

RICE ATHLETICS DEPARTMENT
STUDENT-ATHLETE HANDBOOK

2015-2016



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ATHLETIC VISION FOR THE SECOND CENTURY

Rice University will continue to embrace Division 1-A athletics and strive to integrate its scholar-athletes into the mainstream of University life to the benefit of all students, faculty and staff.

We aspire to become the first choice university for scholar athletes who seek to maximize their potential on and off the field.

We will signify our deep and abiding commitment to our scholar athletes by offering them a holistic and fulfilling experience through our investments in programs and facilities to support their success off the field.

We will attract and retain coaches and staff who care deeply about success in the fullest sense of the word: winning on the field and preparing scholar athletes to be top performers and leaders after they have earned their degrees.

We will create a virtuous cycle of excellence by making investments, raising funds and achieving sustainable funding models that support the objectives above.

STUDENT-ATHLETE PHILOSOPHY

As a member of Conference USA (CUSA) and a Division I member of the National Collegiate Athletic Association (NCAA), Rice University is unconditionally committed to all the basic principles and objectives established by these organizations, including the support of equitable opportunities for all students and staff, including women and minorities. Dedicated to the pursuit of high-level athletic goals for true student-athletes, Rice prides itself on its dual goal of excellence in both academic endeavors and the athletic arena, and refuses to use the rigors of either as an excuse for less than high quality performance in the other.

Rice University's intercollegiate athletics program is an integral part of the institution's total educational endeavor. A well-rounded and efficiently managed athletics program is an enriching aspect of the student's life in college and enhances his or her preparation for a full and rewarding life after college.

The athletics program will not be permitted to rival or detract from the University's primary mission. Intercollegiate athletics are complementary and supplementary to the basic academic program of the institution. The athletics program must at all times be in harmony with the official purpose of the University.

All students who participate in intercollegiate athletics at Rice University are required to comply fully with all University policies which apply to all students in admission, curriculum, degree requirements, class attendance, personal conduct and other matters.

All athletics contests, practices and related activities will be conducted in compliance with the principles of fair play and amateur athletic competition, as defined by the NCAA. All rules of the University, CUSA and the NCAA will be strictly observed and enforced.

STUDENT-ATHLETE CODE OF CONDUCT

EXPECTATIONS

As a Rice University student-athlete, you are expected to conduct yourself in an appropriate manner in connection with all intercollegiate sporting events in which you participate. You shall conduct yourself as a positive role model and represent Rice in a manner that exhibits the principles of sportsmanship. You shall exhibit respect and courtesy towards all participants, and comment about other institutions, coaches, and student-athletes only in a positive manner.

RICE STUDENT PRIVILEGES AND RESPONSIBILITIES

Student Responsibility

Students are expected to act in every way as responsible citizens. Students are expected to govern their conduct by standards of considerate and ethical behavior so as not to discredit or harm themselves, the University or any other individual. Enrolling in the University, students assume responsibility for obeying the regulations and accepted practices of the University, both academic and non-academic, and the rules established by the various colleges, until such time as these may be officially changed. The relationship between the University and each student is based on University policies, procedures and practices and is non-custodial; no special relationship, such as an in loco parentis status, exists by virtue of his or her status as a student, regardless of the student's age.

Any violation of local, state or federal laws, whether on campus or off campus, is subject to the authority of the police and the courts. In addition, students engaged in illegal activity may also face disciplinary action by the University.

Since its founding, the University has emphasized the requirement that every student exercise responsibility and personal honor. In the area of academic conduct, the honor system has provided an influential dimension in student life. The expectation of honorable conduct is not confined to the classroom; the concept of honor is intended to permeate all aspects of student life at Rice.

The University reserves the right to withdraw any student who fails to accept his or her responsibility, as evidenced by inadequate scholastic achievement, or conduct that violates University rules or policies or which is not consistent with the students' obligations and responsibilities to their fellow community members. Such action is taken only after careful consideration by appropriate officials of the University.

In both non-academic and academic matters, the University is committed to maintaining an atmosphere of free and open inquiry and civility. The University seeks a positive and equitable climate on campus, one in which all students may enjoy maximum personal and intellectual growth. To that end, this section outlines the non-academic privileges and responsibilities of the members of the Rice community.

Privileges

Members of the Rice community are entitled to the following privileges:

Freedom from harassment

All members of the Rice community may pursue their educational opportunities free from harassment, including physical abuse, threats or intimidation. Rice University provides equal educational opportunities to its students without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability or veteran status. The University prohibits discrimination on any of these bases and will take steps necessary to remedy any instances of such discrimination.

Freedom of speech and action

Rice students may express their beliefs, feelings and opinions so long as the manner of expression does not violate another community member's rights. Specific examples of such violations include, but are not limited to, disrupting University functions and impeding access to any part of the campus and violations of the Code of Student Conduct. The University reserves the right to impose "reasonable regulations" as to the time and place for some activities and, in certain circumstances, to require written permission before they may be undertaken.

Within these limits, members of the Rice community may engage in such specific activities as demonstrating, picketing and other public expressions of beliefs, feelings or opinions, as well as other activities which are not specified here, but which are consistent with their obligations and responsibilities to their fellow community members.

Responsibilities

All members of the Rice community are subject to local, state and federal laws. Specific University rules governing student life are given elsewhere in this handbook. Additionally, members of the Rice community have the following general responsibilities:

- To refrain from deliberately violating the privileges of any other member, and to consider all actions carefully to ensure that they do not unintentionally violate others' privileges. All members of the Rice community are responsible for their own actions. Participation in a group, the influence of alcohol or drugs or "acting without thinking" does not diminish this responsibility.
- To remind others of their responsibility for their actions and to counsel and educate other members of the community whose conduct violates the privileges of others, whether deliberately or inadvertently.
- When necessary, to report to the proper authorities any non-academic conduct that violates the privileges of others. "Necessary" in this instance includes situations which are severe (such as physical assault), situations in which negotiation has failed and the violations continue, or any case in which the public discussion or law has been broken. Organizations and individuals who might be contacted in these circumstances include:

- College Masters
- College Officers
- College Court System
- Rice Counseling Center
- Dean of Undergraduates
- Dean of Graduate and Postdoctoral Studies
- Office of the Assistant Dean, Student Judicial Programs
- Office of Multicultural Affairs
- Office of International Students and Scholars
- Rice University Police Department
- Various other groups trained to deal with victims' rights, as appropriate

In emergency situations, consult the specific emergency procedures on page 32 of this handbook. The same information is printed inside the back cover for your convenience.

CONFERENCE USA STANDARDS OF SPORTSMANSHIP

Conference USA member institutions value the principles of sportsmanship and the ideal of pursuing victory with honor in intercollegiate athletics. The Conference believes that athletics should be conducted in a way that reflects positively on the individual participants and institutions. The standards of sportsmanship below are written to emphasize the basic expectations of the Conference related to sportsmanship and provide the Commissioner with broad authority to ensure that Conference activities are consistent with these principles.

The essential elements of sportsmanship and ethics in sports are embodied in the concept of character building and six core principles: respect, responsibility, fairness, honesty, integrity, and good citizenship. The highest potential of sports is achieved when completion reflects these six principles.

1. Member institutions' student-athletes, coaches, and staff shall conduct themselves in an appropriate manner in connection with all intercollegiate sporting events in which they participate. They shall conduct themselves as positive role models and represent their institutions in a manner that exhibits the principles of sportsmanship. They shall exhibit respect and courtesy towards all participants, and comment about institutions, coaches, and student-athletes only in a positive manner.
2. Behavior that is not considered sportsmanlike or appropriate in connection with the Events includes, but is not limited to, the following:
 - a. Striking (e.g., kicking, hitting, throwing objects at) or other acts of violence, attempted acts of violence or attempts to incite violence;
 - b. Obscene, profane, demeaning or unduly provocative language, gestures or actions directed towards an opposing team, institution, contest official, staff member, or spectator;
 - c. Public criticism of or publicity disparaging statements about an opposing team, institution, contest official, staff member or spectator;

- d. All other actions, as determined by the Commissioner, in violation the principles and standards of sportsmanship.

Penalties

1. Specifically and without limitations, the Commissioner has the authority to require a member institution to take any one or more of the following actions: (i) publicly or privately reprimand any participant; (ii) forfeit any sports events or competitions; (iii) suspend or expel any person from attendance at or participants in one or more events; or (iv) pay fine to the Conference (not to exceed \$50,000) for each occurrence of unsportsmanlike or inappropriate conduct.
2. In instances of flagrant misconduct, regardless of circumstances, all individuals involved shall receive a minimum penalty of a suspension from one or more contests. Flagrant misconduct shall include, but not limited to, striking (e.g., kicking, hitting, throwing objects at), or attempting to strike an official, coach, player, or spectator.
3. Repeat violations by an individual, team, or institution will subject them to increasingly greater penalties.

NCAA STANDARDS OF ETHICAL CONDUCT & REPORTING OF VIOLATIONS

An important aspect of NCAA compliance is the self-reporting of secondary rules violations. Self-reporting these violations reflects a solid program of institutional control. Therefore coaches, student-athletes and athletics staff should take a proactive stance in reporting such violations.

Rice University's athletics staff, coaches and student-athletes are required by NCAA rules to fully cooperate and disclose all information regarding possible rules violations. Failure to cooperate will result in an unethical charge from the NCAA which could mean termination from Rice University, no future employment at an NCAA institution or for student-athletes, an end to their athletic careers. The best policy is to be up-front with all information and work through the NCAA process for rules violations. Typically, the penalties for cooperation are minimal compared to the penalties for not cooperating.

Coaches, student-athletes, athletics department staff, institutional employees, boosters or anyone associated with Rice are expected to report possible NCAA rules violations or questions concerning rules to the Assistant Athletics Director for Compliance or the Compliance Coordinator. The Director of Athletics, Assistant Athletics Director and Faculty Athletics Representative will work with the involved parties to resolve the issue. Student-Athletes who believe a violation has occurred can report an issue to:

- A member of the compliance office,
- Faculty Athletics Representative-Dr. Rob Griffin,
- Athletics Senior Staff Member,
- Head or Assistant Coach, or
- Anonymously through Rice's Ethics Point
https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7653.

Rice University EthicsLine

Rice University is committed to excellence at all levels and strives to support the Rice community in practicing the highest levels of ethical conduct. To facilitate this, Rice University has selected

EthicsPoint to provide you with simple, risk-free ways to anonymously and confidentially report activities that may involve criminal conduct or violations of Rice University policies.

Persons making reports are not required to provide their names, and Rice University will treat the investigation of any report as a confidential matter. Reports submitted to EthicsPoint will be forwarded to the proper university officials for appropriate action. No faculty or staff member or student may be subjected to reprisal or retaliation for making a report or inquiry in good faith or for seeking guidance on dealing with potential or suspected improper behavior.

To File a Report

You may use any of the following methods to submit a report:

Call 1-866-294-4633 (toll free), or

Select your violation category from the list on the website.

SOCIAL NETWORKING WEBSITES

As members of Rice University and the Athletics Department, student-athletes are representatives of the institution, and as varsity athletes are subject to public scrutiny. **While social networking websites are a great way to communicate, express yourself, and connect with others, it is recommended that you become sensitive to the information and pictures you post (or others post about you), as they may lead to implications that adversely impact your personal safety, preservation of personal and institutional character, National Collegiate Athletic Association (NCAA) & C-USA compliance rules, university policy, and career advancement.**

Student-athletes at Rice will be held responsible for any actions that are deemed inappropriate, and that compromise the integrity of the university and/or their sport as well as any behaviors that violate federal and state laws, NCAA or C-USA regulations, Rice University policies, Athletics Department standards and philosophy, or team rules. Any such actions could result in discipline, team suspension, termination from the varsity team, and reduction or non-renewal of annual athletic scholarship.

Examples of inappropriate or offensive behaviors posted social networking websites may include depictions or presentations of the following:

- Use of alcohol and drugs
- Use of derogatory or offensive language
- Lewd or lascivious behavior
- Hazing
- Access to valuable team information that promotes sports gambling
- Communicating with sports agents
- Public posts about recruits
- Public posts about commercial businesses that could directly or indirectly imply promotion of a commercial product

Think about your safety. Take time to explore the privacy settings on the various social networking websites. Take consideration when posting information about course schedules, personal contacts, away messages, etc., as other internet users could have access to your daily patterns and make you more vulnerable to crime. Your safety is of the utmost importance. Use common sense when publishing anything on the Internet or visiting websites.

If you have questions about what you have posted on your personal page, please review the information with the office of Student-Athlete Development.

ELIGIBILITY REQUIREMENTS

Rice University maintains a firm policy that student-athletes are students first. As a member of Rice University's Athletics Department, you should be aware of the NCAA rules governing eligibility and maintain your academic progress with such rules in mind. The following section illustrates the major eligibility rules that you should follow at all times. The office of Academic Athletic Advising can answer more specific questions. Failure to abide by the rules may cause you to be ineligible to compete and receive financial aid.

FULL-TIME ENROLLMENT

To be eligible for competition, you shall be enrolled in at least a minimum full-time program of studies leading to a baccalaureate or equivalent degree, which shall not be less than 12 semester hours [14.1.8.2].

Final Semester/Quarter Exception

As a student-athlete with athletics eligibility remaining, you may participate in organized practice sessions while enrolled in less than a minimum full-time program of studies, provided the student is enrolled in the final semester or quarter of the baccalaureate program and the institution certifies that the student is carrying (for credit) the courses necessary to complete the degree requirements, as determined by the faculty of the institution. You must seek prior approval with your team academic advisor and complete the requisite paperwork. [14.1.8.2.1.3].

18-24 HOUR RULE

A student-athlete must successfully complete 24-semester hours of degree applicable academic credit prior to the start of the institution's third semester following his/her initial full-time enrollment [14.4.3.1].

A student-athlete must successfully complete 18-semester hours of degree applicable academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters (hours earned during the summer may not be used to fulfill this requirement) [14.4.3.1].

6 HOUR RULE

Each student-athlete must complete 6-semester hours of degree applicable academic credit the preceding regular academic term (e.g., fall or spring semester) at the institution where the student-athlete was enrolled [14.4.3.1].

9 HOUR RULE (Football Only)

Each football student-athlete, in addition to all other requirements, must successfully complete 9-semester hours and earn the Academic Progress Rate eligibility point during the fall term to be eligible to compete in the first four contests the following playing season [14.4.3.1.6].

DECLARATION OF MAJOR RULE

Students declare their major via the Declaration of Major form. The department chair or designee must sign the form acknowledging the declaration. The department will counsel the student about the requirements that must be met to complete the major and the likelihood the student will be able to meet them. If the department believes a student is not well prepared for success in its major, it may express its reservations on the form and/or propose a specific course of study to help a student improve his or her background. No department or program, except the School of Architecture and Shepherd School of Music, may refuse to admit an undergraduate as a major unless specific curricular conditions for such refusals are included in the relevant description of the requirements for the major, or in cases of resource limitations. Students may not obtain both a BA and a BS in the same major.

