Standards for Safeguarding Institutional Governance of Intercollegiate Athletics at Michigan State University

Introduction

The Big Ten Conference has adopted Standards for Safeguarding Institutional Governance of Intercollegiate Athletics (Conference Standards). The Conference Standards embody the common commitment of Michigan State University and the other Big Ten member institutions to the core principle that integrity in intercollegiate athletics correlates to the proper alignment of intercollegiate athletics in the institution’s management and governance system. The integration of intercollegiate athletics into this system, with the checks and balances it provides, increases the likelihood that intercollegiate athletics will contribute to the achievement of the institution’s academic mission and enhance its reputation.

What follows conforms to the Conference Standards and exemplifies the commitment of Michigan State University and its Department of Intercollegiate Athletics (Athletics Department) to maintain all appropriate standards of institutional governance with respect to the operation of MSU’s athletics programs.

I. Basic Principles

Founded in 1855, Michigan State University, is the nation’s pioneer land-grant university and one of the top research institutions in the world. MSU is dedicated to advancing knowledge and transforming lives, and a central component of MSU’s mission is to prepare students to contribute fully to society as globally engaged citizen leaders. Intercollegiate athletics, with its focus on helping students to achieve excellence and life success, is an integral part of the University. Accordingly, the governance of the University’s intercollegiate athletics program is consistent with, and not independent from, the governance structure applicable to other University units and programs. Appropriate policies and procedures are in place to ensure the integrity of the governance and operational structure of the intercollegiate athletics program and to reinforce the University’s culture of compliance. As expressed in the Athletics Compliance Statement: “Michigan State University is committed and obligated to the principle of institutional control in operating its athletics program in a manner that is consistent with the letter and the spirit of NCAA, Conference and University rules and regulations.”1 This basic principle is consistent with the Athletics Department’s core values: respect, positive attitude, focus, accountability, continued improvement, and integrity. (Website link: www.MSUspartans.com)

II. Organizational Governance Standards

The governance structure of intercollegiate athletics at MSU is prescribed by clear standards relating to the allocation of authority, responsibility, and accountability.

1. Authority of the Michigan State University Board of Trustees

The people of Michigan, through the State Constitution, have conferred upon the Michigan State University Board of Trustees the freedom, power, and responsibility to develop a free and distinguished university and to promote the welfare of humanity through teaching, research, and public service.2 Pursuant to Article VIII, Section 5 of the Constitution and Michigan Compiled Laws § 390.102, the

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1 Available at https://www.msu.edu/user/msuncaa/mission.html
2 Board of Trustees Bylaws, Preamble available at http://trustees.msu.edu/bylaws
Board has been granted general supervision of the institution, including control and direction of all its expenditures and final authority in its government.

2. Authority of the President of Michigan State University

In its Bylaws, the Board of Trustees delegates broad authority to MSU's President: “The President, as the principal executive officer of the University, shall exercise such powers as are inherent in the position in promoting, supporting, or protecting the interests of the University and in managing and directing all of its affairs . . . .” [Emphasis supplied.] No Board Bylaw or policy limits the President’s general authority over, or responsibility or accountability for, intercollegiate athletics.

3. Authority of the Director of Intercollegiate Athletics

The President has delegated authority, responsibility, and accountability for the administration of the Athletics Department to the Director of Intercollegiate Athletics (Athletics Director). The Athletics Director reports directly to the President and is a member of the President’s CORE group, i.e., her cabinet, along with all the University’s Vice Presidents and the Senior Advisor to the President for Diversity.

While the President is responsible for personnel actions relating to the Athletics Director, including decisions with regard to compensation, term of employment, and performance evaluations, the Board retains final authority over his appointment.

The exceptions to the authority, responsibility, and accountability delegated to the Athletics Director are similar to, and consistent with, those imposed on the heads of the other major administrative units at the University. For example, the Athletics Director has signature authority for certain contracts relating to the operation of the Athletics Department, but not all.

4. Roles and Responsibilities of Other Individuals or Entities

In addition to the Board, the President and the Athletics Director, certain other institutional officers, boards, and committees have responsibilities for issues relating to intercollegiate athletics.

