assistant Athletics Director for Compliance.

Note: Student-athletes requesting add/drop during the summer vacation (from May until one week before the fall semester) may receive the approval for the drop from the Assistant Athletics Director for Compliance or Athletic Academic Coordinator. This process provides flexibility to the student-athlete to adjust their schedule in a timely fashion.

DECLARING A MAJOR

By the beginning of the student-athlete's fifth full-time semester, the student-athlete is required to have designated a program of studies leading towards a specific baccalaureate degree. From that point, the credits used to meet satisfactory-progress requirements must be degree credit toward the student's designated degree program. If the student-athlete declares a major prior to their fifth full time semester of enrollment, all acceptable semester credit hours that apply to any bachelor's degree program will count towards Progress-Toward-Degree component.

A declaration of a major is only official if the appropriate paperwork has been complete and submitted to the Registrar's Office by the student-athlete.

DECLARING A MINOR

Many student-athletes choose to pursue a minor in a field that they feel will help with their career. A student-athlete may designate an optional minor in pursuit of their baccalaureate degree. A student-athlete who has designated an optional minor may utilize a maximum of six (6) credit hours per term earned in the minor to fulfill the credit-hour requirements for meeting progress toward degree provided the minor was declared prior to the start of the semester.

A declaration of a minor is only official if the appropriate paperwork has been complete and submitted to the Registrar's Office by the student-athlete.

PROCESS FOR DECLARING A MAJOR AND OR MINOR

1. It is the student-athlete's responsibility to declare a major and any chosen or required minor(s) no later than the completion of the fourth semester of full-time enrollment.
2. It is the student-athlete's responsibility to obtain an official degree plan, reviewed and signed by their Academic Advisor(s), no later than the completion of the fourth semester of full-time enrollment. A copy of the degree plan must be submitted to the Office of the Registrar and a copy be given to the Athletics Academic Coordinator.
3. Once a degree plan is filed the Athletics Certification Coordinator will input the major in Compliance Assistant.
4. After the major and minor, have been declared, all courses attempted must count toward that student-athlete's degree program for determining eligibility. Confirmation that courses apply to the student-athlete degree will be confirmed by the Academic Advisor and FAR by comparing student-athlete enrollments to the Academic Advisor-signed official degree plan submitted by the student and/or the student's Patriot Advisement Report (PAR). The student-athlete is responsible for providing written approval, from their Academic Advisor(s), for any substitutions approved as part of their degree plan to the Office of the Registrar.
5. The Athletics Certification Coordinator and Assistant Athletics Director for Compliance checks to verify all student-athletes who have completed their fifth semester have designated a degree program.
6. If the student-athlete has not designated a degree program, the Athletics Certification Coordinator provides a list of those student-athletes to the Assistant Athletics Director for Compliance.
7. The Assistant Athletics Director for Compliance will inform the head coach of all student-athletes who have not designated a degree via email.
8. The head coach is responsible for informing the student-athlete of their status.

CHANGING DECLARED DEGREE PROGRAM

A student-athlete who wishes to change their designated degree program must complete the *Change of Major, Change of Minor, or Change of Core Curriculum Requirements Form* with the Office of the Registrar for any changes to be official.

The following procedures are in place to monitor change of designated degree program.

1. Student-athlete must meet with the Athletics Academic Coordinator to communicate the desire to change their major or minor.
2. The Athletics Academic Coordinator will give the student-athlete two forms, a *Change of Major, Change of Minor, or Change of Core Curriculum Requirements Form* and an *Athletics Change of Major/Minor Checklist* to the student-athlete.
3. The student-athlete will take the form to their intended Academic Advisor to discuss the college's requirements for major, concentration, program plan and/or minor. Their intended Academic Advisor must complete the designated area and sign the forms.
4. The student-athlete must then sign the forms
5. The student-athlete will then need to obtain signatures from the following athletic representatives to ensure review of eligibility and progress toward degree are considered before the change of major or minor is submitted and finalized.
 - a. Athletics Academic Coordinator
 - b. FAR
6. Once all signatures are obtained the Athletics Academic Coordinator will submit the form to the Athletics Certification Coordinator in the Registrar's Office to be considered official.
7. The new major will become effective the upcoming semester or term of attendance if the change takes place after the last day of Final exams until Census date of the following term. Otherwise the change will be delayed until the next term of attendance.
8. The Office of the Registrar will confirm the effective term and update University Records.
9. The Athletic Academic Coordinator, Athletics Certification Coordinator, Academic Advisor and FAR are responsible for ensuring the credits earned from the time of the change are acceptable toward the new degree desired. Confirmation that credits earned from the time of the change are acceptable toward the new degree will be confirmed by comparing student-athlete enrollments to the Advisor-signed official degree plan submitted by the student and/or the student's Patriot Advisement Report (PAR).

*The student-athlete is responsible for providing written approval, from their Academic Advisor(s), for any substitutions approved as part of their degree plan to the Office of the Registrar.

MAJOR REQUIREMENTS

- During the first two (2) years of enrollment, a student-athlete may use semester credit hours acceptable toward any degree program.
- After a student-athlete's fourth semester of full-time enrollment, he or she must declare a specific degree program (major, concentration and/or program plan) prior to the beginning of the fifth semester.
- Any changes to a student-athlete's major and required minor must be designated by the student-athlete on or before the last day of 100% refund, as established by the institution's academic calendar.

MINOR REQUIREMENTS

- A student-athlete will determine the requirements for his/her declared minor(s) by contacting the appropriate academic college.
- In order to utilize an optional minor for Progress Toward Degree, the student-athlete must declare the optional minor by the first day of the academic semester in which the optional minor credit is to be used for progress toward degree.
- Only a maximum of six credits from an optional minor can be used to meet Progress Toward Degree requirements each semester.
- Only optional minor credits completed during the academic year (Fall and Spring) can be used to meet progress toward degree requirements. Optional minor credits taken during the summer are not considered degree applicable for progress toward degree requirements.

ACADEMIC SUPPORT

The following academic support services are available for students and student-athletes at UT Tyler. We encourage student-athletes to take advantage of these resources.

PASS TUTORING CENTER

The PASS (Patriot Academic Success Services) Tutoring Center is a free walk-in tutoring center, with an individual appointment option, for current UT Tyler students. Support for 28 courses is being offered in a variety of subjects. Those chosen for coverage are selected because of their historically high failure and withdrawal rates at UT Tyler.

UPSWING

Free online tutoring available to all UT Tyler students

WRITING CENTER

The Writing Center at The University of Texas at Tyler is a place for undergraduate and graduate students, faculty and staff to work on their writing projects and writing skills.

MATH LEARNING CENTER

This room is equipped with 40 workstations with 17" LCD monitors. This room serves as our open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.

SUPPLEMENTAL INSTRUCTION

- Supplemental Instruction (SI) sessions are voluntary, regularly scheduled study groups that support some of UT Tyler's more difficult courses. These courses are identified in the course schedule each semester.

- Study sessions are led by faculty-identified students who have previously completed the courses successfully and are trained to facilitate sessions. Information on successful note taking, study strategies and test preparation along with course content are emphasized within the SI sessions.
- UT Tyler students who have participated in SI sessions have consistently demonstrated improved grades and course completion success.

STUDENT LEARNING COMMUNITIES (SLC)

Student Learning Communities (SLCs) are available in the fall semester for first-time freshmen. SLCs are composed of small groups of students with a common major or interest, who take courses and a Freshman Year Experience class together. The supportive environment created in these learning communities brings students, faculty, staff and peer mentors together to promote academic and social success.

Freshmen may register for learning communities while registering for fall classes with Academic Advising.

TRANSFERRING

If a prospective student-athlete wishes to transfer to The University of Texas at Tyler or a current student-athlete wishes to transfer from The University of Texas at Tyler, a permission to contact must be granted before the student-athlete and institution can contact one another regarding the possibility of transferring.

STUDENT-ATHLETE REQUEST FOR TRANSFER

1. The student-athlete must submit the *Notification of Transfer Form* via ARMS to the Assistant Athletics Director for Compliance.
2. Student-athletes must watch the required NCAA video to be added to the portal.
3. Student-athletes must enter the transfer portal on or before June 15th to have access to the one time transfer exception.
4. The Assistant Athletics Director for Compliance must input the student-athletes information into the Transfer Portal within 7 consecutive calendar days of notification.
5. The NCAA Transfer portal will automatically generate an email to the student-athlete regarding their permission to contact.
6. The student-athletes notification of transfer expires at the time in which they withdraw the notification or begin classes at their original institution or another institution during the subsequent academic year
7. UT Tyler may not cancel or reduce athletics aid upon notification of transfer during the period of award

WITHDRAWING FROM INSTITUTION

When a student-athlete wishes to withdraw from the institution the student-athlete must meet with the Athletics Academic Coordinator and submit a Withdrawal Form to the Office of the Registrar.

The Registrar will contact the Assistant Athletics Director for Compliance and Faculty Athletics Representative to confirm withdrawal.

The Assistant Vice President of Athletics for Compliance will notify the Head Coach.

Once the Athletics Department has confirmed a student-athlete's withdrawal from the institution the Registrar will proceed per institutional policy.

The Head Coach will need to submit a Team Deletion Form via ARMS and Grant-In-Aid Recommendation Form to reflect athletic aid changes, if applicable, to the Assistant Athletics Director for Compliance.

INTERNATIONAL STUDENTS

The Office of International Programs is located in the University Center. They have a full-time staff to help UT Tyler International students regarding their educational, financial, immigration, social and personal concerns. The number is 903-565-6155. The OIP is the only UT Tyler office legally authorized to sign US government documents such as I-20s and DS-2019s for international students.

It is important that a copy of all paperwork relative to a student's international status (Visa, Passport, I-20) is given to a staff member at OIP upon arrival.

A temporary ID number is assigned by to any person that does not have a Social Security number (SSN). It is recommended that international students obtain a US tax identification number. A tax ID number is required in order to gain employment.

Before leaving the US, students must have their I-20 papers signed by an OIP administrator to gain re-entry to the US. This process usually takes 3-5 business days, therefore do not wait until the last minute to request approval. It is recommended that you have the back of your I-20 signed every six months.

International students are required to pay taxes on any cash award received as part of an athletic scholarship. In addition, scholarship housing and meal plans are also taxed. The tax rate is 14%. The total tax paid is documented on a 1042-S form which should be filed with the IRS annually.

Students wishing to gain on-campus employment must fill out a work-permit request form that is available at the Office of International Programs.

FINANCIAL AID

A student-athlete must meet applicable NCAA, conference and institutional regulations to be eligible for institutional financial aid. If these regulations are met, the student-athlete may be granted athletically related financial aid for a maximum of 10 semesters. Any institutional financial aid provided after 10 semesters is left to the discretion of the institution consistent with institutional policies for awarding financial aid in general. A student-athlete may be awarded institutional financial aid during any term in which a student-athlete is in regular attendance (i.e., was enrolled initially in a minimum full-time program of studies as defined by the certifying institution during that term). A student-athlete may receive athletically related financial aid while enrolled in less than a minimum full-time program of studies, provided the student is enrolled in the final semester or quarter of his or her baccalaureate degree program and the institution certifies that the student is carrying (for credit) the courses necessary to complete the degree requirements.

ATHLETICALLY-RELATED FINANCIAL AID

The institution shall not award financial aid in an amount over the institution's cost of attendance. Athletically related financial aid shall not be awarded in an amount over the institution's full grant-in-aid (GIA) amount. Full GIA includes:

- Tuition

- Mandatory fees
- Books and required course materials
- Board and room

TUITION

Tuition fees are based per credit hour. Tuition fees are set each academic year by the institution and can vary from year to year.

MANDATORY FEES

Mandatory fees consist of technology fee, student health fee, student activity fee, and administrative service fee. Other institutional fees are considered optional fees due to services offered or rendered on an optional basis to the student body. Optional fees (e.g. online course fees, hybrid course fees, lab fees, university affiliation fees) are not considered mandatory fees and therefore not factored into athletics grant-in-aid.

BOOKS AND REQUIRED COURSE MATERIALS

Student-athletes receiving an athletic book scholarship are allowed to utilize institutional funds from athletics only for required books and required course material received.

ATHLETIC TEXTBOOK PROCEDURE

Student-athletes receiving textbooks or course-related materials as part of their athletic scholarship must adhere to the following policies and procedures:

1. Approximately one month prior to the start of the semester the Assistant Athletics Director for Compliance will send a list of student-athletes along with their schedules, who are receiving textbooks and course-related materials as part of their athletic scholarship to the Director of the UT Tyler Bookstore.
2. Student-athletes receiving textbooks or course-related materials as a part of their athletics scholarship are required to use the UT Tyler Bookstore for all textbooks and course-related materials.
3. The Director of UT Tyler Bookstore will fill out the *Book Inventory Form* for each student-athlete.
4. Student-athletes can pick up their books at the UT Tyler Bookstore and will only be provided the required materials for class in which they are enrolled in and must show photo identification to receive their materials.
5. No disposable items or other materials (i.e., pens, paper, clothing, etc.) may be charged to Athletics Textbook Scholarship.
6. The UT Tyler Bookstore will bill the Athletics Department for books and course-related materials for each student-athlete at the beginning of the semester.

RETURNING TEXTBOOKS OR COURSE-RELATED MATERIALS RECEIVED

1. At the end of each semester, the student-athlete must return all textbooks or course-related materials to the UT Tyler Bookstore no later than seven (7) days after the last day of finals.
2. The Director of the UT Tyler Bookstore will compare the returned materials with the *Book Inventory Form*.
3. For any materials that are not returned a charge will be placed on the student-athletes account equal to the value of the materials not returned.
4. At the conclusion of each term, the UT Tyler Bookstore will buy back returned books and course-related materials and reimburse the Athletics Department at the end of the semester.

KEEPING TEXTBOOKS OR COURSE-RELATED MATERIALS

Student-athletes wishing to keep a textbook or course related material can do so by abiding by the option below.

The student-athlete may purchase their textbooks or related coursework materials at the UT Tyler Bookstore's designated buyback price. Payment must be received within seven (7) days after the last day of finals. If payment is not received the student-athlete's account will be charged the original cost of the textbook or related coursework materials. The student-athlete will be responsible for paying any such charges incurred. The Director of the UT Tyler Bookstore will note which books have been purchased on the *Book Inventory Form*.

ROOM AND BOARD

Room and Board are for the student only, based on the official board and room allowance listed in the official institutional publication. Student-athletes are strictly bound by the rules and policies of UT Tyler Residence Life. Carefully read and

understand the terms of your housing contract. Athletics cannot intercede on behalf of student-athletes violating policies and procedures of UT Tyler Residence Life. All student-athletes staying on campus are required to make the necessary arrangements for their own housing. It is also strongly recommended to apply early in order to obtain your preferred choice of room assignments. Freshman and sophomore student-athletes are required to reside in on-campus housing.

MEALS

Students-athletes who live in on-campus housing are required to purchase a meal plan. Student-athletes who live off campus have the option of purchasing either an on-campus meal plan or a commuter plan. Plans are available for fall and spring semesters.

Meal plans come with two main features: meal swipes and Dining Dollars. Student-athletes can access their meal swipes and Dining Dollars through their Patriot Power Card (P2 Card).

Meal swipes are a certain number of meals student-athletes can eat at the MET located on the first floor of the University Center. When students purchase a meal plan, they are pre-paying for the meals they will eat during one semester. Each time students have their P2 Card swiped at the MET, one meal is deducted from the total.

Meal plans include Dining Dollars. Students can use Dining Dollars to eat at any on-campus retail location and for purchases in the Swoop N' Go convenience store.

DISBURSEMENT OF ATHLETIC AID

Athletic Aid will not be disbursed until a final academic certification has been verified. The Assistant Athletics Director for Compliance will notify the Director of Financial Aid of all student-athletes who are eligible to receive their aid.

FRESHMAN ACADEMIC ELIGIBILITY CERTIFICATION PRIOR TO AWARDED ATHLETIC AID

The NCAA Eligibility Center must issue a final academic eligibility certification before athletically-related aid can be awarded. The name of the student-athlete will be placed on the scholarship list and sent to the financial aid office for posting.

TWO-YEAR TRANSFER ACADEMIC ELIGIBILITY CERTIFICATION PRIOR TO AWARDED ATHLETIC AID

Two-year transfers who do not meet transfer requirements for eligibility must be a qualifier or partial qualifier out of high school to be eligible for practice or athletically-related aid. For those transfers that meet transfer eligibility rules, transcripts must be evaluated by the Registrar before the student-athlete will be awarded athletically-related financial aid.

FOUR-YEAR TRANSFER CERTIFICATION PRIOR TO AWARDED ATHLETIC AID

To be eligible for athletically-related aid, a release granting permission to contact with the transfer prospective student-athlete shall be on file. If an institution denies permission to speak with the prospect, then the prospect is not eligible for athletically-related aid.

GRANT-IN-AID

- A grant-in-aid is a one (1) year renewable contract.
- Continuing student-athletes will be notified no later than July 1st, regarding their renewal or non-renewal status.
- A student-athlete may not receive athletically related financial aid in excess of a full grant-in-aid, which includes tuition, room, board, books, and required fees.
- A student-athlete may receive other non-countable financial aid unrelated to athletic ability (i.e. academic scholarships, need-based scholarships, and federal aid) up to the full cost of attendance or the value of a full grant-in-aid plus aid that is permissible by federal regulations, up to the cost-of-attendance. Federal entitlement grants, loans, and work-study are not countable in financial aid limits.

PERIOD OF AWARD

The period of award begins when the student-athlete receives any benefits as part of the student-athletes' grant-in-aid on the first day of classes for an academic term, or the first day of practice, whichever is earlier, until the conclusion of the period set forth in the financial aid agreement. An athletics grant-in-aid shall not be awarded more than one academic year.

INITIAL AWARD

- First time receiving athletics scholarships
- Cannot exceed one academic year and cannot be awarded on a term by term basis
- May be increased at any time (effective with the 2018-19 academic year)
- Must be enrolled full time and meeting UT Tyler, Conference and NCAA requirements
 - Exception – student-athletes enrolled in final semester.

INCREASES DURING THE PERIOD OF AWARD

Athletics aid may be increased for any reason at any time but cannot be retroactive.

RENEWAL AND NON-RENEWALS

To comply with NCAA regulations, a student-athlete will be notified of the renewal, reduction, or nonrenewal of his or her athletic grant-in-aid no later than July 1 prior to the academic year for which it is to be effective.

RENEWALS

- Must be notified by July 1 if the student-athlete is receiving a renewal or increase
- Must accept and sign new Financial Aid Agreement

REDUCTIONS AND CANCELLATIONS

A student-athlete's athletic grant-in-aid can be reduced or canceled during the period of the award if the student-athlete:

- Renders him/herself ineligible for intercollegiate practice and or competition;
- Fraudulently misrepresents any information on an application, letter of intent, financial aid agreement, or any document;
- Engages in serious misconduct warranting substantial disciplinary penalty; or
- Voluntarily withdraws from a sport for personal reasons.

A student-athlete whose athletically related financial aid is reduced or canceled during the period of the award has the right of appeal.

