

Miami University CHAMPS/Life Skills
A "Program of Excellence"

MIAMI UNIVERSITY

The Department of Intercollegiate Athletics provides a positive environment dedicated to achieving excellence in athletic and academic performance and inspiring personal development which prepares student-athletes to benefit society in a lasting and meaningful way. This includes providing appropriate support services which assist individuals in developing academically, socially, athletically and providing an atmosphere which requires discipline, respect and teamwork, and encourages compassion for and among all staff and student-athletes.

MISSION STATEMENT
INTERCOLLEGIATE ATHLETICS

The mission of intercollegiate athletics at Miami University:

The Miami University Athletic Family develops champions with love and honor.

VISION STATEMENT
INTERCOLLEGIATE ATHLETICS

The vision of intercollegiate athletics at Miami University:

Miami University will become a Culture of Champions.

**DEPARTMENT OF INTERCOLLEGIATE
ATHLETICS**

STATEMENT OF SPORTSMANSHIP

The Department of Intercollegiate Athletics supports the spirit of sportsmanship, and expects all of those involved in Miami University athletic events to:

Show respect for all participants, student-athletes, coaches, spectators and officials;

Support participants and officials in a positive manner;

Value the competitive effort of all participants;

Abide by both the written intent and the spirit of all rules;

Accept victory and defeat with dignity.

INTRODUCTION

The Department of Intercollegiate Athletics at Miami University currently sponsors 19 sports at the NCAA Division I level including baseball, basketball, cross country, football, golf, ice hockey, swimming, outdoor track and field for men, and basketball, cross country, field hockey, soccer, softball, swimming, synchronized skating, tennis, indoor and outdoor track and field, and volleyball for women. These sports compete as members of the Mid-American Conference, the Central Collegiate Hockey Association, and the United States Figure Skating Association. All sports, with the exception of ice hockey and synchronized skating, compete each year for the Mid-American Conference all sports trophies, which represent overall program excellence. The award for the men is the Reese Trophy and the corresponding trophy for the women is the Jacoby Trophy. Each institution must count the MAC mandatory sports (men-baseball, basketball, and football; women-basketball, softball and volleyball) toward their overall score and then may include three other MAC sports of their choice. Mid-American Conference members include: University of Akron, Ball State University, Bowling Green State University, University of Buffalo, Central Michigan University, Eastern Michigan University, Kent University, Miami University, Northern Illinois University, Ohio University, Temple University, University of Toledo and Western Michigan University.

Central Collegiate Hockey Association members include: Bowling Green State University, Ferris

State University, Northern Michigan University, University of Nebraska-Omaha, Lake Superior University, Miami University, University of Michigan, Michigan State University, University of Notre Dame, Ohio State University, Western Michigan University and University of Alaska at Fairbanks.

The Mission, Vision and Sportsmanship statements of the department are included in this handbook and reflect the philosophies which guide the programs and priorities of the department. Participation in intercollegiate athletics at Miami University should be considered a privilege and an opportunity for student-athletes to complement their classroom experiences with athletic competition. The athletic department strives to provide a positive experience for those participating in the programs and encourages appropriate input from the student-athletes through the Student-Athlete Advisory Board (RedHawk Council), exit interviews and interaction with athletic staff members. Student-athletes should understand that they have both rights and responsibilities as members of the department, including the right to be treated with respect, to be adequately supported in their academic endeavors, and to receive appropriate medical attention and appropriate assistance from all support areas related to athletic participation.

Additionally, each student-athlete will be expected to maintain the academic standards required of all students at the university and to adhere to all applicable NCAA, CCHA, USFSA and MAC rules. Student-athletes are expected to place the highest priority on their academic efforts with the goal of obtaining a sound education and graduating within four years.

Students who participate in intercollegiate athletics at Miami University are expected to adhere to and apply the principles of honesty, fair play and sportsmanship consistent with the highest ideals of amateur competition. Student-athletes shall be expected to conduct themselves appropriately as representatives of Miami University and shall at all times strive for excellence in both academics and athletics. They shall adhere to all regulations as found in the Miami University Student Handbook and to all departmental and team regulations as determined by the athletic department.

Student-athletes shall conduct themselves, at all times, in an ethical manner in all academic and athletic arenas. Anyone who is found to have engaged in unethical conduct shall be ineligible for intercollegiate competition in all sports. Unethical conduct consists of, but is not limited to:

1. fraudulence in connection with entrance or placement examinations;
2. engaging in any athletics competition under an assumed name or with intent otherwise to deceive;
3. dishonesty in evading or violating NCAA regulations;
4. knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the student's involvement in or knowledge of a possible violation of a NCAA regulation.

This handbook serves as a guidebook for student-athletes and is not intended to replace either the Miami University Student Handbook or the NCAA Manual. A copy of the NCAA Manual may be obtained from the Compliance Coordinator in the Athletic Department or in the reserve section of King Library. Further, if you have additional questions they may be directed to the Compliance Coordinator, Ken Peters (529-6627) or to the NCAA Athletics Faculty Representative (FAR), Susan Lipnickey, (529-9247).

The NCAA Athletics Faculty Representative is a position held by an individual who holds faculty rank and does not hold an administrative or coaching position within Intercollegiate Athletics. This individual is appointed by the President and works to help ensure control of athletics and enhance the student-athlete experience. The FAR also represents Miami University at the national and conference levels, serves on the Athletic Policy Committee, assists in certifying academic eligibility of student-athletes, and serves in an advisory capacity to the Athletic Director. The Faculty Representative may be contacted with concerns and questions about the intercollegiate athletic department.

MIAMI UNIVERSITY VALUES STATEMENT

Miami University is a scholarly community whose members believe that a liberal education is grounded in qualities of character as well as of intellect. We respect the dignity of other persons,

the rights and property of others, and the right of others to hold and express disparate beliefs. We believe in honesty, integrity and the importance of moral conduct. We defend the freedom of inquiry that is the heart of learning and combine that freedom with the exercise of judgment and the acceptance of personal responsibility.

I. ACADEMICS

A. Academic Eligibility for Competition

A student-athlete shall complete his/her 4 years of eligibility within five calendar years from the beginning of the semester or quarter in which the student-athlete first registered as a full-time student. A student-athlete must carry a minimum of 12 semester hours to be eligible for practice and competition. If a student drops below this minimum, he/she becomes immediately ineligible for practice and competition.

1. Initial Eligibility

For eligibility as a first year student, an individual must have fulfilled NCAA requirements for initial eligibility which include:

- a. graduation from high school
- b. a minimum cumulative grade-point average in a designated core curriculum, as determined by NCAA Bylaw 14.3.1.1.
- c. a minimum test score on the SAT or ACT as required by the NCAA Bylaw 14.3.1.1. eligibility index.

2. Continuing Eligibility

Eligibility for competition subsequent to the student-athletes' first academic year in residence shall be based upon:

- a. maintaining good academic standing as defined by Miami University
- b. satisfactory completion prior to each fall term a cumulative total of at least 12 semester hours during each of the previous academic terms in years in which the student-athlete has been enrolled or
- c. satisfactory completion of 24 semester hours of academic credit since the beginning of the previous fall term (at least 75% of these hours required for satisfactory progress must be earned during the regular academic year, excluding summer terms, and may not include correspondence courses).
- d. additionally, by the beginning of the third year of enrollment (fifth semester) a student-athlete shall be required to have designated a program of study leading toward a specific baccalaureate degree, with credits used to meet satisfactory progress also meeting requirements toward degree credit (Bylaw 14.4.3.1.4.)
- e. A student-athlete must make satisfactory progress towards their degree requirements in accordance with the NCAA regulations; for example, a student-athlete entering the third year of enrollment must have successfully completed at least 40% of the course requirement in the student's specific degree program; this percentage is 60% for students entering their fourth year and 80% for students entering their fifth year. (Bylaw 14.4.3.2.2).
- f. A student-athlete must complete a minimum of six (6) semester hours of academic credit each preceding academic term.

All NCAA Bylaws may be reviewed in the NCAA Manual available from all administrators, coaches, or academic coordinators.

B. Class Attendance

A student-athlete at Miami University is expected to attend every class session for which he/she is registered. Student-athletes should inform instructors the first week of class of their status as a member of an intercollegiate athletic team and should submit to the instructor a letter from ICA (A copy of this form is included in the Appendix - N) outlining any possible absences due to team

travel/competition. It is the student's responsibility to notify the instructor, in advance, of an ICA absence, and to make up all work missed. Any conflicts due to the instructor's attendance policy should be reported to the Academic Coordinators' office at the start of the semester. Student-athletes should understand that Intercollegiate Athletic contests are not automatically considered excused absences.

Anticipated absences due to hospitalization, surgery, or family emergencies should be reported to the Academic Coordinators as early as possible so that the Registrar is notified and official letters are sent to professors. Students are responsible for arranging to make up any work missed due to such absences. Every effort should be made to avoid scheduling physician's appointments during class time. Student-athletes should remind the Athletic Training staff of their specific class schedules when setting up appointments.

C. Academic Action for Undergraduate Student Athletes

Academic action is based upon the student's term and cumulative grade point averages (GPA). Academic Warning occurs at the end of a student's first term at Miami if they do not earn a 2.00 GPA for the term regardless of the number of hours taken, or in a subsequent term if the student has fewer than 16 cumulative GPA hours and they do not have a 2.00 cumulative GPA. Academic Probation occurs when a student has 16 or more cumulative GPA hours and a cumulative GPA which is less than a 2.00. Academic Suspension occurs when a student with 30 or more cumulative GPA hours is on academic probation and fails to earn a 2.00 term GPA, with the consequence being suspension for two academic terms (summer terms count). Once readmitted, a student who does not return to good standing and who earns less than a 2.00 term GPA will be placed on Academic Dismissal.

D. Academic Integrity

Academic misconduct, as defined in Section 502 of the Miami University Student Handbook, "includes any activity which tends to compromise the academic integrity of the institution". Violations of the Academic Misconduct Policy can result in severe penalties ranging from a failing grade on the specific paper/test, to suspension from the university.

E. Academic Support Program

The Department of Intercollegiate Athletics strongly desires that student-athletes succeed not only in their athletic activities, but also in their academic course of study and subsequent graduation. Understanding the unique circumstances and demands on the student-athlete, the department provides a comprehensive academic support program to provide academic aid to its athletes. All support services are available to any student-athlete currently involved in the intercollegiate athletics program.

