

19-20

Cal Poly Pomona Student-Athlete Handbook 2019-2020



CAL POLY POMONA
B R O N C O S

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Cal Poly Pomona Athletics

19-20

Cal Poly Pomona Athletics Department
Student-Athlete Handbook
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Fall 2019

Dear Cal Poly Pomona Student-Athletes,

This is the 15th edition of the student-athlete handbook to be on-line. As we move forward in our athletics history, we will continue to make use of our resources (human and financial) and the latest technology in order to enhance your University experience and give you the most current information.

All of us involved in Bronco Athletics look forward to an exciting and successful 2019-20 academic year and athletic seasons. The Department of Intercollegiate Athletics has enriched the information available to you in the student-athlete handbook in order to assist with your academic and athletic preparation while competing for Cal Poly Pomona.

We are committed to helping make your experience here one of the best times in your life. We have made changes in our facilities and operations and will continue to look at making positive progress in the near future.

I encourage you to read through the handbook and familiarize yourself with the many resources at your disposal. Thank you for choosing to be a part of our Broncos family! We are happy you are here. I wish you continued success in the classroom and in your sport. Please let me know how I can assist in helping you achieve your academic and athletic successes.

Cordially,

A handwritten signature in black ink that reads "Brian Swanson". The signature is written in a cursive, flowing style.

Brian Swanson
Director of Intercollegiate Athletics

Purpose of the Handbook

This handbook has been designed to assist Cal Poly Pomona's student-athletes with the transition to new and continuing members of the Bronco family. There are numerous policies and procedures that must be followed within the National Collegiate Athletic Association (NCAA), California Collegiate Athletic Association (CCAA), Cal Poly Pomona and the Department of Intercollegiate Athletics in order to retain your academic and athletic eligibility.

This guide will help with the information on items such as: registration, financial aid, housing, athletic training, eligibility, advisement and much more. The handbook contains information that changes regularly (see banned substance list) and other information that is fairly constant. This makes for an excellent resource for the student-athlete to get information regarding all aspects of the collegiate experience.

It is a privilege to represent and compete for Cal Poly Pomona. You are here because of your academic success and athletic talent. Please take time to familiarize yourself the information in order to help you make the most efficient use of your time and resources. As you read the handbook, should you see an area that needs added or more explanation, please contact one of the athletics staff members.

Department of Intercollegiate Athletics Mission Statement

The Department of Intercollegiate Athletics functions as an integral part of the educational environment at Cal Poly Pomona. Its primary mission is to provide student-athletes with experiences that encourage their mental, physical, social and emotional development; enhance their capacity for working with others; and strengthen their decision making and leadership skills.

The department also contributes to the campus community by conducting programs and presenting events in ways that effectively serve the public relations interests of the University and provide opportunities for entertainment and positive social interaction.

Vision

In conjunction with the University, Cal Poly Pomona Intercollegiate Athletics envisions ourselves as a preeminent NCAA intercollegiate athletics program recognized nationally as a program of academic and athletic excellence. Our student-athletes, coaches and staff will exemplify sportsmanship, ethical responsibility and professionalism. Intercollegiate Athletics will represent past, present and future alumni and friends of the university through positive notoriety and visibility in the community. Intercollegiate Athletics will be a leader in fostering and developing internal and external relationships critical to the fiscal sustainability of programmatic needs.

Philosophy

Cal Poly Pomona Intercollegiate Athletics operates under the university philosophy/values of: 1) student learning and success; 2) academic excellence; 3) experiential learning; 4) inclusivity; 5) community engagement; and 6) social and environmental responsibility, in that:

- participation in intercollegiate athletics is an integral part of the educational environment of the total university culminating in graduation of student-athletes at least at the same percentage as the student-body at-large;
- participation on intercollegiate athletics teams reflect the diversity of the university and region;
- participation in intercollegiate athletics focuses on student achievement, satisfaction and success;
- participation in intercollegiate athletics promotes an appreciation for unique differences and diversity with respect for all;
- participation in intercollegiate athletics be conducted in an atmosphere of honesty, integrity and fiscally responsible manner;
- participation in intercollegiate athletics promotes leadership, social responsibility, teamwork, self-reliance, communication, and community service; and
- participation in intercollegiate athletics reflects the NCAA Division II philosophy of balance between academics and athletics.

Intercollegiate Athletics Advisory Board

The Intercollegiate Athletics Board (IAB) is comprised of faculty members and representatives from the Associated Students Inc. student government. The purpose of the IAB is to review and recommend athletic policy on behalf of the University. Examples include but are not limited to: department policy manual, compliance manual, student-athlete handbook, department strategic plan and reviewing sport budgets.

Open Door Policy

Cal Poly Pomona Athletic Department has an open door policy. Any student- athlete who wishes to address concerns can make an appointment or come into the athletic offices at any

time.

Student-Athlete Advisory Committee

The Student-Athlete Advisory Committee (SAAC) is an on-campus group comprised of student-athletes who volunteer their time to represent their teams and peers within the athletic department, university, NCAA, CCAA and community. It serves not only a voice for the student-athlete on campus but an opportunity to have ongoing dialogue with the Athletic Department administration, provide feedback, initiate campus and community service projects as well as engender improved relationships among the University's 10 intercollegiate teams.

Article I: Name

The name shall be Student-Athlete Advisory Committee or SAAC when referenced shorthand.

Article II: Mission and Purpose

The mission of the SAAC is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image.

The purpose of the SAAC is to:

- Provide a voice for Cal Poly Pomona (CPP) student-athletes within the California Collegiate Athletic Association (CCAA) structure.
- Solicit student-athlete responses to proposed CCAA & National Collegiate Athletic Association (NCAA) legislation.
- Recommend potential legislation.
- Promote a positive student-athlete image.
- Organize community service activities.
- Serve as student-athlete liaisons to CPP Athletic Department.

Article III: Membership

Their respective head coach determines the official SAAC representatives for each sport.

All student-athletes are allowed to attend SAAC meetings without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status.

Article IV: Officers and Committees

All officers must be currently enrolled students at Cal Poly Pomona and registered for at least six credit hours. Officers should also be in good standing with Cal Poly Pomona with a minimum 2.0 cumulative GPA and free of any sanctions defined within the Student Conduct Code administered by the institution. The advisors may remove officers for conduct detrimental to the SAAC or CPP Athletics Department.

All officers should have at least one year's service in SAAC. Specifically, officers must have attended 50 percent of the SAAC meetings and activities during the previous academic year.

The advisors of SAAC shall be employees of the Cal Poly Pomona Athletics Department.

Article V: Organizational Structure

The officers of SAAC shall be:

- President
- Vice President
- Treasurer
- Secretary

Representative Duties Shall Include:

- Representing their team for the entire academic year.
- Attending and being on time to every meeting.
- Taking an active role in meetings as well as with one of the established committees.
- Promoting SAAC in a positive way to your team and CPP community.
- Providing weekly updates to your team and team updates to SAAC.
- Supporting and promoting all SAAC events.
- Bringing any concerns from your team to the council.
- Providing the council with a team update when in season or otherwise appropriate.

Article VI: Committees

- The committees of SAAC shall be:
- Community Service
- Campus Outreach and Bronco Pride
- Social Media and Marketing
- Make-a-Wish Fundraising

Article VII: Meetings

The first meeting of each school year shall be called by the remaining SAAC advisors from the previous year.

Future meetings are to be held on those dates and in such places decided upon at the first meeting, or retreat, of each year.

The fiscal year of SAAC shall conform to the University school year.

A majority (50%+1) of the active members of the club present shall constitute a quorum, authorized to transact any business duly presented at any meeting of SAAC.

A representation of two-thirds of the members of SAAC shall constitute a quorum, and a simple majority of that quorum will carry any motion presented at an Executive Committee Meeting.

Article VIII: SAAC Requirements

SAAC shall have one representative at two CCAA SAAC meetings (See CCAA Manual for representative responsibilities).

SAAC will conduct a minimum of six (6) meetings per academic year.

Each sport will have two representatives per sport.

Representative election will involve input from student-athletes, advisors and coaches.

SAAC election results shall be complete and submitted to the CCAA office by the second Friday in May.

SAAC will have an administrative advisor who is an employee of the Cal Poly Pomona Athletics Department.

SAAC will implement at least one volunteer program.

SAAC will discuss CCAA and NCAA legislation.

Article IX: Hazing Policy-Zero Tolerance

1) The Student-Athlete Advisory Committee shall not be discriminatory in terms of race, ethnicity, religion, color, age, sexual orientation, national origin, citizenship, gender, physical or mental

ability, marital status, financial or social status.

Article X: Amendments

Amendments to the Constitution of SAAC shall be made by a two-thirds vote of the active members present of any meeting where a quorum is reached.

Amendments to the Constitution shall be presented, by an active member, to the member at least one regular meeting before they are to be voted on.

ACADEMICS

Eligibility

To compete as a student-athlete at Cal Poly Pomona, a student must meet all NCAA, CCAA and institutional requirements, including, but not limited to:

- Be enrolled for a minimum of 12 credits of academic work and not drop below that number at any time during the semester.
- Be a student in good academic standing, which is accomplished by maintaining a 2.0 grade point average (Cal Poly Pomona and Overall) for undergraduates and 3.0 GPA for graduate/post-baccalaureate students. A student-athlete's grade point average shall be calculated after each term of enrollment.
- Make satisfactory progress toward their designated degree by passing 24 units per academic year that directly apply to satisfying the General Education, or major requirements toward their of study. No more than 6 of the required 24 units may be earned during the summer term.
- Earn a minimum of nine-semester degree applicable units each term (nine-unit rule) of full-time enrollment.
- Student-athletes must also be in good standing "outside the classroom." Any form of disciplinary action and/or probation may render a student-athlete ineligible from practice and/or competition and may lead to dismissal from the squad.
- Student-Athletes must complete their seasons of competition within the first 15 quarters of full-time status.
- Student-athletes are responsible for their eligibility and academic requirements.

Your Access to Bronco Direct

Bronco Direct (<http://www.cpp.edu/broncodirect>) is the online access to student information and records including enrollment appointment dates, degree progress report (DPR), registration, schedule of classes, grades, GPA, unofficial transcripts, financial aid status, view holds, make payments, etc. Your Bronco name and password must be entered to gain access.

The Degree Progress Report (accessible in Bronco Direct) is a tool that provides information about the completion status of undergraduate degree requirements at Cal Poly Pomona. Commonly called the "degree audit", it indicates which requirements have been satisfied and which ones still must be completed. Student-athletes must use/check their DPR to confirm course enrollments and accurate applicability of credits toward degree requirements. The information in the DPR is

used to determine what counts toward continuing eligibility (i.e. Progress Toward Degree) so student-athletes must make sure it is correct and reflects appropriate credit placements.

Priority Registration

Student-athletes may have the opportunity of pre-registering for classes before the general student populous, thus enabling essential classes to coordinate practice and game schedules. Approved student-athletes are permitted to register through Bronco Direct during a specified priority date. The essential classes should be scheduled during this priority time period and the sport (intercollegiate athletic) class added during the regular or late registration period.

Do student-athletes receive priority registration automatically?

No, this is a privilege and student-athletes must comply with department rules, attend mandatory student-athlete meetings, complete required study hall hours, and turn in grade checks* and academic advisement documentation**. Not abiding by these department policies can result in loss of priority registration.

*The grade check procedure is a tool used by the Intercollegiate Athletics as an aid in helping the student-athlete assess their progress throughout the year so they may achieve their objective and maintain their eligibility. At mid-semester, coaches will distribute grade check forms to each required student-athlete. It must be returned with instructor signatures by the determined deadline.

***Student-athletes must receive advisement from their major/faculty adviser and submit a completed Academic Year (Advisement) Planner. This form is available in the Athletic Academic Office (43-122) and is due prior to the start of the academic year or playing season.*

What is the procedure for receiving priority?

Student-athletes will have the opportunity to complete a well-written, academically justified request for priority registration on a sport specific provided form. All complete request forms must be received by the Athletic Academic Office on or before the due date. A University committee will inform the Athletic Academic Office of the number of approved requests. If priority is granted, it is only for a specific two-day period before the regular registration dates. NOTE- If the student misses these dates, they must wait for their regularly scheduled registration date.

Unit Cap Policy

The Chancellor's Office has asked all CSU campuses to limit the number of units students may enroll in each semester to a level that will allow students to complete a baccalaureate degree, but does not encourage enrollment in courses unnecessary for that degree. A higher ceiling may be allowed for graduating seniors.

