

San José State University Student-Athlete Handbook



This Student-Athlete Handbook is published by the SJSU Department of Intercollegiate Athletics (DIA). All efforts have been made to ensure accuracy; however, SJSU, affiliated conferences and the National Collegiate Athletic Association (NCAA), reserve the right to amend policies as they deem appropriate. All information found in this Handbook is subject to change (Revised Summer/Fall 2021).

In receipt of the Student-Athlete Handbook, I understand and accept my obligations and responsibilities as a student-athlete at San José State University (SJSU). I also understand that my Head Coach, Sport Administrator, and/or any other Athletics Department staff are available to answer questions.

In receipt of this Student-Athlete Handbook, I also understand that I am required to know and follow the standards contained in the SJSU DIA Student-Athlete Code of Conduct. I understand the possible individual and team sanctions, which could be imposed due to a violation of any of the policies included. I understand this Code of Conduct will be posted on the SJSU athletics website (www.sjsuspartans.com) for future reference. If I have further questions regarding this Code of Conduct, I can consult with my coach or with a DIA administrator.

SPARTAN PRIDE

San José State University is the first public University in the West. SJSU is recognized nationally and internationally as a tremendous academic and athletics institution. This recognition is due to the accomplishments of its student-athletes. Through the years, San José State has had incredible success in competition with:

- 10 NCAA Division I team championships
- 52 NCAA individual championships
- 70 Olympians
- 300+ professional athletes

SJSU takes pride in its intercollegiate athletics program as well as in its superb student-athletes.

BUILDING ONE SPARTAN NATION

One Spartan Nation is the unified fundraising, ticket sales, and sponsorship platform that provides financial resources to support you. The primary purpose of One Spartan Nation is to offset the nearly \$7.2 million annual cost for student-athlete scholarships through annual giving in the Spartan Athletics Scholarship Fund. Our team actively calls, visits, and communicates with the community to garner their support through ticket sales, funding your scholarships, and sponsoring the Department.

One Spartan Nation members consist of alumni and friends of San José State, as well as former student-athletes that fund scholarships, operational support, facilities, coaching/staff support, and legacy giving.

Members invest in you. We ask you to please sincerely thank fans and members whenever the opportunity arises. Each year, you will be given the opportunity to participate in a “Thank-a-thon” where you will call and write letters to thank One Spartan Nation members who are investing in you. If you are named as an endowment recipient, you will be asked to properly thank the respective donor and/or their family (with the assistance of a member of the One Spartan Nation team). As you take these opportunities to connect with members seriously, it could lead to relationships that could positively impact your life and career after sports. in your life.

ATHLETICS FACILITY PROJECTS

Through the support of One Spartan Nation members and campus partners, SJSU Athletics facilities are transforming to provide a first-class experience for you. Recently completed or soon to be completed projects include:

- Spartan Golf Complex.
- Soccer pitch,
- Tennis courts,
- Softball field,
- Softball/tennis club house,
- Beach volleyball courts,
- CEFCU Stadium video board,
- Gymnastics practice facility pit,
- Baseball practice field,
- YUH Academic Success Center and
- South Campus Parking garage

Capital projects that are in process or in the planning phases include:

- Spartan Athletics Center (the largest capital project in SJSU Athletics history),
- Weight room (on main campus)
- Grandstands at the soccer complex
- Grandstands for the softball field

THE CHARGE - VISION STATEMENT

San José State Athletics will provide a cutting-edge experience for student-athletes and promote an environment that builds champions in the classroom, in competition, and in the community.

THE CHARGE OF THE SPARTANS

We uphold University values for excellence by:

- Establishing San José State University, Spartans Athletics, and the city of San José as the first-choice destination.
- Accelerating a transformative environment that encourages personal and professional growth, and the pursuit of knowledge, while advancing University and Athletics goals and objectives.
- Being innovative in consistently seeking once unimaginable accomplishments by utilizing a forward-thinking mindset and strategically building meaningful relationships with University students, faculty, staff, alumni, sponsors, donors and friends.
- Emanating positivity and giving maximum effort in growing the SJSU brand, its student-focused traditions, and unifying all constituents.
- Focusing on the foundational principles of fiscal responsibility and efficiency, health and welfare considerations, gender equity, social and racial justice, diversity and inclusion, collaboration, and good sporting conduct by all coaches, administrative staff and student-athletes.

MOUNTAIN WEST SPORTSMANSHIP STATEMENT

The Mountain West Student-Athlete Advisory Committee (SAAC) believes the most important aspects of sport are good ethics and positive sportsmanship. The Conference has undertaken initiatives to enhance this philosophy. We need your commitment to make this effort a success. The SAAC believes that, in order for an institution to convey a message of good ethics and positive sportsmanship, it must have the involvement and the participation of those individuals most involved in athletics on campus. While this includes, but is not limited to, the President, athletics administrators, coaches and fans, the most important individuals are our student-athletes. It is our behavior, more than any other that can shape the perception of our teams and institutions by the public, the media and our opponents.

Good ethics and positive sportsmanship are philosophies that must be displayed both on and off the playing field. Good sportsmanship on the field enhances the student-athlete image off the field. Not only should student-athletes be good citizens, they should show a general concern for others. We must take a leadership role to compete at the highest levels, always striving for victory, but doing so with grace, class, dignity and respect.

Please join us in supporting the Conference's Sportsmanship Initiative. Such an initiative will help make the Mountain West one of the premier athletic conferences in the country. Best of luck with the coming season and we look forward to crossing paths with you in and on the courses, fields, courts, pools and tracks.

SAN JOSE STATE UNIVERSITY ATHLETICS DEPARTMENT STUDENT-ATHLETES CODE OF CONDUCT

The Department of Intercollegiate Athletics (DIA) expects all student-athletes to conduct themselves in a way that creates a positive image of the people associated with the University, the DIA and each team. This Code of Conduct is supplemental to the University's Code of Conduct for students (www.sjsu.edu/studentconduct), housing regulations (www.housing.sjsu.edu), and other rules and regulations pertaining to student life.

STANDARDS OF CONDUCT

It is a privilege and not a right to be a student-athlete at San José State University (SJSU). On and off campus and in cyberspace communities, every student-athlete is expected to conduct himself or herself in a manner that exhibits honor and respect to the team, Department, University and surrounding community for the duration of his or her tenure as a student-athlete. SJSU student-athletes are expected to conform to all federal, state and local laws as well as University regulations regarding academics, residence life, and general conduct. Campus investigations of student conduct that violates or allegedly violates public laws are independent of any criminal or civil investigations, and may take place before, after, or during criminal or civil investigations.

DEFINITIONS

- **Student-Athlete.** Once a student is granted the status of a university athlete, he or she is expected to act in accordance with this Code of Conduct until the completion of eligibility, and/or while receiving aid from the DIA although no longer eligible to participate in their sport. The time period includes semester and summer breaks, or until such a time that he/she is no longer a student-athlete at SJSU.
- **Team Function.** An athletics team function is defined as any gathering, whether on or off campus, formal or informal, where the intent or reason to gather is to conduct business or engage in any athletic or social activity related to the team's purpose, and organized, arranged or initiated by DIA staff, or team members. If any standards established by the governing authorities are violated during a team function, and there is no clear evidence that the team attempted any restraining action through its members, the team will be held responsible and disciplinary action taken.
- **Hazing.** Hazing is any act, whether physical, mental, emotional or psychological, that subjects another person, voluntarily or involuntarily, to conduct that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person. In addition, any requirements by a team member that compel another member to participate in any activity which is against University policy or law will be defined as hazing.
- **Sportsmanship.** Sportsmanship shall be defined in accordance with the standards of the DIA, affiliated conferences, and the NCAA. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents, and property. Sportsmanship also requires maintaining self-control, and refusing to be drawn into or encourage physical conflict not otherwise required by proper execution of the sport. All student-athletes are obligated to represent themselves, the team, the DIA, the University, their families, and their communities, with the highest level of sportsmanship.

PROHIBITED CONDUCT

Every student-athlete is obligated to report his/her violations of this Code of Conduct to his or her Head Coach, Sport Supervisor, or to the Director of Athletics (AD) within 24 hours of such violation. This obligation is in effect year-round, including all academic break periods.

Prohibited conduct includes:

- **Academic Dishonesty.** The DIA expects student-athletes to engage in all academic pursuits in a manner beyond reproach. Offenses against academic honesty are any acts that would have the effect of unfairly promoting or enhancing one's academic standing, including cheating, plagiarism, and knowingly permitting or assisting any person in the commission of an offense of academic dishonesty. Further, student-athletes are required to follow the San José State University Academic Integrity Policy at all times.
- **Alcohol.** Prohibited acts include (1) Possessing or consuming alcohol, (2) Operating a motor vehicle while under the influence of alcohol, (3) Misrepresenting one's age for the purpose of purchasing, possessing, or consuming alcohol, (4) Purchasing, furnishing, or serving alcohol to or for an underage person, (5) Public intoxication, and/or (6) Consumption of alcohol during team travel or at team functions.
- **Other Drugs.** Prohibited acts include (1) Possessing or using illegal substances, as defined by law, (2) Possessing or using controlled substances as defined by law, (3) Distributing, selling, or possessing (with the intent to distribute) illegal or controlled substances, as defined by law, (4) Tobacco use by student-athletes and all game personnel (e.g., coaches, trainers, managers and game officials) in all sports **is prohibited** during practice and competition.
- **Nutritional or Dietary Supplements.** Many nutritional/dietary supplements contain substances banned by the NCAA. To avoid violation of this standard, as questions arise, student-athletes should contact the team physician or athletic trainer and/or consult the NCAA list of banned drugs included in this handbook.
- **Hazing.** Hazing in connection with membership or participation in University athletics team activities is strictly prohibited. Actions which are prohibited include, **but are not limited to**, the following:
 - Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designated to humiliate, degrade or abuse them **regardless of the person's willingness to participate.**
 - Forcing, requiring or pressuring an individual to consume alcohol or any other substance.
 - Forcing, requiring or pressuring an individual to shave any part of the body (including hair on the head).
 - Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, publicly indecent, and/or contrary to genuine morals and/or beliefs (e.g., public profanity or indecent/lewd conduct or sexual gestures in public).
 - Persecuting someone because of their race, gender, religion, or any other protected status..
 - Required eating of anything an individual would refuse to eat otherwise.
 - Any activity or action that creates a risk to the health, safety or property of the University or any member of the community.
 - Forcing or requiring calisthenics (such as push-ups, sit-ups and runs).
 - Assigning or endorsing pranks such as stealing or harassment of another organization.
 - Awakenings or disturbing individuals during normal sleeping hours.
 - Expecting or pressuring individuals to participate in an activity in which the full

- membership is not willing to participate.
 - Physical abuse of any kind.
 - Forcing, encouraging or pressuring someone to wear in apparel, which is conspicuous and not within the norm of what is considered to be in good taste.
 - Engaging in public stunts and buffoonery.
 - Nudity at any time or forced reading of pornographic material.
 - Paddling, beating or otherwise permitting a member to hit other members.
 - Having substances such as eggs, mud, paint, and honey thrown at, poured on or otherwise applied to the body of a member.
 - Morally degrading/humiliating games or other activity that makes a member the object of amusement, ridicule or intimidation.
 - Subjecting a member to cruel and unusual psychological conditions.
- **Social Media.** You are prohibited from posting images that are damaging to an individual, the DIA or to SJSU's reputation. Posts which are prohibited include, **but are not limited to**, the following:
 - Offensive or foul language
 - Images that are revealing or consist of individuals in compromising positions
 - Content that includes any racial/gender discrimination of any kind
 - Displays of firearms, alcohol, or any illegal substance or paraphernalia
 - Adult content or images (sexually explicit behavior or references)
 - References or images of inappropriate behavior (e.g. drinking, smoking, committing sexual acts, displays of firearms or illegal objects like drug paraphernalia).
- **Firearms and Other Weapons Possession.** The DIA does not allow possession of firearms or any other weapon on University property at any time.
- **Harassment.** Harassment includes, but is not limited to, verbal or physical conduct by an individual based on another individual's age, ability, national origin, race, religion, sex, or sexual orientation that interferes or prevents the person from conducting his or her usual affairs, puts a person in fear for his or her safety and/or causes actual physical injury. This also includes conduct such as making threatening phone calls, sending or posting (electronically or otherwise) threatening letters, or the vandalism of a person's property.
- **Poor Sportsmanship.** Student-athletes at SJSU are held accountable to a high standard of ethical conduct in all activities affecting the athletics program, whether as a participant or as a spectator. "Unsportsmanlike" conduct, as defined by the DIA, affiliated conferences, and the NCAA will be reviewed by the AD and may result in disciplinary action.
- **Gambling and Bribery.** Student-athletes shall not knowingly (1) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, (2) Solicit a bet on any intercollegiate team, (3) Accept a bet on any team representing the institution, (4) Solicit or accept a bet on any intercollegiate competition for any item that had tangible value (e.g. cash, clothing or equipment, meals), and/or (5) Participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.
- **Unexcused Class Absences and Poor Academic Performance.** Student-athletes are required to attend class regularly and punctually, and to fulfill course load and academic performance requirements. Failure to meet such obligations may affect eligibility to participate in team sports and scholarship eligibility, as well as academic standing.
- **Failure to Meet Team Obligations.** Student-athletes must complete training requirements; arrive promptly for team practices, meetings, and departures for away games and other team

events; attend team functions; and otherwise fulfill their responsibilities as team members. Absences must be excused in advance by the Head Coach unless an unforeseeable emergency arises.

- **Unauthorized Access to University Facilities.** The use of keys by student-athletes to University facilities including buildings, offices, equipment, or desks is prohibited.

DISCIPLINARY PROCESS AND SANCTIONS

The DIA disciplinary process is independent of, and supplements, the University judicial process. Sanctions levied by the DIA may occur over and above those levied by the University. Sanctions will vary depending on the type and circumstances of violations to the University Code of Conduct and/or the DIA Student-Athlete Code of Conduct. **Possible sanctions include but are not limited to:**

- **Warning.** The issuance of a written warning and meeting with department official (s).
- **Probation.** Special status with conditions imposed for a limited time.
- **Restitution.** Payment for damaged property.
- **Temporary Suspension.** Removal of a student-athlete from all DIA activities, including athletics participation in team events, for a limited period of time.
- **Suspension.** Removal of a student-athlete from all DIA activities, including athletics participation in team events, for a specified period of no less than one season with all athletics financial aid revoked.
- **Expulsion.** Permanent removal from a team and/or DIA activities with all athletics financial aid revoked.
- **Withdrawal of Financial Aid.** Termination of athletics financial aid could be applied to probation, temporary suspension and suspension.

When the DIA becomes aware of an alleged violation of this Code of Conduct, the AD or her/his designee will take reasonable steps to verify the validity, reliability, and accuracy of the report. These steps may include interviews of students and employees, or of non-University persons having knowledge of relevant facts; examination of documents; and other steps necessary for the AD to determine the merits of the report. A meeting with the student-athlete will ordinarily occur before any discipline is imposed; however, in extenuating circumstances, the AD may suspend the student-athlete before the meeting. The DIA reports alleged violations of this Code of Conduct immediately to the University Student Conduct Administrator, who determines whether to pursue charges for violation of the University Student Code of Conduct. Investigations by the DIA and by the Student Conduct Administrator may be concurrent or separate.

Determination of responsibility will be based on a preponderance of evidence and information available. A first-time offense may be serious enough to warrant any of the possible sanctions listed above. A student-athlete's refusal to participate and cooperate in a DIA investigation of a possible violation of this Code of Conduct may itself constitute a basis for disciplinary action.

- **Violations of Team Rules.** Each student-athlete is responsible for following his/her specific team policies. These policies shall be in writing and distributed to team members at the start of each academic year or the beginning of the playing season, whichever comes first. The Head Coach, Sport Supervisor, and the AD all have the authority to impose sanctions for the violation of team policies.
- **Violation of Criminal Law.** When a student-athlete has engaged in conduct alleged to be in violation of criminal law, immediately upon receipt of notice of such possible violation, the Head Coach must report the information to the AD.

Student-athletes arrested for, or charged with, violating the criminal law, including but not limited to illegal use of drugs, illegal gambling, sexual misconduct, or violence will be placed on immediate administrative suspension from involvement in team activity pending further investigation. The administrative suspension may be lifted only upon authorization of the AD.

APPEALS

The San José State University Department of Athletics aims to protect the welfare of student-athletes and resolve complaints and/or grievances in the most equitable and appropriate manner possible with regard to all persons concerned. Student-athletes should first attempt to resolve a complaint or grievance following the Informal Grievance Procedure. However, if resolution of the issue is not possible through that process, the Formal Grievance Procedure may be used.

NOTE: If you have a complaint about a decision regarding your athletics grant-in-aid or transfer release, there are separate appeals processes outlined on the compliance website.

