

ATTITUDE

"The longer I live, the more I realize the impact of attitude on life.

Attitude, to me, is more important than facts. It is more important than the past, the education, the money, than circumstances, than failure, than successes, than what other people think or say or do. It is more important than appearance, giftedness or skill. It will make or break a company... a church... a home.

The remarkable thing is we have a choice everyday regarding the attitude we will embrace for that day.

We cannot change our past... we cannot change the fact that people will act in a certain way. We cannot change the inevitable.

The only thing we can do is play on the one string we have, and that is our attitude. I am convinced that life is 10% what happens to me and 90% of how I react to it. And so it is with you... we are in charge of our ATTITUDES."

-Charles R. Swindoll

MONTANA STATE UNIVERSITY

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

STUDENT-ATHLETE HANDBOOK

2009-2010

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PLEASE NOTE:

The most up-to-date version of the Student-Athlete Handbook, as well as supporting documents, may be found at:

<http://www.msubobcats.com/studentathletes.php>

INTRODUCTION

The Student-Athlete Handbook is provided to every student-athlete at Montana State University. The Handbook contains summary information important to the everyday life of a student-athlete. Included with the Student-Athlete Handbook is an Academic Planner that will help student-athletes manage their very busy lives and balance the demands of their sport with academic and social responsibilities.

All student-athletes are responsible for all information contained in the Student-Athlete Handbook.

Montana State University Mission

- To provide a challenging and richly diverse learning environment in which the entire university community is fully engaged in supporting student success.
- To provide an environment that promotes the exploration, discovery, and dissemination of new knowledge.
- To provide a collegial environment for faculty and students in which discovery and learning are closely integrated and highly valued.
- To serve the people and communities of Montana by sharing our expertise and collaborating with others to improve the lives and prosperity of Montanans.

In accomplishing our mission, we remain committed to the wise stewardship of resources through meaningful assessment and public accountability.

MSU Athletic Department Mission & Goals

The Mission

The mission of the Department of Intercollegiate Athletics at Montana State University-Bozeman is to foster excellence in academic and athletic performance.

To accomplish this, the Department of athletics:

- Promotes student-athlete welfare, ethical conduct, equal opportunity, and fiscal and social responsibility among all athletes, coaches, staff, and administrators.
- Supports the success of student-athletes by actively engaging the broader university community.
- Actively develops student-athlete life-skills for success in the classroom, on campus, and in the community.
- Encourages athletic excellence characterized by discipline, sportsmanship, and continuous personal growth.

CHAPTER 1: NCAA RULES & REGULATIONS, MSU ATHLETIC POLICIES

IN THIS SECTION, YOU WILL FIND:

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ATHLETICS ELIGIBILITY

A student-athlete is responsible for meeting all eligibility requirements of the NCAA, Big Sky conference, and MSU to be declared eligible to practice and compete. It is the student-athlete's responsibility to know the rules that might affect his/her eligibility. If you are unsure of your eligibility requirements, please contact:

Kylie Perlinski – 994-4330
Director of Athletic Academic Services
kperlinski@msubobcats.com

Jamie Rizzuto – 994-6130
Athletic Academic Coordinator
jrizzuto@msubobcats.com

REQUIREMENTS

GPA REQUIREMENTS

Student-Athletes must meet BOTH NCAA and Big Sky Requirements.

Term	Year of Enrollment	Big Sky GPA	NCAA/MSU GPA
2 nd		1.6	N/A
3 rd	Second	2.0	1.8
4 th		2.0	1.8
5 th	Third	2.0	1.9
6 th		2.0	1.9
7 th	Fourth	2.0	2.0
8 th		2.0	2.0
9 th	Fifth	2.0	2.0
10 th		2.0	2.0

**Please Note, many degree programs require a GPA higher than a 2.0 to be accepted into Upper Level Courses. Know your Degree Requirements!

DEGREE DECLARATION

All credit hours used to meet Eligibility Requirements must be applicable towards your degree program once you begin your 5th semester. Before this time, you may use any credits acceptable toward graduation in any degree program at Montana State University.

YOU MUST DECLARE A DEGREE PRIOR TO THE START OF YOUR 5TH SEMESTER

You may declare a degree program prior to your 5th semester. It is highly recommended that you meet with your Athletic Academic Coordinator before declaring or changing your major. You will find some programs at MSU have specific 'gates' or academic requirements before you can declare that specific major. These requirements can interfere with your athletic eligibility if your progress is not carefully monitored. Again, please see your Athletic Academic Coordinator for assistance with these programs.

CHANGING DEGREE PROGRAMS/MAJORS

If you find yourself pondering a degree/program/major change, YOU MUST see your Athletic Academic Coordinator prior to making any major decisions. There is an important process to go through and it all begins in the Athletic Academic Center. The Athletic Academic Coordinators are available to aid you in this transition.

PROGRESS TOWARDS DEGREE REQUIREMENTS

At the Beginning of Term	Year of Enrollment	% Needed Complete	# Credits 120 Cr. Degree	# Credits 128 Cr. Degree
5 th	Third	40%	48	52
6 th				
7 th	Fourth	60%	72	77
8 th				
9 th	Fifth	80%	96	103
10 th				

**Please Note the majority of degrees at MSU are either 120 or 128 credits. There may be a few that do not fall under this criterion, so KNOW YOUR REQUIREMENTS!

CREDIT HOUR REQUIREMENTS

During your 1st Year, you must earn a minimum of 24 credits towards your degree prior to the beginning of the third semester following initial full-time enrollment. Summer credits may be used to fulfill this requirement.

After Your 1 st Year	You Need 24 Hours (may include Summer School)
---------------------------------	--

Every year you must complete 18 applicable credits toward your degree during each regular academic year. Summer Credits do not count towards the 18 hours. This requirement is based on the previous two semesters of full-time enrollment.

After Every Academic year (Fall/Spring)	Must Earn 18 Hours (Does NOT include Summer School)
After Every Semester	Must Pass 6 Hours

**Please Note YOU MUST obtain a grade acceptable toward your degree for the credits earned to count towards your requirements.

MINIMUM GRADE REQUIREMENTS

Please keep in mind that MSU has many institutional rules that do not allow classes passed with a grade below a C to count towards your degree. (This would mean a C-). Please check with your degree program concerning any such rules that apply in your degree program.

The grading standards for Core 2.0 are as follows:

1. College-level competence in all areas of the Core curriculum is necessary for adequate performance in the Core and beyond. A grade of C- or better is required in all University core courses.
2. No University Core course may be taken on a pass/fail basis.

REPEAT COURSES/INSUFFICIENT GRADES

If a course must be repeated due to an insufficient grade, the course will not be counted towards NCAA requirements until such time as you pass the class with an acceptable grade.

****REMEMBER:** if you must repeat the class, the credit hours earned will not count toward your NCAA Requirements until the class is passed with an acceptable grade. The class will count in the term in which the acceptable grade is earned.

ENROLLMENT IN 12 CREDITS

All student-athletes **MUST BE ENROLLED IN AT LEAST 12 Credits** throughout the course of each semester. If you drop below 12 credits at any point in a semester, you will become immediately ineligible for:

- Practice (including conditioning and weights)
- Competition
- Sideline Privileges
- Complimentary Tickets
- Game Day Activities
- Team meetings that have an athletic purpose
- Possibly Financial Aid

The Athletic Department recommends that each student-athlete enroll in at least 15 credit hours each semester.

DOUBLE MAJORS/MINORS

Hours earned towards your minor or another major may not be used to meet the above requirements. If you are a double major, you must earn progress towards your "primary major." Please inform your Athletic Academic Coordinator of any minors or double majors you are pursuing.

ACADEMIC STANDING

All student-athletes must be in good academic standing to be eligible to compete. Please refer to the MSU Catalog for more information on the institutions definition of Good Academic Standing.

http://www.montana.edu/wwwdg/cat_academic_prob.shtml

INTERNATIONAL STUDENT-ATHLETES

International student-athletes must follow all of the same rules and regulations the rest of the student-athlete population must follow. Also, in addition to these regulations, they have a few more to adhere to.

Upon arrival for the first time, please go to the International Office to check in and touch base. The office is located on the 4th Floor of Culbertson Hall.

If you have any questions about immigration, visas, or working, please contact:

Deborah Chiolero – Assistant Foreign Student Advisor
994-4031 - chiolero@montana.edu

AMATEURISM

One of the overriding principles of the NCAA is that of amateur competition. The NCAA promotes competitions between amateurs and holds this standard paramount to its mission and everyday operations.

With this said, it is important for you to maintain your amateur status. Any actions to jeopardize your amateur status could deem you ineligible for intercollegiate competition. For more information about maintaining your amateurism status, please contact your coach or the compliance office.

AMATEUR STATUS

An individual LOSES amateur status and thus shall not be eligible for intercollegiate competition in a particular sport if the individual:

- A) Uses his/her athletics skill (directly or indirectly) for pay in any form in that sport;
- B) Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
- C) Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
- D) Receives, directly or indirectly, a salary, reimbursement of expenses, or any other form of financial assistance from a professional sports organization based upon athletics skill or participation, except as permitted by NCAA rules and regulations;
- E) Competes on any professional athletics team even if no pay or remuneration for expenses was received;
- F) After initial full-time enrollment, enters into a professional draft; or
- G) Enters into an agreement with an agent

OUTSIDE COMPETITION DURING THE ACADEMIC YEAR

After full-time enrollment, student-athletes are NOT permitted to participate in non-collegiate amateur outside competition during the academic year in his or her sport. Some exceptions to this rule do exist; however, you MUST CONSULT the Compliance Office before participating in outside competition to ensure your eligibility will not be affected.

Further, some regulations exist governing participating during the summer. To ensure you do not jeopardize your amateur status, please consult your coach or the Compliance Office.

COMPETITION WITH PROFESSIONALS

An individual shall not be eligible for intercollegiate athletics if the individual ever competed on a professional team, regardless of whether the individual knew (or had reasons to know) that the team was a professional team.

EMPLOYMENT: FEE-FOR-LESSON COMPENSATION

A student-athlete is permitted to accept fee-for-lesson compensation, provided specified conditions are met. Please ask your coach or the Compliance Office concerning the restrictions.

SALARY

An individual is not permitted to accept any direct or indirect salary, gratuity or comparable compensation based on athletic ability.

DRAFT

An individual loses amateur status in a particular sport when the individual asks to be placed on the draft list or supplemental draft list of a professional league in that sport, even though:

1. The individual asks that his/her name be withdrawn from the draft list prior to the actual draft;
2. The individual's name remains on the list but he/she is not drafted; or
3. The individual is drafted but does not sign an agreement with any professional athletics team.

If you are entering a draft, please contact the compliance office for additional information or regulations.

CONTRACTS

An individual is not permitted to sign a contract with a professional team.

AGENTS-GENERAL RULE

An individual shall be ineligible for participation in an intercollegiate sport if he/she ever has agreed (orally or in writing) to be represented by an agent for the purpose of marketing his/her athletics ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the student-athlete will be ineligible to participate in any sport.

