

**2017-
2018**

FAU Student-Athlete Handbook



Florida Atlantic University

2017-2018

KEY PERSONNEL AND CONTACT INFORMATION

ADMINISTRATION	OXLEY	Office # (561)297-
Patrick Chun - Vice President and Director of Athletics	203	7-3199
Meneftha Pierre - Asst. to AD/HR Coordinator	207	7-3199
Brian Battle – Sr. Associate AD Internal Operations	237	7-3714
Danielle Daniel - Associate AD Internal Operations / SWA	218	7-0231
Kim Dunn - Faculty Athletics Representative	KH121	7-4177
ACADEMICS	OXLEY	Office # (561)297-
Eric Coleman - Associate AD - Director SACAE	261C	7-6957
Nicole Alderson – Assistant AD/Associate Director	261F	7-3190
Eric Zeaman – Director of Advising Services/Assistant Director	261B	7-2574
Mike Lacey- Director Football Academic Support/Assistant Director	261B	7-0132
Scott Dayton - Athletics Academic Counselor	261E	7-3484
Dasha Cherkasov - Athletics Academic Counselor	261D	7-0132
Heather Smith- Athletics Academic Counselor	261A	7-3597
Kiersten Coffman – Athletics Academic Counselor and Tutor Coordinator	226	7-2899
Jacqueline Perez – Assistant Director and Learning Specialist	116	7-4292
Cindy Crosby – Learning Specialist	116	7-4292
Jaquez Johnson –Coordinator of Student Athlete Development	226	7-2899
Jana Pladevall-Guyer - Learning Specialist	116	7-4292
Garrett Lawson- Assistant Academic Counselor	261	7-2297
Brianne Wokciakowski- Assistant Academic Counselor	261	7-2297
Jessica Theulen- Assistant Academic Counselor	261	7-2297
COMPLIANCE	OXLEY	Office # (561)297-
Samantha Sweeney – Associate AD Compliance	235	7-0756
Sean Tuttle – Assistant Director for Compliance	236	7-4547
Erin Cox – Compliance Coordinator	236	7-4797
Taylor Lee – Compliance Graduate Assistant	236	7-4797

KEY PERSONNEL AND CONTACT INFORMATION

EQUIPMENT ROOM	OXLEY	Office # (561)297-
Ryan Zluticky - Director of Equipment Operations	156	7-2281
John Thomas - Head Football Equipment Manager	156	7-2281
Stuart Moore - Assistant Equipment Manager	156	7-2281

STRENGTH AND CONDITIONING	OXLEY	Office # (561)297-
Weight Room Office	176	cell
Wilson Love - Head Football Strength Coach	176	cell
Jenn Norton – Head Strength Coach – Olympic Sports	176	cell
Jonathan Larson – Assistant Coach	176	cell
Daniel McDermott - Assistant Coach	176	cell
TRAINERS	OXLEY	Office # (561)297-
Craig Wilder – Director of Sports Medicine	142	7-2044
Cory Kaplan - Assistant Trainer	142	7-2125
Rudy Rodriguez - Assistant Trainer	142	7-2043
Bruce Hamelin - Assistant Trainer	142	7-2125
Katie Luhring - Assistant Trainer	142	7-1056
Max Diaz – Intern Athletic Trainer	142	7-2125
Brady Armitage – Graduate Assistant	142	7-2125
Margaret Johns – Graduate Assistant	142	7-2125
Ali Costello – Graduate Assistant	142	7-2125
Yusuke Ohashi – Graduate Assistant	142	7-2125

WELCOME FROM THE DIRECTOR OF ATHLETICS

Dear Owls,

Welcome to the 2017-18 academic year. We look forward to another year of growth, memories and successes. We have significant goals for the upcoming year. Your development as a student-athlete is the vital factor in accomplishing these goals. First and foremost, graduation will serve as the ultimate finish line for your journey through college. It is critical that we work together to help develop you academically, athletically and socially. We ask that you make the daily choice to be a leader, great teammate and citizen.

We are a part of a wonderful university --- Florida Atlantic. We urge you to become an integral part of the university community and active members of the student body. Please utilize the full array of services, mentors and advisors within the Department of Athletics and the community at large.

As a reminder, please be well aware that we are the most visible representatives of Florida Atlantic. We expect you to be in full compliance with all departmental, university, Conference USA and NCAA regulations. The “right thing to do” is the “only thing to do.”

I look forward to getting to know you over the next year. Our future is brighter than ever because of you. Thank you for continued commitment to becoming the best you can be.

Go Owls!

Sincerely,

Pat Chun

Vice President/Director of Athletics

FLORIDA ATLANTIC ATHLETIC MISSION STATEMENT

In support of the educational mission of Florida Atlantic University (FAU), we prepare and empower our student-athletes for academic, athletic and lifetime achievement. We share an expectation of excellence. We unify and engage our students, alumni and the community.

Core Values

- Excellence
- Innovation
- Teamwork
- Integrity

COMMITMENT TO DIVERSITY

The Athletic Department at Florida Atlantic University strives to create a supportive environment for student-athletes of all genders, races, cultures, ethnicities, and lifestyles. Discrimination of any kind will not be tolerated. If at any point you feel that you are being discriminated against due to your gender, race, ethnicity, or sexual orientation, please notify your coach, sport administrator or academic counselor immediately.

CONFERENCE USA AND FLORIDA ATLANTIC UNIVERSITY STANDARDS OF CONDUCT

Standards of ethical conduct for student-athletes are established and enforced by:

THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

Student-athletes are subject to the rules and regulations of the NCAA. All such rules and regulations are found in the NCAA Manual, available online at www.ncaa.org.

CONFERENCE USA (CUSA)

Conference USA member institutions value the principles of sportsmanship and the ideal of pursuing victory with honor in intercollegiate athletics. The Conference believes that athletics should be conducted in a way that reflects positively on the individual participants and institutions. The standards of sportsmanship are written to emphasize the basic expectations of the Conference related to sportsmanship and provide the Commissioner with broad authority to ensure that Conference activities are consistent with these principles.

FLORIDA ATLANTIC UNIVERSITY

Student-athletes are subject to University regulations, as published in the Florida Atlantic University Student Code of Conduct. This can be found online at <http://www.fau.edu/studentconduct/>

The essential elements of sportsmanship and ethics in sports are embodied in the concept of character building and six core principles: respect, responsibility, fairness, honesty, integrity and good citizenship. The highest potential of sports is achieved when competition reflects these six principles.

Pursuant to CUSA rules, unacceptable student-athlete behavior includes, but is not limited to, the following:

- Physically or verbally abusing officials, coaches, opponents or spectators;
- Engaging in any comment, whether critical or not, of game officials or the officiating of any contest.
- Negative comments about Conference personnel, another institution, its student-athletes or its personnel;

- Using obscene or otherwise inappropriate language or gestures;
- Making public statements which are derogatory, controversial, or outside Kansas Athletics' media policy.

FAU Athletics investigate all incidents of unsportsmanlike conduct and may discipline the student-athlete accordingly.

DISCIPLINARY PROCEDURES

General

Florida Atlantic University student-athletes are subject to all Federal, State, County and University statutes and laws. A violation of these codes supersedes all athletic regulations, and the student-athlete is responsible for lawful personal conduct. In cases of arrest, the student-athlete will be suspended from practice and competition pending appropriate legal and University reviews.

University

The office of Student Affairs is responsible for general discipline cases within the student population. All student-athletes are subject to University sanctions beyond those of the Athletic Department. In cases of University suspensions or dismissals and/or during a pending appeal, the student-athlete will forfeit practice and competition privileges and possibly scholarship support during the suspension period.

Athletic

As a student-athlete at FAU, you must abide by all team, Athletic Department, Florida Atlantic University, Conference-USA and NCAA policies and procedures. Your head coach is responsible for individual team discipline, which may be above and beyond the standard actions by the university, conference and/or athletic department. Possible disciplinary measures include suspension from practice and game privileges and may include possible loss of athletic scholarship. Disciplinary actions are subject to review by the Director of Athletics.

Student-athletes accepted into the FAU athletics program are extended the privilege of participating in intercollegiate athletics. This privilege in no way constitutes a right to participate. In return for the privilege of participating in the intercollegiate athletics program, student-athletes must be willing to accept personal responsibility for their behavior. Accordingly, student-athletes are expected to:

- Abide by all government laws, University regulations, team rules and FAU Athletics' rules as set forth in this Student-Athlete Code of Conduct;
- Immediately report to the Assistant Athletics Director/Compliance, the Director of Athletics, or the Faculty Athletic Representative any violations of NCAA rules;
- Immediately report to the Head Coach any violations of local, state or federal laws or university regulations;
- Obey all residence hall policies and regulations;
- Refrain from and be intolerant of physical abuse, harassment, and intimidation; and
- Demonstrate responsible citizenship and good sportsmanship.

Student-Athletes are expected to abide by all University rules, regulations and standards, and by the laws of the city, state, and nation. Violation of any University policy will be considered a violation of the Student Code of Conduct. As a student-athlete, you are in no way exempt from any penalty if you violate these regulations. Further, Florida Atlantic University's Athletic Department requires student-athletes to conduct themselves in a manner which creates a positive image of the people, values, and traditions

associated with the University, Conference USA, and the NCAA. By joining the University athletics program, you have become a representative of your team and the University. It is essential that you act responsibly and do nothing to jeopardize your opportunity to obtain maximum results from your university experience.

If you have been found to have committed a violation of University or NCAA rules, as a student-athlete, you could receive a written reprimand, temporary loss of practice or participation status, indefinite team suspension, reduction or termination of athletic aid, or dismissal from the team to be determined by the Director of Athletics once an inquiry into the violation has concluded. Any reduction or cancellation of grant-in-aid is subject to the review and approval of the Director of Athletics and/or through the University Scholarship Committee.

TOBACCO

In accordance with NCAA bylaws, the use of tobacco products is prohibited by all game personnel (e.g. student-athletes, coaches, trainers, managers, and game officials) in all sports during practice and competition. In addition, smoking and chewing tobacco are not permitted in athletics facilities.

GAMBLING

The NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contest and jeopardizes the welfare of student-athletes and the intercollegiate athletics community. Gambling activities by student-athletes is strictly forbidden. As a student-athlete you are not permitted to:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletic competition (i.e., reporting information about injuries, new plays, team morale, discipline problems, or anything else).
- Solicit a bet on intercollegiate team, professional team, or high school team.
- Accept a bet on any team representing the institution.
- Solicit or accept a bet on any intercollegiate competition for any item that has tangible value (e.g., cash, dinner, apparel).
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics (i.e., internet gambling, "800" numbers, office or dorm "bracket" contests or pools, online contests with an entry fee).

You are required by the NCAA and the Department of Athletics to report any individuals who offer gifts, money or favors in exchange for supplying information or for attempting to alter the outcome of any contest. Such individuals should be reported to your coach and/or the Compliance Office.

ELIGIBILITY CONSEQUENCES:

The NCAA two-tiered penalty structure for student-athletes who violate the gambling rules.

Penalty A -Permanent Loss of All Remaining Eligibility in All Sports:

- Engages in any activity designed to influence the outcome of a contest.
- Engage in any activity designed to affect win-loss margins (i.e., point shaving).
- Solicit or accept a bet on your institution.
- Participate in any gambling activities through a bookmaker, a parlay card or any other method employed by organized gambling that involves your institution.

Penalty B - Ineligible for All Competition for Minimum One Year and Loss of One Season of Competition:

- Solicit or accept a bet on intercollegiate or professional athletic teams.
- Participate in any gambling activity that involves intercollegiate or professional athletics through a bookmaker, a parlay card or other method employed by organized gambling.

