### Campus contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Academic Advising and Learning Center</td>
<td>838-8428</td>
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<tr>
<td>Business Office</td>
<td>838-8201</td>
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<tr>
<td>Campus Public Safety</td>
<td>838-8481</td>
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<td>Career Services</td>
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<td>Cashiers Office</td>
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<td>Directory</td>
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<td>Disability Services</td>
<td>838-8250</td>
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<td>Emergency (Campus)</td>
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<td>Financial Aid</td>
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<td>Library</td>
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<td>Multicultural Student Services</td>
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<td>Parking</td>
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<td>President’s Office</td>
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<td>Registrar’s Office</td>
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<td>Student Affairs Office</td>
<td>838-8221</td>
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<td>Student Employment</td>
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<td>Student Health Services</td>
<td>838-8313</td>
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<tr>
<td>Writing Center</td>
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### Department of Athletics

<table>
<thead>
<tr>
<th>Role</th>
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<tbody>
<tr>
<td>Executive Director of Athletics, Curtis Campbell</td>
<td>838-8094</td>
</tr>
<tr>
<td>Accounting Tech, Anita Ellis</td>
<td>838-8917</td>
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<tr>
<td>Athletic Development, Michael Fueling</td>
<td>838-8449</td>
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<tr>
<td>Athletic Training</td>
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<tr>
<td>Alyssa Asay (NPE)</td>
<td>838-8251</td>
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<tr>
<td>Chris Tew (HWC)</td>
<td>838-8343</td>
</tr>
<tr>
<td>Bo Johnson (HWC)</td>
<td>838-8343</td>
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<tr>
<td>Business Operations, Natasha Roman</td>
<td>838-9249</td>
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<tr>
<td>Cheerleading, Elena Snow</td>
<td>838-8121</td>
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<tr>
<td>Compliance, Randi Lydum</td>
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<td>Equipment</td>
<td>838-8260</td>
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<td>Faculty Athletic Representative</td>
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<tr>
<td>Dean Braa</td>
<td>838-5249</td>
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<tr>
<td>Amy Hammermeister Jordan</td>
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<tr>
<td>Facilities/event management, Ed Garland</td>
<td>838-8531</td>
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<td>Media Relations, Jason Dormeyer</td>
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<td>Sports Performance</td>
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<tr>
<td>Cori Metzgar</td>
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<td>Rebecca Smith</td>
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<td>Baseball, Kellen Walker</td>
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<td>Basketball (M), Jim Shaw</td>
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<tr>
<td>Basketball (W), Holli Howard-Carpenter</td>
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<td>Cross Country/Track &amp; Field (M/W), Mike Johnson</td>
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<tr>
<td>Football, Arne Ferguson</td>
<td>838-8516</td>
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<tr>
<td>Soccer (W), Steve Ancheta</td>
<td>838-8295</td>
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<tr>
<td>Softball, Lonny Sargent</td>
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<tr>
<td>Volleyball, Tommy Gott</td>
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</tbody>
</table>
Mission ................................... 3
Student-Athlete Code of Conduct .................... 3
NCAA ethical conduct .................................. 5
Sports wagering ........................................ 6
Social Media Policy .................................... 7.
WOU Code of Student Responsibility .. 8
Violations .............................................. 8-9
Hazing and Initiation Policy ............... 10
Academic misconduct............................ 11
Buckley Amendment/FERPA ................. 11
Student-Athlete Advisory Committee ..12
Community engagement ..................... 12

Athletic Eligibility ......................... 13
Academic eligibility requirements ......... 13
Amateurism/agents ............................. 14
Boosters ........................................... 14
Recruiting ........................................... 15
Extra benefits ................................. 16
Promotional activities ....................... 16
Practice limitations ........................ 17
Outside competition ....................... 18
Summer practice ............................. 19
Transfer/release ......................... 20

Financial Aid
Responsibilities ......................... 21
Athletics-related financial aid .......... 21
WOU financial aid/SAP .................. 21

Sports Medicine & Sports Performance .................. 22
Athletic Training Room use ............. 22
Sports Performance Room ............. 23

NCAA Banned Substances ....24
Banned Drugs ......................... 24-25
Tobacco Use ......................... 26
Drug Testing ............................. 26

Academic Support Services . 27
Tutoring .............................................. 28
Academic advising ....................... 29
Educational impacting disabilities .... 29
Contact information ..................... back cover

Academic advising
Western Oregon University operates under a shared advising model. This means that you will be working with both professional academic advisers and directly with faculty members. Prior to registration each term, you will be required to meet with your academic adviser. WOU has also instituted an online degree-planning system called Degree Tracks, which is your tool to understand exactly where you are and where you are going in your academic program. Your adviser will expect that you have consulted the Degree Tracks system before you go into your advising session. Degree Works is your first and most available resource.

Educational impacting disabilities
Disability Services provides reasonable accommodations to ensure that students with disabilities have access to WOU and its programs through intentional interventions, programs and services. WOU pledges to meet federal requirements, encourage personal growth and increase effective communication for our students.

