

# 2018-19 Student-Athlete Handbook

Tulane University Athletics Department



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## A LETTER FROM THE DIRECTOR OF ATHLETICS

Dear Tulane Student-Athlete:

Welcome to Tulane University. Everyone in the department is looking forward to a successful year, not only competitively, but academically and socially as well. The 130 members of the Green Wave athletic staff are committed to enabling your success in every endeavor.

Our Athletic Student Services team has put together this handbook to help familiarize you with the rules and regulations of the University, as well as the American Athletic Conference and the NCAA. Take a few minutes to review everything in this manual as it will provide great assistance to you throughout the year.

While each of our athletic teams set specific goals for competitive achievement as well as academic success, the department objective for every student-athlete throughout the department is consistent. We want our students in class, we want our students to graduate, we want our students to represent themselves, their program and our University in a positive manner at all times, and we want to provide an experience that will contribute to your success throughout life.

We will provide you with coaches and a support staff who are concerned about your personal development, your academic development and your athletic development. We will provide facilities, equipment and resources that will help ensure our programs can be competitive with our peers. We will also provide academic advising and other resources that will help ensure the time commitment of intercollegiate athletics do not overshadow your primary purpose here at Tulane University: receiving a great education and earning your degree.

The athletic department has a staff representative that will directly oversee your sport. Hopefully, you will have a chance to meet this person early in the year. If you have concerns, ideas or challenges that call for help from the athletic department, never hesitate to contact this sport oversight person. Also, feel free to call me at any time at 504-865-5569 or send me an email at [tdannen@tulane.edu](mailto:tdannen@tulane.edu). Further, my door is always open should you just want to stop in and talk.

Our athletic department is driven by your success as a student and as an athlete. Please remember to enjoy the opportunity before you. Have a great year, and best of luck as you represent the Green Wave this season.

Roll Wave!



Troy Dannen, Director of Athletics

## **TULANE UNIVERSITY MISSION STATEMENT**

Tulane's purpose is to create, communicate and conserve knowledge in order to enrich the capacity of individuals, organizations and communities to think, to learn and to act and lead with integrity and wisdom.

Tulane pursues this mission by cultivating an environment that focuses on learning and the generation of new knowledge; by expecting and rewarding teaching and research of extraordinarily high quality and impact; and by fostering community-building initiatives as well as scientific, cultural and social understanding that integrate with and strengthen learning and research. This mission is pursued in the context of the unique qualities of our location in New Orleans and our continual aspiration to be a truly distinctive international university.

## **TULANE ATHLETICS MISSION STATEMENT**

The mission of the Tulane University Department of Intercollegiate Athletics is to support the university's purpose of enriching the capacity to think, learn, act, and lead with integrity and wisdom. This is ensured by providing our student-athletes and staff with opportunities for competitive success and personal growth within the context of sportsmanship, teamwork, and integrity.

## **PRINCIPLES OF TULANE ATHLETICS**

- To recognize participation in athletics as an integral part of the educational process
- To provide student-athletes and staff with the best possible facilities, services, and equipment
- To promote the physical, intellectual, and emotional development of all student-athletes
- To create an environment fostering the concepts of teamwork, scholarship, sportsmanship, leadership, loyalty, and integrity
- To operate in a fiscally responsible manner, providing opportunities within the limitations of resources
- To commit to diversity and the equitable and non-discriminatory treatment of all student-athletes and staff

## **STUDENT-ATHLETE CODE OF CONDUCT**

Student-athletes are Tulane University's most visible ambassadors. Therefore, they are expected to act in a manner that reflects positively upon the university, the Department of Athletics, their team, coaches, and family.

To this end, student-athletes must adhere to all rules set forth by their respective teams, the Department of Athletics, Tulane University, the American Athletic Conference, and the NCAA.

Failure to do so may result in indefinite or permanent suspension from your team and Tulane University. Scholarship student-athletes found in violation at risk of all or part of their scholarship including but not limited to the cost of attendance stipend being revoked. It is the responsibility of the head coach for each sports program to impose the sanctions, which result from the violation of team rules. Sport supervisors will review all team rules and regulations on an annual basis. The Tulane University Student-Athlete Code of Conduct supersedes all team regulations.

Student-athletes are required to disclose if they are arrested or otherwise charged with a criminal offense by any law enforcement agency. Student-athletes must report this information

to the head coach and sport administrator within 24 hours or they risk suspension from competition. This ruling is made at the discretion of the Director of Athletics.

## **STUDENT GUIDE ON POLICIES, PROCEDURES AND RESOURCES**

The Student Guide on Policies, Procedures and Resources can be accessed at <http://tulane.edu/studentaffairs/policiesprocedures.cfm>

The student guide contains policies, procedures and resources that are relevant to your success at Tulane. As Tulane students and members of the Tulane community, it is important for you to know that you are responsible for these policies.

The policies, procedures, and resource information outlined are not intended to be all-inclusive and are provided to you for your general guidance only. It does not constitute a contract, either expressed or implied, and the university can at any time add to, or modify any of the regulations or policies contained in the Student Guide.

Additionally, as a Tulane student-athlete you are responsible for the policies in this Student-Athlete Handbook. The current version of the student handbook can be found on the Tulane Athletics website.

## **STUDENT SERVICE AREAS OBLIGATIONS**

Staff members within the Tulane Athletics student service areas (Academics, Athletic Training, Strength and Conditioning) are responsible for reporting all incidents or Code of Conduct violations to the director of the specific service area.

Refusal of a student-athlete to comply with any departmental request or directive will result in automatic suspension from the specific service area.

The director of the service area must immediately notify the head coach, sports supervisor and Deputy Director of Intercollegiate Athletics/COO of the incident and/or suspension from the service area.

When a student-athlete is suspended from a service area, the head coach will meet with the Deputy Director of Intercollegiate Athletics/COO regarding the incident. If the student-athlete and head coach wish to appeal the suspension, the head coach must submit a request to appeal, including evidence to demonstrate the student-athlete's adherence to all levied sanctions.

Repeat occurrences will be deemed a Code of Conduct infraction and will be processed according to the sanctions outlined in the Student-Athlete Code of Conduct.

## **CODE OF CONDUCT VIOLATIONS**

Student-athletes of Tulane University are expected to follow all rules and regulations set forth by university administration. Being a student-athlete does not exempt you from the application of university rules and regulations. As members of the Tulane University student body, student-athletes are expected to follow the rules, regulations, and policies set forth by the various administrative authorities on campus. Additionally, student-athletes are expected to adhere to all university, local, state, and federal laws. Code of Conduct violations fall into three categories: infractions, secondary offenses, and major offenses.

## **INFRACTIONS [THIS LIST IS NOT EXHAUSTIVE]:**

- Campus law enforcement matters
- Parking violations
- Residence hall and dining establishment matters
- Inappropriate classroom behavior
- Failure to meet all academic and institutional obligations
- Failure to follow team rules
- Lack of respect for the personal and private property of others, including teammates, coaches, support personnel, opponents, officials and spectators
- Lack of respect for faculty, staff, fellow students and campus law enforcement
- Lack of respect for fellow student-athletes, coaches, support staff and administrators

## **SECONDARY OFFENSES [THIS LIST IS NOT EXHAUSTIVE]:**

- Conviction or plea of guilty or no contest to a criminal law of the State of Louisiana or the United States that is classified as a misdemeanor
- A violation of a general university conduct regulation, as determined by the appropriate university official
- Knowingly giving false and/or misleading information to a university official
- Any violation of the Tulane University Honor Code
- Any violation of NCAA Rules and/or Regulations
- Any violation of the Tulane Athletics Code of Conduct
- Physical Confrontation

## **MAJOR OFFENSES [THIS LIST IS NOT EXHAUSTIVE]:**

1. Conviction or plea of guilty or no contest to a criminal law of the State of Louisiana or the United States that is classified as a felony
2. Assault
3. Two or more secondary offenses within one academic calendar year (defined as the period from the first day of classes to the day before the start of the next academic year)

## **SANCTIONS**

In addition to any sanctions rendered by the University, NCAA or other governing bodies, Tulane Athletics reserves the right to institute indefinite suspensions from practice and competition activities in any case where the action of the student-athlete is inconsistent with Tulane University's Athletics Code of Conduct. All suspensions from competition will include any activity associated with the competition, including, but not limited to, travel per diem, lodging, and transportation to the competition. Understanding that no two cases are identical in nature, each case will be reviewed by the Director of Athletics and the head coach of the sport involved. Violations of the Intercollegiate Athletics Substance Abuse Program will be processed according to the provisions of the policy.

## **INFRACTIONS**

1. The head coach, sport administrator and Director of Athletics will review infractions to determine the appropriate sanction.
2. Sanctions may include, but are not limited to, warning, reprimand, probation with or without conditions, requirements for restitution, conditions intended to encourage personal rehabilitation such as counseling and community service activities, conditions relating to

satisfactory academic performance, suspension from practice activities, and suspension from competition.

3. Sanctions will be imposed at the discretion of the Director of Athletics.

## SECONDARY OFFENSES

1. The Athletics Director shall determine the appropriate discipline in a case involving a secondary offense.
2. Sanctions for a secondary offense may include, but are not limited to, any one or more of the following: warning, reprimand, probation with or without conditions, requirements for restitution, conditions intended to encourage personal rehabilitation such as counseling and community service activities, conditions relating to satisfactory academic performance, suspension from practice activities, and suspension from competition.
3. A student-athlete with three or more secondary violations will face a suspension of no less than one year. Any additional violations will result in termination from the program and revocation of athletics scholarship.

## MAJOR OFFENSES

1. In the event a student-athlete at Tulane University is formally charged by any law enforcement agency with a felony, the involved student-athlete will be placed on immediate suspension from the athletics program.
2. In the event a student-athlete has been determined by the Director of Athletics to be in violation of a major offense, the Director of Athletics shall prohibit the student-athlete from participation in practice, competition, and/or services provided by the department of intercollegiate athletics for a term of no less than 30 days. Additionally, in accordance with NCAA regulations, the Director of Athletics may revoke or modify the student-athlete's athletics financial aid.
3. A student-athlete with two major violations will be placed on a suspension of no less than one year. Any additional major violations will result in termination from the program and revocation of athletics scholarship.

## APPEALS PROCESS

The Director of Athletics will make disciplinary decisions involving a violation of the Student-Athlete Code of Conduct. Should a student-athlete wish to appeal any disciplinary action, he/she should contact the Senior Associate Athletics Director, Administration. Appeals must be submitted in writing within 72 hours of the Director of Athletics decision. An appeals hearing will be conducted by an independent appeals board outside of the Department of Athletics and chaired by the Faculty Athletics Representative.

## TULANE UNIVERSITY CODE OF ACADEMIC CONDUCT

The integrity of the Newcomb-Tulane College is based on the absolute honesty of the entire community in all academic endeavors. As part of the Tulane University community, students have certain responsibilities regarding work that forms the basis for the evaluation of their academic achievement. Students are expected to be familiar with these responsibilities at all times. No member of the university community should tolerate any form of academic dishonesty because the scholarly community of the university depends on the willingness of both instructors and students to uphold the Code of Academic Conduct. When a violation of the Code of Academic Conduct is observed it is the duty of every member of the academic community who has evidence of the violation to take action. Students should take steps to uphold the code by reporting any suspected offense to the instructor or the associate dean of

the college. Students should, under no circumstances, tolerate any form of academic dishonesty.

In all work submitted for academic credit, students are expected to represent themselves honestly. The presence of a student's name on any work submitted in completion of an academic assignment is considered to be an assurance that the work and ideas are the result of the student's own intellectual effort, stated in his or her own words, and produced independently, unless clear and explicit acknowledgment of the sources for the work and ideas is included (with the use of quotation marks when quoting someone else's words). This principle applies to papers, tests, homework assignments, artistic productions, laboratory reports, computer programs, and other assignments. All new students in the Newcomb-Tulane College shall receive a copy of this code before the start of the fall semester. Lack of familiarity with the code or with the precise application of its principles to any specific instance is not an excuse for noncompliance.