PROFESSIONAL SPORTS COUNSELING

Per NCAA rules and regulations, MSU has established a Professional Sports Counseling Panel. Members of Montana State's Sports Counseling Panel include:

- Senior Associate Director of Athletics
 - Dan Davies
- Legal Counsel
 - Leslie Taylor

- Director of Career Services
 - Carina Beck

The purpose of this panel is to communicate with representatives of professional athletics teams to assist you in securing a tryout. Your coaches will also be involved in discussions with the panel.

EXTRA BENEFITS, PROMOTIONAL ACTIVITIES, & COMPLIMENTARY TICKETS

In order to participate in intercollegiate sports, you must maintain your athletics and academic eligibility. Your coach, the Athletics Administration, the Faculty Athletics Representative, and the President of the University, among others, all work together to ensure adherence to all NCAA and Big Sky Conference rules and regulations. You, as an NCAA student-athlete, are also obligated to adhere to all NCAA, Big Sky, and institutional rules and regulations.

BENEFITS, GIFTS, AND SERVICES

Receipt of a benefit by student-athletes, their relatives, or friends is not a violation of NCAA rules if it is demonstrated that the same benefit is generally available to the institution's students and their relatives or friends.

To ensure your eligibility is not affected by receiving impermissible benefits, you should contact the Athletic Compliance Staff prior to accepting any benefits, gifts, or services.

The following benefits, gifts, and services from a source other than your parents or legal guardians are NOT PERMISSIBLE:

- Your room and/or board or any type of transportation during the summer while you have eligibility remaining;
- Room, board, or transportation costs for your friends or family when they visit campus or attend an away-from-home athletic contest;
- Payment for your transportation or loaning you a vehicle for a trip home or to any other location for ANY reason;
- Free long-distance calls for you, your friends, or relatives;
- Transportation by an employer unless the same is provided for all other employees;
- Special discounts, payment arrangements, or credit on purchases or services (e.g., airline tickets, clothing, dry cleaning);
- Free or reduced cost professional services;
- Free or reduced rates for services from an establishment owned by a booster (e.g., movie tickets, dinners, or other entertainment);
- Cash or loan of money;
- Guarantee of bail or bond;
- Use of an automobile
- Loan or arrangements for a loan by a booster signing or co-signing for the note;
- Preferential treatment, benefits, or services (e.g., loans on a deferred pay-back basis) for your athletics skill or pay-back potential as a future professional athlete;
- Use of personal properties (e.g., boats, summer homes, cars, stereos);
- Christmas or birthday gifts.

Additionally, be aware of regulations concerning outside competition or the acceptance of any prizes, cash, or merchandise. If you have any doubts, contact your coach or the Compliance Staff before becoming involved.

GUIDELINES FOR OCCASIONAL MEALS

Student-Athletes are permitted to receive meals in conjunction with home contests and away-from-home contests. Please consult with your coaches as to the rules that govern the allocation of per diem to cover these meals or the provision of the actual meals to student-athletes.

Additionally, students may occasionally receive meals from other sources such as your team (when it is not in conjunction with a contest), booster, or the Athletic Department. You should always make sure that these meals are in compliance with NCAA legislation. Most frequently, you may receive an occasional meal (up to four per semester) or a meal associated with an awards banquet.

All such meals must be approved in advance. If you are unsure if the meal is approved or permissible, please consult with the Compliance Office.

CAMPS AND EMPLOYMENT:

Your employment in institutional and noninstitutional camps must meet certain institutional and NCAA requirements. It is important that you receive approval from your coach prior to working any camp or clinic. Additionally, you may not conduct your own camp or clinic during the summer if you have eligibility remaining in your sport. You may also seek additional information from the Montana State University Compliance Office.

PROMOTIONAL ACTIVITIES:

Participating in events within our community is a great way to give back to our fans, supporters, and the school aged children of the Greater Bozeman Area. The Athletic Department encourages you to participate in community service and to inform the Department of Athletics of the good things you are doing!

Promotional activities are an important part of being a Bobcat. They allow us to promote our competitions and student-athletes.

However, please follow the guidelines below before you participate:

- If you receive a request to participate in a promotional activity (signing autographs, speaking at a school or civic function, participate in a fundraiser, etc.), you should contact your coach to receive initial permission.
- Upon receiving permission from your coach, you should contact the Athletic Compliance Staff to sign a Promotional Release Form.
- The Athletic Director or designee MUST grant permission (in advance) for the requested activity.

NOTE: Failure to obtain permission to participate in these types of activities could affect your eligibility to participate in intercollegiate athletics.

Activities for the following organizations are Generally Permissible:

- Your NCAA member institution or Conference
- A recognized institutional entity
- A non-institutional charity
- A non-institutional educational entity
- A non-profit agency

COMPLIMENTARY TICKETS

As a Montana State University Student-Athlete, you are entitled up to four (4) complimentary admissions, for use by your family and friends, to each home and away contest in the sport in which you participate. Please note, in some cases, such as a Cat/Griz contest, student-athletes may only receive 2 complimentary admissions per Departmental policy. NCAA regulations forbid any student-athlete from having an actual game ticket in his/her possession at any time. As a result, you are required by the NCAA to fill out a request for tickets.

Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. "Hard Tickets" shall not be issued. The student-athletes eligibility shall be affected by involvement in action contrary to the provisions (i.e., receipt of more than the permissible complimentary admissions or the sale or exchange of a complimentary admission for any item of value).

Complimentary Ticket Recipients must:

- Present identification to the person supervising the pass gate
- They will then be provided with a ticket stub or other identification for a specified seat or treated as a general-admission ticket holder (depending on the sport).

In addition,

- A student-athlete may not receive payment from any source for his/her complimentary admissions and may not exchange or assign them for any item of value;
- Individuals designated by the student-athlete to receive complimentary admissions are not permitted to receive any type of payment for these admissions or to exchange or assign them for any item of value. Receipt of payment for complimentary admissions by such designated individuals is prohibited and considered an extra benefit not available to the general student body, which would render the student-athlete ineligible for participation in intercollegiate athletics;
- An institution may not provide a special arrangement to sell a student-athlete ticket(s) to an athletic event. Tickets shall be available for purchase by student-athletes according to the same purchasing procedures used for other students;
- A student-athlete may not purchase tickets for an athletics contest from the institution and then sell the tickets at a price greater than their face value;
- An institution, or any representative of its athletics interest, may not purchase or otherwise obtain tickets to a professional sports contest and make these tickets available to student-athletes enrolled in an NCAA member institution. A gift of tickets would represent an unacceptable extra benefit.

NOTE: Student-Athletes may gain admission to any athletics event using their CATCARD, the same method used by the general student body.

COMPLIMENTARY TICKETS PROCEDURE

To obtain student-athlete complimentary tickets, go to <http://msu.tickettaker.net>. Each student-athlete will be issued a username and password to access the online service prior to the start of their competitive season. As a student-athlete, you will have access to the following:

- ✓ Sign up for your complimentary tickets online
- ✓ Transfer one or more of your complimentary tickets to another student-athlete on your team
- ✓ Indicate any special instructions for the tickets (handicapped, etc)
- ✓ You will have 24 hour access to sign-up for your tickets
- ✓ You can sign-up the same individuals for all games by only accessing the program once

Please Note the following:

- ✓ Please keep your username and password secure
- ✓ The deadlines will be different for each sport

Tickettaker.net has online tutorials available to extra support for the program. Please visit <http://www.lynora.net/tutorials> for assistance.

Should you have any problems with the software or process, please do not hesitate to contact the following:

Camie Bechtold
cbechtold@msubobcats.com
406-994-3947

Belinda Pence
bpence@msubobcats.com
406-994-4221

COMPETITION & PRACTICE

As a student-athlete, it is important that you know certain rules and regulations concerning participation in your sport. The NCAA, Big Sky Conference and Montana State University have established certain guidelines that limit your participation and establish a balance between your ability to succeed both on the playing surface and in the classroom. The information below is provided as a summary of the NCAA, Big Sky and MSU rules and regulations.

PRACTICE ACTIVITY DEFINED

The NCAA has established limits on the number of hours student-athletes can dedicate to practice activities. This policy is in place to assist student-athletes in balancing all of their academic and athletic time demands.

Countable athletically related activities include any required activity with an athletics purpose (weights, conditioning, film review, practice, etc) involving student-athletes and at the direction of, or supervised by, one or more of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily

limitations as previously outlined. Administrative activities (e.g. academic meetings, compliance meetings) shall not be considered as countable athletically related activity.

TIME LIMITS FOR ATHLETICALLY RELATED ACTIVITIES – IN SEASON

A student-athlete's participation in countable athletically related activities, during the playing season, shall be limited to a maximum of:

- 4 Hours Per Day
- 20 Hours Per Week
- 1 Day Off Per Week

Additionally, no class time shall be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest. Competition counts as 3 hours regardless of the actual duration of the contest.

The NCAA prohibits practice to be conducted at any time following competition except between contests, rounds, or events during a multi-day or multi-event competition.

TIME LIMITS FOR ATHLETICALLY RELATED ACTIVITIES – OUTSIDE OF PLAYING SEASON

Athletically related activities outside the declared playing season are limited to:

- 8 hours Per Week
- 2 Days Off Per Week

Only the following activities are permitted:

- Weight training and conditioning
- Participation in a physical fitness class
- In sports other than football, out of season activities are prohibited the week before and the week of finals.
- In sports other than football, individual skill-related instructional activities with a member of the coaching staff with no more than 4 student-athletes present (unlimited number of student-athletes from Sept. 15-April 15).
 - Participation in skill instruction activities is limited to a maximum of 2 hours per week.
- In football, the review of game film for no more than 2 hours per week
- Refer to Page 23 for Practice/Competition Policies during finals week.

VOLUNTARY ACTIVITIES

The NCAA permits student-athletes to participate in voluntary activities which are not required to count against the hour limitations listed above. In order for any activity to be considered "voluntary," all of the following conditions must be met:

- The student-athlete must not be required to report back to a coach or other Athletic Department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, no Athletic Department staff member who observes the activity (e.g., strength coach, trainer, manager) may report back to the student-athlete's coach any information related to the activity;

- The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any Athletic Department staff member may require the student-athlete to participate in the activity at any time. However, it is permissible for an Athletic Department staff member to provide information to student-athletes related to available opportunities for participating in voluntary activities (e.g., times when the strength and conditioning coach will be on duty in the weight room or on the track). In addition, for students who have initiated a request to engage in voluntary activities, the institution or an Athletic Department staff member may assign specific times for student-athletes to use institutional facilities for such purposes and inform the student-athletes of the time in advance;
- The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
- The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any Athletics Department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.

SAFETY EXEMPTIONS

For participants in the following sports, you may have a coach present during voluntary individual workouts in the institution's regular practice facility without the workout being considered countable athletically related activity. This is due to safety concerns and an NCAA exception meant to ensure the safety of our student-athletes. This is relevant at any time during the year including summer. Your coach may provide safety or skill instruction, but may not conduct your workout. If you have questions about this rule, please consult with the Compliance Office.

