

PRAIRIE VIEW A&M UNIVERSITY  
DEPARTMENT OF ATHLETICS  
STUDENT-ATHLETE HANDBOOK





# PRAIRIE VIEW A&M UNIVERSITY

*A Member of The Texas A&M University System*

## DEPARTMENT OF ATHLETICS

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### *Student Athletes:*

*We are pleased that you have selected Prairie View A&M University, a school with established traditions of excellence in academics and athletics. The entire staff of the university is prepared to assist you in both your academic and athletic endeavors. Our wish is that your experience will be one of personal growth, academic achievement, and athletic success.*

*In order to meet your goals, you will have to set priorities consistent with the purposes of the university. This will require discipline and diligence. We are here to support you, but ultimately, you are responsible for your personal conduct, academic progress, and athletic success.*

*You are subject to university policies and regulations which apply to all students. As an athlete, you must comply with and meet standards set by the NCAA and Southwestern Athletic Conference which are usually more stringent than those of non-student athletes. As an athlete, you are subject to commitments, physical demands, and public visibility which other students will not experience, and accordingly, not only your rewards, but also your obligations exceed those of other students.*

*This handbook is intended to claim issues of particular importance to student-athletes. It is designed to help you understand obligations as a student and become familiar with the policies and procedures that affect student athletes. The athletic and academic staff members will discuss the contents of this handbook with you. If you have any questions, please come by and see me.*

*Yours in Sports,*

*Fred Washington  
Athletics Director*

# PRAIRIE VIEW A&M UNIVERSITY

## MISSION AND PURPOSE

Prairie View A&M University has an uncommon and intriguing political and cultural history. It is a study in survival under difficult and changing circumstances chronicling the struggle of blacks in Texas for opportunities in higher education. We have included this extended treatment of that history so that our young people can more fully appreciate the changes brought about by those years of struggle.

Prairie View A&M University is the second oldest institution of higher education in the state of Texas. It had its beginnings in 1876, the first year of the Texas Constitution, of the common free school system and at the dawn of public higher education in Texas. Corresponding with its establishment under the provisions of the *Morrill Land Grant College Act*, the Texas Constitution, in separate articles, established an "agricultural and mechanical college" and pledged that "separate schools shall be provided for the white and colored children, and impartial provisions shall be made for both." As a consequence of these constitutional provisions, - the Fifteenth Legislature, on August 14, 1876, passed an Act "to establish an Agricultural and Mechanical College of Texas for the benefit, of Colored Youth, and make appropriations therefore." The responsibility of management was charged to the Board of Directors of the Agricultural and Mechanical College at Bryan, TX.

Prairie View A&M University is dedicated to excellence in teaching, research and service. It is committed to achieving relevance in each component of its mission, by addressing issues and proposing solutions through programs and services designed to respond to the needs and aspirations of the individuals, families, organizations, agencies, schools, and communities - - both rural and urban. Prairie View A&M University is a state-assisted institution by legislative designation, serving a diverse ethnic and socioeconomic population. Having been designated by the Texas constitution as one of the three "institution of the first class" (1984), the University is committed to preparing undergraduates in a range of careers including but not limited to engineering, computer science, natural sciences, nursing, mathematics, and social sciences. It is committed to advanced education through the master's degree in education, engineering, natural sciences, nursing, selected social sciences, agriculture, business, and human sciences. It is committed to expanding its advanced educational offerings to include multiple doctoral programs.

Though the University's service area has generally extended throughout Texas and the world, the University's target service area for offering undergraduate and graduate programs of study includes the Texas Gulf Coast Region; the rapidly growing residential and commercial area known as the Northwest Houston Corridor; and urban Texas centers likely to benefit from Prairie View A&M University's specialized programs and initiatives in nursing, juvenile justice, architecture, education, and social work. The University's public service programs offered primarily through the Cooperative Extension Program targets the State of Texas, both rural and urban counties. The University's research foci include extending knowledge in all disciplines offered and incorporating research-based experiences in both undergraduate and graduate students' academic development.

# OUR HERITAGE AND TRADITIONS

*A college is more than its students, its faculty, its alumni or its campus. A college may be appropriately described as a spirit. Truly the spirit of Prairie View A&M University makes this college a great institution. The Spirit of Prairie View is made up of those who carry the torch as well as those who have left their College their legacy. The heritage and traditions of the college are found in every facet of college life. We commend these to all students old and new.*

## **Panthers**

*Prairie View's athletic teams are known as the Panthers. The name is descriptive for the fierce, blood thirsty manner in which the Panthers enter into athletic competition.*

## **Spirit Colors**

*Royal Purple and Gold*

## **Honor's Convocation**

*A special gathering is called to honor students who attain academic excellence which merits a place on the President's Honor Roll. The faculty assembles in full academic regalia to pay tribute to the honorees.*

## **Founders Day**

*March 11<sup>th</sup> is recognized as Founders Day. Although the 15<sup>th</sup> Legislature passed an act to establish the college on August 14, 1876, the college did not open its doors until March 11, 1878. On that - day, eight male students enrolled in college.*

## **Commencement**

*Graduation is a special highlight in the life of the students. The annual commencement exercise is one of the oldest traditions of the college. The many colored gowns and hoods of the faculty represent the university from around the world. The march across the platform to receive the well-earned degree is a moment to- always remember. Currently commencement exercises are held in May, August and December.*

## **Homecoming**

*Autumn brings homecoming - a time for welcome and celebration - a time for the return of "Loyal Panthers" to their Alma Mater. They are greeted by a variety of activities. Clubs, schools, and departments construct displays and floats. One very exciting activity is the mile-long "Homecoming Parade." The focal point of the weekend is the homecoming football game. Other notable activities include comedy shows, concerts, sorority and fraternity step shows followed by the annual homecoming dance in the William Nicks Building (Baby Dome).*

# ALA MATER

DEAR PRAIRIE VIEW  
OUR SONG TO THEE WE RAISE  
IN GRATITUDE  
WE SING OUR HYMN OF PRAISE  
FOR MEM'RIES DEAR  
FOR FRIENDS AND RECOLLECTIONS  
FOR LESSONS LEARNED  
WHILE HERE WE'VE LIVED WITH THEE,  
FOR THESE WE PLEDGE  
OUR HEARTS FULL OF DEVOTION  
TO SERVE THEE NOW,  
AND THROUGH  
ETERNITY.

AS DAYES GO BY,  
OUR HEARTS WILL NOT GROW COLD  
WE'LL LOVE THY PURPLE ROYLAL AND THY GOLD,  
WE'LL THROUGH OUR LIVES  
EXEMPLIFY THY TEACHING,  
WE'LL ALWAYS STRIVE  
A BLESSING TO BE.  
THY CHILDREN WE  
OUR LOVE AND PRIDE CONFESSING,  
WE'LL LOVE THEE NOW,  
AND THROUGH ETERNITY.

*Words by O. Anderson Fuller  
Music from "Finlandia" by Sibelius*

# DEPARTMENT OF ATHLETICS

## MISSION STATEMENT

The mission of the Prairie View A&M University Athletics Department is to enhance the quality of life for students by providing competitive activities that will produce young men and women able to become constructive, contributing members of society and to help them realize their full potential. We embrace our role as a part of the total educational experience and strive to provide programs that are not only diversified but that are specifically designed to teach athletic skill and to instill good character and sound moral values.

## VISION

Fans, supporters, students and potential students will view the Prairie View A&M University Athletics program as an organization that puts the students first while focusing on sportsmanship, education and compliance.

## DEPARTMENT OF ATHLETICS

This student-athlete handbook has been prepared to provide student-athletes with basic information about policies and procedures established by the Prairie View A&M University Department of Athletics. Student-athletes should familiarize themselves with its contents and use this handbook as a reference throughout their career as a student-athlete. The policies, rules, and regulations of the Athletics Department are a guide to help everyone work together to develop pride for this University and represent the Panthers with discipline, dedication and enthusiasm. Student-athletes will receive updates as rules, regulations, and policy changes occur. All student-athletes at Prairie View A&M University are solely responsible for familiarizing themselves with the information in this handbook.



# *SOUTHWESTERN ATHLETIC CONFERENCE*

## (SWAC)

The Southwestern Athletic Conference (SWAC) was organized in 1920 in Houston, Texas. At the time of its organization, the conference was composed of colleges and universities located in Texas. Colleges represented at this meeting were: Bishop College, Paul Quinn College, Sam Houston College, Prairie View College, Texas College and Wiley College.