Students may request an exception to the limits to accommodate labs and activities to satisfy

degree requirements or to allow completion of their degree within the year. Students will not be permitted to register for more than 20 units in any circumstance. The “Petition to Exceed Unit Cap” form is accessible on the Registrar’s Office website: <http://www.cpp.edu/~registrar/forms-services/index.shtml>

Academic Preparation and Placement for First-Year Students (EO 1110)

Executive Order 1110 relates to the assessment of academic preparation for and placement in written communication in English courses and mathematics/quantitative reasoning courses. This executive order supersedes Executive Order 1048 and elements of Executive Order 665 and reflects significant guidance and feedback from the Academic Senate CSU, discipline faculty, students and our educational partners. The order provides for the broadest utilization of multiple measures in assessing academic readiness and determining course placement for first-year students. The Early Start Program is recast to allow students to focus on a single discipline and acquire necessary foundational content at the same time they earn baccalaureate credit. <http://www.cpp.edu/~studentsuccess/oss/early-start/>

Holds

After logging into BroncoDirect, students must check their holds. All holds must be cleared prior to enrollment of any registration period. It is possible to have several different holds.

What are the most common Holds?

- Financial - The hold (i.e. accounting, housing, fees) will indicate who placed the financial hold. Contact the department who issued the hold or Student Accounting & Cashiering Services at x6869.
- Testing - If the student-athlete has not fulfilled certain required tests, then a hold can be placed against their records. Contact the Test Center at x3353.
- Advising - Some departments place an automatic hold against the student’s records. The student must make an appointment with his/her major advisor before this will be cleared.
- “At Risk” GPA Status - Cal Poly Pomona adopted an academic policy restricting registration for all students who have a GPA of 2.20 or below. These students are considered “*at risk*,” and are required to have an academic advising session with their faculty advisor in order to remove their hold.
- Emergency Contact Update – Cal Poly Pomona is committed to ensuring the safety and well-being of its students. Once a year, students are requested to review and update their emergency contact information online in Bronco Direct.

- Health Center – Students may have immunization holds. Contact Student Health Services at x4000.
- Equipment - Generally, this is placed because a student-athlete did not return all of the equipment checked out to them at the beginning of the season. This also applies to athletic trainer’s supplies and/or equipment. Equipment Room x2802.

Change of Major

It is imperative that student-athletes consult with the Athletic Academic Counselor or Faculty Athletic Representative prior to changing majors. There are University and major department policies and procedures to follow (often in a timely manner) in addition to how this change may affect the determination of your NCAA eligibility. Most majors and departments have specific requirements that must be satisfied in order to change, especially for ‘impacted majors’. This can include completion of specific courses prior to changing, minimum grades, minimum GPAs, specific times when change of major requests are considered/accepted, required attendance at a meeting, etc. Directly contact the major/department for their change of major requirements/policy.

Dropping/Withdrawing from classes

Student-athletes must be enrolled full-time at all times in order to practice or compete and maintain eligibility. A student-athlete no longer shall be considered enrolled in a minimum full-time program of studies (after dropping a course(s) that places the student below full-time status). It is the student-athlete’s responsibility to ensure minimum course/unit enrollments, drop/withdrawal policies and procedures, etc. Therefore, student-athletes are encouraged to meet with the Athletic Academic Advisor before dropping/withdrawing from classes.

Summer school courses

Summer school coursework must be transferrable and applicable as progress toward degree requirements, and transferrable if taken somewhere other than Cal Poly Pomona. Student-athletes should meet with their major advisor and Athletic Academic Advisor to determine articulation agreements, course applicability/equivalency, need for petition/substitution, etc. before signing up to take classes.

Tutorial Programs

In support of our student-athletes, the Department of Athletics has formed a working relationship with the Learning Resource Center (LRC). All student-athletes are highly encouraged to make use of these tutorial services. If you are trying to improve in a particular class, seek help as early in the semester as possible. Do not wait until 7th or 8th week of the semester or later!

Bronco Tutoring provides free one-to-one and small group tutoring in most university- wide courses. Prescheduled tutoring appointments are preferred though walk-in assistance is available. Tutoring appointments can be made at the LRC or on-line. Students new to the program must register at the LRC or on-line, prior to making their first appointment.

University Writing Center provides free one-on-one and group tutoring on editing and revising essays, application letters, memos, reports, research papers, and other assignments, on an appointment basis. Graduation Writing Test (GWT) workshops and other services are also offered.

Supervised Study (Study Hall)

Supervised Study is a mandatory block of study time per week for student-athletes who:
Have a Cal Poly Pomona and/or an Overall GPA of less than 2.50 or
Are required to attend by their coaching staff as an individual or team policy.

The purpose of this program is to provide academic support in the form of monitored study sessions and tutorial assistance. Completed hours will be totaled each week and reported to the Head Coaches and Director of Athletics. Supervised Study takes place at the University Library during evening hours Monday through Thursday under the supervision of an on-site Coordinator. Failure to complete required study hours will result in appropriate disciplinary action(s).

Mid-Semester Grade Checks

The grade check procedure is a tool used by the Department of Intercollegiate Athletics as an aid in helping student-athletes assess their academic progress through each term and seek appropriate assistance well in advance. Coaches will distribute grade check forms to each required student-athlete. It must be returned with signatures and comments from each course instructor by the determined deadline.

Academic Advisement

Student-athletes must receive advisement from their major/faculty advisor and submit a completed Academic Year (Advisement) Planner. This form is available at the Athletic Academic Office (43-122) and is due prior to the start to the academic year or playing season. Faculty advisors are knowledgeable with the academic curriculum; future course offerings, pre-requisites, course sequencing, and can approve courses in a career track, option, concentration, etc. Student-athletes are responsible for obtaining their own major/department advisor. Some departments assign faculty advisors to students and others allow the student to choose their own faculty advisor. Contact your major department to learn how to get your faculty advisor.

Assistant Athletic Director, Student Services

The Assistant Athletic Director of Student Services manages the academic support program and services for Cal Poly Pomona student-athletes. He/she supports student-athletes and the Faculty Athletic Representative in advisement, determining academic status, NCAA rules, grade checks, registration, academic data, etc. and serves as a resource for developing study/writing skills, progress toward degree, university policies & procedures, class scheduling, and campus support services. He/she is not your Faculty Advisor. Each student-athlete is responsible for obtaining their major/department advisor. Some departments assign faculty advisors to students and others allow the student to choose their own faculty advisor. Contact your major department to

learn how to get your faculty advisor. The Assistant Athletic Director of Student Services is located in Bldg. 43- Room 122.

The Faculty Athletic Representative (FAR)

The Faculty Athletic Representative is a vital link in determining student-athlete eligibility and compliance with NCAA and CCAA rules, and University/Athletic Department policies. As a member of our institution's faculty, the FAR serves in an advisory and oversight capacity for both academics and athletics interests including academic integrity, institutional control, and student athlete welfare. The FAR works closely with the University President and Director of Athletics to support a campus environment in which the athletics program is maintained as a vital component of the educational program and in which student athletes constitute an integral part of the student body. The FAR can be reached in the Athletic Academic Office, Bldg. 43- Room 122.

Class Attendance/Missed class time

Cal Poly Pomona student-athletes are expected to be in attendance for all classes. Failure to attend class may result in disciplinary action such as suspension or termination from a team. It is important to understand that professors set attendance policies for their class. Some professors may limit absences while others may not allow absences for any reason. It is the responsibility of student-athletes to clearly communicate with their professors (at the beginning of each term) about the possibility of missing class due to travel/competition and how it may affect your course grade. As an aid in professor communication, the Head Coach will provide his/her student-athletes with an "absence letter" that will outline the anticipated dates and times of missed class time due to scheduled travel and competitions. It is the student-athlete's responsibility to contact her/his instructors to request ways to make up potential missed class work/assignments for the entire semester within the first two weeks of each semester.

In accordance with NCAA rules, no class time shall be missed for practice except when a team is travelling to an away contest and the practice is in conjunction with the contest. In team sports, no classes shall be missed for competition conducted during the non-championship segment.

Academic Dishonesty

The faculty of Cal Poly Pomona, believe that the vast majority of our students maintain high standards of academic honesty. However, occasional incidents of academic dishonesty do occur. Many such acts are committed through ignorance. Often, a student accused of cheating will vehemently deny the charge, claiming that he/she did not know the act violated established policy. The following statement is intended to clarify what constitutes academic dishonesty and to describe the procedures and consequences if a student is accused of and found guilty of breaking the rules that apply to all CPP students. All forms of academic dishonesty at Cal Poly Pomona are a violation of university policy and will be considered a serious offense. Academic dishonesty includes but is not limited to:

A. Plagiarism - Plagiarism is intentionally or knowingly presenting words, ideas or work of others as one's own work. Plagiarism includes copying homework, copying lab reports, copying

computer programs, using a work or portion of a work written or created by another but not crediting the source, using one's own work completed in a previous class for credit in another class without permission, paraphrasing another's work without giving credit, and borrowing or using ideas without giving credit.

B. Cheating during exams - Exam cheating includes unauthorized "crib sheets," copying from another, looking at another student's exam, opening books when not authorized, obtaining advance copies of exams and having an exam regraded after making changes. Exam cheating includes exams given during classes, final exams and standardized tests, such as the Graduate Writing Test and Math Diagnostic Test.

C. Use of unauthorized study aids - This includes using others' computer programs or solutions, copying a copyrighted computer program without permission, using old lab reports, having others perform one's share of lab work, and using any material prohibited by the instructor.

D. Falsifying any university document - This includes falsifying signatures on university forms, such as add-drop and withdrawal forms, forging another student's signature and falsifying prerequisite requirements.

If an instructor suspects a student has cheated or plagiarized, the faculty member will handle all academic dishonesty cases which occur in the classroom and then report the incident to the Office of Judicial Affairs.

If the student denies that he/she has committed an act of academic dishonesty then the instructor will forward all relevant information to the Student Conduct and Integrity Office. The Student Conduct and Integrity Office will review these facts and interview the student, instructor and a witness to determine if a violation has occurred.

Procedures and Sanctions: If the facts support the charge, the Student Conduct and Integrity Office will levy an appropriate disciplinary sanction. The student has the right to appeal this decision with the VP of Student Affairs having the final decision. However, if there is no response by the student, a hold will be placed on the student's account.

For more information on Academic Integrity please visit
<http://www.cpp.edu/~studentconduct/Students/index.shtml>

RULES

Annual Eligibility and Compliance Meeting

Required attendance at a pre-season eligibility meeting is mandatory. Several forms of documentation must be completed, signed, and on file including, but not limited to the CCAA student statement eligibility form, NCAA student-athlete statement, drug testing consent form, medical insurance, documentation of a passing physical exam, NCAA banned substance list, sports information card, etc.

Student-athletes at Cal Poly Pomona have certain rules to follow in order to maintain eligibility. These rules protect themselves and the university. Below is a partial list of eligibility rules, as set forth by the NCAA.

Sports Agents and Professional Sports

It is essential that student-athletes know the NCAA rules related to involvement with professional sports organizations and agents. An infraction of the rules concerning agents could have severe negative consequences for the University and the student-athlete. A student-athlete shall be ineligible for any participation in intercollegiate athletics if she or she ever has agreed (orally or in writing) to be represented by an agent, or anyone acting as agent, for the purpose of marketing his or her athletics ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport.

NCAA rules preclude a student-athlete from:

- Agreeing, either orally or in writing, to be represented by an agent/person or organization for the marketing of his/her athletic ability or reputation, even if the agreement is for the future. Once a student-athlete's eligibility has expired, including post-season eligibility, then agreement can be made;
- Negotiating or signing a playing contract in any sport in which the student-athlete intends to compete;
- Accepting expenses or gifts of any kind (including meals and transportation) from an agent (including acceptance of such expenses or gifts by a friend or family member);
- Receiving preferential benefits or treatment (e.g., loans with a deferred pay-back plan) because of reputation, skill or pay-back potential as a professional athlete; and
- Retaining professional services for personal reasons at less than the normal charge from a representative of the University's athletics interest.

Draft Regulations

An enrolled student-athlete may enter a professional league's draft an unlimited number of times during his or her collegiate career and be drafted by any team in the league without jeopardizing eligibility in that sport, as long as they do not enter into a contract with the drafting team or an agent or otherwise jeopardize his or her amateur status.

For additional information or clarification student-athletes should speak to the Assistant AD-Compliance.

Extra Benefits

Student-athletes must be careful not to accept any benefit that is not available to all students (or some group of students other than student-athletes). Such prohibited benefits include free or reduced cost gifts or services, meals, rides, medical or dental services, etc. If there is any doubt, before accepting the item, service or arrangement in question, a student-athlete should check with his or her coach or the Compliance Office.