HAZING

The Department of Athletics at Florida Atlantic University supports only those activities which are constructive, educational and inspirational and contribute to the intellectual and personal development of students. FAU Athletics unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule.

Florida Atlantic University interprets hazing as any act whether physical, mental emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person. In addition, any requirements by a member which compels another member to participate in any activity which is against university policy or state/federal law will be defined as hazing.

Actions and activities which are prohibited include, but are not limited to, the following:

- Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade or abuse them regardless of the person's willingness to participate.
- Forcing, requiring or pressuring an individual to consume alcohol or any other substance.
- Forcing, requiring or pressuring an individual to shave any part of their body, including hair on the head.
- Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, and publicly indecent, contrary to genuine morals and/or beliefs, e.g., public profanity, indecent or lewd conduct or sexual gestures in public.
- Required eating of anything the individual would refuse to eat otherwise.
- Any forced or coerced activity or action that creates a risk to the health, safety or property of the University or any member of its community.
- Forcing or requiring calisthenics, such as push-ups, sit-ups and runs other than those imposed by the Department of Athletics and its employees as part of the sport and the training.
- Assigning or endorsing pranks such as stealing or harassment of another individual or organization.
- Awakenings or disturbing individuals during normal sleeping hours.
- Expecting or pressuring individuals to participate in an activity in which the full membership is not will to participate.
- Physical abuse of any kind.
- Forcing, encouraging or pressuring someone to wear, in public or private, apparel which is conspicuous and not within the norm of what is considered to be in good taste.
- Engaging in public students and buffoonery.
- Nudity at any time or forced reading of pornographic material.
- Paddling, beating or otherwise permitting a member to hit other members.
- Having substances such as eggs, mud, paint, and honey thrown at, poured on or otherwise applied to the body of a member.

- Morally degrading/humiliating games or other activity that makes a member the object of amusement, ridicule, or intimidation.
- Subject a member to cruel and unusual psychological conditions.

STUDENT-ATHLETE EXPERIENCE

EXIT SURVEY

As part of the FAU Athletic Department continued efforts to improve the experience of our student-athletes, we have developed an online survey for departing students which will allow you to give a candid assessment regarding the various aspects of your experience as a student-athlete at FAU. This exit survey is an important tool for us to continue to improve, and it will provide valuable information that will be used to identify areas where changes and improvements are needed. Please give careful consideration to all of the survey items and provide thoughtful, candid, and accurate responses to each question. Upon completion of the online survey you can also request a confidential in person meeting with a member of the administrative staff for a more in-depth conversation.

Graduating student-athletes will receive a Stole to wear during the commencement ceremonies. This stole represents your commitment to academics and athletics, and the achievement of receiving your degree. To be eligible to receive a graduation stole, you must fulfill the following

1. Complete the entire Exit Survey
2. Graduate within the current academic year

RETURNER SURVEY

We also ask our returning student-athlete to complete an online survey to assess your athlete experience. The survey is completely anonymous and will be kept confidential. This survey will help the Athletic Department improve upon services provided to our student-athletes.

ACADEMIC SUPPORT SERVICES FOR FAU STUDENT-ATHLETES

As a student-athlete at FAU, you will have a wide variety of support services available to help you become a successful student. Student-athletes are often faced with additional responsibilities and time constraints that are not imposed on the general student body. In response to these additional responsibilities, the Student-Athlete Center for Academic Excellence (SACAE) was created to assist you in your academic endeavors and personal development throughout your college career (see description of services below).

It is important to point out that while utilizing available support services will positively impact your performance, you are ultimately responsible for your academic success. You are expected to attend all classes, take notes, and engage in appropriate academic behavior at all times. You also should plan to meet with your professors during their office hours whenever necessary.

Please remember that the SACAE is only one resource and was not established to keep you isolated from other parts of the University community. You must also interact with college advisors, faculty and a wide variety of University personnel. Your academic counselor can, however, serve as a liaison between you and other University officials, providing you with the necessary knowledge to help you gain academic

and social independence.** You can request a tutor by accessing GradesFirst and clicking on "Request Tutor Appt." or through your academic counselor.

ACADEMIC HONESTY

Student-athletes are representatives of their team, Athletic Department, and the University. Student-athletes are public figures on campus and in the community and are expected to conduct themselves in an appropriate manner. Student-athletes are expected to uphold the same standards of conduct that have been adopted by the university, as well as standards set forth by the athletic department and the student-athlete's head coach. Participation in athletics at FAU is not a right, but a privilege. Any violation of state or federal law, National Collegiate Athletic Association (NCAA), Conference USA (C-USA, FAU, or individual team rules may result in temporary loss of practice or participation status, indefinite team suspension, reduction or cancellation of athletics financial aid, or dismissal from the team and/or University.

FAU ACADEMIC DISHONESTY POLICY

Academic dishonesty is prohibited at FAU. It is a serious offense because it diminishes the quality of scholarship, makes accurate evaluation of student progress impossible, and defrauds those in society who must ultimately depend upon the knowledge and integrity of the institution and its students and faculty. Academic dishonesty includes, but is not limited to, the following:

A. Cheating:

- Using or attempting to use books, notes, study aids, calculators, or any other documents, devices, or information in any academic exercise without prior authorization by the teacher.
- Copying or attempting to copy from another person's paper, report, laboratory work, computer program, or other work material in any academic exercise.
- Procuring or using tests or examinations, or any other information regarding the content of a test or examination, before the scheduled exercise without prior authorization by the teacher.
- Unauthorized communication during any academic exercise.
- Discussing the contents of tests or examinations with students who have not yet taken the tests or examinations if the instructor has forbidden such discussion.
- Sending a substitute to take one's examination, test, or quiz, or to perform one's field or laboratory work; acting as a substitute for another student at any examination, test, or quiz, or at a field or laboratory work assignment.
- Conducting research or preparing work for another student, or allowing others to conduct one's research or prepare one's work, without prior authorization by the teacher. Except when otherwise explicitly stated by the teacher, examination questions shall become public after they have been given.

B. Fabrication:

- Inventing or making up data, research results, information, or procedures, such as:
- Inventing a record of any portion thereof regarding internship, clinical, or practicum experience.

C. Falsification:

- Altering or falsifying information, such as:
 - Changing grade reports or other academic records.
 - Altering the record of experimental procedures, data, or results.
 - Altering the record of or reporting false information about internship, clinical, or practicum experiences.
- Forging someone's signature or identification on an academic record.

- Altering a returned examination paper in order to claim that the examination was graded erroneously.
- Falsely citing a source of information.

D. Multiple Submission:

- The submission of substantial portions of the same academic work, including oral reports, for credit more than once without prior authorization by the teacher involved.

E. Plagiarism:

- Representing the words or ideas of someone else as one's own in any academic exercise, such as:
 - Submitting as one's own a paper written by another person or by a commercial "ghost writing" service,
 - Exactly reproducing someone else's words without identifying the words with quotation marks or by appropriate indentation, or without properly citing the quotation in a footnote or reference.
 - Paraphrasing or summarizing someone else's work without acknowledging the source with a footnote or reference.
 - Using facts, data, graphs, charts, or other information without acknowledging the source with a footnote or reference. Borrowed facts or information obtained in one's research or reading must be acknowledged unless they are "common knowledge". Clear examples of "common knowledge" include the names of leaders of prominent nations, basic scientific laws, and the meaning of fundamental concepts and principles in a discipline. The specific audience for which a paper is written may determine what can be viewed as "Common knowledge": for example, the facts commonly known by a group of chemists will differ radically from those known by a more general audience. Students should check with their teachers regarding what can be viewed as "common knowledge" within a specific field or assignment, but often the student will have to make the final judgment. When in doubt, footnotes or references should be used.

F. Complicity in Academic Dishonesty:

- Helping or attempting to commit an academically dishonest act. The academic units may have additional guidelines regarding academic dishonesty. It is the student's responsibility to check with their teachers and academic units to obtain those guidelines.

NCAA ACADEMIC MISCONDUCT

(NCAA Bylaws 14.02.1 and 14.02.10)

A violation of FAU's academic dishonesty policy may also result in an NCAA academic misconduct violation, which may result in a student-athlete becoming ineligible to compete. FAU is required to report an NCAA academic misconduct violation pursuant to NCAA Bylaw 14.02.10. Impermissible academic assistance by a current or former institutional staff member or a representative of an institution's athletics interests includes, but is not limited to, the provision of or arrangement of:

1. Substantial assistance that is not generally available to an institution's students and is not otherwise expressly authorized in Bylaw 16.3, which results in the certification of a student-athlete's eligibility to participate in intercollegiate athletics, receive financial aid, or earn an Academic Progress Rate point; or

An academic exception that results in a grade change, academic credit or fulfillment of a graduation requirement when such an exception is not generally available to the institution's students and the exception results in the certification of a student-athlete's eligibility to participate in intercollegiate athletics, receive financial aid, or earn an Academic Progress Rate

STUDENT-ATHLETE CENTER FOR ACADEMIC EXCELLENCE

The Student-Athlete Center for Academic Excellence is located in room 261 of the Oxley Center. The SACAE is open from:

8:00 a.m. until 9:00 p.m. Monday through Thursday
8:00 a.m. to 5:00 p.m. on Friday,
6:00 p.m. to 8:00 p.m. on Sundays.
(Summer hours: Monday through Friday 8:00 a.m. until 5:00 p.m.).

The primary goal of the SACAE is to assist you in reaching your educational goals while you compete in intercollegiate athletics. As academic affairs officers, counselors function as liaisons between the athletic and academic communities. Your academic counselor is available to assist you by instituting academic and social support programs which include, but are not limited to Academic Enhancement, Tutorial Services, Secondary Advising, Study Hall, and Life Skills Programs.

The academic expectation is that all student-athletes will earn a minimum of a 3.0 GPA and will strive to earn a minimum of a 4.00 GPA.

ACADEMIC ENHANCEMENT/TUTORIAL SERVICES

As an FAU student-athlete, you will be assigned to an academic counselor who will work closely with you on a variety of academic enhancement activities. You will have regular meetings with your academic counselor throughout your college career to structure your individualized learning plan and coordinate your academic plan of study. This will all take place in close collaboration with the academic advisor within your major. Your counselor can also provide assistance with important fundamental academic skills such as note taking, exam taking strategies, communication, and time management. The academic counselor assigned to your team will be at your first team meeting in the fall to introduce him or herself and answer any questions you might need addressed.

The Student-Athlete Center for Academic Excellence also offers a comprehensive tutorial program for student-athletes. The purpose of FAU's tutorial program is to supplement all of the sound educational practices (class attendance, note taking, time management, professor contact, etc.) that are necessary for the academic success of all students. Each semester a tutorial staff is hired consisting of well-trained graduate and undergraduate students who have demonstrated high levels of proficiency in their respective subject areas. Special emphasis is given during your freshmen year to help you develop strong written and quantitative skills. In addition to this writing assistance, math and other subject tutors are available on an appointment basis. While tutors are generally available on an individual basis, group sessions may also be arranged.

Please remember that you should never be embarrassed to ask for a tutor. Almost everyone needs some help in a course at some point during their academic career. One of the most common mistakes that students make is waiting until they are in serious trouble in a course before asking for help. If you use the tutorial services when you begin having trouble, you'll save a lot of time, frustration and wasted effort. Even if you are doing well in a class and simply wish to improve your grade, you are welcome and encouraged to use the free tutorial program that is available to all student-athletes. Please keep in mind that it is your responsibility to attend the sessions you requested. If you miss a session, there will be a charge assessed on your FAU account.