Founders of the conference were C.H. Fuller, Bishop College; E.G. Evans, H.J. Evans, H.J. Mason, Willie Stains, Prairie View; Red Randolph, C.H. Patterson, Paul Quinn College; G. White Gordan, Wiley College; and D.C. Fowler, Texas College.

Today the Southwestern Athletic Conferences consist of 10 universities that span through 5 states. The conference is comprised of Alabama A&M University, Alabama State University, Alcorn State University, University of Arkansas-Pine Bluff, Grambling State University, Jackson State University, Mississippi Valley State University, Prairie View A&M University, Southern University and Texas Southern University.

The Southwestern Athletic Conference sponsors the eight men's sports: baseball, basketball, cross country, football, golf, indoor and outdoor track and field and tennis. The Southwestern Athletic Conference also sponsors the ten women's sports: basketball, bowling, cross country, golf, indoor and outdoor track and field, soccer, softball, tennis and volleyball.

Alabama A&M



Arkansas  
Pine Bluff



Alabama State



Prairie View A&M



Texas Southern



Grambling State

Miss. Valley State



Jackson State



Southern



# PRAIRIE VIEW A&M UNIVERSITY REQUIREMENTS

1. A student-athlete **must be enrolled in a minimum of 12 hours** to be classified as full-time student.
2. A student-athlete **must be in good academic standing** according to the policies of Prairie View A&M University to be eligible to participate. A student is considered to be in good academic standing if he/she is eligible to be enrolled in a regular semester. A student who is on academic probation is considered in good academic standing and may participate in athletics.
3. If a student-athlete's **cumulative grade point average is below 2.0**, that student will be placed on academic probation for the following semester. If a student transfers from another institution while on probation, the student will be on probation at Prairie View A&M University and must earn a 2.0 during the first regular semester of attendance.
4. If a student-athlete is placed on probation, a grade point average of at least a 2.0 must be earned during the next regular semester or suspension from the University for one semester will occur.
5. A student suspended at the end of the spring semester may attend summer school. Grades earned during the summer do not change the probation or dismissal status of a student.
6. One year is allowed to remove a grade of "I" (Incomplete) from academic records. Arrangements with the instructor to complete all work within that time, otherwise the "I" converts to a grade of "F".

**Every student must take the TASP exam before enrolling in classes for the first time. A student must complete all developmental class requirements and pass the TASP before completing 60 credit hours of non-developmental college work in the 1000 and 2000 level courses. No 3000 or 4000 level courses can be taken until all areas of the TASP have been passed.**

## STUDENT RESPONSIBILITY AS DEFINED BY THE UNIVERSITY CATALOG

Students are personally responsible for completing all requirements established for their degree by the University. It is the student's responsibility to be informed of these requirements. A student's advisor may not assume these responsibilities and may not substitute, waive, or exempt the student from any established requirement or academic standard based on his participation in athletics.

All student-athletes are responsible for knowing the policies set forth in the university catalog as well as the policies in the university student handbook.

### **PVAMU ATHLETICS DEPARTMENT REQUIREMENTS**

All student-athletes are expected to abide by the policies of the PVAMU Athletics Department.

1. Abide by the team rules set forth by the head coach.
2. Class attendance is mandatory. Failure due to excessive unexcused absences or for missing assignments exams will bring disciplinary action by the head coach.
3. Study hall attendance may be required by the Athletics Department.
4. The athletic academic advisor should be consulted before dropping or adding a class.
5. The athletic academic advisor should be consulted before changing or declaring a major.

### **Changing or Declaring a Major**

As a student-athlete, the timing of declaring or changing a major could make the difference in your being eligible or ineligible for athletics. The Athletics Academic Enhancement Services should be contacted before changing the declared major. This is the only way the Athletics Department can monitor the changes to insure that official records for a given semester reflect the student's intentions accurately.

Each student should review the university catalog and curriculum carefully. Many curriculums require that electives be used toward a minor. When a major is changed, all hours earned prior to the change will be applied to the new curriculum. Very often, elective hours are satisfied when changes are made with only major and minor requirement remaining.

### **Equipment**

All athletics equipment issued to the student-athlete is owned by the State of Texas and cannot be worn or used outside of practice or competition. Athletic equipment cannot be worn or used out of season.

### **Employment**

No limit is placed on the amount which can be earned by a student-athlete as long as the amount received is for work actually performed at the market rate.

## STUDENT RESPONSIBILITY AS DEFINED BY THE UNIVERSITY CATALOG

### **Dismissal from the Team**

A student-athlete will automatically become ineligible for participation in athletics under the following conditions:

1. Failure to meet the Prairie View A&M University or NCAA requirements for admissions.
2. Failure to remain enrolled in at least 12 or more hours during any regular semester.
3. Suspension from school.
4. Failure to meet progress toward degree requirements in any one academic semester.

At the discretion of the head coach, a student-athlete may be dismissed from the team and/or lose the athletics scholarship under the following:

1. A student is placed on academic probation by Prairie View A&M University.
2. Excessive Class Absenteeism. Class attendance is mandatory. Habitual absenteeism can result in dismissal from the team and/or removal from scholarship.
3. Violations of training, team or other department rules.
4. Possession, sale, or use of illegal drugs.

**EACH STUDENT-ATHLETE IS RESPONSIBLE FOR KNOWING AND COMPLYING WITH THE NCAA RULES AND REGULATIONS AS WELL AS THE ACADEMIC POLICIES SET FORTH BY PRAIRIE VIEW A&M UNIVERSITY. THIS IS NOT THE RESPONSIBILITY OF THE COACH OR ADVISORS.**

Any time a student-athlete is not sure of a rule or regulation, the coach should be consulted.

# GUIDELINES FOR ACADEMIC SUCCESS

**Two major goals** must be uppermost in your mind this year:

- 1. TO COMPLETE 30 SEMESTER HOURS.**
- 2. TO COMPLETE THE YEAR IN GOOD ACADEMIC STANDING.**

Just as you follow instructions from your athletic coaches to be successful you must also follow instructions from your academic coaches with the same intensity. Make the discipline of your athletics background work for you academically. Put as much psychological emphasis in that area as you have always put into our desire to compete to win.

**Live by the following guidelines to insure success:**

1. Never miss class!
2. Introduce yourself to your instructors and greet them at each class meeting.
3. Buy a notebook or folder for each class. Keep all handouts, assignments, notes, and other important papers for class in the notebook.
4. At the beginning of each semester write all important information on a calendar. Include due dates for assignments, dates of quizzes and exams, traveling dates, appointments, tutorial sessions, and holidays. Refer to your calendar and always plan ahead!
5. Get books as soon as possible. Keep up with reading assignments. Do not wait until the night before the test to do your reading. Use a marker to highlight important facts, write in the margins, and question yourself on what was read.
6. Take thorough notes in class, but also concentrate on listening to the instructor. Compare notes with those taken by others in the class.
7. Study some each day, Reread notes and quiz daily. Do not wait until the night before the test to begin reviewing the materials and studying. You do not wait until the night before a game to practice---you practice daily! You do not go into a game merely familiar with the plays-you know them! Do the same with notes and assignments.
8. Begin your descent back into academics every Sunday afternoon. You are wasting valuable time if you do not study on Sundays.
9. Always return to the same place to study. Study beyond study hall! Turn off the TV; stay out of the lobby, and save dating for the weekend.
10. Make friends with classmates to have group study sessions for tests.
11. Find out where and when math labs, accounting labs, writing labs, and other departmental labs are being held.

## GUIDELINES FOR ACADEMIC SUCCESS

12. Notify instructors of games and travel schedules. Make arrangements before travel games to turn assignments in ahead of time. Let each instructor know you are interested in working to complete the course successfully.
13. Visit with your instructor if you are confused about the course or material, doing poorly, or interested in your status in class.
14. Do the important little things:
  - A. Dress properly for class.
  - B. Be on time!
  - C. Take a pen, pencil, notebook, and the necessary texts.
  - D. Sit in the front of the classroom.
  - E. Sit apart from your teammates.
  - F. Take advantage of extra credit work.
  - G. Take part in class discussions.
15. ASK FOR **HELP WHEN YOU NEED IT**, whether your problem is academic or personal.

# ATTENDANCE

## Class Attendance

It is the students' responsibility to attend all class meetings of each course for which they have registered unless excused in writing by the instructor, department head or dean of the college in which the student is enrolled. Class attendance is required in addition to the proficiency attested by class work and examinations. Failure to attend classes regularly may result in the reduction in the grade for a course.