- After notification of reduced or cancellation of athletics aid, student-athlete must notify the Assistant Director of Scholarships within 10 business days of their request to appeal by email or certified mail. Written notice must contain a completed *Grant-In-Aid Appeal* form.
- If appealed the Scholarship Appeals Committee will notify you within 14 business days to schedule a meeting.
- Scholarship Appeals Committee will hold a hearing with student-athlete, coach and any other pertinent people within 30 days from which the Assistant Director for Scholarships receives letter of appeal.

NON-RENEWAL OR REDUCTION OF AID

- Must be notified by July 1
- After notification of nonrenewal or reduction of Athletic Aid, a student-athlete must notify the Assistant Director of Scholarships within 10 business days of their request to appeal by email or certified mail. Written notice must contain a completed *Grant-In-Aid Appeal* form.
- If appealed, the Scholarship Appeals Committee will notify you within 14 business days to schedule a meeting.
- The Scholarship Appeals Committee will hold a hearing with student-athlete, coach, and other pertinent people within 30 days from which the Assistant Director of Scholarships receives letter of appeal.

FORMAT FOR AN ATHLETICS APPEALS HEARING

The athletic appeal hearing is designed to provide each of the parties, the student-athlete and spokesperson for the Athletics Department, with a fair and reasonable opportunity to present their respective points regarding the student-athlete's appeal. If the student-athlete is unavailable to be present for the athletic appeal hearing, he/she has the option to teleconference or videoconference in, or to have the case determined by written documents from both parties.

The athletic appeal hearing shall be closed to the public and because the athletic appeal hearing is not a legal proceeding; legal counsel shall represent neither of the parties. The student-athlete is permitted to bring to the athletic appeal hearing a maximum of two observers from the following categories: members of the immediate family, legal guardians, and fellow students. See

below for further details on the role of the advisor. Proper decorum shall be maintained at all times. It shall be the option of the chair to tape record the athletic appeal hearing to assist the committee in its deliberations.

Each party shall have an opportunity to present their points in accordance with the following:

- Introduction and review of purpose and format by the Chair of the Scholarship Appeals Committee.
- Chair calls the session of the Scholarship Appeals Committee to order and states day, date, and time.
- Chair will ask all parties to introduce themselves and state their respective role in the athletic appeal hearing.
- Chair will review purpose of athletic appeal hearing.
- Chair will remind observers (if any) that the proceedings are serious and that they are expected to remain quiet throughout the proceedings.
- Athletic appeal hearing will begin.
- All procedural questions are subject to the final decision of the chairperson.
- The student-athlete will present relevant information in support of his/her appeal at a designated date/time separate from the Athletics Department. As part of his/her presentation, the student-athlete may present written statements or other documentation, which corroborate or otherwise clarify points that he/she presents. If statements or other documents are presented, at least five copies of each document must be made available. The student-athlete may elect to have one of his/her observers act as an advisor. The selection of an advisor is limited to any currently enrolled fulltime student or parent/legal guardian. The advisor may not actively participate but may confer and give advice in a quiet, confidential and non-disruptive manner.
- Witnesses supporting the student-athlete (if any) will individually present information and are then questioned by the Athletics Department spokesperson then the student-athlete.
- Members of the Scholarship Appeals Committee can ask questions during all stages of the student-athlete's athletic appeal hearing, excluding the summation.
- The student-athlete is entitled to the final word and shall have five minutes to summarize key points.
- Following the above, the student-athlete's portion of the athletic appeal hearing shall be completed.
- The spokesperson for the Athletics Department will present relevant information in support of the action taken concerning the student-athlete's appeal at a designated date/time from the student-athlete. As part of his/her presentation, the Department's spokesperson may present written statements or other documentation, which corroborate or otherwise clarify points presented by the Department. If statements or other documents are presented, at least five copies of each document must be made available.
- Witnesses supporting the Athletics Department (if any) will individually present information and are then questioned by the student-athlete then the Department spokesperson.
- Members of the Scholarship Appeals Committee can ask questions during all stages of the Athletics Department's athletic appeal hearing, excluding the summation.
- The Athletics Department spokesperson shall also have five minutes to summarize key points.
- Following the above, the Department portion of the athletic appeal hearing shall be completed.

Once both parties portion of the athletic appeal hearing is completed, the committee will move to a closed session for deliberation.

The student-athlete and Athletics Department will be notified of the Committee's findings within two business days following their decision. Written notification of the decision shall be made within five business days of the athletic appeal hearing.

The decision of the Scholarship Appeals Committee shall be final and members of the committee, other than the Chair, will not be available for questions by either party or other individuals who might express an interest in the athletic appeal hearing. The Chair will be available to clarify questions for the student, Vice President of Athletics, or the President of The University of Texas at Tyler as they relate to the decision itself.

SCHOLARSHIP APPEALS COMMITTEE

The Appeals Committee is comprised of UT Tyler faculty and staff as recommended by the institution's Assistant Director of Scholarships. All decisions rendered by the committee are binding and final.

The Scholarship Appeals committee consists of the following individuals:

Molly Mitchell	Assistant Director for Scholarships
Francis C. Riley	Enrollment Services Officer II

Vacant
Allison Aragon
Dr. Paul Roberts

Scholarship Coordinator II
Scholarship Coordinator I
Faculty Athletics Representative

SUMMER FINANCIAL AID

Summer athletically related aid is awarded solely at the discretion of each head coach and as approved by the Vice President of Athletics as their budget allows. It is a requirement that all student-athletes receive prior approval from the UT Tyler's Registrar's Office prior to enrolling in summer courses at other institutions to ensure that such courses will transfer to UT Tyler. Post-eligibility financial aid is available to all student-athletes who exhaust their eligibility but have not yet earned an undergraduate degree.

POST ELIGIBILITY FINANCIAL AID

Post-eligibility financial aid is available to student-athletes in their 9th and/or 10th semesters of full-time collegiate enrollment if they have exhausted their athletic eligibility but still have hours remaining to graduate. Student-athletes must apply for these funds. These funds are awarded at the discretion of the athletics department based on the number of applicants, availability of funds, previous satisfactory degree completion requirements, and previous receipt of summer athletics aid.

OUTSIDE AID

A student-athlete will be ruled ineligible for intercollegiate athletics if you receive financial aid other than the financial aid that UT Tyler distributes. However, it is permissible to receive:

- Money from anyone upon whom you are naturally or legally dependent;
- Financial aid that has been awarded to you on a basis other than athletics ability; or
- Financial aid from an entity outside your institution that meets the requirements specified in the Division II Manual.

You must report to your institution any financial aid that you receive from a source other than UT Tyler on the *Student-Athlete Information form* that is completed at the beginning of the year. However, you do not need to report financial aid received from anyone upon whom you are naturally or legally dependent.

UT Tyler offers an extensive list of federal, state, and private financial aid opportunities to all students. Financial aid is determined once a student completes and submits the Free Application for Federal Student Aid (FAFSA). You can obtain a FAFSA form from the Financial Aid office.

CONTRIBUTION BY DONORS

It is permissible for an individual to contribute funds to the University to finance a scholarship or grant-in-aid for a particular sport. However, the decision as to how those funds are allocated within the sport rests exclusively with the institution.

It is not permissible for an individual to contribute funds to finance a scholarship or grant-in-aid for a particular student-athlete in accordance with NCAA Bylaw 15.01.4.

AID TO PROFESSIONAL ATHLETES

An institution may not award financial aid to a student-athlete who is under contract to or currently receiving compensation from a professional sports organization in the sport in which the student-athlete will participate at the certifying institution.

It is permissible to award institutional financial aid to a student-athlete provided the student-athlete is not a professional in the sport in which the student-athlete will participate at the certifying institution. Therefore, a professional athlete in one sport may represent a member institution in a different sport and may receive institutional financial assistance in the second sport.

However, a student-athlete who currently is receiving institutional financial aid and signs a contract in the same sport or receives compensation from an agent or a professional sports organization may continue to receive such aid for the remainder of the term of the award, provided the student-athlete has completed his or her four seasons of competition.

A former professional athlete may receive institutional financial aid in the same sport, provided the following conditions are met:

- The student-athlete no longer is involved in professional athletics;

- The student-athlete is not receiving any remuneration from a professional sports organization; and
- The student-athlete has no active contractual relationship with any professional athletics team, although the student-athlete may remain bound by an option clause [a clause in the contract that requires assignment to a particular team if the student-athlete's professional athletics career is resumed, as opposed to a clause that suspends the contractual relationship only for a specified period of time (e.g., during the academic year while the professional athletics team is not competing) and permits the contractual relationship to be reinstated by the student-athlete or the professional athletics team or organization].

STUDENT-ATHLETE EMPLOYMENT

It is extremely important that the conditions of any employment a student-athlete has complies with NCAA bylaws. Infractions could jeopardize not only your own athletics eligibility but that of your team. If you are considering accepting an offer of employment, please see the Assistant Athletics Director for Compliance to fill out the *Student-Employment Form* via ARMS Software for approval. For approval, the following must be met.

- The employment was obtained through established hiring protocol available to other applicants;
- The student-athlete is receiving payment based on any publicity, reputation, fame, or personal following gained from the student-athlete's athletic ability;
- The student-athlete is compensated only for work actually performed;
- The rate of pay is the normal rate of pay for the duties performed and job qualifications;
- The student-athlete is only paid for hours actually worked;
- If the student-athlete is provided with transportation to work or any other benefit (e.g., meals, merchandise discounts), such benefits must be available to all employees; and
- The student-athlete's name and image are not used in any way in association with the business.

SPORT LESSONS BY STUDENT-ATHLETES

A student-athlete may receive compensation for teaching or coaching sport skills in his or her sport on a fee-for-lesson basis, provided all compensation received is consistent with the criteria for student-athlete employment. If a student-athlete would like to conduct lessons the student-athlete must fill out the Student-Athlete Employment Form via ARMS for approval.

CAMP EMPLOYMENT

A student-athlete who is employed in any sports camp or clinic must meet the following requirements:

- Fill out *Student-Employment Form* via ARMS
- The student-athlete must perform duties that are of a general supervisory character
- Any coaching or officiating assignments shall represent not more than one-half of the student-athletes work time.

Compensation provided to the student-athlete must be commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience. Compensation may not be paid on the basis of the value that the student-athlete may have for the employer because of the student-athlete's athletics reputation or achievement. It is not permissible to establish varying levels of compensation for a student-athlete employed in a sports camp or clinic based on the level of athletics skills of the student-athlete.

A student-athlete who only lectures or demonstrates at a camp or clinic may not receive compensation for his or her appearance at the camp or clinic. A student-athlete with remaining eligibility is not permitted to conduct his or her own camp or clinic. Also, there cannot be any organized practice at a camp or clinic site by members of a team.

EXTRA BENEFITS AND AWARDS

EXTRA BENEFITS

An extra benefit is any special arrangement to provide a student-athlete or the student-athlete's relative or friend, a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by a student-athlete, or his/her relative or friend is not a violation if it can be determined that the same benefit is generally available to all UT Tyler students or is available to a particular segment of the student body on a basis unrelated to athletics ability. As a student-athlete, ask yourself the following questions prior to accepting any type of benefit:

- Is this something that is generally not available to the general public or to UT Tyler students?
- Am I receiving this benefit because I am a student-athlete?

If you can answer "yes" to either of these two questions, then the benefit is likely going to be considered an extra benefit under NCAA legislation, you should not accept the benefit and report the situation to the Assistant Athletics Director for Compliance immediately. Examples of impermissible extra benefits include, but are not limited to:

- Cash or a cash-equivalent for athletic participation
- Payment from any source for complimentary admission
- Use of Athletics department copy/fax machine for personal use
- Having a booster or a UT Tyler staff member type/write papers, etc.
- Friends/relatives receiving expenses for travel to home or road contests
- Friends/relatives receiving free admission or free meals in conjunction with a team or booster club function
- Free or reduced athletic fees not directly related to practice
- Assistance in paying bills
- Receipt of a loan or the signing or cosigning of a note to arrange a loan or guarantee a bond
- Free or reduced cost use of an automobile
- Free or reduced cost storage of personal belongings

COMPLIMENTARY ADMISSIONS FOR STUDENT-ATHLETES

Each student-athlete who participates (practices or competes) in a sport may receive up to four complimentary admissions per home contest in his/her sport, regardless of whether the student-athlete competes in the contest. The number of admissions provided for away contests, however, is subject to availability and may not exceed four.

Complimentary admissions are provided via ARMS Software for individuals designated by the student-athlete. Hard tickets are not issued. Prior to each contest, the student-athlete may request admissions via ARMS Software indicating the individuals that s/he wishes to designate for complimentary admission to the contest. Only the individuals listed by the student-athlete will be provided complimentary admission to the event. All such individuals are required to show photo ID and sign for their complimentary admission.

The following individuals may not receive complimentary admission from a student-athlete:

- Agents or Runner
- UT Tyler University Boosters
- Prospective Student-Athletes
- UT Tyler Coaches/Staff or Family/Friends of Tyler Coaches/Staff
- Media Representatives
- Professors or other University Personnel

Exceptions to the above are made only for established friends and family members. No student-athlete shall ever receive payment, goods, or services in exchange for his/her complimentary admissions.

Also, a student-athlete may not purchase tickets from the institution for an athletic contest and then sell the tickets at a price greater than face value. Engaging in any of these activities will compromise a student-athlete's eligibility.

OCCASIONAL MEALS

INSTITUTIONAL STAFF MEMBER

A student-athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.

REPRESENTATIVE OF ATHLETICS INTERESTS

A student-athlete or the entire team in a sport may receive an occasional family home meal from a representative of the institution's athletics interests provided the meal is in the individual's home, on campus, or at a facility that is regularly used for home practice or competition and may be catered. The representative of the institution's athletics interests or an institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.

OCCASIONAL MEALS PROVIDED BY RELATIVES OR LEGAL GUARDIANS

Occasional meals to team members provided by the relatives or legal guardians of a student-athlete are permissible and may be provided at any location (e.g., tailgating)

The procedures for occasional meals are as follows:

1. The head coach of the student-athlete or team invited for an occasional meal is responsible for completing the *Occasional Meal Form* via ARMS Software and submitting the form to the Assistant Athletics Director for Compliance for review and approval at least 24 hours prior to the meal occurring.
2. If approved, the form is copied to the head coach and the original is filed in the office of the Assistant Athletics Director for Compliance, if not approved, the Assistant Athletics Director for Compliance will notify the head coach and provide an explanation for the denial.

TEAM ENTERTAINMENT

The Institution or team may provide reasonable entertainment (but may not provide cash for such entertainment) to student-athletes as a benefit incidental to participation in intercollegiate athletics.

The procedures for team entertainment are as follows:

1. The head coach will submit a *Team Entertainment Request Form* via ARMS Software to the Assistant Athletics Director for Compliance.
2. The Assistant Athletics Director for Compliance will review the request and approve or deny it.
3. If approved the Assistant Athletics Director for Compliance will send it to the Vice President of Athletics for Approval.
4. If approved the team may proceed with the team entertainment activity.

STUDENT ATHLETE AWARDS

Student-athletes are permitted to receive awards under certain circumstances as outlined below.

1. Each sport has annual team awards that are based on criteria set by the individual sport, and that are approved by the Assistant Athletics Director for Compliance.
2. Head coaches must fill out the *Annual Awards Participation and Achievement Form* and submit to the Assistant Athletics Director for Compliance for review.
3. The Assistant Athletics Director for Compliance will send the *Annual Awards Participation and Achievement Form* to the Vice President of Athletics for approval.
4. Awards from outside organizations are not allowed unless approved in advance by the Assistant Athletics Director for Compliance and the Vice President of Athletics.
5. Value limits for underclassman is set at \$225.00 and \$425.00 for seniors

CHAMPIONSHIP AWARDS

Awards may be granted to team members or individual student-athletes for the following achievements and may not exceed \$325.00 per student-athlete for conference championships and \$415.00 for national championships

- Conference team championship
- NCAA team championship
- Individual NCAA championship

The procedure for granting the awards is as follows:

1. The head coach shall determine who is eligible to receive each award and fill out the *Championship Awards Form* be submitted to the Assistant Athletics Director for Compliance.
2. The Assistant Athletics Director for Compliance will review the awards to ensure they are of appropriate type and value and send to the Vice President of Athletics for Approval

LETTERING

To letter in a sport, a student-athlete must finish in good academic standing and have participated in that sport. Awards consists of;

- Freshman – Certificate
- Sophomore – Commemorative Coin
- Junior – Commemorative Cube
- Senior – Official “T” and framed photo

CONFERENCE ACADEMIC AND COMMUNITY SERVICE AWARDS

The LSC recognizes Academic Teams, Awards and the Community Service Awards

PLAYING AND PRACTICE SEASON

Student-athletes must have on file with the Assistant Athletics Director for Compliance a valid physical examination, drug testing consent, sickle cell solubility test, and proof of minimal limit athletic injury insurance prior to any participation in conditioning, practice or competition.

Each sport, with the exception of Men’s and Women’s Basketball, has a championship and nonchampionship segment in which practice and/or competition is conducted based on NCAA regulations. Within each segment, there is an in-season period and an out-of-season period.

- **Championship Segment** of play that concludes with the NCAA National Tournament.
- **Non-championship segment** consist of practice and competition within a 45-consecutive day window. Golf has a 60-consecutive day window.

CONTEST AND DATES OF COMPETITION

Scheduling of each sport season is the responsibility of the Head Coach for each intercollegiate program. This process may not proceed until such time as the conference schedules have been approved by the Conference Commissioner. A sport schedule is tentative until approved by the Vice President of Athletics, who will evaluate missed class time, balance between home and way, conflicts with any known UT Tyler functions, or potential conflicts in providing quality game management for home events. The schedule does not get posted on the athletic website until it has administrative approval and appropriate game contracts are completed.

Sport	# of Games/Contest/Play Dates
Baseball	50 contests
Basketball (M & W)	26 contest
Soccer (M & W)	18 matches – 5 additional dates of competition in the non-championship segment

Softball	56 contests
Cross Country (M & F)	7 dates of competition
Tennis (M & W)	25 dates of competition. No more than 7 individual singles and /or double tournaments
Volleyball	26 dates of competition – 4 additional games of competition in the non-championship segment
Golf (M & W)	21 dates of competition
Track & Field (M & W)	18 dates of competition – Indoor and Outdoor combined

COUNTABLE ATHLETICALLY RELATED ACTIVITIES

The Department of Athletics is responsible for monitoring playing and practice seasons for all intercollegiate sports teams. This includes monitoring playing season declarations, countable athletically-related activities (CARA) for both in-season and out-of-season, and number of contests. Participation in any countable athletic related activity organized and/or directed by any member of the coaching staff.

Countable athletically related activities include, not are not limited to the following.

