Winona State University Mission Statement

Winona State University is a dynamic learning community that provides rigorous, high-quality baccalaureate and graduate educational opportunities to students. We believe learning is the liberating force in human development. An information-based society is better served when individuals function at higher levels of learning, thinking, and doing. We strive to serve the people of southeastern Minnesota and the surrounding area, and the world by developing human capacity for excellence in learning, service, and leadership. The mission of Winona State University is to educate and enlighten our citizenry at a distinctive institution: A community of learners improving our world.

WSU Department of Intercollegiate Athletics Mission Statement

The Winona State University Department of Intercollegiate Athletics, as an integral part of the University’s educational mission, is committed to offering opportunities to experience academic and athletic excellence for our student-athletes through two simple words: GRADUATE CHAMPIONS. The Department provides for the emotional, physical and social well-being and development of the student-athlete. In the Department’s attempt to “Graduate Champions,” the individual growth and progress of our student-athletes is nurtured by offering opportunities for success in the classroom as well as the development of leadership, skills and talents in the field of competition. An intercollegiate athletics program enhances the University experience for both the participant and the observer. The Department strives to encourage unity within the Winona State University community by providing a program of excellence, honor and integrity.

WSU Department of Intercollegiate Athletics Philosophy Statement

The Winona State University Department of Intercollegiate Athletics, through our stated mission and goals, shall advance the mission of Winona State University and support the educational objectives and academic progress of our student-athletes. Furthermore, we support the Sixteen Principles for Conduct of Intercollegiate Athletics, as stated in Article 2 of the National Collegiate Athletic Association Division II Manual. These principles guide the decision-making process at WSU and provide general standards in the areas of Institutional Control and Responsibility; Student-Athlete Well-Being; Gender Equity; Sportsmanship and Ethical Conduct; Sound Academic Standards; Nondiscrimination; Diversity within Governance Structures; Rules Compliance; Amateurism; Competitive Equity; Recruiting; Eligibility; Financial Aid; Playing and Practice Seasons; Postseason Competition and Contests Sponsored by Noncollegiate Organizations; and the Economy of Athletics Program Operation. We also strive to adhere to the values espoused in the NCAA Division II Philosophy Statement, as found in NCAA Division II Article 20.10, and the Division II Strategic Positioning Platform, which advocates development in six key attributes: Balance, Learning, Passion, Resourcefulness, Service and Sportsmanship. As a proud NCAA D-II member, WSU fully supports the ideals and mission of the Division II Community.

WSU Department of Intercollegiate Athletics Goals

Establish and maintain a program that attracts and retains superior student-athletes who are developed by their coaches and Winona State University to achieve their maximum potential as people, leaders, students and athletes.

Establish and maintain a program characterized by diverse student-athletes all achieving academically, with graduation rates and GPAs equal or better than the undergraduate population; leading by example and position; and serving Winona State University and its surrounding community.
Establish and maintain a program that attracts exceptional coaches and administrators who model, teach, and instill the University’s core values in student-athletes and prepare them for life and leadership in a global society.

Establish and maintain a program known for its competitive excellence, first class facilities, exceptional sportsmanship and hospitality and NCAA tournament quality programs.

Establish and maintain a program that builds Winona State University’s reputation as a leading regional institution of teaching and learning, and attracts student and community support, sponsorship and philanthropic support.

Establish and maintain a program that embraces and integrates the NCAA Division II philosophy, vision, programs and opportunities to create an environment of demonstrated integrity, innovation and quality.

Establish and maintain a program that strives to emulate the Northern Sun Intercollegiate Conference (NSIC)/Wisconsin Intercollegiate Athletic Conference (WIAC) and NCAA Division II philosophy, mission and strategic positioning platform.

**Northern Sun Intercollegiate Conference (NSIC)**
Wisconsin Intercollegiate Athletic Conference (WIAC)

In the sport of women’s gymnastics, Winona State competes in the WIAC as an affiliated member. Winona State is one of eight (8) schools that compete in gymnastics for the WIAC. The other schools are: UW-Eau Claire, UW-La Crosse, UW-Oshkosh, UW-Stout, UW-Whitewater, Hamline (Affiliate Member) and Gustavus Adolphus (Affiliate Member).

Winona State Student-Athlete Code of Conduct

Philosophy

Your membership on a Winona State University intercollegiate athletics team is considered a privilege, not a right. As a Winona State University Student-Athlete, you are among the most visible students on campus, as well as in the community. A unique platform exists for you to be a role model, mentor, spokesperson, etc. The University, the athletic program, and you benefit from this exposure. However, this platform brings with it an important set of privileges and responsibilities. You are expected to demonstrate good sportsmanship, honesty, and integrity.

Alcohol and Street Drug Policy

The goal of the Department of Intercollegiate Athletics’ Alcohol and Street Drug (ASD) policy is to ensure that all student-athletes practice and compete to the best of their ability free of the influence of drugs. Five objectives accompany this goal:

- Contribute to the education of the student-athlete regarding the abuse of ASD by participating in and encouraging student-athlete participation in campus-wide substance abuse prevention programs
- Aid student-athletes in finding medical assistance and counseling for ASD Policy-related issues
- Facilitate compliance with NCAA regulations concerning substance abuse
- Protect the health and safety of all student-athletes
- Prevent those who abuse illicit or illegal chemicals from securing a competitive advantage

Any use of a substance belonging to a class of drugs currently banned by the NCAA may be cause for loss of eligibility. For further information regarding chemical substances or other medical questions, contact the Athletic Training Office.

Violations

If a student-athlete is discovered to be consuming over-the-counter and/or prescription drugs, alcohol, mind altering and/or performance enhancing substances in an illegal or illicit manner, defined as action which violates University, municipal, state, or federal laws and regulations, the student-athlete’s status on the team may be jeopardized. In effect, if the student-athlete receives a citation related to illegal or illicit possession or use of drugs, alcohol or other illegal substances and is convicted or admits culpability (whether through a plea of guilty or no contest), then the ASD Policy Violation Response Process, as detailed below, will be set in motion. Specific citations that may constitute a violation of the ASD Policy include, but are not limited to, the following: underage drinking, open containers of alcohol, providing alcohol to minors, illegal possession of drugs and driving or operating a motor vehicle under the influence of drugs and/or alcohol.

The ASD Policy is in effect during the entire calendar year, and also is published in the WSU Student-Athlete Handbook. As such, in terms of possible sanctions or penalties, there is no difference between an in-season and an out-of-season violation. Also, violations of the policy may accrue during the entire academic and athletic
career of the student-athlete at Winona State University. **However, in cases involving alcohol, the slate will be wiped clean if the student-athlete adheres to all WSU Department of Intercollegiate Athletics guidelines, and does not have another alcohol violation within one year of the first incident. This also is dependent upon the seriousness/nature of the infractions against the ASD policy, and the Director of Athletics may still apply more stringent measures at his discretion.**

**ASD Policy Violation Response Process**

The following protocol for responding to the student-athlete with a possible substance abuse problem, as evidenced by documented violation(s) of the Department's ASD Policy, is employed to ensure that consistency and fairness are present in each and every situation. The primary principle, which underlies this approach, is that any student-athlete with a substance abuse problem needs to receive appropriate treatment and counseling. Consequently, the sanctions imposed on the student-athlete in regard to participation in athletic competition should be consistent with the goals of the individualized counseling program. This protocol recognizes that the overall health and wellness of the student-athlete in question is of paramount concern and, therefore, this process attempts to address and balance treatment and sanctions.

