STUDENT-ATHLETE HANDBOOK AND PLANNER

Student-Athlete Support Services

Clara Bell Smith Center

517-355-2204

www.sass.msu.edu

@MSU_SASS
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Dear Spartan Student-Athlete,

On behalf of the Department of Intercollegiate Athletics and the Office of the Provost, we welcome you to another academic year at Michigan State University. The Spartan family is committed to academic and athletic excellence, and it is up to all of us to live out the Department of Intercollegiate Athletics mission statement which is to "...gather and engage our community to teach, support, and celebrate our student-athletes in their quest for excellence."

You can be extremely proud to be a student-athlete at Michigan State University. It is important for you to realize that you are valued as a student-athlete, and it is the mission of our Department and Student-Athlete Support Services (SASS) to aid you in your academic success. At SASS, Gameplans for the Future is not just a tag line. We are committed to providing you with the academic tools to be successful in the classroom as well as preparing you for what lies ahead. Our hope is that you find the Clara Bell Smith Academic Center to be a great resource and an environment that is engaging and supportive.

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

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

Have a wonderful year and Go Green!

Sincerely,

Mark Hollis
Director of Intercollegiate Athletics

Jim Pignataro
Associate Athletics Director and
Director of Student-Athlete Support Services
Greetings!

Welcome to the first-year student-athletes, and to those of you who are returning athletes and scholars. It’s good to have you home.

In your roles at Michigan State University, you occupy a special place at this world-class institution of higher education. You are ambassadors. To many, you represent the student body. And you certainly represent Michigan State every time you don those pads, pull on that uniform, put that cap on your head.

The community service and outreach of Michigan State student-athletes is significant. From visits to children in hospitals to food drives, your work through PACT (Putting Athletes and Community Together) makes a difference.

At the same time, you are scholars, here to acquire knowledge that will guide you for years to come in your professions. There are people and resources at Michigan State to help you reach those academic goals, as well as achieve on the court or the field. Take full advantage of what Student-Athlete Support Services has to offer, in addition to other opportunities for academic growth on this campus. Yours is a very rich environment.

A word about me. I am the University’s Faculty Athletic Representative (FAR). My duties include chairing the Athletic Council and serving as an advisor to the Athletics Director and the President. I also work with the Student-Athlete Advisory Committee (SAAC), and participate in NCAA and Big Ten governance.

I am a professor in the School of Journalism in the College of Communication Arts and Sciences where I teach several courses in sports, and in media law. I work with the Department of Intercollegiate Athletics, but not for it. I am available to discuss athletically-related issues with athletes who desire to speak to someone outside the athletic department. If I can be of assistance to you, please do not hesitate to contact me.

Compete well. Study hard.

Go Green – Go White!

Sue Carter, J.D. D. Min.
Professor
School of Journalism
sucarter@msu.edu
### Michigan State University 2015-16 Academic Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>FALL 2015</th>
<th>SPRING 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>September 2</td>
<td>January 11</td>
</tr>
<tr>
<td>Deadline to apply for graduation</td>
<td>September 4</td>
<td>January 15</td>
</tr>
<tr>
<td>University closed</td>
<td>September 7</td>
<td>January 18</td>
</tr>
<tr>
<td>Open add period ends at 8pm</td>
<td>September 9</td>
<td>January 15</td>
</tr>
<tr>
<td>Classes cancelled/University open</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End of tuition refund</td>
<td>September 28</td>
<td>February 5</td>
</tr>
<tr>
<td>Middle of semester</td>
<td>October 21</td>
<td>March 2</td>
</tr>
<tr>
<td>Last day to withdraw or drop a class</td>
<td>October 21</td>
<td>March 2</td>
</tr>
<tr>
<td>Completion of incompletes from Spring 2015</td>
<td>October 21</td>
<td></td>
</tr>
<tr>
<td>Completion of incompletes from Fall 2015</td>
<td></td>
<td>March 2</td>
</tr>
<tr>
<td>Spring Break</td>
<td></td>
<td>March 7-11</td>
</tr>
<tr>
<td>Summer enrollment begins</td>
<td></td>
<td>March 14</td>
</tr>
<tr>
<td>Enrollment for Fall 2016/Spring 2017</td>
<td>November 13</td>
<td>April 1</td>
</tr>
<tr>
<td>Enrollment for spring deadline</td>
<td>November 14</td>
<td></td>
</tr>
<tr>
<td>Tuition bills available on STUINFO</td>
<td>November 26</td>
<td></td>
</tr>
<tr>
<td>Thanksgiving – University closed</td>
<td>November 27</td>
<td></td>
</tr>
<tr>
<td>Initial minimum tuition payment due</td>
<td>December 11</td>
<td></td>
</tr>
<tr>
<td>Classes end</td>
<td>December 11</td>
<td>April 29</td>
</tr>
<tr>
<td>Final exams</td>
<td>December 14-18</td>
<td>May 2-6</td>
</tr>
<tr>
<td>Book Return for Scholarship Student-Athletes</td>
<td>December 18</td>
<td>May 6</td>
</tr>
<tr>
<td>Commencement</td>
<td>December 18-19</td>
<td>May 6-8</td>
</tr>
<tr>
<td>University closed</td>
<td>December 24</td>
<td></td>
</tr>
<tr>
<td>University closed</td>
<td>December 25</td>
<td></td>
</tr>
<tr>
<td>University closed</td>
<td>December 31</td>
<td></td>
</tr>
<tr>
<td>University closed</td>
<td>January 1</td>
<td></td>
</tr>
</tbody>
</table>