Coordinators for ICA

Three academic coordinators are responsible for implementing and coordinating the academic support program for ICA. Their offices are in the Walter L. Gross, Jr. Family Student Athlete Development Center. (529-8005)

Each academic coordinator serves as a "key" contact or primary resource person for each athletic team. Members of the team should contact this individual when seeking advice from the academic office.

Cindy Veraldo (9-7294)

Football P-Z
Men's Basketball
Soccer
Volleyball
Baseball
Diving
Golf
Women's Swimming & Diving

TBA (9-6815)

Football A-G
Women's Basketball
Ice Hockey
Synchronized Skating
Softball
Tennis

TBA (9-4926)

Football H-O
Men's Track/Field/CC
Women's Track/Field/CC
Field Hockey
Men's Swimming & Diving

The important Academic Dates are included in the calendar pages of this handbook/planner.

Responsibilities of the coordinators include:

1. **Monitor Academic Eligibility**
 - a. Initial Eligibility
 - b. Continuing Eligibility through Satisfactory Progress Checks.
2. **Monitor Class Attendance**
3. **Oversee Book Card Process**
4. **Assist in Recruiting Potential Student-athletes**
5. **Teach EDT 110 "College Success Strategies for Student-Athletes"**
6. **Implement the HAWKS and NEST Programs**

Academic enhancement programs designed to provide one on one Intervention with students who struggle academically.
7. **Coordinate the Summer School/Fifth Year Aid Process**

Miami University has a limited amount of funds available for summer school or fifth year aid. These funds are accessed through an application process, with recipients selected by an internal committee. Student-athletes wishing to apply for this assistance should discuss this with and get an application from the Academic Coordinators which must be completed and returned to the respective coach. **Note: The deadline is March 1st.** (A copy of this form is included in the Appendix - G) Summer school aid may not be provided for courses taken at a branch campus of the institution.
8. **Coordinate Tutorial Assistance through the Rinella Learning Center**

Tutors are available, free of charge, to all student-athletes through the Rinella Learning Center. Tutors may be obtained for specific courses or in the basic skill areas (reading, writing, & study skills). To register for a tutor, log on to www.muohio.edu/tutoring. While the athletic department absorbs all costs for tutoring, the student will be charged for any "no shows". Two such misses in a semester will result in the loss of free tutoring privileges for the semester.
9. **Oversee the Academic Advising Process**

Student-athletes at Miami University use the network of academic advisors available in each department. Resident advisors are available for all first year students in the residence halls.

During the second semester, each student is assigned an advisor in the department of his/her major of study.

All returning student-athletes are required to see their academic advisor and together fill out the ICA Academic Advising Report before submitting registration requests through Banner Web. The advising reports will be kept on file in the Coordinators' office to insure proper course planning.
10. **Administer Student Academic Evaluations**

A detailed academic progress evaluation is sent to each of the student-athlete's professors twice during the course of each semester. From this evaluation the student and coach will be aware of the estimated grade in her/his course, strengths and weaknesses perceived by the professor, and, if necessary, suggestions for improvement. Students may come to the coordinators' office to receive an updated Academic Summary. A "Release of Grade" statement is signed at the start of each academic year to allow the Academic Coordinators to send out these forms to the professors.
11. **Monitor Study Tables**

Each coaching staff in consultation with the Academic Coordinator's office establishes specific criteria and guidelines for study tables. There will be a card swipe system used to monitor mandatory study table hours. Academic Coordinators oversee study tables as well.

12. Organize Academic Recognition

Students receive university honors based on term grade point averages. Dean's List honors are achieved by earning a 3.50 term average, with a minimum of twelve hours attempted for a grade. President's List recognition is achieved with a perfect 4.00 term average.

Miami University, the Mid-American Conference and CCHA recognize academic excellence based on academic and athletic performance. Categories of recognition include:

Honor Roll- those students earning a 3.00 cumulative GPA or a 3.50 term GPA at the end of the fall and spring semesters. (Names are published)

Bob James Award- Miami nominates on senior male and on senior female student-athlete for this highest MAC academic award. (Cash Award for Post-Graduate studies)

The Department of Intercollegiate Athletics annually recognizes a female and male student-athlete for the Pat Roudebush Award, honoring the Miami University Scholar Athletes of the Year.

The Office of Alumni and Parent Programs recognizes graduating seniors who have maintained a 3.00 GPA throughout their collegiate career with a Senior Citation presented at the Senior Recognition Program and ICA Picnic.

Athletic Policy Committee recognizes the Women's and Men's team with the highest GPA for the academic year as well. The teams will be given a certificate and their names will be displayed on a plaque in the Gross Center as the team with the most improved GPA.

II. FINANCIAL AID

Financial Aid includes funds provided to student-athletes from various sources to pay or assist in paying their cost of education at the institution. It includes all institutional aid and other permissible aid as listed below.

- all funds administered by the institution (scholarships, grants, work-study, tuition waivers, etc.)
- aid from government or private sources for which the institution is responsible for selecting the recipient or determining the amount of aid, or for providing matching or supplementary funds
- off campus employment earnings and other sources of aid during the academic year for which the athletics interests of the institution intercede on behalf of the recipient,
- financial aid awarded (for a recruited student-athlete) through an established and continuing out-side program (i.e. National Football Foundation) for the recognition of outstanding high school graduates in which athletics participation may be a major criterion.

The institution may not award financial aid to a student-athlete that exceeds the cost of attendance that is normally incurred by students at the institution. Financial aid may be awarded to an undergraduate student-athlete enrolled in a full-time program or to a graduate student eligible under NCAA rules. Such aid may not exceed five years. All awards are issued and monitored by the Office of Student Financial Aid. All athletes must notify this office of any outside grants and scholarships which they are receiving.

A. Athletic Grants-In-Aid

Athletic grants-in-aid may be awarded to student-athletes by the institution upon recommendation of the athletic department. It is restricted to tuition & fees, room, board and required textbooks or any combination of those units. The room value equals the cost of a double room on campus based on the charge administered by the institution. (i.e., the charge for an upperclass student may be less than the charge for a freshman based on the fee structure of the housing office.) No stipend is given for off campus housing. However, an athlete living off campus may be awarded an on-campus meal pass. The ICA

award for on campus meals consists of the basic "3 meals a day" plan. (Cafe M Passport Plan) If an athlete chooses a different meal plan, the grant-in-aid will pay only the actual value of meals used; no athlete will be reimbursed for any "points" not used on a meal plan other than the one designated by the athletic department. If an athlete chooses a meal plan which is more expensive than the one designated by the department, that individual must pay the additional charge for the meal plan.

1. Initial Grant-In-Aid

An incoming student-athlete shall be eligible for institutional aid if he/she has met the NCAA criteria as a qualifier or partial qualifier. Such aid is generally indicated on the National Letter of Intent and is limited to one year in duration.

2. Grant-In-Aid Renewals

Athletic grants-in-aid are awarded on a yearly basis, either for one semester or for both semesters. Renewal recommendations shall be made by the respective coach by July 1, prior to the academic year in which it is to be effective. Any student-athlete with eligibility remaining who is not being awarded a grant-in-aid renewal or whose aid is reduced shall be notified in writing by the Financial Aid Office by July 1 and shall be informed that he/she, upon request, may appeal this decision.

3. Gradation (increase or decrease) and Cancellation of Aid

Institutional financial aid may be gradated or canceled during the period of the award if the recipient:

- a. renders himself/herself academically ineligible for intercollegiate competition
- b. fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement (i.e., declaring the intent to participate in a particular sport and then either not reporting for practice or making only a token appearance before quitting)
- c. engages in serious misconduct warranting substantial disciplinary penalty
- d. voluntarily withdraws from a sport for personal reasons (in this case aid may be withdrawn immediately)

Institutional financial aid may not be gradated or canceled during the period of award for the following:

- a. on the basis of a student's athletic ability, performance or contribution to a teams' success
- b. because of an injury that prevents the recipient from participating in athletics
- c. for any other athletics reason

4. Financial Aid Grievance Procedure (A copy of this form is included in Appendix – D.

The following procedures should be followed by a student-athlete protesting a change in athletic financial aid:

- a. discuss the grant-in-aid decision with the coach.
- b. if not resolved, schedule an appointment with the athletic administrator in charge of that sport.
- c. if further action is desired, the student-athlete may request a hearing by notifying the Financial Aid Office, in writing, that a hearing is requested; information relative to the hearing process will be provided by the Financial Aid Office and parties will be asked to appear before a Financial Aid Appeals Committee for Student-Athletes; this committee will render a decision on the matter.

B. Employment

The NCAA now permits employment during the academic year for qualified student-athletes. Student-athletes seeking employment should contact and meet with their coach as well as a member of the compliance staff of the athletic department prior to any

employment.

Student-athletes may be employed in summer sports camps, either at their own institution or at other institutions, as permitted by NCAA legislation. Such employment is optional and may not be required for any student-athlete. (Appendix –E)

C. NCAA Special Assistance Fund

The NCAA provides a limited financial assistance program to assist student-athletes with special financial needs. Student-athletes receiving a Pell Grant and others who can qualify for unmet financial needs beyond the value of a full grant-in-aid may apply for these funds. However, individuals who have been suspended from a team or are no longer in good standing with a team are not eligible for this fund. An application is available from the Director of Student-Athlete Services. (A copy of this form is included in the Appendix -F) Permissible uses of this fund include:

1. medical expenses (not covered by insurance)
2. hearing aids
3. vision therapy
4. off-campus psychological counseling
5. travel expenses of student-athletes or parents related to family emergencies
6. purchase of expendable required academic course supplies
7. articles of clothing & shoes - limited amount
8. purchase of institutional student insurance

D. Medical Grant-In-Aid

A student-athlete who has been declared ineligible for future intercollegiate participation by the Team Physician may continue to receive the athletic grant-in-aid which was awarded the athlete, even though the athlete is unable to participate. The student-athlete must continue to maintain academic eligibility with regard to full-time status, satisfactory progress, and the MAC required GPA to receive the grant. The grant will not exceed a total of four years unless unusual circumstances warrant an extension.