Students are encouraged to declare an official major as soon as they have decided on it, so that a major advisor can be assigned. Students may declare a major at any time up to, before or during the spring semester of their second year at Rice. They will not be permitted to register for the fall semester of their third year without having declared a major. The major declaration deadline is listed in the Academic Calendar each year. (Transfer students should declare within their first year or before reaching junior level status.) Students are always free to change their major by completing the Change of Major form. However, such a change may entail one or more additional semesters at the university. Area majors are an exception to this rule and must be declared by the fourth semester before graduation (see Area Majors below).

PERCENTAGE OF DEGREE AND GRADE POINT AVERAGE RULE

If you are entering your second year of collegiate enrollment, you must present a cumulative grade-point average that equals at least 90 percent of the institution's overall cumulative grade-point average required for graduation (based on a 4.00 scale). [Bylaw 14.4.3.3]

If you are entering your third year of collegiate enrollment, you must have completed successfully at least 40 percent of the course requirements in your specific degree program

and you must present a cumulative minimum grade-point average (based on a 4.00 scale) that equals at least 95 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaw 14.4.3.3].

If you are entering your fourth year of collegiate enrollment, you must have completed successfully at least 60 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.00 scale) that equals at least 100 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaw 14.4.3.3]

If you are entering your fifth year of collegiate enrollment, you must have completed successfully at least 80 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.00 scale) that equals at least 100 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaw 14.4.3.3]

ELIGIBILITY FOR COMPETITION SUMMARY TABLE

Entering 2 nd year of Collegiate Enrollment	Entering 3 rd year of Collegiate Enrollment	Entering 4 th year of Collegiate Enrollment	Entering 5 th Year of Collegiate Enrollment
<ul style="list-style-type: none"> •24 semester credits total • 18 credits earned during academic year •90% of GPA for graduation (1.504) •6 credits/term 	<ul style="list-style-type: none"> •40% of degree requirements (48/55 hours) •18 credits earned during academic year •95% of GPA for graduation (1.587) •6 credits/term •Declaration of degree program 	<ul style="list-style-type: none"> •60% of degree requirements (72/83 hours) •18 credits earned during academic year •100% of GPA for graduation (1.667) •6 credits/term 	<ul style="list-style-type: none"> •80% of degree requirements (96/110 hours) •18 credits earned during academic year •100% of GPA for graduation (1.667) •Six credits/term

ADVANCED PLACEMENT TESTS/CREDIT BY EXAMINATION

Credit received through advanced-placement tests or by examination may be used to meet the minimum progress-toward-degree requirement, provided the subject for which the

examination is an alternative is offered by the institution as acceptable degree credit [14.4.3.4.2].

INCOMPLETE GRADES

A student-athlete who receives an incomplete grade in a course may use the course in question to fulfill the minimum progress-toward-degree requirements, subject to the following conditions:

- (a) The incomplete grade must have been removed in accordance with the institution's regulations applicable to all students;
- (b) Such a course may be counted only once after a grade has been achieved that is acceptable to the institution for determining progress toward degree; and
- (c) The course with the acceptable grade shall be counted either during the term in which the student-athlete initially enrolled in the course or during the term in which the incomplete grade was removed and acceptable credit was awarded [14.4.3.4.5].

REPEATED COURSES

Credit for courses that are repeated may be used by a student-athlete to satisfy the minimum academic progress requirements only under the following conditions:

- (a) A course repeated due to an unsatisfactory initial grade may be used only once, and only after it has been satisfactorily completed;
- (b) Credit for a course that may be taken several times (e.g., physical education activities course) shall be limited by institutional regulations; and
- (c) Credits earned in courses that may be taken several times may not exceed the maximum institutional limit for credits of that type for any baccalaureate degree program (or for the student's specific baccalaureate degree program once a program has been designated) [14.4.3.4.6].

CREDIT FROM OTHER INSTITUTIONS

Credit hours earned at another institution while enrolled as a full-time student may be used to satisfy academic progress requirements specified in Bylaws 14.4.3.1 and 14.4.3.2. Credit hours earned prior to initial full-time enrollment may be used to fulfill the 24-semester requirement specified in Bylaw 14.4.3.1-(a) and the percentage of degree requirements specified in Bylaw 14.4.3.2.

NCAA RULES AND TEAM ISSUES

WALK-ON STUDENT-ATHLETE ELIGIBILITY

Head coaches set the policy for their program regarding “walk-ons.” Therefore, students interested in “walking-on” or “trying out” for a team should contact the coach of the sport of their interest.

Generally, there are four categories for walk-on student-athletes.

1. A recruited walk-on who has had regular contact with the coaches and is invited to the initial practice (this Prospective Student Athlete (PSA) completes required compliance paperwork with the other squad members).
2. A non-recruited walk-on who attends the initial practice or meeting and is included in the initial team roster (this PSA completes required compliance paperwork with the other squad members).
3. A walk-on PSA who attends an initial meeting but requires permission from the training room to practice. Once the coach determines that this PSA will join the team, arrangements should be made for the completion of necessary compliance paperwork. Insurance and medical paperwork must also be completed prior to the PSA’s participation.
4. A late walk-on must complete the late walk-on paperwork with the Athletic Academics Services and Compliance Office.

Before a walk-on is allowed to practice, compete or become an official member of any athletic team, he/she **MUST** see the Compliance Office and complete all appropriate NCAA and Rice paperwork. Additionally, the walk-on **MUST** receive clearance from the athletic training staff and **complete a physical prior to engaging in any athletically related activity**. Walk-on student-athletes are expected to comply with all University, C-USA, and NCAA regulations.

AMATEURISM ELIGIBILITY ISSUES

You **MUST** maintain your amateur athletic status in order to remain eligible to compete in NCAA intercollegiate competition. Below are NCAA rules that you must adhere to in order to maintain your amateur status. You **CANNOT**:

- Accept payment or a promise of payment (in cash, prizes, gifts or travel) for participating in your sport.
- Enter into or negotiate an agreement, verbal or written, of any kind to compete in professional athletics.
- Request that your name be put on a draft list for professional sports.
- Try out with a professional sports organization.
- Use your athletic skills for payment, including employment on a “fee for lesson” basis.
- Play on any professional athletics team.
- Have your athletically related financial aid determined by anyone other than Rice University.
- Participate on teams other than those fielded by Rice University during the season, including tryouts, exhibition or tournament games.
- Agree to have your picture or name used to promote a commercial product.

- Accept such things as gifts, meals, loans of cars or money from athletics interest groups or people within Rice's athletics program.
- Be represented by an agent or organization in order to market your athletic skills or reputation.
- Allow your name, picture, or image to be sold (e.g., you cannot provide autographed items to a memorabilia dealer).
- Sell athletics equipment, awards and/or memorabilia (e.g. jerseys, letter jackets, championship rings).
- Receive any benefit that is not available to other students at Rice University.
- Participate in a summer league not approved by the NCAA (You must have written permission from the Director of Athletics for summer league participation).
- This list is not all encompassing; therefore please ask compliance staff about more specifics.

INTERNATIONAL STUDENT-ATHLETES

MAINTAINING STATUS

Remember, maintaining your status is your responsibility. Below are some of the main points to remember:

- Be a full-time student each semester.
- Never drop below 12 hours! You must always maintain full-time status.
- Work Limitations
 - Off Campus: Never work off-campus unless you have *current* work authorization from the Office of International Students & Scholars or the Department of Homeland Security. This includes internships, summer jobs, and even volunteering at any non-Rice institution. Failure to obtain the appropriate work authorization can lead to deportation.
 - On-Campus: Does not require authorization from OISS. Can work a maximum of 20 hours/week and must be hired by and paid by Rice University.
- Make normal progress towards completing the course of study. You need to apply for an extension if you cannot complete your study before the completion date on your I-20. There is no extension allowed after the expiration date of the I-20, and you will have to apply for reinstatement with the Department of Homeland Security if you stay beyond the expiration date without an extension granted on time.
- Keep Form I-20 current. Don't let it expire and make sure all the information on your I-20 is accurate and valid. Obtain a new I-20 whenever you declare or change your major.
- Maintain a valid passport at all times, unless exempt from passport requirements. Your passport should be valid for at least 6 months into the future.

- During winter and summer breaks, obtain a travel endorsement on your I-20 or DS-2019 from the Office of International Students and Scholars (OISS) before traveling. The endorsement for travel should be done during the current semester. It is not necessary if you are returning home permanently. An I-20 is no longer valid for reentry once you complete the degree listed on your I-20, even if it has not expired.
- Report a change of address within 10 days of the change by updating your “mailing address” in Esther.
- Abide by any special requirements, such as Special Registration requirements.
- Report any life event that may affect your immigration status such as birth of a child, marriage, change of legal name.
- Report your program completion so that OISS may close your SEVIS record. Be sure to submit a [Departure Report Form](#).

INTERNATIONAL ELIGIBILITY

International applicants must supply documentation of sufficient financial support for their first year of study at Rice before an application for admission can be processed. Need-based financial aid at Rice is available only to United States citizens and documented permanent residents. All accepted freshmen applicants will be considered for merit awards based on academic and individual excellence. However, these awards cannot be expected to cover the full cost of a Rice education.

International student-athletes are generally subject to the same initial-eligibility requirements as domestic students. While eligibility may be similar, international student-athletes have additional issues that have to be resolved prior to being eligible. Those issues include obtaining an I-20, certifying amateur status, and if considered a transfer, meeting continuing eligibility requirements and/or non-sport sponsorship requirements. Prospective international student-athlete must take the SAT/ACT. If not, he/she will be a non-qualifier unless he or she is considered a transfer student.

Some international prospective student-athletes (PSAs) may be older and their years of eligibility could be affected by participating in their sport after their 21st birthday or after the high school graduation date of the student-athlete’s class (as determined by the first year of high school enrollment or the international equivalent as specified in the NCAA Guide to the International Academic Standards for Athletics Eligibility).

Because of the 21st birthday and high school graduation rules, it is very important to ascertain a PSA’s date of birth and graduation date. Any “gaps” in the time of graduation and enrollment in a college will be completely researched to ascertain that the PSA has not engaged in organized competition or jeopardized his/her amateur status.

Lastly, the international club system is very different than any system in America. Many international student-athletes have amateurism issues that need to be resolved prior to them being declared eligible to compete at a Division I institution. All students must be cleared by the NCAA Eligibility Center. Resolving issues relative to an international student-

athlete's eligibility can be very time consuming. Therefore, student-athletes and coaches are encouraged to work closely with the Compliance Office.

ACADEMIC ADVISING FOR ATHLETICS

MONITORING ACADEMIC PROGRESS

- Weekly Academic Check-In Appointments with your team advisor from the Office of Academic Advising for Athletics are designed to discuss progress in individual courses (i.e. grades on tests and papers, study plans and use of tutors).
- Academic Progress Reports are requested from professors twice a semester (five weeks and ten weeks into the term) to determine approximate grades. Coaches receive summaries of these reports. If any problems arise, student-athletes are advised. A student-athlete can view his/her individual progress reports in the Office of Academic Advising for Athletics.
- Midterm grades are received from the Office of the Registrar in the eighth week of classes for all first-year students with fewer than 30 hours of academic credit. Copies of these are sent to coaches. Student-athletes can view their personal grades "on-line" through their ESTHER account.
- Class attendance is mandatory and will be checked randomly at the discretion of the Academic Advisor and/or coach.
- If an academic problem arises, the student-athlete should contact the Office of Academic Advising for Athletics IMMEDIATELY.

MISSED CLASS

The Department of Athletics works hard to keep missed class time to a minimum. Nevertheless, occasionally, you may miss classes to participate in an athletic event. Professors are made privy to foreseeable absences within the first 2 weeks of each semester. Notification is made through distribution of the athletics "conflict calendar." The conflict calendar is compiled by the Office of Academic Advising for Athletics and clearly states all predetermined travel and competition dates. Prior to you missing a class, you should reconfirm your absence with your professor(s). It is your responsibility to arrange with the professor plans to make up missed course work, prior to departing campus for competition. Professors are more willing to work with students who demonstrate their willingness to make sure their studies are in order before leaving for their out of class commitments. If a professor communicates his/her displeasure with the number of missed classes you may incur, please notify your coach or the academic advising staff as soon as possible to discuss the problem. You should not miss class outside of those missed classes required for competition.

Please note that it is NOT permissible to miss class to attend practices or to participate in fundraising activities.

Attendance and Excused Absences

Students are expected to attend all scheduled activities for all of the classes for which they are registered during the entire course of the academic semester for which they are enrolled. The academic calendar indicates normal class days, recesses, and holidays. Instructors, however, may schedule required activities on other days, including recesses, holidays, and weekends, if required by programmatic needs, such as laboratories or field trips. Such requirements must be clearly stated in the online course description available at registration and on the syllabus, and instructors should try to provide compensatory time off for students.

The university understands that students participating in university-sponsored extracurricular activities may, on rare occasions, need to miss a class session during the semester. As a matter of course, students should inform their instructors in advance of absences resulting from participation in university-sponsored activities, and faculty normally will give a reasonable opportunity to make up work missed on such occasions.

No nonacademic university-sponsored event at which student attendance is required may be scheduled or rescheduled for any date after the day following the last day of classes. Exceptions may be granted by a quorum of the Committee on Examinations and Standing only for events where scheduling is not under the control of the university. On the class days falling during the last calendar week of classes, an individual student may participate in only one university-sponsored event, which may be scheduled or rescheduled, so long as no more than one night would be spent outside of Houston for travel. For events during the last week of classes, the reading period, and the final examination period, a quorum of the Committee on Examinations and Standing must be satisfied that each student is in satisfactory academic standing to participate in an event. If a quorum of the Committee on Examinations and Standing cannot meet in a timely fashion, then the executive committee of the Faculty Senate will handle exception requests.

Absences for activities other than university-sponsored events may be negotiated on an informal basis between the student and the faculty member. Alternatively, absences may be formally excused on a case-by-case basis if a petition explaining the nature of the event, accompanied by suitable documentation, is submitted to the Committee on Examinations and Standing at least two weeks before the event [**General Announcements**]

Each semester, the Office of Academic Advising for Athletics queries the faculty about the attendance of registered student-athletes. The Office of Academic Advising for Athletics will report student-athletes that have noticeable absences indicated on their academic progress cards to their respective coaches. Coaches will then follow their individual team policies concerning missed classes.

When student-athletes miss an academic appointment, the coach is notified. Coaches then follow their individual team policies concerning missed academic appointments.

