2018-2019 STUDENT-ATHLETE HANDBOOK AND PLANNER

Prepared by
Student-Athlete Support Services

Clara Bell Smith Center

517-355-2204

www.sass.msu.edu

@MSU_SASS
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Dear Spartan Student-Athlete,

On behalf of the Department of Intercollegiate Athletics and the Office of the Provost, welcome to another academic year at Michigan State University. Your Spartan family is committed to academic and athletic excellence, and I hope that you, as I have, embrace the Department of Intercollegiate Athletics mission statement, “we gather and engage our community to teach, support, and celebrate our student-athletes in their quest for excellence.”

You can be extremely proud to be student-athletes at Michigan State University. We in the Athletic Department value you as a person, a student, and an athlete. It is the mission of our Department and Student-Athlete Support Services (SASS) to aid in your academic success. We are committed to your success on the field of play, in the classroom, and in life itself!

At SASS, Gameplans for the Future is not just a tag line. We are committed to providing you with the academic tools to be successful in the classroom as well as preparing you for what lies ahead. Our hope is that you find the Clara Bell Smith Academic Center to be a great resource and an environment that is engaging and supportive.

We are dedicated to developing each student-athlete for a rewarding life. Career readiness begins with major selection and your Academic Coordinator is equipped with assessments and expert knowledge of MSU to help you narrow down your options. In addition, resume workshops, a student-athlete career mixer, and community service opportunities are in place for you to prepare for life after graduation. Our goal is for every student-athlete to leave MSU with not only a degree and a great experience, but also fully prepared to take on the job market.

The student-athlete handbook is designed to assist you throughout this academic year. Please read it and use it as a resource when making decisions regarding your welfare as an MSU Student-Athlete.

Over the course of the year, I hope to have the opportunity to meet you personally. Until then, have a wonderful year and Go Green!

Sincerely,

Bill Beekman
Interim Director of Intercollegiate Athletics
# Michigan State University 2018-19 Academic Calendar

<table>
<thead>
<tr>
<th><strong>FALL 2018</strong></th>
<th><strong>SPRING 2019</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>August 29</td>
</tr>
<tr>
<td>Deadline to apply for graduation</td>
<td>August 31</td>
</tr>
<tr>
<td>University closed</td>
<td>September 3</td>
</tr>
<tr>
<td>Open add period ends at 8pm</td>
<td>September 5</td>
</tr>
<tr>
<td>Classes cancelled/University open</td>
<td>January 11</td>
</tr>
<tr>
<td>End of tuition refund</td>
<td>September 24</td>
</tr>
<tr>
<td>Middle of semester</td>
<td>October 17</td>
</tr>
<tr>
<td>Last day to withdraw or drop a class</td>
<td>October 17</td>
</tr>
<tr>
<td>Completion of incompletes from Sp/Sum 2018</td>
<td>October 17</td>
</tr>
<tr>
<td>Completion of incompletes from Fall 2018</td>
<td>February 27</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 4-8</td>
</tr>
<tr>
<td>Summer enrollment begins</td>
<td>March 11</td>
</tr>
<tr>
<td>Enrollment for Fall 2019/Spring 2020</td>
<td>March 29</td>
</tr>
<tr>
<td>Enrollment for spring deadline</td>
<td>November 9</td>
</tr>
<tr>
<td>Tuition bills available on STUINFO</td>
<td>November 10</td>
</tr>
<tr>
<td>Thanksgiving – University closed</td>
<td>November 22</td>
</tr>
<tr>
<td>University closed</td>
<td>November 23</td>
</tr>
<tr>
<td>Initial minimum tuition payment due</td>
<td>December 7</td>
</tr>
<tr>
<td>Classes end</td>
<td>December 7</td>
</tr>
<tr>
<td>Final exams</td>
<td>December 10-14</td>
</tr>
<tr>
<td>Book Return for Scholarship Student-Athletes</td>
<td>December 14</td>
</tr>
<tr>
<td>Commencement</td>
<td>December 14-15</td>
</tr>
<tr>
<td>University closed</td>
<td>December 24</td>
</tr>
<tr>
<td>University closed</td>
<td>December 25</td>
</tr>
<tr>
<td>University closed</td>
<td>December 31</td>
</tr>
<tr>
<td>University closed</td>
<td>January 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SUMMER 2019</strong></th>
<th><strong>FIRST</strong></th>
<th><strong>FULL</strong></th>
<th><strong>SECOND</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>May 13</td>
<td>May 13</td>
<td>July 1</td>
</tr>
<tr>
<td>Open add period ends at 8pm</td>
<td>May 15</td>
<td>May 17</td>
<td>July 3</td>
</tr>
<tr>
<td>University closed</td>
<td>May 27</td>
<td>May 27</td>
<td></td>
</tr>
<tr>
<td>Middle of semester</td>
<td>June 5</td>
<td>June 28</td>
<td>July 24</td>
</tr>
<tr>
<td>University closed</td>
<td>July 4</td>
<td>July 4</td>
<td></td>
</tr>
<tr>
<td>Classes end</td>
<td>June 27</td>
<td>August 15</td>
<td>August 15</td>
</tr>
<tr>
<td>Book Return for Scholarship Student-Athletes</td>
<td>August 15</td>
<td>August 15</td>
<td>August 15</td>
</tr>
</tbody>
</table>
Mission Statement and Core Values

We gather and engage our community to teach, support, and celebrate our student-athletes in their quest for excellence.

The Department of Intercollegiate Athletics (DIA) Core Values are:

- **Respect** - We treat others as we would like to be treated – with dignity and kindness.
- **Positive Attitude** - We have a positive attitude and outlook. We expect the best of others and ourselves.
- **One Focus** - We are straightforward. We communicate clearly and candidly with 1 voice.
- **Accountability** - We are all accountable for our actions. We are an important part of a great team.
- **Continuous Improvement** - We use proven systems and methods, yet we are always looking for a better way to get things done. We can learn from everyone.
- **Integrity** – In all that we do.

Athletic Council

The Athletic Council is an advisory body consisting of faculty, staff, students, and alumni representatives. The 18-member Council is composed of 8 faculty members, 3 alumni representatives, 3 student representatives and 4 ex officio members (Director of the Alumni Association, Vice President of Operations, Director of Athletics, and Faculty Athletic Representatives). The MSU Athletic Council is composed of 4 subcommittees: Academics and Compliance, Budgeting and Operations, Equity and Strategic Planning, and Drug Education and Testing. The Athletic Council advises the Athletics Director and University administration on matters of policy, procedures and organization related to Intercollegiate Athletics. The Athletic Council is involved with academic and fiscal integrity, governance and compliance issues, and student-athlete welfare matters related to the conduct of a Big Ten and NCAA Division I-A intercollegiate athletics program.

For more information on the Athletic Council visit: www.msuathleticcouncil.org/

Spartan Fund

As the fundraising arm of MSU Athletics, the Spartan Fund serves as a link between the strategic initiatives of the athletics department and the philanthropic passions of 15,000 transformational donors.

Through annual, facility, and endowment gifts, donors create opportunities in the classroom, in competition and in the community for nearly 800 MSU student-athletes in 25 varsity sports. These opportunities ultimately allow Spartan student-athletes to earn a world-class education while playing the sport they love and utilize the life skills learned to propel them to success beyond the banks of the Red Cedar.
MSU Athletics is entirely self-sustaining; this means that we do not receive any general fund dollars from the university. Annually, MSU Athletics will incur $15 million in student-athlete scholarship expenses that must be paid back to the university. This does not include the cost of equipment, travel, facilities, etc. necessary to field champions both on and off the field. This reality creates a significant need for private contributions.

Every year, we host a student-athlete Thank-A-Thon to show our appreciation in a tangible way. Student-athletes come together to write a personal note or make a phone call to our Spartan Fund donors. Information regarding this event is filtered through your SAAC representative; we would love to have you at the next Thank-A-Thon!

For more information regarding the Spartan Fund, feel free to call (517) 432-4610. A Spartan Fund representative will be happy to answer your questions and assist you in developing a lasting, impactful relationship with MSU Athletics.

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**STUDENT-ATHLETE SUPPORT SERVICES AND POLICIES**

**Student-Athlete Support Services Mission Statement**

We provide each student-athlete with guidance, resources, and support that will enhance their development both academically and personally. This is accomplished within a proactive success driven environment which delivers quality academic services and diverse programming.

**Eligibility Monitoring**

Important Information Regarding Your Eligibility

- Eligibility is **your** responsibility.
- It is your responsibility to meet all appropriate NCAA and Big Ten rules regarding academic eligibility. Credits may count differently for different rules.
- It is your responsibility to maintain full-time enrollment (minimum of 12 credits) in every fall/spring term in order to be eligible for practice, aid, and competition.
- It is your responsibility to earn 6 degree applicable credits each semester in order to compete the following semester.
- Your GPA will be evaluated every semester; therefore, you must meet Big Ten GPA requirements to be eligible to compete each semester.
- Courses can only count towards eligibility 1 time and only when they are successfully completed. If a course has a minimum grade requirement, you will not earn degree applicable credit until you earn the appropriate grade in the course for the major you are in for that term.
- You must declare a designated major by the beginning of your 5th semester in college.
- You must earn 18 degree applicable credits of the required NCAA applicable coursework during the fall and spring terms.
- For the NCAA, you must also complete 40% of your degree before the start of your 3rd year, 60% of your degree before the start of your 4th year, and 80% of your degree before the start of your 5th year.
- For Big Ten purposes, you must earn your first 24 credits at MSU if you are a freshman. As a freshman, you may not take summer courses elsewhere that will count towards eligibility until you have earned 24 credits at MSU.
- You should not make changes to your schedule or major without talking to your Academic Coordinator. Failure to do this could render you ineligible.

NOTE: This is not an exhaustive list of eligibility rules. For detailed and complete rules and bylaws, please refer to the Big Ten and NCAA manuals.

For all Student-Athletes:

<table>
<thead>
<tr>
<th>*At the beginning of your...</th>
<th>you must have earned at least _____ for the NCAA,</th>
<th>and you must have earned a minimum of _____ for the Big Ten.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd semester</td>
<td>6 credits</td>
<td>-------</td>
</tr>
<tr>
<td>2nd year</td>
<td>24 credits</td>
<td>a 1.80 GPA</td>
</tr>
<tr>
<td>3rd year</td>
<td>40% of the course requirements in your degree</td>
<td>a 1.90 GPA</td>
</tr>
<tr>
<td>4th year</td>
<td>60% of the course requirements in your degree</td>
<td>a 2.00 GPA</td>
</tr>
<tr>
<td>5th year</td>
<td>80% of the course requirements in your degree</td>
<td>a 2.00 GPA</td>
</tr>
</tbody>
</table>

*It is your responsibility to earn 6 degree applicable credits each semester in order to compete the following semester and post-season competition.