- Skiing
- Jumping Hurdles
- Throwing events in Track and Field
- Jumping element of the steeplechase

CONTEST – DEFINED

A contest is any game, match, scrimmage or joint practice session with another institution's team, regardless of its formality, in which competition in a sport occurs between an intercollegiate athletics team or individual representing a member institution and any other team or individual not representing the intercollegiate athletics program of the same member institution. Once you participate in a contest representing MSU, you use a season of competition.

REMEMBER, YOU HAVE FIVE YEARS TO USE FOUR SEASONS OF COMPETITION

TEAM TRAVEL

Your Head Coach will review with you any team-specific standards for travel conduct. The rules below are general rules and apply to all student-athletes while traveling to an away-from-home contest. Any rules specific to your team are in addition to the rules outlined below:

The following are general expectations of all student-athletes (also see the Code of Conduct):

- You may watch movies in your room, if you pay prior to watching.
- Absolutely no alcohol, tobacco, or illegal drugs are to be used, carried, or consumed while traveling to, attending, or returning from competition.
- Before leaving campus, be sure that you have all the equipment you will need on the trip.
- Be a courteous guest (e.g., keep televisions turned down and doors closed. Do not hang wet towels on furniture, etc.).
- For your protection, do not leave money unattended in your room.
- Absolutely nothing is to be taken from the hotel. Any damage reported by the management may result in sanctions against those registered in the affected room.

In compliance with NCAA regulations, please remember that the Department pays only for your transportation, room, and board. You must pay for hotel room service, personal laundry, phone calls, airplane headsets, etc. Student-athletes are not permitted to charge incidentals to their hotel rooms. Violations of such restrictions could result in NCAA violations.

DRESS CODE

Since personal appearance is a direct reflection on you and your team, take an interest in how you look, especially when traveling with your team. The dress code for each team varies. Your head coach will let you know if he/she requires a specific dress code.

However, in general, you should always exercise good judgment concerning the appropriateness of your attire, taking into consideration the location or function you are attending. Please remember that you are a highly visible representative of the University and, as such, you are responsible for using good judgment in your overall appearance.

WHILE ON-CAMPUS OR TRAVELING ON BEHALF OF YOUR TEAM, PLEASE ONLY WEAR APPAREL PROMOTING MSU, NOT OTHER INSTITUTIONS

MEDIA

It is important that all Media interviews go through the Sports Information Department prior to being conducted. Also, please remember to NEVER give your cell phone number out to media personnel.

Questions concerning the media should be directed to the MSU Sports Information Office.

DRUG TESTING

The use of drugs and/or banned substances will not be tolerated. At the beginning of each academic year, every student-athlete will sign the Student-Athlete Code of Conduct, the MSU Drug Testing Policy, and the NCAA Drug Testing Policy. Each of the aforementioned

documents addresses drug/banned substances use and your agreement to abstain from participating in such activities.

If you find yourself in a situation where you need outside help, or have questions about drug use and abuse please don't hesitate to contact:

- Head Coach
- MSU Athletic Training Room – 994-3308
- MSU Counseling Services at 994-4531



CHAPTER 2: ACADEMIC SUPPORT & LIFE SKILLS

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- ATHLETIC ACADEMIC CENTER--- 20
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 - LAPTOP/CALCULATOR CHECKOUT
 - TEXTBOOKS
 - STUDY TABLES
 - TUTORS
 - TEST PROCTORING POLICY
 - ACADEMIC INTEGRITY
 - DROPPING/ADDING CLASSES
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 - DISABILITY, RE-ENTRY, & VETERAN SERVICES
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 - SAAC

ACADEMICS

Student-Athletes are required to first and foremost be active and engaged learners at Montana State University. It is expected that each student-athlete is committed to earning a college degree and will work with diligence and integrity towards this goal.

THE MONTANA STATE UNIVERSITY ATHLETIC DEPARTMENT IS COMMITTED TO ASSISTING STUDENTS IN ACHIEVING ACADEMIC EXCELLENCE.

ATHLETIC ACADEMIC CENTER

The Athletic Academic Center is the hub of academic activity within the Athletic Department and the Brick Breeden Fieldhouse. The Center is open to all student-athletes and may be accessed with a valid CATCARD anytime the MSU Fieldhouse is open. The Athletic Academic Center is reserved for use by Student-Athletes ONLY. It has multiple computer stations with network access and is also the home of the Academic Support Team for student-athletes. The Center may be used for:

- Tutoring
- Athletic Eligibility Review
- Quiet Studying

- Research
- Learning Academic Success Strategies
- Locating Volunteer Opportunities
- Academic Meetings
- Laptop Check-out
- Scientific Calculator Check-out
- Information Concerning Adding/Dropping Classes
- Group Work
- Book Check-out
- Checking Email
- Homework
- Book Return
- Coordination of A.L.L. Program
- Registering for Classes
- Discussing Major Changes

The Athletic Academic Center is an academic space. If you are NOT using the Center for Academic Purposes, you may be asked to leave.

You may NOT use the Athletic Academic Center for the following:

- Talking on your Cell Phone
- Playing Computer Games
- Sleeping
- Checking your Social Networking Site
- Eating

CONTACTS WITHIN THE ACADEMIC CENTER

Kylie Perlinski – Director of Athletic Academic Services
kperlinski@msubobcats.com – 994-4330

Jamie Rizzuto – Athletic Academic Coordinator
jrizzuto@msubobcats.com – 994.6130

John Taylor – Life Skills Coordinator
jtaylor@msubobcats.com – 994-2614

LAPTOP/CALCULATOR CHECK-OUT

The Athletic Academic Center has laptops and scientific calculators for you to checkout. These items are primarily reserved for those teams on the road, but when there are enough available, they may be checked out by any student-athlete at anytime. The laptops come with Microsoft Office products and also have wireless capabilities. To check out an item, please see Jamie or Kylie in the Athletic Academic Center.

TEXTBOOKS

Those student-athletes on book scholarships will be awarded full books. During the first week of the semester, books will be distributed during specific times. Please watch for posted distribution times at the beginning of each semester. Each student-athlete given

books during the semester will be expected to return those books to the Academic Center prior to the last day of finals.

STUDY TABLES

Because the academic success of each student-athlete is important to the Department, the Department and many teams conduct organized study table. Study tables are monitored at all times.

Study table is mandatory for some groups of student-athletes and certain individual student-athletes, based on agreements reached between coaches and the Athletic Academic Center Support Staff. Four hours of study tables are mandatory for all incoming freshmen student-athletes. Your coach and Athletic Academic Coordinator will inform you if you are required to attend study table.

TUTORS

Tutors are available through the Athletic Academic Center. Please do not hesitate to ask for help in any of your classes. The Athletic Academic Center Staff will help you set up a tutor at no cost. Just stop by and see them in the Athletic Academic Center.

TUTORS ARE AVAILABLE IN MOST SUBJECT AREAS, TO ALL STUDENT-ATHLETES FOR FREE

TEST PROCTORING POLICY

In some cases, professors may make arrangements to have a test given to a student-athlete while the student-athlete is traveling to an away-from-home contest. The arrangements must be made in accordance with the Test Proctoring Policy and Procedures. The Athletics Academic Coordinator must be consulted when such arrangements are made, and all arrangements must be arranged through the Athletic Academic Center. These arrangements will be reviewed and approved by the University Athletics Committee.

ACADEMIC INTEGRITY

Academic Integrity is very important to Montana State University and the Athletic Department. Any student-athlete caught jeopardizing this integrity will be subject to the Montana State University Student Conduct Code as well as the Student-Athlete Code of Conduct.

DROPPING/ADDING CLASSES

When dropping or adding classes, it is pertinent that you contact your Academic Coordinator prior to doing so. Failure to do so may impact your eligibility.

CLASS ATTENDANCE

Regular attendance at class and laboratory sessions is expected for all courses in which you are enrolled.

IT CANNOT BE EMPHASIZED ENOUGH THAT THERE IS A DIRECT CORRELATION BETWEEN CLASSROOM ATTENDANCE AND ACADEMIC SUCCESS.

It is our policy that student-athletes attend all classes, except for when traveling to an away-from-home contest, to ensure academic success. If you are having problems with a class, your professor is much more likely to be willing to work with you if you have demonstrated an interest in the class by attending the class routinely.

MSU DOES NOT HAVE AN EXCUSED ABSENCE POLICY FOR STUDENT-ATHLETES

If your professor has special attendance or make-up test rules, be sure that you are familiar with them. In general, most faculty members are understanding, provided that students take the initiative to inform them prior to travel and as early as possible.

Students-Athletes should inform professors at the beginning of each semester if and when they are going to miss classes due to athletic competition.

MAKE ALL ARRANGEMENTS FOR MISSED CLASSES PRIOR TO TEAM TRAVEL

ACADEMIC ADVISORS

Academic advisors are available to help students plan their programs of study and make informed choices about courses. Although students are fully responsible for their academic decisions, they should recognize the advantages of close cooperation and understanding between themselves and their advisors. Please note, your Departmental academic advisor and an academic coordinator within athletics are not the same person. Your Academic Coordinator is not an expert in your program area, and therefore you will need to see your Academic Advisor for program and degree information.

Because academic advisors are usually associated with students' major, students should contact their major Departmental offices, or the offices of their college deans, to determine the names and locations of their advisors. In some programs, such as University Studies, Native American Studies, University Honors, pre-health professions, or WAMI, special assistance is available from advisors in those areas.

Academic Advisors are the student-athletes primary source for advice on degree progress.

Every semester, you will need to take an Athletic Department Assessment over to your Academic Advisor, have it filled it, and then return it to your Athletic Academic Coordinator. This form helps the Athletic Department determine NCAA Eligibility.

POLICY ON PRACTICES DURING ACADEMIC SEMESTER

- NCAA Bylaws prohibit student-athletes from missing class time for practice activities, except in the event the practice is linked to immediate departure for an away competition.
- Student-athletes should notify coaches as soon as possible of any conflict that arises between an academic obligation (such as a common hour exam) and regularly scheduled practices, when such conflicts cannot be resolved first through consultation with the course instructor involved.
- No faculty member shall be asked or required to excuse an MSU student-athlete from class, an exam, quiz, or assignment because of a conflict with regularly scheduled athletic practices.

- MSU Coaches are encouraged to be flexible in considering conflicts that occasionally arise between the academic and athletic obligations of the student-athlete. The MSU coach is required to work with the student-athlete and the faculty member regarding scheduling conflicts, or excuse the student-athlete from practice, in order to accommodate the academic schedule of the student-athlete.
- In the event of an irresolvable problem, the student-athlete should contact an Athletic Academic Coordinator.