Reach Disability Services at 503-838-8250 VTTY; fax 503-838-8721 or email ods@wou.edu Location: APSC room 405.
Tutoring

Tutors are peer students, mostly junior and seniors, who have been recommended by faculty in their subject area. Their goal is to provide academic support for all of our students. Tutors have times available to schedule appointments. However, sometimes they have other options when times don’t work out, so be sure to ask about various arrangements. Don’t wait until you’re failing a course to seek help. Be smart and use your resources.

How to schedule a tutor:

- Visit your portal homepage
- Under “My Programs” select “Schedule a Tutor”
- Fill out the form to make an appointment

There are also walk-in appointments for both math and science on the second floor of the library on Monday–Friday and Sunday nights. Come prepared with material and your V number.

Don’t wait until you are failing a course to seek tutoring. In fact, it’s often difficult to help as much then. Be smart and use your resources. We actually have more honor roll students than failing students who use tutors. We want you to have a successful, rewarding academic life at Western Oregon University.

To make an appointment, please contact the Academic Advising and Learning Center at 503-838-8428 or email tutoring@wou.edu.
Dear WOU Student-Athlete:

I would like to personally welcome all of our student-athletes to Western Oregon University!

It is my goal for every student-athlete to be successful in the classroom as well as in their respective sport. As a student-athlete, I expect you to represent the athletic department and university with class and dignity. Always remember that participation in athletics at WOU is a privilege and not a right.

As a member of the Great Northwest Athletic Conference, WOU competes in one of the best Division II conferences in the country. You will have the opportunity to win conference, regional and national championships. I hope that you are determined to be a scholar and a champion!

This handbook provides useful information about athletic policies and procedures that govern our department. If you have questions that are not covered in this handbook, please do not hesitate to ask your coach or an athletic staff member.

I am looking forward to meeting and getting to know you. I wish you the best of luck with all of your endeavors at Western Oregon University.

Go Wolves!

Curtis Campbell
Executive Director of Athletics

Academic Support (Academic Advising and Learning Center)

Western Oregon University has a terrific Academic Advising and Learning Center (AALC). The Student Success Team offers a variety of services and resources:
- Tutoring
- Time management instruction
- Test-taking strategies
- Note-taking and study skills

There are many other services offered that are easy to access. To schedule an appointment, call 503-838-8428 or drop by the Advising Center help desk.

Student Success Team

Most students will need to change in their study habits as they adapt from high school to college. Don’t be afraid to analyze your own and try some new skills that may reduce your workload while making you more successful.

Services at the Learning Center are free. We want you to have a successful experience when you come for your appointment. Here are some ways you can prepare for your visit:
- Attend class regularly
- Bring all needed materials to your appointment
- Work on the assignment, reading, etc. before you come
Tobacco Use ■ Drugs & Alcohol ■ NCAA Drug Testing Policy

Tobacco use

All tobacco products are prohibited at university-sponsored activities (travel, practice, and competition). In addition, the NCAA prohibits use of tobacco products by a student-athlete during practice and competition. A student-athlete who uses tobacco products during a practice or competition will be disqualified for the remainder of that practice or competition. Disciplinary action for other violations of the tobacco policy is at the discretion of the director of athletics.

Drug and alcohol use

Possession and use of illegal drugs and/or alcohol is strictly prohibited (regardless of age) whenever a student-athlete travels as an official representative of Western Oregon University. Such conduct is considered a serious violation of the Student-Athlete Code of Conduct. Misconduct in connection with the use of drugs and/or alcohol, either on- or off-campus, is cause for disciplinary action.

NCAA Drug Testing Policy

In order to remain eligible for NCAA competition, student-athletes must complete the NCAA Drug Testing Consent Form annually. Results of drug tests will remain confidential with the exception of disclosure to those persons authorized by the drug testing programs. Urinalysis will be performed randomly in order to check for substances on a list of drugs banned by the NCAA Executive Committee. These include stimulants (such as amphetamines and cocaine), anabolic steroids and other drugs. All nutritional or dietary supplements carry some risk of containing an NCAA-banned substance because they are not well-regulated and may be contaminated. Failure to check out a supplement with the sports medicine staff before use may result in a failed appeal for a positive drug test. Ultimately, student-athletes are responsible for anything they ingest.

Consequences of a positive drug test

• A student-athlete who tests positive shall be withheld from competition in all sports for a minimum of 365 days from the drug test collection date and shall lose one year of eligibility.
• A student-athlete who tests positive has an opportunity to appeal the positive drug test.
• A student-athlete who tests positive a second time for the use of any drug other than a “street drug” shall lose all remaining regular-season and postseason eligibility in all sports. Two positive tests for “street drugs” results in the loss of an additional year of eligibility.
• The penalty for missing a scheduled drug test is the same as the penalty for a positive test.

Mission

The mission of the Western Oregon Department of Intercollegiate Athletics is to provide each student-athlete with a CHAMPIONSHIP EXPERIENCE through a commitment to ACADEMIC ACHIEVEMENT, ATHLETIC EXCELLENCE, UNIVERSITY PRIDE, PERSONAL GROWTH and COMMUNITY ENGAGEMENT.