ACADEMIC ADVISING

As a student-athlete at Florida Atlantic University, you will benefit from a comprehensive dual advising process. You will work closely with your primary academic advisors (faculty or college representatives) to formulate plans of study that coincide with your areas of academic interest. In addition, you will also be assigned to an academic counselor from the Student-Athlete Center for Academic Excellence who educates you regarding NCAA eligibility rules and takes steps to keep conflicts between academic tasks, practices, or competitions to a minimum. The goal of this dual advising process is to allow you to pursue the degree of your choice, while simultaneously maintaining your athletic eligibility and getting the most out of your potential in the classroom. While assistance and guidance exist to support your efforts, you are ultimately responsible for your own progress toward a degree, registration, and compliance with university policies and procedures.

- Freshman: You will be advised through University Advising Services. At 30 credit hours, if you have a declared major, you will be advised through your respective college/department. Each college and department has a different advising system. You may be advised by faculty advisors or professional advisors.
- Transfer students (with more than 30 credit hours): You will be advised by the college/department faculty or professional advisor determined by your major. You are encouraged to determine early in your academic career which major you would like to pursue and to take courses that are directly applicable toward that major. For NCAA eligibility, you are accountable for earning credits required for your declared major (see NCAA Compliance for a complete description of academic eligibility requirements). Prior to your fifth semester of collegiate enrollment, it is necessary to officially declare a major. To declare a major, you will need to complete a change of major form. You can obtain this form from the Student-Athlete Center for Academic Excellence or from the Registrar's office. After completing the form, you will take it to the advising center for your intended major. The process may vary depending on the center with which you are working. You may need to take the completed paperwork to the Registrar's Office to be processed. Once you have submitted the paperwork, you should take your copy to your academic counselor in the SACAE who will keep a copy on file. In addition, you will need to keep your copy for your records. This dated paperwork is important for your NCAA eligibility.

You are encouraged to determine early in your academic career which major you would like to pursue and to take courses that are directly applicable toward that major. For NCAA eligibility, you are accountable for earning credits required for your declared major.

Please be advised of the following NCAA continuing eligibility requirements are provided below:

- Must be enrolled as a full time student (12 credit hours for undergraduates, 9 for graduate students) in order to practice and compete
- Earn six (6) credits per semester in order to be eligible for the following semester
- Earn eighteen (18) credits during the academic year (fall + spring) – **summer cannot be included**
- Earn twenty four (24) credits prior to the beginning of third semester
- Must formally declare a degree prior to the beginning of fifth semester
- Meet applicable percentage toward degree (40-60-80) requirements based on your semester of enrollment
 - Must have 40% of degree program completed prior to beginning of fifth semester
 - Must have 60% of degree program completed prior to beginning of seventh semester

- Must have 80% of degree program completed prior to beginning of ninth semester
- Maintain minimum GPA requirements after each semester of enrollment

ACADEMIC ELIGIBILITY

Your academic eligibility is officially determined by a representative from the Registrar's Office, in collaboration with members of the Compliance Office, Student-Athlete Center for Academic Excellence, and the Faculty Athletic Representative. Your eligibility to participate in intercollegiate athletics is determined by reviewing your NCAA Eligibility Center information (incoming freshmen), and your official university transcript (transfers). A detailed description of the requirements that you need to satisfy in order to maintain your eligibility is described below.

In order to be eligible to practice and compete, you must meet with the Compliance Office to review NCAA rules and regulations and fill out the Student-Athlete Affirmation Statement and the NCAA Drug Testing Policy, along with additional forms.

FAU ACADEMIC REQUIREMENTS

GOOD ACADEMIC STANDING

Students are in good standing if their cumulative (FAU) grade point average is 2.0 or higher **and** their current (most recent term) grade point average is 2.0 or higher.

ACADEMIC PROBATION

All students whose grade point average in a given term is below a 2.0 or whose cumulative grade point average is below a 2.0 are placed on academic probation. Academic probation is removed when a student earns at least a 2.0 average in all work attempted during the next period of enrollment and has a cumulative grade point average of 2.0 or higher at FAU. Student-athletes are allowed to compete while on probation.

SUSPENSION OR DISMISSAL

An undergraduate student on academic probation who fails to earn a 2.0 average in all work attempted in any term and who has a cumulative FAU GPA of lower than 2.0 at Florida Atlantic University will be suspended from the University. If at any time after having once been suspended, an undergraduate student fails to earn a 2.0 average in all work attempted in any term and has a cumulative FAU GPA of lower than 2.0 at Florida Atlantic University, the student will be dismissed from the University. A student-athlete is not eligible to compete in intercollegiate athletics during a semester in which you are suspended from the university.

Failure to satisfy any of the below NCAA or University rules will render you ineligible for competition.

LEARNING SPECIALIST

Student-athletes at Florida Atlantic University have access to using the services of the learning specialist at the SACAE. The learning specialist can assist you with developing and implementing individualized academic plans alongside your academic advisor that will contribute to your academic success. The

learning specialist can also assist you with skill building including: time management, study, test taking, and learning strategies.

The learning specialist also serves as the liaison for the Office of Students with Disabilities (OSD), Counseling and Psychological Services (CAPS), and The Office of Health and Wellness.

If you have received academic accommodations in the past, have a documented learning disability or been diagnosed with a behavioral academic limitation, you are encouraged to meet with the learning specialist. As a student-athlete, you also have access to a consult with the learning specialist if you have never received accommodations, but feel that you would benefit from accommodations. In addition, the learning specialist is a resource for support in the event of an academically limiting injury or surgery.

EMERGING SCHOLARS (OBJECTIVE-BASED STUDY HALL)

All freshman student-athletes, incoming transfer student-athletes, and student-athletes who have a history of academic difficulties (e.g., probation, behind on credits, etc.) will participate in the Emerging Scholars Program. The FAU system is objective based and task oriented. You should not view having a study plan as a punishment, but rather as an opportunity to ensure that you are structuring your time properly and keeping up with your academic responsibilities. Your Academic Game Plan is created specifically for you by your academic athletic counselor. It is designed to help you study efficiently and effectively. If you utilize your study time in an effective manner, you will undoubtedly make positive strides toward attaining your academic goals.

Your Academic Plan is designed in conjunction with the Risk Assessment developed by learning specialists, which evaluates the potential academic risks on college students. The Risk Assessment measures the academic plan hourly requirements for student athletes.

Who has an academic plan?

FRESHMEN, TRANSFERS, ELIGIBILITY CONCERNS:

All freshmen and transfers are in an academic plan. The academic plan designed by your academic counselor, may consist of tutoring, weekly counselor meeting, mentor meetings, learning specialists meeting (if applicable), supplemental instruction, and structured study hall. The plan should not exceed 8 hours per week and the hour requirement can fluctuate based on academic performance and discretion of the counselor.

Absolution from an academic plan requires a freshman to receive a 3.00 GPA in their first semester and have earned a minimum of 12 PTD credits. The weekly academic meetings with counselor and tutoring based on need will continue regardless of GPA and PTD credits. The freshmen student-athletes who earn below a 3.00 or less than 12 credits are retained to an academic plan determined by their counselor and learning specialist if applicable.

ACADEMIC PLANS FOR UPPERCLASSMEN AND AT-RISK STUDENT-ATHLETES:

Student-athletes who are identified as having major academic concerns or student-athletes at risk of becoming ineligible and not making timely progress toward graduation will have academic plans. These students are identified as follows:

- Eligibility concerns
- On probation and have the possibility of getting suspended or dismissed
- All incoming student-athletes admitted through Special Talents Executive Committee (STEC)
- Any based on Athletic Academic Counselors professional judgment
- All upperclassmen with less than a 2.50 CUM GPA

The following are appropriate activities during structured study hours:

- Reading or completing assignments for a specific class
- Working on writing assignments on the computer
- Meeting with a tutor or academic mentor
- Working on a group assignment for a specific class (in the Oxley Center)
- Communicating with professors via email
- Searching the internet for material that is directly related to coursework

The following activities are not appropriate during study hall hours:

- Surfing the internet for non-academic related material (e.g., Facebook, YouTube and Twitter)
- Sending personal emails
- Reading any materials that are not directly linked to coursework (e.g., newspapers, magazines, etc.)
- Loud or disruptive behavior
- Use of inappropriate language
- Playing computer games
- No food or drink allowed
- No loud music playing
- No feet on desk or chairs

LIFE SKILLS FOR STUDENT-ATHLETES

Earn Your Talons is an all-encompassing program that enhances the collegiate experience of the student-athlete during his/her collegiate career. This comprehensive student support system serves as a link between the student-athlete and the campus-wide opportunities that student-athletes often have difficulty accessing due to athletic commitments.

Earn Your Talons mission is to provide holistic programming which encourages the student-athletes to further enhance themselves academically, athletically, and emotionally. The program aims to afford each student-athletes the opportunity to discover and develop strengths, values, goals, and vision as an individual, focusing on the well-being of the whole person, not just the student or the athlete.

Earn Your Talons enhances the student-athletes experience in the areas of Personal Development, Community Service Outreach, Career Development, and Diversity programming.

CAREER DEVELOPMENT FOR STUDENT-ATHLETES

The Student-Athlete Center for Academic Excellence offers a variety of life skills workshops regarding career development programs for student-athletes. There will be a series of workshops that vary each semester that focus on such topics as resume and cover letter writing, interview skills, and job networking.

In addition to these services that are offered through the Academic Center, the Career Development Center at FAU offers many programs designed to help you prepare for future entry into the workplace. The Career Development Center serves as a useful resource to help you choose a major, clarify career goals, complete career assessment inventories, and participate in career planning workshops (resume writing, interview preparation, job searches, salary negotiation, etc.). The Career Center also offers a variety of career days and graduate/professional school fairs during each semester. If you are interested in participating in an internship or job co-op opportunity, or if you simply want to begin your career development journey, you are strongly encouraged to visit the Career Development Center in the Student Services Building, room 222.

STUDENT-ATHLETE ADVISORY COUNCIL

The Student-Athlete Advisory Committee (SAAC) is a student run organization that exists to help student-athletes cope with and understand the overall collegiate experience. This committee gives student-athletes a venue to express their needs and concerns about their overall well-being, and help initiate and impact future improvements within the Athletic Department. If you have concerns about a specific issue within the Athletic Department, you may want to contact the SAAC representative from your team to have the issue raised at the next meeting.

Members of SAAC also organize a wide variety of community service projects each semester. Past projects have included Holiday food drives, toy drives, and after-school tutoring. The SAAC committee also arranges several activities to promote student-athlete unity, including student-athlete social events and group trips to support FAU's athletic teams. The SAAC consists of at least two representatives from each FAU athletic team and a staff member who provides guidance in the various endeavors the committee undertakes each semester. If you would like to get involved with the SAAC committee or any community outreach activities, please contact your coach or academic counselor.

STUDENT-ATHLETE BOOK POLICIES AND PROCEDURES

As part of your athletic scholarship, the Athletic Department may furnish you with the required textbooks for your academic courses. Your athletic academic counselor will provide you with details on the book pick up process for your team. Books must be picked up promptly once you have been notified that they are available or they will be returned to the bookstore. Please remember that you are allowed to receive only the "required" textbooks for courses in which you are officially registered. You are strongly encouraged to purchase "optional" textbooks as well, but you must purchase these books with your own money.

You are expected to return all textbooks that were purchased for you by the Athletic Department on or prior to the day and time indicated on the book contract that you sign when you pick up your books. The return day and time is typically the early afternoon on the last day of final exams. You will be charged 50% of the full price for any books that are not returned. Any student who abuses these book policies could be in violation of NCAA rules and may face disciplinary action from the Athletic Department.

