



## **What is a Triton?**

The answer lies in Greek Myth.

Triton, a merman and demigod of the sea, was the most celebrated son of Poseidon and Amphitrite. Poseidon, the sole monarch and supreme ruler of all the earth's water, was married to Amphitrite, the Queen of the Sea. Poseidon and Triton, together as father and son surveyed their watery domain while Zeus ruled the sky and Hades controlled the underworld. Triton, who was half man and half fish, eventually came to rule the sea on his own as he rode about on the back of a sea monster trumpeting on a conch shell to calm or raise the waves.

Edmonds Community College Tritons should possess some of the same characteristics as Triton during the Greek mythological period. Similar to how Triton can calm the waves down, we as Triton STUDENT-Athletes and fans can also calm our competitors down when they see what we bring to the battle field. Regardless if we are playing at home or away, like a mighty warrior holding a fierce weapon, we can also overwhelm our competitors with power. Tritons are here to succeed.

## **TRITON PRIDE**

Edmonds Community College is recognized continually for its excellence in academics and athletics. In no small measure, this recognition is due to the accomplishments of its STUDENT-Athlete. On an annual basis Edmonds Community College sends STUDENT-Athletes to four-year universities to continue their academic and athletic endeavors. Many of these STUDENT-Athletes receive scholarships at Division I, II, III and various NAIA programs, while others have been drafted to play on a professional level after leaving Edmonds. Our goal and one of our most rewarding accomplishments is for our STUDENT-Athletes to be successful contributors in society.

Our Triton Pride starts with you being a student leader who is committed to your academic and athletic endeavors while being a positive role model for our students, campus and our community.

Welcome to the Triton Family!

## **Jorge de la Torre**

Director of Athletics

**EDMONDS COMMUNITY COLLEGE:** A place where education, student life, athletics and health are great for each other.

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**THIS PAGE IS FOR YOUR RECORDS, PLEASE READ, SIGN/ DATE AND TURN IN THE LAST 2 PAGES OF THIS STUDENT-ATHLETE HANDBOOK TO THE ATHLETIC DEPARTMENT. THANK YOU!**

## **STUDENT-ATHLETE HANDBOOK**

### **RECEIPT CONFIRMATION (STUDENT ATHLETE'S COPY)**

REQUIRED TO BE SIGNED FOR ALL STUDENT-ATHLETES

I (Print Full Name) \_\_\_\_\_ have received and read the STUDENT-Athlete Handbook from Edmonds Community College Athletic Department. By signing this form, I acknowledge that I understand and accept my obligations and responsibilities as a Triton STUDENT-Athlete. I am also aware that my Head Coach, the Director of Athletics, the Athletic Operations Director, Dean of Student Life and Development and Vice President of Student Services are available to answer any question I may have.

To protect individual's privacy, the use of cameras or videos of any kind in inappropriate areas is strictly prohibited. Some examples of unacceptable use would be, but are not limited to locker rooms, restrooms, weight rooms, training rooms, hotel rooms, etc. The respect of another's privacy must be strictly protected.

Cameras are welcomed to be used by friends, family and community members at approved public games and events at the college's discretion. Edmonds Community College and NWAC reserves the right to use cameras or videos of our STUDENT-Athletes at our scheduled games, practices, scrimmages or during photo sessions to market both our STUDENT-Athletes, college and the Northwest Athletic Association of Community Colleges. NWAC and Edmonds Community College is allowed to use these videos or pictures at their discretion to market our STUDENT-Athletes and programs.

### **BY SIGNING BELOW, I AGREE TO ABIDE BY ALL OF THE ATHLETIC DEPARTMENT RULES & EXPECTATIONS**

_____ STUDENT-Athlete Name (Print)	_____ STUDENT-Athlete (Signature)	_____ Date
_____ Guardian if less than 18 years (Print)	_____ Guardian (Signature)	_____ Date
_____ Coach Name (Print)	_____ Coach (Signature)	_____ Date

This STUDENT-Athlete Handbook is presented by Edmonds Community College Athletic Department. Our intent is to provide accurate information for our students, however Edmonds Community College and the NWAC reserve the right to amend policies as it is deemed appropriate.

Any questions regarding the STUDENT-Athlete Handbook should be addressed to:

Edmonds Community College Athletic Department

20000 68<sup>TH</sup> Avenue West, Lynnwood, WA 98036

Phone: (425) 640-1415, Fax: (425) 640-1102, Email: athletics@email.edcc.edu

## DEAR STUDENT ATHLETE:

Edmonds Community College wants to welcome you to our Triton family. In Greek mythology, a Triton “commands” the ocean waves. As a STUDENT-Athlete at Edmonds, our expectations for you is to take a proactive approach in your academic and athletic success while gaining leadership skills that will help you “command” more rewarding careers in the future. Tritons are here to succeed and each member of our Athletic Department and our Student Services Leadership team are here to support you through the journey.

TO BE A TRITON STUDENT-Athlete, you must be committed to academic excellence. Tritons are on the Dean’s list, Tritons are All-Academic and All-Leadership Award recipients, Tritons are those individuals who are willing to spend that extra hour in the library or study hall, Tritons are willing to utilize the resources at their disposal to help them be successful academically, Tritons work with counselors, advisors and others, and Tritons keep open channels of communication with their instructors.

TO BE A TRITON STUDENT-Athlete, you must be committed to using the resources that the college offers to support your student-life development. Some of the resources that are here for you are our Advising Services, Advising Resource Center, Athletic Department, Bridge Courses, Career Action Center, College and Life Success Courses, College Foundation Department, Center for Families, Counseling and Resource Center, Equity and Diversity Center, Job Development Skills Courses, Learning Support Center, Services for Students with Disabilities, Student-Programs, Trio Student Support Services and Writing Skills courses to name a few.

TO BE A TRITON STUDENT-Athlete, second to your academics, you have to have a PASSION for athletics. Athletics is a big commitment with big rewards for the dedicated. TRITONS not only know how to win games, divisional titles and championships, we also know we have support infrastructures that will help individual STUDENT-Athletes move on to the next level. Many of our STUDENT-Athletes leave Edmonds Community College to go on to various four year colleges to continue playing sports while continuing their education. We have many past STUDENT-Athletes who are professional athletes on various sports teams throughout the world. If you are committed to your Academics and Athletics, Edmonds is committed in helping you move on to the next level or chapter in your life, whatever that may be.

TO BE A TRITON STUDENT-Athlete, you must know that we are successful when you are successful. We are here to help you succeed; we strive to be a part of your success.

Sincerely,

**Jorge de la Torre**

Jorge de la Torre  
Director of Athletics

## **OUR MISSION**

Welcome to the home of the Tritons here at Edmonds Community College. We are leaders in providing quality opportunities for learning and service, responding to the dynamic needs of our diverse community and for our commitment to our STUDENT-Athletes. We are a community of learners, which upholds integrity, ethics and high educational standards and affirms the value of lifelong learning and sustainability as members of our Triton Athletic family. We strive to serve the needs of the individual and honor diversity of culture, ethnicity and thought through STUDENT-Athlete enrichment programs. We see education as a collaborative process, valuing innovation, change and accountability for our athletes. We strive to help prepare our STUDENT-Athletes for their future and to give them the tools to be successful in leadership roles while representing and serving our community.