- **First Violation**
  - The student-athlete shall arrange a conference with the Director of Athletics and/or Head Coach to discuss the violation.
  - The student-athlete shall attend mandatory counseling or education sessions on campus. The student-athlete shall work in conjunction with appropriate University conduct officials and health care professionals to determine the duration of the counseling plan. Attendance is mandatory and unsatisfactory attendance shall be considered a breach of contract by the student-athlete. Such a breach may result in suspension from participation, loss of athletically related financial aid and/or immediate dismissal from the Intercollegiate Athletics Program as determined by the Director of Athletics.
  - After the first violation, the student-athlete will be subject to drug tests ordered and administered by the Department, as the standard of reasonable suspicion will have been established. These tests may be arranged at random and shall be conducted within the guidelines established by the Athletic Training Office. Thus, it will not violate any personal or civil liberties held by the student-athlete. A positive drug test for any of the NCAA banned drugs found in Bylaw 31 of the NCAA Manual will result in another violation of the ASD Policy and will bring about the appropriate sanctions. The student-athlete shall be responsible for any costs encumbered as a result of these tests.
  - Depending on the severity of the violation, the Director of Athletics, at his sole discretion, may reduce or cancel any and all athletically related financial aid. Also, the Director of Athletics, again at his sole discretion, may suspend or dismiss a student-athlete from the Intercollegiate Athletics Program should he feel such a penalty is warranted.
  - Team rules may be more stringent than the ASD policy. Accordingly, the Head Coach may enforce additional sanctions at her/his discretion.

- **Second Violation**
  - A second violation shall result in a minimum suspension of 10% of the playing season. This suspension refers specifically to competition and may include practice at the discretion of the Director of Athletics. If the violation in question occurs out-of-season, the suspension will begin during the next season of competition. Due to concerns
Regarding student-athlete welfare, the Head Coach may elect to begin the suspension after conditioning activities have been completed.

- The student-athlete shall again attend mandatory counseling or education sessions on campus. The student-athlete shall work in conjunction with appropriate University conduct officials and health care professionals to determine the duration of the counseling plan. Additionally, the student-athlete must arrange for a third party evaluation to determine the nature and severity of the dependency. The third party must be an official drug and alcohol treatment center or clinic with no direct ties to Winona State University. All expenses encumbered while securing the third party evaluation will be the sole responsibility of the student-athlete. The student-athlete is required to follow the treatment recommendations outlined by the third party treatment center or clinic.

- The student-athlete will continue to be subject to the Department’s drug testing protocol.

- There will be a second conference between the student-athlete, the applicable Head Coach and the Director of Athletics. Subsequent to the meeting, and based upon the severity of the violation, the Director of Athletics, at his sole discretion, may increase the time of the suspension; reduce or cancel any and all athletic financial aid; and/or dismiss the student-athlete from the Intercollegiate Athletics Program.

- Team rules may be more stringent than the ASD policy. Accordingly, the Head Coach may enforce additional sanctions at her/his discretion.

迦 Third Violation

- A third violation shall result in removal from competition for at least one playing season. The Director of Athletics, at his discretion, may choose to dismiss the student-athlete from the Intercollegiate Athletics Program in lieu of this suspension. The student-athlete may seek reinstatement. If the student-athlete decides to seek reinstatement, he/she may write a formal statement detailing the reasons why he/she believes reinstatement is warranted. This formal document may include the reasons and circumstances surrounding the violations and the means by which the student-athlete is seeking to address the obvious pattern of drug and/or alcohol abuse. The request for reinstatement must be filed within two weeks of the student-athlete’s suspension or dismissal from the Intercollegiate Athletics Program. A panel consisting of the University Conduct Officer, the Faculty Athletic Representative, and another administrator appointed by the Director of Athletics shall hear the request for reinstatement, and the panel’s decision, determined by majority vote, shall be binding and final. The panel shall submit its decision within three business days of the hearing. It is important to note that this reinstatement process differs from the appeal process in that the appeal process only governs challenges to a specific violation or drug test submitted by the student-athlete. A discussion on the specifics of the appeal process is forthcoming.

- In addition to any sanctions related to eligibility for practice and competition, the student-athlete shall forfeit all athletically related financial aid that has been or will be awarded.

Banned Substance Policy

Procedures

- Consent

Each student-athlete shall sign the NCAA Drug Testing Consent Form signifying he/she is aware he/she may be drug tested at NCAA championships.
• **Individualized Testing Based Upon Reasonable Suspicion**

The WSU Department of Intercollegiate Athletics reserves the right to conduct drug testing of any student-athlete if a Department Staff member provides evidence that demonstrates reasonable suspicion that a particular student-athlete is using or has used any substances in violation of the Department’s ASD Policy or the NCAA Banned Drugs Policy. A positive test result shall be considered a violation and may subject the violator to the consequences discussed below. “Reasonable suspicion” is defined as submission of a written statement from a Department Staff member which includes specific and articulable facts that allow the Director of Athletics to realistically infer that a student-athlete has violated WSU or NCAA policy related to banned substances. Consequently, any actions employed by the Director of Athletics shall be executed in “good faith” on the grounds that the information supplied was accurate.

- **First Violation**
  - Automatic one-year suspension, commencing upon notification of a positive test, with no participation in practice during the period of suspension as per NCAA rules;
  - Loss of athletically related financial aid; and
  - Mandatory re-testing in 7 and 10 months, with laboratory fees to be paid by the individual student-athlete

- **Second Violation**
  - Permanent dismissal from the Intercollegiate Athletics Program at Winona State University

The Winona State University Department of Intercollegiate Athletics strictly adheres to the NCAA policies banning the use of performance enhancing drugs.

**Appeals**

- The student-athlete shall have three business days after notification of a positive test to request, in writing, that the Director of Athletics arrange for an appeal hearing related to the positive test. If a student-athlete is away from the University at the time of notification, the student-athlete shall then have three business days after returning to the University to file an appeal.

- A hearing shall be held within three business days of receipt of the written request. An appeal should be based on a claim of a procedural violation, a false positive test or extenuating circumstances.

- The Appeals Committee shall consist of the University Conduct Officer, the Faculty Athletic Representative and the Head Athletic Trainer.

- The Committee shall submit its final and binding decision, as determined by majority vote, to the Director of Athletics within three business days of the hearing.

**Other Code of Conduct Violations**

**Minor Violations**

Violations of the Student-Athlete Code of Conduct that do not primarily involve drugs or alcohol and are deemed to be minor in nature by the Director of Athletics will be addressed in the following manner:

- The Director of Athletics will work in conjunction with the appropriate Head Coach to determine whether or not the violation is minor in nature.
• The student-athlete in question then shall meet with the Head Coach, and the Director of Athletics if deemed necessary, to discuss the violation and any sanctions or remediation plans, which shall be established as a result of the violation.

• Sanctions handed down by the Director of Athletics may include suspension from practice or competition and/or reduction or cancellation of athletically related financial aid.

• Additionally, the Head Coach may enforce additional sanctions at her/his discretion.

• Appeals of sanctions or remediation plans imposed by either the Head Coach or the Director of Athletics may be made directly and in writing to the Director of Athletics. The Director of Athletics will review any information related to the violation and will issue a final and binding decision within three business days of the request.

**Major Violations**

Repeated minor violations or a single violation deemed to be “major” in the opinion of the Director of Athletics will be addressed as follows:

• The Director of Athletics will work in conjunction with the appropriate Head Coach to determine whether or not a major violation has occurred.

• The student-athlete in question will then meet with the Head Coach and the Director of Athletics to discuss the violation and any sanctions or remediation plans, which shall be established as a result of the violation.

• Sanctions handed down by the Director of Athletics may include suspension from practice or competition, reduction or cancellation of athletically related financial aid and/or dismissal from the Intercollegiate Athletics Program.

• Additionally, the Head Coach may enforce additional sanctions at her/his discretion.

• Appeals of sanctions or remediation plans imposed by either the Head Coach or Director of Athletics may be made directly and in writing to the Director of Athletics. The appeal must be filed within two weeks of the student-athlete’s suspension or dismissal from the Intercollegiate Athletics Program. A panel consisting of the University Conduct Officer, the Faculty Athletic Representative, and another administrator appointed by the Director of Athletics shall hear the appeal and the panel’s decision, as determined by majority vote, shall be binding and final. The panel shall submit its decision within three business days of the hearing.

**Harassment and Hazing Policy**

Harassment, of a physical or nonphysical nature, of another individual or group by a WSU student-athlete will not be tolerated. An incident where harassment has occurred shall be considered to be a major violation and appropriate sanctions and remediation plans shall be established as a direct consequence of the incident.

