

RED RAIDER STUDENT-ATHLETE HANDBOOK

This student-athlete handbook is your guide to continued athletic and academic excellence. It is your responsibility to know what is contained within these pages. Best wishes this academic year!

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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ATHLETIC DEPARTMENT DIRECTORY

ACADEMIC SERVICES (742-0150)

Anderson, John - Associate AD - ext. 224
Balderrama, Vanessa – Academic Counselor - ext. 230
Brigham, Michelle – Academic Counselor - ext. 229
Fort, Darren – Assoc. Director/Academic Counselor - ext. 225
Henderson, James – CHAMPS/Life Skills Coord., Mentoring - ext. 226
Hood, Denise – Coordinator of Academic Records - ext. 223
Mancini, Tamara – Academic Counselor/Tutoring Coord. - ext. 228
Pickering, Matt - Asst. Director/Eligibility - ext. 231
Stark, Jared - Grad. Asst. - ext. 234
FRONT DESK (Study Hall Check-In) – ext. 221

ATHLETIC ADMINISTRATION (742-3355)

Myers, Gerald - Director of Athletics
Dewbre, Judy - Exec. Adm. Assistant to AD- ext. 223
Downing, Steve - Sr. Associate AD /Internal Affairs - ext. 257
Henry, Judi - Sr. Assoc. AD /Senior Woman Admin. - ext. 274
Munoz, Dolores - Adm. Asst. - ext. 226
Ramirez, Ursula – Receptionist – ext. 221

ATHLETIC BUSINESS OFFICE (742-1438)

Gleason, Bobby - Sr. Associate AD /Bus. & Personnel – ext. 221
Adrian, Lisa – Personnel/Payroll – ext 239
Becton, Charlotte – Admin. Secretary – ext. 251
Carpenter, Linda – Accounts Payable – ext. 235
Collins, Brenda – Unit Supervisor/Scholarships – ext. 222
Gilliam, Sue – Receptionist – ext 255
Hingst, Heidi – Senior Accountant – ext 223
McNeeley, Candice – Receivables – ext. 224
Reyna, Sandy – Travel – ext. 225

ATHLETIC COMPLIANCE (742-3355)

Britz, Pat - Associate AD - ext. 261
Brashear, Jennifer - Assistant AD - ext. 259
Anderton, Rett – Asst. Director of Financial Aid - 742-3487, ext 255
Hunter, Paula – Asst. Registrar/Certification Officer - 742-8089, ext 253
Lehman, Criquett - Coordinator - ext. 283
Lowe, Carrie - Records Coordinator. - ext. 256
Munoz, Dolores - Adm. Asst. - ext. 226

BASEBALL (742-3355)

Hays, Larry - Head Coach - ext. 266
Hays, Daren - Asst. Coach - 742-4147
Walden, Travis - Asst. Coach - 742-0340
Walker, Judy - Admin. Asst. - ext. 267

MEN'S BASKETBALL (742-7600)

Knight, Bob - Head Coach
Beard, Chris - Assistant Coach
Davis, Maryann - Sr. Adm. Assistant to Head Coach - 742-2559
Farley, Randy - Media/Academic Liaison
Fertig, Les - Assistant AD /MBB Operations Director
Hartline, Leslie - Admin. Assistant
Jennings, Bubba - Video Coordinator
Knight, Pat - Assistant Coach
Knight, Tim - Assistant AD /Special Projects - 742-7410
Murray, Jon – Team Athletic Trainer - 742-7551
Robinson, Stew – Assistant Coach

WOMEN'S BASKETBALL (742-7700)

Sharp, Marsha - Associate AD / Head Coach
Garcia, Imelda – Team Athletic Trainer
Gerlich, Krista - Assistant Coach
McKenzie, Vicky – WBB Operations Director
Pharies, Melinda – Administrative Coordinator
Phillips, Marcy - Administrative Assistant

Reding, Roger - Assistant Coach
Warren, Russell - Assistant AD / Marketing
Weese, Linden - Assistant Coach
Wilson, Tami – Video Coordinator

EQUIPMENT ROOM (742-4260)

Buck, Don - Head Manager - ext. 229
Crowell, Robbie - Asst. Mgr. - ext. 263

EXTERNAL OPERATIONS (742-1195)

Wells, Craig - Associate Athletic Director
Coronado, Erika – Administrative Secretary – ext. 221
Frush, Jimmy - Director of Marketing & Promotions – ext. 234
Haynes, Brad - Director of Corporate Sales – ext. 232
Holland, Paige - Coordinator of Licensing & Special Projects – ext. 235
Hornaday, Joe - Assistant AD / Public Relations – ext. 233
Starch, Andrea- Coordinator of Operations – ext. 223
Leach, Rick – Graduate Assistant
Wylie, Jennifer – Marketing & Customer Service Specialist - ext. 236

FOOTBALL (742-4260)

Leach, Mike - Head Coach – ext. 233
Anae, Robert - Asst. Coach - ext. 241
Bailey, Jennie - Adm. Secretary - ext. 231
Bedenbaugh, Bill - Asst. Coach - ext. 238
Brown, Dave - Asst. Coach - ext. 243
Dykes, Sonny - Asst. Coach - ext. 232
Holgorsen, Dana - Asst. Coach - ext. 239
Maynard, Carlos – Asst. Coach –ext. 234
McNeill, Ruffin - Asst. Coach - ext. 242
McVay, Tommy - Director / FB Operations - ext. 237
Ross, Patty - Sr. Admin. Asst. to Head FB - ext. 244
Sadler, Charlie - Asst. Coach - ext. 235
Setenscich, Lyle- Asst. Coach - ext. 240
Simmons, Dennis - Quality Control - ext.236

Walsh, Brian – Intern - ext 285

David Nichol/John Jennings – Student Coaches - ext 265

MEN'S GOLF (742-3355)

Sands, Greg - Head Coach - ext. 286

Helms, Oma Sue - Cler. Specialist IV - ext. 289

WOMEN'S GOLF (742-3355)

Totman, Stacey - Head Coach - ext. 272

Helms, Oma Sue - Cler. Specialist IV -ext.289

MEDIA RELATIONS (742-3355)

Cook, Chris - Assistant AD - ext. 269

Beal, Blayne - Asst. Dir. - ext. 270

Farley, Randy – Assoc. Dir. – 742-7600, ext. 260

Hoffman, Tammi - Assoc. Dir. - ext. 273

Krivokapich, Holly – Intern – ext. 271

Tucker, Sheila - Admin. Secretary - ext. 268

OPERATIONS (742-3355)

Damron, Ron - Associate AD - ext. 260

Parke, Liz - Assistant AD - ext. 251

Moore, Ken - Facilities Manager

Walker, Tim - Facilities Maintenance

RED RAIDER CLUB (742-1196) TOLL FREE 1-877-554-3850

Uryasz, Steve - Senior Associate Athletic Director

Brooks, Bud - Regional Development Officer, Houston - 713-467-5100

Greer, Kelly - Coordinator, Annual Giving - ext 227

Holub, E. J. - Regional Development Officer, Midland - 915-570-9455

McBride, Amy - Associate Director RRC-Stadium Club & Suite - ext 225

McVay, Heather - Regional Development Officer, Dallas - 214-630-8324

Oglesby, Corky - Regional Development Officer - ext 228

Starch, Andrea - Section Coordinator - ext 223

Stiles, Jess - Assistant Athletic Director - ext 229

Taguba, Vicki - Senior Accounting Processor - ext 222

Walker, Brad - Associate Director RRC - ext 226

WOMEN'S SOCCER (742-3355)

Oskam, Felix - Head Coach - ext. 284

Cogan, Topper - Assistant Coach - ext. 279

Woods, Jamie - Assistant Coach - ext. 258

Walker, Judy - Admin. Asst. - ext. 267

SOFTBALL (742-3355)

Reeves, Bobby - Head Coach - ext. 248

Kohler, Jenneffer - Assistant Coach - ext. 294

Tate, Kellyn - Assistant Coach - ext. 262

Helms, Oma Sue - Cler. Specialist IV - ext. 289

SPORTS MEDICINE (742-5111)

Steadman, Natalie - Assistant AD / Sports Medicine – ext. 230

Chisum, Mark - Associate Trainer - ext. 278

Garcia, Imelda - Asst. Trainer – ext. 248

Pincock, Steve - FB Trainer - ext. 295

Steadman, David - Asst. Trainer – ext. 249

STRENGTH, CONDITIONING & NUTRITION (742-5111)

Clark, Kelvin - Head Strength Coach

Dickson, Andy – Strength Coach – ext. 227

Stephens, Tory - Strength Coach – ext 225

Uzzell, Aaron - Strength Coach – ext 226

Wylie, Bennie - Strength Coach -- ext 223

MEN'S TENNIS (742-3355)

Siegel, Tim - Head Coach - ext. 277

Ustundag, Efe - Assistant Coach - ext. 288

Helms, Oma Sue - Cler. Specialist IV - ext. 289

WOMEN'S TENNIS (742-3355)

Groce, Cari - Head Coach - ext. 254
Brooks, Kendall - Assistant Coach – ext. 252
Helms, Oma Sue - Cler. Specialist IV - ext. 289

TICKET OPERATIONS (742-4412)

Welsh, David - Assistant AD
Huddleston, Jarod - Director of Ticket Operations
Barraza, Joann – Ticket Office Coordinator
Collins, Sandy – Ticket Office Coordinator
Ross, Annette – Ticket Office Coordinator

TRACK & FIELD (742-3355)

Kittley, Wes - Head Coach - ext. 227
Felkins, Cliff - Assistant Coach - ext. 246
Hood, Don - Assistant Coach
Oakes, David - Assistant Coach
Wholey, Diane - Assistant Coach - ext. 250
Helms, Oma Sue - Cler. Specialist IV - ext. 289

VIDEO OPERATIONS (742-5111)

Hougland, David - Manager - ext. 224
Saye, Jacob - Coordinator - ext. 228

VOLLEYBALL (742-7545)

Todd, Nancy - Head Coach – ext. - *272
Babington, Doug - Assistant Coach – ext. - *273
Moffitt, Michael - Assistant Coach – ext. - *274
Bowman, Theresa – Secretary – ext. - *276

WHERE TO GO FOR HELP

|Academic Colleges|

<i>Agriculture</i>	742-2808
<i>Architecture</i>	742-3136
<i>Arts & Sciences</i>	742-3831
<i>Business Administration</i>	742-3171
<i>Education</i>	742-3568
<i>Engineering</i>	742-3451
<i>Human Sciences</i>	742-1180
<i>Mass Communication</i>	742-3398
<i>Vis. & Perf. Arts</i>	742-3031

|Academic Testing Center| - 242 West Hall (742-3671)

|Access TECH| – 335 West Hall (742-2405)

(Disability Support Program)

|Admissions/School Relations| – West Hall (742-1480)

Della Rios

|Advanced Technology & Learning Center| (ATLC)

West Basement of Library 742-1650

|Advising Center at Texas Tech| (ACTT)

79 Holden Hall 742-2189

|Bookstore| - Barnes & Noble - Student Union Bldg (742-3816)

|Campus Operator| (742-2011)

|Career Planning & Placement| – Wiggins Complex (742-2210)

Antionette Burse

|Copy Tech| – 145 West Hall (742-3321)

|Extended Studies & Distance Learning| – 354 West Hall (742-2351)

Mandy Corcoran

|Financial Aid| – 310 West Hall (742-3487)

Rett Anderton

|First Year Experience| – 201 SUB (742-LIFE)

Britta Cobb

|Graduate School| – 02 Holden Hall (742-2781)

|Greek Life| – 201 SUB (742-5433)

Amy Maynard

|Honors Program| – 103F Holden Hall (742-1828)

Kambra Bolch

|Housing & Res. Life| – 101 Doak Hall (742-2661)

Janis Haney

|International Affairs| – 601 Indiana (742-3667)

Mike Murphy - International Cultural Center

|Language Laboratory Help Desk| – 19 Foreign Lang Bldg (742-3151)

|Library Hours| (742-2251)

|PASS Center| – 205 West Hall (742-3664)

(Programs for Academic Support Services) - Rebecca Owens

|Police Department & Escort Van| (742-3931)

|Recreational Sports| – 202 SRC (742-3351)

|Strategies for Learning| – 56 Holden Hall (742-3928)

(XL Program) - Susan Hardage

|Student Business Services| – 163 Drane Hall (742-3272)

|Student Counseling Center| – 214 West Hall (742-3674)

|Student Health Services| – Thompson Hall (743-2848)

|Student ID/Tech Express| – 123 Doak Hall (742-1457)

Dolores Harper

|Student Legal Services| – 118 West Hall (742-3289)

Jim Aldridge

|Student Organizations Service| – 201 SUB (742-3621)

|Student Union Ticket Booth| - Information Desk (742-3610)

|TECHniques Center| – Wiggins Complex (742-1822)

Leann Elkins

|Texas Success Initiative (TSI) Development Office| – 72 Holden (742-3242)

Robert Lathan / Alice Salazar

|Texas Success Initiative (TSI) Compliance Office| – 116 West Hall (742-1183)

Bobbie Latham

|Traffic & Parking| – Administrative Support Center (742-3811)

|Transcript Office| – 137 West Hall (742-3661)

|Writing Center| – English Bldg (742-2476)

ACADEMIC SERVICES

MARSHA SHARP CENTER FOR STUDENT-ATHLETES (742-0150)

Athletic Academic Services provides a variety of services to help meet the academic and personal goals of every student-athlete. The staff is comprised of professionals with extensive backgrounds, experience, and expertise within academics and athletics. In addition to providing the tools necessary to achieve academic success, Academic Services continues to implement components that provide continuous support for student-athletes throughout their academic and personal development. Academic Services has counselors assigned to work with student-athletes on a sport-by-sport basis. However, your Athletic Academic Counselor is NOT your college faculty advisor. Your college faculty advisor will also assist you in course scheduling. Your Athletic Academic Counselor helps with course registration, balancing athletics with academics, and understanding eligibility requirements.

