Phoenix College
Student Athlete Scholastic Success Program
Handbook
History of the Phoenix College Student-Athlete Scholastic Success Program

The Student-Athlete Scholastic Success (SASS) program began in 1993 in response to poor academic progress of students participating in intercollegiate athletics at Phoenix College. The President and Dean of Students appointed a committee of college faculty members and charged them with designing a program to better encourage and support the academic success of student-athletes. After studying other programs around the country, the SASS committee determined the following criteria were important in the design of the SASS program:

- Create policies and procedures that support the academic goals.
- Create a culture that rewards academic success on the same scale as athletic performance.
- Assure college faculty support and involvement in the administration of the athletics department. Arrange for a faculty mentor to support the academic progress of each team.
- Hire coaches and staff who are in support of the academic mission of the athletics department.
- Integrate academic advisement into the SASS program to assure academic quality and transferability of classes.
- The Advisement Center will assist in creating course schedules that promote academic success.
- Provide student-athlete orientation sessions with an emphasis on character, health, safety and academics.
- Offer courses designed specifically for student-athletes.
- Monitor academic progress of all student-athletes throughout the year.
**Department of Athletics Mission Statement**

The Phoenix College Department of Athletics will develop, promote, and administer student success through programs and services that honor diversity and enhance the intellectual, physical, emotional and social maturation of the student.

**Department of Athletics Goals**

1. Provide support services designed to assist student-athletes in reaching their academic goals.
2. Prepare student-athletes for optimal performance in practice and competition.
4. Provide quality facilities and a safe environment for athletic performance.
5. Assist student-athletes in reaching their academic and athletic goals by providing support for the recruitment and transfer to four year academic institutions.
6. Encourage and support high quality athletic department staff, administrators, and coaches.
7. Participate in the management of the Phoenix College enrollment through the recruitment and retention of student-athletes.
8. Promote a positive image of Phoenix College to the public; county, state, and nationwide.
9. Solicit public and private contributions to enhance and support the overall mission of the Athletic Department.

**Academic Success Rewards**

To support a culture that rewards academic success on the same scale as athletic performance the following recognitions have been developed:

- Submission of NJCAA Academic Awards.
- Annual Blue and Gold Banquet academic achievement recognition.
- Recognition at Graduation.
- GPA Award T-shirt Ceremony.

**SASS Awards**

To continue to promote and recognize academic success among Phoenix College student athletes, the Department of Athletics will host a ceremony to recognize this success with bronze, silver and gold SASS medals awarded to students who maintain above average academic progress.

- **Criteria for Bronze Medal:**
  - Issued following a student athlete’s first semester at Phoenix College.
  - Student must be on the eligibility roster for intercollegiate athletics at PC.
  - Student must pass no fewer than 12 credits in their first college semester.
  - Total PC cumulative GPA must be 3.2 or higher.

- **Criteria for Silver Medal:**
  - Issued following a student athlete’s second semester at Phoenix College.
  - Student must be on the eligibility roster for intercollegiate athletics at PC.
  - Student must pass no fewer than 24 credits after their second semester.
• Total PC cumulative GPA must be 3.4 or higher.

• Criteria for Gold Medal:
  o Issued following a student athlete’s third semester at Phoenix College.
  o Student must be on the eligibility roster for intercollegiate athletics at PC.
  o Student must pass no fewer than 36 credits after their third semester.
  o Total PC cumulative GPA must be 3.6 or higher.

GPA Awards
To encourage semester by semester academic performance any student athlete eligible and in good standing on their team earning a 3.0 or great GPA in 12 or more credits in a given semester shall be recognized at half time of a contest and given a “Scholar Athlete” tee shirt.

Faculty Support and Involvement

SASS Committee
The SASS Committee will serve as an advisory body for all goals, objectives, policies and procedures of the SASS program. The committee consists of the Director of Athletics, a representative from the Advisement Center, a representative from the Student Success Center, a representative from the Counseling Department and no less than two faculty SASS mentors.