#### SUMMER 2016

<table>
<thead>
<tr>
<th>Event</th>
<th>FIRST</th>
<th>FULL</th>
<th>SECOND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>May 16</td>
<td>May 16</td>
<td>July 5</td>
</tr>
<tr>
<td>Open add period ends at 8pm</td>
<td>May 18</td>
<td>May 20</td>
<td>July 7</td>
</tr>
<tr>
<td>University closed</td>
<td>May 30</td>
<td>May 30</td>
<td></td>
</tr>
<tr>
<td>Middle of semester</td>
<td>June 8</td>
<td>July 1</td>
<td>July 27</td>
</tr>
<tr>
<td>University closed</td>
<td></td>
<td>July 4</td>
<td></td>
</tr>
<tr>
<td>Classes end</td>
<td>June 30</td>
<td>August 18</td>
<td>August 18</td>
</tr>
<tr>
<td>Book Return for Scholarship Student-Athletes</td>
<td>August 18</td>
<td>August 18</td>
<td>August 18</td>
</tr>
</tbody>
</table>

6
Mission Statement and Core Values

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

The Athletic Department Core Values are:

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

Athletic Council

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

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

Spartan Fund

We’re on a mission to enrich the experience for our Spartan Fund donors who provide our nearly 800 student-athletes – our champions – the best experience possible in the classroom, in competition and in the community during their time at MSU.
MSU Athletics is entirely self-sustaining; this means that we do not receive any general fund dollars from the university. Annually, we will incur $12 million in student-athlete scholarship expenses. This does not include the costs of equipment, travel, facilities, etc. necessary to field champions both on and off the field. This reality creates a significant need for private contributions.

Over 16,000 Spartan Fund donors have chosen to Invest In Champions. Their annual gifts generate nearly 25% of the revenue for Spartan Athletics. Our donors are investing in you - your academic and athletic experience - through gifts to facilities, endowments, 25 varsity sports, and supporting programs such as SASS and strength & conditioning.

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

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

**STUDENT-ATHLETE SUPPORT SERVICES AND POLICIES**

**Student-Athlete Support Services Mission Statement**

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

**Eligibility Monitoring**

**Important Information Regarding Your Eligibility**

Eligibility is **your** responsibility. It is your responsibility to meet all appropriate NCAA and Big Ten rules regarding academic eligibility.

Credits may count differently for different rules.

It is your responsibility to maintain full-time enrollment (minimum of 12 credits) in every fall/spring term in order to be eligible for practice, aid and competition.

It is your responsibility to earn 6 degree applicable credits each semester in order to compete the following semester.

Your GPA will be evaluated every semester; therefore, you must meet Big Ten GPA requirements to be eligible to compete each semester.

Remedial coursework (e.g., MTH 1825) counts towards continuing Big Ten and NCAA eligibility only in your first year of enrollment.

Courses can only count towards eligibility one time and only when they are successfully completed. If a course has a minimum grade requirement, you will not earn degree applicable credit until you earn the appropriate grade in the course for the major you are in for that term.

You must declare a designated major by the beginning of your 5th semester in college.
You must earn 18 degree applicable credits of the required NCAA applicable coursework during the fall and spring terms.
For the NCAA, you must also complete 40% of your degree before the start of your third year, 60% of your degree before the start of your 4th year, and 80% of your degree before the start of your 5th year.
For Big Ten purposes, you must earn your first 24 credits at MSU if you are a freshman. As a freshman, you may not take summer courses elsewhere that will count towards eligibility until you have earned 24 credits at MSU.
You should not make changes to your schedule or major without talking to your Academic Coordinator. Failure to do this could render you ineligible.

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

For all Student-Athletes:

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

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

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

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

**Post-Season Competition Rules**
Sports whose post season competition begins after the end of the term (fall or spring) must meet further eligibility requirements in order to compete. You must pass six degree applicable credits to compete.
affected by this rule are baseball, football, men’s and women’s golf, rowing, softball, men’s and women’s tennis, men’s and women’s track and field and volleyball.

Double Majoring/Major Changes

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

Preprofessional Coursework and Specializations

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

Smith Center Services

Hours of Operation

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

Structured Study Program

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

Swipe in times for study table are as follows:

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

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

**Learning and Retention Services**

The goal of Learning and Retention Services is to provide comprehensive, individualized academic support services for student-athletes at Michigan State University. It includes a wide range of academic support services including learning strategies, learning assistants, and assistive technology. Student-Athlete Support Services is committed to providing services that are in compliance with all NCAA, Big Ten and MSU guidelines for academic integrity and ethical behaviors.

Learning and Retention Services also encompasses Learning Specialist services, which includes assisting student-athletes who have documented disabilities with registering for academic accommodations through the Resource Center for Persons with Disabilities (RCPD) Office. Additional services include developing individualized academic learning strategies to optimize academic success.

**Tutorial Services**

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

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

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

- **Sunday**: 6:30pm-9:30pm
- **Monday-Thursday**: 8:00am-9:30pm
- **Friday**: 8:00am-5:00pm

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

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

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

If you do not arrive within 5 minutes of your scheduled session, you will be charged a $10 late fee. If you do not attend or cancel the session within the appropriate time frame, you will be charged a $15 fee. Your tutorial privileges will be revoked after your 4th late and/or no show charge. You may request reinstatement of your tutorial services by meeting with the Director of Academic Services.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Late</th>
<th>No Show</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>$10.00 fee</td>
<td>$15.00 fee</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>$10.00 fee</td>
<td>$15.00 fee</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>$10.00 fee</td>
<td>$15.00 fee</td>
</tr>
<tr>
<td>4th Offense</td>
<td>$10.00 fee</td>
<td>$15.00 fee</td>
</tr>
</tbody>
</table>

All tutorial sessions will be suspended.