## **INTRODUCTION**

You have made an excellent choice in selecting Edmonds for your scholastic goals and our rich history in our athletic programs. As a Triton STUDENT-Athlete at Edmonds, you will have an abundant amount of opportunities and support services for you to excel at our college. We are providing you this Handbook to answer some of the questions you might have regarding being a STUDENT-Athlete while also helping you become more familiar with the programs that are here to help you in your new surroundings.

We are pleased that your scholastic achievement and athletic abilities qualify you to participate at Edmonds Community College. To be a Triton STUDENT-Athlete, we expect you to excel in your academics while developing your talents and abilities as an athlete. Participation in intercollegiate athletics is a privilege. To maximize your ability as a Triton STUDENT-Athlete, you are responsible for complying with the Northwest Athletic Association of Community Colleges, our college and the Athletic Department rules and regulations.

## **CODE OF CONDUCT**

Edmonds Community College students are expected to conform to all federal, state, college and association laws, policies and regulations. As a STUDENT-Athlete, you are expected to be model citizens and to be aware that your actions will affect not only you as an individual, but also your team, the Athletic Department, the college, your friends and family, and our community. Violating any public or college laws will compromise your ability to be a STUDENT-Athlete and furthermore will initiate the investigation process for further prosecution by the appropriate authorities associated with the incident in question.

## **TRITON FAMILY HONOR CODE**

Triton STUDENT-Athletes are a family. We are family not formed by blood, but rather formed through our Athletic Department's commitment for scholastic excellence and our passion for Triton sports. Our family bond is strengthened through our unity and is forged with upholding positive character attributes as an individual as well as in groups. We carry ourselves with respect and integrity and know that our actions both on and off campus will either be an honor or a dishonor to our family.

## **CONDUCT RULES FOR STUDENT-ATHLETES**

By joining Edmonds Community College Intercollegiate Athletics Program, you represent your team and the College. At Edmonds you will find that our college is committed to student life success. As a STUDENT-Athlete you are also expected to be committed to handling yourself in a responsible manner so that you are not jeopardizing your opportunities and experiences as a Triton STUDENT-Athlete. As an intercollegiate athletic participant, you may also receive special attention from other students or community members. As a “role model,” you are expected to present a positive image of yourself and your Triton family and not abuse or take advantage of your role as a STUDENT-Athlete.

### **SPORTSMANLIKE CONDUCT**

As a Triton STUDENT-Athlete, you are expected to present yourself both on and off campus, in a manner which brings credit to your “FAMILY” (your biological/adopted family, the College, and your team). Be aware of the image you are creating by your actions and the company you keep. When in doubt, ask yourself does your personal conduct demonstrate good moral and ethical judgment; and/or does it compliment the Triton Family Honor Code. Your coach may have specific expectations concerning behavior, dress code and/or sportsmanship, which you will learn in individual team orientation meetings.

The Edmonds Community College Athletic Department enforces established guidelines related to sportsmanlike conduct. The types of behavior that should be avoided include but are not limited to:

- 1) Behaviors that compromises our Triton Family Honor Code.
- 2) Not responding to or accepting a coach, official or staff members directives in a timely manner.
- 3) Physical abuse or intimidation of an official, coach, athlete, opponent or spectator.
- 4) Traveling with an ineligible player(s) to an away contest.
- 5) Encouraging others or participating in throwing of objects at an individual, spectator, or across a field or arena.
- 6) Inappropriate celebration after a score, shot or game.
- 7) Unauthorized use or seizure of equipment, cameras or videos from officials or the news media.
- 8) Taunting or inciting players or spectators to violent action(s) or any behavior which may insult or defile an opponent’s traditions.
- 9) Use of obscene or inappropriate language or gestures to officials, opponents, team members, students, staff, community members or spectators.
- 10) Any action which may violate generally recognized athletic standards or the values and standards associated with Edmonds Community College, as determined by the individual Head Coach and/or approved by the Director of Athletics.
- 11) Encouraging fans to boo an opposing team when the introductions are made.
- 12) Consumption of alcohol or drugs of any kind during your season unless prescribed by your doctor or physician, and written records are on file within the Athletic Department.

### **ALCOHOL & TOBACCO USE**

Edmonds Community College Athletic Department does not condone the use of alcohol or tobacco for their STUDENT-Athletes while in season. For this reason, we have a strict no alcohol beverage and tobacco policy when traveling with, or representing your team, the college and your Triton Family. Additionally, alcoholic beverages or tobacco products should not be consumed while attending an athletic sponsored event. In the state of Washington only those over the age of 21 are permitted to purchase and consume alcoholic beverages, and marijuana. Only those over the age of 18 are permitted to purchase and consume tobacco.

## **UNAUTHORIZED DRUG USE**

Edmonds Community College does not condone the use of unauthorized drugs by students of the College.

## **SPORTS PERFORMANCE DRUG USE**

Edmonds Community College does not condone the use of sports performance drugs including steroids, growth hormones, blood doping or any supplementation that is not a derivative of natural food products.

## **GAMBLING AND BRIBERY**

At Edmonds Community College our goal is to protect our students. As a STUDENT-Athlete, you should keep in mind that your participation in gambling interests, even in the most minor fashion, may jeopardize your college career. Because of the extreme importance of this problem, you are asked to observe these guidelines:

- 1) Report to your Athletic Director any attempt by an outside entity to secure information concerning situations which might alter the normal performance of your team.
- 2) DO NOT encourage others to bet money in your behalf or contribute to any of the various gambling or lottery pools.
- 3) DO NOT accept any free gifts from anyone such as meals, presents, rides, use of vehicles, etc. You are required to report any individual who offers free gifts in exchange for information or attempting to alter the outcome of a contest.
- 4) Be aware of the legalities of gambling on a College and state level. Understand that the College also assists in the enforcement of federal, state, and local laws regarding anti-bribery.
- 5) DO NOT accept any money from a spectator for a game “well played.”
- 6) DO NOT accept gifts of any kind that has a retail value of over \$50.