Hazing, defined as any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning or endangers the health and safety of the person, by a WSU student-athlete will not be tolerated. A hazing incident shall be considered to be a major violation and appropriate sanctions and remediation plans shall be established as a direct consequence of the incident.
Title IX Policy
Title IX of the Education Amendments Act of 1972 prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. The WSU Athletic Department is committed to both the spirit and the function of this legislation and makes a concerted effort to ensure gender equity. If you feel that your rights under Title IX are being compromised, please address these concerns with any of the following: Eric Schoh (Director of Athletics); Jennifer Flowers (Senior Women’s Administrator); or Lori Mikl (WSU Affirmative Action Office, 202 Somsen Hall).

Winona State Athletics Inclusion Statement
The Winona State University Athletics Department strives to work with and empower each other in order to successfully reach our mission as a team. Our team is diverse and inclusive, finding strength in multitudes of perspectives and insight from a rich blend of student-athlete backgrounds. Warriors strive to work with the utmost respect for one another.

To ensure a Diverse and Inclusive environment, we:
- proactively recruit individuals from a highly talented pool of diverse applicants;
- reinforce the importance of diversity through internal communications, education, and development;
- select, place, train, and promote the most qualified individuals according to objective qualification and performance standards;
- advance inclusiveness in our institution relationships, policies, and practices; and
- regularly evaluate our efforts to maintain, grow, and retain a diverse University.

By respecting race, religion, skin color, gender, nationality, sexual orientation, gender identity, physical abilities, age, parental or veteran status, work and behavioral styles, as well as the perspectives of each individual shaped by their environment and experiences, Winona State University remains vigilant in our efforts to appreciate diversity and its implications.

The following are suggestions set by the Athletic Department. All team policies/codes of conduct are in effect and enforced as established by the head coach. The head coach for each team may impose additional policies and penalties as he/she sees fit and appropriate.

Good Sportsmanship
Our student-athletes are ambassadors of Winona State University and enjoy certain privileges of such status. They also bear the responsibility of behaving with dignity and sportsmanship. Student-athletes will conduct themselves with honesty and good sportsmanship during games and competition. Behavior at all times must reflect the high standards of honor and dignity that should characterize participation in competitive intercollegiate sports. Student-athletes will conduct themselves in a manner reflecting positively on the reputation of Winona State University both on and off “the field,” in pre-game and post-game comments to the media, and when traveling and participating at other institutions.

Our objective is for our student-athletes to always maintain an attitude of respect toward our opponents. As models of good sportsmanship, Winona State University student-athletes should look for ways to encourage and appreciate quality play and effort, regardless of whether it is exhibited by a teammate or an opponent. While intense and emotional game action and conduct are certainly a reasonable and expected part on intercollegiate sports contests, the intent of our student-athletes should never be to demean the dignity and personhood of the opponent.
Our student-athletes are expressly prohibited from engaging in the following behavior at any Winona State University sporting event either as a participant in the sporting event or as a fan:

- Fighting opponents, fans, or officials
- Taunting opponents or officials
- Celebrating inappropriately with the intent to demean opponents
- Showing disrespectful attitude toward opponents
- Inciting crowd hostility toward opponents in an unsportsmanlike manner
- Using profane and vulgar language

Social Networking
Winona State University supports and encourages the individuals’ expression of first amendment rights of free speech. This includes participating in online social networking sites (e.g. Facebook.com, Myspace.com, Twitter, Instagram).

The University and Athletics Department does not place any restrictions on the use of these sites by student-athletes. We remind you that as a member of the Winona State University Athletics Department, you are a representative of the University and always in the public eye. Please keep the following points in mind as you participate on social networking web sites:

- Before participating in any online community, understand that anything posted online is available to anyone on the planet. Any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site.
- Do not post information, photos, or other items online that could embarrass you, your team, or the University. This includes information, photos, and items that may be posted by others on your page.
- Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes, while others want to get close to student-athletes to give them a sense of membership in the team.
- Exercise caution as to what information you post on your website about your whereabouts or plans. You could be opening yourself up to predators such as stalkers, rapists, and thieves.
- The University, including coaches and administrators, has the right to monitor these web sites.
- The student-athlete could face discipline and even dismissal for violation of the standards or philosophies of the University, the Athletics Department, and/or the NCAA.

Sexual Harassment Policy
The Winona State University Athletic Department will not tolerate sexual harassment of any kind. Student-athletes, coaches, and athletic department staff are expected to have a thorough understanding of WSU’s Sexual Harassment Policy and to conduct themselves in the professional and exemplary manner befitting a WSU Warrior. If you feel that you are a victim of sexual harassment, please address these concerns with any of the following: Eric Schoh (Director of Athletics); Jennifer Flowers (Senior Woman Administrator); or Lori Mikl (WSU Affirmative Action Officer, 202 Somsen Hall).

For more information on WSU’s Sexual Harassment Policy, please refer here:
http://www.winona.edu/faculty/561.asp

Illegal File Sharing Policy
The Winona State University Athletic Department does not condone nor protect illegal music downloads and file sharing. Please familiarize yourself with WSU’s Copyright Infringement Policy, which can be found at http://www.winona.edu/it/copyright.asp.
Please make use of the guidelines below to clarify what is legal and illegal regarding music downloads and file sharing:

**Internet Copying**

- It’s okay to download music from sites authorized by the owners of the copyrighted music, whether or not such sites charge a fee.
- It’s never okay to download unauthorized music from pirate sites (web or FTP) or peer-to-peer systems. Examples of peer-to-peer systems making unauthorized music available for download include: Kazaa, Grokster, WinMX, LimeWire, Bearshare, Aimster, Morpheus, and Gnutella.
- It’s never okay to make unauthorized copies of music available to others (that is, uploading music) on peer-to-peer systems.

**Copying CDs**

- It’s okay to copy music onto an analog cassette, but not for commercial purposes.
- It’s also okay to copy music onto special Audio CD-R’s, mini-discs, and digital tapes (because royalties have been paid on them) – but, again, not for commercial purposes.
- Beyond that, there’s no legal “right” to copy the copyrighted music on a CD onto a CD-R. However, burning a copy of CD onto a CD-R, or transferring a copy onto your computer hard drive or your portable music player, won’t usually raise concerns so long as:
  - The copy is made from an authorized original CD that you legitimately own
  - The copy is just for your personal use. It’s not a personal use – in fact, it’s illegal – to give away the copy or lend it to others for copying.
- The owners of copyrighted music have the right to use protection technology to allow or prevent copying.
- Remember, it’s never okay to sell or make commercial use of a copy that you make.

Taken from: http://www.musicunited.org/2_thelaw.html
Academic Progress Requirements

While you are a student-athlete at Winona State University, you will be held accountable for your ongoing eligibility. Although the Student-Athlete Success Center (SASC) staff is here to assist you, it is a good idea for you to become familiar with the basic eligibility rules of the NCAA/WSU and what is required to ensure absolute compliance. This includes a number of criteria including, but not limited to, credit load, grade point average (GPA), and declaration of a major course of study by the beginning of your fifth semester.

You have five (5) years to compete in four (4) seasons; this allows for a red-shirt season. Within each of those five (5) years you are expected to progress toward your degree by meeting the following GPA and Credits Earned Requirements.

<table>
<thead>
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<th>Minimum Required Credits Earned</th>
<th>Cumulative GPA</th>
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<tr>
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Academic Requirements for Student-Athletes

All student-athletes must have passed (with a D or higher) 6 credits before starting the second semester in order to practice and compete. 24 credits must be earned before the start of the third (3) semester to be eligible.