CLASS ATTENDANCE AND EXCUSED ABSENCES

It is essential that you communicate with each of your professors during the first week of classes regarding any anticipated absences due to team travel. Communicating with your professors during the first week will allow you to identify any problematic situations while there is still time to make adjustments to your schedule via add/drop. These conversations also will demonstrate to your professors that you are a conscientious student who is serious about the course. Your academic counselor will provide you with a letter at the start of the semester that documents your excused absences. It is your responsibility to bring this letter to your instructors and make the necessary arrangements to make up any missed work.

According to university "instructors must allow each student who is absent for a University-approved reason (athletic related travel) the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence". **This policy is only valid if you properly notify your professor during the first week of classes and prior to each subsequent excused absence.** Any unexcused absences on your part may alter the implementation of the policy. If you encounter a

professor who you believe is penalizing you as a result of excused absences related to team travel, contact your academic counselor immediately.

DEFINITION OF APPROPRIATE CONDUCT

All student-athletes are expected to follow the FAU Student Code of Conduct and the University Code of Academic Integrity. In addition, student-athletes are expected to demonstrate appropriate conduct including attend classes, complete all assignments, take all exams, and display appropriate behavior in class. Appropriate class conduct includes but is not limited to: maintaining academic integrity, no cheating, dressing in suitable attire for classes; being on time to class and remaining in class until the class has been dismissed by the instructor; arriving to class prepared to work with pencils, pens, books, notebooks, paper and other required materials; being awake and paying attention during class (not reading newspapers, sleeping, talking); cell phones turned off; no use of cell phone/text messaging during class; treating classmates and instructors with the same respect with which you would like to be treated.

Depending on your sport, there will likely be several instances each semester when you miss classes as a result of team travel. **It is essential that you communicate with each of your professors during the first week of classes regarding any anticipated absences due to team travel.** Communicating with your professors during the first week will allow you to identify any problematic situations while there is still time to make adjustments to your schedule via add/drop. These conversations also will demonstrate to your professors that you are a conscientious student who is serious about the course. Your academic counselor will provide you with a letter at the start of the semester that documents your excused absences. It is your responsibility to bring this letter to your instructors and make the necessary arrangements to make up any missed work.

There is an official policy at FAU which states that "instructors must allow each student who is absent for a University-approved reason (athletic related travel) the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence". **This policy is only valid if you properly notify your professor during the first week of classes and prior to each subsequent excused absence.** Any unexcused absences on your part may alter the implementation of the policy. If you encounter a professor who you believe is penalizing you as a result of excused absences related to team travel, contact your academic counselor immediately.

DEFINITION OF ABSENCE AND MONITORING PROCEDURE

Class attendance will be monitored by the SACAE, communication with faculty, personal counselor or coach visits to class, and class checking by SACAE staff members. SACAE staff is instructed to check class attendance at any time during the class period. ***Students are considered absent if they are not present within 4 minutes of the time the course is officially scheduled to begin. For example, if a student arrives at 11:05am or after for an 11:00am class, then they are considered absent for the class. If a student is late less than 5 minutes from the start of class (i.e. arrives at 11:04am for an 11:00am class) 4 different times, it equals one absence.***

All students are required to attend class and stay for the duration of the class period regardless of the instructor's class attendance policy, student's overall grade or cumulative grade point average. Professors' reports of 2 or more absences will take a student to immediate 2nd Warning status. These sanctions pertain to the number of classes missed, not the point at which the SACAE counselors are notified of classes missed.

In an effort to minimize the loss of class time and to ensure that you are available to take midterm and final exams when scheduled, the following additional policies are in effect:

- You will not be required to attend practice activities that result in a missed scheduled class or final exam. Activities considered to be practice include: Conditioning (weight training and running), training room appointments, meetings (to include individual film watching), on-field practice.
- Whenever possible, competition and travel time will not be scheduled to conflict with final exams. In the event that you have a competition during the final exam period, you will have the option of being excused from the competition without penalty if you have a conflict with a specific exam, or if you need additional time to prepare.
- Media and recruiting requests will not interfere with class or exam schedules.
- You will not be excused from class for drug testing. The training room can give you a letter to give to your professors. The letter will inform them of the drug test but we cannot ask that you are excused from class.

DEFINITION OF EXCUSED ABSENCE

The following definition of excused absences applies only to the Athletics Department Policy to determine sanctions. It is the responsibility of the student-athlete to know the policy for each course. Many professors do not accept absences due to illness or extenuating personal circumstances. The following are excused absences:

1. **Absence due to team/travel and competition**
2. **Absence due to illness:** Student-athlete must provide documentation from the Sports Medicine/Athletic Training staff to both the professor and SACAE counselor **prior** to the next class meeting.
3. **Absence due to extenuating personal circumstances:** This might include the death in the immediate family. The student-athlete must notify professor and a member of the SACAE staff prior to the next class meeting.

TEAM TRAVEL POLICY

All student-athletes are required to attend all classes, unless approved for travel with their respective athletic program and/or an excused absence (see class attendance section for definition). During out of season (non-championship segment), student-athletes are not permitted to miss class for practice, travel and/or competition.

If in season (NCAA championship segment), the sports program must not depart campus prior to 48 hours from the start of their athletic contest, unless reviewed by their sport administrator. During the NCAA championship segment, non-conference contest(s) must not be scheduled during final exam period unless reviewed and approved by the sport administrator in conjunction with the Faculty Athletic Administrator (FAR). For an exemption to be granted, the head coach must submit to their athletic sport administrator a reason for travel during the final exam period, a projected timeline, as well as a list of student-athletes that will be missing additional class time or missing a final exam.

TRAVEL LETTERS

Travel letters are provided to document university approved class absences due to team travel and competition only. All student-athletes are responsible for informing their professors of upcoming excused

class absences and for arranging to make up any missed exams or assignments. Travel letters will be provided by the athletic academic counselor. The letters must be distributed by the student-athlete to each professor during the first week of classes regarding any anticipated absences due to team travel. In addition, a reminder to the professor is required one week prior to the excused absence. The student-athlete is required to get professor signatures at the time the travel letter is submitted for verification purposes. The student-athlete must then return the signature verification form to their respective athletic academic counselor by a designated date.

EXCEPTION

A Blanket Waiver has been established for travel to the following contest, but each student-athlete must be approved PRIOR to travel:

If the Penn Relay travel period coincides within the FAU Spring Final Examination period, the following criteria must be met in order for a student-athlete to be approved of travel:

- Each student-athlete must be approved for travel by the Penn Relay Travel Committee, consisting of these members: SWA, FAR, Sport Oversight, and Associate AD for Academics
- Each traveling student-athlete must receive documentation from each of their professors regarding their academic progress in the courses up to date. The attached form will be provided by their Athletic Academic Counselor and must be completed and returned for each course prior to the Penn Relay Travel Committee meeting.
- To be approved for travel by the committee, each student-athlete must meet the following criteria:
 - The student-athlete must be in good academic standing with the University
 - The student-athlete must NOT be at risk with any NCAA eligibility concerns, including PTD, GPA, or the 6/18 credit rule.
 - The student-athlete must NOT be at risk of failing any current courses which final is scheduled during the Penn Relay travel period. This includes any course where a “C” is the minimum grade requirement to pass the course.
 - The student-athlete must have a reasonable plan approved by their professors to make up any missed final exam that will not affect their academic standing in each course.
- Based on the information provided by the student-athletes professors and their Athletic Academic Counselor, the Penn Relay Travel Committee will either approve or deny travel for each student-athlete.
- The committee will set the meeting date at the beginning of spring semester. To occur no less than 4 weeks prior to competition date.
- Head coach will provide names of potential participants no later than 6 weeks prior to competition.

SUMMER SCHOOL

As a student-athlete at FAU, you are expected to make every effort to satisfy continuing eligibility requirements during the regular academic year (see Compliance section for an overview of continuing eligibility requirements). However, situations may arise in which you need to enroll in summer school for eligibility purposes. You may also choose to attend summer school to continue making progress toward your degree. Due to budgetary constraints, the Athletic Department cannot guarantee that funding will be available for summer school. However, your academic progress is very important to us and every effort will be made to provide assistance; especially if you have demonstrated a history of responsible academic behavior (e.g., regular class attendance, positive feedback from professors, utilization of support services, etc.). Students who abuse the Attendance Policy or do not comply with the FAU Code of Academic Integrity will not be granted summer school funding.

Since summer school funding is not automatically provided, you must formally request for financial support by completing the summer school application form. You should complete this form in collaboration with your academic counselor and head coach. When completing the summer request form, you will need to sign and agree to the "summer school contract" which states that any student-athlete who withdraws from a course or receives a failing grade (C- or lower) must reimburse the Athletic Department for, at minimum, the cost of the course up to the full cost of summer attendance. Please be aware that the Athletic Department can only provide financial aid for summer school at a level that is directly proportional to your aid during the regular academic year (e.g., if you are on a 50% scholarship, you can be funded for 50% of your summer school expenses). Please click the link for the [Summer School Request Form](#).

SUMMER SCHOOL ATTENDANCE AT ANOTHER UNIVERSITY

Many student-athletes often decide to enroll in courses at other universities to earn additional credits in the summer. If you decide to pursue this option, you need to complete the following steps:

- Meet with your college advisor and academic counselor to decide which course(s) you plan to enroll in. You may need to get a copy of the course description from the university where you are taking the class.
- Complete a "transient student form" on-line. You can access the on-line [Transient Application](#). Make sure you hit the "submit" icon once the form is completed.
- You will need to complete the registration process at the other school. You may need to wait for their "non-degree" registration period to open.
- In order to guarantee that credits from other institutions will count toward your degree program, you must complete this pre-approval process described above, and the course must be applicable to your designated major. You should also keep in mind that the grade point average you earn at other institutions does not have any impact on your cumulative FAU grade point average that is used to determine NCAA eligibility. If you are taking courses abroad, you will be required to pay and have your courses evaluated by an outside agency.

FAU DEGREE COMPLETION PROGRAM

It is the goal of the FAU Athletic Department to support all student-athletes who are conscientiously working toward a degree. In an effort to support this goal, the department may provide "5th year aid" to students who have not graduated by the time their athletic eligibility is exhausted. This aid cannot exceed five years and must occur within six years of initial enrollment. The Athletic Department is committed to paying for 120 attempted credits for student-athletes who begin their careers at FAU as first-time freshmen and receive an athletic scholarship for four years. The number of attempted credits that will be paid for transfer students or students who receive an athletic scholarship after their first semester will be assessed on a case by case basis and may vary depending on students' major and previous academic history. Transfer students are expected to consult with their head coach and academic counselor prior to enrollment to discuss their selected major, length of scholarship commitment, and corresponding timetable for graduation. If you are interested in being considered for 5th year aid, you will need to complete the application form (see academic counselor for form), have it signed by your head coach, and return it to your academic counselor. The deadline for Degree Completion applications is the first day of Advance Registration in the spring semester prior to your 5th year. Applications for 5th year aid will be reviewed by the Athletic Scholarship Committee and funding determinations will be made accordingly. Funding for 5th year aid is not an automatic benefit. Preference will be given to students who have demonstrated a history of responsible academic behavior. If you are selected to receive 5th year aid, you will be expected to work on a volunteer basis for the Athletic Department (in place of your previous 20 hour playing and practice requirements) for a set number of hours each week depending on your funding

level (20 hours per week for a full scholarship athlete and 10 hours per week for a partial scholarship athlete). Every effort will be made to identify work assignments that correspond to your area of interest. Failure to perform assigned duties, repeated absences, tardiness or failing of classes will result in forfeiture of your funding. All approved funding request will be on a per semester basis.

NCAA COMPLIANCE

Student-athletes at FAU are expected to maintain strict adherence to all University, C-USA and NCAA policies and procedures. A member of the Compliance Office will meet with your team at the beginning and end of each school year to review all relevant information. The information in this handbook is provided as a general introduction to NCAA compliance information and University standards of conduct. If you have any specific questions in this area, you should contact the Florida Atlantic Athletics Compliance Office (FAACO) immediately at (561) 297-0756.