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

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

These services are to be considered a privilege, not a right. Hence, they can be suspended and restored at the discretion of the Director of SASS.
Fraternization with Tutors

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

The following list is by no means all-encompassing, but does provide a sample of behavior that is **not** allowed:

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

Academic Integrity

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

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

Impermissible Actions

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

Possible Punishments
- Failing the assignment
- Failing the course
- Cheating on your permanent record
- Ineligible for competition immediately
- Loss of athletic financial aid immediately
- Being dismissed from the team
- Being dismissed from Michigan State University
- Unwanted media attention
- Required to complete an extensive academic integrity semester-long course in addition to your other classes

Keep in mind that you are also at risk of punishment if you help someone commit an academically impermissible act. Act with integrity at all times and talk to your Academic Coordinator if you have any questions.

Book Loan Procedure
(For students with book scholarship only)

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

Book loan scholarship covers REQUIRED texts and supplies only. You may purchase any optional supplies, clothing, or non-textbook items at a cash register. Your book loan scholarship does not cover these expenses.

Required supplies must be approved by SASS before purchase. You will not be reimbursed if you purchase them on your own. Current supplies that are covered by book loan scholarship include:
- First aid kit for KIN 125
- Aplia or other online coursework
On-line texts
Required uniforms for courses up to $25
Art supplies up to $200 per semester (supplies must be carried by SBS)

Magazine and newspaper subscriptions are NOT covered by book scholarship.

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

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

If your books are stolen, you must report the theft and file a police report within 24 hours. The athletic department will not replace or reimburse for stolen books without the proper documentation.

If you should lose your student ID, you will need to get a replacement card in order to pick up or return your books. This can be done at the International Center in room 170. Your student account will be charged for any replacement cards.

**Travel to Away Competition**

You are expected to attend class when not traveling.

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

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

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

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

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

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

- iPads or laptop computers are signed out and in by MSU coaching staff members or Academic Coordinators only.
- iPads or laptop computers are returned to SASS within 24 hours of a team's return from an away competition. However, if the team returns on Friday night or Saturday, they must be returned the following Monday by 9:00 a.m.
- There is a $25.00 a day charge for each day the iPad is not returned and a $10 a day charge for laptops.
- The team using the iPad or laptop is financially responsible for any damage to the iPad or laptop and/or loss of auxiliary equipment (i.e., mouse, power cord, user's guide etc.).
- The team using the iPad or laptop is financially responsible for replacement of the iPad or laptop computer if it is lost, stolen or not repairable.

Headphone Checkout Policy

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

Student-Athlete Development Program

Student-Athlete Support Services is dedicated to the growth of the student-athlete through its Student-Athlete Development Program. The program is designed to build upon the values and structure set forth by the NCAA’s Division of Student-Athlete Affairs. It enhances the student-athlete in five areas: community service and outreach, career development, personal and leadership development, academic excellence and athletic excellence. Each area is detailed in nature to meet the individual needs of each student-athlete.

Personal and Career Development

Personal and career development is based on a three-part process that consists of career exploration, career development and career placement.

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

**Leadership Education**

SASS implements a variety of programs and workshops to help in your leadership development. These include:
- Branded A Leader Program
- Alcohol and drug seminars (in conjunction with the MSU Athletic Council policy)
- Mentors in Violence Prevention and Sexual Assault and Relationship Violence Prevention Programing
- Financial literacy
- Health and wellness education
- Counseling
- Social Networking
- Student-Athlete Advisory Committee (SAAC) – Two representatives are chosen from each team to serve on this committee that is a direct link to the athletic administration. The group meets once a month to bring to the table concerns of student-athletes.
- Multicultural Advisory Board

In addition, SASS provides a number of additional services, events and opportunities including:
- NCAA/Big Ten Awards and Scholarships
- Spartan Academic Excellence Gala
- Welcome Back Picnic
- Graduation Open House

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

The Community Outreach program allows you to gain valuable experience, learn new skills and develop a sense of involvement that will stay with you throughout your life. Numerous outreach opportunities are arranged by the Student-Athlete Development Program including:
- Student-Athlete Food Drive
- March is Reading Month – read to elementary age students
- Teams for Toys – each team adopts a family, raises money and purchases, wraps and delivers gifts
- Random Acts of Kindness Week
- Shoot for a Cure – charity events to raise money to fight children’s cancer
- Relay for Life – a team of varsity athletes participate in the walk to raise money for the American Cancer Society

Requested Outreach – various requests throughout the year such as DARE graduations, assembly speakers, celebrity readers, etc.
Diversity and Inclusion
Student-Athlete Multicultural Program

Within the SASS Student-Athlete Development program lies a plethora of multicultural programming which provides student-athletes with cultural and diversity experiences and opportunities. The program is designed to allow all student-athletes the chance to participate in events that celebrate and express diversity. The primary goal of the program is to provide a means of support and resources to guide student-athletes on their journey towards graduation.

Program Components

Campus
- Student Affairs – Work in conjunction with the Office of Cultural and Academic Transitions (OCAT) on diversity programs, campus events and homecoming activities, and student programming. In addition, the Multicultural Program collaborates with fraternities and sororities and also with campus security on safety issues.
- Student Life – Students are invited to campus programs and Martin Luther King Jr. Day events.
- Academic – Assist with identifying potential internship opportunities as well as working with faculty members and serving as an advocate for student-athletes.

