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I have received and read the Student-Athlete Handbook, and I understand and accept my obligations and responsibilities as a student-athlete at San José State University (SJSU). I also understand that my Head Coach, the Associate Athletics Director for Student Services, the Associate Athletics Director for Compliance, the Student Services Coordinator, and the Director of Athletics are available to answer any of my questions.

This Student-Athlete Handbook is published by the SJSU Department of Intercollegiate Athletics (DIA). All efforts have been made to insure accuracy; however, SJSU, affiliated conferences and the National Collegiate Athletic Association (NCAA), reserve the right to amend policies as they deem appropriate. All information found in this Handbook is subject to change (Revised Spring 2013).

AGREEMENT/WAIVER

I understand and agree that I am required to know and follow the standards contained in the SJSU DIA Student-Athlete Code of Conduct.

I understand the possible individual and team sanctions which could be imposed due to a violation of any of the policies listed above. I understand this Code of Conduct will be posted on the SJSU athletics website (www.sjsuspartans.com) for future reference. If I have further questions regarding this Code of Conduct, I can consult with my coach or with a DIA administrator.
Dear Student-Athletes,

On behalf of the Administration, Coaches and staff, I want to welcome you to San Jose State University for the 2013-14 school year. We look forward to helping you enjoy your academic and athletic opportunities.

We are committed to making your “Spartan Experience” meaningful and fulfilling. Your success starts in the classroom and we have academic counselors to help you excel. Please take advantage of all the support services offered here at the University.

We want you to be leaders in the areas of sportsmanship, teamwork, academics and compliance.

Again, welcome to the new school year and best wishes always in all ways!

Go Spartans!!!

Sincerely,

Gene Bleymaier
Director of Athletics

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Welcome Statement

Dr. B. J. Campsey Professor of Finance & Faculty Athletic Representative

I would like to join my colleagues in Spartan Athletics in welcoming you back to San Jose State University for another challenging year of competition and academics. You know preparation is the key not only to athletic success but to academic achievement as well. You are not expected to prepare for either alone, however. Your coaches help prepare you in athletics and your faculty are prepared to assist you in academics. Remember the dedication, pride, and integrity that you demonstrate in competition should be part of your academic commitment as well. I wish you great success in both your athletic and academic endeavors for the coming year.
INTRODUCTION TO SPARTAN ATHLETICS

SPARTAN PRIDE

San José State University is recognized nationally and internationally as a fine academics and athletics institution. In no small measure, this recognition is due to the accomplishments of its student-athletes. Fifty-eight Spartan athletes and coaches have participated in the Olympic Games. Over 200 SJSU student-athletes have gone on to successful careers in professional sports. SJSU takes pride in its intercollegiate athletics program as well as in its superb student-athletes.

SPARTAN FOUNDATION

Established in 1957, the Spartan Foundation is a non-profit organization dedicated to providing financial support for SJSU student-athletes. The Spartan Foundation membership donates over $1.5 million yearly for student-athlete scholarships. Membership benefits include ticket and seating priorities, a newsletter, social events, and travel opportunities. Student-athletes are often asked to speak at various fund-raising activities and social events. For more information, contact the Spartan Foundation Executive Director at 408-924-1739.

The scholarship assistance received by over 350 student-athletes at SJSU is provided by the generosity of the Spartan Foundation. Through its board of directors and over 1200 members, the Spartan Foundation strives to provide a meaningful education and athletics experience.

It is through the Spartan Foundation that SJSU alumni and friends of the program demonstrate a shared commitment to the intercollegiate athletics program and to student-athletes. This group of dedicated members provides the financial resources necessary for winning in the classroom and on the field.

The Spartan Foundation is making an investment in you and your future. Upon graduation, we look forward to your contribution to the athletes who will follow in your footsteps.

THE ORDER OF SPARTA

The Order of Sparta is the organization of former SJSU student-athletes and coaches. It represents all intercollegiate sports. Its purpose is to provide SJSU former athletes and coaches a connection to Spartan Athletics, to each other, and outreach to current student-athletes.

The goals and objectives of The Order are as follows:

• Support and promote the intercollegiate athletics program at San Jose State University.
• Establish and facilitate communication among current and former student-athletes and coaches, and the Department of Intercollegiate Athletics.
• Provide special events and activities for current and former student-athletes and coaches.
• Sponsor and administer the San Jose State University Sports Hall of Fame.
• Publish a membership directory for all Order members.
• Maintain a comprehensive database.

All student-athletes receive a complimentary membership in The Order of Sparta for the first year following completion of eligibility.

ATHLETICS MISSION STATEMENT

San Jose State University’s Department of Intercollegiate Athletics recruits and develops a diverse population of highly skilled student-athletes to compete at the pinnacle of collegiate athletics - National Collegiate Athletic Association Division I. San Jose State University DIA strives to be recognized as a leader in achievement, diversity, inclusion, leadership and personal accountability. San Jose State University Department of Intercollegiate Athletics is committed to providing a culture in which student-athletes can thrive in academics, athletics and society in an environment of uncompromising integrity for the University, community, alumni and friends. In doing so, San Jose State University Department of Intercollegiate Athletics dedicates itself to absolute compliance of institutional, conference and National Collegiate Athletics Association rules and regulations.

SPARTAN CORE VALUES

• Student-Athlete Well-Being
• Academics
• Compliance
II. SAN JOSE STATE UNIVERSITY DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

STUDENT-ATHLETE CODE OF CONDUCT 2013-2014

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

I. STANDARDS OF CONDUCT

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

II. DEFINITIONS

A. Student-Athlete. Once a student is accorded the status of a varsity athlete, he or she is expected to act in accordance with this Code of Conduct until the completion of eligibility, and/or while receiving aid from the DIA although no longer eligible to participate in their sport. The time period includes semester and summer breaks, or until such a time that he or she is no longer a student-athlete at SJSU.

B. Team Function. An athletics team function is defined as any gathering, whether on or off campus, formal or informal, where the intent or reason to gather is to conduct business or engage in any athletic or social activity related to the team’s purpose, and organized, arranged or initiated by DIA staff, or team members. If any standards established by the governing authorities are violated during a team function, and there is no clear evidence that the team attempted any restraining action through its members, the team will be held responsible and disciplinary action taken.

C. Hazing. Hazing is any act whether physical, mental, emotional or psychological, that subjects another person, voluntarily or involuntarily, to conduct that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person. In addition, any requirements by a team member that compel another member to participate in any activity which is against University policy or law will be defined as hazing.

D. Sportsmanship. Sportsmanship shall be defined in accordance with the standards of the DIA, affiliated conferences, and the NCAA. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents, and property. Sportsmanship also requires maintaining self-control, and refusing to be drawn into or encourage physical conflict not otherwise required by proper execution of the sport. All student-athletes are obligated to represent themselves, the team, the DIA, the University, their families, and their communities, with the highest level of sportsmanship.

III. PROHIBITED CONDUCT.

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

Prohibited conduct includes:

A. Academic Dishonesty. The DIA expects student-athletes to engage in all academic pursuits in a manner beyond reproach. Offenses against academic honesty are any acts that would have the effect of unfairly promoting or enhancing one’s academic standing, including cheating, plagiarism, and knowingly permitting or assisting any person in the commission of an offense of academic dishonesty.

B. Alcohol. Prohibited acts include (1) Possessing or consuming alcohol, (2) Operating a motor vehicle while under the influence of alcohol, (3) Misrepresenting one’s age for the purpose of purchasing, possessing, or consuming alcohol, (4) Purchasing, furnishing, or serving alcohol to or for an underage person, (5) Public intoxication, and/or (6) Consumption of alcohol during team travel or at team functions.
C. Other Drugs. Prohibited acts include (1) Possessing or using illegal substances, as defined by law, (2) Possessing or using controlled substances as defined by law, (3) Distributing, selling, or possessing with the intent to distribute illegal or controlled substances, as defined by law, (4) The use of tobacco products by a student-athlete during practice, competition, or other team functions.

D. Nutritional or Dietary Supplements. Many nutritional/dietary supplements contain substances banned by the NCAA. To avoid violation of this standard, as questions arise, student-athletes should contact the team physician or athletics trainer and/or consult the NCAA list of banned drugs located on page 34 of this handbook.

E. Hazing. Hazing in connection with membership or participation in University athletics team activities is strictly prohibited.

Actions which are prohibited include, but are not limited to, the following:

- Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designated to humiliate, degrade or abuse them regardless of the person’s willingness to participate.
- Forcing, requiring or pressuring an individual to consume alcohol or any other substance.
- Forcing, requiring or pressuring an individual to shave any part of the body, including hair on the head.
- Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, and publicly indecent, contrary to genuine morals and/or beliefs (e.g., public profanity or indecent/lewd conduct sexual gestures in public).
- Persecuting someone because of their race, gender, or religion.
- Required eating of anything an individual would refuse to eat otherwise.
- Any activity or action that creates a risk to the health, safety or property of the University or any member of the community.
- Forcing or requiring calisthenics, such as push-ups, sit-ups and runs.
- Assigning or endorsing pranks such as stealing or harassment of another organization.
- Awakening or disturbing individuals during normal sleeping hours.
- Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate.
- Physical abuse of any kind.
- Forcing, encouraging or pressuring someone to wear in public, apparel which is conspicuous and not within the norm of what is considered to be in good taste.
- Engaging in public stunts and buffoonery.
- Nudity at any time or forced reading of pornographic material.
- Paddling, beating or otherwise permitting a member to hit other members.
- Having substances such as eggs, mud, paint, and honey thrown at, poured on or otherwise applied to the body of a member.
- Morally degrading/humiliating games or other activity that makes a member the object of amusement, ridicule or intimidation.
- Subjecting a member to cruel and unusual psychological conditions.

F. Social Networking. You are prohibited from posting images that are damaging to an individual, the DIA or to SJSU’s reputation. Posts which are prohibited include, but are not limited to, the following:

- Offensive or foul language
- Images that are revealing or consist of individuals in compromising positions
- Content that includes any racial/gender discrimination of any kind
- Displays of firearms, alcohol, or any illegal substance or paraphernalia
- Adult content or images (sexually explicit behavior or references)
- References or images of inappropriate behavior (e.g. drinking, smoking, committing sexual acts, displays of firearms or illegal objects like drug paraphernalia).

G. Firearms and Other Weapons Possession. The DIA does not allow possession of firearms or any other weapon on University property at any time.
H. Harassment. Harassment includes, but is not limited to, verbal or physical conduct by an individual based on another individual’s age, ability, national origin, race, religion, sex, or sexual orientation that interferes or prevents the person from conducting his or her usual affairs, puts a person in fear for his or her safety and/or causes actual physical injury. This also includes conduct such as making threatening phone calls, sending or posting (electronically or otherwise) threatening letters, or the vandalism of a person’s property.

I. Poor Sportsmanship. Student-athletes at SJSU are held accountable to a high standard of ethical conduct in all activities affecting the athletics program, whether as a participant or as a spectator. “Unsportsmanlike” conduct, as defined by the DIA, affiliated conferences, and the NCAA will be reviewed by the AD and may result in disciplinary action.

J. Gambling and Bribery. Student-athletes shall not knowingly (1) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, (2) Solicit a bet on any intercollegiate team, (3) Accept a bet on any team representing the institution, (4) Solicit or accept a bet on any intercollegiate competition for any item that had tangible value (e.g. cash, clothing or equipment, meals), and/or (5) Participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.

K. Unexcused Class Absences and Poor Academic Performance. Student-athletes are required to attend class regularly and punctually, and to fulfill course load and academic performance requirements. Failure to meet such obligations may affect eligibility to participate in team sports and scholarship eligibility, as well as academic standing.

L. Failure to Meet Team Obligations. Student-athletes must complete training requirements; arrive promptly for team practices, meetings, and departures for away games and other team events; attend team functions; and otherwise fulfill their responsibilities as team members. Absences must be excused in advance by the Head Coach unless an unforeseeable emergency arises.

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

IV. DISCIPLINARY PROCESS AND SANCTIONS.

The DIA disciplinary process is independent of, and supplements, the University judicial process. Sanctions levied by the DIA may occur over and above those levied by the University. Sanctions will vary depending on the type and circumstances of violations to the University Code of Conduct and/or the DIA Student-Athlete Code of Conduct.

Possible sanctions include but are not limited to:

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

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

Determination of responsibility will be based on a preponderance of evidence and information available. A first-time offense may be serious enough to warrant any of the possible sanctions listed above. A student-athlete’s refusal to participate and cooperate in a DIA investigation of a possible violation of this Code of Conduct may itself constitute a basis for disciplinary action.
A. Violations of Team Rules. Each student-athlete is responsible for following his/her specific team policies. These policies shall be in writing and distributed to team members at the start of each academic year or the beginning of the playing season, whichever comes first. The Head Coach, Sport Supervisor, and the AD all have the authority to impose sanctions for the violation of team policies.

B. Violation of Criminal Law. When a student-athlete has engaged in conduct alleged to be in violation of criminal law, immediately upon receipt of notice of such possible violation, the Head Coach must report the information to the AD.

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

V. APPEALS

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

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

Informal Grievance Procedure

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

1. She/he may discuss the issue informally with someone whom she/he feels comfortable. This may be a coach, faculty athletics representative, academic advisor, DIA administrator or other staff members. Together, they should try to identify other approaches to resolve the issue. After this consultation, the student-athlete should make an additional attempt at resolution with the person(s) involved.

2. If resolution is not achieved, the student-athlete may then request that the resource person contact the sport supervisor to facilitate the informal resolution.

3. The Athletics Director, or his designee, may schedule a meeting with the student-athlete in a final attempt to informally resolve the issue. The Athletics Director, or his designee, may also choose to contact the person(s) about whom the issue pertains.

4. If a meeting cannot be scheduled or if the parties involved are still unable to resolve the issue to their satisfaction, the student-athlete may use the Formal Grievance Procedure.

Formal Grievance Procedure

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

1. She/he must notify the Director of Athletics of the grievance in writing. The written notification should include the complaint(s), the person(s) involved and any other pertinent information.

2. The Director of Athletic, or his designee, should conduct a preliminary interview with the student-athlete processing the complaint. The Athletics Director, or his designee, may also choose to contact the person(s) about whom the issue pertains.

3. The Athletics Director, or his designee, will conduct a formal meeting involving the student-athlete issuing the complaint, the person(s) about whom the complaint is being made and any other relevant individuals. Each individual may also be accompanied by an adviser.

4. Within seven (7) days after the formal meeting, the Director of Athletics, or his designee, will notify the student-athlete, in writing, of the decision on the matter.
Formal Appeal
In the event a student-athlete is not satisfied with the decision of the Director of Athletics, or his designee, and only if significant and substantial new facts have been discovered subsequent to the time of the initial formal meeting, she/he may follow these steps:

1. Within five (5) days after receipt of the written decision on the matter, the student-athlete should notify the chair of the Gender Equity and Diversity in Athletics Committee (GEDAC) in writing that she/he would like to appeal the decision. She/he should include in the written notification the significant and substantial new facts which were unavailable at the time of the formal meeting.

2. After receiving the request for an appeal, the GEDAC committee will conduct a formal meeting to hear the appeal within ten (10) days. Within five (5) days after the appeal meeting, the GEDAC committee will notify the student-athlete, in writing, of the committee’s decision. The decision of the GEDAC committee will be final.