Each sport is assigned a specific academic counselor:

Baseball.....	Matt Pickering
Men's Basketball.....	Michelle Brigham
Women's Basketball.....	Matt Pickering
Cross Country.....	Michelle Brigham
Football.....	Darren Fort/John Anderson
Men's Golf.....	Vanessa Balderrama
Women's Golf.....	Vanessa Balderrama
Soccer.....	Vanessa Balderrama
Softball.....	Vanessa Balderrama
Men's Tennis.....	Tamara Mancini
Women's Tennis.....	Tamara Mancini
Men's Track.....	Michelle Brigham
Women's Track.....	Michelle Brigham
Volleyball.....	Tamara Mancini

ACADEMIC FRAUD

Knowing involvement in unethical conduct regarding academic fraud can result in the complete loss of all athletic eligibility and expulsion from the university. This includes, but is not limited to, falsified transcripts or misrepresentation, fraudulent academic credit, plagiarism, cheating, and inappropriate extra benefits. For example, do you know

what plagiarism is? Plagiarism is defined as using or passing off someone else's ideas or writings as your own. Please make sure you know how to document correctly. For further details please see the Student Code of Conduct section in this handbook.

CLASS ATTENDANCE MONITORING

Responsibility for class attendance rests with the student. Regular and punctual attendance to all scheduled classes is expected. Instructors may penalize your grade due to absences.

The staff of Academic Services periodically checks the class attendance of student-athletes. Penalties for missing classes are determined by the individual head coach of each sport.

EMAIL ADDRESS ACCOUNTABILITY

The University requires you to maintain an accurate up-to-date email address on file through your eRaider account. Your eRaider account is established following admission to Texas Tech. This email address is used as the primary contact of information to you in regards to University communication. It is your responsibility to keep this up-to-date. Contact your Athletic Academic Counselor or one of the computer lab monitors to check your eRaider status.

GRADE MONITORING

During the semester, Academic Services will mail out grade reports to your instructors. The feedback will help your athletic academic counselor pinpoint problem areas and determine what course of action needs to be taken to correct any problems. All grades will be reported back to your head coach.

STUDENT CODE OF CONDUCT

As a student at Texas Tech University it is your responsibility to meet the established Student Code of Conduct set in place by the institution. Alcohol and drug misconduct, as well as sexual misconduct are important to emphasize.

Any individual found to have committed the following misconduct while classified as a student is subject to disciplinary sanction(s), condition(s) and/or restriction(s). Misconduct or prohibited behavior includes, but is not limited to:

- Alcoholic Beverages
- Use, possession, sale, delivery, manufacture or distribution of alcoholic beverages, except as expressly permitted by university policy
- Being under the influence of alcohol and/or intoxication
- Narcotics or Drugs

- Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound or other controlled substance, except as expressly permitted by law
- Possession of drug-related paraphernalia, except as expressly permitted by law
- Being under the influence of narcotics or drugs, except as permitted by law
- Actions Against Members of the University Community
- Sexual Harassment, including unwelcome sexual advances, requests for sexual favors or submission to which a condition of any person's rights or privileges are laced upon contingency either explicitly or implicitly
- Sexual misconduct or unwanted sexual behavior including, but not limited to, any attempted or actual physical contact of a sexual nature, regardless of gender

In the Athletic Compliance section of this handbook there is a reference for violating the Student Code of Conduct. You can find further rules and their consequences online at http://www.studentaffairs.ttu.edu/publications/SAHandBook_2003-2004.pdf

TEAM TRAVEL

If you are going to miss classes due to a team trip, you will be provided excuse letters to take to your instructors explaining your absence. Excuse letters will be available from your coach or the Academic Services office.

It is the responsibility of each student-athlete to give the excuse letters to each instructor as soon as the letters are received. It is expected that each student-athlete visit with the instructor before team departure to discuss make-up work. Failure to present the excuse letter beforehand leaves the decision to make up assignments (i.e. make-up quizzes, tests, homework, etc.) in the hands of the instructor.

One laptop computer is available per team during out-of-town travel only. Your coach must pick up the laptop from Academic Services. Computers will not be issued to students, but students may return them.

SUMMER SCHOOL SCHOLARSHIPS

(Applications available in March and are due May 1)

Applications for summer scholarships (based on the amount of aid received during the academic year) at Texas Tech will be available in March and are due back in May. Summer school scholarships can only be applied to courses taken at Texas Tech University. Restrictions do apply and will be strictly enforced. Approval for summer school aid is not guaranteed.

5th YEAR SCHOLARSHIPS

(Applications available in March and are due May 1)

5th year aid is only available for student-athletes to complete their undergraduate degree. Student-athletes apply semester-by-semester, not for an entire year. The student-athlete must have exhausted all eligibility; moreover, once the student-athlete has graduated, 5th year aid will no longer be awarded.

Once awarded this aid, you must enroll and stay enrolled in at least 12 degree applicable hours during the long semester or 6 degree applicable hours during the summer session unless otherwise approved. In addition, any course that is withdrawn from, an "F" is earned, or if a "D" is earned where a "C" is needed for the degree, the students will PAY BACK a portion or all of the cost of attendance.

* 5th Year Scholarships are not guaranteed to all that apply.

PROHIBITED NCAA EXTRA BENEFITS

The following are frequent concerns or requests concerning extra benefits (refer to the Athletic Compliance section for more information in detail).

- Student-athletes may not use Athletic Department phones for long-distance calls.
- Athletic Department staff CANNOT make copies for student-athletes unless it is for ACADEMIC PURPOSES. Check with your athletic academic advisor.
- Student-athletes may use Athletic Department fax machines for academic purposes only.
- The Athletic Department staff cannot provide free typing for student-athletes.

ACADEMIC CLASSIFICATIONS

Based on the number of quality hours completed.

Freshman	0-29 hours
Sophomore	30-59
Junior	60-89
Senior	90 & up

GRADE POINT AVERAGE CALCULATION

For each hour of credit received you will earn grade points based on the following grading system:

A	4 points
B	3
C	2
D	1
F	0

To calculate your grade point average (GPA), divide your total number of quality points earned by the total number of quality hours you have earned.

Quality grade points earned

Quality hours earned

You must maintain a minimum GPA to remain a student at Texas Tech and to participate in intercollegiate athletics. Refer to the section on Eligibility for more information.

PROBATION/SUSPENSION

Scholastic Probation is defined as having an adjusted GPA below 2.00. If you fit into this category, you may not enroll for more than 16 credit hours without a dean's approval. Any freshman whose fall semester GPA is below 2.00 must complete the XL 0201-Strategies for Learning course successfully during the following semester.

Continued Scholastic Probation is defined as having a current GPA of 2.00 or higher but the adjusted GPA is below a 2.00. If you fit into this category, you will stay on probation until your adjusted GPA is a 2.00 or higher.

Scholastic Suspension is defined as a probationary student who still has a current and adjusted GPA below a 2.00 at the end of a fall and spring semester. Students on scholastic suspension may be reinstated after a minimum of one full semester or both summer terms.

ACADEMIC AWARDS AND HONORS

Academic awards and honors provide recognition to student-athletes who have successfully balanced the demands of academics and athletics. All student-athletes should strive for the many academic honors and scholarships available. Not only can honorees earn postgraduate scholarship money, they can enhance their resumes by claiming some of the most prestigious conference and national academic honors in the country. For additional listings of academic awards and scholarships available, contact James Henderson at 742-0150.

ACADEMIC ALL BIG XII

The Big XII Conference selects an Academic Team in 22 sports. All nominees must have participated in 60% of the team's scheduled contests (with exception of baseball and softball pitchers). For 1st team consideration you must have a 3.2 cumulative GPA or higher (3.0 for 2nd team), or a 3.2 GPA or higher (3.0 for 2nd team) over the previous two semesters. Freshmen and transfer student-athletes are not eligible.

BIG XII COMMISSIONER'S HONOR ROLL

To qualify for the Big XII Honor Roll, you must earn a minimum 3.0 GPA for the regular semester. There is both a fall and spring Honor Roll.

STUDENT ATHLETE ACADEMIC AWARDS RECEPTION

Each spring, Texas Tech will host a Student-Athlete Academic Awards Reception for all student-athletes who earn a 3.0 GPA or higher. Each recipient receives an engraved award for his/her commitment to "Red Raider Academic Excellence".

GRADUATE RECOGNITION

Based on your cumulative grade point average when you graduate from Texas Tech, you can graduate with any of the following honors:

Summa Cum Laude	3.9 or up
Magna Cum Laude	3.7 - 3.89
Cum Laude	3.5 - 3.69

DEAN'S LIST

At the end of each semester, every student who earns a 3.5 to 3.99 grade point average in a minimum of 12 hours excluding pass/fail courses will be named to the Dean's List.

PRESIDENT'S LIST

At the end of each semester, every student who earns a 4.0 grade point average in a minimum of 12 hours excluding pass/fail courses will be named to the President's List.

ATHLETIC ELIGIBILITY

Your athletic eligibility at Texas Tech is an ongoing process. Review the following information each semester with your athletic academic counselor to make sure that you are making satisfactory progress and meeting NCAA progress toward degree requirements.

****IMPORTANT NOTE ****

The following information applies to all student-athletes. If you enrolled full-time at Texas Tech or another college or university prior to fall 2003, section 1 applies to you. If you enrolled full-time at Texas Tech or another college or university fall 2003 or after, section 2 applies to you.

MINIMUM ENROLLMENT - To be eligible to practice, compete, travel, or use Athletics Department facilities, **you must be enrolled in and remain enrolled in a minimum of 12 semester hours** for the entire semester. NEVER drop below 12 credit hours per semester at anytime. NEVER make a schedule change without first consulting your athletic academic counselor. If you drop below full-time enrollment, you will be ruled ineligible for practice or competition immediately.

If at any time during the semester you drop a class and your enrollment drops below 12 hours, you will become immediately ineligible to practice, compete, travel, or use Athletics Department facilities. The exception to this rule is if you are in your last semester completing your degree. You may also be required to repay the Athletics Department the full cost of your entire scholarship (full scholarship: approximately \$6,000 per semester for in-state, \$9,500 for out-of-state student-athletes). Please note that correspondence classes DO NOT count as enrollment hours.

NCAA 6 HOUR RULE - Bylaw 14.4.3.1 (c) - Six semester hours of degree applicable academic credit must be earned during the fall to be eligible for competition in the spring semester. The same holds true for the spring semester to be eligible for the fall. Summer school does not apply to this rule. Student-athletes in their final semester of eligibility are required to pass six hours to be eligible for post-season competition immediately following that term.

SATISFACTORY PROGRESS FORM (SPF) - The SPF allows the Athletic Certification Officer to verify degree applicable course work. Once drop/add periods are over at the beginning of each semester, your athletic academic counselor will work with your faculty advisor or college dean in order to complete the form. You will sign the form during a team meeting or by visiting your athletic academic counselor. Your

signature validates that you understand your eligibility status, so it is very important to sign and understand the SPF.

PRIOR APPROVAL FORM - Any student-athlete wanting to take a course at another institution must process a Prior Approval Form. This form allows the hours earned to count towards your athletic eligibility, but they WILL NOT count toward your GPA. Visit with your athletic academic counselor prior to enrolling in the course to ensure that it will count toward your degree and eligibility requirements at Texas Tech. Taking courses at another institution without the completion of this form could result in your ineligibility.

CORRESPONDENCE COURSES - Extended Studies offers several college credit courses that are offered through correspondence. These courses do not count toward the 18 hours you must pass during the fall and spring semesters or for full time enrollment, but may count toward your 24 hours for the year. Talk with your athletic academic counselor on enrollment procedures and the eligibility impact of correspondence courses.

DECLARING A MAJOR - After your 2nd year of full time enrollment (a total of 4 full time semesters) you are required to declare a major. Your percent of degree requirement (PDR) must be determined at this time. At anytime you decide to change your major; it is imperative to consult your athletic academic counselor to find out the implications on your athletic eligibility. In some cases it will not be feasible to change your major and be eligible to compete in athletics.

SECTION 1 – FULL TIME ENROLLMENT BEFORE FALL 2003

To be counted for Satisfactory Progress, hours earned must either count towards your degree or towards fulfilling the General Education Requirements of your college. These rules apply to those students who enrolled full-time at a college or university prior to the fall/summer of 2003.