Community
- Local Community – Student-athletes are provided philanthropic and mentor opportunities through the Lansing Schools, Lansing Parks and Recreation and Boys & Girls Club of Lansing.
- Athletic Department and SASS – The Multicultural Program works closely with the SASS Student-Athlete Development program and SAAC. We also assist departments with student-athlete appearances and work closely to assist departments with events and functions.

Programs
- Leadership opportunities are provided through the Multicultural Advisory Committee and as a liaison to NCAA Leadership.
  - **Multicultural Advisory Committee** - Comprised of committee chairs and a president who meet on a regular basis. The committee brainstorms ideas for programs, events and activities for student-athletes that align with the four committees: Ethnic Affairs, International Initiatives, Community Outreach and Peer Mentoring.
  - **Annual Academic Excellence Gala** – Banquet held to honor high achieving student-athletes in academics. The Multicultural Award presented at each Academic Gala honors a student-athlete who has provided exceptional service for the Multicultural Program and is a leader among student-athletes.
- Mentoring
  - **Faculty-Staff Mentor Program** - Student-athletes are paired with a faculty or staff member who serves as their mentor and as a support system to give the student-athletes encouragement and guidance. The mentor also helps in the transition for the student-athlete into the collegiate environment.
  - **Peer Leader Program** - Incoming freshmen student-athletes are paired with upper class teammates. This program helps the freshmen understand the commitments and time
demands of being a student-athlete. In addition, it also helps the freshmen deal with the balance between academics and athletics.

- Social
  - Senior Send-Off – Held in conjunction with graduation, this event highlights the accomplishments and achievements of the seniors who are part of the Multicultural Program. It honors student-athletes who graduate, which is the most important goal of all student-athletes. At the event, each senior is presented a plaque during the ceremony.
  - Celebrate Us Social – This event allows attendees to showcase and celebrate the diversity of the student-athlete population. The Multicultural Advisory Committee is able to use this event as a tool to inform current student-athletes about the program and recruit new members.

Research
- Graduation and Retention Rates – The Multicultural Program reviews data for graduation and retention rates, assists student-athletes towards graduation and helps returning student-athletes with academic issues.
- Grade Point Average – The program helps to improve the overall student-athlete GPA as well as improve minority GPA and assist teams in reaching APR goals.
- Marketing and Publications – A brochure was created to promote the program across campus and the country and to work with the NCAA and alumni of the program.

If you would like to become involved in the Multicultural Program, contact David Williams III at 432-4387 (room 135D) or Kristia Worthy at 432-2969 (room 135B) in the Smith Center. Be sure to follow us on Instagram and Twitter @MSU_SASSMCP.

**Academic Awards**

**Academic All-America Teams**

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

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

**Academic All-Conference Team (Academic All-Big Ten) Criteria:**
- Must be a letterwinner
- Must be in their second year at the institution
- Must have a cumulative GPA of 3.0 or higher

**Summer Sports Program Down Under**

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

Students attend classes, study, train, and compete with Australians for five weeks in Australia. The program fosters international competition and cross-cultural understanding. This program is five weeks in length and is conducted in two different locations in Australia (Sydney and Cairns) both offering different cultural experiences.”

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

For more information, contact Jim Pignataro, Director of Student-Athlete Support Services.

**George Webster Memorial Scholarship**

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

**Classification of Students**

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

<table>
<thead>
<tr>
<th>Credits earned</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 28</td>
<td>Freshman</td>
</tr>
</tbody>
</table>
Repeating a Course

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

Attending Another Institution

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

Hold Policy

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

Registration Policies

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

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

**Changing Majors**

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

- **Brody** – 160 Brody Hall, 353-3863
- **Holden** – 125 & 126 Holden, 884-6680
- **Hubbard** – C130 Hubbard, 884-3501
- **North** – 200 Union Building, 884-4050
- **River Trail** – C101 McDonel Hall, 884-4080

Office hours are 8am-12pm, and 1pm-5pm.

You may also email your request to uudmajor@msu.edu. The email must be from your MSU mail account, use “Request for major change” in the subject line, and include your name, PID, current major and new major in the body of the message.

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

**Immunizations**

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

**Graduation and Commencement**

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

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

Academic Honesty

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

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

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

Academic Conduct

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

You are expected to:

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

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

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

**Sexual Harassment**

MSU’s Sexual Harassment Policy prohibits unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when it is so severe, persistent or pervasive that it creates a hostile educational environment. Sexual assault is a severe form of sexual harassment. Sexual assault is actual, attempted or threatened sexual contact with another person without that person's consent. Consent is defined as an agreement to engage in sexual activity that is reasonably understood to be mutual and freely given. The agreement can be revoked at any time. There is no consent to sexual activity with another who one knows, or should reasonably know, to be mentally or physically incapacitated (unconscious, unaware or otherwise mentally or physically helpless because of drugs, alcohol or other contributing factor). Likewise, there can be no consent to sexual activity with another who one should reasonably know has not given full and free agreement.

MSU policy also prohibits retaliation against individuals who bring complaints of sexual harassment or participate in the compliant process. Retaliatory action is as a separate violation of the policy and may be the basis for a separate complaint under the University's procedures, ultimately leading to discipline.

The Title IX Coordinator or a designee will investigate alleged violations of the Sexual Harassment Policy. If the investigation results in a finding that a student has violated the Sexual Harassment Policy, the Title IX Coordinator will file a complaint with the Department of Student Life and the complaint will be processed under the student disciplinary code. Violations of the Sexual Harassment Policy may result in discipline, up to and including dismissal from the University.

For more information, including detailed information on how to report sexual harassment, please visit: wwwsexualassault.msu.edu or contact the Office for Inclusion at 517.353.3922.