Absences are counted from the first meeting of the class. Each instructor's record shall constitute the official account of the student's attendance. Each faculty member will clearly state his or her attendance policy in the course syllabus, which will be distributed on the first day that instruction begins as outlined by the academic calendar.

Absences are two kinds: 1) excused or 2) unexcused. The student is held responsible for the scholastic work missed during any absences. This means the student must complete all classroom assignments, even though he or she might not have been in class when the assignment was made. The instructor is not obligated to give any "makeup work." The student must realize that while absence from class itself is not justification for receiving a failing grade in a course, missing tests or assignments due to absence from class constitutes a justifiable reason for course failure.

## Study Hall Attendance

Study hall is open Monday through Friday between 9:00 a.m. and 5:00 p.m. Watch for notices on time changes, location changes, and closures.

Study hall is open to all student-athletes to study or work with tutors. Mandatory attendance for individual students is determined by each head coach. Students will be recommended for study hall based on the following criteria.

- Scholarship student-athletes on academic probation
- Freshmen
- All continuing and four-year college transfer students with a semester and/or cumulative GPA of 2.5 and below
- Junior college transfer students
- Any student-athlete not included above that the head coach or Academics Services believes would benefit from study hall attendance

During your initial meeting with Academic Enhancement Services you will work out a weekly schedule to allow for study hall attendance. A copy of our schedule will be given to you, to your head coach, and Academic *Services*. This time will be used to review academic progress and to make plans for the following week. **Once your schedule and routine are established, stick to it!**

# ACADEMIC POLICIES

A student-athlete must meet the requirements of the NCAA, the Southwestern Athletic Conference, and PVAMU Athletics Department as well as all admissions and progress towards degree requirements of Prairie View A&M University in order to be eligible for participation in athletics and/or to receive and an athletic scholarship. A fourth year of competition can only be earned by non qualifiers by receiving a baccalaureate degree in four years and entering graduate school in the fifth year at PVAMU as a full-time student.

## NCAA REQUIREMENTS

1. Each student-athlete must be enrolled full-time each semester to be eligible for practice and competition. Any student will be declared ineligible when dropping below full-time status (12 semester credit hours at PVAMU).
2. Each student has five (5) years from the time he/she starts full-time enrollment at a post secondary institution to participate in intercollegiate athletics.
3. Each student must complete six hours each semester toward the official degree plan.
4. For students beginning *college* prior to August 1, 2003, a minimum of 24 hours of degree credit must be earned each academic year (fall, spring, summer). Hours are degree credit only if they count toward the officially declared major. Each student-athlete must earn 18 of these credit hours during the fall and spring *semesters*. Only six progress toward degree hours may be earned during summer school each academic year.
5. For the students entering college after August 1, 2003, the first year 24 hours must be earned toward the declared degree plan. Thereafter, 18 hours must be earned during the regular academic year (fall and spring semesters.)
6. Repeated courses are counted for eligibility once a grade of "D" or higher is earned unless the student's major department requires the crass to be retaken to meet graduation requirements. A grade of "F" is not counted for eligibility, and therefore, may be repeated.
7. Each student must declare a major by the beginning of the fifth semester of collegiate enrollment. The major must be a four-year program that leads to a bachelor's degree. However, admission inputs the major listed on the application for admissions as the students declared major.
8. No more than six hours of remedial credit will be countable toward eligibility. These hours must be completed during the first year of collegiate enrollment.

## ACADEMIC POLICIES

9. Student-athletes first entering college on or after August 1, 1992, must complete 25 percent of their degree requirements by the beginning of their third year, 50 percent of their degree requirements by the beginning of their fourth year, and 75 percent of their degree requirements by the beginning<sup>s</sup> of their fifth year of college enrollment:

Student-athletes first entering college on or after August 1, 2003, must complete 40 percent of their degree requirements by the beginning of their third year, 60 percent of their degree requirements by the beginning of the fourth year, and 80 percent of their requirements by the beginning of their fifth year of college enrollment.

10. Student-athletes first entering college on or after August 1, 1992, must have 90 percent of the minimum cumulative grade point average required for graduation at the beginning of their third year (1.80 based on a 2.00) and 95 percent of the minimum cumulative grade point average required for graduation at the beginning of their fourth and fifth years (1.90 based on a 2.00).

Student-athletes first entering college on or after August 1, 2003, must have 90 percent of the minimum cumulative grade point average required for graduation at the beginning of their second year (1.80 based on a 2.00) and 95 percent of the minimum cumulative grade point average required for graduation at the beginning of the third *year* (1.90 based on a 2.00), and 100 percent of the minimum cumulative grade point average required for graduation at the beginning of the fourth and subsequent years (2.00).

11. Gambling on a collegiate contest is illegal.
12. It is illegal to miss class to attend practice.
13. Any student-athlete planning to attend summer school at another institution to satisfy progress toward degree requirements must have prior approval from Prairie View A&M University. A "PVAMIJ Transfer Correspondence Credit Approval Form" must be obtained from the Registrar's Office, completed, and returned to the Registrar by the date designated in the university calendar. The Registrar will evaluate the hours. The form must then be approved by the student's academic advisor, department head, and the Dean of Instruction. Only grades of "C" or better will be accepted for transfer credit.

# ACADEMIC SERVICES FOR STUDENT-ATHLETES

## **Services Offered**

### **Academic Advising (Athletic Academic Advisor and College of Degree Selection)**

- Guidance Concerning Course Scheduling
- Assistance during Add/Drop Period
- Information on NCAA and Institutional Academic Requirements
- Information on Major Degree Programs
- Assistance in declaring and/or changing major

All undergraduates are assigned an academic advisor in their designated major. Although this office can assist in course selection, the student is responsible for meeting with the assigned advisor regarding degree requirements.

Student-athletes should consult with Academic Services before dropping a class or changing a major.

### **2. Tutorial Program**

- Individual tutoring available in most subject areas
- Study groups
- Study hall tutors

### **3. Academic Monitoring Program**

- Grade checks sent out to faculty
- Regular meetings with students to discuss academic progress, set goals, and develop strategies

### **4. Individual Counseling**

- Counseling and referral for personal problems, confidentiality assured

### **5. Information on Academic Survival Skills**

- Time Management
- Note Taking Tips
- Study Skills
- Test-taking strategies

### **6. Referral Service to Campus Support Programs**

- Student Support Services
- Career Planning and Placement
- Counseling Center
- Departmental labs and Tutorial Programs

# STUDY HALL GUIDELINES

## **Start Date: TBA Days:**

Monday - Friday

Time: 9:00-12:00 p.m. and 1- 5:00 p.m.

Objective: Each student-athlete who is a freshman/transfer student or has a grade point average below a 2.5 must spend four hours a week in the Athletic Academic Enhancement Lab until positive progress has been made. Student-athletes may visit the lab an hour a day for four days out of the week to earn their hours or they may earn four hours by spending two hours a day in the lab for two nonconsecutive days.

## **Rules:**

1. No talking, sleeping, eating, or drinking in lab.
2. Computers will be used only for researching and typing papers.
3. No chatting on the web, checking email, downloading music or games will be allowed.
4. All student-athletes are required to bring material to read or study.

**Note:** Breaking rules are grounds for immediate dismissal from the lab and the time spent in the lab will be voided.

## **Consequences**

If a student-athlete does not attend mandatory study hall and earn the prescribed weekly hours, the following consequences will take into effect:

1. 1st Offense: The following week study *hall hours* for the student-athlete will roll over to the next week.

Ex: Week 1= 3hrs      Week 2= Mandatory 4 hrs + 1 hr from previous week.

2. Offense: The student-athlete will not be allowed to practice until all study hall hours have been completed.
3. Failure to comply with the above consequences will result in the student-athlete being placed on temporary suspension until all hours have been accumulated.

**Temporary Suspension: Student-Athlete will not be able to travel nor participate in any athletic event, including games.**

**THERE WILL BE ZERO TOLERANCE CONCERNING STUDY HALL!**

# GUIDELINES FOR TUTORIAL SERVICES

All student-athletes are personally responsible for their academic, athletic, and social experiences at Prairie View A&M University. The goal of our academic program is to provide support to help students achieve their academic goals. The tutorial programs should not be viewed as a crutch for troubled students, but rather an active learning environment for those who want to improve their understanding of a particular course or subject matter. Tutors are here because they want to help; however, they are not permitted to do a student's work for them.