**Football Student-Athletes Only**

Failure to earn 9 degree applicable credits and earn the APR eligibility point in the fall term will result in a 4 game suspension the following season. Two games may be regained by earning 27 credits in the school year (Fall, Spring and Summer). A one-time exception allows you to regain all 4 games by passing the 27 credits.

**Baseball Student-Athletes Only**

Baseball student-athletes must be eligible beginning the Fall term in order to be eligible to compete in the spring term. However, being eligible for the Fall does not guarantee eligibility for the Spring. You must meet the GPA requirement after the Fall semester to remain eligible for the Spring.

**Post-Season Competition Rules**

Sports whose post-season competition begins after the end of the term (Fall or Spring) must meet further eligibility requirements in order to compete. You must pass 6 degree applicable credits to compete. Sports affected by this rule are baseball, football, men's and women's golf, rowing, softball, men's and women's tennis, men's and women's track and field, and volleyball.

**Double Majoring/Major Changes**

Students who wish to double major must declare their intentions in writing by the start of the 7th semester of enrollment. Classes for the 2nd major cannot be used for eligibility purposes, according to NCAA rules. Any major changes after the 7th semester must be cleared through your Academic Coordinator. Changing after this
time may affect your eligibility and/or graduation date. Please meet with your Academic Coordinator to plan your semesters accordingly.

**Pre-professional Coursework**

Pre-professional coursework (i.e. med school, vet school, dental, etc.) are not covered by a student-athlete’s scholarship unless you have elective room. Once elective credits run out, you are responsible for covering the cost of pre-professional coursework and minors.

**Minors**

Credit hours earned or accepted toward a minor may be used to satisfy credit hour requirements after the first 2 years of enrollment, provided the minor is officially designated by the beginning of the applicable term (Big Ten Handbook).

**Smith Center Services**

**Hours of Operation**

<table>
<thead>
<tr>
<th></th>
<th>Fall and Spring Semesters</th>
<th>Summer and Breaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>Noon-10:30pm</td>
<td>Sunday</td>
</tr>
<tr>
<td>Monday-Thursday</td>
<td>8:00am-10:30pm</td>
<td>Closed</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00am-5:00pm</td>
<td>Monday-Friday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8:00am-5:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>10am-5:00pm</td>
<td>Saturday</td>
</tr>
</tbody>
</table>

Smith Center Services Hours of Operation

Smith Center Services Hours of Operation

<table>
<thead>
<tr>
<th></th>
<th>8 Hours of Study Table Sunday-Friday</th>
<th>No Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st semester freshmen</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>1st semester transfers</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2nd semester student-athlete or transfer with CUM GPA &gt; 3.250</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2nd semester student-athlete or transfer with CUM GPA &lt;3.249</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3rd semester student-athletes with CUM GPA &gt; 2.300</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3rd 10th semester student-athletes with CUM GPA &lt; 2.300</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**Structured Study Program**

**Study Table Hours of Operation**

Swipe in times for study table are as follows:

- **Sunday**: 5:00pm-9:30pm
- **Monday-Thursday**: 8:00am-9:30pm (cards must be picked up by 9:45pm)
- **Friday**: 8:00am-5:00pm

To encourage proper time management, a maximum of only 2 hours can be completed on Friday.
Tutorial Services

Student-Athlete Support Services offers a comprehensive tutorial program. The department employs undergraduate and graduate student tutors to provide assistance in a wide variety of academic areas. Tutorial services offered through SASS are available to all student-athletes with equal access for all sports.

The keys to successful use of tutorial services include class attendance, organization, and preparation. It must be understood that you are accountable for your own behavior regarding the utilization of academic support services, including tutoring. The primary focus of tutoring is to serve as supplemental instruction to the material covered in class. Tutorial services are designed to reinforce healthy study habits, test taking techniques, and strategies to promote independent learning.

To request a tutorial appointment, see your Academic Coordinator. All appointments must take place at the Clara Bell Smith Center and be pre-approved by your Academic Coordinator. You are NOT allowed to have any type of contact with your tutor (this includes when classes are no longer in session and the tutor and student-athlete are no longer meeting) outside of your session. Additionally, non-student-athletes are NOT permitted to attend tutorial appointments.

Tutorial Hours of Operation – Tutorial appointments can occur at the following times:
- Sunday: 6:30pm-9:30pm
- Monday-Thursday: 8:00am-9:30pm
- Friday: 8:00am-5:00pm

* When the University is closed, tutorial sessions do not occur.

It is your responsibility to arrive on time and be prepared for all tutorial sessions. You must bring the appropriate course text(s), notes, and other necessary materials each time that you meet with your tutor. There is no cell phone use (including text messaging) and the ringer must be turned off for the entirety of the tutorial session. While on a computer, you must be doing academic work (i.e. no social media, emailing friends/family, other non-class related work, etc.).

You must notify the tutorial office, or Academic Coordinator on duty, if you are unable to locate your tutor. To cancel or change a scheduled tutorial appointment, you must contact your Academic Coordinator at least 24 hours in advance so that the necessary procedures may be followed. Tutorial sessions that take place on Sunday and Monday must be cancelled by noon on Friday.

If you do not arrive within 5 minutes of your scheduled session, you will be charged a $10 late fee. If you do not attend or cancel the session within the appropriate time frame, you will be charged a $15 fee. Your tutorial privileges will be revoked after your 4th late and/or no-show charge. You may request reinstatement of your tutorial services by meeting with the Executive Director of SASS.
<table>
<thead>
<tr>
<th></th>
<th>Late</th>
<th>No Show</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>$10.00 fee</td>
<td>$15.00 fee</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>$10.00 fee</td>
<td>$15.00 fee</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>$10.00 fee</td>
<td>$15.00 fee</td>
</tr>
<tr>
<td>4th Offense</td>
<td>$10.00 fee</td>
<td>$15.00 fee</td>
</tr>
<tr>
<td>All tutorial sessions will be suspended.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Late No Show

1st Offense $10.00 fee $15.00 fee
2nd Offense $10.00 fee $15.00 fee
3rd Offense $10.00 fee $15.00 fee
4th Offense $10.00 fee $15.00 fee
All tutorial sessions will be suspended.

It is your responsibility to check your MSU email account daily so that you are aware of new appointments, cancellations or changes. You may also access the information on tms.sass.msu.edu. Not checking your email and missing an appointment will still result in a no-show charge of $15.

These policies apply to all tutorial appointments, including group tutorial appointments.

Tutorial services are to be considered a privilege, not a right. Hence, they can be suspended and restored at the discretion of the Executive Director of SASS.

Fraternization with Tutors and Learning Assistants

Fraternization between tutors/learning assistants and student-athletes is strictly prohibited. **You are not allowed to associate with a tutor or learning assistant outside of your scheduled appointments.**

The following list is by no means all-encompassing, but does provide some examples:

- You are not allowed to be friends with your tutor/learning assistant on any type of social media (Twitter, Snapchat, Instagram or any other social network).
- Arranging for interaction of any type (texting, emailing, socializing, etc.) between you and a tutor/learning assistant is strictly forbidden **even if it is for academic work**. Please make sure you go through your Academic Coordinator for any type of communication with a tutor/learning assistant outside of your regularly scheduled appointment.
- Tutors/learning assistants cannot provide **any** kind of service to student-athletes: typing papers, providing you with transportation, giving you money of any denomination, buying you meals, etc.
- **You may not give a tutor complimentary tickets.** It is prohibited to offer or arrange to receive payment or exchange/assign an item of value, or barter for services for any of your complimentary tickets.
- Although the NCAA rules state that on “special occasions” you may accept a meal or transportation from an MSU employee, this does not apply to tutors/learning assistants. A tutor/learning assistant may not ever, under any circumstances, host you in his/her home.
- If you have a pre-existing friendship with a tutor/learning assistant, you will not be scheduled with him/her in order to prevent a conflict of interest.
- These rules apply even when class is not in session and when the person is no longer your tutor.

**Academic Integrity**

Providing quality services while upholding the highest level of academic integrity is the number one goal of Student-Athlete Support Services. As a representative of Michigan State Athletics, you are expected to act with personal integrity at all times. You will sign a contract every time you meet with a tutor/learning assistant saying that you did not receive assistance that would violate SASS, MSU, Big Ten, and NCAA rules. Punishment for violating these rules may be severe enough to be ineligible for competition, kicked out of school, and/or have the allegations on your permanent record.

Do not risk punishment by joking with tutors/learning assistants about doing your work because they will have to report you. NOBODY is ever allowed to work with a tutor/learning assistant while taking an exam or quiz. Likewise, you are not allowed to complete exams or quizzes with another student unless the instructor specifically gives you permission to do so. These rules apply to all courses whether they are taught online or in the classroom setting. You are expected to promote academic integrity practices and follow all SASS, MSU, Big Ten and NCAA rules, policies and procedures.

**Impermissible Actions**

- You may not take exams or quizzes with tutors/learning assistants or any other students.
- You may not help someone while they take an exam or quiz.
- You may not copy answers (from students, websites, etc.).
- Do not let someone use your paper or copy your work.
- You may not steal or make up quotes or other information for a paper.
- You may not use anyone else’s words or ideas without citing the source.
- Tutors/learning assistants may not type and/or touch a computer/laptop while working with a student-athlete.
- You may not turn in a paper for one class that you wrote for another class (without the professor’s permission).

**Possible Penalties**

- Failing the assignment
- Failing the course
- Cheating on your permanent record
- Ineligible for competition immediately
- Loss of athletic financial aid immediately
- Dismissed from the team
- Dismissed from Michigan State University
- Unwanted media attention
- Required to complete an extensive academic integrity semester-long course in addition to your other classes
Keep in mind that you are also at risk of punishment if you help someone commit an academically impermissible act. Act with integrity at all times and talk to your Academic Coordinator if you have any questions.

Book Loan Procedure
(For students with book scholarship only)

The Student Book Store (SBS), located on Grand River Avenue, is the only bookstore where you are authorized to check out books. You must present your MSU student ID at the book counter when you check out your books at the beginning of the semester, and when you return them at the end of the semester. Failure to do so will result in charges to your account and any holds that occur may make you ineligible for next semester. If you drop a course during the semester, you must return your books as soon as possible.

Book loan scholarship covers REQUIRED texts and supplies only as well as recommended items that are noted on the course syllabus.

Required supplies must be approved by SASS before purchase.

You will not be reimbursed if you purchase them on your own. Current supplies that are covered by book loan scholarship include:

- First aid kit for KIN 125
- Aplia or other online coursework
- On-line texts
- Required uniforms for courses up to $25
- Art supplies up to $200 per semester (supplies must be carried by SBS)

Magazine and newspaper subscriptions are NOT covered by book scholarship.