Student-Athlete Code of Conduct

Guiding Principle

It is an honor and a rare accomplishment to have become a college athlete. We welcome you to our group. The Athletics Department at Western Oregon University aspires to provide each of its students with an experience that will be enjoyed, cherished and remembered. We hope to sustain a culture of excellence on our campus. We strive to excel in all areas of college life: competition, academics, behavior, citizenship and social responsibility. We strive to be known and recognized on campus. We hope that other clubs, organizations and departments on our campus look at WOU athletes with a sense of pride. While our demands are high and our expectations unique among WOU students, the benefits of creating and maintaining this enviable culture are far-reaching.

Our Code

The Western Oregon University Student-Athlete Handbook is your guide to what will be required and expected of you as a member of our Athletics Department. Every organization has rules and guidelines that need to be honored; this handbook contains ours. Compliance with these rules is not optional. This manual also contains Great Northwest Athletic Conference (GNAC) and NCAA rules that govern college athletics. In addition to these over-riding guidelines, you are also subject to your team’s rules and regulations. These will be articulated to you by your head coach. Understand that violation of our rules will result in consequences to be determined by your head coach, the director of Athletics and/or the dean of students. Violation of our rules may result in sanctions that may include a written reprimand, loss of practice time or participation, suspension from your team, reduction or loss of financial aid or dismissal.

Our Governing Bodies

All student-athletes are governed by NCAA rules and legislation. In addition, our conference, the GNAC, has a separate set of rules. Not knowing these rules is not an acceptable excuse for violations. You will be afforded with educational opportunities to learn about these rules. You will also have access to our Athletics Department Compliance Officer who can guide you through these requirements.
Sportsmanship Policy

Each student-athlete is a representative of his or her team, the Athletics Department and the University. Each student should demonstrate good sportsmanship at all athletic events, whether competing or observing. Poor sportsmanship is not what WOU is about. The following is a list of behaviors that will not be tolerated:

- Physical or verbal abuse of players, spectators, officials, coaches or administrators.
- Throwing objects onto the playing surface or at any participant (players, coaches, officials or spectators, etc.)
- Taunting opponents, officials or coaches, etc.
- The use of profane or vulgar language or gestures or trash-talking.
- Fighting

Violation of this sportsmanship policy can result in sanctions imposed by the director of Athletics, which may include suspension or dismissal from your team. We pride ourselves in the way we play and in the way we support our fellow athletes.

Some Examples of NCAA Banned Substances in Each Drug Class.

**THERE IS NO COMPLETE LIST OF BANNED SUBSTANCES.** Do not rely on this list to rule out any label ingredient.

**Stimulants:** amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; methamphetamine; methylphenidate (Ritalin); synephrine (bitter orange); methylhexanamine (DMAA); “bath salts” (mephedrone); Octopamine; DMBA; phenethylamines (PEAs); etc.

**exceptions:** phenylephrine and pseudoephedrine are not banned

**Anabolic Agents** (sometimes listed as a chemical formula, such as 3,6,17-androstatrienone):
- Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; testosterone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; trenbolone; SARMS (ostarine, ligandrol, LGD-4033); etc.

**Alcohol and Beta Blockers** (banned for rifle only): alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

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

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

**Peptide Hormones and Analogues:** growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1 (colostrum); etc.

**Anti-Estrogens:** anastrozole; tamoxifen; formestane; ADT, clomiphene; SERMS (nolvadex); Arimidex; clomid; evista; fulvestrant; aromatase inhibitors (Androst-3,5-dien-7,17-dione), etc.

**Beta-2 Agonists:** bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; etc.

Any substance that is chemically related to one of the above classes, even if it is not listed as an example, is also banned!

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting Drug Free Sport AXIS, 877-202-0769 or drugfreesport.com/axis password ncaa1, ncaa2 or ncaa3.

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.
2018-19 NCAA Banned Drugs

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

The NCAA bans the following classes of drugs:
1. Stimulants
2. Anabolic Agents
3. Alcohol and Beta Blockers (banned for rifle only)
4. Diuretics and Other Masking Agents
5. Illicit Drugs
6. Peptide Hormones and Analogues
7. Anti-Estrogens
8. Beta-2 Agonists

Note: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:
2. Gene Doping
3. Local Anesthetics (under some conditions).
4. Manipulation of Urine Samples.
5. Beta-2 Agonists permitted only by prescription and inhalation (i.e., Albuterol).

NCAA Nutritional/Dietary Supplements WARNING:
Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff!

1. Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.
2. Student-athletes have tested positive and lost their eligibility using dietary supplements.
3. Many dietary supplements are contaminated with banned drugs not listed on the label.
4. Any product containing a dietary supplement ingredient is taken at your own risk.

Check with your athletics department staff prior to using a supplement.

NCAA Ethical Conduct (NCAA article 10)

Honesty and sportsmanship
All participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Unethical conduct
Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member (e.g., coach, professor, tutor, teaching assistant, student manager, athletic trainer) may include, but is not limited to, the following:

• Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual’s institution;
• Knowing involvement in arranging for fraudulent academic credit of false transcripts for a prospective or an enrolled student-athlete; or knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
• Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual’s institution false or misleading information concerning the individual’s involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
• Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or representative of an agent or adviser;
• Knowingly providing a student-athlete with a banned substance, impermissible supplement, or medications contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state of federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;
• Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or institution’s admissions office regarding an individual’s academic record (e.g., schools attended, completion of coursework, grades, test scores);
• Fraudulence or misconduct in connection with entrance or placement examinations;
• Engaging in any athletics competition under an assumed name or with intent otherwise to deceive; or
Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution’s athletics department regarding an individual’s amateur status.