Committee responsibilities include but are not limited to:
• Developing guidelines to advertise, train, evaluate and retain SASS mentors.
• Creating job descriptions and the selection process for all SASS mentors.
• Ensuring the duties of SASS mentors may include both academic advisement and continuous academic monitoring/mentoring.
• Establishing the length of contracts for SASS mentors.
• Establishing guidelines for compensation of SASS mentors.
• Establishing guidelines for the number of student-athletes assigned to each SASS mentor.
• Selecting SASS mentors that are representative of a variety of academic departments.
• Working in conjunction with the Advisement Center to ensure the following:
  o Methods of student-athlete advising.
  o Number of advisement sessions per student-athlete.
  o Duration of student-athlete advisement sessions.
  o Year round availability of academic advisement for the student-athletes.
  o Student-athlete academic tracking training for SASS mentors.
• Setting standards for academic progress reports.
• Submitting results of academic progress reports to administrative officials that includes but is not limited to:
  o The Director of Athletics, Vice President of Administrative Services and President’s Executive Team.

SASS Faculty Mentors
An integral part of the SASS program is a faculty relationship with the coaches and students. Each sport is assigned one or more Faculty SASS Mentors to work as part of the coaching staff or “team”. The role
of the mentor is to work with the athletics administrators, coaches, students and academic advisors to help assure the individual success of each student athlete in their cohort. The Faculty SASS Mentor also acts as a liaison between the athletics staff and students, the advisement center and the college faculty as a whole.

- Each team will be assigned at least one SASS mentor.
- The desired ratio of student-athlete to mentor is not more than 25 to 1.
- The SASS mentors will be used for assistance in dealing with all academic issues, problems, and concerns.
- Coaches are expected to work with the SASS mentors to assure academic success of their athletes.
- The head coach will introduce the SASS mentors to the team at the earliest possible team meeting each semester.
- SASS mentors will be considered part of the coaching staff and welcome to attend any practice, team meeting, game and banquet.
- The SASS mentor will meet with all student-athletes who receive an unsatisfactory grade report at any time during the semester. (See Grade Checks Below)

Qualities and Minimum Expectations of a SASS Mentor

Compensation
- SASS mentor positions are voluntary positions.
- SASS mentors will receive college committee credit for serving.
- SASS mentorship is an annual commitment.
- SASS mentors will be afforded all the rights and privileges of team membership.

Qualities of a SASS Mentor
- Liaison
  - Serves as part of a team that includes: the head coach, the academic advisor, the student-athletes and the athletics administration to assure individual student-athlete academic success.
  - Between the team and the college faculty.
  - Participate in regular communication with the head coach.

- Engagement
  - Attend 2 SASS mentor meetings/training sessions per academic year.
  - Meet with the head coach at the beginning of each semester.
  - Attend pre-season team meetings.
  - Attend post-season awards banquets.
  - Attend additional team meetings as desired.
  - Attend occasional home competitions.
  - Attend occasional practice sessions.
  - Attend additional away competitions as part of the team as desired.

- Student Mentoring
Meet with student-athletes who request help concerning their academic progress or struggles by appointment.
Meet with student-athletes with unsatisfactory academic progress reports or other communications from faculty.
Work with student-athletes to create a Plan for Performance Improvement to increase academic success.
Work with the head coach to establish accountability for student-athletes that do not follow the requirements agreed to in the Plan for Performance Improvement.

• Selection Process
  The position of SASS mentor is open to any Phoenix College Board Approved Faculty member or by exception as approved by the SASS committee.
An electronic message will be sent to all Phoenix College Faculty asking for people willing to serve as SASS mentors.
Any faculty member willing to serve will meet with the Director of Athletics and the head coach of the sport to discuss the expectations of the position.
More than one SASS mentor may be assigned to a team.
Department of Athletics administrators, head coaches, and all members of the SASS advisory committee may actively recruit potential SASS mentors.