For example: You earned 10 credits the fall semester of your freshman year and 14 credits spring semester of your freshman year. Your GPA is 3.11. You are eligible! You earned 24 credits and your GPA is above a 2.0

- All student-athletes must carry a minimum of 12 CREDITS EACH SEMESTER to be eligible to practice and compete. We will put a hold on your account preventing you from dropping classes during the regular academic year. Please see a SASC staff member for assistance if you wish to drop a class.
- All student-athletes entering their fifth semester must have a declared major on record in the registrar’s office. This applies to students who enter WSU as a freshman and also to transfer students.
- All student-athletes must make progress towards degree with appropriate courses each semester.
- 75/25 Rule: 75% (18cr) of credits earned must come from regular academic year. No more than 25% (6cr) credits earned during the subsequent summer are allowed to count towards the minimum required credits earned per year.
- Student-athletes must earn six semester hours of academic credit the preceding regular academic term in which the student-athlete has been enrolled full time at a collegiate institution. (Bylaw 14.4.3.1(a))
- Exception: A student-athlete in the final academic year of his or her designated degree program is permitted to use credits acceptable toward any of the institution’s degree programs to satisfy the six-hour requirement. (Bylaw 14.4.3.1)

Warrior Club Student-Athlete Success Center

The mission of the Warrior Club Student-Athlete Success Center is to help the student-athlete achieve his or her maximum potential through academic, athletic, personal, and career enhancement while traveling the path to graduation.
The Shared Responsibility of Academic Success

A priority for the Athletic Department is to augment and support wholeheartedly every opportunity that will foster the intellectual development of our student-athletes. While several levels of support exist at Winona State University, ultimately, responsibility for success rests upon your shoulders. As a result, each student-athlete is expected to:

- set a primary goal of obtaining a degree,
- take personal responsibility for academic success,
- set and communicate academic goals,
- become familiar with, and abide by, all university, conference, and NCAA policies, rules and regulations,
- attend all classes, review sessions as needed, and exams,
- develop appropriate study skills, as well as establish and maintain professional relationships with instructors,
- attend study tables, tutorial, counseling, and advising sessions as required,
- contact SASC staff whenever in need of assistance,
- make progress toward a degree based on NCAA and University standards,
- maintain NCAA minimum course hour requirements per semester and,
- adhere to the University’s policy regarding academic integrity.

Responsibilities of the Student-Athlete Success Center Staff

- Teach and encourage student-athletes to become responsible for their success
- Provide student-athletes with guidance, advice, and options on course selection and degree progress; as well as provide skills development as necessary
- Monitor the academic progress of student-athletes and communicate that information with student-athlete, coaches and administrators
- Facilitate problem-solving and provide referrals to appropriate resources
- Provide a quality learning center and academic resources

The Warrior Club Student-Athlete Success Center will oversee the progression of student-athletes from freshmen registration until the student-athlete walks across the stage to receive his or her diploma from Winona State. An academic advisor works with the student-athlete by closely monitoring the academic progression of the student-athlete. Our philosophy in advising is treating the individual first, the student second and the athlete third. The following is a list of services the SASC offers:

- Academic Advising
- Academic Monitoring
- Academic Support Group
- Academic Assistance
- Career Counseling
- Time Management Training
- Liaison to Academic Services
- Midterm Reports
- Study Skills Development
- Supplemental Instruction
- Tutoring
Warrior Club Student-Athlete Success Center Rules

- All cell phones must be on silent.
- No tobacco products may be brought into the Student-Athlete Success Center.
- Volume on headphones, IPODS, CD players and other personal listening devices should not disturb or distract other students.
- Quiet talk during group study in the group study rooms is allowed, but must not disturb other students.
- Drinks and snacks are allowed if you clean up after yourself.

Warrior Study Tables

The mission of Warrior Study Tables is to guide a student into becoming an independent and accountable learner. Warrior Study Tables consist of many weekly structured study sessions where student-athletes are offered a quiet room to focus on their studies. Academic tutors will be available during some of the study table sessions. Check Academic Support Times on the Warrior Study Table webpage for availability. If a student-athlete needs a tutor, he or she should contact the SASC as soon as possible to set up a tutoring plan. Walk in tutoring hours are posted on the bulletin board inside the SASC. All Warrior Study Table Sessions will be held in the SASC.

Student-athletes may attend a study session for any minimal amount of time. If a student-athlete only has 30 minutes free to study between classes, 30 minutes will be counted to the student-athlete’s weekly total. The staff understands that student-athletes have busy schedules. We encourage student-athletes to come in often for shorter periods of time during the week to acquire their total hours.

WSU Study Tables are supervised by athletic staff members who are present to offer academic assistance and enforce Warrior Study Table Policies. The following rules apply to all attending WSU Study Tables:

1. Every time a student-athlete attends Study Tables, he/she must sign in on the computer using his/her University ID number. When your time ends the student-athlete must sign out using the same process. Failure to sign out will result in the student-athlete receiving no time for that particular session.
2. Warrior Study Tables are for serious study only and student-athletes are responsible to bring course materials and assignments to complete during a given session. If a student-athlete behaves inappropriately during the sessions, he/she will be removed immediately and his/her time will not count towards his/her weekly requirement. Inappropriate activities and behaviors include talking, cell phone use, disrespectful treatment of Study Tables staff, sleeping, reading non-academic magazines, non-academic emailing, non-academic internet use, instant messaging, Facebook, and any other behavior that is deemed to be disruptive or nonproductive by the Study Tables Supervisor.
3. At Warrior Study Table Evening Sessions, student-athletes will be required to leave their WSU ID cards with the Study Tables Supervisor. Student-athletes may retrieve their WSU ID cards when they sign out. Student-athletes who do not have their WSU ID cards will not be eligible to receive Study Table time during the Evening Sessions.

The following penalties will be enforced if a student behaves inappropriately during any Warrior Study Table Session:

**Academic Study Session:**

1. First Violation of Warrior Study Table Policy: The student-athlete will be removed from Study Tables and his/her time will not be recorded. Coaches will be informed of the reason for removal.
2. Second Violation of Warrior Study Table Policy: The same procedure, as laid out above for the first violation, will be followed for subsequent violations. In addition, the student-athlete in question will no longer be allowed to attend Evening Study Tables Sessions and will instead complete their hours during the Daytime Sessions.

**Countable Study Tables Times:**
- a) Attend study tables during scheduled hours.
- b) Attend small group study session by checking out a room in the SASC
- c) Attend a tutor session provided by the SASC
- d) Attend a small group study session provided by the SASC
- e) Meet with a tutor in the Winona State Academic Assistance Center.
- f) Attend study session while on an away trip monitored by a coach during off time in hotel.

Some tutor hours will be held at Study Table Sessions. If a student-athlete is in need of a tutor, please contact a staff member in the Student-Athlete Success Center to help create an academic support plan.

**Warrior Club Student-Athlete Success Center Tutoring**

**Where do they meet, and how can I get involved?**
The Student-Athlete Success Center offers a variety of study sessions and tutorials to student-athletes. You should check in with the SASC staff at the beginning of each semester to see what opportunities are available for your courses. We usually try to run weekly review sessions in typical freshmen courses, i.e., (Biology-104, Psy-210). You can also request one-to-one tutoring. See your SASC Academic Advisor for help. We also will use campus tutoring, such as the Writing Center, Math Achievement Center, and other Tutoring Services. If you sign up for a tutor, follow through by meeting with that person. Let your tutor know what kind of help you need so that he or she can prepare for your tutorial session by working through homework questions, problem sets, or readings, and by bringing questions for your tutor. This will make the session much more productive. To receive countable study table time for tutoring fill out a Warrior Study Table voucher and turn it in to the Student-Athlete Success Center.

**How to Schedule a One-to-One Tutor**
You can either see your advisor in the SASC, or you can use the WSU campus ON-LINE by going to www.winona.edu/tutoring.

**Prepare to Meet with Your Tutor**
When you arrange to meet with your tutor, you will be asked to bring one or more of the following: previous homework, papers written, quizzes and exams, assignment sheets, course materials, and a course syllabus. Be ready to ask questions!

**What Happens at One-to-One Tutorials**
Part of meeting with a tutor includes a comprehensive look at your overall academic performance as well as the course for which you are meeting your tutor. At your session, you will likely discuss: overall academic performance, course grades, exam or quiz grades, sports/academic workloads, and other academic concerns. You and your tutor will meet to discuss how to improve your academic performance in the course. Again it is important that you prepare in advance for each tutorial session with your tutor and be on time. Throughout the semester, you will discuss concerns that you have with your academic performance. Your tutor will work with you on course materials, comprehension, review, brainstorming, exam preparation, and study and reading skills as needed. Attend each tutorial ready to learn and take notes. Your tutor does not do the work for you. Again, it is recommended that you contact your tutor early in the semester and have regular meetings through the semester.
**What To Do If You’re Not Compatible With Your Tutor**
You may find that you and your tutor are not compatible. Some combinations simply are not productive. If this is the case, just check in with your SASC Academic Advisor to be assigned to another tutor.