- Practice
- Competition
- Required conditioning/weight training
- Skill-related instructional activities
- Required individual workouts
- Athletically-related meetings initiated by a member of the coaching staff
- Required film sessions
- “Captain’s practices”
- Visiting the competition site (Golf & Cross Country only)

NON-COUNTABLE ATHLETICALLY RELATED ACTIVITIES

Non-countable athletically related activities include the following:

- Voluntary individual workouts (not required or supervised by a coaching staff member)
- Training table or competition-related meals
- Physical rehabilitation
- Medical exams or treatments
- Dressing, showering, or taping
- Study hall or required tutoring sessions
- Meetings with coaches regarding non-athletic matters
- Travel to and from practice or competition
- Recruiting activities (serving as a student-host, etc.)
- Public relations activities (media interviews, etc.)
- Visiting the competition site (all sports except golf and cross country)

CHAMPIONSHIP SEGMENT

During the championship season a student-athlete’s participation in countable athletically related activities is limited to the following;

- 20 hours per week
- Maximum of four hours per day
- One off day per week

* A practice round of golf may exceed the four hours per day limitation but the weekly hour limitation is still in effect

NON-CHAMPIONSHIP SEGMENT

During the non-championship season a student-athlete’s participation in countable athletically related activities is limited to the following;

- 15 hours per week
- Maximum of 4 hours per day

- 2 off days per week

Golf and Tennis

- 20 hours per week
- Maximum 4 hours per day
- 2 off days per week

* A practice round of golf may exceed the four hours per day limitation but the weekly hour limitation is still in effect

OUT OF SEASON ACTIVITIES

Countable athletically related activities for student-athletes outside of the playing season is limited to the following;

- Eight hours per week, with no more than 4 hours spent on team activities
- Two off days per week

PRE-SEASON ACTIVITIES

Hourly and weekly limitations for sports teams during preseason practice prior to the first day of classes or the first scheduled contest, whichever comes first.

FALL SPORTS

Fall sports may not commence practice sessions before seventeen days before the first permissible contest or five days before the first day of class, whichever is earliest.

Time limits:

6 hours per day, only 5 may be devoted to physical activities (e.g. practice, weight training, conditioning). In addition, any session with physical activities shall not exceed three hours in length. Student-athletes must be provided with at least three continuous hours of recovery time between any session occurring that day. During this time, student-athletes may not attend any meetings or engage in other athletically related activities (e.g., weightlifting); however, time spent receiving medical treatment and eating meals may be included as part of the recovery time.

SPRING SPORTS

Spring sports may not commence practice sessions before January 10th or the first day of classes, whichever is earliest. During this time there are no limitations for countable athletically related activities until the first day of classes.

VACATION PERIODS

Hourly and weekly limitations are not in effect during the institution's term-time official vacation period (i.e. Christmas, Spring Break) as listed in the institution's official calendar, and during the academic year between semesters when classes are not in session.

WINTER BREAK

The winter break shall be a seven-consecutive-calendar-day period from December 20 through December 26. When December 20 falls on a Friday, Saturday or Sunday, the winter break shall be a seven-consecutive-calendar-day period that begins on the following Monday. When December 20 falls on a Monday, the winter break shall be a seven-consecutive calendar-day period that begins on the following Tuesday. During the winter break, a student-athlete may not participate in any countable athletically related activities and may not participate in any voluntary athletically related activities on campus unless the facility is open to the general student-body.

PRACTICE PROHIBITED AFTER COMPETITION

Practice may not be conducted at any time (including vacation periods) following competition, except between contests, rounds or events during a multi-day or multi-event competition (e.g. doubleheaders in baseball, matches in volleyball).

REPORTING OF COUNTABLE ATHLETICALLY RELATED ACTIVITIES

1. The head coach is responsible for submitting the *Weekly Countable Athletic Related Activity Form* to the Assistant Athletics Director for Compliance every Monday via ARMS Software.
2. For each day, the head coach is responsible for indicating the date and the length of all team activity in the following practice areas:
 - a. Practice
 - b. Competition
 - c. Team meeting
 - d. Conditioning
 - e. Weight training
 - f. Film review
 - g. Individual instruction
3. The Assistant Athletics Director for Compliance will review the hours in the ARMS Software. If the Assistant Athletics Director for Compliance finds a mistake or has a question the *Weekly Countable Athletic Related Activity Form* will be rejected for correction.
4. Two student-athletes per sport will verify countable athletically related activities in the ARMS Software. The ARMS Software system will randomly select the two student-athletes or a head coach can assign two student-athletes.
5. If the student-athletes approves the hours, the report is finalized. If a student-athletes rejects the report they must state the reason and a notification via ARMS Software will be sent to the Assistant Athletics Director for Compliance who will review the student-athlete's comments and speak to the student-athlete. If the report is incorrect the Assistant Athletics Director for Compliance will meet with the coach to discuss.
6. The Assistant Athletics Director for Compliance will periodically review facility schedules to ensure accuracy with the Athletic Training Staff and the Assistant Director of Facilities and Athletic Operations to verify hours.
7. The Assistant Athletics Director for Compliance or the FAR will randomly observe countable athletically-related activity to ensure the accuracy of hours reported.
8. All submitted reports are reviewed by the Assistant Athletics Director for Compliance and then filed.

SEASONS OF COMPETITION

A student-athlete shall not engage in more than four seasons of intercollegiate competition in any one sport. An institution shall not permit a student-athlete to represent it in intercollegiate competition unless the individual completes all of his or her seasons of participation in all sports within the applicable full-time semesters and outlined above.

Any competition (including a scrimmage with outside competition), regardless of time, during a season in an intercollegiate sport shall be counted as a season of competition in that sport.

EXCEPTIONS

In men's and women's soccer and women's volleyball a student-athlete may engage in outside competition during the segment of the playing season that does not conclude with the NCAA championship without using a season of competition, provided the student-athlete was academically eligible during the segment in the same academic year that concludes with the NCAA championship. In baseball and softball, a student-athlete may engage in outside competition during the segment of the playing season that does not conclude with the NCAA championship without using a season of competition. Prior to participating against outside competition during the nonchampionship segment, student-athletes shall be certified as eligible.

GUIDELINES HARDSHIP WAIVER

A student-athlete may be granted an additional year of competition by the conference or the Committee on Student-Athlete Reinstatement for reasons of "hardship."

Hardship is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions:

- a. The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institution;
- b. The injury or illness occurs prior to the first competition of the second half of the playing season that concludes with the NCAA championship in that sport and results in an incapacity to compete for the remainder of that playing season;

- c. The injury or illness occurs when the student-athlete has not participated in more than three contests or dates of competition (whichever is applicable to that sport), or 30 percent of the maximum permissible number of contests or dates of competition set forth in Bylaw 17 in his or her sport. Competition (excluding scrimmages and exhibition contests per Bylaw 17 in the applicable sport) against outside participants during the playing season that concludes with the NCAA championship, or, if so designated, during the official NCAA championship playing season in that sport (e.g., spring baseball, fall soccer), shall be countable under this limitation.

VOLUNTARY HOURS

- The activity must be initiated and requested solely by the student-athlete. A coach or any other staff member may not require a student-athlete to participate in each workout or activity.
- The student-athlete cannot be required to report information back to any coach or staff member (manager, etc.) pertaining to any workout that is done in a voluntary capacity.
- The student-athlete's attendance and participation (or lack thereof) may not be reported back to the coaching staff or recorded for attendance purposes.
- A coaching staff member may not observe a student-athlete's voluntary workout or participation in voluntary activities.
- A strength & conditioning staff member may be present during a student-athlete's voluntary workout provided the s/he is only present to monitor the facility for health and safety concerns.
- A strength & conditioning coach can, however, provide a student-athlete with a suggested or recommended workout, but cannot conduct or instruct the workout.
- The student-athlete cannot be subject to a penalty if s/he elects not to participate (or partially participate) in each workout or activity that is considered voluntary by NCAA legislation.

SUMMER VOLUNTARY WORKOUTS

In fall championship sports, beginning June 1 through the conclusion of the institution's summer vacation period, strength and conditioning personnel may design and conduct workout programs for student-athletes in those programs that will be reporting for fall practice. Certified strength and conditioning personnel may design a workout only at the request of a student-athlete from winter and spring sports but may not conduct the workout at any time during the summer. If the student-athlete wishes to use the Wellness Center, staff may only supervise the activity for safety purposes.

DRUGS, ALCOHOL & TOBACCO

UT Tyler policy and NCAA rules prohibit the use of tobacco products in UT Tyler facilities or during practice or competition. UT Tyler is a tobacco-free campus. The use of illegal drugs, including marijuana, is prohibited at all times. Alcohol is one of the most widely abused substances on college campuses. Alcohol consumption is prohibited for anyone under age 21. Consumption of alcohol is discouraged during the training year for any student-athlete of legal age and is not permitted on the road or in any situation where the student-athlete is representing The University of Texas at Tyler (e.g. recruiting visits, appearances, etc.). Because the Athletics Department feels so strongly that excessive alcohol consumption works against the philosophy and goals of the athletics program, as well as being detrimental to your health, the Athletics Department strongly encourages UT Tyler student-athletes pay attention to alcohol policies.

Student-athletes found in violation of this guideline will be sanctioned per the UT Tyler Code of Conduct and Discipline.

CONSEQUENCES FOR ALCOHOL VIOLATION: MINIMUM SANCTIONS

First Offense:

1. The student-athlete will have a conference with the Head Coach, punishment will be at the Head Coaches discretion in consultation with the Vice President of Athletics.
2. Subject to University Student Policies on Alcohol

Second Offense

1. The student-athlete will have a conference with the head coach, at which the student-athlete will be suspended from competition for a minimum of 20% of the entire regular season contests. Lost dates may carry over from one year to the next. Student-athletes may continue to practice during the suspension.
2. The student-athlete will meet with the Director of Judicial Affairs for a university disciplinary hearing.
3. The student-athlete will be required to complete an alcohol/drug education program before resuming competition, with any cost assumed by the student-athlete.
4. The student-athlete will be required to perform 20 hours of community service, which must be pre-approved in writing by the Vice President of Athletics, in consulting with the head coach, prior to resuming competition. Failure to complete community service hours prior to the reinstatement date will result in suspension from practice and competition until the community service hours are completed and verified by the head coach. Should the student-athlete be involved in more than one sport, the suspension would carry over to the student-athlete's other sport.
5. Offenses that occur in the non-traditional season will be treated the same as the traditional or in-season offenses, except the 20% suspension will commence at the start of the next season.

Third Offense:

1. The student-athlete will have a conference with the head coach, at which time the student-athlete will be suspended from competition for a minimum of 50% of the entire regular season contest. Lost dates may carry over from one year to the next. Student-athletes may continue to practice during the suspension.
2. The student-athlete will meet with the Director of Judicial Affairs for a university disciplinary hearing.
3. The student-athlete will be required to complete an alcohol/drug education program before resuming competition, with any cost assumed by the student-athlete.
4. The student-athlete will be required to perform 50 hours of community service, which must be pre-approved in writing by the Vice President of Athletics, in consulting with the head coach, prior to resuming competition. Failure to complete community service hours prior to the reinstatement date will result in suspension from practice and competition until the community service hours are completed and verified by the head coach. Should the student-athlete be involved in more than one sport, the suspension would carry over to the student-athlete's other sport.
5. Offenses that occur in the non-traditional season will be treated the same as the traditional or in-season offenses, except the 50% suspension will commence at the start of the next season.

Fourth Offense:

1. If a fourth offense occurs, while the student-athlete is enrolled at UT Tyler, it will result in a one-year suspension from all involvement in athletics at UT Tyler.

UT TYLER DRUG TESTING PROGRAM

The purpose of The University of Texas at Tyler Drug Education, Testing and Counseling Program will be:

1. To establish and define written policy and procedures for The University of Texas at Tyler to:
 - a. Educate eligible student-athletes as to the dangers of drug abuse,
 - b. Periodically drug screen a select number of student-athletes and
 - c. Drug screen any student-athlete where reasonable suspicion exists concerning unlawful use of a controlled substance.
2. To promote the health, academic, and athletic progress of each student-athlete at The University of Texas at Tyler.
3. To encourage eligible individuals to develop healthy, responsible lifestyles.
4. To discourage any drug use and abuse by eligible student-athletes at The University of Texas at Tyler.
5. To identify any eligible student-athlete who may be using illegal drugs or controlled substances and to identify the illegal drug or controlled substance.

6. To identify any chronic dependency and ensure that it is treated and addressed properly to the fullest extent of our available resources.
7. To provide reasonable precautions to ensure that each eligible student-athlete is exposed to safe and effective academic and athletic environments by minimizing the dangers associated with drug abuse.
8. To provide reasonable safeguards in order that every eligible student-athlete is medically competent to participate in university-related activities.
9. To re-emphasize to eligible student-athletes their responsibilities as a positive role model, both on and off the campus.
10. To empower eligible student-athletes with a reason to say "NO" to drug use and abuse.
11. To provide guidance, counseling, and treatment to eligible student-athletes who test positive by referring them to the appropriate professional.

ASSUMPTIONS

- The use of illicit drugs will impair an individual's good judgment and diminish one's ability to behave in a prudent manner, especially in pressure situations. Illicit drugs are referred to as "mind-altering" substances.
- The use of illicit drugs is detrimental not only to the physical but also the mental well-being of student-athletes. Students who participate in collegiate athletics must use good judgment, or the probability of injury to themselves or others is greatly increased.
- The use of illicit drugs is harmful to one's athletic health and may be life-threatening. Numerous highly publicized deaths of prominent athletes have occurred as a result of a drug overdose.
- The use of illicit drugs becomes addicting and increases the propensity to resort to criminal activities to support a very expensive habit.
- The use of illicit drugs seriously affects the fitness of student-athletes. Students who want to excel in college athletics must have a high degree of physical fitness.
- There is a need for a concerted effort to deter the use of illicit drugs, especially in public schools and colleges/universities.
- College student-athletes are a uniquely visible group of students because of the nature of the extracurricular activities in which they are engaged. College student-athletes have a strong influence on young people and have a responsibility to be good role models for them.
- A comprehensive drug program for highly visible groups that involve education, testing, and rehabilitation for drug users can be a strong deterrent to drug use.
- It would be desirable but not practical for every college student to participate in a comprehensive drug program.
- Mandatory participation in a comprehensive drug program is not considered discriminatory and is considered in both the best interest and welfare of student-athletes. Participation in collegiate athletics programs is a privilege and is NOT a right.

EDUCATION, COUNSELING & DETECTION PROCEDURES

The following procedures will be used by University personnel to implement the illicit drug prevention policy: Students will review the NCAA Drug-Testing video at the at the annual Student-Athlete Orientation. All freshman are also required to complete Alcohol.edu in the HAVEN online program.

In addition:

1. Student-athletes will sign a form acknowledging consent to undergo drug screening. Student-athletes may refuse to consent to drug testing under this program. However, those who decline participation in The University of Texas at Tyler Athletics Drug Prevention Program, which is designed to protect the health and reputation of the student-athlete, will not be eligible for nor shall be permitted to participate in intercollegiate athletics for The University of Texas at Tyler. A student-athlete who fails or refuses to be tested for drugs as provided in the policy, after initially consenting to drug testing, shall be considered to have made a decision not to participate in The University of Texas at Tyler Athletics Program.
2. All student-athletes in the intercollegiate athletics program may be tested at random during the academic year.
3. The collection and coding of specimen samples are executed in a manner ensuring total confidentiality and identification.
 - a. Students will be selected by a random selection process.
 - b. Students will be tested at a location predetermined by the team Athletics Trainer.

- c. An independent drug testing lab (THE Lab) will be responsible for the testing with the head technician recording as the Crew Chief.
- d. The procedures will assure confidentiality and integrity of the tests.

UT TYLER DRUG TESTING PROCEDURES

The UT Tyler Department of Athletics will implement random drug testing throughout the year and will be directed by the Head Athletics Trainer. UT Tyler will use T.H.E. Lab as our official drug testing partner.

1. At the beginning of each academic year, the Head Athletic Trainer will send each student athlete's identification number/or name to the testing lab, who then enters the information into their computer database. This information is confidential and will be used to identify a specific sample.
2. Throughout the academic year one or more student athlete's names will be drawn using a random table to be tested. If the Athletics Department feels there's reasonable suspicion of a student-athlete using a banned substance that student-athlete can be put into the testing pool.
3. The Vice President of Athletics and the Head Athletics Trainer shall be responsible for selecting the dates for testing and notifying the appropriate coaches concerning the specific test date, time, site, and student-athletes to be tested. It will then be the responsibility of the coach to ensure the presence of the student-athletes for testing as scheduled. If after being notified by his/her coach, the student-athlete fails to report for the drug test, it will be considered as a positive test.
4. The student-athlete shall provide picture identification when entering the drug-testing station.
5. The drug-testing station shall not be used for any other reason while the drug-testing is in session.
6. The team Athletics trainer will assist designated laboratory Crew Chief in collecting urine specimens at any time and providing accurate identification of the student-athlete.
7. A student-athlete who has a legitimate reason for not being tested at the prescribed time must present that information to the team trainer within the time frame for testing.
8. A student-athlete who does not report at the appointed time without just cause will be considered to have a positive test. The Vice President of Athletics determines whether or not the absence is just cause.
9. The test numbers of all student-athletes will be in the pool each week. Test numbers of student-athletes who were tested on the last test will be returned to the pool. When a student-athlete has had two consecutive random tests and his/her number is drawn again, the team Athletics trainer, in consultation with the Vice President of Athletics, may elect to defer that test.

ACTIONS

1. The analysis results are returned to the Head Athletics Trainer. Test results are revealed only to the student-athlete, Vice President of Athletics, head coach of the student-athlete's sport, and director of counseling.
2. All offenses are cumulative for the term of the student-athlete.
3. A student-athlete who has been sanctioned for a positive drug test will be subject to re-test for the remainder of the athletic year.
4. A positive test is that result which generates a reading which is considered a positive result per a NCAA policy.

FALSIFICATION OF TEST RESULTS

Any attempt to falsify test results by providing false information, altering a urine sample, manipulating test results, including findings of hyper dilution, or any other conscientious effort to circumvent the process will result in an automatic suspension from participation in the athletic program for a period of no less than one (1) academic year.

SANCTIONS

UT Tyler follows the same drug testing sanctions listed by the NCAA below:

1. A student-athlete who tests positive for an NCAA banned drug will be declared ineligible for participation in postseason and regular-season competition (unless a medical exception is granted).
2. A student-athlete who tests positive for a banned drug other than cannabinoids and narcotics shall be ineligible for competition in all sports until they have been withheld from the equivalent of one season of regular season competition. The student-athlete shall be charged with the loss of one season of competition in all sports, in addition to the use of a season if they participated in intercollegiate competition during the same academic year. The student-athlete shall be ineligible for intercollegiate competition for 365 consecutive days after the collection of the student-

athlete's positive drug-test specimen and until they test negative pursuant to the policies and procedures of the NCAA Drug-Testing Program. A student-athlete who tests positive for use of a substance in the banned drug class narcotics shall be ineligible for competition during 50% of a season of competition in all sports (i.e., 50% of all contests or dates of competition in the season following the positive test) and remain ineligible until the prescribed penalty is fulfilled and they test negative pursuant to the policies and procedures of the NCAA Drug-Testing Program. A student-athlete who tests positive for the first time for the use of a substance in the banned drug class cannabinoids shall engage in an education and management plan for substance misuse as developed or facilitated by the institution.