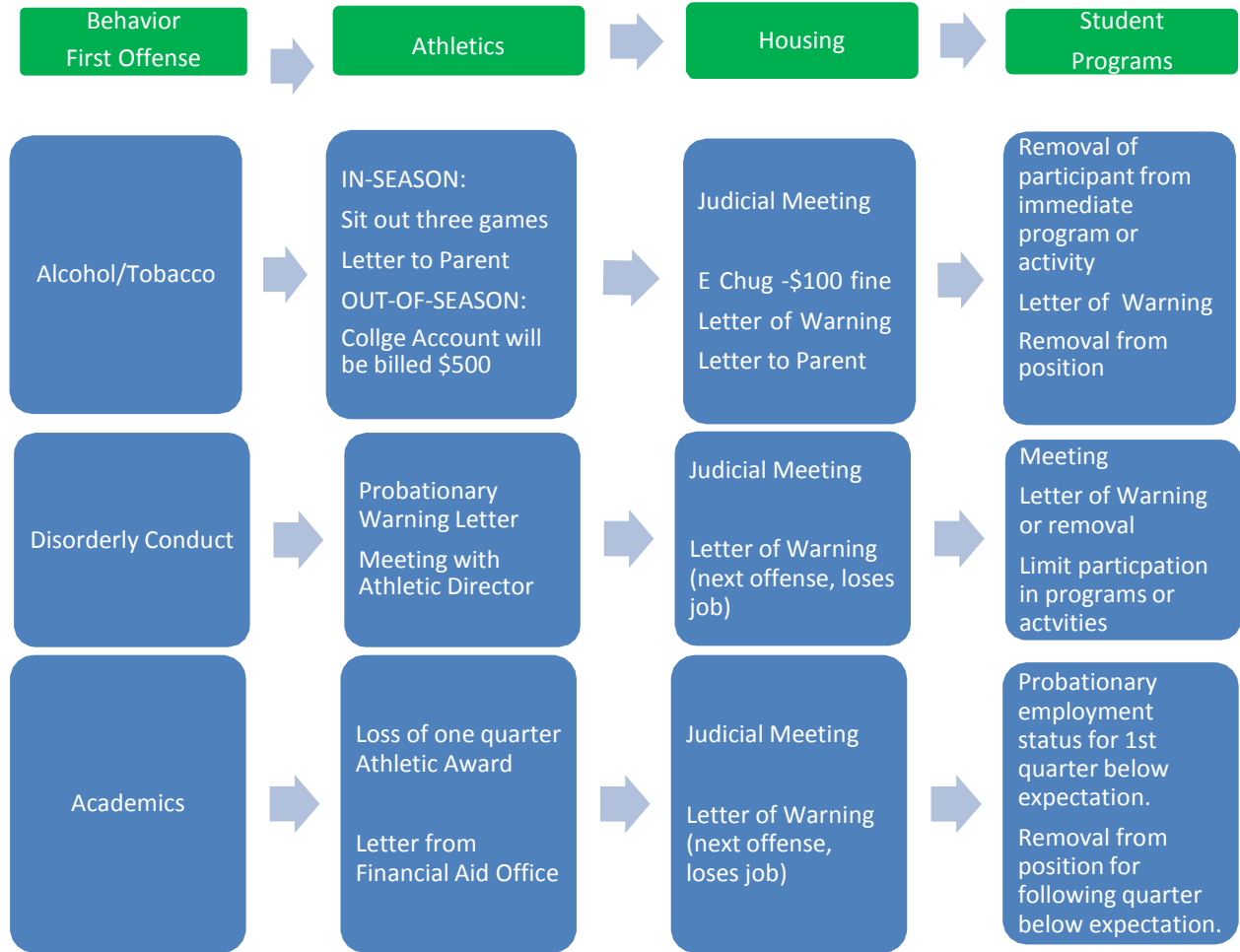
## **ENFORCEMENT PROCEDURES FOR MISCONDUCT**

A detailed description of the College’s student discipline process can be found in Edmonds Community College Student Catalog. Inappropriate conduct by students is covered in the Washington State Administrative Code. In general, sanctions may include a warning, probation, suspensions, loss of athletic awards, and/or expulsion of the STUDENT-Athlete from the Athletic Department and/or the college.

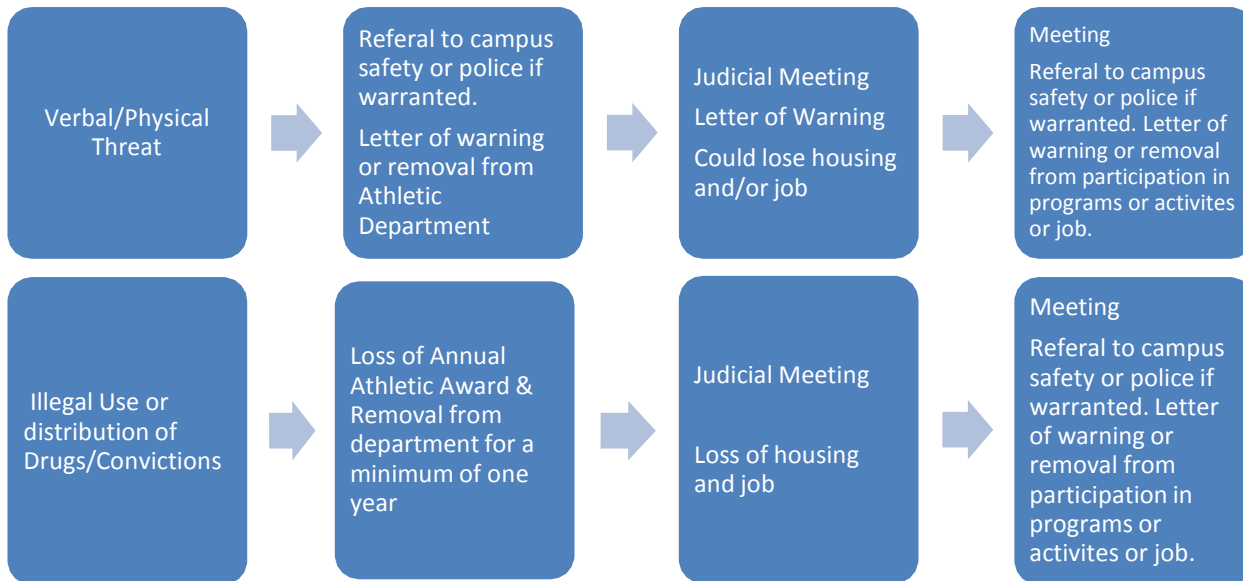
STUDENT-Athletes and other student-leaders sponsored by Student Programs and tax payers are expected to model themselves in a respectful and ethical way that complements our departments’ expectations. If a STUDENT-Athlete’s behavior or actions fail to live up to Edmonds Community College Athletic Departments expectations, there will be consequences based on the situation. In addition, should the misconduct be severe enough to warrant felony charges being brought against you; you will be suspended from participation until the felony charges have been dismissed.

# Student Discipline Behaviors and Sanctions – Level I

Appeals are to be made to the Dean of Student Success/ Life and Development with-in 10 days of sanction delivery.







**ACADEMIC MONITORING PROGRAM & EARLY ALERT**

Edmonds Community College Athletic Department will send out progress reports (minimally two-times throughout the quarter) to the instructors for the classes that our STUDENT-Athletes are enrolled in. When these reports are returned from the student’s instructors, our staff will review the academic progress from these reports which will also stay in the STUDENT-Athletes file within the Athletic Department. After reviewing these reports the Athletic Department may determine that the STUDENT-Athlete is not meeting the departments academic expectations, we will contact the STUDENT-Athlete, the coach and the Athletic Director to inform them that we will need to set up a meeting with the student to discuss how the college can assist and support her/him with their academic progress and success, and to assess what other factors may be in play that may question the students commitment to be a TRITON STUDENT-Athlete. We may also require a more comprehensive Study Hall/Tutoring Program, more frequent progress and attendance reports for the student.

The college also has established a program called Early Alert. Throughout the quarter, instructors may notify Student Services about students who are not maintaining satisfactory academic progress or attending classes regularly. Resources and services may be provided to help these students successfully complete courses.

**SATISFACTORY ACADEMIC PROGRESS**

Satisfactory Academic Progress (SAP) is defined as achieving a minimum cumulative 2.0 Grade Point Average (GPA) for each quarter of enrollment. The college also monitors the completion of courses students attempt each quarter.