**Can I Attend Summer School Elsewhere?**
If you would like to attend summer school at a different school in your home area, find out if the courses are transferable. Make an appointment with your advisor in the SASC. You will need an official course description for the course(s) you wish to take. Remember, courses that you take at other schools do not count toward your WSU grade-point- average.

**Class Attendance**
You are expected to attend classes and complete all assignments on time. This is critical if you are to be successful academically. It is your responsibility to obtain and understand each professor’s attendance policy. Normally, team travel is counted as an excused absence, but be aware of your professor’s rules. Most faculty members are understanding of the absence, provided the student takes the initiative to inform them prior to travel. Make all attempts to complete class assignments and tests prior to your departure. If you choose to miss class for reasons other than competition, the professor is under no obligation to provide an opportunity to make up assignments or tests. NCAA rules prohibit missing classes in order to attend practice.

**University Policy regarding First Scheduled Meeting of Class**
In order to improve students’ access to classes they need and want, the Faculty has adopted a policy which requires student attendance at first meetings of classes which are closed. Each semester some of the seats in WSU’s many closed classes are taken by students who drop them too late for other students to take their places. The purpose of this policy is to identify students who have decided to drop classes sooner, so that students who want to enroll in them can be served.

If you registered for a class and you do not attend the first scheduled meeting of that class, the instructor MAY cancel your registration in that class, if it is closed. **YOU MUST NOT ASSUME THAT YOUR REGISTRATION IN A CLOSED CLASS WILL BE CANCELLED IF YOU FAIL TO ATTEND THE FIRST CLASS MEETING; IT WILL BE CANCELLED ONLY IF THE INSTRUCTOR CHOSES TO DO SO.** If your registration is cancelled by the instructor, you will be informed by a notice sent to your permanent address.

If your absence from the first scheduled meeting of a closed class is unavoidable and you wish to retain your seat in the class, you should contact the instructor before that meeting. If you do not know the instructor’s name, call the academic department which offers the course.

**What if I must miss class to attend a contest?**
If you are unable to attend class because of a competition, it is necessary that you inform him/her of your absence in advance. Coaches are required to provide Student-Athlete Class Absence Form to all student-athletes who are traveling. Only the student-athletes who are traveling may be listed on this form. Student-athletes must submit this form to all applicable instructors at least one class period before departure.

The letter represents an official request on behalf of the Division of Athletics to each professor for consideration to be given due to missed class time for travel and competition. These letters do not ensure that student-athletes will receive excused absences for class time missed. That policy is determined by the individual professor for each course.

Ultimately it is the responsibility of each student-athlete to consult with professors prior to making any athletic trips. The student-athlete must ensure that he/she is clear on any assignments that might be
missed, and is aware of all deadlines for making up missed exams and/or class assignments, presentations, and projects. Each professor will determine how work will be made up. Not all professors view a university-sponsored event (i.e., athletics competition) as an excused absence. If neither the student nor the advisor is able to resolve a problem with the professor, the student may bring the matter to the department chair of the college dean.

**Academic Integrity**

Academic integrity at Winona State University is based on honesty. The University community requires that work produced by students represents their personal efforts and requires that they properly acknowledge the intellectual contributions of others.

WSU students are required to adhere to the University’s standards of academic integrity. The following are examples, not intended to be all inclusive, of types of behavior that are unacceptable and will be viewed as violations of the Academic Integrity Policy.

**Examples of Policy Violations**

*Cheating:* Using or attempting to use unauthorized materials in any academic exercise or having someone else do work for you. Examples of cheating include looking at another student’s paper during a test, bringing a “crib sheet” to a test, obtaining a copy of a test prior to the test date, or submitting homework borrowed from another student.

*Deception and misrepresentation:* Lying about or misrepresenting your work, academic records, or credentials. Examples of deception and misrepresentation include forging signatures, falsifying application credentials, and misrepresenting group participation.

*Enabling academic dishonesty:* Helping someone else commit an act of academic dishonesty. This would include giving someone else an academic assignment with the intent of allowing that person to copy it or allowing someone else to cheat from your test paper.

*Fabrication:* Inventing or falsifying information. Examples of fabrication include “drylabbing” (inventing data for an experiment you did not do or did not do correctly) or making references to sources you did not use in academic assignments.

*Multiple submission:* Submitting work you have done in previous classes as if it were new and original work. Although faculty may be willing to let you use previous work as the basis of new work, they expect you to do new work for the class. Students seeking to submit a piece of work to more than one class should seek the permission of both instructors.

*Plagiarism:* Using the words or ideas of another writer without proper acknowledgement, so that they seem as if they are your own. Plagiarism includes behavior such as copying someone else’s work word for word, rewriting someone else’s work with only minor word changes, and/or summarizing someone else’s work without acknowledging the source.

**Due Process Rights:**

Due process refers to the concept of fair treatment. In cases where minimal due process rights apply (academic course dishonesty processed by a faculty member), due process rights of accused students are as follows:

1. Oral or written notice of the charges.
2. An explanation of the evidence against them.
3. An opportunity to present their side of the story.
4. Notice of sanction (s) imposed (such as lowering a grade, failing the course, dismissal from a program, etc.).
5. An opportunity to appeal the sanction(s).

Students accused of academic dishonesty have the right to appeal a faculty member’s decision to the Grade Appeal Committee. The Grade Appeal Committee will make a recommendation only in cases involving accusation of academic dishonesty to the appropriate academic dean. The academic dean’s (or designee’s) decision is final.

The appeal process for academic sanctions must be received in writing within five class days or, in the case of break periods, within five class days after returning from a break. A time extension may be granted upon request to the Grade Appeal Committee. Failure to submit a timely appeal, or request for extension, constitutes a waiver of any right to request an appeal. The written appeal must be based on one or more of the following reasons:
1. The evidence at the hearing does not support the outcome.
2. There is new or newly discovered facts not brought out in the original hearing which may substantially affect the outcome.
3. There was a procedural error, which could have substantially affected the outcome of the hearing.
4. The sanction was excessively severe.

There may be circumstances when it may be appropriate for more severe sanction(s) (such as probation or suspension), other than the academic sanction. The dean of the college/s (or designee) where the alleged violation(s) occurred, in collaboration with the WSU Conduct Officer (or designee), will make the decision as to whether the case will be heard as a behavior discipline and be referred to the Student Affairs Office to be processed under the guidelines of the WSU Student Conduct Policy. Students found responsible for violation(s) processed under the WSU Student Conduct Policy face disciplinary sanctions (such as probation, suspension, etc.).

**Academic Honors**

*WSU Scholar Student-Athlete*
Student-athletes who earn a 3.20 grade point average or higher will be eligible to receive WSU Scholar Student-Athlete recognition during the WESPY Awards.

*ALL-NSIC Scholar Student-Athlete*
Student-athletes who earn a 3.20 or better grade point average will receive All-NSIC Academic Team Honors. Transfer and first-year students are not eligible in their first year.

*WESPY Awards*
An annual event, the WESPY Awards celebrate Warrior academic and athletic achievement. The banquet is sponsored by the SAAC along with the Athletic Department. The WESPY’s recognize the accomplishments of each team along with the awarding of the following six awards: Male & Female Newcomer of the Year, Male & Female Student-Athlete of the Year, and Male & Female Athlete of the Year.

*Britton & Kelley Awards*
The Britton Scholar-Athlete Award for Academic Excellence recognizes the NSIC’s top male student-athlete, while the Kelley Scholar-Athlete Award is presented to the NSIC’s top female student-athlete. The Britton
Award was created in 1985 in honor of Dr. William Britton, a longtime faculty representative at Bemidji State University. The Kelley Award is named in honor of Willis R. Kelley, an associate professor of physical education at the University of Minnesota, Morris. A member of the NSIC Hall of Fame, Kelley also coordinated the Minnesota-Morris Physical Education Department from 1970-87.

The member institutions of the NSIC nominate one male and one female student-athlete for the Britton and Kelley Awards. The nominees must meet the following criteria: a grade point average of 3.2 or better (on a 4.0 scale), evidence of academic excellence beyond the minimum grade point average (scholarship prizes and other academic recognition), evidence of participation in the life of the institution, and evidence of participation in at least two-thirds of the varsity events of the individual’s primary sport.