EXTRA BENEFITS

An "Extra Benefit" is defined as any special arrangement by an athletic representative (booster), an institutional staff member, and/or any individual, group or entity to provide a student-athlete or his or her relatives with a benefit not permitted by the NCAA legislation. Receipt by a student-athlete of an award, benefit, or expense will render the student-athlete ineligible for athletic competition in the sport in which the improper award, benefit, or expense was received.

THE FOLLOWING ARE EXAMPLES OF EXTRA BENEFITS, BUT NOT LIMITED TO:

- Transportation which is not paid for by the student-athlete.
- Gifts or Loans of money from anyone other than parent(s), guardian(s) or family.
- Long distance telephone calls not paid for by the student-athletes.
- Gifts of clothing or other personal items.
- Arrangements for the purchase of automobiles on "favorable" terms.
- Free admission or special discounts not available to all students.
- Special favors to parents or legal guardians.
- Unusual housing or living arrangements.
- Selling (or allowing the sale of) the student-athlete's tickets to an athletic event or special entertainment not available to other students.
- Special discounts on goods or services such as a car repairs and haircuts
- Discounted meals at local restaurants not available to all students

YOU ARE NOT ELIGIBLE FOR COLLEGIATE PARTICIPATION IN A SPORT IF YOU HAVE EVER:

- Taken pay, or promise of pay, for competing in that sport.
- Agreed (orally or in writing) to compete in professional athletics in that sport.
- Played on any professional athletics team as defined by the NCAA in that sport, even if no pay or remuneration for expenses was received.
- Used your athletic skill for pay in any form in that sport.
- Subsequent to initial full-time collegiate enrollment, entered into a professional draft.
- Signing or entering a verbal contract with an Agents

NCAA Bylaw 12.3.1 states that both prospective and current student-athletes are ineligible for intercollegiate competition if they have ever agreed (orally or in writing) to be represented by an agent for the purpose of marketing their athletic ability or reputation in that sport. This includes contracts that are not sport-specific. Additional actions that will result in the loss of intercollegiate eligibility include:

- a) Entering into a verbal or written agreement with an agent for future representation
- b) Receiving (you or your family / friends) any form of benefits or expenses from an agent or any individual who represents individuals in marketing their athletic ability or personal reputation
- c) Allowing a lawyer or advisor to be present during proposed contract negotiations, or to have any direct contact with a professional sports organization on behalf of you or your family.

ACTION	Division I - ARE YOU ELIGIBLE:
Enters into a Professional Contract	No
Accepts Prize Money	Yes - If open event, and does not exceed actual and necessary expenses or money from sponsor.
Enters Draft	Yes
Accepts Salary	No
Receives Educational Expenses	Yes - If other than an agent, booster or professional team or organization
Receives Expenses from a Professional Team	No
Competes with Professionals	No
Receives Benefits from an Agent	No
Enters into Agreement with an Agent (Oral or Written)	No (exception in the sport of baseball, please see the compliance office for further explanation)

TRANSFER REGULATIONS

Those student-athlete(s) who have determined he/she will no longer attend FAU will need to follow the steps below to request permission to contact.

1. The student-athlete will communicate their request to be released from the institution to the head coach. The head coach must notify the sport oversight and Compliance Office. If the student-athlete is not comfortable speaking with the head coach, the student-athlete may contact the compliance office to initiate the request. The Compliance Office will in turn communicate with the head coach.
2. A permission to contact to other institutions is granted **(no blanket release, unless requested by head coach)**.
3. If there are restrictions on the “permission to contact” then the coach will submit these restrictions to the Compliance Office.

4. A student-athlete has the right to appeal the restrictions and must notify the Dean of Students in writing to set the appeal.

In addition, upon termination of participation with a sports program, the following services will be available. These services will continue for the remainder of the term in which the student-athlete chose to terminate their participation with an FAU athletic program.

SCHOLARSHIP STUDENT-ATHLETES

- Tutoring
- Academic Advising and/or the Learning Specialist
(Upon termination of participation, the student-athlete may refuse assistance by declaring their intent in writing to their SACAE counselor).
- Training Room (only if the student-athlete has a PRIOR documented injury)

NON-SCHOLARSHIP STUDENT-ATHLETES

- Tutoring (only through campus resources)
- Academic Advising (only through the university advising program)
- Training Room (only if the student-athlete has a PRIOR documented injury)

NO LONGER AVAILABLE

- Use of the Oxley Center computer lab and/or study rooms
- Use of the athletic weight room
- Use of the training room for any medical purpose other than a pre-existing injury
- Use of all athletic department training facilities.

The Athletic Director and/or sport administrator reserves the right to withdraw the above allowable services in situations deemed necessary.

TRANSFER STUDENT APPEAL MEETING

A student-athlete who wishes to appeal the athletic department's decision not to release a student-athlete under the one-time transfer exception or transfer residence requirement outlined in NCAA bylaw 14.5.5.2.10(d) shall submit a written request to the Dean of Students (Chair of the Transfer Appeals Committee) indicating his/her request to have an appeals hearing. Dr. Larry Faerman will receive transfer appeal requests at lfaerman@fau.edu. Such written request must include the following:

- The student-athlete's name, student number, mailing address, year in school and sport.
- The student-athlete's reasons for requesting an appeal and the student-athlete's reasons for his/her belief that the athletic department's decision should be reversed. Include names of institutional staff members with whom the student-athlete has discussed the transfer.
- The name of the institution to which the student-athlete wishes to transfer. The student-athlete must submit this information to the Chair of the Transfer Appeals Committee no later than 15 working days from the date of the letter notifying the student-athlete that a release is not being granted.

The Transfer Appeals Committee designated to hear student-athlete's appeals under NCAA bylaw 13.1.1.3 and/or 14.5.5.2.10(d) is composed of up to three individuals, whom are the Dean of Students (or his/her designee), the Faculty Athletic Representative (FAR) (or his/her designee), and the Dean of Undergraduate Studies (or his/her designee). Dr. Larry Faerman will receive transfer appeal requests at lfaerman@fau.edu.

1. Upon receiving a student-athlete's request for an appeal hearing the Chair of the committee will notify the Associate Athletics Director for Compliance that an appeal hearing has been requested. In addition, the Chair of the Committee will contact each committee member and set a date for the hearing.
2. If the appeal is submitted during the academic year, the Transfer Appeals Committee will schedule a hearing within 15 working days of receiving the student-athlete request. If the appeal is submitted during the summer session, a hearing will be scheduled upon a quorum of three Committee members availability. In the absence of three committee members, the chair may appoint an Interim Transfer Appeals Committee.
3. Once a date has been set for the appeals hearing, the Chair shall notify both the student-athlete and the compliance office of the date, time and location where the hearing will take place. The student-athlete shall be provided the opportunity to actively participate, either in person or via conference call, in the hearing.
4. The Athletic Department may submit written documentation outlining its position on the matter to the Chair of the Committee. Such written report shall be submitted within five business days of receiving notice that an appeal hearing has been requested, or as requested by the Chair of the Committee.
5. The student-athlete's position for appeal will be submitted to the Athletics Department from the Chair of the Committee.
6. The Chair of the Committee will forward all written submissions to the Committee Members.
7. An appeal hearing will be conducted, at which both the student-athlete and the Department of Intercollegiate Athletics will have an opportunity to present their position on the matter.
8. Upon entering the room, the chair of the committee will call the hearing to order, followed by introductions of all parties on the room.
9. The compliance officer in the room will be present to answer any questions pertaining to NCAA regulations.
10. The Head coach/designee will be given the opportunity give the first statement, followed by the student-athlete. Each party will be given the opportunity for a rebuttal.
11. After hearing both parties and asking any questions, the committee will deliberate in private and render a decision on the matter. The committee may decide to uphold the athletic department's decision or reject the athletic department's decision.
12. The Chair of the Committee will provide written notification to both the student-athlete and the Department of Athletics of the committee's decision within the 15 business day period from receipt of the student-athlete's appeal request. **The Committee's decision shall be final.**

PROMOTIONAL ACTIVITIES

Subsequent to being a student-athlete, an individual shall not be eligible for participation in intercollegiate athletics if the individual:

- Accepts any remuneration for or permits the use of his or her name or picture to advertise, recommend or promote directly the sale or use of a commercial product or service of any kind, which includes a business owned by the student-athlete.
- Receives remuneration for endorsing a commercial product or service through the individual's use of such product or service.

STUDENT HOST FOR RECRUITING GUIDELINES

When hosting a prospective student-athlete at our institution there are some NCAA policies that you must follow:

- Prior to hosting recruits, each team's prospective student hosts will meet with the Head Coach (and or designee) to review the guidelines and address any questions. Each student athlete will affirm his or her understanding of the Guidelines at that time.
- Student-athletes will receive the Guidelines and affirm their understanding a second time when they sign for host monies.

As a host, treat the prospective student-athletes with the friendliness that typifies FAU's athletic program. Please remember to represent the University and the Athletic Department in a favorable manner.

PRACTICE / COMPETITION REGULATIONS

DURING YOUR SEASON...	IN THE OFF SEASON...
Max 4 Hours/Day	Max 8 Hours/Week
Max 20 Hours/Week	Max 2 Hours/Week - Skill instruction/Film Review
1 Day Off Per Week	2 Days off Per Week

Remember there are exceptions to every rule. Sports such as golf may practice more than 4 hour day maximum as long as below the maximum of 20 hours per week.

If you have any questions, check with the Compliance office regarding your particular sport.

COUNTABLE ATHLETICALLY RELATED ACTIVITIES (CARA) INCLUDE:

- Practice, competition and team meetings
- Required weight training and conditioning
- Participation in a Divisional physical fitness class or individual workouts
- Review of athletic practices or contest films or videotapes
- Required camps, clinic or workshop participation
- Required on-court / on-field activities

REQUIRED ATHLETICALLY RELATED ACTIVITIES (RARA) INCLUDE:

- Meeting with compliance
- Academic weekly meetings
- Study Hall
- Recruiting activities, including being a student host (does not include overnight stay in dorm)
- Team promotional activities or community service
- Team building and entertainment
- Competition travel
- Media or marketing activities

Neither required nor countable athletically related activities may occur on a student-athlete's day off. Student's must be given a continuous 8-hour period overnight in which no RARA or CARA other than competition (an associated activities) may occur.

COMPLIMENTARY ADMISSIONS

Complimentary admission to team competitions are distributed in accordance with the NCAA rules and Florida Atlantic University regulations. You are eligible to receive a maximum of **four complimentary admissions** per event in your sport. The NCAA **DOES NOT permit the distribution of "hard tickets"** and admission must be completed through a pass list. It is NOT permissible to receive anything valuable in exchange for use of complimentary admissions, nor are they for resale.

All student-athletes are required to submit complimentary ticket request PRIOR to the start of the game. The deadline for request are set by the administration and/or coach.

The guests then **must present a photo ID and sign for their complimentary ticket at the Player Pass Gate** beginning 90 minutes prior (Football and Baseball) or 60 minutes prior (Soccer, Volleyball, Softball and Basketball) to the start of the event. Each guest may only receive one ticket. Once the guest has signed for the ticket, they must immediately enter the facility. Only the student-athlete may change the names on his/her guest list. If you have any questions, please contact the Athletic Ticket Office at 297-0024.

EMPLOYMENT

- As a student-athlete, you must report employment to the **FAU compliance staff** using the [Employment Form](#)
- You are allowed to have a job as long as the following standards are met (but coaches can place restriction above the NCAA rules on employment):
 1. Your compensation does not include any remuneration because of your reputation, fame or personal following obtained by your athletic ability.
 2. You are compensated for work you actually performed.
 3. You are being compensated at a rate commensurate with the going rate in that locality for similar services.