Discrimination Policy
Harassment (based on an individual’s membership in one or more of the groups identified above) is defined for purpose of this policy, as unwelcome verbal or physical behavior which has the intent of effect of unreasonably interfering with the person’s employment or academic endeavors or creating a hostile, intimidating or offensive environment. Harassment may include (but not be limited to) jokes, derogatory comments, pictures, and/or direct physical advances. Sexual harassment, hazing, abusive behavior and discrimination are not tolerated by the university or the DIA.

Note: For sanctions involving the reduction, cancellation, or nonrenewal of athletics aid, refer to the Athletics Aid Appeal Policy on page 20.

III. NCAA COMPLIANCE

SUMMARY OF NCAA RULES
All student-athletes must be responsible for abiding by NCAA rules. Listed below is a summary of NCAA rules most likely to affect a student-athlete during his/her period of eligibility. The rules are covered in detail at team certification meetings conducted by the Compliance Office at the beginning of each academic year.

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

SEASONS OF COMPETITION
• Student-athletes are eligible to participate in four seasons of intercollegiate competition, which must be completed within five calendar years beginning with the first semester/quarter of full time enrollment at ANY collegiate institution.
• Without injury or another specific extenuating circumstance, a student-athlete uses a year of eligibility even if he/she competes for one second of one contest or in a single play the entire year.
• The NCAA Committee on Student-Athlete Reinstatement may grant an extension of the five-year period of eligibility if extenuating circumstances prevent a student-athlete from participating during more than one season within the five-year period of eligibility.

OUTSIDE COMPETITION
• NCAA Bylaws governing outside competition differ by sport. In general, student-athletes may not participate on outside teams during the academic year without jeopardizing eligibility for intercollegiate competition.
• Sports Other Than Basketball: Student-athletes may participate in non-collegiate amateur competition outside their sport’s declared playing season during official SJSU vacation periods.
• Soccer & Women’s Volleyball: Student-athletes may participate on non-collegiate amateur teams outside the playing season beginning May 1.
• Basketball: Student-athletes may NOT participate in any other organized basketball competition while representing SJSU in intercollegiate competition. It is permissible for basketball student-athletes to participate in NCAA-sanctioned summer leagues or events.
• In ALL Sports: Participation in Olympic Games tryouts and competition and other national and international competition is permitted.
• Prior to participating in ANY permissible outside competition, an Outside Competition Form must be signed by the student-athlete and the Head Coach and submitted to the Compliance Office for review and approval.
SPORTS WAGERING

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

EXTRA BENEFITS

An extra-benefit is any special arrangement by an institutional employee or a booster to provide a student-athlete or the student-athlete’s relative or friend a benefit not expressly authorized by NCAA legislation. NCAA regulations prohibit SJSU coaches, staff members and boosters from providing student-athletes with extra benefits. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution’s student body or their relatives or friends or to a particular segment of the student body (e.g., foreign students, minority students) determined on a basis unrelated to athletics ability. Extra benefits include, but are not limited to:
- A special discount, payment arrangement, or credit on a purchase (e.g., airline ticket, clothing) or a service (e.g., dry cleaning, laundry);
- A professional service at no charge or a reduced cost (e.g., typing of letters);
- The use of a telephone or credit card for personal reasons without charge or at a reduced rate;
- Services (e.g., movie tickets, dinners, use of a car) from commercial agencies (e.g., theaters, restaurants, car dealers) without charge or at reduced rate;
- Free or reduces-cost admission to professional athletic contests from professional sports organizations;
- A loan of money;
- A guarantee of bond;
- Use of an automobile;
- Signing or co-signing a note with an outside agency to arrange a loan;
- Preferential treatment, benefits or services (e.g. loans on a deferred payback basis) based on athletic reputation, skill or pay-back potential as a future professional athlete;
- Rent-free or reduced rate housing.

EQUIPMENT, APPAREL & AWARDS

Student-athletes will be issued various equipment and apparel items for use while participating in intercollegiate athletics at SJSU. NCAA rules prohibit student-athletes from selling and/or providing to others any equipment or apparel items issued as a result of athletics participation at SJSU. Further, student-athletes will receive awards and/or gifts as a result of athletics participation in accordance with NCAA rules. NCAA rules prohibit student-athletes from providing and/or selling any awards and/or gifts received as a result of athletics participation at SJSU.

EMPLOYMENT

Student-athletes may earn income from employment in accordance with the following limitations:
- Compensation may not include any remuneration for value or utility the student-athlete may have for the employer because of publicity, reputation, fame or personal following obtained as a result of athletics ability;
- Compensation may only be for work actually performed;
- Compensation must be at a rate equal to the going rate for similar services in the San Jose area; AND
- A Student-Athlete Employment Form must be completed and signed by the student-athlete, his/her Head Coach and employer and submitted to the Compliance Office.
AMATEURISM
An individual loses amateur status and thus shall not be eligible for intercollegiate competition in a particular sport if the individual:

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

PROMOTIONAL ACTIVITIES
NCAA rules prohibit the use of a student-athlete’s name or picture to endorse a commercial product or service. A member institution or recognized entity thereof (e.g., fraternity, sorority or student government organization), a member conference, or a non-institutional charitable, educational or nonprofit agency may use a student-athlete’s name, picture or appearance to support charitable or educational activities or to support activities considered incidental to the student-athlete’s participation in intercollegiate athletics, provided certain conditions are met and prior written approval from the Compliance Office via submission of a Student-Athlete Promotional Activities Request Form is obtained.

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

Permission to Contact
• Student-athletes interested in transferring to another NCAA or NAIA institution must provide that institution with permission to contact from the SJSU Compliance Office. SJSU must respond to a student-athlete’s written request for permission to contact within seven business days. If SJSU fails to respond to a student-athlete’s written request within this time frame, permission shall be granted by default and SJSU shall provide written permission to the student-athlete.

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

• Reduction or Cancellation of Aid: A request for permission to contact another NCAA or NAIA four-year institution regarding a possible transfer does not constitute a voluntary withdrawal justifying a reduction or cancellation of athletics aid.

One-Time Transfer Exception
• One time during a student-athlete’s period of eligibility he/she may use the one-time transfer exception to be immediately eligible upon transfer to another four-year institution. This exception to the general rule that requires a student-athlete who transfers to another four-year institution to serve a year in residence before competing at the second institution may be used provided all of the following conditions are met:
  ➢ The student is a participant in a sport other than baseball, basketball, bowl subdivision football or men’s ice hockey at the institution to which the student is transferring;
  ➢ The student has not transferred previously from one four-year institution unless, in the previous transfer, the student-athlete received an exception for a discontinued/nonsponsored sport;
  ➢ At the time of transfer to the certifying institution, the student would have been academically eligible had he/she remained at the institution from which the student transferred, except that he or she is not required to have fulfilled the necessary percentage-of-degree requirements at the previous institution; and
If the student is transferring from an NCAA or NAIA member institution, the student’s previous institution shall certify in writing that it has no objection to the student being granted an exception to the transfer-residence requirement. If an institution receives a written request for a release from a student-athlete, the institution shall grant or deny the request within seven business days. If the institution fails to respond to the student-athlete’s written request within seven business days, the release shall be granted by default and the institution shall provide a written release to the student-athlete.

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

**National Letter of Intent (NLI) Release** (Applicable only if the student-athlete signed an NLI and is in his/her first year of residence at SJSU)

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

**Intra-Conference Transfer Rule**

A student-athlete who has received athletically-related financial aid or a student-athlete who was a varsity athletics award winner at the United States Air Force Academy, and who transfers, directly or indirectly, from one Conference institution to another shall meet the following requirements prior to being permitted to compete at the certifying institution:

(a) The student-athlete shall complete an academic year in residence at the certifying institution;
(b) The student-athlete shall forfeit one season of competition; and
(c) The student-athlete shall not receive athletically-related financial aid during the academic year in residence.

**COUNTABLE ATHLETICALLY RELATED ACTIVITIES (CARA)**

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

*What are the daily and weekly limitations of CARA?*

NCAA regulations limit the amount of time coaches can require a student-athlete to be involved in CARA each day and week as follows:

<table>
<thead>
<tr>
<th>In-Season</th>
<th>Out-of-Season (during the academic year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 hours per day</td>
<td>8 hours per week</td>
</tr>
<tr>
<td>20 hours per week</td>
<td>2 days off per week</td>
</tr>
<tr>
<td>1 day off per week</td>
<td></td>
</tr>
</tbody>
</table>

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

- During preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier.
- During an institution’s term-time official vacation period (e.g., Thanksgiving, spring break), as listed in the institution’s official calendar and during the academic year between terms when classes are not in session.
Below are partial lists of common activities that count and do not count against daily and weekly time limits:

<table>
<thead>
<tr>
<th>Countable</th>
<th>Non-countable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletically Related Activities</td>
<td>Athletically Related Activities</td>
</tr>
<tr>
<td>Practices (not more than four hours per day).</td>
<td>Compliance meetings.</td>
</tr>
<tr>
<td>Athletics meetings with a coach initialed or required by a coach (e.g., end of season individual meetings).</td>
<td>Meetings with the coach initiated by the student-athlete (as long as no countable activities occur).</td>
</tr>
<tr>
<td>Competition (and associated activities, regardless of their length, count as three hours). Note: No countable athletically related activities may occur after the competition.</td>
<td>Drug/alcohol educational meetings or CHAMPS/Life Skills meetings.</td>
</tr>
<tr>
<td>Field, floor or on-court activity.</td>
<td>Study hall, tutoring or academic meetings.</td>
</tr>
<tr>
<td>Setting up offensive and defensive alignment.</td>
<td>Student-athlete advisory committee/captain’s council meetings.</td>
</tr>
<tr>
<td>On-court or on-field activities called by any member of the team and confined primarily to members of that team.</td>
<td>Voluntary weight training not conducted by a coach or staff member.</td>
</tr>
<tr>
<td>Required weight-training and conditioning activities.</td>
<td>Voluntary sport-related activities (e.g., initiated by student-athlete, no attendance taken, no coach present).</td>
</tr>
<tr>
<td>Required participation in camps/clinics.</td>
<td>Traveling to and from competition (as long as no countable activities occur).</td>
</tr>
<tr>
<td>Visiting the competition site in the sports of cross country, golf and skiing.</td>
<td>Training room activities (e.g., treatment, taping), rehabilitation activities and medical examinations.</td>
</tr>
<tr>
<td>Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff.</td>
<td>Recruiting activities (e.g., student host).</td>
</tr>
</tbody>
</table>

RECRUITING PROSPECTS

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

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

- **Eligibility:** You are a full-time enrolled student-athlete at SJSU and a designated qualifier by the NCAA Eligibility Center. Non-qualifiers may not serve as student hosts during their academic year in residence.

- **Host Entertainment Money:** SJSU may provide a host with a maximum of $40 per day of the official visit to cover the actual costs of entertaining the prospect (and the prospect’s parents, legal guardian or spouse), excluding the cost of meals and admission to campus athletics events. Cash may not be provided to a prospect. These funds may not be used for the purchase of souvenirs such as T-Shirts or other SJSU mementos. It is permissible to provide the student host an additional $20 per day for each additional prospect the host entertains. It is the responsibility of the student-athlete host to notify the coach at the conclusion of the official visit as to how and where the money was spent.

- **Entertainment:** SJSU may provide entertainment, which may not be excessive, on the official visit only to the prospect and the prospect’s parents, legal guardians or spouse, and only within a thirty (30) mile radius of campus. It is not permissible to entertain other relatives or friends of the prospect at any time at any site.

- **Complimentary Tickets:** During the official visit, complimentary tickets to home athletics events may be provided to the prospect and the prospect’s two guests. The student-athlete host also may be provided a complimentary ticket to accompany the prospect. Special seating (e.g., media or bench area, donor reserved seating, press box) is not permitted. These tickets will be issued only through a pass list at Will Call the day of the game.
• **Meals & Lodging:** A prospect shall be provided lodging and take meals as regular students do. Local commercial facilities may be used but at a scale comparable to that of normal student life and only within a thirty (30) mile radius of our campus. The student-athlete host may receive meals when accompanying the prospect. Only one student host per prospect may be provided a complimentary meal if restaurant facilities are utilized.

• **Automobiles:** SJSU coaches, staff or boosters cannot provide an automobile for use by the prospect or the student-athlete host; the host is expected to use his/her own vehicle for entertaining the prospect. You may not transport the prospect or anyone accompanying the prospect more than 30 miles from the campus. You may not allow the prospect to drive your car.

• **Boosters/Media:** Prospects are not permitted to interact, on- or off-campus, with boosters of the athletics program or members of the media. If an unplanned meeting occurs, only an exchange of greeting is permissible. Further, NCAA rules prohibit student-athletes from making comments to the media regarding a prospect other than confirming the institution’s recruitment of the prospect prior to the prospect’s signing of a National Letter of Intent.

• **Workouts:** A prospect may engage in recreational workout activities as long as the activities are not organized or observed by members of the athletics department coaching staff, and are not designed to test the athletics ability of the prospects.

• **Standards of Conduct:** You are expected to conduct yourself in a manner that upholds the traditions and ethical standards of SJSU when acting as a student-athlete host. Do not bring discredit or harm to the University’s reputation. As a student-athlete host, you must abstain from underage drinking, tobacco products, and non-therapeutic drugs. You may not provide such products to prospects and must discourage their use. SJSU explicitly condemns sexual harassment, sexual assault, or other sex offenses. Student-athlete hosts and prospects may not engage in any sexual offense. Student-athlete hosts may not arrange for sexual encounters for prospects. You may not engage in any gambling activities. You are required to report any observed offenses of the standards of conduct by student-athlete(s) to your head coach or to the Compliance Office.

**IV. ATHLETICS GRANT-IN-AID**

**AWARDING ATHLETICS GRANT-IN-AID SCHOLARSHIPS**

• An athletics grant-in-aid scholarship may be awarded to student-athletes to assist with educational expenses. A full athletics grant-in-aid consists of tuition and fees, room and board, and required course-related books. Each intercollegiate athletics team is provided with a specific number of athletics grant-in-aids in accordance with Department of Intercollegiate (DIA) budgetary restrictions and National Collegiate Athletic Association (NCAA) regulations. These grants are awarded by San Jose State University (SJSU) through the Financial Aid and Scholarship Office (FASO) based on the recommendation of the sport Head Coach (HC) and approval of the Director of Athletics (AD).

• An athletics grant-in-aid scholarship may be awarded for any term during which a student-athlete is in regular attendance as an undergraduate or graduate student with eligibility remaining. Athletics aid shall neither be awarded for a period in excess of a student-athlete’s five-year period of eligibility, nor for a period less than one academic year (exceptions apply for mid-year enrollees, students in the final semester of their degree program, or students who have graduated during the previous academic year). Such aid may be renewed at the recommendation of the HC and approval of the AD, but renewal is not automatic. Athletics aid may be reduced or cancelled at any time if a student-athlete:
  1. Fails to satisfy SJSU, affiliated Conference, or NCAA academic requirements;
  2. Voluntarily withdraws from a sport at any time for any reason;
  3. Becomes ineligible for intercollegiate athletics participation;
  4. Fraudulently misrepresents information on required SJSU documents or the National Letter of Intent (NLI) and/or Athletics Grant-In-Aid Agreement;
  5. Fails to be certified by the NCAA Eligibility Center;
  6. Engages in serious misconduct or unethical conduct warranting substantial disciplinary action by SJSU, the DIA, affiliated Conference, and/or the NCAA;
  7. Violates the NCAA or DIA’s Drug Policy.