INFORMAL GRIEVANCE PROCEDURE

If a student-athlete has a complaint or grievance involving a team, coach, department official, or policy, he/she should first discuss and attempt to reach a resolution with the person(s) involved. All persons involved should make every attempt to bring the issue to resolution as quickly as possible. If a satisfactory resolution cannot be reached, the following actions may be taken by the student-athlete:

1. She/he may discuss the issue informally with someone whom she/he feels comfortable speaking with. This may be a coach, faculty athletics representative, academic advisor, DIA administrator or other staff members. Together, they should try to identify other approaches to resolve the issue. After this consultation, the student-athlete should make an additional attempt at resolution with the person(s) involved.
2. If resolution is not achieved, the student-athlete may then request that the resource person contact the sport supervisor to facilitate the informal resolution.
3. The Athletics Director, or his designee, may schedule a meeting with the student-athlete in a final attempt to informally resolve the issue. The Athletics Director, or their designee, may also choose to contact the person(s) about whom the issue pertains.
4. If a meeting cannot be scheduled or if the parties involved are still unable to resolve the issue to their satisfaction, the student-athlete may use the Formal Grievance Procedure.

FORMAL GRIEVANCE PROCEDURE

Student-athletes are required to utilize the Informal Grievance Procedure before taking any formal action. Should the student-athlete decide to use formal means to resolve an issue or complaint, the following actions should be taken:

1. She/he must notify the Director of Athletics of the grievance in writing. The written notification should include the complaint(s), the person(s) involved and any other pertinent information.
2. The Director of Athletic, or their designee, should conduct a preliminary interview with the student-athlete processing the complaint. The Athletics Director, or their designee, may also choose to contact the person(s) about whom the issue pertains.
3. The Athletics Director, or his designee, will conduct a formal meeting involving the student-athlete issuing the complaint, the person(s) about whom the complaint is being made and any other relevant individuals. Each individual may also be accompanied by an

adviser.

4. Within seven (7) days after the formal meeting, the Director of Athletics, or his designee, will notify the student-athlete, in writing, of the decision on the matter.

FORMAL APPEAL

In the event a student-athlete is not satisfied with the decision of the Director of Athletics, or his designee, and only if significant and substantial new facts have been discovered subsequent to the time of the initial formal meeting, she/he may follow these steps:

1. Within five (5) days after receipt of the written decision on the matter, the student-athlete should notify the Senior Associate AD for Compliance Kristan Kelly (kristan.kelly@sjsu.edu) in writing that she/he would like to appeal the decision. She/he should include in the written notification the significant and substantial new facts which were unavailable at the time of the formal meeting.
2. After receiving the request for an appeal, the Senior Associate AD for Compliance will arrange for the Athletics Board to conduct a formal meeting to hear the appeal within ten (10) days. Within five (5) days after the appeal meeting, the Athletics Board will notify the student-athlete, in writing, of the committee's decision. The decision of the Athletics Board will be final.

Title IX Regulations, Reporting, and Resources

NOTICE OF NONDISCRIMINATION

In an effort to ensure all students, faculty, and staff are aware of systemwide and SJSU policies and procedures relating to Title IX and gender equity - including sexual harassment and sexual misconduct (such as sexual assault), as well as the Discrimination, Harassment and Retaliation (DHR) policies and procedures contained in the same CSU Executive Orders 1096 and 1097 - this notification is shared with the campus community through campus messaging and also available at other SJSU sites, including course catalogs, manuals and handbooks..

This notification provides information about the available resources at SJSU and our response protocols in the event that you or someone you know experiences sexual misconduct or sexual harassment, discrimination, or harassment based on any protected status, as well as retaliation for filing a complaint or participating in the Title IX or DHR process. To learn more about SJSU's policies and procedures relating to Title IX and Gender Equity and DHR, we encourage you to visit the [Title IX](#) and [Equal Opportunity](#) websites.

For more information, view the [CSU Nondiscrimination Policy and Complaint Procedures](#).

STATEMENT OF NONDISCRIMINATION

The California State University (CSU) is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. CSU does not discriminate and does not tolerate discrimination on the basis of sex or gender, which includes gender identity (including transgender), gender expression, sexual orientation or sex stereotype in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex or gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off campus). The protection against discrimination on the basis of gender or sexual

orientation includes sexual harassment, sexual misconduct, and dating and domestic violence and stalking.

The Office of Equal Opportunity is responsible for oversight of compliance with non-discrimination, harassment and retaliation based on Age, Disability (physical and mental), Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry, Religion (or Religious Creed), and/or Veteran Status or Military Status, and other characteristics that make our community unique.

WHO TO CONTACT

Title IX and CSU policy requires SJSU to designate a Title IX Coordinator and DHR Administrator to monitor and oversee overall Title IX compliance and complaints regarding discrimination and harassment based on a protected status other than gender/sex. The Title IX Coordinator and the DHR Administrator are available to explain and discuss the university's complaint process, including the investigation process; available resources, both on and off campus; and supportive measures, which could include accommodations related to academics, housing, or physical safety.

SJSU's Title IX and Equal Opportunity offices directly support these efforts by providing expertise, responding to questions and administering the processes. Providing links to these Executive Orders is another way to ensure you know how to access the appropriate resources should you need to file a report or seek support.

SJSU TITLE IX AND EQUAL OPPORTUNITY CONTACT INFORMATION

Peter Lim, Interim Title IX and Gender Equity Officer

peter.lim@sjsu.edu

(408)-924-7289

Wendi Liss, Interim Title IX Coordinator

wendi.liss@sjsu.edu

Title IX Office

Admin Building, Room 112

(408)924-7290 (M-F, 8AM-5PM)

(669) 8770620 (after hours, voice/text)

titleix@sjsu.edu

SJSU Office of Equal Opportunity contact information:

Julie Paisant, Senior Director, DHR Administrator

equal-employment@sjsu.edu

(408) 924-2250

ADDITIONAL REPORTING OPTIONS

You have the right to file a complaint outside of the process outlined in Executive Orders 1096/1097.

- With respect to Title IX complaints, complaints may also be filed and questions addressed to: Office for Civil Rights U.S. Department of Education 50 Beale Street, Suite 7200 San Francisco, CA 94105-1813 Telephone: 415-486-5555 FAX: 415-486-5570; TDD: 800-877-8339 Email: ocr.sanfrancisco@ed.gov
- With respect to DHR complaints, you may also file a complaint with the Department of Fair Employment, 2570 North First Street, #480 San Jose, CA 95131, (408) 325-0344 and/or the Equal Employment Opportunity Commission, 96 North Third Street, #250, San Jose, California 95112, (800) 669-4000.

LINKS TO POLICIES

CSU Systemwide Sex Discrimination, Sexual Misconduct, Sexual Harassment, Dating and Domestic Violence, and Stalking Policy, please see [CSU Executive Order 1095](#). For policies and procedures regarding complaints by Employees and Third Parties, please see [CSU Executive Order 1096](#) (Revised August 14, 2020). For policies and procedures regarding complaints by students alleging Discrimination, Harassment, and Retaliation, Sexual Misconduct, Dating and Domestic Violence and Stalking, please reference [CSU Executive Order 1097](#).

TITLE IX TRAINING

San José State University requires all incoming students to complete Sexual Assault Prevention training, which are mandatory online sexual assault prevention trainings. The safety and well-being of our campus communities is a priority for SJSU. We are committed to ensuring a safe learning environment. Athletics and the Title IX Officer partner to actively address issues related to sex discrimination and sexual violence.

Title IX protects students, educators, and school employees against all forms of sex or gender discrimination, including sexual harassment, dating and domestic violence, and all forms of sexual misconduct, stalking, and retaliation. Students or staff experiencing discrimination based on sex or gender should contact their campus Title IX office.

The NCAA adopted a policy on campus sexual violence, which went into effect during the 2017-2018 school year, that requires coaches, college athletes and athletics administrators to complete education each year in sexual violence prevention. In addition to the mandatory Title IX educational requirements for students, faculty and staff, SJSU will routinely offer and deliver supplemental Title IX training for student-athletes and Athletics Department Staff tailored to the Athletics community. Athletics and The Title IX Officer are partners in ensuring that prevention of sexual violence is of the highest priority at San José State.

In addition to the SJSU Title IX and Equal Opportunity offices, the following contacts are available:

Ben Falter
Respondent Consultant

(408) 924-6303

Selena Gonzalez
Campus Survivor Advocate
Student Wellness Center, 300B
Phone: (408) 924-5021
survivoradvocate@sisu.edu

Survivor Advocate - YWCA (After 5:00 pm on weekdays and Saturday and Sunday)
375 S.3rd St., San Jose, CA (800) 572-2782

NCAA COMPLIANCE

The Compliance Office utilizes ARMS, a website service that has individualized accounts for each SJSU student-athlete. This site is used for all student-athlete forms, complimentary ticket requests, and CARA (countable athletically related activities) monitoring. Student-athletes can access their accounts by visiting the following website: <https://my.armssoftware.com/arms/login>. Student-athletes use their email as the login to ARMS (the email to use is the preferred email you have noted in your MySJSU account). You must reset your password upon logging in for the first time.

All student-athletes are responsible for abiding by NCAA rules, as well as Mountain West and other affiliate conference rules. Listed below is a summary of those NCAA rules most likely to affect a student-athlete during his/her period of eligibility. These rules are discussed in detail at team meetings conducted by the Compliance Office at the beginning and end of each academic year.

ETHICAL CONDUCT

- NCAA rules require student-athletes to act with honesty and sportsmanship at all times. Student-athletes represent not only their team but the Institution when participating in intercollegiate athletics; actions on and off the playing surface must reflect the best interest of San José State University (SJSU).
- A student-athlete's refusal to furnish information relative to potential NCAA rules violations is considered unethical conduct that carries harsh penalties, including permanent loss of eligibility.

SEASONS OF COMPETITION

- Student-athletes are eligible to participate in four seasons of intercollegiate competition, which must be completed within five calendar years beginning with the first semester/quarter of full time enrollment at ANY collegiate institution.
- Without injury or another extenuating circumstance or delineated exception within the NCAA Manual, a student-athlete uses a year of eligibility even if he/she competes for one second of one contest or in a single play the entire year. Football student-athletes may compete in up to four contests without using a season of competition.
- An extension of the five-year period of eligibility may be sought if extenuating circumstances prevent a student-athlete from participating during more than one season within the five-year period of eligibility.

OUTSIDE COMPETITION

NCAA Bylaws governing outside competition differ by sport. In general, student-athletes cannot participate on outside teams during the academic year without jeopardizing eligibility for intercollegiate competition. Student-athletes wishing to participate on an outside team **MUST** complete the **Outside Competition Form** within your ARMS account for approval by the Compliance Office prior to participating in any outside competition to ensure the participation is permissible under NCAA regulations.

- **Sports Other Than Basketball:** Student-athletes may participate in non-collegiate amateur competitions outside their sport's declared playing season during official SJSU vacation periods only. It is not permissible for student-athletes to participate on an outside team during SJSU's academic year.
- **Soccer & Women's Volleyball:** During the academic year, student-athletes may participate on non-collegiate amateur teams outside of the playing season beginning May 1 (any time prior to May 1st is a violation). It is permissible for student-athletes to participate on non-collegiate amateur teams during SJSU's summer vacation period.
- **Basketball:** Student-athletes **CANNOT** participate in any other organized basketball competition while representing SJSU in intercollegiate competition. It is permissible for basketball student-athletes to participate in NCAA-sanctioned summer leagues or events. Student-athletes wishing to participate in NCAA-sanctioned summer leagues or events must complete a Summer Basketball League Verification form within your ARMS account for approval by the Compliance Office prior to participating with the league.
- **In ALL Sports:** Participation in Olympic Games tryouts and competition and other national and international competition is permitted. Student-athletes should inform Compliance if participation in such competitions is an option.

SPORTS WAGERING

- Student-athletes are prohibited from participating in sports wagering activities or providing information to individuals associated with any type of sports wagering activities concerning

intercollegiate, amateur or professional athletics practice or competition in NCAA sponsored sports.

- Sports wagering includes placing, accepting or soliciting a wager of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; auctions in which bids are placed on teams, individuals, or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.
- Student-athletes found to have engaged in prohibited sports wagering activities risk the loss of all remaining eligibility in NCAA sponsored sports.

EXTRA BENEFITS

An extra benefit is any special arrangement by an institutional employee or a booster to provide a student-athlete or the student-athlete's relatives or friends a benefit not expressly authorized by NCAA legislation. NCAA regulations prohibit SJSU coaches, staff members and boosters from providing student-athletes with extra benefits. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's student body or their relatives or friends or to a particular segment of the student body (e.g., foreign students, minority students) determined on a basis unrelated to athletics ability. Extra benefits include, but are not limited to:

- Special discounts and credit (e.g., rent-free or reduced rate housing)
- Free or reduced cost service
- Use of telephone or credit card for personal reasons without charge
- Entertainment (e.g., free movie tickets)
- Loans of money
- Use of an automobile
- Gifts of any kind

EQUIPMENT, APPAREL & AWARDS

Student-athletes will be issued various equipment and apparel items for use while participating in intercollegiate athletics at SJSU. NCAA rules prohibit student-athletes from selling or exchanging for value any equipment or apparel items issued incidental to their athletics participation.

Student-athletes will also receive awards and/or gifts incidental to athletics participation at SJSU. NCAA rules prohibit student-athletes from selling any awards and/or gifts received incidental to their athletics participation.

EMPLOYMENT

Student-athletes may earn income from employment. A **Student-Athlete Employment Form** must be completed within your ARMS account for approval by the Compliance Office. The NCAA has outlined employment rules for student-athletes as follows:

- Compensation may only be for work actually performed; AND
- Compensation must be at a rate equal to the going rate for similar services in the locale of where you are working (i.e., San José area vs. Midwest area).

AMATEURISM

An individual loses amateur status and will no longer be eligible for intercollegiate competition in a particular sport if the individual:

- Uses his or her athletics skill for pay in any form in that sport;

- Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
- Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received, subject to exceptions for agreements signed prior to initial full-time enrollment;
- Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation, except as permitted by NCAA rules and regulations;
- Competes on any professional athletics team, even if no pay or remuneration for expenses was received;
- After initial full-time collegiate enrollment, enters into a professional draft; or
- Enters into an agreement with an agent

PROMOTIONAL ACTIVITIES

Name, Image, and Likeness (NIL) Activities:

Student-athletes may engage in NIL activities in accordance with SJSU's NIL Policy:

<https://sjsuspartans.com/sports/2021/7/23/nil-policies.aspx>

RECRUITING PROSPECTS

Generally speaking, student-athletes do not recruit prospects to attend SJSU. SJSU coaches recruit on behalf of their individual programs. Coaches cannot ask student-athletes to call, write, email or otherwise contact a prospect. However, it is permissible for current student-athletes to be involved in the recruiting process during unofficial and official visits. During official visits, current student-athletes may be asked to serve as hosts to prospects.

The role of a Student-Athlete Host is very important in the recruiting process for SJSU athletics teams. Student-athlete hosts have a responsibility to understand and abide by the rules and regulations of the NCAA, SJSU and associated Conferences as follows:

- **Eligibility:** You are a full-time enrolled student-athlete at SJSU and a designated qualifier by the NCAA Eligibility Center.
- **Host Entertainment Money:** SJSU may provide a host with a maximum of \$75 per day of the official visit to cover the actual costs of entertaining the prospect (and the prospect's parents, legal guardian or spouse), excluding the cost of meals and admission to campus athletics events. Cash may not be provided to a prospect. These funds may not be used for the purchase of any tangible items including souvenirs, T-Shirts or other SJSU mementos. It is permissible to provide the student host an additional \$40 per day for each additional prospect the host entertains. It is the responsibility of the student-athlete host to notify the coach at the conclusion of the official visit as to how and where the money was spent.
- **Entertainment:** SJSU may provide entertainment, which may not be excessive, on the official visit only to the prospect and the prospect's parents, legal guardians or spouse, and only within a thirty mile radius of campus. It is not permissible to entertain other relatives or friends of the prospect at any time at any site.
- **Complimentary Tickets:** During the official visit, a maximum of six complimentary tickets to home athletics events may be provided to the prospect. The student-athlete host also may be provided a complimentary ticket to accompany the prospect. Special seating (e.g., media or bench area, donor reserved seating, press box) is not permitted. These tickets will be issued only through a pass list at Will Call the day of the game. For unofficial visits, a maximum of three complimentary tickets to home athletics events may be provided to the prospect.