You may receive any of the following from Cal Poly Pomona:

- tutoring expenses
- Athletic medical expenses
- Death and dismemberment insurance drug rehabilitation expenses
- Career counseling
- Counseling about a professional sport career from a panel appointed by the University President
- Admission to regular season Cal Poly Pomona athletic events
- Up to four (4) complimentary tickets per student-athlete can be requested for each home game of their sport. NOTE- Complimentary tickets are NOT awarded for any CCAA and/or NCAA postseason competition.
- Competition within ten full-time semesters (excluding summer school) from the start of your enrollment at any institution (four seasons of competition).
- Receipt of financial aid in the form of tuition, fees, books, room & board (if awarded an athletics scholarship)
- Meals and snacks incidental to participation in athletics
- Reasonable entertainment (i.e., movies, bowling) incidental to participation in athletics
- Use of apparel, equipment and facilities incidental to participation in athletics
- Lodging and transportation directly tied to competition and practice in preparation for such competition

DO NOT TAKE A CHANCE ON LOSING YOUR ELIGIBILITY –
IF YOU HAVE ANY QUESTIONS, ASK THE COMPLIANCE OFFICE!

Student-Athlete Employment

Student-athletes who work must complete the Student-Athlete Employment Form. As a student-athlete, the NCAA rules permit you to receive legitimate employment earnings without any restriction on the amount earned even if you are receiving athletics aid. These employment earnings are not considered in determining the amount of athletic aid you may receive. Student-athletes should visit the Compliance Office to obtain a copy of the form and receive employment approval. Completion of the form is to ensure that student-athletes and their employers are aware of the NCAA rules governing employment. Student-athletes may be compensated only for work actually performed and at a rate commensurate with the going rate in that locality for similar services. Additionally, compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame, or personal following that he or she has obtained because of athletics ability.

Fee-for-Lesson Instruction

A student-athlete may receive compensation for teaching or coaching sport skills or technique in his or her sport on a fee-for-lesson basis, provided all compensation received by the student-athlete is consistent with the criteria governing compensation to student-athletes.

Student-Athlete End of Season Evaluations

Annually, each student-athlete completes an end of season evaluation of his/her head coach. A designated athletics staff member will facilitate the survey. In person, written comments may be submitted to the Director of Athletics on a signed letter from the student-athlete. Additionally, the sport supervisor meets with the head coach at the conclusion of each season to review the year.

Sports Wagering and Gambling Activities

NCAA rules prohibit sports wagering of any kind by student-athletes, coaches, administrators, trainers, and anyone else involved in college athletics. Prohibited activities include:

- Wagers on ANY professional or college sporting event, even those not involving CPP;
- Sports pools (e.g., Super Bowl, NCAA Final Four, College World Series, etc.);
- Internet gambling on sports events;
- Sports wagering via telephone; and
- Exchange of information about one's team with anyone involved in gambling and/or gambling organizations. This includes information about injuries, new plays, eligibility, team morale and disciplinary issues.
- Fantasy sports if an entry fee is required

Sports wagering by student-athletes, coaches and/or athletics administrators undermines the integrity of sports contests and jeopardizes the personal safety and integrity of student-athletes and Athletics staff members alike. Sports' gambling is not a victimless crime. Money skimmed from sports-betting schemes is used to fund narcotic sales, loan sharking and a host of other illegal activities. It is one of the major sources of revenue for organized crime. Operators need inside information to set the betting line or odds. An attempt to procure this information through the bribery of a sports participant is a felony.

A student-athlete's participation in gambling interests, even in the most minor fashion, could jeopardize his/her career---athletically, academically, and professionally. Because of the extreme importance of this issue, student-athletes are asked to observe the following guidelines:

- Report to the head coach any offer of gifts, money or favors in exchange for supplying team information or for attempting to alter the outcome of a contest;
- Maintain a clear understanding of what activities constitute gambling and bribery and report any suspected infractions
- Refer questions concerning the release of team information to a coach or Athletics Sports Information staff; and

- Increase awareness that participation in gambling or bribery activities can result in disciplinary actions by the University and the NCAA, as well as local, state and/or federal prosecution of the involved individuals.

Student-athletes are required to report any solicitations which they might receive asking them to be a party to sports gambling, bribery or fixing. Failure to do so will result in suspension and possible expulsion. Additionally, any student-athlete or staff member found guilty of handling bets, distributing handicap information or otherwise serving as an agent of the gambling industry will be subject to severe discipline including suspension, removal from the team, and/or expulsion/termination.

Any student-athlete who is concerned that he or she, or someone he or she knows might have a problem should seek assistance immediately either through a trusted Athletics Administrator, the CPP Student Health and Counseling Center at (909) 869-3220, or by calling 1-800-G-A-M-B-L-E-R.

Sportsmanship/Sportsmanlike Conduct

“For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program.” (NCAA Constitution 2.4, Principle of Sportsmanship and Ethical Conduct).

Sportsmanlike conduct is conduct becoming to one participating in a sport, such as fairness, respect for one’s opponent and graciousness in winning or losing. Such conduct would include dealing in a positive manner with the following situations that could arise in the context of athletics participation:

- Communicating calmly with officials and opponents on routine matters during athletic events;
- Maintaining control during emotionally charged situations, including assisting a teammate or colleague who appears to be losing control;
- Reacting in a positive manner to an aggressive action by an individual or group;
- Refraining from the use of obscene or otherwise inappropriate language or gestures;
- Not making public statements which are negative, controversial or otherwise outside Intercollegiate Athletics’ media policy; and
- Avoiding participation in any action that violates the generally recognized ethical standards of Intercollegiate Athletics, the University or the community.

University, Conference and NCAA Violations

Any violation committed or witnessed by a student-athlete should be reported immediately to the Assistant AD-Compliance, who together with the Associate AD/SWA, AD, and FAR are responsible for determining whether a violation has occurred. Additionally, violations of the University's rules of conduct are reported to the Student Conduct and Academic Integrity Office. Violations of Conference or NCAA conduct rules are reported to the CCAA Commissioner and the NCAA Enforcement Staff, as appropriate.

Not reporting a violation or hiding a violation or withholding the truth is worse than reporting it. Once the hidden issue does come to light, and it always does, the ramifications are always worse than if it was reported early and addressed.

If a student-athlete is found to be in violation of the University, conference or NCAA policy or to have covered up a violation, the penalty imposed will depend upon the severity of the offense and culpability. Penalties may include:

- Probation
- Suspension for one or more contests
- Dismissal from the squad
- Cancellation or graduation of athletics grant-in-aid; or
- Dismissal from the University.

Rights and Responsibilities for Student-Athletes

The opportunity to compete as a student-athlete at Cal Poly Pomona is a privilege that must be earned by commitment and continuing performance. Every student-athlete who competes in intercollegiate athletics for the University becomes a member of a team. By accepting this status, the student-athlete accepts certain responsibilities.

The student-athlete is subject to the rules and regulations established by the Head Coach in the respective sport. Each head coach will publish those rules and make them available to the student-athlete before the start of each season.

The student-athlete must participate in practices and games except when declared unfit by the team trainer or doctor or is in any other way unable to participate through no fault of the student-athlete.

The student-athlete must obey the decisions of the Head Coach regarding manners, behavior, and dress policies. The conduct of all team members is the responsibility of the accompanying coaching staff.

A Cal Poly Pomona student-athlete is a public figure whose conduct, both on and off the field, reflects on his/her teammates, coaches, and the University. The student-athlete is

expected to act in such a manner as to bring credit to all.

The student-athlete may not drink alcohol or use illegal drugs while traveling and/or competing in practices and competitions from Cal Poly Pomona. This still applies if a student-athlete is of legal age (21 or older).

The student-athlete is expected to be a responsible member of the team, contributing energy and skill to the best of his/her ability and conforming to the self-discipline which team membership implies.

Tardiness will not be tolerated. It is the student-athlete's responsibility to ensure that class schedules, appointments and other time constraints do not interfere with team responsibilities. Chronic tardiness could lead to suspension or dismissal.

If a student-athlete is unable to attend a practice or participate in a game, it is their responsibility to notify the Head Coach. You should notify your coach in advance of an expected absence from practice or competition. Unexcused absences may result in suspension or dismissal.

As stated in the ACADEMICS section, student-athletes are responsible for their eligibility and academic related requirements such as supervised study, grade checks, academic advisement, mandatory student-athlete meetings, priority registration requests, etc.

Care of Athletic Property

Once a student-athlete has been placed on a roster and declared eligible to practice and compete, the student-athlete will be issued equipment and/or uniforms appropriate to that sport. It is the responsibility of the student-athlete to care for those articles as though it were his or her own property. You will be asked to sign for those items and be responsible for returning them in good order. Failure to do so will result in a hold being placed on your records and you will be financially liable for the equipment. This may affect your eligibility for registration and/or graduation.

Facilities

Cal Poly Pomona athletic facilities have been provided through donations, special sources of funds and state raised funds. As such, student-athletes should realize the privilege it is to compete for the Broncos in and on these surfaces of competition. Cal Poly Pomona student-athletes are expected to care for the facilities as if they were their own property.

Only Cal Poly Pomona student-athletes are permitted to use athletic facilities during athletic department reserved times. This means no outside students or student-athletes may use Cal Poly Pomona athletic facilities during these times. Weight room access is only permitted with coach supervision during the season along with during approved segments during the

offseason and university breaks.

Infraction of Athletic Department Rules

For any infraction of Department of Athletics rules and regulations, the coach or Director of Intercollegiate Athletics may suspend a student-athlete from the team and/or take other appropriate disciplinary action. The student-athlete may appeal a suspension through the Department of Athletics and/or the University hearing process.

Criminal Activity

Intercollegiate Athletics does not condone any criminal behavior. Student-athletes arrested for and/or convicted of crimes will be suspended pending review by the Campus Police, head coach, sport supervisor, and Director of Athletics. Athletics has no authority to overturn University dismissal. In cases of lesser University punishment, the student-athlete's continued privilege of athletics participation will be reviewed.

If a student-athlete is arrested, he or she must call his or her coach as soon as possible. The coach will contact the Sport Supervisor who will begin the internal process and report the violation to the Director of Athletics, and Campus Police. If a student-athlete violates a local state or federal law and the misconduct involves a violent action, drugs and/or a felony charge, the student-athlete may be suspended from participation in Intercollegiate Athletics until the charges have been addressed by the legal system.

When such action is taken, the student-athlete is given notification of the suspension by the respective head coach. A determination regarding further action by Intercollegiate Athletics and the University will be made on a case-by-case basis once the charge has been resolved through the legal system.

While suspended, a student-athlete may not practice or compete, and his or her continued receipt of athletics aid and use of student-athlete support services, such as the weight room, Sports Medicine Clinic, and academic services may be revoked.

Nondiscrimination and Harassment

It is the policy of CPP to create and maintain an environment that values diversity, respects human dignity, is hospitable, equitable and tolerant, and in which all persons is free from all forms of discrimination or discriminatory harassment.

The diversity of the people of California has been the source of innovative ideas and creative accomplishments throughout the state's history into the present. Diversity – a defining feature of California's past, present and future – refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include race, ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, and geographic region, and more.

Because the core mission of CPP is to serve the interests of the State of California, it must seek to achieve diversity among its student bodies and among its employees. The State of California has a compelling interest in making sure that people from all backgrounds perceive that access to the University is possible for talented students, staff, and faculty from all groups. The knowledge that CPP is open to qualified students from all groups, and thus serves all parts of the community equitably, helps sustain the social fabric of the State.

Diversity should also be integral to the University's achievement of excellence. Diversity can enhance the ability of the University to accomplish its academic mission. Diversity aims to broaden and deepen both the educational experience and the scholarly environment, as students and faculty learn to interact effectively with each other, preparing them to participate in an increasingly complex and pluralistic society. Ideas, and practices based on those ideas, can be made richer by the process of being born and nurtured in a diverse community. The pluralistic university can model a process of proposing and testing ideas through respectful, civil communication. Educational excellence that truly incorporates diversity thus can promote mutual respect and make possible the full, effective use of the talents and abilities of all in order to foster innovation and train future leadership.

Therefore, CPP renews its commitment to the full realization of its historic promise to recognize and nurture merit, talent, and achievement by supporting diversity and equal opportunity in its education, services, and administration, as well as research and creative activity. The University particularly acknowledges the acute need to remove barriers to the recruitment, retention, and advancement of talented students, faculty, and staff from historically excluded populations who are currently underrepresented.