As noted in the Athletics Department’s Organizational Chart, a committee in the University’s academic governance system called the Athletic Council is advisory to the Athletics Director. Pursuant to Section 5.2 of the Bylaws for Academic Governance, “[t]he Athletic Council shall function as the faculty voice in the intercollegiate athletic program.” The voting members of the Athletic Council include eight faculty members, three alumni, and three students. Its non-voting members include the Athletics Director, the Faculty Athletic Representative, the Executive Director of the Alumni Association, and the designee of the Executive Vice President for Administrative Services. The Athletic Council advises the Athletics Director on matters of policy related to student-athletes and intercollegiate athletics. The Athletic Council also serves as the deliberative body for the discussion of academic policy related to student-athletes and intercollegiate athletics. The Athletic Council reports to the University Council, which is the central

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3 Board of Trustees Bylaws, Article 4 available at http://trustees.msu.edu/bylaws
4 Central Administration Organizational Chart available at http://msu.edu/about/thisismsu/board-admin/org-chart.html
6 Delegation of Signature Authority Memorandum from the President available at https://usd.msu.edu/common/documents/delegation-of-sig-auth.pdf
7 Available at http://acadgov.msu.edu/bylaws
governance forum in the academic governance system. (Website link: http://acadgov.msu.edu/advisory-committees/athletic-council/membership)

The Faculty Athletic Representative is a member of the regular faculty appointed by the President with the advice of the voting members of the Athletic Council to serve as the University’s representative to the NCAA and Big Ten Conference. The Faculty Athletic Representative functions as a significant advisor to the President and the Athletics Director and has an important role in athletics compliance and with respect to academic issues pertinent to student-athletes, including academic support for student-athletes. The Faculty Athletic Representative chairs and convenes the Athletics Council and serves as an ex officio member of the Faculty Senate.

The Student-Athlete Advisory Committee (SAAC) is a leadership committee made up of student-athletes assembled to provide insight on the student-athlete experience. The Executive Director of Student-Athlete Support Services and coaches, in conjunction with the Faculty Athletic Representatives, select two student-athletes from each team to serve on the SAAC. The Director of Student-Athlete Development and the Faculty Athletic Representatives coordinate SAAC meetings and communicate with SAAC representatives. (Website link: http://www.sass.msu.edu/sadevelopment/SAAC.html)

The Department of Internal Audit, which has responsibility for auditing University business functions and reporting those findings to the President and the Board of Trustees Audit Committee, advises the President and the Athletics Director on matters involving intercollegiate athletics. The Department of Internal Audit conducts annual audits of a variety of compliance-related topics determined in cooperation with the Office of Compliance Services in the Athletics Department. The topics audited in any one year form part of a larger list of topics that are rotated triennially. (Website link: https://www.msu.edu/unit/intaudit/index.html)

The Provost, the Vice President for Legal Affairs, and the Vice President for University Advancement also play advisory roles to the President and the Athletics Director regarding intercollegiate athletics. These roles are based on the reporting relationships they have with individuals directly responsible for athletics-related issues. The Executive Director of the Office of Student-Athlete Support Services reports to the Provost and Executive Vice President for Academic Affairs. The Sr. Associate Athletics Director for Compliance Services reports to the Vice President for Legal Affairs and General Counsel on a dotted-line basis, as well as to the Athletics Director. The Senior Associate Athletics Director for Development reports to the Vice President for University Advancement, as well as to the Athletics Director.

III. Operational Standards for Athletics

MSU’s standards with respect to the operation of its Athletics Department and units within the University that interact with the Athletics Department, including academic support, compliance, admissions, student discipline, and medical and athletic training services, help reinforce the integrity of the governance of its intercollegiate athletics program.

1. Academic Support

MSU, through its Office of Student-Athlete Support Services (SASS), aims to provide academic support services for student-athletes without undue influence.

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8 Bylaws for Academic Governance, Section 5.2.3.4, available at http://acadgov.msu.edu/bylaws
9 Faculty Athletic Representative Position Description (hardcopy available upon request); Bylaws for Academic Governance, Section 3.3.1.5, available at http://acadgov.msu.edu/bylaws
a.i. Preventing Inappropriate Influence on Academic Support Staff

The Executive Director of SASS reports directly to the Provost and Executive Vice President for Academic Affairs. He is responsible for hiring all academic support staff. SASS follows MSU’s hiring guidelines, which include the use of a search committee to prevent a single individual from exercising undue influence on candidate selection. A Faculty Athletic Representative serves on the search committee for every full-time employee hired in SASS. While coaches are not permitted to serve on search committees for any SASS employees, they are occasionally involved in the on-campus interview process. The Executive Director of SASS also seeks input from other SASS staff, coaches, and student-athletes on candidates. Ultimately, however, the search committee makes a recommendation to the Executive Director of SASS, who has final authority over hiring SASS personnel.