**NCAA Degree Completion Award**

The purpose of the NCAA Division II Degree-Completion Award program is to provide financial assistance for completion of a first baccalaureate degree to deserving student-athletes. Candidates will be students who have exhausted athletics eligibility and have received athletics financial aid. The selection process for the national award emphasizes the academic performance of the student-athlete. Other factors considered are financial circumstances, athletic achievement, and involvement in campus and community activities. An institution is limited to nominating a maximum of three student-athletes for the Degree-Completion Award.

For more information contact a member of the Student-Athlete Success Center Staff.

**NCAA Post Graduate Scholarship**

The NCAA Postgraduate Scholarship was created in 1964 to promote and encourage postgraduate education by rewarding the Association’s most accomplished student-athletes through their participation in NCAA championship and/or emerging sports. Athletics and academic achievements, as well as campus involvement, community service, volunteer activities, and demonstrated leadership, are evaluated. An equitable approach is employed in reviewing each applicant’s nomination form to provide opportunity to all student-athlete nominees to receive the postgraduate award, regardless of sport, division, gender or race. In maintaining the highest broad-based standards in the selection process, the program aims to reward those individuals whose dedication and effort are reflective of those characteristics necessary to succeed and thrive through postgraduate study in an accredited graduate degree program.

For more information contact Jo Stejskal, Faculty Athletic Representative.

**Student-Athlete Advisory Committee (SAAC)**

The Student-Athlete Advisory Committee (SAAC) exists to provide student-athletes with a voice through which they can address issues relating to their welfare as individuals in the Winona State University community. It was established according to NCAA regulations to promote and represent the views, feelings, and interests of student-athletes. Each program shall be represented by at least two current student-athletes; both an upperclassman and an underclassman. At times when votes are cast each program will be allowed two votes. This organization is run primarily by student-athletes to serve their purposes. Jennifer Flowers, Associate Athletic Director/SWA, is the staff liaison between SAAC and the department of intercollegiate athletics.

**The Mission of the WSU SAAC is to:**

- represent and be the voice for the WSU student-athletes
- provide and promote leadership on campus and in the community
- foster a positive student-athlete image
- actively engage in community service
- generate a sense of camaraderie amongst all student-athletes
**NCAA Division II SAAC Mission Statement**

The mission of the NCAA Division II Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity for all student-athletes; protecting student-athlete welfare; and fostering a positive student-athlete image.

**Warrior CHAMPS/Life Skills**

**Mission Statement**

The mission of the Warrior CHAMPS/Life Skills Program is to aid in the development of the holistic student-athlete. The Warrior Life Skills Program is based on the philosophy of the NCAA CHAMPS/Life Skills (Challenging Athletes Minds for Personal Success) Program. CHAMPS provides the support to enable the student-athlete to achieve growth, intellectually, physically, socially, and emotionally while at WSU.

**CHAMPS/Life Skills Program Commitments**

- **Commitment to Academic Excellence:** To support the academic progress of the student-athlete toward intellectual development and graduation. Academic excellence is facilitated by:
  - Academic Assessment. Student-athletes may be assessed for reading skills with complimentary placement information garnered from university-administrated English and math testing.
  - Advising and Counseling. The emphasis is on introducing the student-athlete to university resources, providing transitional information and guidance, and encouraging academic independence for course and major selection.
  - Learning Strategies and Support. Additional support is available for designated persons upon request by either a student-athlete or by a coach as representative for the student-athlete.
  - Supervised Study Groups. Groups are put together to benefit from shared information for course-specific study. These groups are coordinated by the Student-Athlete Success Center. For group schedules contact your team advisor or look for postings on the SASC bulletin board.
  - Freshmen CHAMPS/Life Skills Class. Each fall all freshmen student-athletes who have an undeclared major will take the Warrior Life Skills Class. This class aims to make the transition from high school to college an easy transition. A wide variety of topics are covered including test taking, time management, budgeting, NCAA rules, and being a responsible citizen. For more information contact the SACS Staff.

- **Commitment to Athletic Excellence:** The goal is to build philosophical foundations for the development of athletics programs that are broad-based, equitable, and dedicated to the well-being of the student-athlete. The CHAMPS/Life Skills program provides a broad 14-sport program with highly qualified coaching and medical staff, as well as excellent facilities operation and maintenance support. Warrior athletic teams compete strongly in the Northern Sun Intercollegiate Conference. Support for athletic excellence is provided with:
  - NCAA compliance education
  - Strength training and conditioning
  - Marketing and promotion
  - Media relations and publications

- **Commitment to Personal Development:** CHAMPS/Life Skills program supports the development of a well-balanced lifestyle for student-athletes, encouraging emotional well-being, personal growth and decision-making skills. The CHAMPS program requires student-athletes to participate in two personal development events throughout each academic year. These events cover various topics to help students:
  - Understand diversity
  - Increase communication skills
- Enhance social development: relationships, etiquette, personal health, nutrition, stress management, disordered eating, addictive behaviors, depression, sexual responsibility, and mentoring violence prevention training
- Develop fiscal responsibility and time management

**Commitment to Career Development:** The CHAMPS program provides student-athletes opportunities to get involved in campus events as well as CHAMPS events that assist them in developing areas such as:
- Career awareness: Interest inventories, skills assessment, career information
- Career exploration: Internships, cooperative education experience, summer jobs
- Job placement: Resume preparation, mock interviews, job-search and networking skills, career fairs and employer meetings

**Commitment to Community Service:** The CHAMPS program provides individual athletes and teams the opportunity to volunteer and get involved in a variety of events, programs, and fundraisers throughout the Winona area. We are involved in events such as:
- Jefferson Elementary Reading Partnership
- Big Brothers & Big Sisters
- Habitat for Humanity
- Make-a-Wish Foundation

### Compliance

**Shared Responsibility**

Student-athletes are to assist the Department of Intercollegiate Athletics administrative staff by providing information to aid in certification of eligibility and NCAA compliance issues whenever sought. Student-athletes are obligated to report rules violations that they are aware of and to cooperate fully with any investigation of alleged violations.

All student-athletes are required to adhere to applicable NCAA rules and policies as addressed in the NCAA Student-Athlete Statement that is administered annually prior to certification. Additionally, all Northern Sun Intercollegiate Conference and Wisconsin Intercollegiate Athletic Conference rules and policies must be followed explicitly.

**Tobacco Ban**

NCAA regulations prohibit the use of tobacco products during practice or competition by athletes, coaches, trainers, managers, or game personnel. A student-athlete who uses tobacco products during practice or competition shall be disqualified for the remainder of the practice or competition.

**Sports Gambling**

The NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the intercollegiate athletics community. Sports wagering demeans the competition and competitors alike by a message that is contrary to the purposes and meaning of "sport." Sports competitions should be appreciated for the inherent benefits related to participation of student-athletes, coaches, and institutions in fair contests, not the amount of money wagered or the outcome of the competition. For these reasons, the NCAA membership has adopted specific rules prohibiting athletics department staff members and student-athletes from engaging in gambling activities as they relate to intercollegiate or professional sporting events.

The rule means that you may not place any bet of any sort on any college or professional sports event. You may not give information to anyone who does place bets on college or professional sports.
• **That means…**
  - NO wagers on ANY professional or college sports event, even those that do not involve your college.
  - NO sports “pools”, even those run by your friends.
  - NO internet gambling on sports events.
  - NO sports wagering using “800” numbers.
  - NO exchange of information about your team with anyone who gambles, meaning no information about injuries, new plays, team morale, discipline problems, or anything else.

• **The consequences of gambling…**
  - The minute you are discovered to have made a bet of any kind on any college or professional sport or have given information to someone who does gamble, you are declared ineligible to compete in college sports. You are off the team. Then, it is up to WSU to review your case and impose a penalty. The penalty could be suspension from games or permanent removal from the team. WSU may ask the NCAA to restore your eligibility if they want you back on the team. The NCAA will review your case and decide whether to restore your eligibility or add penalties. If WSU does not want you back on the team, you risk losing your scholarship, being expelled from the school altogether, and/or being banned from other college and professional sports. You also run the risk of being arrested and charged with a crime.