## VIOLATIONS OF THE CODE OF ACADEMIC CONDUCT

Any student behavior that has the effect of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance is considered a violation. Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in this code. The following are defined as violations:

1. **Cheating.** Giving, receiving, or using, or attempting to give, receive, or use unauthorized assistance, information, or study aids in academic work, or preventing or attempting to prevent another from using authorized assistance, information, or study aids. Consulting with any persons other than the course professor and teaching assistants regarding a take-home examination between the time the exam is distributed and the time it is submitted by the student for grading. Students should assume the exam is closed book; they may not consult books, notes, or any other reference material unless explicitly permitted to do so by the instructor of the course.
2. **Plagiarism.** Unacknowledged or falsely acknowledged presentation of another person's ideas, expressions, or original research as one's own work. Such an act often gives the reader the impression that the student has written or thought something that he or she has in fact borrowed from another. Any paraphrasing or quotation must be appropriately acknowledged. Plagiarism also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Please consult *Acknowledging Sources in Academic Work*, a copy of which may be obtained in the Newcomb-Tulane College Dean's Office or the Center for Academic Advising for more information on documenting sources.
3. **Fabrication.** Submission of contrived or altered information in any academic exercise.
4. **False Information.** Furnishing false information to any University official, instructor, or Tulane University office relating to any academic assignment or issue.
5. **Unauthorized Collaboration.** Collaboration not explicitly allowed by the instructor to obtain credit for examinations or course assignments.
6. **Multiple submissions.** Presentation of a paper or other work for credit in two distinct courses without prior approval by both instructors.
7. **Sabotage.** Destroying or damaging another student's work, or otherwise preventing such work from receiving fair graded assessment.
8. **Unfair Advantage.** Any behavior disallowed by an instructor that gives an advantage over other students in an academic exercise.

9. Facilitation of Academic Dishonesty. Knowingly helping or attempting to help another student violate any provision of the code.
10. Tampering with academic records. Misrepresenting, tampering with, or attempting to tamper with any portion of a student's academic record.
11. Improper disclosure. Failure of an honor board member or participant in an honor board hearing to maintain strict confidentiality concerning the identity of students accused of honor code violations.

## RESPONSIBILITIES

All students are expected to adhere to the principles of the Code of Academic Conduct. All academic work must be the result of the student's own efforts, except when collaboration has been explicitly allowed. If a student is unsure how a particular assignment is affected by the Code of Academic Conduct, it is his or her responsibility to consult the instructor. This applies not only to the student's own behavior but also to the behavior of others.

## INTERCOLLEGIATE ATHLETICS SUBSTANCE ABUSE PROGRAM

(Revised August 2017)

The Department of Intercollegiate Athletics has developed a Substance Abuse Education and Screening Program ("THE PROGRAM") for Tulane's student-athletes.

### 1. BASIC PROGRAM OBJECTIVES

1.1 Tulane University (the "University") believes that the abuse of controlled substances and performance-enhancing substances is detrimental to the health of a student-athlete, can compromise the health and safety of the student-athlete and other student-athletes during competition and practice, can interfere with academic performance and compromises the integrity and spirit of intercollegiate athletics competition. Therefore, the University has adopted a Drug Education, Screening and Counseling Program (the "Program"). The purposes of the Program are: (1) to help educate student-athletes as to the personal risks and dangers of drug use and abuse; (2) to detect and prevent the use of banned substances through a screening program based on periodic testing; (3) to assist in the rehabilitation of student-athletes using or abusing banned substances; and (4) in appropriate cases and in accordance with the Program, to remove from the University athletics programs student-athletes who are found to have violated the requirements of the Program. To participate in University intercollegiate athletics programs, all student-athletes must comply with the Program. The Program applies to all athletes currently on a Tulane University squad list. Accordingly, each student-athlete should read these requirements carefully and if the student-athlete is willing to abide by them, the student-athlete should sign the Consent and Authorization Form attached hereto as Exhibit 1. Student-athletes not signing the document and not consenting to participation in the Program will not be permitted to participate in University intercollegiate athletics programs. If the student-athlete is under the age of 18, a parent or legal guardian must also sign the Consent and Authorization Form.

### 2. THE EDUCATIONAL PROGRAM

2.1 An integral part of the University's effort to prevent substance abuse by its student-athletes is an ongoing educational program. Each member of every intercollegiate athletics team at the University shall be required to participate in prescribed drug education programs on an annual basis and shall sign the Consent and Authorization Form. Student-athletes with questions about supplements and whether they contain a banned substance can go to [www.NCAA.org](http://www.NCAA.org), The Resource Exchange Center and/or contact an Athletics Training staff member.

### 3. BANNED SUBSTANCES

3.1 Use of anabolic steroids, cocaine, marijuana, amphetamines, any other controlled substances proscribed by federal or state law, or those substances banned by the National Collegiate Athletics Association ("NCAA") by any member of any University intercollegiate athletics team is prohibited, regardless of whether such use occurs before, during or after the team's season. The only exceptions are for medications legally prescribed as described in Section 3.4 below. A list of substances banned by the NCAA is published each year in the NCAA Manual.

3.2 Other substances, which may be performance enhancing, are also prohibited even though they may be legally obtained at stores or through the mail. These prohibited substances include, but are not limited to, ephedrine, ephedra, mahuang, androstenedione, androstenediol and dehydroepiandrosterone (DHEA). It is the responsibility of the student-athlete to know the contents of all supplements and over the counter medications that they are consuming. Student-athletes may refer to [www.NCAA.org](http://www.NCAA.org), the Resource Exchange Center and/or contact an Athletics Training staff member.

3.3 Unauthorized use of banned substances constitutes an abuse of the privilege of representing the University in intercollegiate athletics competition. Such use may result in suspension or dismissal from an athletics team and may lead to further sanctions, including the loss of a student-athlete's scholarship, consistent with NCAA regulations.

3.4 If an otherwise banned substance is being used at the prescription of a physician, the student-athlete may continue to participate in athletics if: (1) with respect to possible risk to the health of the student-athlete, the student-athlete's attending physician certifies in writing that specified athletics activity may be safely undertaken and the student-athlete executes a prescribed waiver which relieves the University of any responsibility for illness or injury attributable to engaging in athletics activity while under the influence of the prescribed medication; and (2) with respect to possible performance-enhancing effects, the athlete's attending physician, in consultation with the University medical and athletics authorities can, and does, implement a schedule of medication that precludes such performance-enhancing effects during times relevant to intercollegiate athletics competition.

### 4. SCREENING PROGRAM

4.1 The Director of Athletics and the Director of Athletic Training administer the program.

4.2 Agreeing to participate in the Program, a student-athlete agrees to submit to any tests required by the University to reveal the use of any of the banned substances referenced above.

4.3 Such test will be administered only after the student-athlete has signed an individual notification form which expressly identifies the specific test that he or she has been asked to undergo, as well as the specific time and specific date of the test.

4.4 The basic test to be used for drug screening is a urinalysis. However, other types of tests may be utilized from time to time to determine the presence of banned substances.

4.5 On the day of a test, a urine sample will be collected in a container provided by the collection agency. All specimens will be collected in a confidential manner and the containers will be sealed in such a way that any evidence of tampering can be detected. Chain of custody in specimen collection, preparation and handling shall be followed as prescribed by the

collection agency. A document that explains the chain of custody process will be provided to the student-athlete at the time the specimen is provided. A collector of the same sex as the student-athlete will witness collection of the specimen. The urine sample will be identified by number code only and each student-athlete will verify that code number. A certified independent laboratory will analyze each specimen.

4.6 All test results will be reported directly to the Director of Athletic Training. The Director of Athletic Training will then share the results with the Athletics Director and/or his designee and the Team Physician. The Director of Athletics will then notify the student-athlete, the head coach and the student-athlete's parents/legal guardians.

4.7.1 In order to ensure the confidentiality of the student-athlete, it is imperative that notification of positive results remain within the chain of reporting outlined in the policy. The student-athlete is free to discuss results with whom they choose. Test results shall be kept in a confidential file separate from the student-athlete's Athletics Department file.

4.8 Licensed clinical laboratories will do the analysis of all specimens. If any specimen is positive, the laboratory will validate the result through a second test. Only if the results of both these tests are positive will the specimen be considered positive for purposes of the Program. A portion of each positive specimen will be saved in case the student-athlete challenges the results and wishes to have the specimen re-tested elsewhere at his/her own expense. The specimen shall remain the property of Tulane University.

4.9 Student-athletes who fail to comply with the Program, fail to sign the notification form, fail to arrive at the collection station at the designated time, fail to provide a urine sample according to the protocol, or alter the integrity or validity of the urine specimen will be treated as if there were a violation.

4.10 Testing based on urinalysis will be implemented as follows:

4.10.1 Announced pre-season testing. Student-athletes may be tested during the pre-participation physicals for their respective sport.

4.10.2 Unannounced random testing. All student-athletes shall be subject to periodic unannounced random testing during the course of the academic year (including summer school). The Director of Athletic Training and/or his designee will notify student-athletes selected for testing in writing. Student-athletes to be tested will be selected by a blind drawing of names from the team roster. The notification shall include the time and location of the test. The student-athlete must sign the notification form prior to the test.

4.10.3 Testing in response to individualized reasonable suspicion. Information reported to the Director of Athletics indicating reasonable suspicion of banned substances shall require that the student-athlete submit to drug testing immediately or as soon as practical. Reasonable suspicion means a degree of knowledge that would induce a reasonable person under similar circumstances to believe that the student-athlete is involved in the abuse of a banned substance.

## 5. STUDENT-ATHLETE SEEKING ASSISTANCE

If a student-athlete voluntarily admits to the abuse of a banned substance, the university will consider such admission as a "student-athlete seeking assistance" and will take the student-athlete's decision to volunteer such information into account when considering what action will

be taken. A student-athlete that voluntarily admits, must do so prior to being notified that he/she has been selected for random testing, pre-season testing or testing due to reasonable suspicion.

5.1 The Director of Athletics and the Director of Athletic Training and/or his designee will advise the student-athlete of mandatory substance abuse counseling. The substance abuse counselor shall determine the length and manner of counseling in consultation with the Team Physician and the Director of Athletics Training.

5.2 The student-athlete will submit to urine testing on a schedule to be determined by the Director of Athletic Training.

## 6. EFFECT OF POSITIVE RESULTS

The following sanctions will be those typically imposed by the University in the administration of the Program. In all cases, however, the University reserves the right to act in what it believes to be the best interests of the student-athlete and the University and the Director of Athletics may impose additional sanctions commensurate with the facts and circumstances.

If the student-athlete has admitted or tests positive for a substance, which, in the judgment of the Team Physician, exposes the student-athlete to a significant health risk, he/she will be immediately ineligible to practice or compete. The student-athlete will not be permitted to practice or play until 1) he/she have been medically evaluated by the Team Physician and/or his designee; and 2) has been approved to return by the Team Physician and/or his designee.

### **6.1 First Violation (confirmed positive result and/or non-compliance or failure to comply with the sanctions imposed for admission of use under the Student-Athlete Seeking Assistance provision)**

6.1.1 The Director of Athletics and/or his designee will meet with the student-athlete to discuss test results and give written notification of assistance available to the athlete. The student-athlete may not appeal for the first offense.

6.1.2 The Director of Athletics and Director of Athletic Training and/or his designee will advise the student-athlete of mandatory substance abuse counseling. The substance abuse counselor shall determine the length and manner of counseling in consultation with the Team Physician and the Director of Athletic Training.

6.1.3 The student-athlete will submit to urine testing on a schedule to be determined by the Director of Athletic Training.

### **6.2 Second Violation (confirmed positive result or non-compliance)**

6.2.1 The Director of Athletics and/or his designee will meet with the student-athlete to discuss test results and give written notification of assistance available to the athlete, the intention to impose sanctions for the Second Violation, the nature of the sanction, reasons for the proposed action, and the right of the student-athlete to request a hearing.

6.2.2 The Director of Athletics and Director of Athletic Training and/or his designee will advise the student-athlete of mandatory substance abuse counseling. The substance abuse counselor shall determine the length and manner of counseling in consultation with the Team Physician and the Director of Athletic Training.

6.2.3 The student-athlete will submit to urine testing on a schedule to be determined by the Director of Athletic Training.

6.2.4 A student-athlete will be suspended from participation in intercollegiate competition for a minimum of 10% of the season. Game suspensions will be rounded to the nearest whole number.

6.2.5 If less than 10% of the season remains, the suspension may be carried into the subsequent season.

### **6.3 Third Violation (confirmed positive result or non-compliance)**

6.3.1 The Director of Athletics and/or his designee will meet with the student-athlete to discuss the test results and written notification of assistance available to the athlete, the intention to impose sanctions for the Third Violation, nature of the sanction, reasons for the proposed action, and the right of the student-athlete to request a hearing.

6.3.2 The athletics scholarship of the student may be canceled permanently; if cancelled, the student will not be eligible for renewal of any athletics scholarship and other existing scholarships may be subject to cancellation. The student-athlete will no longer be under the jurisdiction of the Athletics Department and is not eligible for any related services.

6.3.3 The Director of Athletics along with the athlete will notify the student-athlete's parents/legal guardian in writing of the known facts concerning the Third Violation and of the conditions imposed by the university in response thereto.