Hazing and Harassment

The Department of Intercollegiate Athletics at Cal Poly Pomona supports only those activities that are constructive, educational and inspirational, and that contribute to the intellectual and physical personal development of students. The department unequivocally prohibits any situation resulting in mental or physical discomfort, embarrassment, harassment or ridicule. The University is committed to maintaining an environment that is free from any form of harassment. In keeping with this commitment, we do not tolerate sexual harassment by anyone, including students, faculty, staff or vendors of the University. The Department of Intercollegiate Athletics has a "zero tolerance" policy of hazing.

The Office of Civil Rights of the U.S. Department of Education defines sexual harassment under Title IX of the Education Amendments of 1972 as consisting of "verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or 19 conditions the provision of aid, benefits, services, or treatment protected under Title IX."

Cal Poly Pomona interprets hazing as any act, whether physical, mental, emotional or psychological, that subjects another person, voluntarily or involuntarily, to anything that may

abuse, mistreat, degrade, humiliate, harass or intimidate the person. In addition, any requirements by a team member that compel another team member to participate in any activity that is against university policy or state/federal law will be defined as hazing.

Actions and activities that are prohibited include, but are not limited to, the following:

- Any type of initiation or other activity in which there is an expectation of individuals joining a particular team to participate in behavior designed 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 that is illegal, perverse, publicly indecent or contrary to genuine morals and/or beliefs (e.g., public profanity, indecent or lewd conduct or sexual gestures in public).
- Required eating of anything an individual would not eat otherwise.
- Any activity or action that creates a perceived or actual risk to the health, safety or property of the University or any member of its 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 that 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 activities that make a member the object of amusement, ridicule or intimidation
- Subjecting a member to cruel and unusual psychological conditions.

If a student has experienced or witnessed harassment in any University context the student should report the incident to the University Title IX Officer. Anyone experiencing or witnessing a violation of this hazing policy is encouraged to report the incident and may bring their concerns to the Office of Student Conduct and Integrity at 909-869-3257, Location 26-110 or to the Director of Athletics, 909-869-2810, Location 43-119. Or visit <http://www.cpp.edu/~studentconduct/student-conduct-code.shtml>

Title IX

Sexual Harassment is illegal and is prohibited. The federal and state law and CPP policy are intended to protect men and women from any form of sex discrimination that violates Title VII of the Federal Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; CSU and CPP policies and procedures.

Sexual harassment is unwelcome sexual behavior; requests for sexual favors, verbal, visual or physical conduct of a sexual nature that is offensive, inappropriate, and/or unwanted sexual attention. Sexual harassment can take many forms. It can be one or a combination of the following examples, but is not limited to:

- Subtle pressure or demands for sexual favors accompanied by implied or overt threats concerning grades, work, promotions, or tenure;
- Unwelcome sexual remarks, jokes, comments, innuendoes, or taunting;
- Unwanted touching, hugging, massaging, or brushing against a person's body;
- Derogatory remarks of a sexual nature about a person's body, clothing, or sexual orientation;
- Staring, leering, or suggestive gestures;
- Offensive telephone calls, letters, notes, electronic mail or other unwelcome communication or gifts; or
- Display of offensive photographs, posters, including display on computer screens.

Sexual Harassment is *not*:

- Mutual attraction, flirtation, or expression of affection between friends;
- A relationship of mutual consent between adults; or
- A hug between co-workers or friends.

The University will not tolerate sexual harassment or sexual assault and will take action to eliminate such behavior. At CPP, sexual harassment and sexual assault are serious offenses which may result in disciplinary action up to and including dismissal and expulsion.

Sexual harassment does not mean that sexuality or sexual issues must never be discussed in a work or study area or that they cannot be areas of legitimate academic inquiry. Discussions of scholarly research on sexuality in the classroom, for example, would not constitute sexual harassment. However, when discussion of sexuality is inappropriate in content or presentation style to the setting or the individuals involved, this may create a situation in which sexual harassment may occur.

Power becomes an issue when a person in a position of authority or trust abuses his/her position by engaging in behavior of a sexual nature that is disrespectful, offensive, inappropriate, and/or

nonreciprocal. The misuse of power violates the trust of a neutral relationship between two people such as professor and student, teaching assistant and student, coach and student-athlete, supervisor and employee, or visitor, or customer in the university community.

Sexual harassment can also occur between individuals of equal power or status, such as student to student, or employee to employee. This is called peer harassment. Also, same sex sexual harassment is a form of sex discrimination; such as from one male to another or one female to another. Whichever the case, sexual harassment is often the perpetrator's way of exerting power by intimidating, humiliating, and disrespecting the boundaries of the victim.

Concerns about discrimination or harassment of any sort should be brought to the head coach, Deputy Title IX Coordinator for Athletics, Stephanie Duke, (909) 869-3778, or the Chief Diversity Officer/Title IX Coordinator, (909) 869-2708 or the Survivor Advocate Services Coordinator, (909)869-3102.

For more information on sexual harassment/violence please visit <http://www.cpp.edu/~title-ix/index.shtml>

Procedures for Hearing Grievances

If a student-athlete has a grievance, they should follow Cal Poly Pomona procedure. <http://www.cpp.edu/~ombuds/index.shtml>

Outside Competition

A student-athlete becomes ineligible for intercollegiate competition in his or her sport if, after enrollment in college and during any year in which the student-athlete is a member of an intercollegiate squad or team, he or she competes or has competed as a member of any outside team in any non-collegiate, amateur competition during the institution's intercollegiate season in the sport. This includes tournament play, exhibition games or other activities in your sport outside of your CPP team. If your sport conducts separate fall and spring practice or playing seasons, it is permissible for a student-athlete to participate in that sport on an outside team during the period between the two seasons without affecting his or her eligibility. For individual sports, it is permissible for you to participate in outside competition during the academic year in your sport as long as you are otherwise academically and athletically eligible, represent only yourself in the competition and you do not engage in competition as a member of or receive expenses from Cal Poly Pomona or any outside team. Contact the Compliance Office before any such action.

Playing and Practice Seasons

The playing and practice season for each sport is the period of time between the date of an institution's first officially recognized practice session and the date of the institution's last practice session or competition in that sport, whichever occurs later. An institution is permitted to conduct officially recognized practice and competition each academic year only during the playing season as regulated by the NCAA for each sport.

Countable Athletically Related Activities

In Season

In season is the time between the team's first officially recognized practice session and the last practice session or competition, whichever occurs later. Sports other than basketball may have their seasons separated into two distinct segments: championship and nonchampionship segment. During the championship segment, a student-athlete may participate in a maximum of 20 hours per week of countable athletically related activities and must take one day off per week. During the nonchampionship segment (i.e., fall baseball, spring soccer), a student-athlete may participate in a maximum of 15 hours per week of countable athletically related activities and must take two days off per week.

Activities include practice time, team meetings, strength training, and film. A day of competition counts as three hours, regardless of the actual duration of the competition and "pre and post-game" activities. Practice may not be conducted following a competition on the day that competition occurs.

Out of Season

Out of season is the remaining days during the academic year not included in the in-season period. Outside of the playing season, your participation in such activities shall be limited to a maximum of 8 hours per week, of which no more than 4 hours per week may be spent on individual skill workouts and/or team activities. All athletically related activities are prohibited one week prior to the beginning of the institution's final exam period through the conclusion of each student-athlete's final exams.

Daily and weekly hour limitations do not apply to countable athletically related activities during:

- Preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier;
- Institution's official vacation period(s); and
- The academic year between terms when classes are not in session

The NCAA requires you to sign the Countable Activity Related Activity Log (CARA logs) each week. The Compliance Office will randomly select student-athletes to sign the CARA logs through the Front Rush portal throughout the year. You must review the activity log for accuracy before signing as this is the how the NCAA regulates that you are not participating more than your allowable number of hours.

Required Day Off During Playing Season

During the playing season, all countable athletically related activities shall be prohibited during one calendar day per week, except during participation in one conference and postseason championship and any postseason National Invitation Tournaments, and during participation in NCAA Championships. During out of season, all countable athletically related activities shall be prohibited during two calendar days per week.

Seasons of Competition

A student-athlete shall not engage in more than four seasons of intercollegiate competition in any one sport. An institution shall not permit a student-athlete to represent it in intercollegiate competition beyond the 10 full-time semesters/15 full-time quarters permitted under national governing body regulations. The Assistant Athletics Director for Compliance will track all seasons and semesters for each student-athlete and verify them with the Sports Information Director. At the conclusion of each playing season, the Assistant Athletics Director for Compliance will submit a report to the Head Coach.

Determining Season of Eligibility

Any competition (including a scrimmage with outside competition), regardless of time, during a season in an intercollegiate sport shall be counted as a season of competition in that sport. This provision is applicable to intercollegiate athletics competition conducted by a two-year or four-year collegiate institution at the varsity or sub varsity level. A few exceptions allow a student-athlete to compete and not use a season of eligibility. For more information on exceptions, please contact the Assistant AD for Compliance.

Seasons of Competition (Redshirting)

“Redshirt” is not an official NCAA term. What a “redshirt” season refers to is a year in which a student athlete does not use a season of competition. During a year in which the student-athlete does not use a season of competition, if NCAA eligible to do so, a student-athlete can practice with his or her team and may be able to receive financial aid. NCAA Division II student-athletes have 10 full-time semesters or 15 quarters of full-time enrollment in order to participate as a student-athlete. Of these 10 full-time semesters or 15 full-time quarters, a student-athlete only has four years of athletics eligibility (seasons of competition) in which he or she can participate against outside competition. Because of this, there is an extra year of time and many student-athletes choose to use this extra time as a “redshirt” year.

The head coach is responsible for determining and monitoring the playing status of each of their student-athletes. The head coach has the responsibility to clarify the role of each student-athlete on the team. If the role of a student-athlete is to redshirt, the head coach needs to make sure the student athlete understands what it means to be a redshirt and what the expectations are as a redshirt. Student-athletes can redshirt for various reasons. If a head coach and student-athlete agree that participation in an intercollegiate sport shall not take place during an academic year, the head coach will discuss the following topics with the student-athlete:

- Student-athlete’s role on the team as a redshirt.
- Outline expectations (athletic, academic and indicate to student-athlete if they are required to participate in all team activities except intercollegiate competition).
- Travel (A student-athlete who will redshirt, if NCAA eligible to do so, may participate in all team activities including practice but they are unable to participate in any athletic competition. Redshirts may be a part of a team’s travel party to away contests. Student-athletes who choose to travel to an away contest on their own expense and who are not missing class or other

academic requirements will be allowed to sit on the team bench as long as the team has not exceeded the allowable limits on roster size as set forth by the CCAA Conference and are NCAA eligible to do so.

- Redshirts are permitted to sit on the team bench during home games dressed in team issued warmups unless he/she is not NCAA eligible to do so.
- Athletic apparel and equipment (to be issued only after the Assistant AD Compliance has cleared the student-athlete to begin team activities).
- Conduct (student-athlete must comply with all team, department and university policies) Complimentary admissions and ticket benefits will be available to those student-athletes who are NCAA eligible.

Student-athletes with questions regarding their redshirt status will be directed to the head coach or to the Assistant AD for Compliance.

CPP Practice Policies

Countable athletically-related activities include chalk talks, practice, competition, mandatory strength training and conditioning, individual workouts required or supervised by a coach and mandatory supervised film and video reviews and/or other meetings called by the coach.

Activities that are not countable are: training tables, physical rehabilitation, dressing, taping, academic study hall, tutoring sessions, travel to and from practice and competition and medical exams or treatment.

- All student-athletes are expected at all regularly scheduled practices.
- A student-athlete may not be excused from classes to participate in practice.
- All student-athletes are expected to be on time and ready to play at the beginning of practice.
- All student-athletes are expected to report to the coaching staff in advance if you expect to be late or absent from practice.
- Taping should be done in the training room at the practice site or in the CPP facility prior to the beginning of practice.
- All student-athletes are expected to report to practice in proper practice attire as determined by the head coach.
- All student-athletes are expected to follow policies for their individual teams as directed by their Head Coach.

Game Policies

All student-athletes are expected to make arrangements for their own travel to home games. If transportation is not available, the student-athlete is expected to contact the coach well in advance of the contest.

- All student-athletes are expected to meet at the game site at the time established by the coaching staff.
- All student-athletes are expected to behave courteously toward visiting teams, fans and officials and to follow all NCAA, Conference and University Sportsmanship Codes.
- All student-athletes are expected to wear appropriate team apparel to the game and change into uniforms in the dressing room.
- A student-athlete cannot leave an away contest without prior approval of the Head Coach and Sport Supervisor (See Travel Policy).

Team Travel

Eligibility of Official Travel Party and Independent Travel Release

Only student-athletes who are listed as eligible for competition and who have been officially certified by the Faculty Athletics Representative to compete as per CCAA and NCAA regulations may be allowed to travel.