END OF FIRST YEAR (2 SEMESTERS)

- Good Academic Standing
- Pass a minimum of 24 hours during the school year (Fall, Spring, & Summer)
- Pass a minimum of 6 hours for the Fall term to be eligible for the Spring term

- Pass a minimum of 6 hours for the Spring term to be eligible for the Fall term
- A minimum of 18 hours (75% of the required 24 hours) must be passed during the Fall & Spring semesters; then a maximum of 6 hours can be counted for satisfactory progress during summer school (a Prior Approval Form must be completed if taking class at a college or university other than Texas Tech)
- Development courses (ENGL 0301, MATH 0301 & 0302) only count toward 24 hours in the first year of college enrollment

END OF SECOND YEAR (4 SEMESTERS)

- Good Academic Standing
- Pass a minimum of 24 hours
- Pass a minimum of 6 hours for the Fall term to be eligible for the Spring term
- Pass a minimum of 6 hours for the Spring term to be eligible for the Fall term
- A minimum of 18 hours (75% of the required 24 hours) must be passed during the Fall & Spring semesters; then a maximum of 6 hours can be counted for satisfactory progress during summer school (a Prior Approval Form must be completed if taking class at a college or university other than Texas Tech)
- Declare a major (and minor if required) and file a degree plan with the Dean's office of your college, and have 25% of your degree completed
- Have a minimum cumulative GPA of 1.80 at Texas Tech (90% of GPA needed for graduation)

END OF THIRD YEAR (6 SEMESTERS)

- Good Academic Standing
- Pass a minimum of 24 hours
- Pass a minimum of 6 hours for the Fall term to be eligible for the Spring term
- Pass a minimum of 6 hours for the Spring term to be eligible for the Fall term
- A minimum of 18 hours (75% of the required 24 hours) must be passed during the Fall & Spring semesters; then a maximum of 6 hours can be counted for satisfactory progress during summer school (a Prior Approval Form must be completed if taking class at a college or university other than Texas Tech)

- Meet 50% of your degree completion
- Have a minimum cumulative GPA of 1.90 at Texas Tech (95% of GPA needed for graduation)

END OF FOURTH YEAR (8 SEMESTERS)

- Good Academic Standing
- Pass a minimum of 24 hours
- Pass a minimum of 6 hours for the Fall term to be eligible for the Spring term
- Pass a minimum of 6 hours for the Spring term to be eligible for the Fall term
- A minimum of 18 hours (75% of the required 24 hours) must be passed during the Fall & Spring semesters; then a maximum of 6 hours can be counted for satisfactory progress during summer school (a Prior Approval Form must be completed if taking class at a college or university other than Texas Tech)
- Meet 75% of your degree completion
- Have a minimum cumulative GPA of 1.90 at Texas Tech (95% of GPA needed for graduation)

SECTION 2 – FULL TIME ENROLLMENT FALL 2003 & AFTER

To be counted for Progress Toward Degree requirements, hours earned must either count towards your degree or towards fulfilling the General Education Requirements of your college. These rules apply to those students who enrolled full-time at a college or university fall/summer of 2003 and after.

ENTERING 2nd YEAR OF COLLEGIATE ENROLLMENT

- Good Academic Standing
- Pass 24 hours during the school year (Fall, Spring, & Summer)
- Pass 18 hours during the Fall & Spring
- Have 90% of minimum GPA required for graduation – 1.80 adjusted/cumulative GPA
- Pass a minimum of 6 hours for the Fall term to be eligible for the Spring term
- Pass a minimum of 6 hours for the Spring term to be eligible for the Fall term

- 6 hours of development courses (ENGL 0301, MATH 0301 & 0302) only count toward 24 hours in the first year of college enrollment

ENTERING 3rd YEAR OF COLLEGIATE ENROLLMENT

- Good Academic Standing
- Declaration of degree program
- Meet 40% of degree requirements
- Pass 18 hours during the Fall & Spring
- Have 95% of minimum GPA required for graduation – 1.90 adjusted/cumulative GPA
- Pass a minimum of 6 hours for the Fall term to be eligible for the Spring term
- Pass a minimum of 6 hours for the Spring term to be eligible for the Fall term

ENTERING 4th YEAR OF COLLEGIATE ENROLLMENT

- Good Academic Standing
- Meet 60% of degree requirements
- Pass 18 hours during the Fall & Spring
- Have 100% of minimum GPA required for graduation – 2.00 adjusted/cumulative GPA
- Pass a minimum of 6 hours for the Fall term to be eligible for the Spring term
- Pass a minimum of 6 hours for the Spring term to be eligible for the Fall term

ENTERING 5th YEAR OF COLLEGIATE ENROLLMENT

- Meet 80% of degree requirements
- Pass 18 hours during the Fall & Spring
- Have 100% of minimum GPA required for graduation – 2.00 adjusted/cumulative GPA
- Pass a minimum of 6 hours for the Fall term to be eligible for the Spring term
- Pass a minimum of 6 hours for the Spring term to be eligible for the Fall term

CLASS REGISTRATION

Every student-athlete should take advantage of pre-registration periods to ensure an appropriate class schedule that will not interfere with practice. Your college academic advisor can help you determine which courses meet your degree requirements and will supply you with the proper forms to register. Your athletic academic counselor will be available to make certain that you are meeting your eligibility requirements as well.

FINAL EXAM SCHEDULE

Final exam schedules can be found by accessing the Official Publications website--listed here for your convenience.

<http://www.depts.ttu.edu/officialpublications/SFSKEDEXAMS.html>

PF&W VARSITY ATHLETIC CREDIT

While your team is in season, you have the option of enrolling in a PF&W varsity athletic course that counts as one full credit hour. This varsity athletic credit is offered through the Department of Health Exercise and Sport Science and is subject to applicable tuition and fees. This varsity athletic credit is not free and it is not a requirement. It may be covered by your scholarship, but NOT always. This credit may or may not count toward your specified degree so check with your athletic academic advisor. If you are interested in this varsity athletic credit, it is your responsibility to be properly enrolled.

DROPPING/ADDING COURSES

If you feel that you need to drop or add a course, first consult your athletic academic counselor. Changing courses on your schedule can affect your eligibility. We will not be able to process course overrides - you must have them processed by the respective department's policies.

LIMITED TO 4 WITHDRAWALS

All freshman entering Texas Tech Fall 2004 and after will be given four "W's" to use at anytime to withdraw from a course up to five days before the beginning of final examinations for long terms, three days for short summer terms. **All transfer students** entering Texas Tech Fall 2004 and after receive 3 "W's."

Once those "W's" are spent, the student must complete all courses. This measure would not impact the "add-drop" period at the start of each term. Students forced to withdraw from the University because of some crisis will not have to use their "W's."

If a student who started with four "W's" does not use any during the pursuit of a degree, he/she may take one course institutional-tuition free during the last semester of that degree program.

HOLDS

Administrative holds may be placed on your records for several reasons. It is your responsibility to get these holds cleared. Academic Services places a hold on all student-athlete's record at the beginning of each semester. You cannot make changes to your class schedule unless you obtain your athletic academic counselor's approval.

TAKING A COURSE PASS/FAIL

Elective courses may be taken with a pass/fail option. You must declare this option before the last day to drop a course for the semester. Passing credit will not be calculated into your GPA, but failing credit will count toward GPA. This option is not available for all majors and is very restrictive. Contact your athletic academic counselor with any questions.

STUDYING ABROAD

If you are interested in studying in another country, please visit with your athletic academic advisor. You will need to seek further information through the Office of International Affairs and your athletic academic counselor to see if your scholarship can be applied.

REPEATING COURSES/GRADE REPLACEMENTS

If you must repeat a course for degree requirements or to improve your GPA, you must obtain approval from your athletic academic counselor. Once you have successfully retaken a course, see your athletic academic advisor to complete a Grade Replacement Form. The grade replacement is for the purpose of providing an adjusted grade point average. Your cumulative GPA will not change, but transcripts reflect the Adjusted Cumulative GPA, which includes your grade replacements.

STUDENTS ENROLLING FALL 2004 – if repeating a course for the third time, you will be charged out-of-state tuition. This means when you are considering repeating a course and your scholarship is classified as in-state, and then you will be responsible for the out-of-state tuition difference.

COMPUTER SUPPORT

Located within the Marsha Sharp Center is the Verizon computer lab which offers personal computers for your use. If you have any questions, ask the lab monitor or Athletic Academic Services staff. The following rules and regulations are to be followed whenever you are in

the Athletic Academic Services Computer Lab. These are in addition to the study hall rules. It is your responsibility to follow all rules.

RULES

1. If you are in the east side of the computer center (where the monitor is located) you must be checked into study hall.
2. You **MUST** be working on academic related assignments ONLY. This must be obvious to the lab monitor or counselors that will walk through on occasion.
3. No internet surfing for other than academic reasons directly related to your current classes. If you are researching a topic for a class then let the monitor on duty know what you are doing.
4. Absolutely no talking--except to the computer monitor on duty.
5. No food or drinks. If you have them, keep them out of sight while in the computer lab.
6. No tobacco products of any kind.
7. No computer games - absolutely not allowed.
8. No e mail, check your email outside of study hall.
9. No instant messaging.
10. Do not change computer settings - the wallpaper, screensaver, icons, downloads prohibited, do not change anything in the computer settings.
11. Cell phones must be off – no cell phone use, including text messaging, leave study hall if you need to make a phone call
12. Check out when you leave - If you leave quiet computer room for any reason you **MUST** check out of study hall with the monitor on duty.
13. Check with the monitor before you print, if you have to print more than 10 pages you **MUST** get approval from the monitor before you print.
14. You cannot be in study hall while you have class.

STRIKE 1 - If any of the above rules are violated you will lose the time you have accumulated for the week and will be asked to leave study hall until the next day.

STRIKE 2 - Second violation and you will lose your computer lab privileges during study hall.

RED RAIDER LIFE SKILLS

Texas Tech University is committed to the complete development of its student-athletes. As a member of the NCAA CHAMPS/Life Skills Program, Tech provides programs to enhance athletic and academic excellence; promote career and personal development; and encourage community outreach. Texas Tech will continue delivery of 'Life Skills for Student-Athletes' in the fall 2004 semester. This is a 2-credit hour course that will help entering freshmen with time management, goal setting, stress management, major and career exploration, and understanding NCAA and Big XII rules, among other issues.

All student-athletes are encouraged to give back to the community that supports them. Student-athletes can become involved in Community Outreach through avenues such as the Red Raider Speaker's Bureau, The Lubbock Ronald McDonald House, and visitations to local hospitals and schools.

In preparation for life after Texas Tech, student-athletes are exposed to various career planning events and activities. Companies come to Tech seeking student-athletes for summer jobs, internships, and employment after graduation. In order to assist student-athletes in career planning, there are career-related seminars held throughout the academic year.

Coaches have the opportunity to identify and schedule seminars for their teams on topics ranging from self-esteem to diversity issues. Student-athletes can also identify and request specific seminars for themselves and their teammates. For more information on how to become more involved in Red Raider Life Skills, contact James Henderson at 742-0150.

STUDENT-ATHLETE ADVISORY BOARD (SAAB)

The Student-Athlete Advisory Board at Texas Tech is an active committee that consists of representatives from each intercollegiate sport. The main goal of SAAB is to work collaboratively with the athletic department for the welfare of student-athletes. SAAB meets on a monthly basis with athletic department representatives to discuss problems, issues, and concerns of all Texas Tech student-athletes. This committee is also proactive within institutional and city communities, organizing at least one charity event per year and assisting with various Life Skills activities.

STUDY HALL

Academic Services monitors a study hall program for student-athletes. The purpose of study hall is to provide an atmosphere conducive to learning. Study hall is held in the Marsha Sharp Center. During study hall, students can meet with tutors or mentors, use computers, or study individually.

Who is in study hall?

All new student-athletes at Texas Tech are required to attend study hall their first semester of enrollment. This includes freshmen and transfer student-athletes. After the first semester, required attendance in study hall is based on academic achievement, your grade point average, and recommendations from coaches and academic advisors. If these hours are not met, your coach will be notified. **SEE YOUR ACADEMIC ADVISOR FOR SPECIFIC HOUR REQUIREMENTS.**

Orientation

Prior to the beginning of each semester, the Academic Services staff will conduct study hall orientation. Each student-athlete required to attend study hall will be assigned a date and time for orientation. Student-athletes will be acquainted with the rules of study hall. Orientation is mandatory for use of the Marsha Sharp Center.

Hours

Sunday	5 pm - 10 pm
Monday-Thursday	8 am - 10 pm
Friday	8 am - 5 pm

Check In/Out

You must have your TEXAS TECH ID or a photo ID to check in/out of study hall. Make sure you check in and out of every area of study hall—which includes the computer lab, the quiet study classroom, and individual appointments with tutors and mentors.

Study Hall Rules

1. No food.
2. No Cell Phones
3. No tobacco products.
4. Please enter and leave each room/area quietly.

5. No talking in the quiet study area.
6. Bring all books and supplies with you to study hall.
7. Once you clock out of study hall, please leave the building.
8. Please make arrangements for a ride home BEFORE you arrive at study hall.
9. Know the computer lab rules!!

If any rules are violated, you will be excused from study hall and will NOT receive any credit for your time that day, and your coach will be notified. If a rule is violated twice, you will be excused from study hall for the rest of the semester and your coach will be notified. You are in study hall to STUDY.

THEA, CLEP & PLACEMENT EXAMS

The Texas Success Initiative (TSI) and the THEA Test

All students must take the THEA test before the first day of classes. The Texas Higher Education Assessment (THEA) is a state mandated test, implemented to ensure that students possess the academic skills necessary to achieve success. Alternate tests are given, such as the Accuplacer. You may not register for upper division courses until all sections of the THEA test are passed. There are certain circumstances in which you can be exempt from the THEA test. (Some exemptions include ACT, SAT, or TAAS test scores.) For more information contact the THEA Office located in 72 Holden Hall. The cost for the THEA test is \$29 and the cost for the Accuplacer is \$50.

Passing Scores (minimums)

THEA:		Accuplacer:	
		ESSAY	6
WRITING	220	SENTENCE SKILLS	80
MATH	230	MATH	63
READING	230	READING	78

It is your responsibility to register and pay for the THEA Test. Check with your athletic advisor for deadlines and late fees. If you do not pass a certain section of the THEA test, you will be required to enroll in a THEA remediation class. If you fail to attend this class or you are dropped from this class, you may be WITHDRAWN from the University.