**Disciplinary action**
Prospective or enrolled student-athletes found in violation of the provisions of the NCAA ethical conduct regulation shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility.

**Sports Wagering**
Student-athletes shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition. This applies to any institutional practice or any competition (intercollegiate, amateur or professional) in a sport in which the NCAA conducts championship competition. A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for another item of value.

**Sports wagering includes:**
- Placing, accepting or soliciting a wager (on a student-athlete’s behalf or behalf of others) on any intercollegiate, amateur or professional team or contest
- Internet sports wagering
- Fantasy leagues in which entry fees are required or there is an opportunity to win a prize
- Auctions in which bids are placed on teams, individuals or contests
- Bookmaker or parlay card

There are various sanctions in place for individuals who participate in sports wagering. Student-athletes involved will permanently lose all remaining regular-season and postseason eligibility in all sports.

**Sports Performance Room**

**Rules and policies**
- Athletes are not allowed to be unsupervised in the Sports Performance Room. Use of the room by WOU athletes only allowed when a certified strength and conditioning coach is present.
- **WOU apparel or WOU colors** (gray, white, black or red) only; gear from other universities or high schools will not be allowed; proper athletic shoes only, no cleats, sandals or work boots allowed; hats are to be taken off as you enter the facility.
- Stereo is controlled only by full-time sports performance coaching staff.
- Absolutely no entrance into the Sports Performance Office unless given permission by the coaching staff.
- Collars are required on bars at all times; spotters required on major lifts (squats, bench, push press).
- No food, drinks or gum are allowed on the weight room floor.
- Gear/bags must be kept in cubbies.
- **Pick up after yourself;** strip weights off bars after use, return dumbbells/bands/kettle bells to proper place when done. Room will look as you found it when you are done with your scheduled workout.
- Absolutely no cell phone usage on weight room floor
- No use of headphones on weight room floor during lifting; they may be used in cardio area
- No profanity shall be used
- **Respect all coaches, staff members and fellow WOU athletes at all times, and always respect the facility and equipment.**
- **BE ON TIME FOR SCHEDULED WORKOUTS. OTHERWISE, YOU WILL NOT BE ALLOWED TO LIFT.**
- Once you conclude your workout, make sure you get signed out
Sports Medicine Information

Training room facilities
Alyssa Asay, head athletic trainer
NPE Building, room 107
Phone: 503-838-8251
Fax: 503-838-8370
E-mail: asaya@wou.edu

Chris Thew, Bo Johnson
Health and Wellness Center
Phone: 503-838-8343
Fax: 503-838-9538

Team physicians
Matthew Taylor,
MD Primary Care Sports Medicine
Angela Passanise,
DO Orthopedic Sports Medicine
3680 NW Samaritan Dr.
Corvallis, OR 97330
541-754-1276

Chris Thew, Bo Johnson
Health and Wellness Center
Phone: 503-838-8343
Fax: 503-838-9538

Other local medical contacts
Corvallis Clinic Immediate Care
3680 NW Samaritan Dr.
Corvallis, OR 97330
541-754-1282

Good Samaritan Regional Medical Center E.R.
3680 NW Samaritan Dr.
Corvallis, OR 97330
541-768-5111

Services available in the Athletic Training Room:

- Emergency care (AED, splints, crutches)
- Injury evaluation
- Injury rehabilitation
- Taping/bracing
- Various modalities (ice, heat, etc.)
- Wound care
- Hydration supplies/information
- Nutritional/supplement advice
- Referrals for other general medical conditions

Social Media Policy

Student-athletes are permitted to maintain personal profiles on social networking sites (Instagram, Twitter, Snapchat, etc.) **Student-athletes must be aware that some online behavior may embarrass themselves, their teammates, their sports programs and/or Western Oregon University and may result in disciplinary action.**

Each student-athlete must acknowledge that the content of such website profiles are available to many unanticipated viewers and that content can reflect positively or negatively on themselves, their teammates and the sport group with which they are affiliated. Therefore, student-athletes who identify themselves with an intercollegiate team or are depicted wearing identifying apparel in photos and maintain such websites are required to maintain them in accordance with the following policies:

- The use of offensive or vulgar language in any context is not permitted.
- Offensive, lewd, revealing photographs are prohibited.
- Photographs revealing violent, demeaning or sexual activities are not permitted.
- Photos depicting conduct that is in violation of the WOU Code of Student Responsibility, state or federal law are prohibited.