STUDENT-ATHLETE FINANCIAL AID

Each Division I athletic program is provided with specific number of grants-in-aids (scholarships) in accordance with budgetary restrictions and NCAA regulations. These grants are awarded by the University upon the recommendation of the Head Coach and the approval of the Director of Athletics and Financial Aid. An athletic scholarship is restricted to educational expenses and cannot exceed the cost of tuition, fees, room, board, books, and other costs related to attendance.

Once a grant-in-aid is awarded, the University is committed to fulfilling its financial obligation to you for the period of the award (either one semester or one academic year). However, please remember that grants may be cancelled if you (not an exhaustive list):

- Failure to meet the athletic and academic expectations, including, but not limited to, all ethical conduct provisions, team policies, athletics support obligations, etc, as presented in team, Athletics department, university, C-USA and/or NCAA rules, policies or standards.

- Render yourself ineligible for athletic competition. Student-athletes who are on medical or fifth year aid scholarships must still satisfy all applicable NCAA and University eligibility requirements to remain on scholarship.
- Misrepresent information on your application, Letter of Intent, or Financial Aid Agreement.
- Engage in misconduct that brings disciplinary action from the university.
- Engage in misconduct that results in arrest by campus, local, or state police.
- Voluntarily withdraw from your sport for personal reasons.

Your grant-in-aid may not be renewed the following academic year if you:

- Failure to meet the athletic and academic expectations, including, but not limited to, all ethical conduct provisions, team policies, athletics support obligations, etc, as presented in team, Athletics department, university, C-USA and/or NCAA rules, policies or standards.

The Financial Aid Office and the Athletic Departments Compliance Office must approve any financial assistance in addition to your athletic grant-in-aid. This is to ensure that any additional grant or loan amount sought is in accordance with the NCAA and C-USA regulations.

RENEWAL OR NON-RENEWAL OF ATHLETIC SCHOLARSHIPS

The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded whether the grant has been renewed or not renewed for the upcoming academic year. Notification of renewals and nonrenewals must come from the University Financial Aid Office.

Violation of team or athletic department policies, inability comply with team policy/requirements, problems of motivation, incompatibility with the coaching staff or teammates, etc., are considered legitimate reasons for non-renewal. If, during the school year, you feel there is a possibility your scholarship may not be renewed, you should talk with your coach. Should you disagree with his or her assessment of your scholarship status, contact your sport administrator as soon as possible.

If you believe the decision to reduce or cancel your aid is unfair or unjustified, you may request a hearing as provided by NCAA regulations. To make this request, contact the Student Financial Aid Office in writing by the date listed in the notification sent. A hearing will be scheduled with the Financial Aid Appeals Committee.

Prior to Hearing

1. Student has 14 days to appeal decision for cancellation of athletic aid. Within 5 University business days, the student and coach must submit written documentation regarding the cancelation of the athletic scholarship.
2. Representatives from the Athletic Department provide written documentation outlining the reasons for not renewing the scholarship of the student-athlete in question.
3. Student-athlete provides written documentation outlining the reasons why he/she believes that the non-renewal decision should be reversed.

Present at Hearing

- Director of Financial Aid or designee, who will serve as Chairperson of the Financial Aid Committee
- Members of the Financial Aid Appeals Committee (a committee of 3,5 voting members), selected from departments not associated with Athletics or Financial Aid
- Student-Athlete (and advisor if requested)
- Athletic Department Coach or designee
- Athletic Compliance Representative
- Athletic Scholarship Coordinator

Hearing Protocol

1. The Director of Financial Aid or designee will open the hearing and summarize relevant procedures, and introduction of the committee members.
2. Athletic Compliance Representative will provide an overview of relevant NCAA regulations that apply to the reduction or cancellation of athletic related financial aid. The Compliance Representative will present NCAA and FAU policy and procedures. The Athletic Compliance Representative can answer questions regarding NCAA and FAU policies and procedures if the committee members have a question.
3. The student athlete and coach will have the opportunity to briefly summarize the written material that was previously submitted to the committee and clarify or expand on any relevant issues.
4. The Athletic Department Coach or Designee will first explain why they have decided to reduce/cancel/not-renew the Athletic Scholarship. During this time he/she will provide the Committee with documentation or any evidence of why the scholarship reduction/cancellation/non-Renewal is warranted.
5. The Student-Athlete will then present his/her case to the Committee. Here he/she will address why they have requested an appeal and provide the Committee with any relevant evidence and/or documentation.
6. At the conclusion of the Student Athlete and Coach or designee statements, the Committee members may take this opportunity to question each party regarding the specifics of the case.
7. At the conclusion of the hearing, all non-voting members will be excused for deliberation. The Athletic Compliance Representative can be called back into the conference room, upon the request of the committee, to address any further questions the committee may have regarding NCAA and FAU policy and procedures and then be excused.
8. The Financial Aid Appeals Committee will then deliberate the findings and reach a decision and the Director of Financial Aid or designee will notify both parties in written form of the committee's decision. The committee's decision is final and cannot be appealed.

SPECIAL ASSISTANCE FUND

Student-athletes are eligible to apply for funds donated by the NCAA to help out with excess cost of living. To be eligible for this fund you must be a student-athlete in need. This fund may be used to pay for (not an exhaustive list):

- Medical expenses (except those covered by another insurance program)
- Hearing and vision therapy
- Family emergency expenses
- Insurance premiums
- Academic course supplies (NO BOOKS)

All expenses in the Special Assistance Fund must receive prior approval by the Compliance office before appointments can be made or bills reimbursed.

SPORTS MEDICINE

Florida Atlantic University Sports Medicine staff is committed to providing the best quality of health care to all student-athletes. As Certified Athletic Trainers it is our responsibility to provide athletic injury prevention, injury evaluation, immediate emergency care, rehabilitation and reconditioning of illnesses and injuries related to sports trauma. It is our goal to educate the student athlete as to the prevention and rehabilitation of athletic injuries, nutrition, effects of illegal /banned drugs and to monitor their overall well-being. Florida Atlantic University has two athletic training facilities located on the Boca Raton campus. One training room is located in the Tom Oxley Athletic Center and the other at the Arena. Hours of daily operation:

ATHLETIC TRAINING ROOM AVAILABILITY

Fieldhouse:	Monday - Friday	8AM- 3PM	(561) 297-3825
Oxley Center	Monday - Friday	8AM- 5PM	(561) 297-2125

*** Game day, early morning, late night, weekend, and holiday hours vary by sport and season. Please check with your Athletic trainer for availability and times. ***

ATHLETIC TRAINING ROOM RULES

1. Be ON TIME to any taping, treatment, or appointments.
2. No profanity, disrespectful language or behavior.
3. No shouting or horseplay in the Athletic Training Room.
4. No food in the Athletic Training room (Gum included).
4. No cleats are to be worn in the Athletic Training Room.
5. No shoes on the Athletic Training Room tables.
6. The Athletic Training Room is not your locker room; that means cleats or other sports equipment is not allowed in the Athletic Training Room.
7. No loitering/lounging in the Athletic Training Room.
8. All athletes in the Athletic Training Room must wear a shirt at all times. A sports bra is not a shirt.
9. No athlete can use the whirlpool or spa tubs without the permission and supervision of a staff member or without showering prior to use.
10. Report early to the Athletic Training Room to avoid being late to practice.

11. Treatment is on a first come first serving basis. We reserve the right to refuse treatment if the athlete is late.
12. The only exception is on game-day these athletes come first.
13. Do not remove Athletic Training Room possessions without the permission of a staff member.
14. Return any used equipment to its proper location, place used towels in laundry bin, and remove anything you brought with you.
15. All equipment given to the athlete from the Athletic Training Room is the property of the University, which means a hold will be placed on your account if the equipment is not returned.
16. Leave your backpack or personal items in your locker room. The athletic training room or athletic trainers are not responsible for lost, misplaced, or missing items.
17. The Athletic Training Room is like your second home, keep it tidy; respect the rules, equipment and staff. Any failure to do so will result in loss of Athletic Training Room privileges and you will be asked to leave.

DRUG AND ALCOHOL POLICY

In each of your beginning of the year team meetings you were made aware of the athletic department policy on drugs and alcohol. As of August 18, 2017 changes have been submitted for approval effective as of the start of the 2017-2018 academic year. Please see the link below for the changes effective immediately.

[Drug and Alcohol Policy](#)

INSURANCE COVERAGE AND CLAIMS PROCEDURES

PRIMARY INSURANCE

Student - athletes must provide proof of insurance prior to the beginning of each academic year prior to participation in intercollegiate athletics. The student - athlete is responsible for maintaining all records with the sports medicine department to ensure their primary insurance is active during their time at FAU. **It is the responsibility of the student-athlete to notify the sports medicine staff as to any changes in their primary insurance while at FAU.** If accurate information is not provided to the sports medicine staff, the responsibility of the bill will fall on the student athlete. The following items must be completed to ensure coverage by FAU secondary insurance. **It is the responsibility of the students:**

- Provide FAU with a copy (front and back) of current insurance card
- Complete student - athlete insurance information paperwork prior to each academic year with the sports medicine staff (signed by policyholder)
- Submit student enrollment to primary insurance company at the beginning of each coverage period (must provide proof of full-time student status)
- Bring any insurance paperwork to the training room in a timely manner when received at home, including documents such as explanation of benefits for coverage provided.

SECONDARY CARRIER

Florida Atlantic University is a secondary carrier only for injuries and illness that occurs as a result of participation in intercollegiate athletics. **The student - athlete's primary insurance is always the first method of payment for any medical expense incurred.** Once the primary insurance responds, the athletic training staff is responsible to submit secondary insurance information to the provider to process additional payment. Again, it is important that all primary insurance is kept current on-file with the sports medicine staff at all times to ensure payment and coverage for all athletic related illness / injury.

- In the event that a student athlete receives a medical bill at home it should be sent immediately to the following address.
- It can also be faxed to the attention of the sports medicine staff @ 561-297-0468.

Lisa Snowden
Athletics Insurance Coordinator
Tom Oxley Athletic Center
Florida Atlantic University
777 Glades Road
Boca Raton, FL 33431

The following is the **responsibility of the sports medicine staff and student athletes** to assist with proper management of claims related to FAU athletics.

- Fill out appropriate claim form and submit claim to secondary carrier within 30 days of the injury
- Communicate with medical providers to ensure student-athlete has secondary insurance information on file.
- Track the insurance claims with information provided by the student - athlete in timely manner to ensure proper payment.
- Work with medical providers to pre-authorize certain procedures (MRI, Surgery, etc) when necessary)

LENGTH OF COVERAGE LIMITATION

Florida Atlantic University's secondary insurance coverage will cover athletic related injury / illness for 104 weeks (2 years) after the initial injury, from the date of the initial injury / illness / accident. Outstanding bills received after 2 years will be the responsibility of the student - athlete following the 104 week benefit period.

UN-INSURED STUDENT ATHLETES

Un-Insured Student Athletes must provide the following information in order to become eligible for primary insurance purchase through the NCAA student - athlete special assistance fund (SAOF).

- Student athlete can verify he / she does not have primary insurance through a parent / and or guardians employer
- Student - athletes must be eligible for financial aid and apply for student aid through the compliance office prior to the beginning of each academic year.
- Student - athletes must receive approval through director of compliance prior to the University's purchase of primary insurance for that athlete.

- Student-athletes must fill out all necessary paperwork via the Athletics Insurance Coordinator prior to purchase of primary insurance.