Our goal is to have tutors available in as many subject areas as possible. However, tutoring is not a substitute for attending class, taking notes, completing assignments, consulting with faculty, or studying.

## **Guidelines**

1. Students wanting tutors must complete a tutor request form provided by the Academic Enhancement Coordinator for each tutoring appointment. Request forms are available in Academic Services. The completed form should be left with the academic advisor, graduate assistant, or in the basket labeled "Request for Tutor - Completed:"
2. **REQUESTS FOR TUTORS MUST BE SUBMITTED A MINIMUM OF TWO WORKING DAYS BEFORE THE TUTOR IS NEEDED.**
3. Students are expected to keep all tutoring appointments they schedule and to be on time. Tutors are limited by the number of hours they can work each week and by the amount of money we have for tutor salaries. Missing tutoring appointments may result in the loss of these privileges.
4. Tutors are available to help students by request only. They are interested in helping gain academic progress and success for student-athletes.
5. Student-athletes should come prepared with specific problems, questions, areas of misunderstanding, etc. The tutor cannot guess what the problem is; therefore student-athletes should be specific in their needs.
6. A student-athlete should bring class syllabi, books, notes, study guides, calculators, paper, pencils, etc., pertinent to the courses to every tutoring session.
7. Tutorial appointments should be scheduled on a regular basis rather than waiting until the night before a test or when an assignment is due.
8. The student-athlete should confirm appointments with tutor. The day, time, and place along with the tutor's name and phone number should be written down. Tutors should be contacted when an appointment cannot be kept.

# GUIDELINES FOR TUTORIAL SERVICES

9. If a regularly scheduled appointment with a tutor is missed, the appointment should be rescheduled. Tutors who work by appointment cannot be on "hold" not knowing if or when the student-athlete will show up.
10. Attempts should be made to schedule all tutoring appointments during study hall hours. If this is impossible, plans should be made to meet the tutor in the library, (under the direction of the Academic Enhancement Coordinator).
11. Student-athletes will be required to sign a "Tutorial Progress Report" at the conclusion of each tutoring session. The tutor will complete and sign the report. Student-athletes should review and sign the completed report to verify the time spent with the tutor. The tutor will submit the completed report to Academic Services.

# REQUEST FOR TUTOR

Name \_\_\_\_\_ Sport \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

Subject \_\_\_\_\_  
Course/Course Number Title of Course

Instructor \_\_\_\_\_

Problem, Topic/Area in Which You Need Help \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Tutor Requested (if applicable) \_\_\_\_\_

Test or Project Date (if applicable) \_\_\_\_\_

List Days and Time Available \_\_\_\_\_

**You are responsible for calling the Office of Academic Enhancement @ ext 4421 to verify your appointment. If you have been given the name and number of a tutor, you are responsible for calling the tutor to make your appointment. Please notify this office if there is a problem contacting or scheduling an appointment, or if you are *not* satisfied with some aspect of *the* tutoring arrangements.**

---

**Do not write below this line.**

Student \_\_\_\_\_ Subject \_\_\_\_\_

Tutor Assigned \_\_\_\_\_ Date Tutor Notified \_\_\_\_\_

Appointment Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_ Student Confirmed \_\_\_\_\_

Comments:

# TUTORIAL PROGRESS REPORT

**TUTOR:** Record your time spent tutoring. Use a separate form for each tutoring session. Have the student-athlete sign the form. Turn in the completed report to Academic Services.

Student-Athlete Name (Print) \_\_\_\_\_

Subject \_\_\_\_\_

Length of Session \_\_\_\_\_  
Time Beginning-Ending                      Total Hours/Mins.                      Date

\_\_\_\_\_  
**Tutor Signature/Affirmation of Confidentiality**

\_\_\_\_\_  
**Student-Athlete Signatures/Affirmation of Accuracy**

When do you plan to meet again?

Additional Comments:

# ADDITIONAL INFORMATION

## **Books**

All collections and/or distributions of books will be made from the Department of Athletic Academic Enhancement Office. All athletes are required to check with our book room first for their books. The appropriate credit form will be issued to students for those books that are not available in our book room.

## **Exit Interviews**

All student-athletes completing their athletics eligibility and/or graduating are requested to complete an exit interview. Exit interviews are conducted by the Senior Women's Administrator or the designee of the Director of Athletics.

## **Announcements, Notices, Miscellaneous Information**

Announcements will be posted in meeting rooms, the weight room, and various other locations throughout the Athletic Office Complex. Please read all announcements and notices carefully.

## **Incompletes, Repeating, and Withdrawing from a Course**

A grade of "I" in any course means that class work is incomplete due to circumstances beyond the student's control, as determined by the instructor, and that completion of this work could lead to a passing grade. Any grade of "I" must be removed by completing the course work within one year after the official closing date of the term in which the grade was assigned. If the work is not completed within the time allotted, the grade of "I" will become an "F". No credit is earned for the course until the "I" is removed.

A student-athlete may repeat a course whenever desired. Only the last grade earned will be used in computing the grade point average. If a course in which a grade of "D" or better was received is repeated, the credit hours will not count toward the credit hours needed to satisfy at least 12 credit hours per semester, unless it is required by the major department to fulfill graduation requirements, and therefore was not counted for the first time.

If a course is failed at PVAMU, the earlier grade can only be removed from the cumulative grade point average by repeating the course at PVAMU.

The letter "W" is used in records to represent official withdrawal from a course prior to the period of record. (See official University calendar for withdrawal dates.)

# ADDITIONAL INFORMATION

## **Adding/Dropping a Course**

The Department of Athletics Academic Enhancement Office should be consulted before adding or dropping a course.

## **To Withdraw from Prairie View A&M University**

The Department of Athletics Academic Enhancement Office should be consulted before withdrawal from Prairie View A&M University.

## **Semester/Year-End Review of Satisfactory Progress**

Prior to the end of each semester and the end of the academic year, all student-athletes should schedule a meeting with the Athletics Academic Enhancement Coordinator to review satisfactory progress. Midterm grades and/or semester grades will be used to project your academic eligibility status for certification.

Reports will be made to the coaches during the semester on courses student-athletes are currently enrolled in as to which ones count toward progress degree requirements

**IT IS THE STUDENT-ATHLETES RESPONSIBILITY TO KNOW HIS/HER  
STATUS!**

## HOW TO CALCULATE CUMULATIVE GRADE POINT AVERAGE (GPA)

The grade point average (GPA) is used to determine academic standing. Each course taken is worth credit hours and quality points (QP). Prairie View A&M University is on a four-point grading system.

An "A" equals 4 QP times the number of credit hours.

A "B" equals 3 QP times the number of credit hours.

A "C" equals 2 QP times the number of credit hours.

A "D" equals 1 QP times the number of credit hours.

An "F" equals 0 QP times the number of credit hours.

An "I" is not included in the GPA calculation until it becomes a grade.

Calculate the GPA based on hours attempted. Divide the total quality points by the total number of credit hours attempted to compute the grade point average.

### EXAMPLE

English .....	C = 2 QP x 3 hours = 6 QP
History .....	D = 1 QP x 3 hours = 3 QP
Math .....	F = 0 QP x 3 hours = 0 QP
Science .....	C = 2 QP x 3 hours = 6 QP
Fine Arts.....	A = 4 QP x 3 hours = 12 QP

---

15 hours = 27QP

$$\frac{1.80 \text{ GPA}}{15)27.00}$$

Remove the Math and the "F". The GPA would then be a 2.25. Do not underestimate how seriously an "F" can damage a career!

The PVAMU cumulative GPA is based on the total number of hours attempted at Prairie View and the total quality points earned.