**TUITION/FEE DEFERRALS**

Student-athletes receiving an athletics aid award that includes tuition will have a fee deferral placed on their account each semester prior to registration. The fee deferral will protect classes from being dropped. The DIA will transfer tuition payments directly to the student-athlete’s MySJSU account. Out-of-state tuition scholarships will be limited to 15 units per semester.
REPAYMENT OF “F”/NO CREDIT GRADES

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

TEXTBOOKS

Textbook Pick-Up

• Each semester, the Student Services Coordinator and Director of Compliance will pre-order all required course-related textbooks at the conclusion of the advance registration period for student-athletes receiving an athletics aid award that includes textbooks. The required course-related textbooks will be ordered for all courses in which the student-athlete is enrolled. Only required textbooks/supplies will be approved; textbooks/supplies that are recommended/optional will not be approved.

• Student-athletes will receive an email when their textbook order is ready for pick-up. Student-athletes will not be allowed to pick-up their textbook orders each semester until they have been certified as eligible for competition and athletics aid. Student-athletes will pick-up their textbooks directly from the Spartan Bookstore. Photo ID and a signature will be required to pick-up textbooks; a receipt will be provided upon pick-up.

• Student-athletes must see the Student Services Coordinator or Director of Compliance if they add any courses after the advance registration period. An order will be placed for the additional textbooks and the student-athlete will be notified via email when their order is ready for pick-up. If a student-athlete drops a course after the advance registration period, they must return the textbook(s) to the Spartan Bookstore.

• If a student-athlete needs to purchase a course reader that is available from A.S. Print Shop or Maple Press, the student-athlete must see the Student Services Coordinator or Director of Compliance to receive a book voucher. Student-athletes must provide the following documentation for each book voucher approval:
  • Copy of class schedule printed from MySJSU showing the student’s name; AND
  • Copy of green sheet/class syllabus
  • Only course readers that are required will be approved; course readers that are recommended/optional will not be approved. Book vouchers are accepted at A.S. Print Shop and Maple Press. Separate book vouchers are needed for each location. Student-athletes will NOT be reimbursed for purchases they make on their own from a book voucher location. If textbooks/supplies need to be purchased from another source, student-athletes must pay for the purchase on their own and then submit a reimbursement form. Student-athletes must turn in their receipts in addition to the documentation listed above.

Textbook Returns

• Textbooks must be returned within one week after the conclusion of finals. Student-athletes will be charged for any non-returned textbook. Even if a textbook will be used again for another semester, the book must be returned and purchased again the following semester.

• Textbooks MUST be returned to the basement of Spartan Bookstore. DO NOT return books to any of the temporary kiosks set up around campus.

• Course readers do not need to be returned.

• Books/supplies that were reimbursed by the DIA, need to be returned to the DIA.

ROOM AND BOARD

• The DIA will transfer payments for on-campus housing directly to the MySJSU accounts of those student-athletes receiving an athletics aid award that includes room and/or board.

• Student-athletes, who have been approved to live off-campus by their HC and are receiving an athletics aid award that includes room and/or board, will receive a room/board allotment. Allotments will be issued in four equal payments each semester. Allotments will be disbursed once a month, during the last academic week of the month.

• All student-athletes are encouraged to enroll in Direct Deposit (formerly known as eRefunds). With electronic refunds, financial aid disbursements are sent electronically to your bank, rather than via a paper check. Student-athletes only need to enroll once and funds will be delivered securely to their bank account. Should a Direct Deposit be sent in error, SJSU has the right to retrieve the Direct Deposit from the student’s bank account immediately.

• Students can enroll in Direct Deposit under the Finance section of their MySJSU account. Check the Bursar’s Office website at http://www.sjsu.edu/bursar/ for detailed instructions. If incomplete or inaccurate information is provided during enrollment, the Direct Deposit will be rejected by the bank and processing will be delayed. If a student has a hold on their MySJSU account, the processing of the Direct Deposit will be delayed.

• If students are not enrolled in Direct Deposit, a paper check will be issued and mailed to the mailing address on the student’s MySJSU account. Issuing a paper check will delay the processing of financial aid disbursements. If a student has a hold on their MySJSU account, the issuing of a paper check will be delayed.
UNIVERSITY CHARGES NOT PAID BY THE DEPARTMENT

There are many charges that the DIA is not permitted to pay for student-athletes. Such charges include but are not limited to: long distance phone charges, personal traveling expenses, late registration fees, late payment fees, parking fees, library fines, Housing “lock-out” fees, Housing damage fees, payment plan fees, testing fees, etc. Students are responsible for understanding all University policies and procedures, and being aware of registration dates and payment deadlines.

INTERNATIONAL STUDENTS

• The DIA will provide international student health insurance coverage, as mandated by SJSU, to each international student-athlete receiving an athletics aid award. Enrollment information will be provided to students in late spring/early summer. Each student will be responsible for completing and submitting the appropriate enrollment form(s) to the Director of Compliance.

• International students receiving athletic scholarships are subject to U.S. tax law. Upon initial enrollment to SJSU, ALL international student-athletes receiving an athletics aid award, will be required to submit an online questionnaire to the University’s international tax advisor in order to determine their tax classification. Failure to submit the online questionnaire within five days after the start of the fall semester, will result in a hold being placed on the student’s account. After completion of the online questionnaire, the student will be required to meet with the international tax advisor in-person and to present requested documentation (passport, I-20, etc.). Athletics aid cannot be disbursed until after the student meets with the international tax advisor. The room and board portion (rent, meal plans, and stipends) of international scholarships are subject to up to 14% IRS tax withholdings; tuition and books are not taxable. For student-athletes living in on-campus housing, the 14% will be deducted from housing payments and the student will be responsible for paying the balance on their account directly to Housing Services. For student-athletes receiving a room/board stipend, the 14% will be deducted from stipend checks.

• International students also have a responsibility to file a tax return each year, regardless of whether or not they were subject to tax withholdings. It is the student’s responsibility to be aware of tax return deadlines and to submit the appropriate tax return documents. The DIA cannot provide advice on income tax filing. Students should seek professional assistance from a tax specialist or seek paid tax assistance.

ATHLETICS AID APPEAL POLICY

Opportunity for a Hearing

In accordance with NCAA Bylaws 15.3.2.4, 15.3.4 and 15.3.5, when a student-athlete’s athletics aid is reduced or cancelled during the period of the award, or is reduced or not renewed for the following academic year, San Jose State University (SJSU) must provide the student-athlete with an opportunity for a hearing upon the student-athlete’s request. The appeal hearing will be conducted by a Subcommittee consisting of the Chair, the Director of Financial Aid, and two additional SJSU campus staff members.

Notification of Hearing Opportunity

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

Statement of Intent

Should the student-athlete decide to exercise the option of a hearing, he or she must file a Statement of Intent to do so with the Associate Athletic Director of Compliance within 14 calendar days of the date of the written notification that athletics aid will be reduced, cancelled or not renewed. The Statement of Intent must be emailed to lynn.meade@sjsu.edu or faxed to the attention of Lynn Meade at 408-924-1738. Upon receipt of a Statement of Intent, the Associate Athletic Director of Compliance will answer any of the student-athlete’s NCAA rules and/or procedural questions. Following this communication with the student-athlete, the Associate Athletic Director of Compliance, in conjunction with the Subcommittee, will make a good faith effort to arrange the hearing within a reasonable time period and notify the student-athlete of the location and time via telephone and/or email.

Supporting Documentation

The Statement of Intent will be provided to the Subcommittee members hearing the appeal. The student-athlete will also be given an opportunity to present supporting documentation to the Subcommittee. This material must be provided to the Associate Athletic Director of Compliance at least 48 hours prior to the hearing date. The Associate Athletic Director of Compliance will disseminate the student-athlete’s supporting documentation to the Subcommittee, as well as the relevant NCAA Bylaws and other pertinent information. The student-athlete should be aware that the involved coaching staff may also exercise the option of providing a statement and/or other relevant documentation.
Hearing Participants & Decision
In addition to the Subcommittee members mentioned above, the Faculty Athletics Representative and the Associate Athletic Director of Compliance will be in attendance in a non-voting capacity to provide procedural guidance to the Subcommittee and all relevant participants. Both the student-athlete and the involved coach will be individually afforded time to present the merits of their respective case. After oral presentations by the relevant parties, the Subcommittee will review all evidence presented and deliberate until a decision is reached. The decision will be forwarded to the Associate Athletic Director of Compliance, who will then issue the Subcommittee’s written decision to all parties involved within one week of the hearing.

SUMMER ATHLETICS AID
Summer athletics aid is awarded to student-athletes above and beyond the regular academic year Grant-In-Aid Agreement, and is available on a limited basis. It is meant to promote progress toward graduation, and is not meant to be used to regain eligibility. Summer athletics aid is not automatic. Enrolled/continuing student-athletes must earn eligibility for summer athletics aid by demonstrating commitment to Spartan Athletics and making satisfactory progress toward a degree throughout their career at San Jose State. To be considered for summer aid, student-athletes must apply and meet all of the following criteria:
1. Must have demonstrated consistent progress toward a degree;
2. Must have made consistent contributions to the success of the team; and
3. Must have received athletics aid during the previous academic year, or will be receiving athletics aid in the following academic year.

Guidelines of Summer Athletics Aid Awards
• Summer athletics aid is contingent upon budget availability, which varies annually.
• Pursuant to NCAA Bylaw 15.2.8.1.2, summer athletics aid may be only awarded to enrolled/continuing student-athletes in proportion to the amount of athletics aid received by the student-athlete during his/her previous academic year. For example, a student-athlete receiving 50 percent athletics aid during the regular academic year may not receive more than 50 percent athletics aid during all summer sessions combined.
• Pursuant to NCAA Bylaw 15.2.8.1.2.5, a student-athlete who has not received athletics aid from SJSU during a previous academic year may receive athletics aid to attend SJSU’s summer session(s) as long as he/she has been awarded athletics aid for the following academic year AND the summer athletics aid is awarded only in proportion to the amount of athletics aid the student-athlete will receive for the following academic year.
• A summer athletics aid award MAY consist of tuition/campus fees, books and a room and board stipend. All summer athletics aid awards vary based on the student-athlete’s summer enrollment and the percentage of their Athletics Grant-In-Aid Award during the academic year in accordance with NCAA rules set forth above. Unless the student-athlete is receiving a full summer athletics aid award, the breakdown of their summer athletics aid award will MOST LIKELY differ from the Athletics Grant-In-Aid Award they receive during the academic year. For example, a student-athlete who receives tuition and books during the academic year may only receive a portion of their summer school tuition and no books.
• Student-athletes awarded summer athletics aid will receive such aid only for session(s) in which they are enrolled. For example, a student-athlete enrolled in only Summer Session I and receiving a full scholarship (tuition, books and room and board stipend) will receive a room and board stipend for Summer Session I; the student-athlete will not receive the room and board stipend for the entire summer (all three Summer Sessions). Further, a student-athlete receiving summer athletics aid must be enrolled in a minimum of three units per summer session of enrollment.
• Tuition
  ➢ Unlike the academic year, summer tuition is charged at a variable rate based on units of enrollment.
  ➢ Student-athletes who withdraw from a class and/or do not earn a passing grade in a summer session course will be responsible for paying back tuition provided by SJSU Athletics for that course(s).
• Room & Board
  ➢ On-campus housing for summer session(s) is reserved for incoming prospects, transfers and greyshirts. On-campus housing for continuing student-athletes is NOT available during the summer session(s) through SJSU Athletics. Continuing student-athletes may attempt to arrange and pay for on-campus housing during summer session(s) with Housing Services directly.
  ➢ Student-athletes enrolled solely in on-line course(s) who reside more than 50 miles from campus during summer are eligible for tuition and book scholarships only. SJSU Athletics will not provide a room and board stipend to student-athletes residing more than 50 miles from campus during summer.
  ➢ Student-athletes enrolled solely in on-line course(s) who reside within a 50 mile radius of campus during summer are eligible to receive tuition, books and a room and board stipend. Such student-athletes must fulfill a weekly study hall requirement of one hour per unit of enrollment (3 unit course = 3 hours of study hall per week).
Procedure for Applying for Summer Athletics Aid

1. Each student-athlete interested in receiving summer athletics aid must complete the Summer Athletics Aid Application, which is distributed to Head Coaches by the Student Services Coordinator in March.
2. The Application is then submitted to the appropriate Athletic Academic Advisor in Student-Athlete Success Services for verification that the coursework requested is degree applicable.
3. The Athletic Academic Advisor submits the completed Application to the appropriate Head Coach.
4. The Head Coach reviews the Application, signs and submits the completed Application to the Student Services Coordinator.

Procedure for Approval and Notification of Summer Athletics Aid

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

WINTER ATHLETICS AID

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

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

Guidelines of Winter Athletics Aid Awards

• Winter athletics aid is contingent upon budget availability, which varies annually.
• Pursuant to a 12/18/09 NCAA Staff Interpretation, winter athletics aid may only be awarded to enrolled/continuing student-athletes in proportion to the amount of athletics aid received by the student-athlete during his/her previous academic term. For example, a student-athlete receiving 50 percent athletics aid during the previous fall term may not receive more than 50 percent athletics aid during the winter term.
• A student-athlete who has not received athletics aid from SJSU during a previous academic term may NOT receive athletics aid to attend SJSU’s winter session.
• A winter athletics aid award MAY consist of tuition/campus fees, books and room and board. All winter athletics aid awards vary based on the student-athlete’s winter enrollment and the percentage of their Athletics Grant-In-Aid Award during the previous academic term in accordance with NCAA rules. Unless the student-athlete is receiving a full winter athletics aid award, the breakdown of their winter athletics aid award will MOST LIKELY differ from the Athletics Grant-In-Aid Award they receive during the academic year. For example, a student-athlete who receives tuition and books during the academic year may only receive a portion of their winter tuition and no books.
• Tuition
  ➢ Unlike the regular academic year, winter tuition is charged at a variable rate based on units of enrollment.
  ➢ Student-athletes who withdraw from a class and/or do not earn a passing grade in a winter session course will be responsible for paying back tuition provided by SJSU Athletics for that course(s).
• Room & Board
  ➢ On-campus housing for winter session is reserved for continuing student-athletes who reside on campus during the regular academic year (based on availability).
  ➢ Student-athletes enrolled solely in on-line course(s) who reside more than 50 miles from campus during winter are eligible for tuition and book scholarships only. SJSU Athletics will not provide a room and board stipend to student-athletes residing more than 50 miles from campus during winter.
Procedure for Applying for Winter Athletics Aid
1. Each student-athlete interested in receiving winter athletics aid must complete the Winter Athletics Aid Application, which is distributed to Head Coaches by the Student Services Coordinator in November.
2. The Application is then submitted to the appropriate Athletic Academic Advisor in Student-Athlete Success Services for verification that the coursework requested is degree applicable.
3. The Athletic Academic Advisor submits the completed Application to the appropriate Head Coach.
4. The Head Coach reviews the Application, signs and submits the completed Application to the Student Services Coordinator.