All SASS personnel report to the Executive Director of SASS directly or through an intermediate supervisor in SASS. SASS personnel do not report to coaches or other individuals in the Athletics Department. The Executive Director of SASS evaluates SASS personnel. Coaching staff are consulted and may provide input in the evaluation process, but final authority over SASS personnel rests with the Executive Director of SASS and the Provost.

a.ii. Preventing Inappropriate Influence on Faculty

MSU, through its Office of Compliance Services and Office of the Provost, educates faculty members about institutional, Conference, and NCAA rules and regulations. Faculty members are provided with guidelines for interacting with student-athletes, informed about academic and attendance policies relating to student-athletes, and made aware of their obligation to report any attempts to unduly influence their judgment or actions on behalf of a student-athlete. As a safeguard, coaches are prohibited from communicating with faculty, and SASS staff members function as intermediaries between faculty and coaches.

b. Detecting and Preventing Academic Fraud and Misconduct

MSU maintains policies addressing academic dishonesty and integrity that apply to all students, including student-athletes. A comprehensive list of policies, student conduct regulations, and ordinances relating to academic integrity issues can be viewed at https://www.msu.edu/unit/ombud/academic-integrity/. The various procedures for adjudicating and addressing academic dishonesty are outlined in the University’s Integrity of Scholarship and Grades policy located at the web link above. The range of sanctions includes penalties imposed by the student’s professor related to an assignment or course, as well as additional academic discipline that might be imposed by the specific college in which the student is enrolled. A first offense of academic misconduct automatically triggers the requirement that the student successfully complete an on-line course on academic integrity in addition to any other penalties imposed by the student’s professor or college. Both SASS and the Office of Compliance Services regularly discuss these policies and procedures with student-athletes during the check-in meetings for each varsity sport.

10 SASS Organizational Chart (hardcopy available upon request)
11 Faculty and Staff Hiring Procedures available at http://www.hr.msu.edu/hiring/facultyhiring/
12 Athletics Department Human Resources Manual (hardcopy available upon request)
13 SASS Organizational Chart (hardcopy available upon request)
14 SASS Policies and Procedures Handbook (hardcopy available upon request); Statement on Faculty Relationships with Student-Athletes available at http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/stuathletes.htm
SASS also works to detect and prevent academic fraud and misconduct by conducting mandatory training sessions with tutors and learning assistants each semester and administering assessments and evaluations of their performance. Tutors and learning assistants are informed of SASS policies and procedures, as well as of University, Conference, and NCAA rules and regulations and the process for reporting any concerns or misconduct.15

c. ii. Detecting and Preventing Abusive Use of Independent Study or Clustering in Courses or Majors

The Provost and the Executive Director of SASS monitor the patterns of enrollment for all courses in which student-athletes are registered. MSU does not limit the number of student-athletes or of any other category of student who can enroll in any particular class. However, the Provost, Executive Director of SASS, and Sr. Associate Athletics Director for Compliance Services regularly review a report from the Office of the Registrar detailing the percentage of student-athletes in every course and section to ensure that independent study courses are not abused and that student-athletes are not clustered in specific courses and majors. Student-athletes rarely use independent study and, in the event that an independent study course is being used as the basis for eligibility, the Executive Director of SASS must so inform the Provost. The Provost independently reviews each such request, and the course can be used to support eligibility only after approval by the Provost.

c. Provision of Academic Support and Counseling to Student-Athletes

The SASS academic services staff, knowledgeable about NCAA and Big Ten regulations, consists of seven Academic Coordinators and one learning specialist. These staff members work proactively to build an academic profile on each student-athlete to help the student-athletes whom they assist to meet the demands of their rigorous academic and athletic schedules. They do this by assessing individual needs, gathering daily information on academic progress, providing academic assistance through a broad tutorial program, and assisting with the development of learning strategies. First-year and transfer student-athletes receive extra support while adjusting to their new routines. Student-athletes with learning disabilities also receive extra support.