### Fall 2013 SASS Mentors

<table>
<thead>
<tr>
<th>SASS Mentor(s)</th>
<th>Sport</th>
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<tbody>
<tr>
<td>Fred Amador/Dmitri Logvinenko</td>
<td>Men’s Soccer</td>
</tr>
<tr>
<td>Robin Cotter Debbie Webster</td>
<td>Women’s Soccer</td>
</tr>
<tr>
<td>Bill Williams, Terry Tovar-Novasad, Rick Willson, Bob Gibney</td>
<td>Football</td>
</tr>
<tr>
<td>Liz O’Brien</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Nancy Cook-Tidwell</td>
<td>Women’s Basketball</td>
</tr>
<tr>
<td>Marty Welter</td>
<td>Men’s Basketball</td>
</tr>
<tr>
<td>Sandra Leal</td>
<td>Softball</td>
</tr>
<tr>
<td>Diane Stark</td>
<td>Baseball</td>
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</tbody>
</table>
Student-Athlete Academic Advisement Goals

- Assure academic quality and transferability of classes.
- Advise student-athletes into a schedule that increases academic success.
- Assist student-athletes in completing a two year degree at Phoenix College.
- Assist student-athletes in maintaining academic eligibility.
- Encourage eligible student-athletes to participate in the Honors Program.

Advisement Procedure

- All student-athletes must be advised by a Phoenix College adviser for initial enrollment each semester and any schedule changes.
- Exceptions to the advisement procedure must be approved by the SASS committee.
- Minor schedule changes may be made through the SASS Mentor.
- Student-athletes must be enrolled in 4 core classes (13 credits not to include PED courses).
- Open entry/open exit classes are not to be used for eligibility and may only be taken with the approval of the Director of Athletics.
- Late start classes must begin prior to the last day of regular season competition for that sport.
- Student-athletes will not be seen at the Advisement Center without an athletic advisement check sheet.
- The Director of Athletics shall in consultation with each head coach, develop an athletic advisement check sheet for each sport per semester. The check sheet will include:
  - Practice/Game days
  - Section numbers of required strength and conditioning classes
  - Preferred lab days
  - Recommended classes pertaining to the student-athlete
  - Student-athlete specific information concerning athletic eligibility and transferability
- Student-athletes are not to drop courses or modify their schedule without permission from an academic advisor or their SASS mentor. Failure to comply can result in the student-athlete becoming ineligible for participation.

Student-Athlete Orientations

The Director of Athletics will meet with each team no less than once per semester to discuss expectations and address any student-athlete concerns. Topics covered include but are not limited to:

- Department mission and goals
- Expectations of behavior and the code of conduct
- Travel policies
- Athletic training room policies and procedures
- SASS program policies and procedures
- Student-athlete handbook
**Academic Progress Checks**
The purpose of academic progress checks is to identify student-athletes in need of academic assistance. The procedure for academic progress checks is as follows.

The SASS office creates a database of all active student-athletes to facilitate academic progress checks. A progress report, which includes information concerning the performance, attendance and in-class participation of each student-athlete, is gathered during the fourth and tenth week of each semester.

The SASS process continues when the student-athlete (SA) meets with the coach of their sport and is given a verbal warning and notified that the SA has an unacceptable grade report. At that time, the SA is given a verbal warning by the coach and asked to make an appointment to see their SASS mentor. The SA has one week to:

1. Meet with the mentor and devise a plan for performance improvement (PPI). Mentor signs PPI.
2. Take the PPI to the instructor of the class the report was given in and discuss plan for performance improvement with the instructor. Instructor signs PPI.
3. Return the report to the coach. Coach signs PPI.

If the process is not followed to completion, the following actions will be taken:

1. 1st Offense:
   a. In Season: Loss of playing time determined by coach barring any extenuating circumstances.
   b. Out of Season: Other consequences as determined by coach
2. 2nd Offense:
   a. Suspension or dismissal from program as determined by coach

The process begins each semester. Offenses from one semester are not carried into the following semester.

*SA with a grade of C or better on SASS report, but comments like “texting in class,” “not engaged in class,” etc. will talk to coach and if necessary, SASS mentor. The coach will determine the actions to be taken.

**Appendix: Counseling Department**
Hannelly One Stop Center
Call for Hours of Operation: (602) 285-7392
Closed on Friday during the summer
[www.phoenixcollege.edu/student-resources/support-services/counseling](http://www.phoenixcollege.edu/student-resources/support-services/counseling)

**Mission Statement:**
The mission statement of the Phoenix College Counseling Department is to meet the diverse academic, occupational, developmental and personal enrichment needs of our students and community. Unique instruction, counseling and consultation services are provided to support and assist students with their goal.