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

FIFTH-YEAR ATHLETICS AID
Fifth-year aid is awarded to student-athletes who have exhausted their eligibility, have not completed their undergraduate degree and still have a semester (or year) remaining on their five-year clock (Bylaw 14.2). Fifth-year aid is not an automatic award. Student-athletes must earn eligibility for fifth-year aid by demonstrating commitment to Spartan Athletics and making satisfactory progress toward a degree throughout their career at San Jose State. To be considered for fifth-year aid, student-athletes must apply and meet all of the following criteria:
1. Must have demonstrated consistent progress toward a degree;
2. Must have made consistent contributions to the success of the team; and
3. Must have received athletics aid during the previous academic year.

Requirements of Fifth-Year Aid Award
• An award of fifth-year aid will never be more than (and could be less than) the previous academic year’s athletics aid award.
• An award of fifth-year aid is only available for undergraduate degree credit. It will only cover courses required for graduation in the student-athlete’s degree program (tuition). Textbooks and room and board costs will not be covered in a fifth-year grant-in-aid.
• All student-athletes receiving fifth-year aid are required to work 20 hours per week for the DIA.
• Awarding of fifth-year aid is contingent upon budget availability, which varies annually; therefore, fifth-year aid is awarded on a semester-by-semester basis.

Procedure for Applying for Fifth-year Aid
1. Each student-athlete eligible for fifth-year aid consideration must complete the Fifth-Year Aid Application Form, which is distributed to Head Coaches by the Student Services Coordinator in February.
2. The Form is then submitted to the appropriate Athletic Academic Advisor in Student-Athlete Success Services for verification of the number of units required for degree completion.
3. The Athletic Academic Advisor attaches a copy of the student-athlete’s graduation worksheet to the application, and submits it to the appropriate Head Coach.
4. The Head Coach reviews the Fifth-Year Aid Application Form, signs and submits the completed Form to the Student Services Coordinator.

Procedure for Approval and Notification of Fifth-Year Aid
1. The Director of Student-Athlete Success Services, Student Services Coordinator and Director of Compliance review and approve fifth-year aid with consideration given to gender equity, equitable distribution of aid and budget constraints.
2. The Student Services Coordinator will notify all applicants via email of the approval or denial of their fifth-year aid award.
3. The Student Services Coordinator meets with all fifth-year aid recipients prior to the first day of classes to discuss Code of Conduct, schedule hours and sign Grant-In-Aid Agreements.
STUDENT ASSISTANCE FUND (SAF)

- The NCAA offers the Student Assistance Fund (SAF) to assist student-athletes in meeting financial needs. Student-athletes who receive a PELL Grant are eligible to receive a clothing/groceries stipend from the NCAA.
- Head coaches will be provided with a list of eligible student-athletes during the fall and spring semesters. Head Coaches will also be informed of the deadline each semester for student-athletes to submit application forms. Eligible student-athletes can receive application forms from the Student Services Coordinator or Director of Compliance during the fall and spring semesters.
- Student-athletes are eligible to receive up to $250 per semester to be used for clothing and groceries. SAF checks will be available for pick-up near the conclusion of the respective semester. Student-athletes will be required to sign a confirmation form when they pick-up their check stating they understand the permissible uses of the funds.

V. STUDENT FINANCIAL AID

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

STUDENT-ATHLETE’S FINANCIAL AID ELIGIBILITY

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

APPLYING FOR FINANCIAL AID

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

TYPES OF FINANCIAL AID AVAILABLE

There are three types of Financial Aid available to students at SJSU: 1) grants (which don’t have to be repaid), 2) loans (which do have to be repaid), and 3) Federal Work Study. If you submit the FAFSA, you will be considered for most of the financial aid programs available at San José State University, including Federal Pell Grants, Cal Grants A and B, Graduate Fellowships, State University Grants, State Educational Opportunity Program Grants, Federal Supplemental Educational Opportunity Grants, Federal Perkins Loan, Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, Federal PLUS (parent loan), Kuhlman Loan (a private loan fund), and Federal Work Study. For most of the loan programs, a second application will be required after your eligibility for aid has been determined and verified. The FAFSA is also used by students applying for Academic Scholarships, as financial need is a criterion for most of those available. For information about SJSU Scholarships, access the website at http://www.sjsu.edu/faso/Scholarships/.
- Grants are awarded based upon financial need, as defined by the Federal Government and determined by your FAFSA Application. In general, eligibility is based upon the previous year’s adjusted gross income and assets, such as checking and savings accounts, stocks and bonds, real estate (other than the family home), etc. Full information regarding eligibility can be obtained from the FASO. Grants have their own eligibility criteria and, except for the Pell Grant, have limited funds; so it is important to apply early and be awarded before the grant fund availability is exhausted.
- Loans are intended to supplement any scholarships and grants a student receives. The terms and availability of each loan vary; and it is recommended that students either avoid loans completely, if possible, or borrow no more than is absolutely necessary to meet their educational need each year.
- The Federal Work Study Program offers part-time employment to eligible students; however, receiving a Federal Work Study Award, does not guarantee a job. San José State University offers a Job Hotline (www.sjsu.edu/depts/finaid/fwso.html), which is an on-line service that lists jobs currently available. Students may access the Job Hotline over the Internet after they have received a Work Study Award to arrange interviews with employers offering jobs for which the students are qualified. If hired, students must be careful not to arrange to work more hours than their academic and athletic schedules will allow.
CALIFORNIA DREAM ACT
AB131 allows students who qualify under the AB540 to apply for and receive state-funded financial aid. The Dream Act Application becomes available in January for the upcoming fall and spring semesters. Applications are for one academic year only, so students must re-apply every year. There is a priority deadline date of March 2nd each year, and students are advised to meet that deadline to be considered for all possible aid for the upcoming year. The Dream Act Application is a free application so no fee is charged for applying for aid. You can apply over the internet at www.caldreamact.org. If you need assistance with completing the Dream Act Application, “drop in” at the Financial Aid Office and ask to speak with one of the counselors on duty.

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

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

CORE VALUES
Respect    Accountability    Commitment    Development    Teamwork    Achievement
Integrity

GUIDING PRINCIPLES
SUCCESS
Student Development - SASS promotes student development through ChAMPS/Life Skills programs and the Student-Athlete Advisory Committee (SAAC).
Unique - SASS programming takes into consideration the unique issues specifically related to student-athletes.
Community - Community involvement and appreciation for diversity is embraced and promoted.
Compliance - SASS upholds and promotes the NCAA, WAC/MPSF, and SJSU standards for integrity.
Education - SASS consults with and educates about the various departments on campus where student athletes may obtain support.
Self-sufficiency - Student-athletes should develop self-sufficiency, personal responsibility, and the ability to make informed decisions.
Standards - Graduation is the expected standard for all student-athletes.

5 BASIC ACADEMIC EXPECTATIONS:
1. Attend all classes.
2. Complete all required work on time.
3. Plan and prepare for all academic work.
4. Communicate with your professors/instructors on a regular basis (attend office hours).
5. Utilize academic resources provided by SASS and main campus.
A more exhaustive list of Student-Athlete Strategies for Success can be found on page 66.
SCOTT GADWAY ACADEMIC CENTER

SASS provides advising and learning support for SJSU student-athletes. SASS staff reports outside of the DIA to the Division of Academic Affairs. The Director, 3 academic advisors, 2 learning specialists and a group of peer mentors are housed in the Scott Gadway Academic Center which is located in the Simpkins Stadium Center. The Scott Gadway Academic Center also includes an academic lab for general study and study hall purposes.

GOALS

The Gadway Academic Center houses an alternative learning space for student-athletes at the South Campus. Based in the Gadway Center, Student-Athlete Success Services provides a comprehensive array of academic support services and programs designed to enhance academic achievement, cultivate good study habits and skills, and assess the needs of students. Helping student-athletes achieve their academic potential is the underlying goal, and programming and resources are designed and implemented to further that goal. Student-Athlete Success Services works closely with coaching staffs to implement student success programming for each team, including: advising, case management, needs/skills assessment, study groups, skills workshops, tutorials, computers, mentoring, monitoring, study hall, and progress reporting.

STRUCTURED STUDY PROGRAM

All first-year SJSU student-athletes participate in a mandatory structured study program. Select student-athletes, including all those admitted under special circumstances, participate in mandatory tutoring and regular meetings with SASS staff. Tutoring for remedial classes, as well as some of the most common first-year classes, is offered for all student-athletes. Upper class student-athletes may be required by their coach or by the DIA to attend study sessions. Mandatory study will occur in the Gadway Student Success Center, with attendance reported weekly to coaches. Coaches have the authority to increase study requirements beyond the department requirements, but not to reduce them. They do not have the authority to excuse you from study, though requirements are reduced when you must travel for competition.

OPERATION GRADUATION

All student-athletes participate in Operation Graduation (OG). OG is an organizational system that allows coaching staff and SASS staff to intensively monitor student-athletes’ academic efforts and performance. Instruction and supplies are furnished by SASS in conjunction with coaching staff.

TUTORIAL ASSISTANCE

Tutoring for student-athletes is offered through Student-Athlete Success Services by contract with Peer Connections, the SJSU Writing Center and Student Academic Success Services. Student Academic Success Services hires and trains all tutors. Student-athletes should only work with tutors provided by Peer Connections or the Disability Resource Center or with Teaching Assistants assigned to their class. Student-athletes should not hire their own tutors or work with volunteer tutors. Under no circumstances should a Department staff member tutor a student-athlete unless by prior arrangement with the Director of Student-Athlete Success Services. Group tutoring occurs in the Gadway Center, Sunday through Thursday evenings for the most common general education math and English courses. A writing tutor is present each evening, as is additional SASS staff, to support writing. All tutoring sponsored by SASS occurs in the Gadway Center during regular hours except by prior arrangement with the Director of Student-Athlete Success Services.

STUDENT-ATHLETE MANDATORY STUDY REQUIREMENTS

All newcomers (freshmen and transfer students) will have 6-10 hours of study hall per week. The actual number will be based on the incoming academic record of the student and the discretion of both the SASS staff and the coaching staff.

Students in remedial math and/or English will have 2 hours per week of required tutoring per class. This tutoring will count towards the study hall requirement.

Continuing students will earn their study hall requirement based on GPA and the discretion of both the SASS staff and the coaching staff.

<table>
<thead>
<tr>
<th>SJSU GPA</th>
<th>Study Hall Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.80 GPA and above</td>
<td>no required study hall</td>
</tr>
<tr>
<td>2.50 GPA – 2.79 GPA</td>
<td>4 hours of study hall</td>
</tr>
<tr>
<td>2.10 GPA – 2.49 GPA</td>
<td>6 hours of study hall</td>
</tr>
<tr>
<td>2.09 GPA and below</td>
<td>8-10 hours of study hall</td>
</tr>
</tbody>
</table>

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

In addition to study hall requirements, all newcomers (freshmen and transfer students) and other students assigned by SASS and the head coach will be required to meet with their assigned athletic academic advisor, learning specialist, or peer advisor at least once per week. Tutoring arrangements and other study requirements will be individually prescribed as needed. Operation Graduation materials will be required at study hall and all advising and tutoring sessions.
Additional Information

• Weekly totals begin on Sundays @ 6:00 pm and end on Fridays @ 3:00 pm
• Study hall credit is earned only when the student signs both in AND out
• Head coaches/academic liaisons receive the previous week’s study hall report each Monday
• Study requirements are not reduced due to team travel; however,
• Study time completed during team travel (and approved by SASS and the head coach) may be used to meet the weekly study requirement
• Study hall credit is given for verified studying done in Gadway, LARC, or DRC
• Required study hours will be reduced for holidays and other school closings
• Students not actively participating in study (actively studying, meeting tutors, completing assignments) will be asked to leave and forfeit study hall time accumulated that day
• Students who attempt to any circumvent study hall guidelines will risk losing credit for study hall hours
• If a student does not meet his/her study hall requirement, a meeting to determine consequences will be immediately scheduled between the student, the head coach, and SASS director. If this happens more than once, the sport supervisor and/or other athletic department officials may also be included.
• Students are required to attend scheduled tutoring sessions. A missed tutoring session will result in a meeting to determine consequences between the student, the head coach, and SASS director. If this happens more than once, the sport supervisor and/or other athletic department officials may also be included.

Key Points
To graduate and stay eligible: **NEVER EARN LOWER THAN A “C”**
To be a scholar-athlete: **BALANCE EVERY “C” WITH AN “A”**
SASS staff members are support personnel, not law enforcement. Please **understand and respect rules!**
Follow-through on your commitment as a student-athlete by embracing your responsibility to yourself (and your teammates) to **give your personal best** in the classroom at all times.

**Dedicate yourself to excellence!** Blowing off your academic responsibilities is the equivalent of blowing off weights, conditioning, or practice; and indicates a lack of dedication to your own athletic success.

SASS operates with the purpose of helping you to **achieve at your fullest potential.**

**Operate with integrity.** Academic dishonesty (plagiarism/cheating) will absolutely not be tolerated. SASS is not able to help you if you cheat. Otherwise, SASS personnel will support you in any way possible. SASS will not have fulfilled its commitment to you until you **GRADUATE!** Count on us reminding you of this often and until our commitment is fulfilled!

**UNIVERSITY ACADEMIC REQUIREMENTS AND PROCEDURES**
After meeting all admission requirements, SJSU prospects are allowed to enroll as students. Admission to the University demonstrates a student’s potential for academic success. Once admitted, it is imperative the student-athletes enroll in only degree-applicable coursework. The general educational requirements for degree programs are available in the course catalog, the schedule of classes, department publications, and through your team’s Athletic Academic Advisor.

**REMEDIATION**
If remediation in either math or English is mandated under CSU EO 665, student-athletes will have required tutoring as assigned by SASS staff. Students must complete remediation within a year of original enrollment. Those who do not complete remediation within one year are dismissed from SJSU. Please work closely with your Athletic Academic Advisor to understand the implications of remediation.

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

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

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

PRIORITY REGISTRATION

A student-athlete’s daily schedule is very structured. Because of the particular time constraints placed upon them by athletics practices and participation, Associate Student Government and the Faculty Senate grants student-athletes priority registration. Priority registration allows student-athletes to register for classes before the general student body. Given the demands for classroom space, this is an extremely valuable benefit. Student-athletes are expected to complete a Year Long Academic Plan and have consulted with their Athletic Academic Advisor to be cleared for priority registration. They are also expected to register for the classes listed on their Academic Plan.

STUDENT-ATHLETES ARE RESPONSIBLE FOR REGISTERING FOR THEIR OWN CLASSES. ADVISORS DO NOT REGISTER THEM FOR CLASSES. STUDENT-ATHLETES ARE PERSONALLY RESPONSIBLE FOR ANY LATE FEES GENERATED BY THEIR FAILURE TO COMPLETE REGISTRATION (OR COMPLETE DROPS IN REGISTRATION) IN A TIMELY MANNER. THEY ARE HELD TO THE STANDARDS OF ALL OTHER SJSU STUDENTS.

Take advantage of priority registration by preparing in the following manner:

1.) Meet with your major advisor.
2.) Meet with your Athletic Academic Advisor.
3.) Check for any holds on your account and get them removed.
4.) Register and submit a copy of your schedule to your Athletic Academic Advisor.