**Student-Athlete Conduct Policy**

Student-athletes are high profile members of the Michigan State University (MSU) community. The Department of Intercollegiate Athletics views students who meet the academic standards and who have the
Student-Athlete Behavior Standards

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

Social Media

The Michigan State University Department of Intercollegiate Athletics ("Athletics Department") recognizes and supports its student-athletes' rights to freedom of speech, expression and association, including the use of social networks. The Athletics

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

2 These benefits include, for example, weight training and conditioning, training table meals, travel with the team, dressing for games, practice with the team, athletic academic support services, and athletic medical support services. Violation of this policy and suspension from the team may also result in a non-renewal of the student-athlete's athletics financial aid.
Department does not monitor student-athletes’ social media sites on a regular basis. Athletics Department administrators and coaches may conduct random checks of student-athlete social media sites or when such sites are brought to their attention. Student-athletes are expected to monitor their own sites and post only information and images that appropriately represent the University to the public. All online postings must be consistent with federal and state laws, as well as team, Athletics Department, University, and NCAA rules and policies, including the guidelines listed below.

Guidelines:

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

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

Conduct Standards:

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

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

Recommendations:

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

**University Non-Hazing Statement of Policy**

Hazing is not tolerated at Michigan State University. Any acts of hazing are prohibited.

Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or deems, degrades or disgraces any person regardless of location, intent or consent of participants.

Hazing can also be defined as any action or situation which intentionally or unintentionally endangers a student for admission to or affiliation with any team.

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

<table>
<thead>
<tr>
<th>Intercollegiate Athletics</th>
<th>Department of Student Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>248 Jenison Field House</td>
<td>101 Student Services Building</td>
</tr>
<tr>
<td>East Lansing, MI 48824</td>
<td>East Lansing, MI 48824</td>
</tr>
<tr>
<td>517-355-9710</td>
<td>517-355-8286</td>
</tr>
</tbody>
</table>

**STUDENT-ATHLETES AND FINANCIAL AID POLICIES**

**Athletic Scholarships**

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

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

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

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

Maximum Credits Covered

An athletic scholarship will cover up to ten degree applicable credits over the required amount to graduate.

Renewal of Athletic Scholarships

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

Study Abroad

Summer school aid cannot be used for study abroad programs. Exceptions must be approved by the Director of SASS.

Scholarship Policy for Summer, Medical and 5th Year Aid*

Summer School Policy

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

Student-Athletes Not Competing in Their 5th Year or on Medical Scholarship

- All student-athletes who have exhausted their eligibility and are on fifth year aid or on medical scholarship are required to work for an athletic department unit to keep their scholarship.
- Placement will be made by the Director of Student-Athlete Development.
- Eligible units are: Athletic Communications, Compliance Services, Event Management, Facilities, Marketing, Student-Athlete Support Services, Spartan Fund, Sports Administration, Strength and Conditioning, Sports Medicine and Student Coach in Respective Sport. Community Service and Outreach activities do not qualify.
- Failure to participate or complete this requirement could result in the cancellation of scholarship or rebilling of scholarship.
Hours required are based on percentage of scholarship the student-athlete receives. The following shows the breakdown of required hours based on 14 weeks per semester:

Hours are broken down by scholarship percentage (%)

<table>
<thead>
<tr>
<th>Scholarship %</th>
<th>Ave. Hrs/Week</th>
<th>Total Hrs/Sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-25%</td>
<td>4 hours</td>
<td>56 hours</td>
</tr>
<tr>
<td>25.1-50%</td>
<td>6 hours</td>
<td>84 hours</td>
</tr>
<tr>
<td>50.1-75%</td>
<td>8 hours</td>
<td>112 hours</td>
</tr>
<tr>
<td>75.1-100%</td>
<td>10 hours</td>
<td>140 hours</td>
</tr>
</tbody>
</table>

**Paying your bill**

Bills are only available electronically on StuInfo. Students will receive an e-mail when a bill is available. Students will need their MSU Net ID and password to access StuInfo. Students can also authorize their parents/guardians to view their bills through StuInfo.

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

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

**NCAA Special Assistance Fund**

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

The following are permissible uses of the fund:

- Cost of clothing and other essential expenses
- Travel from campus to home and back to campus
To apply for the NCAA Special Assistance Fund or for additional information, please contact Holly Baumgartner in the Office of Compliance Services at 517-432-5622.

**Student-Athlete Employment**

NCAA legislation does not limit the amount of income that a student-athlete may earn from outside employment, provided:
- The student-athlete is not compensated for any added value or utility his/her employer gains because of the student-athlete’s athletic ability, fame or reputation.
- The student-athlete is compensated only for work actually performed.
- The student-athlete is compensated at a rate equal to the going rate in that locality for similar services.
- ALL employment that takes place during the academic year and summer vacation period must be reported to the Office of Compliance Services.

**Housing and Parking**

On-campus housing is determined by your head coach. If you wish to live in on-campus housing, you must inform your coach no later than April 15 for the following fall semester. There is a required housing deposit that is not covered by athletic grant-in-aid.

Parking - You should notify your coaching staff of parking needs. Coaches must submit a list to the Department of Police and Public Safety. You must pay the yearly vehicle registration fee and a parking permit fee for each semester. These permits grant access to the back lot of Jenison Field House or at other department facilities.

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

**OFFICE OF COMPLIANCE SERVICES**

**Ethical Conduct**

As a MSU student-athlete, you must compete with honesty and sportsmanship at all times and represent the honor and dignity of fair play. You will become ineligible if, during your time as a student-athlete, you show dishonesty in evading or violating NCAA regulations.