If SBS does not have a book that is required for your class, go to the student-athlete service desk and ask them to order it for you from another bookstore. Do not purchase it yourself at another bookstore, you will not be reimbursed (this includes course packs).

If a calculator is required for a course (per syllabus) you can check one out through your Academic Coordinator. It must be returned to SASS by 5pm on the last day of finals. Failure to turn in the calculator on time may result in your student account being charged for the cost of the calculator.

If your books are stolen, you must report the theft and file a police report within 24 hours. The athletic department will not replace or reimburse for stolen books without the proper documentation.
If you should lose your student ID, you will need to get a replacement card in order to pick up or return your books. This can be done at the International Center in room 170. Your student account will be charged for any replacement cards.

**Travel to Away Competition**

You are expected to attend class when not traveling.

According to the MSU's General Procedures & Regulations, "There is no University wide regulation requiring class attendance. However, attendance is an essential and intrinsic element of the educational process. In any course in which attendance is necessary to the achievement of a clearly defined set of course objectives, it may be a valid consideration in determining the student's grade. It is the responsibility of the instructor to define the policy for attendance at the beginning of the course."

(Source: MSU Academic Programs)

An instructor is not under obligation to give you a make-up assessment and/or assignment. In addition, each instructor has the right to establish a class attendance policy which should be expressed in the course syllabus.

When you travel with your team and miss an assignment, exam, quiz or participation points, faculty are not required to allow you to make-up those assessment opportunities.

It is your responsibility to inform faculty of your status as a student-athlete and request an opportunity to make-up missed assessment opportunities due to team travel to away competitions.

To assist you with your responsibility, Student-Athlete Support Services will provide you with an Intercollegiate Athletics Team Travel Letter that includes all potential travel dates (including the possibility of NCAA Championship participation). Please see your Academic Coordinator for travel letters. It is your responsibility to submit the letter (in person) to each instructor by the end of the first week of classes of each term. In cases where you do not make the team’s travel squad, it is expected that you attend class.

**iPad/Laptop Computer Checkout Policy**

Student-Athlete Support Services has iPads and laptop computers available for use when traveling to away competitions. All teams must adhere to the following policies:

- iPads or laptop computers are signed out by MSU coaching staff members or Academic Coordinators only.
- iPads or laptop computers are returned to SASS within 24 hours of a team’s return from an away competition. However, if the team returns on Friday night or Saturday, they must be returned the following Monday by 9:00 a.m.
There is a $25.00 a day charge for each day the iPad is not returned and a $10 a day charge for laptops.

The team using the iPad or laptop is financially responsible for any damage to the iPad or laptop and/or loss of auxiliary equipment (i.e., power cord).

The team using the iPad or laptop is financially responsible for replacement of the iPad or laptop computer if it is lost, stolen or not repairable.

Headphone Checkout Policy

Headphones are available for checkout at the Smith Center front desk. If the headphones are not returned, your student account will be charged $10.

Student-Athlete Development Program

Student-Athlete Support Services is dedicated to the growth of the student-athlete through its Student-Athlete Development Program. It enhances the student-athlete in the areas of community service and outreach, career development, and personal and leadership development. Each area is detailed in nature to meet the individual needs of each student-athlete.

Career Development

Career development is based on a three-part process that consists of career exploration, career development, and career placement. Some of the tools used to accomplish this include:

- KIN 171 – freshman transition and career exploration course
- iStart Strong - tests to help determine career/major interests
- Workshops and E-Learning modules that address resume and cover letter writing, interviewing skills, and networking
- Career fairs in conjunction with the University’s Career Services Network
- Spartan Career Network – connecting student-athletes with employers who are seeking individuals for full-time jobs and internships
- Student-Athlete Career Mixer
- Resume and LinkedIn office hours

Personal Development & Leadership

A variety of programs and workshops are implemented to help in your personal and leadership development. These include:

- Campus Sexual Assault and Relationship Violence Prevention Programming
- Alcohol and drug seminars (in conjunction with the MSU Athletic Council policy)
- Financial literacy
- Health and wellness education
- Counseling
- Social networking
Athletic Director’s Leadership Group

Student-Athlete Advisory Committee (SAAC) – Two representatives are chosen from each team to serve on this committee that is a direct link to the athletic administration. The group meets twice a month to bring to the table concerns of student-athletes.

Community Service and Outreach/PACT Program
(Putting Athletes and Community Together)

The Community Outreach program allows you to gain valuable experience, learn new skills, and develop a sense of involvement that will stay with you throughout your life. Numerous outreach opportunities are arranged by the Student-Athlete Development Program including:

- Student-Athlete Food Drive
- March is Reading Month – read to elementary age students
- Teams for Toys – each team adopts a family, raises money and purchases, wraps and delivers gifts
- Random Acts of Kindness Week
- Shoot for a Cure – charity events to raise money to fight children’s cancer
- Requested Outreach – various requests throughout the year such as DARE graduations, assembly speakers, celebrity readers, etc.

In addition, SASS provides a number of additional services, events and opportunities including:

- NCAA/Big Ten Awards and Scholarships
- Spartan Academic Excellence Gala
- Welcome Back Picnic
- Graduation Open House

Diversity and Leadership Committee

The Diversity and Leadership Committee (DLC) provides student-athletes with leadership and diversity experiences and opportunities. The DLC is designed to allow ALL student-athletes the chance to celebrate and express diversity. Additionally, the program provides a means of support and resources to guide student-athletes on their journey towards graduation. The primary goal is to increase the level of cultural and social awareness to prepare student-athletes to succeed in a multicultural society.

Leadership opportunities are provided through the DLC. The committee brainstorms ideas for programs, events, and activities for student-athletes that align with the program’s components: Success Initiatives, Social and Diversity Awareness, and Community Outreach. During the Annual Academic Excellence Gala, a banquet held to honor high achieving student-athletes in academics, the Diversity and Leadership Award is presented to honor a student-athlete who has provided exceptional service for the DLC and is a leader among student-athletes. For more information on
the DLC, contact Elliott Daniels (Assoc. AD for Student-Athlete Engagement) at 355-8506 or see him in the 1855 building.

**Academic Awards**

**Academic All-America Teams**

Twelve programs are selected for Academic All-America Teams: Men’s Soccer, Women’s Soccer, Football, Volleyball, Men’s Basketball, Women’s Basketball, Baseball, Softball, Men’s Track and Field/Cross Country, Women’s Track and Field/Cross Country, and Men’s At-Large and Women’s At-Large. At-Large bids consist of Field Hockey, Men’s Golf, Women’s Golf, Gymnastics, Ice Hockey, Rowing, Men’s Swimming, Women’s Swimming, and Wrestling. At-Large “nominations are limited to three per school per gender” (NCAA). The criteria to be nominated are:

- Must be a starter or important reserve that has participated in at least 50% of the team’s games (pitchers must have pitched at least 10.0 innings)
- 3.30 cumulative grade point average
- Must have completed one full calendar year at current institution (includes transfers and grad students)
- Must be a sophomore athletically
- Grad school nominees must have a 3.30 cumulative GPA in both undergraduate and graduate school
- There is no limit to the number of students who may be nominated except At-Large bids

**Academic All-Conference Team (Academic All-Big Ten) Criteria:**

- Must be a letter winner
- Must be in their second year at the institution
- Must have a cumulative GPA of 3.0 or higher

**Education Abroad Programs**

**Australia - Summer Sports Program Down Under and Sports and Culture**

This description of the Summer Sports Program Down Under is taken from the Education Abroad website. “Michigan State University offers a unique educational opportunity for college students who consider themselves athletes. The program defines ‘college athlete’ as anyone who currently participates on any sanctioned university intramural sports team, any varsity student-athlete (scholarship/walk-on) or any sports enthusiast who competed in sports at the high school level. The program offers a solid rigorous academic program together with high-level sports training and an opportunity for integration with local Australian students.

Students attend classes, study, train, and compete with Australians for five weeks in Australia. The program fosters international competition and cross-cultural understanding. This program is five weeks in length and is conducted in” three different locations in Australia (Melbourne, Sydney and Cairns) all offering different cultural experiences.
For those student-athletes that cannot attend a five week program, the Sports and Culture Program is three weeks in length. You will attend class, study, train and participate in many cultural excursions along with the students in the Summer Sports Program Down Under.

All majors are welcome and a minimum GPA of 2.5 is required.

**England - Northumbria International Summer School**

Northumbria International Summer School is located in Newcastle upon Tyne, England. The 3 week program is taught by a Northumbria University professor from the Newcastle Business School.

There is no sport component included in this study abroad, however, work out facilities are provided for summer training. In addition, there is an opportunity to “try out” for a sport and return to England for graduate school and continue competing. Students who attend the 3 week summer study abroad program and then attend graduate school receive a 20% alumni discount towards postgraduate tuition fees.

For more information on any of the programs, contact Melissa Tallant (tallant@sass.msu.edu), Assistant Director.

**George Webster Memorial Scholarship**

The George Webster Memorial Scholarship was established in 2007 to help former scholarship student-athletes return to MSU to complete their degree. To date, more than 27 students have utilized the scholarship to complete their degree. George Webster was a standout football player at MSU earning three letters from 1964-66. He was a first round draft pick of the Houston Oilers and once his professional playing days were over, he returned to MSU to finish his degree. To learn more about George Webster and the scholarship named in his honor, visit [http://www.websterfund.org](http://www.websterfund.org).

### UNIVERSITY INFORMATION

**Classification of Students**

Michigan State University classifies students by the number of credits earned, as shown by the following chart:

<table>
<thead>
<tr>
<th>Credits earned</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 28</td>
<td>Freshman</td>
</tr>
<tr>
<td>28 – 55</td>
<td>Sophomore</td>
</tr>
<tr>
<td>56 – 87</td>
<td>Junior</td>
</tr>
<tr>
<td>More than 88</td>
<td>Senior</td>
</tr>
</tbody>
</table>
Repeating a Course

Undergraduate students may repeat a course if a grade of 1.5 or lower is received. Courses with a 2.0 or above, CR or Pass may not be repeated. Up to 20 credits may be repeated. When a class is repeated, the most recent grade replaces the previous attempts in credits and GPA. However, all attempts are listed on your transcript. Repeating a course affects your eligibility in different ways. See your Academic Coordinator if you are considering a repeat.

Attending Another Institution

Courses may be taken at other institutions and transferred in while enrolled at Michigan State University. Once the course is complete an official transcript must be sent to MSU in order for the class to count for graduation and eligibility. “Michigan State University students beyond sophomore standing (more than 56 credits earned) may not earn credit in two-year institutions for transfer to Michigan State” (Spartan Life Handbook). You may, however, transfer in courses from 4-year institutions.