- **Meals & Lodging:** A prospect shall be provided lodging and take meals as regular students do. Local commercial facilities may be used but at a scale comparable to that of normal student life and only within a thirty (30) mile radius of our campus. The student-athlete host may receive meals when accompanying the prospect. Only one student host per prospect may be provided a complimentary meal if restaurant facilities are utilized.
- **Automobiles:** SJSU coaches, staff or boosters cannot provide an automobile for use by the prospect or the student-athlete host; the host is expected to use his/her own vehicle for entertaining the prospect. Student-athletes cannot transport the prospect or anyone accompanying the prospect more than 30 miles from the campus. You may not allow the prospect to drive your car.
- **Boosters/Media:** Prospects are not permitted to interact, on- or off-campus, with boosters of the athletics program or members of the media. If an unplanned meeting occurs, only an exchange of greeting is permissible. Further, NCAA rules prohibit student-athletes from making comments to the media regarding a prospect other than confirming the institution's recruitment of the prospect prior to the prospect's signing of a National Letter of Intent.
- **Workouts:** A prospect may engage in recreational workout activities as long as the activities are not organized or observed by members of the athletics department coaching staff, and are not designed to test the athletic ability of the prospects.
- **Standards of Conduct:** You are expected to conduct yourself in a manner that upholds the traditions and ethical standards of SJSU when acting as a student-athlete host. Do not bring discredit or harm to the University's reputation. As a student-athlete host, you must abstain from underage drinking, tobacco products, and non-therapeutic drugs. You may not provide such products to prospects and must discourage their use. SJSU explicitly condemns sexual harassment, sexual violence, or other sex offenses. Student-athlete hosts and prospects may not engage in any sexual offense. Student-athlete hosts may not arrange for sexual encounters for prospects. You may not engage in any gambling activities. You are required to report any observed offenses of the standards of conduct by student-athlete(s) to your head coach or to the Compliance Office.

TRANSFER INFORMATION

Student-athletes are permitted to transfer to other four-year institutions in accordance with the NCAA and NLI rules and regulations set forth below. Visit the Compliance Office for additional information.

NOTIFICATION OF TRANSFER

- Student-athletes interested in transferring to another NCAA or NAIA institution must first submit notification of their intent to transfer to the compliance office. A student-athlete may initiate the notification of transfer process by filling out the "Notification of Transfer" form at any time. SJSU must then enter the student-athlete's information into the national transfer database within two business days of receipt of the form.
- **Reduction or Cancellation of Aid:** A student-athlete's athletic financial aid may be reduced or canceled during the period of the award if the student-athlete provides notification of transfer; however, the student-athlete's financial aid may not be reduced or canceled until the end of the regular academic term in which written notification of transfer is received. If a student-athlete provides written notification of transfer to the institution between regular academic terms (winter break, summer break) the institution may reduce or cancel the financial aid immediately.

ONE-TIME TRANSFER EXCEPTION

One time during a student-athlete's period of eligibility he/she may use the one-time transfer exception to be immediately eligible upon transfer to another four-year institution. This exception to the general rule that requires a student-athlete who transfers to another four-year institution to serve a year in residence before competing at the second institution may be used provided all of the following conditions are met:

- The student has not transferred previously from one four-year institution unless, in the previous transfer, the student-athlete received an exception for a discontinued/non sponsored sport;
- At the time of transfer to the certifying institution, the student would have been academically eligible had he/she remained at the institution from which the student transferred, except that he or she is not required to have fulfilled the necessary percentage-of-degree requirements at the previous institution;
- The head coach of the certifying institution and the student shall certify that no athletics staff member or other representative of the institution's athletics interest communicated or made contact with the student-athlete, or any individual associated with the student (e.g., family member, scholastic or non-scholastic coach, advisor), directly or indirectly, without first obtaining authorization through the notification of transfer process
- The student must provide written notification of transfer to the institution by the following dates: (1) Fall and winter sports: May 1. (2) Spring sports: July 1.

Hearing Opportunity: If SJSU delays or denies a student-athlete's request for use of the one-time transfer exception, the student-athlete will be notified in writing by the Compliance Office of the opportunity for a hearing conducted by an institutional committee outside of the DIA. The hearing must be conducted and written results of the hearing provided to the student-athlete within 15 business days of receipt of the student-athletes written request for a hearing. The student-athlete shall be provided the opportunity to actively participate (e.g., in person, via telephone) in the hearing. If SJSU fails to conduct the hearing or provide the written results to the student-athlete within this time frame, use of the one-time transfer exception shall be granted by default and SJSU shall provide written permission to use the one-time transfer exception to the student-athlete.

NATIONAL LETTER OF INTENT (NLI) RELEASE (Applicable only if the student-athlete signed an NLI and is in his/her first year of residence at SJSU)

- If a student-athlete fails to fulfill the terms of the NLI by not attending the signing institution for one academic year, he/she is subject to the NLI Basic Penalty, which requires the student-athlete to lose one season of competition in all sports and to serve one academic year in residence at the next NLI institution before competing.
- An NLI Release request is initiated by the student-athlete at www.nationalletter.org.

COUNTABLE ATHLETICALLY RELATED ACTIVITIES (CARA)

Countable athletically related activities (CARA) include any REQUIRED activity with an athletics purpose, involving student-athletes and at the direction of, or supervised by, any member(s) of an institution's coaching staff (including Athletic Performance coaches) and must be counted within the weekly and daily limitations. Administrative activities (e.g., academic, compliance meetings) are NOT considered CARA.

In-Season: 4 hours per day, 20 hours per week, 1 day off per week required.

Out-of-Season (during the academic year):4 hours per day, 8 hours per week, 2 days off per week

required.

The daily and weekly hour limitations DO NOT apply to the following time periods:

- During preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier.
- During an institution's term-time official vacation period (e.g., Thanksgiving, spring break), as listed in the institution's official calendar and during the academic year between terms when classes are not in session.

Below are partial lists of common activities that count and do not count against daily and weekly time limits:

Countable Athletically Related Activities	Non-countable Athletically Related Activities
Practices, including required review of film (not more than four hours per day).	Compliance meetings.
Athletics meetings with a coach initiated or required by a coach (e.g., end of season individual meetings).	Meetings with the coach initiated by the student-athlete (as long as no countable activities occur).
Competition (and associated activities, regardless of their length); please note, competition always counts as three hours. Note: No countable athletically related activities may occur after the competition.	Drug/alcohol educational meetings or Beyond Sparta/Life Skills/Team bonding meetings.
Field, floor or on-court activity.	Study hall, tutoring or academic meetings.
Setting up offensive and defensive alignment.	Student-athlete advisory committee/captain's council meetings.

On-court or on-field activities called by any member of the team and confined primarily to members of that team.	Voluntary weight training not conducted by a coach or staff member.
Required weight-training and conditioning activities.	Voluntary sport-related activities (e.g., initiated by student-athlete, no attendance taken, no coach present).
Required participation in camps/clinics.	Traveling to and from competition (as long as no countable activities occur).
Visiting the competition site in the sports of cross country, golf and skiing.	Training room activities (e.g., treatment, taping), rehabilitation activities and medical examinations.
Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff.	Recruiting activities (e.g., student host).

Student-athletes will be periodically asked to confirm via ARMS the practice hours and days that are submitted to Compliance by each sport program. As part of the response in ARMS, student-athletes have the ability to confidentially inform Compliance if there are any discrepancies between the practice days/hours that are submitted from those that actually occurred. Compliance will reach out to gather further information if there is any concern with the discrepancies.

ATHLETIC SCHOLARSHIPS

AWARDING ATHLETICS SCHOLARSHIPS

Unless specifically designated as longer on the athletics grant-in-aid scholarship, awards are limited

to a single year agreement.

- An athletics grant-in-aid scholarship may be awarded to student-athletes to assist with educational expenses. A full athletics grant-in-aid consists of tuition and fees, room and board, necessary course-related books, and other expenses related to attendance. Each intercollegiate athletics team is provided with a specific number of athletics grant-in-aids in accordance with DIA budgetary restrictions and NCAA regulations. These grants are awarded by San José State University through the Financial Aid and Scholarship Office (FASO) based on the recommendation of the sport Head Coach and approval of the Director of Athletics.
- An athletics grant-in-aid scholarship may be awarded for any term during which a student-athlete is in regular attendance as an undergraduate or graduate student with eligibility remaining. Athletics aid shall neither be awarded for a period in excess of a student-athlete's five-year period of eligibility, nor for a period less than one academic year (exceptions apply for mid-year enrollees, students in the final semester of their degree program, or students who have graduated during the previous academic year). Such aid may be renewed, but renewal is not automatic and is at the DIA's discretion. The FASO will issue a notice of renewal or nonrenewal on or before July 1 prior to the academic year for which it is effective.
- Athletics aid may be reduced or cancelled at any time if a student-athlete:
 - Fails to satisfy SJSU, Conference or NCAA academic requirements;
 - Voluntarily withdraws from a sport at any time for personal reasons;
 - Renders himself/herself ineligible for intercollegiate athletics participation;
 - Fraudulently misrepresented information on an application, transcript, letter of intent, financial aid agreement, or any documentation required by the DIA necessary to participate in intercollegiate athletics;
 - Fails to be certified by the NCAA Eligibility Center;
 - Engages in serious misconduct or unethical conduct warranting substantial disciplinary action by the DIA, SJSU, NCAA or other associated conferences;
 - Violates the NCAA or DIA's Drug Policy;
 - Does not regularly attend class, did not earn a passing grade, received a failing grade, or withdraws from a course.
 - Violates any policies articulated in the Student-Athlete Handbook or within Team Rules.
- If the institution decides not to renew or decides to reduce a student-athlete's Award for the ensuing period, the institution shall inform the student-athlete via electronic mail that, upon request, he/she shall be provided a hearing before the SJSU Athletics Aid Appeals Committee. It is the student-athlete's responsibility to keep their email address updated with the University via their MySJSU account.

TUITION/FEE DEFERRALS

- Athletics aid awards for tuition will be transferred directly to the MySJSU accounts of those student-athletes receiving athletics aid that includes tuition.
- Student-athletes receiving athletics aid that includes tuition will have a fee deferral on their account each semester. The fee deferral will protect classes from being automatically dropped by the Bursar's Office. Student-athletes with a fee deferral do not need to make payments on their tuition account by the payment due date; student-athletes can wait until after their tuition scholarship transfers to their account at the beginning of each semester to pay any remaining balance on their tuition account.
- Non-resident awards are set up to provide for a maximum of 30 units of enrollment per academic year, with a default of 15 units per semester. Please be sure to communicate with

the Compliance Office immediately if your Award covers non-resident fees and you will be taking more/fewer than 15 units in a given semester.

“F”/NO CREDIT GRADES

As per the athletics grant-in-aid agreement, any student-athlete receiving an athletics aid award that includes tuition may be responsible for paying back monies received if he/she earns no credit for a class (i.e., withdraws) and/or does not earn a passing grade. This policy is in effect for the fall, winter, spring, and summer terms, and for those students receiving fifth-year aid.

SCHOLARSHIP TEXTBOOK POLICY

****The following is the process for ordering and obtaining course-related textbooks for student-athletes receiving an athletics aid award that includes textbooks.**

RELEVANT NCAA LEGISLATION

- Per Bylaw 15.02.5, student-athletes awarded a textbook scholarship calculated based on cost of attendance may receive required course-related books
- In addition to course-related books, student-athletes awarded a textbook scholarship may be able to receive course-related magazines, newspaper/journal subscriptions, readers and field trips/theater productions.

HOLDS

- On an announced date prior to each semester and summer and winter sessions, holds will be placed on student-athlete accounts to prevent changes in enrollment to allow textbook orders to be placed.
- See an Academic Advisor if a hold needs to be removed.

SPARTAN BOOKSTORE ORDERS

- Textbooks will only be purchased for student-athletes who are certified as eligible for aid.
- Items ordered through Spartan Bookstore are based on orders placed by professors with Spartan Bookstore. If a professor does not place an order for a particular item with Spartan Bookstore, that item will not be pre-ordered. Such items will be ordered in accordance with the “other vendors” process set forth below.

PICK-UP & PURCHASE

- Student-athletes will receive an email indicating the Textbook Pickup date and time for student-athletes. On this date and time, student-athletes will pick up all textbooks required for their courses from the Spartan Bookstore. Student-athletes must bring their class schedule with them to pick out their required books according to each course. Spartan Bookstore staff will be available to assist in picking out the correct textbooks. Student-athletes must bring their SJSU Tower Card to proceed through the standard checkout process.
- In some cases, not all textbooks are available at one time. The bookstore will place any orders for backordered books. As textbooks become available, student-athletes will receive additional email notification.
- Additional textbook orders must be picked-up from Spartan Bookstore no later than 30 days from the first day of classes - failure to pick-up textbooks by this date may result in the textbook being returned to the Spartan Bookstore and student-athletes will be responsible

for purchasing the book on their own.

COURSE SCHEDULE ADDITIONS

- Academic Advisors must email the Compliance Office an updated class schedule that includes the student's name from MyJSU if there are any classes added to course schedules.
- The Compliance Office will place an order with Spartan Bookstore for any additional items needed as a result of course schedule additions.

COURSE SCHEDULE DROPS

- If a student-athlete drops a course(s), it is their responsibility to return the textbook(s) to Spartan Bookstore, their Academic Advisor, or Compliance immediately.
- Failure to return textbooks at any time will result in a charge to the student-athletes MyJSU account.

A.S. PRINT SHOP/MAPLE PRESS

- If a course reader from A.S. Print Shop or Maple Press is needed, the student-athlete must see the Compliance Office to receive a book voucher.
- Student-athletes must provide the following documentation for each book voucher approval (these documents will not be returned):
 - Copy of class schedule printed from MyJSU showing the student's name; AND
 1. Copy of green sheet/class syllabus or letter from Professor on official SJSU letterhead/email from Professor from official SJSU email account, indicating the text is required.
 - A.S. Print Shop and Maple Press require separate book vouchers.
 - Student-athletes must submit a book voucher to either A.S. Print Shop or Maple Press to receive their course reader.

OTHER VENDORS/ONLINE PURCHASES

- If course-related reading materials (e.g., textbooks, subscriptions, web-based course material) are needed from another vendor, the student-athlete must see the Compliance Office to request that an order be placed.
- Student-athletes must provide the following documentation for each order request (these documents will not be returned):
 - Copy of class schedule printed from MyJSU showing the student's name; AND
 - Copy of class syllabus or letter from Professor on official SJSU letterhead/email from Professor from official SJSU email account, indicating the text is required.
- The Compliance Office will place the order and email the student-athlete when the materials are available for pick-up or the subscription has been processed.
- Student-athletes must pick-up their materials from the Compliance Office. Photo ID and signature are required to pick-up materials.

IN-PERSON PURCHASES (Reimbursements)

- If course-related reading materials cannot be purchased online by the Compliance Office and must be purchased by student-athletes on their own, the student-athlete must see the Compliance Office to request reimbursement. Student-athletes must receive Compliance prior to making the in-person purchase in order to be reimbursed.
- Student-athletes must provide the following documentation for reimbursement (these

documents will not be returned to the student):

- Original receipt(s) showing proof of payment; AND
 - Copy of class schedule printed from MySJSU showing the student's name; AND
 - Copy of class syllabus or letter from Professor on official SJSU letterhead/email from Professor from official SJSU email account, indicating the text is required.
- All reimbursement requests must be submitted to the Compliance Office no later than 30 days from the first day of classes.
 - The University will issue reimbursements via direct deposit. Student-athletes must be enrolled in direct deposit in order to receive refunds.

ADDITIONS TO COURSE-RELATED ITEMS

- If a Professor adds a course-related item at ANY time during a semester or term, the student-athlete must see the Compliance Office to order the item as soon as the addition occurs.
- Depending on the vendor, the appropriate process outlined above will be followed.

ROOM AND BOARD

- Athletics aid awards for on-campus housing will be transferred directly to the MySJSU accounts of those student-athletes receiving an athletics aid award that includes on-campus room and/or board.
- Student-athletes receiving athletics aid that includes on-campus housing and/or board, will have a housing extension on their account each semester. Student-athletes with a housing extension (deferral) do not need to make a payment on their housing account by the payment due date; student-athletes can wait until after their housing scholarship transfers to their account at the beginning of each semester to pay any remaining balance on their housing account.
- Student-athletes, who have been approved to live off-campus by their Head Coach and are receiving an athletics aid award that includes room and/or board, will receive a room/board allotment. Allotments will be issued in five equal payments each semester. Allotments will be disbursed every third Monday of the month beginning in August. All allotments will be disbursed via direct deposit.

DIRECT DEPOSIT

- All student-athletes are required to enroll in Direct Deposit (formerly known as eRefunds). With electronic refunds, financial aid disbursements are sent electronically to your bank, rather than a paper check. CEFCU is SJSU's preferred Direct Deposit and can be reached at 408-955-1379 or 1-800-633-7077. Student-athletes only need to enroll once and funds will be delivered securely to their bank account. Should a Direct Deposit be sent in error, SJSU has the right to retrieve the Direct Deposit from the student's bank account immediately.
- Students can enroll in Direct Deposit under the Finance section of their MySJSU account. Check the Bursar's Office website at <http://www.sjsu.edu/bursar/> for detailed instructions. If incomplete or inaccurate information is provided during enrollment, the Direct Deposit will be rejected by the bank and processing will be delayed. If a student has a hold on their MySJSU account, the processing of the Direct Deposit will be delayed.