3. A student-athlete who tests positive a second time for the use of any drug other than cannabinoids or narcotics shall lose all remaining regular season and postseason eligibility in all sports. A student-athlete who previously tested positive for the use of any drug other than cannabinoids or narcotics who tests positive for use of a substance in the banned drug class narcotics shall be withheld from competition for 50% of a season in all sports (i.e., first 50% of all regular season contests or dates of competition in the season following the positive test). The student-athlete will remain ineligible until the prescribed penalty is fulfilled and they test negative pursuant to the policies and procedures of the NCAA Drug-Testing Program. A student-athlete who tests positive for the use of a substance in the drug class cannabinoid for the first time after having tested positive for the use of any substance in a banned drug other than cannabinoids and narcotics shall engage in an education and management plan for substance misuse as developed or facilitated by the institution.
4. A student-athlete who tests positive a second time for use of a substance in the banned drug class narcotics shall be subject to the penalties set forth in Bylaw 18.4.1.4.1 (penalty – banned drug classes other than cannabinoids and narcotics). A student-athlete who tests positive for a second time for the use of a substance in the banned drug class cannabinoids shall continue to engage in an education and management plan for substance misuse as developed or facilitated by the institution provided the institution can attest the student-athlete was compliant with the education and management plan after the first positive test. If the institution cannot or does not attest, the student-athlete shall be considered ineligible for competition during 25 percent of a season in all sports.
5. A student-athlete who tests positive for the use of a substance in a banned drug class other than cannabinoids after having tested positive for the use of a substance in the drug class cannabinoids shall be subject to the first positive penalty for that class.
6. A student-athlete who tests positive for a third time and beyond for the use of a substance in the banned drug class cannabinoids shall continue to engage in an education and management plan for substance misuse as developed or facilitated by the institution provided the institution can attest the student-athlete was compliant with the education and management plan after the first positive test. If the institution cannot or does not attest, the student-athlete shall be considered ineligible for competition during 50 percent of a season in all sports.
7. A student-athlete found to have tampered with an NCAA drug-test sample shall be ineligible for competition in all sports until they have been withheld from the equivalent of two seasons of regular-season competition. A student-athlete involved in tampering during a year in which they did not use a season of competition shall be charged with the loss of two seasons of competition in all sports. A student-athlete involved in tampering during a year in which they used a season of competition shall be charged with the loss of two additional seasons of competition in all sports, in addition to the season used, unless they use a season of competition in one of the next two academic years. If they used a season of competition in one of the next two academic years, they will only be charged one additional season of competition in all sports, in addition to the season used. The student-athlete shall be ineligible for intercollegiate competition for 730 consecutive days after the student-athlete was involved in tampering and until they test negative pursuant to the policies and procedures of the NCAA Drug-Testing Program.
8. If a student-athlete transfers to a non-NCAA institution while ineligible because of a positive NCAA drug test and competes in collegiate competition within the prescribed penalty at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular season and postseason competitions until the student-athlete does not compete in collegiate competition for the entirety of the prescribed penalty while enrolled and otherwise eligible for competition at an NCAA institution. The student-athlete shall be ineligible for intercollegiate competition for the applicable consecutive days (365 or 730) after their final non-NCAA competition and will remain ineligible until they test negative pursuant to the policies and procedures of the

9. The penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a cannabinoid or narcotic.
10. A student-athlete who tests positive has an opportunity to appeal the sanctions resulting from the positive drug test.

NCAA DRUG TESTING PROGRAM

The NCAA randomly drug tests universities year-round. UT Tyler's sanctions are the same as the NCAA.

BANNED SUBSTANCES

It is your responsibility to check with the appropriate or designated athletics staff before using any substance or supplement.

The NCAA bans the following classes of drugs:

- Stimulants: Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, "bath salts" (mephedrone); octopamine; DMBA; etc. Exceptions: phenylephrine and pseudoephedrine are not banned.
- Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17- androstenedione): Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epitrenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; ostarine, stanozolol; stenbolone; testosterone; trenbolone; SARMS (ostarine); etc.
- Alcohol and Beta Blockers (banned for rifle only): Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.
- Diuretics (water pills) and Other Masking Agents: Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.
- Street Drugs: Heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073).
- Peptide Hormones and Analogues: Growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1; etc.
- Anti-Estrogens: Anastrozole; tamoxifen; formestane; ATD; clomiphene; SERMS (nolvadex); etc.
- Beta-2 Agonists: Bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; etc.

For the full NCAA list of banned substances and guidelines visit <http://www.ncaa.org/2018-19-ncaa-banned-drugs-list>

NCAA AND INSTITUTIONAL BANNED MEDICATIONS

The NCAA list of banned drug classes is composed of substances that are generally reported to be performance enhancing. The NCAA bans performance enhancing drugs to protect student-athlete health and safety and ensure a level playing field, and it also recognizes that some of these substances may be legitimately used as medications to treat student-athletes with learning disabilities and other medical conditions. Accordingly, the NCAA allows exceptions to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. The benefit of a medical exception procedure is that in most cases the student athlete's eligibility remains intact during the process.

In all cases, a student-athlete, in conjunction with his or her physician, must document that other non-banned alternatives have been considered prior to requesting the medical exception for the use of a medication containing a banned substance. It is the responsibility of the institution to educate student-athletes about this policy, and to follow-up with any student-athlete who identifies the use of a banned medication to determine if standard non-banned medications have been pursued and documented. In order for a student-athlete to be granted a medical exception for the use of a medication that contains a banned substance, the student-athlete must: 1) have declared the use of the substance to his or her athletics administrator responsible for keeping medical records prior to practice or competition; 2) present documentation of the diagnosis or condition, and 3) provide documentation from the prescribing physician explaining the course of treatment and the current prescription.

For a medical exception to be granted for the use of these stimulant medications, the student-athlete must show that he or she has undergone standard assessments to identify ADHD. Frequently a student-athlete may find that the demands of college present difficult learning challenges. They may realize that some of their teammates are benefiting from the use of these medications and figure they should ask their team physician or family doctor to prescribe the same for them. If they do not undergo standard assessments to diagnose ADHD, they have not met the requirements for an NCAA medical exception. Please see your Athletics trainer to direct you to the proper personnel to assist.

Although student-athletes will not be tested for alcohol abuse, any athlete convicted of driving under the influence of alcohol or drugs/driving while intoxicated (DUI/DWI) as defined by Texas state law, or drunk and disorderly conduct will be considered to have had tested positively for substance abuse and will be subject to the consequences outlined in this document.

TOBACCO USE

The NCAA prohibits the use of all tobacco products by student-athletes and all game personnel, including coaches, Athletics trainers, managers and game officials, during practice and competition. The NCAA Committee on Competitive Safeguards and Medical Aspects of Sport have recently instituted increased penalties for student-athletes' tobacco use during practice or competition.

If a student-athlete is discovered using tobacco during practice or competition, both that student-athlete and the head coach will be immediately disqualified for the remainder of that practice or competition, and possibly for additional practices or competitions.

Any coach found to be using tobacco products during practice or competition will be immediately disqualified from that practice or competition and could be disqualified for additional practices or competitions.

SAFE HARBOR PROGRAM

A student-athlete eligible for the Safe Harbor Program may refer himself/ herself for voluntary evaluation, testing and treatment for alcohol or drug problems. A student-athlete is not eligible to enter the Safe Harbor Program:

1. More than 1 time
2. After he/she has been informed of an impending drug test
3. After documentation of a positive drug test; or
4. 30 days prior to NCAA or Conference postseason competition.

The University of Texas at Tyler will work with the student to prepare a Safe Harbor treatment plan, which may include confidential drug testing. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program and such a positive initial test will not result in any administrative sanctions except those listed in this section (i.e. the team physician may suspend the student from play or practice if medically indicated). A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan.

If a student-athlete is determined to have new banned substance use and/or alcohol use after the initial Safe Harbor Program test (as determined by follow-up testing) or fails to comply with the Safe Harbor Program treatment plan, the student-athlete will be removed from the Safe Harbor Program and be subject to appropriate disciplinary actions as detailed in The University of Texas at Tyler Drug Testing Policy and Procedures. Entering the Safe Harbor Program will be treated as one of the disciplinary action phases and any positive test indicating new banned substance use and/or alcohol use after the initial Safe Harbor Program test will be treated as the next subsequent positive.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of students eligible for random drug testing by The University of Texas at Tyler. Students in the Safe Harbor Program may be selected for drug testing by the NCAA.

The Vice President of Athletics, Assistant Athletics Director for Compliance, Team Physician, Head Athletic Trainer, and the student-athlete's Head Coach may be informed of the student-athlete's participation in the Safe Harbor Program. The athletic trainer assigned to the student-athlete's sport may also be notified if medically appropriate. The assistant coaching staff may also be informed at the discretion of the Head Coach. Other University employee may be informed only the extent necessary for the implementation of this policy.

SPORTS MEDICINE

ATHLETICS TRAINING/SPORTS MEDICINE OVERVIEW

Student-athletes deserve a safe and healthy college experience. College athletics come with inherent risks, but through partnerships, education and innovations UT Tyler works to provide student-athletes with the best environment for success. We are committed to providing comprehensive, high-quality medical services to every student-athlete. On-site medical services provided include, but are not limited to, prevention, evaluation, and treatment of injuries and illnesses, rehabilitation services, pre-participation exams, nutritional counseling, psychological counseling, and drug education and counseling. The Sports Medicine staff is responsible for managing all instances that affect the health and safety of student-athletes. This includes, but is not limited to, participation, conditioning, protective equipment/devices, nutritional concerns, maintenance of safe playing fields and facilities, and any other matter that would affect the health or safety of the student-athlete.

DESIGNATION OF TEAM PHYSICIAN

Dr. Michael Galbraith and Dr. Rebecca Peebles have been designated as the physician to serve all of The University of Texas at Tyler's intercollegiate athletic teams. Dr. Galbraith and Dr. Peebles will oversee the sports medicine efforts for injuries and illnesses incidental to the student-athlete's participation in the intercollegiate athletics. All referrals for services and medical clearance for active participation will be handled under her direction. All contact and correspondence with Dr. Galbraith and/or Dr. Peebles and their practice, as well as all other medical service providers, will be strictly coordinated through the Head Athletic Trainer.

REQUIRED FORMS

All UT Tyler student-athletes are required to complete eight (8) designated forms before they may compete or practice. The forms will be sent to all student-athletes through the ARMS Software.

Required forms are:

- Acknowledge of Insurance Requirements
- Assumption of Risk
- Authorization for the Release of Medical Information to Coaches/Athletics Staff
- Authorization for the Release of Medical Information to Parents or Guardian
- Consent to Treat
- Emergency Contact Information
- Health Insurance Information
- Sickle Cell Testing & Verification

PRE-PARTICIPATION MEDICAL EXAMINATION

A pre-participation examination is required to participate at The University of Texas at Tyler. The Athletics training department will provide three dates on which pre-participation medical examinations are offered to The University of Texas at Tyler student-athletes. These dates are reserved for those student-athletes who have permission from the head coach to attend. Any student-athlete who is trying out for a team or is unable to come to those three dates is responsible for their own pre-participation medical examination. These examinations should be given by a M.D. and not a Nurse Practitioner or Chiropractor.

HEALTH INSURANCE COVERAGE

It is the policy of The University of Texas at Tyler that every student-athlete have current insurance (individual or parental) with eligibility and benefits, which covers athletic injuries. The NCAA has an insurance policy which covers catastrophic injuries only and does not cover athletic injuries unless the amount in cost is greater than \$90,000. It will be the responsibility of the athletic training department to check current coverage.

1. Student-athletes must have a Parents Insurance Information Form on file with the Athletics Department before their participation begins.

2. The NCAA will only carry catastrophic insurance coverage with a \$90,000 deductible.
3. Student-athletes who are injured during regularly scheduled, staff supervised practices or games are to report the injury to their Licensed Athletics trainer and coach within 24 hours of the injury.
4. Student-athletes may be referred at the discretion of the athletics training staff to a UT Tyler team physician or other medical personnel if the injury requires the athlete to see a physician.

SECONDARY HEALTH INSURANCE

The University of Texas at Tyler Athletics Department provides limited secondary insurance coverage through Administrative Concepts Inc. for student-athlete participation and will not cover injuries sustained in non-intercollegiate activities.

UT Tyler sports medicine staff will assist the student-athlete in getting proper medical attention but will not be in any way financially responsible unless the injury is a result of sanctioned athletic practice or participation.

The University of Texas at Tyler Athletics Department secondary insurance policy is designed to supplement the student-athlete's personal primary insurance policy once the deductible for the student-athlete has been met. Any portion of the claim that is not met by personal insurance will be reviewed by Administrative Concepts Inc and be paid based on reasonable and customary charges. The secondary insurance policy will not necessarily cover all out of pocket expenses, which are the primary responsibility of the student-athlete. A student-athlete should not let his or her primary insurance expire or terminate. The secondary insurance is only enforced when primary insurance is in effect.

Any secondary opinion not deemed necessary by the designated Team Physician or Head Athletics Trainer and resulting outcome (i.e., surgeries, diagnostic testing) are the financial responsibility of the student-athlete.

ATHLETICS TRAINING ROOM

The UT Tyler Athletics training room will be available and open throughout the day as well as prior to, during, and after games, events, or practices. A calendar with available time will be posted on the front door. Student-athletes who are not able to make it to the posted time, must make an appointment with a UT Tyler Athletics trainer to assure that someone is available. The Athletics training room is located on the first floor of the Herrington Patriot Center (HPC 1045).

UT Tyler's head Athletics Trainer is Andrew Cage. He may be reached at (903) 565-5545.

The following therapeutic modalities are available to UT Tyler student-athletes:

- Whirlpool
- Hydrocollator
- Ultrasound
- Muscle stimulation
- Ice packs
- Intermittent compression

MEDICAL CARE WHILE TRAVELING

During team travel, all assigned Sports Medicine staff will have a Trainer's Travel Kit and have access to all emergency forms via ARMS with all necessary primary insurance information, secondary insurance information, and emergency contact information for the student-athletes. It is a head coach's or designee's responsibility to coordinate the Trainers Travel Kit when traveling without an Athletics Trainer. All injuries/illness are handled the same way as they are at home. All insurance policies/guidelines are in effect while the student-athlete is traveling. Student-athletes and staff will look to the host school for referral assistance with their team physicians whenever possible. When immediate medical care is deemed necessary by the attending Athletics Trainer and/or team physician, care should be arranged prior to a return to campus. If this is a life-threatening and/or catastrophic illness or injury, the UT Tyler Catastrophic Incident Policy should be followed. If traveling without the assigned Sports Medicine staff member, the head coach should contact their Sports Medicine representative immediately and notify them of the situation.

PRACTICE COVERAGE

Practice/game coverage/assignments will be determined by the Head Athletic Trainer based on the nature of the sport and its risk of injury. Championship season practice/playing take precedent over non-championship season practice/play. All attempts

should be made by coaches conducting practices during the non-championship season to plan them during the Athletic Training Room hours of daily operation. Any non-championship season competitions must be pre-approved by the Head Athletic Trainer to insure proper medical coverage.

CONCUSSION MANAGEMENT

The University of Texas at Tyler Athletic Training Department has adopted the following recommendations set forth by the National Athletic Trainers' Association, the National Collegiate Athletic Association, and the 3rd International Conference on Concussion in Sport for the management of sport-related concussions.

Definition & Recognition

Cerebral concussion, which is the focus of this policy, can best be classified as a mild diffuse injury and is often referred to as mild traumatic brain injury (mTBI). The injury involves an acceleration-deceleration mechanism in which a blow to the head or the head striking an object results in 1 or more of the following conditions:

- Headache, nausea, vomiting, dizziness, balance problems, irritability, uncharacteristic emotional behavior, delayed verbal and motor responses, slurred or incoherent speech, confusion, feeling "slowed down", fatigue, trouble sleeping, drowsiness, sensitivity to light or noise, loss of consciousness, blurred vision, difficulty remembering, or difficulty concentrating.

Agreement exists on several features that incorporate clinical, pathologic, and biomechanical injury constructs associated with head injury. They are as follows:

1. Concussion may be caused by a direct blow to the head or elsewhere on the body from an "impulsive" force transmitted to the head.
2. Concussion may cause an immediate and short-lived impairment of neurologic function.
3. Concussion may cause neuropathological changes; however, the acute clinical symptoms largely reflect a functional disturbance rather than a structural injury.
4. Concussion may cause a gradient of clinical syndromes that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course.
5. Concussion is most often associated with normal results on conventional neuroimaging studies.

Education

- Per the NCAA, student-athletes shall be presented with educational material on concussions. Institutions shall also require student-athletes to sign a statement in which student-athletes accept the responsibility for reporting their injuries and illnesses to the institutional medical staff, including signs and symptoms of concussions. The above-described education and acknowledgment shall take place during Student-Athlete Orientation each fall.
- Per the NCAA, institutions should ensure that coaches have acknowledged they understand the concussion management plan, their role within the plan, and that they received education about concussions. The above-described education and acknowledgment shall take place during Staff Orientation each August.
- Per the NCAA, institutions shall record a baseline assessment for each student-athlete prior to the first practice in the sports of baseball, basketball, soccer, softball, and pole vaulting. The baseline assessments shall take place at a time arranged by the institutional medical staff and head coaches prior to the team's first practice. The baseline assessment tool that will be utilized is the ImPACT testing software.

On-Field or Sideline Evaluation of an Acute Concussion

When a student-athlete shows ANY signs, symptoms or behaviors consistent with a concussion:

- The student-athlete should be medically evaluated onsite by an athletics health care provider with experience in the evaluation and management of concussion using standard emergency management principles. (An athletics health care provider is defined as a team physician, certified athletic trainer, nurse practitioner, physician assistant, neurologist or neuropsychologist.) Particular attention should be given to excluding a cervical spine injury.
- The appropriate disposition of the student-athlete must be determined by the treating health care provider in a timely manner. If no health care provider is available, the student-athlete should be safely removed from practice or play and urgent referral to a physician arranged.
- Once the first aid issues are addressed, an assessment of the concussive injury should be made.
- A player with diagnosed concussion shall be removed from practice or competition and shall not return to activity for the remainder of that day.
- The student-athlete should not be left alone following the injury, and serial monitoring for deterioration is essential over the initial few hours following injury.

- The student-athlete should be evaluated by a team physician within 24-72 hours post the initial assessment.

ImPACT Testing

- Baseline assessments will take place prior to the first practice for the sports of baseball, basketball, soccer, softball, and pole vaulting.
- If a student-athlete sustains a concussion, the student-athlete shall complete an initial ImPACT Post-Injury Test no earlier than 24 hours and no later than 72 hours' post incident.
- Once asymptomatic, the student-athlete shall complete a second ImPACT Post-Injury test.

SCAT3 Testing

- Baseline assessments will take place prior to the first practice for all student-athletes falling into 1 of the 3 categories: Freshman, Transfer, or student-athlete suffering a concussion within the past calendar year.
- Once asymptomatic, the student-athlete shall compete a second SCAT 3 test to make sure they have returned to their baselines.