6.3.4 A student whose eligibility has been canceled is encouraged to seek substance abuse counseling, which is available to students enrolled at Tulane, but such counseling will not be initiated or supervised by the Athletics Department since the student is no longer affiliated with the athletics program.

## **7. PROCEDURES FOR IMPOSING SANCTIONS**

7.1 Written Notice. Before any sanction is imposed, the student-athlete will be given written notice by the Director of Athletics regarding the nature of the sanction, the reasons for the proposed action and the right of the student-athlete to request a hearing on the proposed sanction before it is imposed. However, if the proposed sanction is based on a preliminary determination of the use of banned substances that may threaten the health or safety of the athlete or of other athletes, then athletics participation shall be discontinued immediately pending a medical determination as to the fitness of the athlete to resume participation in athletics activities. This determination shall be made as promptly as possible.

7.2 Requests for Hearing. A student-athlete may obtain a hearing by addressing a written request to the Director of Athletics or anything other than a first-time offense. The written request must be delivered to the Director of Athletics within 72 hours after receiving the written notice of any sanction imposed. An appeals hearing will be conducted by an appeals board made up of a staff member, a student-athlete and chaired by the Faculty Athletics Representative. The hearing shall be convened within five business days after it is requested. The student-athlete shall be suspended from competition pending the hearing and a final decision. The hearing shall not be public. The student-athlete may be accompanied by a person of his or her choice, who may observe but not participate in the hearing. Attorneys may

not attend. The Athletics Department shall provide documentation of evidence leading to the decision and the sanctions. This information will be presented by the Director of Athletics and/or his designee. The student-athlete must be given an opportunity to question the evidence and to present witnesses and documents to refute the allegation of a violation. At the conclusion of the evidence, the Board will excuse the parties and deliberate. The determination must be based solely on the evidence presented at the hearing. Within two (2) business days after the conclusion of the hearing, the Board shall provide its written findings and recommendations to the Director of Athletics. The Director of Athletics shall make the final determination with respect to whether the violation occurred and if so what sanctions will be imposed.

## 8. NOTIFICATION OF STAFF

8.1 Any sanctions that impact eligibility status will be reported to the compliance office and will be noted on eligibility reports as "Violations of Institutional Policy." Additionally, sanctions resulting in community service requirements, academic requirements, and/or counseling requirements will be communicated as "Violations of Institutional Policy" to the appropriate staff members responsible for coordinating such activities.

## 9. GENERAL POLICIES

9.1 Failure to report for drug testing after notification shall be considered a violation.

9.2 Conviction of a student-athlete for sale, purchase, transfer or possession of drug charges shall result in immediate sanctions that may include dismissal from his/her team and immediate loss of eligibility and athletics scholarship

9.3 This program and its administration are subject to modification at any time.

### NCAA DRUG SCREENING PROGRAM

A student-athlete losing all remaining eligibility as a result of drug testing conducted by the NCAA shall be dismissed from his/her team and if on athletics related financial aid, will be removed from scholarship.

All student-athletes are required to consent each year to random drug testing as required by the NCAA. Any questions regarding NCAA drug testing should be directed to the Substance Abuse Counselor and/or the Director of Athletics. Refer to NCAA Banned Drugs below for a list of drugs included in the screening. (NCAA Bylaw 12.7.3)

The list of banned-drug classes is subject to change by the NCAA. Contact NCAA education services or [www.ncaa.org/health-and-safety/policy](http://www.ncaa.org/health-and-safety/policy) for the most up-to-date 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.

Nutritional Supplements are not strictly regulated and may contain substances banned by the NCAA. Refer to the list of banned-drug classes on the NCAA webpage listed above. Banned-drug classes include but are not limited to the following:

- Stimulants
- Anabolic Agents, anabolic steroids
- Diuretics and other masking agents
- Street Drugs
- Peptide Hormones and Analogues

- Anti-estrogens and Beta-2 Agents

Any substances chemically related to these classes are also banned. Definitions of positive depend on the following:

- For caffeine – if the concentration in urine exceeds 15 micrograms/ml
- For testosterone – if the administration of testosterone or the 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.
- For marijuana and THC – if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

As a Tulane student you are responsible for adhering to the “Tulane Drug Free Environment Statement” in the Tulane Student Guide for Policies, Procedures and Resources at <http://tulane.edu/studentaffairs/policiesprocedures.cfm>

## **NUTRITIONAL SUPPLEMENT AND OVER-THE-COUNTER MEDICATION POLICY**

Due to the fact that many of the over-the-counter (OTC) medications and nutritional supplements may contain substances that are banned by the NCAA, you must first consult the head athletics trainer or a team physician before taking any ergogenic aid or over-the-counter medication.

## **ALCOHOL POLICY**

Intervention/assessment by the Substance Abuse Counselor will be required for any student-athlete involved in an incident while under the influence (i.e. driving under the influence, public drunkenness/intoxication, and/or seeking medical attention as a result of, or related to, an intoxicated state) due to the potentially addictive nature of alcohol and the role it can play in substance abuse.

Intervention/assessment will continue for a non-specified time to be determined by the Substance Abuse Counselor. Sanctions including counseling, testing, suspension from participation, or loss of scholarship (if on athletics related financial aid), will be determined on an individual basis by the Director of Athletics and Head Coach based on the recommendation of the Director of Athletics Training and the Substance Abuse Counselor.

Testing for the presence of alcohol in the urine will be conducted as part of the regular urinalysis screening. If you have questions regarding the Program, please do not hesitate to contact the Director of Athletics, the Head Coach, or the Director of Athletics Training. All student-athletes are reminded that counseling is always available through the Student Health Center on a confidential basis.

As a Tulane student, you are responsible to know and follow the Student Alcohol Beverage Policy located in the Student Guide of Policies, Procedures and Resources at <http://www2.tulane.edu/health/alcohol/upload/Alcohol-Policy.pdf>.

## **UNIVERSITY MEDICAL AMNESTY PROGRAM**

A student in need of medical attention will not be subject to student conduct charges for the following Code of Student Conduct violations:

1. Unauthorized use and/or possession of any controlled substance or illegal drug (III.B.4)

2. Use, possession, or distribution of alcoholic beverages in violation of the Tulane Alcohol Beverage Policy (III.B.6)

However, medical amnesty does not preclude students from the following:

1. Being charged with other violations of the Code of Student Conduct related to the incident (e.g., property damage, physical violence, disorderly conduct, or being in possession of false identification), or
2. Being required to meet with a Student Affairs professional and to complete the BASICS (Brief Alcohol Screening and Intervention for College Students) program and/or other appropriate administrative referral.

Failure to meet with a Student Affairs professional and/or complete the BASICS program or other appropriate administrative referral will not result in conduct charges. However, other penalties, including but not limited to fines, blocked registration, and/ or parental notification, will be levied until the student completes all requirements.

A student transported by EMS for alcohol or drug-related emergency will be required to meet with a Student Affairs professional and must complete the BASICS program and/or other appropriate administrative referral. There is an assessment fee for the BASICS program (which the student will be responsible for paying) and the student will have a required time frame by which to complete the program or referral. If additional follow up is required by the Student Affairs professional, the student must also complete those requirements in order to be in compliance. In no case will these additional penalties result in a student conduct case for the student.

A student who is not transported by EMS will be required to meet with a Student Affairs professional and may be referred to the BASICS program.

There is no limit to the number of times a student can receive medical attention and be immune from the Code of Student Conduct violations mentioned above.

## FOR THE CALLER

A student who calls for medical assistance on behalf of someone else will not be subject to student conduct sanctions for the following Code of Student Conduct violations in relation to the incident:

- Unauthorized use and/or possession of any controlled substance or illegal drug (III.B.4)
- Use, possession, or distribution of alcoholic beverages in violation of the Tulane Alcohol Beverage Policy (III.B.6)

However, medical amnesty does not preclude the caller from being charged with other violations of the Code of Student Conduct related to the incident (e.g., property damage, physical violence, disorderly conduct, or being in possession of false identification). There is no limit to the number of times a student can call on behalf of someone else who needs medical attention and be immune from the Code of Student Conduct violations mentioned above.

## FOR THE ORGANIZATION

A representative of a student organization hosting an event is expected to call for medical assistance in an alcohol or other drug-related emergency. In this circumstance, the organization hosting the event and the caller who called for medical assistance on behalf someone else will

not be subject to student conduct charges for the following Code of Student Conduct violations in relation to the incident:

- Unauthorized use and/or possession of any controlled substance or illegal drug (III.B.4)
- Use, possession, or distribution of alcoholic beverages in violation of the Tulane Alcohol Beverage Policy (III.B.6)

However, medical amnesty does not preclude organization from the following:

1. Being charged with other violations of the Code of Student Conduct related to the incident (e.g., hosting an unregistered event, providing alcohol to a minor, hazing, etc.).
2. Being required to meet with a Student Affairs professional in regards to education about appropriate alcohol use and university policies.

Medical amnesty only applies to an organization if medical assistance is requested at the event. If a student leaves the event and medical assistance is rendered later, the organization does not qualify for medical amnesty and faces all possible student conduct charges. Brief Alcohol Screening and Intervention for College Students (BASICS) is a harm reduction approach to alcohol consumption that ultimately focuses on reducing the risky behaviors and harmful consequences associated with drinking alcohol. BASICS was specifically designed for college students 18 to 24 years old and is non-confrontational and non-judgmental. BASICS consists of two 50-minute sessions with a trained professional staff member. The first session, which takes place with a small group, will be an opportunity for the student to meet the BASICS facilitator and take an online assessment. Two weeks later the student will return to meet individually with the facilitator during which time they will discuss the results from the online assessment, examine their current alcohol use and have the opportunity to create personal goals for the future.

## ACADEMIC SERVICES

The Academic Services Center for Student-Athletes (ASC) provides academic, personal and career advising to Tulane student-athletes. The office reports to the university Academic Advising Center and is under the direction of the Director for ASC. In addition, the office is responsible to the Athletics Department through the Director of Athletics. The staff includes seven full-time academic counselors that work with all of Tulane's 16 sports programs. In addition, graduate assistants and/or interns may be hired to work with the academic counselors to provide academic support to the student-athletes.

The ASC hours of operations during the academic year are as follows:

Sunday	2:00 pm – 9:00 pm
Monday-Thursday	8:30 am – 9:00 pm
Friday	8:30 am – 5:00 pm

## ASC MISSION STATEMENT

The mission of the ASC is to guide, support, and inspire student-athletes in their pursuit of academic and career excellence. Our department believes in preparing student athletes for the vast opportunities that will come in the future. The ASC strives to ensure that all student-athletes are on track and progressing in their academic pursuits, while achieving their goal of graduation. The primary responsibility of this department is the academic, personal, and professional development of our student-athletes, as well as their ability to successfully function within the university setting. It is our purpose to significantly and positively influence student-athletes through the following:

- Providing information regarding our services during the recruiting process.

- Discuss goals and plans during the pre-college orientation period to assure that all student-athlete schedules are appropriate.
- Clarifying life and career goals.
- Developing sound academic attitudes and practices that will enable the student-athlete to be an autonomous, self-regulated learner.
- Interpreting institutional requirements.
- Interpreting NCAA requirements.
- Providing information and access to institutional support services.
- Maintaining a high level of professionalism.
- Mentoring through professional relationships that provoke integrity, responsibility, and a healthy lifestyle by way of dialogue and example.
- Facilitation of student-athlete graduation.

## **NCAA ACADEMIC ELIGIBILITY**

The ASC and the Athletics Compliance Office monitor the academic progress of student-athletes in accordance with all NCAA rules and regulations, the American Athletic Conference requirements, and Tulane University requirements.

## **ACADEMIC EXCELLENCE PROGRAM [AEP]**

The purpose of the AEP is to offer academic and personal support for all student-athletes. All programs and services are to enhance the experience of the student-athlete in the academic, athletics and campus communities.

The student-athlete is assigned an Academic Counselor. The Academic Counselor will work in conjunction with the campus Academic Advisor to give the student-athlete the best possible advice for their academic career at Tulane. The Academic Counselor monitors progress for continuing eligibility and graduation, while incorporating NCAA, AAC and Tulane University rules pertaining to academic progress. Academic Counselors will assist the student-athlete in making adjustments, discuss progress in classes, potential majors and other academic issues. Student-athletes will meet with their Academic Counselor/Advisor to prepare for enrollment, plan specific classes and update schedules. Academic Counselors will utilize objective-based AEP requirements to monitor the progress of assigned student-athletes.