TUTORS

Academic Advising for Athletics supplies tutors for all student-athletes requiring assistance. One-on-one tutoring is recommended and is available in each course for a limited number of hours per week. It is the responsibility of the student-athlete to seek out and arrange tutoring sessions. This allows the SA to set the best time based on his/her schedule; therefore, no excuse for missing. Tutorials for different classes may be arranged upon request. Names and phone numbers of tutors can be obtained through the Academic Advising for Athletics office. If an appointment must be cancelled or postponed, the student-athlete is to call the tutor to reschedule. If a tutor cannot be reached, contact the Academic Advising for Athletics office. Student-athletes are encouraged to use tutors preventatively. **When student-athletes miss a tutoring appointment without proper notice, they will be expected to reimburse the Office of Academic Advising for Athletics for the cost of the tutoring session.**

In addition to the Academic Advising for Athletics' tutors, each Residential College houses "Fellows and Mentors" that are available to all students. Each Fellow or Mentor is an upperclassman with expertise in a given subject, who will have individual and tutorial sessions, as well as office hours available for students. To check which Fellows and Mentors are available within your college, go online to the Office of Academic Advising, or see your team academic advisor.

Students are also encouraged to use the Center for Written, Oral and Visual Communication for writing consultations and for assistance with proofreading/organizing/writing papers.

STUDY HALL PROCEDURES

The head coach in conjunction with his/her team academic advisor will determine the study hall requirements for the team. Attendance and time spent in study hall will be reported to the head coach on a weekly basis.

Should a student-athlete be required to attend study hall, he/she is expected to be on time and prepared with books and materials to study. Student-athletes sign in and sign out using the Grades First Computer System. Student-athletes working in groups or with a tutor should use designated private tutor rooms. It is the responsibility of the student-athlete to make sure that his/her time commitment is met each week.

SPECIAL SERVICES

- A small library of reference books is located in the Office of Academic Advising for Athletics. All reference materials are available as an "on loan" basis only.
- Computers are available for student use in the Office of Academic Advising for Athletics. Laptops are available for check-out and use during team travel. Calculators and headphones can be checked out as well.
- An "old test" file is located in the Office of Academic Advising for Athletics. Please make verbal and written requests through your team's primary advisor.

REGISTRATION/PRE-REGISTRATION/SCHEDULING

- Team advisors are available to meet with student-athletes for assistance in creating four (or five) year academic plans as well as schedule planning on a semester-by-semester basis. Appointments may be made in the Office of Academic Advising for Athletics.
- It is important to keep conflicts between course schedules and practice and/or competition to a minimum. Please notify your team Academic Advisor and your Head Coach as soon as any such unavoidable conflicts arise.
- During the semester, conflicts due to injury/illness can occur. In many cases, you can contact your professors in advance to prearrange the make-up work. In emergency situations, you may contact your team advisor for assistance in communicating with your professors. In said circumstances, time is of the essence and contact should be made immediately!
- Before adding or dropping any courses, you must speak with your team advisor and head coach for approval. As a general rule of thumb, you should start your semester with at least 15 credit hours. **Remember, you must be enrolled in 12 hours at all times to be eligible for practice and for competition.**

SUMMER SCHOOL

At another institution

Prior approval by appropriate academic officials at Rice will always be required if/when a student chooses to enroll in another institution's summer term. This is especially crucial in circumstances by which academic status may be impacted by the outcome of enrollment (i.e. good academic standing and satisfactory progress). [Bylaw 14.4.3.4.4]

In order to complete the process of transferring a summer course to Rice, there must be an approved Request for Transfer Credit as well as an official transcript from the institution (with grade of C-or better) on file in the Office of the Registrar.

Per NCAA rules, only 6 hours of on-line transfer credit can be used for eligibility purposes.

At Rice

Summer school is a privilege and not a right. Student-athletes will be approved for summer school aid only on the recommendation of the Head Coach, Associate Director of Academic Advising for Athletics, and the approval of the Senior Associate Director of Athletics. Remember, summer academic deadlines occur quicker as summer sessions are shorter than the regular academic term. They must be followed. Summer school financial aid may be different than that which is awarded during the regular academic year. Percentages of a partial scholarship are different in the summer because room and board are a different percentage of a full scholarship in the summer. Once you are approved and registered for summer school, you **MUST** notify your team academic advisor **BEFORE** making any changes. Any change to your summer schedule can result in a change to your financial aid. Failure to communicate

with your team academic advisor may result in the student-athlete paying the financial penalty (e.g. 50% of tuition) associated with withdrawing from a course.

RICE UNIVERSITY ACADEMIC REGULATIONS

ACADEMIC REGULATIONS (From the Rice General Announcements)

Academic Probation

Students are placed on academic probation at the end of any semester if:

- Their grade point average for that semester is less than 1.67, or
- Their cumulative grade point average is less than 1.67 (this requirement is waived if the grade point average for that semester is at least 2.00)

The period of probation extends to the end of the next semester of enrollment. Students on probation (academic or other disciplinary matters) may not be candidates for, or hold, any elected or appointed office, nor are they allowed to enroll in more than 17 semester hours.

Academic Suspension

Students are suspended from the university at the end of any semester if they:

- Earn grades that will place them on academic probation a third time, or
- Have a grade point average for the semester that is less than 1.00 (exceptions are made for students completing their first semester at Rice).

Students readmitted after a previous suspension will again be suspended if in any succeeding semester they fail to achieve at least one of the following requirements:

- a cumulative and semester grade point average of at least 1.67, or
- a semester grade point average of at least 2.00.

Suspension Periods

The first suspension period is normally one semester. The second suspension period is at least two semesters. Students may only return for a fall or spring semester following suspension, but not for summer school. Students are not readmitted after a third suspension.

Participation in student activities on and off campus and use of Rice facilities, including, but not limited to, the student center, the colleges, the playing fields, the gym, and the computer labs, are limited to *enrolled* students.

Students placed on academic suspension are notified by the Office of the Registrar after all final grades have been posted to their record. Suspension is lifted the first day of class of the semester when the student returns to the university. When students serve the nominal term of suspension but do not intend to return to Rice, suspension is lifted after permission from the Committee on Examinations and Standing is granted.

Students facing a first or second academic suspension who verify with the Office of the Registrar, academic advising, and their department that successful completion of their proposed academic plan would satisfy their degree requirements in one semester if allowed to return, may have their suspension status reduced to probation. This is known as “the

senior exception rule”, and students may invoke this rule only once for a given academic degree plan. Students who fulfill all of their degree requirements at the end of a semester under academic circumstances that would normally place them on probation or suspension will not have the terms “academic probation” or “suspension” placed on their transcript for that semester, but will instead have the notation of “Good Standing with Exception” and be permitted to graduate.

Readmission after Academic Suspension

Students seeking readmission after academic suspension should address a letter of petition to the Committee on Examinations and Standing, in care of the Office of the Dean of Undergraduates, which must be received by June 1 for readmission in the fall semester and November 1 for readmission in the spring semester. The petition should demonstrate what the student did while they were separated from Rice and how they have prepared themselves to successfully function as a student at Rice. The petition must include two supporting letters from persons for whom the student has worked during the suspension period as a student or an employee, as well as an academic plan. Academic plans must be reviewed and approved by the Office of Academic Advising by June 1 for readmission in the fall semester and November 1 for readmission in the spring semester. To allow time for review and revision of the academic plan, students must submit their first draft academic plan at least three weeks in advance of the deadline. Guidelines for completing an academic plan can be found at www.rice.edu/advising. If the problems causing the previous difficulty appear to be resolved, the student generally is readmitted. Students returning from academic suspension must maintain regular contact with the Office of Academic Advising or a designated faculty advisor throughout the semester. In the first semester upon return from an academic suspension, students may not become candidates for, or hold, any elected or appointed office, nor are they allowed to enroll in more than 17 semester hours.

In some instances, the committee may postpone approval of readmission or rule that suspension is permanent.

Rice Summer School

Although it may do so at its discretion, the Office of the Registrar does not normally place on probation or suspension students who perform poorly during the Rice Summer School. Students should be aware, however, that Rice Summer School grades are included in their grade point averages.

Disciplinary Probation, Suspension, and Expulsion

The Code of Student Conduct applies to all Rice students and encompasses conduct both on and off campus. The Office of Student Judicial Programs may sanction students--including implementing disciplinary probation, suspension, or expulsion--for violations of the Code of Student Conduct or the Honor Code. Students who have been expelled, who are serving a suspension, who are under investigation for disciplinary violations, or who have pending Code of Conduct or Honor Code proceedings against them may not receive their degree, even if they have met all academic requirements for graduation. Students who are suspended or expelled must leave the university within the timeframe specified by Student Judicial

Programs, generally 48 hours from being informed of the decision, though in cases of unusual hardship, Student Judicial Programs may extend the deadline. Any tuition refund will be prorated from the official date of suspension or expulsion, determined by the Office of the Registrar. A grade of "W" will be awarded to all enrolled courses regardless of when the suspension or expulsion began. Expelled students will have the expulsion noted on their transcript.

While on disciplinary probation or suspension, students may not run for, or hold, any elective or appointed office in any official Rice organization. Participation in student activities on and off campus and use of Rice facilities, including, but not limited to the student center, the colleges, the playing field, the recreation center, and the computer labs, are reserved for enrolled students.

Students seeking readmission after a suspension for Honor Code or Code of Student Conduct violations or other nonacademic action should submit a petition in writing to the Office of Student Judicial Programs by emailing SJP@rice.edu. That petition should include information on what the student did away from Rice, including any schooling or employment; how the student met the requirements described by Rice at the time of separation; what the student did to address any issues leading to the separation; and what the student learned from the separation. Once approved by Student Judicial Programs, the petition is forwarded to the dean of undergraduates for final readmission approval and action.

HONOR SYSTEM

Rice is on the Honor System. It is your responsibility to make certain that you understand what the rules are in each of your classes. If you have a question about what is permitted, ask your professor. It is your responsibility. Ignorance of the rules is not an acceptable excuse.

The Honor system gives Rice students a great deal of freedom, but with that freedom comes tremendous responsibility. Rice students must always fully comply with Honor Code requirements, including reporting others, even friends, who violate the system.

The Honor System is an integral part of the Rice Tradition. Violations discredit the individual and mar the reputation of the team, fellow student-athletes, and Department of Athletics as a whole.

There is no tolerance for violations of the Honor Code. Individuals convicted meet swift and severe punishment including loss of credit and suspension or expulsion from the University.

Additional penalties may be levied by the Department of Athletics. Anyone involved in an Honor Council case should seek counsel from your team Academic Advisor.

Honor Council's Do's and Don'ts

1. Know what plagiarism is and what it is not.
2. Not all classes allow collaboration on assignments, so be sure to check the syllabus for the professor's rules on working in groups.
3. Be aware that sloppiness or forgetfulness can look like plagiarism and may draw inquiry and/or investigation.
4. Keep copies of the papers you turn in.
5. If you write a paper/exam on someone else's computer, put all drafts, outlines, notes or part of the paper/exam on your flash-drive. Take that flash-drive with you whenever you leave the computer and remove any copies from the hard drive.
6. Keep copies of all your notes.
7. Turn in all scratch sheets you use during exams if instructed to do so. Otherwise, keep them.
8. Keep all exams and homework assignments returned to you.
9. Keep everything pertaining to the class at least until the following semester has been completed.
10. When you take a test, obey the letter of the Honor Council suggestions.
 - a. Put books at the front of the classroom.
 - b. Sit far away from your roommates, friends, teammates, and girlfriend/boyfriend.
11. It is a good idea to write a take-home exam in the presence of an *independent* witness. The Bixby Academic Center/study hall is one appropriate place for this.
12. Know the rules governing homework in your class. Collaborate with another student only if you have specific permission to do so.
13. Be sure that you understand what your professor means concerning Honor Code regulations. Ask him or her for any necessary clarifications. Remember, it is your responsibility to know.
14. Honor Code business is strictly confidential. It should be discussed only with those officially involved.

Academic services are available to all student-athletes (scholarship and walk-on) as well as managers and trainers.

FINANCIAL AID

FINANCIAL AID TO STUDENT-ATHLETES

An athletics grant in aid is an agreement between the Department of Athletics and the student-athlete that stipulates the amount of athletic financial aid the student-athlete is to receive in return for his or her participation in an intercollegiate sport at Rice. The agreement outlines the obligations of both parties.

In accordance with NCAA rules, the total amount of aid which you may receive shall not exceed tuition, required fees, board, room, required course-related books and other expenses related to attendance at the institution up to the cost of attendance established by the institution's Office of Financial Aid. A full grant-in-aid for headcount sports includes tuition, required fees, board, room, required course-related books and a portion of other expenses related to attendance at the institution. A full grant-in-aid for equivalency sports includes tuition, required fees, board, room and required course-related books. The actual dollar amounts for the above will be established by the Office of Financial Aid on an annual basis. You may receive need-based assistance you have applied for and are eligible for, such as the Federal Pell Grant Program. **The acceptance of aid in excess of the preceding shall cause you to be ineligible.** Accordingly, you are to alert the Department of Athletics any time you receive an outside educational grant or financial aid from a source outside the institution (e.g. a Rotary scholarship, a high-school booster group, a sports organization, etc.). Additionally, athletics aid is awarded without any consideration given to any academic financial aid you may receive from Rice.

The NCAA now allows institutions to award athletic financial aid for a period in excess of one academic year. This is done on a case by case basis and is determined by the coach and sport administrator. Rice shall notify you on or before July 1st, prior to each academic year, with regard to your athletic aid for the next academic year. Before any athletic financial aid becomes final for the year or any subsequent year, you must comply with all applicable Rice and NCAA regulations, as well as, Rice's Department of Athletics and your respective team rules. Accordingly, failure to abide by any of the above rules is grounds for removal of your athletic aid and dismissal from the team. **If you voluntarily withdraw from your sport, your athletic aid will be terminated at the option of the Department of Athletics)** Your grant-in-aid is not affected by any injury which might occur on the practice or playing field.

The compliance staff will work closely with the Office of Financial Aid to assure adherence to all applicable NCAA, CUSA, state and federal regulations. Coaches will recommend which student-athletes will receive athletic financial aid. The Sport Administrators, Assistant AD for Compliance and the Office of Financial Aid will review these recommendations for compliance. **The Department of Athletics and Office of Financial Aid will have final authority to grant, reduce or cancel athletics financial aid.** Each student-athlete will be notified on or before July 1st if his/her athletics aid is canceled or

reduced. If reduced or canceled the student-athlete will be notified that he/she is entitled to a hearing by a committee of individuals not associated with the athletic department.

In addition to athletics aid, other financial aid is available based on academic ability, financial need, major of study, commitment to a program (such as ROTC, Church Related Vocations, Music, etc.), and parents' contribution. If you are receiving a full grant-in-aid, you may be ineligible for this type of aid. The Office of Financial Aid and the Admission Office can advise you on all these programs.

Any merit, private or federal scholarships or grants received by a student-athlete must conform to NCAA restrictions. **All student-athletes are encouraged to complete the FAFSA form on an annual basis and to apply for need-based assistance (e.g. Pell Grants).**

FIFTH YEAR OR MEDICAL EXEMPT STUDENT-ATHLETES

Often times, a student-athlete is not able to complete his/her degree within four years of collegiate study and NCAA eligibility. During the student-athlete's academic career, he/she may become injured to the point that he/she cannot return to competition condition. The Athletics Department makes every effort to financially assist a student-athlete if he/she is unable to compete due to medical reasons or does not graduate by the time his/her eligibility is complete. The Head Coach generally recommends to the Director of Athletics financial assistance for those student-athletes who need assistance due to a medical condition or need more than four academic years to graduate. These situations are reviewed on a case by case basis.