POLICY ON GAMES AND PRACTICE SCHEDULING DURING FINAL EXAMS

- Because conflicts occasionally arise between the MSU exam schedule and regular season games, championship meets, or conference playoffs in which an MSU team or individual athlete may be expected to compete, MSU student-athletes shall have the option of declining to participate in those games, meets, or matches in order to devote time to preparation or completion of final exams.
- In the event of a conflict between final exams and a scheduled contest, the student-athlete has the responsibility to notify **(AS SOON AS POSSIBLE)** the instructor(s) of the course(s) involved in the conflict. The MSU student-athlete shall have the option of requesting a rescheduling of the exam, and faculty members shall make every reasonable effort to accommodate student-athletes. The final decision regarding rescheduling of exams or assignment of alternate course work remains with the faculty member. MSU student-athletes are responsible for completing their exams and assignments according to the schedule determined by the instructor.
- MSU student-athletes may not reschedule or postpone a final exam or assignment due to a conflict with a scheduled, but optional, practice session.
- Participation in a scheduled athletic contest during the final exam period shall not be considered sufficient reason for requesting or issuing a grade of incomplete (IC).
- The Department of Intercollegiate Athletics, in cooperation with the coaches of MSU intercollegiate teams and their respective conferences, should make every effort to avoid scheduling games or meets during the period of final exams for both Fall and Spring Semesters.
- MSU coaches may not schedule mandatory practices, scrimmages, or other team or individual training during final exam periods.
- Consistent with space and personnel constraints, the MSU Department of Intercollegiate Athletics will offer access to various training and practice facilities on a flexible schedule during final exam periods.

POLICY ON GAMES DURING THE ACADEMIC SEMESTER

- MSU student-athletes have the responsibility of notifying each of their instructors before the end of the period for adding classes, about any possible conflict between scheduled class meetings, exams, or assignment due dates, and scheduled athletic contests, especially those involving travel off-campus. Such notification shall be in writing or by electronic mail, and shall include specific information about the dates the student will not be in class or available for an exam. Student-athletes are responsible for completing all reading and for acquiring all lecture notes and other materials

introduced in class during an absence. The Athletic Academic Coordinator can assist you in verifying missed class dates with your instructors.

- MSU faculty are requested to be flexible and offer reasonable accommodations for student-athletes whose schedule requires them to be absent from class or miss scheduled quizzes, exams, or assignment due dates. The specific accommodation offered shall be determined by the faculty member but might include make-up quizzes, alternate due dates, or rescheduling of exams. The faculty member retains the right to make the final determination about course scheduling, academic requirements, and assignment due dates. It is the University's policy that instructors treat all students fairly and equitably in dealing with missed classes.
- Except for absences resulting from travel to, or participation in regularly scheduled intercollegiate athletic contests about which the faculty member has been properly notified, MSU student-athletes shall have the responsibility of attending class, sitting for exams, and meeting assignment due dates on the same schedule as other students enrolled in the same course, and may be penalized for any absences.

FERPA

The Family Educational Rights and Privacy Act of 1974 grants certain rights, privileges, and protections related to students' educational records maintained by the University. Students' educational records (with the exception of directory information) will not be released to third parties outside of the University, except with the written consent of the student. Students have the right to inspect their own educational records, except for those to which students have expressly waived this right (e.g., Career Services placement files or graduate school recommendations). Students have the right to request amendment of their records, if they are found to be inaccurate, misleading, or otherwise in violation of the students' privacy or other rights. Such requests should be made as soon as the student becomes aware of the inaccuracy or any other problem.

At the beginning of the academic year, Student-Athletes will have an opportunity to fill out the FERPA release. This release can be updated anytime throughout the academic year.

THE ATHLETIC DEPARTMENT WILL NOT GIVE OUT INFORMATION WITHOUT WRITTEN CONSENT.

ADDITIONAL ACADEMIC RESOURCES ON CAMPUS

In conjunction with the Athletic Academic Center, the following MSU Offices are also available to student-athletes. The Athletic Department encourages you to seek assistance from these and other resources available to all MSU Students.

DISABILITY, RE-ENTRY, & VETERAN SERVICES

The Office of Disability, Re-Entry and Veterans Services, works with a wide variety of students on a daily basis. Student-Athletes with documented learning disabilities qualify for services. More information about this office can be found at:
<http://www.montana.edu/wwwres/>

MSU WRITING CENTER

The Writing Center offers all students an opportunity to work on their academic writing with an individual tutor, a trained student or professional whose ultimate aim is to help the writer...

- Discover topics
- Generate ideas
- Find supporting materials
- Develop details
- Organize
- Edit
- Utilize computers

Please note, it is importantly to make appointments at the MSU Writing Center in advance. More information about the writing center can be found at:
<http://www1.english.montana.edu/wc/index.php>

TRIO

The TRIO SSS program helps "eligible" students succeed in college. TRIO Student Support Services Mission: to promote learning, personal development, and retention for college students who are traditionally under-represented in, or under-prepared for, post-secondary education because of income, family educational background, or disability. To find out if you are eligible for TRIO services, please refer to: <http://www.montana.edu/trioss/>

FIRST YEAR INITIATIVE

The First Year Initiative Program is a compass as the student navigates MSU and their freshmen year experience. This is a center for academic resources and assistance, the "Becoming Our Best" mentoring program and academics skills workshops. You can learn more about the first year initiative at: <http://www.montana.edu/freshmen/>

ADVISING CENTER

The Academic Advising Center, a service of University Studies, is open to all undergraduate students at MSU. Their professional advisors are available to help students:

- Explore academic strengths and interests
- Choose a degree program suited to personal and career goals
- Achieve success in academic pursuits.

More information on the Academic Advising Center can be located at:
<http://www.montana.edu/wwwus/advising.html>

MATH CENTER

The Department of Mathematical Sciences manages a free drop-in tutoring center open Fall, Spring and Summer Sessions. This Math Learning Center provides tutoring services only for first year multi-section MATH courses (M101 & M103) and STAT 216. To find out more about what the Math Center has to offer, please check out:
<http://www.math.montana.edu/undergrad/mlc.html>

LIFE SKILLS

The NCAA and Montana State University have partnered since 2003 to offer student-athletes programming, personal development, leadership, and academic programming/support through a program called CHAMPS LIFESKILLS. Your Contact for Life Skills is:

John Taylor
Life Skills Coordinator
994-2614 – jtaylor@msubobcats.com

This program supports many initiatives offered to our student-athletes. The goal of the program is to help student-athletes develop transferable skills and encourages personal growth instrumental to success after your intercollegiate eligibility has expired. It also assists with the transitions student-athletes face: from high school to college and from college to life after athletics.

LIFE SKILLS COURSES:

HDPE 105: Montana State University offers a two (2) credit Life Skills class that is student-athlete focused. While Montana State University provides similar support and services to the entire student body that our student-athletes may also access, this program will be able to provide more in-depth focus and assist in a more successful transition into Montana State University and subsequently, into life and careers after sports.

This is a 2 credit course designed to introduce you to psychological and educational theories and models associated with learning, self-management, personal and career development, and stress, coping and health. Through this course, you will identify and address issues that pertain to learning and development among college students and issues that are unique to you as a student-athlete. To register for this course, please see your Athletic Academic Coordinator.

HDPE 305: This course is an upper level elective course for student-athletes. The class will emphasize leadership development and transitional issues as student-athletes prepare for life after their collegiate career.

This course is open to all junior and senior student-athletes. Additionally, the Athletic Department may require post eligibility student-athletes to enroll in the class. Please see your academic coordinator to register or inquire about the class.

MENTOR PROGRAM

For our incoming freshman student-athletes, we also offer the Mentor Program. This program is designed to pair up our student-athletes with a role-model outside of the Athletic Department, but within the MSU Community. The program is a year long, and includes monthly meetings. At these monthly meetings, topics relevant to the needs of the student-athletes are presented and discussed.

A.L.L. PROGRAM

To showcase our passion for achievement in the classroom and in the community, Montana State University sponsors the A.L.L. Challenge. This contest pits each MSU team against the other in the three areas represented by the contest acronym: academic achievement, life skills, and leadership. The contest runs on the academic year calendar.

Points are awarded in the service portion of the challenge based on the size of a team's roster. Academic points are awarded on a graduated scale for GPA's above 3.0. An "Above & Beyond" category awards points for an individual or team efforts that don't fit in either of the above categories, and are awarded by the SAAC members.

STUDENT-ATHLETE ADVISORY COMMITTEE – S.A.A.C.

The Student-Athlete Advisory Committee consists of representatives from every sports team at MSU. These representatives meet twice a month to discuss issues relevant to the everyday activities of the student-athletes. The mission of the SAAC is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete well being and fostering a positive student-athlete image.

MSU's SAAC is represented on the Big Sky Conference SAAC and ultimately on the NCAA National SAAC. This committee is the voice of MSU student-athletes. It is active in not only discussing and bringing forward student-athlete issues, but also in promoting and participating in community service.



CHAPTER 3: FINANCIAL AID

IN THIS SECTION, YOU WILL FIND:

- FINANCIAL AID----- 29
 - MAXIMUM LIMITS
 - TERM OF AWARD
 - LENGTH OF FINANCIAL AID SCHOLARSHIP
 - CANCELLATION/REDUCTION OF AWARD
 - RENEWAL/NON-RENEWAL OF ATHLETIC SCHOLARSHIP
 - SUMMER SCHOOL
 - MEDICAL SCHOLARSHIPS
 - POST-ELIGIBILITY AID
 - STUDENT-ATHLETE EMPLOYMENT
 - COSTS NOT PAID BY ATHLETIC DEPARTMENT

FINANCIAL AID

Varsity Teams are provided with a specific number of grants-in-aid (scholarships) in accordance with budget restrictions and NCAA regulations. These grants are awarded by the University upon the recommendation of the Head Coach and the approval of the Director of Athletics and Financial Aid. Scholarships are not reimbursement for services performed, but rather are provided to help student-athletes with their educational expenses (tuition, fees, room, board, and course-related books).

Some forms of financial aid are not permissible under NCAA regulations and could affect your eligibility. The following types of aid are permissible as long as they do not cause you to exceed individual or team limits as defined by the NCAA:

- Money from anyone upon whom you are naturally or legally dependent;
- Financial aid that is awarded to you on a basis other than athletics ability (i.e., academic or merit awards)
- Financial aid from a program outside the institution that meets other applicable NCAA requirements.

You should NOT accept any outside aid (aid not from MSU) before first contacting the Athletic Compliance and Financial Aid Staff. All aid must be reported and distributed through the University Financial Aid Office.

FAILURE TO REPORT ANY OUTSIDE AID COULD AFFECT YOUR ATHLETIC ELIGIBILITY

MAXIMUM LIMITS

Institutional financial aid includes scholarships, grants, waivers, and loans. Institutional financial aid may not exceed the value of a grant-in-aid, defined as tuition and regular fees, room, board, and course related books.

In certain circumstances, you may receive additional aid up to the value of the cost-of-attendance as defined by the University's Financial Aid Office. Again, you must contact

Athletic Compliance or Financial Aid Staff before accepting financial aid that is in addition to your athletic scholarship. For exact cost figures, please see the Athletic Financial Aid Coordinator in the athletic office.

Karolin Martinez
Athletic Financial Aid Coordinator
994-6790 – kmartinez@msubobcats.com

TERM OF AWARD

- The Athletic Aid Award defines the terms and duration of an athletic scholarship, as well as the mutual responsibilities of MSU and the student-athlete.
- Athletic scholarships must be awarded on an annual basis, but may not be awarded for more than one year. The NCAA does allow some exceptions to the rule. Annual awards must be awarded in equal amounts for each term of the academic year.