### Classification of Students

A student's academic classification is based upon the total number of hours earned. The classifications are as follows:

0 - 29 semester hours = Freshman

30 - 59 semester hours = Sophomore

60 - 91 semester hours = Junior

92 or > semester hours = Senior

# TEAM TRAVEL

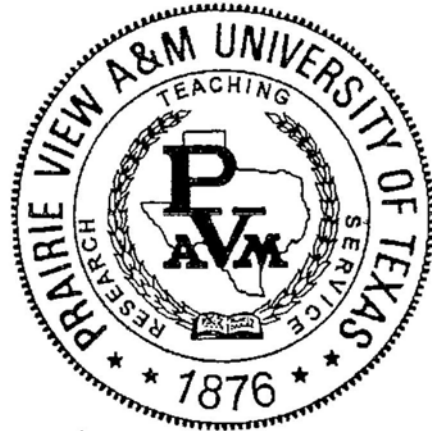
## Road Trips

1. An excuse will be issued to all athletes after their return to give to instructors for make-up work.

## Conduct on Road Trips

1. The conduct of the entire traveling party, concerning dress and personal behavior, must be at the highest level at all times. All members of the traveling party are representatives of the University.
2. The head coach will determine the dress attire that is appropriate when traveling, when eating in a public dining facility, or when away from the hotel or motel room.
3. The conduct of non-playing personnel is expected to be at its highest, when in the presence of athletes.
4. Drinking, smoking, or keeping late hours are not condoned by any personnel on road trips.
5. The responsibility for team and individual conduct is delegated to the head coach of each sport.
6. All members of the team will travel together throughout the trip.
7. Manners should be that of a lady and gentleman at all times.
8. The language used, by student-athletes must not embarrass even the most sensitive.
9. Student-athletes will remain in the general vicinity of other members at all times. Students are not permitted to go riding with others not connected with the University without permission of the coach. This can be permitted where the athlete's parent or close family friends are involved. The coach must be notified of the whereabouts of athletes at all times.
10. Athletes are not permitted to drive personal cars to and from athletic events, while representing the University.
11. Athletes must not remove any items from the hotel rooms that are the property of the hotel.





DEPARTMENT OF ATHLETICS  
SUBSTANCE ABUSE PROGRAM

Prepared By:  
John Mayes, M.Ed., ATC, LAT  
Director of Athletic Training/Sports Medicine

Submitted to:

SOUTHWESTERN ATHLETIC CONFERENCE

for compliance with

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

## **I. INSTITUTIONAL PURPOSE AND ATHLETICS PHILOSOPHY**

The statement of athletic program philosophy is as follows:

- Excellent in academics, in addition to athletics is the overall goal of the Athletic Department at Prairie View A&M University. Through athletic competition, students develop motivational qualities, leadership, group loyalty and the personal integrity needed to exist in today's world.
- Prairie View A&M University subscribes the philosophy, that a well-rounded program of athletics is a vital part of its total educational standards.
- The University pledges to field a representative athletic team against four year colleges that embrace comparative academic and athletic standards.
- Student-athletes shall be regarded as an integral part of the student body with individual responsibilities to project the positive image of the University academically, socially and athletically at all times.
- When representing the University, good grooming and conduct are mandatory. Therefore, every player and coach must realize the image projected of the entire athletic program and the mission of the University.
- The University by reason of its membership in the National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NALA) and Southwestern Athletic Conference (SWAC) is guided in its articles for athletics by their published principles, policies and rules. The University is committed to adhere to these principles, policies and rules.
- The University, as well as the department is committed to academic success of the student-athlete.

Within the past two years, the institution's written statement of athletics program philosophy has been formally reviewed and approved by the Athletic Council and representatives of the faculty to ensure it harmony within the published statement of philosophy of NCAA Division.

## **II. Where revisions were necessary, these revisions were noted.**

At least annually, the following groups are informed of the institution's commitment to the principles of fair play and amateur athletic competition as defined by the NCAA rules.

- The Athletic Council, through the first meeting of each academic year.
- Athletic Department personnel - through a staff meeting.
- Athletics program booster groups - through Athletic Council members.
- All enrolled student-athletes - through meetings with coaches, the Athletics Director and the president.

PRAIRIE VIEW A&M UNIVERSITY  
DEPARTMENT OF ATHLETICS

SUBSTANCE ABUSE PROGRAM

EDUCATIONAL DRUG SEMINAR

I. ORIENTATION OF **DRUGS AND ALCOHOL**

A. **Thelma Pierre** - Program Coordinator Substance Abuse

**COUNSELOR FOR DRUGS AND ALCOHOL**

B. **John Mayes** - Director of Athletic Training/Sports Medicine  
Drug Coordinator

C. **Thelma Pierre** - Student Health Services Director  
Drug Test Site Coordinator Substance Abuse Counselor

1. How drugs and alcohol affects performance?
2. How drugs and alcohol affects you later in life?

II. NCAA FILM

A. NCAA Film on Legalities of Drugs – Banned Substance List (See Attached)

III. EDUCATIONAL

- A. What about Drugs?
1. Coaches' and trainer awareness profile.
  2. Random drug testing - PRETEST.
  3. Number of cases of substance abuse cases reported and treated.
  4. Keep annual statistical records reflecting total number of student-athletes involved in athletics.

## EVALUATION

### COACHES' AND TRAINER AWARENESS PROFILE

1. Has the athlete's personality changed noticeably and are there sudden inappropriate mood changes?
2. Is he/she less responsible for chores, getting to class on time, team rules?
3. Does he/she seem to be losing old friends and hanging out with a drinking-partying group?
4. Is there trouble at school, i.e. grades dropping, skipping classes, missing school and interest lost in school activities?
5. Do you hear consistently about his drinking or questionable behavior from friends, neighbors, and teachers?
6. Does he/she react belligerently to comments, criticism, or remarks about his/her drinking?
7. Are there signs of major medical or emotional problems (ulcers, gastritis, liver problems, depression, overwhelming anxiety, and suicide talk)?
8. Is he/she generally dishonest?
9. Do you detect physical signs-alcohol on the breath, slurred speech, eyeball or pupil changes?
10. Have his/her relationships with other team members deteriorated?

**PRAIRIE VIEW A&M UNIVERSITY  
DEPARTMENT OF ATHLETICS**

**SUBSTANCE ABUSE PROGRAM**

The Prairie View A&M University Athletic Program, in concern for our student-athletes, embarked on a Drug Education Program that began in the Fall of 1989.

Student-athletes, as well as professional athletes live in an environment, which often encourages, supports, and even nurtures the use of alcohol, and chemical substances to the detriment of the athlete, and contributes to the development of this disease. Some student-athletes are of the opinion, that it is necessary to use drugs, either for recreational purposes or to improve their performance. The Prairie View A&M University Athletic Department disagrees completely with the theory that drugs are necessary for recreational purposes or will improve performance, and we will not condone the use of drugs for any purpose other than for medical reasons.

Prairie View A&M University's Athletic Department recognizes that substance abuse can be both prevented and-successfully treated. With that in mind, the Athletic Department is fully committed to provide education, testing and treatment programs to those who have a related problem. This is not an attempt to ruin anyone's life, but an attempt to help a student-athlete solve a possible serious, life-threatening problem.

**PRAIRIE VIEW A&M UNIVERSITY  
DEPARTMENT OF ATHLETICS  
SUBSTANCE ABUSE PROGRAM**

**ADMINISTRATIVE CONSIDERATION**

The Athletic Trainer will make periodic reports to the Athletic Director regarding the effectiveness of the drug screening and counseling program. The policies of the Athletic Department will be strictly adhered to. Any deviation from this policy will be reported to the Athletic Director by the Athletic Trainer.

**SUBSTANCE ABUSE POLICY**

All student-athletes will undergo drug screening during the course of the school year.

By reading of the policy, all student-athletes will be informed of the:

- A. Intent to test for the use of narcotics;
- B. Athletic Department's position on the use of narcotics;
- C. Penalties that will be enforce for those who use narcotics;
- D. The continued participation in the Prairie View A&M University Athletic Program will indicate consent to the provisions of the policy; and
- E. Refusal to comply with testing will result in immediate suspension from scholarship.

**DRUG SCREENING OBJECTIVES**

The Drug Screening Objectives of the Prairie View A&M University Athletic Department are as follows:

1. The overall plan is to prevent any type of drug abuse by Prairie View A&M University student-athletes and to educate them about the associated problems of drug abuse, physically, mentally, emotionally, and legally;
2. To find out whether or not drug usage involves Prairie View A&M University student-athletes;
3. To identify any student-athlete that may be involved in drugs;
4. To educate any student-athlete identified regarding the problem, both as an individual and as a team member; and
5. To make them aware of the action to be taken by the athletes' program in the event of identification.

**PRAIRIE VIEW A&M UNIVERSITY  
DEPARTMENT OF ATHLETICS  
SUBSTANCE ABUSE PROGRAM**

**DRUG SCREENING REASONS**

Drug screening should be instituted for the following reasons:

1. It is harmful to the student-athlete's health;
2. To teach that certain un-prescribed drug use a violation of the law;
3. To evaluate, educate, and rehabilitate the student-athlete; and
4. To discourage the use of drugs.