Home Care

- Student-athletes should be provided with written instructions upon discharge; preferably with a roommate, guardian, or someone that can follow the instructions.
- A student-athlete with a concussion should be instructed to avoid taking medications except acetaminophen (Tylenol) after the injury. Acetaminophen and other medications should be given only at the recommendation of a physician. Additionally, the athlete should be instructed to avoid ingesting alcohol, illicit drugs, or other substances that might interfere with cognitive function and neurologic recovery.
- Any student-athlete with a concussion should be instructed to rest, but complete bed rest is not recommended. The student-athlete should resume normal activities of daily living as tolerated while avoiding activities that potentially increase symptoms. The student-athlete should also avoid cognitive intense activities such as video games, texting, reading, working on a computer, classroom work, or taking a test, etc.
- A student-athlete with a concussion should be instructed to eat a well-balanced diet that is nutritious in both quality and quantity.
- A student-athlete should be awakened during the night to check on deteriorating signs and symptoms **only if** he or she experienced loss of consciousness, had prolonged periods of amnesia, or was still experiencing significant symptoms at bedtime. The purpose of the wake-ups is to check for deteriorating signs and symptoms, such as decreased levels of consciousness or increasing headache, which could indicate a more serious head injury or a late-onset complication, such as an intracranial bleed.

Making the Return to Play Decision

- It is important for coaches, athletes, and parents to understand that every concussion is different and must be treated on a case by case basis. There is **NO** set timeframe for return to play following a concussion. Athletes that have sustained a concussion are more susceptible and at increased risk for sustaining subsequent concussions as well as other concussion related issues including prolonged symptoms, permanent motor and cognitive changes, and death. This is especially true in the immediate post-concussion time period. For athletes with a history of three or more concussions and who are experiencing slowed recovery, temporary or permanent disqualification from contact sports may be indicated.
- Returning an athlete to participation shall follow a progression that begins once the athlete is completely asymptomatic. See Graduated Return-to-Play Protocol below for these guidelines.
- Once SCAT3 scores have returned to baseline AND the athlete has completed the graduated return-to-play protocol symptom-free, return to full participation can be considered upon a final clinical evaluation by the team physician.
- Before returning to full contact participation, the athlete shall be reassessed and cleared by the team physician.

Graduated Return-to-Play Protocol

“Athletics healthcare providers shall have the unchallengeable authority to determine management and return to play of any ill or injured student-athlete, as he or she deems appropriate. Final authority for Return-to-Play shall reside with the team physician or the physician’s designee.” –NCAA Memorandum, 4/29/2010.

With this stepwise progression, the student-athlete should continue to proceed to the next level if asymptomatic at the current level. Generally, each step should take 24 hours, so that an athlete would take approximately one week to proceed through the full rehabilitation protocol once asymptomatic at rest and with provocative exercise. If any post-concussion symptoms occur while in the stepwise program, then the patient should drop back to the previous asymptomatic level and try to progress again after an additional 24-hour period of rest has passed

*We must recognize that no two concussions are identical and that the resulting symptoms can be very different, depending on the force of the blow to the head, the degree of metabolic dysfunction, the tissue damage and duration of time needed to recover, the number of previous concussions, and the time between injuries. All these factors must be considered when managing an athlete suffering from cerebral concussion. *

CONCUSSION REPORTING

The Athletic Trainer shall report all instances of diagnosed sport-related concussions in student-athletes and their resolutions to the NCAA on an annual basis pursuant to policies and procedures maintained by the Committee on Competitive Safeguards and Medical Aspects of Sports.

- Following removal, a patient suffering a concussion must be evaluated by one of UT Tyler's two team physicians who are educated and recognized in the area as concussion specialists. • Michael Galbraith, DO • Rebecca Peebles, DO
- Following this initial evaluation, a patient suffering from a concussion will be monitored by their athletic trainer throughout day-to-day activities.
- Once a student athlete has gone 24 hours without experiencing signs and symptoms of a concussion, their athletic trainer will contact Dr. Michael Galbraith or Dr. Rebecca Peebles.
- At this point, Dr. Galbraith or Dr. Peebles will make the determination if the patient needs to be re-evaluated by a team physician, or if they may begin the concussion return to play protocol.
- Once the patient completes UT Tyler's concussion return to play protocol symptom free, they will be released to return to all team activities.
- Clearance from a concussion can only come from one of UT Tyler's two team physicians or a designee evaluating the injured student-athlete on Dr. Galbraith's or Dr. Peebles's behalf.

RETURN TO PLAY

Per Texas House Bill 2038 (Natasha's Law), any UT Tyler Student-Athlete exhibiting signs of concussion is to be removed from all physical activity immediately. The following individuals are designated by law to make this decision.

- Team Physicians
- Team Athletic Trainers
- Coaches
- Any Allied Healthcare Practitioner

The following physicians' contact numbers are given for your information only and should not be utilized unless specifically directed to do so by a staff athletic trainer.

Dr. Michael Galbraith, Team Physician, Office: (903) 590-7870

Dr. Rebecca Peebles, Team Physician, Office: (903) 590-7870

Following this initial evaluation, a patient suffering from a concussion will be monitored by their athletic trainer throughout day-to-day activities.

Once a student athlete has gone 24 hours without experiencing signs and symptoms of a concussion, their athletic trainer will contact Dr. Peebles or Dr. Galbraith.

At this point, Dr. Galbraith or Dr. Peebles will make the determination if the patient will need to be re-evaluated by a team physician, or if they may begin the concussion return to play protocol.

Once the patient completes UT Tyler's concussion return to play protocol symptom free, they will be released to return to all team activities.

Return to Play Protocol

- Day 1 – 24 hours without symptoms
- Day 2 – 15-20 minutes of light cardio activity
 - Biking
 - Elliptical
- Day 3 – 45-60 minutes of cardio and calisthenics

- Running
- Swimming
- Day 4 – **Non-contact** sport specific activities
- Day 5 – **Contact** sport specific activities
- Day 6 – Return to full activity

Clearance from a concussion can only come from one of UT Tyler’s two team physicians or a designee evaluating the injured student-athlete on Dr. Galbraith’s or Dr. Peebles’s behalf.

In the event of reported or observed non-compliance with return to play protocol, patients will return to Day 1 of the UT Tyler Return to Play Protocol

Should a patient demonstrate repeated non-compliance or otherwise hazardous behavior, a decision will be made on the patient’s extended removal from activities involving:

- Head Athletic Trainer
- Primary Athletic Trainer for patient’s sport
- Team Physician
- Head Coach for patient’s sport

RETURN TO LEARN

Return To Learn Protocol

- Upon sustaining an injury which may affect in-class performance of a student-athlete, the athletic trainer will notify the FAR who will contact instructors and notify them of the injury.
- The athletic trainer fills out the *Athletic Training Academic Consideration for Concussions* letter and sends it to the FAR. The FAR sends the letter to the student-athlete’s professors.
- The FAR will maintain contact with instructors until the student-athlete is cleared to return to class.
- If the student-athlete is having issues with class, the student-athlete must report these to their athletic trainer and head coach, at which point contact can be made with the student-athlete’s instructors to arrange for any possible accommodations.
- Accommodations include but may not be limited to:
 - Excused absences from class
 - Extended time for taking exams and quizzes
 - Extended deadlines for papers, assignment, exams and quizzes
 - Written copies of notes from the day’s lecture

POLICY FOR SICKLE CELL TRAIT

UT Tyler’s Athletics department’s policy is in line with the NCAA policy that student-athletes need to undergo either sickle cell trait testing or two forms of sickle cell trait education. To accomplish this, UT Tyler provides student-athletes with an NCAA sponsored video to watch, and the Head Athletics trainer discusses sickle cell trait during orientation. After completing both forms of education, any first-year students (freshmen or transfers) who voluntarily chose to forego sickle cell trait testing may sign a sickle cell waiver with us.

The Sports Medicine Department at The University of Texas at Tyler is requesting that all student-athletes demonstrate knowledge of their sickle cell trait status. If a student-athlete tests positive for the sickle cell trait, they are still be able to participate in intercollegiate athletics. Individuals who test positive for sickle cell trait will be provided instructions by the Sports Medicine staff on what can be done to avoid complications.

Each student-athlete is responsible for obtaining results from a previous test or have sickle cell testing performed with his/her family physician prior to student-athlete orientation in August. If a student-athlete does not wish to have sickle cell testing done, the student-athlete may sign and waive testing. This confirms that you understand the importance of testing, have declined and released The University of Texas at Tyler from any liability related to the declination of sickle cell testing.

Definition of Sickle Cell Trait

Sickle cell trait is the inheritance of one gene for sickle hemoglobin and one for normal hemoglobin. During intense or extensive exertion, the sickle hemoglobin can change the shape of red blood cells from round to quarter-moon, or “sickle”. Sickle cells can accumulate in the bloodstream and will essentially “logjam” blood vessels which leads to collapse from ischemic rhabdomyolysis, the rapid breakdown of muscles starved of blood. Major metabolic problems can then threaten life.

Sickling can begin in 2-3 minutes of any all-out exertion and can reach grave levels soon thereafter if the athlete continues to struggle. Heat, dehydration, altitude, and asthma can increase the risk for and worsen sickling, even when exercise is not at all-out effort. Sickling collapse is considered a medical emergency.

Signs & Symptoms of Sickle Cell Trait Collapse

If the following signs and symptoms arise in athletes that have sickle cell trait, it should be assumed that they are in crisis: Muscle “cramping”, pain, swelling, weakness, tenderness, fatigue, inability to catch breath, leg or low back pain/cramping. Some players may react and just stop activity, saying “I can’t go on.” As the player is allowed to rest, sickle red blood cells regain oxygen in the lungs allowing them to revert to normal shape. Soon, the athlete feels good again and ready to continue.

Sickling collapse has been mistaken for cardiac collapse or heat collapse. Unlike sickling collapse, cardiac collapse tends to be “instantaneous,” has no “cramping” with it, and the athlete who hits the ground no longer talks. Unlike heat collapse, sickling collapse often occurs within the first half hour on-field, as during initial wind sprints. Core temperature is not greatly elevated. Sickling is also often confused with heat cramping. The following distinctions have been made:

1. Heat cramping often has a prodrome of muscle twinges; whereas, sickling has none.
2. The pain is different; heat cramping is more excruciating.
3. What stops the athlete is different; heat cramps hobble to a halt with “locked-up” muscles. Sickling players slump to the ground with weak muscles.
4. Physical findings are different; muscles visibly contracted and rock-hard. Sickling players lie fairly still, not yelling pain, with muscles that look and feel normal.
5. The response is different; sickling players that are caught early and treated correctly recover faster than players with major heat cramping.

Prevention Recommendations

For the student-athlete with sickle cell trait, the following guidelines should be adhered to:

1. Build up slowly in training with paced progressions, allowing longer periods of rest and recovery between repetitions.
2. Encourage participation in preseason and year-round strength & conditioning programs to enhance the preparedness of athletes for performance testing which should be sports-specific.
3. Student-athletes with sickle cell trait should be excluded from participation in performance tests such as mile runs, serial sprints, etc. (Several deaths have occurred from participation in these tests.)
4. Cessation of activity with onset of symptoms (muscle “cramping”, pain, swelling, weakness, tenderness, inability to “catch breath”, fatigue).
5. Allow athletes with sickle-cell trait to set their own pace.
6. Ambient heat stress, dehydration, asthma, illness, and altitude predispose the athlete with sickle-cell trait to an onset of crisis in physical exertion.
 - a. Adjust work/rest cycles for environmental heat stress
 - b. Emphasize hydration
 - c. Control asthma
 - d. No activity if an athlete with sickle cell trait is sick
 - e. Watch the athlete with sickle cell trait closely if new to altitude. Modify training and have supplemental oxygen available.
7. Encourage student-athletes with sickle cell trait to report any symptoms immediately.

Treatment Recommendations

For a student-athlete experiencing a sickle cell trait collapse, treat it as a medical emergency by doing the following:

1. Check vital signs.
2. Administer high-flow oxygen with a non-rebreather face mask.
3. Cool the student-athlete, if necessary.
4. If the student-athlete is obtunded or as vital signs decline, call 911, attach an AED, start an IV and get the student-athlete to hospital as quickly as possible.
5. Tell the doctors to expect explosive rhabdomyolysis and grave metabolic complications.
6. Prepare by having appropriate emergency equipment for all practices and competitions.

MENTAL HEALTH MANAGEMENT

UT Tyler’s Athletic Department and Athletic Training staff recognize mental illnesses pose a significant risk for student-athletes. Mental Health issues are critical in collegiate sports. Student-athletes face many of the same risk factors as their non-athlete peers and their role as student athletes may expose them to additional set of risk factors. These risk factors can take the form of direct stressors (time demands, performance pressures, coaching style), interactions with others in their environment that

encourage risky behaviors and discourage help seeking, harassment and discrimination related to personal characteristics such as race/ethnicity or sexual orientation. With that stated, UT Tyler will maintain a systematic approach to mental health based recommendations of collaborative support of campus and community resources from the “NCAA’s Best Practices for Understanding and Supporting Student-Athlete Mental Wellness.”

EDUCATION / AWARENESS

As with physical injuries, mental health problems may, by their severity, affect athletic performance and limit or even preclude training and competition until successfully managed and treated. The sports medicine staff, coaches, and student-athletes should be aware and knowledgeable about the different types of mental health issues. Numerous mental health resources for student-athletes, coaches and staff are available at <https://www.ncaa.org/sport-science-institute/mental-health>. An interactive educational module for supporting student-athlete mental wellness is available at <http://www.ncaa.org/sport-science-institute/supporting-studentathlete-mental-wellness>.

POLICY

Recognition and Diagnosis: Athletic Training Mental Wellness Team will include the Head Athletic Trainer, Senior Woman Administrator, Assistant Athletic Trainers, and campus mental health support services will consider requests for proper diagnosis and mental health support of a student-athlete.

The Athletic Training Mental Wellness Team will arrange for the Head Athletic Trainer or an appointed designee to meet with the student-athlete to discuss the concerns raised regarding their behavior. Upon completion of this meeting, the Head Athletic Trainer or an appointed designee may take one of the following steps and document the student-athlete conversation with UT Tyler Student Counseling Center (SCC):

- Monitor, with no direct intervention
- Monitor, with direct intervention
- Refer for mental health counseling

If a student-athlete is a risk to themselves or others, a licensed medical practitioner will determine their status to be cleared for athletic-related and team activities. If further intervention is necessary, the Athletic Training Mental Wellness Team in conjunction with the licensed medical provider and/or counselor will develop and implement a treatment/monitoring plan for the student-athlete. All return-to-play decisions related to student athletic participation are made by the team physician, Student Counseling Center and the Athletic Training Mental-Wellness Team.

ATHLETIC TRAINING MENTAL WELLNESS TEAM:

- Head Athletic Trainer
- Director of Student Health Services
- Counseling and Health Promotion Services
- Senior Woman Administrator
- Team Physician

If there is a need, additional personnel will be brought to the team as consultants. These consultants are, but not limited to:

- Assistant Athletic Trainer(s)
- Athletic Compliance Office
- Vice President of Athletics
- Faculty Athletic Representative

The Athletic Training Mental Wellness Team will schedule meetings as frequently as deemed necessary. Any member of the treatment team may call a meeting of the group.

Referring a Student Athlete to Counseling Services: If a student athlete voluntarily agrees or requests to see a mental health professional, the athletic trainer will help make an appointment with the Student Counseling Center them. The athletic trainer or staff member may walk the student-athlete to counseling services for the initial visit. The student-athlete should not be pressured into telling the coach, their teammates, their parents, or other staff about their mental health, although the athletic trainer or individual the student-athlete discloses mental health concerns to should encourage the student athlete tell their parents. All involved parties should respect the student-athlete’s privacy in this personal situation.

Refusal to Accept Referral to Counseling Services: Due to many underlying reasons, a student-athlete may refuse to go to counseling services for help. Unless the student-athlete's behavior poses an immediate threat to their life or others, they cannot be forced to take a mental evaluation. The student-athlete should be encouraged to seek help and find a professional to help them. If the student-athlete is showing signs of threatening behavior and safety concerns are present, the student should be referred to the Behavior Intervention Team through Student Affairs and contact should be made with Campus Police.

Privacy and Confidentiality: Information about a student-athlete's mental health will not be released without written consent from the student-athlete themselves. All important information that the student-athlete allows the Sports Medicine staff to have access to will only be shared with members of the Athletic Training Mental Wellness Team. No disclosed information will be shared with the student athlete's coach, teammates, or parents without the expressed consent of the student.

PREGNANCY POLICY

The Department of Athletics is committed to the personal health and development of all our student-athletes and to the educational mission of our school. We strive to provide an environment that respects all pregnancy and parenting decisions and urges all participants to work cooperatively toward degree completion. This policy sets forth the protections that should be provided for pregnant and parenting students, including those with pregnancy related conditions. It also prohibits retaliation against any student or employee who complains about issues related to the enforcement of this policy. UT Tyler wants to protect every student-athlete's physical and psychological health, and their ability to complete their education

FEDERAL LAWS

Title IX of the Education Amendments of 1972 bars discrimination on the basis of sex, which includes the guarantee of equal educational opportunity to pregnant and parenting students. This means that our student-athletes cannot be discriminated against because of their parental or marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. In addition, a student's medical information may be protected by other federal laws. Some actions that may be permissible under NCAA rules are impermissible under federal law, and our institution adheres to federal law.

In order to comply with federal law:

- UT Tyler athletics department will only require a pregnant or parenting student-athlete's physician to certify physical and emotional fitness as a condition for participating in athletics when such certification is required of student-athletes who experience other temporary disabilities.
- UT Tyler athletics department will allow a pregnant or parenting student-athlete to fully participate on the team, including all team-related activities, unless the student-athlete's physician or other medical caregiver – in collaboration with our designated team physician - certifies that participation is not medically safe.
- UT Tyler athletics department will allow a pregnant student-athlete to continue to participate in a limited manner on the team, including all team-related activities, unless the student-athlete's physician or other medical caregiver certifies that partial participation is not medically safe.
- Medically necessary absences from team activities due to pregnancy shall be considered excused absences.
- No coach or other department personnel shall suggest to any student-athlete that his or her continued participation on a team will be affected in any way by pregnancy or parental or marital status.
- UT Tyler athletics department will not allow a hostile or intimidating environment on the basis of pregnancy or parental status to exist. Acts or statements that are hostile toward pregnancy or parenting, or that shun or shame the student-athlete because she is pregnant or parenting will not be tolerated. Such conduct prevents an individual from effectively participating in, or denies a person the benefits of, the educational opportunities provided by this institution.
- UT Tyler athletics department will not terminate or reduce a student-athlete's athletics aid because of the student-athlete's pregnancy, marital or parental status during the term of the award.
- Students may take a medical pregnancy leave, and at the end of that leave they will be reinstated to the same status they had before the leave.
- UT Tyler athletics department will renew a pregnant, formerly pregnant, or parenting student-athlete's award, so long as the student-athlete is in good standing academically, remains engaged with our athletics department and meets NCAA eligibility standards. Returning students may be evaluated in the same manner as any other team member to determine their specific position on the team, as a starter, forward etc.
- UT Tyler athletics department will not permit the use of any written or verbal contract that requires a student-athlete to not get pregnant or become a parent as a condition of receiving an athletics award.