Unethical conduct by a prospective or currently enrolled student-athlete or a current or former staff member may include, but is not limited to:
- Refusal to furnish information relevant to an investigation of a possible violation of a NCAA regulation when requested to do so by the NCAA or MSU.
- Knowing involvement in arranging fraudulent academic credit or false transcripts for a prospective or enrolled student-athlete.
Knowing involvement in offering or providing a prospective or enrolled student-athlete an improper inducement, extra benefit or improper financial aid.
Knowingly furnishing or knowingly influencing others to furnish the NCAA or MSU false or misleading information concerning an individual’s involvement in or knowledge of matters relevant to a possible violation of a NCAA regulation.
Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative (runner) of an agent or advisor.

**Spartan Boosters and Extra Benefits**

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

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

**Complimentary Admissions**

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

**Agents and Amateurism**

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

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

NCAA legislation prohibits you from wagering on:
- Any institutional practice or any intercollegiate, amateur or professional competition in a sport in which the NCAA sponsors a national championship including football.
- Emerging sports, as defined by the NCAA.

Examples of sports wagering include, but are not limited to, the use of a bookmaker, Internet sports wagering, pools or fantasy leagues. A wager includes not only money but any item of value (e.g., cash, clothing, dinner).

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

Playing and Practice Seasons

NCAA rules set daily and weekly limits on the amount of time in which you may engage in countable athletically related activities. These limits are as follows:

When a team is “in-season,” you may be required to participate in no more than four hours per day and twenty hours per week of required activities, which include strength and conditioning, practice, competition, film review, team meetings. One day per week must be free from all required athletically related activities.

When a team is “out-of-season,” you may be required to participate in no more than eight hours of required activities which include strength training and conditioning and skill instruction, with no more than two hours of skill instruction (in sports other than football). Two days per week must be free from all required athletically related activities.

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

Promotional Activities

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

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

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

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

**Reporting Rules Violations**

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

**MSU Student-Athlete Recruitment Policy**

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

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

Official Visit Procedures

- When the recruit arrives on an official visit, the head coach will give this policy to the recruit and explain the behavior, attitude and activities that are considered appropriate during an official visit.
- The head coach will instruct hosts and recruits about appropriate and inappropriate behaviors and activities during an official visit. Participation in any unethical or illegal activity is strictly prohibited. While it is impractical to make an exhaustive list of such activities, the following are examples of prohibited activities:
  - visiting an adult entertainment establishment;
  - providing or consuming alcoholic beverages;
  - engaging or using an escort, escort service or similar service;
  - providing “adult entertainment” like exotic dancers;
  - providing or consuming prescription drugs or “street” or other illegal drugs; and
  - gambling or gambling related activities.
- Entertainment of a prospective student-athlete while on an official visit is limited to a 30-mile radius of campus and shall not include any of the prohibited activities listed above.
- The host, recruit and head coach are each required to sign the MSU Recruiting Policy Disclosure Statement and Agreement. The host must do so prior to the start of the official visit or receiving host money, whichever comes first. The completed form must be filed with the Office of Compliance Services before the end of the official visit.
- The head coach or Athletics Director may terminate an official visit at any time for any reason.

Official Visit Activities

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

Oversight and Enforcement

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

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

Remember: Always Ask Before You Act!

Office of Compliance Services
223 Jenison Field House
East Lansing, MI 48824
Phone: 517-432-5510
Fax: 517-432-5643
http://www.msu.edu/user/msuncaa
Twitter: @ComplianceMSU

PERFORMANCE, FACILITIES AND MEDIA

Strength and Conditioning

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

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

Sports Medicine/Athletic Training

Physical examinations/clearances - All new students must have a physical examination by a MSU Team Physician before any athletic participation. Physical examinations will be done at the direction of the athletic training staff. Student-athletes requiring diagnostic testing, such as x-rays, laboratory testing, etc., for the purposes of determining medical fitness, may be responsible for the billing of those services. No equipment or lockers will be assigned until you complete all requirements of the physical examination. Returning MSU student-athletes will complete a "Returning Health Questionnaire" and will indicate any new or ongoing problems that may require physician intervention or clearance.
**Sickle Cell Testing** - The NCAA has recommended that all athletes be tested for Sickle Cell or sign a waiver for testing of Sickle Cell. Sickle Cell is a genetic change in the blood’s hemoglobin that may cause a serious medical condition of rhabdomyolysis or death. No student athletes will be cleared for participation until either they have been tested with known results, provide known results of Sickle Cell Testing from birth, or sign a waiver for testing of Sickle Cell.

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

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

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

**Emergency room/urgent care facility use** - In cases of life threatening illness or injury, you should not hesitate to dial 911 or proceed directly to the hospital. In case of non-life threatening illness or injury, you should contact the athletic training staff who may then refer you to an area hospital. If the athletic training staff cannot be contacted, you may proceed to the hospital and inform the staff athletic trainer as soon as possible thereafter. If an acute care situation develops out of an athletic competition while an MSU varsity team is on the road, the athletic trainer should provide medical insurance information and a "Pre-authorization for Medical Services" form to the medical care facility. If your condition is not related to athletic participation, the staff athletic trainer will inform you that coverage is your responsibility and/or your own insurance carrier.
Student-Athlete injuries - The Department of Intercollegiate Athletics is committed to providing a safe environment in all facilities designed for training, practice and competition. Each staff member who is assigned supervisory duties must exhibit a "safety first" commitment by taking the necessary proactive steps when working with you in athletic facilities.