STUDENT-Athletes who do not meet SAP policy standards will be placed on concern, restriction or suspension status.

**ACADEMIC CONCERN**

STUDENT-Athletes not maintaining a minimum 2.0 quarterly GPA are first placed on Academic Concern. They will be contacted and encouraged to take advantage of available campus resources to improve their academic standing.

## **ACADEMIC RESTRICTION**

STUDENT-Athletes on Academic Concern, who again fall below a minimum 2.0 quarterly GPA, will be placed on Academic Restriction and not permitted to register until they have submitted an Academic Success Plan. The plan must be approved by a review committee.

## **ACADEMIC SUSPENSION**

STUDENT-Athletes on Academic Restriction, who again fall below a minimum 2.0 quarterly GPA, will be placed on Academic Suspension. Students on Academic Suspension may appeal their suspension by meeting with a review committee to develop an academic success plan, and by providing a letter of explanation and documentation where appropriate, regarding the circumstances under which they were not able to meet the minimum 2.0 quarterly GPA requirement.

STUDENT-Athletes participating in special enrollment programs such as Financial Aid, Running Start, and International students, will need to meet the academic standards and completion requirements of those programs. Students should also be aware that some other campus programs have additional academic progress standards that must be maintained as a requirement of participation.

## **PRO-ACTIVE COMMUNICATION WITH INSTRUCTORS**

STUDENT-Athletes' first priority to Edmonds Community College is their academic success. To help facilitate this expectation, the Athletic Department encourages each STUDENT-Athlete to have a pro-active open communication channel with their instructors. We recommend that you meet with each instructor periodically during their office hours or by appointment throughout the quarter. Our instructors want our students to succeed academically, but it is each STUDENT-Athletes responsibility to reach out to their instructors whenever they may need assistance or clarification of something pertaining to the class. Regardless if you are getting a 4.0 in every class, let our highly qualified academic instructors assist you whenever possible.

## **STUDY HALL/TUTOR PROGRAM**

**Our Study Hall/Tutoring Program** are expected for all first year STUDENT-Athletes, second year STUDENT-Athletes that do not meet our departmental 3.0 minimal G.P.A. goal, and/or any second year STUDENT-Athlete who would like to take advantage of our Study Hall/Tutoring Program. This programs is designed to support and monitor a small part of our STUDENT-Athletes studying habits. Study Hall/Tutoring Program hours can be met individually or in groups at various locations and times each quarter. Depending on the STUDENT-Athletes situation, second year STUDENT-Athletes who have maintained a 3.0 cumulative G.P.A. or higher can opt out of the Study Hall/Tutor program as long as they continue to meet our minimal academic expectations.

Our Study Hall/Tutor program hours are monitored recorded and reported to our coaches and Athletic Director on a regular basis. Deans and various members of our Presidents Cabinet committee will also receive these reports on a less frequent basis.

To be credited for your Study Hall hours, you must bring your college EdPass (picture I.D.) to our STUDENT LEARNING CENTER or one of our other approved locations and sign in when you arrive and sign-out when you leave on the Athletic Department sign in sheets. We want our students to be actively involved with their studies when attending our Study Hall/Tutoring programs and services. Please contact our Athletic Department Administrative staff for approved Study Hall/Tutoring Program times and locations each quarter. It is each student's responsibility to make sure that they meet or exceed our minimal expectations.

Any first-year STUDENT-Athlete by NWAC requirements and any second year STUDENT-Athlete who does not maintain a 3.0 cumulative G.P.A. are **required to attend Study Hall on a weekly basis for minimum of (3) hours per week, with a minimal of two separate meeting days per week.**

Our college monitored Study Hall/Tutoring Program for STUDENT-Athletes is not in lieu of any team study time programs that STUDENT-Athletes are obligated to attend by their coach. Edmonds Community College has consequences set in place for STUDENT-Athletes who do not meet our departmental expectations.

## **ATHLETIC SCHOLARSHIPS, WAIVERS & ELIGIBILITY REQUIREMENTS**

Athletic scholarships and waivers, as well as other forms of assistance, may be provided to help you with the expense for college if you are a STUDENT-Athlete within our recruiting territory. Intercollegiate athletic teams are provided with a specific number of scholarships and waivers in accordance with NWAC regulations. These awards are dispersed by the office of Financial Aid, based on the recommendations of the Head Coach and approval from the Athletic Director. Scholarships and waivers are not compensation for services performed, but rather to help STUDENT-Athletes with educational expenses. An athletic scholarship or waiver is restricted to the cost of tuition. No aid in the form of room, board, or text books will be included. Until you are an eligible STUDENT-Athlete in good standings, you do not qualify for financial assistance within the Athletic Department.

Once a letter-of-intent, scholarship or waiver is awarded, Edmonds Community College is committed to fulfilling its financial obligation to the student for a minimum of one (1) year. The STUDENT-Athlete has the responsibility to meet the Athletic Department's academic and athletic commitment expectations for this agreement to have validity. These awards may be renewed for a second year upon recommendation of the Head Coach and approval by the Athletic Director. However, scholarships and waivers may be discontinued or charged back to your account at any time if you:

- 1) Render yourself ineligible for competition
- 2) Misrepresent information through any correspondence (written, verbal or implied) i.e. plagiarism or falsified documentation(s)
- 3) Voluntarily withdraw from your sport for personal reasons
- 4) Engage in misconduct serious enough to warrant disciplinary action and cancellation of aid
- 5) Fail to attend scheduled classes, Study Hall/Tutoring programs, workouts, practices, meetings, and/or community events and fundraisers
- 6) Do not maintain a 2.0 or greater cumulative GPA at all times
- 7) Do not maintain a quarterly 2.0 GPA or above at all times
- 8) Drop below a minimum 12 credit enrollment at any time in a quarter (excluding summer)
- 9) Do not pass a minimum of twelve credit hours each quarter (excluding summer)
- 10) Fail to submit documentation regarding prescribed study hall/tutor hours, academic progress reports, and academic course attendance; or
- 11) Do not meet NWAC eligibility requirements at any time during season

## **BASIC ELIGIBILITY CRITERIA**

A STUDENT-Athlete shall be granted eligibility to represent a member college in an NWAC sanctioned athletic contest provided they meet the provisions outlined below:

### **FIRST YEAR PARTICIPATION**

- A. NWAC coaches are not allowed to participate in any sport as a player.
- B. The STUDENT-Athlete shall be a high school graduate, or the class year of which they were a member shall have graduated.
- C. The STUDENT-Athlete shall be enrolled in an NWAC member college within twenty (20) calendar school days from the beginning of the quarter to participate during that quarter. This provision shall apply for all terms - fall, winter, spring, and summer. Should the term involve a split session, this provision shall apply from the first day of class of the first session.
- D. The STUDENT-Athlete shall not have participated in any one sport for more than two (2) seasons at any post-secondary educational institution. After a STUDENT-Athlete completes two (2) seasons of participation at a NWAC member institution and transfers and competes in another intercollegiate program, he or she may not compete further at any NWAC institution.
- E. The STUDENT-Athlete shall be officially enrolled in a minimum of twelve (12) quarter credit hours or the equivalent of classes as defined in the curriculum of the member college during the sport season in which they participate. Such enrollment shall be required for non-conference and post- season participation.