UNIVERSITY CHARGES NOT PAID BY THE DEPARTMENT

- There are many charges that the DIA is not permitted to pay for student-athletes. Such charges include but are not limited to: long distance phone charges, personal traveling

expenses, late registration fees, late payment fees, parking fees, library fines, Housing “lock-out” fees, Housing damage fees, payment plan fees, testing fees, etc. Students are responsible for understanding all University policies and procedures, and being aware of registration dates and payment deadlines.

- The Student Involvement and Representation Fee (SIRF), established by the CSU Board of Trustees is charged to all students unless they choose to opt out of the fee, which can be done on the student’s MySJSU account. The Athletics Department will **NOT** be responsible for this fee!
- Should you decide to opt-out of this fee, it is your responsibility to log into your account to get the fee removed. Student-athletes can visit the following website to view the directions for opting out of the SIRF expense: http://www.sjsu.edu/bursar/docs/forms/opt_out_sirf.pdf

INTERNATIONAL STUDENTS

- The DIA will provide international student health insurance coverage, as mandated by SJSU, to each international student-athlete receiving a full athletics aid award. Enrollment information will be provided to students in late spring/early summer. Each student-athlete will be responsible for completing and submitting the appropriate enrollment form(s) to the Compliance Office.
- International students receiving athletic scholarships are subject to U.S. tax law. Upon initial enrollment to SJSU, ALL international student-athletes receiving an athletics aid award, will be required to submit an online questionnaire to the University’s international tax advisor in order to determine their tax classification. After completion of the online questionnaire, the student will be required to meet with the international tax advisor in-person and to present requested documentation (passport/visa copies, I-20, I-94, etc.). Athletics aid cannot be disbursed until after the student meets with the international tax advisor.
- The room, board, and other expenses portion of international scholarships are subject to 14% IRS tax withholdings; tuition, fees, and books are not taxable. For student-athletes living in on-campus housing, the 14% tax will be added as a line item expense on your MySJSU account on a semester basis; Athletics is unable to pay this expense and so it is the responsibility of the student-athlete to pay the fee or to work with the Bursar’s Office to set up a payment plan. For student-athletes receiving a room/board/other expenses allotment, the 14% will be automatically deducted from the monthly housing stipend sent to student-athletes via Direct Deposit.
- International students also have a responsibility to file a tax return each year, regardless of whether or not they were subject to tax withholdings. It is the student’s responsibility to be aware of tax return deadlines and to submit the appropriate tax return documents. The DIA cannot provide advice on income tax filing. Students should seek professional assistance from a tax specialist or seek paid tax assistance.

ATHLETICS AID APPEAL POLICY

OPPORTUNITY FOR A HEARING

In accordance with NCAA Bylaws 15.3.2.3, 15.3.4 and 15.3.5, when a student-athlete’s athletics aid is reduced or canceled during the period of the award, or is reduced or not renewed for the following academic year, SJSU must provide the student-athlete with an opportunity for a hearing upon the student-athlete’s request. The appeal hearing will be conducted by a Subcommittee consisting of the Chair, the Director of Financial Aid, and two additional SJSU campus staff members.

NOTIFICATION OF HEARING OPPORTUNITY

Upon request from the Compliance staff for a reduction or cancellation of athletics aid during the period of the award or a reduction or non-renewal of such aid for the following academic year, the Director of Financial Aid will promptly provide the student-athlete with written notification of the decision affecting his/her athletics aid, and of the opportunity for an appeals hearing. This written notification will be sent by email and must include the SJSU Athletics Aid Appeal Policy and a date by which the student-athlete must request a hearing. Failure to request a hearing by the deadline indicates the student-athlete's acceptance of the Athletic Department's decision regarding his/her athletics aid.

STATEMENT OF INTENT

Should the student-athlete decide to exercise the option of a hearing, he or she must file a Statement of Intent to do so with the Athletic Compliance Office within 14 calendar days of the date of the written notification that athletics aid will be reduced, canceled or not renewed. Upon receipt of a Statement of Intent, the Athletic Compliance Office will answer any of the student-athletes NCAA rules and/or procedural questions. Following this communication with the student-athlete, the Athletic Compliance Office, in conjunction with the Subcommittee, will make a good faith effort to arrange the hearing within a reasonable time period and notify the student-athlete of the location and time via telephone and/or email.

- **F/NC/WU grades** – Student-athletes receiving a reduction of athletics aid as a result of F/NC/WU grades who decide to exercise the option of a hearing must file a Statement of Intent to do so with the Athletic Compliance Office within 7 calendar days of the date of the written notification that athletics aid will be reduced.

SUPPORTING DOCUMENTATION

The Statement of Intent will be provided to the Subcommittee members hearing the appeal. The student-athlete will also be given an opportunity to present supporting documentation to the Subcommittee. This material must be provided to the Athletic Compliance Office at least **48 hours prior to the hearing date**. The Athletic Compliance Office will disseminate the student-athlete's supporting documentation to the Subcommittee, as well as the relevant NCAA Bylaws and other pertinent information. The student-athlete should be aware that the involved coaching staff may also exercise the option of providing a statement and/or other relevant documentation.

HEARING PARTICIPANTS AND DECISION

In addition to the Subcommittee members mentioned above, the Faculty Athletics Representative and the Athletic Compliance Office will be in attendance in a non-voting capacity to provide procedural guidance to the Subcommittee and all relevant participants. Both the student-athlete and the involved coach will be individually afforded time to present the merits of their respective case. After oral presentations by the relevant parties, the Subcommittee will review all evidence presented and deliberate until a decision is reached. The decision will be forwarded to the Athletic Compliance Office, who will then issue the Subcommittee's written decision to all parties involved within one week of the hearing.

SUMMER ATHLETICS AID

Summer athletics aid is awarded to student-athletes above and beyond the regular academic year Grant-In-Aid Agreement, and is available on a limited basis. It is meant to promote progress toward graduation. Summer athletics aid is not automatic. Enrolled/continuing student-athletes must earn eligibility for summer athletics aid by demonstrating commitment to Spartan Athletics and making

satisfactory progress toward a degree throughout their career at San José State. **To be considered for summer aid, student-athletes must apply and meet all of the following criteria:**

- Must have demonstrated consistent progress toward a degree;
- Must have made consistent contributions to the success of the team; and
- Must have received athletics aid during the previous academic year, or will be receiving athletics aid in the following academic year.

GUIDELINES OF SUMMER ATHLETICS AID

- Summer athletics aid is contingent upon budget availability, which varies annually.
- Pursuant to NCAA Bylaw 15.2.8.1.2, summer athletics aid may be only awarded to *enrolled/continuing student-athletes who received athletic aid during his/her previous academic year or who has signed for athletic aid during the upcoming academic year.*
- A summer athletics aid award MAY consist of tuition/campus fees, books and room and board. All summer athletics aid awards vary and may be based on the student-athlete's summer enrollment and the percentage of their Athletics Grant-In-Aid Award during the previous academic year. Unless the student-athlete is receiving a full summer athletics aid award, the breakdown of their summer athletics aid award will MOST LIKELY differ from the Athletics Grant-In-Aid Award they receive during the academic year.
- Student-athletes awarded summer athletics aid will receive such aid only for session(s) in which they are enrolled. For example, a student-athlete enrolled only in Summer Session II and receiving a full scholarship (tuition, books and room and board) will receive room and board for Summer Session II; the student-athlete will not receive room and board for the entire summer (all three Summer Sessions).

EXCEPTION: For Basketball and Football, per Bylaw 16.5.2.7, during your team's required summer athletic activities, if student-athletes meet the Summer School Opt-Out exception, then it is permissible for those student-athletes to still receive expenses for room and board even if he/she is not enrolled in a summer term.

TUITION

- Unlike the academic year, summer tuition is charged at a variable rate based on units of enrollment.
- Student-athletes earning a grade (or grades) of F, NC (No Credit), or WU (Withdrawal Unsatisfactory) in any academic course must meet with the Deputy Director of Athletics and/or the Senior Associate Athletic Director for Academics and Student Services (or comparable employee) to discuss the circumstances resulting in the failed grade(s) at the earliest opportunity after final grades have posted and prior to the start of the next academic term. Information gathered relating to the topics above and the student-athlete's responses at the meeting will be used to determine whether the student-athlete's athletics-related aid will be reduced during the subsequent term and/or whether the student will be withheld from future competition.

ROOM & BOARD

- Room and board will only be provided for the session(s) in which the student-athlete is enrolled, unless the student-athlete meets the Football or Basketball Summer School Opt-Out Exception.
- Student-athletes who reside off-campus during summer session(s) may receive an off-campus room and board allotment subject to budget availability.
- Summer session on-campus housing for continuing student-athletes may be requested and is

subject to Coach approval and budget availability.

- Continuing student-athletes who reside on campus during summer session may receive a board allotment. An on-campus meal plan is not available.
- Room and/or board allotments for Session 1 will be disbursed at the start of the second and sixth weeks. Room and/or board allotments will be disbursed at the start of the second week for Session 2 and the end of the first week for Session 3.
- Student-athletes enrolled solely in on-line course(s) must fulfill a weekly study hall requirement of one hour per unit of enrollment (3 unit course = 3 hours of study hall per week).

APPLYING FOR SUMMER ATHLETIC AID

Each student-athlete interested in receiving summer athletics aid must complete the Summer Athletics Aid Application, which is distributed to student-athletes, Athletic Academic Advisors and Head Coaches in March.

1. The student-athlete must complete and submit the application to his/her Athletic Academic Advisor for verification that the coursework requested is degree applicable.
2. The Athletic Academic Advisor submits the completed Application to the Director of Compliance who calculates the value of the requested award and provides the Application to the Head Coach for approval and signature.
3. The Head Coach makes approval recommendations to the Senior Associate Athletics Director for Student Services.

SELECTION CRITERIA/PROCESS

The Associate Director for Student Services, AND Athletic Academic Advisors review and approve summer aid with consideration given to APR, gender equity, equitable distribution of aid and budget constraints.

1. The Associate Director for Student Services will notify the appropriate Head Coaches of the approval or denial of summer athletic aid awards.
2. The Director of Compliance will provide Head Coaches with each student's individual summer aid award breakdown.
3. It is the responsibility of the Head Coach to notify their student-athlete(s) of the approval or denial of their summer athletics aid application and the approved award amount(s).
4. Student-athletes approved for summer athletics aid will sign a summer Grant-In-Aid Agreement.
5. Athletic Academic Advisors work with the student-athletes who are approved for summer athletics aid to ensure appropriate class registration.

WINTER ATHLETICS AID

Winter athletics aid is awarded to student-athletes above and beyond the regular academic year Grant-In-Aid Agreement, and is available on a limited basis. It is meant to promote progress toward graduation. Winter athletics aid is not automatic. Enrolled/continuing student-athletes must earn eligibility for winter athletics aid by demonstrating commitment to Spartan Athletics and making satisfactory progress toward a degree throughout their career at San José State. **To be considered for winter aid, student-athletes must apply and meet all of the following criteria:**

- Must have demonstrated consistent progress toward a degree;
- Must have made consistent contributions to the success of the team; and
- Must have received athletics aid during the previous academic term.

GUIDELINES OF WINTER ATHLETICS AID AWARDS

- Winter athletics aid is contingent upon budget availability, which varies annually.
- Pursuant to a 12/18/09 NCAA Staff Interpretation, winter athletics aid may only be awarded to *enrolled/continuing student-athletes* **in proportion to the amount of athletics aid received by the student-athlete during his/her previous academic term.** For example, a student-athlete receiving 50 percent athletics aid during the previous fall term may not receive more than 50 percent athletics aid during the winter term.
- *A student-athlete who has not received athletics aid from SJSU during a previous academic term* may NOT receive athletics aid to attend SJSU's winter session.
- A winter athletics aid award MAY consist of tuition/campus fees, books and room and board. All winter athletics aid awards vary based on the student-athlete's winter enrollment and the percentage of their Athletics Grant-In-Aid Award during the previous academic term in accordance with NCAA rules. Unless the student-athlete is receiving a full winter athletics aid award, the breakdown of their winter athletics aid award will MOST LIKELY differ from the Athletics Grant-In-Aid Award they receive during the academic year. For example, a student-athlete who receives tuition and books during the academic year may only receive a portion of their winter tuition and no books. Further, **a student-athlete receiving winter athletics aid must be enrolled in a minimum of three units.**
- Student-athletes receiving textbooks as part of their winter athletics aid award should refer to the Textbook Policy in the Student-Athlete Handbook.

APPLYING FOR WINTER ATHLETIC AID

1. Each student-athlete interested in receiving winter athletics aid must complete the Winter Athletics Aid Application.
2. The Application is then submitted to the appropriate Athletic Academic Advisor in Student-Athlete Success Services for verification that the coursework requested is degree applicable.
3. The Athletic Academic Advisor submits the completed Application to the Director of Compliance.
4. The Director of Compliance calculates the requested winter aid award, and submits the Application to the appropriate Head Coach.
5. The Head Coach reviews the Application, signs and submits the completed Application to the Associate Director for Student Services. Head Coach recommendations MUST fall within a predetermined team winter aid budget.

NOTIFICATION OF WINTER ATHLETIC AID

1. The Associate Director for Student Services and Director of Compliance review and approve winter aid with consideration given to gender equity, equitable distribution of aid, APR considerations and budget constraints.
2. The Director of Compliance will notify the appropriate Head Coaches of the approval or denial of winter athletics aid awards. The notification will include each student-athlete's individual winter aid award breakdown.
3. Student-athletes approved for winter athletics aid will sign a winter Grant-In-Aid Agreement.
4. Athletic Academic Advisors work with the student-athletes who are approved for winter athletics aid to ensure appropriate class registration.

FIFTH-YEAR ATHLETICS AID

Fifth-year aid may be awarded to student-athletes who have exhausted their eligibility, have not completed their undergraduate degree and still have a semester (or year) remaining on their five-year clock. Fifth-year aid is not an automatic award. **To be considered for fifth-year aid, student-athletes must apply and meet all of the following criteria:**

- Must have demonstrated consistent progress toward a degree;
- Must have made consistent contributions to the success of the team; and
- Must have received athletics aid during the previous academic year.

REQUIREMENTS OF FIFTH YEAR AID

- An award of fifth-year aid only covers tuition and will never be more than (and could be less than) the previous academic year's athletics aid award percentage.
- An award of fifth-year aid is only available for undergraduate degree credit. It will only cover courses required for graduation in the student-athlete's degree program (tuition only). **Room and board costs and textbooks will not be covered in a fifth-year grant-in-aid.**
- All student-athletes receiving fifth-year aid are required to work 15-20 hours per week for the Department of Athletics, and all home football games during the fall term. Event work assignments for the spring term will be determined in January.
- Awarding of fifth-year aid is contingent upon budget availability, which varies annually; therefore, fifth-year aid is awarded on a semester-by-semester basis.

APPLYING FOR FIFTH YEAR AID

1. Each student-athlete eligible for fifth-year aid consideration must complete the Fifth-Year Aid Application Form, which is distributed (along with the 5th Year Aid Policy) to Head Coaches, Advisors and eligible student-athletes by the Academic Eligibility Coordinator in March.
2. The Form is then submitted to the appropriate Athletic Academic Advisor in Student-Athlete Success Services for verification of the number of units required for degree completion.
3. The student-athlete attaches a copy of his/her graduation worksheet to the application, and submits it to his/her Head Coach.
4. The Head Coach reviews the Fifth-Year Aid Application Form, signs and submits the completed Form to the Academic Eligibility Coordinator by April 30.

NOTIFICATION OF FIFTH YEAR AID

1. The Senior Associate Athletic Director for Student Services, Academic Eligibility Coordinator and Director of Compliance review and approve fifth-year aid with consideration given to gender equity, equitable distribution of aid, APR ramifications and budget constraints.
2. The Academic Eligibility Coordinator will notify all applicants, the Head Coach and Academic Advisor via email of the approval or denial of their fifth-year aid award by June 30.
3. The Academic Eligibility Coordinator and Director of Compliance meet with all fifth-year aid recipients prior to the first day of classes to discuss the Code of Conduct, to schedule work assignments, and to sign Grant-In-Aid Agreements.

STUDENT ASSISTANCE FUND (SAF)

- The NCAA offers the Student Assistance Fund (SAF) to assist student-athletes in meeting financial needs in unique or extenuating circumstances.
- Student-athletes need to see the Compliance Office to first understand if their situation allows for SAF use. Thereafter, he/she must complete an Application Form and submit receipts to the Compliance Office. Student-athletes will also sign a verification form when they apply stating they understand the permissible uses of the funds.

STUDENT FINANCIAL AID

SJSU also offers state and federal financial aid and academic scholarships to eligible students. All student-athletes are encouraged to apply for Financial Aid.