III. INTERCOLLEGIATE ATHLETICS PRACTICE AND COMPETITION

A. General Principles of Competition

1. A student-athlete shall not be eligible to practice and compete for Miami University until proper certification has been obtained from the Registrar, the individual has signed the NCAA Student-Athlete Statement of Eligibility and the NCAA Drug Testing Consent, and the individual is enrolled as a full-time undergraduate student (12 hours). If at any time a student-athlete drops below the minimum requirement of 12 hours, he/she becomes immediately ineligible for practice and competition (Exception – a student-athlete enrolled in his/her final semester of the baccalaureate program may practice and compete with fewer than 12 hours with approval of the Registrar.)
2. Any competition (including a scrimmage with outside competition), regardless of time, during a season in an intercollegiate sport shall be counted as a season of competition in that sport, and shall be applied toward the 4 year limit. Intercollegiate competition occurs when a student-athlete in either a two-year or a four-year institution:
 - a. represents the institution in any contest against outside competition, regardless of how the competition is classified (i.e., scrimmage, exhibition) or whether the student is enrolled in a minimum full-time program of studies.
 - b. competes in the uniform of the institution or, during the academic year, utilizes any apparel or equipment received from the institution that includes institutional identification
 - c. competes and receives expenses from the institution for competition.

B. Redshirt and Hardship Definition

1. Any year during which a student-athlete practices but does not compete can be des-

ignated as a "redshirt" year and the student-athlete is not charged with using a year of eligibility.

2. A student-athlete may be granted an additional year of competition by the conference for reason of "hardship" with the proper documentation. Hardship is defined as an incapacity resulting from an injury or illness that occurred under all of the following conditions:
 - the incapacitating injury occurs in one of the four seasons of intercollegiate competition, and
 - the injury or illness occurs prior to completion of the first half of the traditional playing season, and
 - the injury or illness occurs when the student-athlete has not participated in more than two events or 20% (whichever is greater) of the institution's completed events in his/her sport.

C. Outside Competition

In Division I, a student-athlete who participates during the academic year as a member of any outside team in any non-collegiate, amateur competition may become ineligible for intercollegiate competition in that sport. Outside competition is defined as athletic competition against any other athletics team (including an alumni team) that does not represent the intercollegiate athletics program of the same institution. Although there are exceptions, a student-athlete should not agree to participate in any event other than a Miami University event without first obtaining permission from the Athletic Department.

D. Playing Season

The playing season for a particular sport is the period of time between the date of an institution's first officially recognized practice session and the date of the institution's last practice session or date of competition, whichever occurs later. The playing season is the only time within which a member institution is permitted to conduct countable athletically related activities. The following are considered athletically related activities -practice, competition, required weight and conditioning activities, film and videotape reviews, required participation in camps, clinics or workshops, meetings initiated by coaches or staff members on athletically related matters, captain's practices and visiting the competition site in golf and cross country. The following time limitations apply for student-athletes for athletically related activities:

1. A student-athlete's participation in athletically related activities shall be limited to a maximum of 4 hours per day and 20 hours per week during the playing season.
2. All competition and any associated athletically related activities on the day of competition shall count as three hours.
3. Practice may not be conducted at any time following competition, except between contests, rounds, or events during multi-day or multi-event competition.
4. Daily and weekly hour limitations do not apply during an institution's official vacation period.
5. During the playing season, all countable athletically related activities shall be prohibited during one calendar day, per week, except during participation in one conference and postseason championship, and any postseason licensed bowl games or national invitation tournaments, and during participation in NCAA Championships.

Outside of the playing season, in sports other than football and basketball, a student-athlete's participation in required weight training, conditioning and individual skill instruction shall be limited to a maximum of 8 hours per week. Football and basketball out of season activities must be conducted according to NCAA regulations. (By-law 17.5.6, 17.11.6, 17.1.5.2 and 17.1.5.2.20)

The playing season for each sport must adhere to the NCAA regulations for that sport,

and is either pre-determined by these rules or designated by the respective coach in compliance with NCAA limits.

IV. GENERAL POLICIES

A. Athletic Awards

1. Student-athletes who meet the designated letter award criteria for their respective sport will be provided letter awards as follows:

- First Year Letter Award – Miami Jacket
- Fourth Year/Senior Letter Award – Miami Blanket

Note the following exceptions:

- a. If an athlete earns their first letter as a senior, and has either completed their eligibility or are ready to graduate, they may elect to receive either a jacket or a blanket.
- b. If an athlete is completing their eligibility or graduating prior to earning their fourth letter, they may receive a blanket provided they have earned a minimum of two letters.

Student managers, student trainers and cheerleaders are eligible for letter awards after meeting the designated criteria.

2. League Championship Award.

A team winning a MAC, CCHA Championship or USFSA National Championship will receive an appropriate award as determined by the team and approved by the athletic administration.

3. The Athletic Department will honor a female and male Athlete of the Year annually and will present an appropriate award to these honorees. Nominations for this award are made by the coaches or other athletic staff and the ICA Awards Committee will make the final decision for these awards.

4. Other types of recognition for which student-athletes are eligible include:

- a. Leann Grimes Davidge Memorial Award presented to the outstanding upper-class woman; nominations by coaches; selection by Awards Committee
- b. NCAA Woman of the Year Award; nomination by Miami University to an NCAA selection committee

B. Exit Interviews

The institution's director of athletics and/or designated representatives will conduct exit interviews in each sport with a sample of student-athletes whose eligibility has expired. These interviews will include questions regarding the general experience of the student-athlete while participating at Miami University.

C. Insurance

Miami University requires all students to provide coverage either through a parents' insurance plan or through purchase of the university student insurance program.

1. The athletic department's insurance coverage is considered secondary. A claim cannot be submitted under Miami University's policy until all other valid and collectible group medical insurance policies (such as parental insurance coverage) has been resolved. This is administered by the Sports Medicine Department and all insurance matters should be discussed with this office.
2. A student-athlete at Miami University is covered under the NCAA's catastrophic insurance program.

D. Agents

An individual shall be ineligible for participation in an intercollegiate sport if he/she has ever agreed (orally or in writing) to be represented by an agent for the purpose of marketing his/her ability or reputation in that sport. An individual shall also be ineligible if he/she enters into a

verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place after the individual has completed his/her eligibility in that sport. However, a coach may contact agents on behalf of a student-athlete provided no compensation is received for such services. Additionally, an individual shall be ineligible if he/she (or relatives or friends) accepts transportation or other benefits from any person who wishes to represent the individual in the marketing of his/her athletics ability. A Professional Sports Counseling Panel is available at the university if a student-athlete wishes to consult with this group about a professional career.

E. Complimentary Tickets

An institution may provide complimentary admissions per home or away contest to a student-athlete in the sport in which the athlete participates (either practices or competes). The following restrictions apply:

1. Football, basketball, and ice hockey players will receive 4 complimentary admissions for all regular season home games. This policy will also apply to travel squads for away game if enough tickets are available. Ticket policies for MAC and CCHA tournament and bowl games may vary from this policy. Complimentary admissions may or may not be available for student-athletes for these events. If tickets are available, each student athlete must designate their intended guests through the ticket office prior to the event. After signing the pass list, tickets will be distributed to the guests as they pass through the Will Call gate at the event.
2. Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. "Hard tickets" shall not be issued.

F. Promotional Activities

The use of a student-athlete's picture and/or name in commercial promotions is restricted under NCAA rules. Before agreeing to any promotional activities (calendars, modeling, or posters), a student-athlete must check with the athletic department to obtain permission; failure to do so can result in loss of eligibility for the student-athlete.

Additionally, a student-athlete's name or picture may not be used in a "name-the-player" contest conducted by a local business for promotion and may not be used by an athletics equipment company in publicity.

However, a student-athlete from a member institution, selected through a random drawing open to the general public or the student body, may receive a prize as part of a promotional activity conducted by a member institution or held on a member institution's campus. Use of athletics ability (e.g. making a half-court basketball shot) to win such a prize in the promotional contest or activity does not affect a student-athlete's eligibility.

G. Athletic Equipment

Equipment provided for the use of athletic squad members is the property of Miami University and must be returned as requested. Student-athletes are responsible for equipment checked out to them and its replacement should it be lost or stolen.

A student-athlete may not accept athletics equipment, supplies or clothing (e.g., tennis racquets, golf clubs, hockey sticks, balls, shirts) from a manufacturer or commercial enterprise. Such items may be provided to the student-athlete's institution, to be used by the institution's team in accordance with accepted practices for issuance and retrieval of athletic equipment.

H. Transfer Information

A student-athlete transferring into the Athletic Department is subject to all NCAA transfer regulations. A year of residency must be fulfilled before becoming eligible unless the one-time transfer waiver is granted by the previous institution. All transfers must be certified as eligible by the Office of the Registrar.

If a current student-athlete wishes to transfer from Miami University to another 4-year institution, NCAA regulations govern this transfer. No athletic staff member or other representative

of the institution to which an athlete wishes to transfer shall make contact with a student-athlete of another 4-year collegiate institution without first obtaining written permission from their current institution. If permission is not granted, a student-athlete shall have an opportunity to appeal this decision. The individual must serve the transfer residency year unless the one-time transfer exception is granted. Questions concerning transfer rules and regulations may be addressed to the Assistant Athletic Director for Compliance. The appeal process is included in Appendix - I.

I. Recruiting

1. Student Host

A student-athlete may serve as student host during a prospect's official visit. A maximum of \$30 for each day may be provided to the host to cover actual costs of entertaining a prospect, excluding the costs of meals and admissions to athletic events on campus. This money may not be used to purchase t-shirts, etc. Under no circumstances is a student host to entertain a prospective student-athlete by purchasing and/or providing alcohol. All expenditures made must be reported to the head coach. A list of rules regarding student hosts is available in Appendix J.

2. Telephone Calls

Enrolled student-athletes shall not make or participate in telephone calls to prospects at the direction of a coaching staff member or financed by the institution; however, they may receive telephone calls made at the expense of the prospect after July 1 of the prospect's junior year and may have written correspondence with prospects.

J. Extra Benefits

Receipt of an extra benefit (as defined here) by a student-athlete or the student-athlete's relative or friend is prohibited by the NCAA. An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics with intent to provide a student-athlete or his relatives or friends with any benefit that is not generally available to the institution's student body. A student-athlete must not expect or accept special favors from boosters or athletic staff members. Although an "occasional meal" is permitted at the home of a staff member or booster, the student-athlete must receive the approval of the coach before attending a meal at the home of a booster.

K. Amateurism

An individual loses amateur status and thus shall not be eligible for intercollegiate competition in a particular sport if the individual:

- uses his/her athletics skill (directly or indirectly) for pay in any form in that sport
- accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation
- signs a contract or commitment of any kind to play professional athletics
- receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization
- competes on any professional athletics team and knows that the team is a professional team even if no pay or remuneration of expenses was received
- enters into a professional draft or an agreement with an agent to negotiate a professional contract
- cash, or the equivalent thereof, (e.g. trust funds) may not be accepted at anytime as an award for participation in competition, even if the award is permissible under the rules governing an amateur, noncollegiate event in which the individual participates.