Students should meet with their major academic advisor to make sure the class transfers. This information can also be found at http://transfer.msu.edu. All transfer courses only transfer credits, the grade will not follow you from the previous institution. “A minimum of 2.0 must be earned in each course in order for the credit to be transferred to Michigan State University” (Spartan Life Handbook).

Hold Policy

Holds can be placed on your account for a variety of reasons – financial, parking tickets, immunization records. Failure to resolve holds may result in any of the following; you do not have access to register for classes, make changes to your schedule, receive your diploma, send out transcripts and various other administrative actions. In addition, your classes may be dropped. To clear your hold, you must contact the department who has placed a hold on your account.

Registration Policies

Student-athletes have priority registration. This means that you will enroll on the first day possible of enrollment. It is highly recommended that you take advantage of this so that you may schedule the correct classes for your major as well as times that do not conflict with practice. Your major advisor can help you with your degree requirements while your SASS Academic Coordinator will help you with the actual enrollment.

At the beginning of the semester, once you have been certified to practice and/or compete, your schedule will be locked through the registrar’s office. In order to make any changes to your schedule you must meet with your Academic Coordinator. This is for your protection so that you do not accidentally make yourself ineligible by dropping or changing courses.
Changing Majors

Students under 55 credits change their major at one of the University Undergraduate Division offices. For students living in the dorms, major changes occur in one of the engagement centers listed below:

- Brody Engagement Center – Brody Hall, First Floor, Suite 160, 884-6670
- East Engagement Center – C130 Hubbard Hall, First Floor, Across from Sparty’s, 884-3501
- North Engagement Center – Union Building, Second Floor, Suite 200, 884-4050
- River Trail Engagement Center – C101 McDonel Hall, First Floor, Center Section, 884-4080
- South Engagement Center – Holden Hall, First Floor, Center Lobby, 884-6680

Office hours are 8am-5pm.

You may also change your major online at www.nssc.msu.edu.

Students over 56 credits who wish to change their major should go to the Administrative Affairs Office of the college that houses that particular major.

Immunizations

“Newly entering undergraduate students are required to complete the Student Immunization Self-Report form, whether or not they choose to follow the vaccination recommendations. The form you complete provides the University with needed information and confirms that you had the opportunity to review the current immunization recommendations from national health agencies for college students. *Failure to complete the required form will affect students’ ability to register*” (https://immunize.msu.edu). To complete the form, go to www.immunize.msu.edu.

Graduation and Commencement

All students must apply for graduation during the first week of the semester that you plan to graduate. If you plan to graduate in the summer, apply for graduation during the first week of the Spring semester. Summer graduates may participate in the Spring Commencement ceremonies. The graduation application can be found online through the registrar’s office website (www.reg.msu.edu).

Information about commencement is sent to students by the middle of the semester. Caps and gowns are available at bookstores across campus. Diplomas will be sent approximately 4 weeks after requirements have been completed and will be sent to the address that is listed as your official address with the University. All holds must be cleared before a diploma is sent.
CODE OF CONDUCT

Academic Honesty

As stated in the Spartan Life Student Handbook and Resource Guide (http://splife.studentlife.msu.edu/)
“Academic honesty is central to the educational process and acts of academic dishonesty are serious offenses within the University community. Suspension from the University could be the consequence for acts of academic dishonesty.”

“Students should be familiar with General Student Regulation 1.00 on Scholarship and Grades (see section 1.00 'Protection of Scholarship and Grades' in the Spartan Life Handbook), and with the all-University policy on Integrity of Scholarship and Grades...In addition, it is important that students clearly understand that specific expectations of their individual instructors with regard to this important matter. The process for adjudicating cases of academic dishonesty is outlined in Section 2.4 of Academic Freedom for Students at Michigan State University.” (Spartan Life Handbook)

Other sources of valuable information to students are the Office of the Ombudsman website http://www.msu.edu/unit/ombud, the Academic Programs Catalog (available online through the Ombudsman's website) and the stuSource website http://www.stuSource.msu.edu.

Academic Conduct

In accepting admission to the University, you assume the responsibility of meeting not only athletic obligations, but also those that come with being part of an academic community.
You are expected to:

▪ Acknowledge that earning an undergraduate degree is the primary goal of being a collegiate athlete.
▪ Attend all classes except when traveling to represent the University in intercollegiate competition.
▪ Be prepared for class and participate in class activities.
▪ Complete all academic assignments on time and take all course examinations.
▪ Meet with college academic advisors to seek approval for course registration and assistance with procedures related to course schedule adjustments and academic matriculation.
▪ Attend SASS Academic Coordinator meetings, structured study and tutorial sessions as scheduled.
▪ Maintain the status of full-time enrollment while giving genuine effort at obtaining an undergraduate degree within four to six years of the time you first enrolled as a full-time student in any college or university.
▪ Make satisfactory progress towards a degree as defined by your college, the Big Ten Conference and the NCAA.
▪ Maintain academic eligibility for practice and competition as defined by the University, the Big Ten Conference and the NCAA.
▪ Properly inform instructors, by the end of the first week of the fall and spring semesters, of expected class absences due to travel to official MSU intercollegiate competitions.

▪ Abide by the Michigan State rules and regulations governing student conduct paying particular attention to the code of academic integrity.

Four Types of Academic Dishonesty:
- **Plagiarism** - Using the work of another without giving proper citation of the source.
- **Cheating** - The act of breaking stated rules.
- **Facilitation** - Assisting another person in the act of academic dishonesty.
- **Falsification** - Claiming the work of another as your own and/or fabricating information.

The consequences of academic fraud and dishonesty vary and may include a failing grade on the assignment, a failing grade in the course or suspension from the University and a notation on your permanent record.

**Relationship Violence and Sexual Misconduct**

MSU’s Relationship Violence and Sexual Misconduct Policy prohibits all forms of all forms of gender discrimination including sexual harassment, sexual assault, and relationship violence committed by or against a member of the University community when the conduct occurs on campus or off-campus in the context of University employment, education or research programs or activities, including but not limited to MSU-sponsored education abroad, internships, graduate/professional programs, intercollegiate athletics or other affiliated programs; and/or the conduct occurs off-campus outside the context of a University program or activity but has continuing adverse effects on campus or in any University program or activity.

Persons who report relationship violence or sexual misconduct, or who participate in the University’s investigation and handling of such reports, shall not be subject to retaliation (including retaliatory harassment) for reporting or participating, even if the University finds that no relationship violence or sexual misconduct occurred. The University will take strong responsive action if retaliation occurs. Retaliation is defined as an adverse action or adverse treatment against an individual involved in an investigation by an individual who knew of the individual’s participation in the investigation.

All reports of alleged relationship violence or sexual misconduct are reviewed by the Office of Institutional Equity (OIE) under the direction of the Deputy Title IX Coordinator for Investigations. The University will take prompt, responsive action to support a claimant and will take steps to eliminate, prevent or address a hostile environment if it determines that one exists.

For more detailed information on the Relationship Violence and Sexual Misconduct Policy, including information on how to report incidents and available supportive services on-campus, visit www.oie.msu.edu or call the Office of Institutional Equity at (517) 393-3922.
Student-Athlete Conduct Policy

Student-athletes are high profile members of the Michigan State University (MSU) community. The Department of Intercollegiate Athletics (DIA) views students who meet the academic standards and who have the athletic ability to participate in intercollegiate competition through team membership, as talented, dedicated representatives of MSU. Student-athletes who have earned the privilege of representing MSU in intercollegiate athletics are expected to uphold high standards of personal conduct and are subject to all team rules, as well as to general University rules and regulations governing student conduct and discipline. Any student-athlete who, while a member of an MSU intercollegiate athletics team, is convicted of a felony\(^1\) will be suspended from the MSU intercollegiate athletics team of which he or she is a member and thereby precluded from participation in games and all other benefits related to team membership.\(^2\) The student-athlete may request an exception to this rule. The President, upon recommendation of the coach and after consultation with the Director of Intercollegiate Athletics and the Vice President for Finance and Operations, may grant such an exception.

A former student-athlete who has been suspended from the team may submit a written application for reinstatement to the Director of Intercollegiate Athletics. The application must include a recommendation from the team’s coach supporting reinstatement of the former student-athlete. After reviewing the recommendations of the coach and the advice of the Director of Intercollegiate Athletics and the Vice President for Finance and Operations, the President shall decide whether to grant or deny the application for reinstatement. If the President grants the application, the President shall determine when and on what terms or conditions the former student-athlete will be reinstated.

Student-Athlete Behavior Standards

Student-athletes must remember that playing and competing for Michigan State University is a privilege, not a right. As a student-athlete, you represent the University and you are expected to portray yourself, your team, and the University in a positive manner at all times. Your behavior creates an image that is a direct reflection on yourself, your team and the University. It is expected that student-athletes treat all

\(^1\) Felonies are serious crimes. They usually involve conduct that creates a significant danger to the community. In most states, the following types of crimes, among many others, are likely to be felonies: murder, arson, rape, robbery, burglary, the manufacture, sale or other distribution of illegal drugs. Major thefts (auto theft, etc.), crimes committed with weapons, serious assaults and other violent crimes, fraud, the possession of illegal drugs and sexual assaults are often felonies. Students who commit felonies but participate in programs that may result in the removal of the felony conviction from their record, will not be considered to have committed a felony for purposes of this policy unless the student-athlete violates a condition of the program and the felony is entered permanently on the student-athlete’s record.

\(^2\) These benefits include, for example, weight training and conditioning, training table meals, travel with the team, dressing for games, practice with the team, athletic academic support services and athletic medical support services. Violation of this policy and suspension from the team may also result in a non-renewal of the student-athlete’s athletics financial aid.
members of the community with respect and civility.

Social Media
The Michigan State University Department of Intercollegiate Athletics ("Athletics Department") recognizes and supports its student-athletes' rights to freedom of speech, expression and association, including the use of social networks. The Athletics Department does not monitor student-athletes' social media, administrators and coaches may conduct random checks of student-athlete social media sites or when such sites are brought to their attention. Student-athletes are expected to monitor their own sites and post only information and images that appropriately represent the University to the public. All online postings must be consistent with federal and state laws, as well as team, Athletics Department, University, and NCAA rules and policies, including the guidelines listed below.

Guidelines:

If you participate on a social networking site, you should keep the following guidance in mind:

▪ Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, comments, and posters) may be accessible even after you remove it.
▪ Use caution when adding someone or inviting someone to be a friend. Many individuals are looking to take advantage of students-athletes, to get close to student-athletes to give themselves a sense of membership or to gain information about you, your teammates or your team for the purposes of sports gambling or negative publicity.
▪ Limit information about your whereabouts or plans to minimize the potential of being stalked, assaulted or the victim of other criminal activity.
▪ Remember that what you post may affect your future. Many employers and graduate school admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posters).