WOU and Athletics wants you to keep in mind the following while using social media:

- Many law enforcement agencies, potential employers, graduate programs and scholarship committees screen social networking sites, so exercise caution on these sites.
- Students-athletes could face discipline, including dismissal from their teams, if their content or behavior depicted on social media violates WOU’s code of student responsibility or the policies of WOU, Athletics or the NCAA.
WOU Code of Student Responsibility

All members of the Western Oregon University community have a responsibility to maintain a level of behavior that reflects favorably upon the individual and WOU. WOU expects students to abide by local, state and federal laws as well as WOU policies, procedures and regulations, including this code. The regulations contained in the code will apply to all matters affecting WOU including, but not limited to, events occurring during the time the university is in session, events occurring between academic terms, at university sponsored on- and off-campus events, and any behavior on or off the campus by WOU students.

Code of Student Responsibility violations

1. **Academic misconduct**: The act of cheating, fabrication and plagiarism. Examples: looking at another person’s exam, making up lab results and failing to cite sources in a paper.
2. **Alcohol**: Those under 21 may not possess, consume or furnish alcohol. Possession of alcohol includes possession by consumption. Those older than 21 may not consume alcohol on university property except for when authorized by the university. Those older than 21 may not furnish alcohol to minors.
3. **Computer/network resources misuse**: any violation of the Acceptable Use of Computing Resources Policy, which includes violation of copyright law.
4. **Controlled substances**: Possession, consumption, manufacturing, distribution or sale of illegal drugs or controlled substances.
5. **Disorderly conduct**: Unreasonable noise or conduct that results in annoyance, exposing oneself to others or trying to see and/or record others in private acts.
6. **Failure to comply**: Failure to comply with the reasonable request of a university official.
7. **Fire and life safety**: Tampering with fire safety equipment, generating a false alarm or engaging in behavior that constitutes a fire or safety hazard.
8. **Harassment, discrimination, bullying or stalking**: Insults, gestures, or abusive words directed to another person that may cause emotional distress.
9. **Hazing**: Initiation rites involving any intentional action that a reasonable person would foresee as causing mental or physical discomfort or embarrassment.
10. **Inciting or provoking others**: Encouraging others to engage in prohibited conduct or insulting a person in that person’s presence with abusive words or gestures.
11. **Interference or contempt of adjudicative proceedings**: Intentionally furnishing false information to a university official or hearing body or behaving in a way that interrupts the hearing procedures.
12. **Misrepresentation of matter of fact**: Knowingly furnishing false information to an authorized university official; representing oneself as another person; altering, forging or improperly possessing another’s university identification card; or providing false testimony about previous academic information.

Financial Aid Responsibilities

Athletics-related financial aid

As a student-athlete, you should be familiar with the terms and conditions of your athletics-related grants-in-aid (scholarship) and other forms of financial assistance. Your athletics-related financial aid is awarded for one-year periods as mandated by the NCAA. **Renewal of this aid is the decision of Athletics.**

Notification of athletic scholarship renewals or non-renewals will be made in writing on or before July 1 prior to the academic year in which they are to be effective. Renewals will be on a one-year basis and may be subject to an increase, decrease or non-renewal. If aid is reduced or canceled, you will be provided an opportunity for a hearing at your request. Notification of this opportunity for a hearing will be delivered in a letter from the Financial Aid director.

**Your athletic aid may be canceled or reduced during the period of the award if you:**

- Render yourself ineligible for intercollegiate competition;
- Fraudulently misrepresent any information on an application, letter of intent or financial aid application;
- Engage in serious misconduct warranting substantial disciplinary penalty;
- Voluntarily withdraw from your sport for personal reasons; or
- Fail to comply with non-athletics-related conditions (including but not limited to academic policies or standards, team rules or policies).

WOU Satisfactory Academic Progress Policy (SAP)

These policies apply to undergraduate students who receive federal, state and/or institutional financial aid at WOU. Students receiving financial aid are required to maintain quantitative and qualitative requirements and also to graduate within a reasonable time.

- **Minimum credits** (full-time students are required to complete 36 credits per year)
- **Making pace** (full-time students are required to complete 67 percent of attempted credits)
- **GPA requirement** (full-time students are required to maintain a 2.0 GPA)
- **Students who exceed 220 credits but have not graduated are not eligible for financial aid**

Please visit WOU Financial Aid for complete listing of requirements. Academic scholarships may have more stringent guidelines than federal, state or institutional financial aid.
Transfer / Release

If you wish to transfer to another institution, you should first approach your head coach and ask for permission to speak to other institutions. Your coach will tell you if he or she intends to support your release and will notify the Compliance Office. Upon approval, you should visit the Compliance Office to discuss the remaining steps to your release.

Should you be denied permission to speak to another institution or a transfer release, you will be issued a letter stating that you will be provided an appeal hearing upon your request. The appeal hearing is conducted by an institutional committee outside of Athletics.

Codes of Conduct

13. **Obstruction, disruption or interference**: Engaging in behavior that disrupts university functions (e.g., interrupting teaching, research, or campus activities or functions). Example: going to class while under the influence of drugs or alcohol.

14. **Publications and media**: Posting or distributing materials on university property that violates copyright laws, postal regulations or university policies or rules.

15. **Sexual misconduct**: Any contact of a sexual nature without explicit consent for each form of sexual activity. Example: touching the genitalia of a person who is intoxicated and unable to give clear permission.