L. Book Loan

Miami University provides a book loan program to those athletes who have been awarded this portion of a grant-in-aid. The policies which apply to the textbook loan program are included in the Appendix - B.

M. Media Relations/Policies

1. For all of Miami University's athletic teams, male or female, a closed locker room policy is administered. MU Athletic Media Relations personnel will escort student-athletes to the media area and will police the area outside of a locker room to insure that no personnel, other than that designated by the respective coach, shall enter without permission.
2. Miami Athletic Media Relations personnel also will not distribute a student-athlete's or coach's phone number to anyone, unless approved by the coach.
3. A student-athlete has the option to either accept or deny interview possibilities with the support of Miami University Athletic Media Relations personnel.
4. If a student-athlete receives a call at home or in the dormitory, the athlete may refer the call to the Athletic Media Relations Office (529-4327) for their assistance.

For any questions concerning Miami University media-related policies, student-athletes may contact the Sports Information Director. (Appendix -H)

N. Athletic Department RedHawk Council

This committee is composed of student-athletes selected to represent each athletic team, dance team, cheerleaders and athletic trainers. These individuals will meet regularly with the athletic administration to discuss issues of concern to the student members of the athletic department and to determine how best to meet the philosophies and mission of the department. There is also a sport competition for the "RedHawk Cup" winner each year.

O. Payment of Fees

Prior to each semester every student will be sent a bill for the upcoming semester. It is the responsibility of the student to respond to this bill, as instructed and to indicate their intention to enroll for that term. If fees are not cleared prior to the established deadline, the individuals' schedule will be dropped and all classes canceled. Every student-athlete must do this "CLEARING of FEES", including anyone who is receiving an athletic grant-in-aid.

P. Use of Tobacco Products

The use of tobacco products by student-athletes, coaches, and game officials is prohibited by NCAA rules in all sports during practices and competitions. A student-athlete who uses tobacco products during practice or competition shall be disqualified for the remainder of that practice or competition.

Q. Medical Information

The Sports Medicine Staff is responsible for all medical decisions involving student-athletes at Miami University. No athlete may participate before passing a physical examination. All decisions regarding medical treatment and/or availability for practice and competition are the responsibility of the team physician and the athletic trainer. All medical and insurance policies must be followed by the student-athlete to obtain proper treatment and to assure the availability of the Miami University medical insurance. These policies are included in the Appendix - C.

R. Drug Testing

Miami University and the NCAA may conduct random drug-testing for student-athletes. However, the NCAA does conduct mandatory drug-testing for football and both men's and women's track and field yearly. Participants are chosen at random by the NCAA from the institution's squad lists. All student-athletes must sign the NCAA drug-testing consent to be eligible for intercollegiate competitions; random drug testing may be performed at any NCAA Championship. Refer to Appendix - M for additional information.

S. Dual Sport Scholarship Athlete Participation

A scholarship athlete in a sport who wishes to participate in a second sport must first meet all requirements (academic and athletic) in the sport for which he/she is receiving a grant-in-aid. Any other arrangements must be agreed to, in writing, by the coaches of the

sports in which the athlete wishes to compete.

T. General Travel Policies

1. Student-athletes are expected to dress appropriately when representing Miami University both at athletic events or while traveling to and from events. Head coaches may establish dress policies for their respective teams.
2. No student-athlete is permitted to leave any site of off-campus competition except with the team or their respective parent or legal guardian. Any other arrangement must be made in advance of the team departing the Miami campus, with appropriate permission (including the name of the individual with whom the student-athlete is permitted to leave) presented in writing from the student-athlete's parent or legal guardian to the coach of the respective team, and in compliance with all applicable NCAA rules. (A faxed document is acceptable.) Otherwise, all student-athletes will be required to travel to and from campus with their team.
3. The use of alcohol, NCAA identified drugs, and/or tobacco is prohibited by all students (athletes, trainers, managers, cheerleaders, etc.) during any athletic trip, contest, banquet or other university-related function.
4. All student-athletes should receive a departmentally approved letter from their respective coach to present to faculty if classes are to be missed for an away contest (Appendix - N). This letter should be hand delivered to the faculty member by the student-athlete early in the semester so plans can be made to deal with the absences. Although an absence for an athletic event is not a university excused absence, most professors will work with athletes on this issue if given prior notice of the required absences. Problems which arise with this issue should be resolved by the academic coordinator for each sport.

U. NCAA CHAMPS/Life Skills Program

The Miami University Department of Intercollegiate Athletics is an athletic program containing administrators, coaches, teams, and individuals that strive not only for athletic excellence, but scholastic and personal success as well. The athletic department takes pride in helping athletes develop skills that can be used outside of their athletic careers now and upon graduation. We help each athlete to develop themselves in all areas in a setting that encourages personal, moral, and intellectual growth. One program that is in place which seeks to help the athlete become an individual who encompasses commitment to overall excellence is the NCAA CHAMPS/Life Skills Program. This is a national program consisting of about 250+ member institutions which all seek "to provide services and support...to develop and enhance the life of the student-athlete through educational programs and resources." The realm of athletics can be used to help students prepare for success in many other aspects of life. Sport provides numerous lessons and opportunities that can enhance the lives of each individual as they gain a growing respect for education, interpersonal relations, the media, and the community. The CHAMPS program seeks a commitment to excellence in five different areas: Academic, Athletic, Personal Development, Career Development and Service. At Miami University, the CHAMPS/Life Skills program is an NCAA D-1A "Program of Excellence". There is a CHAMPS/Life Skills Resource Center located in lower level of the Gross Center, and courses, workshops, and resources are in place to help each individual athlete achieve excellence in these areas beginning with their first year as a student and continuing beyond graduation. Anyone wanting information or resources for these areas, especially career and community service should contact our CHAMPS/Life Skills Coordinator, Lil Fesperman (529-7290).

1. Academic Commitment

First Year Students: All first year student-athletes are required to attend an orientation to enhance their awareness of the demands, challenges and responsibilities of being a student athlete. They are also required to enroll in EDT 110, which focuses on study strategies and the transition to college. As these athletes learn to transition

from high school to college they are engaged them in programs concerning various adjustment issues dealing with academic demands and pressures while balancing their athletic and social lives.

All Levels: All student-athletes are offered and encouraged to engage in tutoring, study tables, academic and faculty advising and mentoring opportunities. Throughout the year they have the opportunity to earn awards, honors and recognition for outstanding academic achievement.

2. Career Development

Seniors: All seniors are encouraged to attend workshops that can help them to develop careers and deal with life after their collegiate careers are over. Special seminars are held to help them through the process of applying to graduate school and developing identities for themselves beyond that of the collegiate athlete. The CHAMPS program also produces a student athlete resume CD which is distributed to hundreds of companies and corporations.

All Levels: All student-athletes are offered opportunities to attend one-on-one Career Counseling and workshops on interviewing skills, resume writing and others pertaining to helping an athlete find a job. EDL 100 is one course that is offered to help each athlete explore possible careers.

3. Community Service

All Levels: All student-athletes are encouraged to give back to the community through various community service projects, the speaker's bureau, and formal presentations in surrounding school districts and community events. Teams with outstanding community service will be recognized with the Hal Jasper Community Service Award.

4. Personal Development

All Levels: All student-athletes are expected to carry themselves in a manner that represents the strong traditions Miami stands for. To ensure that each athlete has the ability and knowledge of how to handle the various situations in which they may find themselves. Workshops are offered on diversity, stress management, drug/alcohol use and sexual responsibility. Also in place is a peer mentoring program for the older athletes to share their experiences and knowledge with the first-year student-athletes.

Planned Events:

Freshman Orientation and Welcome Back Picnic (Fall)

Fall Educational Assembly for all student-athletes

Wayne Embry Lecture Series – Spring Educational Assembly for student-athletes

ICA Senior Awards Program and Dessert (Spring)

Potential Workshop Topics:

Stress Management	Hazing
Nutrition and Eating Disorders	Images, Stereotypes and Diversity
Alcohol Awareness	Leadership
Building and Balancing Relationships	Resume Building
Injury Management	Applying to Graduate School
Life After Sports	Gambling
Sexual Assault Prevention	Team Building
Interviewing Skills	Media Relations

V. Code of Athletic Conduct

Personal Conduct

It is a privilege, not a right, to be a student-athlete at Miami University. Misconduct may cause the loss of any or all the privileges associated with membership on an intercollegiate athletic team.

Miami University student-athletes are among the most visible students on campus and serve

as role models in the University as well as in the community. Student-athletes are expected to demonstrate fair play, honesty, integrity and to conduct themselves appropriately at all times.

Every student-athlete is expected to abide by all federal, state, and local laws, the Miami University Code of Student Conduct, all other university policies and rules (e.g. Policy Prohibiting Sexual Harassment), rules and policies of the National Collegiate Athletic Association (NCAA), the Mid-American Conference (MAC), and as applicable the rules and policies of the Central Collegiate Hockey Association (CCHA) and the United States Figure Skating Association (USFSA). In addition, student-athletes are expected to abide by team rules as determined by the head coach.

The Department of Intercollegiate Athletics is committed to maintaining an NCAA Division 1A athletic program that is free from discrimination or harassment based on race, color, religion, gender, national origin, age, disability, or sexual orientation.

In addition to any sanction that may be imposed for a violation of team rules or the Miami University Code of Student Conduct or any other rule or policy of Miami University, when the University learns that a student-athlete is alleged to have engaged in a misconduct or a criminal offense on or off campus, the Department of Intercollegiate Athletics may choose to impose additional consequences. The student-athlete's head coach and the designated athletic administrator will review the facts surrounding the alleged violation and the designated athletic administrator will determine whether to impose additional consequences for all first-time "misdemeanor" offenses. Consequences may include, but are not limited to, reprimands; loss of practice privileges; loss of competition opportunities; suspension from the team; reduction, cancellation or non renewal of athletic grants in aid, and/or permanent dismissal from the team.

Whenever a penalty is imposed at or near the end of a season of competition, such penalty may be carried over into the next season of competition.

On any and all subsequent offenses within one year of the initial offense, or any and all felony charges, the Director of Athletics, with the head coach and sport administrator, will conclude what sanctions, if any, will be administered.

The Athletic Department may, at its sole discretion, elect to impose consequences, even if campus disciplinary proceedings or criminal charges involving the same incident are not complete, have been dismissed or were reduced.

In accordance with the Athletic Department's Student Grievance Procedure, a student-athlete may appeal the decision to impose additional consequences.