Conduct Standards:

Student-athletes may not use social media sites to engage in conduct that would inappropriately represent the University to the public. Examples of inappropriate conduct include:

▪ Posting photos, videos, comments or posters showing underage drinking or personal use of alcohol or tobacco (e.g., no holding cups of alcohol, beer cans, shot glasses, etc.).
▪ Posting photos, videos, and comments that are of an obscene or sexual nature. This includes obscene gestures or links to websites of a pornographic or sexual nature.
▪ Posting pictures, videos, comments, or posters that condone drug related activity. This includes, but is not limited to, images that portray the personal use of marijuana or drug paraphernalia.
• Using inappropriate or offensive language in comments, videos, and other postings. This includes threats of violence and derogatory comments about race and/or gender.
• Making comments about team activities (e.g. practice, games or travel) or making comments about an opponent.

Recommendations:

For your own safety, please keep the following recommendations in mind as you participate in social networking websites:
• Set your security settings so that only your friends can view your profile.
• Do not post your email, home address, local address, telephone number(s) or other personal information online because it could lead to unwanted attention, stalking, identity theft, etc.
• Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to seek connections with student-athletes.
• Consider how the above behaviors can be reflected in all social media applications.

University Non-Hazing Statement of Policy

Hazing is not tolerated at Michigan State University. Any acts of hazing are prohibited, and it is a violation of Section 750.41H of the Michigan Penal Code, punishable by imprisonment, fine or both.

Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or demeans, degrades or disgraces any person regardless of location, intent or consent of participants. Hazing can also be defined as any action or situation which intentionally or unintentionally endangers a student for admission to or affiliation with any team.

For more information concerning hazing policies at Michigan State University, contact:

Intercollegiate Athletics
550 S. Harrison Road
East Lansing, MI 48823
517-355-9710

Department of Student Life
101 Student Services Building
East Lansing, MI 48824
517-355-8286

STUDENT-ATHLETES AND FINANCIAL AID POLICIES

Athletic Scholarships

The Department of Intercollegiate Athletics provides scholarships in 25 sports. The head coach of each sport determines the amount of scholarship a student-athlete receives. A full scholarship covers tuition and fees, room (double room only), board (platinum meal plan), books, and other expenses related to attendance at
MSU up to the cost of attendance. Partial scholarships cover a percentage of these expenses. Athletic scholarships do not cover other fees such as parking tickets, missed tutorials, bus passes, etc. Scholarships are reviewed and renewed annually based upon Department of Intercollegiate Athletics, MSU, Big Ten, and NCAA policies.

Athletic scholarships awarded to international student-athletes are subject to withholding of U.S. Federal income tax (state and federal tax). Tuition, fees and books are not subject to the tax; however, other items such as room, board and other expenses related to attendance at MSU up to the cost of attendance are taxable. These items are taxed approximately at 20% and will be billed to the student-athlete via their student account. These charges are the responsibility of the student-athlete. For more information regarding tax assistance available to international students, visit the Office for International Student and Scholars website at oiss.isp.msu.edu.

The DIA may choose to award you a scholarship for summer school, but the Department is not obligated to do so. Summer session policies and procedures can be found on the following pages and at www.sass.msu.edu.

Please do not hesitate to contact the Office of Compliance Services (OCS) with any questions regarding your athletics grant-in-aid. Student-athletes should contact the OCS at (517) 432-5510.

Maximum Credits Covered
An athletic scholarship will cover up to 10 degree applicable credits over the required amount to graduate.

Renewal of Athletic Scholarships
Notification of renewals, reductions, and non-renewals will be sent to athletics scholarship recipients no later than July 1 prior to the academic year in which it is to be effective.

Education Abroad
Summer school aid cannot be used for Education Abroad programs, with the exception of the Summer Sports Program Down Under and Sports and Culture in Sydney (Australia) and Northumbria International Summer School (Newcastle upon Tyne, England). These programs must be approved by the Executive Director of SASS.

Summer School Policy
The summer school policies are subject to change at any time. Please see your Academic Coordinator for the most current information.

Student-Athletes Not Competing in Their Fifth Year or on Medical Scholarship
- All student-athletes who have exhausted their eligibility and are on fifth year aid or on medical scholarship are required to work for an athletic department unit to keep their scholarship.
- Placement will be made by the Director of Student-Athlete Development.
Eligible units are: Athletic Communications, Compliance Services, Event Management, Facilities, Marketing, Student-Athlete Support Services, Spartan Fund, Sports Administration, Strength and Conditioning, Sports Medicine, and Student Coach in Respective Sport. Community Service and Outreach activities do not qualify.

Failure to participate or complete this requirement could result in the cancellation of scholarship or rebilling of scholarship.

You will be notified the summer before your fifth year of your placement.

Sixth Year Teacher Education
All athletic scholarship student-athletes who are required to complete a sixth year of student teaching can only apply their equivalency to tuition, fees, and books. Room and board are excluded.

Paying your bill
Bills are only available electronically on StuInfo. Students will need their MSU Net ID and password to access StuInfo. Students can also authorize their parents/guardians to view their bills through StuInfo.

Once a student logs in to their account, you are able to see all charges and fees, updates to your account and due dates. Student-athletes are responsible for paying all charges not covered by their athletics scholarship (e.g., missed tutorials, late fees, parking tickets, freshman book, Spartan Cash). Failure to pay your bill on time may result in a hold being placed on your student account. For students on full scholarship where no money is due, you must confirm your attendance through StuInfo.

In addition to being able to view and pay your bill on StuInfo, you will have the ability to accept and decline loans for the academic year and set up direct deposit for any refunds you may receive.

NCAA Special Assistance Fund
A special fund has been established by the NCAA to meet a student-athlete’s needs of an emergency and essential nature for which financial assistance is not available. Student-athletes must complete the Free Application for Federal Student Aid (FAFSA) (www.fafsa.ed.gov) each year in order for the Office of Financial Aid to determine whether the student-athlete is eligible for the Special Assistance Fund. Pell-eligible student-athletes (except non-qualifiers in their initial year of residence), student-athletes who have demonstrated financial need as determined by the Office of Financial Aid or an international student-athlete who has been certified by the Office of Financial Aid as having financial need are eligible to apply for these funds.

The following are permissible uses of the fund:
- Cost of clothing
To apply for the NCAA Special Assistance Fund or for additional information, please contact Holly Lawson in the OCS at 517-884-8897.

**Student-Athlete Employment**

NCAA legislation does not limit the amount of income that a student-athlete may earn from outside employment, provided:

- The student-athlete is not compensated for any added value or utility his/her employer gains because of the student-athlete’s athletic ability, fame or reputation.
- The student-athlete is compensated only for work actually performed.
- The student-athlete is compensated at a rate equal to the going rate in that locality for similar services.
- ALL employment that takes place during the academic year and summer vacation period must be reported to the OCS and documented on ACS.

**Housing**

Off-campus housing and arrangements are subject to approval by your head coach. If you wish to live in on-campus housing, you must inform your coach no later than April 15 for the following fall semester. If you wish to live in 1855 you must inform your coach no later than November 1 for the following fall semester. There is a required housing deposit that is not covered by athletic grant-in-aid.

**Parking**

All vehicles operated or parked on MSU property by MSU students must be registered with the MSU Parking Office. Student-athletes are responsible for purchasing the student permit and the special parking pass. The special parking pass will grant you access to the back lot of Jenison Field House or other department buildings. You will be reimbursed for the cost of the special parking pass. Receipts must be turned in to the OCS.

Mopeds must be parked in designated parking spaces. Parking on sidewalks and near buildings may result in your moped being towed.

All parking tickets you receive are your responsibility and can result in a hold being placed on your student account if not paid.

**OFFICE OF COMPLIANCE SERVICES**

**Ethical Conduct**

As an MSU student-athlete, you must compete with honesty and sportsmanship at all times and represent the honor and dignity of fair play. You will become ineligible if, during your time as a student-athlete, you show dishonesty in evading or violating NCAA regulations.
Unethical conduct by a prospective or currently enrolled student-athlete or a current or former staff member may include, but is not limited to:

- Refusal to furnish information relevant to an investigation of a possible violation of a NCAA regulation when requested to do so by the NCAA or MSU.
- Knowing involvement in arranging fraudulent academic credit or false transcripts for a prospective or enrolled student-athlete.
- Knowing involvement in offering or providing a prospective or enrolled student-athlete an improper inducement, extra benefit or improper financial aid.
- Knowingly furnishing or knowingly influencing others to furnish the NCAA or MSU false or misleading information concerning an individual’s involvement in or knowledge of matters relevant to a possible violation of a NCAA regulation.

**Spartan Boosters and Extra Benefits**

An extra benefit is any special arrangement by a university employee or a representative of MSU’s athletics interests (booster) to provide you (or your relatives or friends) a benefit not expressly permitted by NCAA rules. A benefit provided to you by a booster is usually not permissible if it is; a) based on your status as a student-athlete or b) a benefit not available to all MSU students generally. An acceptance of any item determined to be an extra benefit will directly affect your eligibility for intercollegiate athletics competition.

Examples of items that could be extra benefits include, but are not limited to: the use of an automobile, receipt of cash, gift certificates or gift cards, free or reduced-cost goods or services, free or reduced-cost housing, entertainment, meals, etc.

**Complimentary Admissions**

As a student-athlete you are eligible to receive a maximum of four department-paid admissions to each regular season home competition in the sport in which you participate and away competitions if you are traveling. All tickets are to be used for your friends and family only and your guests must provide proper identification to receive the tickets. It is impermissible for you and your guests to sell or exchange your department-paid admissions for money or any item of value. Your eligibility is directly affected if it is found that you have benefited from improper use of your department-paid admissions.

As a student-athlete you are eligible to receive one complimentary ticket for each MSU home game in a sport other than your own. You must request your ticket on ACS prior to the deadline established for the specific game. If you sign up for a ticket and do not use the ticket, your ticket privilege may be revoked. This ticket is for the student-athlete to be admitted into the game(s) only and cannot be used by anyone else.
Agents and Amateurism

NCAA rules prohibit student-athletes with eligibility remaining from entering into any agreement, written or verbal, to be represented by a sports agent. Such an agreement is prohibited even if it will not become effective until after eligibility is exhausted. Please note: If you enter into any kind of agreement to compete in professional athletics, either orally or in writing, you shall be ineligible for participation in any intercollegiate sport, regardless of the legal enforceability of that agreement. Further, you (or your relatives or friends) are prohibited from accepting any benefits or gifts from sports agents. Acceptance of such gifts could result in a permanent loss of eligibility.

Gambling

At MSU, a zero-tolerance policy is in place with regard to participation in gambling activities prohibited by the NCAA. A student-athlete found in violation of NCAA gambling legislation will not only be subject to the removal of all athletically related financial aid but will also be subject to a loss of eligibility.