You CANNOT enroll in the following classes until you have passed the corresponding section of the THEA test or successfully completed remediation in that subject:

Writing:	ENGL 1301 or 1302
Reading:	ENGL 2301 or 2302 HIST 2300 or 2301 POLS 1301 or 2302
Mathematics:	Any college level math course

CLEP Credit (CREDIT BY EXAM)

Students may receive credit by examination for some courses. Hours earned through CLEP credit will not be used in determining your GPA. Credit earned through CLEP examination can be applied toward your degree and your athletic eligibility. Starting June 1, 2003, the CLEP test for ENGL 1301 and 1302 will no longer be accepted for credit at Texas Tech. If you took the test prior to June 1, 2003, your scores can still be applied, but after this date, they will NOT BE ACCEPTED for credit. For further questions see the Testing Center in 213 West Hall. There is a fee for the CLEP examination.

Math Placement Exam

The Math Placement Examination (MPE) is offered ON-LINE and through the Math department during summer orientation and registration during the semester. The MPE is ONLY offered ON-LINE when Texas Tech is NOT in session. Your score on the MPE will determine which math course or courses you will be able to register for. For more information contact the Math department at 742-2566 or check the website at www.math.ttu.edu.

FOREIGN LANGUAGE PLACEMENT EXAM

Placement tests are offered in French, German, Latin and Spanish. You can receive CLEP credit for foreign language courses. For more information contact the Language Laboratory in room 19 of the Foreign Language Building or by calling 742-3151.

Transcripts

Official transcripts are available free of charge in the transcript office located in West Hall. You must have your student ID to receive a copy of your transcript, and all your holds must be released. If you have any difficulties getting a copy of your transcript, see your athletic academic counselor.

Tutorial Assistance Program

Tutorial assistance is available to all student-athletes, trainers, managers, spirit squad members, and staff. Tutors greatly enhance your academic performance and assist you in achieving your academic goals. Policies and procedures for utilizing the tutorial program have been established to ensure that every student has access to the best tutoring services possible. These policies are outlined in orientation and are on every tutor request. By filling out a tutor request, you are automatically agreeing to follow the policies of the tutoring program. Not abiding by these policies may cause delays with your tutoring request and/or problems with your appointment.

Tutoring request forms are available outside the study lounge in the Marsha Sharp Center. Tutoring request forms must be completed properly to schedule an appointment. Students must complete the forms themselves and turn them in at least 24 hours prior to the desired tutoring appointment. Tutoring requests for Sundays must be turned in no later than 10 PM on Thursdays. Tutoring requests will not be accepted over the phone, but if you meet with a tutor once and decide on another appointment, PLEASE notify the tutoring office before that next appointment takes place. Every effort will be made to locate a tutor, but there is no guarantee a tutor will be available for the request.

Student-athletes wishing to cancel tutoring appointments must do so 5 hours prior to the scheduled appointment. This includes permanent appointments as well. Failure to cancel an appointment within the 5 hour window will result in a “no show.”

Tutoring sessions will be held in the individual tutor rooms within the Marsha Sharp Center, and in special circumstances, the campus library. Students will receive study hall credit for appointments held in the Marsha Sharp Center only.

Student-athletes are expected to act ethically and professionally.

This behavior includes being prepared for tutoring sessions with the correct textbooks, notes, supplies, and syllabus for the course. Students are expected to arrive on time and be prepared to work throughout the entire tutoring session(s). Tutors are to be treated with respect. Any student-athlete failing to show courtesy will not be allowed additional tutoring from the Department of Athletics.

Tutors are NOT allowed to type papers or complete homework assignments for student-athletes. A tutor may proofread a paper or help with homework as long as the student-athlete is present and participating in the assignment. Student-athletes may NEVER leave a paper or homework assignment with a tutor. Any student-athlete missing ONE scheduled appointment will be required to pay tutoring fees of \$5.00 for the missed appointment. In addition to this fee, all permanent appointments will be cancelled until the student-athlete meets with the tutoring staff and his/her specific sport counselor. A “no show” also includes showing up unprepared or unwilling to work. Telling

the tutor at the appointment time that help is not needed will also count as a “no show.” It is the responsibility of the student-athlete to know their practice and game schedules and schedule tutors accordingly. Missing an appointment due to practice, team meeting, or a game constitutes a “no show” as well.

Mentor Program

To help ease the transition into Texas Tech, a mentoring program has been established for freshmen and transfer student-athletes during their first semester. Mentoring is a ONE-ON-ONE relationship between a student-athlete and another student who has achieved academic success by maintaining an excellent grade point average while balancing campus involvement. Mentors receive specialized training and are required to attend regular meetings for continuous improvement. **They are here to assist you in the transition to Texas Tech and should be considered role models.** Mentors assist you with a wide variety of topics including time management, study skills, and major/career exploration. Student-athletes will meet with their assigned mentor up to two (2) hours every week to develop study skills and explore various other topics concerning academics at Texas Tech. Mentoring appointments are held in the individual rooms in the Marsha Sharp Center and will count as study hall credit. Consider it a privilege to have a mentor and use their experience as a tool for your own academic success.

Textbooks

Student athletes may receive a scholarship to cover the cost of textbooks required for academic courses as stated on the course syllabus. Textbooks are available from the campus bookstore, Barnes & Noble, located in the Student Union Building. The textbooks received are essentially on loan from the bookstore and must be returned at the end of each semester. Dates to return books are posted in the Marsha Sharp Center.

If you decide to add or drop a course, Academic Services will fax your revised schedule to the campus bookstore. It is your responsibility to return books for dropped courses and/or receive books for added courses.

Textbook Authorization Procedures

Once Academic Services receives the book authorization list, they will forward student-athlete schedules to the bookstore. A bookstore employee will pull the books required for each student-athlete and give you a receipt for the books. When you pick up your textbooks, it is your responsibility to verify that the books match your course schedule.

If a student-athlete receives a partial amount for books, a stipend check will be issued to the student on the first scholarship check disbursement

date for the semester. This stipend check is to be used to purchase textbooks.

If a student-athlete needs to purchase books or packets that are not available at the bookstore, please see Denise Hood in Academic Services to receive authorization to purchase the needed books or packets elsewhere. If approved by Mrs. Hood, the student-athlete can then take an "Authorization for Reimbursement" form with attached paid receipt(s), and a copy of the course syllabus to Barnes & Noble, located in the Student Union Building.

Book RETURN POLICY

The following policies have been established for returning books:

- At the end of each semester, textbooks are to be returned to the campus bookstore no later than one week after the last day of finals. At the end of that first week, a list will be generated of students who did not turn in their books. That report will be sent to each head coach/representative for any punitive response each sport may want to instill for not turning in books. Then, students on this list will be given an additional week to get their books turned in to avoid the financial expense shown below.
- When you return your textbooks, the campus bookstore will issue you a receipt. This receipt should be taken to Brenda Collins in the Athletic Business Office. If you fail to return any textbook, you are responsible for the cost of that textbook. This cost will be deducted from future scholarship checks unless other payment arrangements have been discussed with the Business Office. A hold will be placed on your record until you pay for the textbook.
- Student-athletes who choose to keep their book(s) or lose their book(s) will be responsible for buying the books at 1/3 the cost of the book(s). This amount would be the same that the bookstore would credit Athletics for the student-athletes who turned in their books on time.

Books and Course Supplies

NCAA rules allow the Athletics Department to provide only course-related textbooks (if stated in your scholarship agreement). If books are covered by your scholarship, the Athletics Department can pay for some non-traditional course supplies (i.e., lab manuals, art supplies, first aid kits) as long as they are listed as being required on the course syllabus. Any course materials that are not provided by the bookstore must be purchased by the student-athlete and then the student-athlete will be reimbursed.

PLEASE NOTE: A copy of the course syllabus and a detailed receipt with the product(s) purchased (itemized) are required for reimbursement.

If course materials are available at an on-campus outlet (i.e., CopyTech, the BA Copy Center, etc.), then these materials can be charged to the Athletics Department with an "Authorization for Reimbursement/Charge" form provided by Denise Hood in Academic Services. This form along with a copy of the course syllabus is required to charge at one of these on-campus outlets.

Stipend Checks

- There may be deductions from monthly stipend checks for miscellaneous items (e.g., taxes, non-returned books, reimbursement for dropped classes, etc.)
- Staff members may place a hold on these checks if necessary.
- Undergraduate students must be enrolled in a minimum of 12 credit hours and graduate students must be enrolled in a minimum of 9 credit hours to be eligible to receive the check.

ATHLETIC COMPLIANCE

JONES STADIUM - SOUTH END (742-3355)

YOUR RESPONSIBILITY

As a student-athlete at Texas Tech University you are responsible for adhering to the rules of the National Collegiate Athletic Association (NCAA), the Big 12 Conference and the rules and regulations of Texas Tech University. It is your responsibility to report any violations to Texas Tech's Compliance Office. If you are in question about something, contact your coach or the Compliance Office.

ELIGIBILITY

Please refer to the Academics' Athletic Eligibility section for more information (page 16-21).

Seasons of Competition

(If you are a QUALIFIER out of high school...)

You are allowed four seasons of competition within five calendar years from the time you first enrolled full-time in a collegiate institution. When you participate in any competition in your sport (including a scrimmage with outside competition), whether it is for one minute or an entire contest, you have used a season of competition and one of your four years of eligibility.

(If you are a PARTIAL QUALIFIER out of high school...)

You are permitted three seasons of competition within five calendar years from the time you first enrolled in a collegiate institution. A fourth season of intercollegiate competition shall be granted, provided that at the beginning of the fifth academic year following your initial, full-time collegiate enrollment, you receive a baccalaureate degree.

MEDICAL HARDSHIP WAIVERS

If you are injured and it has been demonstrated that the injury is incapacitating (you can't come back prior to the sport's specific season) you may be eligible for a medical hardship waiver. The injury must have occurred under all of the following conditions:

- The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two year or four year collegiate institution;

- The injury or illness occurs prior to the completion of the first half of the playing season that concludes with the NCAA Championship;
- The injury or illness occurs when the student-athlete has not participated in more than two contests or dates of competition or 20 percent of the institution's completed contests or dates of competition in his or her sport.

Texas Tech must submit medical documentation from a physician including, but not limited to, care at the time of injury and surgery or treatment notes. Please note if you become injured at any point during your sports season it is imperative that your athletics trainer is aware and a part of your rehabilitation process.

FINANCIAL AID

The NCAA permits you to receive financial aid from anyone upon whom you are naturally or legally dependent. You may also receive financial aid from other sources up to the cost of a full grant-in-aid (tuition & fees, room, board, books), or in certain situations, up to the Financial Aid Office's cost of attendance (a slightly higher figure than the full grant-in-aid amount).

As a student-athlete you are required to disclose all outside (non-university) awards and financial assistance that you have already received or will receive for your education at Texas Tech University.

For NCAA compliance purposes, all such aid must be reviewed in order to determine if it will affect your individual eligibility and/or the grant-in-aid total for your sport. Every year you must supply detailed information about these awards to Rett Anderton in the Financial Aid Office.

Almost all institutional awards are processed through the Financial Aid Office in order for the proceeds to be applied to the student's account at Student Business Services. If you are a recipient of an award, and proceeds are given to you from a source other than Student Business Services, please notify Rett Anderton in the Financial Aid Office.

In some cases the financial aid office may need to reduce your aid to avoid exceeding institutional aid limits and/or limits set by the NCAA. These reductions could occur at anytime during the academic year. Refer to the Financial Aid section for further details. Please note that Rett Anderton is your contact in the Financial Aid Office. Don't hesitate to contact him with questions at 742-3487 ext. 255, or rett.anderton@ttu.edu.

Alternative loan information options (e.g., Citi-Assist and Wells Fargo Collegiate) can be found at www.financialaid.ttu.edu by viewing the "Alternative Loan Fact Sheet".

NCAA SPECIAL ASSISTANCE FUND

The special assistance fund was established by NCAA member institutions in 1991 to “meet the student-athletes’ needs of an emergency or essential nature for which financial assistance is not otherwise available.”

The following student-athletes are eligible for the fund:

- Pell-eligible student-athletes including those who have exhausted their athletics eligibility or no longer are able to participate because of medical reasons.
- Student-athletes who are receiving countable athletically related financial aid and who have demonstrated financial need as determined by an analysis conducted consistent with federal methodology or the methodology used for all students at the institution.
- For an international student-athlete, an official international student-athlete advisory entity of the institution outside the athletics department must certify in writing that the student-athlete has financial need.

Please refer to the Financial Aid section for further details on the NCAA Special Assistance Fund.

Student-Athlete Employment

If you want to work, or continue your summer employment during the academic year, you **MUST** receive prior written approval from your coach and the Compliance Office **BEFORE** you start working during the academic year. Failure to comply with these rules **MAY** prevent you from participating in practice or competition.

All student-athletes are eligible for employment during the regular academic year, as well as during the university’s official vacation periods (e.g., Christmas, spring break) and the summer. The Compliance Office must keep written records verifying all student-athlete employment. The following rules are applicable to student-athlete employment:

Rules for Employment:

- Earnings from employment must be at a rate of pay which is commensurate with the going rate for that type of work.
- Your employer cannot provide transportation for you to and/or from work unless such transportation is provided to all employees.
- Your employer cannot provide you with any benefit or privilege that is not provided to all employees (e.g., meals, cars, and entertainment at home).
- The employer and student-athlete will make available for review and inspection, by an authorized representative at the NCAA, Big 12 or Texas Tech, copies of all documents,

earnings statements and other records related to the employment.