Code of Ethics

Miami University adheres to the principles of ethical conduct as stated in NCAA Bylaw 10.1. Specifically, unethical conduct may include, but is not limited to the following:

- a. Refusal to furnish information relevant to an investigation of a possible NCAA regulation when requested to do so by the NCAA or the University;
- b. Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or enrolled student-athlete;
- c. Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid; or
- d. Knowingly furnishing the NCAA or the University false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation.

Students found to be in violation of NCAA Bylaw 10.1 shall be ineligible for further intercollegiate competition subject to appeal to the NCAA Academics/Eligibility/Compliance Cabinet for restoration of eligibility.

Gambling

Gambling is a serious problem and can have devastating consequences for the student-athlete who may be tempted to engage in such activities. In accord with NCAA By-law 10.3, a student-athlete shall not knowingly:

- a. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competitions;
- b. Solicit a bet on any intercollegiate team;
- c. Accept a bet on any team representing the institution;
- d. Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
- e. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parley card, or any other method employed by organized gambling.

Students found in violation of NCAA Bylaw 10.3 shall be ineligible for further intercollegiate competition subject to appeal to the NCAA Academics/Eligibility/ Compliance Cabinet for restoration of eligibility.

Anyone having knowledge of gambling activities by athletic department members should report this to the Athletic Director.

Code of Fair Play

All student-athletes are expected to conduct themselves in a manner that represents the honor and dignity of fair play when representing Miami University especially at intercollegiate athletic events.

Prohibited conduct includes but is not limited to:

- a. Striking or attempting to strike or otherwise physically abusing an official, opposing coach or player, spectator or athlete.
- b. Intentionally inciting participants or spectators to violent or abusive actions.
- c. Using obscene gestures or profane or unduly provocative language or action towards an official, student, coach or spectator.
- d. Publicly and unduly criticizing a game official, conference personnel, another member university or its personnel or student athletes.
- e. Engaging in negative recruiting by making unduly derogatory statements about another member university or its personnel or its athletic program, to a prospective student-athlete, the prospect's parents, high school coach or other person interested in the prospective student-athlete.

Individual penalties- violators will be subject to disciplinary action as specified by the Department of Intercollegiate Athletics and/or the MAC Commissioner. The MAC Commissioner may also subject the University to disciplinary action if it is found that the University's policies, action or failure to act substantially contributed to the individual's misconduct.

Penalties include public reprimands, suspensions from additional contest(s) or dismissal from the team. In addition, the MAC Commissioner may impose financial penalties upon the institution.

Penalties levied by the MAC Commissioner may be appealed to the Infractions Committee of the MAC in accord with the MAC policies and procedures. Individual penalties levied by the Department of Intercollegiate Athletics may be appealed under the student-athlete grievance procedure.

Disciplinary Restrictions

The Code of Student Conduct applies to all students including student-athletes. According to the Code of Student Conduct, Section 304, "Disciplinary Restrictions may be imposed with or without suspension or probation. "Disciplinary Restrictions include but are not limited to: 1. Restriction from participating in intercollegiate athletics..."

W. Department of Intercollegiate Athletics Student-Athlete Grievance Procedure

The Department of Intercollegiate Athletics is committed to resolving all legitimate complaints or grievances brought to its attention by a student-athlete in the most equitable fashion possible for all persons concerned. It is the expectation of the Department that attempts will be made to resolve any complaints or grievances via the informal procedures outlined below. However, if a satisfactory resolution of the problem is not obtained through the informal mechanism, formal grievance procedures may be employed.

NOTE: If you have a complaint about a decision regarding your athletic grant-in-aid, the process for grieving that decision is set forth in the Miami University Financial Aid Appeals Process in Appendix -D.

Informal Resolution Process

Any student-athlete with a complaint or grievance involving an athletic team, coach, athletic staff member or policy should discuss and attempt to resolve the complaint or grievance with the person(s) involved. All persons involved in the process should make every attempt to resolve the problem as promptly as possible. In the event that a satisfactory resolution cannot be reached by the parties involved, the following action may be taken by the grievant.

The grievant may consult informally with a person with whom he or she feels comfortable. Among those who might serve as resources are coaches, support staff, faculty, athletic representatives, academic advisors, members of the Athletic Department administration, members of the Athletic Policy Committee or staff members in the Office of Student Affairs. With the aid of that person, the grievant may attempt to identify other approaches to resolving the problem. After consultation, the grievant should make an additional attempt to resolve the problem with person(s) involved.

NOTE: The grievant is expected to employ the Informal Resolution Process prior to taking formal action.

Formal Procedure

Should the grievant wish to employ formal means to resolve a complaint or grievance, the following action should be taken:

1. The grievant should notify the Director of Intercollegiate Athletics (A.D.) of his/her grievance in writing, outlining the complaints, the persons involved and any other pertinent information.
2. The A.D. or the A.D.'s designee should conduct a preliminary interview with the grievant. The A.D. or the A.D.'s designee, may also wish to contact the person(s) about whom the complaint is to be lodged.
3. The A.D. or the A.D.'s designee, shall conduct a formal meeting involving the grievant, the person(s) against whom the complaint is made and any other relevant parties. Each party may also be accompanied by an adviser.
4. Within a reasonable time period after the formal meeting, the A.D. or the A.D.'s designee, shall notify the grievant, in writing, of the decision.

Formal Appeal

Should the grievant be unsatisfied with the decision of the Athletic Director, or the Athletic Director's designee, he or she may take the following steps:

1. Within 14 days after receipt of the written decision, the grievant should notify the Vice President for Student Affairs of the substantial new facts which were unavailable at the time of the meeting.
2. After receiving the request for appeal, the Vice President, or the Vice President's designee shall conduct a formal meeting to hear the appeal.
3. Within a reasonable time period after the appeal meeting, the Vice President or designee shall notify the grievant, in writing, of the decision. The decision of the Vice

President or designee shall be final.

X. Hazing

No individual shall participate in any activity defined or perceived to be "hazing" or which, under the disguise of initiation becomes humiliating, dangerous or illegal. Hazing is defined as "any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate. This can include activities such as head shaving, being forced to wear embarrassing clothing, tattooing, being forced to deprive oneself of food, sleep or hygiene, or consuming inappropriate concoctions or alcohol. This does not include activities such as rookies carrying the balls, team parties with community games, signing a contract of standards with your team, completing a ropes course or appropriate team building activity, or going out with your teammates, unless an atmosphere of humiliation, degradation, abuse or danger arises."

The Miami University Hazing Policy is included in the Miami University Student Handbook and should be adhered to by all athletes. Student-athletes should report any incidents to an athletic administrator or appropriate campus official.

Hazing is further defined in Appendix X, page 60, of the Miami University Student Handbook.

Y. Harassment and Discrimination

The Miami University policy prohibiting harassment and discrimination is included in the Student Handbook. Miami University strongly opposes and will not tolerate harassment or discrimination on the basis of age, color, disability, national origin, race, religion, sex, or sexual orientation. Should students experience harassment or discrimination from any member of the university community, they should seek assistance from the Miami University Office of Equity and Equal Opportunity. This office will advise the student of the appropriate procedures to be followed.

Additional information is included in Appendix X, page 53, of the Miami University Student Handbook.

Z. Use of Supplements

The Miami University Department of Intercollegiate Athletics does not support the use of supplements without the expressed consent of a Miami University team physician. Many supplements are not regulated by the appropriate agencies and it is possible that their use could result in drug interactions between the supplements and medications that may be prescribed by athletic department physicians. Supplements may also contain substances that can cause drug tests to show positive for banned substances. Although the athletic department does not support use of supplements, a student-athlete who chooses to use these substances is asked to inform the team physician so it can be documented in their medical record.

APPENDIX GUIDE

APPENDIX A

ACADEMIC ADVISING FOR ACADEMIC YEAR

The purpose of the ACADEMIC ADVISING REPORT FORM is to insure that each student-athlete receives sound academic advising prior to pre registration for next fall. This form will be used by the ICA Academic Coordinators to measure satisfactory progress toward your degree.

INSTRUCTIONS:

1. Make an appointment to meet with your designated academic advisor.

*It is essential that you plan your courses with an official academic advisor. Students who are undecided, or have yet to declare a major, should go to the Arts and Sciences Advising Office, 146 Upham Hall.

2. Together with your advisor plan your preliminary course requests for Fall and Spring semesters. If course alternatives are appropriate, include those on the form in the spaces provided.
3. It is **MANDATORY** that your advisor sign the form before returning it to your coach.
THE FORM MUST BE COMPLETED, SIGNED, AND RETURNED TO YOUR COACH.
4. Make an appointment with an academic coordinator to go over any registration questions.

GUIDELINES FOR THE ACADEMIC WING

Walter L. Gross Jr. Family Student Athlete Development Center

The Academic Wing of the Center will be open for student athlete use during the following hours:

Monday through Thursday	8 a.m. – 9 p.m.
Friday	8 a.m. – 5 p.m.
Saturday and Sunday	Closed

A Card Swipe System will be used to record attendance in the study rooms. Student athletes must swipe their Miami Student ID through the box located directly inside Room # 108 when entering and leaving the wing to have their mandatory study hours recorded. It is the responsibility of each student to swipe his/her OWN ID card! Misrepresentation and/or abuse of this monitoring system will result in disciplinary action, including losing privileges for flexible study hours.

The Computer Lab (Room 110) will be open during all Academic Wing hours. Student athletes are asked to back up all work on disks or individual *My Miami* websites, as the hard drives of all lab computers will be erased daily. This lab is intended for academic and university-related use only. Personal internet use is restricted. Printing through the lab laser printer will be done through their *Miami ID*. A lab consultant will be available during evening hours Monday through Thursday. The Gross Center is totally wireless.

No food or drinks are permitted in the Computer Lab, and only drinks maybe taken into the study rooms. A vending area is available in the lower lobby for student athletes who wish to bring food into the building.

Laptop Computers are available on a first come, first serve basis for any coaching staff member or student athlete. **Laptops are for team travel only** and can be checked out within 24 hours before travel. Laptops are to be returned to the Academic Coordinators' Office within 24 hours of a team returning to campus from away competition. If the team returns on a weekend, the laptop must be returned on the following Monday by 9:00 a.m. Each student athlete or coaching staff member will accept full financial responsibility for any damage and/or loss of equipment.

APPENDIX B

MIAMI UNIVERSITY ATHLETIC DEPARTMENT TEXTBOOK POLICY

1. ALL TEXTBOOKS MUST BE PICKED UP AT SHRIVER CENTER BOOKSTORE PERSONALLY BY THE INDIVIDUAL RECEIVING THE BOOK LOAN AWARD. THE BOOK CARD TO ACQUIRE BOOKS IS GIVEN OUT AT THE GROSS CENTER. BOOKS ARE ALSO RETURNED TO THE GROSS CENTER.