## **ACADEMIC GAME PLAN**

All incoming student-athletes are required to meet with their Academic Counselor on a weekly or bi-weekly basis utilizing their academic planner. Student-athletes who continue to need monitored academic support after their initial year at Tulane will continue to meet with an academic team member. The student-athletes and the ASC team member work together to develop long and short-term goals that will enhance each individual student-athlete's academic success.

## **SCHOLAR-ATHLETE PROGRAM**

Tulane's Scholar Athlete Program (TSAP) recognizes exceptional student-athletes that are winning in the classroom and excelling in their sport, while displaying extraordinary leadership skills in the community.

## **ATHLETE ESSENTIALS 101**

Athlete Essentials 101 (AE 101) focuses on the comprehensive development of our first-year student-athletes, providing the skills and resources necessary to bridge the gap between high

school and college. During the summer prior to or on the first semester of a student-athlete's inaugural year at Tulane, he or she will be required to attend one of two intensive programs designed to introduce them to the intricacies of university life. AE 101 is comprised of sessions held Monday through Thursday during the summer and Sundays during the academic year. The program seeks to inform participants on basic classroom success skills, campus resources, life skills, and wellness. Additionally, all AE 101 participants will take part in community service projects throughout the Greater New Orleans region.

## **ATHLETE ESSENTIALS 201**

Athlete Essentials 201 (AE 201) is a mandatory 8-week summer program for student-athletes who will be designated as sophomores, juniors, or seniors during the subsequent fall semester. AE 201 is designed to build skills complementary to those obtained in AE 101, with weekly lectures from guest speakers and/or a leadership academy in conjunction with the Office of Campus Programs on diverse topics relevant to the lives of collegiate student-athletes.

Additionally, all AE 201 participants will take part in weekly community service projects throughout the Greater New Orleans area.

## **GRADES FIRST**

([www.tulane.gradesfirst.com](http://www.tulane.gradesfirst.com))

Grades First is a web-based management system available to student-athletes and academic services personnel. It allows student-athletes to view their schedules, request tutoring, check hours, organize appointments with a calendar, and utilize swipe access to sign in at the front desk of the ASC.

Each student-athlete receives a log-in ID and password to access his/her personal GradesFirst account upon arrival to Tulane University.

## **WAVE CUP**

The Wave Cup seeks to motivate student-athletes to excel not only in the classroom and on the playing field, but also in the context of personal development, career preparation, and community service. Making the Dean's list, performing community service hours, and attending alumni events are just a few of the many ways student-athletes can earn points toward prizes at the end of each academic year.

## **TUTORING/EDUCATIONAL ASSISTANT [EA] PROGRAM**

The Primary goal of the ASC Tutoring Program is to provide student-athletes with academic assistance beyond what is received in the classroom. To accomplish this goal, tutors provide interactive, objective based tutoring, as well as subject specific study techniques.

We offer individualized tutoring that is based on skill mastery, facilitated learning, study habits and fortitude that extends beyond the classroom. To request a tutor, student-athletes should contact an academic counselor or submit a request to the educational specialist. Group session reviews can be scheduled for student-athlete groups of three or more students enrolled in the same course. These sessions can be requested by the academic counselor or student-athlete. Group sessions must be requested at least a week in advance. Student-athletes may also utilize the Tutoring Center on campus. To view the Tutoring Center's schedule or to make an appointment, visit <http://tulane.edu/advising/tasc/peereducators/tutoring.cfm>

The EA Program is designed to provide student-athletes with additional academic support. Intervention begins in the student's first year, a critical transition period, and runs beyond their final term at Tulane. The program's proactive approach promotes success by building comprehensive academic profiles to assess needs before problems arise. From the beginning, each student's academic strengths and weaknesses are identified and appropriately strengthen their time management, organization, and study skills based on their learning style. These services and support are designed to facilitate the growth of each student-athlete into a confident and independent individual.

Requests for tutoring/educational assistance can come from either a student-athlete or the student-athlete's Academic Counselor and begins the second week of each semester. Tutor/EA appointments are added throughout the semester based upon the needs of the student-athlete. Attendance for appointments is mandatory. Tutor/EA appointments may only be canceled with prior approval from the student-athlete's Academic Counselor. Failure to attend tutoring/educational assistance appointments will result in the following penalties:

- Warning and notification to head coach.
- Twenty dollars (\$20.00) billed to the student-athlete's account and notification to the ASC Director and head coach from the tutor coordinator.
- Subsequent absences without prior approval will be reported as stated above along with notification to the respective sport supervisor. The financial penalty is cumulative and will be billed to the student-athlete's account at the end of each semester.

## **STUDENT-ATHLETE RECOGNITION**

Student-athletes are recognized for achievement in the classroom as scholar-athletes through the Tulane Athletics 3.0, 3.5 or 4.0 Clubs. Student-athletes are recognized at a fall and spring sporting event for their continued achievement.

## **GRADUATION RECEPTION**

Every spring term the Department of Intercollegiate Athletics honors all graduating seniors who have earned their degree from Tulane. Students and their families are invited to this informal event to celebrate their academic success.

## **CLASS ATTENDANCE POLICY**

Class attendance is mandatory for all student-athletes. Students are responsible for notifying professors about absences that result from travel and competition, serious illnesses, injuries, or critical personal problems. Travel letters are provided to student-athletes at the beginning of the semester.

Instructors are authorized to lower the grades of students who are absent excessively without a satisfactory excuse or do not make up missed work because of absences in accordance with University policies. Class attendance will be monitored to ensure that student-athletes are going to class. Athletics Academic Counselors will follow up with student-athletes as necessary. Head coaches will be notified of unexcused class absences.

## **COURSE REGISTRATION**

Every student-athlete must meet with his or her academic counselor and major advisor to plan the courses that they will take during the upcoming semester. Student-athletes receive priority registration and it is important that student-athletes register at their assigned time using Gibson

Online, the university's online registration system, to ensure that they get the classes that are needed for their respective majors. Failure to pay any outstanding debts will result in a hold being placed on a student-athlete's record and will prevent a student-athlete from registering.

## **SUMMER SCHOOL POLICY**

Summer school athletic aid will be allocated from a central budget. Such funds are limited and it is unlikely that all summer session requests will be approved. Requests will be considered based on the following "academic need" criteria:

- The student-athlete requires summer courses in order to meet NCAA minimum satisfactory-progress requirement.
- The student-athlete requires summer courses in order to be removed from probation.
- The student-athlete requires summer courses to maintain "normal progress towards a degree." This criterion will only apply to student-athletes who have completed their junior or senior year.

Requests to attend summer session must be submitted by the established deadline (end of March, before priority registration) to the Director of the ASC. Requests that are not based on academic need (i.e. medical rehabilitation, coach's request, etc.) will not be considered until all academic need requests have been processed. Medical rehabilitation requests will only be accepted from the Athletic Training room with documentation from the physicians.

The Athletics Department will not pay for any student-athlete whose request has not been approved, nor will the department pay for courses dropped after the full-tuition refund period. The student-athlete would then be responsible for summer school expenses.

Student-athletes will be required to sign a summer school grant-in-aid upon approval. The following conditions could result in summer school aid being billed to a student-athlete's accounts receivable and/or loss of summer school aid in the future:

1. Dropping or adding a class without approval.
2. Receiving a D or F in a class.
3. Discipline and/or Code of Conduct violations.
4. Unexcused absences from class or AE101/201.
5. Missed AEP hours (including tutoring appointments).

Based on NCAA rules, the dollar amount of a student-athlete's summer session award will be pro-rated based on the amount of his or her athletics scholarship award for the previous academic year. (NCAA Bylaw 15.2.8)

## **STUDENT-ATHLETE ADVISORY COMMITTEE**

The Student-Athlete Advisory Committee (SAAC) is a leadership committee made up of student-athlete representatives from each sports program. The NCAA requires the sponsorship of the SAAC and maintains a strong relationship with the American Athletic Conference Student-Athlete Advisory Committee. The Tulane University SAAC is an excellent vehicle to promote communication between the athletics administration and student-athletes. The Tulane Department of Athletics has a wealth of information that needs to be routinely distributed to the student-athletes and at the same time, is interested in receiving more feedback from student-athletes about department policies, structure and student-athlete well-being.

The purpose of the SAAC includes the following:

- Generating a student-athlete voice within the department through regular meetings to discuss current issues in intercollegiate athletics, evaluate and suggest improvements regarding departmental policy and procedures, and soliciting student-athlete responses to proposed NCAA legislation.
- Creating a vehicle for student-athlete representation on campus wide committees.
- Assisting the Department of Athletics in addressing the needs and concerns of student-athletes, as well as student-athlete well-being.
- Planned community service projects and campus outreach programs.

## END-OF-SEASON SURVEY

Student-athletes will receive an online survey at the conclusion of their respective season. The experience survey will provide student-athletes with the opportunity to give input regarding their experience as a Tulane student-athlete, specifically in the topic areas listed below.

The experience survey will remain confidential. When the results are summarized, only general comments will be used; the student-athlete's name will not be used. The student-athletes should be as honest as possible during this process to assist in improving the overall student-athlete experience. Once the data is collected via the survey instrument the results summary will be communicated to Senior Administrators as well as to the head coaches.

## EXPERIENCE SURVEY TOPICS

1. The institution's commitment to the academic success of its student-athletes (e.g., academic support services available, priority registration for classes, coaches' support).
2. The institution's commitment to opportunities for student-athletes to integrate into campus life.
3. The institution's efforts to measure the extent of time demands encountered by student-athletes.
4. The institution's efforts to measure the effectiveness of the institution's mechanisms to monitor time demands of its student-athletes (e.g., travel commitments, missed class time, final exam schedules, and summer vacation periods).
5. The institution's efforts to measure the effectiveness of the institution's SAAC.
6. The institution's efforts to measure the effectiveness of the institution's mechanisms (e.g., annual surveys, exit interview process) to monitor the well-being of its student-athletes.
7. The institution's commitment to the physical, psychological and emotional health (e.g., athletics training, nutrition, counseling) of student-athletes.
8. The institution's commitment to the safety (e.g., travel policies, emergency medical plans) of student-athletes.
9. The institution's commitment to a safe and inclusive environment for all student-athletes.
10. The institution's commitment to diversity.
11. The value of student-athletes' athletics experience.
12. The opportunity for student-athletes to express concerns related to the administration of the sport(s) in which student-athletes participate.

## HEALTH AND SAFETY

NCAA student-athletes deserve a safe and healthy college experience. Sports come with inherent risks, but through partnerships, education, and innovations we can provide student-athletes with the best environment for success. Through our Sport Science Institute, the NCAA is leading a national effort to partner with member schools, the Department of Defense and the public sector to conduct research, promote policies and develop educational materials that

benefit the safety, excellence and wellness of all athletes. Information is available at <http://www.ncaa.org/health-and-safety>

## **ATHLETICS TRAINING ROOM POLICIES**

The Director of Sports Medicine, team physicians, staff athletics trainers, and graduate student athletic trainers are to provide and administer the prevention, assessment, care, treatment and rehabilitation of athletically related injuries for all intercollegiate athletes. We encourage athletes, coaches, and staff to ask questions if they are not clear on any issues surrounding the health and welfare of our student-athletes. To assure the optimal care for the student-athletes of Tulane, the following rules must be followed by all individuals utilizing the training room services.

1. Due to OSHA regulations, no food or drink is allowed in the training room.
2. No cleats allowed; and no shoes allowed on the treatment tables.
3. No cellular phones or other electronic devices use allowed.
4. All athletes must shower before treatment.
5. Profanity will not be tolerated.
6. In accordance with NCAA rules and university policy, the use of tobacco products is prohibited. (NCAA Bylaw 17.1.10)
7. Proper attire must be worn. This will be determined at the discretion of the athletics training room staff.
8. The athletics training room is a healthcare facility. Everyone is expected to act in a business-like manner.

## **DEPARTMENTAL RESPONSIBILITY**

In accordance with NCAA rules, the Athletics Department will be responsible for medical treatment incurred by a student-athlete as a result of an athletically related injury or illness. "Athletically related injury or illness" is defined as condition(s) which occur in an organized, supervised athletics practice or intercollegiate competition for which the athlete is representing the University. The NCAA has also extended allowable coverage to include drug rehabilitation expenses and counseling expenses related to the treatment of eating disorders. In regards to counseling for eating disorders, the Athletics Department will be responsible for the balance after the student's insurance has been utilized.

The removal of tonsils, wisdom teeth or appendix by surgical procedure are examples of medical problems for which the Department of Athletics cannot be responsible. Participation in sports will not cause conditions such as these and we cannot be responsible for their remediation.