FEE FOR LESSON:

You may receive compensation for teaching sport skills or techniques in your sport provided:

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

STEPS TO FOLLOW BEFORE BEGINNING EMPLOYMENT:

Please complete the following steps BEFORE working.

1. Talk to your head coach about your intent to work during the academic year.
2. Go to the Compliance Office in the South Stadium and see Carrie Lowe regarding your employment.
3. Complete Student-Athlete Academic Year Employment Agreement.
4. Complete the Academic Year Employment Form and return it to Carrie Lowe.

Failure to complete the above steps prior to beginning employment may result in you becoming ineligible for practice and competition.

If you have questions regarding employment, please contact Carrie Lowe at 742-3355 ext. 256.

DRUGS/USE OF TOBACCO PRODUCTS

Refer to the Support Services section regarding the Drug Education and Testing Program and the Student Code of Conduct portion in the Academic Services section.

EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1976

Buckley Amendment

At the beginning of each year, as part of the NCAA eligibility papers to be completed and filed, student-athletes are required to have a current and signed Buckley Amendment. It is kept in their personal files in Athletic Offices as designated by the Director of Athletics. The Buckley Amendment grants permission to University faculty and staff to review the student's academic records and report it to the NCAA for purposes of academic progress and eligibility.

ATHLETICS BOOSTER

As a student-athlete, you need to be aware that there are limitations on the interactions that you may have with individuals the NCAA identifies as a representative of Texas Tech University's athletics interests (i.e., an "athletics booster").

NCAA rules define a booster as:

"A booster (i.e., representative of the institution's athletics interests) is any individual who is a member of the institution's athletics booster club, has made donations to the booster club, or the athletics department, is involved in any manner in recruiting prospects or in providing benefits (e.g., summer jobs, occasional meals) to enrolled student-athletes, or is otherwise involved in promoting the institution's athletics program."

NOTE: The NCAA stipulates that once an individual has been identified as a booster of the Texas Tech University athletics programs he or she retains this status forever. Please be aware that becoming "friends" with an athletic booster and/or employee of Texas Tech does not change their status as far as NCAA rules are concerned.

EXTRA BENEFITS

An extra benefit is any special arrangement by an institutional employee or a booster to provide a student-athlete or their relatives or friends a benefit that is not available to the general student body.

The acceptance by you, your parent(s) or guardian(s), or friends of any extra benefit is a violation of NCAA regulations and places your eligibility for intercollegiate competition in immediate jeopardy. This means that you should not accept special discounts on purchases or services, or even accept special payment arrangements on any purchases. Be very careful of "free" or "special" benefits that someone wishes to give you unless they are available to the general student body. If you are in doubt about such benefits, check with the Compliance Office or your coach.

Examples of Extra Benefits:

You cannot accept anything from an employee of Texas Tech or a Red Raider athletic booster (e.g., use of a car, hair cut, clothing, gifts, money, tickets for any kind of entertainment, payment of long distance telephone calls, free summer storage space.)

- You cannot accept room and/or board from any employee or booster of Texas Tech athletics (This includes Lubbock, your home city, or any other location.).
- You cannot accept free or reduced cost merchandise (e.g., athletic shoes, DVD's/CD's, clothing, meals at restaurants) or services from a merchant unless that free or reduced cost item is also available to the general public.
- You cannot use an athletic department copy machine, fax machine, express mail service or make long distance phone calls for personal use using athletic department equipment.
- Members of the athletic department staff are not permitted to type reports, papers, letters, etc. for any student-athletes.
- You cannot receive a special discount, payment arrangement, or credit on a purchase (e.g., airline tickets, clothing, athletic gear), or service (e.g., laundry, and dry cleaning) from an employee of Texas Tech or an athletic booster.
- A Texas Tech University employee or a booster cannot provide you with a loan of money, a guarantee of bond, or the signing or cosigning of a note to arrange a loan.
- A Texas Tech University employee or a booster cannot provide you with the use of an automobile.
- On infrequent, special occasions (e.g., student-athlete's birthday, Thanksgiving, etc.), you may accept an invitation to the home of an employee of Texas Tech, or an athletic booster, for a meal. In addition, as of August 1, 2002, you may receive an occasional meal at a restaurant from an employee of Texas Tech. Meals provided by boosters may only be held at their home. The home meal must receive approval by the Compliance Office.

VEHICLE INFORMATION

Because Texas Tech makes every effort to comply with NCAA and Conference rules, you are asked to complete a Student-Athlete Vehicle Form. This type of information is used to help document compliance with NCAA rules and regulations.

If any vehicle information you gave previously changes, you are asked to notify the Compliance Office as soon as possible.

GAMBLING AND BRIBERY

It is hoped that you, as a student-athlete, will never be approached in an attempt to involve you in gambling or bribery. In the past, however, student-athletes have become involved with organized gambling operations on some campuses. The results of this involvement have been severe and tragic, not only for the individual but for their entire University athletics program.

Be aware that the gambling industry is constantly seeking sources for information. It is possible that you may be approached and questioned about the condition and attitude of other team players. You may be asked to alter a game in some manner and be offered favors or gifts for doing so. If this occurs, you must report the incident to your coach immediately. The University and the Department of Athletics are committed to combating all forms of gambling and bribery. **Gambling 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 bribery of a sports participant is a felony.

Gambling is also against the Texas Tech Student Code of Conduct, which states that gambling, wagering, gaming or bookmaking on university premises or with university equipment as defined by federal, state and/or local law is prohibited.

You should keep in mind that your participation in gambling interests, even in the most minor fashion, might jeopardize your athletic career as well. **Because of the extreme importance of this problem, you are asked to observe these guidelines:**

1. Report to your coach any attempt to secure information concerning situations that might alter the normal performance of your team.
2. Don't accept any "free ride" from strangers, such as meals, presents, etc. You are required by both the Department and the NCAA to report any individual who offers gifts, money or favors in exchange for supplying information or for attempting to alter the outcome of any contest.
3. Be aware of the legalities of gambling at an institutional and state level. Understand that the consequences at the University level may be expulsion and that the University will also assist with the enforcement of federal, state and local anti-bribery laws.
4. Don't accept any money from a "fan" for a game "well played."
5. Don't attempt to sell your complimentary tickets to anyone.
6. Don't discuss the condition or attitude of your team with anyone other than your teammates or coaches.
7. Never solicit or accept bets on any intercollegiate team.

AGENTS

To compete as a student-athlete it is essential that you know the NCAA rules related to professional sports. Any violation of these rules could have severe negative consequences for you and Texas Tech.

- **You may not agree, either orally or in writing to be represented by an agent for the purpose of marketing your athletic ability or reputation in a sport.** You will lose your eligibility even if you (1) do not date the agreement, (2) date the agreement as of a date after you have completed your eligibility in that sport or (3) agree that the agent will only represent you in future negotiations after you have completed your eligibility in that sport.
- You may not accept (or allow a family member(s) or friend(s) to accept) transportation or any other benefits from anyone who wishes to represent you to market your athletic ability.
- You may not negotiate or enter into any kind of agreement, either orally or written, to compete in professional athletics (even if not legally enforceable) and remain eligible in that sport.
- You may not receive any preferential treatment, benefits, or services, including loans you do not have to begin to pay back immediately, because of your athletic reputation or money you may make as a professional athlete.
- You may receive advice about a future professional sports career from your head coach, athletic director, or the Compliance Office.
- In addition, in order to maintain your amateur status and remain eligible for intercollegiate competition, you may not receive any type of pay for play (either directly or indirectly) nor may you be involved in any commercial endorsement for a product, service, or establishment.
- **“Pay” includes any type of salary or compensation (including cash prizes).** You may receive actual and necessary travel, room and board expenses, and apparel and equipment for practice and competition. These expenses may be received only from someone upon whom you are naturally or legally dependent or from a non-Texas Tech University team, an amateur organization or local sports club. Such expenses cannot be based upon the outcome of the competition.
- All awards or cash prizes that you are not allowed to receive under NCAA regulations cannot be given in your name to another individual or agency.

Additionally, a general guide for answering many questions related to agents “A Career in Professional Sports: A Guide for Making the Transition,” prepared by the NCAA, is available through the Compliance Office.

HAZING

Hazing is a fundamental violation of human dignity. It is defined in the Texas Education Code and the Texas Tech University Student Affairs Handbook: Code of Student Conduct. Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties or sleep deprivation; which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. Hazing can also be defined as any action or situation which intentionally or unintentionally endangers a student seeking admission into or affiliation with any student organization.

Hazing and the failure to report hazing by an individual or your organization are misdemeanors in the state of Texas, and violators can be prosecuted to the full extent of the law, which may include fines, imprisonment, and community service.

HAZING IS against Texas Tech policy.

If an incident of hazing is found to have occurred by the University community, penalties may be imposed upon both the individuals and the organizations (depending on the seriousness of the offense).

COMPLIMENTARY ADMISSIONS

Complimentary admissions to team competitions are distributed in accordance with Texas Tech, Big 12 Conference and NCAA rules and regulations. Four complimentary admissions per home or away contests may be provided to you as a student-athlete in the sport in which you participate (Bylaw 16.2.1.1).

Complimentary admissions are provided only through a pass list for the individuals you designate. When your guests utilize complimentary admissions they must present identification to the person supervising the use of the pass list at the admission gate. Each guest is provided a ticket stub of a seat location at this time (Bylaws 16.2.1.2 and 16.2.1.2.1).

You may not sell or exchange for any benefit or item, your complimentary admissions. Your eligibility will be affected if you fail to comply with the above mentioned rules.

PLAYING AND PRACTICE SEASON LIMITATIONS

Practice during your sport's season is limited to:

- No more than four hours per day, including multi-sport student-athletes.
- No more than 20 hours per week, including multi-sport student-athletes.

- One day off per week from all required athletically related activities, except rehabilitation activities.

Countable athletically related activities include:

1. Competition (always counts 3 hours),
2. Required practice, weight training and conditioning,
3. Participation in a departmental physical fitness class or individual workouts,
4. Departmental review of athletic practice or contest films or videotapes,
5. Required camp, clinic or workshop participation,
6. Athletically related meetings, and
7. Required on-court/on-field activities.

Practice outside of your sport's playing season, you are allowed to participate in a maximum of eight (8) hours per week only in the following athletically-related activities:

- Required weight-training and conditioning activities held at the direction of, or supervised by, an institutional staff member.
- Individual skill-related instruction in sports other than football is permitted outside the institution's declared playing season, provided no more than four student-athletes from the same team are involved in any one activity simultaneously and the student-athletes request the instruction. In addition, not more than 2 of the 8 hours per week may be spent on the individual skill-related instruction.
- In the sport of football, not more than 2 of the 8 hours per week can be watching film with a coach.
- Physical fitness class conducted by a member of the athletic department staff.
- Two days off per week from all required athletically related activities, except rehabilitation activities.

You are permitted to work out anytime you wish when it is neither required nor supervised by the coaching staff. Exceptions for supervision are made for field events (e.g., javelin, discus, pole vault) for safety reasons.

RECRUITING

You may be asked to assist in the recruiting process of prospective student-athletes. Rules that apply to your participation in recruitment include:

- You may not telephone or meet off-campus with a recruit for the purpose of promoting our athletic program or encouraging enrollment at Texas Tech University.
- When a prospective student-athlete visits Texas Tech, you may be asked to serve as his or her host. The NCAA has strict rules and regulations that must be followed. If you are a student-athlete host, the prospect may stay with you and the University may provide you with \$30 for each day you host the prospect. This is to cover all "actual and necessary" expenses you incur. If you entertain more than one prospect, you may receive an additional \$15 per day. This money is to be used for entertainment. It may NOT be used for souvenirs (e.g., hats, t-shirts, institutional logo items, etc.)
- You cannot provide any souvenirs for the prospect (e.g., a university memento, t-shirts, mugs). You cannot arrange for the recruit to receive a discount on merchandise or receive any merchandise without charge.
- You cannot borrow a coach's car or use any university vehicle to transport the recruit.
- You cannot provide any material assistance (e.g., a place to stay, rides, meals, etc.) to any prospective student-athletes, even if the prospective student-athlete has signed the National Letter of Intent to attend the university. These student-athletes are all considered to be prospects by the NCAA until the first day of fall classes or the first day of preseason practice, whichever comes first.

You may be invited by your high-school coach or a program planner for a local organization to speak to a group. You may do so, talking about your experiences as a student-athlete (if appropriate). However, please be aware of the following:

- You may not make a recruiting "pitch" for Texas Tech.
- You may not talk one-on-one with any student who is in grades 9-12, other than casual civil conversation not involving recruitment.
- You may not comment publicly about any prospective student-athlete that Texas Tech is recruiting.

OUTSIDE COMPETITION

In the sport of basketball, you cannot participate during the academic year in any organized basketball competition without losing ALL eligibility for further intercollegiate competition in the sport of basketball.

In all sports except basketball, you cannot participate during the academic year as a member of an outside team in any non-collegiate, amateur competition. Exception: You may represent Texas Tech in

intercollegiate competition in accordance with permissible playing season rules in your sport (e.g., tournament play, exhibition games). The penalty for this violation is loss of eligibility for the remainder of that year and for the next academic year.

You may compete in outside competition as an individual during the academic year as long as you represent only yourself in the competition and you do not engage in such competition as a member of or receive expenses from an outside team.

You may not accept prize money regardless of the amount of your expenses without jeopardizing your NCAA amateur status. This is post-enrollment legislation which means it applies after you enroll for the first time at any collegiate institution.

Check with the Compliance Office before you compete for any team other than Texas Tech. Your eligibility depends on it.