STUDENT-ATHLETE'S FINANCIAL AID ELIGIBILITY

NCAA regulations may limit the amount of Financial Aid a student-athlete can receive. The Director of Compliance works with the Financial Aid and Scholarship Office (FASO) to determine permissible sources of financial aid, which include but are not limited to scholarships, grants, tuition waivers, and loans. A student-athlete shall not be awarded financial aid that exceeds the cost of attendance as determined by the FASO. Athletics aid can be adjusted at the discretion of the University to allow for any additional financial aid that has been awarded. Careful coordination between the DIA and FASO is required to ensure compliance with federal, state, SJSU, NCAA and affiliated conference regulations.

APPLYING FOR FINANCIAL AID

- Financial Aid and Academic Scholarship Applications become available in October for the upcoming fall and spring semesters. Applications are for one academic year only, so students must reapply every year. There is a priority deadline date of March 2nd each year, and students are advised to meet that deadline to be considered for all possible aid for the upcoming year. Students are still eligible to apply for financial aid after the March 2nd priority deadline, but maximum funding is not guaranteed.
- The Financial Aid Application is called the Free Application for Federal Student-Aid (FAFSA). All students are encouraged to submit and complete a FAFSA. Students receiving athletics aid are required to submit and complete a FAFSA each and every year prior to athletics aid being disbursed. Academic Scholarship Applications and FAFSAs are available online at the Financial Aid Office website www.sjsu.edu/faso. Information about applying for Financial Aid can also be found at this same website. If you need assistance with completing the FAFSA, "drop in" at the Financial Aid Office and ask to speak with one of the counselors on duty. The FAFSA is a free application so no fee is charged for applying for aid. You can apply over the internet with FAFSA on the Web at www.fafsa.ed.gov.

TYPES OF FINANCIAL AID AVAILABLE

There are three types of Financial Aid available to students at SJSU:

- Grants (which don't have to be repaid)
- Loans (which do have to be repaid)
- Federal Work Study

If you submit the FAFSA, you will be considered for most of the financial aid programs available at San José State University, including Federal Pell Grants, Cal Grants A and B, Graduate Fellowships, State University Grants, State Educational Opportunity Program Grants, Federal Supplemental Educational Opportunity Grants, Federal Perkins Loan, Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, Federal PLUS (parent loan), Kuhlman Loan (a private loan fund), and Federal Work Study. (For most of the loan programs, a second application will be required after your eligibility for aid has been determined and verified.) The FAFSA is also used by students applying for Academic Scholarships, as financial need is a criterion for most of those available. For information about SJSU Scholarships, access the website at <http://www.sjsu.edu/faso/Scholarships/>.

- Grants are awarded based upon financial need, as defined by the Federal Government and

determined by your FAFSA Application. In general, eligibility is based upon the previous year's adjusted gross income and assets, such as checking and savings accounts, stocks and bonds, real estate (other than the family home), etc. Full information regarding eligibility can be obtained from the FASO. Grants have their own eligibility criteria and, except for the Pell Grant, have limited funds; so it is important to apply early and be awarded before the grant fund availability is exhausted.

- Loans are intended to supplement any scholarships and grants a student receives. The terms and availability of each loan vary; and it is recommended that students either avoid loans completely, if possible, or borrow no more than is absolutely necessary to meet their educational needs each year.
- The Federal Work Study Program offers part-time employment to eligible students; however, receiving a Federal Work Study Award, does not guarantee a job. San José State University offers a Job Hotline (www.sjsu.edu/depts/finaid/fwso.html), which is an online service that lists jobs currently available. Students may access the Job Hotline over the Internet after they have received a Work Study Award to arrange interviews with employers offering jobs for which the students are qualified. If hired, students must be careful not to arrange to work more hours than their academic and athletic schedules will allow.

CALIFORNIA DREAM ACT

AB131 allows students who qualify under the AB540 to apply for and receive state-funded financial aid. The Dream Act Application becomes available in October for the upcoming fall and spring semesters. Applications are for one academic year only, so students must reapply every year. There is a priority deadline date of March 2nd each year, and students are advised to meet that deadline to be considered for all possible aid for the upcoming year. The Dream Act Application is a free application so no fee is charged for applying for aid. You can apply over the internet at www.caldreamact.org. If you need assistance with completing the Dream Act Application, "drop in" at the Financial Aid Office and ask to speak with one of the counselors on duty.

OUTSIDE SCHOLARSHIPS

Before accepting any outside scholarships, the student-athlete will need to complete the **Student-Athlete Outside Aid Award Form**. The form must be submitted to the Athletics Compliance Office for approval prior to receiving the award. If approved, the student-athlete's award must be disbursed through SJSU. In the event the award is not permissible, the student-athlete and the awarding agency will be notified and the funds returned.

SPARTAN STUDENT-ATHLETE SUCCESS SERVICES AND ACADEMIC SUPPORT

MISSION

The mission of Student-Athlete Success Services (SASS) is to provide quality programming aimed at developing well-rounded student-athletes at San José State University. Graduation, and preparation for life beyond graduation, is the ultimate goal. Specifically, SASS aims to promote student-athlete academic achievement and personal accountability. SASS also works to ensure that all student-athletes understand and maintain compliance with the DIA, affiliated conferences, the NCAA and SJSU rules and regulations. In doing so, we believe we are preparing our student-athletes for the vast array of opportunities their futures hold for them.

CORE VALUES

Achievement
Commitment
Teamwork
ACT with Integrity!

GUIDING PRINCIPLES – “SUCCESS”

Student Development - SASS promotes student development through life skills programs and the Student-Athlete Advisory Committee (SAAC).

Unique - SASS programming takes into consideration the unique issues specifically related to student-athletes.

Community - Community involvement and appreciation for diversity is embraced and promoted.

Compliance - SASS upholds and promotes the NCAA, affiliated conferences, and SJSU standards for integrity.

Education - SASS consults with, and educates about, the various departments on campus where student-athletes may obtain appropriate support.

Self-sufficiency - Student-athletes should develop self-sufficiency, personal responsibility, and the ability to make informed decisions.

Standards - Graduation is the expected standard for all student-athletes.

5 BASIC ACADEMIC EXPECTATIONS:

- Attend all classes.
- Complete all required work on time.
- Plan and prepare for all academic work.
- Communicate with your professors/instructors on a regular basis (attend office hours).
- Utilize academic resources provided by SASS and main campus.

SCOTT GADWAY ACADEMIC CENTER

SASS provides advising and learning support for SJSU student-athletes. SASS staff reports outside of the DIA to the Division of Student Affairs. The Associate Director, Academic Eligibility Coordinator, 3 academic advisors, 1 learning specialists, 1 student success coordinator, and a group of peer mentors and tutors are housed in the Scott Gadway Academic Center (ad YUH) which is located in the Simpkins Stadium Center. The Scott Gadway Academic Center also includes an academic lab for general study and study hall purposes.

STRUCTURED STUDY PROGRAM

All first-year SJSU student-athletes participate in a mandatory structured study program. Select student-athletes, including all those admitted under special circumstances, participate in mandatory tutoring and regular meetings with SASS staff. Tutoring for remedial classes, as well as some of the most common first-year classes, is offered for all student-athletes. Upper class student-athletes may be required by their coach or by the DIA to attend study sessions. Mandatory study hall will occur in the Gadway Student Success Center and YUH with attendance reported weekly to coaches

TUTORIAL ASSISTANCE

Tutoring for student-athletes is offered through Student-Athlete Success Services (SASS), Peer Connections, the SJSU Writing Center, and individual college advising centers on campus. Student-athletes should only work with tutors provided by SASS, Peer Connections or the

Accessible Education Center (AEC) or with Teaching Assistants assigned to their class. Student-athletes should not hire their own tutors or work with volunteer tutors. Under no circumstances should a Department staff member tutor a student-athlete unless by prior arrangement with the Director of Student-Athlete Success Services. All tutoring sponsored by SASS occurs in the Gadway Center during regular hours except by prior arrangement with the Director of Student-Athlete Success Services.

STUDENT-ATHLETE MANDATORY STUDY REQUIREMENTS

All newcomers (freshman and transfer students) will have 6-8 hours of study hall per week. The actual number will be based on the incoming academic record of the student and the discretion of both the SASS staff and the coaching staff. Students in remedial math and/or English will have 2 hours per week of required tutoring per class. This tutoring will count towards the study hall requirement. Continuing students will earn their study hall requirement based on GPA and the discretion of both the SASS staff and the coaching staff.

2.80 GPA and above	=	no required study hall
2.50 GPA – 2.79 GPA	=	4 hours of study hall
2.10 GPA – 2.49 GPA	=	6 hours of study hall
2.09 GPA and below	=	8 hours of study hall

NOTE: The best way to earn your way out of study hall is to establish yourself as a responsible student.

In addition to study hall requirements, all newcomers receiving athletics aid (freshman and transfer students) and other students assigned by SASS and the head coach will be required to meet with their assigned athletic academic advisor, learning specialist, and/or peer advisor at least once per week. Tutoring arrangements and other study requirements will be individually prescribed as needed.

ADDITIONAL INFORMATION

- Weekly study hall totals begin on Sundays @ 6:00 pm and end on Fridays @ 3:00 pm
- Study hall credit is given for verified studying done in Gadway, Peer Connections, YUH and the LLC.
- Students not actively participating in study (actively studying, meeting tutors, or completing assignments) will be asked to leave and forfeit study hall time accumulated that day
- Students who attempt to circumvent study hall guidelines risk losing credit for study hall hours
- If a student does not meet his/her study hall requirement, a meeting to determine consequences will be immediately scheduled between the student, the head coach, and Athletic Academic Advisor. If this happens more than once, the sport supervisor and/or other athletic department officials may also be included.
- Students are required to attend scheduled tutoring sessions. A missed tutoring session will result in a meeting to determine consequences between the student, the head coach, and Athletic Academic Advisor. If this happens more than once, the sport supervisor and/or other athletic department officials may also be included.

KEY POINTS

- To graduate and stay eligible: never earn lower than a “C” To be a scholar-athlete
- Balance every “C” with an “A”
- Dedicate yourself to excellence!
- Operate with integrity.

UNIVERSITY ACADEMIC REQUIREMENTS AND PROCEDURES

After meeting all admission requirements, SJSU prospects are allowed to enroll as students. Once admitted, it is imperative the student-athlete enrolls in only degree-applicable coursework. The general education requirements for degree programs are available in the course catalog, the schedule of classes, department publications, and through your team's Athletic Academic Advisor.

ACADEMIC PROBATION

Students are placed on academic probation if their SJSU GPA falls below a cumulative "C" average (2.0). If placed on probation, students receive notification along with their grades. NOTE: Two consecutive terms of academic probation (cumulative GPA below a 2.0), results in academic disqualification from the university.

ACADEMIC DISQUALIFICATION

If disqualified, students are dismissed at the end of a term. Their registration for the next term is canceled and they are involuntarily separated from the University. Student-athletes become athletically ineligible at the time they are disqualified. They are **not** considered for certification to compete until they have been officially reinstated and are allowed to register again as a student.

REINSTATEMENT PROCESS

Students must petition for reinstatement to the university and be accepted for re-admission by the Office of Admissions and Records before they may resume their studies as a student. The process for obtaining re-admission is detailed in the University's Catalog. Work closely with your Athletic Academic Advisor throughout the process.

SAN JOSE STATE UNIVERSITY ACADEMIC INTEGRITY POLICY

The University emphasizes responsible citizenship and an awareness of ethical choices inherent in human development. Academic honesty and fairness foster ethical standards for all those who depend upon the integrity of the university, its courses, and its degrees. University degrees are compromised and the public is defrauded if faculty members or students knowingly or unwittingly allow dishonest acts to be rewarded academically. This policy sets the standards for such integrity and shall be used to inform students, faculty and staff of the university's Academic Integrity Policy.

STUDENT ROLE

The San José State University Academic Integrity Policy requires that each student:

- Know the rules that preserve academic integrity and abide by them at all times. This includes learning and abiding by the rules associated with specific classes, exams and course assignments.
- Know the consequences of violating the Academic Integrity Policy.
- Know the appeal rights, and the procedures to be followed in the event of an appeal.
- Foster academic integrity among peers.

The full policy is available at sjsu.edu > Academic Integrity Policy

PRIORITY REGISTRATION

Because of the significant time constraints placed upon them by athletics practices and participation, Associate Student Government and the Faculty Senate grants student-athletes priority registration. Priority registration allows student-athletes to register for classes before the general student body. This is an extremely valuable benefit. Student-athletes are expected to

complete a Year Long Academic Plan and have consulted with their Athletic Academic Advisor to be cleared for priority registration. They are also expected to register for the classes listed on their Academic Plan.

Student-Athletes are responsible for registering for their own classes and are personally responsible for any late fees resulting from their failure to complete registration (or Drops in registration) in a timely manner.

CHANGE OF CLASS SCHEDULE

If a schedule change is required, such changes should be made as soon as possible and approved by an Athletic Academic Advisor. The NCAA has established minimum course hour requirements in order to maintain eligibility, therefore, **student-athletes must always maintain registration in at least 12 credits, and classes should never be dropped without consulting with an Athletic Academic Advisor.** Failure to work with an Athletic Academic Advisor may affect athletics eligibility. Registration for classes other than those advised is discouraged and exonerates SASS of any responsibility for a student-athlete's eligibility.

DECLARING A MAJOR

NCAA eligibility requirements dictate that student-athletes must declare a major prior to the beginning of their fifth semester of full time enrollment. In order to declare a major or change a major, student-athletes must see the University's Academic Major Advisor. Always work with an Athletic Academic Advisor first to discuss the implications of various choices on athletic eligibility.

GRADING SYSTEM

Most undergraduate courses have a letter grade system of evaluating academic performance. Each letter grade has a numerical value (grade point) for the purpose of determining your grade point average (GPA). Listed below are the letter grades and the numerical values they represent:

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	.7
C+	2.3	F	0

Other grades are: "I", "CR/NC", "SP", "AU", "W", and "U". Additional information may be found in the San José State University Catalog under Grading System for Undergraduate.

HONORS CONVOCATION

There are two levels of Honors Scholars the Honors Convocation recognizes each spring. President's Scholars are undergraduates who have earned a 4.0 GPA at SJSU in the two semesters prior to the Honors Convocation. Dean's Scholars are undergraduates who have earned a 3.65 or higher GPA at SJSU in two semesters prior to the Honors Convocation. Additional information may be found in the back of the "San José State University Catalog," under "Honors Convocation."

TEAM TRAVEL

At the beginning of each season, student-athletes are given travel letters to distribute to professors. Prior to departure, student-athletes should remind their professors that they will be absent. It is the responsibility of the student-athlete to make up course work missed as a result of team travel. Working with instructors to submit or complete work before leaving is always best. If work will be submitted after the team's return, please work with the instructor to set clear deadlines to prevent miscommunication. If class work must be completed on the road, work with an Athletic Academic

Advisor for help with submitting it, finding proctors, etc. Except in extreme circumstances, DIA staff should not proctor any exams taken on the road. In such cases, only Student Academic Success Services or Senior Athletics Staff should serve as proctors after arrangement with the Senior Associate AD for Student Services. If there is a problem with missing a course(s), contact an Athletic Academic Advisor for assistance.

CLASS ATTENDANCE

Class Attendance is Mandatory for all SJSU Student-Athletes. There is a direct correlation between classroom attendance and academic success. Class attendance is monitored by DIA staff, SASS staff and coaching staff. Unexcused class absences will result in suspension from practice and/or competition.

Further, if a problem arises with a class, the professor is much more likely to be willing to work with the student if they have demonstrated an interest. Therefore, student-athletes are encouraged to meet periodically with their instructor during office hours.

CONTACT AN ATHLETIC ACADEMIC ADVISOR AT THE FIRST SIGN OF TROUBLE SO THAT S/HE MAY EFFECTIVELY ADVISE YOU AND HELP YOU MAKE GOOD CHOICES.

GRADUATION STOLES

Student-athletes who are currently on a Spartan roster, who are currently receiving 5th year athletics aid, who are currently receiving medical non-counter athletics aid, or who return to the university after exhausting eligibility as a Spartan are eligible to receive a Spartan Student-Athlete Graduation Stole at the end of the term for which they will graduate. Former student-athletes who have quit or been cut from the team prior to their final graduation term are **NOT** eligible to receive a Spartan Student-Athlete Graduation Stole.

ELIGIBILITY REQUIREMENTS

FULL-TIME ENROLLMENT

All student-athletes must be enrolled in at least 12 units (full-time status) to be eligible for practice, competition and institutional financial aid. Should you drop below 12 units, you are immediately ineligible to practice, compete or to receive institutional financial aid. Under certain conditions, specific student-athletes may be enrolled in less than 12 units and remain eligible provided written approval from the Graduation Evaluator and/or the Compliance Office is received.

*** ALL INTERNATIONAL STUDENT-ATHLETES MUST BE ENROLLED IN A MINIMUM OF 9 IN-PERSON UNITS AT ALL TIMES.**

SJSU MINIMUM GRADE POINT AVERAGE

The GPA requirement to compete as a student-athlete at SJSU is more restrictive than the NCAA standards set forth below. In order to be in good academic standing, SJSU students must maintain a 2.0 cumulative GPA. Any SJSU student whose GPA is below a 2.0 for two semesters is subject to disenrollment.