Decisions concerning the availability of an athlete for athletics participation shall be the sole responsibility of the athletics training staff and/or team physician(s). The Director of Sports Medicine is the final authority regarding all medical eligibility.

## **PERSONAL RESPONSIBILITY**

It is to be acknowledged by the athlete that there are certain inherent risks involved in participation in intercollegiate athletics and the athlete is willing to assume responsibility for such risks. Any coach or staff member acting outside the guidelines of "The Athletics Training Room Policy" may assume personal responsibility for any cost incurred by the athlete and all liability associated with the condition.

## ATHLETICS INSURANCE PROGRAM

Every Tulane University student is required to carry health insurance. It shall be the responsibility of the student-athlete to accept or decline the student-insurance policy per University requirements. Tulane University's Athletics Accident Insurance Program for student-athletes is an "excess" or "secondary" coverage. This simply means that any claim for benefits must first be filed with the student-athlete's family group insurance. After the family group insurance, or "primary" insurance, has paid or denied the submitted claim, according to the "explanation of benefits," Tulane University's athletics insurance program will pay any remaining amounts up to the limits of the policy. The insurance program covers injuries sustained by a student-athlete only during official Tulane-supervised practice, travel and/or competition. After evaluation, the student-athlete may then be referred to a specialist in the local medical community. If a student-athlete wishes to seek other medical attention, prior written approval must be obtained from the Athletics Training staff. Unapproved consultations or treatments are not covered under our secondary insurance program. Our secondary insurance program is an accident policy and thus does not cover the following:

- An injury sustained in an activity, which is not associated with a Tulane-supervised intercollegiate activity and/or competition (including but not limited to: intramurals, dental, auto accident, dorm accidents).
- A chronic or recurrent injury, which was, sustained prior to or outside of participation in athletics at Tulane University.
- Any sickness or illness that is not the direct result of athletics participation.

It is crucial that updated insurance information on each individual student-athlete's primary insurance is maintained, in order for the student-athlete's primary insurance to be filed first. This information will be obtained and updated before each new academic year. In order for a student-athlete to be covered under the Tulane insurance program, that year's updated insurance information form must be returned and on file prior to a sustained injury. Also needed are any specific instructions, requirements, and/or limitations, which may be included within the primary insurance policy. These could include, but are not limited to: HMO's, PPO's, pre-certification notice, etc. A copy of the primary insurance card is required for processing of insurance by the provider. Any changes in the status of insurance coverage must be reported immediately to the Insurance Coordinator.

In the event that an athlete sustains an injury requiring a medical referral, the Athletics Training staff will send the physician(s) the information regarding the student-athlete's primary insurance coverage. The parents should send the insurance company's resolution of claims (Explanation of Benefits) and all itemized bills as soon as they are received to the attention of the Insurance Coordinator at Tulane University Athletics.

Tulane Athletics will then file a claim with our secondary insurance company, subject to its limitations and conditions, for payment of the remainder of the bill. Every attempt is made to ensure that the parents do not incur out-of-pocket expenses, but cooperation is necessary. If the current year's insurance information form is not on file prior to an injury, parents will be held responsible for payment of the bill.

The "Explanation of Benefits" (EOB) document explains, in detail, how much the insurance company paid on a particular bill. Some EOB's will indicate how much of the student-athlete's deductible has been met for the calendar year. Whether or not the student-athlete's insurance pays on a bill or denies it and applies it towards the deductible, an EOB and the itemized bill is needed for Tulane to be able to pay the remaining balance. The EOB and the itemized bill

should be submitted by the parents and/or provider to Tulane University to ensure timely payment of all bills.

The Tulane University Department of Athletics does not assume any financial responsibility for any bills. The student-athlete and/or the student-athlete's family are ultimately responsible for payment pending the insurance company's decision. However, if the proper referral and insurance procedures mentioned above are followed, the department's secondary insurance program will be made available to file claims against for bills generated from the care of an athletics injury and thus out-of-pocket expenses will not be incurred. Any payment made to the student-athlete or student-athletes' family by the primary insurance company for a claim filed for injury must be forwarded with the EOB to the Department of Athletics so that the remaining balance can be filed with the secondary insurance.

If the Director of Sports Medicine certifies that an injured athlete has recovered sufficiently to reasonably permit him or her to compete, and that athlete nonetheless voluntarily chooses not to participate in athletics, the obligation of the University to provide medical care is terminated. If an injured athlete terminates athletics participation, or withdraws or graduates from the University, arrangement for provision of medical care must be made prior to withdrawal, graduation or termination of athletics participation.

## **MEDICAL REFERRAL POLICY**

All medical referrals and other treatments must be coordinated and approved in advance by the Athletics Training Staff and/or the team physician. The Tulane University Athletics Department will not be responsible for any costs associated with an athlete obtaining medical treatment without proper referral (except in a legitimate emergency). An insurance letter should accompany the athlete to all appointments. This specifies to the athlete and to the provider if the athlete or the Athletics Department is financially responsible.

It is always the option of the athlete to obtain whatever health care they may feel comfortable with. If the athlete and/or his or her parents, guardian, or spouse prefer to seek other medical care for injury, illness, psychological, or psychiatric care, these guidelines shall apply:

1. The referral must be coordinated through the Athletics Training Staff and/or Team Physicians.
2. An authorization for release of medical records is executed.

Before the athlete may return to practice and/or competition:

1. The Head Athletics Trainer has received written clearance from the attending health care provider.
2. The student-athlete has received medical clearance from the Director of Sports Medicine, or physician designated by the Director of Sports Medicine, to resume participation.

## **EMERGENCY TREATMENT**

When the Athletics Training Room is closed and the student-athlete finds himself or herself in need of medical treatment, call either the Head Athletics Trainer or the Staff Athletics Trainer assigned to the sport at home. If a legitimate emergency should arise, the athlete should be taken directly to Tulane University Hospital. The Tulane Team Physician should be notified as soon as possible so that he may oversee the student-athlete's care. In emergency situations, costs may be approved afterward at the discretion of the Head Athletics Trainer. The student-

athlete should notify the Head Athletics Trainer as soon as possible after receiving emergency care.

## STUDENT-ATHLETE RESPONSIBILITIES REGARDING MEDICAL CARE

It is the responsibility of the student-athlete that the following occur prior to any athletics activity:

- All medical history forms, including insurance forms must be completed and submitted to Athletics Training room staff.
- Pre-Participation Physical administered by the Tulane Athletics Training Staff and Team Physicians.
- Sickle cell trait is determined by testing and receipt of results.
- Concussion Management Plan is provided, an opportunity for education and questions is provided and the acknowledgement form is signed.
- Become acquainted with the Emergency Policies and Procedures for the venues that they will use.

Additionally, the student-athlete should know that they have a responsibility to understand the athletics training policies and procedures related to the following:

- Nutritional Supplement Use
- Alternative Medicine
- Prescription Medicine
- Confidentiality

Finally, the student-athlete has a shared responsibility to ensure that the following is done on an annual basis:

- Annual Health Status Review
- Post Season Health Review

## STRENGTH AND CONDITIONING POLICIES

The following rules and regulations are to be followed by all users of the Wilson Center, Hertz Center, and Tad Gormley facility. Violators are subject to suspension and/or termination of weight room privileges.

- Weight rooms are for use by current Tulane student athletes who have had a physical and have been cleared by compliance to do so.
- Former Tulane student athletes who are currently playing professional sports may access our facilities at times designated by their strength coach.
- All team training sessions will be scheduled by your strength and conditioning coach, who will also communicate the times that would be best if additional work is required outside of your team sessions.
- Tulane issued attire must be worn during team training sessions.
- If you are completing extra individual workouts, you may wear your own clothes, as long as they are Tulane and/or neutral colors including green, gray, black, and white.
- Tennis shoes are required at all times. (No cleats or flip-flops)
- Please do not bring personal items to the weight-room (phones, iPods, wallets, purses, etc.).
- Please do not wear jewelry to training sessions.
- A strength coach must be present in the weight-room at all times.
- Out of respect to strength coaches, please stay out of the offices unless you are meeting with a coach. (Please knock if a meeting is in progress)
- In an effort to create a professional environment, please refrain from the use of profanity and derogatory language while in the weight room.

- Music that is played during training sessions must be edited and controlled by members of the strength staff.
- This is your weight room. It is your responsibility to keep it clean and be part of creating a professional training environment.
- Collect all equipment used during sessions and return all plates and dumb-bells to the “Tulane up” position.

## NUTRITIONAL PROGRAM

The Tulane Department of Intercollegiate Athletics has developed a nutritional program to assist all athletes in developing proper eating habits. An in-house nutritional center is available for all student-athletes. The center provides additional nutritional supplements and, in addition, a sports nutritionist is available for private counseling.

The nutrition center hours of operations are tentatively scheduled as follows:

Sunday	6:00 pm – 9:00 pm
Monday – Friday	9:00 am – 11:00 am 2:00 pm – 4:30 pm
Saturday	CLOSED

## EQUIPMENT ROOM POLICIES

- The only equipment worn will be issued by the Equipment Manager.
- Permission must be granted for any and all exceptions.
- Issued lockers should be locked at all times. Items stolen from unlocked lockers will be your individual responsibility and will not be replaced. If your lock is lost or broken, please let someone from the equipment staff know so it can be fixed or replaced.
- Equipment and apparel will not be issued until the student-athlete has been cleared through both Compliance and the Athletic Training Room.
- The Director of Equipment Operations will monitor the clearance status of student-athletes and will issue apparel and equipment once the appropriate notification has been received.

## NCAA RULES AND COMPLIANCE ISSUES

Tulane University and the Tulane Athletics Department are responsible for following the rules and regulations set forth by the National Collegiate Athletics Association (NCAA). The NCAA mandates that every member institution shall be responsible for:

- Controlling its intercollegiate athletics program in compliance with NCAA rules and regulations.
- Monitoring its programs to ensure compliance, identifying and reporting to the NCAA instances in which compliance has not been achieved and taking appropriate corrective measures.
- Ensuring that members of the institution’s staff, student-athletes, and other individuals or groups representing the institution’s athletics interests comply with all applicable NCAA rules.

Should any student-athlete have specific questions regarding NCAA rules and regulations, they should contact the compliance office. It is important for student-athletes to ask before they engage in any behavior that may compromise eligibility including but not limited to academic fraud, association with agents, promotional activities, improper recruitment of prospective student-athletes, or extra benefits such as accepting anything of value from another person. Failure to do this may result in ineligibility for athletics competition.

## OFFICIAL VISIT POLICY CONDUCT OF PSA AND STUDENT HOST

A. Student Host Funds. The University may provide to a student host a maximum of \$40 for each day of the official visit to cover all actual costs of entertaining the PSA (and the PSA's parents/legal guardians or spouse), excluding the cost of meals and admission to campus athletics events (as provided below). These funds may not be provided to the PSA (or the PSA's parents/legal guardians or spouse). These funds may not be used for the purchase of souvenirs such as t-shirts or other University mementos. The university may provide to a student host an additional \$20 per day for each additional PSA the host simultaneously entertains.

B. Curfew and Unstructured Time. Each sport may establish its own policy with respect to curfew during an official visit, provided that no curfew may be later than 1:00 a.m. In the absence of a sport-specific policy regarding curfew, a senior athletics department administrator may establish or set a policy at any time.

Unstructured time during an official visit will be kept to a minimum. Coaches are expected to establish an itinerary encompassing activities designed to allow the PSA to experience as many aspects of the university as possible. Upon the completion of each day on the scheduled itinerary, the PSA should be escorted back to his or her room or hotel by a coach or student host.

C. Prohibited Activities. The following activities are strictly prohibited in connection with any official visit to the university by a PSA:

1. Contact with Boosters or Media. A PSA shall not have contact with a booster or member of the media. If an unplanned meeting occurs, only an exchange of greeting is permitted.
2. Evaluation of Ability. A PSA may engage in recreational workout activities which are not organized or observed by members of the Athletics Department coaching staff, and are not designed to test the athletics ability of the PSA. No person shall report back to the coaching staff regarding any recreational workout activities. In basketball, an on-campus evaluation (OCE) may only take place if approved in advance by the compliance office.
3. Consumption of Alcohol. No student host, coach, athletics administrator, or other person involved in the conduct of an official visit shall consume alcohol in the presence of a PSA, provide alcohol to a PSA, or participate in any part of an official visit while under the influence of alcohol.
4. Use of Illegal or Illicit Drugs. No student host, coach, athletics administrator, or other person involved in the conduct of an official visit shall use illegal or illicit drugs in the presence of a PSA, provide illegal or illicit drugs to a PSA, or participate in any part of an official visit while under the influence of illegal or illicit drugs.
5. Use of Sex or Adult Entertainment. No student host, coach, athletics administrator, or other person involved in the conduct of an official visit shall engage in sexual behavior or procure adult entertainment (including without limitation, strippers or exotic dancers) in the presence of a PSA, or provide sex or adult entertainment to a PSA.
6. Gambling/Gaming. No student host, coach, athletics administrator, or other person involved in the conduct of an official visit shall engage in any gambling activity in the presence of a PSA, or encourage any gambling activity by a PSA.
7. Violations of Law, Rule, Regulation or Policy. No student host, coach, athletics administrator, or other person involved in the conduct of an official visit shall engage in any violation of any federal, state, or local law, rule, or regulation, or any policy of the NCAA, the American Athletic Conference or the University.