In order to assist UT Tyler student-athletes:

- UT Tyler athletics department will help the pregnant or parenting student-athlete plan for his or her continued academic progress, in accord with the university's educational mission.
- UT Tyler athletics department will help the student-athlete return to sport after pregnancy and during parenting, if the student-athlete so desires.
- The Head Athletic Trainer can provide medical referrals, if requested, on where the student-athlete can access timely medical and obstetrical care.

REPORTING

- UT Tyler athletics department will not require any student-athlete to reveal pregnancy or parenting status.
- UT Tyler athletics department will work to create an environment which encourages the student-athlete to voluntarily reveal her pregnancy and his or her parenting status. The department will help facilitate conversations with Athletics Administration, Sports Medicine, Title IX and respective coaching staff members, in order for our institution to provide optimal support for physical and mental. Our department's goal toward pregnancy and parenting is to create a safe environment.
- No athletics department personnel will publicly release personally identifiable health information about pregnancy without written, timely authorization from the student-athlete.
- When a student-athlete reveals her pregnancy or parenting status to athletics personnel, they should direct the student-athlete to this Policy. They should reiterate the department's protection of the student-athlete's team membership status and financial aid. Athletics personnel should refer the student-athlete to the head athletic trainer, team physician, to the student-athlete's personal physician, or to a university-designated representative trained in providing information about pregnancy and parenting support options.
- Athletics personnel who suspect that a student-athlete is pregnant may report their concerns to the head athletic trainer.
- Teammates of pregnant student-athletes may report their concerns to the head athletic trainer.

EMERGENCIES

Should an emergency occur at UT Tyler, patients will be transported to Christus Trinity Mother Frances Hospital, East Texas Medical Center, or the University of Texas Health Center at Tyler.

Christus Trinity Mother Francis Hospital: (903) 593-8411
800 E. Dawson, Tyler TX 75701

STUDENT-ATHLETES' RIGHTS AND RESPONSIBILITIES

We recognize that each of you has unique healthcare needs and we encourage a partnership between you and your caregivers. We encourage you or your designated representatives to participate in discussions and decisions about your treatments, options, alternatives, risks, and benefits.

STUDENT-ATHLETES' RIGHTS

As a student-athlete under the care of the sports medicine staff of The University of Texas at Tyler, you have the following rights relative to your care and the privacy of your medical information:

Knowledge and Information:

- To know the names of the providers inclusive of physicians, Athletics trainers, physical therapists or other allied healthcare personnel who have primary responsibility for coordinating your care and the names and professional relationships of other providers who will care for you.
- To receive information from your providers about the injury/illness, course of treatment, and prospects for recovery in language that you can understand.
- To receive as much information about any proposed treatment or procedure as you may need in order to give informed consent or to refuse this course of treatment. Except in emergencies, this information shall include a description of the procedure or treatment, the medically significant risks involved in this treatment, description of any alternate course of treatment or non-treatment and the risks involved in each, and the name of the person who will carry out the procedure or treatment.

- To be advised if the providers propose to engage in research, investigation and clinical trials involving human subjects affecting your care or treatment. You have the right to refuse to participate in such research projects and your decision will not affect your care.
- To be informed by the providers of continuing healthcare requirements following initial evaluation and treatment.
- To know which rules and policies apply to your conduct as a patient.

Active Participation in Your Care:

- To participate actively in decisions regarding medical care to the extent permitted by law. This includes the right to refuse treatment and to be informed of the medical consequences of refusal.
- To actively participate with your healthcare providers in making medical/ethical decisions regarding your care. Your designated representative also has this right.

Privacy and Confidentiality:

- Pertaining to confidential treatment of all information, communications, and records pertaining to your care. Written permission from you or your legally designated representative shall be obtained before medical records can be made available to anyone not directly concerned with your care. You and/or your legally designated representative are entitled to access the information contained in your medical record, within the limits of the law.
- To full consideration of privacy concerning your treatment and rehabilitation plan. Case discussion, consultation, examination, and treatment are confidential and will be conducted discreetly.
- To be advised as to the reason for the presence of any individual during the course of your medical care.

STUDENT-ATHLETES' RESPONSIBILITIES

As a student-athlete under the care of the sports medicine staff at The University of Texas at Tyler, we expect you to assume the following responsibilities:

- Report to the best of your knowledge accurate and complete information regarding any matters pertaining to your health to the physicians and other healthcare professionals caring for you.
- Report whether you clearly understand a proposed course of treatment and what will be expected of you.
- Follow the treatment plan recommended by the primary physician/provider responsible for care. This includes following the instructions of the other healthcare professionals as they carry out the coordinated plan of care.
- Keep appointments. If unable to do so, you should notify the responsible provider or your attending Athletics Trainer.
- Accept the consequences of your own decisions and actions if you choose to refuse treatment or not comply with the instructions given by your providers.
- Follow sports medicine center rules and regulations affecting your care and conduct.

If you should have any questions regarding these Patient Rights and Responsibilities, contact your attending Athletics trainers or team physicians.

AUTHORIZED DISCLOSURE OF PROTECTED HEALTH INFORMATION

The United States Department of Health and Human Services has adopted privacy standards — the HIPAA Privacy Standards — which protect your health information. The HIPAA Privacy Standards establish rules for when healthcare providers may use or disclose your health information. Importantly, the HIPAA Privacy Standards also tell us what we cannot do with your health information (See the section titled HIPAA Notice of Privacy Practices below).

The Athletics training/Sports Medicine Program has policies and procedures in place to safeguard the privacy of your medical records and protect you from unnecessary disclosure of your health information. In an athletics setting, there are many parties who can potentially have access to your health information, especially in routine injury situations. These parties include coaches and athletics staff, parents or guardians, media representatives from print, radio, and television, teammates, student-athletics trainers and other student members of the sports medicine staff, and professional teams and their scouts.

In the event that you sustain an injury while participating in athletics, it is important to understand that we may need to talk with your coaches, parents, and/or other people involved in your care in order to determine the best management options and proceed with treatment. When doing so, we may discuss issues relevant to your care and participation status only under the following circumstances:

- You have given us oral consent or implied consent through your actions. For example, you may ask members of your

coaching staff or family to be present during a medical evaluation to discuss your injury circumstances, treatment options, and activity status.

- You have signed authorization forms permitting us to disclose pertinent health information to the parties mentioned (coaches and athletics staff, parents or guardians, media representative from print, radio, and television, teammates, student-athletics trainers and other student members of the sports medicine staff, and professional teams and their representatives).
- You have the right to restrict disclosure of your health information to any of the parties by refusing to sign the authorization form designated for that party. If you choose to do so, you must write, "REFUSED TO AUTHORIZE" on the form and include your signature and date for validity purposes. Also, you have the right to revoke any of your signed authorizations. For example, during your career as a student-athlete, you may be confronted with a sensitive healthcare issue that you feel requires the utmost confidentiality and privacy. In order for you to revoke your signed authorizations under these circumstances, you must discuss your intentions with your providers (e.g., team physicians and Athletics trainers) and a new form will be processed that restricts disclosure of this health information.

The authorization forms (valid for six years from the date of your signature) are made available to you through our sports medicine staff prior to the commencement of fall workouts. Your participation is contingent on signing off on these forms.

Even though you have signed authorizations permitting us to share your health information, it is imperative to note that we are not obligated to do so. In accordance with the HIPAA Privacy Standards, we will respect the privacy of your health information by releasing only the minimum information necessary to protect your health and safety and we will strive to take appropriate measures to ensure the confidentiality of your medical information.

HIPAA NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

HIPAA PRIVACY RULES REQUIRE THAT WE FURNISH YOU WITH THIS NOTICE.

Purpose: The Division of Athletics training/Sports Medicine of Intercollegiate Athletics at the University of Texas at Tyler and its professional staff, employees, and volunteers follow the privacy practices described in this Notice. The Sports Medicine Staff maintains your medical records in a confidential manner, as required by law. However, the Sports Medicine Staff must use and disclose your medical information to the extent necessary to provide you with quality health care. To do this, the Sports Medicine Staff must share your medical information as necessary for treatment, payment, and healthcare operations.

What Are Treatment, Payment, and Health Care Operations? Treatment includes sharing information among health care providers involved in your care. For example, your treatment provider may share information about your condition with other treatment providers in the Sports Medicine Staff to make a diagnosis. The Sports Medicine Staff may use your medical information as required by your insurer to obtain payment for your treatment. We also may use and disclose your medical information to improve the quality of care, e.g., for review and training purposes.

What Are Other Ways the Sports Medicine Staff May Use Your Medical Information? Your medical information may be used, unless you ask for restrictions on a specific use of disclosure, for the following purposes:

Appointment reminders

- To inform you of treatment alternatives or benefits or services related to your health (You will have an opportunity to refuse to receive this information.)
- To carry out health care treatment, payment, and operations functions through business associates, e.g., to install a new computer system
- Alcohol and drug abuse information have special privacy protections. The Sports Medicine Staff will not disclose any information identifying an individual as being a student-athlete or provide any medical information relating to a student-athlete's substance abuse treatment unless (i) the student-athlete consents in writing; (ii) a court order requires disclosure of the information; (iii) medical personnel need the information to meet a medical emergency; (iv) qualified personnel use this information for the purpose of conducting scientific research, management audits, financial audits, or program evaluation; or (v) it is necessary to report a crime or a threat to commit a crime, or to report abuse or neglect as required by law.

- Worker's Compensation (Your medical information regarding benefits for work-related illnesses may be released as appropriate.)
- Health oversight activities, e.g. audits, inspections, investigations, and licensure
- Certain research projects
- To prevent a serious threat to health or safety
- Law enforcement (e.g., in response to a court order or other legal process, to identify or locate an individual being sought by authorities, about the victim of a crime under restricted circumstances, about a death that may be the result of criminal conduct, circumstances relating to reporting information about a crime).
- Disaster relief agency if injured in a disaster
- National security and intelligence activities
- Protection of the President or other authorized persons for foreign heads of state, or to conduct special investigations
- Lawsuits and disputes (We will attempt to provide you advance notice of a subpoena before disclosing the information.)
- As required by law

Your Authorization Is Required for Other Disclosures. Except as described in this section, we will not use or disclose your medical information unless you authorize the Sports Medicine Staff in writing to disclose your information. You may revoke your permission, which will be effective only after the date of your written revocation.

You Have Rights Regarding Your Medical Information. You have the following rights regarding your medical information, provided that you make a written request to invoke the right.

- Right to request restrictions. You may request limitations on your medical information we use or disclose for health care treatment, payment, or operations (e.g., you may ask us not to disclose that you have had a particular treatment), but we are not required to agree to your request. If we agree, we will comply with your request unless the information is needed to provide you with emergency services.
- Right to confidential communications. You may request communication in a certain way or at a certain location, but you must specify how or where you wish to be contacted.
- Right to inspect and request a copy. You have the right to inspect and request a copy of your medical information regarding decisions about your care. We charge a fee for copying, mailing, and supplies. Under limited circumstances, your request may be denied; in that instance, you may request a review of the denial by another licensed health care professional chosen by the Sports Medicine Staff. The Sports Medicine Staff will comply with the outcome of the review.
- Right to request amendment. If you believe that the medical information we have about you is incorrect or incomplete, you may request an amendment which requires certain specific information. The Sports Medicine Staff is not required to accept the amendment.
- Right to accounting disclosures. You may request a list of the disclosures of your medical information that has been made to persons or entities other than for health care treatment, payment, or operations in the past six years, but not prior to April 14, 2003. After the first request, there will be a charge.
- Right to a copy of this notice. You may request a copy of this Notice at any time, even if you have been provided with an electronic copy.

Requirements Regarding This Notice. The Sports Medicine Staff is required by law to provide you with this Notice. We will be governed by this Notice for as long as it is in effect. The Sports Medicine Staff may change this Notice and these changes will be effective for medical information we have about you as well as any information we receive in the future. Each time you register with the Sports Medicine Staff for health care services, you may receive a copy of the Notice in effect at the time.

Complaints. If you believe your privacy rights have been violated, you may file a complaint with the Sports Medicine Staff, with The University's Privacy Officer through the Office of Institutional Compliance, or with the Secretary of the United States Department of Health and Human Services. You will not be penalized or retaliated against in any way for making a complaint to the Sports Medicine Staff or the Department of Health and Human Services.

EMERGENCY ACTION PLANS

It is the purpose of the emergency action plan to deliver clear guidelines for appropriate medical care in the event of an emergency. Under no circumstances are coaches, administrators, or athletic training students expected to provide emergency care for which the athletic personnel lacks adequate knowledge, skills, or proficiency or confidence. The primary concern of emergency aid is to maintain cardiovascular function and, indirectly, the central nervous system function. This plan will help to expedite the care of an injured athlete in an emergency situation.

Medical Personnel

Head Athletics Trainer: Andrew Cage Office: (903) 565-5545 Cell: (830) 565-5545

Assistant Athletics Trainer: Mitchelle Gallegos Office: (903) 565-5742 Cell: (210) 632-1581

EMERGENCY ACTION PLAN PROCEDURES

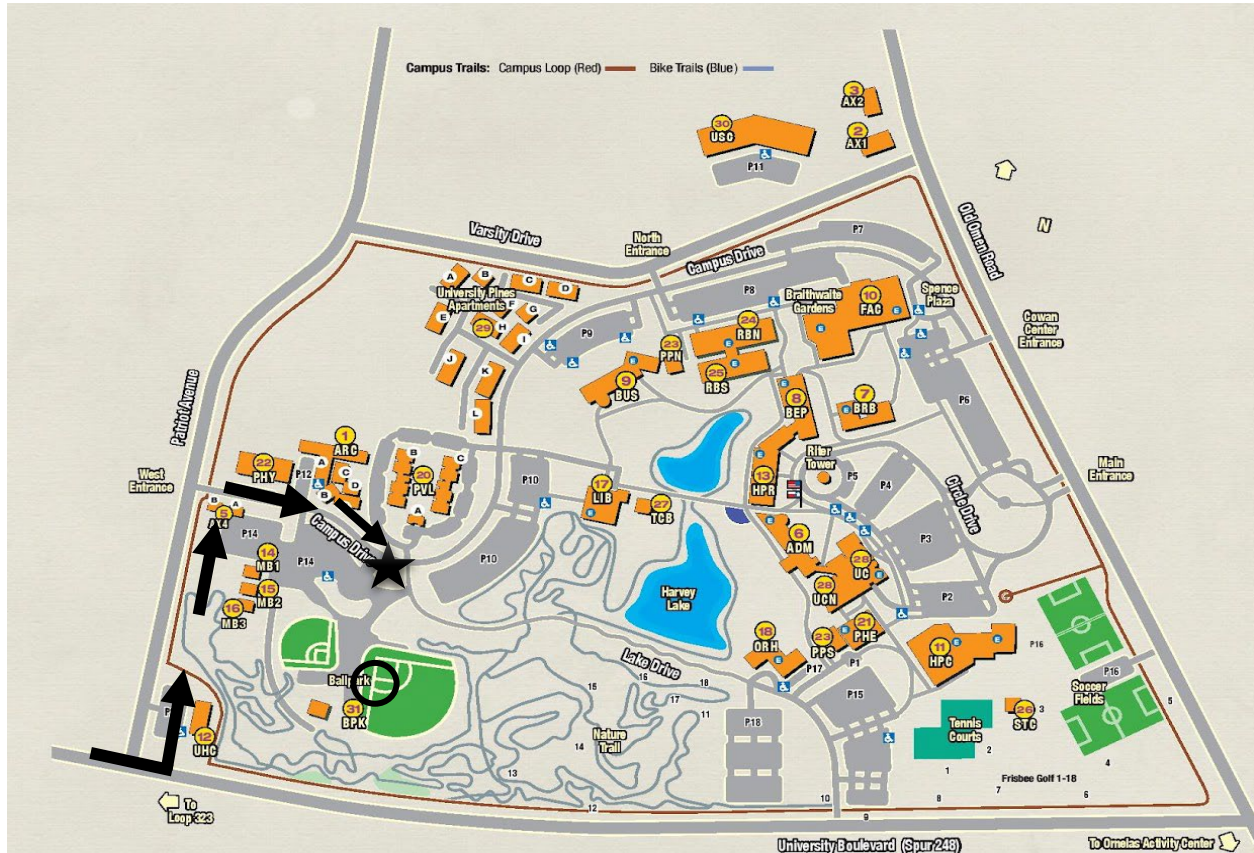
1. There are several responsibilities to be designated in an emergency situation. The following is a list of those responsibilities and the person(s) which should be delegated for those:
 - Immediate Care of Injured student-athlete
 - Staff Athletic Trainer
 - Athletic Training Student
 - Training Room Equipment Retrieval
 - Athletic Training Students
 - Head or Assistant Coach
 - Athlete's Insurance Information Retrieval
 - Athletic Training Students
 - Head or Assistant Coach
 - EMS Activation
 - Game Administrator
 - Athletic Training Students
 - Head or Assistant Coach
 - "Flag" Down EMS
 - Athletic Training Students
 - Head or Assistant Coach
 - Game Administrator
 - Accompany Athlete to Hospital
 - Athletic Training Students
 - Head or Assistant Coach
2. The designated caller should locate a cell phone or nearest landline telephone, call 911 and state the following:
 - Name and their title
 - Location of injured person(s)
 - Number of injured persons
 - Name of injured person(s)
 - Type of injury
 - Status of injured person(s): Level of consciousness, breathing, responding, bleeding, etc.
 - Directions to the location of injured person(s).
 - Answer any further questions the dispatch may have.
 - DO NOT HANG UP UNTIL INSTRUCTED TO DO SO BY THE DISPATCH
3. The designated caller should then notify the University of Texas at Tyler Police: (903) 566-7300
4. The designated caller should also notify the Head Athletic Trainer, Andrew Cage, if not already present. Office: (903) 565-5545 Cell: (830) 565-5545
5. When EMS arrives, allow EMS to take over as lead providers and assist as needed.

VENUE SPECIFIC EMERGENCY ACTION PLANS

Baseball – Irwin Field

- Closest landline: Fieldhouse athletic training room
- Shelter: Fieldhouse
- Directions to Irwin Field: From Spur 248/University Blvd, turn L onto Patriot Drive. Turn R at the campus West Entrance. Turn R into parking lot 14. Go straight onto the field access road.
- Field access: EMS will enter through gate along 1st baseline in right field.

EMS Parking - ★ Field Entrance – ○



Golf – Patriot Golf Practice Facility

- a. Closest landline: Fieldhouse or Art Buildings
- b. Directions to Practice Facility: From Spur 248/University Blvd, turn L onto Patriot Drive. Turn R at the campus West Entrance. Turn R into parking lot 14. Go straight onto the field access road.
- c. Facility access: EMS will utilize field access road.