Student-athletes must travel both to and from the site of competition with the official team traveling party. Separate travel arrangements require advance approval by the head coach and sport supervisor. If approved, the student-athlete must sign the *Student-Athlete Travel Release* and provide a photo copy of a valid driver's license and auto insurance. Once this form is signed by student-athlete, head coach and sport supervisor, Cal Poly Pomona is released from any liability or risk involved in the alternate travel plans.

Athlete Conduct on the Road

Student-athletes must always remember that they are representing Cal Poly Pomona as well as themselves. The conduct and actions of each student-athlete individually and each team should reflect the mission of the university and its athletic program. Remember that the university is paying your travel expenses as an ambassador of the institution to aid in general recruiting and as part of its outreach, public relations and alumni programs.

As student-athletes, you must be aware that you are being watched by the general public and different constituencies of the institution at times other than competition. Student-athletes should also understand that the university, the athletics department, and each team coach are responsible for their well-being, safety and conduct during official travel. To successfully do this, each coach must follow institutional and NCAA guidelines and rules that pertain to official travel. Student-athletes are responsible for helping in this process by observing the following travel policies:

- Student-athletes should be appropriately dressed and groomed at all times, conforming to individual team standards.
- All meals are to be eaten with the team.
- University alcohol and drug policies remain in effect while representing Cal Poly Pomona.

- Long distance telephone calls cannot be charged to rooms and paid for by the University.
- Student-athletes' friends or relatives may not accompany a team at the university's expense/enter student-athlete's hotel rooms.
- Always leave hotel rooms and visiting dressing rooms in good condition.
- Always be courteous to all those around you.
- Students 21 or older are NOT allowed to purchase or consume alcohol while traveling on University-sponsored travel/competition.

Voluntary Withdrawals

A student-athlete who decides to voluntarily withdraw from a team must inform the head coach immediately. The head coach will discuss the decision with the student-athlete and explain any requirements, including completion of the voluntary withdrawal form, return of equipment, and withdrawal from classes (if the student-athlete is leaving school). The coach will also explain related procedures, including those for athletics scholarships.

Recruiting

Student-athletes should not be engaged in the off-campus recruitment of prospective student-athletes unless instructed to do so by a coach during a prospective student-athlete's official or unofficial visit to campus. Off-campus, unavoidable, incidental contacts with prospects are fine as long as they do not occur at the direction of the coaching staff or any other University staff member. Written correspondence with a prospect is permitted if it is not done at the direction of expense of the University. Telephone calls to prospects (other than as part of a regular admissions program directed at all prospective students) are not permissible unless there is a pre-existing relationship. Student-athletes should always check with the head coach or the Assistant AD-Compliance before making any such contact.

Student-Athlete Hosts

The Student-Athlete Host Form must be reviewed with the designated host by a member of the coaching or compliance staff prior to the start of the official visit. The Student-Athlete Host Form must be signed by the host and submitted to the Athletics Business Office at the conclusion of the visit for reimbursement of the host money. Hosts are subject to the following guidelines:

- **Eligibility:** You are a full-time student-athlete at CPP. If you are a freshman, you have been designated as a Qualifier or Partial-Qualifier by the NCAA Eligibility Center. Nonqualifiers may not serve as student-athlete hosts during their academic year in residence.
- **Host Entertainment Money:** CPP may provide a host with a maximum of \$30/day in which to entertain the prospective student-athlete (and the prospect's parents/legal guardians, or spouse) while he/she is on an official visit. This \$30/day excludes the cost of meals, snacks, and admission to a CPP home athletics event. Cash may not be provided to the prospect. These funds may not be used for the purchase of souvenirs such as apparel or other CPP mementos. It is permissible to provide the host with an additional \$15/day for

each additional prospect the host entertains. The student-athlete host must document where and how the funds were spent.

- Entertainment: CPP may provide entertainment, which may not be excessive, on the official visit only for a prospect and the prospect's parents, legal guardians, or spouse, and only within thirty (30) mile radius of our campus.
- Complimentary Admissions: During the official visit, complimentary admissions to home athletics events may be provided to the prospect and the prospect's two guests. Special seating (e.g., media or bench area, donor reserved seating, press box) is not permitted. Admission 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.
- Automobiles: CPP 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 campus. You may not allow the prospect to drive your car.
- Boosters/Media: Prospects are not permitted to interact, 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 prospects other than confirming CPP's recruitment of the prospect prior to the prospect's signing 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. Tryouts approved in advance by the Compliance Office are an exception.
- Standards of Conduct: You are expected to conduct yourself in a manner that upholds the traditions and ethical standards of CPP. 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 illegal drugs. You may not provide such products to prospects and must discourage their use. CPP explicitly condemns sexual harassment, sexual assault, or other sex offenses. You may not engage in 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.

Recruiting Aids

CPP may not arrange the following (or any other similar activities/acts) during an official visit:

- Personalized jerseys
- Personalized audio/video scoreboard presentations

- Any other miscellaneous, personalized recruiting aids
- Decorative items and special additions to any location the prospect will visit (e.g., locker room, hotel room, arena)
- Game-day simulations (i.e., running onto the field with the team) or participation in game day activities

Permission to Speak/One-Time Transfer Exception

An athletics staff member or other representative of the institution's athletics interest cannot directly or indirectly contact a student-athlete currently enrolled at another NCAA or NAIA four-year collegiate institution without first obtaining the written permission of the other institution's Athletics Director (or an Athletics Administrator designated by the Athletics Director), regardless of who makes the initial contact. If a student-athlete calls a coach or other Athletics staff member at another institution and permission to speak has not been granted, the coach or staff member may not talk to the student-athlete about transferring.

If CPP denies a student-athlete's request to permit any other institution to contact the student-athlete about transferring, the student-athlete shall be informed in writing that he or she, upon request, shall be provided a hearing conducted by an institutional committee outside of Athletics.

Current student-athletes requesting permission to speak should make the request to the Assistant AD-Compliance. The student-athlete is encouraged to speak to his or her coach prior to contacting the Assistant AD-Compliance as the Assistant AD must inform the coach of the request(s). The Assistant AD-Compliance will counsel the student-athlete on the rules and regulations affecting transfers (i.e., one-time transfer exceptions, residency requirements, intra-conference transfer rules, and National Letter of Intent regulations), as they apply to the particular student-athlete.

After permission has been granted and the student-athlete has decided to transfer, he/she must receive a one-time transfer exception in order to be immediately eligible upon transfer (provided the student-athlete is academically eligible). Bylaw 14.5.1 states that a student-athlete who transfers to a member institution from any collegiate institution is required to complete one full academic year of residence at the certifying institution before being eligible to compete for or to receive travel expenses from the member institution unless the student-athlete satisfies the applicable transfer requirements or qualifies for an exception. The transfer release is separate from permission to speak, but both may be granted simultaneously.

If CPP denies a student-athlete's request for a transfer release, the student-athlete will be informed in writing that she or she, upon request, will be provided a hearing conducted by an institutional committee outside of athletics.

Please see the Compliance Website for the CPP Athletic Appeals Process for the Denial of Permission to Speak/One-Time Transfer Exception.

FINANCIAL AID

Grant-In-Aid-Program

Student-athletes at Cal Poly Pomona are eligible to receive athletic grant-in-aid. Such awards are granted upon the evaluation from each Head Coach and are renewable on a yearly basis. Student-athletes may receive University financial aid packages based on academic merit, financial need and other forms of federal, state and private sources outlined in the University catalog.

The CCAA and NCAA rules provide that a full athletic grant-in-aid may consist of tuition, fees, room and board, and required course books for a period of one year. In Division II institutions, of which Cal Poly Pomona is one, these athletic grants-in-aid need not be full scholarships.

Athletic Grant-In-Aid Agreement

An athletic grant-in-aid is funding based on athletic ability. At Cal Poly Pomona, a student-athlete who is receiving athletically related financial aid is required to sign an athletic grant-in-aid agreement each year. This agreement outlines in detail expectations the athlete is required to follow while at Cal Poly Pomona. Upon signing athletic grant-in-aid papers, the student-athlete receives a copy of the agreement and the original is returned to the Compliance Office.

Renewal/Non-Renewal/Reduction of Athletic Grant-In-Aid

Athletic grants-in-aid are awarded on a yearly basis. Student-athletes are notified of grant-in-aid renewals/non-renewals/reductions no later than July 1 for the year in which they will be effective. If the student-athlete feels a nonrenewal or reduction is unjust, the student-athlete may request, and receive a hearing before the Office of financial aid and scholarships appeal committee. The process is outlined in the grant-in-aid hearing opportunity document.

During the term of the award, aid may be canceled only if the recipient:

- Renders him/herself ineligible for intercollegiate practice and/or competition, or
- Fraudulently misrepresents any information on an application letter of intent or tender, or
- Engages in misconduct warranting disciplinary penalty, or
- Voluntarily withdraws from a sport for personal reasons.

How to Receive Your Athletics Grants

After receipt by the athletic department of the signed athletic grant letter, the grant amount is then forwarded to the Financial Aid office. Funds are divided among two semesters unless otherwise approved by the Director of Intercollegiate Athletics.

Any monetary changes made during the year must be submitted by your coach to the athletic department's Associate Athletic Director and approved by the Director of Athletics before processing. All financial aid agreements are done in accordance with NCAA guidelines.

How to Receive Your Grant-in-Aid Check

Athletic grants are disbursed through the Cashier's Office at the SSB Bldg first floor. Funds are first applied to fees and housing costs. If there are funds remaining, the cashier's office will refund the student for the remaining balance. If funds do not cover all costs, such as fees and/or housing, a fee bill will be sent with the balance due. NOTE: *a fee bill is not sent if there is no outstanding balance.*

Your athletic grant is divided into two semester allotments. If you receive a refund check, your checks will be sent to you sometime within the first ten days of each semester. Disbursements will be made once during the fall, and spring semesters.

Students may receive their excess (after tuition and fees are paid) financial aid or refunds electronically into their bank account. This will expedite receipt of funds, no more waiting for the mail and no need to go to the bank to deposit a check.

Instructions for Direct Deposit: <http://www.cpp.edu/broncodirect/>

Federal Aid

Your Free Application for Federal Student Aid (FAFSA) and the Department of Education Student Guide may include all of the above mentioned areas of financial aid as well as the supplemental aid package as provided by the Financial Aid office (SSB). The FAFSA is available on-line at www.fafsa.ed.gov

- *Federal Pell Grant* - This is not a loan and you do not have to pay it back.
- *Federal Supplemental Educational Opportunity Grant (SEOG)* - This is not a loan and you do not have to pay it back.
- *College Work-Study Program* - The purpose of this program is to promote part-time employment opportunities for students who need help financing their education. To participate, students must apply for and receive financial aid award. College Work-Study can be one component of the award if they have indicated on their financial aid application that they are interested in part-time work. The amount of the award is based on a student's computed need.
- *Federal Perkins Loan* - A low-interest loan made by Cal Poly Pomona. It must be paid back beginning six months after graduation or leaving school (in monthly payments).
- *Federal Stafford Loan* - A low-interest loan. It must be paid back beginning six months after graduation or leaving school (in monthly payments).

State Aid

There are four state sponsored financial assistance plans for students attending this University; Cal Grant A, Cal Grant B, EOP, and State University Grant.

Cal Grant A helps low to middle income students and is awarded on a basis of need and grade point average.

Cal Grant B helps very low income, first-year students, with living expenses, books, supplies, transportation and other non-fee directed expenses.

State University Grant -- is a grant provided by the State of California for undergraduate and graduate students. Recipients must be California residents and enrolled at least half-time (6 units). For students who are initially awarded a State University Grant for fees and subsequently receive a Cal Grant or other fee paying source including any type of tuition waiver, the State University Grant will be cancelled.

Educational Opportunity Program (EOP) - A University grant that is awarded to incoming freshmen (admitted to Cal Poly Pomona through EOP) and is good for five (5) years. This program is designed to help the socially and economically disadvantaged, under-represented students with tutoring, counseling, and guidance.

Emergency Loans - A set dollar amount given to any student during the quarter to help with emergency educational needs. The loan must be paid back by the end of that particular quarter and the number of loans available is limited. To be eligible, a student must have a 2.0 grade point average and no monetary obligations to Cal Poly Pomona.

Outside Aid

All student-athletes must report any outside financial aid to the Office of Financial Aid and Scholarships while completing financial aid forms or to the Compliance Office in the eligibility meeting at the beginning of the academic year.

FAFSA

An IMPORTANT reminder that financial aid is awarded annually - which means you must apply every year. FAFSA applications may be submitted on and after January 2 but to ensure priority processing, applications should be turned in by the first week of March.

