



**GEORGIA
STATE**

TM

STUDENT-ATHLETE HANDBOOK

2018-19

By Signing, you agree to comply with these policies and procedures set by the Athletics Department.

Sign Name: _____

Date: _____

Print Name: _____

*This also notifies the athletics department that you received the student-athlete handbook for the 2018-2019 academic year.

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GEORGIA STATE UNIVERSITY
Department of Athletics

August 2018

Dear GSU Student-Athletes,

As we start the 2018-2019 academic year, I welcome our freshmen and transfer students to the Panther Family. For those of you returning to campus, I appreciate the commitment and leadership that you embrace as part of our Family.

Our mission is simple. We want the next few years of your life to be filled with great success – in the classroom and labs, in competition, and as you mature. This will be one of the greatest experiences of your life if you allow it to happen. We commit the resources, people, services, and facilities to foster your overall personal development. In return, we expect you to take advantage of every opportunity to learn, grow, and thrive. Please do not solely focus on your athletic development or you will miss a large part of the Georgia State Experience.

Our student-athlete handbook is designed to serve as your guide regarding University and Department of Athletics policies and procedures. Please take time to understand these principles as they govern your time as a student-athlete on our campus.

We are excited that you wear our uniform because our coaches recruit young women and men of character. Our success is because of your teammates and you and we look forward to watching this season's competitions.

Sincerely,

Charlie Cobb
Director of Athletics

P.O. Box 3975 • Atlanta, GA 30302-3975 • Phone (404) 413-4000 • Fax (404) 413-4001
GeorgiaStateSports.com

On a Georgia State campus without boundaries, the Department of Athletics fosters a Culture of Success through Academic Achievement, Competitive Greatness, Ethical Behavior, Social Responsibility, and Community Engagement

that educates and transforms a diverse group of talented student-athletes into future leaders.

GEORGIA STATE ATHLETICS DEPARTMENT MISSION AND VISION

MISSION STATEMENT

On a Georgia State campus without boundaries, the Department of Athletics fosters a **Culture of Success** through **Academic Achievement, Competitive Greatness, Ethical Behavior, Social Responsibility, and Community Engagement** that educates and transforms a diverse group of talented student-athletes into future leaders.

VISION STATEMENT

The Department of Athletics will be a source of pride for both the University and metro Atlanta communities by successfully competing at the highest level of NCAA Division I athletics.

Georgia State Athletics will further the mission of the University by transforming the lives of student-athletes and is committed to exhibiting the utmost integrity, sportsmanship and ethical behavior.

CORE VALUES

Outstanding Effort

Trust

Respect

Fearlessness

Purpose

Integrity

2018-19 Success Expectations

Academic Achievement

- » Cumulative GPA of 3.15
- » 100% single-year and multi-year APR success for all teams
- » 75 student-athletes on Presidential Honor Roll

Social Responsibility

- » Career Services programming implemented
- » Every team and department complete a personal development training course

Competitive Greatness

- » Win the Rivalry Series
- » Have 6 teams compete in NCAA post-season tournaments
- » Win 5 Conference Regular Season or Post-Season Championships

Ethical Behavior

- » Finish year with a balanced budget
- » No NCAA Level I or Level II violations

Community Engagement

- » 100% of staff members are Panther Athletic Club members
- » Create and implement signature SAAC Community Impact initiative

Athletics Staff Directory

Main Phone: (404) 413-4000 Ticket Office: (404) 413-4020

Mailing Address: Intercollegiate Athletics, P.O. Box 3975, Atlanta, GA 30302-3975

Physical Address: Georgia State Stadium, 755 Hank Aaron Dr., Atlanta, GA 30315

Administration

Director of Athletics	Charlie Cobb	(404) 413-4004	ccobb13@gsu.edu
Senior Associate AD	Doug Justice	(404) 413-4013	djustice@gsu.edu
Senior Associate AD SWA	Kelcey Roegiers	(404) 413-4005	kroegiers@gsu.edu
Senior Associate AD External	Brian Kelly	(404) 413-4152	bkelly@gsu.edu
Faculty Athletics Representative	George Pierce	(404) 413-5315	gpierce@gsu.edu

Academic Support/Student-Athlete Development

Senior Associate AD	Brad Horton	(404) 413-4045	bhorton6@gsu.edu
Associate AD	Bree Hicken	(404) 413-4128	bhicken1@gsu.edu
Assistant AD	Michael Stovall	(404) 413-4043	wstovall@gsu.edu
Assistant AD	Jessica Summey	(404) 413-4156	jsummey@gsu.edu
Assistant AD	Jesse Rappole	(404) 413-4163	jrappole1@gsu.edu
Assistant AD	Travis Ballard	(404) 413-4044	tballard@gsu.edu
Academic Coordinator	Jamal Londry-Jackson	(404) 413-4128	blondryjackson@student.gsu.edu
Life Skills Coordinator	Crystal Moody	(404) 413-4048	cmoody@gsu.edu
Graduate Assistant	Brianna Cheek	TBA	bcheek3@student.gsu.edu
Graduate Assistant	Alan Owens	TBA	aowens38@student.gsu.edu

Business

Senior Associate AD	Elisha Howell	(404) 413-4016	ehowell@gsu.edu
Business Affairs Coordinator	Brandon Kersey	(404) 413-4169	ckersey2@gsu.edu
Business Affairs Coordinator	Caleb Eppling	(404) 413-4024	jeppling1@gsu.edu

Compliance

Associate AD	Erik Paz	(404) 413-4010	epaz@gsu.edu
Assistant Director	Lisa Helth	(404) 413-4047	lhelth@gsu.edu
Compliance Coordinator	Danielle Davison	(404) 413-4011	ddavison@gsu.edu

Sports Communications

Associate AD	Mike Holmes	(404) 413-4033	rholmes@gsu.edu
Assistant AD	Allison George	(404) 413-4032	ageorge@gsu.edu
Digital Media Coordinator	Will Owens	(404) 413-4031	jowens33@gsu.edu
Graduate Assistant	John Moyer	TBD	jmoyer@gsu.edu
Graduate Assistant	John Ellis	TBD	jellis@gsu.edu

Sports Medicine & Nutrition

Associate AD	Bob Murphy	(404) 413-4039	rmurphy11@gsu.edu
Head Athletic Trainer	Dinika Johnson	(404) 413-4125	djohnson91@gsu.edu
Athletic Trainer	Tim Adams	(404) 413-4177	tadams@gsu.edu

Athletic Trainer	Shannon Hendricks	(404) 413-4069	shendricks6@gsu.edu
Athletic Trainer	Amanda Hawkins	(404) 413-4162	ahawkins17@gsu.edu
Graduate Assistant	Layne Jackson	(404) 413-4040	mjackson157@student.gsu.edu
Graduate Assistant	Ryan LaFoy	(404) 413-4040	rlafoy1@student.gsu.edu
Graduate Assistant	Katherine Darby	(404) 413-4040	kdarby4@student.gsu.edu
Graduate Assistant	Gabrielle Grochowski	(404) 413-4040	ggrochowski@student.gsu.edu
Graduate Assistant	Jon Clark	(404) 413-4040	jclark109@student.gsu.edu
Graduate Assistant	Hannah Johnson	(404) 413-4040	hjohnson52@student.gsu.edu
Graduate Assistant	David James	(404) 413-4040	djames37@student.gsu.edu
Graduate Assistant	Kaitlyn Meyers	(404) 413-4040	kmeyers3@student.gsu.edu
Graduate Assistant	Makenna McAteer	(404) 413-4040	mmcateer1@student.gsu.edu

Development

Associate AD	Leigh Morrow	(404) 413-4170	pmorrow@gsu.edu
Director of Major Gifts	Monica Scarbrough	(404) 413-4126	mscarbrough@gsu.edu
Assistant Director	Patrick Marsden	(404) 413-4017	pmarsden1@gsu.edu
Graduate Assistant	Laura Jordan	(404) 413-4000	ljordan31@gsu.edu
Graduate Assistant	Jameel Spencer	(404) 413-4144	jspencer21@gsu.edu

Equipment

Head Equipment Manager	Nate Simon	(404) 413-4003	njeffersonsimon1@gsu.edu
Assistant Equipment Manager	Adonis Hentz	(404) 413-4023	ahentz@gsu.edu
Graduate Assistant	Tevin Jones	(404) 413-4003	TBD

Facilities, Operations & Events

Associate AD	Patrick Hatcher	(404) 413-4049	phatcher@gsu.edu
Director of Facilities and Operations	Nick Buchs	(404) 413-4121	nbuchs1@gsu.edu
Director of Grounds and Facilities	Scott Sarratt	(404) 413-4092	ssarratt1@gsu.edu
Grounds and Turf Coordinator	Dillon Duval	TBD	dduval2@gsu.edu
Facilities Coordinator	Tom Loughrey	(404) 413-4154	tloughrey1@student.gsu.edu

Marketing

Associate AD	Tyler Wilcher	(404) 413-4161	jwilcher1@gsu.edu
Assistant Marketing Manager	Jeff Cheek	(404) 413-4179	jcheek5@gsu.edu
Assistant Marketing Manager	Will Smith	TBD	wsmith63@gsu.edu
Graduate Assistant	Asia Brown	TBD	abrown195@student.gsu.edu

PantherVision

Director of Video and Media	Sherik Hodge	TBD	shodge5@gsu.edu
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Strength and Conditioning

FB Strength Coach	John Sisk	TBD	TBD
Assistant	Jon Mangel	(404) 413-4029	jmangel@gsu.edu
Assistant	Nate Majnaric	(404) 413-4029	nmajnaric@gsu.edu
Assistant	Krista Norby	(404) 413-4042	knorby@gsu.edu
Assistant	Koby Kraemer	(404) 413-4110	kkraemer1@gsu.edu
FB Assistant Strength Coach	Curtis Turner	TBD	TBD
FB Assistant Strength Coach	Alex Derenthal	TBD	TBD

Ticket Office

Associate AD	Tyler Wilcher	(404) 413-4161	jwilcher1@gsu.edu
Ticket and Membership Sales	Michael Watson	(404) 413-4141	mwatson37@gsu.edu
Customer Service Sales Director	Gabrielle Ward	(404) 413-4173	gward@gsu.edu

GSU Athletics Sponsorships - Van Wagner Sports and Entertainment

Vice President - South Region	Jason Capel		jcapel@georgiastateas.com
General Manager	TBA	(404) 413-4084	TBA
Marketing Coordinator	Lamar Thorpe	(404) 413-4178	TBA
Director of Sales	Jesse Whalen	(404) 413-4166	jwhalen@georgiastateas.com

HEAD COACHES

<u>Team</u>	<u>Coach</u>	<u>Number</u>	<u>Email</u>
Women's Basketball	Gene Hill	(404) 413-4058	genehill@gsu.edu
Women's Track & Cross Country	Chris England	(404) 413-4070	cengland@gsu.edu
Women's Golf	Cathy Mant	(404) 413-4066	cmant@gsu.edu
Women's Soccer	Ed Joyce	(404) 413-4075	edj@gsu.edu
Women's Tennis	Alex Leatu	(404) 413-4072	jleatu@gsu.edu
Women's Track & Field	Kyle Stevenson	(404) 413-4076	kstevenson@gsu.edu
Beach Volleyball	Beth Van Fleet	(404) 413-4167	bvanfleet@gsu.edu
Court Volleyball	Sally Polhamus	(404) 413-4067	spolhamus@gsu.edu
Softball	Roger Kincaid	(404) 413-4085	rkincaid@gsu.edu
Baseball	Greg Frady	(404) 413-4153	gfrady@gsu.edu
Men's Basketball	Ron Hunter	(404) 413-4050	mmeadows@gsu.edu
Football	Shawn Elliott	(404) 413-4110	sedwards44@gsu.edu
Men's Golf	Chad Wilson	(404) 413-4065	cwilson119@gsu.edu
Men's Soccer	Brett Surrency	(404) 413-4002	bsurrency@gsu.edu
Men's Tennis	Jonathan Wolff	(404) 413-4073	bwolff@gsu.edu

Introduction

As a student-athlete at Georgia State University, you are responsible for knowing, understanding and adhering to the information in this handbook. Please note that the policies in this handbook may not be in their entirety. For complete policies, refer to the Student Code of Conduct (<https://codeofconduct.gsu.edu/>) and the Georgia State Athletics Department Policy and Procedures Manual (http://www.georgiastatesports.com/ViewArticle.dbml?ATCLID=208478262&DB_OEM_ID=12700). As a representative of this institution and the Athletics Department, you must adhere to these policies. Keep this handbook with you throughout your time at Georgia State University.

NCAA

The NCAA, Sun Belt Conference and Coastal Collegiate Sports Association

All collegiate sports at Georgia State University are governed by the rules and regulations of the National Collegiate Athletic Association (NCAA), the Sun Belt Conference (SBC), and for Beach Volleyball, the Coastal Collegiate Sports Association (CCSA). It is important that all coaches, staff and student-athletes adhere to these rules and regulations. If you should need any information regarding a regulation, contact your head coach, sport administrator and/or the GSU Compliance Office. A staff directory is included here: (http://www.georgiastatesports.com/ViewArticle.dbml?&DB_OEM_ID=12700&ATCLID=610429)

Core Values

The NCAA, through its member institutions, conferences, and national office staff, shares a belief in and commitment to a collegiate model of athletics in which students participate as an avocation, balancing their academic, social and athletics experiences. Student-athletes enrolled at NCAA member institutions should reflect the high standards of honesty and integrity set by the Association for the conduct of intercollegiate athletics. As NCAA member institutions strive to fulfill their educational missions, they share a right and a responsibility to preserve order and encourage ethical, responsible behavior through the formulation of standards of conduct for student-athletes and the designation of procedures by which those standards shall be enforced. It is imperative that student-athletes recognize the significance of their behavior as visible members of the campus and local communities.

Student-Athlete Expectations

In addition to the policies contained in the Student Code of Conduct, student-athletes are required to meet the standards listed below.

Sportsmanship

Student-athletes shall display honesty and good sportsmanship at all times. Student-athletes are expected to abide by the spirit and letter of the rules of their sport during practice and competition. Additionally, Student-athletes must treat teammates, opponents, coaches, athletics staff, officials and spectators with respect and courtesy.

Academic Integrity

Student-athletes shall at all times act with academic honesty, which is a core value of Georgia State University. Cheating and other forms of academic dishonesty violate the GSU Student Code of Conduct. Student-athletes must report all instances of academic dishonesty to the appropriate authorities, which include coaches, academic advisor, professors, or Sport Administrator.

Ethical Conduct

Student-athletes should at all times uphold the highest of ethical standards and reflect the high standards of honor that characterize intercollegiate participation in competitive sports as set forth by the NCAA, Sun Belt Conference, Coastal Collegiate Sports Association and Georgia State University. In the event of a NCAA, Conference or University investigation, student-athletes are required to cooperate and provide truthful and accurate information. The Georgia State Athletics Compliance Office will work directly with student-athletes during any investigations. Providing false or misleading information, or withholding relevant information, may result in permanent athletics ineligibility and/or loss of athletics aid.

Hazing

GSU Athletics is committed to maintaining a safe environment that fosters a sense of acceptance and supports the dignity of all University community members. As defined by the GSU Student Code of Conduct, “hazing is any intentional, negligent or reckless action, activity or situation that endangers or is likely to endanger the physical health of an individual or causes an individual pain, embarrassment, ridicule or harassment as a condition or precondition of gaining acceptance, membership or other status in a student group, regardless of the individual’s willingness to participate”. Hazing is a violation of state law and is strictly prohibited by GSU both on and off campus.

Sensitive/Confidential Information

A student-athlete may not divulge or share private and/or confidential information related to GSU Athletics in any manner – verbal, written or otherwise. Such private or confidential information includes, but is not limited to, information regarding: injuries, team events, game strategy, other students’ academic information and recruiting.

Social Media

Student-athletes should feel free to utilize social media (e.g., Facebook, Twitter, Instagram) in constructive and positive ways. However, student-athletes should remember that he or she serves as representatives of GSU and, as such, student-athlete’s sites are reflective of his or her team, coach, and University. In accordance with the GSU Student Code of Conduct, student-athletes may be subject to discipline based on materials and statements posted online, including those that include comments/photos that are defamatory; harassing; obscene; threaten physical abuse, intimidation, coercion, retaliation; and/or threaten the health or safety of others; depict activity that is criminal or otherwise prohibited by NCAA, Conference and/or University policies.

Sexual Misconduct

In accordance with Title IX of the Education Amendments of 1972 (“Title IX”), the University System of Georgia (USG) does not discriminate on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring a safe learning and working environment for all members of the USG community. To that end, this Policy prohibits sexual misconduct, as defined herein.

In order to reduce incidents of sexual misconduct, USG institutions are required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community. Such programs will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

When sexual misconduct does occur, all members of the USG community are strongly encouraged to report it promptly through the procedures outlined in this Policy. The purpose of this Policy is to ensure uniformity throughout the USG in reporting and addressing sexual misconduct.

The University's Sexual Misconduct Policy can be found in the Student Code of Conduct:

https://codeofconduct.gsu.edu/files/2018/07/2018_6_28_CodeOfConduct.pdf

Safe Zone

Georgia State University and the Athletic Department, strives to be a community of respect. Each student is expected to take responsibility for the consideration of the rights of others. Any conduct of a student, group of students, or student organization that violates the rights of other individuals, groups or organizations, either on or off campus, shall be prohibited. These provisions are part of the Student Code of Conduct included as stated in the Student Campus Handbook (<https://studenthandbook.gsu.edu/>).

The office of Intercultural Relations, in coordination with the Counseling Center, offers Safe Zone programs throughout the year. *Safe Zone State* promotes a welcoming, inclusive and emotionally as well as physically safe environment for LGBTQIQ (lesbian, gay, bisexual, transgender, queer, intersex, questioning) students, faculty, and staff through developing a network of allies who have been trained in LGBTQA+ issues.