BEFORE ACCEPTING OR SIGNING YOUR FINANCIAL AID AGREEMENT, PLEASE READ THE DOCUMENT CAREFULLY SO YOU UNDERSTAND THE TERMS AND CONDITIONS

LENGTH OF FINANCIAL AID SCHOLARSHIP

You may receive an athletic scholarship for no more than five years within a six-year period beginning with your initial full time enrollment at any four- or two-year college or University.

CANCELLATION/REDUCTION OF ATHLETICS AID DURING THE PERIOD OF THE AWARD

Athletics Aid MAY NOT BE reduced or cancelled during the PERIOD OF THE AWARD on the basis of the following:

- Your ability or contribution to the team's success;
- An injury or illness that prevents you from participating;
- Any other athletics reasons.

Aid MAY BE reduced or cancelled during the PERIOD OF THE AWARD on the basis of the following:

- You render yourself ineligible to participate;
- You fraudulently misrepresent any information on an application, letter of intent, or financial aid agreement;
- You engage in serious misconduct warranting substantial disciplinary penalty;
- You voluntarily withdraw at any time for personal reasons.

In the circumstance that your athletics aid is reduced or cancelled during the period of the award, you will receive official notification in writing. An appeal process is available to you. It may be found on page 41.

CRITERIA FOR RENEWAL/NON-RENEWAL OF ATHLETIC SCHOLARSHIP

An athletic scholarship may be renewed annually for a maximum of 5 academic years (excludes summer), providing the student-athlete remains academically eligible to receive

financial aid. The Head Coach makes the renewal/non-renewal request to the Financial Aid Office where the final decision on grants is made.

YOU MUST BE NOTIFIED, IN WRITING, OF THE RENEWAL, REDUCTION, OR CANCELLATION OF YOUR SCHOLARSHIP BY JULY 1ST OF EACH YEAR.

In the event of non-renewal or reduction of your aid for the following semester or year, the following procedures are followed:

- The Head Coach makes the decision on granting aid. If the decision is to not renew, or to reduce the aid, the coach completes the appropriate form and submits it to the Financial Aid Administrator for notification to the student-athlete.
- The Director of Financial Aid sends the Notice of Non-renewal/Reduction to the student-athlete. The student-athlete may appeal this decision through an appeals process. For more information about this process, please see the Athletic Financial Aid Coordinator or the Compliance Office.

SUMMER SCHOOL

Limited resources exist for athletically related aid granted during the summer. These scholarships are governed by NCAA, Big Sky and institutional policies and may not be available to all student-athletes. Summer Athletic Financial Aid may only be used for coursework at Montana State University. This aid is based on recommendations from your head coach and approved by the Financial Aid Office.

However, athletically related financial aid from MSU may not be used for course work taken at other Universities. If you are planning on taking summer school at an institution other than MSU, it is highly recommended that classes be PREAPPROVED through the MSU Registrar's Office and/or the student-athlete's academic advisor. If not preapproved, classes may not be able to count toward eligibility requirements. Additionally, the MSU Registrar must obtain official transcripts before the coursework can be applied toward eligibility requirements.

PREAPPROVE SUMMER SCHOOL FROM OTHER INSTITUTIONS PRIOR TO REGISTRATION

MEDICAL SCHOLARSHIPS

Student-Athletes who become medically unable to ever again participate in their sport may be granted a medical scholarship. The training room, athletic financial aid office, the Compliance Office, and the Head coach will determine if the student-athlete is eligible for such a scholarship pending the results of a thorough medical consultation and discussion with the student-athlete.

If a student is offered a medical scholarship, he/she must complete the necessary paperwork and maintain the same academic standards as all other student-athletes.

Additionally, students receiving a medical scholarship may be required to enroll in HDPE 305 and fulfill study table hour requirements. He/she may also be asked to perform

Departmental duties as assigned by the Senior Woman Administrator. For more information, please contact the Training Room.

POST ELIGIBILITY AID

Student-athletes who complete their eligibility and have time remaining on their five year clock may apply for a post eligibility scholarship to assist them in earning their first baccalaureate degree. These scholarships will be equal to the scholarship the student-athletes received during their final season of competition. Please note, Post Eligibility Scholarships are only available to student-athletes who are within 5 years of initial collegiate enrollment.

Student-athletes who receive post eligibility scholarships must maintain the same academic standards as all other student-athletes and must enroll in HDPE 305, and may be required to fulfill study table hour requirements. Additionally, student-athletes must perform Departmental duties as assigned by the Senior Woman Administrator.

STUDENT-ATHLETE EMPLOYMENT

Student-athletes are permitted to earn legitimate on- or off-campus employment income that is exempt and not counted in determining a student-athlete's full grant-in-aid or counted in the institution's financial aid limitations provided: The student-athlete's compensation does not include remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;

- The student-athlete is compensated only for work actually performed; and
- The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

If any of the above information is unclear, please see your Eligibility Staff immediately.

COSTS NOT PAID BY ATHLETICS DEPARTMENT

Below is a partial list of the costs not paid for by the Athletic Department:

1. Phone charges/long-distance charges made from your dorm room (or anywhere else)
2. Housing deposit
3. Unreturned or seriously damaged equipment
4. Cost of treatment for non-athletically related injuries or illness
5. Library fines
6. Fines for damage to University property, including residence halls
7. Key deposits or replacement of a lost residence hall key
8. Residence hall penalty fees for breaking a housing contract
9. Personal insurance for non-athletically related injuries and illnesses
10. School supplies, pens, notebooks, paper, art supplies, etc.
11. Parking fees or fines
12. Graduation fee
13. ID fee

SAOF FUND

The NCAA has developed a fund to assist student-athlete with needs incidental to participation. The Student-Athlete Opportunity Fund is available to assist with such unexpected expenses as: emergency travel, medical expenses not covered by the institution, winter clothing, supplemental education expenses, and other expenses deemed permissible by both Montana State University and the Big Sky Conference.

If you have a need to use this fund, please see the Compliance Office or the Athletic Financial Aid Coordinator. Please note, the use of this fund needs to be approved prior to any expenditure.



CHAPTER 4: ADDITIONAL DOCUMENTS

IN THIS SECTION, YOU WILL FIND:

- | | |
|--|---------------------------------------|
| • STUDENT-ATHLETE CODE OF CONDUCT----- 34 | • NCAA DRUG TESTING POLICY- 50 |
| • STUDENT-ATHLETE GRIEVANCE POLICY----- 41 | • NCAA BANNED SUBSTANCES LIST----- 53 |
| • MSU DRUG TESTING POLICY--- 44 | |

STUDENT-ATHLETE CODE OF CONDUCT

The Intercollegiate Athletic Program at Montana State University – Bozeman (MSU) facilitates the personal growth and education of students through their participation in a comprehensive program of NCAA Division I sports. As an integral part of the University, the Intercollegiate Athletic program actively promotes fair equity and diversity, and provides community enrichment.

To this end, the Department of athletics has adopted a standard of ethical conduct and behavioral expectations for all athletes at Montana State University. A balanced student-athlete will be a responsible citizen, who achieves academically and performs athletically. Violation of this code of conduct is a significant event and calls for disciplinary action.

I. STANDARDS OF CONDUCT

It is a privilege and not a right to be a student-athlete at MSU. On and off campus and in cyberspace communities, every student-athlete is expected to conduct himself or herself in a manner that exhibits honor and respect to a team, Department, University and surrounding community for the duration of his or her tenure as a student-athlete. As a student-athlete at MSU, you are expected to conform to all federal, state, and local laws as well as University regulations regarding academics, residence life, and general conduct. Students penalized for violating public laws are not exempt from further prosecution by University authorities if actions also violate University rules. In addition, the Athletic Department and respective coaches reserve the right to implement additional sanctions.

MSU expects its student-athletes to demonstrate academic integrity and accomplishment, train and strive for their highest degree of athletic excellence and sportsmanship, and to conduct themselves responsibly as members of the campus and larger community.

Every student-athlete is required to report his or her violations of this Code of Conduct to his or her Head Coach or to the Director of Athletics within 24 hours of such violation. This obligation is in effect year-round, including semester and summer breaks.

Initial Section I _____

II. DEFINITIONS

A. Student-Athlete: Once a student is accorded the status of a varsity athlete, he or she is expected to act in accordance with this Code of Conduct until the completion of eligibility, including semester and summer breaks or until the student-athlete is no longer receiving athletically related financial aid (including post eligibility and student-athletes medically unable to participate).

B. Hazing: Hazing includes but is not limited to any conduct or method of initiation, admission, or condition of continued membership in any student organization which: 1) endangers the physical or mental health or safety of any student or other person, including extending deprivation of sleep or rest; forced consumption of food, liquor, beverage, or drugs; beating or branding; involuntary confinement or imprisonment; or 2. destroys, vandalizes, or removes public or private property.

C. Sportsmanship: Sportsmanship shall be defined in accordance with the standards of the NCAA, Big Sky Conference, and the MSU Athletic Department. In general, a sportsman is one who can take a loss or defeat without complaint, a victory without gloating, and who treats opponents with fairness, generosity, and courtesy. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents, and property. Sportsmanship also requires maintaining self control, and refusing to be drawn into or encourage physical conflict not otherwise required by proper execution of the sport. All student-athletes are obligated to represent themselves, the team, the Athletic Department, the University, their families, and their communities, with the highest level of sportsmanship.

Initial Section II _____

III. PROHIBITED CONDUCT

Prohibited conduct includes violation of any of the standards established by the governing authorities identified above. By way of illustration, and without limitation of those prohibitions, student-athletes must not violate any of the policies described below (please also refer to MSU Student Conduct Code):

- A. Academic Dishonesty: The Athletic Department will not tolerate acts of academic misconduct which includes, but is not limited to: cheating, falsification/fabrication, tampering, plagiarism, facilitating academic misconduct, multiple submission, and other academic misconduct.

- B. Alcohol: Prohibited acts include 1) possessing or consuming alcohol if under the age of 21, 2) Operating a motor vehicle while under the influence of alcohol, 3) Misrepresenting one's age for the purpose of purchasing, possessing, or consuming alcohol, 4) Purchasing, furnishing, or serving alcohol to or for an underage person, 5) Public intoxication 6) Violations of additional Team Rules regarding alcohol use, and/or 7) Consumption of alcohol during team travel or team functions.
- C. Other Drugs: Prohibited acts include 1) Possessing or using illegal substances, as defined by law, 2) Possessing or using controlled substances as defined by law, 3) Distributing, selling, or possessing with the intent to distribute illegal or controlled substances, as defined by law, 4) The use of tobacco products by a student-athlete during practice, competition, or other team functions. Student-Athletes also agree to NCAA and MSU drug testing. For written text of these policies, please visit http://www.msubobcats.com/student_athletes.php.
- D. Hazing: Hazing in connection with membership or participation in University athletic team activities is strictly prohibited.
- E. Cyberspace (including social networking websites): Student-athletes are permitted to have profiles on social networking websites such as MySpace and Facebook provided that a) no offensive or inappropriate pictures are posted, b) no offensive or inappropriate comments are posted and/or c) any information placed on the website(s) does not violate the ethics and intent behind the MSU Student Code of Conduct, the student-athlete code of conduct, and all other applicable state, federal, and local laws.
- F. Violence: MSU is committed to creating and maintaining a community in which its members are free from all forms of harassment, exploitation, intimidation, and violence. Student-athletes are prohibited from engaging in violent acts including assault on a person or property, hate crimes, hazing, stalking, sexual violence, or any other conduct prohibited by University policy or law.
- G. Sexual Assault: The Department of Athletics will not tolerate sexual harassment, intimidation, stalking, rape, domestic violence, or other related violations.
- H. Disrespect: At all times, student-athletes are required to conduct themselves in a manner respectful of themselves, their team, the University, the Department of Athletics, 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 Director of Athletics and may result in disciplinary action.