**Medical Responsibilities**
Participation in intercollegiate athletics at Winona State University is contingent upon medical approval of the Athletic Training staff. Student-athletes are required to show evidence by proper medical insurance and provide a current medical history to the Athletic Training staff. All 1st, 3rd, 5th year and transfer students must have a new physical completed prior to the start of their athletic season. Please fill out the first two pages of the physical prior to your MD visit and have the physician fill out the final page. If you are unsure if you need a new physical, please contact the athletic training staff for more details.

**NOTE: ALL FOOTBALL student-athletes are REQUIRED to complete a physical EVERY YEAR!**

**Team Travel Expectations**
When traveling as official representatives of Winona State University, student-athletes’ actions should reflect favorably on the University, their team, and themselves. Student-athletes are expected to adhere to their particular team’s dress code, nutritional needs, and curfew. All Student-athletes are expected to depart and return with their team/coach. There may be occasions when you would prefer to travel to or from an athletic event using other means of transportation than what is provided to the team. You must discuss your plans with your coach prior to departure from campus. If these alternate arrangements are approved by your coach, a liability waiver must be signed by the student-athlete. The coach will keep a copy of this agreement on the trip and then submit it to the Department of Intercollegiate Athletics office where it will be maintained on file.

Alcoholic beverages of any type will not be consumed by any student-athlete while traveling to or from an athletic event, in any lodging while participating in an athletic event, or in the locker rooms of any institution before, during, or after an athletic event.

Prior to departure, you are expected to discuss your travel/competition schedules with your professors. It is your responsibility, not your coaches’ or other athletics personnel, to communicate with your professors.
**Amateur Status**
The following are NCAA rules that you must adhere to in order to maintain your amateur status.

**Within your sport, you CANNOT:**

1. Accept payment or the promise of payment (in cash, prizes, gifts, or travel) for participation in your sport.
2. Enter into an agreement of any kind to compete in professional athletics. You cannot negotiate a verbal or written contract.
3. Request that your name be put on a draft list for professional sports or tryout with a professional sports organization during the academic year.
4. Use your athletic skill for payment.
5. Play on any professional athletics team or on a team where one or more of the members receive payment in excess of actual and necessary expenses.
6. Have your athletically related financial aid determined by anyone other than the University.
7. Participate on teams other than those fielded by the University during the season.
8. **In any sport, you CANNOT**
   1. Agree to have your picture, name or likeness used to promote a commercial product.
   2. Be represented by an agent or organization in order to market your athletic skills or reputation.
   3. Receive any benefit that is not available to other students at the University.

**Extra Benefits**
You are asked to be especially careful about accepting any “extra benefit “from an athletic booster or supporter. An “extra benefit” is defined as any special arrangement by an athletic representative (booster) or an institutional staff member to provide a student-athlete or his or her relatives with a benefit not permitted by the NCAA legislation. There will be eligibility consequences if you are found to have accepted anything that is not permitted under NCAA rules.

Some examples of “extra benefits” and things that you must be particularly careful about include (but are not limited to):
- Loans or cash, in any amount (even 5 dollars) or co-signing a loan;
- Special discounts of goods and services such as car repairs, haircuts, and legal services;
- Discounted meals at local restaurants;
- Free or reduced housing and/or board during the summer or academic year;
- Payment for your transportation or loaning you a vehicle for a trip home or to any other location for ANY reason;
- Payment of room, board or transportation costs for your friends or family when they visit campus or attend an away athletics contest;
- Free long distance phone calls for you, your friends, or relatives;
- Gifts of any kind, including birthday and holiday gifts; and
- Transportation while employed that is not provided to all employees.

It is important that you remember that the rules regarding “extra benefits” are in effect throughout the entire year, including summer and semester breaks. If anyone approaches you with one of these offers, you should notify your Head Coach and the Athletics Office as soon as possible. Remember that you are the one who will suffer and potentially lose participation opportunities by accepting anything that is against NCAA rules.
Complimentary Admissions
Winona State University’s policy for complimentary admissions is designed to comply with NCAA and NSIC/WIAC legislation. Each student-athlete who is a participant in an intercollegiate contest may receive two complimentary admissions per home contest.

A pass list at a specified area will list those individuals designated by the student-athlete to receive complimentary admissions. Pass lists will be available from your head coach at least one day prior to competition.

Grant-In-Aid/Scholarship/Employment
Each scholarship can be offered for up to one academic year. Summer school is not covered in your scholarship. Be aware that full and partial scholarships do not automatically cover four years. The renewal of scholarships is under the discretion of each head coach.

- Reduction or cancellation of aid during the period of the 1-year award: Athletic scholarships may be reduced or canceled during the academic year if the recipient:
  - Renders himself/herself ineligible for intercollegiate competition;
  - Fraudulently misrepresents any information on an application, letter of intern, or financial aid agreement;
  - Engages in misconduct warranting substantial disciplinary penalty; or
  - Voluntarily withdraws (quits) from a sport at any time for personal reasons.

NCAA rules forbid any commitment or guarantee beyond one year of any athletic scholarship. The renewal of the scholarship shall be made on or before July 1st prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport whether the grant has been renewed or not renewed for the upcoming academic year. Notification of renewals and non-renewals must come from the Financial Aid office. If you believe a decision to reduce or cancel your award is unfair or unjustified, you may request a hearing as provided by NCAA regulations. To make this request, contact the Financial Aid office within 2 weeks of the date of the non-renewal or reduction letter. A hearing will be scheduled. Inability to reach reasonable athletic performance goals, problems of motivation, incompatibility with coaching staff or teammates, etc., are considered legitimate reasons for non-renewal. If, during the school year, you feel there is a possibility your scholarship may not be renewed, you should talk to your coach.

Student-athletes may receive payment for work actually performed and at a rate commensurate with the normal rate for the locality for similar services. Student-athletes may work on or off campus and are subject to normal guidelines for other employees and student workers. Student-athletes who work on campus are employed through the normal work study/student help process when applicable.

Season of Competition
A student-athlete shall not engage in more than 4 seasons of intercollegiate athletics competition in any one sport. A student-athlete shall complete his or her seasons of participation during the first 10 semesters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies.

You are considered to have used a season of eligibility when any of the following occur:
- The student-athlete represents the institution in any competition (including a scrimmage with outside competition), regardless of time, during a season in an intercollegiate sport;
  - Some two-year college scrimmages shall be exempt from counting as a season of competition
  - During initial year of enrollment a student-athlete may compete in preseason exhibition contests
or dates of competition and preseason scrimmages that occur prior to the first countable contest or date of competition in the sport without counting such competition as a season of competition.

- The student-athlete competes in the uniform of the institution or, during the academic year, uses any apparel (excluding apparel no longer used by the institution) or equipment received from the institution that includes institutional identification; or
- The student athlete competes and receives expenses (i.e. transportation, meals, lodging or entry fees) from the institution for the competition.

**Medical Hardship**

A student-athlete may be granted an additional year of competition by the conference for reasons of “hardship.” Hardship is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions:

- The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any 2-year or 4-year collegiate institution;
- The injury or illness results in an incapacity to compete for the remainder of that playing season; and
- The injury or illness occurs when the student-athlete has not participated in more than 2 contests or dates of competition (whichever is applicable to that sport) or 20% (whichever number is greater) of the institution’s scheduled contests or dates of competition in his or her sport.

A student-athlete may be granted an additional season of eligibility if they suffer a medical hardship. If you believe that you have a situation that meets these criteria, please speak with the Athletic Training staff. Paperwork is required to be filled out by your doctor. A medical hardship must be filed by September 1st of the year following the injury.

**Time Limits for Athletic Related Activities**

As a student-athlete you are required to balance the demands of being both a student and an athlete. The time commitments to be successful in both the classroom and on the field or court are great; however, it can be done.

In accordance with NCAA regulations, a student-athlete may not participate in athletically related activities beyond a certain number of hours per week.

- **Competitive season** – Maximum of 4 hours per day and 20 hours per week, with 1 mandatory day off (which may include a travel day). All competition and any associated athletically related activities on the day of competition shall count as 3 hours regardless of the actual duration of these activities. Daily and weekly hour limitations do not apply during official vacation periods, during the academic year between terms when classes are not in session, and during final exam periods. An institution is not required to provide student-athletes with one day off per week during preseason practice that occurs before the first day of classes or the first scheduled contest, whichever is earlier.