CHANGE OF CLASS SCHEDULE

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

DECLARING A MAJOR

NCAA eligibility requirements dictate that student-athletes must declare a major prior to the beginning of their fifth semester of full time enrollment. In order to declare a major or change a major, student-athletes must see the University’s Academic Major Advisor. They must formally enroll in a specific degree program or obtain approval from the appropriate academic official for the intended course work and designated degree program. Always work with an Athletic Academic Advisor first to discuss the implications of various choices on athletic eligibility.

GRADING SYSTEM

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
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<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Other grades are: “I”,”CR/NC”,”SP”,”AU”,”W”, and “U”. “I” indicates the satisfactory completion of the majority of the course work with a “D” average or better, but that due to unavoidable circumstances the student is prevented from completing the remaining work. The time allowed to remove the “I” from the academic record varies depending on the course or instructor, but can never exceed one calendar year. Once course work is completed, a new grade is entered into the permanent record. If course work is not completed, the grade officially changes to an “F”. Check with the instructor or Athletic Academic Advisor for further information. A “W” indicates the course was dropped after the first week of class with the approval of the instructor. A “W” is not calculated into the GPA, however it does count towards overall units enrolled for the semester prior to the point it was dropped. “U” (unauthorized incomplete) denotes an unauthorized drop or withdrawal. This grade is given if a student does not officially withdraw from class or the assignments completed were insufficient for assigning a regular letter grade. For the purposes of averaging the grade point, this grade is equivalent to an “F”.

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HONORS CONVOCATION

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

TEAM TRAVEL

At the beginning of each season, student-athletes are given travel letters to distribute to professors as soon as possible. Prior to departure, student-athletes should remind their professors that they will be absent. It is the responsibility of the student-athlete to make up course work missed as a result of team travel. Working with instructors to submit or complete work before leaving is always best. If work will be submitted after the team’s return, please work with the instructor to set clear deadlines to prevent miscommunication. If class work must be completed on the road, work with an Athletic Academic Advisor for help with submitting it, finding proctors, etc. Except in extreme circumstances, DIA staff should not proctor any exams taken on the road. In such cases, only Student Success Services or Senior Athletics Staff should serve as proctors after arrangement with the Associate AD for Student Success Services. If there is a problem with missing a course(s), contact an Athletic Academic Advisor for assistance.

CLASS ATTENDANCE

GO TO CLASS! Class Attendance is Mandatory for all SJSU Student-Athletes. There is a direct correlation between classroom attendance and academic success. Class attendance is monitored by DIA staff, SASS staff and coaching staff. Also, if a problem arises with a class, the professor is much more likely to be willing to work with the student if they have demonstrated an interest. Therefore, student-athletes are encouraged to meet periodically with their instructor during office hours.

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

VII. ELIGIBILITY REQUIREMENTS

MINIMUM ELIGIBILITY REQUIREMENTS FOR PRACTICE AND COMPETITION

Full-Time Status

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

SJSU MINIMUM GRADE POINT AVERAGE (GPA)

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

INITIAL ELIGIBILITY REQUIREMENTS

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

- **Academic Certification:** All incoming freshmen must meet the NCAA standards for initial eligibility set forth in Bylaw 14.3 to be immediately eligible for practice, competition and athletic financial aid during their first year of collegiate enrollment. An individual who is eligible for practice, competition and athletic financial aid during their initial year of collegiate enrollment is referred to as a qualifier. In order to be certified a qualifier, a student must meet a sliding scale that includes a core high school grade point average and a corresponding standardized test score.

- **Amateur Certification:** In addition to the academic eligibility requirement, all incoming freshman must be certified an amateur in accordance with Bylaw 12.1 in order to practice or compete for an NCAA Division I or II member institution. Amateur certification is based on activities that occur prior to a student’s request for final certification or initial full-time enrollment at an NCAA Division I or II institution (whichever occurs earlier).

1st Year Student-Athletes

12 Hour Requirement: Student-athletes must be enrolled in a minimum of 12 hours in both the fall and spring semester in order to be eligible for practice and competition.

6 Hour Requirement: Student-athletes must satisfactorily complete at least 6 hours of academic credit the preceding regular academic term in which he/she was enrolled full-time in order to be eligible for competition. **NOTE: Football student-athletes must satisfactorily complete at least 9 hours of academic credit during the Fall semester.**
CONTINUING ELIGIBILITY REQUIREMENTS

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

2nd Year Student-Athletes

24 Hour Requirement: Student-athletes must satisfactorily complete at least 24 semester hours of academic credit prior to the start of his/her 2nd year (3rd semester) of collegiate enrollment in order to be eligible for competition during the student-athlete’s second year of enrollment.

18 Hour Requirement: Student-athletes must satisfactorily complete at least 18 semester hours of academic credit during the previous academic year in order to be eligible for competition.

12 Hour Requirement: Student-athletes must be enrolled in a minimum of 12 hours in both the fall and spring semester in order to be eligible for practice and competition.

6 Hour Requirement: Student-athletes must satisfactorily complete at least 6 hours of academic credit the preceding regular academic semester in which he/she was enrolled full-time in order to be eligible for competition. NOTE: Football student-athletes must satisfactorily complete at least 9 hours of academic credit during the Fall semester.

1.80 GPA Requirement: Student-athletes must have a minimum cumulative GPA of 1.80 at the start of his/her 2nd year (3rd semester) and throughout the 2nd year in order to be eligible for competition.

3rd Year Student-Athletes

18 Hour Requirement: Student-athletes must satisfactorily complete at least 18 semester hours of academic credit during the previous academic year in order to be eligible for competition.

12 Hour Requirement: Student-athletes must be enrolled in a minimum of 12 hours in both the fall and spring semester in order to be eligible for practice and competition.

6 Hour Requirement: Student-athletes must satisfactorily complete at least 6 hours of academic credit the preceding regular academic semester in which he/she was enrolled full-time in order to be eligible for competition. NOTE: Football student-athletes must satisfactorily complete at least 9 hours of academic credit during the Fall semester.

Designation of Degree Requirement: Student-athletes must designate a degree program prior to participating in competition that occurs during or immediately before the 3rd year (5th semester) in order to be eligible for competition.

40% of Degree Requirement: 40% of a student-athlete’s designated degree requirements must be completed prior to the start of his/her 3rd year (5th semester) in order to be eligible for competition.

1.90 GPA Requirement: Student-athletes must have a minimum cumulative GPA of 1.90 at the start of his/her 3rd year (5th semester) and throughout the 3rd year in order to be eligible for competition.

4th Year Student-Athletes

18 Hour Requirement: Student-athletes must satisfactorily complete at least 18 semester hours of academic credit during the previous academic year in order to be eligible for competition.

12 Hour Requirement: Student-athletes must be enrolled in a minimum of 12 hours in both the fall and spring semester in order to be eligible for practice and competition.

6 Hour Requirement: Student-athletes must satisfactorily complete at least 6 hours of academic credit the preceding regular academic semester in which he/she was enrolled full-time in order to be eligible for competition. NOTE: Football student-athletes must satisfactorily complete at least 9 hours of academic credit during the Fall semester.

60% of Degree Requirement: 60% of a student-athlete’s designated degree requirements must be completed prior to the start of his/her 4th year (7th semester) in order to be eligible for competition.

2.00 GPA Requirement: Student-athletes must have a minimum cumulative GPA of 2.00 at the start of his/her 4th year (7th semester) and throughout the 4th year in order to be eligible for competition.

5th Year Student-Athletes

18 Hour Requirement: Student-athletes must satisfactorily complete at least 18 semester hours of academic credit during the previous academic year in order to be eligible for competition.

12 Hour Requirement: Student-athletes must be enrolled in a minimum of 12 hours in both the fall and spring semester in order to be eligible for practice and competition.

6 Hour Requirement: Student-athletes must satisfactorily complete at least 6 hours of academic credit the preceding regular academic semester in which he/she was enrolled full-time in order to be eligible for competition.

80% of Degree Requirement: 80% of a student-athlete’s designated degree requirements must be completed prior to the start of his/her 5th year (9th semester) in order to be eligible for competition.

2.00 GPA Requirement: Student-athletes must have a minimum cumulative GPA of 2.00 at the start of his/her 5th year (9th semester) and throughout the 5th year in order to be eligible for competition.
Since 1998, SJSU Athletics has participated in the CHAMPS/Life Skills Program, a program originally developed for use by NCAA Division I, II, and III institutions, and supported by the Division I-A Athletic Directors’ Association and the NCAA. (CHAMPS/Life Skills is now called Student-Athlete Affairs at the NCAA office).

The CHAMPS/Life Skills Program, which stands for Challenging Athletes’ Minds for Personal Success, is a program designed to provide additional learning opportunities for our student-athletes and to prepare them for the ultimate competitive challenge: life after graduation. The CHAMPS/Life Skills Program is dedicated to providing the best growth opportunity for our student-athletes in five major areas:

I. **A Commitment to Academic Excellence** ensures that each student-athlete has the opportunity to excel in their chosen field of study and that our athletics programs will provide services to support and enhance the academic success of our student-athletes.

II. **A Commitment to Athletics Excellence** ensures that each student-athlete will be provided facilities, coaching staffs, and support services that enable him/her to excel in a broad program of sports sponsored by San José State University. The fundamental principles of these programs will be based on a commitment to sportsmanship, equity, fair play, and integrity.

III. **A Commitment to Personal Development** ensures that each student-athlete participating in the Spartan CHAMPS/Life Skills program will be provided with opportunities to focus on personal growth issues such as values clarification, goal setting, fiscal responsibility, decision making, and stress management. Each of these components will be focused toward developing a healthy lifestyle.

IV. **A Commitment to Service** is our challenge to student-athletes to give back to the San José community and individuals who are in need. With a clearly defined program of service, our student-athletes will be given opportunities to develop the foundation for a lifelong commitment of volunteerism.

V. **A Commitment to Career Development** places priority on preparing for life after college sports. The program will acquaint our student-athletes with the job search process, provide networking opportunities, and ultimately assist with job placement. As our programs work toward the development of the total person, the ultimate goal is to develop individuals who will have rewarding careers and productive lifestyles.

SJSU is committed to fully enhancing the collegiate career (both athletically and academically) of every student-athlete. The CHAMPS/Life Skills Program aims to help student-athletes achieve their goals and to prepare them for life after graduation. Contact the CHAMPS/Life Skills office at 924-1206 to find out more about the CHAMPS/Life Skills Program.

**VIII. SJSU DIVERSITY STATEMENT**

The San Jose State University Department of Intercollegiate Athletics (DIA) is committed to fostering and maintaining an environment of inclusiveness that empowers all employees and student-athletes to achieve at their highest potential. We value and respect diversity, inclusion, civility and individual uniqueness and recognize the strength these factors bring to our community and learning environment. Further, in alignment SJSU university policy, the SJSU DIA prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status.

**IX. SJSU GENDER EQUITY STATEMENT**

The San Jose State University Department of Intercollegiate Athletics (DIA) is committed to fair and equitable opportunities and treatment for student-athletes of both genders. The University currently offers 16 varsity sports for men (6) and women (10):

**Women’s Sports**
- Basketball
- Cross Country
- Golf
- Gymnastics
- Soccer
- Softball
- Swimming & Diving
- Tennis
- Volleyball
- Water Polo

**Men’s Sports**
- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Soccer
The San Jose State University Gender Equity and Diversity in Athletics Committee (GEDAC) works in conjunction with the university’s Title IX Coordinator to monitor gender equity compliance. GEDAC members are appointed by the president of the university. The committee meets once each month during the regular academic year to assess and discuss the DIA’s compliance with Title IX of the Education Amendment of 1972, which states:

_No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance._

The GEDAC examines athletics issues for gender equity compliance in the following areas:

- Accommodation of interests and abilities
- Athletic financial assistance
- Equipment and supplies
- Scheduling of games and practice time
- Travel and per diem allowance
- Opportunity to receive coaching and academic tutoring
- Assignment and compensation of coaches and tutors
- Locker room, practice and competitive facilities
- Medical and training facilities and services
- Housing and dining facilities and services
- Publicity
- Support services
- Recruitment

**X. STUDENT-ATHLETES AND PREGNANCY**

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

Scholarship: If a pregnant student-athlete notifies her coach and trainer of her pregnancy, her athletics aid will remain in place for the remainder of the academic year unless she voluntarily withdraws from her sport and relinquishes her aid.

Training and Competing: If the student-athlete wishes to continue in her sport, she must receive the approval of her health care professional and the team physician. NCAA regulations provide that female student-athletes who become pregnant during their collegiate career may be granted six calendar years in which to engage in four seasons of intercollegiate competition.

Insurance Coverage: Costs associated with a pregnancy are the responsibility of the student and her insurance coverage. Student-athletes who become pregnant must refer to their own insurance plans to review coverage.

**XI. YOUR PHYSICAL WELLBEING**

**MEDICAL CARE**

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

**ATHLETICS TRAINING ROOMS**

The Sports Medicine Department operates three Athletics Training Rooms. These athletics training rooms are located in the Simpkins Stadium Center, East Field House, and Spartan Complex. There is also an auxiliary athletics training room in the Event Center that is operated on a limited basis, during special events. The athletics training rooms run on a first-come first-serve basis. Appointments can also be scheduled with staff members. The facilities’ telephone numbers are as follows:

- Simpkins Stadium Center, Room 114 408-924-1256
- East Field House, Room 110 408-924-1470
- Spartan Complex, Room 65 408-924-1297

Hours for the athletics training rooms are posted at each facility.

**TREATMENT OF INJURY AND ILLNESS**

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

Should you become ill or injured at times when the athletics training rooms are closed, please go to the Student Health Center (408-924-6122) which is located at San Carlos and 9th Streets.

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

**PREVENTIVE TAPING, WRAPPING AND BRACING**

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

**MEDICAL AND INSURANCE POLICIES**

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

- **Student-athletes** will be covered by the accidental insurance only if they complete a physical exam and provide a completed insurance information form.
- No individual may practice or compete without medical clearance from the Team Physician and completion of requisite forms. If this is not done, insurance coverage cannot be provided and medical care cannot be given. A PHYSICAL FROM AN OUTSIDE PHYSICIAN IS NOT ACCEPTABLE.
- Benefits are limited to injuries sustained during participation in regularly scheduled and supervised team activities. Coverage includes participation in competitions, practices, scrimmages, athletics performance workouts or while in transit for team travel.
- A student-athlete with a pre-existing or recurring injury (an injury that occurred prior to participation at SJSU) will not be covered by the DIA’s insurance unless the particular injury has been cleared by the Team Physician and recorded as stable.
- The Director of Sports Medicine administers athletics insurance claims and medical referrals.
- The insurance provided by the DIA will not cover any illness or incident unrelated to athletics. Student medical insurance can be purchased through the California State University Health Insurance Program. This insurance is a supplement to the service provided through the Student Health Center. This coverage can be purchased by the semester or for an entire school year. This coverage is recommended for the college student who is without any type of medical insurance. Go to www.csuhealthlink.com to find out more information and/or purchase this insurance.
- Athletically related injuries sustained while participating in official practices and intercollegiate athletics competition are covered for up to two (2) years from the date of injury. No bills for treatment are paid after this time period.
- Any injury or condition that will affect a student-athlete’s participation in team practice or competition must be reported to an athletics trainer before referral to the Student Health Center or Team Physician.
- No individual will be permitted to return to practice or competition after a significant injury without the consent of the Team Physician or the Sports Medicine staff.
- All injuries must be reported to an athletics trainer. Under no circumstances should a student-athlete seek outside medical care without proper referral by the Sports Medicine staff. If a student-athlete seeks outside medical care without an appropriate referral THEY WILL BE RESPONSIBLE FOR ALL RELATED MEDICAL EXPENSES. No liability on the part of SJSU exists or may be assumed to exist for off-campus medical or dental treatment or hospitalization of any kind without prior referral.
- **Primary medical insurance**: This is coverage arranged by yourself, a parent, spouse or employer. Typically, these are classified as a Health Maintenance Organization (HMO) or Preferred Provider Organization (PPO).
- **Medical bills**: Please take all medical bills and corresponding Explanation of Benefits (EOB) to the Director of Sports Medicine. The Director of Sports Medicine will send the bill and EOB to the DIA’s insurance company for payment. Please contact the Director of Sports Medicine at (408) 924-1297 if there are any further questions regarding medical bills or insurance coverage.
DENTAL CARE
Each student-athlete is responsible for his/her own dental care unless the need for such care is the result of an athletics injury. Dental injuries received during supervised practices or competitions are covered. If a mouthpiece is provided for your sport, it must have been worn at the time of the injury for the DIA to accept financial responsibility.
Whenever possible, the emergency care associated with athletics dental injuries is provided by the designated team dentist.