## CONSEQUENCES OF VIOLATIONS OF THIS POLICY

A student host found to be in violation of this policy may be subject to disciplinary action applicable to all students, up to and including expulsion.

## STUDENT-ATHLETE EMPLOYMENT POLICY

In accordance with NCAA Bylaw 12.4, Tulane Athletics has developed policies and procedures to monitor student-athlete employment. Each student-athlete should be aware that under NCAA legislation, he or she may only be paid for work actually performed and at a rate commensurate with the going rate in the local area for similar services. In addition, a student-athlete may not be paid or otherwise compensated for the value or utility that they may have for an employer because of the publicity, reputation, fame, or personal following that he or she has obtained because of his or her athletics ability. Additionally, a student-athlete may not use his or her name, photograph, appearance, or athletics reputation to promote an employer or business.

Before a student-athlete begins employment, he or she must complete the Tulane Athletics Student-Athlete Employment Form, which requires acknowledgment from the employer and student-athlete. The Student-Athlete Employment Form is available on the ACS Student-Athlete Portal.

## TOBACCO POLICY

The Tulane Department of Athletics does not condone the use of tobacco. Tobacco use may result in a physical dependency on nicotine. The negative effects of tobacco use are well documented in high incidents of oral, lung and other forms of cancer. Smokeless tobacco is included in this policy.

The use of tobacco is prohibited in connection with any intercollegiate team function. A team function is defined as any activity that is held as a team, including meetings, practices, games, or informal workouts on or off the grounds of Tulane University. The Tulane University Department of Athletics also strongly encourages its student-athletes to abstain from tobacco use in their private lives.

NCAA legislation prohibits use of tobacco products during any practice or competition activities, [per NCAA Bylaw 17.1.10](#).

## GAMBLING POLICY

Per NCAA Bylaw 10.3, neither staff members nor student-athletes may knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution;
- Solicit or accept a bet on any intercollegiate competition for any item (i.e., cash, shirts, dinner etc.) that has tangible value, or
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method (i.e. fantasy leagues) employed by organized gambling.

Student-athletes, coaches, and Athletics Department staff may not participate in gambling activities. These activities must be avoided, and involvement may result in a student-athlete

being ruled permanently ineligible. Furthermore, severe disciplinary action may be taken against a student-athlete for participating in such activities.

## EXTRA BENEFITS POLICY

An extra benefit is any special arrangement made by an institutional employee or a representative of the institution's athletics interest to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to a University student or their relatives or friends or to a particular segment of the student body (i.e. foreign students, minority students) determined on a basis unrelated to athletics ability. (NCAA Bylaw 16.02.3)

Extra benefits may include:

- Use of cars
- Meals outside the home
- More than occasional family meals
- Gifts (material and monetary)
- Loan of money
- Discounted goods or services
- Signing or cosigning a note with an outside agency to arrange a loan
- Housing arrangements for families of student-athletes when they visit the campus
- Long distance telephone calls not paid for by the student-athletes
- Transportation (local and long distance)
- Entertainment

Student-athletes may not:

- Accept professional services (i.e. medical, dental, legal, etc.) at a reduced rate or at no charge
- Receive a fee for speaking engagements
- Accept any gifts or cash from any individual other than family members or people with whom a preexisting relationship exists
- Be involved in the promotion of any commercial products or services. It is not permissible for any student-athlete with eligibility remaining to sign autographs at commercial establishments. NCAA rules permit student-athletes with eligibility remaining to sign autographs at Tulane sponsored "fan photo days." (Per NCAA Bylaw 12.5.1) If approached by an individual or business about promoting a commercial product or service, it is important that student-athletes first contact the compliance office so as not to jeopardize athletics eligibility at Tulane University.

## PLAYING AND PRACTICE SEASONS REGULATIONS

TIME LIMITS FOR COUNTABLE ATHLETICALLY-RELATED ACTIVITIES:

During the Playing Season:

- Maximum: 4 hours per calendar day, 20 hours per week.
- Day Off: Mandatory 1 day off per week,
  - Exception: If a team participates in 3 contests or dates of competition in a 7 day period, student-athletes shall have two days off during either the preceding or following week.
- Competition: Equals 3 hours (regardless of length of competition), no practice allowed after competition.

Outside the Playing Season (During the Academic Year Only):

- Maximum: 8 hours per week. Not more than four of the eight hours per week may be spent on individual skill related instruction.
- Day Off: Mandatory 2 days off per week.

Summer Conditioning Period:

- Football and basketball only.
- Maximum: 8 hours per week. Not more than four of the eight hours per week may be spent on individual skill related instruction.
- Day Off: Mandatory 1 day off per week.

COUNTABLE ATHLETICALLY RELATED ACTIVITIES:

Competition	All competition and any associated athletically related activities on the day of competition shall count as three hours regardless of the actual duration of these activities. Practice or any other countable activity may not be conducted following competition.
Practice	<p>Any meeting, activity or instruction involving sports-related information and having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member or members of an institution's coaching staff.</p> <p>Practice includes the following:</p> <ul style="list-style-type: none"><li>• Field, floor or on-court activity</li><li>• Chalk Talk</li><li>• Lecture on or discussion of strategy related to the sport</li><li>• Setting up offensive or defensive alignment</li><li>• Activities using equipment related to the sport</li><li>• Discussions or review of game films, motion pictures or videotapes related to sport</li></ul> <p>Class time shall not be missed for practice activities or game day activities not part of the official competition schedule except when a team is traveling to an away contest and the practice is in conjunction with the contest.</p>
Weight Training	Any weight training or conditioning held at the direction of, supervised by, or required by an institutional staff member.
Meetings	Any meeting held by any member of the coaching staff regarding athletically-related matters (e.g., chalk talks, lectures on strategy, films).
Individual Workout	Any individual workout required or supervised by a member of the coaching staff.

REQUIRED ATHLETICALLY RELATED ACTIVITIES:

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

- Compliance meetings;
- Organized team promotional activities;

- Recruiting activities, including student-host duties;
- Media activities;
- Fundraising events;
- Community service events;
- Team-building activities; and
- Travel to and from away-from-home competition.

## SUMMER ACTIVITIES

- Student-athletes participating in team sports (e.g. baseball, basketball, football, beach volleyball, volleyball) may not participate in any activities with coaches during the summer months. In basketball and football, student-athletes may engage in eight weeks of summer activity with coaches if they are enrolled in summer school or meet certain academic criteria.
- Student-athletes participating in individual sports (e.g., golf, tennis, track and field, swimming and diving) may work out with a Tulane coach during the summer months if the student-athlete initiates the request.
- Student-athletes participating in individual sports may accept prize money during only the summer months. All such prize money must be reported to the compliance office.

Summer Use of Weight Room Facilities: Student-athletes are permitted to use the weight room facilities during the summer during regular scheduled times posted by the weight room. All such conditioning activities are voluntary. Coaches may have expectations or goals for student-athletes in the summer, but they may not require student-athletes to workout. You may not meet with your coaches to watch films or discuss athletically related topics.

Consult with the compliance office for sport specific exceptions to the playing and practice season regulations.

## ELIGIBILITY FOR PARTICIPATION

- Undergraduate student-athletes must be admitted to the Newcomb-Tulane College as a full-time, degree seeking student. Tulane University does not consider students admitted to the School of Professional Advancement (SOPA) as full-time, degree seeking students.
- Graduate student-athletes must be admitted to their specific program as a full-time, degree seeking student per institutional policy.
- Student-athletes at Tulane University must be enrolled in a minimum of twelve (12) credit hours to be eligible for practice and competition.
- A student-athlete who drops below twelve (12) credit hours is not eligible for complimentary admissions to any Tulane events and may not receive gifts from tournaments or bowls.
- Countable athletically related activities and required athletically related activities during the academic year are limited per NCAA regulations.

Participation on a team and participation in a contest is up to the discretion of the head coach of that team.

## AGENTS AND AMATEURISM

All student-athletes and agents are required by law to notify higher education institutions if they enter into certain agreements. A student-athlete who is subject to the rules and regulations of the NCAA and who enters into an agent contract with an athletics agent, or a contract pursuant to which an athlete is employed as a professional athlete, must notify the Director of Athletics at Tulane that he/she entered into such a contract.

It is not permissible for an enrolled student-athlete to receive money or a benefit of any kind from a sports agent. Do not agree (in writing or verbally) to be represented by or receive money or a benefit of any kind from an agent.

Student-athletes who involve themselves with agents will be ineligible for participation in intercollegiate athletics.

An agent must notify the compliance office before he or she has contact with a student-athlete. Failure to notify the university may result in the agent being banned from campus.

## **MEDICAL HARDSHIP AND RED SHIRT STATUS**

Every student-athlete is allowed five (5) years to complete four (4) seasons of athletics eligibility. This means that every student-athlete is allowed to red shirt one season of athletics participation. A red shirt season is defined as a season during which a student-athlete does not participate in any intercollegiate competition.

A student-athlete can be red shirted at any point during his/her athletics career. A student-athlete will use a season of intercollegiate eligibility when he/she:

- Represents an institution in any contest against outside competition, regardless of how the competition is classified (e.g. scrimmage or exhibition). Competes in the uniform of an institution during an academic year, utilizes any apparel or equipment received from an institution for competition.
- Competes and receives expenses (e.g. meals, transportation, and room) from an institution for competition.

A student-athlete may be granted an additional year of competition by the AAC for reasons of "hardship". Hardship is defined as an incapacity resulting from an injury or illness that has occurred under the following conditions:

- The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institution;
- The injury occurred in the first half of the team's playing season;
- The injury occurred when the student-athlete had not participated in more than 30 percent of the team's scheduled games, and
- The injury must have been severe enough that the student-athlete was not able to compete for the team for the remainder of the season.

Hardship status must be certified by the Department of Athletics and the team physician and must be approved by the conference office. If a hardship waiver is approved, the student-athlete will be granted an extra year of eligibility in their sport.

## **ATHLETICS SCHOLARSHIP AND FINANCIAL AID PROCEDURES**

Athletics scholarships may be awarded for a period of one year or over a period of several years, not to exceed the student's five-year period of eligibility. Athletics scholarships may be renewed annually at the discretion of each head coach. The scholarship amount is outlined in an award letter sent to each scholarship student-athlete. It is important to note that scholarship amounts may increase or decrease on a yearly basis. Both increases and decreases in scholarship amount are decided by the head coach.

Athletics scholarships may include all or part of the following: tuition, university fees, room, board, books and other expenses related to attendance at the institution up to the cost of attendance.

Certain fees are not part of an athletics scholarship. These include: non-mandatory course related fees, parking decals, parking tickets, library fines, computer account fees, I.D. cards, cost of an on-campus room above the cost of a dual occupancy double room, and any late fees that a student-athlete may incur. These fees are the student-athlete's responsibility and, if not paid in a prompt manner, may affect eligibility.

## REDUCTION OR CANCELLATION OF FINANCIAL AID

If a head coach recommends that a student-athlete's aid be reduced or cancelled, the head coach must submit written recommendation to the compliance office. Reduction or cancellation of aid is subject to the approval of the Director of Athletics. The Office of Financial Aid will send letters by July 1 to inform student-athletes that their aid has been cancelled or reduced. Student-athletes will have the opportunity to appeal the decision to a financial aid appeals committee.

Cancellation or reduction of aid during the period of the award (i.e. during the academic year) due to a student-athlete's athletics performance or because of injury is not permitted. Aid may be cancelled or reduced during the period of the award only when a student-athlete renders himself or herself ineligible by fraudulently misrepresenting information on an application or National Letter of Intent, voluntarily withdrawing from the team, or engaging in serious misconduct warranting substantial disciplinary action.