SASS Academic Coordinators are responsible, directly or indirectly, for monitoring the progress that student-athletes are making toward a degree and graduation. They do so by working with campus advisors to ensure that student-athletes are progressing properly and that NCAA rules regarding progress toward a degree are reviewed during the advising process. They also use a web-based Registrar’s Office system to monitor degree applicability and track historical data for every student-athlete whom they are assigned to assist. Additionally, SASS’s Director of Academic Services performs an audit check every semester of all student-athlete class schedules to ensure proper degree progress.16

Academic Coordinators regularly meet with coaches to review student-athletes’ progress in classes and tutorial sessions and their compliance with any individualized structured study programs. These meetings include discussions of the quality of tutorial sessions and how the student-athletes are approaching their studies, with the goal of creating mutual accountability and promoting positive feedback from the coaches for each student-athlete’s academic success.

d. Communication between Athletics Department Staff and University Faculty

15 SASS Academic Integrity Policy (hardcopy available upon request)
16 SASS Policies and Procedures Handbook (hardcopy available upon request)
Coaches and other Athletics Department staff are not permitted to communicate with faculty regarding the academic performance of student-athletes. Instead, each varsity sport has an assigned SASS Academic Coordinator who serves as an intermediary between faculty and coaches. The Academic Coordinator is responsible for tracking all graded coursework for each student-athlete on that team and regularly meets with the Head Coach or the Head Coach’s designee(s) to review each student-athlete’s progress in his or her classes.

2. Institutional, Conference, and NCAA Rules Compliance

MSU’s Office of Compliance Services (OCS), which is charged with enforcing compliance with University, Conference, and NCAA rules and regulations, has sufficient independence and staffing to meet its responsibilities.

a. Preventing Inappropriate Influence on Compliance Staff

The Office of Compliance Services reports directly to the Athletics Director. No member of the coaching staff supervises any member of the compliance staff. The Sr. Associate Athletics Director for Compliance Services, who heads OCS, also reports, on a dotted-line basis, to the Vice President for Legal Affairs and General Counsel. This allows OCS staff to report any attempt to exercise undue influence on their unit’s operations to an officer outside the Athletics Department.

The Sr. Associate Athletics Director for Compliance Services is responsible for hiring all OCS staff. OCS follows the University’s hiring guidelines, which include the use of a search committee to prevent a single individual from exercising undue influence on candidate selection. The Executive Director of SASS and the Faculty Athletic Representative typically sit on the search committee for OCS staff. Coaching staff do not serve on search committees for OCS staff or otherwise participate directly in such searches. The Sr. Associate Athletics Director for Compliance Services evaluates all OCS staff. Members of the coaching staff do not have input in those evaluations.

b. Detecting and Preventing Breaches of Institutional, Conference, and NCAA Rules

MSU takes a proactive approach to overseeing and monitoring its intercollegiate athletics program and maintaining a positive compliance environment. The Athletics Compliance Statement expresses the University’s policy with respect to compliance with institutional, Conference, and NCAA rules and regulations. The University, through OCS, educates coaches, staff, student-athletes, and others involved with its athletics program about detecting and preventing rules violations and their self-reporting obligations with respect thereto. All individuals involved with intercollegiate athletics are required to maintain competency in knowledge of the rules, to act in full compliance with the rules, and to report any rules violation of which he or she becomes aware. OCS provides timely and relevant rules information and updates by way of publications and presentations aimed at sensitizing members of the athletics and University community to the rules and regulations and to their compliance responsibilities. (Website link: https://www.msu.edu/user/msuncaa) For instance, the document entitled Policies and Procedures for Reporting a Rules Violation is presented annually to the coaching staff and included in OCS’s new-hire

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17 Statement on Faculty Relationships with Student-Athletes available at http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/stuathletes.htm
18 Athletics Department Organizational Chart (hardcopy available upon request)
19 Faculty and Staff Hiring Procedures available at www.hr.msu.edu/hiring/facultyhiring
20 Athletics Department Human Resources Manual (hardcopy available upon request)
21 Available at https://www.msu.edu/user/msuncaa/mission.html
orientation program. In addition, the Sr. Associate Athletics Director for Compliance Services presents “State of Compliance” reports to the Athletics Council, Compliance Oversight Committee, and other University groups on an annual basis to communicate the significance of athletic compliance. She also serves as the primary administrator for handling the identification of possible rules violations and directing investigations into allegations of possible rules violations.