INITIAL ELIGIBILITY REQUIREMENTS

Aside from the 1st year credit hour requirements outlined below, the NCAA Eligibility Center (EC) certifies the initial eligibility of all incoming freshmen. Initial eligibility certification includes both academic and amateur certification as described below.

- **Academic Certification:** All incoming freshmen who meet the NCAA standards for initial eligibility set forth in Bylaw 14.3 to be immediately eligible for practice, competition and athletic financial aid during their first year of collegiate enrollment are referred to as qualifiers. In order to be certified a qualifier by the EC, a student must meet a sliding scale

that includes a core high school grade point average and a corresponding standardized test score.

- **Academic Redshirt:** A high school graduate who presented the same academic qualifications as qualifiers, except for the minimum 2.3 GPA and/or completion of 10 core courses prior to the first semester of their senior year. Academic redshirts are eligible for athletics aid and practice only during their first year of enrollment; they cannot compete.
- **Amateur Certification:** In addition to the academic eligibility requirement, all incoming freshmen must be certified an amateur in accordance with Bylaw 12.1 in order to practice or compete for an NCAA Division I or II institution. Amateur certification is based on activities that occur prior to a student's request for final certification or initial full-time enrollment at an NCAA Division I or II institution (whichever occurs earlier).

CONTINUING ELIGIBILITY REQUIREMENTS

After the first year of collegiate enrollment, student-athletes must begin to meet NCAA continuing eligibility requirements in order to maintain eligibility for competition depending on the student-athlete's academic year of enrollment as follows.

FIRST YEAR STUDENT-ATHLETES

- **12 Hour Requirement:** Student-athletes must be enrolled in a minimum of 12 hours in both the fall and spring semesters in order to be eligible for practice and competition.
- **6 Hour Requirement:** Student-athletes must satisfactorily complete at least 6 hours of academic credit the preceding regular academic term in which he/she was enrolled full-time in order to be eligible for competition. **NOTE: Football student-athletes must satisfactorily complete at least 9 hours of academic credit during the fall semester.**

SECOND YEAR STUDENT-ATHLETES

- **24 Hour Requirement:** Student-athletes must satisfactorily complete at least 24 semester hours of academic credit prior to the start of his/her 2nd year (3rd semester) of collegiate enrollment in order to be eligible for competition during the second year of enrollment.
- **18 Hour Requirement:** Student-athletes must satisfactorily complete at least 18 semester hours of academic credit during the previous academic year in order to be eligible for competition.
- **12 Hour Requirement:** Student-athletes must be enrolled in a minimum of 12 hours in both the fall and spring semesters in order to be eligible for practice and competition.
- **6 Hour Requirement:** Student-athletes must satisfactorily complete at least 6 hours of academic credit the preceding regular academic semester in which he/she was enrolled full-time in order to be eligible for competition. **NOTE: Football student-athletes must satisfactorily complete at least 9 hours of academic credit during the fall semester.**
- **1.80 GPA Requirement:** Student-athletes must have a minimum cumulative GPA of 90% of the GPA required for graduation (1.80) at the start of his/her 2nd year (3rd semester) and throughout the 2nd year in order to be eligible for competition.

THIRD YEAR STUDENT-ATHLETES

- **18 Hour Requirement:** Student-athletes must satisfactorily complete at least 18 semester hours of academic credit during the previous academic year in order to be eligible for competition.
- **12 Hour Requirement:** Student-athletes must be enrolled in a minimum of 12 hours in both the fall and spring semesters in order to be eligible for practice and competition.
- **6 Hour Requirement:** Student-athletes must satisfactorily complete at least 6 hours of

academic credit the preceding regular academic semester in which he/she was enrolled full-time in order to be eligible for competition. **NOTE: Football student-athletes must satisfactorily complete at least 9 hours of academic credit during the fall semester.**

- **Designation of Degree Requirement:** Student-athletes must designate a degree program prior to the start of his/her 3rd year (5th semester) of enrollment in order to be eligible for competition.
- **40% of Degree Requirement:** 40% of a student-athlete's designated degree requirements must be completed prior to the start of his/her 3rd year (5th semester) in order to be eligible for competition.
- **1.90 GPA Requirement:** Student-athletes must have a minimum cumulative GPA of 95% of the GPA required for graduation (1.90) at the start of his/her 3rd year (5th semester) and throughout the 3rd year in order to be eligible for competition.

FOURTH YEAR STUDENT-ATHLETES

- **18 Hour Requirement:** Student-athletes must satisfactorily complete at least 18 semester hours of academic credit during the previous academic year in order to be eligible for competition.
- **12 Hour Requirement:** Student-athletes must be enrolled in a minimum of 12 hours in both the fall and spring semesters in order to be eligible for practice and competition.
- **6 Hour Requirement:** Student-athletes must satisfactorily complete at least 6 hours of academic credit the preceding regular academic semester in which he/she was enrolled full-time in order to be eligible for competition. **NOTE: Football student-athletes must satisfactorily complete at least 9 hours of academic credit during the fall semester.**
- **60% of Degree Requirement:** 60% of a student-athlete's designated degree requirements must be completed prior to the start of his/her 4th year (7th semester) in order to be eligible for competition.
- **2.00 GPA Requirement:** Student-athletes must have a minimum cumulative GPA of 100% of the GPA required for graduation (2.00) at the start of his/her 4th year (7th semester) and throughout the 4th year in order to be eligible for competition.

FIFTH YEAR STUDENT-ATHLETES

- **18 Hour Requirement:** Student-athletes must satisfactorily complete at least 18 semester hours of academic credit during the previous academic year in order to be eligible for competition.
- **12 Hour Requirement:** Student-athletes must be enrolled in a minimum of 12 hours in both the fall and spring semesters in order to be eligible for practice and competition.
- **6 Hour Requirement:** Student-athletes must satisfactorily complete at least 6 hours of academic credit the preceding regular academic semester in which he/she was enrolled full-time in order to be eligible for competition.
- **80% of Degree Requirement:** 80% of a student-athlete's designated degree requirements must be completed prior to the start of his/her 5th year (9th semester) in order to be eligible for competition.
- **2.00 GPA Requirement:** Student-athletes must have a minimum cumulative GPA of 100% of the GPA required for graduation (2.00) at the start of his/her 5th year (9th semester) and throughout the 5th year in order to be eligible for competition.

BEYOND SPARTA

MISSION STATEMENT: Creating a Championship Life

VISION STATEMENT: A transformative and innovative student-athlete development program that creates a diverse and inclusive cutting-edge experience for student-athletes that encourages a forward thinking mindset as they discover themselves personally and professionally, beyond their sport through campus, community, and career development programming.

PROGRAM PILLARS

- **EXPLORE:** Exposing student-athletes to the campus resources and the opportunities the Silicon Valley presents, globally recognized as the Capital of Innovation, as they explore and identify their interest and find inspiration for building a championship life; beyond their sport.
- **INSPIRE:** Upholding a culture of volunteerism, student-athletes will engage in enrichment activities that enhance and support the greater Bay Area community, inspiring themselves, their teammates, campus at-large, and the next generation of Spartans through servant leadership.
- **CULTIVATE:** Develop career-focused knowledge and best practices surrounding professionalism and employment opportunities that strategically cultivates meaningful relationships; establishing a foundation for professional success.

PROGRAM ELEMENTS

- Campus Engagement & Partnership
- Community Outreach & Initiatives
- Leadership Development & Opportunity
- Career Readiness & Professional Development
- Personal Growth & Branding
- Female Leadership & Empowerment
- Alumni Engagement, Support, & Mentorship
- Individualized coaching & support

DIVERSITY STATEMENT

The San José State University Department of Intercollegiate Athletics (DIA) is committed to fostering and maintaining an environment of inclusiveness that empowers all employees and student-athletes to achieve at their highest potential. We value and respect diversity, inclusion, civility and individual uniqueness and recognize the strength these factors bring to our community and learning environment. Further, in alignment SJSU university policy, the SJSU DIA prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. For more information about Diversity, Equity, and Inclusion initiatives, contact the Assistant Athletic Director for Diversity, Equity, and Inclusion (contact information on the Staff Directory, link on page 57)

GENDER EQUITY

The San José State University Department of Intercollegiate Athletics (DIA) is committed to fair and equitable opportunities and treatment for student-athletes of both genders. The San José State Athletics works in conjunction with the university's Title IX Coordinator to monitor and assess gender equity compliance with Title IX of the Education Amendment of 1972, which states: ***No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.***

In addition to Athletics implications, **Title IX also includes laws and regulations governing Sex Discrimination, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking.** SJSU students who believe they have experienced harassment or discrimination on the basis of sex, including any form of sexual misconduct, should contact the Title IX office at (408) 924-7290 or titleix@sjsu.edu. SJSU student who believe they have experienced harassment or discrimination based on other protected classes (e.g., race, disability, veteran status) should contact the Office for Equal Opportunity at (408) 924-2240.

YOUR PHYSICAL WELLBEING

MEDICAL CARE

The San José State University Sports Medicine staff is charged with the responsibility of providing the highest quality medical care to the intercollegiate athletics teams at the University in the most efficient manner possible. The program's goals are to prevent injuries and have an extensive rehabilitation program. The Sports Medicine Staff takes a personal interest in you and your well-being. Through the Team Physicians and the Athletics Trainers, you are guaranteed complete medical coverage for the treatment of sports-related injuries and illnesses.

ATHLETIC TRAINING ROOMS

The Sports Medicine Department operates three Athletic Training Rooms. These athletic training rooms are located in the Simpkins Stadium Center, East Field House, Softball and Tennis Facility, and Yoshihiro Uchida Hall (YUH). There is also an auxiliary athletic training room in the Event Center that is operated on a limited basis, during special events. The athletic training rooms run on a first-come first-serve basis. Appointments can also be scheduled with staff members. The facilities' telephone numbers are as follows:

Simpkins Stadium Center, Room 114	408-924-1256
East Field House, Room 110	408-924-1263
Yoshihiro Uchida Hall, Room 116	408-924-1297
Softball/Tennis Facility	408-924-2003

TREATMENT OF INJURY AND ILLNESS

- All injuries and illnesses should be reported immediately to the Sports Medicine staff. A minor illness or injury may needlessly become more serious if unattended.

EMERGENCY TREATMENT

- Should you become ill or injured at times when the athletics training rooms are closed, please contact your team athletic trainer. You may be directed to the Student Health Center

(408-924-6122) which is located at San Carlos and 7th Street.

- If there is a life-threatening situation after hours (e.g., difficulty with breathing or heart function, severe uncontrolled bleeding, neck or back injuries, etc.), call for Emergency Medical Services immediately. The University Police can be reached after hours by calling 911 from a campus phone or 408-924-2222 if you are off campus or using a cell phone. All after hours medical emergencies should be reported to the Sports Medicine staff as soon as possible.

PREVENTIVE TAPING, WRAPPING AND BRACING

- Each Head Coach, in consultation with the Sports Medicine Staff, establishes his/her own policy with regard to preventive taping. If you are not sure of your team's policy, ask the athletic trainer assigned to your team. Plan on arriving at the athletic training room early enough to receive the necessary treatment and taping and still be on time for practice. No treatments are administered during practice. Please note that being in the athletic training room is not an acceptable reason for missing or being late for practice.

MEDICAL AND INSURANCE POLICIES

The DIA program carries an excess accidental insurance policy. This means the policy will cover costs not paid by the student-athlete's primary insurance. The Department of Intercollegiate Athletics (DIA) only pays for the charges for injuries that are the result of intercollegiate athletics practice or competition. Unless the Team Physician stipulates otherwise, the athletic training room and the Student Health Center should be utilized for treatment. All medical bills and prescription expenses must be approved for payment by the Director for Sports Medicine or Team Physician in accordance with DIA regulations. The DIA does not assume any financial responsibility for medical treatment obtained without a referral from the Team Physician or Director for Sports Medicine.

- Student-athletes will be covered by the accidental insurance only if they complete a physical exam and provide a completed insurance information form.
- No individual may practice or compete without medical clearance from the Team Physician and completion of requisite forms. If this is not done, insurance coverage cannot be provided and medical care cannot be given. A PHYSICAL FROM AN OUTSIDE PHYSICIAN IS NOT ACCEPTABLE.
- Benefits are limited to injuries sustained during participation in regularly scheduled team activities. Coverage includes participation in competitions, practices, scrimmages, athletics performance workouts or while in transit for team travel.
- A student-athlete with a pre-existing or recurring injury (an injury that occurred prior to participation at SJSU) will not be covered by the DIA's insurance unless the particular injury has been cleared by the Team Physician and recorded as stable.
- The Director of Sports Medicine and sports medicine team administers athletic insurance claims and medical referrals.
- The insurance provided by the DIA will not cover any illness or incident unrelated to athletics. Student medical insurance can be purchased through the California State University Health Insurance Program. This insurance is a supplement to the service provided through the Student Health Center. This coverage can be purchased by the semester or for an entire school year. This coverage is recommended for the college student who is without any type of medical insurance. Go to www.csuhealthlink.com to find out more information and/or purchase this insurance.
- Athletically related injuries sustained while participating in official practices and intercollegiate athletics competition are covered for up to two (2) years from the date of injury. No bills for treatment are paid after this time period.

- Any injury or condition that will affect a student-athlete's participation in team practice or competition must be reported to an athletics trainer before referral to the Student Health Center or Team Physician.
- No individual will be permitted to return to practice or competition after a significant injury without the consent of the Team Physician or the Sports Medicine staff.
- All injuries must be reported to an athletic trainer. Under no circumstances should a student-athlete seek outside medical care without proper referral by the Sports Medicine staff. If a student-athlete seeks outside medical care without an appropriate referral THEY WILL BE RESPONSIBLE FOR ALL RELATED MEDICAL EXPENSES. No liability on the part of SJSU exists or may be assumed to exist for off-campus medical or dental treatment or hospitalization of any kind without prior referral.
- **Primary medical insurance:** This is coverage arranged by yourself, a parent, spouse or employer. Typically, these are classified as a Health Maintenance Organization (HMO) or Preferred Provider Organization (PPO).
- **Medical bills:** Please take all medical bills and corresponding Explanation of Benefits (EOB) to the Director of Sports Medicine or your assigned athletic trainer. The Director of Sports Medicine or member of the sports medicine team will send the bill and EOB to the DIA's insurance company for payment. Please contact the Director of Sports Medicine at (408) 924-6692 if there are any questions regarding medical bills or insurance coverage.

DENTAL CARE

- Each student-athlete is responsible for his/her own dental care unless the need for such care is the result of an athletic injury. Dental injuries received during supervised practices or competitions are covered. If a mouthpiece is provided for your sport, it must have been worn at the time of the injury for the DIA to accept financial responsibility.
- Whenever possible, the emergency care associated with athletics dental injuries is provided by the designated team dentist.
- Student-Athletes may inquire with their coach or Athletic Trainer about the use of other Athletic Department funds for these services if they are deemed medically necessary.

CORRECTIVE LENSES

- SJSU is not financially responsible for contact lenses or glasses needed for general use. Corrective lenses are only covered by the DIA if they are necessary due to an injury that occurs during a practice or competition. Additionally, any contacts lost must be replaced at the student-athlete's own expense.
- Student-Athletes may inquire with their coach or Athletic Trainer about the use of other Athletic Department funds for these services if they are deemed medically necessary.

WELLBEING ATTENDANT (CHAPERONE) POLICY

- [Wellbeing Attendant \(Chaperone\) Policy](#)

STUDENT-ATHLETES AND PREGNANCY

If a female student-athlete becomes pregnant, the student is encouraged to contact her head coach and the head athletics trainer immediately. The student-athlete will be advised to meet with a counselor in the Student Wellness Center, who can serve as a neutral party outside of the athletics

department.

- **Scholarship:** If a pregnant student-athlete notifies her coach and athletic trainer of her pregnancy, her athletics aid will remain in place for the remainder of the academic year unless she voluntarily withdraws from her sport and relinquishes her aid.
- **Training and Competing:** If the student-athlete wishes to continue in her sport, she must receive the approval of her health care professional and the team physician. NCAA regulations provide that female student-athletes who become pregnant during their collegiate career may be granted six calendar years in which to engage in four seasons of intercollegiate competition.
- **Insurance Coverage:** Costs associated with a pregnancy are the responsibility of the student-athlete and her insurance coverage. Student-athletes who become pregnant must refer to their own insurance plans to review coverage.
- Pregnant or parenting student-athletes are also eligible for accommodations under Title IX. Please contact the Title IX Office for more information at (408) 924-7290 or titleix@sjsu.edu

DRUG SCREENING, ALCOHOL & SUBSTANCE ABUSE PROGRAM 2022-2023

The Division of Intercollegiate Athletics (DIA) has a responsibility to ensure fair and equitable competition and to help protect the health and safety of student-athletes competing for San José State University (SJSU). The use of controlled substances, alcohol and "performance-enhancing" drugs represents a danger to the health and careers of student-athletes. Furthermore, the use or abuse of drugs and alcohol can be injurious to student-athletes and their teammates. Because drug and alcohol use can adversely affect the physical and emotional well-being of student athletes no matter when such use occurs, drug screening tests (including random drug testing) will be conducted throughout the year.