**PRAIRIE VIEW A&M UNIVERSITY  
DEPARTMENT OF ATHLETICS**

**SUBSTANCE ABUSE PROGRAM**

**PENALTIES INVOLVING DRUG USE**

The first step is to inform the Athletic Director of any problem as it relates to any student.

**OFFENSE 1:** Issue warning and inform parents about their child's involvement with drugs. Also, the student- athlete will have to adhere to a private conference with drug coordinate and a two game suspension.

**OFFENSE 2:** Suspension for the remainder of the season.

**ATHLETES USING COCAINE WILL BE SENT DIRECTLY TO A DRUG REHABILITATION PROGRAM.**

All drug or alcohol related involvement will be known only by the involved athlete, head athletic trainer, athletic director, team physician and coach of the particular sport.

***WHAT'S POPULAR ISN'T ALWAYS RIGHT,***

***AND WHAT'S RIGHT ISN'T ALWAYS POPULAR***

***STAY FREE OF DRUGS,***

**JUST SAY NO!!!!**

# DRUGS OF CONCERN

## MARIJUANA

## COCAINE

## STEROIDS

## ALCOHOL

### 1. MARIJUANA

- slow reactions
- faulty judgment
- causes uncertainty about surroundings
- remains in the body system for 2 to 4 hours
- unpredictable moods
- mental lapses

### 2. COCAINE

- loss of appetite
- loss of weight
- irritability
- narrows the blood vessels and may cause stroke
- addiction (lifelong)
- tremors
- liver damage
- cocaine by use of needle may cause aids
- increased hear rate
- increased hear beat
- paranoia - mental derangement
- ruins peoples' lives

### 3. STEROIDS

- (1) against NCAA rules
- liver disease
- nose bleeds
- promotes hepatitis
- reduce sperm count
- injury related to overstrain
- increased blood pressure
- headaches
- nausea
- causes acne in some cases
- causes sterility

### EFFECTS ON WOMEN

- deepening of voice
- shrinkage of breast
- increased facial hair

# DRUGS OF CONCERN

## 4. ALCOHOL

- creates lack of rest for the mind and body...the athlete will feel like he/she does not get much rest at night...the mind will no be at rest during sleep
  - long term malnutrition
  - long term alcoholism
  - alcohol related accidents
  - addiction
  - created physical needs
  - causes ulcers
  - liver disease
  - slows thinking and reactions
  - habit of regular drinking causes addiction
  - causes insecurity
- causes change in body chemistry

## **ATHLETICS DEPARTMENT DRUG USE POLICY**

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John Mayes, M.Ed., ATC, LAT  
Athletics Trainer/Drug Coordinator Sight Coordinator  
Director of Athletics Training/Sports Medicine

---

Thelma Pierre  
Director of Health Services  
Drug Test Site Coordinator

---

Fred Washington  
Director of Athletics

I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE POLICY AND PROCEDURE PROGRAM FOR THE DRUG EDUCATION, TESTING AND SANCTIONS OF PRAIRIE VIEW A&M UNIVERSITY. I HAVE BEEN GIVEN THE OPPORTUNITY TO ASK QUESTIONS ABOUT IT AND I FULLY UNDERSTAND ITS PROVISIONS.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_

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## CAMPUS TELEPHONE NUMBERS

### Administrative - Academic

Business.....	9280
Creative & Performing Arts.....	3919/4710
Dean of Instruction (Dr. Edward Mason).....	3921/4420
Dean of Students.....	2693/2694
Education.....	2918/3820
Health & Human Performance.....	4210
Language & Communications.....	2215
Life Sciences.....	3910/3911
Math & Physical Sciences.....	2026/4412
Military Science.....	2310/2445
Nursing.....	713-797-7009/7007
Psychology.....	4938
Scholar's Program.....	4116
Social Sciences.....	2192

### Athletic Department

Academic Services and Compliance.....	2314
Athletic Academic Advisor.....	4421
Athletic Administration.....	4390
Athletic Trainer.....	4028
Baseball.....	4290
Basketball (Men's).....	4918
Basketball (Women's).....	2115
Bowling.....	4416
Compliance Coordinator.....	4626
Football.....	2191
Golf.....	2196
Soccer.....	4421

Softball.....	2422
Tennis.....	4448
Track & Field (Men's).....	3019
Track & Field (Women's).....	4319
Volleyball.....	4416

**Other Important Numbers**

Career Planning and Placement.....	2120
Finance & Administration.....	2952
Health & Counseling.....	2217
Financial Aid.....	2423
Housing & Food Service.....	292314713
Health Center.....	2511
Information.....	2117
Police, University.....	4828/4922
Registrar's Office.....	2025/4725
Student Activity & Leadership.....	2018

## Defining Countable Athletically Related Activities

### What are the daily and weekly time limitations on countable athletically related activities?

Student-athletes may not participate in countable athletically related activities for more than:

- |   |   |
|---|---|
| <p><u>In-Season:</u></p> <ul style="list-style-type: none"> <li>• 4 hours per day</li> <li>• 20 hours per week</li> </ul> | <p><u>Out-of-Season (during the academic year):</u></p> <ul style="list-style-type: none"> <li>• 4 hours per day</li> <li>• 8 hours per week</li> </ul> |
|---|---|

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

- During preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier.
- During an institution's term-time official vacation period (e.g., Thanksgiving, spring break), as listed in the institution's official calendar, and during the academic year between terms when classes are not in session.

### Are student-athletes required to have a day off from countable athletically related activities?

During the academic year when school is in session, student-athletes shall have one day per week in which there are no countable athletically related activities. The day off may occur on any day of the week and may change from week to week. A "week" is defined as any seven consecutive days, determined at the institution's discretion.

### Below are partial lists of common activities that count and do not count against your daily and weekly time limits:

Countable* Athletically Related Activities	Non-countable Athletically Related Activities
Practices (not more than 4 hours per day).	Compliance meetings.
Athletics meetings with a coach initiated or required by a coach (e.g., end of season individual meetings).	Meetings with a coach initiated by the student-athlete.
Competition (and associated activities, regardless of their length, count as 3 hours). Note: No countable athletically related activities may occur after the competition.	Drag/alcohol educational meetings or CHAMPS/Life Skills Meetings.
Field, floor or on court activity.	Study hall, tutoring or academic meetings.
Setting up offensive and defensive alignment.	Student-athlete advisory committee/Captain's Council meetings,
On-court or on-field activities called by any member of the team and confined primarily to members of that team.	Voluntary weight training not conducted by a coach or staff member.
Required weight-training and conditioning activities.	Voluntary sport-related activities (e.g., initiated by student-athlete, no attendance taken, no coach present).
Required participation in camps/clinics.	Traveling to/from the site of competition (as long as no countable activities occur).
Visiting the competition site in the sports of cross country, golf and skiing.	Training room activities (e.g., treatment, taping), rehabilitation activities and medical examinations.
Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff.	Recruiting activities (e.g., student host).
Discussion or review of game films.	Training table meals.
Participation in a physical activity class for student athletes only and taught by a member of the athletics staff (e.g., coach).	Attending banquets (e.g., awards or post-season banquets).
	Fund-raising activities or public relations/promotional activities and community service projects.

\* There may be additional rules that are applicable only to certain sports. Also, conferences and institutions may adopt more restrictive rules. Contact your compliance officer if you have questions or would like additional information.

## Participation in Countable Athletically Related Activities Out of the Season

**What is the difference between in-season and out-of-season?**

### In-season (20 flours)

- Time between the team's first officially recognized practice session and the last practice session or competition, whichever occurs later.
- Sports other than football and basketball may have their seasons separated into two distinct segments: championship segment and non-championship segment.
- During the in-season period (i.e., championship and non-championship segments), a student-athlete may participate in a maximum of 20 hours per week of countable athletically related activities.