## FINANCIAL AID APPEALS PROCEDURE

In accordance with NCAA Bylaw 15.3.2.3., the student-athlete has the right to request a hearing regarding the cancellation of his or her athletics grant-in-aid. To schedule a hearing, the student-athlete should direct a written request to the financial aid office no later than seven (7) days from the date of the notice. If requesting a hearing, the following information must be provided by the student-athlete:

- Student ID
- Year in school
- Sport
- Amount of prior year athletics grant-in-aid
- Reason(s) for appeal, including the names of institutional staff members (e.g. coach, financial aid officer) with whom the student-athlete has discussed the situation
- Copies of any relevant documents (e.g. letter regarding initial award of athletics grant)
- Specific bylaw from the NCAA Division I Manual which the student-athlete believes has been violated (a copy of the manual is available for the student-athletes use either in the Compliance Office or online).

Once the student-athlete has provided this information, an appeals hearing will be scheduled and conducted in accordance with university policy and procedure.

## FINANCIAL AID APPLICATION

Each student-athlete is required to complete the FAFSA and to apply for University controlled financial aid through the financial aid office.

## **NCAA COST OF ATTENDANCE STIPEND**

The NCAA has given member institutions the ability to issue a stipend to student athletes covering the gap between a traditional full grant in aid (tuition, fees, room, board, and books) and the institution's Federal Cost of Attendance number. This stipend is issued on a case-by-case basis and at the discretion of the athletic department. The procedure for distributing the cost of attendance stipend follows the policy for distribution of off-campus stipends.

## **POLICY FOR DISTRIBUTION OF OFF-CAMPUS STIPENDS**

Student-athletes are required to obtain direct deposit for off-campus stipends to be dispersed into their personal checking account. If they do not currently have a checking account, they are required to open a checking account. Student-athletes will be paid at the end of each month.

## **5TH YEAR ATHLETICS FINANCIAL AID**

Those student-athletes who complete four (4) years of collegiate enrollment without exhausting their collegiate eligibility (e.g. only competed 3 or fewer years) are eligible for a fifth year of eligibility. Awards for 5th year athletically related financial aid are based on the head coach's recommendation.

Student-athletes who have 5th year eligibility remaining are not automatically awarded such aid. Student-athletes are strongly advised to follow a 4-year graduation track.

## **STUDENT ASSISTANCE FUND**

The NCAA Student Assistance Fund is an NCAA supported program that distributes money to student-athletes to help them meet certain needs (e.g., clothing and travel) that are not covered by an athletics scholarship. Student-athletes must apply for the funds through the compliance office.

Student-athletes must present a valid receipt from an acceptable service or product in order to be reimbursed from the fund. American Athletic Conference and Tulane Athletics maintain discretion for permissible uses and restrictions of the fund. The fund may not be used for capital improvements, salaries, financial aid during a regular term, stipends, and outside athletics development opportunities for student-athletes.

## **TRANSFER REQUEST POLICY**

(Revised August 2018)

The Department of Intercollegiate Athletics has developed a policy regarding when a student-athlete requests permission to discuss transfer opportunities with other NCAA institutions.

### **1. BASIC PROGRAM OBJECTIVES**

Tulane University believes that it is imperative that only student-athletes that are committed to the current and future success of their intercollegiate team be allowed access and use of the institution's athletic facilities. When a student-athlete requests permission to contact other institutions regarding possible transfer opportunities the use of the university's athletic facilities from that point on will be restricted. The university provides weight room and other conditioning and athletic facilities to the general student population at the Reily Center that can be utilized moving forward.

## 2. BASIC EXCEPTIONS TO RESTRICTIONS

The only facility exceptions that will be made are training room/medical and academic services. If the student-athlete was receiving medical treatment for injuries sustained during participation while an active Tulane University student-athlete, that treatment will continue while enrolled at the university. To assist the student in maintaining good academic standing that helps the student facilitate a transfer, the use of academic support services may continue while enrolled at the university.

## 3. PERMISSION TO CONTACT PROCESS

When a student-athlete desires to request permission to contact other institutions for the purpose of exploring transfer opportunities the following outlines the steps that must take place.

- a) The student-athlete must have the initial conversation with their coach that they intend to request permission to speak with other institutions.
- b) After speaking with their coach, the student-athlete must contact in writing (email) the Assistant Provost for NCAA Compliance that he or she wishes to contact other institutions regarding a possible transfer, the institution has seven business days to respond to the request, per NCAA Bylaw 13.1.1.3.
- c) If the request is granted the Assistant Provost of NCAA Compliance will provide the student-athlete with a permission letter that may be distributed at the student-athlete's discretion.
- d) If the request is not granted, either in whole or in part, the Assistant Provost for Compliance will provide a denial letter to the student-athlete and will also provide the required processes for appealing the denial as mandated per NCAA Bylaw 13.1.1.3.2
- e) Please note that Tulane University does not provide permission to contact to institutions that are members of the American Athletic Conference or appear on the future schedules of the Tulane University intercollegiate athletics team in question.
- f) In replying to the student-athlete's written request, the Assistant Provost for NCAA Compliance will also inform the student-athlete of their restriction against using athletic facilities and of their change in status to an inactive student-athlete.

## 4. VARIANCE OF THE POLICY

Any request for a variance of this policy regarding facility restriction should be made in writing (email) to the Assistant Provost for NCAA Compliance and the Athletic Director and include detailed reasoning supporting the request. The team's Head Coach will be consulted concerning the request as well.

## PERMISSION TO CONTACT HEARING REQUEST

The institution shall conduct a hearing concerning permission to contact denial and provide written results of the hearing to the student-athlete within 15 business days of receipt the student-athletes written request for a hearing. The student-athlete shall be provided the opportunity to actively participate (e.g., in-person, via telephone) in the hearing. If the institution fails to conduct the hearing or provide the written results to the student-athlete within 15 business days, permission to contact the student-athlete shall be granted by default and the institution shall provide written permission to the student-athlete.

If the Tulane Athletics Department denies a student-athlete either (1) "permission to contact" and/or (2) the One-Time Transfer Exception, the compliance office shall inform the student-athlete, in writing, that upon the student-athlete's request, a hearing will be provided.

Once the student-athlete has notified the compliance office of his or her request for a hearing, the Faculty Athletics Representative (FAR) will be notified immediately that a hearing has been requested.

The compliance office will coordinate the scheduling of the hearing with the FAR and student-athlete in a timely manner. The hearing will be held by a committee consisting of the FAR (chair) and two additional members from the faculty or administrative ranks of the university. All three of these individuals must be external to the Athletics Department.

The hearing process will be governed by the following procedures:

1. Prior to the hearing, both parties - the student-athlete and the Athletics Department - may provide written information and documentation to the committee for review.
2. Both parties will be entitled to present the rationale for their respective positions in-person to the committee. Presentations will be delivered at separate times, and as determined by the committee.
3. At the hearing, the student-athlete may be accompanied by one advisor. This individual will not be permitted to address the committee directly, but may advise the student-athlete.
4. Once a decision is rendered, the compliance office will be notified of the committee's findings and the appropriate paperwork will be completed. The compliance office will promptly communicate the decision to the student-athlete.
5. The decision of the committee is considered to be final.

Copies of relevant documents (e.g., correspondence, documentation, decision) related to the case will be kept on file in the compliance office.

## **TRANSFER NOTIFICATION POLICY** (effective October 15, 2018)

Beginning October 15, 2018, the Transfer Request Policy will become the Transfer Notification Policy.

Student athletes must submit a notification of transfer in writing to the Compliance Office or their coach. The institution will then enter the student athlete's information into the Transfer Database within two (2) business days. Once the student athlete's name is in the database other schools are free to contact the student athlete.

### **1. BASIC PROGRAM OBJECTIVES**

Tulane University believes that it is imperative that only student-athletes that are committed to the current and future success of their intercollegiate team be allowed access and use of the institution's athletic facilities. When a student-athlete submits in writing their intent to contact other universities regarding a possible transfer, the use of the university's athletic facilities from that point on will be restricted. The university provides weight room and other conditioning and athletic facilities to the general student population at the Reily Center that can be utilized moving forward.

### **2. BASIC EXCEPTIONS TO RESTRICTIONS**

The only facility exceptions that will be made are training room/medical and academic services. If the student-athlete was receiving medical treatment for injuries sustained during participation

while an active Tulane University student-athlete, that treatment will continue while enrolled at the university. To assist the student in maintaining good academic standing that helps the student facilitate a transfer, the use of academic support services may continue while enrolled at the university.

### 3. ATHLETICALLY-RELATED FINANCIAL AID

NCAA Bylaw 15.3.5.1 states, "Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award or reduced or not renewed for the following academic year or years of the student-athlete's five-year period of eligibility if the recipient: . . .

(d) Voluntarily (on his or her own initiative) withdraws from a sport at any time for personal reasons; however, the recipient's financial aid may not be awarded to another student-athlete in the academic term in which the aid is reduced or canceled. A student-athlete's request for written permission to contact another four-year collegiate institution regarding a possible transfer does not constitute a voluntary withdrawal. . . ."

### ONE TIME TRANSFER EXCEPTION HEARING REQUEST

The institution shall conduct a hearing concerning one-time transfer denial and provide written results of the hearing to the student-athlete within 15 business days of receipt the student-athletes written request for a hearing. The student-athlete shall be provided the opportunity to actively participate (e.g., in-person, via telephone) in the hearing. If the institution fails to conduct the hearing or provide the written results to the student-athlete within 15 business days, permission to contact the student-athlete shall be granted by default and the institution shall provide written permission to the student-athlete.

If the Tulane Athletics Department denies a student-athlete the One-Time Transfer Exception, the compliance office shall inform the student-athlete, in writing, that upon the student-athlete's request, a hearing will be provided.

Once the student-athlete has notified the compliance office of his or her request for a hearing, the Faculty Athletics Representative (FAR) will be notified immediately that a hearing has been requested.

The compliance office will coordinate the scheduling of the hearing with the FAR and student-athlete in a timely manner. The hearing will be held by a committee consisting of the FAR (chair) and two additional members from the faculty or administrative ranks of the university. All three of these individuals must be external to the Athletics Department.

The hearing process will be governed by the following procedures:

1. Prior to the hearing, both parties - the student-athlete and the Athletics Department - may provide written information and documentation to the committee for review.
2. Both parties will be entitled to present the rationale for their respective positions in-person to the committee. Presentations will be delivered at separate times, and as determined by the committee.
3. At the hearing, the student-athlete may be accompanied by one advisor. This individual will not be permitted to address the committee directly, but may advise the student-athlete.

4. Once a decision is rendered, the compliance office will be notified of the committee's findings and the appropriate paperwork will be completed. The compliance office will promptly communicate the decision to the student-athlete.
5. The decision of the committee is considered to be final.

Copies of relevant documents (e.g., correspondence, documentation, decision) related to the case will be kept on file in the compliance office.

## STUDENT GRIEVANCE POLICY

Grievance procedures are available to all officially registered Tulane University students who allege discrimination based on race, sex, color, religion, national/ethnic origin, citizenship, marital status, sexual orientation, age, disability, or veteran status. Any officially registered university student has the right to express a grievance without fear of loss of position or status.

Students at Tulane University may report a concern or complaint regarding any area of academic or student life without fear of coercion, harassment, intimidation, or reprisal from the university or any of its employees. Student concerns should be resolved at the lowest possible university unit that has the authority to act as quickly as practicable.

Students also have the right to expect a timely response to any complaint. Every effort should be made to resolve matters fairly and promptly, usually within thirty (30) days of reporting. If additional follow-up and investigation is warranted, every effort will be made to resolve matters within sixty (60) days of reporting.

Because no single process can serve the wide range of possible complaints, Tulane provides specific processes for responding to certain kinds of student complaints.

Where university policy provides a specific complaint or grievance procedure, an aggrieved student should use that procedure.

As a general guide that contains Tulane University policies and procedures, students should use The Student Guide of Policies, Procedures, and Resources. Students are made aware of the Student Guide via email at the beginning of the fall semester. Please refer to the following link for the full policy: <http://tulane.edu/studentaffairs/studentguide.cfm>.

The following are some examples of established procedures for specific types of student complaints and can be found in the Student Guide:

- Academic Conduct Process
- Grades and other Academic Complaints Procedures
- Family Education Rights and Privacy Act
- Equity and Harassment
- Student Conduct Process

Students, staff, or faculty of Tulane University may report a concern or complaint that is not specifically identified in the Student Guide or another policy either by calling the Office of the Vice President for Student Affairs at (504) 314-2188 or by submitting a complaint form.

Any student who is alleging discrimination should be sure to keep the Office of Institutional Equity informed at each level of the grievance procedure.

The affirmative action officer will participate as mediator and adviser in any cases involving complaints about possible violations of affirmative action/equal employment opportunity in the University. As part of the monitoring responsibility of that office, the affirmative action officer will keep detailed written records of all transactions involving a grievance case.