A student-athlete who engages in any activity designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (“point shaving”) or who participates in any sports wagering activity involving MSU will permanently lose all remaining regular-season and postseason eligibility in all sports. A student-athlete who participates in any sports wagering activity through the Internet, a bookmaker or a parlay card shall be ineligible for all regular-season and postseason competition for a minimum period of one year.

NCAA legislation prohibits you from wagering on or participating in:
- Any institutional practice or any intercollegiate, amateur or professional competition in a sport in which the NCAA sponsors a national championship including football
- Emerging sports, as defined by the NCAA
- “March Madness” or Super Bowl pools
- Internet gambling on sporting events; and
- Fantasy leagues that require a fee to participate or the potential to win a prize (DraftKings, FanDuel, CBS Sports Fantasy, etc.).
- In addition, student-athletes may not exchange information about your team with anyone who is gambling.

Playing and Practice Seasons

NCAA rules set daily and weekly limits on the amount of time in which you may engage in required and countable athletically related activities. These limits are as follows:
When a team is "in-season", you may be required to participate in no more than four hours per day and twenty hours per week of countable activities, which include strength and conditioning, practice, competition, film review, and team meetings. One day per week must be free from all required and countable athletically related activities.
When a team is “out-of-season”, you may be required to participate in no more than eight hours of countable activities which include strength training and conditioning and skill instruction, with no more than two hours of skill instruction (in sports other than football). Two days per week must be free from all required and countable athletically related activities.

Big Ten Conference rules require you to receive written permission prior to competing unattached. Please check with your coach prior to participating in any unattached competition.

**Charitable, Institutional, and Promotional Activities**

As a student-athlete at MSU you may be asked to participate in a promotional activity through the Student-Athlete Development office. Sometimes you may be contacted directly by outside entities requesting your involvement in a promotional activity. It is important to note that if an outside entity contacts you directly, you must receive permission from the Office of Compliance Services and the Director of Student-Athlete Development, PRIOR to participating in the event. Failure to get permission prior to participating in the event may result in a NCAA violation.

If you are approved to participate in the promotional activity, please keep the following in mind:

- You cannot miss class to participate in an activity...no exceptions!
- You may accept actual and necessary expenses related to your participation in the promotional activity. It is **NOT permissible to accept any payment (e.g., cash, gift card) for your appearance at a promotional activity.**
- Your name, picture or appearance cannot be used to promote any commercial activity associated with the event.
- The activity must be hosted by either an educational, charitable, non-profit or institutional (MSU related) organization.
- The specific activity or project may not have any commercial co-sponsorship (e.g., American Cancer Society Relay for Life = permissible...McDonald’s presents the American Cancer Society’s Relay for Life = impermissible).
- Any monies derived from the activity must go directly to the organization sponsoring the event.

It is not permissible for you to accept any payment for or permit the use of your name or picture to advertise, recommend or promote directly the sale or use of a commercial product or service of any kind. In addition, it is not permissible to receive payment for endorsing a commercial product or service through your use of a commercial product or service. Participating in any of the prohibited activities will jeopardize your eligibility for participation in intercollegiate athletics.
Reporting Rules Violations

It is important that every MSU student-athlete understand, respect, and support the University's commitment to rules compliance. In an effort to assist you in understanding NCAA rules, all student-athletes receive monthly e-mail reminders and updates concerning NCAA rules and regulations. It is your responsibility to consult with MSU's OCS before participating in an action that could result in a rules violation. **Likewise, it is your duty to immediately report all violations and potential violations, no matter how minor they may appear to be, to the OCS.**

MSU Student-Athlete Recruitment Policy

The DIA ("Department") operates its recruiting activities in accordance with applicable NCAA and Big Ten regulations and is committed to the highest standards of conduct in the recruitment of future student-athletes at Michigan State University. MSU strives to recruit prospective student-athletes of integrity who will be successful academically and athletically during their time at MSU pursuant to NCAA Bylaw 13.7.1. This policy is designed to: a) clarify procedures and expectations relative to recruits' official visits; b) specify host, recruit, and head coach responsibilities relating to official visits; c) emphasize appropriate behavior and activities during official visits; and d) establish educational procedures in support of enhanced recruiting standards.

Prior to Official Visit

- The head coach is responsible for evaluating a recruit's character, conduct, athletic talent, and academic ability prior to and during the recruitment process, including the official visit.
- The head coach is responsible for selecting hosts who will adhere to recruiting policies and procedures and who will avoid inappropriate behaviors, activities, and events during an official visit. Only currently enrolled student-athletes can serve as hosts during an official visit.
- If a head coach learns of information that raises questions about a recruit's character or past conduct, particularly alleged illegal or unethical conduct, the head coach should consult the Athletics Director about it, in a timely manner, so that they can decide whether to continue recruitment.

Official Visit Procedures

- When the recruit arrives on an official visit, the head coach will give this policy to the recruit and explain the behavior, attitude, and activities that are considered appropriate during an official visit.
- The head coach will instruct hosts and recruits about appropriate and inappropriate behaviors and activities during an official visit. Participation in any unethical or
illegal activity is strictly prohibited. While it is impractical to make an exhaustive list of such activities, the following are examples of prohibited activities:

- visiting an adult entertainment establishment;
- providing or consuming alcoholic beverages;
- engaging or using an escort, escort service or similar service;
- providing "adult entertainment" like exotic dancers;
- providing or consuming prescription drugs or "street" or other illegal drugs; and
- gambling or gambling related activities.

- Entertainment of a prospective student-athlete while on an official visit is limited to a 30-mile radius of campus and shall not include any of the prohibited activities listed above.

- The host, recruit, and head coach are each required to sign the MSU Recruiting Policy Disclosure Statement and Agreement. The host must do so prior to the start of the official visit or receiving host money, whichever comes first. The completed form must be filed with the OCS before the end of the official visit.

- The head coach or Athletics Director may terminate an official visit at any time for any reason.

### Official Visit Activities

- The head coach is responsible for planning recruit activities during an official visit.
- Host, recruit, and head coach must be mindful of the Big Ten Conference recommended curfew of 1 a.m. each night during an official visit.
- Coaches must inform and remind hosts that providing or consuming alcohol or drugs is strictly prohibited during an official visit regardless of the age of the recruit.

### Oversight and Enforcement

Violations of this policy by a student-athlete and/or coach will result in a meeting with the sport supervisor and the Athletics Director to review the facts surrounding the alleged incident. The University will take the appropriate corrective action.

Violations of this policy will be summarized by the OCS and sent to the conference office on an annual basis. A violation summary report will be provided to the President, Faculty Athletic Representative, Athletics Director, and the MSU Athletics Council as part of an annual OCS report.
Transfer - Permission to Contact Policy

Per NCAA Bylaw 13.1.1.3, student-athletes may not contact another NCAA or NAIA four-year institution, directly or indirectly, without first obtaining written permission to contact from MSU. In the event a student-athlete wishes to transfer to another Division I institution, the following policies and procedures will apply:

- The student-athlete is required to notify the Office of Compliance Services of their intent to transfer.
- The student-athlete should provide the Office of Compliance Services with a list of the institutions he/she is interested in transferring to.
- The Office of Compliance Services will follow-up with the head coach to determine whether the coach grants the student-athlete’s request.
- If the student-athlete’s request is granted the Office of Compliance Services will send permission to contact to the identified institutions.
- If the student-athlete’s request is denied the student-athlete will be notified.

Please note that the head coach can grant permission to contact to all institutions or the coach can approve some institutions and/or conferences and deny other institutions and/or conferences. If the institution denies a student-athlete’s request, the institution is required to inform the student-athlete in writing that he/she, upon request, shall be provided a hearing conducted by an institutional entity or committee outside the athletics department. The institution is required to conduct the hearing and provide written results of the hearing to the student-athlete within 15 business days of receipt of the student-athlete’s written request for a hearing. The student-athlete shall be provided the opportunity to actively participate 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.

The availability of services provided to a student-athlete who requests permission to contact or indicates his/her intention to transfer will be determined on a case-by-case basis.

Effective October 15, 2018, the “permission to contact” legislation will be replaced with a “notification of transfer” model. Student-athletes may not make contact with another NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining authorization through the notification of transfer process. A student-athlete may initiate the notification of transfer process by providing the Office of Compliance Services with a written notification of transfer at any time. The Office of Compliance Services will enter the student-athlete’s information into the national transfer database within two business days of receipt of written notification of transfer from the student-athlete. MSU will provide the student-athlete with a copy of the policy related to the implications of the student-athlete’s written notification of transfer.
which will include a description of services and benefits that will or will not be provided to the student-athlete including any impact to the student-athlete’s athletics aid for subsequent terms.

Remember: Always Ask Before You Act!

Office of Compliance Services
550 S. Harrison Road
East Lansing, MI 48823
Phone: (517) 432-5510
Fax: (517) 432-5643
Twitter and Instagram: @ComplianceMSU

PERFORMANCE, FACILITIES AND MEDIA

Strength and Conditioning

MSU facilities are provided with the staff and the equipment necessary to give you the opportunity to compete at the highest possible level. Safety is our number one priority in these facilities. The following policies reflect these concerns.

Strength training policies - Training in all Spartan weight rooms is a privilege, not a right. Failure to observe the rules may result in suspension or termination of weight room privileges at the discretion of the staff. Please refer to your strength and conditioning coach for more information.

Sports Medicine/Athletic Training

Chaperones - MSU Health Team is committed to providing a safe place for patients to receive care. Patients are entitled to have a chaperone (informal or formal) present for any consultation, examination, treatment, or procedure where the patient considers it necessary. All providers are entitled to have a formal chaperone present at their discretion. Chaperones may be formal or informal, as identified in the Process. Formal chaperones are required for sensitive exams, treatments or procedures.

Physical examinations/clearances - All new students must have a physical examination by an MSU Team Physician before any athletic participation. Physical examinations will be done at the direction of the athletic training staff. Student-athletes requiring diagnostic testing, such as x-rays, laboratory testing, etc., for the purposes of determining medical fitness, may be responsible for the billing of those services. No equipment or lockers will be assigned until you complete all requirements of the physical examination. Returning MSU student-athletes will complete a “Returning Health Questionnaire” and will indicate any new or ongoing problems that may require physician intervention or clearance.

Sickle Cell Testing - The NCAA has recommended that all athletes be tested for Sickle Cell or sign a waiver for testing of Sickle Cell. Sickle Cell is a genetic change in the blood’s hemoglobin that may cause a serious
medical condition of rhabdomyolysis or death. No student-athletes will be cleared for participation until either they have been tested with known results, provide known results of Sickle Cell Testing from birth, or sign a waiver for testing of Sickles Cell.