Circumstances such as numerous degree/major changes, course withdrawals and failures, etc. from the student-athlete's personal academic record will have a bearing on the granting of continuation of aid. Every effort will be made to maintain the aid to the same level as previously awarded. In order to maintain the aid to the same level as previously awarded, fifth year and medically exempt student-athletes must work 20 hours of work per week in the Department of Athletics. The 20 hour requirement may be graduated if the student-athlete is receiving less than a full award and will be graduated in correlation to the amount of aid and the number of hours he/she must work. The Senior Associate Athletic Director will make specific assignments. This policy also applies to student-athletes who are not competing but who are receiving financial aid but might not be fifth year or medical exceptions. Student-athletes receiving aid under these circumstances are held to the same standards as competing student-athletes, such as drug testing, abiding by Rice, C-USA and/or NCAA rules and regulations.

GRANT-IN-AID RENEWALS

All renewal information will be sent out before July 1st concerning the status of your athletic financial aid for the upcoming academic year. However, as long as you are making appropriate academic progress and are adhering to team, Rice University, C-USA, and NCAA rules and regulations, it is more than likely your athletic scholarship will be renewed at the

same level from year-to-year. Non-renewal or gradation of athletic financial aid may occur for any number of reasons as outlined below:

1. The coach and student-athlete mutually agree to gradation (up or down) and the change is not challenged. Even if the change is not challenged, the student still receives a letter from the Director of Financial Aid, advising of his/her right to appeal.
2. Determined by thorough investigation that the recommendation of downward gradation or non-renewal is warranted because of the following:
 - Failure to fulfill the obligations expected of all student-athletes on athletic scholarship;
 - Academically ineligible;
 - An unwillingness to participate in the athletic program of the University;
 - Withdrawing from the University;
 - Failure to meet financial aid requirements of the NCAA, CUSA, or Rice University; or
 - It is determined that the individual is not eligible for financial aid because the award would not be in accordance with the Terms and Conditions of Awarding Institutional Aid as outlined in the current NCAA Manual.

Appeals Policy for Reduction or Cancellation of Athletic Grants-in-Aid

1. Athletic grants-in-aid are awarded by Rice University in accordance with regulations established by the National Collegiate Athletic Association (NCAA). There are specific guidelines describing the circumstances under which an athletic grant-in-aid can be reduced or canceled during the term of the award, not renewed or reduced at the conclusion of an award.
2. If a student-athlete is receiving institutional financial aid based in any degree on athletics ability, that financial aid MAY be reduced or canceled during the period of award (e.g., during that year or term) only if the student-athlete:
 - (A) Renders himself or herself ineligible for intercollegiate competition;
 - (B) Misrepresents any information on an application, letter of intent or financial aid agreement;
 - (C) Commits serious misconduct, which warrants a substantial disciplinary penalty (the misconduct determination must be made by the university's regular student disciplinary authority); or
 - (D) Voluntarily quits the sport for personal reasons. In this case, the student-athlete's financial aid may not be given to another student-athlete during the term in which the aid was reduced or canceled.
3. Reasons that a nonrenewal or reduction of a student-athlete's athletic grant-in-aid at the conclusion of the term of award may be undertaken by the Department of Athletics include, but are not limited to, the following actions of the student-athlete:

- (A) Rendering himself or herself academically ineligible for intercollegiate competition;
 - (B) Fraudulently misrepresenting any information on an application, letter of intent or financial aid agreement;
 - (C) Engaging in misconduct warranting disciplinary penalty;
 - (D) Violation of team rules;
 - (E) Voluntarily withdrawing from a sport for personal reasons;
 - (F) Deficiency in athletic performance or ability;
 - (G) Voluntarily agreeing to a reduction or cancellation;
 - (H) Conduct that violates Rice University rules and regulations; or
 - (I) Conduct that violates NCAA or Conference USA rules.
4. To serve as grounds for nonrenewal or reduction of an athletic grant-in-aid, the circumstances listed above must be documented by the coaching staff and/or another institutional staff member as they occur. Documentation shall include the name of the student-athlete and the date and circumstances of the infraction. The head coach must provide the student-athlete with written notification within ten (10) business days of the conclusion of the academic year or the conclusion of the student-athlete's athletic season (whichever occurs later) verifying that the student-athlete was made aware of the potential reduction or cancellation of athletic grant-in-aid for the subsequent academic year (or semester).
 5. At the conclusion of the academic year, the compliance staff will review renewals of athletic grants-in-aid with each coaching staff. The coaching staff will notify the compliance staff of any student-athletes whose aid will be reduced or canceled for the next academic year.
 6. The Office of Financial Aid and the Department of Athletics will notify each student athlete in writing that his/her athletic grant-in-aid will be reduced or not be renewed for the upcoming year. The letter reducing or canceling the athletics aid will be sent on or before July 1st. The student-athlete will also be notified in writing of the opportunity for a hearing to appeal the reduction or cancellation of the athletics aid.
 7. A student-athlete may appeal to the Department of Athletics a decision by the head coach to not renew or to reduce the amount of an athletic grant-in-aid. The student-athlete will have ten (10) business days from the date of the letter to notify in writing the Department of Athletics of his/her desire to appeal the reduction or cancellation of athletics aid.
 8. The Senior Associate Athletics Director/SWA or Compliance Coordinator will work with the Associate Director of Financial Aid to set up a meeting within ten (10) business days after receiving notification in writing of the student-athlete's desire to appeal the decision. Please know that scheduling conflicts may delay the timing of the committee meeting. However, the committee will work to set up the meeting as soon as possible and within a reasonable amount of time. The

following Rice University faculty/staff members will make up the committee to hear the student-athlete's appeal: a representative from the Dean of Undergraduates, the Associate Director of Financial Aid, the Faculty Athletics Representative, the Chair of the Rice University Athletics Committee and a Representative from the General Counsel's Office.

9. The committee will complete a review of the student athlete's appeal within a reasonable time frame based on the facts presented by the student-athlete and the coach. Procedures for reaching a decision shall be at the discretion of the committee. After reviewing the case, the committee will issue a decision. The chair of the appeals committee will then notify in writing the student-athlete, coach and Director of Athletics of the committee's decision.
10. The decision of the committee will be final.

TRANSFER INFORMATION

Appeals Policy for Denied Permission to Contact Four-Year Collegiate Institution

1. In order for a Rice University student-athlete to speak to another four-year collegiate institution about the possibility of transferring to that institution, he or she must first have written permission to contact the other institution from the Rice University Director of Athletics or his or her designee per NCAA Bylaw 13.1.1.3.
2. The student-athlete may seek permission to contact from the Director of Athletics, the Senior Associate Athletics Director/SWA, Head Coach or a member of the compliance office.
3. When a transfer request or permission to contact request is made, the compliance office will issue a memorandum to the Head Coach requesting transfer information pertaining to the student-athlete and which institutions have permission to contact the student-athlete. If there are no restrictions, the compliance office will issue permission to contact letters to the requested institutions.
4. The student-athlete will be granted or denied permission to contact within seven (7) business days of written receipt of the request. If the student-athlete does not receive a grant or denial of permission within seven (7) business days, the student-athlete will be allowed to contact, and will receive written permission.
5. If a four-year collegiate institution(s) is denied permission to contact the student-athlete, the compliance staff will notify the student-athlete in writing that permission to contact is denied. Furthermore, the student-athlete will be notified

in writing that he or she shall be provided a hearing upon the student-athlete's written request.

6. If the student-athlete elects to proceed with a hearing over the denied permission to contact, a hearing will be conducted within fifteen (15) business days of receipt of the student-athletes written request for a hearing.
7. In the event that a hearing is elected, the student-athlete will be provided the opportunity to actively participate in the hearing either in person, or by telephone. The committee to hear the decision will consist of the Chair of the Rice University Athletics Committee, a representative from the Dean of Undergraduates, Faculty Athletics Representative, and other selected members of the Rice University Athletics Committee.
8. The hearing judgment will be based on the facts presented by the student-athlete and the coach. Procedures for reaching a decision shall be at the discretion of the committee. After reviewing the case, the committee will issue a decision. The chair of the appeals committee will then notify in writing the student-athlete, Head Coach, Director of Athletics, and Senior Associate Athletics Director/SWA of the committee's decision within fifteen (15) days of receipt of the student-athletes written request to hold a hearing. If the committee fails to conduct the hearing within this time period, the student-athlete will be granted permission to contact by default, and written permission will be provided to the student-athlete.
9. The decision of the committee will be final.

Appeals Policy for Denial of One Time Transfer Exception

10. The student-athlete will be granted or denied the one-time transfer exception within seven (7) business days of written receipt of the request. If the student-athlete does not receive a grant or denial of the one-time transfer exception within seven (7) business days, the student-athlete will be allowed to contact, and will receive written permission.
11. If the student-athlete elects to proceed with a hearing over the denied one-time transfer exception, a hearing will be conducted within fifteen (15) business days of receipt of the student-athletes written request for a hearing.
12. In the event that a hearing is elected, the student-athlete will be provided the opportunity to actively participate in the hearing either in person, or by telephone. The committee to hear the decision will consist of the Chair of the Rice University Athletics Committee, a representative from the Dean of Undergraduates, Faculty Athletics Representative, and other selected members of the Rice University Athletics Committee.

13. The hearing judgment will be based on the facts presented by the student-athlete and the coach. Procedures for reaching a decision shall be at the discretion of the committee. After reviewing the case, the committee will issue a decision. The chair of the appeals committee will then notify in writing the student-athlete, Head Coach, Director of Athletics, and Senior Associate Athletics Director/SWA of the committee's decision within fifteen (15) days of receipt of the student-athletes written request to hold a hearing. If the committee fails to conduct the hearing within this time period, the student-athlete will be granted the one time transfer exception by default
14. The decision of the committee will be final.

TAX INFORMATION FOR SCHOLARSHIP STUDENT-ATHLETES

The Department of Athletics recommends student-athletes or their parents/guardians seek independent tax advice regarding the applicable taxes associated with athletic financial aid. For U.S. citizens and resident aliens, tuition, fees, books and supplies are tax free; however, financial aid provided for room and board are taxable. Additionally, nonresident aliens are subject to special tax rules and such rules may differ from country to country. The United States has income tax treaties with certain countries, and under these treaties, tax may vary. We recommend you seek tax advice. The Office of Financial Aid or the Office of International students may be able to assist with questions.

TEXTBOOKS

RICE ATHLETICS BOOK POLICY

Student-athletes awarded an athletic grant-in-aid that includes a loan of textbooks must adhere to the following policies:

1. The student-athlete may only receive books that are course-related and outlined in the syllabus.
2. Student-athletes cannot receive course supplies (such as pens, paper, notebooks, etc.) unless required and outlined in the syllabus.
3. Student-athletes cannot sell the books provided to them back to the bookstore, or anyone, for cash or any other tangible item.
4. Student-athletes must return the books provided to them at the end of the term based on the dates designated by the Department of Athletics. Failure to do so will result in a \$50 fine.
5. If a student-athlete drops a class, they must contact the Department of Athletics immediately and return the books no longer needed. Failure to do so will result in a \$50 fine.
6. Student-athletes must return the books provided to them in good condition at the end of the term.

7. Failure to adhere to these policies (1) could affect student-athletes NCAA eligibility, (2) will result in a loss of athletic financial aid that covers books, and (3) make student-athletes responsible for the cost associated with failing to return all of the textbooks issued to them.

RICE ATHLETICS BOOK SIGN-IN/PICK-UP PROCEDURE

Things to Remember

- Student-athletes receive their books directly from the bookstore.
- The SA will go to the bookstore and indicate that they are a student-athlete on scholarship.
- The bookstore will give the SA a box containing all of the books for that semester's classes.
- The SA MUST provide an ID (Rice or otherwise) to obtain their box of books.
- SAs receiving books as a part of their scholarship should NEVER purchase or rent books from the Rice bookstore on their own.
- All other required class materials can be purchased and then the SA can apply for reimbursement using the Student-Athlete Book Reimbursement form
- Under no circumstances, should a student-athlete receive books for another student or receive multiple copies of the same book.
- Alert the compliance office immediately if you notice any strange activity.

Adding/Dropping Classes

- If a class is DROPPED and a new one ADDED then the SA must have the new schedule approved by **Taylor Hess** or **Bryan Blair** before receiving new books from the bookstore.
- You MUST return the books from the dropped class when receiving books for the added class
- **Last day to drop classes**
 - Fall Semester → Friday, October 9, 2015
 - Spring Semester → Friday, February 26, 2016

Book Returns

- Book return times will be established by Compliance and communicated to SAs.
- There will be designated times for SAs to return their books

All books received via the athletics department must be returned or paid for each semester. If not, the student-athlete's account at the Cashier's office will be charged \$50 and he/she will not receive any further books until the account is cleared. Late return fees will also be charged to the student. A student-athlete could lose his/her athletic financial aid for books if he/she fails to follow the proper procurement or return policy. **UNDER NO CIRCUMSTANCES is a student-athlete to use his/her book financial aid to procure books for other student-athletes or students as this is an NCAA violation.**

STUDENT-ATHLETE WELFARE

HAZING POLICY

Rice University Department of Athletics has a ZERO TOLERANCE hazing policy. Rice University strictly forbids any type of physical, written, or verbal abuse of members of any campus organization, athletic team or residential college at any time. Undue pressure to perform any activities that are contrary to the person's beliefs or to the University's educational pursuits or are illegal, unethical, or result in any type of personal humiliations, are considered hazing and are, therefore, PROHIBITED. Any violation of this policy will result in disciplinary action as administered by the Dean of Undergraduates. Any hazing activities for which student-athletes are involved will be strictly punished. Disciplinary action could include, but is not limited to, dismissal from your team, reduction or cancellation of your athletic financial aid, counseling, community service, cancellation of your sport's season, etc.

Despite the fact you may feel hazing activities build team unity; they actually tear a team apart, destroy self-confidence, leave lasting mental or physical scars or could even prove deadly. Hazing activities are not worth these consequences!

RACIAL/ETHNIC/SEXUAL/RELIGIOUS HARASSMENT POLICY

Rice University will not tolerate any form of racial, ethnic, sexual, or religious harassment. Anyone associated with Rice University athletics has the right to work/play in an environment free from harassment. Harassment may include, but is not limited to, verbal, or written remarks, or any act that questions or insults the dignity or denies the freedom of any person based on race, ethnicity, religion, handicap, or sexual orientation. Any such harassment will be considered a violation of the Student Conduct Policy and will result in disciplinary action. Additionally, failure to abide by these principles may result in your dismissal from your team and from athletic practice and competition. Your athletic financial aid also may be affected.