<http://multicultural.gsu.edu/>

Non-Discrimination Policy

Georgia State University does not discriminate against individuals on the basis of race, color, sex, religion, creed, age, sexual orientation, gender, disability, national origin, or veteran status in employment or the administration of the program and activities conducted by Georgia State University or any of its several departments now in existence or hereafter established. Additionally, no chartered student organization may engage in discriminatory conduct whether collectively or through the actions of its individual members.

If a student-athlete has a concern regarding discrimination bring those matters to the attention of:

- Athletics Title IX Coordinator
 - o Kelcey Roegiers
 - Senior Woman Administrator
 - kroegiers@gsu.edu
 - 404-413-4005

Student Complaints Procedure

Student-athletes are encouraged to share problems or concerns with their Head Coach, Sport Administrator or the Director of Athletics. The Georgia State University Athletic Department takes the position that all grievances pertaining to a coach, administrator or any member of the Athletic Department staff should be handled as non-academic complaints and are handled under the Policy/Procedures for Student Complaints, Petitions for Policy Waivers/Variations and Appeals which is below:

Policy for Student Complaints, Petitions for Policy Waivers/Variations and Appeals

1. Purpose and Applicability
 - a. Georgia State University seeks to maintain the highest standards of integrity and fairness in its relationships with students. The Undergraduate Catalog and the Graduate Catalog (both found at http://www.gsu.edu/es/catalogs_courses.html), and the Student Code of Conduct set forth policies and requirements for Georgia State students. Students are expected to know and comply

with these policies. Students may, however, seek relief or resolution when they believe that:

- i. The application of these policies and procedures will create undue hardship for them or will not recognize their extraordinary or extenuating circumstances; or
- ii. Specific actions, practices, or decisions on academic or non-academic matters have been made or carried out in an arbitrary, discriminatory, or inequitable manner. The procedures set forth below cover complaints, petitions, and appeals related to university-wide and college- based policies. Individual colleges or departments may have additional or more specific procedures that may also apply to complaints, petitions, and appeals. Students are referred to the office of the dean of the particular college for information about additional or more specific procedures that apply. In case of conflict among policies, this university policy takes precedence over College and Departmental policies. The following policies include their own complaint, petition and waiver procedures. This policy may not be used in lieu of these policies.
 1. Any policy for anyone other than a student to make a complaint, file a grievance, or request a waiver, such as policies that govern faculty and staff.
 2. All policies in the student code of conduct
 3. Emergency Withdrawal Policy
 4. Admission, readmission, and exclusion policies
 5. Discriminatory and sexual harassment policies
 6. Disability policies
 7. College of Law Honor Code
 8. Student parking policy

The procedures set forth below are applicable to undergraduate and graduate students of the university.

All appeals under these procedures will be made based only on the written record. A student's appeal under these procedures will be granted only if the student can prove by preponderance of evidence that a decision was arbitrary, discriminatory, or inequitable.

2. Student Complaints on Academic Matters

a. College-Level Academic Complaints

i. Final Course Grade Appeals

1. Students are encouraged to discuss concerns and disputes over final course grades with the instructor prior to filing a formal grade appeal, in an effort to gain understanding about the basis of his/her grade. Instructors are encouraged to be available to students for such discussion regarding grades so that grade disputes, to the extent possible, are resolved informally. The office of the Ombudsperson can provide assistance to students, instructors and administrators with resolving disputes in formally through voluntary facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.
2. In situations where such informal resolution does not occur or is not successful, the student may appeal the final course grade to the Department Chair. The appeal must be in writing and describe the precise reason for the appeal. Any pertinent information must be submitted with the appeal in order

to be considered in this or subsequent appeals. The appeal must be submitted within 10 business days of the beginning of the academic term (fall, spring, summer) that follows the term in which the final grade was submitted by the instructor. For example, if a student took an incomplete in a fall term course and completed the course works in the following spring semester, then an appeal of that grade must be submitted within 10 business days of the beginning of the summer term. The Department Chair will provide a decision in writing to the student, normally within 10 business days of the receipt of the complaint in the Department.

3. The student may appeal the decision of the Department Chair, as described in section 2.b-iii through b-vi below.

b. Other College-Level Academic Complaints

- i. Judgments on the suitability of academic decisions made within a college are most appropriately made by individuals with expertise in the particular academic discipline involved. For this reason, resolution of student complaints about college level academic decisions, actions, or practices is the responsibility of the department and college involved. Normally, such complaints can be resolved quickly and informally through discussion with the faculty member directly involved. The office of the Ombudsperson can provide assistance to students, instructors and administrators with resolving disputes informally through voluntary facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.
- ii. In situations where such informal resolution does not occur or is not successful, the student may submit a formal complaint to the Chair of the appropriate academic department. The student's complaint must be submitted in writing and be accompanied by pertinent documentation describing (a) the specific action, practice, or decision that is problematic; (b) the impact of that decision; (c) what resolution is being sought; (d) and why it should be granted. To promote prompt resolution, complaints must include current contact information and be submitted at the earliest possible time. Consideration will not be given to any complaint submitted later than the end of the term immediately following the term in which the matter in question arose. The Department Chair will provide a decision in writing to the student, normally within 10 business days of the receipt of the complaint in the Department.
- iii. The student may appeal the Department Chair's decision within 10 business days of being notified of the Chair's decision. Such appeal will be made, in writing, to the Dean of the College in which the Department is located. At the discretion of the Dean, an advisory panel may be appointed to review the written documentation and make a recommendation to the Dean. The Dean will issue a decision to the student in writing, normally within 10 business days of the receipt of the appeal.
- iv. A student may appeal the Dean's decision to the Provost, in writing, within 10 business days of being notified of the Dean's decision. The Provost will issue a decision to the student, in writing within 20 business days of receiving the appeal.
- v. The student may appeal the Provost's decision to the President, in writing, within 10 business days of being notified of the Provost's decision. The President will issue a decision to the student in writing within 20 business days of receiving the appeal.
- vi. The student may appeal the President's decision to the Board of Regents, in writing, within 20 calendar days of being notified of the President's decision. Decisions regarding grades may not be appealed to the Board of Regents (BOR Policy 407.01).

c. University-Level Academic Complaints

- i. Judgments on the suitability of academic decisions made at the university level are

most appropriately made by individuals with expertise in the particular area. Normally, such complaints can be resolved quickly through discussion with the Academic Administrator directly involved. (See the University Organizational Chart at <https://www.gsu.edu/administration/>) Students can contact the office of the Ombudsperson for assistance in preparing for discussion with academic administrators. The office of the Ombudsperson can also provide assistance to students and academic administrators with resolving disputes informally through voluntary, facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.

- ii. In situations where such informal resolution does not occur or is not successful, the student may submit a formal complaint to the Vice Provost. The student's complaint must be submitted in writing, and be accompanied by pertinent documentation describing (a) the specific action, practice, or decision that is problematic; (b) the impact of that decision; (c) what resolution is being sought; and (d) why it should be granted. To promote prompt resolution, complaints must include current contact information and be submitted as early as possible, but no later than the end of the term immediately following the term in which the matter arose. The Vice Provost will normally issue a decision to the student in writing, within 10 business days of receiving the complaint.
- iii. The student may appeal the Vice Provost's decision to the Provost within 10 business days of being notified of the decision. The Provost will respond in writing to the appeal within 20 business days of receiving the appeal.
- iv. The student may appeal the Provost's decision to the President in writing within 10 business days of being notified of the Provost's decision. The President will respond in writing to the appeal within 20 business days of receiving the appeal.
- v. The student may appeal the President's decision to the Board of Regents in writing within 20 calendar days of being notified of the President's decision. Decisions regarding residency and the Guaranteed Tuition Plan may not be appealed to the Board of Regents BOR Policy 407.01).

3. Non-Academic Complaints

- a. Judgments on the suitability of non-academic decisions are most appropriately made by individuals with expertise in the particular area. Normally, such complaints can be resolved quickly through discussion with the Administrator in charge of the department making the decision. (See the University Organizational Chart). Students can contact the office of the Ombudsperson for assistance in preparing for discussion with non-academic administrators. The office of the Ombudsperson can also provide assistance to students and non-academic administrators with resolving disputes informally through voluntary, facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.
- b. In situations where such informal resolution does not occur or is not successful, the student may submit a formal complaint to the Vice President or Vice Provost who oversees the area. The student's complaint must be submitted in writing, and be accompanied by pertinent documentation describing (a) the specific action, practice, or decision that is problematic; (b) the impact of that decision; (c) what resolution is being sought; and (d) why it should be granted. To promote prompt resolution, complaints must include current contact information and be submitted as early as possible, but no later than the end of the term immediately following the term in which the matter arose. The Vice President or Vice Provost will provide a decision to the student in writing, normally within 10 business days of the receipt of the

complaint.

- c. The student may appeal the Vice President's or Vice Provost's decision to the Provost in writing within 10 business days of being notified of the decision. The Provost will respond in writing to the appeal within 20 business days of receiving the appeal.
- d. The student may appeal the Provost's decision to the President in writing within 10 business days of being notified of the Provost's decision. The President will respond in writing to the appeal within 20 business days of receiving the appeal.
- e. The student may appeal the President's decision to the Board of Regents in writing within 20 calendar days of being notified of the President's decision. Decisions regarding traffic citations may not be appealed to the Board of Regents (BOR Policy 407.01).

4. Student Petitions for Academic Policy Waiver or Variance

a. College-Level Policy Waiver or Variance Petitions

- i. Students may petition for a waiver or variance of a department-level or college-level policy. The appropriate college office of Academic Assistance can provide the student with college policies and petition procedures.
- ii. The student must submit a petition, in writing, to the office of Academic Assistance of the College which has made the policy in question. The petition must include the following: (a) the policy from which the student is seeking a waiver or variance, (b) the deviation being sought; and (c) the reason(s) why the exception should be granted. The office of Academic Assistance representative will determine whether the petition needs to be addressed at the departmental or college level, and will forward the petition to the appropriate administrator who will notify the student of his or her decision.
- iii. The student may appeal the decision, in writing, following the procedures stated in Section 2.b i through iv above, the College-Level Academic Complaint Policy and Procedures. If the original decision was rendered by a Department Chair, the appeal should be initiated at the level of the Dean; if the original decision was rendered by the Dean (or his or her designate), the appeal should be initiated at the level of the Provost.

b. University-Level Policy Waiver or Variance Petitions

- i. Students may request a waiver or variance of a policy established by the university or the Board of Regents.
- ii. All requests for waivers or variances from university-level policies will be made based only on the written record.
- iii. The petition must include the following: (a) The section number from the Catalog (or other official university document) of the policy or requirement from which the student is requesting a waiver; (b) the deviation being sought; (c) the reason(s) why the exception should be granted; (d) a current copy of the student's academic evaluation record; and (e) a current copy of the student's Georgia State University transcripts (unless the petitioner is not a yet a Georgia State student); and (f) transcripts from any other college the student has attended (if the petitioner has attended other colleges).
- iv. Financial Appeals
 - 1. Appeals of tuition and fee rules (currently in sections 1210.10, 1210.20 and 1210.30 of the Catalog), Georgia resident status rules (currently in section 1220), and financial aid rules (currently in section 1230) will be made by the University Registrar.
 - 2. If the petition is denied, the student may appeal to the Financial Appeals Committee, a committee appointed by the Vice Provost. The student must appeal in writing and within 10 business days of being notified of the decision

- of the University Registrar.
3. Appeals of the financial rules of colleges and departments (e.g., lab fees, graduate assistantship rules, etc.) are considered by the college or department.
- v. Add, Drop and Withdrawal Appeals (Appeals of Rules Currently in Section 1332 of the Catalog)
1. Appeals of add, drop and withdrawal rules will be made in the first instance by the University Registrar.
 2. If the petition is denied, the student may appeal to the Registration Appeals Committee, a subcommittee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the University Registrar.
 3. The Registrar will copy of the Chair of the Registration Appeals Committee on all letters to students notifying them of the results of their petitions. Every semester, the Registrar will distribute to the Senate Committee on Admissions and Standards a report that indicates (at a minimum) the number of petitions filed, the number granted, and the number denied. Any member of Admissions and Standards may review the documents of any petition when there is a legitimate educational interest.
 4. This policy does not change the Emergency Withdrawal policy.
- vi. Course Load, Scholastic Discipline, Course Substitution in the Core, and Regents Test Appeals
(Appeals of Rules Currently in Section 1330.30, 1360, 1410, and 1420 of the Catalog)
1. Appeals of rules regarding course load, scholastic discipline, course substitution in the core and Regents Test will be made in the first instance by the head of the university Advisement Center. However, appeals for waivers of Section 1330.30 (Course Load) will be considered by the student's college if the student has declared a college and will follow the procedure outlined in Section IV.A above.
 2. If the petition is denied by the head of the university Advisement Center, the student may appeal to the Academic Regulations Appeals Committee, a sub-committee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the Director of the university Advisement Center.
 3. The head of the university Advisement Center will copy of the Chair of the Academic Regulations Appeals Committee on all letters to students notifying them of the results of their petitions. Every semester, the head of the university Advisement Center will distribute to the Senate Committee on Admissions and Standards a report that indicates (at a minimum) the number of petitions filed, the number granted, and the number denied. Any member of Admissions and Standards may review the documents of any petition when there is a legitimate educational interest.
- vii. Academic Regulation and Graduation Requirement Appeals (Appeals of Rules Currently in other parts of Sections 1300 and 1400 of the Catalog)
1. Appeals of other university-level rules and graduation requirements will be made in the first instance by the Assistant Vice President for Student Retention. However, appeals for waivers of Section 1330.30 (Course Load) will be considered by the student's college if the student has declared a college and will follow the procedure outlined in Section vi. 1 above.
 2. If the petition is denied, the student may appeal to the Academic Regulations

Appeals Committee, a subcommittee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the Assistant Vice President for Student Retention.

3. The Assistant Vice President for Student Retention will copy of the Chair of the Academic Regulations Appeals Committee on all letters to students notifying them of the results of their petitions. Every semester, the Assistant Vice President for Student Retention will distribute to the Senate Committee on Admissions and Standards a report that indicates (at a minimum) the number of petitions filed, the number granted, and the number denied. Any member of Admissions and Standards may review the documents of any petition when there is a legitimate educational interest.

viii. Subsequent Appeals

1. The student may appeal the decisions of the Admissions Appeals Committee, Financial Aid Appeals Committee, the Registration Appeals Committee and Academic Regulations Appeals Committee to the Vice Provost in writing within 10 business days of being notified of the decision. The Vice Provost will respond in writing to the appeal within 20 business days of receiving the appeal.
2. The student may appeal the Vice Provost's decision to the Provost in writing within 10 business days of being notified of the decision. The Provost will respond in writing to the appeal within 20 business days of receiving the appeal.
3. The student may appeal the Provost's decision to the President in writing within 10 business days of being notified of the Provost's decision. The President will respond in writing to the appeal within 20 business days of receiving the appeal.
4. The student may appeal the President's decision to the Board of Regents in writing within 20 calendar days of being notified of the President's decision.

5. Deadlines

- a. All deadlines established in this Policy are stated in terms of business days. If a deadline falls on a weekend or scheduled holiday, the deadline will be the next scheduled workday of Georgia State University.
- b. Students lose their right to continue to the next step of the procedures if they miss a stated or agreed-upon deadline.

6. Mediation

- a. Students who have filed formal complaints or petitions or those who have had formal complaints filed against them under Sections II A or B of this Policy (except for grade appeals) may request that the matter be submitted to mediation in an effort to achieve resolution.
- b. Mediation is a voluntary, confidential process whereby a neutral person facilitates discussion between the parties in a mutual attempt to reach resolution on the issues raised by the parties. In the event mediation is agreed upon by both parties, the timelines under this policy shall be suspended until which time the mediation is completed. In the event that mediation results in agreement, the student's complaint will be considered resolved. In the event that mediation does not result in resolution of the matter, the student may appeal to the next level of review under this policy. Information derived from mediation discussion may not be used as the basis for higher levels of appeal, nor can the mediator be asked to provide information or make any decision at any level of the formal appeals process.
- c. Persons interested in mediation should contact the office of the Ombudsperson.

Student-Athlete Disciplinary Policy

A student-athlete who violates any of the rules and/or regulations of documents listed below shall be subject to potential disciplinary action levied by the Department of Athletics, in some cases above and beyond any action taken by law enforcement and/or the Dean of Students on behalf of the University, up to and including dismissal from the team and/or reduction or loss of athletics aid:

- (1) Federal, state or local law
- (2) NCAA Manual and published guidelines
- (3) Sun Belt Conference Policy Manual
- (4) GSU Student Code of Conduct
- (5) Individual team rules and policies
- (6) GSU Student-Athlete Handbook
- (7) GSU Department of Athletics Policies & Procedures Manual

Violations will be documented and corresponding disciplinary action will be taken. Individual team rules and policies may result in greater, but not lesser, penalties than those described herein.

Violations (Non-related to Alcohol, Drug or Felonies):

Campus, dormitory, team rule violations that are unrelated to alcohol, drug and felony actions are handled at the discretion of the Head Coach. Those situations could include trash and noise issues, unapproved visitors in the dorms, violating campus rules or policies, etc...

- Head Coach is required to document the violation and imposed sanctions to the student-athlete and will report violation to the Sport Administrator.
- Additional violations may result in additional sanctions, which will be decided by the Head Coach and/or Sport Administrator based upon the student-athlete's behavioral history and the totality of the circumstances.

Substance Violations Not Resulting in a Formal Charge:

Substance Violations Not Resulting in a Formal Charge (e.g., alcohol or controlled substance violation of a nature that does not result in an arrest or a required court appearance)

- Head Coach is required to document the violation and impose sanctions to the student-athlete and report those actions to Sport Administrator. Student-athlete, Sport Administrator and Head Coach are required to meet to discuss the violation. Additionally, the Sport Administrator will inform the Director of Athletics. If further disciplinary action is deemed necessary by the Director of Athletics, the Director of Athletics and Head Coach will consult and add additional sanctions that could include suspension from contests and/or practices.
- This penalty will be enforced at the time the student-athlete is cited with the violation. Where appropriate, a suspension may carry over to the next competitive season.
- Additional Substance Violations Not Resulting in a Formal Charge may result in additional sanctions including suspension of multiple games based upon the student-athlete's behavioral history and the totality of the circumstances.