- I. Poor Sportsmanship: Student-athletes are held accountable to a high standard of ethical conduct in all activities affecting the athletics program, whether as a participant or as a spectator. "Unsportsmanlike" conduct will be reviewed by the Director of Athletics and may result in disciplinary action.

- J. Gambling and Bribery: Student-athletes shall not knowingly 1) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, 2) Solicit a bet on any intercollegiate team, 3) Accept a bet on any team representing the institution, 4) Solicit or accept a bet on any intercollegiate competition for any item that had tangible value (e.g. cash, clothing, equipment, meals), and/or 5) Participate in any gambling activity that involves intercollegiate athletic or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.

- K. Unexcused Class Absences and Poor Academic Performance: Student-athletes are expected to attend class regularly and punctually, and to fulfill course load and academic performance requirements. Failure to meet such obligations may affect eligibility to participate, scholarship eligibility, and academic standing.

- L. Failure to Meet Team Obligations: Student-athletes must complete training requirements; arrive promptly for team practices, meetings, and departure 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.

Initial Section III _____

IV. DISCIPLINARY PROCESS AND SANCTIONS

The Department of Athletics disciplinary process is independent of, and supplements, the University judicial process. Sanctions levied by Athletics may occur over and above those levied by the University. Sanctions will vary depending on the type and circumstances of the violation.

When the Department of Athletics becomes aware of an alleged violation of this Code of Conduct, the Director of Athletics or his/her designee ("the AD") 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 AD to determine the merits of the report. A meeting with the student-athlete will ordinarily occur before any discipline is imposed; however, in extenuating circumstances, the AD may suspend the student-athlete before the meeting.

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 listed below. A student-athlete's refusal to participate and cooperate in an Athletic Department or NCAA investigation of possible violation of this Code of Conduct or NCAA rules may itself constitute a basis for disciplinary action.

Possible Sanctions Include but are not limited to:

1. Warning – the issuance of a written warning
2. Probation – Special status with conditions imposed for a limited time
3. Community Service
4. Required educational or counseling sessions
5. Drug Testing
6. Restitution – i.e. Payment for damaged property
7. Suspension – Removal of a student-athlete from all Athletic Department activities for a limited period of time.
8. Expulsion – Permanent removal from a team and/or Department activities
9. Withdrawal of Financial Aid – Termination of athletically related financial aid as allowable by NCAA regulations.

Possible sanctions for team violations include but are not limited to:

1. Team Probation
2. Team Community Service
3. Cancellations of Contests
4. Cancellation of Season

Violations of Team Rules: Each student-athlete is responsible for following his/her specific team policies. These policies 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, Sport Supervisor, and the Director of Athletics all have authority to impose sanctions.

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 Director of Athletics.

Student-athletes arrested for, or charged with, violating the criminal law will be immediately suspended from practice and competition. Within 48 hours of notice of a suspension, the student-athlete's coach or designee shall review the suspension and recommend to the Director of Athletics whether the suspension should continue. Within 10 days of notice of suspension, the student-athlete shall be afforded the opportunity to present his or her position before the Director of Athletics, the Faculty Athletics Representative, and the Chair of the Athletics Committee. Based on available information, the Director of Athletics may at any time prior to a finding or plea of guilty to a criminal charge may lift or modify the suspension. If the student-athlete is found guilty of the felony charge, such student-athlete shall be barred permanently from participation in intercollegiate athletics on any campus of the MSU System.

A student-athlete suspended from participation as a result of a criminal charge shall not be prohibited from receiving financial aid during the pendency of such criminal charge. Upon plea of guilty or a finding of guilt in a felony case, the University shall immediately determine whether the student-athlete's aid shall continue. This policy is applicable to all renewals of current athletic aid commitments and to all subsequently awarded athletic financial aid.

Initial Section IV _____

V. APPEALS

A student-athlete who is subject to season-long suspension or expulsion from athletics team participation, or whose athletic grant-in-aid would be affected by a sanction imposed by the Athletic Director, may request for appeal from these sanctions. The appeal must be made, in writing, to the Faculty Athletic Representative (FAR) within 3 business days of the student-athlete's receipt of the notice of sanctions. The appeal letter must explain the grounds for the appeal (e.g. new information, due process issue, abuse of discretion).

Upon receipt of the request for appeal, the Appeals Board, organized by the FAR or his/her representative, will assemble as soon as is reasonably possible. The Board will conduct its investigation by hearing details of the case from the Director of Athletics, the student-athlete's Head Coach, and the student-athlete. The student-athlete will be given the opportunity to make an oral and written statement about the circumstances and why he or she feels reinstatement is warranted.

Upon conclusion of the appeals assembly, the Appeals Board will meet privately to discuss the case. The FAR, or his or her representative, will notify the student as to the result of the appeal.

VI. AGREEMENT/WAIVER

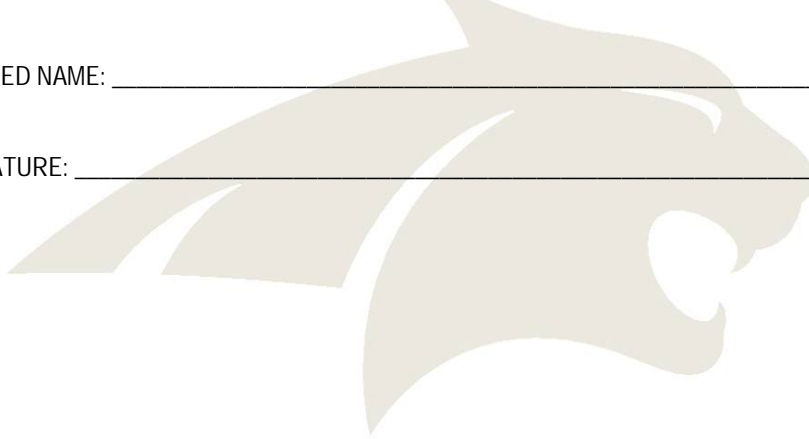
I understand and agree that I am required to know, understand, and follow the standards contained in the Montana State University – Bozeman Department of Athletics Student-Athlete Code of Conduct. In addition, I understand and agree that I am responsible for knowing, understanding, and following the rules, policies, and procedures contained in the complete MSU Student Conduct Code, and my sport's team policies.

I understand the possible individual and team sanctions which could be imposed due to a violation of any of the policies listed above. I understand this Student-Athlete Code of Conduct will be available for my review in the Student-Athlete Handbook. If I have further questions regarding this Student-Athlete Code of Conduct, I can ask my coach or the Compliance Office.

SPORT: _____ DATE: _____

PRINTED NAME: _____

SIGNATURE: _____



MONTANA STATE UNIVERSITY ATHLETICS COMPLIANCE STUDENT-ATHLETE GRIEVANCE POLICY

The goal of the Department of Athletics is that all student-athletes are treated fairly, and believe that they have been treated fairly, with respect to all aspects of their student-athlete experience at Montana State University. To this end, student-athletes have available to them a number of policies and procedures through which they may file an appeal or a grievance in those circumstances they believe such actions are warranted. A student-athlete who is unsure about which of these policies or procedures should be followed is invited to discuss the matter with his or her head coach. Other sources of advice include the senior woman administrator, sport administrators, the faculty athletics representative and the director of athletics. It should be emphasized that, in addition to any Department of Athletics policies and procedures, student-athletes always have available to them the normal university procedures that are available to all students. A student-athlete who wishes to obtain more information about these normal university procedures should refer to the Student Code of Conduct published by the Dean of Students' Office

The policies and procedures described herein are designed primarily for the resolution of issues raised by student-athletes within the Department of Athletics, although in some cases appeals to groups outside of the Department of Athletics also are specified as part of the grievance procedures. It should be emphasized, however, that for any issue and at any stage in the grievance/appeals processes summarized herein, a student-athlete may contact the faculty athletics representative for advice and assistance in seeking an appeal or in the resolution of a grievance. Further, at the request of the student-athlete, the faculty athletics representative may participate in any meeting involving the sport administrator or the director of athletics. The faculty athletics representative is not an employee of the Department of Athletics and reports directly to the Office of the President.

CANCELLATION/REDUCTION OF FINANCIAL AID

A student-athlete who wishes to appeal any decisions related to his or her athletically related financial aid shall submit a written request that contains the following information:

- The student's name, social security number or university identification number, year in school, sport
- Type and amount of previous financial aid
- Reasons for believing that the decision was unfair, including names of institution staff members (e.g., coach, financial aid officer) with whom the student has discussed the aid
- Copies of any relevant documents (e.g., letter, regarding initial award of athletics grant)

The student should submit these materials to the Financial Aid Office within 14 days after the student receives written notification that the grant is being cancelled or reduced.

The student may request an in-person hearing before the Financial Aid Appellate Board

PROCEDURES

- The student submits a request to the Financial Aid Office for a hearing before the Financial Aid Appellate Board.
- A hearing is scheduled, and the student-athlete and Associate AD/SWA will be notified of the time and place. The SWA will notify all Athletic Department personnel of the hearing information.
- Each side presents their arguments to the Committee either in person or via a conference call. If either side cannot attend, a written statement may be presented in lieu of an appearance.
- The Athletic Faculty Representative and/or Compliance Office Representative may be present to help clarify any questions the Financial Aid Appellate Board may have with regard to student's academic status or NCAA Legislation.
- The Committee will not observe the rules of evidence observed by courts, but will conduct a fair hearing, the purpose of which will be to let each side present its position so that a just decision can be made.
- The appeal is reviewed by the Financial Aid Appellate Board, and their decision is FINAL. There is no appeal beyond the Appellate Board.
- All parties involved will receive a written response within ten days after the hearing.

COMMITTEE: The Financial Aid Appellate Board consists of two staff members from the Financial Aid Office and one member of the Dean of Student's Office.

REFUSAL TO GRANT A TRANSFER RELEASE

A student-athlete at Montana State University denied either permission to contact other institutions for transfer purposes (13.1.1.3/13.1.1.3.1) or where applicable the use of the one-time transfer exception (14.5.5.2.10) will be informed in writing of the institution's decision within five business days of the original request. The Faculty Athletics Representative will be copied on that decision. The following appeal process is then available to the student-athlete:

The student-athlete must contact the Office of the Faculty Athletics Representative within 14 days of the written decision to indicate the intent to appeal.

The FAR will contact the student-athlete, the sport coach and the sport administrator to request that written information be provided relevant to the case. The FAR will set a timely deadline for response to this request (a week at most).