Each student-athlete is expected to complete FAFSA application annually.

Sports Performance and Medical Information

The Cal Poly Pomona Sport Performance staff focuses on caring for and developing the complete student-athlete. Our multifaceted, holistic approach addresses injury prevention, strengthening and conditioning, injury/illness care, mental health, nutrition needs and overall health education and development of the student-athlete. The Sport Performance staff is constantly evolving with the changing demands of today's sports to help ensure the athletes stay healthy and perform at their peak potential.

Physical Examination and Roster Information

Athletes must have a physical (completed by an MD or DO), register with the athletic training staff, and complete all required paperwork prior to beginning any athletic activity. The athletic training staff will hold the student-athlete, who is not eligible, out of practice or competition until he/she is cleared by a physician. Potential student-athletes will not be allowed to try-out, practice or compete until all necessary paperwork, including medical clearance, has been completed and turned in to the appropriate staff member.

Injury or Illness

Any athletic injury or athletic related illness must be reported to the athletic training staff. It is the responsibility of the student-athlete to report the information in a prompt and accurate manner. The University is not responsible for injuries or illness not directly related to competing or participating in an intercollegiate activity. However, if the athlete is injured out of season, the medical staff should be notified. The athletic training staff will make necessary medical referrals as indicated. STUDENT-ATHLETES MUST OBTAIN AUTHORIZATION FROM THE ATHLETIC TRAINER PRIOR TO SEEKING NON-EMERGENT MEDICAL ATTENTION IN THE CASE OF AN INTERCOLLEGIATE ATHLETICS RELATED INJURY OR CONDITION. Unauthorized medical care may not be covered by insurance policy as outlined by CSURMA AIME program.

Emergencies

In the event of an emergency, medical attention should be obtained at the nearest qualified facility. The athletic trainers or the athletic director must be notified within 24 hours of the emergency service. The student-athlete will follow the prescribed procedures for the injury as directed by the responsible physician. The University or Athletic Department will not be held responsible for monetary or physical consequences for a student-athlete who does not follow the orders of the physician.

Pre-existing Injury

Student-athletes are responsible for disclosing all pre-existing conditions and/or injuries at the time of the pre-participation physical exam. Neither insurance carrier nor the University will accept the responsibility of expenses for a student-athlete with a pre-existing condition/injury and will not pay for any treatment for a pre-existing condition.

Treatments

Athletic training room hours will vary according to practice and game schedules. If treatments are necessary, the student-athlete will be expected to report to the athletic training room one hour prior to their practice or game time. Individual treatments should be scheduled by appointment with an athletic trainer.

Failure of an injured student-athlete to keep treatment appointments or electronically check-in is a very serious matter and we ask for the cooperation of each student-athlete to help us provide the best care possible. The respective coaches are informed of any such incidents as part of the regular communication between the sports performance staff and coaching staff.

Practice or Game Participation for an Injured or Ill Athlete

Decisions of the availability of a student-athlete for practice or game competition will be the sole responsibility of the physician or athletic training staff. Adherence to these decisions will fall under the oversight of the Athletics Health Care Administrator.

Injured or ill student-athletes are expected to report to their respective coaches. No treatments or rehabilitation sessions are given during practice unless the athletic trainer has notified the coach.

Insurance Coverage and Medical Payment Policy

The athletic department maintains secondary medical insurance coverage on student-athletes through the CSURMA AIME program which is managed by HSR. Therefore, all student-athletes who are covered by a family or personal policy will utilize that insurance first when making payment of hospital and medical charges. Any expenses that are greater than those covered by an applicable insurance policy will be covered under the program listed above if injury occurs during a supervised practice, games or training session. In order for a student-athlete to be eligible, you must be registered for the appropriate intercollegiate sport's class.

Student-athletes who do not have medical insurance coverage will be covered by the CSURMA AIME program for athletic related injuries ONLY. In any non-emergent situation, all doctors, hospitals, and other medical details, must be cleared through the athletic training office before proceeding.

Medical treatment must be provided by an approved medical provider that can provide itemized medical billing or claim codes in order to process insurance payment. In the event that these requirements have not been met or the provider has not been authorized, claims will be the sole responsibility of the student-athlete.

Payment for Authorized Claims and Billing

The athletic trainers and insurance coordinator must have the total cooperation of the student-athlete, parents and coaches in obtaining insurance and claims information as quickly and accurately as possible. Student-athletes must bring bills or any claims related information at the time it is received. Please be aware that these materials will be sent to the listed address. Failure

to bring in the claims materials in a timely manner may result delays in claims payment or being sent to collections.

NCAA Catastrophic Injury Insurance Program

The NCAA sponsors a Catastrophic Injury Insurance Program which covers the student-athlete who is catastrophically injured while participating in a covered intercollegiate athletic activity. The policy has a \$90,000 deductible and provides benefits in excess of any other valid and collectible insurance.

Medical Information Records

Student Health Services and/or the athletic department will keep on file a record of each student-athlete. This will be a permanent medical file that will be kept in accordance with present student health/university regulations. The athletic trainer will keep accurate records of major injuries/illnesses and all operations. The athletic training office will keep accurate daily injury records and daily treatment records based on the sign in process by the student-athlete. A periodic or daily report may be sent to the appropriate coaches concerning the health and playing status of injured athletes. Records are kept on file in the athletic training room in a secure and locked area or on a secure medical record keeping site. At the end of an athlete's career at CPP, the health records of the student-athlete will be stored for seven years in a locked and secured area.

Referral of Medical Specialists

If, in the opinion of the overseeing physician, a student-athlete needs to be referred to a medical specialist for consultation due to an athletic injury, a referral slip will be filled out by the physician/provider. Neither the University nor Department of Athletics will be responsible for any expenses incurred for medical care that is provided without the prior knowledge and approval of the athletic staff.

Dental Care

The athletic department will be financially responsible only for injury to sound natural teeth incurred while participating in an official practice, game or conditioning session. Normal dental care, not directly related to an athletic injury, is the responsibility of the student-athlete.

Corrective Lenses

Purchase of glasses or contact lenses for participation purposes is the responsibility of the student- athlete. The University is not responsible for lost or broken contact lenses or eyeglasses.

Non-Athletic Related Illness or Injury

The athletic department is not financially responsible for injuries or illnesses when the student-athlete is not engaged in a formal official game or practice during a competitive season.

Student Health Services

Medical care through Student Health Services is made available to all students who are enrolled at

Cal Poly Pomona. A cooperative effort is established between Student Health Services and the athletic training staff for athletic related injuries. All arrangements to use the Student Health Services for athletic injuries should be arranged through the athletic training staff.

Procedures for handling athletic injuries through Student Health Services:

- Injured participants must have a copy of the athletic trainer's injury referral to take to Student Health Services for any athletic related injury.
- Any medication prescribed by the physician can be picked up at the health center pharmacy. All prescriptions will be paid by the student-athlete at the prevailing student prices.
- Treatment will primarily be done in the athletic training facility unless the physician, in cooperation with the athletic training staff indicates otherwise.
- The athletic trainer's injury referral form will be completed by the examining physician or designated health care provider and returned with the athlete to the athletic trainer with instructions, prescriptions, diagnosis, etc. This information is for the athletic training staff and the athlete's file.
- Student-athletes must carry proof of Cal Poly Pomona enrollment; an ID number will be included on the referral form.

Student-Athlete's Responsibilities

- Cooperate with athletic training staff and inform them of any past or existing injuries.
- Report injuries to the athletic training staff as soon as possible so that proper care may be initiated.
- Follow all instructions of the team physician and the athletic training staff concerning treatment of respective injury or illness.
- Each student-athlete is expected to report to the athletic training room at the designated time for all treatment and rehabilitation. Failure to report for appointments will be considered unwillingness to cooperate.
- Student-athletes are expected to use the athletic training room during posted hours only.

The Use of the Athletic Training Facility

The athletic training room facilities are intended primarily for the use of Cal Poly Pomona student-athletes and visiting teams. The athletic training facility will open prior to the start of a scheduled practice or contest and be available for the duration of the event.

Drug Education and Substance Abuse Policy

California State Polytechnic University, Pomona and the Department of Intercollegiate Athletics are committed to maintaining a safe and healthy environment in which a student-athlete can participate in athletics and develop academically and socially to his/her fullest potential. (Student-athletes within this policy will be defined as individuals who are listed as “countable” on the official team roster.)

The Department of Intercollegiate Athletics believes that non-therapeutic drugs, alcohol and tobacco can negatively affect both academic and athletic performance, as well as physical and mental well-being. Therefore, the Department has instituted a policy of drug education, testing, counseling and rehabilitation to deal with substance abuse in intercollegiate athletics.

It is not the intent of the program to interfere with any rights to privacy, but rather to aid and educate the student-athlete concerning the problems and dangers associated with substance abuse. Additionally, this policy is designed to prevent unauthorized substance abuse and to identify any student-athlete using drugs.

The program was developed with the intent that random and under reasonable suspicion substance testing provides each student-athlete with a reason to say “no” to substance abuse. In addition to maintaining our own Departmental drug education and testing program, the Department of Intercollegiate Athletics strictly upholds and enforces the NCAA regulations regarding substance abuse. The NCAA also conducts drug testing throughout the year and at Championship Events. If a student-athlete is found to be using drugs under an NCAA test, the NCAA rules of discipline will apply in addition to University and/or Departmental disciplines. Because of University and NCAA policies against substance abuse, the student-athlete may not take any drugs that are banned. If the substance has been prescribed by a physician, documentation for the need to take that specific drug must be on file with the Department of Intercollegiate Athletics Athletic Training staff.

This policy is not to be construed as a contract between the institution and the student-athletes at Cal Poly Pomona (CPP). However, signed consent and notification forms shall be considered affirmation of the student-athlete’s agreement to the terms and conditions contained in this policy.

Cal Poly Pomona reserves the right to amend the Drug Education and Substance Abuse Policy at any time. The CPP Drug-Testing Program is separate and distinct from the NCAA Drug-Testing Program and should be viewed and understood as such.

Position on Substance Abuse:

The Department of Intercollegiate Athletics maintains the same position on substance abuse as that of the University.

https://www.cpp.edu/~policies/university/administrative/alcohol_policy_alcohol_and_other_drugs.shtml

Every effort to educate its student-athletes about the dangers of substance abuse and recommend counseling for individuals with substance abuse problems shall be made. However, the National Collegiate Athletic Association (NCAA) mandates that the University follow established rules regarding the detection and restriction of certain banned substances. Drug testing both by the NCAA and the Department of Intercollegiate Athletics is incorporated in the effort to eliminate substance abuse by student-athletes.

Consent, Education and Testing:

Student-athletes must sign the NCAA Drug Testing Consent and the CPP Consent to Institutional Drug Testing and Authorization to Release Information Form before they will be cleared for practice and competition each year. Information on the NCAA testing and education policies will be provided to each student-athlete at the pre-season eligibility meetings for each sport. (Student-athletes under the age of 18 must obtain parental or legal guardian consent.)

Student-athletes may be selected for periodic drug tests at any time throughout the year (including summer and vacation periods) under NCAA and CPP Athletics drug testing policies. Any student-athlete testing positive for drugs or banned substances at any time may be subject to NCAA, University, Department and/or Team sanctions.

If a student-athlete is under the legal age of 18 and has demonstrated an alcohol or substance abuse problem, parental notification in accordance with the Family Educational Rights and Privacy Act and California Information Practices Act may be deemed appropriate by the Director of Athletics.

Drug testing may be unannounced and may occur anytime. If a student-athlete is selected for testing during a quarter break or summer vacation period, a testing appointment will be arranged according to NCAA testing guidelines. Individuals and teams may be randomly selected for testing or tested upon the request of the Head Coach or Director of Athletics if there is any suspicion or concern of drug or alcohol abuse problems.

Safe Harbor/Self-Referral:

A student-athlete eligible for the Safe Harbor Program may refer himself/ herself for voluntary evaluation, testing and treatment for alcohol or drug problems. A student-athlete is not eligible to enter the Safe Harbor Program:

- More than one (1) time;
- After he/she has been informed of an impending drug test;
- After documentation of a positive drug test; or
- Thirty (30) days prior to NCAA or Conference postseason competition.

Cal Poly Pomona will work with the student to prepare a Safe Harbor treatment plan, which may include confidential drug testing. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program and such a positive initial test will not result in any

administrative sanctions except those listed in this section (i.e. the team physician may suspend the student from play or practice if medically indicated). A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan.