The following pertinent points regarding safety should be noted:

- All equipment that will be used by you for training, practice or competition must be checked on a regular basis to ensure a high level of safety.
- Coaches and/or support staff must provide supervision during all organized and countable (per NCAA rules) activities.
- Should there be a facility issue that needs to be addressed; coaches and/or support staff should contact the athletic administrator in charge of facilities immediately.
- All training, practice and competition facilities should be secured by coaches and/or support staff immediately upon completing usage of the facility.

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

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

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

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

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

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

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

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

The overall goal of Michigan State University’s Drug and Alcohol Education and Testing Program is to promote a year-round drug free environment in the MSU athletic program. The 12-month program focuses on three concerns to ensure your health. One focus is on substances commonly believed to be “performance enhancing” drugs, so that student-athletes will not feel compelled to take these health endangering substances in order to feel that they are competitive. The second focus is on the use of “socially used drugs” because of their potential for dependence and harm, which could impair the physical and mental well-being of the student-athlete. The third focus is on the consumption of alcohol. Responsible alcohol consumption will be the focal point.

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

**Educational Component**

There are two facets to the educational program:

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

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

Counseling Component

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

Drug Testing Component

Random drug screening – The testing selection is random. A computerized system or similar mechanism may be used to ensure that all student-athletes are equally eligible for testing. For those sports in which a given substance is more likely to be abused, a participating student-athlete will be more likely to be tested.

Regardless of test results, random drug test results will be conducted on an unannounced basis throughout the calendar year.

Drug testing based on reasonable suspicion – Reasonable suspicion is defined as one founded on specific objective facts, which if taken with rational inferences drawn from those facts, and taken as a whole strongly suggest that drug and alcohol testing may produce evidence of unwanted use. The evidence supporting the suspicion must be reasonably reliable, documented and clearly outlined.

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

Appeals

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

For NCAA student-athletes, the use of tobacco products is prohibited during practice, competition and related events (e.g. athletic banquets, press conference, study table, etc.). Any student-athlete who uses tobacco products during these occasions may be disqualified for practice or competition (See NCAA Bylaw 11.1.7).

Alcohol Policy

All students attending Michigan State University are responsible for abiding by the State of Michigan civil and criminal laws regarding alcohol possession and use. The laws of the State of Michigan set the minimum age of 21 for the purchase and consumption of alcoholic beverages. Those who are of the minimum age or older are prohibited from selling or providing alcoholic beverages to those who are under 21.

The Department of Intercollegiate Athletics does not condone the illegal or irresponsible use of alcohol under any circumstances. If you are legally of age to consume alcoholic beverages, you are expected to do so responsibly understanding the risks associated with alcohol use and abuse. Should you be suspected of consuming alcohol prior to a practice or competition, a breathalyzer test will be performed. If the test is positive, .02 or greater, you will be immediately withheld from practice or competition and referred to the team physician and substance abuse counselor for assessment.

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

Concussion Policy

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

Purpose: To insure the proper recognition and treatment of concussion injuries.

Procedure

MSU Student-Athletes, in designated sports (determined by Athletic Medical Staff), will undergo baseline neurocognitive testing using instruments and protocols approved by the Assistant Director of Athletics.
for Athletic Training and the Director of Sports Medicine and Performance. Current testing includes the computerized IMPACT testing system.

- Sports to be tested include football, men’s and women’s basketball, hockey, men’s and women’s soccer, wrestling, volleyball, gymnastics
- Baseline testing will also be administered to athletes with a known history of concussions determined by the pre-participation exam

Prior to each competition season, all intercollegiate athletes and coaches will be presented information on appropriate reporting of head injuries to medical personnel. As part of this education process, each participant will complete the education form provided by the Big Ten Conference.

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

Any athlete suspected of incurring a concussion will be immediately evaluated by on-site medical personnel. This evaluation will be documented using an approved standardized tool (For example: SCAT 3). The results of the initial and any subsequent evaluation will be entered into the athlete’s permanent medical record

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

- The Team Physician for that sport (or designee)
- A staff Athletic Trainer or
- The on-site Athletic Trainer in consultation with the Team Physician or staff Athletic Trainer

Any athlete held from play will be subsequently evaluated using available clinical tools along with IMPACT testing for resolution of the injury. Return to practice and play will be governed by current recommendations from the NCAA and the 3rd International Conference of Concussion in Sport. These include:

- restriction of activity until symptoms resolve
- gradual return to activity when asymptomatic
- no return to play until asymptomatic with exertion

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

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

MSU student athletes will undergo baseline neurocognitive testing using instruments and protocols approved by the Head Athletic Trainer and the Director of Sports Medicine and Performance. Current testing includes the computerized IMPACT testing system and BESS testing. Updated testing will be completed every 2 years following the initial baseline testing completed at Pre-Participation Physicals.

Prior to each competition season, all student athletes, coaches, appropriate additional staff, Staff Athletic Trainers and Team Physicians will be presented information on appropriate reporting of head injuries to medical personnel. As part of this education process, each participant will complete the education forms provided by the Big Ten conference.

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

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

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

- The Team Physician for that sport (or designee)
- A staff Athletic Trainer or
- The on-site Athletic Trainer in consultation with the Team Physician or staff Athletic Trainer.

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

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

Activity restriction for a student athlete diagnosed with a concussion will include involvement of the Student Athlete Academic Support Services personnel where appropriate. Additional academic support to complement athletic restrictions will be included on a case by case basis.
Any student athlete diagnosed with a concussion will be supplied with written instructions of neurological care for immediate follow-up of the injury. Wherever possible, the athlete will be discharged under the observation of a companion.