### **SECOND YEAR PARTICIPATION**

To qualify for eligibility to participate in a second (2nd) season of any sport, a STUDENT-Athlete must:

- A. Earn a minimum of thirty-six (36) quarter credit hours or the equivalent, starting with and including the first quarter of the first season of participation.
- B. Have passed a minimum of 10 credits in last full-time term of attendance.
- C. Maintain a cumulative grade point average of 2.00 during any quarter of participation. The 2.00 GPA must be for all college credits beginning with the first quarter of enrollment in the first year of participation.

### **SUMMER SCHOOL**

By attendance at summer school, a STUDENT-Athlete can regain qualification for meeting the provisions for the 10 credit previous quarter, the 36 credit - 2nd year participation and also the 2.00 GPA eligibility requirements. Any number of summer school credits can be earned at any accredited institution and can be added to complete the second year thirty-six (36) quarter credit rule or added to the previous quarter to fulfill the completion of the twelve (10) quarter credit hour previous quarter rule.

**Example:** Students completing less than 10-quarter credit hours their last quarter of attendance may add completed summer credits to a preceding quarter to accumulate a minimum of ten (10) quarter credit hours and/or may use them toward their accumulation of their thirty-six (36) quarter credit hours for the second year of participation. Summer school credits can also be used to increase the GPA to a 2.00 accumulative. However, the grade point for all summer school quarter credit hours attempted must be calculated into the cumulative grade point average.

## ATTENDANCE DEFINED

A STUDENT-Athlete will establish attendance at a member institution by being enrolled in that institution within twenty (20) calendar school days and/or participation in an athletic contest or practice sponsored by that institution. In the event a STUDENT-Athlete officially withdraws from a non-member collegiate institution within twenty (20) calendar school days and has not participated in an athletic contest, they shall not have established attendance at the institution for eligibility purposes. A STUDENT-Athlete withdrawing from a member college within twenty (20) days and transferring to another member college will be subject to NWAC transfer rules. The twenty (20) calendar school days shall be calculated from the first day of class attendance as published in the instructional calendar of that institution.

**Attendance Established - Fall & Winter Quarters:** A STUDENT-Athlete not in attendance at a member institution the previous quarter establishes eligibility for Fall Sports, whose first contest is prior to the first day of fall quarter classes, when the member college submits its initial eligibility form for that sport. For winter sports (Basketball), eligibility commences on January 2nd.

**Attendance Established - Spring Quarter:** A STUDENT-Athlete not in attendance at a member college winter quarter establishes eligibility for spring sports on the first class day of spring quarter or April 1st whichever occurs first provided all other eligibility requirements have been met.

**Participation:** A STUDENT-Athlete shall be considered a participant for eligibility purposes if they represent a member institution in any athletic contest. Practice only in a sport will not be counted as a year of eligibility, but will be considered when a student transfers to a member institution as provided in Section 17 of the NWAC Codebook.

**Season of Participation:** Participation in any contest, other than an approved scrimmage, regardless of time, shall be counted as one season of competition in that sport and the participant will have used one year of collegiate eligibility.

**Grade Verification - Between Quarter Participation:** The grades of STUDENT-Athletes, both currently eligible and those seeking eligibility, must be verified simultaneously between academic quarters. Grade verification can take place at any time after official instructor grade sheets are on file with the registrar. Previous quarter grades must be verified no later than the day prior to the start of winter quarter and the fifth day of spring quarter.

**Verification of Participation:** At the conclusion of each sport season, each school shall submit to the League Office a list of athletes who competed in the past season of competition and how many seasons the individual has competed.

**Limited Team Membership:** A STUDENT-Athlete who has been granted eligibility to participate in a team sport sponsored by a member college shall be declared ineligible immediately if he/she participates in any contest in that sport sponsored by any other club, team, group, or organization at any time during that sport season. The current season shall commence the first day of practice and end as defined in the NWAC annual calendar. Please refer to NWAC.org for the exception to these rules or for the appeal process.

**Exception:** One-time participation in a high school alumni game is allowable. Please discuss these situations with the Athletic Director.

**STUDENT-Athlete Limitation on Number of Games:** A STUDENT-Athlete may participate on varsity, junior varsity, and freshman teams during a single sport season as long as the NWAC Code provisions governing the number of contests in which a STUDENT-Athlete may participate in that sport is not exceeded. Freshman and junior varsity competition count as varsity competition in computing years of eligibility. Participation in any athletic contest shall constitute a game.

**STUDENT-Athlete Limitation on Number of Sports per Season:** A STUDENT-Athlete cannot participate in more than one sport for a member institution during any sport season.

**STUDENT-Athlete Limitation on Number of Colleges per Season:** A STUDENT-Athlete cannot participate in any scheduled contest for more than one college during a given sport season. Practice at a non-member institution shall not constitute participation in the application of this Section.

**Example:** A STUDENT-Athlete plays in a game at Institution “A” (nonmember) during fall quarter and then transfers to member Institution “B” winter quarter. He/she will not be eligible to participate. If, however, he/she took part in practice at Institution “A” but participated in no games, he/ she will be eligible at member Institution “B” provided all other provisions of the Code are met.

**Scrimmage Definition:** A scrimmage shall follow the rules listed below:

- A. A scrimmage when listed in the official schedule must be listed as a scrimmage by the intercollegiate athletic department
- B. No varsity game uniforms (home or away) are allowed
- C. No awards of any kind may be given to the participants
- D. No championships of any kind
- E. Travel expense for one night overnight stay can be provided

## **PARTICIPATION TRANSFERS**

**Transfer Between Member Institutions:** An athletic participant who transfers from one member institution to any other member institution becomes eligible for athletic competition after a time lapse of three (3) quarters, exclusive of summer school, after separation from the former institution, provided all other requirements are met. The STUDENT-Athlete will become eligible at the end of the quarter of the institution in which he/she is currently enrolled.

**Exception:** A student may petition for transfer to another member institution (Institution B) between first and second seasons of participation to fulfill eligibility requirements if all of the following conditions are met:

- A. Institution B does not offer the sport in which the athlete has participated
- B. The STUDENT-Athlete may not participate in any NWAC sanctioned sport at Institution B
- C. The petition must be filed with and approved by the NWAC Executive Director prior to admission at Institution B
- D. Institution B, named above, refers to the institution located in the local community college district or closest proximity to the student’s family residence

**Transfers from Nonmember Colleges:** Any STUDENT-Athlete who has participated in sports and is transferring from a nonmember institution becomes eligible immediately provided he/she has passed ten (10) quarter credit hours or the equivalent the previous quarter or semester of attendance at any post-secondary institution and has completed thirty-six (36) quarter credits (starting with the first quarter of the first season of participation) and has a cumulative 2.00 GPA (for all college credits beginning with the first quarter of enrollment in the first year of participation).

**Transfer from Member to Nonmember Back to Member Institution.** Any STUDENT-Athlete of a member institution who transfers to a nonmember institution must meet the requirements of a transfer between member colleges as stated above before becoming eligible at any other member institution.

**Example:** A STUDENT-Athlete transfers from Institution A (a member of NWAC) to a four-year institution. Later he/she decides to re-enter an NWAC institution. He/she is eligible immediately at Institution A provided all other eligibility requirements are met. However, if he/she transfers to any other NWAC institution, he/she must meet the requirements of a transfer between member colleges (as stated above), as if he/she transferred directly from one member institution to another.