Lower Level Misdemeanors:

Lower Level Misdemeanors (e.g., alcohol or controlled substance violation resulting in an arrest and/or a required court appearance; incident where the student-athlete has placed himself or herself in a position where

he or she could do harm to himself or herself or others; attempting to purchase, purchasing or possessing alcohol while underage; disorderly conduct; misdemeanor drug possession or use; possession of drug paraphernalia; resisting arrest without physical harm to the law enforcement officer)

- If arrested for Lower Level Misdemeanors violations, the student-athlete will be placed on immediate suspension until the facts surrounding the incident are reviewed by the Head Coach, Sport Administrator and Director of Athletics. During the period of review, the student-athlete will not be permitted to participate in any athletically-related activities, including but not limited to team meetings, team travel, practice and competition. Each case will be reviewed in a timely manner considering the totality of the circumstances. At all times, the Director of Athletics (or designee) has ultimate authority to decide if and when the student-athlete is reinstated.
- Violations will result in a suspension of athletic competitions with length at discretion of the Director of Athletics and Head Coach. Where appropriate, a suspension may carry over to the next competitive season.
- In addition to any court-ordered sanctions, the student-athlete may be required to complete counseling, evaluation and/or educational programs as deemed appropriate by the Head Coach, Sport Administrator, Sports Medicine Staff and/or Director of Athletics.
- If reinstated to the team, the student-athlete will be placed on probation for a period of one calendar year. A subsequent offense during the probationary period may result in loss of athletic privileges. Such a decision will be made in consultation between the Director of Athletics and Head Coach, but the ultimate authority rests with the Director of Athletics.
- Additional violations may result in additional sanctions based upon the student-athlete's behavioral history and the totality of the circumstances.

Serious Misdemeanors:

Serious Misdemeanors (e.g., operating a motor vehicle while under the influence of alcohol or drugs; assault; drug possession or use classified above a minor misdemeanor; shoplifting; theft; sexual misconduct; resisting arrest with physical harm to the law enforcement officer)

- If arrested for a Serious Misdemeanor, the student-athlete will be placed on immediate suspension until the facts surrounding the incident are reviewed by the Head Coach, Sport Administrator and Director of Athletics. During the period of review, the student-athlete will not be permitted to participate in any athletically-related activities, including but not limited to team meetings, team travel, practice and competition. Each case will be reviewed in a timely manner considering the totality of the circumstances. At all times, the Director of Athletics (or designee) has ultimate authority to decide if and when the student-athlete is reinstated.
- Serious Misdemeanor will result in a suspension from athletic contests. The exact length of the suspension will be based on the number of NCAA permissible contests and ultimately approved by the Director of Athletics. Where appropriate, a suspension may carry over to the next competitive season. Pursuant to NCAA regulations and University policy, penalties could include student-athlete's dismissal from the team and loss of athletics aid.
- If misdemeanor charges result in a sentence which involves serving jail time, then the student-athlete will be suspended from all athletic activities until the time has been served.
- In addition to any court-ordered sanctions, the student-athlete will be required to complete counseling, evaluation and/or educational programs as deemed appropriate by the Head Coach, Sport Administrator and Director of Athletics.
- The student-athlete will be placed on probation for the remainder of his or her time at

Georgia State University. A subsequent offense of the same nature at any time during the student-athlete's career will result in the student-athlete's dismissal from the team and loss of athletics aid.

- Any subsequent offense, even one less severe in nature, at any time during the student-athlete's career may result in dismissal from the team and loss of athletics aid. The Director of Athletics and Head Coach will review each case based on the facts presented, but the ultimate decision rests with the Director of Athletics.

Felonies:

- Felony charges will result in immediate suspension from all athletic related events. In such a situation, the Director of Athletics is ultimately responsible to decide if and when the student-athlete will be reinstated.
- Pursuant to NCAA regulations and University policy, a felony conviction will result in dismissal from the team and loss of athletics aid.

Duty to Report Criminal/Disciplinary Events:

Georgia State University Students have a duty to report criminal/disciplinary events that occur after application to the university. The criminal/disciplinary events must be reported to the Director of Athletics and the office of the Dean of Students within 72 hours of the Student's notice of the event. Failure to comply with this requirement may result in sanctions up to and potential immediate withdrawal from the university. The items below must be reported immediately to the Director of Athletics and Dean of Students.

- Conviction of a crime other than a minor traffic violation
- Criminal charges filed against the Student
- Entering a plea of guilty, a plea of no contest, a plea of nolo contendere, an Alford plea, or a plea under any first offender act in response to charges filed against the Student
- Disciplinary or academic misconduct charges initiated or sanctions imposed against the Student from a high school or former college or university.

The university will review all reported incidents to determine if the student's conduct poses a significant threat to the safety and well-being of the university community.

Appeal of Disciplinary Action Unrelated to Loss of Athletics Aid

Consistent with University policies for all students, a student-athlete may appeal disciplinary action on the following grounds: (1) to present new relevant facts that were not considered at the original hearing because such information was not available at the time; (2) to identify a procedural error within the hearing process that substantially impacted the fairness of the hearing; or (3) to allege that the finding was inconsistent with the weight of the information. All sanctions shall remain in place during the appellate process, unless determined otherwise by the Director of Athletics.

To appeal a disciplinary decision, the student-athlete must submit a written request to the Director of Athletics within ten (10) business days of the action. Once the request for appeal is granted, a meeting between the Director of Athletics or designee, Sport Administrator, Head Coach and student-athlete will be scheduled as soon as practical. All inquires for additional parties to be present will be handled on a case-by-case basis and must be submitted in writing at least 24-hours in advance.

Academic Support

Academic Honesty

As members of the academic community, students are expected to recognize and uphold standards of intellectual and academic integrity. The University assumes as a basic and minimum standard of conduct in academic matters that students be honest and submit only the products of their own efforts. Both the ideals of scholarship and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable or unethical conduct related to their academic work.

The University's policy on academic honesty is published in the Faculty Affairs Handbook and in On Campus: The Student Handbook. It is available to all members of the university community. The complete policy can be found here: http://codeofconduct.gsu.edu/files/2017/07/2017_18_6_29_17_Code.pdf

In an effort to foster an environment of academic integrity and to prevent academic dishonesty, students are expected to discuss with faculty the expectations regarding course assignments and standards of conduct. Students are encouraged to discuss freely with faculty, academic advisors, and other members of the university community any questions pertaining to the provisions of this policy.

Definitions and Examples

Plagiarism: Plagiarism is presenting another person's work as one's own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student's work as one's own. Any work, in whole or in part, taken from the Internet or other computer-based resource without properly referencing the source (for example, the URL) is considered plagiarism. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly or creative indebtedness, and the consequences of violating this responsibility.

Cheating on Examinations: Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, computer-based resources, texts, or "crib sheets" during an examination, or sharing information with another student during an examination.

Unauthorized Collaboration: Submission for academic credit of a work product, or a part thereof, represented as being one's own effort, which has been developed in substantial collaboration with another person or source or with a computer-based resource is a violation of academic honesty.

Falsification: It is a violation of academic honesty to misrepresent material or to fabricate information in an academic exercise, assignment or proceeding (e.g., false or misleading citation of sources, the falsification of the results of experiments or of computer data, false or misleading information in an academic context in order to gain an unfair advantage).

Multiple Submissions: It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the faculty member(s) to whom the material is submitted for additional credit.

Mandatory Advisement

All student-athletes must meet with their athletic academic advisor to discuss their schedule, degree progress, and eligibility requirements prior to each semester registration. If you do not meet with your athletic

academic advisor for schedule approval prior to priority registration, your athletic hold will not be removed and will prevent registration.

PAWS

PAWS is Georgia State University's new portal, designed to give students, faculty and staff personalized access to wide-ranging campus resources in a single location.

GoSOLAR

Georgia State University's online student system is called GoSolar – which stands for Georgia State Online Access to Records (<http://www.gosolar.gsu.edu/>). On GoSolar, a student is able to register (add/drop) classes, submit online evaluations for instructors, view academic records, view grades, run a degree (academic evaluation) audit, request transcripts and enrollment verifications, view personal information, view and accept financial aid, view and pay tuition and fees and enroll in direct deposit for electronic refunds, register for on-campus parking, access university bookstore, view online undergraduate and graduate catalogs, access and update student email.

Campus Advisement

In addition to your athletic academic advisor, you have a campus advisor. Freshmen, sophomores and juniors receive academic assistance in the University Advisement Center. Seniors prepare for graduation with the Office of Academic Assistance in your college or school. At least once a semester, you will need to meet with your campus advisor. They are an additional resource and are available to keep you on track with your classes all the way to graduation.

Registration

All student-athletes will be assigned early appointment times during the first two days of Priority Registration. A priority registration appointment does not supersede any holds placed on your account. If you initially register during late Registration or make changes to your schedule following Late Registration your athletic grant-in-aid will not cover your late registration fees.

Full-time Enrollment: Georgia State University defines full-time enrollment as registration in 12 credit hours for undergraduate and 9 hours for graduate students. NCAA requires student-athletes to be enrolled full-time to participate in intercollegiate athletics. If you drop below full-time status during the semester you are immediately ineligible for practice and competition.

All students who are withdrawn through the Roll Verification process are responsible for all applicable fees and may be declared immediately ineligible for practice and competition if below full-time. The student-athlete remains ineligible until they are reinstated accordingly, and their full-time status is restored.

Holds

Holds prohibit you from registering for classes. Unpaid fines, student fees, insurance, and not seeing your athletic academic advisor are several reasons you would not be able to participate in registration. It is the student-athletes responsibility to take care of all holds prior to registration. As a student-athlete, an athletic hold will always be on your account. This is to identify to various campus groups that you are a student-athlete. Your athletics hold will be released for priority registration only. Any changes to your schedule after priority registration will have to be made through your athletic academic advisor.

Add/Drop/Withdrawal

Student-athletes must consult with their athletic academic advisor prior to adding or dropping any class. The University computer system will prohibit a student-athlete from dropping a course. Students can add courses

through the fifth calendar day from the beginning of classes. In some cases, permission from the department head or the instructor may be necessary to add a course after classes have started. To change a section of a course, students must fill out a form for section change to get credit for the course. Students can withdraw from a course prior to the drop deadline. After the drop deadline, a student must make a withdrawal request through the Dean of their college based on extenuating circumstances that have adversely affected their ability to perform in their classes. Examples of extenuating circumstances are documented injury, illness, a change in a student's work schedule, and/or personal or family problems.

Dropping a Class

Student-athletes are not able to drop a course via GoSolar once classes have begun. You must have written permission from the Associate Athletic Director for Student-Athlete Development in order to drop a class. Your advisor, coach, and the Associate Athletic Director for Student-Athlete Development must all agree that it is in your best interest for a withdrawal to be granted. Your decision to cease attending any class will not automatically ensure approval for a withdrawal.

The University limited the number of withdrawals students are allowed while in attendance at Georgia State. Students are allowed to withdraw with a grade of W a maximum of six (6) times in their undergraduate careers at Georgia State. The limit on withdrawals does not apply if a student withdraws from all classes during a term before the midpoint. This policy can be found in its entirety at: <http://advisement.gsu.edu/self-service/policies/withdrawal-policy/>

Please remember: A withdrawal is approved only in extreme cases and can affect eligibility and Exhausted Eligibility Aid.

Academics Athletic Records

Records of academic progress of all student-athletes are available in the Panthers Athlete Support Services Staff Area. It is the responsibility of the student-athlete to become familiar with that record and, at all times, make satisfactory progress towards a degree as defined by the NCAA and Georgia State University. University advisors and athletic academic advisors will make every attempt to provide effective guidance, but the final responsibility for meeting academic requirements rests with you, the student-athlete.

An Academic Program Plan will be designed for each individual once he/she has reached sixty (60) hours and has declared his/her major. Individual records are accessible to student-athletes during the normal office hours, but at no time may the records be removed from the Academic Area.

Academic Monitoring

Monitoring of classroom progress 2-3 times per semester through the SSC system with professors allows the student-athlete development staff to become aware of problems and provide the assistance needed as quickly as possible. Your athletic academic advisor will make every effort to contact you and make you aware of any academic problems that may exist.

If your athletic academic advisor contacts you, it is extremely important that you respond in a timely manner. Viewing of individual professor contacts is confidential and is limited to the academic advisor, student-athlete and coach. All coaches will receive a summary of the grade reports following midterms and final exams.

Student-Athlete Learning Labs

Academic centers have been established to provide all student-athletes with space that will allow them to work in a productive environment to complete necessary class work. Each area is open to all current student-athletes and offers a variety of resources, which should prove helpful to the academic efforts of those that make use of it. The academic areas offer a quiet, monitored environment where you may study or use one of the computers to work on assigned class work and materials. Sunday closed (study hall times will be assigned by head coaches/advisors), Monday through Thursday, 8:45am - 9pm and Friday 8:30am - 3pm. Student-athletes can still use the Learning Labs after 3:00pm on Friday's, however, all study hall hours must be completed by 3:00pm. Learning Labs are located at the following: Georgia State Stadium, 100 Level and Sports Arena, 2nd Floor.

Listed below are some of the resources provided within the learning lab.

- **Printing:** Located in the learning lab, we have a printer for students to print items as needed. Each team has their own printing code and will be allotted a certain amount of paper per month determined by Advisors. Once a team has exhausted paper options the students are required to find another location on campus to print.

Academic Center Rules

- You must check in and out by swiping your Panther ID. You will not be allowed in the Academic Center without your ID.
- You must clock-in and clock-out on the time clock to receive credit.
- All learning lab hours must be completed by Friday at 3pm.
- All students must come prepared to study, to attend a tutorial session or to work in the computer lab...bring books and notes. If you are not prepared, you will be asked to leave.
- It is not a social or recreational time. Please minimize conversations in the outside lobby prior to entering or after leaving.
- No food, beverages, tobacco products or any other items that might damage the facility
- No profanity and no fighting, you will be asked to leave the learning lab if you participate in this behavior.
- No sleeping. If you are caught sleeping you will be asked to leave the learning lab.
- No cell phones should be on in the study areas or computer lab.
- Newspapers and magazines are allowed only as needed for class.
- If you are asked to leave the Learning Lab for any reason, you will not be allowed to return that day and all hours earned for the day will be void.
- Do not clock in and leave (drink, food, bathroom etc.); take care of this prior to arrival.

Computer Usage Policy

The Academic Center computers are to be used for academic purposes only. Listed below are some general rules when utilizing the computers in the lab.

- The playing of games and the viewing of videos of any type unless otherwise specified for a class on the computers is not allowed.
- You are not allowed to visit any social networks while on the computers; this includes but is not limited to instagram, facebook, bebo, chatting, etc. If you are caught using any of these sites you will be asked to leave the computer area.
- Please do not unhook machines to plug in your laptops. The learning lab has wireless internet so that will not be necessary.

Learning Lab Hours

While the academic area is open to all student-athletes, we have found it necessary to make this area mandatory for athletes who are new to the University or are experiencing academic difficulties. Mandatory Learning Lab hours are determined by the student's cumulative grade point average and current class status. Currently, we have two academic areas set up for students to complete their learning lab hours. The locations are Georgia State Stadium, 100 Level and Sports Arena, 2nd Floor. Incoming freshmen will be required to attend six (6) hours of mandatory Learning Lab during their first semester. Transfer student-athletes must also complete six (6) hours. Tutoring may be assigned on the basis of need. Returning student-athletes need to refer to the chart below to determine his/her learning lab hours:

	GRADE POINT AVERAGE			
	Below 2.00	2.00 to 2.24	2.25 to 2.59	2.6 + GPA
Freshman	10 hrs.	7 hrs.	6 hrs.	0
Sophomore	10 hrs.	6 hrs.	4 hrs.	0
Junior	10 hrs.	5 hrs.	0	0
Senior	8 hrs.	4 hrs.	0	0

Hours can be completed in either the Georgia State Stadium or the Sports Arena Labs. Please see your advisor in regards to which lab you should report to for your hours.

Learning Lab Travel hours

During season, you can earn up to one (1) hour per day while on the road. If you leave Friday afternoon, you are expected to have completed your Learning Lab hours. In addition, you must be in good standing to earn hours on the road. It is the responsibility of your coach to report any hours earned while traveling.

Learning Lab Warning

Any hours missed during a week must be made up during the next week.

Learning Lab Probation

Students who do not complete owed hours during warning week will be held out of practice until those hours are completed. Regularly assigned hours must also be completed to return to good standing. Student-athletes should report to Learning Lab during their scheduled practice time.

Learning Lab Suspension

Not making up all hours during Practice Probation week will result in the student-athlete being held out of all team related events, including intercollegiate competition, practice, travel, etc..., until all necessary hours are completed.

You are required to complete Learning Lab hours even while your team is out of season. Any student-athlete who completes a semester not in good standing will have the amount of hours he/she owes at semester's end added to his/her weekly Learning Lab hour total for the duration of the next semester. This includes student-athletes moving into the 5th Year program.

Tutorial Assistance Program

In addition to providing an appropriate atmosphere for studying, our staff offers tutorial assistance for all student-athletes. The primary goal of the Athletic Tutoring Program is to provide student-athletes with academic assistance beyond that which they receive in the classroom. Tutorial sessions, however, are not a substitute for class time. If you are receiving tutoring you are expected to attend all class sessions as well. In order to accomplish this goal in addition to providing interactive, objective based tutoring, our tutors provide study skills assistance as well. In addition, you are expected to arrive for your tutoring session prepared with your textbook, syllabus, class notes, and assignments. Your tutoring time is an interactive session which means you will need to have all reading completed BEFORE your appointment. You will not be able to read during this time.

Tutorial assistance is provided on both a walk-in and mandatory basis. The tutors are graduate or doctoral level students who are selected on the basis of their educational training and ability to instruct in various subjects. Once the tutors are employed they also receive on the job training throughout the semester to assure the students are being provided with the best services. If you are in the need of a tutor you must contact your academic advisor. An electronic request will be submitted to the Tutorial Coordinator. Outside of one-on-one tutoring the tutorial program offers a wide variety of services, including but not limited to the following:

- Paper Editing: English tutors are available to review and edit all papers. The tutor will only check for grammatical error and check that you are following the guidelines of the instructor.