*Does this sound like you?*
I find it difficult to communicate with others.
I feel confused and uncertain about my future career.
I have personal issues which make concentrating on my studies difficult.
I don’t have confidence in myself.
I feel shy and non-assertive.
I freeze up when I take exams.
I wonder if changing careers at this point is wise.

*Do you wonder...?*
How to select the right course for your career goal?
How to select a four year college?
How to avoid losing credit if you transfer?

*Have you found yourself saying...?*
Is there any way I can learn new skills and behaviors and receive college credit too?

**COUNSELORS CAN HELP!**
Phoenix college counselors are available to assist you in a variety of ways. Whether it’s educational planning or personal counseling issues, you can learn to:

- Develop Communication skills.
- Clarify you goals and values
- Cope with crisis
- Manage stress effectively
- Explore the fields best suited to your skills and interests
- Identify current trends in the job market
- Interpret career tests to give you a sense of direction
- Discover occupational information in the Career Center.
- Counselors are a source of help and information....

**Counseling Classes**
- Assertive Training
- Career Development
- Eliminating Self Defeating Behavior
- Multicultural Personal Development
- Relation Training
• Stress Management
• Women in Transition
• Introduction to Multiculturalism
• Humor and Play
• Conflict Resolution
• Anger Management
• Strategies for College Success
• Personal Spiritual Development

Professional Counselors
Counseling services are available to students and staff. Counseling services are confidential.

- Nancy Navarrete, M.Ed. **Department Chairperson**
- Fred Amador, M.C.
- Loman Clarke, M.C.
- Monica Lowe, Ph.D.
- Margaret Macias, Ed.D
- Patricia McIntyre, M.C.
- Queta Chavez, M.A.
- Beverly Burns, M.C.
- Amalia Villegas, Ph.D.

Other numbers you might need

- Advisement Center: (602) 285-7110
- Career Center: (602) 285-7420
- Financial Aid: (602) 285-7410
- International Center: (602) 285-7424
- Job Placement: (602) 285-7420
Appendix: The Success Center
BUILDING B 228
Call for Hours of Operation: (602)285-7486
Point of Contact: Diana Mitchell

The Success Center provides free services, resources and programs to support students at Phoenix College so they develop skills essential for successful learning. Students improve their study habits and receive assistance through:

- Success coaching
- Study skills development
- Multimedia materials, and
- Homework help
- Drop-In Tutoring in academic subjects

Specific Tutoring:
- Accounting and Business Tutoring – Computer lab, B Building, 3rd floor
  Point of Contact:

- Math Tutoring –
  Point of Contact:

- Chemistry Tutoring –
  Point of Contact:

- Biology Tutoring –
  Point of Contact:

- Nursing Tutoring –
  Point of Contact:

YOU HOLD THE KEY TO YOUR SUCCESS! WE CAN HELP.
Appendix: Sample Mentor to Student Handout

Women’s Basketball Team - SASS Adviser:

Julie Stiak, M.Ed., MT (ASCP) – Faculty


Office Hours: M, T, Th and F: 10-11am; W: 3-4pm; OR by appointment

You are empowered to achieve success on and off the court! With YOUR incredible talents BOTH academically and athletically, the staff and faculty at Phoenix College collaborate with you to ensure your success as a student, athlete and citizen of the global community. I am here to nurture your optimal achievement, engage you to access the many resources to ensure your success, and be open to your needs.

Keys to Success:

• **Begin NOW** to plan time to study for each course. Thoroughly review the syllabus for specific details about course activities, grading and instructor suggestions for success. IF you have any questions, ask the instructor to clarify course expectations.

• **Proactively plan your study efforts and communicate** with instructors:
  - BEFORE due dates or test dates – discuss anticipated challenges or scheduling conflicts
  - PLAN AHEAD for projects, test preparation, and major assignments
  - Seek tutoring BEFORE you feel anxiety about the course work
  - Seek input from instructors during posted office hours OR make an appointment if the posted office hours conflict with basketball commitments

• Math tutoring – Math Zone is the first choice and provides many preparation options including access to instructors and highly qualified math experts

• Study Sessions with the team are essential and provide additional course preparation options with teammates

• If you do not achieve a passing grade on the assignment or assessment, review your planning efforts and if you felt you prepared well despite the weak grade, schedule a meeting with the instructor to discuss methods to improve your performance on the next course activity. IF tutoring is available for MAT, RDG, or ENG courses, schedule sessions with the specific tutoring service.