PROMOTIONAL OR CHARITABLE BENEFIT APPEARANCES

The NCAA allows student-athletes to speak to groups and make promotional or charitable benefit appearances. There are restrictions and a form must be completed in all cases. You cannot allow your name, picture, or personal appearance to be used to advertise or promote any commercial business. And you cannot be involved in a promotional activity (e.g., half-court basketball shooting contest). If you are asked to speak or promote a charitable function, you should refer the person to Jimmy Henderson, Life Skills Coordinator so the proper information and permission may be obtained. NOTE: You may not miss any classes to participate in a charitable appearance.

TRANSFER GUIDELINES

Getting Released from Texas Tech (Bylaw 13.1.1.3)

Part 1: The new institution must first request and receive written permission from Texas Tech to talk to you, your parents or anyone else (e.g., your high-school coach) about the possibility of transferring. Talk with your coach and inform him/her of your desire to transfer. You should see Carrie Lowe or Crique Lehnman in the Athletic Compliance Office in regards to the schools you are interested in.

Part 2: Texas Tech must grant you a one-time transfer exception for you to be immediately eligible to compete at another four-year institution (all sports except football and basketball).

Hearing Opportunity

If Texas Tech denies you the opportunity to contact another institution, you may be provided a hearing conducted by a committee outside of the athletics department.

If after the appeal, permission to contact is denied (release part 1) and you transfer, you will not be allowed to receive institutional aid or compete in your first year. You will, however, be allowed to practice.

If permission to contact (release part 1) is granted but the one-time transfer (release part 2) is denied and you transfer, you can practice and receive athletics aid but may not compete during your first year.

One-Time Transfer Exception (Bylaw 14.5.5.2.10)

This exception allows you to be immediately eligible for competition in your first year of the transfer provided the following conditions are met:

- Student transfers from another four-year institution.
- Student participates in a sport other than Division I basketball or Division I-A football.
- Student has not transferred previously from another four-year institution.
- Student is in good academic standing and meets satisfactory-progress requirements.
- The student's previous institution certifies in writing that it has no objection to the student being granted this exception to the transfer-residence requirement.

Transferring from Texas Tech to another BIG 12 institution

Conference Rule 6.5

"The eligibility of a student-athlete who transfers from one conference member institution to another shall be determined by NCAA regulations. In the event NCAA regulations require the student-athlete to complete one full academic year of residence before being eligible to compete in a sport, the student-athlete shall forfeit one season of competition in that sport. This rule is intended to apply to student-athletes who transfer from one member institution to a non-member institution and subsequently back to a member institution."

TRANSFER/RELEASE APPEAL POLICY AND PROCEDURES

1. Notification Requirement: The Associate Athletic Director for Compliance will notify the student-athlete in writing if permission to contact or grant the one-time transfer exception is denied. The notice will inform the student-athlete of their right to appeal and will include the policy and procedures.
2. Denial of Permission to Contact/Grant Transfer Exception: A student-athlete, who is denied a release to use the one-time transfer exception, if applicable, shall be provided with a hearing outside the athletic department (NCAA Bylaws 13.1.1.3.1 and 14.5.5.3.11-d). The decision not to grant permission to contact or to grant the one-time transfer exception is solely within the discretion of the head coach. After reviewing the decision of the head coach, the Associate

Athletic Director for Compliance will review the decision with the Director of Athletics, who may override the head coach.

3. **Appeal Request:** A student-athlete requesting a hearing before the Appeals Panel must file a written request to the Associate Athletic Director for Compliance within three (3) weeks of the date of the written notification letter of denial. The student-athlete's letter must describe the reasons the student-athlete believes that the head coach's decision should be overturned or modified. All supportive documentation relevant to the student-athlete's appeal must be submitted at that time. Examples of possible documentation are letters between the student-athlete and the head coach, and statements from witnesses who have personal knowledge of relevant information that will contribute to the proceedings.
4. **Submission of Request to Panel:** After the student-athlete submits the request for a hearing, the Associate Athletic Director for Compliance will submit a written request for a hearing to the NCAA Faculty Athletic Representative, who will chair the panel. Once a hearing date is set, no later than thirty (30) days following the student-athlete's request, the Associate Athletic Director for Compliance will inform the student-athlete of the time and place of the hearing. All accompanying documentation submitted by the student-athlete, as well as any athletics department documentation regarding the denial, will be submitted to the chair. The student-athlete will receive a copy of this information.
5. **Composition of Appeals Panel:** The Panel will be composed of five members from the Athletic Council selected by the Athletic Council Chairman. The Faculty Athletic Representative, who is an ex-officio of the Athletic Council, will serve as Chair of the Panel. The Chair shall not take part in the vote or otherwise participate in the deliberations of the Panel. It shall be the duty of the Chair to rule on procedural matters and the admissibility of evidence. The Chair may deny admission of any evidence that was not documented in advance.
6. **Participation in Appeals Panel Hearing:** The student-athlete's presence is mandatory: unless waived by the Chair of the Panel based upon justifiable cause. The Chair then may determine to conduct the hearing by telephone conference or based only on the submitted written documentation. The student-athlete's parents may be present at the hearing to observe or listen to the hearing, but may not participate. No legal counsel is permitted for any party in the hearing. The head coach's presence at the hearing is also mandatory. Any other interested person must receive permission from the Chair to be present for the hearing. A written request must be received by the Chair seven days prior to the hearing. The

Chair will notify the party of his/her decision at least three days prior to the hearing.

7. **Hearing Format and Procedures:** The Chair will open the hearing by introducing the parties and panel members, and will describe the format for the hearing. The Associate Athletic Director for Compliance will be present for purposes of clarification of the application of NCAA rules. The student-athlete will present his/her position and describe the reasons why they believe the head coach's decision should be modified or overturned. The head coach then will present his/her rationale to deny the student-athlete the release. The Panel may ask questions of any individuals present in the hearing.
8. **Deliberations:** Immediately after hearing the appeal, the Panel will go into closed session and deliberate. A decision shall be reached by a majority vote of the five voting members of the Panel. The Panel may modify, affirm, or overturn the transfer decision. At the conclusion of the deliberation, the Chair will orally notify the student-athlete and the athletic department of the Panel's decision. A formal letter to all interested parties, with a copy to the President of the University, will confirm the decision. All deliberations are confidential, as are the contents of any documentation to the Panel for consideration. The Panel's decision is final.

NOTE: If permission is denied by Texas Tech for another institution to contact you, Texas Tech MUST honor your right to appeal the decision. The hearing will be conducted by an independent committee from outside the athletic department. Please contact Pat Britz in the Compliance Office, 742-3355 with additional questions regarding the appeal process.

CODE OF STUDENT CONDUCT

DISCIPLINARY POLICIES AND PROCEDURES

As student-athletes of Texas Tech University, you have a responsibility to conduct yourself in a lawful manner and in compliance with the university's standards for student conduct. The purpose of this Code is to specify that acts of student-athlete misconduct will be subject to disciplinary sanctions by the athletic department as well as disciplinary sanctions under the university's disciplinary procedures.

The department requires coaches, trainers, managers, and all other staff to conduct themselves in a way which creates a positive image of people, values, and tradition associated with Texas Tech, the Big 12 Conference, and the NCAA. In order to address a problem when it arises, the following policies have been adopted:

1. **CRIMES PUNISHABLE BY INCARCERATION**—Upon notification that a student-athlete has been arrested for a crime

punishable by incarceration by state or federal law, said student-athlete will be immediately suspended from all athletic practice and competition.

2. **CRIME PUNISHABLE BY FINE**—Discipline for offenses punishable by a fine as defined by state and federal law, shall be exclusively within the province of the head coach in the sport in which the student-athlete participates, except as set forth in Item
3. **OTHER EXTREME ACTS OF BEHAVIOR DETRIMENTAL TO THE TRADITION OF COLLEGE ATHLETICS AT TEXAS TECH**—The athletic department recognizes that there may be other offenses or other activity by a student-athlete, including repetitive offenses and/or acts, so serious that the conduct warrants immediate suspension from athletic practices and competitions by the head coach of the sport in which the student-athlete participates.
4. **NOTIFICATION POLICY**—A student-athlete arrested for any crime shall report such arrest to the head coach or an assistant coach of the sport in which you participate.

SPORTSMANSHIP

Texas Tech University, along with the Big 12 Conference and the NCAA, place great importance on the principles of sportsmanship and the ideal of pursuing victory with honor while participating in intercollegiate athletics. The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential for sports is achieved when competition reflects these 'six pillars of character.'"

RIGHTS OF STUDENT-ATHLETES INVOLVED IN INSTITUTION AND NCAA INVESTIGATIONS

Texas Tech University, the Athletic Department, coaches, student-athletes, and associated groups such as the Red Raider Club strive to provide a competitive athletic environment of the highest integrity. Abiding by Athletic Department policies, University regulations, conference rules, and National Collegiate Athletic Association (NCAA) regulations is the responsibility of the student-athlete, the coaches, and all persons associated with the Texas Tech athletics program.

The Compliance Office has authority to investigate all allegations of violations of conference rules and NCAA regulations. This office will conduct an investigation of any allegations and conduct interviews with student-athletes, coaches, and other parties who may have been involved in alleged offenses or may have knowledge of alleged offenses. The rights described below are intended to aid the student-

athlete in understanding investigation procedures. Such investigations are conducted in accordance with procedures outlined by the NCAA. The intent of the investigation is to determine if a violation occurred, if the student-athlete was involved in committing a violation as well as the extent of knowledge of or involvement in committing a violation by other student-athletes, coaches, University officials and persons associated with the Texas Tech athletics program. Questions about investigations and rights of student-athletes in such investigations should be directed to the Compliance Office.

The student-athlete shall be informed by the Athletic Director, or other appropriate University official, that the NCAA Enforcement Staff is conducting an investigation. If you are ever involved in an investigation, a handout will be given to you explaining the procedures of the investigation.

SUPPORT SERVICES

ATHLETIC DINING

Current plans are for the Athletic Dining Hall to move from the Wiggins Dining Complex to the Press Level in the Football Stadium Press Box/Suites. This should take effect during August 2004.

Athletic Dining Hall Authorization Procedures

1. Student-athletes who are not given Athletic Dining Hall access as a part of their scholarship may purchase, upon a semester-to-semester basis, access to the Athletic Dining Hall at the Full Grant Value cost. Students who purchased this plan after opening day will have the cost prorated on a per day basis. See Brenda Collins in the Athletic Business Office for further information.
2. Each student-athlete is only allowed one meal (training table) per day at the Athletic Dining Hall.

ATHLETIC FACILITIES

Texas Tech University has several facilities for practice and competition for its 17 intercollegiate sports. If you have any questions concerning the availability of a facility for practice, check with your coach.

- ATHLETIC TRAINING CENTER (ATC) – INDOOR TRACK
- DAN LAW FIELD – BASEBALL
- DON & ETHEL MCLEOD TENNIS CENTER - MEN'S/WOMEN'S TENNIS
- JERRY S. RAWLS GOLF COURSE - MEN'S GOLF, WOMEN'S GOLF
- JONES SBC STADIUM/FOOTBALL TRAINING FACILITY – FOOTBALL
- MAE SIMMONS PARK - MEN'S/WOMEN'S CROSS COUNTRY
- R. P. FULLER TRACK STADIUM - MEN'S/WOMEN'S TRACK, WOMEN'S SOCCER
- ROCKY JOHNSON SOFTBALL COMPLEX - SOFTBALL
- UNITED SPIRIT ARENA - MEN'S/WOMEN'S BASKETBALL, WOMEN'S VOLLEYBALL

DRUG EDUCATION AND TESTING PROGRAM

SBC Jones Stadium/Football Training Facility (742-2753)

A drug education, counseling and testing program was designed to address all aspects of substance use and abuse. **The department condemns the use of any illegal chemicals that may endanger the**

safety and health of any student-athlete. The drugs tested for include, but are not limited to, those drugs banned by the NCAA. A copy of this list is available in “The NCAA Drug Testing Program” brochure, the NCAA Manual (Bylaw 31.2.3.1), or on the NCAA website (www.ncaa.org).

Alcohol is not specifically included in the drug screens. However, **the department discourages the consumption of alcoholic beverages by any student-athlete, regardless of age.** In Texas, it is illegal to consume alcohol if you are under the age twenty-one (21). The consumption of alcohol on any department-sponsored trips is against department policy. It is considered counterproductive for any student-athlete to consume alcohol at any time.

The use of any tobacco products during practice or competition is prohibited. The department discourages the use of any tobacco products at any time.

You will receive a copy of the NCAA Banned Drug class for 2004-2005 this academic year. It is important that you understand that certain products might contain drugs that are banned by the NCAA. The list of banned drugs may change during the academic year, but an updated version of the banned drug list can be found on the NCAA website: www.ncaa.org/sports_sciences/drugtesting/banned_list.html

Prescription drugs are allowed if they have been prescribed to you by a qualified physician. However, you need to notify your trainer if you are taking any prescription medications. Otherwise, prescription drugs not prescribed to you are prohibited.

You will be required to sign a consent form acknowledging that you have received and understand information about the drug-testing program prior to each year. If you are under the age of 18, the consent of your parent or legal guardian is also required. You are providing voluntary consent for drug testing required by the program. If you refuse to sign any form or take any tests, you will be suspended from practice and competition.

Testing is done randomly throughout the year as directed by the NCAA, Big XII Conference and Texas Tech University. Sanctions for positive results will be outlined in the drug testing policies distributed each year.