### Out-of-season (Eight Hours)

- The remaining days during the academic year not included in the in-season period.
- A student-athlete may participate in a maximum of eight hours per week of countable athletically related activities

**Outside the playing season (during the academic year), student-athletes are limited to not more than eight (8) hours per week of certain countable athletically related activities. Those activities are shown below:**

<b>Permissible Countable Athletically Related Activities During the Out-of-Season Period</b>	<b>Non-permissible Activities During the Out-of-Season Period</b>
Required weight training and conditioning activities supervised by an athletics department staff member,	Conditioning drills may not simulate offensive or defensive alignments.
<b>In sports other than football</b> , participation in up to 2 hours per week of voluntary skill*related instruction, provided not more than four (4) student-athletes from the same team are involved at any one time in any facility.	No equipment related to the sport may be used. In the sport of ice hockey, a student-athlete may be involved in on-ice conditioning activities, provided no equipment other than skates is used.
<b>In football</b> , participation in up to 2 hours per week of watching and reviewing films.	Any other countable athletically related activity that may have been permissible during the in-season period.
Participation in a physical fitness class conducted by a member of the athletics department staff.	Required participation in any countable athletically related activities during any institutional vacation period (e.g., Christmas break, summer) that occur outside the declared playing and practice season (i.e., in-season).
Any voluntary athletically related activity in which the student-athlete chooses to participate (does not count in the 8 hours) (e.g., initiated by student-athlete, no attendance taken, no coach present).	

**NOTE: Student-athletes may be involved in any noncountable athletically related activity during the offseason period (e.g., workouts using the safety exception, voluntary workouts, other noncountable activities permitted during the in-season period).**

## **Voluntary Activities and the Safety Exception**

### **What is a "voluntary" activity?**

To be considered a "voluntary" activity, all of the following-conditions must be met:

- The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, non-coaching athletics department staff members who observe the activity (e.g., strength coach, trainer, manager) may not report back to the student-athlete's coach any information related to the activity. [NOTE: Coaches may not observe voluntary activities. However, coaching staff members may be present during permissible skill-related instruction requested by the student-athlete pursuant to NCAA Bylaw 17.1.5.2.2.]
- The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time;
- The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
- The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.

### **What is the safety exception?**

A coach may be present during voluntary individual workouts in the institution's regular practice facility (without the workouts being considered as countable athletically related activities) when the student-athlete uses equipment in that sport. The coach may provide safety or skill instruction but may not conduct the individual's workouts.

The safety exception is applicable to the following sports:

Archery	Swimming and Diving
Equestrian	Synchronized Swimming
Fencing	Track and Field ( <u>FIELD EVENTS ONLY</u> )
Gymnastics	Water Polo
Rifle	Wrestling
Rowing	
Skiing	

**UNIVERSITY DISCIPLINARY  
POLICY**

**Zero Tolerance for  
Drugs,  
Alcohol Abuse,  
and Crimes of Violence.**

**PVAMU ATHLETICS**

**COMPLINACE FORM**



# Prairie View A&M Athletics

## Certification of Countable Athletically Related Activities

Sport: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Please return all weekly schedules for the month along with one certification signed by all team members. Be sure to sign the bottom of each weekly schedule.

*Each undersigned squad member certifies that he/she, as required by the NCAA rules, has:*

1. **Spent no more than 4 hours per day and 20 hours per week engaging in the following countable athletically related activities:**
  - a. **Practice** (a golf round may exceed the 4-hour daily limit, but weekly must not exceed 20 hours)
  - b. **Competition** - competition and associated athletic activities on the day of competition shall count as 3 hours regardless of the actual duration
  - c. **Required weight training** and conditioning
  - d. **Required film** or videotape review
  - e. **Meeting** (on athletically related matters)
- *Time limits do not include voluntary individual workouts not supervised/observed by coaches*
- *For safety reasons, coaches may be present for individual track field events workouts without the workouts being considered CARA counting in the 20-hour week. (Bylaw 17.23.7)*
2. In the playing season, been given at least one day off during the week. A travel day may count as an off day if no countable athletic activities occur during that day.



# **Prairie View A&M Athletics**

## **Playing & Practice Seasons**

### **Policies and Procedures**

1. Each year, the Head Coach must submit their respective Playing & Practice Seasons forms to the Department of Athletic Compliance no later than August 1st prior to the start of the academic year. These forms shall include:
  - a. Staff Declaration (Volunteer Coach Assistant form if necessary)
  - b. A 10 month calendar
  - c. Season Declaration Form
  - d. A list of contests/dates of competition (note if contest is exempt)
2. Playing & Practice Seasons forms can be found on the compliance website and may be submitted via email. Please keep a completed copy for your records.
3. A squad list of student-athletes will be provided to you each semester to review and sign. Once the form is finalized and signed, it shall become your official roster unless changed through the appropriate channels.
4. Whenever changes in personnel or squad lists occur, the Head Coach must submit the changes in writing to the Compliance Office using the Addition/Deletion form or a new Staff Declaration form.
5. Countable Athletically Related Activities (CARA) will continue to be collected monthly, with each week being separately documented and each student-athlete signing off on the hours. Please note in weeks in which no activities occur, coaches must still submit a CARA form with "No Activity" recorded on the document. In these instances, the signatures of student-athletes are not required.
6. At the end of your season, a participation report should be supplied to the Department of Athletic Compliance which will show which student-athletes participated in which contests.
7. All questions can be directed to the Department of Athletic Compliance.

## Prairie View A&M Athletics

### Playing/Practice Season Declaration

(Football and Basketball)

HEAD COACH: Per NCAA Bylaws 17.1.2 & 17.1.3, you are required to submit a declaration of your playing season, prior to the beginning of your season. Please fill in the requested information and submit this form to the Office of Compliance. Subsequent changes must also be submitted in writing.

Sport	# of Contest
Basketball	27 or 29
Football	12

\* \*Basketball and Football: The length of the playing season shall be limited to the period of time between the start of the preseason and the end of the regular playing season.

\*\* Basketball: Contests are limited to 27 contests and 1 qualifying regular season multiple-team event or 29 contests only.

Intercollegiate competition occurs when a student-athlete:

- A. Represents PVAMU in any contest against outside competition, regardless of how the competition is classified (e.g., scrimmage, exhibition, joint practice session, etc.) or when the SA is enrolled in a minimum full-time program of studies.
- B. Competes in a PVAMU uniform or, during the academic year, utilizes apparel/equipment received from PVAMU
- C. Competes and receives expenses (transportation, meals) from the institution for competition.

1. Sport: \_\_\_\_\_ Men's  Women's

2. Academic year: \_\_\_\_\_

3. Date of First Practice: \_\_\_\_\_ Date of First Contest: \_\_\_\_\_

4. Date of SWAC Championship (must be included in playing season): \_\_\_\_\_

5. Number of contests (excluding SWAC & NCAA championships): \_\_\_\_\_

6. Last day of your season: \_\_\_\_\_

7. Will you need to make special arrangements to house or feed your student-athletes either prior to the beginning of the fall semester or during some vacation period(s)? Yes  No

A. From: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ To: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

B. Per Diem: Yes  No

Amount per day: \$\_\_\_\_\_ for \_\_\_\_\_ days.

Signature of Head Coach

Date \_\_\_\_\_

Signature of Head Coach

Date \_\_\_\_\_

# Prairie View A&M Athletics Playing/Practice Season Declaration

(Sports Other Than Football and Basketball)

HEAD COACH: Per NCAA Bylaws 17.1.2 & 17.1.3, you are required to submit a declaration of your playing season, prior to the beginning of your season. Please fill in the requested information and submit this form to the Office of Compliance. Subsequent changes must also be submitted in writing.

Sport	# of Days
Team Sport: Soccer	132 Consecutive Days
Team Sport: Volleyball	132 Consecutive Days
Individual Sport: Cross Country, Golf, Tennis	144 Consecutive Days
Individual Sport: Combined Indoor/Outdoor T&F	156 Consecutive Days

Intercollegiate competition occurs when a student-athlete:

- D. Represents PVAMU in any contest against outside competition, regardless of how the competition is classified (e.g., scrimmage, exhibition, joint practice session, etc.) or when the SA is enrolled in a minimum full-time program of studies.
- E. Competes in a PVAMU uniform or, during the academic year, utilizes apparel/equipment received from PVAMU
- F. Competes and receives expenses (transportation, meals) from the institution for competition.