INTERNATIONAL STUDENTS

International students must purchase a primary insurance policy prior to enrolling in school at FAU. The compliance department and administration will determine the student-athletes eligibility for athletics to purchase a primary insurance policy prior to the academic year.

LIMITATIONS OF COVERAGE

FAU will provide coverage for athletic injuries that occur while participating in NCAA sanctioned conditioning, practice, or competition. FAU is **not** responsible for any injury / illness that may occur outside of NCAA sanctioned conditioning, practice, or competition. Other instances which will not be the responsibility of Florida Atlantic University may include the following:

1. Contact lenses or other non-athletic related medical devices
2. Cosmetic procedures unless directly related to athletic injury
3. Expenses related to recurrences of old injuries / and or illness unrelated to participation in FAU athletics.
4. Expenses that occurred due to an injury after the graduation of a student - athlete.
5. Dental Care unless directly related to athletic injury

PRE-EXISTING MEDICAL CONDITIONS

FAU is **not** responsible for any pre-existing medical conditions that occurred prior to the student - athlete's arrival to FAU. Cost for additional testing needed to determine a student-athletes ability to participate in intercollegiate athletics at FAU must be the responsibility of the student - athlete.

SECOND OPINIONS

Second opinions are **not** a covered expense by FAU and any re-imbursement for office visits, MRI, x-ray, etc. that is done outside of the FAU physician network is the responsibility of the student-athlete. FAU is NOT responsible for payment of surgical procedures done by an outside provider without the consent and authorization of the athletic department.

REPORTING INJURIES

Athletic injuries must be reported to the athletic training staff at FAU in a timely manner to ensure proper medical care. Any student - athlete that does not report athletic injuries within **72 hours** of the injury will be responsible for costs that may incur for services provided to care for that injury.

PRIMARY CARE PHYSICIAN

It is highly recommended that student - athletes who are covered under their parent / guardian's insurance register their primary care physician with a physician at the Boca Raton Regional Hospital. Boca Regional Hospital provides medical services for Florida Atlantic University as team physicians. Please check with your insurance company to see if one of the following primary care physicians listed below is

in network. This will ensure quick and efficient access to team physicians in attaining medical referrals and or doctor's visits. The following is a list of recommended PCP at Boca Raton Regional Hospital.

- Dr. Jason Perry
- Dr. David Strong
- Dr. Lisa Evans
- Dr. Aaron Klein

STUDENT HEALTH CENTER

Florida Atlantic University will be responsible for the following services provided by the health center

- Lab work as ordered by a FAU team physicians
- Athletic-injury related pharmacy charges
- In-season non-athletic related pharmacy charges, excluding pre-existing medical conditions (i.e. epilepsy, diabetes)

The following is a list of additional services **not** paid for by FAU athletics

- Any appointment made without the referral of a sports medicine staff member
- Charges from OB / GYN visits
- Out of season non-athletic related illness
- Pharmacy chargers for out of season non-athletic related illness
- Walk on pre-participation physical exams
- All pre-existing medical conditions (i.e. epilepsy, diabetes)

STRENGTH AND CONDITIONING / WEIGHT ROOM POLICIES AND PROCEDURES

LATE/MISS POLICY

It is the individual athlete's responsibility to notify his or her supervising strength coach of an excused absence from a scheduled training session ATLEAST 24 hours prior to the session. It is also the individual athlete's responsibility to notify their supervising strength coach of any possibility of being late to a training session. If the athlete does not inform his or her supervising strength coach the athlete will be disciplined. Anything other than direct communication from the athlete is unacceptable.

INJURY/ILLNESS POLICY

Any injury/illness that limits your ability to fully perform in any training session must be reported to FAU sports medicine staff or strength coach prior to start of the training session. Any injury that occurs during training must be reported to the sports medicine staff immediately. Sports medicine appointments should not cause athletes to miss or be late to any scheduled training session. If treatment is needed before a training session it is the athletes responsibility to arrive to the training room early enough to receive treatment.

WEIGHT ROOM PROCEDURES

1. Respect your coaches, teammates, and other athletes at all times.
2. Follow all instructions given by the strength staff.

3. Respect this facility; it is a privilege to use this facility not a right.
4. Focus, diligence, and a sense of urgency is expected at **every** training session.
5. Early is on time, on time is late, and late is unacceptable.
6. The strength staff is not responsible for lost or stolen items or holding valuables.
7. Athletes do not have permission to enter the storage area unless instructed by staff.
8. Immediately report any facility related injury or equipment problem to a strength coach.
9. No cell phones (even if ringer is off).
10. Spotters and safety collars must be used at all times.
11. Rack all weights in their appropriate spot when you are done with them, do not leave them for someone else to use.
12. Never lean any weights against walls or mirrors.
13. Never set dumbbells on benches or anything else that is elevated above ground level.
14. Never take equipment out of weight room unless instructed.

EQUIPMENT ROOM POLICIES AND PROCEDURES

The equipment room is a support area for student athletes, coaches, and staff of all intercollegiate teams here at FAU. This includes the issuing, maintenance, inventory, laundering, and retrieval of all equipment and apparel.

- All equipment and apparel issued to the student athlete is the property of the Florida Atlantic University Athletic Department. It is for your use for practice, training and game competition.
- All issued items are to be returned to the equipment room at the completion of the season or academic year. Items that are deemed to be non-reusable may be retained by the athlete. You will be informed as to what items must be returned and what items may be retained.
- **Failure to return items may result in a hold being placed on your account and/or a charge for the replacement cost of the item.**
- No alterations should be made to any issued item without permission of the head coach and the equipment room.
- Laundry service will be provided year round as needed. Please no personal items! The equipment room will be staffed year round and equipment personnel will be available to help you with your needs.

UNIVERSITY HOUSING

Student-athletes living in on-campus housing are subject to the same Federal, State, University, and Housing rules and regulations as the rest of the student body. All students are expected to uphold all of the policies outlined in the Department of Housing and Residential Life Guidebook, the University Housing Contract and the University Student Information Handbook. Policies and procedures established by the Department of Housing and Residential Life are outlined in the Guidebook; click to see a copy of the [GUIDEBOOK](#).

Each student-athlete is responsible for all additional charges that maybe incurred from living on campus (i.e., locked out of dorm, change lock, damage to the dorm room).

If the answers cannot be found on the website, please contact housing at:

Boca Raton Housing Office

Department of Housing and Residential Life

Florida Atlantic University

777 Glades Road

Boca Raton, FL 33431

Phone: 561-297-2880

Fax: 561-297-2881

Email: Housing@fau.edu

MEDIA RELATIONS

As a member of an FAU athletic team, you have a responsibility to the University, your coaches and teammates to cooperate with the media whenever possible. This should always be coordinated by/with a member of the Media Relations Office. In general, when speaking to the media, be confident, courteous and prompt. Most importantly, your encounter with the media is a direct reflection of your coaches, the University and you.

Interviews may serve as a great learning and growing experience. The opportunity for you to deal with the media will help to develop communication skills that can be helpful, not only during the intercollegiate experience, but in future professional and business careers.

Take the time to organize your thoughts. Often a comment that seems innocent verbally looks different when it appears in print. What may seem inspirational or positive for your team, may appear as locker room art for another team.

All telephone interviews should be coordinated through the Media Relations Office. The Media Relations Office DOES NOT release your phone number or the phone number of your parents. We suggest you return all calls in our office to prevent caller ID and caution you against providing the home number of your parents.

You should never receive calls or visits from the media that have not been arranged by the Media Relations Office. If you are approached by a member of the media, including classmates who are media members, away from the competition field or at a public event, please be cordial, but refer all questions to a more appropriate time. This is a suggestion that will help you enjoy other campus events and your life as an FAU student without the responsibility of representing your team.

More often than not, interviews set-up through the Media Relations Office will be positive; however, should you feel uncomfortable with a question and/or the direction of an interview, feel free to tell the interviewer you are not comfortable answering the question and refer them to your coach or a representative of the Media Relations Office (561-297-3163).

As your collegiate career progresses, you will more than likely develop a casual relationship with several of the reporters. The Media Relations Office encourages these relationships, but remember that regardless of what is said, a reporter's first obligation is to report the news. It may or may not appear in print, but it could very well be a seed for another story. Don't say it if you don't want it in print with your name attached!

Also, remember that postings (including pictures) on social networking sites ARE public, even seemingly innocent items can be misinterpreted. Athletes at numerous colleges (including FAU) have been suspended and or dropped from the team for their social media postings. FAU's brand and your personal brand are being affected with each post so please keep this in mind. Our suggestion is that you make your site private and are careful with who you follow and who you allow to follow you.

HELPFUL INTERVIEWING TIPS

1. Dress appropriately. Should a specific dress be required the Media Relations Office will advise.
2. Your responses to questions will give people who read or listen to the interview, not only an impression of you, but also an impression of FAU.
3. There is nothing wrong with saying, "I am not comfortable answering that question."

4. The Media Relations Office will not tell you what to say, however, we advise that you do not criticize others: teammates, coaches, opponents, officials or others.
5. Most teams have social media rules as well but one common is no discussion of injuries. This is also involves Federal Laws (HIPPA) so please do not disclose or discuss injuries other than your own or you may open yourself to criminal charges. What is posted on social media sites can be pulled and used in stories or generate story ideas you may or may not want to discuss.

The most important thing to remember about the Media Relations Office is that we are here to help both the coaches and you present yourself and the team in the best positive light. We will try to tell you what every interview is about prior to the interview. Our goal is to make you as comfortable about the interview process as possible. At times it is hard to grant interviews and we are aware of that fact. The media representatives do not like those interviews either.

SOCIAL MEDIA

Social media is a valuable tool that many of you grew accustomed to using, prior to arriving at FAU. When it comes to social media, please respect your individual coach's rules and philosophies in regard to social sites. Also, know that your social media site is your resume – your brand. Future employers, reporters and business leaders gain an impression of you with every 140 character post. Before you push send, pause and ask yourself:

1. Would I want to see this as a headline in the paper?
2. What would coach say if he saw this?
3. What would my family think?
4. Does this help or hurt my future career?
5. Could this be used by opposing teams in any way?

If you are comfortable with the response to each of these questions it is ok to push send.

From an NCAA standard you are permitted to use social media when it pertains to an incoming prospective student-athlete (PSA) in the following way:

1. You may communicate with a PSA whenever you like, as long as it is not at the direction of a coach, staff member and/or administration.
2. You may NOT publicly post and/or discuss a PSA's visit to campus, before OR during their visit.
3. You may like/favorite/retweet, etc any post that a PSA places on social media, even when the PSA is on campus.

CHEER AND DANCE

SPIRIT TEAMS ENROLLMENT and GPA REQUIREMENTS

A spirit participant must be a full time student with Florida Atlantic University. Each spirit participant must maintain 12 hours per term, and maintain a 2.0 cumulative GPA. Special consideration for credit hours per term for senior spirit members will be taken and authorized by the coaching staff. If a spirit participant drops below a 2.0 (total accumulation) or 12 credit hours, they will be required to setup weekly or bi-weekly academic meetings with the athletic academic advisors. The academic advisor will determine meeting times and the schedule number of occurrences. Suspension from games or events may also be given in addition; the coaching staff will make all determinations. Stipends will be suspended if 12 credits or cumulative GPA is not maintained.

- Student records will be reviewed each semester (or as frequently as needed).
- Each spirit participant is required to present a hard copy of their detailed schedule for the current semester to the coaching staff.
- If a spirit participant quits or is dismissed, she will not receive stipends for the respective semester.
- Spirit participants must maintain solid attendance records in all of their classes. Excessive absences are grounds for dismissal.
- Study hall and academic support are available. Speak with the assigned team athletic academic advisor.