The Faculty Athletics Representative will convene a hearing committee consisting of the FAR and the two members of the University Athletic Committee within three business days of receipt of all materials.

The Committee may make a decision based on the written material, or in cases where the outcome is not unanimous, an in-person presentation by both the student-athlete and the coach will be scheduled at the earliest possible date.

Should an in-person hearing be necessary, the student-athlete and the coach will be in the hearing room only for his/her presentation. Additionally, one person may be in the room to

support each speaker. This person is not authorized to make any presentation to the Committee.

The Committee will notify verbally the student-athlete, coach, sport administrator and Director of Athletics of the Committee's decision and follow-up with a written confirmation.

Please note that at any time the Committee may consult with the Associate AD for Compliance or the Compliance Coordinator to discuss Conference or NCAA legislation.

MISCONDUCT POLICY

For full explanation of Montana State University Athletic misconduct policy please reference the Student-Handbook and MSU Student-Athlete Code of Conduct.

DRUG TESTING POLICY

For full explanation of Montana State University Athletic drug testing policy please reference the MSU Drug Testing Policy and the NCAA Drug Testing consent form. Both documents are available in the Student-Athlete Handbook.

DECISIONS MADE/ACTIONS TAKEN BY INTERCOLLEGIATE ATHLETICS COACHES AND/OR STAFF

A student-athlete may report any incidences of mistreatment or abuse by a head coach or another Department of Athletics employee as follows:

1. Discuss the issue with the head coach or Department of Athletics employee who made the decision or took the action.
2. If the issue is not resolved, request a meeting with the sport administrator and the head coach or Department of Athletics employee.
3. If the issue is still not resolved, request a meeting with the director of athletics to be attended also by the head coach or Department of Athletics employee and the sport administrator. The decision of the director of athletics is final.

GRIEVANCES STEMMING FROM DISCRIMINATION ON THE BASIS OF GENDER, SEXUAL ORIENTATION, RELIGIOUS BELIEFS, INTERESTS, AND RACE, HARASSMENT, HAZING AND ABUSIVE BEHAVIOR

Actions or behavior of this nature are not tolerated by the Department of Athletics. Please see the MSU Student-Athlete Code of Conduct for policy information. Student-athletes are encouraged to bring such behavior or incidences to the attention of the head coach, sport administrator, director of athletics or the faculty athletics representative. Student-athletes should also refer to the University's Student Code of Conduct for detailed instructions on how to report such behavior or incidents through the Dean of Students' Office.

MSU DRUG TESTING POLICY

Student-athletes must sign and consent to be drug tested per both the NCAA and MSU Drug Testing policies before being permitted to practice with an MSU athletic team. Below is the MSU drug testing policy. The NCAA Drug Testing policy can be found at <http://www.msubobcats.com/studentathletes>

MSU-BOZEMAN DRUG EDUCATION, TESTING, AND TREATMENT PROGRAM AND POLICY FOR ALL STUDENT-ATHLETES

1. **INTRODUCTION**

Montana State University-Bozeman has always maintained a policy of careful maintenance of and concern for the health of our student-athletes. MSU believes the use and/or abuse of those chemical substances listed in Appendix F, except when prescribed by a physician to treat a specific problem, can:

- A. Be detrimental to the physical and mental well-being of its student-athletes in academic and athletic competition, no matter when such usage should occur during the year;
- B. Seriously affect the performance of individuals as students and athletes;
- C. Be dangerous to athletes and their teammates in athletics competition and practice; and,
- D. In some cases, provide an unfair advantage over other competitors.

A violation of the athlete's intercollegiate team rules has occurred and may subject the athlete to the sanctions set forth in this policy, if:

- i. an athlete uses and/or abuses any of the drugs listed in this policy, except as prescribed by a physician to treat a specific medical condition, and/or
- ii. an athlete fails to participate in alcohol and drug abuse counseling and/or treatment as outlined in the policy.

2. **PURPOSE OF THE PROGRAM**

Montana State University-Bozeman has adopted this Drug Education, Testing, and Treatment Program for all MSU student-athletes who participate in intercollegiate athletics. The purpose of the program is:

- A. To educate all athletes on health and safety hazards inherent in the use of drugs;
- B. To identify and provide assistance to athletes whose use of drugs may affect the health and safety of themselves and/or other athletes;
- C. To maintain the integrity and competitive fairness of MSU athletics programs; and,
- D. To encourage athletes to avoid the use of drugs.

3. **DESCRIPTION OF THE PROGRAM**

The MSU program combines the use of drug education with a system for drug testing and referral to counseling and treatment for those athletes who test positive for the use of prohibited drugs. Student-athletes are subject to random drug screenings to test for "performance enhancing" substances and/or illegal drugs and may also be tested when there is reasonable suspicion that they are using either "performance enhancing" or "street drugs."

A. **TESTING COMPONENT**

- (a) The testing program will be confidential and will utilize methodology with appropriate sensitivity and specificity to minimize the likelihood of inaccurate results.
- (b) Tests may be performed to identify the use of "performance enhancing" drugs and illegal drugs if the University has reasonable suspicion that an athlete is using these drugs either during the athletic season or at other times athletes are on campus as students or athletes.
- (c) Substances for which tests may be made are listed at the end of this policy. Because testing for all substances may be cost-prohibitive, selective tests for substances may be made.
- (d) Athletes will be provided with notification of the program and shall consent to be tested as follows:

Notification

- i. A statement of the MSU-Bozeman Drug Education, Testing, and Treatment Program will be provided to each athlete and all members of the coaching staff on an annual basis.
- ii. A list of substances for which tests may be conducted will be attached to the statement. The list may be updated at any time to conform to NCAA requirements or as information becomes available which requires that the list be updated. The student-athletes will be provided with copies of any revisions to the list.
- iii. Consent – A consent form, which acknowledges that the athlete has received the information described in paragraph A.iv.a above and that the athlete has agreed to participate in the program, will be signed annually and kept on file in the Compliance Office as a pre-condition for participation in MSU-Bozeman intercollegiate athletic program.

4.

TESTING PROTOCOL

A. PROBABLE CAUSE

- i. If a member of the coaching staff, an athletic trainer or the Athletic Director has a reasonable suspicion that an athlete is using any of the substances identified in Appendix F, the coach, trainer or Athletic Director shall notify the athlete and explain the reasons which caused him/her to suspect that the athlete is using a substance which is prohibited. The athlete shall be given an opportunity to explain his/her position to the coach and/or trainer and/or Athletic Director.
- ii. The coach and/or trainer and/or Athletic Director may seek to have the athlete tested by notifying the Athletics Director, designee or Faculty Athletic Representative (when the Athletic Director is the person that has reasonable suspicion) within 24 hours after meeting with the athlete. The Athletics Director or Faculty Athletic Representative will arrange a meeting with a committee comprised of the Athletics Director or Faculty Athletic Representative and the University Legal Counsel or their designees as soon as possible. If the committee determines that the trainer and/or coach and/or Athletic Director has a reasonable suspicion that a drug test will produce evidence of improper substance use, the athlete

will be required to submit a urine sample for the purpose of testing for prohibited substances. The athlete may also be required to submit to a medical evaluation.

- iii. If the athlete wishes to appeal the decision of the committee, then the urine sample will be taken, frozen, and stored without testing until the Appeals Committee can render a decision on whether there was, in fact, the requisite reasonable suspicion that the athlete may be using a prohibited substance. The Appeals Committee shall be the Dean of Students or designee, the Faculty Athletics Representative or designee and a person selected by the Chief Student Affairs Officer who has expertise or knowledge of drugs, drug use, and/or drug abuse. The decision of the Appeals Committee is the final decision of Montana State University-Bozeman.
- iv. The athlete shall be eligible to practice and compete until the test results are obtained.

B. Random Drug Screening

- i. A certain percentage of athletes from all athletic teams may be selected to provide a valid urine sample under the same conditions and protocol as reasonable cause collection procedures.
- ii. These student-athletes will be selected randomly.

B. TESTING METHOD

- i. The athlete will be required to present him/herself at the appropriate collection site during specified time. The athlete will be asked to disclose any "over-the-counter" drugs and prescribed drugs he/she may be taking. No athlete will be penalized for the proper use of over-the-counter drugs which are disclosed.
- ii. The athlete will be asked to provide a urine specimen. Urine specimens will be collected in the presence of a same sex observer. The specimen will be split with one portion of the specimen being tested for prohibited drugs and the other portion properly refrigerated, stored, and secured. If the test results in a positive indication for the use of any prohibited drugs, the refrigerated portion of the sample will be tested for a concurring positive result. The athlete will be considered to have tested positive only if both results are positive. Proper anonymous coding of the samples and documentation of the chain of custody will be maintained.
- iii. Athletes who refuse to provide urine samples, who fail to report to the assigned collection site per C.i above, or who fail

to give a valid test sample within a four hour period shall be deemed in violation of the policy. The violation shall be equivalent to a positive test result.

- iv. Test results will be returned to the Athletics Director. The Athletics Director or designee will notify the athlete of the test results. The test results of any athlete shall be available only to the athlete, the laboratory or person conducting the test, and University officials who have a legitimate need to know the results of the test in the performance of official duties as determined by University Legal Counsel in consultation with the Athletics Director. No other persons shall be provided information regarding the results of the test unless upon the written consent of the student-athlete.

5. **EFFECT OF POSITIVE TEST RESULTS – SANCTIONS**

- A. **FIRST POSITIVE TEST** – An Athlete who tests positive for a prohibited drug for the first time shall be subject to the following consequences:
 - i. Suspension from practice and competition until a negative test is obtained or the Appeals Committee authorizes return to practice or competition pending the outcome of a test when it is established that the prohibited substance used presents no serious risk to health or safety, the use has ceased, and an education program has been initiated. (For example, an athlete may test positive to inadvertent use of a banned substance such as caffeine or ingredients contained in over-the-counter medication. If, in the decision of the Appeals Committee, the conditions set forth above are met, the Appeals Committee may authorize the athlete to practice and compete while awaiting the results of a second test taken after use has ceased.)
 - ii. Referral to and required participation in counseling and drug education and/or evaluation of the drug use problem through existing university programs or public programs, if available, or a private qualified counselor at the student's expense, and,;
 - iii. Re-testing routinely and without notice throughout the remainder of the academic year.

- B. **SECOND POSITIVE TEST** – An Athlete who tests positive for a prohibited drug for the second time shall be subject to the following consequences:
 - i. The same consequences which are imposed for the first positive test, and,
 - ii. Loss of any athletic scholarship awarded by the Athletics Department for the succeeding full term of an academic year.
- C. **THIRD POSITIVE TEST** – An Athlete who tests positive for a prohibited drug for the third time shall be subject to the following consequences:
 - i. Dismissal from the team, and,
 - ii. Forfeiture of all rights as a student-athlete including termination of all athletics financial assistance.