## **NON-PARTICIPATION TRANSFERS**

**Transfer between Member Colleges:** Any STUDENT-Athlete transferring from a member college becomes eligible immediately provided he/she has never signed a Letter of Intent and has not participated in an official contest.

**Transfers from Nonmember Colleges:** Any STUDENT-Athlete who participated in sports and who is transferring from a nonmember institution becomes eligible immediately so long as they register in at least 12 credits before competition at EdCC.

## **TRANSFER-TRANSCRIPT/ TRACER REQUIREMENTS**

A STUDENT-Athlete who transfers to a member institution must request and have a copy of an official current *transcript* from all previous institutions on file with the registrar of the receiving institution prior to participating in an athletic contest for the receiving institution, as well as an NWAC tracer verifying seasons of eligibility.

**Note:** If a STUDENT-Athlete from any institution, member or nonmember, has remained in school beyond twenty (20) days and withdrawn from school with a W, he/she shall be considered to have been enrolled and not to have completed the necessary hours to meet NWAC requirements.

## **AMATEURISM REQUIREMENTS**

**Amateur Standing:** No student may participate in an athletic contest sanctioned by the NWAC who has violated his/her amateur status in that sport (see Amateurism and Participation in the appendix).

**Penalties:** A STUDENT-Athlete who is found to have participated in a NWAC sanctioned athletic contest in violation of the provisions of Article III shall be declared immediately ineligible and will remain ineligible during periods of appeal. Further, the member college for which the STUDENT-Athlete participated shall forfeit the contest(s) in which the STUDENT-Athlete participated, in addition to such other penalties that may be imposed.

- A. A STUDENT-Athlete shall be denied eligibility for competition at any time in all NWAC sanctioned sports if the STUDENT-Athlete falsifies academic or athletic participation records.
- B. A member college, which uses an ineligible athlete, whether knowingly or not, shall forfeit all contests in which such ineligible player participated.
- C. Procedures when a participant is determined to be ineligible after the last game/event in regular season/regional competition.

1. If a STUDENT-Athlete is determined to be ineligible after league/regional competition has been completed or during a conference championship event, the ineligible athlete shall be immediately disqualified from further participation but the team shall be allowed to complete post-season play.
2. If a member college uses an ineligible STUDENT-Athlete after the completion of league/ regional competition, whether knowingly or not, the member college may be denied the opportunity to enter conference championship competition in that sport during the ensuing year.

**Professional Sports Commitments:** STUDENT-Athletes who have signed with and/or have received payment from professional sports organizations shall be ineligible in that sport. STUDENT-Athletes denied eligibility under the provisions of this Section may appeal the decision to the governing body.

## **CRITERIA FOR REQUESTING A WAIVER OF NWAC ELIGIBILITY RULES AND REGULATIONS**

- A. Requests will be directed to the NWAC Executive Director.
- B. Requests shall be initiated in writing and must include the following:
  1. The basis for initiating the action includes facts and complete information relative to the request
  2. Documentation from appropriate authorities substantiating hardship, illness, injury, or other extenuating circumstances
  3. Transcripts from all post-high school institutions attended
  4. The decision of the Executive Director in all cases of eligibility waiver requests will be in effect immediately
  5. Decisions of the NWAC Executive Director may be appealed to the NWAC Executive Board under the following guidelines:
    - a. No appeal will be accepted that has not first been ruled upon by the Executive Director
    - b. Appeals will be heard at the next regular meeting of the Executive Board after notification has been filed with the Chairman
    - c. A special meeting of the Executive Board to hear an appeal may be convened; however the party/parties requesting the appeal shall bear the full cost, as determined by the Executive Board.

**Medical Hardship Petitions:** A STUDENT-Athlete may be granted an additional year of eligibility by the conference for reasons of hardship which is defined as that incapacity resulting from injury or illness under the following conditions:

- A. Injury or illness occurs when he/she has not participated in more than 20% of the number of allowable contests (season not to include post-season contests) for that sport or when he/she has not participated in more than two of the institution's completed events in that sport, whichever is greater
- B. The injury or illness occurred in the first half of the season (season not to include post-season contests)
- C. The injury resulted in incapacity to compete for the remainder of the season. The resulting injury must be documented by a doctor at the time of injury or on the date that the doctor determines the athlete can no longer compete during the season.
- D. The medical hardship requests must be submitted to the conference office by October 15 of the next academic year following the occurrence of the injury or illness, which is the basis for the appeal.

**Note:** In applying the 20% limitation, any computation which results in a fractional portion of an event shall be rounded to the next whole quarter.

## **CRITERIA APPLIED TO DETERMINE VETERANS ELIGIBILITY**

STUDENT-Athletes who are returning veterans will be eligible at any member institution immediately upon registration provided he/she satisfied the provisions of Section 9 in NWAC Official Code Book, and further



provided that he/she has not enrolled in any intervening post-secondary institution following discharge or release from the Armed Services of the United States. Should the status of any returning veteran be in doubt, the Athletic Commissioner should refer the matter to the Executive Director, as provided in Section 2.B

**Note:** A STUDENT-Athlete enlists while attending Institution “A”. Upon his/her return, he/she enrolls at Institution “B”. The student is immediately eligible provided he/she was eligible when he/she enlisted. If a STUDENT-Athlete was ineligible at Institution “A” when he/she left, he/she must complete a quarter or satisfactory work before he/she regains eligibility.

## **STUDENT-ATHLETE QUESTIONNAIRE**

- A. All STUDENT-Athletes must fill out an NWAC STUDENT-Athlete questionnaire, which shall be kept on file at that institution.
- B. A STUDENT-Athlete whose home residence is outside the contiguous Northwest states, transfers between member and non-member colleges, and STUDENT-Athletes who have not been enrolled in a collegiate institution for a period of three or more years must complete and have on file with the NWAC, an NWAC student questionnaire.

## **STUDENT-ATHLETE EMPLOYMENT**

Any full-time STUDENT-Athlete may be employed during the course of their enrollment at Edmonds Community College. If you were offered employment on your signed award letter, it is your responsibility to contact the Athletic Department and other departments on campus at your earliest convenience to initiate employment. If you are interested in working in the Athletic Department, or for the College, you are encouraged to apply for the various positions you are interested in. Many students are also given work-study grants to help in covering the expense of college. Check with the Financial Aid Office to determine if work-study is part of your financial aid package. The following are rules for maintaining a job within the Athletic Department:

- Employment compensation may not be based on the publicity for the employer or reputation of the athlete
- The STUDENT-Athlete may only be compensated for work actually performed
- The STUDENT-Athlete must be compensated at a rate proportionate to the going rate in the employment area and
- The STUDENT-Athlete must demonstrate academic progress towards a degree or certification while meeting our other expectations

## **STUDENT SERVICES AND ACADEMIC SUPPORT**

The College has a multitude of resources available to insure your academic success. Among these services are:

- 1) Academic Advising and Assessment, Located in Lynnwood Hall
- 2) Advising Resource Center, Located in Lynnwood Hall
- 3) Testing Center, Located in Mountlake Terrace Hall 152
- 4) Learning Support Center (Tutoring Center/Writing Center), Located in Mukilteo Hall 113
- 5) Counseling and Resource Center, Located in Mountlake Terrace 145

## 6) Services for Students with Disabilities, Located in Mountlake Terrace 159

For Additional information on these services please refer to Edmonds Community College Handbook.