## DEGREE COMPLETION PROGRAM

The Tulane Athletics Department is committed to helping every student-athlete graduate in a timely manner. Athletes sometimes require 4½ or 5 years to meet degree requirements due to a variety of circumstances. To address this need, the athletics department has established a special fund to help defray the costs associated with completion of a Tulane degree after exhaustion of eligibility or medical disqualification.

Degree completion aid is for the sole purpose of finishing one undergraduate degree and cannot be used to complete a double major, an additional minor, or a 4+1 Bachelor's and Master's degree program.

The decision to award post-eligibility financial aid will be based on the following factors:

- Evidence of reasonable and consistent, progress toward a degree
- Cumulative GPA and total number of hours earned
- Requirements for completion of the degree
- Recommendation of the head coach

## WORK COMMITMENT

Athletes with eligibility remaining are required to practice and meet the other time commitments of their sport. Degree Completion student-athletes do not have these commitments. Instead, they will be required to earn their athletics aid by working for some area within the athletics department. The hours of work required may vary between ten (10) and twenty (20) hours per week depending upon the total amount of athletics aid awarded.

The nature of that work will be agreed upon in writing by the student and the Department prior to the semester for which the aid is awarded. When possible, the assignment will be made with consideration to the student's academic major and/or areas of interest. The athletics department work assignment will take priority over any other job the student may obtain outside of academic requirements. If students have to work an internship for academic credit the hours will have to be coordinated with the work assignment. Prior permission for days off, vacations, etc. must be obtained from the supervisor and students may be required to work during any vacation period. The department work assignment will be monitored on a weekly basis before distribution of off-campus stipend(s).

If students fail to complete the required hours per week, do not make satisfactory academic progress, and/or do not perform assigned tasks at an acceptable level, athletics aid may be reduced accordingly during or after the period of the award.

## PROFESSIONAL ATHLETICS POLICY

The degree completion program is also designed to offer aid to student-athletes who leave Tulane to play professionally and wish to return to Tulane University to complete their undergraduate degree. Athletics aid cannot be used to complete a double major and/or an additional minor, or the completion of graduate degrees or coursework.

Aid will only be offered in the form of tuition fees and books. It is the responsibility of the student-athlete to make their own housing arrangements. The financial award will be based on the level of aid the student-athlete received during their final year of eligibility.

## **ACADEMIC PROGRESS**

Aid will be provided for a maximum of three semesters. If the student-athlete needs multiple terms to complete their degree, their financial aid will be renewed provided they are making satisfactory progress towards their degree.

The following conditions can result in removal from the degree completion program:

1. Violation of University or Athletic Department Policies and Procedures
2. Receiving a D or F in a class
3. Discipline and/or code of conduct violations

## **ELIGIBILITY FOR DEGREE COMPLETION PROGRAM**

1. Student-athlete must have left Tulane in pursuit of a career in professional athletics
2. Student-athlete must have left Tulane in good academic standing
3. Student-athlete must be within 36 credit hours of graduating
4. Student-athlete must first seek financial tuition assistance from their respective professional team and/or league
5. Application must be submitted at least 40 days prior to beginning of a semester

## **APPLICATION**

1. The student-athlete must submit a Degree Completion Program Application by April 15. Obtaining the information required to complete the application is the responsibility of the student-athlete.
2. The completed application should be submitted to the Degree Completion Program administrator.

## **HOUSING AND MEAL PLANS ON-CAMPUS HOUSING PROCEDURES**

All student-athletes living on-campus will reside in a housing unit supervised by the Tulane University Division of Housing and Residence Life. All residents must obey the policies, rules and regulations established by the Division of Housing. Failure to follow these rules may result in disciplinary action by the university.

Student-athletes are financially responsible for any fines or late payment charges that may be assessed to them for missing deadlines and lost keys. The Athletics Department will not intervene on behalf of a student-athlete in dealing with these matters. Student-athletes presently living on campus will receive a housing lottery form on which they must indicate whether or not they plan to live on campus for the upcoming academic year.

Student-athletes must complete this form and return it to Housing and Residence Life before the designated deadline.

As part of the athletics scholarship, the Athletics Department will pay up to the cost of a double room in any dorm, except for Aron, in which case the Athletics Department will pay up to the cost of a 4 bedroom unit. The Athletics Department will not pay for "singles" or "Super singles" in any dorm.

Dorm costs will not be compared from one dorm to another. (i.e., a single in one dorm might be less expensive than a double in another dorm). If a student-athlete wishes to live in a single in any dorm, the extra cost will be the difference between the single and a double in that same dorm.

Housing will charge the room cost depending on the room selection and then the Athletics Department will pay up to the cost of the double in that dorm. The remaining balance will be at the student-athlete's expense. This policy applies to all student-athletes on scholarship living on campus. Student-athletes paying for their own room will need to follow the directions given by the Division of Housing. All housing contracts are binding one-year agreements between the Division of Housing and Residence Life and the student-athlete. Any cancellation charges, late fees or petition charges will be the responsibility of the student-athlete.

## OFF-CAMPUS HOUSING PROCEDURES CRITERIA FOR OFF-CAMPUS HOUSING

Full scholarship student-athletes currently residing on-campus, as well as, all incoming student-athletes will be required to live on-campus unless they receive prior approval from the Senior Associate Athletic Director for Administration, have the recommendation of their head coach, and meet the following criteria:

- a. No code of conduct violations or disciplinary issues, and
- b. Junior/Senior standing academically with a cumulative 3.00 GPA

## APPLICATION PROCESS FOR OFF-CAMPUS HOUSING

Off-campus housing applications are distributed annually in the spring prior to the on-campus housing lottery. A student-athletes living off-campus for the current academic year must still submit an off-campus housing application so that the Athletics Department will have a record of the student-athlete's intent to remain off campus for the next academic year.

Stipend checks will begin at the end of August for student-athletes approved to live off-campus. Student-athletes will receive a check at the end of every month (9 checks total) for an amount to be determined. Direct deposit must be set up with the university on the accounts receivable page in order to receive a stipend check.

Off-campus student-athletes are required to purchase the commuter meal plan and must submit a copy of their lease to the compliance office before the first check will be distributed. Student-athletes applying for off-campus housing must still submit an application for on-campus housing in the event they are not approved for off-campus housing.

On-campus housing applications are due in February. The application and additional on-campus housing information can be found on the Tulane University website.

Completed applications with all appropriate signatures must be submitted to the Senior Associate Athletic Director for Administration prior to the end of February each year. All requests will be reviewed and preliminary decisions will be made by mid-March. Final decisions will be made by June 1st. Enrollment in summer school will not be a factor in the review and approval process for off-campus housing requests.

## MEAL PLANS

A meal option will be set up and provided for student-athletes. The guidelines are as follows for meal plans:

- a. Freshmen must participate in a full meal plan i.e. all meals on campus.
- b. All full scholarship student-athletes (on or off-campus) will be required to have a minimum number of meals on-campus.
- c. Partial scholarship student-athletes that receive an athletics scholarship with an equivalency of 95% or above will be required to have a minimum number of meals on-campus.

## **TICKET OFFICE POLICIES STUDENT-ATHLETE ADMISSION AS A SPECTATOR**

All Tulane student-athletes are admitted at no charge to all on-campus athletics contests. Student-athletes wishing to attend an athletics event (outside of their sport) should follow the procedures below.

### **FOOTBALL**

Students are admitted to all home football games at Yulman Stadium upon presentation of a valid student ID at entry gate C. Please contact the Tulane Athletics Ticket Office (located in the James W. Wilson Jr. Center) or call (504) 861-WAVE (9283) for other ticket information.

### **MEN'S AND WOMEN'S BASKETBALL, VOLLEYBALL AND BASEBALL**

Students are admitted to these events upon presentation of a valid student ID at the entry gate(s).

### **STUDENT-ATHLETE AS A PARTICIPANT**

Rostered student-athletes of all ticketed sports (football, men's and women's basketball, volleyball and baseball) may provide complimentary admission for their guests via an online pass list system. Student-athletes are allowed up to four (4) complimentary admissions in the sport in which they participate (either practices or competes) for each home contest. Complimentary admissions for away contests will be based on the away contest contract and are at the discretion of the Director of Athletics.

Ticket Office staff will meet with each team before the start of their athletics season to discuss the policy and procedures regarding player-guest registration. Please contact the Tulane Athletics Ticket Office at (504)-861-WAVE (9283) with any questions.

## **ATHLETIC COMMUNICATIONS**

Tulane student-athletes are the center of attention on many occasions. Consequently, student-athletes have a responsibility to their teammates, coaches, and the university community to meet with the media, alumni, and the public. The media gives the athletics program, and you, coverage. Make the most of this opportunity to bring credit to yourself, your teammates, and to Tulane University. Interaction with the media and the public is also part of your educational process. Learn from this experience. Capitalizing on these opportunities can have a positive effect not only on your career as a student-athlete at Tulane, but also on the rest of your life.

### **GUIDELINES FOR WORKING WITH THE MEDIA**

The Tulane University Athletics Department has established an excellent relationship with the media. Follow these simple guidelines and you will begin developing good media relationships:

- Be available to answer questions, but remember, you do not have to answer every question that is asked of you.

- Always respect your teammates, coaches, fans, and opponents. Even though you may be tempted, do not say anything negative about others. If you cannot say something nice about someone, do not say anything at all.
- Arrive on time for scheduled interviews. Always return phone calls arranged by the Athletics Communications Office at the appropriate and designated time.
- Never agree to a telephone or personal interview that has not been coordinated by the Athletics Communications Office. If a member of the media calls you, instruct them to contact the Athletics Communications Office to arrange an interview time.
- “No Comment” is an acceptable answer to a question that you do not feel comfortable answering.
- Remember that nothing is “off the record.”
- Make eye contact and exhibit good posture during interviews. Do not slouch, look down or mumble. Dress appropriately and remove sunglasses.
- If you feel concerned about the tone or type of questions or feel uncomfortable during an interview, you can stop the interview and find a member of the Athletics Communications staff to assist you.
- The Athletics Communications staff is here to help. The staff can provide a more detailed list of hints, conduct mock interviews and assist with interview preparation.
- Expect to be asked the same question repeatedly. It can become extremely irritating to have to answer the same question over and over. Learn to be patient and remain polite while answering a question that has already been asked.
- Never show anger or irritation to the media. Remain calm and be polite. Good media relationships are key in helping to establish a positive public image for a lifetime. Remember, members of the media vote often for various post-season awards, therefore learn to develop positive relationships with them.

## ATHLETICS FACILITY USE POLICY

The Tulane Athletics facility use policy applies to all Tulane Athletics buildings:

Facility use is restricted to supervised team activity (practice, competition, coordinated activity); official strength and conditioning programs; rehabilitation/athletics training programs; and voluntary sport-related activity. Any other usage must be coordinated by the Director of Facilities. This includes “pickup” play that involves the participation of nonstudent-athletes.

Athletics facilities may not be used for:

- Coaching or teaching private or group lessons for pay or for free
- Recreational play
- Unauthorized activities by student-athletes
- Unauthorized activities by outside users

Card access to athletics facilities is provided by Card Services located in Bruff Commons. Any issues with accessing via entry points and/or locker rooms should be brought to the attention of a coach who will then relay the information to the Director of Facilities for correction or modification. The propping of doors and/or gates is strictly prohibited.

All student-athletes and other users of Tulane Athletics facilities must adhere to this policy. Violators are subject to suspension and/or termination of facility privileges.

## **DONATIONS, AUTOGRAPHS, AND APPEARANCE REQUESTS**

Occasionally, student-athletes receive requests from the public for memorabilia donations, equipment donations. Autograph pictures, public appearances, and the like.

If and when this occurs, contact the Director of Marketing at Tulane Athletics before fulfilling the requests. Additional information may be needed from the requestor, and/or paperwork may need to be completed by the requestor. Under no circumstance shall a student-athlete fulfill any request without speaking with the Director of Marketing first. For more information about this issue, call (504) 314-7215.

## **EQUITY AND HARASSMENT POLICIES AND PROCEDURES**

Tulane University is committed to creating and maintaining a campus environment where all individuals are treated with respect and dignity and where all are free to participate in a lively exchange of ideas. Each student has the right to learn and each employee has the right to work in an environment free of sexual and other forms of harassment and one in which ideas may be freely expressed.

Discrimination and Sexual Harassment is a violation of Tulane's Student Conduct Code and Tulane policies. Any violation of these policies will result in disciplinary action. Please refer to: <http://www2.tulane.edu/studentaffairs/support/cmvs/victim-support/victim-support-services.cfm>