CORRECTIVE LENSES
SJSU is not financially responsible for contact lenses or glasses needed for general use. Corrective lenses are only covered by the DIA if they are necessary due to an injury that occurs during a supervised practice or competition. Additionally, any contacts lost must be replaced at the student-athlete’s own expense.

DRUG TESTING
In order to participate in intercollegiate athletics at San José State University (SJSU), all student-athletes are required to sign the NCAA Drug Testing Consent Form, acknowledging that they have been educated as to banned substances and made aware of the NCCA and SJSU random drug testing policies. NOTE: At the time of publication, the SJSU Drug Testing Policy is under review and will be presented at Student-Athlete Orientation. Once revised, the SJSU Drug Testing Policy will be posted on www.sjsuspartans.com.

NCAA BANNED DRUG LIST
1. 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; and
   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.

2. 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; and
   e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

3. NCAA Nutritional/Dietary Supplements Warning:
   • Before consuming any nutritional/dietary supplement product, review the product with your athletics department staff!
     (1) Dietary supplements are not well regulated and may cause a positive drug-test result.
     (2) Student-athletes have tested positive and lost their eligibility using dietary supplements.
     (3) Many dietary supplements are contaminated with banned drugs not listed on the label.
     (4) Any product containing a dietary supplement ingredient is taken at your own risk.

   It is your responsibility to check with the appropriate athletics staff before using any substance and/or supplement. There is no complete list of banned substances. Do not rely on this list to rule out any supplement ingredient.

1. Some Examples of NCAA Banned Substances in Each Drug Class Stimulants: e.g., amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phenetermine (Phen); synephrine (bitter orange); methylhexaneamin, etc.

   Exceptions: phenylephrine and pseudoephedrine are not banned.

2. Anabolic Agents (sometimes listed as a chemical formula, such as 3, 6, 17-androstenetilone): e.g., boldenone; clenbuterol; DHEA (7-Keto); nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.
3. **Alcohol and Beta Blockers (banned for rifle only):** e.g., alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

4. **Diuretics (water pills) and Other Masking Agents:** e.g., bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triamterene; trichlormethiazide; etc.

5. **Street Drugs:** e.g., heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073)

6. **Peptide Hormones and Analogues:** e.g., growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

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

8. **Beta-2 Agonists:** e.g., bambuterol; formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned (unless otherwise noted)! 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.

**NUTRITIONAL SUPPLEMENTS**

All student-athletes should be aware that many nutritional supplements and ergogenic aids are not subject to FDA regulation and many contain small amounts of banned substances such as anabolic steroids or stimulants and may not be labeled as such. These substances could cause a positive result in an NCAA or departmental drug test. The NCAA subscribes to the Resource Exchange Center (REC) to provide a confidential resource for questions about nutritional/dietary supplements. The REC can be accessed at www.drugfreesport.com/rec or call toll free at 877-202-0769. The password for internet access is ncca1.

Always remember that nutritional supplements and ergogenic aids are not regulated by the FDA and may contain substances banned by the NCAA and SJSU DIA. Any questions regarding nutritional supplementation or ergogenic aids should be addressed to the Head Athletics Trainer.

**XII. ATHLETIC PERFORMANCE PROGRAM**

Because your physical well-being is essential to your success both as a student and as an athlete, the Department of Intercollegiate Athletics (DIA) takes responsibility for helping you reach and maintain your optimum physical condition. To help achieve this goal, the DIA has established a premier Athletic Performance Program (APP) to lessen the possibility of injury or re-injury. However, should an injury occur, the DIA is committed to a comprehensive rehabilitation program. If injured, a student-athlete must obtain clearance from the Sports Medicine staff before working out.

The goal of the APP is to provide the student-athlete with a comprehensive performance program to help each individual reach their highest level of competition while minimizing injury through direct supervision.

The principle strength center is the Koret Athletic Training Center. The Koret Center features a variety of free weights, apparatuses, implements and conditioning equipment. Available equipment can be used for conditioning, as well as for monitoring rehabilitative progress. The APP staff develops programs and progressive methodologies that integrate both research and performance technology into our training philosophy. In return, this helps to further provide strategies that identify and reduce injury potential as well as expand optimum training levels.

**HOURS OF OPERATION**

The Koret Center is for all current eligible student-athletes and DIA staff. In addition, if a former SJSU student-athlete is no more than two (2) years removed from competition they can utilize The Koret Athletic Training Center once they obtain permission from the Head Athletic Performance Coach and sign the Waiver Release and Assumption of Risk Form. The weight room is open to eligible student-athletes and Departmental staff only during the hours set by the Head Athletic Performance Coach. These hours will also include designated Open Lifting Hours. Open Lifting Hours are those hours designated for utilization when no SJSU teams are being trained by their respective Athletic Performance Coach.

Because a large number of people use the Koret Center, schedules have been developed to eliminate congestion and to facilitate training sessions. Student-athletes are normally scheduled by teams for obvious reasons. However, due to class conflicts and other schedule conflicts, exceptions are made. Therefore, schedule deviations are sometimes necessary to accommodate student-athletes who have priority over other users.

Hours of operation vary depending on season and team schedules. If you need specific information on hours, call 408-924-1392.
KORET ATHLETIC TRAINING CENTER RULES

1. The Koret Center is for: SJSU current eligible student-athletes, former SJSU student-athletes that are no more than two (2) years removed from competition, DIA faculty and staff only.

2. SJSU team-issued attire is MANDATORY!

3. An APP staff must be present for all TEAM training sessions and make-up workouts. Make-up workouts must first be cleared by the assigned APP coach.

4. Follow the workouts that have been provided by an APP staff.

5. Have a spotter available at all times.

6. Use proper technique for each training session.

7. HEADPHONES or PERSONAL MUSIC PLAYERS are only allowed to be used within the cardio equipment and turf areas. No exceptions.

8. CELL PHONE use within the Koret Center is only allowed for emergency purposes. No exceptions.

9. Every individual is responsible for re-racking equipment used back to its proper place (i.e., plates, bumpers, collars, bars, dumbbells, kettlebells, medicine balls and foam rollers).

Questions about individual training program should be directed to the APP staff.

In the event of any rule(s) violations and/or disciplinary problems, the APP Staff reserve the right to dismiss any student-athlete from the facilities. Privileges will be temporarily suspended until the problem has been rectified.

All student-athletes who use the Koret Center should do so efficiently and without wasting time. It is important to arrive on time with a positive attitude for scheduled workouts. Approach training sessions as opportunities to improve athletics performance.

SAFETY PRECAUTIONS

The Koret Center is a safe facility as long as common sense is utilized. Always think cautiously when performing any exercise. This center was established to provide student-athletes the opportunity to become stronger and more injury resistant.

Spotters serve two basic purposes: (1) To motivate or encourage and (2) To supervise workouts to ensure safety. Always have a spotter when performing potentially dangerous exercises such as the bench, incline press, and the squat. The spotter should be prepared to assist the lifter when the weight cannot be raised. Spotters should watch lifters closely snf be available to assist at any moment.

Be aware of other people when performing any exercise. If someone is in the way, there is always the possibility of dropping a weight on them or hitting them with a barbell. On cable machine exercises, make sure the spotter has his/her hands clear of the machine before the exercise begins.

If an injury should occur, immediately contact the nearest APP staff. An athletics trainer will then be called to evaluate the injury.

XIII. EQUIPMENT SERVICES

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

EQUIPMENT ROOM & HOURS OF OPERATION (SCHEDULE SUBJECT TO CHANGE BASED UPON DEPARTMENAL NEEDS)

The Simpkins Stadium Center (Football) and The East Fieldhouse (Olympic sports) are the two athletics equipment rooms on the SJSU campus. Both are open weekdays from 8am to 5pm during the academic year; and as needed during summer, weekends and holidays.

ISSUANCE

Issued equipment is the property of SJSU and is not for personal use. All athletics related equipment will be issued through the equipment room by an equipment manager.

Student-athletes must be cleared by the Compliance office via a certified Eligibility Roster in order to be issued SJSU athletics apparel and equipment. No exceptions.

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

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

COLLECTION

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

GENERAL EQUIPMENT ROOM RULES

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

LAUNDRY SERVICES

- Arrangements for the cleaning and laundering of gear are made by the equipment manager. If laundering is provided for a particular sport, a clean set of workout gear will be issued for each practice. Student-athletes are responsible for picking up gear before practice, and for delivering it to the designated laundry drop-off area after practice. Clean laundry will be placed back into the student-athlete’s locker.
- Equipment Room facilities cannot be used for personal laundry. Additionally, only Equipment Room staff is allowed in the Equipment Room.
- Towels are provided in most locker rooms. Student-athletes are strongly encouraged to shower after practices and competitions to prevent the spread of common germs and more importantly, staph infections. Please make sure to put all towels in designated bins.

XIV. STUDENT-ATHLETE TICKET POLICIES COMPLIMENTARY ADMISSIONS

- Player-guest complimentary admissions to team competitions are distributed in accordance with National Collegiate Athletic Association (NCAA) rules and regulations.
- Eligible student-athletes may receive a maximum of four complimentary admissions per event in their sport (Department of Intercollegiate Athletics (DIA) policy may limit this maximum). These complimentary admissions are not for re-sale and are administered by the Spartan Ticket Office via the online tickettaker.net/sjsu player-pass list.
- Valid photo identification (ID) and signature by all player-guests are required to claim admission.
- Only those student-athletes traveling to away contests are permitted to request complimentary admissions for such contests.
- The policies for requesting complimentary admissions below will also be verbalized in a team meeting with the Ticket Office prior to the start of each sport’s season.
TICKETED EVENTS (FOOTBALL, M/W SOCCER, M/W BASKETBALL, VOLLEYBALL, GYMNASTICS, BASEBALL & SOFTBALL)

- **Football**: Log in to your tickettaker.net/sjsu account and submit the names of your guests by Noon on the Wednesday prior to a Thursday, Friday, Saturday, or Sunday game.
- **All Other Sports**: Log in to your tickettaker.net/sjsu account by 3:00 PM the day before each weekday contest and by 3:00 PM the Friday prior to each Saturday, Sunday, or Monday contest.
- **Player-guest complimentary admissions** are available at Team Will Call windows at the following locations:
  - **Football**: Gate #8 of Spartan Stadium, beginning an-hour-and-a-half prior to kick-off.
  - **M/W Soccer**: West Box Office of Spartan Stadium, beginning one hour prior to the start of the match.
  - **M/W Basketball, Volleyball & Gymnastics**: Pass list table, just inside the upper right entrance to the Event Center, beginning one hour prior to the start of the game for Basketball and Volleyball and 75 minutes prior to the start of the meet for Gymnastics.
  - **Baseball**: San Jose Municipal Stadium or Blethen Field, beginning an-hour-and-a-half prior to first pitch.
  - **Softball**: SJSU Field, beginning one hour prior to first pitch.

XV. RECOGNITION

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

ATHLETICS AWARDS

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

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

AWARD LIMITATIONS

The NCAA restricts awards that you may receive to items that can be personalized with the institution’s insignia or letter, event specification, or comparable identification.

Permissible awards may include sweaters, jackets, blankets, watches, rings and plaques. Gift certificates, appliances, television sets, and other merchandise items that cannot be personalized are not permitted. You may not receive a cash award. Further, the NCAA prohibits you from providing and/or selling any awards received for athletics participation to any outside party. Additionally, the NCAA has strict limitations regarding the dollar value of awards you may accept and who are permitted to offer an award.

Check with your Head Coaches before accepting any award that recognizes your athletic accomplishments.

It is important that you do not jeopardize your amateur status by accepting any gift or benefit that is not available to other students at the University, even if the offer is termed “an award.” All gifts (or awards) from boosters and/or professional athletic associations are restricted by NCAA rules and regulations. Acceptance of such awards may jeopardize your eligibility. If you are in doubt, consult the Associate AD for Compliance or your Head Coach.

Letter Awards

Letter awards are for student-athletes who have met the requirements set forth by SJSU.

Student-athlete letter awards are issued through the EFH Equipment Room. No student-athlete is allowed to size or order an award without prior approval from the Letter Award Committee. Once the approved list has been forwarded to the equipment room, student-athletes will be allowed to size or order their awards.

Below are the criteria for each sport at SJSU. The head coach, or their designee, should inform their student-athletes once the official list has been issued, that they are eligible for an award, and direct them to the EFH Equipment Room for sizing and/or issuance of their awards. A valid ID is required to receive an award. Valid ID’s are a driver’s license, state issued identification cards, or a Student Tower Card.

Letter Award Criteria

A student-athlete must complete a season in “good standing.” A student-athlete who leaves the team prior to the end of a season or whose suspension coincides with the end of a season is not eligible for a letter award. The end of a team’s season is defined by the last scheduled competition.

Head coaches can submit an appeal for a letter award on behalf of a student-athlete to the senior management team.

A student-athlete can earn only one letter award per sport in an academic year. A student-athlete who “redshirts” is not eligible for a letter award in the redshirt season. Minimum participation standards are listed on the following pages.
Sports-specific criteria

Football, Men’s and Women’s Soccer, Volleyball, Water Polo
- A student-athlete competes in at least 50 percent of the team’s games earns a letter award.
- Or, a student-athlete who is a position player and is credited with at least one at bat per team game played earns a letter award.
- Or, a student-athlete who is a pitcher and is credited with at least one inning pitched per team game played earns a letter award.
- Or, a student-athlete who is a pitcher and appears in 25 percent of the team’s games earns a letter award.

Men’s & Women’s Basketball
- A student-athlete who competes in at least 50 percent of the team’s meets earns a letter award.
- Or, a student-athlete who is credited with at least 150 minutes of playing time earns a letter award.

Men’s and Women’s Cross Country
- A student-athlete who begins a race and crosses the finish line in at least 50 percent of the team’s scheduled meets earns a letter award.
- Or, a student-athlete who places in the top-six at the conference or NCAA Regional Championship earns a letter award.
- Or, a student-athlete who qualifies for and competes in the NCAA Championships.