### **MEDICAL EXPENSES AND YOUR PHYSICAL WELFARE**

Edmonds Community College encourages ALL STUDENT-Athletes to maintain a **PRIMARY FAMILY or INDIVIDUAL HEALTH INSURANCE PLAN** throughout the academic year in the event you are injured representing the college in an intercollegiate athletic sports or school activity, or if you need to visit a medical facility . If you do not have an individual or family health insurance plan, we encourage you to acquire one before getting involved in any college extra-curricular hazardous activities including any sports. Please discuss with your medical provider and obtain a copy of your coverage's, deductibles, exclusions, limitations and approved medical office visits/treatments so that you are informed of your plan and have ample time to discuss your policy if you have any questions.

A couple of low cost insurance options to consider depending on your finances are the Washington Basic Health, and DSHS if you are 19 years or under. We also encourage you to contact the Washington State Insurance Commissioner's office at 1-800-562-6900 or at [www.insurance.wa.gov](http://www.insurance.wa.gov) if you have any specific questions regarding approved insurance carriers for Washington State and for general insurance questions.

Please check with the Athletic Department to see if the college has a secondary athletic insurance available for STUDENT-Athletes who are a part of one of our intercollegiate athletic teams. Please understand that if the college carries an athletic insurance policy, it will only be a **SECONDARY SUPPLEMENTAL INSURANCE POLICY** and will have limitations in coverage. **ANY COSTS NOT PAID BY the STUDENT-Athletes PRIMARY FAMILY or INDIVIDUAL HEALTH INSURANCE PLAN** (including any deductibles for any policy(s), co-pays, policy exclusions/provision, and emergency expenses), or not covered by Edmonds Community College Secondary Supplemental Insurance Policy is the **SOLE RESPONSIBILITY OF THE STUDENT-ATHLETE.**

PLEASE REFER TO THE ATHLETIC DEPARTMENT SECONDARY COVERAGE POLICY IN REGARDS TO COVERAGES, POLICY LIMITS, EXCLUSIONS AND LIMITIATIONS. With the exception of an emergency situation, the college recommends that you contact any pending insurance policies prior to determine in advance what expenses are covered and what expenses you will be responsible for.

**It is the STUDENT-Athletes responsibility to pay for any out-of-pocket expenses if injured while participating in Edmonds Community College intercollegiate athletic or recreational activities or sport(s).**

All injuries should be reported to Edmonds Community College Campus Safety and Security Office and a copy of the report to be sent to the Athletic Department.

### **NWAC ELIGIBILITY INFORMATION FOR ATHLETES and DEPARTMENTAL STAFF**

- You must be registered in a minimum of 12 credit hours of course work each quarter you plan to participate in sports or are eligible for an athletic related scholarship or waiver.
- All of the requested information in our STUDENT-Athlete Eligibility packet must be turned in, verified and processed prior to your participation in any Triton Athletic sponsored practice, game or intercollegiate athletic event.
- You must have passed a minimum of 10 credit hours of course work the last quarter you were enrolled in college unless the STUDENT-Athlete's petition is approved.

- Participation in one sport is limited to two seasons (regardless of what colleges you participated at).
- You must be registered for classes within 20 days from the beginning of the quarter and/or 10 days prior to the official start of any season.
- To participate in a second season of any sport, you must earn a minimum of 36 credits from the first quarter of the first quarter of participation in that sport and maintain a minimum cumulative grade point average of 2.00 during any quarter of participation unless the STUDENT-Athlete's petition is approved.
- Any time you participate in a regular scheduled game, match or contest, you will be charged with one year of eligibility in that sport.
- You may be declared ineligible if during the sport season you represent any club, organization or team other than your college team.
- If you transfer from a community college that is a member of the NWAC to another college, you will be ineligible for athletic competition for a period of three quarters exclusive of summer school.
- Any student convicted for use or sale of illegal drugs, including anabolic steroids, will be disqualified from participation in any college sponsored athletic event or activity.
- The use or possession of **alcoholic beverages** or **ANY** form of **tobacco** by **ANY** participant (**student, coach, faculty, staff or official**) during any NWAC or member college practice, game or athletic activity is prohibited and may/will result in the participant being removed and/or banned from that activity, program, and athletic department. Coaches and administrators are not allowed to drink or be under the influence if they are representing the college and STUDENT-Athletes are present.

## ELIGIBILITY REQUIREMENTS

The NWAC, in which Edmonds Community College is a member, imposes rules and regulations to which a STUDENT-Athlete must adhere if the student wishes to practice and compete as a STUDENT-Athlete in a sport sponsored by the institution. This means that all STUDENT-Athletes must initially be certified to compete with the NWAC.

The following process must be completed prior to the beginning of the athletic season to be eligible for practice or competition:

- 1) Each STUDENT-Athlete must turn in all requested items within the STUDENT-Athlete Eligibility Packet.
- 2) Each STUDENT-Athlete must turn in a valid copy of their medical insurance information which will be part of their file, and their medical insurance must be valid at all times while participating in any intercollegiate athletic event.
- 3) Each STUDENT-Athlete must turn in the STUDENT-Athlete Handbook Receipt Confirmation.
- 4) Each STUDENT-Athlete must be in compliance with NWAC's minimum eligibility requirements at all times.
- 5) Must meet standards set forth by the Athletic Department.
- 6) All STUDENT-Athletes (including red-shirt players) must be enrolled in at least 12 credits to be eligible for practice, competition, or an athletic/team sponsored function. To graduate in two-years, the Athletic Department recommends that each STUDENT-Athlete register and completes 17 or more credits each quarter unless you are planning on going to summer school.
- 7) Demonstrate satisfactory progress towards a degree program.
- 8) No STUDENT-Athlete is eligible to participate in any competition until the coach of the sport has received an eligibility report with the students name on it from an Athletic Department Administrator.

## WALK-ON STUDENT-ATHLETES

Walk-on participation is an integral part of the Triton Athletic Program, and prospective STUDENT-Athletes are encouraged to contact the Athletic Department about participation in one of our sports.

## **STUDENT PROGRAMS and OPPORTUNITIES**

TRITON ATHLETICS is a part of STUDENT PROGRAMS at Edmonds Community College. We encourage our STUDENT-Athletes to be actively involved with other student activities on campus. Collectively, these activities enrich the Student Life experience and allows our STUDENT-Athletes to not only represent our Athletic Department, but also be visible and represent our general body student population from which Athletics are funded.

### **PURPOSE**

To provide educational, cultural, recreational and social learning opportunities to enhance the campus community and student success in the college-wide abilities.

### **MISSION**

To build campus community through a diverse spectrum of extra-curricular and co-curricular programs that will contribute to campus life by promoting interactive and intercultural experiences.

Successful students are involved in their education both in and out of the classroom. Research has shown that involved students have a better chance of reaching their academic and personal goals. Supported by the Services and Activities (S & A) fee collected from every student's tuition. Student Programs provides events, lectures, intramural, concerts, clubs, multicultural programs, leadership opportunities, and more.