EQUIPMENT ROOM

Football Training Facility (742-4260)

When you report at the beginning of the school year your respective coach will issue you the necessary information for equipment check out within your sport. Football will report to the Football Equipment Room at the designated times. When you are in need of any equipment for practice or competition, or any questions pertaining to equipment, contact the Head or Assistant Equipment Manager.

EXTERNAL OPERATIONS

6th Street & Red Raider Avenue (742-1195)

External Operations main responsibility is to generate financial and community support for the department of Intercollegiate Athletics. This support is generated through gate receipts, ticket options, licensing, royalties, public relation activities, facility signage, promotions, sponsorships, and spirit squads.

The External Operations office is made of the following departments: Ticket Office, Marketing and Promotions, Public Relations, and Trademarks and Licensing.

The Ticket Office responsibilities include providing and administering pass lists for players' guests and selling tickets for all TTU athletic events.

FINANCIAL AID

310 West Hall (742-3487) – www.financialaid.ttu.edu

Athletic grants-in-aid, along with other forms of financial assistance, may be provided to help support your education. In accordance with NCAA legislation, each sport at Texas Tech is provided with a specific limit of grants-in-aid that can be awarded each year. These are granted on the recommendation of the head coach and approved by the Director of Athletics. An athletic grant-in-aid is limited to educational expenses that may include tuition & fees, room, board, and course-related books.

In addition to the fall and spring semesters, you may be awarded an athletic grant for the summer sessions. In order to obtain athletic aid for summer, you must complete the necessary application and obtain approval from athletic academic counselor. This needs to be done prior to the end of the spring semester to ensure availability of funds.

The NCAA Special Assistance Fund

For additional costs or expenditures that are not otherwise covered by your athletic aid, the NCAA provides the Special Assistance Fund for those who qualify. Student-athletes who qualify for the fund may be eligible for the following expenses not to exceed \$500:

- Clothing expenses
- Travel from campus to home
- Cost of expendable course supplies
- Payment for pre-approved medical, optical, and dental expenses not covered by insurance
- Payment for pre-approved emergency travel expenses

In order to determine if student-athletes are eligible for the NCAA Special Assistance Fund and / or federal aid, students must complete a

FAFSA (Free Application for Federal Student Aid) every year. The Office of Student Financial Aid determines who is eligible for the Special Assistance Fund by reviewing the results of the FAFSA. The Athletics Compliance Office is also involved in determining eligibility. Not all student-athletes will be eligible for the fund, but this cannot be determined unless the FAFSA has been completed. Student-athletes are eligible to receive these funds in addition to their grant-in-aid amounts (even if they are receiving a full scholarship). All student-athletes that complete the FAFSA will automatically be reviewed and will receive notification from the compliance office if they are eligible to access the fund. The notification letter will include policies, procedures, and award amounts. International student-athletes are not eligible to complete the FAFSA. The Financial Aid Office will mail a need assessment form to all international student-athletes to determine eligibility for the fund. The Texas Tech Office of International Affairs will help to determine the need of international student-athletes.

Federal/State Financial Aid Process

In most cases, student-athletes may be eligible for financial aid in addition to their athletic scholarships. To be eligible for federal and state aid (including Pell grants and student loans), the Free Application for Federal Student Aid (FAFSA) must be completed each year. Students may complete a FAFSA for the next academic year as early as January 1st. The Office of Student Financial Aid recommends that all students complete the FAFSA as soon as possible. Student-athletes that are eligible for Pell grants or student loans will be eligible to receive these funds in addition to an athletic award (even if the student-athlete has a full-ride) up to the cost of education as determined by the Office of Student Financial Aid. Summer is the last semester of the award year. The FAFSA information from the previous fall and spring semesters will be used for summer. The Financial Aid Office also requires that a separate institutional summer application be completed on-line at the Financial Aid website: www.financialaid.ttu.edu.

Information that is available on the Financial Aid Office website and/or within the office:

- Texas Tech University Scholarships & Financial Aid Publication
- Department of Education Financial Aid Student Guide
- FAFSA Informational brochure (TTU Federal School Code is: 003644)
- TTU Financial Aid Checklist
- TTU Summer Application Information (must be completed on-line in early spring for summer aid)
- Standards of Satisfactory Academic Progress (requirements to receive and maintain federal aid)

- Entrance and exit loan counseling available--Student Financial Aid Office Website.

First time borrowers must go through entrance loan counseling before receiving their first loan proceeds. Students that have received a loan must complete exit loan counseling before leaving the University.

Financial aid information and other important web-sites:

- Texas Tech Student Financial Aid Office – www.financialaid.ttu.edu
- Department of Education – www.ed.gov
- Federal Student Financial Aid Homepage – www.ed.gov/studentaid
- FAFSA Application online – www.fafsa.ed.gov
- To receive a pin number to access FAFSA through the federal processor – www.pin.ed.gov
- National Association of Student Financial Aid Administrators – www.nasfaa.org
- University publications: graduate/undergraduate catalog, class schedules, academic calendar, scholarship publication – www.ttu.edu/~offpub
- Student Services: update your address, view grades, and much more – www.techsis.admin.ttu.edu/student
- Texas Tech University – www.ttu.edu and www.texastech.edu

Academic scholarships

Student - athletes can also apply for scholarships offered by Texas Tech. All scholarship applications should be completed on-line through the Financial Aid website: www.financialaid.ttu.edu. The Financial Aid Office has a scholarship publication that lists institutional scholarships as well as information about outside (non-institutional) grants and scholarships. This publication is available on the publications website and can also be accessed through the financial aid website.

Please understand that institutional (Texas Tech) scholarships may affect your team award limits. If you received an institutional scholarship please contact Rett Anderton in the Office of Student Financial Aid to determine how these awards may affect other aid that you are receiving.

Student-athlete's responsibility to report non-Texas Tech (outside aid) awards

NCAA Regulations require you to disclose all non-University (outside aid) awards that you have/or will receive for your education at Texas Tech University. Every year you MUST supply detailed information (name of award, contact person, address, telephone, etc.) as soon as possible to Rett Anderton in the financial aid office. Outside aid

includes any funds that are given to you by anyone other than Texas Tech and your family.

Employment

Refer to the Athletic Compliance section in your handbook.

Payment and refund information

When a student-athlete receives an athletic grant-in-aid combined with additional non-athletic aid that is more than what they owe Texas Tech (Student Business Services) for tuition & fees and room & board, a refund of the difference will be mailed or direct deposited to them. The Student Business Services Office (806-742-3272) is located in room 163 Drane Hall, and the Housing and Dining Services Office (806-742-2661) is located in room 101 Doak Hall. All financial aid awarded by the Student Financial Aid Office (with the exception of Parent Plus loans) is automatically used to pay tuition and fees first, room & board charges second, and then all other remaining charges at Student Business Services. Athletic scholarships are not posted until after the twelfth (12th) class day and may not reflect on a student's account for several days after that. If there are additional funds remaining after there is a zero balance at Student Business Services, a refund check will be mailed (direct deposit is highly recommended) to the student's local address during the semester, or permanent address in-between semesters. Please keep both addresses current with Texas Tech through the Registrar's Office or the student service website – www.techsis.admin.ttu.edu/student

Conditions governing an athletic grant-in-aid award

To qualify for an Athletic Scholarship, you must:

1. Fulfill the admission requirements of Texas Tech University, and
2. Meet and maintain eligibility requirements for athletics participation and athletic financial aid established by the NCAA, Big XII Conference, and Texas Tech University.

It is permissible for you to receive other financial aid or to work (on-campus or off-campus) to earn money to meet the difference between educational expenses and your cost of attendance (subject to board approval, April 2004). Your Grant-in-Aid cannot exceed the total cost of tuition and fees, out-of-state surcharges (if applicable), room, board, and books. If you plan to work, you MUST first contact the Athletics Compliance Office.

Federal aid, state aid, other grants, scholarships, and employment awarded to you will be applied, as stipulated, against commonly accepted educational expenses and might replace a portion of your athletic grant to meet NCAA and Big XII Conference regulations. As an exception to this rule, you may be able to receive certain types of government grants, loans, and scholarships. The Office of Student

Financial Aid monitors all aid and will allow permissible exceptions in accordance with NCAA regulations.

The amount of this aid MAY be reduced or canceled during the term of this award if you:

- Leave school prior to the end of the award period.
- Become ineligible for intercollegiate competition (example: carrying less than 12 hours).
- Give false information on any application, letter of intent, or financial aid agreement.
- Engage in serious misconduct that brings disciplinary action from Texas Tech.
- Voluntarily withdraw from the sport for personal reasons.
- This aid MUST be reduced or canceled if you:
- Accept money for playing in an athletics contest that exceeds the cost of a full grant.
- Agree to be represented by an agent and accept money/benefits that cause you to exceed the cost of a full grant.
- Receive other aid that causes you to exceed individual limits.

Financial aid will not be increased, reduced, or canceled during the award period on the basis of your athletic ability, performance, contribution to your team's success, or injury.

An Athletic Grant-in-Aid is issued for a minimum of one semester and a maximum of one academic year (fall and spring semester).

Student-Athlete Grant-in-Aid Appeal Process

A student-athlete who wishes to appeal any decisions related to his or her athletic grant-in-aid shall submit a written request that includes:

1. The student's name, social security number, year in college, and sport;
2. Reasons for believing that the decision was unfair, including specific dates, and the names of all the individuals who are involved;
3. Copies of any relevant documents.

The student-athlete should submit these materials to the Student Financial Aid Office along with his/her request for an appeal hearing. The Grant-in-Aid Appeals Committee will collect all relevant information from both sides prior to the hearing date. The Appeals Committee will make a decision based on the information presented to them prior to and during the hearing. The committee's decision is final, and there is no appeal beyond the Grant-in-Aid Appeals Committee. The student-

athlete will receive a written response within 10 days after the appeal hearing has taken place.

Committee

The Student-Athlete Grant-in-Aid Appeals Committee consists of staff members from various departments on campus, and one student as a peer representative. The Director of Financial Aid acts as the Chairperson and is a non-voting member of the committee. The university staff members are selected by the Chairperson and may serve for more than one year. The student representative is appointed each year by the Student Government Association (SGA) President, and may serve for more than one year if they are appointed again the following year. The Student Financial Aid Assistant Director for NCAA Compliance may also sit on the committee as a non-voting member if asked to do so by the Chairperson.

Procedures

The student-athlete submits a request to the Director of Student Financial Aid for a hearing before the Grant-in-Aid Appeals Committee. The student-athlete's presence at the appeal hearing is mandatory. If the student-athlete cannot be present for the appeals committee hearing, he/she must notify the Appeals Committee Chairperson in the Financial Aid Office in writing to receive approval to miss the hearing. The request must be made within 30 days of the date on the reduction, cancellation, or non-renewal letter. A hearing is scheduled at a time that all involved individuals can be present. At that time, a request will be made to the student-athlete and the coach to supply the appeals committee with a written statement of explanation, along with all available supporting documentation. The student-athlete and coach, or if necessary other designated Athletics Department representatives will then be notified of the time and place of the appeals hearing. Each party will present his/her side to the Grant-in-Aid Appeals Committee during the hearing. A decision shall be made by a majority vote of the five voting members of the committee. The committee's decision is final. The Chairperson of the Grant-in-Aid Appeals Committee will notify the student in writing with the committee's decision no later than 10 days after the hearing date. A copy of this decision will be sent to the Head Coach, the Vice President of Enrollment Management, and the Athletics Compliance Office. If the decision is in favor of the student-athlete, the athletic grant-in-aid will be immediately reinstated. If the student-athlete wishes to discuss the result of the appeal, a meeting with the Chairperson or a designated member of the Grant-in-Aid Appeals Committee can be arranged.

Hearing Format

The committee members will be given all of the information that has been collected from the student-athlete and coach prior to the hearing date. The committee will meet prior to the scheduled hearing time in order for the members to make final preparations for the hearing. The

Chairperson will open the hearing by introducing the parties and committee members and will describe the format for the hearing. The Student Financial Aid Assistant Director for NCAA Compliance may be present for purposes of clarification of the application of NCAA rules. The student-athlete will present his/her position and describe the reasons why they believe the head coach's decision should be overturned. The head coach will then present his/her rationale on the reasons for his/her decision. The committee may ask questions of any individuals present in the hearing. The committee wants to have as many resources available as possible during the hearing. The Associate Athletics Director for Compliance will be available by cellular phone if a call to him is requested. He will be available to answer any questions that would pertain to the appeal.

If the student-athlete has been approved to not be present during the hearing, the chairperson may determine to conduct the hearing by telephone conference or based solely on the submitted written documentation. The student-athlete's parents and/or legal counsel may be present at the hearing as observers. The student-athlete is free to converse with them throughout the hearing, but it will be necessary for the student-athlete to speak on their own behalf during the hearing. If the student-athlete's parents and/or legal guardians are not able to present at the hearing, it is not permissible for these individuals to be present in any other form (e.g., teleconference). All other interested individuals must receive permission from the Chairperson to be present at the hearing. This request must be made in writing and received by the Chairperson seven (7) days prior to the hearing. The Chairperson will notify the party of his/her decision at least three (3) days prior to the hearing. Legal counsel is allowed to be present only if the student-athlete notifies the Chairperson in advance. Advanced notice will give Texas Tech enough time to also have legal counsel present. The legal counsel for the student-athlete must abide by the same guidelines as the parents during the hearing.

If you have any questions about your athletic award, you are encouraged to contact your coach, other athletics department officials, or Rett Anderton in the Office of Student Financial Aid. Questions regarding this portion of this handbook or concerning financial aid should be directed to Rett Anderton.

In addition to the above reasons, all student-athletes must remain academically eligible at all times in order to receive athletic aid.