STUDENT-ATHLETE GRIEVANCE PROCEDURE

If a student-athlete has been hazed or racially/ethnically/sexually/religiously harassed, he/she should report the harassment to someone he/she is comfortable with sharing the information. This could include but not limited to the Dean of Undergraduates, Master of your College, Rice counseling services, the Director of Athletics, Faculty Athletics Representative, a coach, etc. All complaints will be taken seriously, thoroughly investigated, and handled in a confidential manner. Harassment of any kind, by anyone WILL NOT BE TOLERATED,

1. Speak first with the head coach or coach involved. Every effort should be made to work out any grievances at this level.
2. If unsuccessful or you do not feel comfortable discussing with your head coach or assistant coach(es), seek out the Director of Athletics or another athletic department administrator. Be sure you have tried to resolve the problem with your coach because the first question asked of the student-athlete is whether the problem has been brought to the attention of the head coach. It is hoped that all matters can be resolved internally. However, should problems still exist or you are uncomfortable with discussing with the athletic department staff, the following administrators outside the department may be contacted for assistance:
 - Dean of Undergraduates
 - Master of your College
 - Faculty members
 - Faculty Athletics Representative
 - Director of Affirmative Action
3. Other avenues available to the student-athlete to discuss problems or areas of concern within his/her sport or the athletic department. These consist of the following.
 - Senior exit interviews are conducted by the athletic department and by members of the Faculty Athletics Representative or the Senior Associate Athletics Director/SWA.
 - The Student-Athlete Advisory Committee can also function as a forum for student-athletes to discuss matters they feel are important for student-athlete welfare.

SEXUAL HARASSMENT-STUDENT HANDBOOK

I. Policy

A. Policy Statement

It is the policy of Rice University to provide an environment that is free from sexual harassment because such conduct seriously undermines the atmosphere of trust and respect that is essential to a healthy work and academic environment. Sexual intimidation and harassment are incompatible with the maintenance of academic freedom on campus. This policy applies to all members of the university community, who are encouraged to report promptly complaints about sexual harassment. Persons found to be in violation of this sexual harassment policy shall be subject to disciplinary action which may include, but is not limited to, written warning, demotion, transfer, suspension or dismissal.

B. Legal Authority

Sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, and by the Texas Commission on Human Rights Act. Rice University's Equal Opportunity/Affirmative Action Policy also prohibits sex discrimination.

C. Definition

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex. Unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting that individual; or
3. Such conduct is reasonably regarded as offensive and has the purpose or effect of substantially interfering with the educational or work opportunities of students, staff, faculty or colleagues, or creating an intimidating, hostile, or offensive educational or working environment. If it takes place in the teaching context, it must also be persistent, pervasive, and not germane to the subject matter. The educational setting is distinct from the workplace in that educators have wide latitude to determine, in their professional judgment, the appropriate content and presentation of educational material.

D. Examples of Prohibited Behavior

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments or other conditions of employment or educational life may be adversely affected by not submitting to sexual advances.
3. Unwelcome verbal or written expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene phone calls.
4. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or study area, that may offend individuals. Such material if used in an educational setting should be related to educational purposes.
5. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
6. Consensual sexual relationships where such relationships lead to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

E. Responsibility

Individuals who are aware of or have experienced an incident of sexual harassment should promptly report the matter to one of the officials designated to receive informal or formal complaints. These officials are listed in Section II (Procedures).

F. Non-Reprisal

No faculty, administrator or staff, applicant for employment, student, or member of the public may be subjected to reprisal or retaliation for action taken in good faith to seek advice concerning a sexual harassment matter, to file a sexual harassment complaint, or to serve as a witness or a panel member in the investigation of a sexual harassment complaint. The University will take appropriate and immediate action to respond to any retaliatory conduct.

G. Malicious, False Accusations

A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action, which may include, but is not limited to, written warning, demotion, transfer, suspension, or dismissal.

II. Procedures

An initial course of action for any person who feels that he or she is being sexually harassed is for that person to tell or otherwise inform the harasser that the conduct is unwelcome and must stop. However, in some circumstances this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this way. To encourage persons experiencing alleged sexual harassment to come forward, the University provides several channels of communication and both informal and formal complaint resolution procedures.

A. Information, Counseling, and Informal Resolution

Anyone may seek advice, information or counseling on matters related to sexual harassment without having to lodge a formal complaint. Persons who feel they are being harassed or are uncertain as to whether what they are experiencing is sexual harassment, are encouraged to talk with deans, department chairs, heads of administrative departments, the Director of Equal Employment Opportunity Programs, Director of Human Resources, the Assistant Director of Human Resources for Employee Relations, College Masters, the Assistant Dean -- Student Judicial Programs, the Director of Multicultural Affairs, or the Director of International Services. At this stage of the informal resolution process, the person seeking information and advice will be counseled as to the options for action available under this Policy. To the extent possible, information disclosed through this advising process will be held in confidence, unless and until the initiating individual agrees that additional people must be informed in order to facilitate a solution. The aim of informal complaint resolution is not to determine whether there was intent to harass but to ensure that the alleged offending behavior ceases and that the matter is resolved promptly at the lowest possible level. No disciplinary action is taken in resolving informal complaints.

B. Formal Complaint Resolution

The filing of a written complaint is required for a matter to be formally investigated and a determination made as to whether this University policy prohibiting sexual harassment has been violated.

1. Complaint against a Student.

Those wishing to bring a formal complaint of sexual harassment against a student should inform the Assistant Dean -- Student Judicial Programs, who will either refer the case to the

University Court, assume original jurisdiction, or refer the matter to a subcommittee of the Judicial Affairs Committee. The procedures for handling a sexual harassment complaint against a student are described in and governed by Rice's Code of Student Conduct. Anyone interested in these procedures should consult the Code of Student Conduct, which is available from the Assistant Dean -- Student Judicial Programs or on the University's website.

2. Complaints against a Faculty or Staff Member.

Formal complaints of sexual harassment against a member of the faculty or staff are filed with the Office of Equal Employment Opportunity Programs (EEOP). If the complaint is against the Director of EEOP, the complaint should be filed with the President, who will appoint a panel of inquiry as described below and take action on the panel's report as necessary.

a. Complaints against a Faculty Member.

In a matter involving a complaint against a faculty member, the Director of EEOP will a) receive a written statement of complaint from the complainant, b) inform the alleged offender (respondent) of the allegation and of the identity of the complainant, and c) initiate whatever steps he or she deems appropriate to effect a resolution of the complaint acceptable to both parties. The Director will present a written report to the respondent and the faculty member's Dean, the Provost, or the President, as appropriate. The report will include a discussion of the allegations, the investigatory process, the evidence in the case, the persuasiveness of the evidence, the consistency of the testimony, and the credibility of the witnesses. The President will determine whether to initiate proceedings under Policy No. 201-97, Section 8, to consider dismissal of or a severe sanction against the accused faculty member. If the President decides on this course, the normal procedures outlined in the Faculty Council's "Procedure for Investigating Accusations Warranting Severe Sanctions, Including Dismissal, Against Faculty Members" will be followed.

b. Complaints against a Staff Member.

In a matter involving a complaint against a staff member, the Director of EEOP will conduct a full, impartial, and timely investigation. The Director of EEOP will provide the respondent with a written statement of the allegations, to which that individual will be required to respond in a timely manner. During the course of the investigation the Director of EEOP will hear the complainant, the respondent, and witnesses identified by each party. To the extent possible, complaints will be handled confidentially, with the facts made available only to those who have a compelling need to know for purposes of investigation or resolution of the matter.

At the conclusion of the Director of EEOP's investigation of a complaint against a staff member, the Director will present to the appropriate administrative official(s) a written report which will include a discussion of the allegations, the investigatory process, the evidence in the case, the persuasiveness of the evidence, the consistency of the testimony, and the credibility of the witnesses. The administrative official(s) will determine whether the policy was violated, take necessary action, and inform the complainant and the respondent of the final disposition of the complaint.

In matters involving investigation of a complaint against a staff member, either the complainant or respondent may request that the Director of EEOP refer the matter to a panel of inquiry. This request must be made after the filing of the formal complaint and before the Director of EEOP begins his or her formal investigation.

i) Panels of Inquiry for Complaints against Staff Members

The panels of inquiry are selected by the President, with each panel comprising a chair and four members (two male and two female). The chair will normally be non-voting, but will cast the tie-breaking vote when necessary. Panel membership will depend on the status of the parties involved in the complaint as follows:

- When both parties are members of staff, the panel will be made up of members of staff.
- When the complainant is not a staff member, the panel will have a faculty member plus two members from the staff, and two members from the complainant's constituency, e.g. students or faculty members.
- When a complaint is brought by a third party, the panel will be made up of members of the staff.

The purpose of the panel of inquiry is to determine, to the best of its ability, the facts regarding the alleged sexual harassment. Prior to the hearing, the panel will meet to determine procedures for the conduct of the hearing in consultation with the parties involved. The panel will hear the complainant, the respondent, and witnesses identified by each party, and will examine all evidence it deems necessary. The rights of both parties will be observed and privacy and confidentiality will be protected to the extent possible. At the conclusion of its investigation, the panel will issue a written report to the appropriate administrative official to whom the respondent reports. If the complainant is a student, the report will also be submitted to the Vice President for Student Affairs. If the complainant is a faculty member, the report will also be presented to the Provost. The panel's report will detail the allegations, the hearing process, the evidence in the case, the persuasiveness of the evidence, the consistency of the testimony, and the credibility of the witnesses. The administrative official receiving the report will determine whether there has been a violation of the University's policy prohibiting sexual harassment, and will take whatever disciplinary action is necessary and appropriate.

SEXUAL ASSAULT/MISCONDUCT-STUDENT HANDBOOK

Rice University will not tolerate sexual assault in any form, including acquaintance rape. There is a range of exploitative behavior which does not amount to assault, but which the University nonetheless deplors, and which may result in disciplinary action against the perpetrator.

Attempts to obtain sexual favors through psychological coercion, including but not limited to, threats to embarrass or intimidate the victim (even when this does not include threat of

force) are examples of behavior which may result in disciplinary action, even though the behavior is not defined as sexual assault. Such sexual misconduct may be a violation of the sexual harassment policy or the Code of Student Conduct given elsewhere in this book. Rape is generally defined as forced sexual intercourse perpetrated against the will of the victim. This concept applies regardless of whether the assailant is a stranger or an acquaintance of the victim and applies to all members of the Rice community. The type of force may involve physical violence, the threat of harm to the victim or sexual exploitation of a person who is physically unable to resist or is unconscious, whether this state is due to alcohol consumption or some other reason. Other forms of sexual assault include sexual battery (defined as the unwanted touching of an intimate part of another person), as well as forced anal copulation, forced oral copulation and rape by a foreign object.

Sexual assault, including acquaintance rape, is a violation of Texas law and may be punishable by imprisonment. The University will make no attempt to shield members of the Rice community from violations of law nor will it intervene in legal proceedings commenced against a member of the community. In addition to criminal prosecution, Rice University will pursue strong disciplinary action through its own processes when there is reason to believe that University regulations against sexual misconduct have been violated. Thus a member of the Rice community may be prosecuted by the state and disciplined by the University at the same time, and, even if criminal authorities choose not to prosecute, the University may pursue disciplinary action.

Sexual assaults on campuses often involve the use of drugs or alcohol. It must be stressed that use of alcohol or drugs by either the victim or the perpetrator does not diminish the perpetrator's responsibility for the violation.

Emergency Reporting

Rice University encourages victims of sexual assault to report the incident in order to ensure that victims receive the services they need and deter these assaults. Reports of sexual assault should be made immediately to the University Police, whose officers have received special training in assisting victims of sexual assault, or to the Houston Police Department. The Houston Area Women's Center Rape Crisis Program also provides immediate advice and assistance to sexual assault victims. A report should also be made as soon as possible to the Assistant Dean of Student Judicial Programs.

Other helpful campus resources for sexual assault victims include the Student Health and Wellness Center, the Rice Counseling Center and the College Masters. The University will assist students who request assistance in rearranging their classes or living arrangements because of an alleged sexual assault.

If you have been sexually assaulted

Step 1: Do not bathe, shower, douche or change clothes. You may destroy evidence that can be used to prosecute your attacker.

Step 2: Obtain medical attention. The University Police (x6000) can transport you to the medical facility of your choice. Memorial Hermann Hospital is the recommended facility

for emergency treatment for sexual assault survivors. The hospital can also do a medical examination in which evidence is gathered which could be used to document the assault. It is important to seek medical attention even if you are not sure that you will pursue criminal charges - you may change your mind later - and even if you don't, you need to get medical help for injuries and to protect against possible pregnancy and sexually transmitted diseases. Call the Houston Area Women's Center (713-528-RAPE) for assistance and support.

Step 3: Report the assault to the University Police (x6000) or to the Houston Police (713-222-3131) even if you do not plan to press charges.

Step 4: Seek counseling. Don't try to cope with sexual assault alone. You can call the Counseling Center (x4867) or the Houston Area Women's Center (713-528- RAPE) for emotional support and for assisting in your decisions about future actions.

In order to pursue disciplinary action through the University: If the assailant is a student, report the matter to the Assistant Dean of Student Judicial Programs. Based on individual circumstances, the matter may be heard by a specially chosen Judicial Affairs Subcommittee or by the Assistant Dean. In any case, the Assistant Dean is responsible for resolution and any disciplinary action (which may range from a warning to permanent dismissal). If the assailant is a staff or faculty member, report the case to the Director of Equal Employment

Opportunity Program or the Human Resources Office.

In order to press charges outside the University: File a formal complaint with the police department that has jurisdiction over the area where the assault occurred. If the assault occurred on campus, you can file your report with the University Police, or you can call them to find out where you should file the report.

Note: Pursuing non-legal action through the University and through the external legal system are separate and independent processes, and filing a complaint with one process does not invoke the other. If students wish to pursue both routes they must follow both processes. The Assistant Dean or other university officials will put them in touch with someone to assist in both systems.

Disciplinary Action

Those wishing to initiate a disciplinary action against a student for violation of this statement on sexual assault should so inform the Assistant Dean of Student Judicial Programs who will proceed in accordance with the formal complaint procedures of the sexual harassment policy on pages 60-62. Possible disciplinary sanctions include, but are not limited to, expulsion from the University.

Educational Programs

Educational programs for students are coordinated by the Wellness Center. Specially-trained members of SOAR (Students Organized Against Rape) and CAPP (College Assistance Peer Program) are also available for peer support and assistance for sexual assault survivors and their close friends. Contact the Wellness Center, the Counseling Center or the Assistant Dean of Student Judicial Programs for information.

There is no place for sexual harassment or sexual misconduct issues to occur during any practice, meeting, road trip or athletic department event. Any inappropriate acts should be reported to the coaching staff and sport administrator.

GAMBLING

NCAA Bylaw 10.3 prohibits student-athletes and athletic department staff members from engaging in gambling activities as they relate to intercollegiate or professional sporting events.