16. **Threatening or abusive behavior**: Conduct that threatens imminent bodily harm or endangers the physical or emotional health of any person or oneself.

17. **Vandalism/theft/unauthorized use of property**: Damage, destruction, theft or unauthorized entry or use of university property. Examples: taking chairs from WUC or being in the Health and Wellness Center when it is closed.

18. **Violation of policies, standards and laws**: Any violations of federal, state or local law that results in law enforcement report being forwarded to the university.

19. **Dangerous weapons and destructive chemical or incendiary devices**: Possession, use, or threatened use of a weapon, ammunition or any object or substance used as a weapon.

The full text of the Western Oregon University’s Code of Student Responsibility, including procedures for the student conduct system. The Code of Student Responsibility is also available online at: wou.edu/studentconduct

Contact us:
The Office of Student Conduct is located in Ackerman Hall- first floor lobby or judicial@wou.edu 503.838.8311
Tina Fuchs, Dean of Students
Jeff Hawthorne, Conduct Officer
Barb Pena, Student Conduct Assistant
Hazing and Initiation Policy

Our athletics department has a zero-tolerance policy against hazing and initiations. We define hazing as:

- Any activity or action that creates a risk to the health and safety of another person.
- Any activity designed to humiliate, degrade or abuse individuals who are joining or continuing with a team. Hazing or initiations are simply not allowed (regardless of an individual’s willingness to participate).

Examples of prohibited behavior include, but are not limited to:

- Forced or pressured consumption of alcohol or drugs, ingestion of any substance (food, water, etc.), shaving, haircut, painting, piercing etc. any part of one’s body, compelled physical exercise or paddling, whipping, beating or physical abuse of any kind.
- Any type of mental, emotional or physical abuse.
- Compulsory servitude
- Verbal or cruel harassment including yelling, screaming etc.
- Any activity that interferes with one’s ability to study or complete assignments.
- Forcing or compelling the wearing of apparel designed to embarrass those who are wearing it.

Outside Competition • Summer Practice

Summer practice

- You are permitted to use the university’s athletic facilities for voluntary participation activities only if the activity is not supervised by, or held at the direction of, any member of the coaching staff.
- Student-athletes and members of the coaching staff are not permitted to engage in countable athletics-related activities during the summer. However, in individual sports only (e.g., track and field), a coach may participate in individual workouts with a student-athlete from the coach’s team during the summer, provided that the request for such assistance is initiated by the student-athlete. The coach may provide safety or skill instruction but cannot conduct the individual’s workout.
- Required meetings and workouts for student-athletes held at the direction of, or supervised by, institutional staff members during the summer months would constitute out-of-season practice and are precluded by NCAA rules. This includes requiring student-athletes to submit summer workout logs and progress reports.
Voluntary Activities

- Sports other than football and basketball may have their seasons separated into two distinct segments: championship and non-championship.
- Multi-sports athletes are bound by the daily and weekly limitations.

Out-of-season (8 hours per week)
• Out-of-season time includes the remainder of the academic year not included in the in-season period.
• Sports other than football: Outside the playing season, from the institution’s first day of classes until one week prior to the beginning of the final exam period, only a student-athlete’s participation in required weight-training, conditioning and individual skill instruction is permitted.
- This participation is limited to eight hours per week with not more than two hours per week spent on individual skill workouts or team activities.
- All athletics-related activities outside the playing season are prohibited one week prior to the beginning of the final examination period through the conclusion of each student-athlete’s final exams.

Voluntary activities
Time spent outside of practice limitations specified above must be voluntary activity.
To be considered voluntary, the following conditions must be met:
• The student-athlete must not be required to report back to a coach or other Athletics staff member;
• The activity must be initiated and requested solely by the student-athlete;
• The student-athlete’s attendance and participation in the activity (or lack thereof) may not be recorded for the purpose of reporting 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.

Outside competition
• A student-athlete who participates during the academic year as a member of any outside team in any non-collegiate, amateur competition immediately becomes ineligible for intercollegiate competition; however, a student-athlete may practice with an outside team.
• During the summer, current student-athletes and recruited prospective student-athletes cannot participate jointly in recreational activities at the direction of, organized by, or observed by a coaching staff member.
• During the summer, as a general rule, a member of the athletic department (e.g., coach, official, player, etc.) may not be involved in any way with any outside team that a student-athlete participates on.
• You may not receive any pay for athletic participation. “Pay” includes any type of salary or compensation (including cash prizes). You may receive actual and necessary travel, room/board expenses, and apparel and equipment for practice and competition. These expenses may only be received from someone upon

Academic Misconduct

Academic misconduct
The Western Oregon University Athletics Department maintains a zero-tolerance policy regarding academic misconduct. All issues regarding academic misconduct are processed by the office of the dean of students.
Acts of academic misconduct includes but are not limited to:

Acts of academic misconduct, which includes but is not limited to:
(a) Cheating — intentional use, or attempted use of artifice, deception, fraud, or misrepresentation in completing, submitting, or recording one’s academic work;
(b) Fabrication — unauthorized falsification or invention of any information or citation in any academic exercise;
(c) Facilitating dishonesty — helping or attempting to help another person commit an act of academic misconduct. This includes students who substitute for other persons in examinations, fake other person’s attendance, or allow another person to copy work or represent as the student’s own papers, reports, or any other academic work or the work of others;
(d) Plagiarism — representing without giving credit the words, data, or ideas of another person as one’s own work in any academic exercise. This includes submitting, in whole or in part, pre-written term papers of another or the research of another, including but not limited to the product of commercial vendors who sell or distribute such materials, and the appropriation or use of electronic data of another person or persons as one’s own, or using such data without giving proper credit for it;
(e) Any use or attempted use of electronic devices in gaining an illegal advantage in academic work in which the use of these devices is prohibited. Such devices include but are not limited to cell phones, smart phones, personal digital assistants, electronic tablets, laptops, programmable calculators, USB flash drives or other removable memory devices, etc.

Buckley Amendment/FERPA

The Family Educational Rights and Privacy Act (also called “FERPA” or “Buckley Amendment”) gives students privacy rights in their education records. The law requires that Western Oregon University keep educational records private.
The university must obtain a student’s permission before any other party (e.g., parents or guardians) may have access to the student’s file. There are exceptions for emergencies, court orders and for university officials who have a “need to know.” The law also provides that students have the right to inspect records about themselves that are maintained by the university.
Student-Athlete Advisory Committee (SAAC)

The WOU Student-athlete Advisory Committee is made up of student-athletes from each of our intercollegiate teams. Functions of SAAC include:

- Promote communication between athletes and Athletic administrators
- Disseminate information
- Provide feedback and insight into Athletics issues
- Generate a student-athlete voice on campus and build a sense of community within Athletics
- Promote a positive image on campus of student-athletes and help student-athletes become involved and represented in campus-wide committees
- Organize community-service efforts
- Coordinate the annual Make-A-Wish project

Community engagement

The objective of participation in community engagement is to foster interest in and increase the visibility of our Athletics. Through community engagement, student-athletes can direct the energy and spirit of competition to positively change society. Community engagement differs from community service in that engagement emphasizes the gathering of individuals to share in an experience and not just provide assistance to an individual or group in need. All community engagement and service opportunities must be approved by the director of compliance prior to the activity.

Practice Limitations

Student-athletes may not participate in CARA for more than:

- In-season: 4 hours per day, 20 hours per week
- Out-of-season (during the academic year): 8 hours per week

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

- Preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier;
- Official vacation periods on the institution’s academic calendar (e.g., Thanksgiving, spring break); or
- Between terms during the academic year when classes are not in session.

During the academic year, you are required to be given an “off day.” No practice, conditioning, meetings etc. Your off-day may be a travel day. You get one off-day during your season, and two off-days in your non-competitive terms.

- In-season (20 hours per week/4 hours per day)

Charitable organizations often request assistance from student-athletes in fundraising activities. You must obtain permission from the Compliance Office to participate in these activities. Any questions about what is permissible should be directed to your coach or to the Compliance Office in advance of the activity so that the proper paperwork may be completed to ensure that you do not jeopardize your eligibility.

- You may not miss class to participate in promotional/charitable activities.

Countable Athletics-Related Activities (CARA)

- Competition
- Individual workouts that are supervised by a member of the coaching staff
- Observation by a coach in non-organized sport-specific activities (pick-up games)
- Participation in camps or clinics
- Participation of student-athletes in permissible tryouts by a perspective student-athlete
- Practice: activities using equipment related to the sport, chalk talk, review of game film, on court/field activities, lecture on strategy related to sport
- Required preparation of playing field for competition
- Required weight training and conditioning activities supervised by a staff member
- Skill instruction
- Visiting the competition site
- Voluntary skill instruction at the request of the student-athlete

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Benefits ■ Promotional Activities

Extra benefits

The NCAA defines an extra benefit as “any special arrangement by an institutional employee or a representative of the institution’s athletics interests to provide a student-athlete or the student-athlete’s relative or friend a benefit not expressly authorized by NCAA legislation.” Therefore, please be aware of the following:

- You cannot accept anything from an employee of the university or an athletics booster (e.g., use of a car, haircut, clothing, gifts, money, tickets for any kind of entertainment).
- You cannot accept free or reduced-cost room or board from any university employee or athletics booster. This includes room or board in your home city or any other location. This precludes you from “house-sitting” without paying rental costs at a comparable rate for similar housing in that locale.
- You may not accept free or reduced-cost storage room from personal belongings for the summer months from any university employee or athletics booster.
- You may not accept free or reduced-cost merchandise or services from any merchant unless that free or reduced cost item is available to the general public.
- You may not eat at a restaurant as the guest of a university employee or athletics booster. On infrequent, special occasions (e.g., a birthday, Thanksgiving, etc.), you may accept an invitation to the home of a university employee or an athletics booster for a meal.
- You may not use an Athletics copy machine. You may not make long-distance phone calls using departmental equipment or use the long-distance access code of any university employee.
- Members of the athletic department are not permitted to type reports, papers, letters or any other written material for you.
- You may not receive a special discount, payment arrangement, or credit on a purchase (e.g., airline ticket, clothing) or service (e.g., laundry, dry cleaning) from a university employee or an athletics booster.
- You may not accept a money loan, bond guarantee or signing or cosigning of a note to facilitate a loan from a university employee or athletics booster.
- University employees are not permitted to use an institutional vehicle to help you move from one residence to another.