Missed Tutorial Appointment Policy

(a) Unexcused Missed Tutoring Sessions

- Any student who misses two (2) unexcused sessions will have his/her tutoring appointment canceled after the 2nd missed session.
 - (1) 1st missed session: No Charge To Student-Athlete Account; Missed alert will be to the Academic Advisor and Head Coach
 - (2) 2nd missed session: \$20 Charge To Student-Athletes Account; Session is cancelled. Must see Tutorial Coordinator, Associate Athletic Director of Student Athlete Development, Academic Advisor, and Head Coach to sign your cancellation form.

(b) Excused Missed Tutoring Sessions

- Missed Tutoring Sessions will be considered excused for the following reasons.
 1. University sanctioned travel
 2. Illness excused by the Sports Medicine department
 3. Athletic department events
 4. Class projects or events (Approved by Academic Advisor)
 5. Other reasons to be determined on an individual basis (Approved by Academic Advisor)

All planned cancellations must be approved by an academic advisor, and should be canceled 24-hrs before session begins.

Learning Assistant and Mentor Program

The Learning Assistance and Mentor Program is primarily for student-athletes who are special talent admits, on academic probation with the university, possible eligibility concerns, or have a documented learning disability. However, student-athletes who are struggling with classes or feel they may need to meet with a learning assistant or mentor can make a request, through their academic advisor. Both programs will

assist the student-athlete in achieving their highest potential as they grow to become productive, confident and competent individuals.

The Learning Assistance Program focuses on skill development and re-emphasize; including reading comprehension, math skill development, and test taking strategies. The Mentor Program is centered around the development of time management and organizational techniques. Each learning assistant and mentor is highly educated and trained, to a standard of excellence. Each has the desire to help our student-athletes to excel while at Georgia State University.

Academic Policies and Procedures

Plus/Minus Grading

Georgia State and the University of Georgia have been approved by the Regents for a three-year pilot on the use of a plus/minus grading system. The following grades are permissible: A, A-, B+, B, B-, C+, C, C-, D, or F. Faculty are not obligated to use the plus/minus system and can continue to use the subset A, B, C, D, or F if they wish.

Grades of C in Major/Minor

Grades in the major and minor require a grade of C or higher, unless otherwise noted by your college. Certain departments/schools/institutes may also require a grade of C or higher in their introductory courses, unless otherwise noted by your college.

Repeat to Replace

Undergraduate students who have retaken courses and earned a higher grade may request to have the first grade excluded from their institutional GPA under the Repeat-to-Replace policy. If the request is approved, the Office of the Registrar will make appropriate notations next to the original course on the student's official transcript. Grades for all attempts at the course will appear on the student's official transcript regardless of whether or not the grade has been excluded from the student's GPA. This policy has no effect on any GPA requirements set by state or federal laws/regulations (such as the GPA requirements set by the HOPE scholarship program). A copy of the request and approval will become part of the student's permanent record file. Units may prohibit students from repeating certain courses.

Class Attendance Policy

As a student-athlete you are expected to attend every class unless traveling with your team. At the beginning of the semester, student-athletes should provide each professor with an Official Travel Letter and the team schedule. These forms are obtained from your athletic academic advisor. These letters are to be hand-delivered by the student-athlete during the first week of school. It is the student-athlete's responsibility to reschedule any tests and/or assignments missed PRIOR to travel.

Class Absences due to Illness or Injury

Official university written excuses are NOT issued for personal illness, except in the case of final examinations when a grade of incomplete is recommended. Absences due to illness will only be excused if the student reports to the Student Health Center and is seen by a physician. Professors may contact the Student Health Center to verify a class absence. Student-athletes who have extended personal illness or injury should obtain a written statement from their physician and provide it to their athletic academic advisor. The advisor will notify professors; otherwise it is the student-athlete's responsibility to contact the professor.

Class Absences due to Emergencies

The student-athlete should notify their Academic Advisor and Athletic Trainer if he or she must leave

campus for any extended period of time because of hospitalization, injury, or personal problems. The Academic Advisors will notify professors, but it is the student-athlete's responsibility to meet with professors to arrange for any make-up work that needs to be completed.

Class Absence for Competition Policy

Responsibilities for Completion:

- Head Coach (or designee)
- Academic Advisor
- Student-Athlete

Procedures:

1. Head Coach (or designee) will provide the Academic Advising staff with an anticipated travel schedule with departure and return dates and times.
2. Academic Advising Staff will use priority registration to create a class schedule that will minimize missed class absences.
3. Academic Advising Staff will inform coaches of any concerns during registration.
4. Academic Advising Staff will create travel excuse letters to be given to professors during the first week of class. Student-athlete will inform advisor if there are any concerns. The advisor will talk to the professor to see if issues can be resolved.
5. Academic Advising Staff will discuss this with the coach and Sport Administrator to see if any changes can be made to the travel schedule of the effected student-athlete. If this cannot be resolved, then we would look to change to student-athletes affected course.
6. Academic Advising Staff also communicate regularly with university faculty to keep abreast of any concerns that they may have with regards to class absences.

Academic Standard Requirements

The assignment of academic standing is based on both the most recent semester and overall grade point average. There are four (4) levels of scholastic discipline for undergraduate students: ***warning, supervision, probation and exclusion***. Students on ***supervision*** or ***probation*** may be allowed to enroll with specific restrictions. Students on ***exclusion*** are not eligible to enroll in any undergraduate program or under any status at Georgia State. Students are placed on ***warning*** when their cumulative Georgia State GPA is below 2.0 and they were not on ***supervision*** or ***probation*** the previous semester in attendance. Students are placed on ***supervision*** when their cumulative Georgia State GPA is below 2.0 and they were on ***warning*** the previous semester in attendance. However, students on ***warning*** who attempt six (6) or more semester hours and earn a Georgia State term GPA of 2.3 or better will remain on ***warning***. This policy can be found in its entirety at <https://advisement.gsu.edu/self-service/academic-improvement-plan/scholastic-discipline-policy/>

Academic Improvement Plan (AIP)

The Academic Improvement Program (AIP) is intended to assist student in extricating themselves from scholastic discipline and to meet the graduation requirement of a cumulative GPA of 2.0 or higher. The elements of AIP are registration approvals by an adviser, course load limits, and survival skills instruction.

- Warning: May register for no more than 13 semester hours
- Supervision: (1) have registration approved (2) register for no more than 13 semester hours (3) take any other steps required by academic advisor
- Probation: May not be permitted to enroll for one semester at Georgia State, if allowed to enroll (1) have registration approved (2) register for no more than 13 semester hours (3) take any other steps required by academic advisor
- Exclusion: Are not eligible to enroll in any program and may not participate in AIP.

New Student Orientation

New Student Orientation is required for new freshman and strongly encouraged for new transfer students. The programs are designed to introduce you to the unique world of Georgia State and prepare you to make the most of both your academic and co-curricular experiences. Incoming students will register for classes. The cost associated with orientation is the responsibility of the student-athlete.

GSU 1010: New Student Orientation Course

The GSU 1010 course provides students with essential information about the academic demands of the University, its rules, procedures, resources, and academic, social, and personal “survival skills” that contribute to academic success. The course curriculum encourages students to establish supportive relationships with peers and faculty and to become an integral part of the academic community.

Freshman Learning Communities

The foundation built during the first year is key to a student’s success; that’s why we offer Freshman Learning Communities (FLC), which provide a great opportunity for first-year students to connect with Georgia State University and each other during the fall semester.

FLCs link clusters of courses, usually four or five (12-16 hours), from the Core Curriculum with the GSU 1010 New Student Orientation course. Each FLC is built around a field of interest (Arts, Business, Education, Health Sciences, Humanities, Natural Sciences, Policy Studies, Social Sciences, and Undecided) that brings together students who are drawn to a particular major related to the field. Through involvement with an FLC, students form a small, friendly community within a large, research university.

Each FLC is designed around general education Core Curriculum courses that will apply to any major. In other words, you do not have to declare a major in order to register for a specific FLC; you can simply participate in an FLC for which you have an interest. If at the end of the first semester you decide to select a major in a different area, you can be sure that your courses will count as part of your general education requirements.

Career Services/Life Skills

The Athletics Department is committed to providing Georgia State student-athletes with the proper resources in order to succeed in all future endeavors. With this goal in mind, the department created the Signature Panther PLAN which focused on Professionalism, Leadership, Academics, and Networking.

GSU Athletics 4-Year Signature Panther PLAN

Professionalism – Career and Character Development

Leadership – SAAC and Student-Athlete Sub Committees

Academics – Choosing a Major, Academic Advising, Tutoring, Study Hall Hours

Networking – Meet with potential employers and start your career

Year 1:

- Summer Bridge for our incoming freshmen to discuss topics such as character education, financial literacy, mental health, community involvement, academic integrity, and how to successfully transition to college
- Major to follow and determination of Career Path including Internship Opportunities
- Learning how to study and complete assignments
- Financial Literacy for college – How to pay bills, build credit history and manage money

Year 2:

- Fall Major Fair to Determine Major
- Mental Health – Dealing with stress, skills for on field and classroom success
- Internship Exploration – What internships do you need based on major, what do you really want to do and job shadowing
- Resume Workshop – Build a resume for summer jobs and internships

Year 3:

- Fall Career and Internship Fair –Getting in front of company recruiters
- Business Leader Panel Talks – Business leaders talk about requirements for success
- Internship Placement – Apply for business to develop portfolio
- Resume Updates – Update resume to include community service, internships, jobs, etc...
- Spring Mock Interview Workshop – HR professionals interview and grade them on their skills
- Transition out of elite athleticism into making your own decisions (What's Next?)
- Financial Literacy for life events – Regions Bank programming
- Career Path – Develop plan for what to do once you graduate and steps to obtain

Year 4:

- Pre- graduation interviews for exact placement
- Fall Career and Internship Fair – Puts them in front of business campus recruiters for 2nd time
- Graduate school applications for placement
- Pre-season (spring sports) and post-season (fall sports) internships
- Financial Literacy – Explain bills versus paycheck

Student-Athlete Advisory Committee

The Georgia State University Student-Athlete Advisory Committee (SAAC) provides a forum for representatives from each team to share ideas, concerns, questions and recommendations to athletic administrators. This committee is actively encouraged to get the student-athletes involved in campus and community projects in order to build a sense of community within the Athletics Department and among all athletic teams.

The committee is composed of a diverse group of student-athletes. Each representative is expected to serve a one-year term and may be re-elected. **Lauren Benincasa**, Spirit Squad, is your SAAC President for the 2018-2019 school year.

Awards/Scholarships

President's List - Honoring student-athletes that complete a semester with a 4.0 GPA

Dean's List - Honoring student-athletes that complete a semester with a 3.5 GPA or higher

AD Honor Roll - Honoring student-athletes that hold a cumulative, or semester, GPA of a 3.0 GPA or higher.

Letter Winner Awards:

The yearly Letter Awards are as follows (subject to change, as award review is currently ongoing):

- 1st Year: Under Armour Backpack
- 2nd Year: Letter Jacket
- 3rd Year: Watch
- 4th Year: Framed Senior Picture

The designation of Letter Award a student-athlete will receive is based on the number of times he or she

has previously lettered. It does not consider what year a student-athlete may be in regards to eligibility or academically in school. Lastly, lettering in your sport is at the discretion of the Head Coach.

Compliance

The NCAA Division I Manual contains many rules and regulations that have a direct effect on your eligibility to participate in intercollegiate athletics. It is very important that the student-athlete becomes familiar with these rules to recognize situations that might jeopardize eligibility. The Compliance Office is available to answer questions about NCAA rules pertaining to the student-athlete's eligibility or any other concerns. Questions can be emailed to compliance staff below:

- Erik Paz, Assistant AD for Compliance, epaz@gsu.edu, 404-413-4010
- Lisa Helth, Assistant Director of Coordinator, lhelth@gsu.edu, 404-413-4047
- Danielle Davison, Compliance Coordinator, ddavison@gsu.edu, 404-413-4011

Initial Eligibility

In order to participate in NCAA Division I athletics, the freshman student-athlete must be certified through the NCAA Eligibility Center. The Eligibility Center will certify that the freshman student-athlete meets both the NCAA initial academic eligibility requirements and is an amateur under NCAA legislation. The student-athlete may practice, but not compete, for up to forty-five (45) days before being certified.

Transfer Eligibility

The student-athlete who wants to participate in NCAA Division I athletics must meet specific eligibility requirements before being allowed to practice or compete. Transfers are handled on a case-by-case basis and requirements may vary according to the student-athlete's individual circumstances.

Seasons of Competition

The student-athlete has five (5) calendar years to complete four (4) seasons of eligibility. The student-athlete's eligibility clock starts the day he or she attends the first day of classes at any collegiate institution while enrolled full-time. Exceptions to this rule are determined on a case-by-case basis.

Student-Athlete Transfer Request Procedure

The student-athlete wishing to transfer from Georgia State is charged to complete and submit the Transfer Notification Form. Within two (2) business days from the date of the student-athlete's written request for release, the Compliance Office is tasked with activating the request via the Transfer Portal. If the student-athlete is being removed from the roster and/or will have their Athletic Financial Aid reduced or canceled, the coaching staff is responsible for fully executing and submitting a Change of Status Form seven (7) business days after activation on the Transfer Portal.

The following services and benefits for potential transfer student-athletes following submission of the Transfer Notification Form will be reviewed on a case-by-case basis. The following serves as guidelines for restricting specific services and benefits available to all student-athletes (based on classification), but each case may be reviewed individually based on circumstances.

Service/Benefit	Available to all Student-Athlete's Active on Roster and Participating Fully with Team	Student-Athlete submits the Transfer Notification Form	Student-Athlete Removed from Active Roster	Student-Athlete Voluntarily Withdraws from Team
Athletically Related Financial Aid (if applicable)	Full access <i>(if applicable)</i>	Cancelled at the beginning of the next academic term and subject to all NCAA, Sun Belt and GSU regulations	Cancelled at the beginning of the next academic term and subject to all NCAA, Sun Belt and GSU regulations	Cancelled at the beginning of the next academic term and subject to all NCAA, Sun Belt and GSU regulations
Academic Support Services (e.g., counseling, study hall, priority registration, etc.)	Full access	Case-by-case review	Case-by-case review	Case-by-case review
Sports Medicine Services	Full access	Case-by-case review	Case-by-case review	No access
Facility Use (e.g., locker room, weight room, etc.)	Full access	Case-by-case review	Case-by-case review	No access
Team Activities (e.g., occasional meals, entertainment, recruiting activities, team travel, etc.)	Full access	Case-by-case review	No access	No access
Apparel/Equipment	Full access	Case-by-case review	Apparel/Equipment must be returned	Apparel/Equipment must be returned
Awards/Events	Full access	Case-by-case review	Case-by-case review	No access

One-Time Transfer Exception

The Director of Athletics (or designee) shall decide whether to grant the use of the one-time transfer exception after consulting with the Head Coach. The student-athlete may discuss the request with the Director of Athletics (or designee). The Athletics Compliance Office shall respond to the student-athlete in writing within seven (7) business days of the request.

If the request is granted, then the Director of Athletics (or designee) shall inform the student-athlete. The Athletics Compliance Office shall notify the student-athlete in writing indicating that the student-athlete's request for the one-time transfer exception is approved to the institution(s) and/or student-athlete. If the exception is denied, then the Director of Athletics (or designee) shall inform the student-athlete of the decision in writing, as well as the student-athlete's right to appeal the decision in accordance with NCAA rules.

One-Time Transfer Exception Appeal Hearing Procedure

The student-athlete wishing to appeal the decision to deny permission to use the one-time transfer exception completes the One-Time Transfer Exception Form and submits the document to the Athletics Compliance Office. The Compliance Office responds in writing within seven (7) business days of the student-athlete's request.

The Director of Athletics (or Designee) may schedule a meeting to review and discuss the services and benefits the student-athlete is still permitted to use/have and discuss next steps within seven (7) business days of the Notification of Transfer. The meeting shall include, but is not limited to, the Director of Athletics (or Designee), Head Coach (or Designee), and student-athlete.

The Director of Athletics (or Designee) decides whether to grant the one-time exception. If appropriate, the Director of Athletics (or Designee) consults with the coaching staff regarding the request. The student-athlete has the right to discuss the request with the Director of Athletics (or Designee).

If the one-time transfer exception is granted, the Director of Athletics (or Designee) informs the student-athlete. The Athletics Compliance Office prepares a letter indicating that the student-athlete's request for the one-time exception was approved. The Athletics Compliance Office will e-mail the student-athlete confirming their approved use of the one-time transfer exception to the institution(s) and student-athlete. If permission is denied, the Director of Athletics (or Designee) informs the student-athlete of the decision in writing. In addition, the Director of Athletics (or Designee) informs the student-athlete in writing of the student-athlete's right to appeal the decision in accordance with NCAA rules. If the one-time transfer exception is requested by another institution, the Athletics Compliance Office notifies the institution that Georgia State denied the student-athlete's request.

If a student-athlete wishes to request a hearing to contest Georgia State's decision to deny use of the one-time transfer exception, then the student-athlete must submit a written request to the Director of Athletics (or Designee) by completing the One-Time Transfer Exception Appeal Form. The written request must be submitted within two (2) weeks of the date that the Director of Athletics (or Designee) issued written denial of the request. The student-athlete's request for a hearing must describe the reason(s) the decision to deny the use of the exception should be modified or overturned. All supporting or relevant documentation must be submitted along with the request for a hearing. The Director of Athletics (or Designee) must submit written documentation supporting the decision to deny permission at least five (5) business days prior to the hearing.

All hearings under this policy are conducted by the Student-Athlete Transfer Appeals Committee. The committee consists exclusively of individuals who are employed outside of the Department of Athletics. The committee shall include three (3) members: (1) the Faculty Athletics Representative; (2) University Senate Committee on Athletics chairperson; and (3) the President of SAAC. The Faculty Athletics Representative shall serve as the chairperson of the committee. It is the duty of the chairperson to rule on procedural matters and the admissibility of evidence during such hearings.