- You may not place any bet of any sort on any college or professional sports event.
- You may not give information to anyone who does place bets on college or professional sports.

Prohibitions:

- **NO** wagers for any item (e.g., cash, shirt, dinner) on ANY professional or college sports event, even those that do not involve your college.
- **NO** sports “pools” – including NCAA Tournament Brackets, even those that don’t involve your college.
- **NO** Internet gambling on sports events.
- **NO** fantasy leagues that award a prize and require a fee to participate.
- **NO** sports wagering using “800” numbers.
- **NO** exchange of information about your team with ANYONE who gambles. In other words, no information about injuries, new plays, team morale, discipline problems, or anything else.

The consequences:

- NCAA rules are clear. The minute you are discovered to have made a bet of any kind on any college or professional sport or have given information to someone who does gamble, you are declared ineligible to compete in college sports. You are off the team.
- If you accept or place a bet on any college or professional team other than your own, you will automatically be suspended for a minimum of one year and be charged with a season of competition.
- If you accept or place a bet on any team at your school, you will be permanently ineligible.
- You risk losing your sports scholarship, being expelled from the school altogether, and/or being banned from other college and professional sports.
- You will run the risk of being arrested and charged with a crime. That’s because sports wagering is illegal. Sports bribery is also illegal.
- As a Rice student-athlete, you cannot purposely affect the outcome of a contest to assist a person involved in sports wagering/gambling to collect a bet. Throwing a game will result in a loss of your eligibility, scholarship and could result in jail time.
- Finally, you must notify the Director of Athletics if you are approached by any individual who has interest in placing a bet on a contest that Rice University is involved in or any other member institution is involved in.

ALCOHOL AND TOBACCO USE

The Rice Alcohol Policy does not and has never allowed students under the legal drinking age to consume alcohol. Absolutely no alcohol is to be carried or consumed while representing the University. The NCAA prohibits the use of tobacco products during practice and competition by student-athletes, coaches, trainers, managers, and game officials. Issues with any of the above could affect your status with the team.

WEIGHT ROOM POLICY

AUTHORIZED USERS: Recognized users of the varsity weight room are current student-athletes, athletics department staff members (full-time or part-time), and former varsity student-athletes that are pursuing a career in professional sports. Any other lifters must have prior permission from the Director of Strength and Conditioning. Varsity student-athletes will be assigned lifting times. Former varsity student-athletes and Department of Athletics staff may lift between 11:00 a.m. and 1:00 p.m. Special hours and lifting times must be scheduled on school holidays, over breaks (Spring Break, Christmas, Thanksgiving, and summer) or as otherwise determined by the Director of Strength and Conditioning.

RULES AND REGULATIONS: The following rules are in effect at all times for all recognized users of the weight room:

1. Be early to assigned lifting times. Communicate when issues arise that will cause you to be late or miss a lifting session...make-up sessions are mandatory.
2. Rice University issued attire must be worn at all times when using the facility. This refers to shirts (not cutoff above the waist, no sport bras), shoes (no sandals) and shorts or sweats. Blue, gray, black, and white are acceptable colors in lieu of Rice issued clothing. We have prospective student-athletes in the weight room constantly and it is important to show our pride and support our school.
3. Collars are to be used on all free weight bars. Weights should be returned to the proper rack upon completion of the lift. This helps ensure safety of all student-athletes.
4. Weight belts and other implements (for example, jump ropes, cones), which were used during a workout, should be returned to their proper place when the workout is finished.
5. Weight room staff offices are off-limits unless a strength coach has given permission.
6. Injuries and/or issues that pertain in any way to your workout regimen need to be communicated with your **assigned athletic trainer prior to workouts** so proper treatment can be administered and that trainer can communicate with the strength staff to make adjustments to your workout as needed.
7. Music will be played on random mode whenever possible, with a variety of music selections at any time. At no time will a student-athlete be allowed to change the music or the volume of the music without first obtaining permission from weight room staff. The playing of any music with objectionable lyrics will be denied. Headphones are prohibited because of safety concerns, and the high-risk nature of free weight exercises requires the student-athlete to be able to hear direction from the strength coach at all times.

8. Cell phones are prohibited in the weight room. This includes ALL student-athletes trainers, staff, and coaches.

LOSS OF PRIVILEGE: Varsity student-athletes and other authorized users are subject to loss of privilege for any of the following reasons:

1. Willful violation of the above rules and regulations.
2. Failure to qualify as a continuing member of an athletic team.
3. Withdrawal as a member of an athletic team.
4. Suspension/dismissal from an athletic team. Note: Use of the varsity weight room will be denied until the student-athlete is reinstated as a continuing member of an athletic team.
5. Discontinuation of status as athletic department staff.

STUDENT-ATHLETE EQUITY POLICY: All student-athletes are equally important and should be treated alike. Discriminatory behavior of any student-athlete toward another student-athlete on the basis of sex, race, or ability will not be tolerated in any form. Any such behavior will be punished by immediate removal from the facility of the individual(s) engaging in the said behavior, further discipline will be determined by the Athletic Director, Sport Coach, and Director of Strength and Conditioning and/or assistants.

TRAINING ROOM RULES

Hours of Operation

In Season: 6:00 am – 11:30 am, 12:30 pm – 6:00 pm Monday – Friday
8:00 am – 11:30 am Saturday, As need Sunday

- Times subject to change based upon practice, travel, and game schedules
- 6:45 am Mandatory treatment if you are injured or sick, treatments will also be scheduled according to your class and workouts.
- Mandatory pre-practice treatment

Off Season: 8:00 – 12:00, 1:00 – 5:00 Monday – Friday (Subject to workouts)

- The athletic training room will open 45 minutes prior to any scheduled workout time.

Physician Policy

- If you see a physician outside the athletic training room without the permission of the Head Athletic Trainer, the Rice University Athletic Department is not responsible for any expenses incurred.
- You are entitled to a second opinion concerning any athletic injury, **at your own expense.**

1. Shower before treatment.
2. No shoes in the athletic training room.
3. Dress appropriately for treatment.

4. No food or drink in the athletic training room.
5. No smokeless tobacco.
6. No lounging or horseplay.
7. Do not remove the towels from the athletic training room.
8. No profanity, racial, or sexual comments or harassment.
9. Ankles must be either taped or braced prior to practice.
10. No sparring unless approved by the team trainer – Football only.
11. Injured players must continue to attend all team meetings and functions in the appropriate dress, unless prior approval is obtained from the Head Coach.
12. Injured players must be in the team dress of the day unless released by the Head Coach or team trainer.
13. If you are sick or injured, you must call or come by the athletic training room first thing in the morning...DO NOT WAIT UNTIL RIGHT BEFORE A SCHEDULED TEAM PRACTICE, COMPETITION OR FUNCTION!
14. If you get sick or injured during the night, call one of the athletic training staff members. If it is an emergency, follow the after hours emergency plan, then contact your staff athletic trainer.

Health Insurance Agreement

All degree-seeking students at Rice University are required to maintain health insurance throughout the entire year. Students who do not complete an insurance enrollment or waiver form will have their student account put on hold. If you already have health insurance and want to waive the Rice insurance plan, complete the insurance waiver form at www.studenthealthinsurance.rice.edu.

The Athletics Department requires all student-athletes to have the proper insurance information on file with the Sports Medicine Department at all times. An Insurance Information Sheet must be updated/completed annually as well a copy of the front and back of the actual insurance card. The copy of the card must show the following:

- Name of the athlete/policy holder
- Address of the insurance company
- Policy number
- Contact phone number for the insurance company
- The effective date of the insurance plan, as well as the renewal date

The student-athlete will not be cleared to participate in any activities until this information is updated each year.

The student-athlete's parents are responsible for maintaining health insurance for their son/daughter at all times. If the student-athlete's personal health insurance coverage expires, the student-athlete and/or parent must notify Rice's Athletics Insurance Coordinator, Dawn Stuckey, with the change as soon as possible. *If a student athlete does not have a valid primary insurance plan, the Rice Athletics Department has the right to hold the student-athlete/parent responsible for all charges for an athletic injury occurring during that time.*

Proof of new health insurance coverage must be provided immediately to the Insurance Coordinator, Dawn Stuckey, or the Cashier's office will be notified. Upon notification, the student-athlete's school account will be charged for the Athletic Advantage Health Insurance Plan for the remainder of the school year.

There are a few health care providers that provide primary health insurance coverage for students attending college and students participating in intercollegiate sports. The AETNA health insurance plan available to students attending Rice University provides accident and sickness insurance coverage. However, this plan does not cover injuries sustained while participating in intercollegiate sports. If you wish to learn more about insurance plan options that include coverage for intercollegiate sports injuries please contact Dawn Stuckey at 713-348-5410.

Also, beginning Fall 2010, **all international students must enroll in either 1) Student Health Insurance Plan by Aetna** (offered by Rice University) **or 2) the Rice Approved Alternate Plan.** If you wish to learn more about insurance plan options that include coverage for intercollegiate sports injuries please contact Dawn Stuckey at 713-348-5410.

No two health insurance plans are identical. It is important you read the terms and conditions of your student-athlete's health insurance closely. If the student-athlete has an out of Houston HMO plan, the student is required to visit an in network primary care physician for visits or referrals to specialists. You may wish to change the student-athlete's primary care physician to a provider in the Houston area in order to avoid absorbing any out of network expenses. We encourage you to contact your insurance company and inquire about the process to change to a provider in the Houston area for the student-athlete only.

While we do not endorse the services of any particular physician, the Athletics Department does maintain a relationship with certain Houston-area physicians. If you would like more information about these physicians, please contact Dawn Stuckey at 713-348-5410.

EMERGENCY MEDICAL INFORMATION

EMERGENCY MEDICAL PLAN- AFTER HOURS

In the event of an emergency after office hours, the following plan should be initiated:

If possible please use the following for emergency first:

Methodist Emergency Care Center - Kirby
2615 Southwest Freeway
(Exit Kirby)
Suite 140
Houston, Texas 77098
713-441-ER24 (3724)
MethodistKirbyER.com

If necessary Use:

Report to Methodist Hospital emergency room if necessary. The emergency room is located at 6565 Fannin Street near Rice University.

Always:

Inform the receptionist you are a Rice University student-athlete.

Show ID and Insurance information

Have the hospital contact:

Scott McGonagle – All Sports
Head Athletic Trainer
Cell: (305)-301-9827

Or

Dean Miller – Olympic Sports
Associate Athletic Trainer
Cell: (925)238-6141

EMERGENCY PHONE NUMBERS

Rice Student Health Center: (713) 348-4966

Methodist Hospital: (713) 441-1016

Campus Police: (713) 348-6000

SPORTS AGENTS

Rice University is committed to providing its student-athletes every opportunity to succeed academically and athletically. Part of this commitment is helping Rice student-athletes be better informed about obtaining competent, professional and ethical representation should they decide to pursue a professional athletics career. Rice University is committed to cooperating with and providing assistance to all player agents who abide by the rules of the National Collegiate Athletics Association (NCAA), the Texas Athlete Agent Act and Rice University.

Any player agent who acts in a manner which violates any rules set forth by the NCAA, the Texas Athletic Agent Act, or Rice University will be reported to the Secretary of State for the State of Texas and the appropriate player's association. In addition, the player agent will be prohibited from any future contact with any Rice University student-athletes. The provisions of this policy apply to all "athlete agents," as defined in the Texas Athlete Agents Act, Texas Occupations Code Ch. 2051.

NCAA rules strictly prohibit student-athletes from entering into any type of agreement (including verbal agreements) with an individual to represent that student-athlete in marketing his or her athletic skills at any point in the future. NCAA rules also prohibit

student-athletes from receiving any type of benefit (including, but not limited to, meals, travel, loans and benefits to family members or friends) from sports agents or individuals affiliated with sports agents. Receipt of benefits from financial planners based on the student-athlete's earning potential as a professional athlete is also prohibited by NCAA rules. Rice University is committed to protecting the eligibility of our student-athletes and enforcing its policies, the laws of the State of Texas and the rules of the NCAA. If you are unclear as to whether your actions as a sports agent adhere to these pieces of legislation, please feel free to contact the Assistant Athletics Director for Compliance for assistance.

Rice University requires that all player agents and their associates comply with the following policies in all interactions with Rice University student-athletes:

1. All athlete agents interested in representing a student-athlete from Rice University are required to register with the State of Texas pursuant to the Texas Athlete Agents Act (<http://www.sos.state.tx.us/statdoc/faqs2500.shtml>). Additionally, player agents are asked to register with the Rice University Department of Athletics. Registration with the Department of Athletics is valid from July 1 through June 30 of the following year. Registrations must be renewed yearly thereafter by amending the existing information so that it is accurate and current;
2. **Any and all contact with a Rice University student-athlete with eligibility remaining must be arranged through the Rice University Department of Athletics.** So long as a student-athlete has eligibility remaining, athlete agents are prohibited from initiating contact, other than as indicated in provision #3 and #4 below, with a Rice student athlete and/or his/her parents or other representatives. All communication and meeting requests must be initiated by the student-athlete and/or his/her parents. All such meetings and interviews will be arranged with the assistance of the Rice University Assistant Athletics Director for Compliance;
3. **Athlete agents may send written materials to a student-athlete ONLY if the Compliance Office is provided with a copy of the materials and the athlete agent is registered with the state of Texas and the Rice University Department of Athletics.** This correspondence will be kept in the student-athlete's file and will be distributed when appropriate. Likewise, student-athletes will direct correspondence to player agents or provide copies of all such correspondence to the Rice University Assistant Athletics Director for Compliance;
4. Player agents and their runners and/or representatives are prohibited from any type of contact (including but not limited to phone calls, letters, email messages, fax messages, and communications in person) not made under the supervision and assistance of the Rice University Assistant Athletics Director for Compliance with a student-athlete, their spouse, parents, or legal guardian while that student-athlete remains eligible for intercollegiate competition. **Please note that the ONLY form of communication which is permitted (unless initiated by a student-athlete in their final year of eligibility) is written communication, and then, only when copied to the Rice University Assistant Athletics Director for Compliance;**

The following NCAA Bylaws Govern Interaction between Student-Athletes and Athlete Agents:

1. We are forward-thinking. We approach our challenges and opportunities Under NCAA Bylaw 12.3, a student-athlete (any individual who currently participates in or who may be eligible in the future to participate in intercollegiate sport) may not agree verbally or in writing to be represented by an athlete agent in the present or in the future for the purpose of marketing the student-athlete's ability or reputation. If the student-athlete enters into such an agreement, the student-athlete is ineligible for intercollegiate competition.
2. Also, a student-athlete may not accept transportation or other benefits from an athlete agent. This prohibition applies to the student-athlete and his or her relatives or friends.
3. The term "agent" includes actual agents, runners (individuals who befriend student-athletes and frequently distribute impermissible benefits) and financial advisors.
4. Please see the following NCAA brochure regarding agents for additional information:
<http://www.ncaa.org/wps/wcm/connect/resources/file/ebf5b60bd8aff21/AgentBrochure.pdf?MOD=AJPERES>

In accordance with the Texas Athlete Agent Act:

1. Rice University will establish dates on which interviews may be held with Rice University student-athletes during the academic year. In addition to the already mentioned provisions, player agents are required to adhere to the following guidelines relating to the interview program:
 - a. As mentioned above, interviews with student-athletes are to be arranged by mutual consent of the student-athlete and the player agent and must be arranged through the Rice University Compliance Office. Interviews will be held in a location to be determined by Rice University's Assistant Athletics Director for Compliance;
 - b. Rice University will designate a period in the spring term for student-athlete/agent interviews in the sports of football, men's basketball, women's basketball, soccer, and volleyball; a period in the fall term will be designated for student-athlete/agent interviews in the sports of baseball, golf, swimming, men's tennis, women's tennis, men's track, and women's track.
 - c. Interviews will be arranged only between player agents who have registered with both the Secretary of State for the State of Texas and the Rice University Department of Athletics and student-athletes who have exhausted their eligibility of intercollegiate competition at Rice University, are entering their final year of competition during the following academic year, or have officially applied for entrance into the NFL or NBA drafts;
2. In accordance with the Texas Athlete Agent Act, contact with a student-athlete at Rice University outside the interview period is limited to written correspondence that complies with the above policies; and
3. Provided the player agent has complied with the rules of the NCAA, the Texas Athlete Agent Act, and Rice University, Rice University's Assistant Athletics

Director for Compliance will attempt to accommodate all registered player agents' requests for interviews with student-athletes.