2. The Athletic Department buys only required textbooks and required reading material. This does not include dictionaries, records, computer disks, art or music supplies and other supplementary supplies.
3. The following procedures should be followed when obtaining textbooks:
 - A. Report to Room 104 in the Gross Center to secure a book authorization card.
 - B. Take your book card with you to Shriver Bookstore, pick up the authorized textbooks and take them along with your book card to the designated register. They will check your books for you, have you sign the card indicating that you have received these books, and will keep the card for our records. Do not add any books to the card – they will not be paid for. IF THERE ARE ANY CHANGES IN BOOKS NEEDED, COME BACK TO THE GROSS CENTER FOR ANOTHER CARD.
 - C. If Shriver Center Bookstore does not have a book available, and they are not ordering additional copies, it may be purchased elsewhere. Pick up a card in the Gross Center authorizing the book and take this card and your receipt to the office in Shriver Bookstore to be reimbursed. You will be reimbursed only for books not available in the Bookstore – check there first before buying books.
 - D. Required materials available only from Oxford Copy Shop and Copy Nation must be approved by the Academic Coordinators in the Gross Center. You must bring the course syllabus or a statement from the professor citing the required material for the course to Room 104 in the Gross Center. An “ICA charge card” will be given during the second week of classes. **You will not be reimbursed for these books if you purchase them without the appropriate authorization.** All materials from the Copy Shop and Copy Nation must be returned to Room 104 in the Gross Center during the week of final exams.
 - E. **TEXTBOOKS SHOULD BE PICKED UP DURING THE FIRST WEEK OF CLASSES.** If additions are made by the prof, you may come back to the window for a card to have books added through the second week of the semester. After this time, you will be responsible for purchasing your own books with no reimbursement from the Athletic Department. The exception is for a sprint course which is added. No textbooks may be obtained from the bookstore without a card.
4. You are responsible for returning all textbooks, CDs, and AV material to Room 104 in the Gross Center during finals week after your last exam and before leaving campus. It is your responsibility to keep these books clean and undamaged during the semester. They will be “bought back” by the bookstore at the end of the semester. **Failure to take care of the books or to return them at the proper time will result in the loss of book loan privileges.**
5. If you have had a book(s) stolen, you must file a theft report with the appropriate authorities and bring a copy of this report to the Academic Wing.
6. No books will be issued for the following semester until you have returned your books from the semester just completed. Any outstanding charges for items not returned will be sent to the Bursar to be added to your general university bill.
7. If you wish to keep a book for the next semester, you must communicate this when returning books, or you will be charged full price.
8. Please remember that this book loan is a privilege provided to you by the Athletic Department. Your cooperation with these policies is essential.

APPENDIX C

Dear Parents:

It is a pleasure to have your son/daughter participate in athletics at Miami University. It is the responsibility of myself and my staff to see that your son/daughter stays healthy or is returned to a healthy state following an injury. In order to provide better communication between you and my staff, I have listed names and phone numbers that you may find useful in the course of the upcoming

ing school year.

Yager Training Room	513-529-6218 and 513-529-6219
Withrow Training Room	513-529-7031
Millett Training Room	513-529-3101
Goggin Ice Center Training Room	513-529-9920
Gale Newton	Office 513-529-6218
Head Athletic Trainer	Home 937-456-9488
	Cell 513-330-2027
Jennifer Beardslee	Office 513-529-4777
Senior Assistant Athletic Trainer	Home 513-524-4444
	Cell 513-330-2026
Kevin Morley	Office 513-529-9920
Assistant Athletic Trainer	Cell 513-330-2023
David Donnelly	Office 513-529-6219
Assistant Athletic Trainer	Home 513-524-8372
	Cell 513-330-2021

Mike Young	Office 513-529-1706
Assistant Athletic Trainer	Cell 513-330-2020
Megan Shaw	Office 513-529-9920
Assistant Athletic Trainer	Cell 513-330-2022
Jason Eckerle	Office 513-529-8074
Assistant Athletic Trainer	Cell 513-330-2025
Becky Way	Office 513-529-2828
Assistant Athletic Trainer	Cell 513-330-2232
Misao Tanioka	Office 513-529-8075
Assistant Athletic Trainer	Cell 513-330-2035
Amy Whitman	Office 513-529-1706
Assistant Athletic Trainer	Cell 513-330-2029
Dr. Stephen Dailey	Office 513-529-6218
Dr. Douglas Ross	Office 513-529-6218

Dr. Ronald Hess	Office 513-529-6218
Sandy Ward Jolivette , Administrative Assistant-Insurance	Office 513-529-8005 - FAX 513-529-8009

To provide better coverage we have divided our sports among staff trainers as shown on the following flow chart. This may be helpful for you to know whom to call first, but you are always free to call me at anytime. If I don't have the answer, I can get it for you quickly.

SPORT COVERAGE BY ATC STAFF 2007-2008

GALE NEWTON	KEVIN MORLEY	JENNIFER BEARDSLEE
Football	Ice Hockey	Basketball - Women
Insurance		Cross Country - Men
Budget		Track & Field - Men
MISAO TANIOKA	DAVID DONNELLY	BECKY WAY
Soccer - Women	Football	Volleyball
Swimming & Diving - Men	Indoor Track - Women	Swimming & Diving - Women
JASON ECKERLE	MEGAN SHAW	AMY WHITMAN
Baseball	Synchronized Skating	Field Hockey – Women
Tennis - Women	Tennis- Women	Softball – Women
Golf - Men	Cheerleading	

MIKE YOUNG		Sandy Ward Jolivette
Cross Country - Women		Administrative Assistant
Basketball – Men		Sports Medicine
Track & Field - Women		Insurance

It is imperative that your son/daughter be covered by a primary insurance program. This is a university requirement and either they must be covered through your employers' policy or your personal policy or they will need to purchase the Student Health Insurance offered by Miami University. The coverage offered by the Student Health Insurance policy has been improved. The maximum benefit offered for an athletic injury has increased from \$500.00 to \$2,000.00. This increase now covers the deductible on our Athletic Insurance Policy, so there are no "out of pocket" expenses for athletic injuries. The Student Health Insurance policy offers excellent coverage for non-athletic injuries. If there is any question or concern about coverage offered to your son/daughter by your existing primary insurance, the Student Health Insurance policy is a viable alternative. If there is any change in coverage for your son/daughter, please let me know so we can make sure they are covered for whatever might happen.

We do offer insurance coverage for our athletes, but this is a secondary coverage policy and is for injuries that occur during a regularly scheduled practice or contest. This policy is an accident policy and does not cover illness, congenital problems or pre-existing conditions; therefore, it is essential that your son/daughter have coverage of their own.

It is also the policy of this department, that if at the time of injury they have no primary insurance coverage, they will pay the deductible on the athletic insurance which is currently \$2,000.00.

Please make sure your son/daughter is covered by insurance and let me know if any changes occur during the year.

ANNUAL PHYSICAL EXAMINATIONS

We have been experiencing great difficulty in obtaining pre-authorization on referrals from primary care physicians. In some cases it takes several days and in some we are not able to obtain a referral at all because the primary care physician has never treated the student-athlete. This is why we are requesting you to make an appointment for a physical examination by your primary care physician prior to coming to school.

If your son/daughter wears glasses or contacts, it is a good idea for them to have and carry a second pair on all trips. If they have a special prescription (asthma, allergy, insulin, etc.), it is helpful if they have some to place in the training kit so that it is available at practice and contests in case they forget to bring their prescription with them.

Once again it is our pleasure to have your son/daughter participate in sports at Miami University. We hope they have a healthy and happy experience. We look forward to seeing and talking with you whenever you are on campus.

PLEASE SAVE FOR YOUR RECORDS
TO: PARENTS OF MIAMI UNIVERSITY INTERCOLLEGIATE ATHLETES

We are extremely pleased to have your son/daughter as a student athlete at Miami University and hope that he/she will achieve academic, social and athletic success.

Each student athlete is required to have a physical examination prior to participation in any intercollegiate sport. The final decision on physical qualifications or reason for rejection is the responsibility of the Director of Sports Medicine. The team physician of athletic trainers also makes the decision on when an athlete may return to competition after a previous injury.

INJURIES	MEDICAL BILLS CLAIM PROCEDURE	INSURANCE COVERAGE
<p>Injuries do occur and we attempt to provide our athletes with the very best possible care. Medical bills are incurred when the athlete is treated, whether it be locally or during a road trip.</p>		
<p>ONE FIRM STATEMENT</p>	<p>The <u>NCAA does not permit</u> us or any college or university to provide coverage or pay the bills incurred for expenses related to <u>illness</u> or conditions which are not sustained as the direct result of an <u>accident</u> in an intercollegiate sport program.</p>	
<p>INSURANCE COVERAGE</p>	<p>The athletic insurance policy at Miami University provides coverage for your son/daughter for injuries that are a result of an accident while participating in the play or practice of an intercollegiate sport. <i>This is excess or secondary coverage and only provides benefits after all other insurance policies have made settlement.</i> <u>Every student athlete is required to be covered by a primary insurance</u> whether this is a personal policy, coverage under a parent's policy coverage under the Miami University Student Health Insurance Policy or a combination of policies. The Athletic Insurance Policy IS SECONDARY COVERAGE ONLY. In the event that your son or daughter is injured and at the time of injury there is no primary insurance coverage, they will be held responsible for the deductible on the Athletic Insurance Policy, which is currently \$2,000.00.</p>	