The Director of Athletics (or Designee) contacts the chairperson to schedule a hearing date. The hearing date shall occur no later than 15 business days following the student-athlete's request. The Director of Athletics (or Designee) informs the student-athlete of the date, time and place of the hearing. At least three (3) business days prior to the scheduled hearing, the Director of Athletics (or Designee) provides the committee with copies of the following:

1. The notification of refusal and right to hearing letter;
2. The request for hearing from the student-athlete (One-Time Transfer Exception Appeal Form); and
3. All supporting documentation submitted by the student-athlete and the Director of Athletics (or Designee).

The student-athlete is required to appear in person at the hearing unless the requirement is waived by the chairperson based upon justifiable cause. The chairperson may decide to conduct the hearing by telephone conference. The committee may request that other individuals attend and testify at the hearing as deemed necessary or relevant. The Director of Athletics (or Designee) shall attend in order to clarify application of NCAA rules.

The chairperson opens the hearing by introducing the parties and committee members. The chairperson then summarizes the format of the hearing and any applicable rules of procedure. Thereafter, the chairperson

invites the student-athlete to present his or her position and describe the reason(s) why the decision to deny use of the exception should be modified or overturned. The Director of Athletics (or Designee) then can present the institution's rationale for denying permission. The hearing is not closed until the chairperson determines that all parties possessed a fair and equal opportunity to present their positions. All parties must provide truthful information and treat the committee and other parties with dignity and respect throughout the process.

Immediately following the hearing, the committee meets privately to deliberate. The committee's decision is based on a majority vote of its three members. The committee has the final authority to modify, affirm or overturn the decision to deny the use of the one-time transfer exception. The chairperson notifies the student-athlete and the Director of Athletics (or Designee) of the committee's decision. Communication of the decision may be in person or via telephone. The chairperson sends a Formal Decision Letter to the student-athlete and a copy of the letter to the Director of Athletics (or Designee) and the Athletics Compliance Office.

The documentation submitted to the committee, all testimony during the hearing and the committee's deliberations must remain confidential and all copies will remain within the Athletics Compliance Office. In accordance with NCAA rules, the committee's decision is final and there are no further avenues of appeal.

Intraconference Transfer Rule

The student-athlete that has received any amount of athletically-related financial aid from a Sun Belt Conference institution who transfers within the conference must fulfill two (2) academic years of residence prior to being certified eligible for competition. The Intraconference Transfer Rule also applies to an incoming student-athlete that signed a valid NLI with another Sun Belt Conference institution.

Voluntary Withdraw

The student-athlete who voluntarily chooses to leave the team must sign Change of Status Form and may relinquish his or her scholarship for the remainder of the academic year. By signing the form, the student-athlete acknowledges that his or her athletics aid will not be renewed for the ensuing academic year. If the student-athlete chooses to discuss the reasons for his or her departure, then an exit interview may be scheduled with the Sport Administrator and/or the Faculty Athletic Representative.

Walk-on Policy

The prospective walk-on must submit the Walk-On Form to Compliance. The Walk-On Form must be signed in the following order:

- 1st – Requesting Student
- 2nd – Athletic Training Staff (i.e., Sports Medicine)
- 3rd – Academic Advisor
- 4th – Compliance Office

The Walk-On Form must have all necessary signatures before any tryout or team participation is allowed. Compliance ultimately determines the eligibility of the potential walk-on. If the walk-on is deemed otherwise eligible, he or she will be allowed to tryout with the team for up to fourteen (14) consecutive calendar days before he or she must be added to the team or cease all athletic activities. If the Head Coach adds the walk-on to the team, then Compliance will place the student-athlete on the Squad List.

The Georgia State University Compliance Office requires all students who need a waiver to be eligible, must be on an active roster.

Amateurism/Eligibility

Only the amateur student-athlete is eligible to compete in NCAA athletics. The amateur status may be lost if the student-athlete does any of the following:

- Accepts pay or promise of pay for using his or her athletic ability
- Signs a contract or any other type of agreement to play professional athletics
- Competes on a professional team
- Enters into a professional draft or enters into an oral or written agreement with an agent to negotiate a professional contract The “pay” mentioned above is not limited to the receipt of cash, but may also include any of the following:
- Excessive or improper expenses
 - Some forms of educational expenses based on athletic ability
 - Special treatment or services or other awards or benefits

The student-athlete should be hesitant about accepting any type of “award” based on athletic ability. When in doubt, the student-athlete should check with the Compliance Office before signing any agreement or accepting any tangible benefit.

Agents

Per NCAA Bylaw 12.02.1.1, an agent is any individual who, directly or indirectly, represents or attempts to represent an individual for the purpose of marketing his or her athletics ability or reputation for financial gain; or seeks to obtain any type of financial gain or benefit from securing the PSA’s potential earnings as a professional athlete. An agent may include, but is not limited to, a certified contract advisor, financial advisor, marketing representative, brand manager or anyone who is employed or associated with such persons.

Agents must register with the State Regulatory Commission and are required to post a surety bond of \$10,000. The agent may not contact an athlete, either directly or indirectly, without first registering with the commission. The state’s athlete agent law, revised in 2003, expanded the power of the university to bring civil action against the agent and/or the student-athlete in the event his or her actions cause the institution to be penalized by a governing body. Penalties for violation of state laws are felonies incurring fines no less than \$5,000.00 and no more than \$100,000.00 or by imprisonment from one (1) to five (5) years, or both.

The student-athlete (and his or her family members) shall not engage in any type of communication (including in-person, written, telephone, text message or e-mail) with an agent prior to the completion of his or her collegiate athletic eligibility. The student-athlete seeking an exception to the rule must submit a written request to his or her Head Coach. A committee including but not limited to the Director of Athletics (or designee), Head Coach (or designee) and the Assistant AD for Compliance (or designee) shall consider the request and render a decision.

A meeting involving the student-athlete (or the student-athlete’s family member(s), friend(s) or associate(s) acting on his or her behalf) and an agent prior to the completion of the student-athlete’s final year of athletic eligibility must occur at a GSU Athletics facility. The Head Coach (or designee) and/or the Director of Athletics (or designee) shall attend the meeting. Penalties for violation(s) of the policy against student-athlete contact with agents include but are not limited to suspensions from practices and/or games, loss of athletics aid, removal from team and/or other disciplinary measures. The Department may levy penalties in addition to those imposed by the NCAA and/or Conference.

Compliance shall investigate all alleged violations of the agent policy. Upon obtaining evidence or a

reasonable belief that the agent impermissibly attempted to contact, or actually contacted, the GSU student-athlete, Compliance shall report the violation to the Secretary of State and/or law enforcement. In addition, the institution shall issue a trespass warning prohibiting the agent from entering any part of the GSU campus. Any covered individual that desires to contact the GSU student-athlete must register with the appropriate professional league (e.g., NFLPA), the State of Georgia (unless the covered individual is a member of the State Bar of Georgia in good standing), and the Department. Regardless of the reason for the visit, the agent must obtain a credential from Compliance and display it visibly at all times while on GSU's campus. The agent who does not comply will be not be allowed physical access to campus. The agent who enters into an agreement for representation with the GSU student-athlete must provide written notice of the contract to Compliance and the University President.

Vehicle Registration

In order to ensure compliance with NCAA rules regarding extra benefits and financial aid, the student-athlete must submit a copy of his or vehicle registration to the Compliance Office prior to the team's first practice of the Fall term.

Athletic Equipment and Apparel

All equipment and apparel issued to the student-athlete is the property of GSU. Under NCAA rules, the student-athlete is not permitted to sell or exchange equipment or apparel items; it is solely for the use of the student-athlete while participating in intercollegiate athletics. The student-athlete is responsible for the proper upkeep of the items as well as their timely return following the end of the season. The student-athlete may be held financially responsible for items damaged or not returned. It is the coach's discretion whether or not a student-athlete may use the equipment or apparel items during summer vacation. Used equipment and apparel may be purchased by the student-athlete at the same cost as any other individual interested in purchasing such equipment or apparel. Apparel items that are not reusable by other team members in subsequent seasons (subject to the discretion of the Department) may be considered the property of the student-athlete.

Countable Athletically-Related Activity (CARA)

A countable athletically-related activity (CARA) includes any required activity with an athletics purpose involving student-athletes at the direction of or supervised by one or more of an institution's coaching staff members, including strength and conditioning coaches, and must be counted within the weekly and daily limitations under NCAA Bylaw 17.1.7. Administrative activities (e.g., academic meetings, study hall, compliance meetings) are not considered countable athletically-related activities.

Weekly Hour Limitation (Outside of Playing Season)

The NCAA requires that the student-athlete's participation in countable athletically-related activities outside of the playing season be limited to a maximum of eight (8) hours per week, in sports other than football, only four (4) of which may be skill related instruction and individual sports (ex. Track and Field) may use all eight (8) for skill instruction. The student-athlete must be granted two (2) days off per week outside the playing season. The student-athlete may confidentially address concerns with the Compliance Office.

Daily and Weekly Hour Limitations (During Playing Season)

The NCAA requires that the student-athlete's participation in countable athletically-related activities be limited to a maximum of four (4) hours per day and twenty (20) hours per week. The student-athlete must be granted one (1) day off per week outside the playing season. The student-athlete may confidentially address concerns with the Compliance Office.

Voluntary Athletically Related Activities (VARA)

The student-athlete may participate in any type of voluntary athletically-related activity at any time; there is no limitation on the number of hours the student-athlete may participate in voluntary activities. Per NCAA Bylaw 17.02.18, in order for an activity to be considered “voluntary,” all of the following conditions must be met:

- The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, no athletics department staff member who observes the activity may report back to the student-athlete’s coach any information related to the activity.
- The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any departmental staff member may require the student-athlete to participate in the activity at any time; however, it is permissible for an athletics department staff member to provide information to student-athletes related to available opportunities for participating in voluntary activities (i.e., times when the strength coach will be on duty in the weight room). In addition, an athletics department staff member may assign specific times for student-athletes to use institutional facilities for such purposes and inform student-athletes of the times in advance.
- The student-athlete’s attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
- The student-athlete may not be subjected to a penalty if he or she elects not to participate in the activity. In addition, neither GSU nor any departmental staff member may provide recognition or incentives (e.g., awards) to the student-athlete based on his or her attendance or performance in the activity.

Reporting NCAA Rules Violations

The student-athlete is required to actively report any actual or potential violations of NCAA, Sun Belt Conference, CCSA or GSU rules or regulations. Even if the student-athlete is unsure whether a violation occurred, he or she should report anything that could potentially be a violation. The student-athlete shall not be retaliated against for reporting any actual or potential violations.

The student-athlete should report actual or potential violations or concerns to the following:

1. Coaching Staff
2. Athletics Compliance Office
Erik Paz
Assistant Athletic Director for Compliance
epaz@gsu.edu
404-413-4010
3. GSU Athletics Administration
Charlie Cobb
Director of Athletics
ccobb13@gsu.edu
404-413-4004

Kelcey Roegiers
Senior Woman Administrator
kroegiers@gsu.edu

404-413-4005

Doug Justice
Chief of Staff
djustice@gsu.edu
404-413-4013

The student-athlete is encouraged to first raise issues internally, but he or she is not required to do so. There are also multiple options to report an issue to an office external to Georgia State Athletics:

1. Faculty Athletics Representative
Dr. George Pierce
Professor
gpierce@gsu.edu
404-413-5315
2. Dean of Students
Lanette Brown
Dean of Students, Interim
lanettebrown@gsu.edu
404-413-1515

Outside Competition

NCAA rules prohibit the student-athlete from participating as a member of an outside team during the academic year. For sports other than basketball, the student-athlete who participates as a member of an outside team in any non-collegiate, amateur competition may be declared ineligible for competition. The basketball student-athlete who participates in any organized basketball competition, except while representing the institution, may be declared ineligible for any further intercollegiate competition. There are some exceptions to the outside competition rule; however, the student-athlete must receive written permission prior to agreeing to participate in the event. Failure to do so could result in suspension from the team and possible loss of eligibility.

Prior to participating in outside competition, the student-athlete must receive permission from his or her coach. The Outside Competition Form must be completed accurately, signed by the student-athlete as well as the Head Coach, and then forwarded to the Compliance Office for review. All information will be verified and if the competition is approved, then the Compliance Office will notify the Head Coach and student-athlete that it is permissible to participate in the activity. The student-athlete must also receive written permission from the Compliance Office before participating in an outside competition. The NCAA has specific restrictions for each sport that must be met in order for the student-athlete to participate without jeopardizing his or her intercollegiate athletic eligibility.

Student-Athlete Host Responsibilities

As a student-athlete, you may be asked to assist in the recruiting process of prospective student-athletes. This may include serving as a student host for a prospect's official visit to campus. As such, you are expected to abide by all NCAA, Sun Belt and University rules regarding the hosting of a prospect. This may include receiving money in order to provide entertainment to a prospect(s) during the visit and ensuring that all entertainment is appropriate and permissible. Please remember that you are a representative of GSU and, as such, your behavior should be above reproach at all times. If you are asked to be a student host for a

prospective student-athlete during their official visit, then please remember the following:

- Do NOT give cash to the visiting Prospective Student-Athlete (PSA) or anyone else
- Do NOT use entertainment funds to purchase or otherwise provide the PSA with items of value (e.g., souvenirs such as T-shirts or other institutional mementos)
- Do NOT use vehicles provided or arranged by an institutional staff member or booster; a coach may provide you and the PSA with transportation during the official visit
- Do NOT transport the PSA or anyone accompanying the PSA more than thirty miles from campus.
- Do NOT allow recruiting conversations to occur, on- or off-campus, between the PSA and a booster; if any unplanned meeting occurs, only an exchange of greetings is permissible
- You MAY receive complimentary admission (no hard tickets) if accompanying a PSA to a campus athletic event
- The PSA MAY engage in recreational workout activities so long as the activities are not organized or observed by members of the athletic department coaching staff and are not de-signed to test athletic ability
- Do NOT consume alcoholic beverages; if the PSA is a minor, do NOT offer or make present a situation where alcoholic beverages will be served
- Do NOT use illegal drugs
- Do NOT engage in gambling/gaming activities
- Do NOT engage in any inappropriate entertainment (e.g., hire strippers, patronize adult entertainment venues)
- Do NOT engage in any activity that violates criminal law.

Failure to adhere to these regulations could result in NCAA violations or University sanctions, including but not limited to the student-athlete's dismissal from the team and/or cancellation of his or her athletics aid.

Bi-Annual Team Compliance Meeting

The Compliance Office meets with each team at the beginning of and prior to the end of the academic year to review NCAA legislation pertaining to extra benefits for items such as outside competition, employment, unethical conduct and scholarship renewals/reductions/non-renewals.

Exit Interview

The student-athlete who is leaving the team for any reason or has exhausted his or her eligibility are provided the opportunity to participate in an exit interview with their Sport Administrator or another senior staff member prior to departure. The student-athlete who leaves his or her team for reasons other than graduation or exhausted eligibility is required to complete a Change of Status Form, which prompts them to set up an appointment with their Sport Administrator to complete an exit interview. Once the student-athlete completes the form, he or she will make an appointment with the Sport Administrator or other senior staff member for a private, confidential interview at which time the exit interview form will be completed and then discussed. Any student who is unresponsive for a period of 48 hours from the date and time the initial communication is sent requesting their completion of the Change of Status Form, will surrender their right to complete the form and any subsequent benefits.

Employment

The student-athlete may receive legitimate employment earnings from authorized on- or off-campus employers subject to the following rules and regulations. Prior to obtaining employment, the student-athlete is required to notify Compliance by submitting the Student-Athlete Employment Form. Compliance must approve the form before the student-athlete's employment may commence.

The student-athlete's compensation may not include any payment or benefit from the employer based on the student-athlete's athletic ability, reputation or fame. The student-athlete may be compensated only for work actually performed (i.e., hours worked must always match hours paid) at a rate equal to the going rate for similar services in the employer's locale. Payment in advance of work performed is not permitted. Transportation to work may be provided only if available to non-athlete employee in a similar position. The student-athlete must immediately report to Compliance any offer or receipt of any benefits not made regularly available to the non-athlete employee performing similar work in the same locale (e.g., transportation, loans, advances).

The student-athlete and employer must produce copies of all earning statements and other records related to the student-athlete's employment for review and inspection by an authorized representative of the NCAA, Conference and/or University.

A violation of any portion of this policy may result in the loss of the student-athlete's eligibility for competition, the loss of the student-athlete's athletic grant-in-aid and/or the student-athlete's team being precluded from participation in postseason competition.

Benefits and Awards

NCAA regulations prohibit the student-athlete from receiving extra benefits. Per NCAA Bylaw 16.02.3, "An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interest to provide a student-athlete, a student-athlete's family member or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit is not a violation of NCAA rules if the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body."

Awards presented to student-athletes by the institution for participation or outstanding achievements are governed by NCAA regulations as well. Any award presented to the student-athlete in recognition of achievement must meet NCAA regulations as well and must first be approved by the Compliance Office prior to receipt.

Use of Name and Image

The student-athlete provides permission to GSU Athletics for individual name and likeness use in the promotion and publicity of his or her status as a student-athlete at Georgia State. The student-athlete may not permit the use of his or her name and/or image to advertise, recommend or promote directly the sale or use of a commercial product or service of any kind. The student-athlete may not receive payment of any kind for endorsing a commercial product or service. The student-athlete should notify the Athletics Compliance Office if his or her name or image is used to promote a commercial product or service without the student-athlete's permission.

Sports Gambling

The student-athlete may not engage in any sports wagering activities on any sport that is sponsored by the NCAA at any competitive level (e.g., amateur, collegiate, professional), regardless of whether the sport is sponsored by GSU Athletics. Sports wagering violates not only NCAA rules, but also the GSU Student Handbook and state law.