If a student-athlete is determined to have new banned substance use and/or alcohol use after the initial Safe Harbor Program test (as determined by follow-up testing), or fails to comply with the Safe Harbor Program treatment plan, the student-athlete will be removed from the Safe Harbor Program and be subject to appropriate disciplinary actions as detailed in the Cal Poly Pomona Department of Athletics Drug Testing Policy and Procedures. Entering the Safe Harbor Program will be treated as one of the disciplinary action phases and any positive test indicating new banned substance use and/or alcohol use after the initial Safe Harbor Program test will be treated as the next subsequent positive.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of students eligible for random drug testing by Cal Poly Pomona. Students in the Safe Harbor Program may be selected for drug testing by the NCAA.

The Director of Athletics, Team Physician, Head Athletic Trainer, and the student-athlete's Head Coach may be informed of the student-athlete's participation in the Safe Harbor Program. The athletic trainer assigned to the student-athlete's sport may also be notified if medically appropriate. The assistant coaching staff may also be informed at the discretion of the Head Coach. Other University employees may be informed only the extent necessary for the implementation of this policy.

Alcohol and Tobacco:

The possession or consumption of alcoholic beverages on by persons under the age of 21 is strictly prohibited. Student-athletes found in violation of University's standards of conduct are subject to disciplinary sanctions including warning, disciplinary probation, loss of privileges and exclusion from activities and/or from areas of the campus, referral to a required alcohol or other drug education program, interim suspension, suspension, or dismissal.

The use of tobacco products is prohibited for coaches, game officials and student-athletes in all sports during practice and competition. A student-athlete who uses tobacco products during practice or competition is automatically disqualified for the remainder of practice or game.

Dietary Supplements:

It is to be noted that the Cal Poly Pomona Athletics Department does not condone the use of dietary supplements. The NCAA stance on dietary supplements is that student-athletes should be advised that the most effective and safest way to enhance their performance is to avoid dietary/nutritional supplement products and rely on a combination of a healthy diet, appropriate conditioning, rest and recovery, and avoiding substance abuse.

Student-athletes should always bring all supplement products to the designated athletics staff before using, and then checking all supplements through the Resource Exchange Center, REC, staffed by the National Center for Drug Free Sport, the NCAA third party drug testing administrator. The REC is the only authoritative resource for questions related to whether listed ingredients on nutritional supplement product labels or in medications contain NCAA banned substances.

Products labeled as dietary supplements sold over the counter, in print advertisements and through the internet are under-regulated by the U.S. FDA. Dietary supplements are at risk of contamination or may include ingredients that are banned under your drug testing policy. Student-athletes have tested positive and lost their eligibility using dietary supplements. Any product containing dietary supplement ingredients is taken at the student-athlete's own risk.

To access the REC, call toll free 1-877-202-0769 or go to www.drugfreesport.com/rec, select NCAA, and insert password ncaa1, ncaa2, or ncaa3 (depending on your divisional affiliation). Right on the home page you can select "Ask about Dietary Supplements" or go to the "Prescription/Over-the-Counter Drug Search".

By signing the Policy Consent Form, the student-athlete:

- Acknowledges that he/she understands that they are to disclose all dietary supplements used to the head athletic trainer;
- Acknowledges the aforementioned policies and statements, and fully accepts the detrimental and possibly permanent defects caused by the use of dietary supplements;
- Fully accepts that they have been made aware of the Cal Poly Pomona and the National Collegiate Athletic Association (NCAA) policies with regard to the use of dietary supplements;
- Accepts any and all liability if they have in the past used, continue to use, and/or use at any time in the future, dietary supplements in any form; and releases the Cal Poly Pomona, its agents, and all personnel of any and all responsibility and liability related to such use.

Methods for Selecting Student Athletes:

The National Center for Drug Free Sport, Inc. (Drug Free Sport®) is Cal Poly Pomona's partner for student-athlete drug testing. Drug Free Sport® is a team of accessible, world-class experts in partnership with leading sport organizations around the world, providing unbiased and customized drug-testing programs and other drug prevention initiatives to ensure fair and safe sport.

Unannounced Random Testing - All student-athletes who have signed the institutional drug-testing consent form and are listed on the institutional squad list are subject to unannounced random testing at any time. The Director of Athletics or his/her designee will select student-athlete from the official institutional squad lists by using a computerized random number

program.

Reasonable Suspicion Screening - A student-athlete may be subject to testing at any time when the Director of Athletics or his/her designee determines there is individualized reasonable suspicion to believe the participant is using a prohibited drug. Such reasonable suspicion may be based on objective information as determined by the Director of Athletics or by an Associate/Assistant Athletic Director, Head Coach, Assistant Coach, Head Athletic Trainer, Assistant Athletic Trainer, or Team Physician, and deemed reliable by the Director of Athletics or his/her designee. Reasonable suspicion may include, without limitation, 1) observed possession or use of substances appearing to be prohibited drugs, 2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, or 3) observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student-athlete's abnormal appearance, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes, and legal involvement. If suspected, the Director of Athletics or his/her designee will notify the student-athlete and the student-athlete must stay with a member of their coaching staff, the athletics administration staff, or the sports medicine staff, until an adequate specimen is produced. Note: The possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession and/or using such substances, he/she will be subject to the same procedures that would be followed in the case of a positive urinalysis (e.g., using on-site saliva testing products to determine alcohol consumption).

Post-season/Championship Screening - Any participant or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the post-season competition. If a student-athlete tests positive, he or she will not be allowed to compete at the post-season event and will be subject to the sanctions herein.

Re-entry Testing - A student-athlete who has had his or her eligibility to participate in intercollegiate sports suspended as a result of a drug and alcohol violation may be required to undergo re-entry drug and/or alcohol testing prior to regaining eligibility. The Director of Athletics or his/her designee shall arrange for re-entry testing after the counselor or specialist involved in the student-athlete's case indicates that re-entry into the intercollegiate sports program is appropriate.

Follow-up Testing - A student-athlete who has returned to participation in intercollegiate sports following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Athletic Director or his/her designee in consultation with the counselor or specialist involved in the student-athlete's case.

Pre-season Screening - Student-athletes are subject to pre-season drug testing and may be

notified of such by the Director of Athletics or his/her designee at any time prior to their first competition.

Notification and Reporting for Collections:

The Head Athletic Trainer or designee will notify the student-athlete(s) no more than 24 hours prior to the testing time. Notification will occur in person or via phone call. Once the athlete is notified, (s)he will be issued the Drug Testing and Alcohol Testing Program Student-Athlete Notification form to read and complete. Student-athletes will also be given information regarding the Drug Free Sport collection guidelines prior to drug testing.

If a student-athlete fails to complete the Notification form and/or does not appear at the designated drug testing time, the test may be treated as a positive result. Additionally, any attempt to adulterate, manipulate or dilute a sample will result in a sanction equivalent of a positive test.

Drug Testing Method:

Student-athletes are drug tested through urinalysis. Student-athletes are observed by a member on the drug-testing crew of the same gender. The length of the process depends on the student-athlete's ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving at the testing facility, the entire process usually is completed in less than 20 minutes.

Reporting Results:

The student-athlete's right to confidentiality is important to both our Department and University. Drug Free Sport will provide test result via a password secured website. Results will be accessible to the Director of Athletics, Compliance Officer, and Head Athletic Trainer. In the case of a positive test, the Director of Athletics or his/her designee, Associate Director of Athletics, Head Athletic Trainer and/or Assistant Athletic Trainer(s), Head Coach of the student-athlete, Team Physician, Appeals Committee and/or the student-athletes parents or guardian (if under 18) may be notified.

Institutional Testing Sanctions:

If a student-athlete tests positive for an illegal substance during an institutionally initiated drug test, the following procedures will be followed:

Step #1: A student-athlete's first positive test will result in mandatory educational counseling through the Student Health Center for a period of time determined by the Team Physician, Counselor, and the Director of Athletics. A follow-up will be scheduled with sufficient time for the student-athlete to demonstrate his/her ability to abstain from the illegal substance. The length of time between tests will be determined on the advice of the Athletics Health Care Administrator, team physician, a designated staff athletic trainer, and/or the Director of Athletics based upon factors such as type of substance detected, height, weight, body fat, etc. (In most cases, this will be approximately 25-30 days, but not exceeding 40 days). While waiting for the results of a follow-up the student-athlete may be allowed to continue all participation with his/her team if approved

by the Director of Athletics and/or designee.

Step #2: If the Step 1 follow-up is negative, the student-athlete will be placed on level-one probation for the remainder of his/her competitive career at CPP. If the Step 1 follow-up is positive or if a student-athlete already on level-one probation tests positive a second time anytime during his/her competitive career at CPP, the student-athlete may be required to attend further counseling and will be suspended from competition for 50% of the season in all sports in which the student-athlete participates. At the conclusion of the suspension period, the student-athlete will be tested again. If this Step 2 follow-up is negative, the student-athlete will be placed on second-level probation for the remainder of his/her competitive career at CPP and may be allowed to return to all activities and participation related to his/her sport, subject to the approval of the Director of Athletics.

Step #3: If the Step 2 follow-up is positive or if a student-athlete who is already on second level probation tests positive a third time anytime during his/her competitive career at CPP, the student-athlete will be immediately and permanently expelled from the CPP Athletics Program and give-up all rights to any financial aid being provided by the Department of Athletics.

Tampering:

A student-athlete who is involved in a case of clearly observed **tampering** with an institutional drug test, as documented per institutional drug-testing protocol by a drug-testing crew member, shall be declared ineligible for further participation in postseason and regular-season competition during the time period ending two calendar years (i.e., 730 days) after the student-athlete was involved in **tampering** with a drug test.

A list of NCAA banned substances can be found under drug testing at www.ncaa.org/drugtesting. Please note that that THERE IS NO COMPLETE LIST of banned substances. Do not rely on this site to rule out any supplement ingredient.

Appeals Process:

Student-athletes who test positive for a banned substance by the laboratory retained by the institution may, within 72 hours following receipt of notice of the laboratory finding, contest the finding. Upon the student-athlete's request, in writing, for additional testing of the sample, the Director of Athletics/designee will formally request the laboratory retained by Cal Poly Pomona to perform testing on specimen B. Specimen B findings will be final, subject to the results of any appeal. If specimen B results are negative, the drug test will be considered negative.

Student-athletes who test positive under the terms of this policy will be entitled to a hearing with the Director of Athletics or his/her designee prior to the imposition of any sanction. Requests for such a hearing must be made within forty-eight (48) hours of notification of a positive test result. If the forty-eight hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Director of Athletics/designee.

The student-athlete may have an advocate or other representative present if the student-athlete so desires. However, the student-athlete must present his or her own case. The meeting should take place no more than seventy-two (72) hours after the written request is received. Either the student-athlete or the other parties involved may request an extension of time to the Director of Athletics, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Director of Athletics or his/her designee regarding the sanction to be imposed shall be final.

*The student-athlete is encouraged to notify the Head Athletic Trainer if a physician prescribed medication that *drugreosport.com* deems as banned.

***Please note the use of prescribed "Medical Marijuana" is still considered a banned substance and subject to all NCAA and Institutional sanctions. Additionally, the California State University, including Cal Poly Pomona, receives federal funding in the form of student financial aid and grants that would be in jeopardy if those federal laws did not take precedent in our policies. Thus, the use and possession of marijuana in any form or amount violates the CSU Student Conduct Code and the California Compassionate Use Act does not apply at the California State University or Cal Poly Pomona.*

NCAA Drug Testing Sanctions:

All drug tests initiated by the NCAA, through random selection and/or at NCAA post-season events, will follow all protocols and sanctions in accordance with current NCAA policy.

The penalty for a positive test for a performance-enhancing drug (PED) is strict and automatic: student-athletes lose one full year of eligibility for the first offense (25 percent of their total eligibility) and are withheld from competition for 365 days from the date of the test. A second positive test for a PED results in the loss of all remaining eligibility.

The penalty for a positive test for a substance in the street drug class is withholding from competition for 50% of the season in all sports in which the student-athlete participates. A second positive test for a street drug results in the loss of a year of eligibility and withholding from participation for 365 days from the test.

A student-athlete who is involved in a case of clearly observed **tampering** with an NCAA drug test, as documented per NCAA drug-testing protocol by a drug-testing crew member, shall be declared ineligible for further participation in postseason and regular-season competition during the time period ending two calendar years (i.e., 730 days) after the student-athlete was involved in **tampering** with a drug test.

If a student-athlete who is selected for NCAA drug testing does not show up for testing or refuses to provide a sample, he or she will be penalized as if there were a positive drug test result for a PED.

Strength and Conditioning

The primary goal of the Cal Poly Pomona Strength and Conditioning program is to develop skilled athletes through the design and administration of a structured program that will improve the overall athletic performance and reduce the occurrence of injuries. Training programs will be evidence based, utilizing the latest methods in the field of strength and conditioning.