**Activities That Count and Do Not Count Against Your Daily/Weekly Time Limits:**

**Countable**

- Practices (not more than 4 hours per day)
- Athletics meetings initiated or required by a coach
- Field, floor, or on-court activity
- Discussion or review of game films
- Setting up offensive and defensive alignment
- Required weight-training and conditioning activities
Competition
- Visiting the competition site in the sports of Cross Country and Golf
- Participation outside the regular season in individual skill-related instruction with a member of the coaching staff
- Required participation in campsclinics

Non-countable
- Compliance meetings
- Meetings with a coach initiated by the student-athlete
- Drug/alcohol educational meetings or CHAMPS/Life Skills meetings
- Student-Athlete Advisory Committee (SAAC)
- Study hall, tutoring or academic meetings
- Voluntary weight training not conducted by a coach or staff member. Strength coach can be there for safely, but may not conduct the workout
- Traveling to/from the site of competition (as long as no countable activities occur)
- Training room activities (e.g., treatment, taping), rehabilitation activities, and medical exams
- Voluntary sport-related activities (e.g., initiated by student-athlete, no attendance taken, no coach present)
- Recruiting activities (e.g., student host)
- Attending banquets (e.g., awards or post-season banquets)
- Fund-raising activities or public relations/promotional activities and community services projects

- **Off-season** – Maximum of 8 hours per week. Only weight- training, conditioning, individual skill instruction and, in the sport of football, review of game film shall be permitted. A coach may provide team skill instruction during 2 of those 8 hours. This rule is permissible in all sports except football.

- **Miscellaneous** - No class time shall be missed for practice activities except when a team is traveling to an away-from-home contest, and practice is in conjunction with the contest.

**Transferring**
If you are interested in transferring to another NCAA school in order to be eligible and receive athletic aid, you must receive a written release from WSU. A coach from another institution may not contact you or your parents, directly or indirectly, without first obtaining written permission from WSU. If permission is not granted, the second school may not encourage your transfer. Should your request to transfer be denied, you have a right to appeal the decision and will be provided a hearing conducted by the Director of Athletics.

- **Steps to follow if interested in transferring:**
  - Speak with your coach and inform him/her of your desire to transfer.
  - Contact the Athletic Office and request your release.
  - The athletic office will ask your coach if permission is granted.
  - If permission is granted, the athletics office will send the release to your requested school and you may contact that school.
  - If permission is not granted, you will be informed of the appeal process.

The NSIC maintains its own transfer policy. A student-athlete who has been included on a squad list of a member institution and transfers to a second member institution shall not be eligible for intercollegiate competition at the second member institution in the same sport until that student-athlete has fulfilled a residence requirement of one full academic year, as defined by NCAA Regulations, at the second member...
**institution. If the student-athlete does appear on a squad list of a member institution and decides to remain at that institution for one full academic year after being removed from the squad list, they would not have to serve the one year residence at another member institution if they would transfer.** The student may receive athletically related aid and practice at the second institution if otherwise eligible for financial aid and practice.

The student-athlete has the right to appeal the eligibility transfer policy by submitting a letter of appeal to the NSIC Ethics and Eligibility Committee. The Ethics and Eligibility Committee shall have the authority to grant waivers from the student-athlete transfer policy. In addition to extraordinary circumstances (e.g., death of a parent/spouse, exceptional health needs), appeals will be considered for the following circumstances: educational exchange, discontinued academic program, discontinued/non-sponsored sport, two-year non-participation, return to original institution without participation and non-recruited student. (See the current NCAA Division II Manual, Bylaw 14, for general requirements for each of these circumstances. (adopted 6/3/99; revised 6/1/00))

The provisions shall apply only to the transfer of student-athletes in sports which the conference conducts regular season and/or post season competition or championships.

**Recruiting**

Enrolled student-athletes shall not make or participate in telephone calls to prospects at the direction of a coaching staff member; however they may receive telephone calls at the expense of the prospect after July 1 following the completion of the prospect’s junior year in high school. It is permissible for an enrolled student-athlete to engage in written correspondence, provided it is not done at the direction and/or expense of WSU. Competition against a prospective student-athlete is allowable by enrolled student-athletes, provided such competition occurs during the academic year and is considered countable athletically related activity.

When a prospective student-athlete (PSA) visits WSU, you may be asked to serve as a host. The NCAA has strict rules and regulations that must be followed.

If you are a host, you may be provided with $30 for each day you host the PSA. This is to cover all “actual and necessary” expenses you incur in entertaining the prospect and his/her parents/legal guardians. If you entertain more than one PSA, you may receive an additional $15 per day for each PSA. This money may NOT be used for souvenirs (i.e. hats, t-shirts, institutional logo items, etc.). You must handle the money personally and not give it directly to the recruit.

Additionally, at the time you receive expense money from your coach, you will be asked to sign a form stating that you received expense money. At this time, your coach will review with you the NCAA rules for hosting a PSA.

If complimentary admissions are to be a part of the PSA’s visit, your coach will explain the procedure for obtaining admission. You should accompany the PSA to that event. A complimentary meal, provided the student host is accompanying the PSA during the meal, is permissible.

**Camps and Clinics**

Enrolled student-athletes are permitted to be employed in WSU’s camps and clinics under the following conditions:

- The student-athlete shall not participate in organized practice activities other than during the institution’s playing season in the sport.
- The Director of Athletics must give prior approval for the employment arrangement. This should be done through your coach.
The student-athlete must perform duties that are of a general supervisory character and any coaching or officiating assignments shall represent not more than ½ of the work time.

Compensation shall be commensurate with the going rate for camp or clinic counselors of similar teaching ability and camp and clinic experience and may not be paid on the basis of the value that the student-athlete may have for the employer because of the athletics reputation or level of notoriety the student-athlete has achieved. It is not permissible to establish varying levels of compensation for a student-athlete employed in a sports camp or clinic based on the level of athletics skill.

Student-athletes must complete the appropriate paperwork with the student payroll office on campus in order to receive compensation.

Public Service

WSU student-athletes are prominent and popular on campus and in the community. Because of the attention they receive, many local and regional companies want to be affiliated with WSU student-athletes. It is important that you check with the Athletics Office before establishing any agreement with an individual or representative from any company or outside organization. In most cases, any involvement will be strictly prohibited by the NCAA and WSU.

Administrative Staff Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eric Schoh</td>
<td>Director of Athletics</td>
<td>IWC 170</td>
<td><a href="mailto:eschoh@winona.edu">eschoh@winona.edu</a></td>
</tr>
<tr>
<td>Jennifer Flowers</td>
<td>Associate AD/SWA</td>
<td>IWC 168</td>
<td><a href="mailto:jflowers@winona.edu">jflowers@winona.edu</a></td>
</tr>
<tr>
<td>Mike Turgeon</td>
<td>Associate AD/Student-Athlete Services</td>
<td>Wabasha 220D</td>
<td><a href="mailto:mturgeon@winona.edu">mturgeon@winona.edu</a></td>
</tr>
<tr>
<td>Jill Bratberg</td>
<td>Assistant AD-Development</td>
<td>IWC 166</td>
<td><a href="mailto:jbratberg@winona.edu">jbratberg@winona.edu</a></td>
</tr>
<tr>
<td>Chris Kautza</td>
<td>Assistant AD-Events</td>
<td>IWC 161</td>
<td><a href="mailto:ckautza@winona.edu">ckautza@winona.edu</a></td>
</tr>
<tr>
<td>Grant Wall</td>
<td>Sports Information Director</td>
<td>IWC 167</td>
<td><a href="mailto:gwall@winona.edu">gwall@winona.edu</a></td>
</tr>
<tr>
<td>Jo Stejskal</td>
<td>Faculty Athletic Representative</td>
<td>Stark 325</td>
<td><a href="mailto:jstejskal@winona.edu">jstejskal@winona.edu</a></td>
</tr>
</tbody>
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For questions regarding anything in the Student-Athlete Handbook please visit the Athletic Office – IWC 159.