Medical Insurance - As permitted by NCAA regulations, MSU provides secondary medical coverage for all injuries or illnesses sustained as a result of Department of Intercollegiate Athletics (DIA) directed practices, competitions, conditioning sessions and team travel. Coordination of benefits will utilize the parent's or student-athlete's own health insurance as the primary payment. The DIA may not pay for treatment that has not received pre-authorization from the athletic training staff. Your insurance information must be on file with the DIA prior to your participation in any practice or competition. The DIA may provide coverage for some diagnostic procedures to determine the safety of participation but may not pay for treatment of non-athletic injuries or illnesses. MSU and the NCAA does provide catastrophic coverage for all student-athletic injuries related to DIA participation.

Medical responsibility to student-athlete upon end of athletic participation - At the end of your participation in intercollegiate athletics at MSU, if you have any continuing athletics-related medical problem, you will receive care only authorized by the MSU athletic training staff. If you are injured and transfer to another school and participate in athletics or if you begin a professional athletic career, MSU will, at the time of such participation, be released from any financial responsibility for prior athletic-related injuries or illness to you.

Reporting of injuries and illnesses - All illnesses and injuries (including dental injuries) resulting from athletic participation, which includes Department of Intercollegiate Athletics directed practices, competitions, conditioning sessions and team travel, must be reported as soon as possible to the athletic training staff. All concussions should be reported immediately. In addition, all medications, especially those for ADHD and ADD, need to be reported to your athletic trainer. Non-athletic injuries and illness should also be reported to the athletic training staff, since the injury or illness may affect future treatment(s) for athletic injuries and/or your ability to participate.

Emergency room/urgent care facility use - In cases of life threatening illness or injury, you should not hesitate to dial 911 or proceed directly to the hospital. In case of non-life threatening illness or injury, you should contact the athletic training staff who may then refer you to an area hospital. If the athletic training staff cannot be contacted, you may proceed to the hospital and inform the staff athletic trainer as soon as possible thereafter. If an acute care situation develops out of an athletic competition while an MSU varsity team is on the road, the athletic trainer should provide medical insurance information and a "Pre-authorization for Medical Services" form to the medical care facility. If your condition is not related to athletic participation, the staff athletic trainer will inform you that coverage is your responsibility and/or your own insurance carrier.

Transportation of injured student-athletes on campus - Following surgery or an injury, if you are hindered in your ability to get to class, a handicap parking permit, close proximity parking pass, handicap bus pass or
student bus pass may be ordered for you by the staff athletic trainer. All student-athletes who have their own car must first have it registered with the Department of Police and Public Safety.

**Transportation of injured student-athletes on the road** - If you are injured while on the road, the athletic trainer (or head coach in situations where there may be no athletic trainer traveling with a team) will consult with the local doctor, head athletic trainer, head coach, sport administrator and your parents (if necessary) regarding the available options for returning you to East Lansing. Should you need to travel before or after the team has returned to East Lansing, arrangements must be made to ensure that you have the level of staff attention necessary to transport you safely. Not all injuries will necessitate having a staff member or staff athletic trainer travel with you when injured.

**Referral and consultations** - Student-athletes requiring consultation from a specialist, or in need of special diagnosing studies, will be referred by the team physician to an appropriate medical provider. If you choose to go "outside" of the MSU Department of Intercollegiate Athletics medical providers without pre-authorization, you assume the full responsibility for medical costs.

**All adjunct therapies** (sports psychology, massage therapy, etc.) must be arranged through the Department of Intercollegiate Athletics Sports Medicine Staff. Adjunct therapists are not to initiate counseling or treatment without the permission of the team physician and staff athletic trainer. Therapy services for student-athletes which are determined to be medically necessary by a team physician and staff athletic trainer will be paid for by your personal insurance and/or the Department of Intercollegiate Athletics. Adjunct therapies that are requested by a coach but are not considered to be medically necessary must have the prior approval of the team physician or staff athletic trainer and must comply with NCAA rules and regulations. Such services will be paid for from the specific sport's budget.

**Release of student-athlete medical records** - The release of student-athlete medical records will only be done upon written permission from the student-athlete. The records will not be released to administrators, investigators, professional athletic teams, scouting representatives or any other non-medical personnel without the student-athlete’s written permission.

**Prescription and non-prescription drugs** - Prescription medications will be prescribed by a team physician. Team physicians will inform you of medical concerns and NCAA rules regarding the use of medication.

**Scientific studies involving student-athletes** - The athletic training staff will participate whenever possible in legitimate injury surveys and studies. To protect you from poorly designed studies and to avoid the exploitation of MSU athletes, all requests for involving student-athletes in studies must be submitted to the head team physician, the head athletic trainer and associate head athletic trainer for approval. Under no
circumstances may coaches or other staff members unilaterally agree to allow their student-athletes to participate in any type of study.

**Alcohol and Other Drug Education and Testing Program**

The overall goal of Michigan State University’s Drug and Alcohol Education and Testing Program is to promote a year-round drug free environment in the MSU athletic program. The 12-month program focuses on three concerns to ensure your health. One focus is on substances commonly believed to be “performance enhancing” drugs. The second focus is on the use of “socially used drugs.” The third focus is on the consumption of alcohol.

The MSU protocol for drug testing is designed to be fair, to achieve reliable test results and to protect your privacy rights. Test results are confidential and become a part of your medical record. Test results will not be released to anyone except in accordance with this policy or as otherwise required by law.

**Educational Component**

There are two facets to the educational program:
- Explanation of MSU’s drug education and testing program to student-athlete and others.
- Dissemination of information to student-athletes and those associated with athletic teams regarding drugs and alcohol, their use and abuse and how such use or abuse may affect the student-athlete and his/her team and teammates.

A copy of the program is available at the time of your annual team certification meeting. If you fail to submit to drug testing as provided in this policy, after initially consenting to such testing, you shall be considered to have made a decision not to participate in the program and will be immediately eliminated from all athletic activity and will result in loss of your athletic scholarship in aid.

**Counseling Component**

The purpose of the alcohol and other drug counseling component is to provide assistance, direction and resources for student-athletes who need additional support as a result of positive tests, physician referral or self-addressed needs. This component seeks to provide appropriate follow-up and rehabilitation of student-athletes testing positive while addressing their psychological, social and medical well-being.

**Drug Testing Component**

Random drug screening – The testing selection is random. A computerized system or similar mechanism may be used to ensure that all student-athletes are equally eligible for testing. For those sports in which a given substance is more likely to be abused, a participating student-athlete will be more likely to be tested. Regardless of test results, random drug test results will be conducted on an unannounced basis throughout the calendar year.
Drug testing based on reasonable suspicion – Reasonable suspicion is defined as one founded on specific objective facts, which, if taken with rational inferences drawn from those facts and taken as a whole strongly suggest that drug and alcohol testing may produce evidence of unwanted use. The evidence supporting the suspicion must be reasonably reliable, documented and clearly outlined.

The team physician will notify you of a positive result. The team physician will notify the athletic director, head coach, intervention counselor and athletic trainer of your positive test result. You will be given an opportunity to rebut or explain the results prior to imposition of any sanction or required treatment or counseling program.

Appeals

You may appeal any sanction as the result of a positive drug test result. A student-athlete desiring to appeal must file a written notice of appeal with the head team physician or designee, within two days of notification of a positive test result.

Smoke and Tobacco-Free Policy

Michigan State University (the “University”) is committed to eliminating harmful exposure to smoke, tobacco, and environmental tobacco byproducts and adopts the following smoke and tobacco-free policy.

- No person shall (a) smoke, or (b) otherwise use any product derived from or containing tobacco, on any property governed by the Board of Trustees of Michigan State University. Ordinance 29.01.
- Products derived from or containing tobacco may not be sold on any property governed by the Board. Ordinance 29.02.
- No person shall (a) smoke, or (b) otherwise use any product derived from or containing tobacco, in any vehicle owned or leased by the University.
- Notwithstanding the foregoing, all FDA-approved nicotine replacement therapy products are permitted when used for the purpose of cessation. Other exceptions to this policy may be authorized by the Secretary of the Board pursuant to guidelines issued by the Secretary of the Board. Ordinance 29.04.

Alcohol Policy

All students attending Michigan State University are responsible for abiding by the State of Michigan civil and criminal laws regarding alcohol possession and use. The laws of the State of Michigan set the minimum age of 21 for the purchase and consumption of alcoholic beverages. Those who are of the minimum age or older are prohibited from selling or providing alcoholic beverages to those who are under 21.
The Department of Intercollegiate Athletics does not condone the illegal or irresponsible use of alcohol under any circumstances. If you are legally of age to consume alcoholic beverages, you are expected to do so responsibly understanding the risks associated with alcohol use and abuse.

Should you be suspected of consuming alcohol prior to a practice or competition, a breathalyzer test will be performed. If the test is positive, .02 or greater, you will be immediately withheld from practice or competition and referred to the team physician and substance abuse counselor for assessment.

The athletic training staff is here to assist you with alcohol related problems, to specify treatment for any student-athlete experiencing alcohol related problems and to provide a uniform policy for all student-athletes.

If you have a Minor in Possession or alcohol related incident, you must report it to the Head Athletic Trainer.

**Concussion Policy**

In accordance to the Big Ten concussion management policy, Michigan State University acknowledges the importance of a comprehensive and carefully measured approach to treating concussions. Each concussion is recognized as a unique injury and individual concussion management, consideration of each student-athlete’s complete medical history and close physician involvement will be utilized.

**Concussion Policy Management Guidelines**

MSU student-athletes will undergo baseline neurocognitive testing using instruments and protocols approved by the head athletic trainer and the Director of Sports Medicine and Performance. Current testing includes the computerized IMPACT testing system and balance testing. Updated testing may be completed every 2 years following the initial baseline test.

Prior to each academic year, all student-athletes, coaches, appropriate additional staff, staff athletic trainers and team physicians will be presented information on appropriate reporting of head injuries to medical personnel. As part of this education process, each participant will complete the education forms provided by the Big Ten conference.

In the event of a head injury, the designated student-athlete shall be held from participation until appropriate medical personnel have been consulted.

Any student-athlete suspected of incurring a concussion will be immediately evaluated by medical personnel. This evaluation will be completed using an approved standardized tool (for example, SCAT 2 or 3). The results
of the initial and any subsequent evaluation will be entered into the student-athlete’s permanent medical record.

Any student-athlete suspected of incurring a concussion will not be allowed to return to play that day and must be evaluated by:

- The team physician for that sport (or designee)
- A staff athletic trainer or
- The on-site athletic trainer in consultation with the team physician or staff athletic trainer

Any student-athlete held from play will be subsequently evaluated using available clinical tools along with IMPACT and balance testing until resolution of the injury. Return to practice and play will be governed by current recommendations from the NCAA/Big Ten and the 4th International Conference on Concussion in Sport. These include:

- Restriction of activity until symptoms resolve
- Return to activity when asymptomatic following the graduated return to play criteria set forth in the 4th International Conference on Concussion in Sport
- No return to play will occur until asymptomatic with exertion

Activity restriction for a student-athlete diagnosed with a concussion will include involvement of the Student Athlete Academic Support Services personnel where appropriate. Additional academic support to complement athletic restrictions will be included on a case by case basis.