The DIA has implemented a mandatory program of drug education, testing, and treatment (to include counseling/rehabilitation) to assist and benefit student-athletes. The program seeks to protect student-athletes from risks and dangers of drug and alcohol abuse.

DIA DRUG AND ALCOHOL ADVISORY COMMITTEE

The DIA Drug Advisory Committee oversees the SJSU Drug Screening, Alcohol and Substance Abuse Program. The Drug Advisory Committee includes the Deputy Director of Internal Operations, Assistant Athletic Director for Student-Athlete Wellness and Leadership Development, Senior Associate Athletics Director of Compliance and Director of Sports Medicine. The Drug and Alcohol Advisory Committee meets quarterly to provide program data and updates related to education and prevention programming focused on student-athlete learning outcomes.

PROHIBITED SUBSTANCES

SJSU utilizes the same list of banned substances that is used by the National Collegiate Athletic Association (NCAA) and Drug Free Sport. The current list of banned substances per the NCAA is available <http://www.ncaa.org/sport-science-institute/topics/2020-21-ncaa-banned-substances> and in the Athletic Training Staff and in the Student-Athlete Handbook. In general, these substances would consist of drugs deemed harmful to the health and safety of the student-athlete.

MEDICAL EXCEPTIONS

Exceptions for student-athletes that test positive because they are using a banned substance for

legitimate medical reasons are possible. The student-athlete is responsible for providing a signed physician's note to the Director of Sports Medicine/Athletic Trainer prior to drug testing. The note must document the medical history and demonstrate the need for regular use of the drug.

DRUG TESTING PROCEDURE

Student-athletes are required to sign a "Drug Testing Consent Form" at the beginning of each academic year (or in the spring for student-athletes admitted that term), giving the DIA permission to drug test. The following students are eligible for testing:

- Any student-athlete currently on an active team roster;
- Any student-athlete whose eligibility has expired, but is receiving assistance for degree completion;
- Any person listed on a team's active roster as a practice squad player, i.e., male practice players for women's basketball.

Random drug testing will be conducted periodically throughout the year. The DIA also has the right to test a student-athlete with reasonable suspicion, which is based upon objective characteristics of changes in behavior, grades, and/or physical attributes. If a coach has reasonable suspicion of their athlete OR an athlete from another team, their first action is to notify their sport supervisor.

The DIA also has the right to test student-athletes that have previously tested positive.

Drug testing will be performed based upon communication between the Athletic Training Staff and the student-athlete. The Athletic Training Staff will collect the oral fluid samples to be sent to the contracted laboratory for analysis. Throughout the testing procedure, a legal "chain of custody" will be maintained to assure that no tampering of the oral fluid sample is possible.

Identification of those participating in the oral fluid collection and the results will be strictly confidential. The testing service will notify the Director of Sports Medicine with the results. The Director of Sports Medicine or designee (Assistant Athletic Director for Student-Athlete Wellness and Leadership Development) will be the only person capable of matching test results with individual identification numbers and will then notify the AD.

The sanctions listed below are the minimum requirements imposed by the DIA. The head coach reserves the right to impose stricter sanctions up to and including dismissal from the program at their discretion.

FAILURE TO APPEAR

Failure to appear for any drug test (NCAA or SJSU DIA) will be deemed a positive result for the student-athlete. The student-athlete will be sanctioned in accordance with the DIA Positive Drug Screening and Alcohol Results structure.

ALCOHOL PROTOCOL

- Alcohol violations, on- or off-campus, must be reported by the student-athlete to his or her head coach within twenty-four hours of the incident. Failure to do so may result in additional sanctions.
- The head coach must inform the AD and/or the Deputy Athletics Director for Internal Operations and Sport Supervisor within twenty-four hours of being informed of the incident.
- The student-athlete shall meet with the AD and/or Deputy Athletics Director for Internal Operations and Sport Supervisor within five days to initiate the conduct process.

- On-campus alcohol violations shall be handled in accordance with the conduct process outlined in the San José State University Student Code of Conduct and are subject to the drug and alcohol violation policy. Off-campus violations shall be handled in accordance with this policy and are subject to the drug and alcohol violation policy.

MINOR IN POSSESSION/CONSUMPTION AND 12-MONTH CLEAR RECORD

Alcohol violations shall have a cumulative effect and carry forward through the duration of a student-athletes intercollegiate athletics period of eligibility and/or while the student-athlete is receiving financial aid unless removed under the following circumstances:

- The violation was minor in consumption or a minor in possession of alcohol; AND
- There were no further alcohol-related incidents with the student-athlete for a period of twelve (12) months from the date of the violation; OR
- The alcohol violation was removed by a court of law.

POSITIVE DRUG-TESTING RESULTS AND ALCOHOL VIOLATIONS

The sanctions listed below are the minimum requirements imposed by the DIA. The head coach and the Athletics Director reserve the right to impose stricter sanctions up to and including dismissal from the program at his or her discretion. Violations are counted in total regardless of substance.

FIRST VIOLATION

- The Director of Sports Medicine or designee (Assistant Athletic Director for Student-Athlete Wellness and Leadership Development) will notify the AD and Head Coach of the positive test. The AD or Head Coach will notify the student-athlete of their positive test. The student-athlete will meet with the Deputy Athletics Director for Internal Operations and Sport Supervisor. If the student-athlete is a minor they will participate in a conference telephone call to include their parent(s) or legal guardian Deputy Athletics Director and the Head Coach.
- **For marijuana or alcohol, INCLUDING cannabinoids/CBD products—**
 - The student-athlete will be required to attend a minimum of an initial evaluation and two counseling sessions at the University Counseling and Psychological Services to be completed within 90 days.
- **For other recreational or performance-enhancing drugs or all other prohibited substances as defined by the NCAA -**
 - The student-athlete will be required to attend a minimum of an initial evaluation and two counseling sessions at the University Counseling and Psychological Services to be completed within 90 days. **The student-athlete will be suspended for 10 percent of their team's competitions in a given year.** Exhibition contests and scrimmages do not count toward suspensions. The suspension may carry over to the following year's competition schedule. The student-athlete may also be disciplined further if deemed appropriate by the AD or Head Coach. Once the student-athlete has satisfactorily completed the counseling program as determined by the University Counseling and Psychological Services, the student-athlete may be released from the University Counseling Program.
- Failure or refusal to comply with the above requirements will result in immediate disqualification from athletic participation.

SECOND VIOLATION

- The Director of Sports Medicine will notify the AD and Head Coach of the positive test. The AD or Head Coach will notify the student-athlete of their positive test. The student-athlete will meet with the Deputy Athletics Director for Internal Operations and Sport Supervisor. If the student-athlete is a minor, they will participate in a conference telephone call to include their parent(s) or legal guardian, Deputy Athletics Director and the Head Coach.
- **For marijuana or alcohol— INCLUDING cannabinoids/CBD products**
 - The student-athlete will be required to attend a minimum of an initial evaluation and two counseling sessions at the University Counseling and Psychological Services to be completed within 90 days. **The student-athlete will be suspended for 20 percent of their team's competitions in a given year.** Exhibition contests and scrimmages do not count toward suspensions. The suspension may carry over to the following year's competition schedule.
- **For recreational or performance-enhancing or all other prohibited substances as defined by the NCAA –**
 - The student-athlete will be required to attend a minimum of an initial evaluation and two counseling sessions at the University Counseling and Psychological Services to be completed within 90 days. **The student-athlete will be suspended for 50 percent of their team's competitions in a given year.** Exhibition contests and scrimmages do not count toward suspensions. The suspension may carry over to the following year's competition schedule. The student-athlete may also be disciplined further if deemed appropriate by the AD or Head Coach. Once the student-athlete has satisfactorily completed the counseling program as determined by the University Counseling and Psychological Services, the student-athlete may be released from the University Counseling Program.
- Failure or refusal to comply with the above requirements will result in immediate disqualification from athletic participation.

THIRD VIOLATION

- The Director of Sports Medicine will notify the AD and Head Coach of the positive test. The AD or Head Coach will notify the student-athlete of their positive test. The student-athlete will meet with the Deputy Athletics Director for Internal Operations and Sports Supervisor. If the student-athlete is a minor, they will participate in a conference telephone call to include their parent(s) or legal guardian, Deputy Athletics Director and the Head Coach.
- **For marijuana or alcohol— INCLUDING cannabinoids/CBD products**
 - The student-athlete will be required to attend a minimum of an initial evaluation and two counseling sessions at the University Counseling and Psychological Services to be completed within 90 days. **The student-athlete will not be permitted to participate in athletics at SJSU for one year from the date of the test and all athletics financial aid will cease at the conclusion of any appeal process.**
- **For recreational or performance-enhancing drugs or all other prohibited substances as defined by the NCAA -**
 - The student-athlete will not be permitted to participate in athletics at SJSU and all athletics financial aid will cease permanently at the conclusion of any appeal process.

APPEAL PROCESS

Student-athletes who test positive for a banned substance by the laboratory retained by the DIA may contest the results in writing to the AD within 72 hours following receipt of notice of the laboratory finding. Upon the student-athlete's request for additional testing of the sample, the Director of Sports Medicine or Assistant Athletic Director for Student-Athlete Wellness and Leadership Development will formally request the laboratory to perform a retest of the specimen (if possible). Retest findings will be final, subject to the results of any appeal. If retest results are negative, the drug test will be considered negative.

Student-athletes who test positive under the terms of the DIA Drug Screening and Substance Abuse Program will be entitled to a hearing with the AD, Assistant AD for Student-Athlete Wellness and Leadership Development and Sport Supervisor/designee and student-athlete's representative prior to the imposition of any sanction. Requests for such a hearing must be made within 72 hours of notification of a positive test result. If the 72 hours end on a weekend, the request must be made by noon on the next business day. Requests must be in writing to the AD or designee.

The student-athlete may have an advisor during the hearing upon request; however, the student-athlete must present their own case. The meeting must take place within one week of the written request. Either the student-athlete or the other parties involved may request an extension of time to the AD, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to provide documentary evidence, as well as to review the results of the drug test. The proceedings shall be confidential and the sanction can be reduced based on extenuating circumstances. The decision by the AD/designee regarding the sanction to be imposed shall be final.

NCAA DRUG TESTING PROGRAM

It is important to emphasize that the previously mentioned penalties apply only to the SJSU DIA Drug Testing and Substance Abuse Program. Student-athletes are also subject to the NCAA drug testing program and any athletes who test positive during an NCAA drug test will face the penalties prescribed by NCAA legislation and/or SJSU penalties, whichever penalties are greater. **It should be understood that an NCAA positive drug test counts as a positive SJSU drug test.** For additional information and resources, access the NCAA website at www.ncaa.org/health-safety and the Drug Free Sport Axis website at www.dfaxis.com/users/login.

SAFE HARBOR PROGRAM

The Safe Harbor Program ("Program") is a program that allows student-athletes to come forward and receive assistance for a substance abuse problem. **A student-athlete is not eligible for the Program after they have been informed of an impending drug test or after having received a positive SJSU or NCAA drug test.**

The Director of Sports Medicine will work with the student-athlete to prepare a Safe Harbor treatment plan, which will include evaluation, counseling and confidential drug testing. A student-athlete will be enrolled in a drug treatment program within 21 days of entry into the Safe Harbor Program. Once enrolled, they will remain in the Safe Harbor Program for 30 days. A student-athlete will only be permitted to enter the Safe Harbor Program one time during their athletic eligibility at SJSU.

If a student-athlete is determined to have new substance use after beginning the Safe Harbor Program or fails to comply with the Safe Harbor Program treatment plan, the student-athlete will be removed from the Safe Harbor Program.

While in compliance with the Safe Harbor Program treatment plan, student-athletes in the Safe Harbor Program may still be selected for drug testing by the NCAA and/or the DIA.

The AD/designee, the student-athlete's Head Coach will be informed of the student-athlete's participation in the Safe Harbor Program. Other university employees may be informed only to the extent necessary for the implementation of the Safe Harbor Program.

DRUG TESTING CONSENT FORM
SAN José STATE ATHLETICS DEPARTMENT

DRUG SCREENING, ALCOHOL & SUBSTANCE ABUSE PROGRAM 2020-21

I, _____ hereby acknowledge that I have received a copy of the San José State University (SJSU) Department of Athletics (DIA) Drug Screening, Alcohol and Substance Abuse Program Policy. I further acknowledge that I read the policy, that it has been outlined to me, and that I fully understand the provisions of the Program. **I understand that I must sign this Consent Form in order to participate in intercollegiate athletics at SJSU.**

I agree to allow the DIA to drug test me in accordance with the Drug Screening, Alcohol and Substance Abuse Program;

I understand that I am subject to the penalties outlined in the Drug Screening, Alcohol and Substance Abuse Program;

I was provided an opportunity to review the procedures outlined in the Drug Screening, Alcohol and Substance Abuse Program;

I understand that DIA drug testing results will be provided to the Director of Athletics (AD)/designee, Director of Sports Medicine, my Head Coach and parent(s) or legal guardian;

I understand the consequences outlined in the NCAA year-round drug-testing program, the Drug Screening, Alcohol and Substance Abuse Policy. I also understand the following sanctions:

- **A FIRST positive drug test will result in a minimum of an initial evaluation and two counseling sessions at the University Counseling and Psychological Services ("CAPS"). I will be suspended for 10 percent of my team's competitions if testing positive for recreational or performance-enhancing drugs or any other prohibited substances as defined by the NCAA. I may be disciplined further if deemed appropriate by the AD.**
- **A SECOND positive drug test will result in a minimum of an initial evaluation and two counseling sessions at the CAPS. I will be suspended for 20 percent of my team's competitions if testing positive for marijuana or alcohol. If testing positive for recreational or performance-enhancing drugs or any other prohibited substances as defined by the NCAA, I will be suspended for 50 percent of my team's competitions.**
- **A THIRD positive drug test will result in a minimum of the loss of an athletic scholarship for one year. I will be required to attend an initial evaluation and two counseling sessions at the CAPS, and suspension from all team activities if testing positive for marijuana or alcohol. If testing positive for recreational or performance-enhancing drugs or any other prohibited**

substances as defined by the NCAA I will not be permitted to participate in athletics at SJSU and athletics financial aid will cease permanently.

Date Signature of Student-Athlete

Date Signature of Parent (if student-athlete is a minor)

Name (please print)	Sport	SJSU ID #
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EQUIPMENT SERVICES

The Athletics Equipment Services Department (AES) at San José State University (SJSU) is dedicated to providing the best in customer service and professionalism to its student-athletes, coaches and staff. All facets of equipment services including fitting, issuance and retention of equipment, inventory of equipment, maintenance of equipment, equipment room and locker room, collection and dispersal of laundry will be conducted at the highest standard. The AES staff will adhere to all National Operating Committee on Standards for Athletic Equipment (NOCSAE), the National Collegiate Athletic Association (NCAA), affiliated conferences, and University rules and regulations. Equipment Room & Hours of Operation (Schedule subject to change based upon departmental needs)

The Simpkins Stadium Center (Football) and The East Fieldhouse (Olympic Sports) are the two athletics equipment rooms on the SJSU South campus. Both are open weekdays during the academic year (please refer to posted hours); and as needed during summer, weekends and holidays. The North Campus (Olympic Sports) Equipment Room (located in YUH) operates as a satellite facility and is open at similar hours, and as appropriate for the North Campus sports.

ISSUANCE

Issued equipment is the property of SJSU and is not for personal use. All athletics related equipment will be issued through the equipment room by the assigned equipment manager. Student-athletes must be cleared by the Compliance office via a certified Eligibility Roster in order to be issued SJSU athletics apparel and equipment. **No exceptions.**

Student-athletes responsible for maintaining and securing all issued equipment in individually assigned lockers. Additionally, student-athletes are expected to take appropriate care of equipment and uniforms. No alterations should be made to issue gear without permission from the equipment manager. Alterations made to issued gear without permission from the equipment manager will result in a charge to the student-athlete's account.

- Perishable Items are items that lose value over the course of the season. For example, running shoes, cleats, practice uniforms, t-shirts and socks.
- Non-Perishable Items are items that retain value over the course of the season. For example, game and competition uniforms, football shoulder pads, football and baseball helmets, golf clubs, tennis racquets, baseball bats, etc.