Student Programs hires student leadership programmers to plan and implement events and activities, assist various campus departments, publicize events, and support student clubs.

Some examples of events and activities that are coordinated by Student Programs are:

Welcome Back Booth, Annual Welcome Back BBQ, Halloween Dance, International Night, Springfest, Club Fair, Guest Speakers and End of the Quarter Massage

## **COMMUNITY SERVICES and AMERICORPS**

The Center for Service-Learning at Edmonds Community College provides support for service-learning courses and events at the college and in the community. The National Service-Learning Clearinghouse describes service learning as "a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities."

We encourage each student to talk to their coach, or contact our AmeriCorps department to discuss college sponsored activities, student scholarship and academic credit activities that you can participate in while serving our community. More information is available at [studentinservice.org](http://studentinservice.org).

**TURN IN THIS PAGE TO THE ATHLETIC DEPARTMENT**

**STUDENT-ATHLETE HANDBOOK**

**RECEIPT CONFIRMATION (ATHLETIC DEPARTMENTS COPY)**

REQUIRED TO BE SIGNED FOR ALL STUDENT-ATHLETES

I (Print Full Name) \_\_\_\_\_ have received and read the STUDENT-Athlete Handbook from Edmonds Community College Athletic Department. By signing this form, I acknowledge that I understand and accept my obligations and responsibilities as a Triton STUDENT-Athlete. I am also aware that my Head Coach, the Director of Athletics, the Athletic Operations Director, Dean of Student Life and Development and Vice President of Student Services are available to answer any question I may have.

As a STUDENT-Athlete, I understand that my first responsibility to Edmonds Community College is my academic success. As a result, I have been made aware and agree to allow all Edmonds Community College employees (instructors, administrators and administrators within the Athletic Department) to share information on behalf of my academic progress. Furthermore, I hereby authorize Edmonds Community College to release my educational and athletic records including the following: All Financial Aid Records, All Academic/Transcript Records, All Student Account Records, Instructor/Classroom Records and medical records for concerns written or expressed that are included in this handbook to members within the college and to NWAC as requested. No information will be shared with any external parties (non-employees of Edmonds Community College) unless I have signed an official STUDENT RELEASE OF RECORDS form which will remain on file in our Enrollment Services Office or the Athletic Department.

To protect individual's privacy, the use of cameras or videos of any kind in inappropriate areas is strictly prohibited. Some examples of unacceptable use would be, but are not limited to locker rooms, restrooms, weight rooms, training rooms, hotel rooms, etc. The respect of another's privacy must be strictly protected.

Cameras are welcomed to be used by friends, family and community members at approved public games and events at the college's discretion. Edmonds Community College and NWAC reserves the right to use cameras or videos of our STUDENT-Athletes at our scheduled games, practices, scrimmages or during photo sessions to market both our STUDENT-Athletes, college and the Northwest Athletic Association of Community Colleges. NWAC and Edmonds Community College is allowed to use these videos or pictures at their discretion to market our STUDENT-Athletes and programs.

**BY SIGNING BELOW, I AGREE TO ABIDE BY ALL OF THE ATHLETIC DEPARTMENT RULES & EXPECTATIONS**

_____ STUDENT-Athlete Name (Print)	_____ STUDENT-Athlete (Signature)	_____ Date
_____ Guardian if less than 18 years (Print)	_____ Guardian (Signature)	_____ Date
_____ Coach Name (Print)	_____ Coach (Signature)	_____ Date

This STUDENT-Athlete Handbook is presented by Edmonds Community College Athletic Department. Our intent is to provide accurate information for our students, however Edmonds Community College and the NWAC reserve the right to amend policies as it is deemed appropriate.

Any questions regarding the STUDENT-Athlete Handbook should be addressed to:  
Edmonds Community College Athletic Department  
20000 68<sup>TH</sup> Avenue West, Lynnwood, WA 98036  
Phone: (425) 640-1415, Fax: (425) 640-1102, Email: [www.edcc.edu/athletics](http://www.edcc.edu/athletics)



**STUDENT RELEASE OF RECORDS  
FERPA AUTHORIZATION FORM  
(Family Educational Rights and Privacy Act)**

**TO BE FILLED OUT BY THE STUDENT ONLY.**

I, \_\_\_\_\_ hereby authorize Edmonds Community College to release my  
*(Student requesting release, print full name)*  
educational records, as indicated below, for the purpose of:

- Academic Assistance     Payment of Tuition     Verification of Enrollment/Progress  
 Other: \_\_\_\_\_  
*(Please Explain)*

*Initial on the lines below to indicate which records you wish to make available:*

- \_\_\_\_\_ **All Financial Aid Records** (records include: status of file, award and disbursement of funds information, Satisfactory Academic Progress status, income information, and any other information contained in the application or financial aid file).
- \_\_\_\_\_ **All Academic/Transcript Records** (records include: transcripts, admission and registration information, schedule information, assessment test scores, Satisfactory Academic Progress status, residency information, and any other documentation contained in the academic records).
- \_\_\_\_\_ **All Student Account Records** (records include: amounts due for tuition and fees, sources of payment for tuition and fees, refund information, records hold information as it relates to parking tickets, library fines, financial aid repayments and any other accounts receivable information contained in student account records).
- \_\_\_\_\_ **Instructor/Classroom Records** (records include: attendance, progress reports, test and homework scores if available. Please note: instructors are not required to take attendance or provide progress reports, and retain only those records which make up the final grade. FERPA pertains to the release of records. Instructors are not required to have conversations about academic progress with anyone other than the student).
- \_\_\_\_\_ **Other (Please Specify)** \_\_\_\_\_
- Please Note: Counseling Center and Services for Students with Disabilities records are considered medical records and are not covered under FERPA rules. A separate release form must be obtained from these departments.**

**The following individual(s) are authorized to access the information indicated above:  
PLEASE PRINT FULL NAME**

Spouse \_\_\_\_\_ Mother/Stepmother \_\_\_\_\_  
Agency \_\_\_\_\_ Father/Stepfather \_\_\_\_\_  
Other (Specify name and relationship) \_\_\_\_\_

Although I understand I am not required to release this information, I am giving my consent to Edmonds Community College to disclose these records. I also understand that this release remains in effect for one calendar year from the date signed, unless I revoke my consent in writing and deliver it to the Enrollment Services Office at Edmonds Community College.

**PLEASE NOTE: A clear photocopy of your picture ID is required to verify authenticity of this release. Enrollment Services can make a copy if you deliver this form in person. Otherwise, please make sure a copy is attached before turning this form in.**

SID # \_\_\_\_\_  
SSN # \_\_\_\_\_ Signature of Student \_\_\_\_\_ Date \_\_\_\_\_  
*(These records are stored in a data system which uses the SSN as system identifiers. SSN# is strongly recommended.)*

**FERPA pertains to the release of records only. It does not give others the right to act on your behalf or to change your records.**

Original must be kept on file in the Enrollment Services Office. A copy will be sent to the student. Upon request, a copy will be sent to the appropriate campus offices for their files.

Rev: 10/09

Office Use Only	Date	Initials
Processed:	_____	_____
Acceptance Ltr:	_____	_____
Renewal Ltr:	_____	_____
Archived:	_____	_____
Expires:	_____	_____

(1/12/2012)