6. **ATHLETE'S RIGHTS TO HEARING AND REINSTATEMENT**

- A) Athletes subject to a sanction under the terms of this program will be entitled to a hearing before an appeal committee composed of the Dean of Students or designee, the Faculty Athletics Representative, and a person selected by the Dean of Students who is knowledgeable about drugs, drug use, and/or abuse. The request for a hearing must be made within five days of the notice that sanctions shall be imposed. The athlete shall be subject to suspension from practice and competition until the hearing is held and a final determination is reached.
- B) An athlete who has been dismissed from the team may apply for reinstatement after one calendar year from the date of dismissal, if the following have been met:
 - i. Submission of evidence of successful completion of a professional counseling program;
 - ii. Submission of evidence of negative test results obtained at the student's expense within the last six months;
 - iii. Demonstrated commitment on the part of the athlete to abide by The MSU-Bozeman Drug Education, Testing, and Treatment Program; and,
 - iv. Consent to regular unannounced testing if reinstated.Applications for reinstatement to the team following a dismissal shall be submitted to the Athletics Director who will schedule a meeting of the Appeals Committee. The Appeals Committee will determine whether the applicant has met the conditions for reinstatement. The Appeals Committee shall provide a written decision regarding reinstatement to

the student-athlete. The decision of the Appeals Committee shall be the final decision of Montana State University-Bozeman.

7. **AMENDMENTS AND MODIFICATION TO THE PROGRAM**

The MSU-Bozeman Drug Education, Testing, and Treatment Program may be modified or amended at any time. All amendments or modifications shall be in writing and shall be incorporated into the Program statement upon the approval of the President of Montana State University-Bozeman. Such amendments or modifications shall apply to and be effective for all athletes in the intercollegiate athletics program upon notification of and acknowledgment by the athletes of receipt of the policy as amended. Amendment or modification of the program does not negate any positive tests obtained and any sanctions imposed under the previous policy. *Policy History: Adopted December 6, 1989, revised 2006*





NCAA DRUG TESTING POLICY

Form 08-3d Academic Year 2008-09

Drug-Testing Consent – Division I

For: Student-athletes.
Action: Sign and return to your director of athletics.
Due date: At the time your intercollegiate squad first reports for practice or the Monday of the institution's fourth week of classes, whichever date occurs first.
Required by: NCAA Constitution 3.2.4.7 and NCAA Bylaws 14.1.4 and 30.5.
Purpose: To assist in certifying eligibility.

TO: STUDENT-ATHLETE

Name of your institution: _____

You must sign this form to participate (i.e., practice or compete) in intercollegiate athletics. Per NCAA Bylaw 30.5.2-(b), the director of athletics or the director of athletics' designee shall disseminate a copy of the list of banned drug classes (Attachment) to all student-athletes and educate them about products that might contain banned drugs. Please note that the list may change during the academic year, that updates may be found on the NCAA Web site (www.ncaa.org), and you will be informed of the procedures your Athletic Department will use to disseminate updates to the list.

NCAA Constitution 3.2.4.7 and Bylaws 14.1.4 and 30.5 require that you sign this form. If you have any questions, you should discuss them with your director of athletics.

Drug-Testing Consent

By signing this form, you affirm that you are aware of the NCAA drug-testing program, which provides:

A student-athlete who tests positive for a banned substance as set forth in Bylaw 31.2.3, shall be declared **ineligible** for further participation in regular season and postseason competition in all sports in accordance with the provisions in Bylaw 18.4.1.5.1. The certifying institution may appeal to the NCAA Division I Committee on Student-Athlete Reinstatement for restoration of the student-

athlete's eligibility if the institution concludes that circumstances warrant restoration. (Bylaw 18.4.1.5)

A student-athlete who tests positive (in accordance with the testing methods authorized by the NCAA Executive Committee) shall be **ineligible** to participate in regular-season and postseason competition for one calendar year (i.e., 365 days) after the positive drug test and shall be charged with the loss of a minimum of one season of competition in all sports. The student-athlete shall remain **ineligible** for all regular-season and postseason competition for one calendar year after the student-athlete's positive drug test, and until the student-athlete retests negative (in accordance with the testing methods authorized by the NCAA Executive Committee) and the student-athlete's eligibility is restored by the Committee on Student-Athlete Reinstatement. If a student-athlete transfers to another NCAA institution while ineligible due to a positive NCAA drug test, the institution from which the student-athlete transfers must notify the transfer institution regarding the positive drug test result.

If the student-athlete tests positive a second time for the use of any drug, other than a "street drug" as defined in Bylaw 31.2.3, he or she shall lose all remaining regular-season and postseason eligibility in all sports. A combination of two positive tests involving street drugs (e.g., marijuana, heroin) in whatever order, will result in the loss of an additional year of eligibility (Bylaw 18.4.1.5). In addition, 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 street drug.

If the student-athlete tests positive for the use of a "street drug" after being restored to eligibility, he or she shall be charged with the loss of a minimum of one additional season of competition in all sports and also shall remain **ineligible** for regular-season and postseason competition at least through the next calendar year. If the student-athlete transfers to another NCAA institution while ineligible, the institution from which the student-athlete transferred must notify the institution that the student-athlete is ineligible due to a positive drug test result. If the student-athlete immediately transfers to a non-NCAA institution while ineligible and competes in collegiate competition within the 365 day period at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for a 365 day period. Additionally, the student-athlete must retest negative (in accordance with the testing methods authorized by the Executive Committee) and request that eligibility be restored by the NCAA Division I Academic/Eligibility/Compliance Cabinet. (Bylaw 18.4.1.5.1.2)

The Executive Committee shall adopt a list of banned drug classes and shall authorize methods for drug testing of student-athletes on a year-round basis. This list of banned drug classes and the procedure for informing member institutions about authorized methods for drug testing are set forth in Bylaws 31.2.3. The list is subject to change and the institution and student-athlete shall be held accountable for all banned drug classes. The current list is located on the NCAA

Web site (www.ncaa.org) or may be obtained from the NCAA health and safety staff in Education Outreach. (Bylaw 18.4.1.5)

You agree to allow the NCAA to test you in relation to any participation by you in any NCAA championship or in any postseason football game certified by the NCAA for the banned drugs listed in Bylaw 31.2.3. Additionally, if you participate in a Division I NCAA sport, you also agree to be tested on a year-round basis.

You agree to allow your drug-test sample to be used by the NCAA drug-testing laboratories for research purposes to improve drug-testing detection. Individual samples will not be personally identified.

You were provided an opportunity to review the procedures for NCAA drug testing that are described in the NCAA Drug-Testing Program brochure.

You understand that this consent and the results of your drug tests, if any, only will be disclosed in accordance with the provisions of the Buckley Amendment consent.

You agree to disclose your drug-testing results only for purposes related to your eligibility for participation in regular-season and postseason competition.

You affirm that you understand that if you sign this statement falsely or erroneously, you violate NCAA legislation on ethical conduct, and you will further jeopardize your eligibility.

By signing below, you consent to be tested by the NCAA in accordance with the rules and regulations of NCAA drug-testing policy.

_____	_____	
Date	Signature of student-athlete	
_____	_____	
Date	Signature of parent (if student-athlete is a minor)	
_____	_____	_____
Name (please print)	Date of birth	Age

Home address		

Sport(s)		

What to do with this form: Sign and return it to your director of athletics at the time your intercollegiate squad first reports for practice or the Monday of the institution's fourth week of classes (whichever date occurs first). This form is to be kept in the director of athletics' office for **six years**,

NCAA BANNED-DRUG CLASSES 2008-09

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org/health-safety for the current list. The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. **No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.**

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

Bylaw 31.2.3. Banned Drugs

The following is a list of banned-drug classes, with *some* examples of substances under each class. **No substance belonging to the banned drug class may be used, regardless of whether it is specifically listed as an example.**

(a) Stimulants:

amiphenazols		
		methylenedioxyamphet
hetamine		
amphetamine		(MDMA, ecstasy)
bemigrade		methylphenidate
benzphetamine		nikethamide
bromantan		pemoline
caffeine ¹ (guarana)		pentetrazol
chlorphentermine		phendimetrazine
cocaine		phenmetrazine
cropropamide		phentermine
crothetamide		
diethylpropion	phenylpropanolamine (ppa)	
dimethylamphetamine		picrotoxine
doxapram		pipradol
ephedrine		prolintane
(ephedra, ma huang)		strychnine
ethamivan		syneprine
ethylamphetamine	(citrus aurantium, zhi shi, bitter orange)	
fencamfamine		
meclofenoxate		and related compounds
methamphetamine		

The following stimulants are not banned:

phenylephrine	pseudoephedrine
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(b) Anabolic Agents:

anabolic steroids	
androstenediol	gestrinone
androstenedione	mesterolone
boldenone	methandienone
clostebol	methyltestosterone
dehydrochloromethyl-testosterone	nandrolone
dehydroepiandrosterone (DHEA)	norandrostenediol
dihydrotestosterone (DHT)	norandrostenedione
	norethandrolone
	oxandrolone
	oxymesterone

dromostanolone	oxymetholone
epitrenbolone	stanozolol
fluoxymesterone	testosterone ²
tetrahydrogestrinone (THG)	
trenbolone	
and related compounds	

Other anabolic agents

clenbuterol

(c) Substances Banned for Specific Sports:

Rifle:

alcohol	pindolol
atenolol	propranolol
metoprolol	timolol
nadolol	and related compounds

(d) Diuretics and other urine manipulators:

acetazolamide	hydrochlorothiazide
bendroflumethiazide	hydroflumethiazide
benzhiazine	methyclothiazide
bumetanide	metolazone
chlorothiazide	polythiazide
chlorthalidone	quinethazone
ethacrynic acid	spironolactone
flumethiazide	triamterene
furosemide	trichlormethiazide
	and related compounds

(e) Street Drugs:

heroin	tetrahydrocannabinol
marijuana ³	(THC) ³

(f) Peptide Hormones and Analogues:

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

(g) Anti-Estrogens

anastrozole
 clomiphene
 tamoxifen
and related compounds

(h) Definitions of positive depends on the following:

1for caffeine—if the concentration in urine exceeds 15 micrograms/ml.

2for testosterone—if the administration of testosterone or use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

3for marijuana and THC—if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

31.2.3.4.1 Drugs and Procedures

Subject to Restrictions.

The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used:

(Revised: 8/15/89)

(a) Blood Doping. The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes) is prohibited, and any evidence confirming use will be cause for action consistent with that taken for a positive drug test. (Revised: 8/15/89, 5/4/92)

(b) Local Anesthetics. The Executive Committee will permit the limited use of local anesthetics under the following conditions:

(1) That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine; (Revised: 12/9/91, 5/6/93)

(2) That only local or topical injections can be used (i.e., intravenous injections are not permitted); and

(3) That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.

(c) Manipulation of Urine Samples. The Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing.

Examples of banned methods are catheterization, urine substitution and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epitestosterone administration. (Revised: 8/15/89, 6/17/92, 7/22/97)

(d) Beta 2 Agonists. The use of beta 2 agonists is permitted by inhalation only. (Adopted: 8/13/93)

(e) Additional Analysis. Drug screening for select nonbanned substances may be conducted for nonpunitive purposes. (Revised: 8/15/89)

FOR THE MOST CURRENT FORMS, PLEASE VISIT,
WWW.NCAA.ORG