<p>CLAIM PRO-CEDURES</p>	<p>All medical bills for your son/daughter incurred as the result of an injury in the intercollegiate sports program will be sent directly to your son/daughter or to your home address. In some cases, the athletic department may get a copy of the bill, but in no case will the athletic department be the primary place for the bill incurred to be sent.</p> <p>A. Submit the bills incurred to your individual or employer group coverage first. They will do one of two things:</p> <ol style="list-style-type: none"> 1. Honor the claim and pay all or a portion of the charges incurred. 2. Not honor the claim and send you a letter of denial. <p>B. If there remains a balance after the primary insurance has contributed towards the claim, send the Explanation of Benefits (EOB) from the insurance company and copies of the <u>itemized bills</u> to:</p> <p>Sandy Ward Jolivette Administrative Assistant, Sports Medicine Miami University Walter L. Gross, Jr. Family Student Athlete Development Center, Room 104 Oxford, OH 45056-3625</p> <p>If you received a letter of denial from the primary insurance carrier, then send the letter of denial and a copy of the bills incurred to <u>Sandy Ward Jolivette</u>. Please send this information ASAP so as not to delay the processing of this claim</p>
<p>CLAIM PRO-CEDURES CONTINUED</p>	<p>C. If the bills incurred are not paid by your primary insurance, and exceed \$2,000.00, the claim will be sent to our athletic insurance carrier. Since the bills will be in the athlete's and/or your name (parents) it is in your best interest to act promptly to avoid collection notices.</p> <p>D. If you carry Miami University Student Health Insurance, the Student Health Insurance and your insurance will pay first. Student Health Insurance claims are processed by our office. Please forward copies of the bills to <u>Sandy Ward Jolivette</u> for processing.</p> <p>E. A copy of Miami University's Injury Procedure Policy is enclosed for your information. This will be helpful if your son or daughter is seen by a physician at home.</p>
<p>LAYERS OF COVERAGE, BENEFIT PERIOD, MAXIMUM MEDICAL FOR M.U.</p>	
	<p>A. \$ 0 to \$2,000.00 – Deductible amount, <u>paid by individual first</u>, and Miami University when there is a balance due.</p> <p>B. \$2,000.00 to \$25,000.00 per claim – This NCAA endorsed accident coverage is through National Sports Underwriters and claims are processed by Lincoln National. This is excess coverage and covers all claims up to two years from the date of injury. <u>The bills incurred for this layer of coverage will be in the parent's name and must be submitted to the individual or employer group insurance first.</u></p> <p>C. NCAA Lifetime/Catastrophe Plan \$25,000.00 and up. This policy covers catastrophic athletic injuries and provides lifetime, unlimited medical benefits to a student athlete, who is catastrophically injured during play, practice, or travel related to these activities.</p>

If you have any questions regarding our insurance coverage, feel free to contact me.

**MIAMI UNIVERSITY DEPARTMENT OF INTERCOLLEGIATE ATHLETES
ATHLETIC INJURY & MEDICAL POLICY**

I	If injured during practice or if illness occurs during practice, inform the trainer present at practice or report it to the Sports Medicine Medical facility following practice.
II	If you become ill in the evening or that little injury you ignored after practice appears worse, check in at the Sports Medicine Medical facility prior to 10:00 a.m., so that the coaching staff can be kept up-to-date on your availability for practice and so treatments can be started immediately.
III	If medical help is needed during the hours that the Sports Medicine Medical facility is closed (the hours are posted), have MIAMI UNIVERSITY POLICE take you to McCULLOUGH HYDE MEMORIAL HOSPITAL to be checked out. If possible, obtain (in writing) the physician's name, what he/she finds the problem to be and what he/she recommends for you to do. Bring this information with you when you report the Sports Medicine Medical facility the following morning prior to 10:00 a.m.
IV	If you should ever seek the help of a physician, outside of one of our team physicians, Health Center physicians or McCullough Hyde Memorial Hospital Emergency physicians, you will need a written report from that physician stating what he/she found the problem to be, what he/she did to relieve the problem, and what he/she felt needed to be done before you can participate. Without this written report, you will not be allowed to participate until the information is received by the Sports Medicine Medical Staff (it may take as long as two weeks to clear this red tape). Remember, also, that the Director of Sports Medicine has the final say as to your availability to participate in any sport.
V	In the event that you sustain a serious injury that requires surgery, you must be seen first by one of our surgical staff unless emergency situations exist making this impossible. They will then make recommendations as to your treatment.
VI	If you seek the help of a physician outside of those physicians on our Sports Medical Staff for a second opinion, or for treatment, our Director of Sports Medicine must be consulted concerning the suggest treatment. Responsibility for these expenses will be with the athlete and his/her parents, unless our Director of Sports Medicine is consulted,

	and the Associate Athletic Director and Head Athletic Trainer have made arrangements for Miami University to accept responsibility for such expense.
VII	If, in the opinion of the Team Physician, an athlete should be referred to a medical specialist for consultation, the following procedure will be followed: 1. A referral will be suggested by the Team Physician. 2. The Trainer will make an appointment with the specialist designated by the Team Physician.
VIII	Medical bills associated with treatment and care of athletic injuries will be coordinated and paid by family insurance, Health Center insurance and Athletic insurance.
IX	No athlete will be recommended for a medical hardship or considered for medical grant-in-aid status unless the above procedures have been followed and the Miami University Team Physician has been consulted. The Director of Sports Medicine shall be the final authority for medical hardship and related situations.

APPENDIX D

MIAMI UNIVERSITY FINANCIAL AID APPEALS PROCESS FOR STUDENT-ATHLETES

- I. A student-athlete who wishes to appeal any decision related to his or her financial aid shall submit a written request for a hearing to the Financial Aid Office within thirty days of his or her receipt of notice of reduction, cancellation, or on-award of athletic aid. The student's request shall include the following information:
 - the student's name, social security number, year in school and sport:
 - the type and amount of any previous financial aid:
 - the names of any coach, financial aid officer and other university staff members with whom the student has discussed the aid:
 - the reasons for requesting the appeal and
 - copies of any relevant documents, such as correspondence regarding the initial award of athletic aid.
- II. Hearing shall be conducted by the Financial Aid Appeals Committee, which is appointed by the Vice President for Student Affairs and consists of three faculty or staff who are neither members of the Intercollegiate Athletic staff or have University roles closely aligned to athletic interests (e.g. faculty representative to the MAC). The hearing shall be conducted according to the following guidelines:
 - a. A time will be set for a hearing within twenty days of the request for appeal. Maximum time limits for scheduling a hearing may be extended.
 - b. The hearing shall normally be conducted in private. Admission of any person to the hearing shall be at the discretion of the committee.

- c. The student and the ICA representative have the right to be assisted by an advisor of their choice from within the University.
 - d. The student and the ICA representative shall have the right to present witnesses, subject to the right of cross examination by the other party and committee.
 - e. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the committee at the discretion of the chair.
 - f. All procedural questions are subject to the final decision of the chair.
 - g. After the hearing, the committee shall issue a finding of facts and by majority vote, a recommendation for action to the Vice President for Student Affairs or his or her designate, with copies to the student and the ICA representative. A member of the committee who wishes to write a dissenting opinion may do so and it shall accompany the recommendation.
 - h. A record of the hearing shall be recorded on equipment supplied by the University. The record shall be the property of the University.
- III. The Vice President may accept, reject or modify the Committee's recommendation and will notify the parties of his or her decision within twenty working days of the date of the Committee's letter of findings and recommendation.
- IV. Within ten working days of the parties' receipt of the Vice President's decision either party may make a written appeal of that decision to the President. Based upon a review of the written record the President may accept, reject or modify the Vice President's decision and will notify the parties of his or her decision within twenty working days of student's request for appeal. The President's decision will be final.

APPENDIX E

MIAMI UNIVERSITY STUDENT-ATHLETE SUMMER EMPLOYMENT INFORMATION

As summer approaches, our currently enrolled and prospective student-athletes will begin their summer employment. You have been kind enough to employ one of our student-athletes and we thank you for your help and support. Summer employment is a sensitive area for all institutions and the NCAA gives special attention to the area throughout the year. It is our duty to provide accurate information concerning the athletes you employ. When employing Miami University student-athletes either during the summer or vacation periods and the athlete still have eligibility remaining, please consider the following NCAA rules that all sanctioned institutions and employers must follow to ensure NCAA compliance.

- (1) Compensation can only be provided for work actually performed.
- (2) Compensation must be at a rate commensurate with the going rate in your locality for similar services.
- (3) Compensation may not include any remuneration for value or utility that the student-athlete may have for the employer due to publicity, reputation, fame or personal following he or she has obtained as a result of their athletic ability.
- (4) The student-athlete may be employed on a commission only basis if:
 - a. The cost of all preliminary training programs are borne by the student-athlete.
 - b. The personnel so employed consist both of student-athletes and non-athletes.
 - c. The employment of student-athletes does not result in the company's use of the athletic reputation of such individuals to promote the sale of the company's products.
 - d. The company is able to document that employees identified as non-athletes receive earnings from sales commissions at a rate generally equivalent to that of a student-athlete employed by that company.

-----Detach and return the portion below this line-----

Please fill out the information requested below:

Name of your company: _____

Address of the company: _____
street

_____ state zip code

Name of student-athlete you have employed: _____

Name of student-athlete's supervisor or contact person: _____

Telephone number supervisor can be contacted: (_____) _____

Fax: (_____) _____

I have read the employer information and fully understand the guidelines for employing a Miami student-athlete and will comply with all rules and regulations as set forth by the NCAA.

Signature Employer/Supervisor _____

APPENDIX F

**NCAA SPECIAL ASSISTANCE FUND FOR
STUDENT-ATHLETES
2007-2008 MID-AMERICAN CONFERENCE APPLICATION FORM**

Student-Athlete (M -- F circle) _____ Social Security # _____

Home Address _____ City, State, Zip _____

University _____ Sport _____

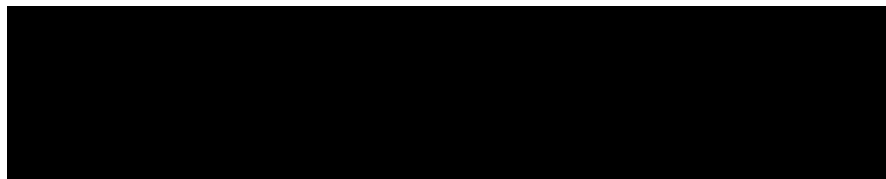
Funds requested for:

\$ _____ **Clothing and shoes** (up to \$500 per academic year).