• GRADES – A student should always be aware of their academic progress. Review online grades regularly for those courses with online components. Otherwise, maintain a record of your graded course activities or request periodic grade updates from instructors if none have been provided.

• Call or visit me in my office! If you need to see me at a time other than my office hour, please call and schedule a meeting at a time convenient for you.

Seek a peaceful balance – remember to have some healthy fun each and every day!
**Appendix: Attendance Card**

SASS attendance cards may be used to track student class attendance. If a student is “SASSED” due to poor attendance, the mentor and/or coach can issue the attendance card and have the student request from the instructor(s) that it is filled in at each class period to reflect that the student is attending class regularly.

<table>
<thead>
<tr>
<th>SASS ATTENDANCE CARD</th>
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<tbody>
<tr>
<td>For week of __________ through __________</td>
</tr>
<tr>
<td>Student</td>
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<td>Class/Section</td>
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<tr>
<td>Instructor</td>
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Mark P for present A for Absent

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Any absence or failure to return card by deadline will result in athletic suspension.

Instructor’s Signature

________________________________________

Attendance Card must be returned to the SASS Mentor
Appendix: Sample PPI

PHOENIX COLLEGE
STUDENT ATHLETE SCHOLASTIC SUCCESS PROGRAM
PLAN FOR PERFORMANCE IMPROVEMENT

STUDENT:  
SPORT: 
You have received a progress report that indicates unsatisfactory progress in the following class:  
CLASS: 
INSTRUCTOR: 
GRADE: 

The following comments were noted in the progress report:

The following recommendations for action were made by your instructor:

You must make an appointment with your SASS mentor above by ____________________

Plan for performance Improvement in the above class:

I understand failure to complete the conditions above may result from practice and or competition.

_________________________________________  ________________________
Student Athlete Signature    Date Signed

SASS Mentor: Please give student a copy of this agreement, have student deliver a copy to the coach and intercampus a copy to Samantha Ezell.
Appendix: Student Athlete Academic Success Tips

Ms. O’s Rx for Student-Athlete Academic Success

Statement of Academic Support

My job is to empower you to achieve success in the classroom. I want you passing your classes for two reasons. First, I want to help you succeed as a college student with an eye on your future. Second, I want you to stay eligible to play because I love watching your beautiful athleticism on the court. Go Bears!!!

KEYS TO SUCCESS

PREPARE

- Read and re-read the course syllabus. It’s your contract with your teacher. You must know what it says.
- Know your instructor’s name, office location & hours, and policies.
- Write down assignments, due dates and deadlines. Keep a planner of some sort… and then remember to look at it daily, if not several times daily.
- Be prepared – do your homework!
- Look ahead a few weeks and plan your time.
- Seek help before you feel panicked.
- If an assignment isn’t clear, ask the instructor. It’s your right as a student to fully understand what your teacher is asking of you. It’s your teacher’s job to provide clear instructions and expectations.

PARTICIPATE

- Attend all classes unless it’s absolutely unavoidable not to.
- Don’t schedule outside appointments during class times.
- Be on time – or even a little early.
- Stow all electronic devices before entering the classroom.
- Act as if there's no place else you'd rather be than in class.
- Do not sit with teammates or friends in class.
- Use your "student name" not your "team name" for class.
- Leave your team persona and personal conversations outside the classroom.
- Know your grades. If your instructor doesn’t give out grade reports, ask for one. You have a right to know your grade whenever you want or need to know it.
- Be fearless (but always respectful!) when interacting with your instructors. They are people, just like you. College-level student-instructor relationships should be based on mutual respect, not fear, intimidation and rank.

REFLECT

- Be aware of how your nonverbal behaviors communicate your "engagement or disengagement" in the class. Teachers prefer engaged students.
- Think about what you do and what you say and how it affects the instructor's perception of you as a student-athlete. Ideally he or she will not know you are an athlete unless they ask.
- You don't get a second chance to make a first impression!