Any student-athlete diagnosed with a concussion will be supplied with written instructions of neurological care for immediate follow-up of the injury. Wherever possible, the athlete will be discharged under the observation of a companion.

All Big Ten and NCAA directed mandates will be followed per recommendations by each.

**Sports Nutrition**

Spartans Fuel is Michigan State University’s newest addition to the athletic department. Geared towards providing the latest in research-based performance nutrition services, Spartans Fuel is on site to help you train, compete, and recover optimally.

Members of Spartans Fuel are available to help provide care and attention to help fuel your game, aid in recovery at the fueling station and on the field, and to help you practice proper nutrition for competition as well as for your life beyond sport.

Services include:

- Supplementation questions and research
  - All Supplements you wish to take must be cleared with the sports dietitian, head athletic trainer, or Dr. Jeff Kovan even if you have already been taking it prior to entering Michigan State University.
- Hydration and cramping
What to eat and when (nutrient timing)
How to eat properly daily, even as a busy college athlete
Grocery shopping tours
Pre-workout and pre-game nutrition
Post-workout recovery nutrition
Nutrition for optimal body composition
Medical nutrition therapy for conditions or diseases such as diabetes or celiac

To schedule a nutrition appointment with the sports performance dietitian/nutritionist, please contact your athletic trainer. The athletic trainer will have each student-athlete fill out a nutrition assessment form and the dietitian or nutrition staffer will contact you to schedule an appointment. Please be on time for all appointments.

For more sports nutrition information and helpful tips, be sure to follow us on social media:

Facebook: fb.me/SpartansFuel
Instagram: Spartans_Fuel
Twitter: @SpartansFuel

Eat Well. Train Hard. Win.
Spartans Fuel

Rob Masterson, RD, CSSD, CNSC
Michigan State University Sports Performance Dietitian
517-432-8061
master41@ath.msu.edu

Equipment Room

The athletic equipment staff is made up of the equipment coordinator, several full-time assistants and a number of student managers assigned to specific sports as needed. The staff is responsible for the needs of approximately 750 student-athletes. Athletic equipment staff is available in equipment rooms in the following locations: Duffy Daugherty Building, Jenison Field House, Breslin Center and Munn Ice Arena. Contacts are listed below.

Duffy Daugherty
Dylan Marinez  marinez4@ath.msu.edu  353-1616
Juan Moreno  jmoreno@ath.msu.edu  353-1616

Munn Ice Arena
Tom Magee  mageet@ath.msu.edu  353-6663

Jenison Field and Breslin Center
Malinda Hudkin  hudkins@ath.msu.edu  353-1626 (Jenison)
432-1399 (Breslin)
Dave Pruder  pruder@ath.msu.edu  432-8123 (Jenison)
432-1399 (Breslin)
Athletic Facilities

The Athletic Department operates the following facilities, which are utilized by athletic teams at Michigan State:

**Clara Bell Smith Center** - Academic Center which contains: auditorium, computer labs, tutorial rooms, staff offices, writing center, disability resource center, career center, and a multitude of help rooms and medium size work rooms.

**Skandalaris Football Center** - Houses football offices, training room, weight room, several small classrooms and an indoor, artificial turf practice facility.

**1855 Place** – Opened in the Fall of 2017, the 1st floor of 1855 Place houses the ticket office. The 2nd and 3rd floors are occupied by Residence Education and Housing Services. Athletic department offices including: the athletic director's office, business office, sport administrators' offices, facilities administrator’s office, ombudsman office, human resources, compliance, sports communication. and the Spartan Fund are located on the 4th floor.

**Jenison Field House** - Houses an indoor pool, indoor track, the field house/arena, a conference room, classrooms, a weight room, an equipment room, locker rooms, and coaches offices (field hockey, baseball, softball, track and field and cross country, volleyball, rowing, soccer and gymnastics).

**Old College Field** - home to the soccer field, softball stadium, baseball stadium, and the Gibson Center.

- **DeMartin Soccer Complex** – home for both men's and women's soccer and has 2,500 seating capacity
- **Gibson Center** - indoor hitting and pitching facility for baseball and softball
- **McLane Stadium (Kob’s Field)**- baseball stadium with 2500 seating capacity
- **Secchia Softball Stadium at Old College Field** – softball stadium with 1100 seating capacity

**Jack Breslin Student Events Center** - Houses a weight room, locker rooms, auxiliary gyms, an equipment room, marketing and promotions, and the event management office. The Breslin Center is run independently of the athletic department and is rented for athletic purposes. It contains facility offices and a box office for Breslin events only.

**Berkowitz Basketball Complex** – Houses the basketball offices.

**Munn Ice Arena** - Home to the Spartan Hockey Program, Munn is operated jointly with Intramural Sports. Munn also has a weight room and coaches offices.

**Spartan Stadium** – Spartan Stadium is home to the original Sparty statue and contains offices for University Development, MSU Foundation and MSU Alumni Association. It also houses the jobs program office, summer camps office, press and media areas, luxury suites, club seats, and recruiting rooms.

**MSU Tennis Facility** - Located on Mt. Hope Road, the tennis facility is operated independently of the athletic department and is home to the tennis offices and indoor courts. The facility is open to students and staff.

**IM West Building** - Home of the wrestling and swimming and diving offices, the IM West is operated by Intramural Sports and is open to all students and staff.
Ralph Young Track - Located just west of Spartan Stadium, the Ralph Young Track serves as the outdoor facility for the track and field programs and field hockey program.

The Lasch Family Golf Center – An 18,000 square foot building located on Harrison Road, includes an indoor practice area, student-athlete lounge, men’s and women’s golf locker rooms, coaches’ offices, video room, and nutrition and hydration stations.

Forest Akers Golf Course - Operated independently of the athletic department, the golf course is the site of home men's and women's golf tournaments and cross country meets.


Athletic Communications

The Athletic Communications Office at Michigan State University exists to not only promote the accomplishments of its teams, coaches, athletes and administrative staff, but also to act as a liaison between those internal constituencies and the local, regional and national media. Please remember that our staff is at all times looking out for the best interests of the team, and also the best interests of the athletic department and Michigan State University.

It is our job to help you look good - but cooperation must exist for us to operate at our highest level. If we email or call you about an interview request, please respond to the member of our staff ASAP - we can be the ones to get you out of the interview, but you not responding or blowing it off not only makes you look bad but is a black mark on the entire program. If you are uncomfortable in interviews or want some guidance on how to best present your thoughts and ideas in interview situations, come to one of us - we're here to help you!

All interviews with coaches and players for all 25 varsity sports programs are recommended to be set up through the Athletic Communications office - this is to protect you. We will not under any circumstances provide your contact information (email, phone number) to any media outlet. We will often ask you to call a reporter back and will try to arrange it so that phone call can be made from one of our cell phones either before or after practice. Please do not take or make calls to reporters from your cell phone - once they have your number, they will have it forever, and reporters on deadline sometimes get desperate for quotes at the last minute.

Many of you have relationships with media in your hometown. If they contact you directly, please do not grant them interviews without having them go through our office. We facilitate those interviews so that you don’t ever have to be “the bad guy” - and it’s also helpful to us to know what’s out there regarding our programs. We track national and local coverage, both print and electronic.

Finally, we are here to promote the program, as well as you as a student-athlete. We are interested not only in your athletics successes, but also any good “human interest” angles that will help showcase Michigan State and its varsity athletics program in a positive or unique light.
Below are some helpful hints as you navigate the media obligations of the team for the coming year. Having a positive image in our local media helps send that positive image to a national level - and will help us succeed in having the type of season everyone in the program is hoping for. Don’t hesitate to contact us if you have questions!

**Appearance**
Appearance can say more than words, so always try to look neat and clean for interviews, especially for TV interviews. Much of the impression you make in TV interviews results from your personal style and your body language. This includes your appearance, facial expressions, and your posture.
- A smile makes people feel good and makes them like you
- Stand or sit up straight
- Always dress as a representative of Michigan State
- Please try to avoid hats or sunglasses

**Punctuality**
Always be on time for an interview!
- Be respectful of the reporter’s time
- Do not “stiff” the media. If you agree to do an interview, be there
- If you’re late, you will get the interview off on the wrong foot

**Availability**
Don’t hide from the media
- You can’t make the media disappear. Take a positive approach. Learn how to deal with the media and reap the benefits. The more cooperative you are with the media, the better chance the media will present positive stories about you. The media has a job to do and we need to help them do it. Positive media relations are important.
- Win or lose, be available
  - You will make a better statement to the media and fans when you speak after a tough loss than you will after a win.
  - When you win, be humble. Arrogance is a turnoff to fans.
  - We both win and lose as a team. When we win, help spread the praise to teammates. When we lose, do not criticize others, particularly your teammates and coaches – and NEVER comment on officiating. Defer to the positive. Fans easily forgive mistakes made on the field, but they do not easily forgive a bad attitude.

**Cooperation**
- View your obligation to cooperate with the media as an opportunity to promote yourself as well as your team. Use the media to develop a positive image. Think of every media interview as a potential job interview in your professional career, whether or not you will be a professional athlete.
When doing interviews always remember to take your time, think about your answer before you speak. Nearly every interview we do is taped or recorded. There is plenty of time for media to edit your answers. Take your time while formulating your thoughts before answering.

### CAMPUS RESOURCE PHONE NUMBERS

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<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Alliance of LBGTQ+ Students</td>
<td>441B Union Bldg</td>
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<td>372-6666</td>
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### ATHLETIC DEPARTMENT PHONE NUMBERS

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<td><strong>SPORT ADMINISTRATORS</strong></td>
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<tr>
<td>Bill Beekman, Interim Director of Intercollegiate Athletics</td>
<td><strong>Bill Beekman, Interim Director of Intercollegiate Athletics</strong></td>
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<tr>
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<td>Greg Ianni, Deputy AD/Facilities and Sports Management</td>
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Jim Pignataro, Executive Associate AD/Student-Athlete Services
Baseball, Ice Hockey, Volleyball
355-2204
Chuck Sleeper, Executive Associate AD/Development
Wrestling
432-4611
Jennifer Smith, Senior Associate AD/Senior Women’s Administrator/Compliance Services
W Basketball, Field Hockey, Gymnastics, Softball
432-2606

The policies, regulations, and procedures in the 2018-19 Student-Athlete Handbook are subject to change and will be communicated to student-athletes at the time of implementation.