HOUSING & RESIDENCE LIFE

Doak Hall (742-2661)

Residence Halls

Bledsoe	742-2687	Carpenter/Wells	742-0224
Chitwood	742-2632	Clement	742-2615
Coleman	742-2645	Doak	742-2602
Gaston Apts.	742-2643	Gates	742-2610
Gordon	742-1277	Horn	742-2604
Hulen	742-2615	Knapp	742-2604
Murdough	742-2623	Sneed	742-2687
Stangel	742-2623	Wall	742-2610
Weymouth	742-2632		

Student-athletes are bound by the rules and policies of Texas Tech Housing & Residence Life. Carefully read and understand the terms of your housing contract. Athletics CANNOT intercede on behalf of student-athletes violating policies and procedures of Texas Tech Housing & Residence Life.

Housing is coordinated through Brenda Collins in the Athletic Business Office with assistance from Janis Haney in the Housing office. All student-athletes staying on campus are required to make the necessary arrangements for their own housing. It is also strongly recommended to apply early in order to obtain your preferred choice of room assignments. There will be a \$60.00 room deposit for all student-athletes regardless of their athletic-aid or scholarship status.

Student-Athletes, who do not have housing as a part of their athletic-aid and are staying on-campus, are required to pay an advance payment of \$400.00 prior to May 1 for the fall semester, or December 1 for the spring semester. This \$400.00 advance payment will apply to room and board charges at the end of the contract period. However, this advance payment may be forfeited if the contract is canceled before the end of the contract period.

Residence Halls are closed between the fall and spring semesters and during summer breaks. However, in the event that practice or competition requires your team to return to campus early or prolong your stay, your coach will notify you and make all the necessary arrangements for housing and food service.

All incoming freshmen are required to stay in campus housing for their first two semesters unless exempted by the Department of Housing and Residence Life and/or your coach. For additional information on contracts, rules, and fees, please contact Brenda Collins in the Athletic Business Office.

Housing and Dining Authorization Procedures

- A full-ride student-athlete living with parent(s) or step-parent during the period of their award at Texas Tech will not be eligible for the room portion of the off campus room and board stipend check as mandated by federal financial aid guidelines and institutional policy.
- The standard meal plan the Athletic Department pays for is 15 meals a week. Student-athletes who receive full room and board as a part of their scholarship also receive the Athletic Dining Hall, which provides 5 meals per week. The 21st meal of the week (Sunday night) is paid for with the monthly stipend check.
- Partial room and board scholarship recipients may choose their room preference and meal plan, but will be responsible for any cost not paid by the Athletic Department.
- The Housing Department charges students 60% fall and 40% spring for room and board. As such, if a student-athlete leaves after the fall semester, he/she is required to pay the Athletic Department back the remaining 10% for their spring term housing fees.

SINGLE ROOM POLICY

The athletic department can pay for a single dorm room for any student-athlete during their initial year of enrollment at Texas Tech University. Thereafter, the student-athlete is responsible for the difference in cost for a single room compared to the double room cost.

Off-Campus Housing

For those of you not required to live on campus, off-campus housing may be a viable option. Before seeking off-campus housing, a student-athlete should receive approval from his/her head coach.

LETTER AWARDS

Football Training Facility (742-5111)

Letter awards are issued through the athletic department by Don Buck, equipment manager, for participation in varsity intercollegiate sports and upon recommendation by your head coach.

MEDIA RELATIONS

Jones Stadium - South End (742-3355)

As a Texas Tech student-athlete, you will be the center of attention on many occasions. Members of the news media, Texas Tech alumni, friends and the public will want to talk with you about your experience as a student-athlete.

You have a responsibility to your teammates, your coaches and to the university to meet with the media, with alumni, friends and the

public. The media gives our athletic program, and you, coverage. Much of the university's support comes from alumni, fans and friends of the university.

Opportunities to meet with the media, alumni, fans and public should be viewed as just that, an opportunity, as well as a responsibility. If you use this opportunity to your advantage, you can bring great credit to yourself, your teammates, your coaches and your university. If you take advantage of these opportunities, it can have a positive effect not only on your career as a student-athlete at Texas Tech, but also on the rest of your life.

Guidelines for Working With the Media. At Texas Tech, we pride ourselves on good media relationships. We want to have the best media relationship possible, better than anybody in the country. Remember these two things and you can have a good media relationship.

1. Be available for every question, but remember, you do not have to answer every question.
2. If you can't say anything good don't say anything at all.

Terms to Know:

"Being available"

Showing up for interviews and returning phone calls. This shows you are dependable, both as a person and as an athlete.

"Not Answering Every Question"

Think before you speak. Once you are quoted, you can never take it back. Be polite. "I'd rather not answer that" is a very appropriate response to something you are uncomfortable with. Refer it to your coach or the media relations staff. Never conduct a phone interview with someone you don't know. Be wary of any phone interview that was not set up by a member of the media relations staff.

"Say Something Good"

Say something good about a teammate, an opponent or a coach. Don't say good things about yourself. Don't brag on yourself. Let someone else do it. If you deserve it someone will say it.

Helpful Hints For Dealing With the Media and Public. As a student-athlete at Texas Tech, you have the responsibility to yourself, your teammates, your coaches and the university to cooperate with the news media. The public is interested in the intercollegiate athletic experience and it is from these interested alumni, fans and supporters that the university receives much of the support for the athletic program.

The following are some important things to remember as you interact with the media and the public.

1. The opportunity to deal with the press is a learning experience and can help you develop communication skills which can be helpful not

only during your time as a student-athlete, but in future professional, business and athletic careers.

2. You should always be on time for scheduled and pre-arranged interviews. You should always return phone calls arranged by the media relations office at the appropriate and designated time. Failure to do so is a poor reflection on you, your coaches, teammates and the university.

3. The media relations office will not give out your phone number without your permission. It is suggested that you have an unlisted number so that unauthorized persons, be it the press, gamblers or well-meaning fans, do not get it from directory assistance and disturb you at all hours of the day.

4. Never agree to a phone interview unless arrangements have been coordinated by the media relations office. This policy will help you avoid contact with unauthorized persons who attempt to gain and use information for scouting or gambling purposes. The media relations office will alert you when to expect calls for authorized contact from the media or other related individuals.

5. As a student-athlete at Texas Tech, you are expected to be available to the media, but you do not have to answer every question from the media. This is important. A proper response to a question you would rather not answer is always, "I'd rather not discuss that subject." You may always refer a question to your coaches or to a member of the media relations staff.

6. If you are uncomfortable with questions asked or the general tone of the interview, contact the media relations director or the media relations staff member responsible for your particular sport.

7. Remember: Nothing is "Off the Record." While the person you are talking to may not print or broadcast what you say, it could be repeated in conversation and could appear later in a story or broadcast by someone who "heard it from a reliable source." Again, Nothing is "Off the Record."

8. Use good judgment in what you say to the media. Remember, you are representing not only yourself, but family, teammates, coaches and the university. A good general rule is "If you can't say something good, don't say anything." This applies to comments about your teammates, coaches and your opponents.

9. There is no need to praise yourself. If you and your teammates are successful as a team, there will be enough praise for everyone.

10. You may be asked the same question repeatedly. It can be irritating and frustrating, but remember, all members of the media cannot be at the same place at the same time. They are only doing their job. Learn to be patient. The dividends will be great.

11. At times you may be asked about personal or family business. You are not required or expected to answer questions of a personal or family nature, whether they refer to your personal family or your "team" family.

Just say, "I'd rather not discuss that subject", and then refer it to your coaches or the media relations director.

Please feel free to contact the Media Relations Office for assistance if you have any questions or need help with the proper techniques for handling interviews.

RED RAIDER CLUB

6th Street & Red Raider Avenue (742-1196)

The Red Raider Club is a donor-based entity that supports all Texas Tech Athletics. **The Student Red Raider Club (SRRC)** is an exciting new part of the department that allows students to get involved. This organization gives all University students the opportunity to support Texas Tech Athletics financially. The SRRC costs a student \$25 and they receive a t-shirt, membership card, Red Raider Sports Magazine, and great discounts all over town. The SRRC raised over \$60,000 for student-athlete scholarships in 2004.

Student-Athletes needed for summer orientations. Student-athletes are the key to the SRRC, and at summer orientation new students are always excited to be able to visit with a student-athlete. Student-athletes will help promote the SRRC and encourage membership. Please contact Amy McBride for more information.

SPORTS MEDICINE

Jones Stadium – Football Training Facility (742-5111)

Prior to each year, the training staff will hand out a packet containing detailed information on the policies and procedures of the training department. Every student-athlete is responsible for knowing and understanding these rules as outlined by the training staff. In order to serve you better, you should report all injuries and illnesses to the training staff as soon as possible. Only through the training staff and team physicians are athletes provided the medical coverage for the treatment of sports-related injuries.

Each athletic team at Texas Tech is assigned a staff trainer. Student trainers rotate from sport to sport throughout the year. They will monitor your team's injuries and illnesses. It is best that you report all problems immediately to your team's trainer so that a proper assessment of the situation can be made.

There are several training facilities available. The main training room is located in the Football Training Facility located near the south end of Jones Stadium. Additional training rooms are located in all the other athletic venues.

Prior to each year, the training staff will administer a physical examination for every student-athlete. During this time, your medical

history will be reviewed and updated. Only then can the training staff certify that you are fit to practice and compete in intercollegiate athletics.

All student-athletes are required to complete a medical history form describing previous injuries and past medical history. You should report all previous major health problems on this form. The University's insurance policy cannot accept the responsibility for a pre-existing injury or condition.

Non-scholarship athletes are required to obtain a walk-on permission card from their sport. This card must be completed before a walk-on can practice or compete. Walk-on athletes are also required to carry their own health insurance policy.

You must report all injuries and illnesses to the training staff as soon as possible. Only then can an evaluation be performed to assess the extent of your problem and your ability to practice and compete. All scholarship student-athletes must obtain a referral card if medical attention is required. The department can only pay for medical care for athletically related injuries and only if you have been referred for care by the training staff. Directions given by the training staff and physicians must be followed in order for you to recover as quickly as possible. If recommended, you will start a treatment and rehabilitation program. It is your responsibility to follow all instructions. You will be able to return to practice and competition only with the approval of the training staff.

STRENGTH, CONDITIONING, & NUTRITION

Athletic Training Facility (ATC) (742-3355)

The strength and conditioning program operates out of three weight rooms in the Athletic Training Center (ATC), and two additional weight rooms in the Football Training Facility and the United Spirit Arena. These weight rooms contain some of the most modern equipment available which includes a variety of free weights, power stations, and lifting benches. Hours of operation depend on what facility you are using and what time of year it is. For further information, contact your sport strength coach.

The strength and conditioning staff has implemented a highly functional program tailored to each sport and each student-athlete's specific needs. Student-athletes receive an individualized workout program that focuses on strength and speed training, power and agility, flexibility, and nutrition. The staff monitors each student-athlete's individual progress through personalized attention and enhanced computer technology. This assists the staff in making necessary adjustments in training techniques and knowing specific strength and conditioning needs of each student-athlete.

Higher levels of speed, strength, power, conditioning, and flexibility can ultimately lead to maximum performance and great overall health and well-being. The strength and conditioning staff is here to assist you in reaching your full physical potential while maintaining the highest safety

standards. The staff has established a program that prioritizes injury prevention to lessen the possibility of injuries both on the playing field and in the weight room. The strength and conditioning staff will instruct you on the proper use of the equipment. To ensure the safety of every student-athlete, the staff has established certain rules that must be followed at all times.

Weight Room Rules

1. Intercollegiate Athletes Only.
2. No Shirt, No Shoes, No Socks = No Workout.
3. Dress and act appropriately to represent your team and university.
4. Replace all weights and dumbbells to racks.
5. Use spotters on ALL major lifts.
6. This is your weight room. Take care of it.

Nutrition

You are encouraged to maintain the best physical condition possible. To help you with this task, the strength and conditioning staff will also customize a special dietary program to meet distinctive nutritional needs. Whether it is an increase in lean muscle mass or a decrease in percent body fat or simply to enhance overall recovery and performance, our trained experts will design an individualized program to meet the specialized needs of our student-athletes.

STUDENT-ATHLETE ATHLETIC PASS

Coordinated by your Head Coach

Texas Tech allows each student-athlete free admission to all home athletic events. This can be accomplished by using your student ID Card in order to gain admission to that particular sporting event. If you have any other questions regarding your athletic pass please contact the Ticket Office.

STUDENT ID CARD AND TECH EXPRESS

123 Doak Hall (742-1457)

All enrolled students are required to have a student ID card. Cards are available during summer orientation or in Room 123 Doak Hall. Replacement cards are also available at a cost of \$12 (which is not covered by your scholarship).

Tech Express is a pre-paid account accessed by your student ID card. Once you deposit money in the account, you may begin using Tech Express to purchase items at various locations across campus. Tech Express is accepted on campus and at some off-campus businesses. For more information stop by the student ID office.

TRAFFIC AND PARKING

Administrative Support Center (742-3811)

Parking on-campus is allowed only with the proper parking sticker and vehicle registration. Students are required to comply with all traffic and parking rules and regulations while operating a motor vehicle on the Texas Tech campus. If you live in the residence halls, a dorm sticker is available for \$139. If you live off-campus, a commuter sticker is available for \$118. Summer school parking stickers are available for \$48 for both sessions and \$24 if you are only attending one session. Parking stickers and traffic fines are not covered by your scholarship. Failure to pay all traffic fines will result in a hold being placed on your record which will delay registering for class.

For more information on traffic and parking regulations, please look at their website: www.raiderlink.com.