Maintaining Athletic Eligibility

The student-athlete's eligibility is subject to many rules and regulations published by the NCAA, Sun Belt

Conference (SBC) and University. It is the student-athlete's responsibility to maintain his or her athletic eligibility and should direct any questions to the Compliance Office.

Full-Time Enrollment

The student-athlete must be enrolled full-time (minimum course load of twelve (12) hours) at GSU in order to be eligible to practice or compete. The student-athlete must take no less than twelve (12) credit hours during each semester that he or she is participating in athletics. The student-athlete who drops below the minimum will be declared immediately ineligible. Exceptions exist for the graduate students nine (9) hours are considered full-time), and the senior in his or her last semester who needs less than twelve (12) hours to graduate.

Satisfactory Progress toward Degree

To be eligible for competition, the student-athlete must satisfactorily complete all of the following:

- Twenty-four (24) semester hours before entering his or her second year of collegiate enrollment
- Eighteen semester (18) hours during the academic year since the beginning of the previous two (2) regular semesters
- Six (6) semester hours the preceding regular academic term

The Football student-athlete, nine (9) semester hours of academic credit during the Fall term are required, failure to do so will deem the student-athlete ineligible for the first four (4) games of the following playing season.

Declaring a Major

The student-athlete must declare a major prior to his or her fifth semester (third year) of full-time enrollment. Therefore, deciding upon a major early in the student-athlete's academic career is crucial for continued eligibility and timely graduation.

Progress towards Degree

- The student-athlete entering his or her third year of collegiate enrollment must have completed successfully 40% of the course requirements in the student's specific degree program (48 hours).
- The student-athlete entering his or her fourth year of collegiate enrollment must have completed successfully 60% of the course requirements in the student's specific degree program (72 hours).
- The student-athlete entering his or her fifth year of collegiate enrollment must have completed successfully 80% of the course requirements in the student's specific degree program (96 hours).

Grade Point Average

- The student-athlete entering his or her second year of collegiate enrollment must earn a cumulative minimum GPA of 1.80
- The student-athlete entering his or her third year of collegiate enrollment must earn a cumulative minimum GPA of 1.90
- The student-athlete entering his or her fourth year of collegiate enrollment must earn a cumulative minimum GPA of 2.00 or higher

Financial Aid

Grant-in-Aid

An athletics grant-in-aid is an agreement between GSU Athletics and the student-athlete which stipulates the amount of financial aid that the student-athlete is scheduled to receive in return for his or her participation in intercollegiate athletics. A full grant-in-aid is financial aid that covers the full cost of tuition and fees, room and board, books and other educational expenses. NCAA regulations restrict the total amount of financial aid that a student-athlete may receive. The athletic grant-in-aid does not cover the following:

- Residence hall damage fines, key replacement costs, early termination fees or extra costs for single rooms
- Health Insurance and/or Health center fees except for injuries suffered as a result of competition
- Telephone bills and parking fines
- International Taxes

Countable vs. Non-Countable Aid

In addition to an athletic grant-in-aid, the student-athlete may receive other forms of financial aid from the University or outside agencies. “Countable” aid is financial aid that must be included in an individual’s financial aid limit. “Non-countable” aid is financial assistance that may be received in addition to the student-athlete’s institutional aid without counting against his or her financial aid limit.

The student-athlete may be declared immediately ineligible if he or she receives financial aid that exceeds the value of a full grant-in-aid. It is therefore imperative that the student-athlete report any outside awards or grants to the Compliance Office as soon as possible.

Period of Award

The student-athlete’s athletics aid may be awarded at the institution’s discretion but will not exceed five (5) years. The student-athlete’s grant-in-aid may be reduced or canceled during the term of the award if any of the following occur:

- The student-athlete renders himself or herself ineligible for intercollegiate competition
- The student-athlete voluntarily withdraws from the sport for any reason
- The student-athlete is involuntarily removed from the sport and/or does not provide required services to the Department in the amount of twenty (20) hours per week (see Exhausted Eligibility and Medical Non-Counters for further clarification)
- The student-athlete fraudulently misrepresents himself or herself on any official NCAA, Conference or University document
- The student-athlete fails to achieve satisfactory progress toward graduation (e.g. failed course)
- The student-athlete engages in serious misconduct warranting substantial penalty

The student-athlete’s athletics aid must be reduced or canceled if:

- The student-athlete signs a professional sports contract (unless NCAA requirements are met)
- The student-athlete accepts money, other aid and/or extra benefits that exceed NCAA financial aid limitations
- The student-athlete agrees to be represented by an agent

The student-athlete’s athletics aid may not be reduced or canceled during the period of the award for any of the following:

- The student-athlete's athletic ability, athletic performance or contribution to the team's competitive success
- The student-athlete suffers an injury that prevents him or her from participating in athletics
- Any athletic-related reason

The student-athlete's athletics aid may be increased during the period of the award for any reason.

Non-Institutional Financial Aid

During the Spring term, Compliance shall make available the Outside Grant Form to the student-athlete. Once completed, the student-athlete submits the Outside Grant Form to Compliance for review. Upon review, Compliance shall submit to the prescribed donor an Outside Grant Certification Form for verification of permissibility of the particular award. The donor's failure to complete and submit the Outside Grant Certification Form shall result in the denial of the non-institutional aid.

Compliance and Financial Aid shall review the Outside Grant Certification Form for the student-athlete prior to the disbursement of athletics aid. The student-athlete is notified if the non-institutional aid is denied.

Exhausted Eligibility and Medical Non-Counter

The student-athlete who is receiving athletics aid and who (1) has exhausted his or her eligibility; (2) has been deemed by the Department as a Medical Non-Counter, or (3) is voluntarily or involuntarily removed from his or her team are required to provide up to twenty (20) hours of service to the Department per week (e.g., working in academic labs, game day operations, equipment room) in consideration for his or her athletics aid. The student-athlete's failure to satisfactorily conduct such hours of service (e.g., repeated absence, inconsistent or inaccurate quality of work) may be subject to immediate reduction or cancellation of the athletics aid.

Exhausted Eligibility

The Exhausted Eligibility Program is Georgia State Athletic Department's post-eligibility degree completion program. You are required to apply for the Exhausted Eligibility Program in the second semester of your senior year. The amount of aid provided will be decided on an individual basis.

This program is available for undergraduates only, single major applicants, and student-athletes who have competed for Georgia State University for two championship seasons. Please remember, the Exhausted Eligibility Program is a privilege, not a right, all students will be reviewed and awarded on a case by case basis. If you withdraw from the program or do not maintain a 2.0 GPA you may be required to pay back the amount of the athletic award received.

1. The student must receive a positive recommendation from the Associate Athletic Director for Student-Athlete Development and Head Coach. The student-athlete must be in good academic standing to be considered for the Exhausted Eligibility program. A student-athlete that withdraws from classes, becomes academically ineligible, or leaves the team for disciplinary reasons during their last year forfeits the opportunity for additional athletic aid.
2. The student must have at least a 2.0 CGPA upon completion of the final year of eligibility. A semester GPA of a 2.0 is also required to have the award renewed for subsequent semesters and a CGPA of a 2.0 or higher is always required. Any exceptions must be approved by the Associate Athletic Director for Panther Athlete Support Services.
3. The student must be within two (2) semesters of completing all degree requirements to be considered for the award. All retakes, withdrawals, D's or failing grades, and course loads less than 15 hours will automatically be deducted from your possible exhausted eligibility aid. The amount of aid given will be based on these factors. Courses such as GSU 1010 and Regents' courses will not be counted against your aid total. We hope that this will discourage

unnecessary drops and failing grades and increase tutorial usage. If HOPE pays your tuition, understand that HOPE pays for a total of 127 attempted hours. Therefore, the student must pay any hours over this amount.

4. Exhausted eligibility students will be required to work every semester they are receiving aid. The number of hours each student is required to work will be based on the amount of aid received for the semester. Students will be assigned a work area based on need each semester they are receiving aid.
5. Due to NCAA requirements and budget restrictions, the exhausted eligibility award will only be available for the year immediately following the final year of eligibility (ex. summer to spring). Any student-athlete with 9 hours or less may be required to attend the summer immediately following their last year of eligibility.
6. The exhausted eligibility award may equal the amount received during the final year of eligibility. If a student-athlete who received housing chooses to live outside the university housing, they may receive a monthly housing allowance. If housing and meal money constitute the grant-in-aid, the money may be divided over the semesters of given aid.
7. Any student-athlete that signs a pro contract or signs on with an agent must see Assistant Athletic Director for Compliance prior to receiving exhausted eligibility aid.
8. A student-athlete must have exhausted eligibility for all sports to receive exhausted eligibility aid.

Summer School Scholarship Policy

Summer school aid is a privilege, not a right. Priority will be given to student-athletes with the following situation(s): eligibility concerns, prerequisites for major and to help graduate in four (4) years. If aid is awarded please be aware of the following:

- Your maximum scholarship will be based on what you received the preceding semester.
- If you do not successfully complete summer school you may be required to pay for those courses. If your summer school is paid for by the athletics department and you decide to transfer, you may be required to pay for your courses.

Scholarship Renewals, Reductions and Non-Renewals

Each year, the student-athlete will be notified by the Financial Aid Office of his or her athletics award being renewed or non-renewed prior to July 1. The coach submits recommendations for renewals and non-renewals to Compliance and the Director of Financial Aid (or designee).

Appeals Hearing

The student retains the right to appeal any reduction, cancellation or non-renewal of athletics aid. The student must request an appeal within ten (10) business days of the issuance date of the written reduction, cancellation or non-renewal notice by submitting a written request to the Director of Financial Aid (or designee) and Assistant AD for Compliance. The student's failure to request a hearing within ten (10) business days of the issuance date of the written reduction, cancellation or non-renewal notice is considered an acceptance of the aid reduction, cancellation or non-renewal. The Chair of the Athletics Aid Appeal Committee may nevertheless provide an appeal hearing for the student that fails to request a hearing prior to the deadline where the Chair concludes that documented, extenuating circumstances prevented the student from requesting the hearing within the acceptable time-frame. The student's written request for an appeals hearing shall include all of the following:

- The student's name, Panther ID number, academic classification and sport
- The student's scholarship type (partial or full) and amount of athletics aid

- The student's reasoning and grounds for appeal
- Copies of any relevant documentation

Absent extraordinary circumstances, Compliance will not accept requests for appeals hearings from the student-athlete's parents, legal guardians, attorneys or any other individual. The appeals hearing should be scheduled as soon as possible. The Chair shall arrange the time and location of the appeals hearing and provide such information to the Athletics Aid Appeal Committee, the student-athlete and the Assistant AD for Compliance (or designee) as soon as available. The student-athlete shall retain his or her athletics aid until the appeals hearing is held.

The Athletics Aid Appeal Committee shall consist of the Director of Financial Aid (or designee), who shall serve as the Chair, as well as the Dean of Students and the FAR. The Director of Financial Aid may designate a replacement if an Athletics Aid Appeal Committee member is unable to attend. The appeals hearing must be attended by the student-athlete, a representative of the coaching staff (preferably the Head Coach) and the Assistant AD for Compliance (or designee).

The Chair shall determine whether additional individuals may attend the appeals hearing. Requests for the attendance of additional individuals must be submitted no later than two (2) days in advance of the date of the appeals hearing. The Chair shall notify the student-athlete and the Department which individuals will attend the hearing. Any individual wishing to present written material must provide copies to other attendees prior to the start of the hearing.

The Chair shall explain the appeals process, including the organization of the hearing, participant presentations, rebuttal (if necessary) and the notification timelines for all parties. The Chair may discontinue the appeals hearing upon determining that all relevant information has been presented. The student-athlete shall present information regarding the reasons he or she believes that the reduction, cancellation or non-renewal of athletics aid is inappropriate. Subsequently, the Department representative(s) shall present information regarding the reasons the student-athlete's athletics aid should be reduced, canceled or non-renewed. Other individuals may present additional information at the discretion of the Chair. The Athletics Aid Appeal Committee shall ask questions to appeals hearing attendees as necessary. Upon hearing and reviewing all relevant information, the Chair shall excuse the student-athlete, the coaching staff member(s), the Department representative(s) and any other non-committee members in order to discuss the merits of the student-athlete's appeal. The decision of the Athletics Aid Appeal Committee shall be determined by a majority vote. Written notification of the Athletics Aid Appeal Committee's decision shall be provided to the student-athlete, the Head Coach and Compliance within forty-eight (48) hours of the conclusion of the hearing. The decision of the Athletics Aid Appeal Committee is final.

Housing

Once a student-athlete has been accepted to the University and a GOSOLAR account has been established, he or she will be eligible for on-campus housing. Please work with your coaches or designated staff person to complete any needed housing applications. You will not need to fill out the online application made available through the GSU Housing website. Once you have submitted your application to your coach, you will later see a reservation fee that will post to your Student Account. This fee is part of your semester dues and you will see the difference posted before the start of the semester. If you receive a full housing scholarship, this charge will be paid by your Athletic Scholarship Award. However, if you do not receive housing as part of your athletic scholarship, the charge will be put on your student account and will be due by the fee deadline for the semester you are enrolled in. You should go to Student Accounts for fee deadline dates. If you are a partially funded student-athlete, your scholarship amount will be posted prior to the fee deadline and you

will be responsible for the balance. Reminder that by signing a housing contract through the university you are signing a lease to pay for both the fall and spring semesters. Early termination fees will be applied if you cancel your housing at any point during the year.

All student-athletes are obligated to abide by University housing policies and procedures as listed in the “Community Living Guide.” This guide will be provided at move-in and you will be responsible for familiarizing yourself with all information contained in the guide including important policies. Failure to abide by these policies could result in your removal from University housing, suspension from your team and possible non-renewal or reduction of your athletic grant-in-aid. Additionally, you will be held accountable for inappropriate behaviors and/or property damages caused by negligence or abuse. If you have questions regarding the policies, please contact the University housing office at (404) 413-1800. You are also required to follow the check-in and check-out procedures at the beginning and end of each semester.

Parking

Per NCAA guidelines, parking cannot be included in a student-athlete’s scholarship. Each student who wishes to purchase parking for on-campus housing must complete a vehicle registration on-line (via Auxiliary Services). Once the online registration is complete, you must go to the Auxiliary Services office in room 200 of the University Bookstore Building to purchase your parking permit.

Student-athletes (living off-campus) who want to purchase a daily parking permit for a campus lot must contact Auxiliary Services- Parking at (404) 413-9500 to determine when the permits go on sale. The Athletic Department does not receive any priority for these passes; therefore, the student-athlete should be prepared to wait in line in order to purchase one of these permits.

Meals

For those student-athletes who receive meals as part of their scholarship, a 7-day meal plan will be provided. Student-athletes on partial meal scholarships will be required to cover the total cost of the meal plan, which will be posted to their account. Student-athletes living off-campus will receive a monthly stipend throughout the semester. In an effort to expedite this process the University asks that all student-athletes set up a local bank account so that these funds can be electronically transferred into the student-athlete’s account. If you do not sign up for direct deposit, then your check will be mailed.

Books

For those student-athletes receiving books as a part of their scholarship, an account will be set up at the Georgia State University bookstore. Student-athletes select the books that are needed for their classes and inform the bookstore cashiers they are using their “athletic house account” before the books are rung up. If the book is available for rental, please choose the rental option. Books are provided on a loan basis and must be returned to the Athletics Business & Finance Office at the end of each semester. Failure to return your books each semester will result in a hold on your student account. You must return your books by the end of finals week. For individual questions regarding books, please contact your academic advisor.

Sports Medicine

A comprehensive Sports Medicine Program of prevention, treatment, and rehabilitation has been developed to ensure quality medical care for student-athletes. Our Team Physician oversees the course of care given to

our student-athletes. The sports medicine staff consists of team physicians, athletic trainers and a support staff of graduate student athletic trainers all certified or certified-eligible. Our physicians do not attend all practices and competitions; however, they are immediately available via cell phones.

- Before a student-athlete is allowed to practice or compete for Georgia State University, they must have completed a physical examination approved by the Team Physician and Associate AD for Sports Medicine (returning student-athletes need only to update their information with the Sports Medicine staff). He/she must also complete the following forms each year: insurance information forms containing the appropriate signatures and photocopy of front & back of insurance card; signed medical authorization, release & acknowledgment form; signed drug testing consent form; and signed injury/concussion reporting acknowledgment form. Student-athletes new to Georgia State (first year and transfer) must also complete the student-athlete authorization/consent for disclosure of protected health information form and the University's immunization form and. No student-athlete will be allowed to participate until these forms are completely filled out, signed and approved by our team physician(s).
- The Sports Medicine staff has the authority to cancel or modify any workout for health and safety reasons.
- If a student-athlete is issued equipment, such as ankle braces or knee sleeves, from the athletic training room it is theirs to keep as long as it is being used. When no longer needed, the equipment/brace should be returned to Sports Medicine immediately, regardless of its condition.
- Student-athletes with concerns regarding an eating disorder will have access to our team physicians, psychologists and dietitians to assist with treatment recommendations and participation concerns. All discussions or appointments will be confidential.
- Any female student-athlete who is pregnant must notify the Associate AD for Sports Medicine, obtain written permission from her attending physician, and approval from the Team Physician before that student-athlete may participate, or continue participation, in practice or competition.
- Any student-athlete who sustains a concussion will be treated per the Concussion Management Protocol. This protocol includes baseline and post-concussion neurological and balance testing, removal from play when a concussion is sustained, proper medical evaluation(s) including monitoring of symptoms, and a gradual resumption of sport and classroom activity.
- Student-athletes should report all soft tissue wounds and contusions to the Sports Medicine Staff for evaluation and management to deter the risk of staph or MRSA infection. To prevent such infections, student-athletes should shower as soon as possible after athletic activity, maintain proper wound management, and refrain from sharing personal items (towels, razors, deodorant, etc.) and equipment.
- A student-athlete should not take any supplement or medication, either over-the-counter or prescription, without first checking with a member of the Sports Medicine Staff. All supplements or medications, whether prescription or over-the-counter (pain relief, vitamin, herbal, etc.), may contain substances that could cause a positive drug test. Do not believe the label on the supplement bottle!
- Student-athletes should not chew gum or wear jewelry during practice or games. It is dangerous for you and possibly your teammates.
- All coaches must maintain certification in Cardiopulmonary Resuscitation (CPR), First Aid and AED. The Sports Medicine Office certifies and re-certifies all coaches through the American Heart Association.