COLLECTION

The CSU Chancellor has delegated authority to each campus President to establish and maintain a system of internal controls to safeguard State property. The authority and responsibility are consistent with the principles of the Financial and State Manager's Responsibility Act of 1983 (Government Code Section 13400-13407). Once the season is officially over for each sport, student-athletes will be required to turn in their nonperishable equipment to their respective equipment manager no less than one week from the conclusion of the last scheduled contest. Failure to turn in equipment will result in a hold placed on the student-athlete's account, which may result in the withholding of grades and/or a monetary charge applied to the student-athlete's account. **Important note: All apparel and equipment is considered property of the State of California and SJSU.**

GENERAL EQUIPMENT ROOM RULES

- Equipment is sized for each student-athlete; do not trade equipment with another student-athlete. If the equipment does not fit as you like, meet with your Equipment Manager to discuss.
- Each student-athlete is responsible for the equipment they are issued.
- Failure to turn in equipment will result in a hold placed on the student-athlete's account, which may result in the withholding of grades and/or a monetary charge applied to the student-athlete's account.
- Report all equipment problems to the equipment manager.
- If equipment becomes worn or damaged, return it to the equipment room for a replacement.
- Behave in an orderly and polite manner when interacting with the equipment room staff.
- Equipment Room regulations may vary from sport to sport. Any questions or concerns regarding the equipment issued must be handled directly with the assigned Equipment Manager.

LAUNDRY SERVICES

- Arrangements for the cleaning and laundering of gear are made by the Equipment Coordinator. If laundering is provided for a particular sport, see the Equipment Coordinator for arrangements. Student-athletes are responsible for picking up gear before practice, and for delivering it to the designated laundry drop-off area after practice. Clean laundry will be placed back into the student-athletes locker or specific instructions for distribution will be outlined by the Equipment Coordinator.
- Equipment Room facilities cannot be used for personal laundry. Only Equipment Room staff is allowed inside the Equipment Room.
- Towels are provided in most locker rooms. Student-athletes are strongly encouraged to shower after practices and competitions to prevent the spread of common germs and more importantly, staph infections. Please make sure to put all towels in designated bins.

STUDENT-ATHLETE TICKET POLICIES COMPLIMENTARY ADMISSIONS

- Player-guest complimentary admissions to team competitions are distributed in accordance with National Collegiate Athletic Association (NCAA) rules and regulations.
- Eligible student-athletes may receive a maximum of four complimentary admissions per event in their sport (Department of Intercollegiate Athletics (DIA) policy may limit this maximum). These complimentary admissions are not for resale and are administered by the Spartan Ticket Office through the ARMS app or website
- Valid photo identification (ID) and signature by all player-guests are required to claim admission.
- Only those student-athletes traveling to away contests are permitted to request complimentary admissions for such contests.
- The policies for requesting complimentary admissions below will also be verbalized in a team meeting with the Ticket Office prior to the start of each sport's season.

TICKETED EVENTS (Football, M/W Soccer, M/W Basketball, Gymnastics, Baseball, & Softball)

- **Football:** Log in to your ARMS account and submit the names of your guests by 1PM on the Wednesday prior to a Thursday, Friday, Saturday, or Sunday game.

- **All Other Sports:** Log in to your ARMS account up to 24 hours prior to the game/match date/time.

Player-guest complimentary admissions are available at Team Will Call windows at the following locations:

- **Football:** Player-Guest Gate TBD beginning an-hour-and-a-half prior to kick-off.
- **M/W Soccer:** Entrance Gate to Spartan Soccer Complex, beginning one hour prior to the start of the match or a doubleheader (DH).
- **Volleyball:** Pass List table at the entrance to YUH/Spartan Gym.
- **M/W Basketball & Gymnastics:** Pass list table, just inside the lower entrance to the Provident Credit Union Event Center, beginning one hour prior to the start of the game or doubleheader for Basketball and 75 minutes prior to the start of the meet for Gymnastics.
- **Baseball:** Excite Ballpark , beginning an-hour-and-a-half prior to first pitch or a doubleheader.
- **Softball:** Spartan Softball Field, beginning one hour prior to first pitch or doubleheader.

RECOGNITION

Your visibility as a successful student-athlete may lead to awards for your athletics and academic achievements and/or community service participation and/or requests from outside interests such as the news media outlets for interviews, comments and/or statements. As you are recognized for your success, you represent you, your family, your team, the athletics program, and San José State University.

ATHLETICS AWARDS

In order to receive an athletics award, you must be of amateur standing, eligible for athletics participation, as defined by the NCAA, and represent SJSU at the time of competition. Additionally, you must meet specific criteria in order to be eligible for the award.

Your head coach and San José State athletics staff members submit nominations for meritorious service. Consideration is given to your athletics performance, sportsmanship, observance of rules, and other applicable criteria. All awards are distributed in compliance with NCAA regulations.

AWARD LIMITATIONS

The NCAA restricts awards that you may receive to items that can be personalized with the institution's insignia or letter, event specification, or comparable identification. Permissible awards may include sweaters, jackets, blankets, watches, rings and plaques.

Gift certificates, appliances, television sets, and other merchandise items that cannot be personalized are not permitted. You may not receive a cash award.

The NCAA prohibits you from providing and/or selling any awards, merchandise received for athletics participation to any outside party while you are a student-athlete at San José State.

Check with your head coach before accepting any award that recognizes your athletics accomplishments. It is important that you do not jeopardize your amateur status by accepting any gift or benefit that is not available to other students at the University, even if the offer is termed

“an award.” All gifts (or awards) from boosters and/or professional athletics associations are restricted by NCAA rules and regulations. Acceptance of such awards may jeopardize your eligibility. If you are in doubt, consult the Senior Associate Athletics Director for Compliance or your head coach.

MEDIA RELATIONS

San José State University’s Department of Intercollegiate Athletics generates more public interest and media attention than any other campus agency, outlet or department. Athletics’ image plays a significant role in how the public views the University’s reputation. During your intercollegiate athletics career, a media member may ask to interview you on a variety of subjects or a specific matter. Interviews may take place after a contest, before or after a practice or in the athletics media relations office.

When interviewed by the media, be on time, courteous and confident on the subject matter. The media can be helpful to you, your teammates, and your team. The media is not an adversary. How you conduct an interview also is a reflection on your team and your school.

All telephone and ZOOM interviews are coordinated by the athletics media relations staff. This policy exists to shield you from being interviewed at a time that is inconvenient for you and to deter people from gaining gambling-related information.

If you have any questions about the functions of the media relations office and how it can help you, visit the office in the Alan B. Simpkins Building or contact Scott MacDonald, Deputy Athletics Director for Public Relations and Content Strategy at scott.macdonald@sjsu.edu.

Interview Suggestions

Because media interviews are a new area of responsibility for many student-athletes, the following tips may help you when dealing with the media:

- Organize your thoughts whenever possible.
- Be sure you understand a question, even in a live setting; it is okay to ask for clarification of a question if you do not understand it.
- Be positive and speak clearly.
- Do not use the term, “off the record.” What you say “off the record” can be placed “on the record” by obtaining confirmation from another source.
- Most reporters are fair. If you have a concern about how a story reads or is played on the air, contact the athletics media relations office and share your thoughts and opinions.

SOCIAL MEDIA

Students have many choices to make regarding the use of social media platforms. The athletics department participates in many well-known social media platforms with the intent of positively portraying and reporting accurately its student-athletes, coaches, staff and teams. We encourage you to engage with and follow our official athletic accounts: @SJSUAthletics on Twitter, @SJSUSpartans on Facebook and @sjsuspartans on Instagram.

Through recently-passed name, image and likeness legislation, student-athletes now have the ability to leverage their social media following for compensation through partnerships with outside companies. Please visit the SJSU NIL policy [HERE](#) for more details and information available to student-athletes. Student-athletes should be aware that any social media communication is a

reflection of the student-athlete, the team, the athletics department and the University. That includes your original content or any information you choose to share or repurpose from another source. While you may set your account to “private,” nothing in a social media account is truly “private.”

If you believe you are a social media target or victim of “cyberbullying,” please report it to your head coach or the media relations office in Athletics immediately.

“Cyberbullying” is considered a misdemeanor in California punishable by a fine up to \$1,000, a year in jail or both.

YOUR ENVIRONMENT

The Department of Intercollegiate Athletics (DIA) seeks to create an environment for you that fosters success in your academic, athletic and social life. The following information was compiled to answer questions you may have concerning your campus environment. **ON-CAMPUS HOUSING**

- The Residential Community is home to more than 3,500 students, faculty and staff. It includes residence halls and suites that offer First Year Experience programming, an apartment building for upper division students, and a faculty/staff/graduate/senior undergraduate apartment building. Rents include furniture, basic utilities, internet, cable and phone service. Meal plans are available through Spartan Dining.
- Each Fall, a number of housing spaces are reserved for the DIA to be used for entering freshmen and new transfer student-athletes. Returning students, who choose to live on-campus for subsequent academic years, are required to participate in the Returning Resident process during the spring semester. University Housing Services will provide current residents with detailed instructions and deadlines regarding the Returning Resident process.
- If you are receiving an athletics scholarship that includes housing, all, or a portion of, your room and board fees may be paid by the DIA. If you are not receiving an athletics scholarship, or housing is not a part of your scholarship, you are required to pay your own room and board fees by the due dates designated by University Housing Services.
- For general information regarding on-campus housing, contact University Housing Services at 408-795-5600, or visit their website at <http://housing.sjsu.edu>. Students are responsible for understanding all policies and procedures set forth by University Housing Services.

OFF-CAMPUS HOUSING

The decision to live off-campus is an important one. Students are encouraged to consult with their head coach and parent(s)/guardian(s) prior to making the decision to live off-campus.

Note: The University has no insurance to cover the personal or property damage of students. The university and the DIA highly recommend that all students, at their own expense, obtain insurance such as a renter’s policy.

ATHLETICS FACILITIES

San José State University (SJSU) has a wide variety of athletics facilities (on and off campus) for team use. These facilities include:

ALAN B. SIMPKINS INTERCOLLEGIATE ATHLETICS ADMINISTRATION BUILDING (ABS): The home for SJSU Department of Intercollegiate Athletics (DIA) houses coaches and administrative offices. The building is located across the street from CEFCU Stadium at 1393 South 7th St.

CEFCU STADIUM: Since 1933, CEFCU Stadium serves as the home for San José State football. Bordered by Humboldt, Tenth, Alma, and Seventh, there are plans to construct the Spartan Athletics Complex on the east side of the stadium.

SIMPKINS STADIUM CENTER: The Simpkins Stadium Center is a multipurpose facility adjacent to CEFCU Stadium and serves as the home for the football program. An equipment room, training room, meeting rooms and the Scott Gadway Student Success Center are also located in this building. There is a catering kitchen and large meeting room (the Gold Room) that serves as a reception/function area.

KORET ATHLETICS TRAINING CENTER: The Koret Athletics Training Center is located at the corner of 7th and Humboldt Streets and is a state-of-the-art training and rehabilitation facility for student-athletes.

EAST FIELDHOUSE: The baseball and men's soccer coaches' offices, a training room, equipment room, and locker room facilities are housed in this building located at 10th and Humboldt Streets.

SPARTAN GOLF COMPLEX: Located at 579 Alma Avenue across the street from Excite Ballpark, the Spartan Golf Complex is a 15-acre facility with a 360-yard driving range, short-game area for pitching, and a putting green. A lighted facility, the men's and women's golf teams can practice there day or night.

EXCITE BALLPARK : Excite Ballpark , located at the corner of Alma Street and Senter Road, is the home stadium for the San José State baseball team.

SPARTAN BEACH: The Spartan Beach volleyball courts opened for the 2020 season and are located on 10th Street, next to the Spartan Soccer Complex. There is bleacher seating available, and fans are encouraged to bring beach chairs and towels to relax during matches.

SPARTAN RECREATION AND AQUATIC CENTER: The Spartan Recreation and Aquatic Center is located on 7th Street across the promenade from the Event Center Box Office. Women's swimming and diving and men's and women's water polo practice and compete at this facility.

SPARTAN SOFTBALL COMPLEX: The softball field is located on Humboldt and 10th St. next to the football practice field and tennis courts.

SPARTAN TENNIS COMPLEX: The Spartan Tennis Complex is located along Stadium Way next to the softball and football practice fields. .

SPARTAN SOCCER COMPLEX: The men's and women's soccer teams practice and compete at the Spartan Soccer Complex , located on the South Campus along 10th & Alma Ave.

THE PROVIDENT CREDIT UNION EVENT CENTER: The men's and women's basketball teams practice and compete in the Event Center located at 7th and San Carlos Streets on main campus. The gymnastics team also hosts its home slate of meets at the Event Center.

YOSHIHIRO UCHIDA HALL (YUH): Renovated in 2014, Yoshihiro Uchida Hall is home to the men's basketball, women's basketball, gymnastics, beach volleyball and volleyball programs. YUH

features new locker room spaces, coaches' offices, conference rooms, a state-of-the-art sports medicine facility and an equipment room. The men's and women's basketball teams utilize the gymnasium for practice while the volleyball team practices and hosts its home matches in Spartan Gym inside of YUH located at the corner of 4th and San Carlos streets.

ATHLETICS STAFF DIRECTORY FOR STUDENT-ATHLETES

- [SJSU Spartans Athletics Staff Directory](#)

SJSU Advising Hub

- [SJSU Advising Hub](#)

Tutoring

- The course instructor is always the best tutoring option. Attend office hours!
- Utilize study sessions and tutoring provided by individual SJSU departments.
 - Peer Connections (Campus tutoring center) SCC 600 408.924.2587
 - Writing Center Clark Hall, Suite 126 408.924.2308 <http://sjsu.mywconline.com>
 - GE level English and Math tutoring YUH

More Resources

Financial Aid	Student Services Center	fao@sjsu.edu	408-283-7500 (press #6)
Bursars Office	Student Services Center	bursar@sjsu.edu	408-924-1601
Registrar's Office	Student Services Center	registrar@sjsu.edu	408-283-7500
University Housing Services	Student Affairs	info@housing.sjsu.edu	408-795-5600
Library	Dr. Martin Luther King, Jr Library	http://library.sjsu.edu	408-808-2000
Accessible Education Center	Administration Building, Room 110	aec-exams@sjsu.edu	408-924-6000
Career Center	Administration Building 154	https://www.sjsu.edu/careercenter/	408-924-6031
Internship Placement	Administration Building 110	http://www.careercenter.sjsu.edu	408-924-6031
Career Counselors	Administration Building	careerhelp@sjsu.edu	408-924-6031
Counseling Services	Student Wellness Center	3 rd floor Room 300B	408-924-5910
Personal Counseling	Student Wellness Center	counselingservices@sjsu.edu	408-924-5910
Educational Counseling	Student Wellness Center	counselingservices@sjsu.edu	408-924-5910
Health Center	Health Building	First Floor	408-924-6122
Appointments	Health Building	https://www.sjsu.edu/studenthealth/	408-924-6122

After Hours Advice Nurse	Health Building	https://www.sjsu.edu/studenthealth/	1-866-935-6347
Behavioral & Crisis Intervention Team	Student Wellness Center Room 335	https://www.sjsu.edu/bit/	408-924-6339
Ombudsperson	Administration Building Room 269	https://www.sjsu.edu/ombudsperson/	408-924-5995
Student Conduct & Ethical Development	Administration Building Room 269	https://www.sjsu.edu/studentconduct/	408-924-5985
Wellness & Health Promotion	Student Health Center	https://www.sjsu.edu/wellness/	408-924-6204
Stress Free Massage Chair	Student Health Center	First Floor	408-924-6122

CHECK-OUT LIST

You **must** take care of the following items upon departure from your team and/or SJSU as applicable:

Athletic Department

- Return all team issued materials to Head/Assistant Coach
- Sign a Relinquishment of Aid Form with Head Coach, if receiving athletics aid
- See the Senior Associate Athletic Director for Compliance if you want to transfer
- See the Student Services Coordinator to complete a Head Coach Evaluation and Exit Interview
- Return all team issued equipment to Equipment Manager

****FAILURE TO LEAVE THE TEAM AND/OR WITHDRAW FROM SJSU IN THE PROPER MANNER WILL RESULT IN HOLDS & FINES BEING PLACED ON YOUR SJSU STUDENT ACCOUNT.**

Academic Advising – Gadway Academic Center

- See Athletic Academic Advisor to drop classes or withdraw

Holds

- Check MySJSU account for holds and contact the appropriate department(s) to remove hold(s)

Bursar’s Office – Student Services Center, 408-924-1601

- Pay any outstanding University fees

University Housing Services – CVB 2nd Floor, 408-795-5600

- Submit a Petition to Cancel along with supporting documentation
- Check-out with Housing Staff and return all keys, access card, and Housing parking permit
- Pay cancellation fees

Financial Aid – Student Services Center, 408-283-7500

- Submit a Student Information Update Form

Textbooks - Spartan Bookstore (408-924-1800)

- Return all textbooks for dropped classes

Parking Services – 7th St. Garage, 408-924-6556

- Return parking permit and pay any parking citation fines

Library – King Library, 408-808-2000

- Return library books and pay any library fines