EMS Parking -



Field Entrance -



Golf- Cascades Golf Course

- a. Closest landline: Golf Clubhouse
- b. Directions to Golf Course: From S SW Loop 323 turn L onto CR 1159/Briarwood Rd. Follow it past the stadium to the Country Club which will be on the L.
- c. Facility access: Look for attendant with a golf cart to lead EMS onto the course.
- d. AED is located on the patio outside the West entrance to the Golf Clubhouse

EMS Parking - ★

Course Location - ○



Soccer – Perkins Soccer Complex

- a. Closest landline: HPC Front Desk or Summers Tennis Center
- b. Shelter: HPC
- c. Directions to Perkins Soccer Complex: From Spur 248/University Blvd, turn L onto Old Omen Road. Take first L into parking lot 16.
- d. Field access: EMS will enter parking lot directly between both soccer fields.

EMS Parking - ★

Field Entrance - ○

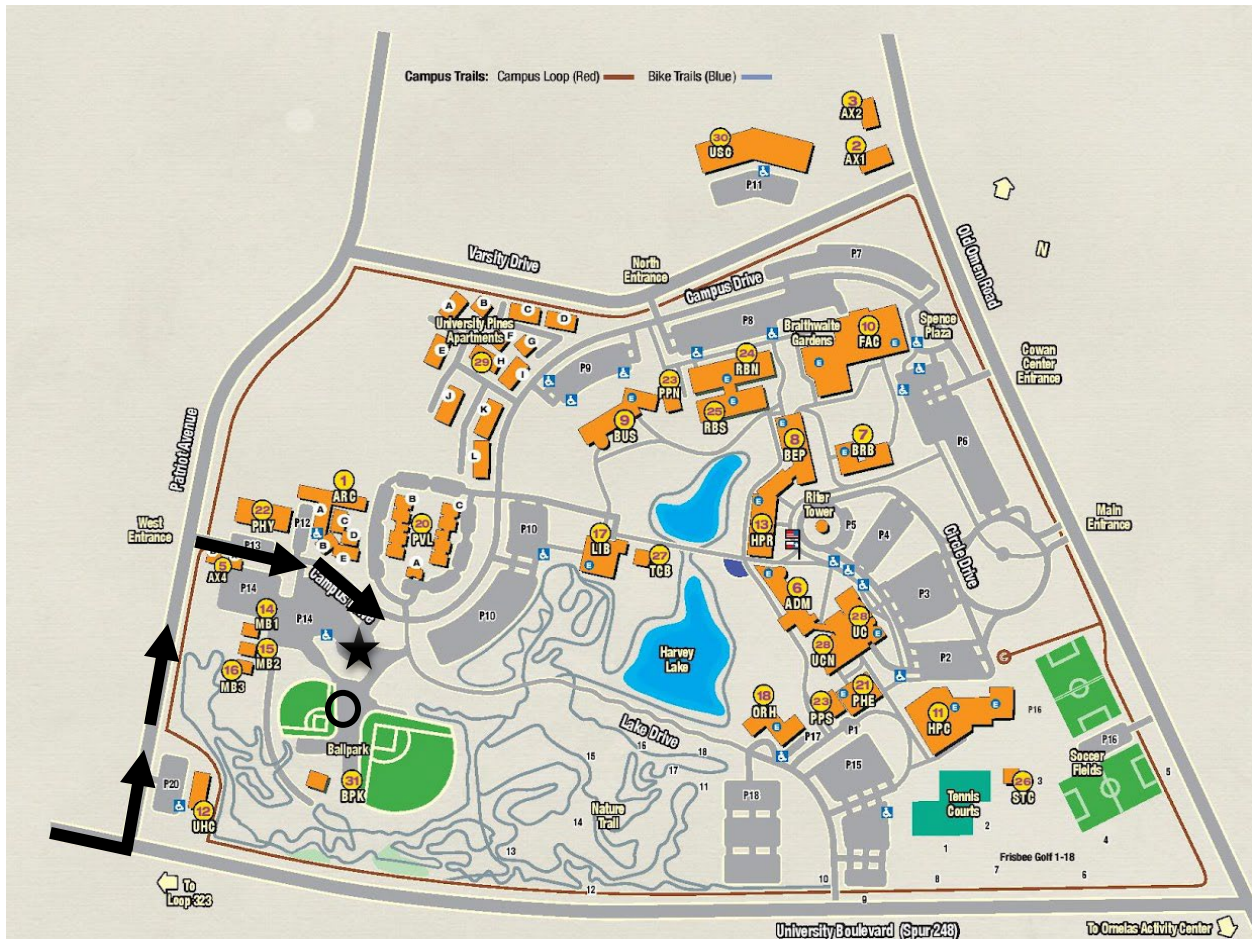


Softball – Suddenlink Softball Field

- Closest landline: Fieldhouse Athletic Training Room or coaches' offices
- Shelter: Fieldhouse
- Directions to UT Tyler ballpark: From Spur 248/University Blvd, turn L onto Patriot Drive. Turn R at the campus West Entrance. Turn R into parking lot 14. Go straight onto the field access road.
- Field access: EMS will enter through gate along 3rd baseline in left field.

EMS Parking - ★

Field Entrance - ○

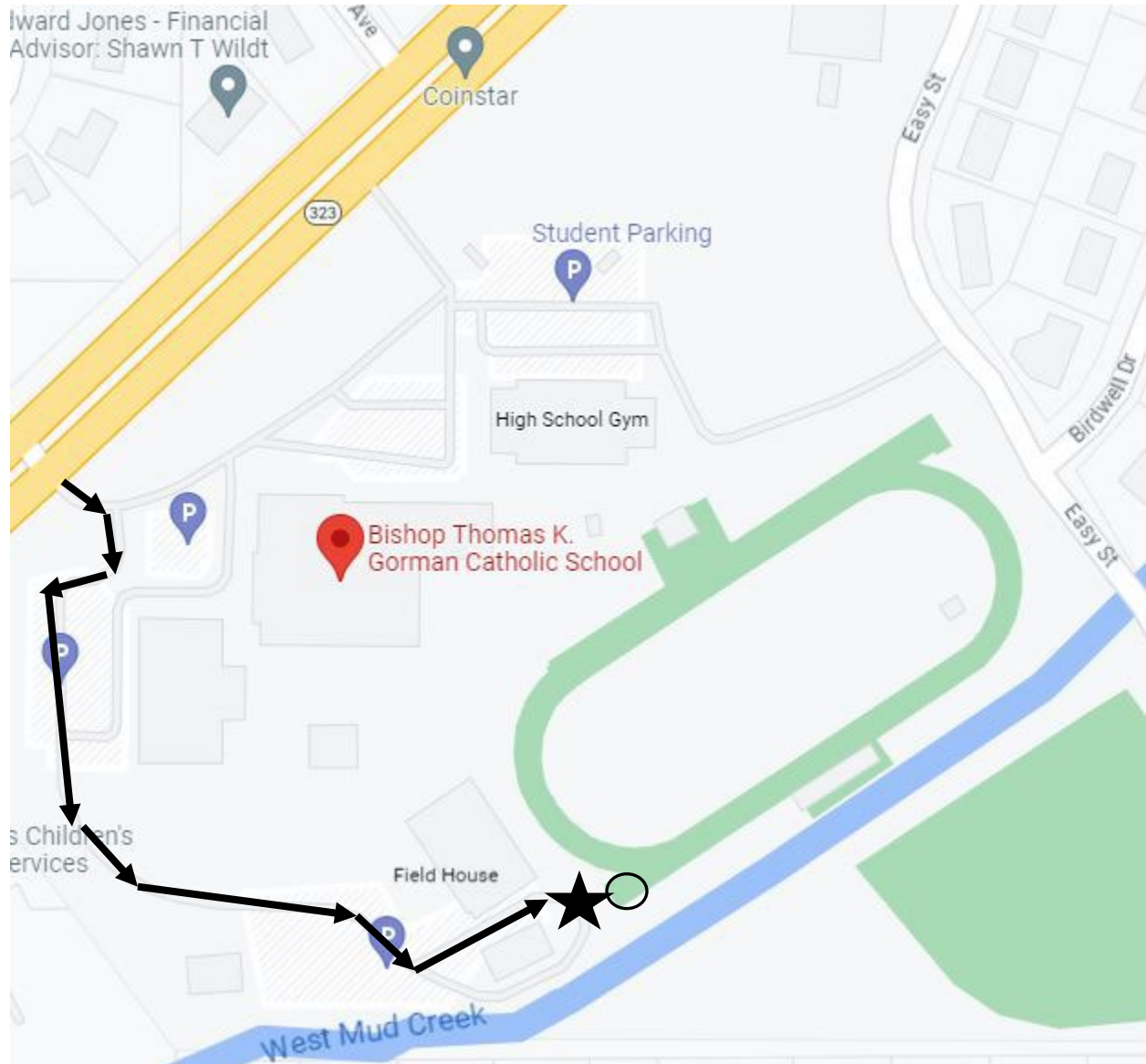


Track & Field – Bishop Gorman Catholic School

- a. Closest landline: Gormon Field House
- b. Directions to Gormon: From Loop 323, turn into Gormon parking lot From Spur 248/University Blvd, turn R into Grace Christian School. Drive around to the back of the complex to the track.

EMS Parking ★

Field Entrance ○



Track & Field – Grace Christian School Track

- c. Closest landline: Grace Office.
- d. Directions to Grace: From Spur 248/University Blvd, turn R into Grace Christian School. Drive around to the back of the complex to the track.


EMS Parking - ★

Field Entrance - ○



Track & Field (Secondary site) – Tyler L Track

- a. Closest landline: Lee Office.
- b. Directions to Lee: From Spur 248/University Blvd, turn L onto S SE Loop 323 and follow for 1.1mi. Turn L onto Donnybrook Ave, and turn R into the campus parking lot. Take another L and follow back to the track which will be on the L.

EMS Parking - 

Field Entrance - 



Track & Field (Meet Site) – Brook Hill School Track

- a. Closest landline: Brook Hill Office.
- b. Directions to Brook Hill: From Spur 248/University Blvd, turn L onto S SE Loop 323 and follow for 3.4mi. Take a L on FM2493/Old Jacksonville Hwy and follow for 11.4mi. Turn R into Brook Hill School and another R at the first split in the road. Follow around the L side of the building, the track will be located on the L.

EMS Parking - ★

Field Entrance - ○



Cross Country – Louise Herrington Patriot Center (HPC)

- a. Closest landline: Will vary upon location of runner
- b. Provide EMS with cross-streets of location of runner.

MENTAL HEALTH CRISIS EMERGENCY ACTION PLAN AND REPORTING

INTRODUCTION:

If a student-athlete demonstrates or voices an imminent threat to themselves, others or property; reports feeling out of control or unable to make rational decisions; confused or delusional thoughts, an emergent referral is recommended. This list is not all-inclusive of the various symptoms and behaviors associated with a mental health crisis. Other concerning symptoms and the severity or the number of symptoms affecting the student-athlete should be taken into consideration when determining if a routine or emergent referral is necessary.

RESPONSIBLE PERSONNEL:

Responsible personnel include the Sports Medicine staff, coaching staff, and UT Tyler athletic administrators, all of which are recommended by the NCAA. When an athletic trainer is not present, a member of the coaching staff or the athletic administrators will assume the role of First Responder in the event of an emergency.

EMERGENCY PLAN:

- Mental Health emergency and Suicidal Intention
 - If a student-athlete:
 - Expresses suicidal thoughts
 - Makes plans or indicates intent
 - Acts violently (towards themselves or others)
 - Makes a suicide attempt

MAKE AN IMMEDIATE REFERRAL

- Referral Plan
 - If on Campus
 - Contact campus police
 - Phone number – (903) 566-7300
 - If off Campus
 - Call 911
 - Call 1-800-273-8255 – National Suicide Prevention Lifeline
- After Referral Communication: Contact the Following
 - Head Athletic Trainer
 - Andrew Cage – (903) 565-5545 – Cell Phone (830) 305-0317
 - Vice President of Athletics
 - Dr. Howard Patterson (903) 566-7350 - Cell Phone – (903) 520-1023
 - Continue communication with student-athletes

NON-EMERGENCY PLAN:

- If a student-athlete is in distress, **do not** assume the role of counselor. Listen, care, and offer the resources to the student-athlete
 - Student Counseling Center in University Center, Room 3170
 - Student Counseling Services phone number – (903) 565-5746
 - Crisis Line (903) 566-7254
 - Office hours are 8:00 am-5:00 pm
 - Appointments and walk-ins are welcome
 - Student Health Center
 - Phone number- (903) 939-7870
 - Office hours are 8:00 am – 5:00 pm

- File a BIT Report (Behavioral Intervention Team)
 - <https://www.uttyler.edu/police/student-of-concern-report.php>
- Contact the following afterward
 - Head Athletic Trainer
 - Team Athletic Trainer

LIGHTNING SAFETY

The UT Tyler Athletics Training Department has adopted the following recommendations set forth by the National Athletic Trainers' Association, the National Collegiate Athletic Association and the National Oceanic and Atmospheric Administration for lightning safety.

1. A comprehensive, proactive lightning-safety policy or emergency action plan specific to lightning safety shall include the following components:
 - a. An established chain of command that identifies who is to make the call to remove individuals from the field or an activity. Game administrator and/or staff athletic trainer.
 - b. A designated weather watcher (i.e., a person who actively looks for the signs of threatening weather and notifies the chain of command if severe weather becomes dangerous). Staff athletic trainer.
 - c. A means of monitoring local weather forecasts and warnings. Telvent, Local radar, DTN alerts and/or flash-to-bang method.
 - d. A listing of specific safe locations (for each field or site) from the lightning hazard.

Baseball:	Fieldhouse
Cross country:	Herrington-Patriot Center or nearest building
Golf:	Nearest building
Soccer:	Herrington-Patriot Center
Softball:	Fieldhouse
Tennis:	Summers Tennis Center
Track:	Nearest building
 - e. The use of specific criteria for suspension and resumption of activities (refer to recommendations 5, and 6).
 - f. The use of the recommended lightning-safety strategies (refer to recommendations 7, 8, and 9).
2. UT Tyler's Athletic Department uses Telvent by Schneider Electric as their primary lightning detection system. UT Tyler's athletic training staff will receive alerts and warnings from Telvent when lightning has been detected within 15 miles of their location. When an alert is notified and lightning is within 8 miles we will vacate all facilities and go to shelter. If for unknown reasons the Telvent alert system is not working our Athletic Trainers will use the flash to bang method for lightning safety.

To use the flash-to-bang method, the observer begins counting when a lightning flash is sighted. Counting is stopped when the associated bang (thunder) is heard. Divide this count by 5 to determine the distance to the lightning flash (in miles). For example, a flash-to-bang count of 40 seconds equates to a distance of 8 miles.

3. Seeking a safe structure or location at the first sign of lightning or thunder activity is highly recommended. The primary choice for a safe location from the lightning hazard is any substantial, frequently inhabited building. The electrical and telephone wiring and plumbing pathways aid in grounding a building, which is why buildings are safer than remaining outdoors during thunderstorms. It is important not to be connected to these pathways while inside the structure during ongoing thunderstorms.

Dangerous Locations: Small covered shelters are not safe from lightning. Dugouts, rain shelters, golf shelters, picnic shelters, porch overhangs, awnings, even if they are properly grounded for structural safety, are usually not properly grounded from the effects of lightning and side flashes to people. They are usually very unsafe and actually increase the risk of lightning injury.

4. The secondary choice for a safer location from the lightning hazard is a fully enclosed vehicle with a metal roof and the windows closed. Convertible cars and golf carts do not provide protection from lightning danger. It is important not to touch any part of the metal framework of the vehicle while inside it during ongoing thunderstorms.

5. Postpone or suspend activity if a thunderstorm appears imminent before or during an activity or contest (regardless of whether lightning is seen, or thunder heard) until the hazard has passed. Signs of imminent thunderstorm activity are darkening clouds, high winds, and thunder or lightning activity. A message should be read over the public-address system and lightning-safety tips should be placed in game programs alerting spectators and competitors about what to do and where to go to find a safer location during thunderstorm activity.
6. Once activities have been suspended, wait at least 30 minutes after the last sound of thunder or lightning flash before resuming an activity or returning outdoors

If lightning is seen without hearing thunder, lightning may be out of range and therefore less likely to be a significant threat. At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that the lightning is no longer a significant threat.

7. Extremely large athletic events are of particular concern with regard to lightning safety. Consider using a multidisciplinary approach to lessen lightning danger, such as integrating weather forecasts, real-time thunderstorm data, a weather watch, and the flash-to-bang count to aid in decision making.
8. Avoid being in contact with, or in proximity to, the highest point of an open field or on the open water. Do not take shelter under or near trees, flag poles or light poles.
9. Avoid taking showers and using plumbing facilities (including outdoor and indoor pools) and land-line telephones during thunderstorm activity. Cordless or cellular telephones are safer to use when emergency help is needed.
10. Individuals who feel their hair stand on end or skin tingle or hear crackling noises should assume the lightning-safe position (i.e., crouched on the ground, weight on the balls of the feet, feet together, head lowered, ears covered). Do not lie flat on the ground.
11. Observe the following basic first-aid procedures, in order, to manage victims of lightning strike:
 - Survey the scene for safety. Ongoing thunderstorms may still pose a threat to emergency personnel responding to the situation.
 - Activate the local emergency management system.
 - Move the victim carefully to a safer location, if needed.
 - Evaluate and treat for apnea and asystole.
 - Evaluate and treat for hypothermia and shock.
 - Evaluate and treat for fractures.
 - Evaluate and treat for burns.
12. All persons should maintain current cardiopulmonary resuscitation (CPR) and first-aid certification. It is not uncommon to find a lightning-strike victim unconscious, with fixed and dilated pupils, have cold extremities and in cardiopulmonary arrest.
13. All individuals should have the right to leave an athletic site or activity, without fear of repercussion or penalty, in order to seek a safe structure or location if they feel they are in danger from impending lightning activity.

TORNADO SAFETY

For a Tornado Watch – Athletics trainers will monitor the weather and immediate area for signs of tornadic activity. If such is noticed, the athletic trainer will;

- Notify the head coach and direct the team to the nearest identified tornado shelter on that campus.
- Monitor the weather until such time that the All Clear has been issued.

NOTE: Athletic trainers must identify the nearest tornado shelter as part of their pre-game discussion with the Event Manager.

For a Tornado Warning - As soon as the tornado alert horns are heard or tornadic activity has been reported or observed in the area, everyone should be headed for nearest identified shelter. If on the UT Tyler campus, the soccer, tennis, volleyball, softball,

cross country, and basketball teams should take cover in the first-floor hallways of the Herrington Patriot Center. Baseball and softball should seek shelter in the clubhouse. Once everyone is inside they should be seated with their knees against their chest and head and face covered to protect them against flying debris. Warnings will be monitored by the athletic trainer and/or coaches for a safe resumption of activities. Herrington Patriot Center personnel will also be monitoring the situation.

TEAM TRAVEL POLICY

Student-athletes are required to travel to and from competitions through official team travel, unless otherwise approved by the Head Coach and Vice President of Athletics. For those wishing to travel independently, a waiver form is available through the Vice President of Athletics, Assistant Athletics Director for Compliance, or the Head Coach.

TEAM TRAVEL WAIVER

Student-Athletes who wish to travel independently of the team must complete a request 48 hours before departure for the trip.