- Upon completion of a student-athlete's sports participation or eligibility, an exit interview will be required by the Sports Medicine Office. This includes a review of the injuries sustained during participation, outstanding insurance concerns and follow-up if needed.

Injuries and Illnesses

- All athletic injuries and illnesses are to be reported immediately to the sports medicine staff for evaluation, care and referral. The sports medicine staff assesses the immediate needs and gives authorization to receive medical care from: Team Physicians, Health Services, and Outside Physicians. No one else from the Athletics Department is allowed to authorize any type of care or referral, except the athlete's family members.
- If injured, decisions on the availability of a student-athlete for practice or competition shall be the responsibility of the Team Physician and/or Sports Medicine staff.
- Head Coaches are notified immediately at the onset of any injury, illness or medical concerns and communication is maintained throughout.
- The Associate AD for Sports Medicine or designee will review all athletic-related injuries for those athletes who miss 3 consecutive practices or competitions and will consult with our Team Physicians to determine the course of treatment.
- If a student-athlete has any medical problem evaluated by his/her personal or family physician, he/she must obtain a clearance letter from that physician to continue to participate/ compete in athletic activities. The Associate AD for Sports Medicine or designee will review the clearance letter prior to participation for final clearance. This includes any medical examinations for general medical reasons, illness or injury performed by any physician/ chiropractor throughout the year. If a physician does not clear a student-athlete, that student-athlete is not allowed to participate in any athletic activity for Georgia State University until a clearance letter is provided to the Associate AD for Sports Medicine. Student-athletes will have to meet with the Associate AD for Sports Medicine if they cannot obtain a clearance letter to participate from any physician for any medical reason(s).
- All rehabilitation plans should be followed through by the student-athlete until he/she is released by the Team Physician or a member of the Sports Medicine staff. Only Sports Medicine staff members are allowed to initiate treatments.
- If a student-athlete has an illness during the year, they may use the University's Health Services after they report the illness to the Sports Medicine staff.
- Student-athletes are expected to report a concussion or concussion-like symptoms immediately to a member of the Sports Medicine staff. The Concussion Management Policy will be followed for any student-athlete who suffers a concussion. This policy consists of baseline concussion testing; evaluation consisting of physical exam, neuropsychological testing, and balance testing; a step- by-step plan for gradual return to play; and education about concussions.

Athletic Training Rooms

- The Athletic Training Room is a medical facility, not a lounge. Student-athletes are always welcome to stop by if they have a health concern, but "hanging out" is not an option.
- The Athletic Training Room is co-ed. Student-athletes must behave and dress accordingly. Profanity or indecent discussions will not be tolerated.
- The use of cell phones and head phones in the Athletic Training Room will be limited.
- Athletes must shower prior to receiving treatment, including before using whirlpools.
- The Athletic Training Room telephones are not intended for athletes' use.
- No dipping, chewing, or spitting of tobacco will be allowed in the Athletic Training Room.

Health Insurance and Payment of Medical Expenses

- All student-athletes must complete the health insurance and emergency contact information form each year they compete as a student-athlete for Georgia State University.
- In cases where student-athletes do not have primary insurance, the athletic department may appropriate cost of attendance funds for purchase of primary insurance coverage. Non-scholarship/walk-on student-athletes must maintain primary insurance coverage throughout their time as a member of a Georgia State athletic team.
- All Georgia State student-athletes are covered under an intercollegiate insurance policy. This policy is secondary to, or in excess of, personal or family medical insurance coverage. The policy only covers athletic related injuries that occur during an official practice, official competition, and/or official travel to and from said practices/competitions. It does not cover illnesses or non-intercollegiate athletic activities or re-occurrences of preexisting injuries which were sustained before participating in Georgia State University's athletics program.
- If a student-athlete is injured while practicing or competing for Georgia State, the injury must be reported to a member of the Sports Medicine Staff as soon as possible. The student-athlete must be referred by a member of the Sports Medicine Staff in order for the charges to be covered by the Athletic Department or the Department's secondary insurance policy. If an injury is potentially life-threatening (e.g. head injury, internal injury) or presents with delayed onset of symptoms (e.g. bleeding from ear, blood in urine), or significant signs of illness, the student-athlete should seek medical attention immediately and contact a member of the Sports Medicine Staff ASAP.
- Expenses may not be covered for athletic-related injuries if the student-athlete goes immediately to their own physician without evaluation by the Sports Medicine staff.
- Expenses associated with non-athletic injuries and all general illnesses (medications, laboratory work, etc.) are the responsibility of the student athlete and his/her parents or guardians.

Athletic Insurance Description

Georgia State University Athletic Department provides Accidental Injury Insurance to cover injuries that may occur while participating in regularly scheduled, supervised, and sponsored practices and competitions. The athletics insurance policy is a secondary policy, with benefits being paid only from those expenses not paid or payable by the student-athletes primary medical coverage insurance policy. All student-athletes must complete the necessary insurance form before they are allowed to participate for Georgia State University. No student-athlete will be allowed to participate without submitting this form.

Excess Policy Description

The benefits will be paid only for those expenses not paid or payable by other medical coverage of the athlete. Put simply, the athlete's other coverage pays first, and the sports policy pays second. Schools nationwide purchase excess policies as a method of containing the spiraling costs of medical insurance without sacrificing benefits. Although excess policies require close communication between athletes, parents and staff, they also help to provide quality coverage at reasonable rates. After a deductible is met, claims will be paid at 100% of the covered expenses up to \$90,000 for two (2) years from the date of the accident. A separate Catastrophic Policy will take over after \$90,000 to an unlimited amount subject to the terms and conditions of the policy.

Eligible Expenses

Athletic Injury Insurance Policies are designed to pay medical expenses which arise due to accidental injuries that occur while participating in or traveling to or from supervised regularly scheduled games or practices. The Athletic Insurance Policy does not cover general illnesses or diseases. The following requirements must be met:

1. The accidental injury must occur while the student-athlete is participating in regularly scheduled, supervised and sponsored practice, competition, or travel.
2. The expenses incurred must be for accidental injuries which first occur while the policy is in force unless the student-athlete is cleared by the team physician to participate.
3. Medical problems which are not accidental injuries as described above, or do not occur during supervised practices or scheduled intercollegiate sports, are not the responsibility of the Athletics Department. For example, if the athlete uses the gym on his/her own for a workout, he/she is not covered. Another example would be if an athlete gets the flu or sore throat.

Submitting Claims

1. The student-athlete or family member(s) must submit bills from providers of medical service (doctors, hospitals, etc) to his/her primary insurance company immediately, making certain to complete all claim forms and fulfill all other submission requirements of his/her primary insurance company.
2. When the student-athlete or family member(s) receive an explanation of benefit (EOB) from their primary insurance company or any bills from providers of medical service, it must be forwarded to the Athletic Department Sports Medicine Office by fax, mail, electronic mail, or in-hand by the student-athlete.
3. If the student-athlete or family member(s) receive any checks in payment of claims directly from their primary insurance company, these checks must be turned over to the proper doctor, hospital or medical facility, or the family can send in their own check. A copy of the paid receipt or explanation of benefits paid must be turned into the Sports Medicine Office for record keeping.
4. If the student-athlete or family member(s) receive requests from their primary insurance company for additional information, they should respond as quickly as possible to prevent their record from being turned over to a collection agency. This will speed up the payment of the claim.
5. Submit all necessary information to the Sports Medicine Office within two (2) years. Failure to submit information before two (2) years from the date of injury will result in no further financial support from the secondary insurance company or the Athletic Department.

Medical Expenses

Medical expenses will be provided under the Georgia State University Athletic Department secondary athletic insurance policy whether the accident/injury occurred during competition, practice or while participating in voluntary physical activities that will prepare the student-athlete for competition (i.e. Georgia State staff member supervising weight training). However, student-athletes must notify a Sports Medicine staff member when they sustain an injury for the secondary athletic insurance policy to cover that injury. Approval must be given by the Sports Medicine staff of Georgia State University Athletic Department before scheduling any doctor visits or diagnostic tests for the secondary athletic insurance coverage to take effect. This does not include medical emergencies where the student-athlete is taken by ambulance to a hospital. The Athletic Department only has ninety (90) days from the date of injury to submit a claim to the secondary athletic insurance policy. Medical treatment must begin within sixty (60) days from the date on injury for secondary athletic insurance eligibility as well. Failure to report any athletic related injuries within sixty (60) days from the date of injury will result in no secondary athletic insurance policy coverage and no financial support from the Athletic Department.

For the secondary athletic insurance policy to cover a specific injury claim, the injured student-athlete and/or family must also provide the necessary medical expense information to submit for payment, including original itemized bill(s) for each date of service and any explanation of benefits corresponding to the itemized

bills from their primary insurance company. This information must be turned into the Sports Medicine office in a timely manner. Failure to submit itemized bills or explanation of benefits within the two (2) year period following the date of injury those medical expenses will not be covered by the secondary athletic insurance policy or the Athletics Department. If there is no approval for care and/or the injured student-athlete or family is not compliant with providing medical expense information, there will be no secondary athletic insurance coverage and Georgia State University Athletic Department will not financially support any medical expenses associated with that specific injury.

Georgia State University Athletic Department will not support any student-athlete's medical expenses (including surgical expenses, medications, rehabilitation, physical therapy expenses, psychological counseling and dental expenses) resulting from any accident, injury or illness which occurs outside the academic year when official NCAA team practices or competition are not to take place. This includes, but is not limited to, summer vacations, winter break and spring break.

Medical expenses will be provided for only two (2) years from the time of the accident/injury, after the student-athlete's primary insurance policy has been exhausted. For international student-athletes, Georgia State University Athletic Department will discontinue medical expense coverage once the athlete has left the country, regardless if it is within two (2) years following that accident or injury date.

Georgia State University Student-Athlete Drug Testing Policy

1. Purpose

- a. Georgia State University is committed to the safety and well-being of its Student-Athletes. Accordingly, the University intends for this Student-Athlete Drug Testing Policy to (1) prevent and deter the use of banned substances by student-athletes; (2) protect the health and safety of student-athletes; and (3) promote optimal performance and fair competition in the University's intercollegiate athletic program. In addition, the University strongly believes in offering comprehensive education and professional counseling, treatment, and rehabilitation services to its student-athletes who may have substance abuse problems as a means of assisting these individuals in their academic, athletic, and personal lives. (Teams may have stricter drug policies per their individual team policies.)

2. Definitions

- a. "Department" shall be defined as the Georgia State University Department of Athletics.
- b. "Director" shall be defined as the Georgia State University Director of Athletics.
- c. "Student-Athlete" shall be defined as any student-athlete who has been declared eligible for intercollegiate athletic activity – including practice and/or competition - by the Sun Belt Conference (SBC), or any successor conference the University joins, and the National Collegiate Athletic Association (NCAA).
- d. "University" shall be defined as Georgia State University.

3. Prohibited Substances

- a. All University Student-Athletes are prohibited from using any illegal substances, any prescription medication without an authorized physician's approval, any substance belonging to any of the classes of banned substances published by the NCAA (and updated from time

to time), and any unlisted compounds that are related to specific substances banned by the NCAA (i.e., substances that are included in a class of drugs by their pharmacological action and/or chemical structure). The Associate Athletic Director for Sports Medicine shall maintain a current list of banned substances by the NCAA for reference by student-athletes. In general, the classes of banned substances include, but are not limited to: stimulants, anabolic steroids, diuretics (masking agents), street drugs (e.g., heroin, marijuana, cocaine), and peptide hormones and analogues (e.g., human growth hormones and erythropoietin (EPO)).

- b. The University may test for any substance described above, and may utilize different cut-off levels than the NCAA to determine a positive result.

4. Testing Procedures

- a. The University may test Student-Athletes at any time, on or off campus, including the preseason, during the regular academic year, and during the summer academic sessions. All student-athletes will be required to execute a waiver consenting to such testing.

- b. Types of Student-Athlete Drug Testing

1. Unannounced Random and Team Testing. A Student-Athlete, a percentage of the members of a team, or an entire team may be subject to unannounced testing during the academic year, summer sessions, or anytime outside established academic sessions when a team is participating in countable athletic related activity (“CARA”). The selection of individuals will be made by the Director, or his/her designee, through a random drawing of names from the team roster. All student-athletes shall be tested at least once within the academic year.
2. Testing in Response to Reasonable Cause. A student-athlete may be subject to testing at anytime when there is individualized reasonable cause to suspect he/she is engaged in the use of banned substances. Objective information from any source deemed reliable by the Director, or his/her designee, including but not limited to:
 - a. Observed possession or use of substances appearing to be banned substances;
 - b. Arrest or conviction for a criminal offense related to the possession, use, or trafficking of banned substances; or
 - c. Observed abnormal appearance, conduct, or behavior, including unusual patterns of behavior or absence from training or competition, reasonably interpreted as being caused by the use of banned substances shall be sufficient for the Director, or his/her designee, to determine whether there is reasonable cause to suspect that the student-athlete is engaged in banned substance use and to require testing of the student-athlete.
3. Prior Positive Test. A Student-Athlete may be tested at any time and with any frequency for the duration of his/her intercollegiate athletic career at the University following a first positive test result.

5. Results/Penalties

- a. First Positive Test

1. A student-athlete obtaining a first positive test for a banned substance will be subject to the following:
 - a. Notification of the first positive test result by the applicable Head Coach and Associate Athletic Director for Sports Medicine and a review of this Policy by the student-athlete.
 - b. Immediate suspension for a minimum of one of the next three scheduled intercollegiate athletic competition for which the student-athlete is otherwise eligible and able to participate on an annual cycle (if suspension would carry to a subsequent academic year, the suspension may be modified at the discretion of the Director, or his/her designee). At the discretion of the Director, or his/her designee, the student-athlete may also be suspended from team practice(s), strength training(s), and other scheduled team events during this time.
 - c. Referral to a counseling program approved and/or directed by the Associate Athletic Director for Sports Medicine for a minimum of three (3) sessions. During the period the student-athlete attends sessions, he/she will be tested frequently; however, until such time as decided in the professional discretion of the Associate Athletic Director for Sports Medicine, the student-athlete will not be eligible for penalties associated with any subsequent positive tests. If the Associate Athletic Director for Sports Medicine requires the student-athlete to attend any off-campus counseling/treatment sessions, the cost of such sessions may be the responsibility of the student-athlete.
 - i. Failure of the student-athlete to complete the mandatory counseling sessions, in the professional discretion of the Associate Athletic Director for Sports Medicine, shall subject the Student-Athlete to the penalties set forth in Section V(B)(1)(a) - V(B)(1)(g).
 - d. Subject to testing at any time for the remainder of the student-athlete's intercollegiate athletic career at the University (after being deemed eligible for the penalties of subsequent positive tests by the Associate Athletic Director for Sports Medicine).
 - e. Subject to applicable law and University policies and procedures, notification of student-athlete's parent(s) or legal guardian(s) by the student-athlete regarding the Student-Athlete's first positive test result. The applicable Head Coach and Associate Athletic Director for Sports Medicine shall be present for such conversation.

b. Second Positive Test

1. A student-athlete obtaining a second positive test for a banned substance will be subject to the following:
 - a. Notification of the second positive test result by the applicable Head Coach and Associate Athletic Director for Sports Medicine and review of this Policy by the student-athlete.
 - b. Immediate suspension from all intercollegiate athletic activities while the University tests the student-athlete's secondary sample.
 - c. Upon confirmation of the positive results of the student-athlete's secondary sample, immediate suspension from twenty five percent (25%) of

intercollegiate athletic competitions for which the student-athlete is otherwise eligible and able to participate on an annual cycle (if suspension would carry to a subsequent academic year, the suspension may be modified at the discretion of the Director, or his/her designee). At the discretion of the Director, or his/her designee, the student-athlete may also be suspended from team practice(s), strength training(s), and other scheduled team events during this time.

- d. Referral to a counseling program approved and/or directed by the Associate Athletic Director for Sports Medicine for a minimum of three (3) sessions. During the period the student-athlete attends sessions, he/she will be tested frequently; however, until such time as decided in the professional discretion of the Associate Athletic Director for Sports Medicine, the student-athlete will not be eligible for penalties associated with any subsequent positive tests. If the Associate Athletic Director for Sports Medicine requires the student-athlete to attend any off-campus counseling/treatment sessions, the cost of such sessions may be the responsibility of the student-athlete.
 - i. Failure of the Student-Athlete to complete the mandatory counseling sessions, in the professional discretion of the Associate Athletic Director for Sports Medicine, shall subject the student-athlete to the penalties set forth in Section V(C)(1)(a) – V(C)(1)(g).
 - e. Subject to testing at any time for the remainder of the student-athlete's intercollegiate athletic career at the University (after being deemed eligible for the penalties of subsequent positive tests by the Associate Athletic Director for Sports Medicine).
 - f. Meeting with the Director (or his/her designee), applicable Head Coach, Department Sport Administrator, and Associate Athletic Director for Sports Medicine to discuss the ramifications of student-athlete's actions.
 - g. Subject to applicable law and University policies and procedures, notification of student-athlete's parent(s) or legal guardian(s) by the student-athlete regarding the student-athlete's second positive test result. The applicable Head Coach and Associate Athletic Director for Sports Medicine shall be present for such conversation.
- c. Third Positive Test
- 1. A student-athlete obtaining a third positive test for a banned substance will be subject to the following:
 - a. Notification of the third positive test result by the applicable Head Coach and Associate Athletic Director for Sports Medicine.
 - b. Immediate suspension from all intercollegiate athletic activities while the University tests the student-athlete's secondary sample.
 - c. Upon confirmation of the positive results of the student-athlete's secondary sample, permanent dismissal from the University's intercollegiate athletic program.
 - d. Loss of all his/her athletic-related financial aid at the end of the applicable semester.
 - e. Subject to applicable law and University policies and procedures, notification of student-athlete's parent(s) or legal guardian(s) by the student-athlete

regarding the student-athlete's third positive test result, subsequent dismissal from his/her athletic team, and loss of athletically-related financial aid. The applicable Head Coach and Associate Athletic Director for Sports Medicine shall be present for such conversation.

d. Additional Penalties

1. The Director, at his/her discretion, may place additional penalties and/or restrictions on a student-athlete with a positive test result for any of the reasons set forth below:
 1. Noncompliance with mandated assessment/counseling/treatment plans.
 2. Prior or concurrent detrimental actions.
 3. Violations of University policies and procedures.
 4. Violations of applicable federal, state, or local laws.

e. Appeal from a Positive Test

1. A student-athlete who tests positive for a banned substance may request a hearing with the Director, or his/her designee, prior to the imposition of any penalty as set forth in this Policy. Such requests must be made within forty-eight (48) hours of notification of a positive test result. If the forty eight (48) hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Director.
2. The student-athlete may have an advocate or other representative present if he/she so desires; however, the Student-Athlete must present his/her own case. The meeting should take place no more than seventy-two (72) hours after the written request is received. The student-athlete or the other parties involved may request an extension of time to the Director, or his/her designee who will consider whether to grant the extension upon showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The decision by the Director, or his/her designee, regarding the penalty to be imposed shall be final.
3. If the Director was directly involved in selection of the student-athlete for testing, or any other process relating to the positive test at issue, a student-athlete appeal shall be heard by (and directed to) a designee of the President of the University.
4. If a student-athlete loses his/her athletic eligibility or athletically-related financial aid as a result of a positive test, he/she will be granted an opportunity for a hearing by the appropriate University official(s) as determined by the University and the NCAA.