Football, Men’s and Women’s Soccer, Volleyball, Water Polo
- A student-athlete who plays in at least 50 percent of the team’s scheduled contests earns a letter award.

Men's and Women's Golf
- A student-athlete who completes at least 50 percent of the team’s tournament rounds earns a letter award.
- Or, a student-athlete who places in the top-six at the conference or NCAA Regional Championship earns a letter award.
- Or, a student-athlete who qualifies for and competes in the NCAA Championships earns a letter award.

Swimming, Gymnastics
- A student-athlete who competes in at least 50 percent of the team’s meets earns a letter award.
- Or, a student-athlete who places in the top-six at the conference or NCAA Regional Championship earns a letter award.

XVI. MEDIA RELATIONS
San José State University’s Department of Intercollegiate Athletics generates more public interest and media attention than any other campus agency, outlet or department. Athletics’ image plays a significant role in how the public views the University’s reputation.

During your intercollegiate athletics career, a media member may ask to interview you on a variety of subjects or a specific matter. Interviews may take place after a contest, before or after a practice or in the sports information office. When interviewed by the media, be on time, courteous and confident on the subject matter. The media can be helpful to you, your teammates, and your team. The media is not an adversary. How you conduct an interview also is a reflection on your team and your school.

All telephone interviews are coordinated through and take place in the sports information office located in the Alan B. Simpkins Intercollegiate Athletics Administration building. This policy exists to shield you from being interviewed at a time that is inconvenient for you and to deter people from gaining gambling-related information.

If you have any questions about the functions of the sports information office and how it can help you, call 408-924-1217 or visit the office in the Alan B. Simpkins Building.

INTERVIEW SUGGESTIONS
Because media interviews are a new area of responsibility for many student-athletes, the following tips may help you when dealing with the media:
1. Organize your thoughts whenever possible.
2. Be sure you understand a question, even in a live setting; it is okay to ask for clarification of a question if you do not understand it.
3. Be positive and speak clearly.
4. Do not use the term, “off the record.” What you say “off the record” can be placed “on the record” by obtaining confirmation from another source.
5. Most reporters are fair. If you have a concern about how a story reads or is played on the air, contact the sports information office and share your thoughts and opinions.
XVII. YOUR ENVIRONMENT

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

ON-CAMPUS HOUSING

• The Residential Community is home to more than 3,500 students, faculty and staff. It includes residence halls and suites that offer First Year Experience programming, an apartment building for upper division students, and a faculty/staff/graduate/senior undergraduate apartment building. Rents include furniture, basic utilities, internet, cable and phone service. Meal plans are available through Spartan Dining.

• Each Fall, a number of housing spaces are reserved for the DIA to be used for entering freshmen and new transfer student-athletes. Returning students, who choose to live on-campus for subsequent academic years, are required to participate in the Returning Resident process during the spring semester. University Housing Services will provide current residents with detailed instructions and deadlines regarding the Returning Resident process.

• If you are receiving an athletics scholarship that includes housing, all, or a portion of, your room and board fees may be paid by the DIA. If you are not receiving an athletics scholarship, or housing is not a part of your scholarship, you are required to pay your own room and board fees by the due dates designated by University Housing Services.

• For general information regarding on-campus housing, contact University Housing Services at 408-795-5600, or visit their website at http://housing.sjsu.edu. Students are responsible for understanding all policies and procedures set forth by University Housing Services.

OFF-CAMPUS HOUSING

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

SPARTAN SHOPS

Spartan Shops is a self-supporting Campus Benefit Organization dedicated to providing top quality goods and services to SJSU students, faculty, staff and guests. Spartan Dining, a division of Spartan Shops, Inc., proudly presents a multitude of restaurants to the San José State University community. Restaurants and retail eateries include Village Market, Subway, Jamba Juice, Panda Express, On Fourth, Just Below, and Student Union Food Court. Spartan Shops is contracted by San José State Housing Services to manage the Dining Commons, a food service operation primarily serving students who live on campus in the residence halls. The Dining Commons offers a vast selection of menu options and is an all-you-can-eat facility. The Dining Commons also offers meal plans for students who live off-campus. The Dining Commons is open seven days a week, with continuous serving. For more information about Spartan Shops, please visit their website at http://www.spartanshops.com.

ATHLETICS FACILITIES

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

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

SPARTAN STADIUM: The Football and Soccer teams practice and compete in Spartan Stadium located on Alma Street between 7th and 10th Streets.

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

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

EAST FIELDHOUSE: The Baseball and Men’s Soccer coaches’ offices, a training room, equipment room, and locker room facilities are housed in this building located at 10th and Humboldt Streets.

MUNICIPAL STADIUM: San José Municipal Stadium, located at the corner of Alma Street and Senter Road, is the home field for the SJSU Baseball team.

BLETHEN FIELD: The Baseball team practices and plays a select number of games at Blethen Field located on south campus.

SPARTAN FIELD: The Softball team practices and competes at Spartan Field. It is located near the corner of Senter and Alma, and is across the street from San José Municipal Stadium.

SPARTAN COURTS: The Tennis team practices and competes at Spartan Courts, an outdoor tennis facility, located on South Campus near the intersection of 11th and Humboldt Streets.

THE EVENT CENTER: The Basketball teams practice and compete in the Event Center located at 7th and San Carlos Streets on main campus. (During the 2013-14 year, the Gymnastics and the Volleyball teams will also compete in this facility).
STUDENT SERVICES CENTER: The Basketball programs have their offices in this building located on main campus on the corner of 9th and San Fernando Streets.

SPARTAN GYM: The Gymnastics and Volleyball teams practice and compete at Spartan Gym, located on the corner of 4th and San Carlos Streets. This facility is currently undergoing a renovation project.

THE AQUATICS CENTER: The Swimming and Diving and Water Polo teams train and compete at the Aquatics Center. The facility is located next to the on-campus dormitories on 8th street.

GOLF COURSES: The Golf teams practice at a number of outstanding golf courses in Santa Clara Valley. The Men’s team hosts the annual Western Intercollegiate at the Pasatiempo Golf Course in Santa Cruz. The Women’s team hosts the Spartan Invitational at Almaden Country Club in San Jose.

**CONTACT DIRECTORY FOR STUDENT-ATHLETES**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>CONTACT</th>
<th>PHONE</th>
</tr>
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<tbody>
<tr>
<td><strong>SPORTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseball Head Coach</td>
<td>Dave Nakama</td>
<td>408-924-1255</td>
</tr>
<tr>
<td>Men’s Basketball Head Coach</td>
<td>Dave Wojak</td>
<td>408-924-1232</td>
</tr>
<tr>
<td>Women’s Basketball Head Coach</td>
<td>Tim La Kose</td>
<td>408-924-1241</td>
</tr>
<tr>
<td>M/W Cross Country/W Track Head Coach</td>
<td>TBA</td>
<td>408-924-1465</td>
</tr>
<tr>
<td>Football Head Coach</td>
<td>Ron Caraghier</td>
<td>408-924-1269</td>
</tr>
<tr>
<td>Men’s Golf Head Coach</td>
<td>John Kennaday</td>
<td>408-924-1251</td>
</tr>
<tr>
<td>Women’s Golf Head Coach</td>
<td>John Dormann</td>
<td>408-924-1250</td>
</tr>
<tr>
<td>Gymnastics Head Coach</td>
<td>Wayne Wright</td>
<td>408-924-1390</td>
</tr>
<tr>
<td>Men’s Soccer Head Coach</td>
<td>Gary St Clair</td>
<td>408-924-1261</td>
</tr>
<tr>
<td>Women’s Soccer Head Coach</td>
<td>Jeff Leightman</td>
<td>408-924-1718</td>
</tr>
<tr>
<td>Softball Head Coach</td>
<td>Peter Turner</td>
<td>408-924-1253</td>
</tr>
<tr>
<td>Swimming/Diving Head Coach</td>
<td>Sage Hopkins</td>
<td>408-924-1225</td>
</tr>
<tr>
<td>Tennis Head Coach</td>
<td>Sylvain Malroux</td>
<td>408-924-1327</td>
</tr>
<tr>
<td>Volleyball Head Coach</td>
<td>Oscar Crespo</td>
<td>408-924-1242</td>
</tr>
<tr>
<td>Water Polo Head Coach</td>
<td>Lou Tully</td>
<td>408-924-1523</td>
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</tbody>
</table>

**ADMINISTRATION**

<table>
<thead>
<tr>
<th>TITLE</th>
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</thead>
<tbody>
<tr>
<td>Director of Athletics</td>
<td>Gene Bleymaier</td>
<td>408-924-1200</td>
</tr>
<tr>
<td>Deputy AD/COO</td>
<td>Marie Tuite</td>
<td>408-924-1730</td>
</tr>
<tr>
<td>Deputy AD/External</td>
<td>John Poch</td>
<td>408-924-1739</td>
</tr>
<tr>
<td>Sr. Assoc. AD for External Relations</td>
<td>Blake Sasaki</td>
<td>408-924-3300</td>
</tr>
<tr>
<td>Associate AD Student Services/SWA</td>
<td>Liz Jarnigan</td>
<td>408-924-1720</td>
</tr>
<tr>
<td>Associate AD for Business</td>
<td>Matt Witty</td>
<td>408-924-1312</td>
</tr>
<tr>
<td>Associate AD for Compliance</td>
<td>Lynn Meade</td>
<td>408-924-1514</td>
</tr>
<tr>
<td>Academic Advisor</td>
<td>Marwa Abbas</td>
<td>408-924-1576</td>
</tr>
<tr>
<td>Academic Advisor</td>
<td>Jose Macias</td>
<td>408-924-2461</td>
</tr>
<tr>
<td>Academic Advisor</td>
<td>Gina Archimede</td>
<td>408-924-1578</td>
</tr>
<tr>
<td>Academic Eligibility Coordinator</td>
<td>Sandi Hill</td>
<td>408-924-1692</td>
</tr>
<tr>
<td>Asst. AD for Athletics Media Relations</td>
<td>Lawrence Fan</td>
<td>408-924-1217</td>
</tr>
<tr>
<td>Asst. AD for Marketing &amp; Multi Media Serv.</td>
<td>Michael Beaubien</td>
<td>408-924-1697</td>
</tr>
<tr>
<td>Asst. AD for Ticket Operations</td>
<td>Darren Coelho</td>
<td>408-924-1548</td>
</tr>
<tr>
<td>Director of Compliance</td>
<td>Wendy Dunn</td>
<td>408-924-1349</td>
</tr>
<tr>
<td>Director of Sports Medicine</td>
<td>Scott Shaw</td>
<td>408-924-1297</td>
</tr>
<tr>
<td>Head Athletics Performance Coach</td>
<td>Gary Uribe</td>
<td>408-924-1304</td>
</tr>
<tr>
<td>Equipment Services Coordinator</td>
<td>Justin Weaver</td>
<td>408-924-1259</td>
</tr>
<tr>
<td>Faculty Athletics Representative</td>
<td>Bill Campsey</td>
<td>408-924-3428</td>
</tr>
<tr>
<td>Learning Specialist</td>
<td>Nick Mazur</td>
<td>408-924-1378</td>
</tr>
<tr>
<td>Learning Specialist</td>
<td>Angela Gonzaga</td>
<td>408-924-1252</td>
</tr>
<tr>
<td>Student Services Coordinator</td>
<td>Julie Stansberry</td>
<td>408-924-1206</td>
</tr>
</tbody>
</table>
**KNOW AND USE YOUR RESOURCES!**

**Academic Advising and Academic Support**

Student Athlete Success Services ......................................................... Gadway
Liz Jarnigan, Director ................................................................. elizabeth.jarnigan@sjsu.edu, 408.924.2462
Gina Archimede-Medina, Advisor ........................................... gina.archimede@sjsu.edu, 408.924.1578
Marwa Abbas, Advisor ................................................................. marwa.abbas@sjsu.edu, 408.924.1576
Jose Macias, Advisor ................................................................. jose.macias@sjsu.edu, 408.924.2461
Angela Gonzaga, Learning Specialist................................. angela.gonzaga@sjsu.edu, 408.924.1252
Nick Mazur, Learning Specialist ................................................... nick.mazur@sjsu.edu, 408.924.1378

SJSU Advising Hub ............................................................................ http://www.sjsu.edu/advising/about_us

**Tutoring**

1. The course instructor is always the best tutoring option. Attend office hours!
2. Utilize study sessions and tutoring provided by individual SJSU departments.
3. Peer Connections (Campus tutoring center) .................................................. SCC 600 408.924.2587
4. Writing Center ........................................................................... Clark Hall, Suite 126, 408.924.2308
   (Online Appointments ......................................................................................... http://sjsu.mywconline.com)
5. Remedial and GE level English and Math tutoring ........................................... Gadway

**More Resources**

Financial Aid ............................................................................. Student Services Center, fao@sjsu.edu, 408.283.7500 (press #6)
Bursar’s Office ......................................................................... Student Services Center, 408.924.1601
Registrar’s Office ........................................................................ Student Services Center, 408.924.5680
University Housing Services ........................................................ info@housing.sjsu.edu, 408.795.5600
Library .......................................................................................... http://library.sjsu.edu
Disability Resource Center ............................................................. drc-info@sjsu.edu, 408.924.6000
Career Center ............................................................................ Administration Building 154
   Internship Placement ....................................................................... http://www.careercenter.sjsu.edu
   Career Counselors ........................................................................ careerhelp@sjsu.edu
Counseling Services ...................................................................... Administration Building 201
   Personal Counseling ........................................................................ counseling.services@sjsu.edu
   Educational Counseling ................................................................... 408.924.5910
Health Center ............................................................................. Health Building, 1st Floor
   Appointments ............................................................................. 408.924.6122
   After Hours Advice Nurse ............................................................. 1.866.935.6347
Wellness and Health Promotion .................................................... Health Building 209
   Stress Free Massage Chair .......................................................... 408.924.6122
   Counseling Services in topics such as Nutrition, Sexual Health, Violence Prevention, and more.
San Jose State University

Student-Athlete Basic Eligibility and Graduation Expectations

<table>
<thead>
<tr>
<th>Minimum Eligibility Requirements</th>
<th>Description (based on 120 unit major)</th>
<th>SJSU Graduation Benchmarks</th>
<th>Description (based on 120 unit major)</th>
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</thead>
<tbody>
<tr>
<td>6 units</td>
<td>Pass a minimum of 6 units (9 units for football) in the previous semester (fall or spring). This also applies to bowl eligibility.</td>
<td>15 units</td>
<td>Pass an average of 15 degree applicable units each semester.</td>
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<tr>
<td>18 units</td>
<td>Pass a minimum of 18 units during the fall and spring semesters. Fall + Winter + Spring = 18 unit rule</td>
<td>30 units</td>
<td>Pass an average of 30 degree applicable units each fall and spring semester.</td>
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<tr>
<td>24 units</td>
<td>Pass a minimum of 24 units during the previous academic year. Up to 6 units of summer credit.</td>
<td>Winter/Summer Sessions</td>
<td>Use winter and/or summer session to stay caught up or to get ahead in your graduation plan.</td>
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<tr>
<td>% degree</td>
<td>Entering 3rd year: 40% (48 hrs) Entering 4th year: 60% (72 hrs) Entering 5th year: 80% (96 hrs)</td>
<td>% degree</td>
<td>Entering 2nd year: 25% (30 units) Entering 3rd year: 50% (60 units) Entering 4th year: 75% (90 units)</td>
</tr>
<tr>
<td>GPA</td>
<td>2.0 Never earn a C- or below!</td>
<td>GPA</td>
<td>3.0 Balance a C with an A!</td>
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</tbody>
</table>
# Student-Athlete Personal Eligibility and Graduation Planner

**NAME:**

**SPORT:**

**MAJOR:**

**DEGREE UNITS:**

| 40%: | 60%: | 80%: |

## 1st Academic Year

### Fall Semester

<table>
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<tr>
<th>Description</th>
<th>Hours</th>
<th>To be eligible</th>
<th>To graduate</th>
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<tr>
<td>Degree applicable units earned</td>
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<tr>
<td>Degree applicable units enrolled</td>
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<tr>
<td>Total degree applicable units through Fall</td>
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### Spring Semester

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## 2nd Academic Year

### Fall Semester

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<tr>
<td>Total degree applicable units through Fall</td>
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### Spring Semester

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<th>Description</th>
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<tbody>
<tr>
<td>Degree applicable units earned</td>
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<td>Degree applicable units enrolled</td>
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<tr>
<td>Total degree applicable units through Spring</td>
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## 3rd Academic Year

### Fall Semester

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<td>Total degree applicable units through Fall</td>
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### Spring Semester

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## 4th Academic Year

### Fall Semester

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# 2013-2014 Student-Athlete Academic Plan

**Advisor:**

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<th>Min. Units needed at end of 2013-2014</th>
<th>DO NOT SIGN UP FOR A CLASS DURING PRACTICE TIMES:</th>
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**Alternative Courses**

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**Your To Do list:**

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I understand that while the courses listed are applicable to my present academic program, it is my responsibility to meet all graduation criteria for my academic program. I understand that making changes without consultation may result in academic ineligibility. Further, I understand that Summer and Winter courses are NOT part of the regular grant-in-aid agreement, and aid for those terms is NOT guaranteed.