Total Days: \_\_\_\_\_

Non-Championship Seg: Beginning Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Total Days: \_\_\_\_\_

8. Will you need to make special arrangements to house or feed your student-athletes either prior to the beginning of the fall semester or during some vacation period(s)? Yes U No

A. From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

B. Per Diem: Yes  No

C. Amount per day: \$\_\_\_\_\_ for \_\_\_\_\_ days.

Signature of Head Coach	Date
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Signature of Compliance Officer	Date
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## **Prairie View A&M Athletics Procedure to Attain Team Physicals**

Pursuant to NCAA Bylaw 17.1.5 prior to participation in any practice, competition or out-of-season conditioning activities (or in Division I, permissible voluntary summer conditioning in basketball and football or voluntary individual workouts pursuant to the safety exception), student-athletes who are beginning their initial season of eligibility shall be required to undergo a medical examination or evaluation administered or supervised by a physician (e.g., family physician, team physician). The examination or evaluation must be administered by the Prairie View A&M Health Center within six months prior to participation in any practice, competition or out-of-season conditioning activities. In following years, an updated history of the student-athlete's medical condition shall be administered by an institutional medical staff member (e.g., sports medicine staff, team physician) to determine if additional examinations (e.g., physical, cardiovascular, neurological) are required. The updated history must be administered within six months prior to the student-athlete's participation in any practice, competition or out-of-season conditioning activities for the applicable academic year.

Pursuant to the aforementioned, the following procedure shall be mandatory to attain team physicals:

- 1) The respective head coaches shall complete a Record of Team Physical form. The form is a comprehensive list of those student-athletes who will be receiving physicals, and should be provided to both the Department of Athletic Compliance and the Health Center. Head coaches must provide additional *Record of Team Physical* forms for all student-athletes who receive physicals subsequent to the initial submission.
  
- 2) The Health Center shall administer physicals/medical examinations for only those student-athletes on the *Record of Team Physical* form for each sport. Once all physicals/medical examinations have been performed, the respective head coach (or designee) is responsible for submitting all medical documentation to the Department of Athletic Compliance. All forms must be returned to the Department of Athletics Compliance within 5 calendar days of the physicals/medical examinations being performed.
  
- 3) The Department of Athletic Compliance shall file medical documentation as a matter of record for 10 years.

## Prairie View A&M Athletics Request Permission to Contact

To:

From: Prairie View A&M Athletics  
Department of Athletic Compliance  
Fax: 936/261-9159 Tel: 936/261-9100

Student's Name:	Sport:
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Pursuant to NCAA Bylaw 13.1.1.3, Prairie View A&M University (PVAMU) hereby requests permission to contact the above-referenced student regarding a transfer. S/he is currently a student or former student at your institution and has inquired about transferring to PVAMU to participate in our athletics program.

\_\_\_\_\_ Permission is granted to PVAMU to contact the above-referenced student regarding the possibilities of a transfer.

\_\_\_\_\_ Permission is denied to PVAMU to contact the above-referenced student regarding the possibility of a transfer.

Please check mark the appropriate space above and fax this form to 936/261-9159.

Name of Authorized Representative:	Title:
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Name of Authorized Representative:	Title:
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**PRAIRIE VIEW A&M UNIVERSITY ATHLETICS  
STUDENT-ATHLETE EMPLOYMENT AUTHORIZATION**

Name of Student-Athlete: \_\_\_\_\_

Sport: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Contact: \_\_\_\_\_

**By signing the statement, the student-athlete and employer agree:**

- The student-athlete (SA) may not receive any compensation for the value that the SA may bring to the employer because of publicity, reputation, notoriety, or personal following he/she has obtained because of athletics ability.
- The SA is to be compensated only for work actually performed.
- The SA is to be paid at a rate commensurate with the going rate in that locality for similar services rendered.
- It is impermissible for the employer to provide the SA any extra benefits that are not available to non-athletes performing similar services.
- The employer and SA will make available for inspection -- by an authorized representative of PVAMU, the NCAA, or the SWAC --- copies of all documents, earnings statements, and records related to employment.
- To complete an updated form for each time a student-athlete is subsequently employed.

\_\_\_\_\_  
Student-Athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Compliance Representative

\_\_\_\_\_  
Date

Employer Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer Phone: \_\_\_\_\_

Employer e-mail: \_\_\_\_\_

Employment start date: \_\_\_\_\_ Employment end date: \_\_\_\_\_

Pay Rate (hourly, weekly): \_\_\_\_\_ Approx. hrs of work per week: \_\_\_\_\_

Job Title/Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Payment made by (check all that apply): \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_ Tips

\_\_\_\_\_ Commission \_\_\_\_\_ Other

If "other" please explain: \_\_\_\_\_

\_\_\_\_\_

Did anyone at PVAMU or a Booster arrange this employment? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes," who? \_\_\_\_\_

**\*\*When completed, please return the form to the Office of Athletics Compliance\*\***

## Prairie View A&M Athletics Staff Declaration

Per Bylaw 11.7, this form is to be filled out by each Head Coach for their respective sport. When filling this form out, note coaching limitations and recruiting restrictions. If the staff changes, it is the responsibility of the Head Coach to re-submit this form to the Office of Compliance.

Sport: \_\_\_\_\_

Men's

Women's

Academic Year: \_\_\_\_\_

Head <input type="checkbox"/>	Assistant <input type="checkbox"/>	Grad Assistant <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Name:
Head <input type="checkbox"/>	Assistant <input type="checkbox"/>	Grad Assistant <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Name:
Head <input type="checkbox"/>	Assistant <input type="checkbox"/>	Grad Assistant <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Name:
Head <input type="checkbox"/>	Assistant <input type="checkbox"/>	Grad Assistant <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Name:
Head <input type="checkbox"/>	Assistant <input type="checkbox"/>	Grad Assistant <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Name:
Head <input type="checkbox"/>	Assistant <input type="checkbox"/>	Grad Assistant <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Name:
Head <input type="checkbox"/>	Assistant <input type="checkbox"/>	Grad Assistant <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Name:
Head <input type="checkbox"/>	Assistant <input type="checkbox"/>	Grad Assistant <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Name:
Head <input type="checkbox"/>	Assistant <input type="checkbox"/>	Grad Assistant <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Name:
Head <input type="checkbox"/>	Assistant <input type="checkbox"/>	Grad Assistant <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Name:
Head <input type="checkbox"/>	Assistant <input type="checkbox"/>	Grad Assistant <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Name:
Head <input type="checkbox"/>	Assistant <input type="checkbox"/>	Grad Assistant <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Name:
Head <input type="checkbox"/>	Assistant <input type="checkbox"/>	Grad Assistant <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Name:
Head <input type="checkbox"/>	Assistant <input type="checkbox"/>	Grad Assistant <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Name:

Signature of Head Coach	Date:
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Signature of Office of Compliance	Date:
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# Prairie View A&M Athletics Volunteer Coach Agreement

**\*\*This form, after completion, shall serve as your agreement to serve as Volunteer Coach as Prairie View A&M University\* \***

## ***NCAA Bylaw 11.01.5: 11.01.5 - Volunteer Coach***

In sports other than football and basketball, a volunteer coach is any coach who does not receive compensation or remuneration from the institution's athletics department or any organization funded in whole or in part by the athletics department or that is involved primarily in the promotion of the institution's athletics program (e.g., booster club, athletics foundation, etc.).

- A. The individual is prohibited from contacting and evaluation prospective student-athletes off campus or from scouting opponents off campus and may not perform recruiting coordination functions.
- B. The individual may receive a maximum of two complimentary tickets to home athletics contests in the coach's sport.
- C. The individual may receive complimentary meals incidental to organized team activities {e.g. pre/post game meals, occasional meals), other than training table meals, or meals provided during a prospective student-athlete's office visit, provided the individual dines with the prospective student-athlete.

Name of Volunteer Coach	Sport
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Home Address	Phone Number
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Academic Year Serving as Volunteer Coach
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I, \_\_\_\_\_, agree that my signature below indicates the following:

1. I understand that I am an institutional staff member and I agree to abide by all the rules and regulations set forth by PVAMU, the SWAC, and the NCAA.
2. I understand that I am permitted to:
  - Receive items (e.g. apparel, shoes, etc.) that are incidental to coaching duties
  - Receive compensation for working at PVAMU's sports camps and clinics

- Receive complimentary meals incidental to organized team activities or meals during a prospect's official visit
- Receive transportation and room and board expenses during away-from-home contests

3. I understand that I am prohibited from the following:

- Wagering anything of value on NCAA sponsored sports, amateur or professional
- Contacting or evaluating prospective student-athletes off campus
- Scouting opponents off campus
- Receiving an compensation, cash or in-kind, from the athletics department or any entity that is funded in any part by the athletics department
- Coaching the sport I am volunteering for at a high school, prep school or junior college level, or
- Receiving complimentary admissions to sports other than the sport in which I am coaching

Signature of Volunteer Coach	Date
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Signature of Head Coach	Date
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Signature of Compliance Office	Date
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