6. Failure to Participate in the Drug Testing Program

- a. All student-athletes must comply with the drug testing program described in this Policy. The following actions by a student-athlete result in penalties set forth in Section V(B)(1)(a) – V(B)(1)(g) of this Policy:
 1. A failure to execute a drug testing consent form.
 2. An un-excused absence from a drug test
 3. Refusal to provide a sample (or secondary sample).
 4. Tampering with or manipulation of a sample (or secondary sample).

5. Failure to provide an adequate sample (or secondary sample) within a reasonable period of time (as determined by the University).

7. Self-Referral Program

- a. A student-athlete may voluntarily self-report to the Associate Athletic Director for Sports Medicine his/her use of a banned substance; provided, however, such self-report may only be used once during his/her intercollegiate athletic career and cannot be used after he/she is notified of selection for testing (Random or In Response to Reasonable Cause).
- b. The student-athlete will be tested immediately for banned substances; however, a positive result will not count as the student-athlete's first positive test.
- c. Applicable University and Department personnel will be informed of the student-athlete's use of the Self-Referral Program, but notification of the student-athlete's parent(s) or legal guardian(s) will be at the discretion of the student-athlete and/or the Associate Athletic Director for Sports Medicine.
- d. The student-athlete using the Self-Referral Program must meet with the Associate Athletic Director for Sports Medicine and complete appropriate assessment/counseling/treatment programs. In addition, following a professional decision by the Associate Athletic Director for Sports Medicine, more frequent drug testing may be instituted by the University for the student-athlete. Failure to comply with these requirements will result in the Self-Referral status being revoked and the first positive drug test being reinstated.
- e. If the University independently discovers a student-athlete's use of a banned substance, the student-athlete will not be applicable for the Self-Referral Program and will be subject to other terms of the Policy described herein.

8. Additional Substances

- a. Use of Tobacco Products. The use of all tobacco products by student-athletes during team practices and competitions is prohibited. If the University identifies a student-athlete using any tobacco product during team practices or competitions, the student-athlete will be immediately disqualified for the remainder of that practice or competition, and possibly for additional practices or competitions as determined by the Director, or his/her designee, and the applicable Head Coach.
- b. Use of Nutritional Supplements. student-athletes are expected to check out any potential nutritional dietary supplements with the Department's Sports Medicine Staff prior to use (as they may contain NCAA banned substances). Student-athletes are responsible for all substances that they ingest and may face penalties associated with positive tests results for banned substances contained in nutritional dietary supplements.

9. Confidentiality

- a. The University will treat confidentially all information relating to a student-athlete's alleged or confirmed use of a banned substance, aside from such disclosures required (1) by applicable law; (2) by University policies and procedures; or (3) to University personnel, parents, guardians, coaches, physicians, trainers and the student-athlete's teammates that are required or permitted to be made under this Policy.
- b. University employees who breach this policy of confidentiality or who disclose information about unannounced random drug testing, such as the dates of such testing and the student-athlete(s) or teams subject to testing on a particular date, may be subject to

discipline, up to and including, immediate termination of employment.

10. Drug Testing Oversight Committee

- a. The University's Senate Athletics Committee shall oversee the drug testing program established by this Policy. As part of its responsibilities, the Senate Athletics Committee shall be responsible for:
 1. Assisting in the determination of the drug testing details required by this Policy (e.g., the independent testing laboratory, the appropriate drug screening test to use, the frequency of tests, the selection process for unannounced testing, etc.);
 2. The Associate Athletic Director for Sports Medicine shall present an annual report to the Senate Athletics Committee concerning implementation of this Policy. The report shall include any recommendations for modification of the Policy, drug education programs, or sanctions for violating the Policy.

Strength & Conditioning

The following policies are to be followed during Strength & Conditioning Workouts in an effort to produce the best physically and mentally prepared athletes, and to create an environment in which the student-athlete demonstrates the utmost respect for the Strength & Conditioning Program staff.

When participating in a Strength & Conditioning Workout, a strength coach or your direct supervisor/coach must be present. If an athlete is behaving inappropriately (i.e., not doing their assigned workout or distracting other team members from performing their workouts) or not adhering to the following rules, that athlete may be asked to leave the workout by the supervising coach.

1. Bars must be cleared and weights must be racked after use.
2. T-Shirts (no tank tops), shorts and running shoes must be worn at all times. If you do not have the proper attire you will not be allowed to workout.
3. Clothes bearing the name or logo of a school other than Georgia State University are prohibited.
4. No food, drinks, hats, headbands, scarves, jewelry or earrings.
5. All workouts will begin at the designated time. All athletes arriving after the start of the workout will be considered late. In that situation, you will be assigned extra conditioning to be made up at a later time. Follow the Weight Room Clock!
6. All workout times are final unless prior arrangements are made by your strength coach.
7. If you can't make a workout at all, it is your responsibility to notify your strength coach beforehand. The only allowable excuse is an extreme emergency (severe illness or family emergency). The weight room number is 404-413-4029 Memorize it!!!
8. No athletes are allowed to touch the radio without permission from the Strength Staff.
9. Absolutely NO sitting down, profanity or horse play is allowed in the weight room.
10. You MAY NOT show up early and expect to lift.
11. It's your responsibility to reschedule any missed workouts with your Strength Coach or your direct supervisor/coach.
12. Make up workouts will consist of exercises deemed appropriate.
13. If you acquire more than three (3) absences from workouts in a semester, you will lose your weight room privileges for that semester.
14. If you are late more than three (3) times you will have to do an extra thirty (30) minutes of conditioning for a period of one week. This will be reported to the Head Coach of your team

- sport.
15. In the event of a disciplinary problem (i.e. talking back to the Strength & Conditioning Staff, using excessive profanity, demonstrating an attitude that is detrimental to the teams' workout), you will be excused from workouts for that day and will be required to attend an extra conditioning session. This situation will also count as an unexcused absence.

Sports Information

The Sports Communications office acts as the liaison between Georgia State University athletics and the media and public. Functions of the Sports Communications office include: maintaining and producing content for the athletics website (GeorgiaStateSports.com); maintaining biographical information and photographs for student-athletes and coaches; arranging media interviews; updating statistics and results; staffing all home events; working with media to promote each game/event; producing feature stories on student-athletes, coaches and staff; distributing results, news releases and other information about Georgia State athletics to media outlets and handling all athletics social media accounts.

Each Georgia State team has a Sports Communications staff member designated to work with that team on its website information, publications, statistics, news releases and photographs. The official website of Georgia State athletics is www.GeorgiaStateSports.com, which is maintained by the Sports Communications staff. Updated information about teams and individuals is available including rosters, biographical information, photographs, and updated statistics and results. Many games/events will include live statistics and/or video/audio streaming on the website. This is the best source for friends and family to stay updated about individuals and teams. Another helpful site is the Sun Belt Conference website, www.sunbeltsports.org. The NCAA site is www.ncaa.com.

Please make sure to fill out a Student-Athlete Questionnaire at the beginning of your season and provide the requested background information. The information you provide is needed to help publicize you and your team. Be sure to list the newspapers and other media outlets in your hometown so that we can send information about you and your team. If at any time you see incorrect information about yourself (i.e., name spelled incorrectly, wrong hometown, etc.), please let your SID know to get it corrected.

At times you may have to perform an interview with the media. The Sports Communications office is here to assist you and help make dealing with the media a positive learning experience that will benefit you in your future career, whatever it may be. We understand that doing interviews after a tough loss is not easy or pleasant, but it is important that you always handle yourself with maturity and class, win or lose.

Media requests and interviews should always be arranged through the Sports Communications office. Please refer any media who contact you directly to the Sports Communications office.

No interviews or photo shoots will be set up to conflict with classes, practices or other obligations. Please do not conduct an interview over the phone unless approved in advance by this office. Your phone number and email address will never be released to a media member without your expressed consent.

Your interviews and your comments reflect on you, your team and your school. You don't get a second chance to make a first impression, so be prepared and think about what you are saying.

The Sports Communications staff is here to assist you, and our office (Georgia State Stadium) is always open to you.

Interview Tips for Student-Athletes

- When you do an interview, you are speaking not only to a reporter, but to all the people who will read, hear or view the story. Think about the message you want to send.
- Before you begin the interview, introduce yourself to the reporter, and shake his or her hand. Say thank you after the interview.
- Make eye contact and have a pleasant demeanor. Look at the reporter or camera to answer. How you say something is as important as what you say.
- Listen to the question, and then form a short, clear answer. Plan for 20-30 second answers for television.
- Try to begin your answer by rephrasing the question, especially for television interviews.
- It is okay to pause, reflect on the question, and then answer. This shows that you are putting some thought into your response and it also helps you to relax and be patient with your answer.
- Avoid phrases like “uh” and “you know”. Never use profanity.
- Never criticize a teammate, a coach, an opponent or a referee/official. Always try to be positive. Praise your teammates, praise your coaches, praise your fans, and praise your opponent.
- Questions about injuries – especially to other players – should always be directed to the head coach.
- Be positive and upbeat. Emphasize what is going right and good. Turn any negative question into a positive answer. You have the voice and can determine what people will hear.
- Do not get dragged into a controversy. You can politely say “I do not have an opinion on that” or “That’s not for me to comment on” or tell the reporter to ask the person involved, or the coach, or the other team.
- Always be on time for an appointment. If you cannot make the agreed upon time, immediately communicate to us you are running late. We expect the same from media members as well.
- Do not suggest that “our team wanted it more” or “had more heart.” The other team practiced and played its hardest to try to win. Explain in humble terms how or why you won. You may face that team again and you don’t want to give it ammunition for the next meeting.
- Never, ever, go “off the record” with a reporter. Assume that anything you say -- or even anything a reporter overhears you say to someone else -- will be used sooner or later.

Important Campus Resources

Student Health Services

Location: University Commons, First Floor, 141 Piedmont Avenue, Suite D

Health Services, also known as the Georgia State University Clinic, offers diagnosis and treatment for a wide range of illnesses, both acute and chronic, through the skills of a full-time Family Physician, and a full-time Family Nurse Practitioner.

University Academic Counseling and Testing Center

Location: Citizen's Trust Building, Counseling and Testing Center, Suite 200

This unit offers one-on-one academic counseling to students and is tailored to fit the individual needs of each student. Counseling can include such issues as test anxiety, test taking strategies, time management and study skills. Georgia State University's Counseling Center provides a variety of services designed to aid in the academic, emotional, physical, and vocational development of Georgia State University students.

University Career Services

Location: Student Center East, Suite 270

The University offers a comprehensive career planning service to students via a variety of programs. Through career fairs, resume referrals, campus interviewing, career conversations with desired employers, career counseling, career planning and exploration guide, job and internship listings and etiquette dinners, students have the tools available to make educated career choices and job searches.

University Alumni Career Services

Location: Student Center West, Room 270

The University's Alumni Association offers a comprehensive program of career services to assist Georgia State alumni with ongoing career management. Offered as a benefit of membership in the Alumni Association, these programs are available in person, by telephone and via Internet access with Handshake, which is the world's leading provider of career management programs and services. Programs offered include job leads, resume building, networking, seminars, workshops, and related career/job links off their main website. Enrollment is free to members of the Alumni Association within 12 months of graduation.

Multicultural Center

Location: Student Center East, Suite 206

The Intercultural Relations component of the Office of Student Life and Leadership is committed to providing opportunities for students, faculty and staff to engage in meaningful dialogue, actively participate in programs and provide training opportunities to enhance the understanding and appreciation of the multitude of cultures present at Georgia State University. In this capacity, the Intercultural Relations staff is committed to creating and optimizing on teachable moments for the Georgia State community.

Office of Black Student Achievement

Location: Student Center 3rd floor, 300 Student Center East

Serves to continually support and enhance student academic and leadership development at the University. The mission is to promote quality services and programs related to the recruitment and retention of African Americans at Georgia State University by advocating academic success, degree attainment, cultural diversity, and co-curriculum involvement.

International Student & Scholar Services

Location: Sparks Hall, Room 252

Provides support for Georgia State University's non-immigrant international student. Services include

orientations, immigration advisement, international student and scholar insurance coverage, student advocacy, and other personal assistance in adjusting to and joining the university community.

Honors Program

Location: Suite 200 of the Auburn Avenue Building

Georgia State University's Honors College offers high-achieving and highly motivated students the resources to excel academically and to prepare for successful professional careers. Honors students have access to individualized advisement, small classes and seminars, priority registration, and special housing in the University Commons.

Civic Engagement

Location: Student Center East, Suite 304

Civic Engagement supports community engagement initiatives and leadership opportunities as well as provides students, staff and faculty the chance to become involved with Georgia State University's service community.

Student Organizations

Location: Student Organizations, Student Center West, Suite 475

Student organizations that focus on the involvement of students to be involved in programming centered around: Student Affairs, Leadership Programs, and Greek Life.

University Directory

Administrative Offices & Services

	<u>Extension</u>	<u>Location</u>
College of Arts & Sciences	3-5058	25th Floor, 25 Park Place
Andrew Young School of Policy Studies	3-0021	AYSPS Bldg.
School of Public Health	3-1452	Rm 300, Urban Life Building
Robinson College of Business	3-7167	3rd Floor, RCB Bldg.
College of Education and Human Development	3-8000	Rm 300, COE Bldg.
Honors College	3-5577	Suite 200, 100 Auburn Avenue Building
International Student & Scholar Services	3-2070	Suite 252, Sparks Hall
Auxiliary & Support Services	3-9500	Suite 200, University Bookstore Building
Office of Undergraduate Admissions	3-2500	Suite 200, Sparks Hall
Career Services	3-1820	Suite 270, Student Center West
Disability Services	3-1560	Suite 205, Student Center East
Office of Financial Aid	3-2600	Rm 227-228, Sparks Hall
Office of Enrollment Services (One Stop Shop)	3-2600	Rm 227-228, Sparks Hall
Health Services	3-1930	Suite D, 141 Piedmont Ave.
Human Resources	3-3308	Suite 5271, Park Place
Student Accounts	3-2600	Rm 227-228, Sparks Hall
University Advisement Center	3-2300	Suite 400 or 500, 25 Park Place

Academic Departments

	<u>Extension</u>	<u>Location</u>
Accounting	3-7200	5th Floor, RCB Bldg.
Anthropology	3-5156	Rm 335, Sparks Hall
Applied Linguistics & ESL (IEP)	3-5200	15th Floor, 25 Park Place
Art & Design	3-5221	Suite 117, Arts & Humanities Bldg.
Biology	3-5300	Rm 495, Petit Science Center
Chemistry	3-5500	Rm 380, Petit Science Center
Communications	3-5600	8th Floor, One Park Place South
Computer Information Systems	3-7360	Suite 900, RCB
Computer Science	3-5700	Suite 700, 25 Park Place
Criminal Justice	3-1020	Rm 1201, Urban Life Bldg.
Early Childhood Education	3-8020	Rm 550, COE Bldg.
Economics	3-0141	5th Floor, AYSPS Bldg.
Educational Policy Studies	3-8030	Suite 450, COE Bldg.
English	3-5800	23rd Floor, 25 Park Place
Finance	3-7310	12th Floor, RCB Bldg.
Geosciences (Geography/Geology)	3-5750	Rm 340, Kell Hall
History	3-6385	Suite 2000, 25 Park Place
Hospitality	3-7615	Suite 220, RCB Bldg.
Kinesiology & Health	3-8050	Suite 137, Sports Arena
Managerial Sciences	3-7525	10th Floor, RCB Bldg.
Marketing	3-7650	Suite 1300, RCB Bldg.
Mathematics	3-6433	Rm 750, COE Bldg.
Modern & Classical Languages	3-5980	19th Floor, 25 Park Place
Music	3-5900	5th Floor, 75 Poplar St.
Nursing and Health Professions	3-1100	Rm 811, Urban Life Bldg.
Nutrition	3-1226	8th Floor, Urban Life Bldg.
Philosophy	3-6100	Suite 1600, 25 Park Place

Physics & Astronomy	3-6033/6047	Suite 605, 25 Park Place
Political Science	3-6159	Rm 1023, Langdale Hall
Psychology	3-6200	11th Floor, Urban Life Bldg.
Public Administration & Urban Studies	3-0107	3rd Floor, AYSPS Bldg.
Risk Management & Insurance	3-7500	11th Floor, RCB Bldg.
Sociology	3-6500	Rm 1041, Langdale Hall
Law (College)	3-9000	85 Park Place NE