---

SA Signature/Date

Advisor Signature/Date
Spartan 4 YEAR GRADUATION Timeline

1. Complete remedial classes as soon as possible (if needed
2. Complete English 1A
3. Complete English 1B
4. Take and pass the WSI
5. Declare major & obtain major form for eligibility
6. Complete all your GE (See your athletic advisor for GE & Eligibility)
7. Focus on major classes (see major advisor)
8. 90 units (apply for graduation)
9. Go over graduation worksheet with your athletic advisor once you get it

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# The Difference Between High School and College

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<th>ISSUE</th>
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<tr>
<td>Personal Responsibility</td>
<td>In college you have the freedom to do as you please. Unfortunately, the freedom is often abused.</td>
<td>Step up, and exercise you responsibility to control your own destiny.</td>
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<tr>
<td>Class Attendance</td>
<td>In college you are able to decide whether you want to go to class or not.</td>
<td>Go to class! Being absent will hurt your grade in the long run.</td>
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<tr>
<td>Teach Attitudes</td>
<td>In college your instructor will not hound you to do your work, but you will be held accountable on tests and quizzes.</td>
<td>Get to know your instructor. It will make it easier for him/her to look out for you throughout the semester.</td>
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<td>Types of Assignments</td>
<td>In college you don’t often have homework every day. More often you will have a large task to complete over a certain amount of time.</td>
<td>Once you get an assignment, start working on it immediately. A far off due date is not a ticket to procrastinate! It takes daily effort to succeed.</td>
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<td>Importance of Performance</td>
<td>The decisions you make in college will decide your future.</td>
<td>Always remember that you are here for an education!</td>
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<td>Time Management</td>
<td>You have more free time in college than you did in high school.</td>
<td>Keep to a weekly study schedule so that your time doesn’t slip by.</td>
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<td>Amount of Study</td>
<td>“B” students in high school tend to be C/D students in college if they don’t study.</td>
<td>To succeed in college, you have to study!</td>
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<td>Size of Institution/Classes</td>
<td>Lecture classes can be much larger than high school classes.</td>
<td>Work hard to meet and communicate with your instructor. Stay organized and commit to precisely following your syllabus.</td>
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<td>Difficulty of College Work</td>
<td>College is usually tougher than high school.</td>
<td>Rise to the occasion and meet the challenge! Compete in the classroom!</td>
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<td>Social Life</td>
<td>Sometimes it is hard to make friends because of the size of the college.</td>
<td>Get involved in interesting activities and organizations.</td>
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Reading and Comprehending Textbooks

SQ4R Method

This method of reading textbooks will help you to pick out the important points quickly, predict quiz and test questions, remember more of the material longer, and understand difficult material better. It will also help you to create your own study guide.

Prepare

Fold several sheets of paper down the center vertically. Write “Question” at the top of the left column and “Answer” at the top of the right column.

THE STEPS OF SQ4R

S – Survey

Glance over the bold heading in the chapter. Read the abstract, summary, and study questions.

Q – Question

Turn the first bold heading into a question. Write the question in the left column of the page. Ask: who, what, when, where or how.

R – Read

Read with the purpose of finding the answer to the question. Read only from one main heading to the next.

R – Recite

When you have finished reading this part, look away from your book and briefly recite the answer(s) to your question.

R – W(R)ite

In the right column of the page, jot down the answer(s) to your questions – just enough to jog your memory when you review.

R – Review

When you have finished the chapter, look over your notes to get an overall view of the major points. Fold the paper and quiz yourself by asking the questions. Check the answer side and see if you know the answer. Review your notes briefly throughout the semester and before a test.
Studying To Learn

**Highlighters:**
Read text FIRST! Use a pencil and place checks beside the material you want to highlight. After reading through a section, return to your check mark, and then highlight. You will cut down on usage, and concentrate only on what's important.

**Reading:**
Use the SQ4R Method! And...
1. Read the syllabus outline. Understand course and section objectives.
2. Read the chapter introduction, summary, questions.
3. Skim the chapter; look at main heading and subdivisions.
4. Carefully read the book chapter, one section at a time.

**Note Taking:**
Before class, read text, one section at a time, and then summarize each section in your notes. Create section headers in the form of questions.

Leave big gaps between summaries. This space is reserved for additional class notes (keeps all relevant information in one place).

After finishing the chapter, write a summary of the main points. Use only one side of your notebook. After writing, READ your notes!

Save left-hand page for diagrams, flow charts, illustrations and additional information.

Pay attention to class lectures. Add only those points you are missing in your notes. Place check mark(s) beside items the professor mentions. (Re-read question-and-answer notes before starting next chapter).

Use your notes to create quizzes and summaries for review and study groups.

**Study Groups:**
Meet at least once weekly for one hour. Do a major review several days before exam. Remember to limit your study group to 4 or 5 people.

Set aside the last 10 minutes of the hour to gripe and complain. This way, the group will stay focused for 50 minutes on the project at hand.

Divide the chapter work; if your group has four people and you are covering two chapters, each one takes ½ chapter.

Do an oral summary of your section, including your text and class notes and study guides. Ask your group if you missed any important points.

Prepare a mini-quiz of 10 questions, leaving blank spaces for answers. Make a copy for each member and answer questions as a group. Then move on to the next group member's review.
Memory

Short-term memory is usually created by repeated drilling of facts, and requires you to assign value and process data for 5 seconds to 15 minutes. The brain randomly stores this information, making it more difficult to recall as time passes.

Long-term memory processes new information temporarily stored in short-term memory by associating it with existing long-term knowledge. This association requires sustained thinking about the information in ways other than as raw data. To truly master new material, the material must be processed, frequently reviewed, and stored in long-term memory.

- **Know how you learn and build on your skills:** Are you a visual, aural, or tactile learner?
  
  Do you learn by sight? Make pictures. Use mapping, diagramming, outlining.
  Do you learn by hearing? Make sounds. Use tape recording, recitation.
  Do you learn by touch? Make materials. Use writing, flash cards, puzzles.

- **Read, sRite, Repeat, Recite (SQ4R):** Tape record and teach what you’ve learned. Use an audience to ask you questions.

- **Use Visualization:** “Picture” what you’re learning.

  Are you learning a process? Draw a flow chart or diagram. Number the steps. Make acronyms (the first letter or letters of words in the phrase) for the correct ordering of steps.

  Are you learning groups of associated data? Use mapping and create clusters. Draw a flower, pie, or another multi-part object and put information on each portion. Label the object with the name of the concept.

- **Use Association:** Associate random information with known patterns.

  Associate names with physical characteristics: The **Topic of Capricorn** is in the southern hemisphere. Picture a corn on the foot – the body’s farthest point south.

  Imagine yourself in your favorite room: Assign a major heading to each one of the 6 walls. Associate facts with furniture and features in the room. To recall information, imagine yourself walking on the ceiling, floor, and sides and recite the information you have affixed to each selected spot.

  Associate “levels” of information with colors: Use colored flash cards to establish “levels” of information. For instance, write main headings on yellow cards, detail on pink cards, and examples on blue cards.

- **Use Mnemonics:** Use words/letters to recall large, disorganized clumps of material.

  A way to remember the Great Lakes: **H-O-M-E-S** (Huron – Ontario – Michigan – Erie – Superior)

- **Use Memory Techniques:** Move short-term recall into long-term memory.

  Memory is based on your familiarity with a subject. The more you think about something you are learning for the first time, the better you will recall it later. Distribute what you want to remember by clustering ideas into meaningful groupings. Think about how they compare to things you already know. Ask other people what they think of the ideas. Thinking about new material in different ways helps to secure it as a memory by associating new information with previously familiar patterns.
Taking Tests

Anticipating Test Questions

- Pay particular attention to any study guides that the instructor hands out prior to the exam.
- Ask the instructor what will be on the test.
- Pay particular attention to points the instructor brings up during the class just prior to the exam.
- Make a list of questions you think might be on the exam, and then answer them.
- Review previous tests given by the instructor.
- Ask other students what they think will be on the test.
- Pay attention to these clues when an instructor:
  - Says something more than once.
  - Writes material on the board.
  - Pauses to review notes.
  - Asks questions of the class.
  - Says, "This will be on the test."

Tips for Terrific Test Taking

- **Come Prepared.** Arrive early for tests. Bring all the materials you will need such as pencils and pens, a calculator, a dictionary, and a watch.
- **Stay Relaxed and Confident.** Don't become anxious. Don't talk to other students before a test; anxiety is contagious. Instead, remind yourself that you are well-prepared and are going to do well. If you feel anxious before or during a test, take several slow, deep breaths to relax.
- **Be Comfortable but Alert.** Choose a good spot to take the test. Make sure you have enough room to work. Maintain an upright posture in your seat.
- **Preview the Test.** Spend 10% of your time reading carefully through the test. Mark key terms and decide how to budget your time. Plan to do the easy questions first and the most difficult questions last. As you read the questions, jot down brief notes indicating ideas you can use later in your answers.
- **Answer the Questions in a Strategic Order.** Begin by answering the questions you know, then those with the highest point value. The last questions you answer should be the most difficult, take the greatest amount of writing, or have the least point value.
- **When Taking a Multiple Choice Test, Know When to Guess.** First eliminate answers you know are wrong. Always guess when there is no penalty for guessing or when you can eliminate options. Don't guess if you have no basis for your choice or if you are penalized for guessing. Since your first choice is usually correct, don't change your answers unless you are sure of the correction.
- **When Taking Essay Tests, Always Think Before You Write.** Create a brief outline for your essay by jotting down a few words to indicate ideas to discuss. Then number the items in your list to indicate the order for discussion.
- **When Taking Essay Tests, Always Get Right to the Point.** State your main point in the first sentence. Use your first paragraph to provide an overview of your essay. Use the rest of your essay to discuss these points in more detail. Back up your points with specific information, examples or quotations from your readings or notes.
- **Review Your Test.** Reserve 10% of your test time for review. Make sure you have answered all the questions. Proofread your writing for spelling, grammar, and punctuation. Check your math answers for careless mistakes. Match your actual answers for math problems against quick estimates.
- **Analyze Your Test Results.** Each test can further prepare you for the next test. Decide which strategies worked best for you. Identify those that didn't work well and replace them. Use your tests to review when studying for final exams.
Taking Objective Tests

The most effective way to do well on an exam is to attend class, take good notes, study and review frequently. However, a good test-taking strategy can help you do your best.

For All Tests:

- Make sure you understand all of the directions.
- Know if there is a penalty for guessing; if not, mark an answer for every question.
- Scan the test and budget time for each question.
- Do the easy questions first. Mark the ones you can’t answer and return to them later.

For True/False Tests:

- Remember that if any part of a statement is false, the entire statement is false.
- Watch out for double negatives. Cross out both negative and read the statement as a positive one.
- Options containing extreme modifiers – words such as always, never, all only – tend to be false.
- Choose the answer that is most true.

For Multiple Choice Tests:

- Read the entire stem of each question and all the possible answers.
- If two choices use similar working, look for and circle differences.
- If you must guess from a range of numbers, throw out the high and low choices and consider the middle range.
- The option that contains the most information is frequently the correct answer.
- Cross out any answer you know is incorrect.
- If you must guess at the end of the exam, you can quickly choose from the remaining options.
- “All of the above” can be the right answer. If two options are correct, choose “all of the above” even if you are unsure about the other choices.
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STRENGTHS

1.________________________________

2.________________________________

3.________________________________

4.________________________________

5.________________________________
## Writing a 5-Paragraph Paper

### What is this paper about?

- **Main Idea**
- **Supporting Points**

### Why is this important?

- **Main Idea**
- **Supporting Points**

- **Main Idea**
- **Supporting Points**
San José State University
Student-Athlete Rules for Success

Introduce yourself to the professor, and communicate with him/her regularly

Never miss a class

Consistently arrive on time for class

Always complete assignments by the due date(s) given

Sit up straight in your seat near the front of the class

Participate!

Never be satisfied with a grade when you could have worked harder

Read all “suggested” readings

Expect to work for good grades

Take initiative

Read assignments at least twice

Always proof-read papers before you turn them in

Ask professors for help well in advance of exams

Do more than the minimum acceptable work

Take your own notes

Make academic activities your first priority

Turn papers in neatly stapled and organized

Open your textbook often

Always appear to be interested in the lecture material

Work on assignments well in advance of due dates

Ask questions and offer answers to the professor’s questions

Eliminate any text abbreviations or slang from all written work (including e-mails)

Turn your cell phone off (and never text) during class
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**To obtain an electronic copy of this calendar and other AY Calendars, please visit**
http://www.sjsu.edu/academic_programs/calendars/academic_calendar
CHECK-OUT LIST

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

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

**Academic Advising – Gadway Academic Center**
- See Athletic Academic Advisor to drop classes or withdraw

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

**Bursar’s Office – Student Services Center, 408-924-1601**
- Pay any outstanding University fees

**University Housing Services – CVB 2nd Floor, 408-795-5600**
- Submit a Petition to Cancel along with supporting documentation
- Check-out with Housing Staff and return all keys, access card, and Housing parking permit
- Pay cancellation fees

**Financial Aid – Student Services Center, 408-283-7500**
- Submit a Student Information Update Form

**Textbooks - Spartan Bookstore (408-924-1845)**
- Return all textbooks

**Parking Services – 7th St. Garage, 408-924-6556**
- Return parking permit and pay any parking citation fines

**Library – King Library, 408-808-2000**
- Return library books and pay any library fines

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

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