3. **Athletics Compliance Staffing at MSU is Adequate and Appropriate**

The Office of Compliance Services staff consists of the Sr. Associate Director of Athletics for Compliance Services, an Assistant Athletics Director for Compliance, an Assistant Compliance Coordinator, a Compliance Assistant, and an Office Assistant. The Athletics Director reviews staffing in the Athletics Department as a whole, including in OCS, on a yearly basis. OCS’s operational budget and staffing are evaluated, in part, by reviewing the number of violations reported, the number of investigations, and any major infractions. Adjustments are made as needed to ensure that staffing is adequate and appropriate. The evaluation also includes a review of automated systems and any available upgrades in those systems. For example, OCS maintains a roster management system that enhances its ability to monitor required documentation, student-athlete complimentary tickets, employment, and other compliance issues.

The University has adopted certain additional safeguards to ensure that OCS is operating satisfactorily. For example, since the late 1990’s, the Office of Internal Audit has conducted an annual audit of OCS. The annual audit has discovered secondary violations, but the audit has never triggered a large scale investigation or uncovered a major infraction. The President and Athletics Director also conduct an annual review of OCS each fall during which violations for the previous year are reviewed and the general status of athletics compliance at the University is discussed. The Provost and the Executive Vice President for Academic Affairs, the Vice President and Secretary of the Board, the Director of Internal Audit, and the Vice President and General Counsel all attend this meeting with the President, the Athletics Director, and the Sr. Associate Athletics Director for Compliance Services. A summary of the information presented at this meeting is shared with the Audit Committee of the Board of Trustees at its fall work session.

3. **Admissions**

MSU aims to recruit quality student-athletes who exhibit potential for success and to admit them through a process that is essentially the same as that for other applicants with special talents.

a. **Final Authority for Admission of Student-Athletes**

The Office of Admissions, which reports through the Associate Provost for Academic Services to the Provost and Executive Vice President for Academic Affairs, has final authority over the admission of student-athletes to MSU. This is the same office that admits all other undergraduate students, including other students with special talents. The Office of Admissions website provides information for all students on the University’s application process and admission criteria. (Website link: [https://admissions.msu.edu](https://admissions.msu.edu))

If a prospective student-athlete is not admissible through the normal admissions process, the Athletics Department may make a special admission request. Special admissions requests originate with the Athletics Director, who consults with the Executive Associate Athletics Director for Student-Athlete Services, the Faculty Athletic Representatives, and the Sr. Associate Athletics Director for Compliance Services prior to their submission. The requests are then sent

22 Available at [https://www.msu.edu/user/msuncaa/Reporting%20a%20rules%20violation.pdf](https://www.msu.edu/user/msuncaa/Reporting%20a%20rules%20violation.pdf)
to the Associate Provost and Dean for Undergraduate Education, who makes the final determination whether to admit these candidates.

b. Communications between Athletics Department Staff and Admissions Office

Communications between Athletics Department staff and the Office of Admissions regarding prospective student-athletes are routed through the Athletics Director or his designee, typically the Associate Athletics Director for Compliance Services. Coaches are permitted to have direct communication with Admissions staff regarding basic admissions questions, campus reviews, campus tours, and similar matters. Communications regarding the admissions status of a prospective student-athlete are routed through the Office of Compliance Services. The Office of Compliance Services provides members of the coaching staff for each sport with status reports on the admission of their recruits.

The Director of Admissions is expected to notify the Associate Provost for Academic Services of any inappropriate communication received relating to the admission of a prospective student, including the admission of a prospective student-athlete. The Associate Provost is responsible for informing the Provost and Executive Vice President for Academic Affairs and the President of the matter.