The Assistant AD for Compliance will submit this policy to the Rice University Athletic Committee for approval. Upon recommendation for adoption by the Rice University Athletic Committee the policy shall be filed with the Secretary of State within 30 days of approval.

1. An annual review of the policy shall be conducted and any amendments to the policy will be recommended for adoption by the Rice University Athletic Committee and the amended policy will be filed with the Secretary of State within 30 days from the date of approval.
2. The Assistant Athletics Director for Compliance shall organize and supervise the student athlete/agent interview policy to ensure the compliance of the student-athletes/agents with the State of Texas Athlete Agents Act and the rules adopted under the Act.
3. The Assistant Athletics Director for Compliance will provide the student-athletes and the registered agents with a copy of this policy.
4. Any questions regarding the policy or compliance with the Athlete Agents Act should be addressed to the Assistant Athletics Director for Compliance.

EXTRA BENEFIT POLICY

An extra benefit is any special arrangement by an employee or representative of the institution's athletics interest (booster) who provides a prospective or enrolled student-athlete or their family a benefit that is not expressly authorized by the NCAA. Benefits or services may be provided if it is demonstrated that they also are available to the entire student body. If a student-athlete accepts any benefit that has been offered because of their athletics ability, then that student-athlete could possibly lose all eligibility for participation in intercollegiate athletics.

Representatives of Rice University's athletics interest, or more commonly referred to as boosters, may provide student-athletes summer employment opportunities. Employment is permissible provided compensation is only for work actually performed and at a rate commensurate with the going rate in that locality for similar services. Boosters also may invite a team to their home, but not a local restaurant, for dinner. Boosters can meet with a group of alumni in a city where a Rice University team will be playing. Boosters should note that they cannot have any direct contact with prospective student-athletes for purposes of recruiting them to Rice.

Boosters are precluded from providing current Rice University students and prospects with gifts of clothing or equipment; free or reduced-cost housing or services; cash or like items or the co-signing of loans; employment arrangement for a prospect's relative; or rentals or purchases of any type.

Additionally, there are other services that cannot be provided to enrolled student-athletes or prospects by a booster or a member of Rice University's Department of Athletics. These

include: providing use of an automobile; paying room, board or transportation costs incurred by friends or family visiting Rice University's campus or attending Rice University's athletic events, unless permitted during an official visit; providing payment to someone to do class work/projects; providing free medical or professional services when a fee is normally charged; providing a student-athlete or his/her friends or relatives free use of a telephone for long distance calls; use of personal funds to entertain student-athletes, his/her friends or relatives; or use of the department of athletics laundry facilities for personal use.

EQUIPMENT POLICY

A student-athlete may not accept athletics equipment, supplies or clothing (e.g., tennis racquets, golf clubs, hockey sticks, balls, and shirts) from a manufacturer or commercial enterprise. Such items may be provided to the student-athlete's institution, to be used by the institution's team in accordance with accepted practices for issuance and retrieval of athletics equipment [16.12.2.6].

STUDENT-ATHLETE SPECIAL ACHIEVMENT AWARDS

Upon recommendation of the coach of his/her sport a student-athlete is eligible for the following awards:

1. First year award – Leather Jacket
2. Second year award – Blanket
3. Third year award – Watch
4. Fourth year award – *Framed Letter

* Junior College transfers, lettering two years, become eligible for framed letter awards. Upon graduation all varsity letterpersons will receive an "R" card.

EMPLOYMENT POLICY

Compensation may be paid to a student-athlete:

- (a) Only for work actually performed; and
- (b) At a rate commensurate with the going rate in that locality for similar services.

Such compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability.

1. At the beginning of each academic year, Rice University administrative officials (Assistant Athletics Director for Compliance) will review with all student-athletes the application of NCAA Bylaw 15.2.6, Student-Athlete Employment along with Rice University's policy and procedure for monitoring the employment of student-athletes.

2. At the conclusion of this meeting each or after completion of the online forms request, every student-athlete will certify that he/she is aware of and understands the NCAA regulations and Rice's position.
3. Before employment may begin, a student-athlete should contact the Assistant A.D. for Compliance to report his/her intention to work. . Also the failure to comply with NCAA rules could result in a major rules violation and could jeopardize the team's eligibility for championships as well as the eligibility of the individual student-athlete. The Assistant A.D. for Compliance will review the NCAA rules regarding employment and student-athletes will complete the online forms pertaining to employment.
4. Student-athletes complete the Employment verification forms during the preseason student-athlete meetings. Student-athletes complete a form for the previous summer and the upcoming year.
5. This information is reviewed by the Compliance Office.
6. If a SA begins a job during the academic year, they are asked to pick up the Employment Verification form and provide it to their employer and coach for a review of NCAA rules and regulations

Fee-for Lessons

A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis, provided:

- (a) Institutional facilities are not used;
- (b) Playing lessons shall not be permitted;
- (c) The institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided during any time of the year; and
- (d) The compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity.
- (e) Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time.
- (f) The student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.

COMPLIMENTARY ADMISSIONS POLICY

The following procedures will be used for all athletic events that charge admission to the contest:

All arrangements for the distribution of complimentary admissions to Rice University PSAs for home events where admission is charged will be administered by the Rice University Ticket Office and a designated representative of the coaching staff of each sport (e.g., Head Coach, Assistant Coach or Administrative Assistant).

Student-Athletes have the opportunity to receive up to four (4) complimentary tickets for regular season contests. In the event of postseason play, student-athletes will be eligible to receive up to six (6) complimentary tickets.

STUDENT HOST INSTRUCTIONS

All athletic recruiting visits will be conducted according to Rice University's high standards of ethical behavior. Accordingly, the following rules apply to campus recruiting visits:

1. The purpose of a campus recruiting visit is to allow prospective student-athletes and their families fairly and ethically to assess their opportunities for academic and athletic success and integration into the collegiate experience at Rice University, while at the same time allowing Rice to evaluate a prospective student-athlete for admission and participation in Rice's intercollegiate program. All participants in a campus recruiting visit (including prospective student-athletes and Rice student-athletes and staff) share a responsibility to facilitate the goals of the visit through conduct that adheres to acceptable forms of community behavior, withstands public scrutiny, and serves to maintain public confidence in the integrity of Rice University and the individuals involved.
2. During any campus recruiting visits, Rice team members, and prospective student-athletes must follow all NCAA and Rice University rules, including general Rice policies and procedures as well as athletics department and team rules. It is the responsibility of Rice student-athlete hosts and the coaches for the respective sport to inform a prospective student-athletes of any rules relevant to the recruiting visit or relevant to any situations which the prospect may encounter.
3. A student host must be a current Rice student-athlete, or a host may be designated in a manner consistent with Rice's manner for providing hosts for non-athlete prospective students. Hosts and Rice Athletics staff should strive to provide prospective student-athletes a reasonable and appropriate environment that resembles the customary lifestyle of an enrolled student-athlete.
4. Hosts and prospects are required to conduct themselves at all times in a manner that reflects a high degree of personal integrity, consideration and responsibility and which will not discredit or harm themselves, any other individual, or Rice. The host

- may not engage in, shall take reasonable action to prevent prospects from engaging in, and shall not expose prospects to any activity that may harm the safety or well-being of any person. Hosts and prospects shall maintain the good reputation of Rice and will refrain from any conduct that may damage the University's or department's reputation.
5. Host money will be used only for food and entertainment; it is forbidden to use such funds for alcohol or any other activity that may reflect poorly on Rice or the department or for any tangible item (e.g., t-shirts, souvenirs, etc.). Other than on-campus pubs, hosts may not take recruits to any bar or any club that has a minimum age of 21 for entry.
 6. In providing a prospective student-athlete with air transportation to the Rice campus, Rice shall provide only coach-class, commercial air transportation, without the use of upgrades. No special vehicles (as defined by the NCAA) shall be used to transport prospects during their recruiting visit. Only standard lodging at area hotels or on campus shall be provided and shall not include any special accessories or amenities that are not available generally to all guests of the lodging establishment. All meals must be of substantially the same nature as those served on campus.
 7. Rice is prohibited from engaging in miscellaneous, personalized promotional activities or any "game-day simulations" (as defined by the NCAA) during a recruiting visit. Prospective student-athletes are allowed, at the discretion of the Head Coach, to be present in the locker room before or after a competition or to stand on the sidelines during pre-game activities prior to being seated in regular seating areas during the athletic event.
 8. Any conduct that violates this policy may result in Rice ceasing to recruit the prospect, and may also result in other disciplinary action, including the host's loss of privileges, loss of scholarship, or dismissal from the team or the University. Rice Athletics staff members engaging in or condoning violations of this policy will be held personally accountable and may be subject to institutional discipline.
 9. Rice has developed forms for both the student host and the potential Rice student-athlete to sign. These must be signed and turned in with the statement of visitation.

RICE DRUG TESTING POLICY

RICE UNIVERSITY STUDENT-ATHLETE RESPONSIBILITY

Rice University expects its student-athletes, as it does all its students, to comply with law and the Code of Student Conduct in the use of alcohol and controlled substances. Texas State Law requires that individuals be 21 years of age to consume alcohol and the NCAA requires that individuals comply with the banned substance list (can be found on page 56).

As a Rice student-athlete, you need to be aware that your actions not only reflect on your individual choices, but on your team, your coaches, the Athletic Department and the University. Your high visibility in the community requires that you act responsibly and remain accountable for your choices both within and outside the athletic arena. You should consider the potential effects of your decisions and actions as they could have lasting repercussions not only for you, but also for your team and the Rice community.

DRUG TESTING

Although the Rice Athletic Department does not routinely test for illegal or banned substances, the NCAA does. Moreover, although the University may no longer routinely test for such substances, student-athletes are expected to conduct themselves consistent with law and University policy.

The substances that are banned by the NCAA can be found on the 2015-16 NCAA Banned Drug List (page 56). The NCAA may test you at any time during the year on a random basis and if your team qualifies for a post-season championship (including a post-season bowl game), you can be tested at any time after the competition. [Use and subsequent detection of banned or illegal substances can therefore jeopardize your hard work and accomplishments and those of your entire team.]

DEPARTMENT OF ATHLETICS POLICIES & KEY INFORMATION

While each team has established individual team rules, the Athletic Department has established the following guiding principles for all student-athletes:

1. Student-athletes will conduct themselves in a manner that represents their team and the University with integrity and pride both on and off campus.
2. Student-athletes must adhere to all University rules and state and federal laws relating to hazing and the use of alcohol and illegal drugs.
3. Student-athletes are expected to participate in their sport free and clear of all NCAA banned substances.
4. Student-athletes are expected to treat their teammates, coaches, staff, opponents, hosts, spectators and fellow students with dignity and respect and free of any prejudice or discrimination.
5. Student-athletes are expected to report violations of any NCAA or University rules to their head coach or to an Athletics Department administrator.

STUDENT-ATHLETE WELFARE

It is the responsibility of Rice Athletics to try and ensure the safety and overall welfare of our student-athletes. If a student-athlete is experiencing difficulty in any aspect of their life or college experience, they are encouraged to reach out to their head coach or athletic department staff member for assistance, or to utilize of any other University resources that may be available to them, such as the Wellbeing Office or the Rice Counseling Center. Our

head coaches and athletic department staff should address any physical or behavioral signs of difficulty with a team member (decline in academic performance, erratic behavior, impairment, etc.) by engaging appropriate Rice resources, including the Rice Counseling Center or Wellbeing Office. Interventions can include but are not limited to counseling, medical and psychological assessments and drug testing.

NCAA DRUG TESTING POLICY

NCAA DRUG TESTING POLICY – also refer to NCAA Division I Compliance Forms Form 11-3d: Drug-Testing Consent administered during the annual compliance meeting at the start of each academic year.