1. The student-athlete is responsible for completing the *Team Travel Waiver Authorization Form* in its entirety and submit it to the Vice President of Athletics for approval.
2. Student-athletes will only be approved when they are traveling with their parent/ legal guardian(s).
3. Student-athletes who are under the age of 18 will be required to have a parent/legal guardian's signature before final approval.
4. The Vice President of Athletics will communicate with the head coach if the request is denied.

In the event a student-athlete's automobile breaks down the student-athlete should call his or her Head Coach right away. If the head coach does not answer please call the Vice President of Athletics and/or Assistant Athletics Director for Compliance right away. In the case of an emergency use the following emergency accident procedures below.

EMERGENCY ACCIDENT PROCEDURES

In the event that an employee or a student-athlete is involved in an accident during professional travel or team travel to practice or competition sites, the following procedures should be followed:

EMPLOYEES:

- Immediately care for the injured and call 911 (if necessary).
- Notify the Vice President of Athletics.
- The employee needs to get a Police Report for any accident.
- Upon returning to campus, submit a copy of the Police Report to the Vice President of Athletics immediately.

STUDENT-ATHLETES

- Immediately care for the injured and call 911 (if necessary).
- Notify the Head Coach and the student-athlete's parent(s).
- The Head Coach should notify the Vice President of Athletics.
- The student-athlete should wait for the police to complete an accident report.

COMMUNICATIONS

The Sports Information Coordinator is responsible for media relations, radio-television, Internet, marketing, advertising, corporate sponsorships, photography, publications and graphic design. It is the communications arm of the department, and its main function is to positively promote UT Tyler Athletics.

MEDIA RELATIONS

"Fans judge you as a player according to how you perform on the playing field. They judge you as a person according to how you perform with the media. If fans develop a good impression of you through the media, especially when things are not going well on the field, the benefits to you can be significant." --NFL Media Relations Handbook

UT Tyler student-athletes benefit from national and local media exposure. And UT Tyler has had a reputation of positive media rapport over the years. Therefore, it is important to understand the media, the value of positive media relations and how best to deal with the media.

The primary way for UT Tyler's fans to find out about you and for you to communicate to UT Tyler's fans is through the media. The stories of UT Tyler's teams, athletes and coaches are told to the fans daily throughout the year by newspapers, Internet sites, radio stations, and television stations.

As a UT Tyler student-athlete, one of your responsibilities is to cooperate with the media--just as giving 100% on the playing field and in the classroom, are your responsibilities. It's all part of the package of being a UT Tyler student-athlete.

The media's role is not to be a cheerleader for you. However, you'll find that the more cooperative you are with the media, the better chance you will have of the media presenting positive stories about you. You should view your obligation to cooperate with the media as an opportunity to promote yourself as well as your team and sport.

Media attention also means that your conduct both on and off the field will be under intense scrutiny because of your position as a UT Tyler student-athlete. The last thing you want is to receive publicity for an unfortunate off-the-field incident.

INTERVIEWS

The main way you will deal with the media is through interviews. Most interview topics are about you and your team. Interviews should be viewed as part of the educational experience offered at UT Tyler, helping you develop communication skills that can assist you not only in the classroom but in future professional and business settings. The more interviews you do, the better you will become at handling them, and the more fun they will be.

We encourage you to make yourself available to the media, especially because student-athletes have been tremendous representatives of UT Tyler.

We ask the media to direct all interview requests through the sports information office. We will contact you and work around your athletic, academic and social schedules. You'll be asked to come to the sports information office at an agreed-upon time to be interviewed in person or to conduct a phone interview. In addition, following the conclusion of games, coaches and athletes are expected to make themselves available for interviews within a reasonable period of time (generally after a 10-minute "cooling off" period). These post-game interviews occur in various forms: a press conference in front of a group of media, a one-on-one interview with a reporter, or a live interview on radio or TV.

When doing interviews:

- Be smart and think before you speak.
- Respect your opponents, teammates, coaches and university.
- Be positive.

- Be humble.
- Don't make predictions.
- Smile and have fun.
- Look presentable (appearance can say more than words), so take off your hat, spit out your gum, and get rid of gaudy jewelry.
- It's easy to talk to the media after good times, but your true character comes out after tough times and adversity (so be accountable and available).
- You don't have to answer every question or do every interview but be polite when declining.
- Anticipate tough questions and prepare answers beforehand.
- Have message points you'd like to make.
- Turn a negative question into a positive answer.
- Don't go "off the record" or say, "No comment."
- Don't use slang.
- Remember, you can't control the questions, but you CAN control the answers.

STUDENT-ATHLETE SURVEYS AND EXIT INTERVIEWS

NCAA regulations require that institutions conduct exit interviews with its graduating student-athlete population. UT Tyler will conduct surveys for all of our student-athletes.

The *Student-Athlete Survey* will attempt to solicit information from student-athletes who are participants in UT Tyler Athletics. The purpose of the survey is to gather information and solicit perspectives regarding how student-athletes perceive their experience at UT Tyler. All responses will be kept confidential, to be read only by the President, FAR (FAR), Vice President of Athletics and Intercollegiate Athletics Committee. The information obtained from the surveys will be used to identify the strengths and weakness of the UT Tyler programs and inform potential improvements in the programs.

CONTINUING AND EXITING STUDENT-ATHLETES

1. An Athletics Department Administrator will conduct surveys with each team at the end of their season.
2. Once completed, the Administrator will give the completed surveys to the Special Assistant to the Athletics Director/Business Manager
3. The Special Assistant to the Athletics Director/Business Manager will compile the results, while maintaining the confidentiality of the responses, to be included in each sports report.
4. Information gathered will be provided and reviewed by the President, FAR, Vice President of Athletics and Intercollegiate Athletics Committee.
5. Relevant information from the surveys will be shared, while maintaining the confidentiality of the responses, with the head coach during their annual performance review.

STUDENT-ATHLETES DEPARTING A SPORT PRIOR TO EXHAUSTING ELIGIBILITY

1. Upon being notified that a student-athlete has left a team, the Assistant Athletics Director for Compliance will email the student-athlete an exit survey.
2. Once completed, the FAR will compile the results, while maintaining the confidentiality of the responses, to be included in each sport's report.

3. Information gathered will be provided and reviewed by the President, FAR, Vice President of Athletics and Intercollegiate Athletics Committee.
4. If the student-athlete would like to have an in-person meeting with a department staff member or the FAR, they will note that in the survey for an interview. The interview will be scheduled by the Assistant Athletics Director for Compliance with the FAR or with a department staff member noted by the student-athlete.
5. NOTE: If deemed necessary, the FAR will schedule an in-person meeting with a student-athlete to review the responses in a particular student-athlete's survey.

ATHLETE AGENT STANDARD

ATHLETE AGENT STANDARDS & PROTOCOL

Institutional control of athletics is a fundamental requirement of NCAA legislation. Specifically, the NCAA Constitution provides that each institution monitor its program to insure compliance with NCAA rules and regulations.

IMPLEMENTATION

The University of Texas at Tyler Athletics has adopted the following regulations and standards to ensure compliance with Texas Operations Code, Chapter 2051, specifically section 2051.301.

ATHLETE-AGENT STANDARDS

1. These standards shall be implemented and administered by The University of Texas at Tyler Professional Sports Counseling Panel. The Faculty Athletics Representative shall be the chairperson of the panel.
2. UT Tyler requests that all athlete agents who are interested in representing its student-athletes provide a copy of their professional league players' association certifications for those associations in which they are members, a resume, a list of references, and a list of current and former clients to the athletic department in care of the Athletics Compliance Office.
3. All correspondence from athlete agents should be sent to The University of Texas at Tyler, Athletics Compliance Office at 3900 University Blvd., Tyler, TX 75799 in duplicate. The original will be given to the student-athlete, and the other will be kept in the Athletics Compliance Office in the athlete agent file. UT Tyler does this to ensure agents are in compliance with the state statute.
4. UT Tyler Athletics will not provide the addresses or telephone numbers of student-athletes. Furthermore, we request all agents and advisors to refrain from telephone contacts and face-to-face encounters with UT Tyler student-athletes, or their parents and relatives until the student-athlete has exhausted his or her NCAA eligibility.

Face-to-face encounters with UT Tyler student-athletes are permitted on the UT Tyler campus on the specified UT Tyler Athlete Agent Days. UT Tyler Athlete Agent Days permits athlete agents to visit and provide information to current UT Tyler student-athletes in the presence of a member of the UT Tyler Professional Sports Counseling Panel. To be eligible to participate in the interview program, all athlete agents must be certified by the respective professional organization's players association.

Any agent who commits a violation of any of the above standards in this section shall not be eligible to participate in future interview programs despite compliance with said standards. The Professional Sports Counseling Panel may excuse a violation at its discretion.

INTERVIEW PROCESS

The following shall be standards set for the interview between athlete agents and student-athletes at UT Tyler, an institution of higher learning hereafter. Definitions of athlete and athlete agent are consistent with those outlined in the Texas Athlete Agent Act. The provisions set forth in this document shall address the guidelines for the contact of athletes in all sports.

The coordinator for agent interviews is the Assistant Athletics Director for Compliance at The University of Texas at Tyler. All correspondence to the Assistant Athletics Director for Compliance shall be directed to The University of Texas at Tyler, Athletics Compliance Office, 3900 University Blvd., Tyler, TX 75799.

Telephone inquiries will be taken at (903) 565-5699, while faxed material can be transmitted to (903) 566-7078.

Correspondence or inquiries directed toward any other party not specifically identified in this document shall constitute a breach of this protocol and result in:

- No responsibility by UT Tyler to respond to said inquiry;
- Notification to athlete agent of violation of standards and protocol; and
- Possible exclusion of athlete agent from interview process.

Note: No student-athlete may be contacted in-person outside these designated interviews until said student-athletes collegiate eligibility has expired.

INTERVIEW STANDARDS FOR ALL SPORTS

Interviews may occur during the following dates listed below prior to the student-athlete’s final year of athletics eligibility.

Sport:	Date:
Baseball	October 15 – November 1
Softball	October 15 – November 1
Track & Field	October 15 – November 1
Golf	October 15 – November 1
Tennis	October 15 – November 1
Soccer	April 1– April 15
Basketball	April 1– April 15
Volleyball	April 1– April 15
Cross Country	April 1– April 15

Interviews may be conducted between the hours of 8 a.m. and 5 p.m. each day. At no time shall an interview be conducted when it conflicts with and therefore causes the athlete to miss:

- Class or related academic requirements;
- Scheduled athletic workouts;
- Study hall or review sessions; or
- Other mandatory meetings designated prior to interviews. Please note that every effort will be made to make athletes available and that we will discourage or postpone all aforementioned meetings within reason.

All interviews shall be conducted within the confines of UT Tyler. All designated interview areas shall be cleared of distraction and made suitable for a professional and productive interview. At no time shall an interview be conducted off campus.

In order to schedule an interview, the athlete agent must contact the Assistant Athletics Director for Compliance no later than two weeks prior to the designated interview period. (Note: a list of all seniors will be made available upon request.) Be advised that the interviews will be at the discretion of the athlete and failure to accept or show for an interview will in no way constitute failure to comply with the Texas Athlete Agent Act on the part of The University of Texas at Tyler. The athlete agent shall have the names of the athletes he/she wishes to meet with and the days he would prefer to meet with selected athletes. The Assistant Athletics Director for Compliance will verify the time and place of the interview with the student-athlete and convey the same information to the athlete agent by phone and/or email.

Agents may meet with all seniors collectively or individually. Interviews shall be limited to 45 minutes per interview regardless of whether it is an individual or group interview. Athletes may fill out questionnaires during the interview but will be instructed not to provide personal contact information. All mail should be directed to the athlete in care of the interview coordinator. Athlete agents shall make no phone calls to the athlete until the completion of the final contest of their senior year.

Violations of athlete agent protocols shall result in penalties as outlined in the Texas Athlete Agent Act as well as exclusion from future interviews.

PROFESSIONAL SPORTS COUNSELING PANEL

The University's Professional Sports Counseling Panel is authorized by the NCAA, and is charged with the responsibility of helping student-athletes and their families in making the transition from college to the pros.

Members of the panel provide information and assistance to student-athletes and their families in evaluation and selection of an athlete agent or other professional representative. Members of the panel are willing to assist student-athletes and their families in conducting athlete agent interviews to facilitate the process.

This guide to athlete agents' rules and regulations should not be relied upon exclusively, as NCAA rules and the Texas statutes are oftentimes complex. We suggest you contact the Assistant Athletics Director for Compliance at (903) 565-5699 if you have any questions or to discuss the application of NCAA rules.

Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports and the individual shall be ineligible to compete in any sport. An individual shall be ineligible if he/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/her eligibility in that sport. An individual shall be ineligible if he/she (or his/her relatives or friends) accepts transportation or other benefits from any person who wishes to represent the individual in the marketing of his/her athletic ability. The receipt of such expenses constitutes compensation based on athletics skill and is an extra benefit not available to the general student population.

All agents wishing to speak to a student-athlete should first contact the Assistant Athletics Director for Compliance and the information will then be forwarded to the appropriate head coach. If an agent contacts the student-athlete or his/her family, the agent should be informed that they need to contact the Assistant Athletics Director for Compliance before the student-athlete can speak further. If a student-athlete receives any written correspondence from an agent, he/she is requested to submit copies of the materials received to the Assistant Athletics Director for Compliance.

The University of Texas at Tyler takes student-athlete contact with sports agents very seriously. The above policy was created to protect the student-athlete, as well as to provide a method by which agents can contact UT Tyler's Athletic department and express their interest in our student-athletes.

UT TYLER CAMPUS RESOURCES

STUDENT ORGANIZATIONS

The University of Texas at Tyler is home to more than 80 student organizations, representing the diverse interests of students across campus. To find more information about the various organizations, contact the Office of Student Life & Leadership located in the University Center, suite 3400 or visit them online at <http://www.uttyler.edu/sll/>.

VOLUNTEER & SERVICE LEARNING

The University of Texas at Tyler Office of Leadership and Service connects UT Tyler students to service opportunities on campus, in the Tyler/East Texas community and beyond.

THE OFFICE OF LEADERSHIP AND SERVICE

The Office of Leadership and Service provides a structure and resources to prepare students to become socially responsible citizens in a culturally diverse and complex society. We take pride in the work that we do to promote service and leadership to our students through our campus and the local community.

Information about Leadership and Service opportunities may be found on the Student Life and Leadership website <http://www.uttyler.edu/sll/>. Visit this site often to learn about opportunities to gain leadership skills and to be active in the community.

HOUSING SERVICES

UT Tyler is home to more than 1,400 resident students who live in Ornelas Hall, Patriot Village, University Pines or Eagle's Landing.

Located on campus, all four housing facilities are conveniently a few minutes' walk from your classes, the library, student center and recreational facilities. Each housing facility is designed with UT Tyler students in mind and offers first-class living arrangements.

UT Tyler Residence Life takes each student's safety very seriously and provides staff members on call 24 hours a day. In addition, University Police patrol the buildings multiple times day and night.

Students who have completed fewer than 60 credit hours at any junior college or university, including UT Tyler, are required to live on campus.

All students living on campus are required to purchase a meal plan.

DINING SERVICES

UT Tyler's on-campus dining establishments include Liberty Station, The Met Café, Study Grounds, and the University Center Food Court.

At UT Tyler, meal plans are convenient, flexible, and loaded with options. Meal Plans give you dining locations all across campus with a range of hours from as early as 7:30 am to as late as 9:00 pm. You may use meal swipes and Declining Balance to access all of these services.

STUDENT HEALTH CENTER & CLINIC

Various departments across the UT Tyler campus collaborate to provide health services to students. These services address a variety of needs including medical care, mental health care, health education, exercise and nutrition.

The University Health Clinic is a partnership between UT Health Northeast and The University of Texas at Tyler. The UHC is dedicated to the highest quality treatment and care of the students, faculty and staff of UT Tyler.

STUDENT MONEY MANAGEMENT

Our mission is to assist students with improving their financial literacy and to develop good financial habits during their college experience. We assist students with becoming more fiscally responsible, aware of their financial priorities, and finding success during college and after graduation.

For more information, please contact Christina Gibson, Program Coordinator, or visit:

<http://www.uttyler.edu/studentaffairs/smm/>

GOOD THINGS TO KNOW

CAMPUS POLICE

The UT Tyler Police are here to serve you. If you wish to report a crime, car accident or suspicious activity, call 903-566-7060.

CAMPUS COMMUNITY EMERGENCY INFORMATION

In the event of an emergency on the UT Tyler campus, University officials will attempt to notify students, faculty, and staff as soon as possible using a multi-layered approach, as appropriate. Persons receiving notifications should follow the University's instructions and guidelines, or those of local, state, and/or federal authorities.

For more information and directions to sign up for campus alerts, please visit: <http://www.uttyler.edu/emergency/>

ON-CAMPUS BUS SERVICE

UT Tyler provides frequent bus service to highly populated student areas. No I.D. is required when boarding the bus on campus.

VEHICLE REGISTRATION & PARKING

If you have a vehicle on campus, you must register your car and pay for a parking permit. You may register your car when you pay your semester fees, or at the University Police Department. Student-athletes are personally responsible for any fines incurred against their vehicle. When you register your car, you are given a copy of "Traffic and Parking Regulations." Read this guide; it tells you where to park to avoid having your car ticketed or towed away.

STUDENT I.D.

This card is used to obtain services, gain admission to events, and for many other privileges available to you as a student at UT Tyler. University Regulations require that the Student I.D. card is carried at all times and be presented to any University official upon request. For information concerning use or problems related to your Student I.D.

IMPORTANT CAMPUS TELEPHONE NUMBERS

Academic Enrichment Center	903-565-5693
Athletics	903-566-7105
Bookstore	903-566-7070
Campus Computing Center	903-566-7357
Career Services	903-565-5862
Cowan Center	903-566-7266
Dining Services	903-566-7008
Eagles Landing	903-565-9200
Enrollment Services Center	903-566-7180
Financial Aid	903-566-7180
Health Clinic	903-566-7870
Health Services	903-566-7254
Herrington Patriot Center	903-566-7466
Human Resources	903-566-7234
Leadership & Service Office	903-566-7050
Library	903-566-7342
Patriot Village Apartments	903-565-5725
Registrar's Office	903-566-7180
Residence Life	903-566-7008
Ornelas Hall	903-566-6400
Student Activities/Intramurals	903-566-7446
Student Affairs	903-565-5946
Student Counseling	903-566-7254
Student Life & Leadership	903-565-5645
Student Money Management	903-565-5978
Title IX Coordinator	903-566-7480
University Pines Apartments	903-566-3565
University Police	903-566-7060
University Police - Emergency	903-566-7300



UT TYLER
PATRIOTS™

The University of Texas at Tyler
Department of Intercollegiate Athletics

STUDENT-ATHLETE HANDBOOK
ACKNOWLEDGEMENT

I, the undersigned, have been given the instruction to access the 2023-2024 UT Tyler Student-Athlete Handbook through the UT Tyler Athletics Website

I understand that it is my responsibility to read and adhere to the rules as stated in the handbook. I further understand that failure to abide by these rules may result in disciplinary action or removal from the team.

Athlete's Printed Name

Athlete's Signature

Date