4. Student Discipline and Codes of Conduct

At MSU, student-athletes are subject to general disciplinary rules and codes of conduct applicable to all students, as well as policies and rules applicable specifically to student-athletes.

a.i. Student-Athletes Subject to General Student Disciplinary Rules

MSU has a set of student conduct regulations that apply to all enrolled students, including student-athletes. Alleged violations of the conduct regulations are adjudicated through the Office of Student Conduct and Conflict Resolution in the Division of Student Affairs & Services. Violations of the student conduct regulations can result in a range of sanctions, including suspension or dismissal from the University. The same adjudication procedures and range of possible sanctions apply to all students, regardless of any special talent, such as their status as student-athletes. Analogous conduct rules also exist in the University’s residence hall system, the violation of which may result in removal from University housing.

All students, including student-athletes, are also subject to the University’s Policy on Relationship Violence & Sexual Misconduct (RVSM Policy) and the Anti-Discrimination Policy (ADP). The RVSM Policy prohibits students and other members of the University community from engaging in domestic violence, dating violence, stalking, sexual violence, and other forms of sex discrimination. The ADP prohibits harassment and discrimination in academic, employment, and extracurricular activities based on a list of protected characteristics, including race, gender, disability, and sexual orientation. Complaints involving misconduct under either policy are investigated by the Office of Institutional Equity. Violations of these policies may result in suspension or expulsion from the University.

a.ii. Student-Athletes Subject to Athletics Department/Team Policies

23 General Student Regulations available at http://splife.studentlife.msu.edu/regulations/general-student-regulations
25 Available at http://www.inclusion.msu.edu/equity/index.html
In addition to the student conduct and residence halls regulations, student-athletes are also subject to certain policies that apply only to student-athletes. MSU has a Student-Athlete Conduct Policy, which was adopted by its Board of Trustees in 1996.\textsuperscript{26} Student-athletes are also subject to the Athletics Department’s Student-Athlete Drug Education and Testing Policy, which reflects the Department’s commitment to promoting a year-round drug-free environment in the MSU intercollegiate athletic program. In addition, many student-athletes must comply with team-specific rules or manuals adopted by their Head Coach.

\textit{b. Communication between Athletics Department and Student Disciplinary Staff}

Communications between Athletics Department staff and student disciplinary staff regarding student-athletes are routed through the Athletics Director or his/her designee, typically the Sr. Associate Athletics Director for Administration. Any inappropriate communication to individuals involved in the student disciplinary process is to be reported to the Vice President for Student Affairs and Services who is, in turn, responsible for reporting the incident to the President or the Vice President and Secretary.

Matters involving criminal conduct are independently investigated by the MSU Police Department (or other local law enforcement agency as appropriate) and referred to the Ingham County Prosecutor’s Office, with the involvement of other University offices only as requested or required.

\textit{5. Medical and Athletic Training Services}

MSU’s medical and athletic training staff who provide medical services to student-athletes are able to exercise their best professional judgment in caring for student-athletes, without undue influence.

\textit{a.i. Preventing Inappropriate Influence on Medical/Training Staff}

The Director of Sports Medicine and Performance and the Head Athletic Trainer both report administratively to the Executive Associate Athletics Director for Student-Athlete Services. No member of any coaching staff has hiring or supervisory responsibility for any team doctor or any member of the athletic training staff.\textsuperscript{27}

The Division of Sports Medicine and Performance follows the University’s hiring guidelines, which include the use of a search committee to prevent a single individual from exercising undue influence on candidate selection.\textsuperscript{28} Coaches are occasionally involved in the on-campus interview process for athletic trainers, but are not permitted to serve on search committees for athletic training staff. The Director of Sports Medicine and Performance and the Head Trainer seek input from other training staff, coaches, and student-athletes on candidates for athletic trainer positions. Ultimately, however, the search committee makes a recommendation to the Head Trainer, who has final authority over hiring all athletic trainers.\textsuperscript{29} The Head Trainer conducts all athletic trainer evaluations, and coaches are welcome to provide feedback regarding a trainer’s performance.