All Big Ten and NCAA directed mandates will be followed per recommendations by each, including; Neurology sideline coverage, press box spotting, etc.

**Sports Nutrition**

Spartan Fuel is Michigan State University’s newest addition to the athletic department. Geared towards providing the latest in research based nutritional services, Spartan fuel is on site to help you train, compete and recover at your best during your athletic career here. Jessica Watson is the Sport Dietitian/Nutritionist in charge of preparing each athlete to perform his or her best on and off the field. Jessica and the other members of Spartan Fuel are available to help fuel your game, aid in recovery at the fueling station and on the field, and to help you practice proper nutrition all day long. You will get the best care and attention from Spartan Fuel. Jessica and her staff are available at all times to aid in areas such as:

- Supplementation questions and research
  - **All Supplements you wish to take must be cleared with Jessica or Dr. Jeff Kovan even if you have already been taking it prior to entering Michigan State University.**
- Hydration and cramping
- What to eat and when
- How to eat properly daily, even as a busy college athlete
- Grocery shopping tours
- Pre-workout and pre-game nutrition
- Recovery nutrition
- Weight gain/fat loss
- Clinical nutrition-related diseases such as diabetes or celiac disease

To schedule a nutrition appointment with Jessica or her staff, please contact your athletic trainer. The athletic trainer will then schedule you an appointment. Please be on time for all appointments.

**Train Hard, Eat Well, WIN**
Spartans Fuel

Jessica Watson MS, RD, LDN
Michigan State University Sport Dietitian
517-432-8061
jwatson@ath.msu.edu

**Equipment Room**

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

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

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

**Jenison Field House and Breslin Center**
Malinda Hudkins  
hudkins@ath.msu.edu  
353-1626 (Jenison)  
432-1399 (Breslin)
Dave Pruder  
pruder@ath.msu.edu  
432-8123 (Jenison)  
432-1399 (Breslin)

**Athletic Facilities**

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

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

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

**Jenison Field House** - Houses an indoor pool, indoor track, the field house/arena, a conference room, classrooms, a weight room, an equipment room, locker rooms, athletic department offices including: the athletic director's office, business office, sport administrators' offices and facilities administrator's office, ombudsman office, coaches offices (field hockey, baseball, softball, track and field and cross country, volleyball, rowing, soccer and gymnastics), compliance office, ticket office, jobs program office and summer camps office.

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

- **DeMartín Soccer Complex** – opened in Fall 2008, home for both men’s and women's soccer and has 2,500 seating capacity
- **McLane Stadium** (Kob’s Field)- baseball stadium opened in Spring 2009
- **Gibson Center** - indoor hitting and pitching facility for baseball and softball
- **Secchia Softball Stadium at Old College Field** – softball stadium opened in Spring 2011

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

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

**Munn Ice Arena** - Home to the Spartan Hockey Program, Munn is operated jointly with Intramural Sports. Munn also has a weight room and coaches offices.
Spartan Stadium – Spartan Stadium is home to the original Sparty statue and contains offices for Spartan Fund, University Development, MSU Foundation and MSU Alumni Association. It also houses press and media areas, luxury suites, club seats and recruiting rooms.

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

IM West Building - Home of the wrestling and swimming and diving offices, the IM West is operated by Intramural Sports and is open to all students and staff.

Ralph Young Track - Located just west of Spartan Stadium, the Ralph Young Track serves as the outdoor facility for the track and field programs and field hockey program.

New Golf Facility – Located on Harrison Road, completion date is set for January 2016.

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

Athletic Communications

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

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

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

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

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

**Appearance**
Appearance can say more than words, so always try to look neat and clean for interviews, especially for TV interviews. Much of the impression you make in TV interviews results from your personal style and your body language. This includes your appearance, facial expressions and your posture.

- A smile makes people feel good and makes them like you
- Stand or sit up straight
- Always dress as a representative of Michigan State
- Please try to avoid hats or sunglasses

**Punctuality**
Always be on time for an interview!

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

**Availability**
Don’t hide from the media

- You can’t make the media disappear. Take a positive approach. Learn how to deal with the media and reap the benefits. The more cooperative you are with the media, the better chance the media will present positive stories about you. The media has a job to do and we need to help them do it. Positive media relations are important.

**Win or lose, be available**

- You will make a better statement to the media and fans when you speak after a tough loss than you will after a win.
- When you win, be humble. Arrogance is a turnoff to fans.
- We both win and lose as a team. When we win, help spread the praise to teammates. When we lose, do not criticize others, particularly your teammates and coaches – and NEVER comment on officiating. Defer to the positive. Fans easily forgive mistakes made on the field, but they do not easily forgive a bad attitude.

**Cooperation**

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

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<tr>
<th>Service</th>
<th>Location</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Alliance of LBGT Students</td>
<td>441B Union Bldg</td>
<td>353-9795</td>
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<tr>
<td>Athletic Scholarships</td>
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<tr>
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<td>Women’s Resource Center</td>
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## SPORT ADMINISTRATORS

**Mark Hollis, Director of Intercollegiate Athletics**

355-1623

**Shelley Appelbaum, Senior Associate AD/Senior Women's Administrator**

Baseball, W Basketball, Ice Hockey, M/W Soccer, Softball, Volleyball

353-8849

**Richard Bader, Assistant AD/Sport Administration**

Field Hockey, Rowing, M/W Swimming and Diving, M/W Tennis, M/W Track and Field and Cross Country, Wrestling

353-9158

**Greg Ianni, Deputy AD/Facilities and Sports Management**

M Basketball, Football, M/W Golf, W Gymnastics

355-2563