CAMPUS RESOURCES

ACADEMIC SUPPORT

<p>ACCESS SU-80, Room 227 https://www.fau.edu/access/ 561-297-4738</p>	<p>The ACCESS Program offers a comprehensive approach to student success that focuses on academic coaching/advising, tutoring, career counseling, and faculty mentoring and developing a meaningful connection to Florida Atlantic University, all of which lead to student retention.</p>
<p>Career Center SU-80, Room 220 http://www.fau.edu/career/ 561-297-3533</p>	<p>The Career Center is a centralized, comprehensive operation geared to assist all FAU students with their career management needs.</p>
<p>CLASS – Center for Learning and Student Success GS-2, Room 223 https://www.fau.edu/class/ 561-297-0906</p>	<p>The purpose of the Center for Learning And Student Success (CLASS) is to promote academic and personal achievement by engaging students, forming partnerships and creating programs and services to foster student success and the retention of undergraduate students.</p>
<p>Graduate College SU-80, Room 101 http://www.fau.edu/graduate/ 561-297-3624</p>	<p>The Graduate College is responsible for promoting quality graduate education at Florida Atlantic University.</p>
<p>Math Learning Center GS-234 http://www.math.fau.edu/MLC/ 561-297-3340</p>	<p>The Math Learning Center, or MLC for short, was created to help FAU students develop their math problem solving skills so they have the confidence and ability to solve math problems on their own.</p>

<p>Office of the Registrar SU-144 http://www.fau.edu/registrar/ 561-297-3050</p>	<p>The Registrar Office's at FAU can assist with the adding or dropping of a class, getting an unofficial transcript, viewing your grades and much more.</p>
<p>Office of Undergraduate Research and Inquiry GS-209 http://www.fau.edu/ouri/</p>	<p>OURI serves as a centralized support office for both faculty and students who are engaged in undergraduate research and inquiry.</p>
<p>Testing and Evaluation SU-210 http://www.fau.edu/testing/ 561-297-3160</p>	<p>Testing and Evaluation offers the most relevant national and institutional based testing programs to our constituents, including: CLEP/DSST testing, makeup exams, academic competency exams, graduate school admission tests, correspondence testing, and professional certification and licensure exams.</p>
<p>University Center for Excellence in Writing GS-215 http://www.fau.edu/UCEW/ 561-297-3498</p>	<p>The University Center for Excellence in Writing (UCEW), serves as the clearinghouse for Florida Atlantic University's Writing Across the Curriculum (WAC) program and Writing Center (WC).</p>
<p>University Advising Services SU-201 https://www.fau.edu/uas/ 561-297-3064</p>	<p>University Advising Services' (UAS) primary focus is academic advising for first and second year students. UAS will provide a safety net for any student not sure where to go for help.</p>

STUDENT SUPPORT SERVICES

<p>Counseling and Psychological Services SS-229 http://www.fau.edu/counseling/ CAPS CRISIS LINE 561-297-3540</p>	<p>The mission of CAPS is to provide FAU students with timely and effective mental health services that allow them to improve and maintain their mental well-being and therefore to meet their educational, personal, emotional, and psychological goals.</p>
<p>Division of Student Affairs</p>	<p>The Division of Student Affairs will be a</p>

<p>SU-215 http://www.fau.edu/student/</p>	<p>leader in providing comprehensive and integrated campus life programs and services. We will cultivate a student-centered environment contributing to students becoming socially responsible global citizens with an enduring connection to the University.</p>
<p>FAU Cashier SU-113 https://fau.edu/controller/student-services/</p>	<p>FAU's Cashier's Office is the centralized location and point of collection for all university deposits. The primary function of this office is to provide accurate receipting, depositing, and recording of university monies. Services provided by the cashier's office include receipting of deposits from various campus departments.</p>
<p>FAU Controllers Office SU-130 https://www.fau.edu/controller/general/</p>	<p>It is the vision of the Controller's Office staff to meet the financial and accounting needs of a diverse and dynamic campus community with quality performance and in a professional, courteous and service-oriented manner. Additionally, we aspire to play a leadership role in our part of the university industry.</p>
<p>FAU Parking and Transportation SU-116 http://www.fau.edu/parking/</p>	<p>Parking and Transportation assists with all parking and transportation matters (i.e., parking permits, citations, etc.)</p>
<p>Financial Aid SU-233 http://www.fau.edu/finaid/</p>	<p>The mission of the Office of Student Financial Aid is to offer a comprehensive financial aid program that attempts to meet the financial needs of all University students.</p>
<p>International Student Services DP-49 http://www.fau.edu/iss/</p>	<p>The International Student and Scholar Services (ISSS) office serves as the primary campus resource on immigration matters pertaining to the F and J programs.</p>
<p>Military and Veterans Affairs UN-206 http://www.fau.edu/vets/</p>	<p>The Office of Military and Veterans Affairs promotes activities and programs intended to enhance military and veteran student success.</p>

<p>Student Accessibility Services</p>	<p>The center provides the institution with</p>
---------------------------------------	---

SU-133 http://www.fau.edu/sas/	resources, education and direct services so that individuals with disabilities may have a greater opportunity to achieve equity and excellence in education.
---	--

STUDENT SERVICES

Bookstore Traditions Plaza	For all university textbooks needs
FAU Pharmacy UN-129 http://fau.edu/shs/services/pharmacy.php	The Pharmacy is a full service pharmacy serving students, faculty, staff and FAU community members.
Fraternity and Sorority Life UN-218 http://www.fau.edu/fslife/purpose.php	Fraternity & Sorority Life exists to provide students with the knowledge and opportunities to lead principled lives.
Graduate Student Professional Association UN-234 http://www.fau.edu/sg/programs/university-wide/gpsa	The Graduate and Professional Student Association (GPSA) represent FAU's graduate and professional student population. We advocate for the interests of graduate and professional students University-wide and strive to enrich their experiences.
Housing and Residential Life Building 46 http://fau.edu/housing/	The Department of Housing and Residential Life creates a seamless environment of living and learning in a safe and welcoming community. Through opportunities for leadership development, civic responsibility, self-exploration, and student involvement, we will assist in building a life-long connection between the student and the University.
NAVITAS SS-225 https://www.fau.navitas.com/	NAVITAS is a leading global education provider that offers an extensive range of educational services through three major Divisions to students and professionals including university programs, creative media education, professional education, English language training and settlement services.
New Era Barber Shop Traditions Plaza http://www.fau.edu/business-services/retail-services/new-era-barbershop.php	On campus Barber shop
Office of the Associate Vice President and Dean of Students	The AVP/Dean of Students Office exists to assist students in achieving their educational

<p>SS-226 http://www.fau.edu/dean</p>	<p>goals by offering assistance with academic matters, health and well-being, leadership and student development with respect and individualized attention.</p>
<p>Office of Diversity and Multicultural Affairs UN-206 http://www.fau.edu/diversity</p>	<p>We celebrate the diversity on the FAU Campuses with students representing all walks of life, from the entire nation to across the world.</p>
<p>Owls Care SS-8 http://www.fau.edu/owlscare/</p>	<p>The mission of Owls Care Health Promotion is to empower students to be healthy, responsible and successful.</p>
<p>Owl Card UN-128 http://www.fau.edu/business-services/owl-card/</p>	<p>All students are required to obtain an OWL Card, as it serves as your official photo identification, debit card, Owl Bucks card, library card, and residence hall building key, meal card for those who have meal plans, and your ticket to many FAU events, including sporting events.</p>
<p>Owl Radio UN-207 http://www.fauowlradio.com/</p>	<p>FAU's campus radio station, is created for, paid for and ran by students.</p>
<p>Owl TV UN-207 http://www.fau.edu/studentmedia/contact.php</p>	<p>FAU's very own TV Station</p>
<p>Police Department (561) 297-3500 http://www.fau.edu/police/</p>	<p>FAU Boca Raton campus police department. In the event of an emergency always dial 9-1-1</p>
<p>Student Government UN-31, Rm 218 http://www.fau.edu/sg/</p>	<p>Student Government provides effective representation in the students' best interests, promote general welfare, ensure the continuation of self-governance, uphold the principles of the Constitution and laws of the United States of America and of the State of Florida, do ordain and establish this Constitution for the Florida Atlantic University Student Government.</p>
<p>Student Health Services SS-240</p>	<p>Student Health Services provides the best in class accredited medical care to registered FAU students.</p>

http://www.fau.edu/shs/	
Tech-U http://www.techushop.com/	On campus computer store and more.
University Press (student paper) UN-214 http://upressonline.com/	A student-run magazine at Florida Atlantic University.
Wimberly Library http://www.fau.edu/library/	Available for all study needs, students are able to check out books, and use library resources.
Weppner Center for LEAD and Service Engagement SS-224 http://www.fau.edu/leadandserve/ (561) 297-3607	LEAD & Serve is committed to providing an atmosphere that fosters learning, personal growth, and exploration of individual and group leadership skills.

OFFICE OF EQUITY, INCLUSION AND COMPLIANCE

It is the intent of Florida Atlantic University to provide a process for the consistent, objective, comprehensive, and timely conduct of due process in the investigation and resolution of charges of discrimination, misunderstandings and disputes between its students and employees without fear of coercion, discrimination, or retaliation. If you feel as if your concerns have not been heard or addressed by your coach, athletic administrator or faculty athletic representative then the EIC office is available to hear your grievances. Click [here](#) to find their contact information.

The Office of Equity, Inclusion and Compliance promotes a working and learning environment free from any form of unlawful discrimination or harassment. Below is a portion of Florida Atlantic University's regulation on Anti-Discrimination and Anti-Harassment.

POLICY

(a) Florida Atlantic University affirms its commitment to ensure that each member of the University community shall be permitted to work or study in an environment free from any form of unlawful discrimination or harassment that is based on a legally protected class, including race, color, religion, age, disability, sex, national origin, marital status, veteran status, or any other basis protected by law. The University recognizes its obligation to work towards a community in which diversity is valued and opportunity is equalized. This rule establishes procedures for an applicant or a member of the University community to file a complaint of alleged discrimination or harassment.

To read more about the policy, click [here](#).

STUDENT-ATHLETE GRIEVANCE PROCEDURES

Situations may arise in which a student-athlete believes that a member of the Athletics Department, including the coaching staff, has treated him or her unfairly or that a policy or procedure has been administered in a detrimental manner to the student. Student-athletes are encouraged to bring complaints about such actions to the attention of the athletic administration through the following three-step process. If the complaint alleges unlawful discrimination, the EIC office should be contacted; The EIC will conduct a thorough investigation of the allegations, issue and seek to resolve the matter. The EIC office may be contacted at any step of the procedure.

STEP I

The student-athlete should direct his or her complaint to the person or persons whose action, or lack thereof, led to the complaint within five months of the event. Every attempt should be made to resolve the conflict at this level. If the complaint cannot be resolved in a satisfactory manner at this level, the student-athlete should proceed to Step II.

STEP II

A student-athlete who believes that he or she has not received appropriate redress through Step I may, within five months of the event giving rise to the grievance, file a written grievance with the Sports Supervisor. The Sports Supervisor will conduct an in-depth investigation of the matter and issue written findings to the parties involved within two weeks of the date. If the student-athlete seeks further redress, he or she should proceed to Step III.

STEP III

A student-athlete, who feels that his or her concerns were not adequately addressed during the first two levels of the process, should direct the written complaint, along with the Sports Supervisor's findings to the Director of Athletics. After determining that the student-athlete has appropriately exhausted the complaint process, the Director of Athletics will intervene and make a final decision.

Please remember the coaches, staff, and administration are here to help you in any way that we can. If you have a question and/or concern, please contact us.

2 0 1 7 • 2 0 1 8

ATLANTIC *Rising*