Team doctors are University employees, but not Athletics Department employees. The Athletics Director selects a physician in the University’s Division of Sports Medicine in the Department of Radiology to serve as the Director of Sports Medicine and Performance. The Director of Sports Medicine and

\textsuperscript{26} Available at \url{https://trustees.msu.edu/policy-manual/06-18-01.html}
\textsuperscript{27} SASS Organizational Chart (hardcopy available upon request)
\textsuperscript{28} Faculty and Staff Hiring Procedures available at \url{http://www.hr.msu.edu/hiring/facultyhiring/}
\textsuperscript{29} Athletics Department Human Resources Manual (hardcopy available upon request)
Performance maintains a reporting medically to the Director of the Division of Sports Medicine, as well as administratively to the Executive Associate Athletics Director for Student-Athlete Services.30

Team doctors are assigned by the Director of the Division of Sports Medicine, in consultation with the Head Trainer and the Director of Sports Medicine and Performance. Coaching staff do not determine the assignment of team doctors, nor is their input sought in this process. The Athletics Department pays the Division of Sports Medicine for the services of the Director of Sports Medicine and Performance and of the team doctors.31

a.ii. Preventing Inappropriate Influence on Student-Athlete Medical Treatment

All medical and training staff are instructed to report any inappropriate attempt to influence their treatment of a student-athlete to the Office of Compliance Services to ensure that coaching staff do not negatively affect the healthcare services student-athletes receive or the decisions of healthcare providers concerning these services. Records of all primary and orthopedic care provided to student-athletes in the training rooms are maintained in MSU Health Team’s Electronic Medical Records (EMR) system outside the Athletics Department.32

b. Allowing for the Effective Implementation of and Adherence to Concussion Protocols

MSU’s Concussion Management Guidelines set forth the policies and procedures medical and training staff must adhere to when dealing with student-athlete head injuries. Student-athletes, coaches, and other staff are required to report head injuries to medical personnel, and student-athletes are prohibited from returning to play until appropriate medical personnel have been consulted. Determinations regarding a student-athlete’s return to practice or play are governed by NCAA and Conference standards, as well as recommendations from the 4th International Conference on Concussion in Sport. Testing instruments and protocols used to address head injuries must be approved by the Head Athletic Trainer and the Director of Sports Medicine and Performance.

c. Placing Priority on Student-Athlete Health in Student-Athlete Medical Treatment

In 2013, the Athletics Director reorganized the Athletic Training unit, creating the Division of Sports Medicine and Performance. Pursuant to its mission statement, the Division of Sports Medicine and Performance is dedicated to promoting the safety, health, and well-being of every student-athlete and providing and coordinating a comprehensive array of professional healthcare services under the supervision of team physicians. (Website link: http://athletictraining.msu.edu/)

The Athletics Department also has a Medical Advisory Board that provides guidance and oversight, as well as expertise and advice, to the medical and training staff. The Medical Advisory Board is made up of the Head Team Physician, Head Athletic Trainer, Associate Head Athletic Trainer, and Associate Athletics Director for Student-Athlete Services.33

In addition, MSU has established a Drug Education and Testing Committee, chaired by the former University Physician, as a subcommittee of the Athletic Council. Its purpose is to promote a year-round drug-free environment in the MSU intercollegiate athletics program.34

30 SASS Organizational Chart (hardcopy available upon request)
31 Agreement between Athletics Department and MSU HealthTeam (hardcopy available upon request)
32 Sports Medicine Policies and Procedures Manual (hardcopy available upon request)
33 Sports Medicine Policies and Procedures Manual (hardcopy available upon request)
34 Student-Athlete Drug Education and Testing Policy (hardcopy available upon request)
6. **Financial Aid**

At MSU, the process for determining the cost of attendance for student-athletes is essentially the same as that for all students, and the Office of Financial Aid is able to operate without undue influence.

*a. Preventing Inappropriate Influence on Financial Aid Staff*

The Office of Financial Aid, which reports through the Associate Provost for Academic Services to the Provost and Executive Vice President for Academic Affairs, determines the cost of attendance for all students at MSU, including student-athletes and other students with special talents. The Office follows the Federal Financial Aid Guidelines and uses federal methodology for determining the cost of attendance. Information regarding tuition, fees, and other expenses is available for all students on the Office of Financial Aid website. (Website link: [http://www.finaid.msu.edu/](http://www.finaid.msu.edu/))

*b. Communications between Athletics Department Staff and Office of Financial Aid*

Communications between Athletics Department staff and the Office of Financial Aid regarding prospective student-athletes are routed through the Athletics Director or his designee, typically the Sr. Associate Athletics Director for Compliance Services.