Promotional activities

- Regardless whether compensation is received, you may not allow the use of your name, picture, or personal appearance to advertise or promote any commercial products, services, jobs or employers.
- You should not attend any special events (e.g., banquets, receptions, golf outings, speaking engagements) as a guest of an athletics booster without checking with your coach or the Compliance Office in advance to make certain that you will not jeopardize your eligibility.
- You may be involved in a promotional activity and use your athletic ability to receive a prize as part of a promotional activity provided that you are selected through a random drawing open to the general public or the general student population.

Academic Eligibility ■ Eligibility Checklist

Academic eligibility requirements

Eligibility checklist

- Each term you must be enrolled in a minimum of 12 hours (general education and major) to be eligible to practice or compete
- You may only count minor credit hours if you are REQUIRED to complete a minor as part of your degree plan
- You must file a degree plan with the Registrar by the beginning of your seventh term to be cleared for competition in your sport
- All course work from your seventh term and beyond must be part of the degree plan you currently have on file
- If you plan to do any of the following, you must meet with the director of compliance for approval:
  - Drop a course during the term
  - Drop below 12 hours during any regular term
  - Change your major or minor or drop minor
  - Take a course at another institution (on site or online)

Student-athletes determine their own eligibility via their academic performance. Questions concerning academic eligibility should be directed to the Compliance Office. See Randi and say “prize, please” to win a prize.

Academic class (term of full-time enrollment) and NCAA continuing eligibility requirements:

Sophomore (entering fourth quarter)

- Must have earned at least 36 credits during previous year with at least 27 hours earned during the regular academic year
- Must pass 8 credits per term toward degree
- Cumulative GPA requirement of 2.0
- Maximum of 6 hours of remedial courses may be used in the first year (terms 1-3 and summer)

Junior (entering seventh quarter)

- Must have earned at least 36 credits during previous year with at least 27 credits earned during the regular academic year
- Must have declared a major and filed a degree plan by the beginning of the seventh quarter
- Must pass 8 credits per term toward degree
- Cumulative GPA requirement of 2.0

Senior (entering 10th quarter) / Fifth-Year Senior (entering 13th quarter)

- Must have earned at least 36 credits during previous year with at least 27 credits earned during the regular academic year APPUCABLE to degree plan
- Must pass 8 credits per term toward degree
- Cumulative GPA requirement of 2.0
Amateurism/agents

You are not eligible for participation in a sport if, after initial full-time collegiate enrollment, you have ever:

- Taken pay, or the promise of pay, for competing in that sport;
- Agreed (orally or in writing) to compete in professional athletics in that sport;
- Played on any professional athletics team as defined by the NCAA in that sport;
- Used your athletic skill for pay in any form in that sport (12.1.4)

You are not eligible in a sport if you ever have accepted money, transportation or other benefits from an agent, or agreed to have an agent market your athletic ability or reputation in that sport (12.3)

You are not eligible in any sport if, after you become a student-athlete, you accept any pay for promoting a commercial product or service, or allowed your name or picture to be used for promoting a commercial product or service (12.5.2).

You are not eligible in any sport if, because of your athletic ability, you were paid for work you did not perform, were paid at a rate higher than the going rate, or were paid for the value an employer placed on your reputation (12.4).

Boosters

A “representative of the institution’s athletics interests” (booster) is an individual, independent agency, corporate entity or other organization that is known (or should have been known) to:

- Have participated in or been a member of an organization promoting WOU’s Athletics program
- Have made financial contributions to Athletics or to the university’s Wolves Club
- Be assisting or have been requested (by Athletics staff) to assist in the recruiting of prospective student-athletes;
- Be assisting or have assisted in providing benefits to enrolled student-athletes or their families or anyone who has ever been involved with WOU Athletics.

Recruits and Host Guidelines

As a student-athlete, you may be asked to host Prospective Student-Athletes (PSA) on their official visits to campus. Please follow these NCAA and institutional rules while serving as a student host:

- You may be given hosting money in order to entertain a PSA during his or her visit. The money can be used for entertainment purposes except:
  - Souvenirs (T-shirts, stickers, other institutional mementos)
  - Any activity that violates the WOU Student Code of Conduct (alcohol, drugs, etc.)

Student hosts must follow these additional rules:

- You must save and turn in to your coach all of the receipts used to entertain the PSA.
- If attending an athletic event, you must enter through the pass gate where the PSA must sign in.
- You must stay within a 30 mile radius of campus while hosting the PSA.
- You may not take the PSA to a party, night club, etc.
- As a student host you may receive meals with the PSA (and family) as part of your duties.
- You may provide the PSA with transportation during the official visit.

If you are not sure what you’re allowed to do as a student host, ask your coach or compliance officer.

Even the most well-intended action on your part may be a violation of NCAA or GNAC rules. Please contact the Compliance Office with questions regarding what is permissible. Remember, always “ASK BEFORE YOU ACT.”