14.1.4 Drug-Testing Consent Form.

14.1.4.1 Content and Purpose. Each academic year, a student-athlete shall sign a form maintained by the Committee on Competitive Safeguards and Medical Aspects of Sports and approved by the Legislative Council in which the student consents to be tested for the use of drugs prohibited by NCAA legislation. Failure to complete and sign the consent form prior to practice or competition, or before the Monday of the fourth week of classes (whichever occurs first) shall result in the student-athlete's ineligibility for participation (practice and competition) in all intercollegiate athletics. *(Adopted: 1/10/92 effective 8/1/92, Revised: 1/16/93, 1/10/95 effective 8/1/95, 1/14/97, 4/24/03, 8/5/04, 11/1/07 effective 8/1/08, 7/30/10)*

14.1.4.2 Administration. The following procedures shall be used in administering the form (see Constitution 3.2.4.7): *(Adopted: 1/10/92 effective 8/1/92, Revised: 7/30/10)*

(a) The consent form shall be administered individually to each student-athlete by the athletics director or the athletics director's designee each academic year;

(b) The athletics director or the athletics director's designee shall disseminate the list of banned drug classes to all student-athletes and educate them about products that might contain banned drugs. All student-athletes are to be notified that the list may change during the academic year, that updates may be found on the NCAA website (www.ncaa.org) and informed of the appropriate athletics department procedures for disseminating updates to the list; and *(Adopted: 4/27/00)*

(c) The consent form shall be kept on file by the athletics director and shall be available for examination upon request by an authorized representative of the NCAA. *(Revised: 4/27/00)*

18.4 ELIGIBILITY FOR CHAMPIONSHIPS

18.4.1.5 Ineligibility for Use of Banned Drugs. A student-athlete who, as a result of a drug test administered by the NCAA, is found to have used a substance on the list of banned drug classes, as set forth in Bylaw 31.2.3.4, shall be declared ineligible for further participation in postseason and regular-season competition in accordance with the ineligibility provisions in Bylaw 18.4.1.5.1. The certifying institution may appeal to the Committee on Student-Athlete Reinstatement for restoration of the student-athlete's eligibility if the institution concludes that circumstances warrant restoration. *(Revised: 1/10/90 effective 8/1/90)*

18.4.1.5.1 Duration of Ineligibility. A student-athlete who, as a result of a drug test administered by the NCAA, tests positive (in accordance with the testing methods authorized by the Executive Committee) shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun for that student-athlete or a minimum of the equivalent of one full season of competition in all sports if the student-athlete tests positive during his or her season of competition (the remainder of contests in the current season and contests in the following season up to the period of time in which the student-athlete was declared ineligible during the previous year). The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (365 days) after the collection of the student-athlete's positive drug-test specimen and until the student-athlete tests negative (in accordance with the testing methods authorized by the Executive Committee) and the student-athlete's eligibility is restored by the Committee on Student-Athlete Reinstatement. If the student-athlete participates in

any contests from the time of collection until the confirmation of the positive result, he or she must be withheld from an equal number of contests after the 365-day period of ineligibility. *(Revised: 1/10/90 effective 8/1/90, 1/16/93, 1/9/96 effective 8/1/96, 1/14/97 effective 8/1/97, 4/28/05 effective 8/1/05, 11/1/07)*

18.4.1.5.1.1 Breach of NCAA Drug-Testing Program Protocol. A student-athlete who is in breach of the NCAA drug-testing program protocol (e.g., no-show, tampering with sample) shall be considered to have tested positive for the use of any drug other than a “street” drug. *(Adopted: 4/28/05 effective 8/1/05)*

18.4.1.5.1.2 Appeals. An institution may appeal the duration of ineligibility to the Committee on Competitive Safeguards and Medical Aspects of Sports (or a designated subcommittee). In all sports, the committee may reduce the legislated penalty to withholding the student-athlete from the next 50 percent of the season of competition or provide complete relief from the legislated penalty. If the committee requires the student-athlete to fulfill the legislated penalty or be withheld from the next 50 percent of the season of competition in all sports, the student-athlete shall remain ineligible until the prescribed penalty is fulfilled, the student-athlete tests negative and the student-athlete’s eligibility is restored by the Committee on Student-Athlete Reinstatement. *(Adopted: 4/28/05 effective 8/1/05)*

18.4.1.5.1.3 Transfers. If the student-athlete transfers to another NCAA institution while ineligible, the institution from which the student-athlete transferred must notify the institution that the student-athlete is ineligible. If the student-athlete immediately transfers to a non-NCAA institution while ineligible and competes in intercollegiate competition within the 365-day period at a non-NCAA institution, the student-athlete shall be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in intercollegiate competition for a 365-day period. Additionally, the student-athlete must test negative (in accordance with the testing methods authorized by the Executive Committee) and request that eligibility be restored by the Committee on Student-Athlete Reinstatement. *(Revised: 4/28/05 effective 8/1/05)*

18.4.1.5.1.4 Testing Positive on More than One Occasion. If the student-athlete tests positive for the use of any banned drug other than a “street drug” after having previously tested positive for any banned drug other than a “street drug,” he or she shall lose all remaining regular-season and postseason eligibility in all sports. If the student-athlete tests positive for the use of a “street drug” after having tested positive for use of any banned drug, he or she shall be charged with the loss of a minimum of one additional season of competition in all sports and also shall remain ineligible for regular-season and postseason competition during the time period ending one calendar year (365 days) after the collection of the student-athlete’s positive drug-test specimen. *(Revised: 4/28/05 effective 8/1/05, 6/17/08, 5/27/10)*

18.4.1.5.2 Banned Drugs and Drug-Testing Methods. The Executive Committee shall adopt a list of banned drug classes and shall authorize methods for drug testing of student-athletes on a year-round basis. The list of banned drug classes and the procedure for informing member institutions about authorized methods for drug testing are set forth in Bylaw 31.2.3. *(Revised: 1/10/90 effective 8/1/90)*

18.4.1.5.3 Non-NCAA Athletics Organization’s Positive Drug Test. The Executive Committee shall authorize methods for drug testing any student-athlete who has disclosed in the student-athlete statement (see Bylaw 14.1.3.1) that he or she has a positive drug test administered by a non-NCAA athletics organization. A student-athlete under a drug-testing suspension from a national or international sports governing body that has adopted the World Anti-Doping Agency (WADA) code shall not participate in NCAA intercollegiate competition for the duration of the suspension. *(Adopted: 1/14/97 effective 8/1/97, Revised: 4/28/05 effective 8/1/05)*

2014-15 NCAA Banned Drugs

It is your responsibility to check with the appropriate or designated athletics staff before using any substance

The NCAA bans the following classes of drugs:

- a. Stimulants
- b. Anabolic Agents
- c. Alcohol and Beta Blockers(banned for rifle only)
- d. Diuretics and Other Masking Agents
- e. Street Drugs
- f. Peptide Hormones and Analogues
- g. Anti-estrogens
- h. Beta-2 Agonists

Note: Any substance chemically related to these classes is also banned. The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:

- a. Blood Doping.
- b. Local Anesthetics (under some conditions).
- c. Manipulation of Urine Samples.
- d. Beta-2 Agonists permitted only by prescription and inhalation.
- e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff!

- Dietary supplements are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- Any product containing a dietary supplement ingredient is taken at your own risk.

Note to Student-Athletes: There is no complete list of banned substances.

Do not rely on this list to rule out any supplement ingredient. Check with your athletics department staff prior to using a supplement.

Some Examples of NCAA Banned Substances in Each Drug Class

Stimulants:

amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexaneamine, “bath salts” (mephedrone) etc. exceptions: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents(sometimes listed as a chemical formula, such as 3,6,17-androstenetrione):

Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; testosterone; trenbolone; etc.

Alcohol and Beta Blockers (banned for rifle only): alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

Diuretics (water pills) and Other Masking Agents:

bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

Street Drugs:

heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g.,spice, K2, JWH-018, JWH 073)

Peptide Hormones and Analogues:

growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

Anti-Estrogens : anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.

Beta-2 Agonists: bambuterol; formoterol; salbutamol; salmeterol; etc.

Additional examples of banned drugs can be found at www.ncaa.org/drugtesting.

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877-202-0769 or www.drugfreesport.com/rec password ncaa1, ncaa2 or ncaa3.

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

ATHLETIC MEDIA RELATIONS

Beyond the hedges of our campus, Rice student-athletes are the most visible representatives of the university due to the public's demand for coverage of collegiate athletics.

How well you interact with the media is a major generator of the public perception of Rice, its athletic programs, and your fellow student-athletes. In this era of retrievable media, it also becomes a resource that future employers will access as part of any evaluation of your candidacy.

The sports media has expanded tremendously in the last 25 years. In the past year, Rice athletes have showcased their talents on an expanding number of platforms, be it the major networks such as ESPN, NBC, CBS and ABC and Fox as well as on their secondary outlets and a variety of expanding new media sources.

The internet has vastly reshaped the way sports are covered in this country. In a simpler time, sports reporting was limited to a rigid news cycle that centered around the delivery of a newspaper or the nightly local television sports segment. The reporters who produced this content had a clear system of checks and balances their content had to meet before anything was made public.

Today, the cycle is truly 24/7 thanks to the advent of such social media platforms as Twitter. Fans demand constant updates and you may well find yourself to be an active consumer of this information. However, all too often this instant flow of content comes at the expense of accuracy. It's important to keep this in mind, both as a consumer of this information as well as being a potential subject of coverage. Recent experiences have repeatedly provided evidence that any comments by student-athletes are considered fair game to be used in reporting, and not just comments made on your own. Many student-athletes have become attached to erroneous reports because of re-circulating the material or reacting to it. The originators of this information often are self-regulated and no longer are required to pass through the former filters before their content is disseminated.

Happily, one result of these changes to the basic delivery of information has been a willingness for many media outlets to move past simple event previews and recaps and deliver more unique content. As a result, student-athletes have more demand on their time for personal interviews with reporters. This more personal approach to journalism works to our advantage since so many of your peers at Rice have proven to be a welcome change for media when interviewing athletes. Your personal ability to communicate is a major plus for the image of the university, your team and the department.

Guidelines

It is vital to support and cultivate interaction between the media and student-athletes. The members of the Rice Athletics Communications team have the responsibility of not only generating publicity for each sport, but serving as a resource for each student athlete when dealing with the media. The rigorous demands placed upon your time as a student-athlete at Rice make it imperative to lay out some general guidelines. There may be additional specific guidelines relevant to individual sports, and those may be discussed with you in team meetings.

1. You are under no obligation to respond to any media inquiries sent to you directly, either by email, text, phone or social media. Our Athletics Communications staff should always vet any requests to ensure you will be dealing with a responsible and professional media member.
2. Interview appointments should be made at least one day in advance through the Athletics Communication staff. We try to be flexible in the interview request area and realize how important your limited free time can be and always strive to have interviews scheduled around practice schedules. The home phone numbers of student-athletes will not be published or generally distributed to the media. As much as possible, your time away from practice and competition is your own.
3. No interviews will be scheduled on the day prior to your competition. Following an event, you may be asked for comments on your performance and that of your team.
4. Remember that not every question deserves a direct answer, but every question is an opportunity to say something positive. Remember the audience who will read or listen to you answer includes your teammates. It is always better to transition a negative question than to simply decline to answer.

5. Be positive and supportive of your teammates, coaches and the university. Everyone in the department is making every effort possible to improve the performances and results of all our athletes and teams.
6. You should always assume any microphone is live and that anything you say is on the record.
7. Remember you are a Rice student-athlete 24/7. Your actions will always reflect on the university, your teammates and your coaches. Your interaction with the media, as well as your statements, photos and video on any of the various social media platforms will always carry an association to Rice and Rice Athletics.

Promotions/Advertising

In certain instances, a student-athlete may be approached by a business concern for use as talent or models for commercial material (either via print or electronic media). Any involvement by a student-athlete in the promotion or marketing of a business or charitable concern may jeopardize your standing as a student-athlete. NCAA regulations prohibit appearing in any material, or endorsing any product or charitable function while participating as an athlete. The only exception is for promotion of Rice's own athletic activities. If you have any questions about involvement with outside firms wanting to use your likeness or endorsement, please contact the compliance officer for the department at 713-348-6919.

STUDENT-ATHLETE DEVELOPMENT

The mission of the Student-Athlete Development Department at Rice is to prepare our student-athletes to become leaders in, and productive members of, society. We assist in all aspects of their life off the field of play or in the classroom – including their transition into, during and after Rice. We partner with our student-athletes to foster their success and achievement in all aspects of life. The Student-Athlete Development program, created at Rice in July 2008 focuses on **professional development, personal development, community service and leadership.**

Information, downloads, and updates about Student-Athlete Development areas may be found on the O.W.L.S. tab on your OWLSpace page as well as on LinkedIn (<http://www.linkedin.com/groupRegistration?gid=2275810>) and Twitter [@RiceATHLETES.](#)

Professional Development

The Student Athlete Development Department provides assistance in the preparation for a productive and successful entry into the workforce, graduate school pursuit of professional sport or other aspirations is available to all Rice student-athletes beginning their freshman year. Student-athletes are encouraged to explore, develop and pursue career and life goals. We partner with on-campus entities, alumni, and the community to best support our student-athletes in identifying and learning about the most relevant opportunities available to them. We provide education and job search skills as well as provide appropriate leads and other assistance throughout the process. The focus is on education as well as mentoring and matching student-athletes with the best possible opportunities. Additionally, resources are

provided, in conjunction with other campus offices, to navigate the graduate school application process and the agent interview process.

Group sessions on a variety of professional development topics are offered throughout the year, or individual appointments may be set by contacting Student-Athlete Development at 713-348-3229.

Personal Development

The goals in the area of personal development are to work to promote a balanced experience for student-athletes within the Rice University environment and surrounding community. We promote the development of values, goal setting and responsible decision making while encouraging emotional well-being and personal growth. Topics covered are based on student-athlete feedback and interest, as well as subjects garnered from coaches' input and staff discretion. Topics typically include:

- Sports-Specific Nutrition
- Alcohol Responsibility
- Personal Finance
- Healthy Relationships and Personal Sexual Responsibility
- Social Networking
- Interview Preparation
- Bystander training and support

Community Service

Rice University as a whole believes it is important to establish a culture of service and an ethic of social responsibility within the University community. It is the goal of the Student-Athlete Development Department to work with student-athletes, coaches and staff to empower them to become leaders in affecting social change and to work with them to make our community strong through their involvement in athletics. We hope to encourage and develop a lifelong commitment to service.

Opportunities for student-athletes to get involved in community service are abundant. We work in conjunction with the Community Involvement Center on campus to ensure that the interests and opportunities sought out by student-athletes are met.

To arrange a community service opportunity for you or your team, please contact Student-Athlete Development at 713-348-3229.

Leadership/SAAC

Though leadership opportunities and programs exist throughout campus, most campus programs focus on future business leaders. A student-athlete specific leadership development program was created and piloted during the 2011-2012 academic year, and continues in the current 2015-16 school year. The goals of the program are to help student-athletes maximize their potential as leaders in sports and life, help them make the most of their opportunities and persevere through adversity and challenges along the way.

The Student-Athlete Advisory Committee is a committee of student-athletes assembled to provide insight on the student-athlete experience. The committee is made up of representatives from each of our varsity sports as nominated and chosen by their coaches and teams. Committee members serve as leaders and liaisons between the SAAC and their teams. The Student Athlete Development Director serves as the liaison to this group.

OTHER ON-CAMPUS RESOURCES

COUNSELING CENTER

The Rice Counseling Center (RCC) provides free, confidential consultations and short term counseling for all currently enrolled Rice graduate and undergraduate students who have paid the Student Health fee. The RCC's goal is to alleviate psychological distress, increase understanding of self and others, and promote personal well-being and academic performance. Rice Counseling Center can be reached by phone at (713) 348-4867.

STUDENT HEALTH SERVICES

The Rice Student Health Services provides preventive and outpatient clinical care for the students of Rice University. Student Health is located on-campus and is dedicated to meeting the unique needs of undergraduate and graduate students, with an emphasis on prevention. Student Health Services can be reached by phone at (713) 348-4966.

STUDENT HEALTH AND WELLBEING OFFICE

The Student Health and Well Being Office at Rice provides a clearinghouse for information and tools on a variety of student wellness issues. They strive to establish a population of "wellness-seekers" who not only avoid illness, but pursue the development and understanding of their emotions, relationships and surrounding environment. They offer many publications, as well as massage, acupuncture and wellness coaching. The Student Health and Well Being Office can be reached by phone at 713-348-5194 or on the web at www.wellbeing.rice.edu.