Programs will be designed for sport-specific training to achieve maximum physical performance. Strength, energy system straining, flexibility, and plyometric exercises will all be methods used when constructing the training programs. Other factors including muscular strength and endurance, cardiovascular endurance, and flexibility will also be taken into consideration.

The Cal Poly Pomona Strength and Conditioning coach will provide specific instruction to the athlete both in season and out of season, along with being in collaboration with the Cal Poly Pomona Athletic Training staff.

Sports Nutrition

Athletic performance and recovery from training are enhanced by attention to nutrient intake. Developing an ideal nutrition plan for health and performance includes identifying the right quantity, quality and proper timing of food and fluids needed to support regular training and peak performance. As training demands shift during the year, student-athletes also need to adjust their intake and distribution of essential nutrients while maintaining a properly balanced diet that supports their academic, training and competition needs.

Cal Poly Pomona Athletics and the Sports Performance Team understands the importance of proper nutrition for peak performance. Our certified athletic trainers, register dietitian, and team nutrition educators, along with selected staff and peer educators from the Wellness Center and [Human Nutrition and Food Science Department](#), all serve as resources for our student-athletes. Information about the effects of proper nutrition on performance, recovery, injuries and over all wellness are addressed with each team. Student-athletes will also have access to all of these resources throughout the year to assist them in meeting their individual needs.

Mental Wellness

Mental health is a key component of student-athlete wellness, and the athletics department can play a pivotal role in providing an environment that supports wellness while also providing resources so that student-athletes can obtain referrals to mental health services. The sport environment is an important venue for establishing mental health promotion practices, destigmatizing mental health challenges, normalizing care seeking, facilitating early identification of mental health disorders and ensuring that all student-athletes in need receive care from a licensed practitioner who is qualified to provide mental health services. It is also an important venue to learn about the role that mental well-being plays in total health and the ability to thrive, both on and off the field of play. Indeed, sport can provide an exceptional opportunity to promote

and develop mental wellness for life.

Student-athlete mental well-being is best served through a collaborative process of engaging the full complement of available campus and community resources, which may include athletics, campus health, counseling services, disability services and community agencies. Identifying the resources that are available and integrating strong professional working relationships across these areas are critical to ensure that professionals are informed and respond quickly and effectively. Such integration links professionals in a collaborative model of care that can enhance the ability of individual service providers and maximize support of student-athlete wellness.

University Health Related Services

Student Health and Counseling Services (SHCS) provides students with affordable, accessible and student-centered health care; personal counseling; and wellness services so you can receive the care and assistance you may need. Services are available to all enrolled Cal Poly Pomona students, funded by a mandatory health fee that is included in tuition. Most services are covered by the health fee. See Health Services for additional cost items.

Student Health and Counseling Services is accredited by the Accreditation Association for Ambulatory Health Care, Inc. and Counseling Services is accredited by the International Association of Counseling Services.

Student Health

Located at the top of University Drive in Bldg. 46, is a fully staffed ambulatory care facility, providing pre-paid basic services to students with illness, injuries or other health-related issues. Operating similarly to a family medical clinic, the emphasis is placed on preventive medical and health education programs to help students stay health and fully productive in school. Student Health Services is open Monday and Thursday from 8 a.m. – 6 p.m., Tuesday and Wednesday from 8 a.m. – 7 p.m., Friday and quarter breaks from 8 a.m. – 5 p.m., closed holidays. Summer quarter hours may vary. Additional information is available at <http://www.cpp.edu/~healthcounseling/index.shtml>

Counseling Services

Counseling and Psychological Services (CAPS) offers free confidential counseling to all registered Cal Poly Pomona students. The professional counselors at CAPS are available to provide support and guidance so that students can develop new skills, explore options, and find solutions to their problems. Counseling services are designed to address a wide variety of issues and/or concerns including stress and time management, depression, anxiety, low self-esteem, loneliness, eating disorders, substance abuse, procrastination and interpersonal issues. For information or to schedule an appointment, call CAPS at (909) 869-3220. CAPS is conveniently located in the Bookstore Building (66-116).

Disability Resource Center (DRC)

The Disability Resource Center provides support services to students who have documented disabilities. DRC provides assistance to students with physical or functional limitations, including visual, hearing, mobility, motor and speech impairments. The DRC offers a comprehensive and well-coordinated system of educational support services. Some of the services offered include alternate media services, note-taker services, test proctoring services, interpreter and real-time captioner services for the hearing impaired,

priority registration, use of specialized equipment, and disability related counseling. The DRC is located through the Engineering breezeway, Building 9, Room 103. For further information, call (909) 869-3333 (Voice/TDD), or visit the DRC web site at <http://www.cpp.edu/~drc/index.shtml>

PUBLIC RELATIONS

Press and Media Relations

Attending a University in a large metropolitan area means that you will frequently come into contact with members of the media from more than just one newspaper or radio station. It is important that we always cooperate fully with the media and project a positive image of ourselves, our team, and Cal Poly Pomona University.

The following guidelines are to assist you:

- Never give an interview without clearance from the Sports Information Director or coach.
- Remember, you are representing the University and your team during an interview. Conduct yourself professionally while being interviewed.
- Always be positive with your comments concerning your team, teammates, coaches and Cal Poly Pomona.
- Promptness is a must when returning a call or meeting with the press or media. Remember that they operate with deadlines.
- Never downgrade your opponent.
- Always be courteous with reporters.
- While speaking, take your time and focus on your thoughts.
- Relax and be yourself in interviews.
- If you are uncomfortable with the line of questioning the reporter is taking, please say you have no comment and politely move on to the next question.
- Always thank the press or media at the end of the interview.

Social Media

As a student-athlete at Cal Poly Pomona, you have a responsibility to represent the University in all that you do. In addition, your words and actions are a reflection of CPP, your team and your family. This includes your participation in the world of social networking. CPP supports your right to participate in online social networking sites (i.e., Instagram, Facebook, Twitter, Vine, Snapchat, etc.).

Playing and competing for the Cal Poly Pomona is a privilege. Student-athletes at CPP are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, your University and yourselves in a positive manner at all times.

Facebook, Snapchat, Twitter and other social media sites have increased in popularity globally, and are used by the majority of student-athletes here at Cal Poly Pomona in one form or another.

Student-athletes should be aware that third parties - - including the media, faculty, future

employers and NCAA officials - - could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters.

Inappropriate material found by third parties affects the perception of the student-athlete, the athletic department and the University. This can also be detrimental to a student-athlete's future employment options.

Examples of inappropriate and offensive behaviors depicted on social media:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco e.g., no holding cups, cans, shot glasses etc.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual assault, gambling, discrimination, vandalism, academic dishonesty, underage drinking, illegal drug use).
- Content online that would constitute a violation of CCAA or NCAA rules (examples: commenting publicly about a prospective student-athlete, providing information related to sports wagering activities; soliciting impermissible extra benefits).

Speaking to the Public

You are considered an authority because you are a member of your team. When dealing with the general public, be aware of projecting a positive image, not only in what you say, but in how you say it.

The following guidelines are for your assistance:

- Never criticize another player, coach, or the University.
- Say constructive things about everyone connected with your team.
- While representing your team, dress neatly and remember you always represent Cal Poly Pomona.

Dress for Success

Educational psychologists have proven that people who take pride in their personal appearance perform better. Feel good about yourself and let your confidence show by dressing properly.

We are ambassadors for our University, the athletic department, and the sport we represent. We should leave a favorable and positive impression of ourselves and Cal Poly Pomona!!

Philanthropy

The Cal Poly Pomona athletic department promotes a positive image to the communities surrounding the University with its involvement in philanthropic projects throughout the year. Each student-athlete makes the most of their presence, not only as a student and athlete but also as an outstanding citizen. During the course of the year, the student-athlete has the opportunity to volunteer their time and efforts in the following activities. Each student-athlete is encouraged to participate in one or more of the following programs each year:

Community Relations/Service

Special events and community service programs are held during the year to raise the profile, image and identity of the institution and its departments. Student-athletes are often involved in these programs and your participation is greatly encouraged and appreciated. Some of these programs include: walk for cancer, blood drives, Christmas in April, canned food collections, gift collections, recycling drives, NCAA Make-A-Wish, the annual Hot Dog Caper, and many other humanitarian projects

Bronco Athletic Fund Membership Drive

The Bronco Athletic Fund (the booster organization for all Cal Poly Pomona athletic teams) conducts its annual membership drives during the year. This is a perfect opportunity for you to channel the support from your family, friends, and employers directly into your sport. You will be contacted by a member of our development staff to assist us in this important effort.

Department Fundraising Events

Each team and the department conduct special events and special projects in order to raise money to further enhance the student-athlete experience. You will be required to participate in a limited number of events and projects during your time as a student-athlete. You will come in contact with University and community boosters who have a genuine interest in your success as a student-athlete. Be yourself and thank those who you interact with for their support of your program.

UNIVERSITY SERVICES

Housing Plans

There are seven meal plans available to students living in the Residence Halls. Please ensure you carefully select and follow your meal plan choice. To inquire about residence living with University Housing Services at (909) 869-3307 or on their website at <http://www.cpp.edu/~housing/>

Payment Plans

For information regarding payment plans please visit <http://www.cpp.edu/~housing/>

University Village - Apartments

The University Village (located on Temple Avenue across from the athletic facilities) is an apartment house complex. Here, the student is responsible for rent, utilities, and his or her own food. You must have completed a minimum of twenty-four units to be eligible for residency. Rent is due the first of each month. Summer occupancy is available.

In phase one; there are apartments with two bedrooms. Four individuals occupy one apartment while each bedroom is shared with two individuals. In phase two, there are apartments with three bedrooms. Individuals occupy one apartment and one bedroom, respectively.

To receive information about resident living with University Housing Services at (909) 869-3307 or on its Web site at <http://www.foundation.cpp.edu/village/>

Meal Plans (optional)

If you live in the village, you have the option to purchase a meal ticket (for each semester or the year) that would allow you to eat in Los Olivos Commons, the Residence Hall cafeteria.

Non-University Housing

If interested, there are many rooms, apartments, and houses for rent near the Cal Poly Pomona campus. There are also several sources from which to obtain information; the Housing Office, University Union Center, local newspapers and the athletic department all have listings to assist students in finding housing.

Library

Location: Bldg 15

For hours of operation: Vary from semester to semester. Be sure to check Web site at: <http://www.cpp.edu/~library/index.shtml> for the *New Users Guide*.

Phone number: (909) 869-3074

Fax: (909) 869-6922

Bronco Book Store

Located next to parking lot G on the first floor of Building 66.

Call (909) 869-3274 for recorded information about store hours and days of operation, or to obtain other information for further inquiries, visit the at <http://www.broncobookstore.com>

Career Planning and Development

The Career Center assists students with career planning, major choice, student employment and with job search activities upon graduation. A wide variety of written support material is available for students and alumni. The Center offers workshops each quarter, and Career Counselors are available to help students and alumni on an individual basis. The Center is located in Building 97, Room 100. For information about services and hours of operation, call (909) 869-2344.

Extended Hours

Evening administrative services are offered Monday through Thursday evenings from 5:00 p.m. to 6:00 p.m. during each academic semester, through the week of final examinations. Administrative services are offered for Admissions and outreach, Cashiers Services, Financial Aid, and the Registrar's Office in each department's respective office, all located in the CLA building.

Questions

Questions about...

Dropping a class mid-term? *Contact Assistant AD-Academics*

Progress Towards Degree? *Contact Assistant AD-Academics*

Eligibility? *Contact Assistant AD-Academics and/or Assistant AD-Compliance*

Graduation? *Contact Assistant AD-Academics*

Amateurism? *Contact Assistant AD-Compliance*

Outside Competition? *Contact Assistant AD-Compliance*

Tutoring Assistance? *Contact Assistant AD-Academics*

Athletics Grant-in-Aid? *Contact Assistant AD-Compliance*

Transferring? *Contact Assistant AD-Compliance*

Employment? *Contact Assistant AD-Compliance*

Promotional Activities? *Contact Assistant AD-Compliance and/or Assistant AD-Public Relations*

NCAA/CAA Waivers? *Contact Assistant AD-Compliance*

Medical Hardship? *Contact Athletic Trainers*

Grievances? *Contact Associate AD/SWA*

Sports Wagering? *Contact Assistant AD-Compliance*

Substance Abuse? *Contact Athletic Trainers*

Drug Testing? *Contact Athletic Trainers*

Athletics Staff Directory

<http://www.broncoathletics.com/staff.aspx>