The Director of Financial Aid is expected to notify the Associate Provost for Academic Services of any inappropriate communication received relating to the financial aid for a prospective student, including a student-athlete. The Associate Provost is, in turn, responsible for informing the Provost and the President of the matter.

7. **“Concern” Reporting**

The University maintains options both inside and outside the Athletics Department for individuals who may wish to report concerns regarding whether Institutional Standards are being met. Individuals who feel comfortable reporting within the Athletics Department may do so directly to the Office of Compliance Services. Those reports are shared with the Vice President for Legal Affairs and General Counsel, to whom the Sr. Associate Athletics Director for Compliance Services reports on a dotted-line basis.

The University also maintains a Misconduct Hotline that enables individuals to report known or suspected misconduct in a variety of compliance areas, including athletics. The Hotline is available 24 hours per day, seven days per week, 365 days per year. The Misconduct Hotline is administered by a third-party vendor that provides reported information to the Executive Director of Internal Audit for further review and action. This information is shared with the Vice President for Legal Affairs and General Counsel and the Executive Vice President for Administrative Services. Individuals can report concerns anonymously or identify themselves. The Hotline can be accessed by telephone at 800-763-0764 or online at [http://misconduct.msu.edu/](http://misconduct.msu.edu/). Advertising for the Hotline prominently notes that the Hotline is applicable to misconduct involving athletics.

The Misconduct Hotline website also identifies other offices on campus to which individuals may report misconduct, depending on the type of misconduct and who is involved. (Website link: [http://misconduct.msu.edu/universitycontacts.html](http://misconduct.msu.edu/universitycontacts.html))

The Misconduct Hotline website makes clear that the University prohibits retaliation for filing a good faith report of known or suspected misconduct.
IV. **Annual Review and Reporting Process**

1. **Annual Review**

MSU will conduct an annual internal review of the effectiveness of its Institutional Standards. The Faculty Athletic Representative will lead the annual review. The review committee will include at least:

- The Director of Intercollegiate Athletics
- The Executive Associate Athletics Director of Student-Athlete Services
- The Senior Associate Athletics Director for Compliance Services
- The Executive Director of SASS
- The Vice President for Legal Affairs and General Counsel
- The Vice President and Secretary of the Board of Trustees
- A student-athlete

2. **Annual Reporting Requirements**

Following the annual review, and in compliance with Conference Standards, the University will report to the Conference on:

- How it is achieving compliance with the Conference Standards
- How it is taking action to avoid governance-related problems in athletics
- Any violations of its Institutional Standards

3. **Reporting Systematic Failures**

Violations of Institutional Standards that are properly identified and addressed in a timely manner will be accounted for in the annual report to the Conference (demonstrating the effectiveness of the Institutional Standards in the context of their application and a properly functioning compliance system). By contrast, violations that are indicative of systematic failures of the Institutional Standards (i.e., system malfunctions) will be reported to the Conference promptly after those failures are discovered.

4. **Amendments to the Institutional Standards**

The Institutional Standards may be amended from time to time as appropriate. When the Standards are amended (including the amendment of any attachment incorporated in the Standards), the revised Standards will be provided within thirty days of their adoption to all members of the annual review committee, to the President, and to the Conference with a memorandum identifying the revisions.

Effective August 1, 2015
The University policies and other materials relevant to the Institutional Standards include, without limitation, the following:

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<thead>
<tr>
<th>Area</th>
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<tr>
<td>Basic Principles</td>
<td>Athletics Compliance Statement</td>
<td><a href="https://www.msu.edu/user/msuncaa/mission.html">https://www.msu.edu/user/msuncaa/mission.html</a></td>
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<td>Organizational Governance</td>
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<td>Central Administration Organizational Chart</td>
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<td><a href="http://www.hr.msu.edu/hiring/facultyhiring/ExecMgtPrincProc.htm">http://www.hr.msu.edu/hiring/facultyhiring/ExecMgtPrincProc.htm</a></td>
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<td>Statement on Faculty Relationships with Student-Athletes</td>
<td><a href="http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/stuathletes.htm">www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/stuathletes.htm</a></td>
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<td><a href="https://www.msu.edu/unit/ombud/academic-integrity/">https://www.msu.edu/unit/ombud/academic-integrity/</a></td>
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<td>Student Discipline</td>
<td>General Student Regulations</td>
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