____ Pell Recipient

____ Partial Aid Recipient -- requires independent verification of need

____ Foreign Student-Athlete -- requires independent verification of need



\$ _____ **Medical/Dental expenses** (except those covered by another insurance program, institutional or personal). This includes vision therapy (contact lenses/eye

glasses) and off-campus psychological counseling. *attach receipts*



\$ _____ **Travel expenses for student-athlete to travel home.**
(Up to \$400. Included in clothing total)



Describe specific details of the request (attach separate statement if necessary): _____

Student-Athlete's Signature

Date



Director of Athletics

Director of Financial Aid

Date of Approval

APPENDIX G

**FIFTH YEAR/SUMMER SCHOOL SCHOLARSHIP
PROGRAM GUIDELINES**

PURPOSE

The purpose of this program is to provide additional financial assistance to identified individuals who need a 9th or 10th semester in order to complete graduation requirements. Although the initial approval for the inclusion of financial aid was predominantly for athletes, the program will consider other appropriate individuals as identified below. It is recommended that the program not be restricted to fifth year aid alone, but that it be structured so that a combination of fifth year and/or summer school aid be available to students who meet the criteria. Additionally, the purpose of the program is to replace aid that has been discontinued due to a four-year limitation, not to replace aid in instances

where an individual is returning for a fifth year with athletic eligibility remaining. It is also not designed to replace an academic scholarship lost due to failure to maintain the required GPA or satisfactory progress requirements as defined by the Office of Student Financial Aid. This aid will be given in proportion to the financial aid history of the applicant, and shall be in proportion to aid they have previously received consistent with NCAA rules. The maximum length of this aid will be the equivalent of two semesters with each summer term and each regular term counting as a semester, unless unusual circumstances warrant an extension of these limits.

TARGET GROUPS

Two groups will be targeted for assistance from this program: student-athletes, and individuals demonstrating financial hardship who are involved in selected academic scholarship programs as determined by the Office of Student Financial Aid.

CRITERIA

Criteria for this financial aid program include, but are not limited to:

- a. acceptable progress toward a degree must be exhibited
- b. applicants for fifth year aid shall have exhausted their athletic eligibility and shall not have been recipients of medical grants-in-aid (exceptions to this criteria must present valid reasons)
- c. athletes must have had some type of financial assistance
- d. financial need shall be indicated and considered as part of the evaluation process; for athletic needs, tuition and fees shall be the standard award, with room and board provided on a need basis; for academic scholarship recipients, the value of this award generally will not exceed the value of the award it is replacing
- e. participants in sports which are funded at the NCAA maximum limits shall be given primary consideration.

PROCESS

Access to fifth year/summer school aid shall be through an application process. Individual students shall initiate and complete an application and forward it with the recommendation of their respective head coach of the scholarship administrator. All applications will be evaluated by a joint committee which includes one or two athletic Academic Coordinators, a representative of the Office of Student Financial Aid, and a representative of the Department of Intercollegiate Athletics.

ACCOUNTABILITY

The committee named above will evaluate the application process, and will review annually the number of individuals from each program and/or sport. An annual report of the amount of aid and the number of individuals served by this program will be prepared by the Office of Student Financial Aid and provided to the Athletic Department.

MIAMI UNIVERSITY

**APPLICATION FOR SUMMER SCHOOL/FIFTH
YEAR FINANCIAL AID**

(to be completed with Academic Coordinator)

NAME (Please print) _____

DATE OF APPLICATION: _____ **(Deadline: February 24)**

<u>TYPE OF APPLICATION:</u>	Term Hours/Courses To Be Taken	
Summer I	_____	_____
Summer II	_____	_____

	Summer III	_____	_____
	Summer IV	_____	_____
Fifth Year	Fall Semester	_____	_____
Fifth Year	Spring Semester	_____	_____

ACADEMIC INFORMATION:

Sport or Academic Scholarship _____

Degree Program _____ Year in School _____

GPA _____ Credits Earned _____

List hours and classes needed for graduation: (must be completed by the Academic Coordinator)

Please summarize your reasons for applying for supplementary aid:

.....
 I fully understand that if aid is awarded from the supplementary summer school/fifth year fund, I am responsible for completing the academic course work for which I registered. If I make schedule changes which are not approved by the academic coordinators, I am financially responsible for any charges which result from these changes.

 Signature of Athlete _____ Date _____

This application must be endorsed by the Coach and returned to the Academic Coordinators by February 22, 2008.

Recommendation of Coach or Scholarship Administrator: I do/do not recommend this applicant for fifth year/summer school aid for the following reasons:

Signature _____ Date _____

Comments:

Coach:

Academic Coordinator:

.....
Committee decision:

This application is _____ approved _____ denied
(date) (date)

(Note: this award is based on need; no summer award can exceed the portion of aid received by an athlete during the academic year; beyond that, need is determined by the Office of Student Financial Aid and is awarded as follows: **standard award-** tuition and fees; **documented high need-** tuition & fees, room and board; **medium need-** tuition, fees & board; **low need-** tuition, fees & room)

NCAA RULES RESTRICTIONS:

- The student receiving summer financial assistance must have been in residence a minimum of one term during the regular academic year.
- An institution may not provide a student-athlete with financial aid to attend a summer session at a branch campus of the institution.
- A student-athlete must have received financial aid during the previous academic year (except for the non-qualifier exception) and summer financial aid may be awarded only in proportion to the amount of athletically related aid received by the student during the previous academic year; an exception is provided for student-athletes who have exhausted eligibility and are enrolled in a summer program that will permit completion of their degree requirements.

APPENDIX H

**MEDIA RELATIONS
MIAMI ATHLETIC MEDIA RELATIONS OFFICE
513-529-4327**

The Miami athletic media relations office serves as a communications link between RedHawk teams, athletes, coaches and administrators and the media. The office tries to promote timely and accurate coverage of the RedHawks by coordinating interviews, servicing the information needs of reporters, and compiling and maintaining RedHawk statistics, photographs and historical records.

RedHawk athletes benefit from national, hometown and local media coverage. Miami has an outstanding reputation of positive media rapport over the years. It is important to understand the media, the value of positive media relations and how best to deal with the media. The media's role is not to be a cheerleader for you. However, you'll find that the more cooperative you are with the media, the better chance you will have of the media presenting positive stories about you.

You should view your obligation to cooperate with the media as an opportunity to promote yourself as well as your team and sport. Media attention also means that your conduct both on and off the practice/competition venue will be under intense scrutiny because of your position as a RedHawk athlete.

MEDIA RULES

- Only do interviews that have been set up by a member of the Athletic Media Relations Office.
- Do not give out your home phone/cell phone number to a member of the media...ever!
- If you have an interview scheduled, punctuality and reliability are critical.
- Should you have a problem making an appointment for interview, always call the Media Relations office at 529-4327.
- As internet sites such as FaceBook and MySpace grow in popularity and use, we ask that you be conscious of the content that you may post on those sites and keep it appropriate as ambassadors of Miami University Athletics. People scour these sites in hopes of finding inappropriate material posted by student-athletes in an effort to exploit them and the athletic departments. Potential employers also scan these sites and have actually not hired individuals due to the content that is posted. Exercise common sense.

The following are some of the types of sports journalists with whom you may come into contact:

Beat writers, columnists, wire service reporters, television news crews, television game broadcasters, radio news sportscasters, radio talk show hosts, radio game broadcasters, magazine writers, photographers, campus media, online services.

Interview Do's:

1. Be prepared
2. Be positive
3. Praise your teammates
4. Talk in sound bites
5. Smile
6. Be enthusiastic
7. Be personable
8. Be available and cooperative
9. Be polite in difficult situations
10. Bridge to your message

APPENDIX I

MIAMI UNIVERSITY APPEALS PROCESS FOR STUDENT-ATHLETES TRANSFER RELEASE

- I. A student-athlete who wished to appeal a decision made by the Department of Intercollegiate Athletics pursuant to NCAA Bylaws 13.1.1.3 and 13.1.1.3.1 (Transfer Release for Four-Year College Prospects and Hearing Opportunity) shall submit a written request for a hearing to the Miami University NCAA Faculty Representative within thirty (30) days of his/her receipt of notice that a transfer release request on their behalf has been denied. The student's request shall include the following information:
 - The student's name, social security number, year in school and sport;
 - The reason for the request (i.e. the school which had requested a transfer release and the basis for this request);
 - The name of any coach, athletic staff member, or other university staff with whom the student has discussed the transfer request;
 - Copies of any relevant documents, such as correspondence regarding the transfer request.
- II. Hearings shall be conducted by a committee, which is appointed by the Vice President for

Student Affairs and consists of three faculty or staff who are neither members of the Intercollegiate Athletic staff nor have university roles closely aligned to athletic interests (i.e. faculty representative to the MAC). The hearing shall be conducted according to the following guidelines.

- a. The hearing will be scheduled by the Office of the Vice President for Student Affairs. The hearing will normally be scheduled within thirty (30) days of receipt of the request.
 - b. The hearing shall normally be conducted in private. Admission of any person to the hearing shall be at the discretion of the Committee.
 - c. The student and the IA representative have the right to be assisted by an advisor of their choice from within the University.
- II. The Vice President may accept, reject or modify the Committee's recommendation and will notify the parties of his/her decision within twenty working days of the date of the Committee's letter of findings and recommendation.
- III. Within ten working days of the parties' receipt of the Vice President's decision, either party may make a written appeal of that decision to the President. Based upon a review of the written record, the President may accept, reject or modify the Vice President's decision and will notify the parties of this/her decision within twenty working days of the student's request for appeal. The President's decision will be final.

APPENDIX J

MIAMI UNIVERSITY DEPARTMENT OF INTERCOLLEGIATE ATHLETICS STUDENT HOSTING REGULATIONS

Acting as a student host is an important service to the institution and the department of athletics. Appropriate conduct is required of you by institutional, conference, and NCAA standards.

- A. You must be enrolled at this institution. If you are a freshman student, you must have been a high school qualifier.
- B. Only you shall be provided money with which to entertain only yourself, the prospect, the prospect's parents (legal guardians) or spouse. Other students may assist with hosting the prospect but shall pay for their own entertainment.
- C. A maximum of \$30 per day may be provided to cover the entertainment expenses of both yourself and the prospect. You may be provided with an additional \$15 per day for each additional prospect entertained by you.
- D. No cash may be given to the visiting prospect or anyone else.
- E. You may not use entertainment funds to purchase, or otherwise provide the prospect with, gifts of value (e.g. souvenirs or clothing).
- F. You may not use vehicles provided or arranged for by any institutional staff member or booster of the athletics interests.
- G. You may not transport the prospect or anyone accompanying the prospect more than 30 miles from the campus.
- H. You should not allow recruiting conversations to occur on or off campus between the prospect and a booster of the athletics program. (If an unplanned meeting occurs, only an exchange of greetings shall be permissible).
- I. The prospect shall not be allowed to participate in any athletics activity involving or related to the sport for which the prospect is being recruited.
- J. You may receive a complimentary admission (no hard tickets) when accompanying a prospect to a campus athletics event.
- K. You are responsible for turning in any receipts and/or remaining cash from the funds advanced. This should be done on the Monday following the recruiting weekend.

**Summary of NCAA Regulations
APPENDIX K**

	Academic Year 2007-08	
	SUMMARY OF NCAA REGULATIONS – DIVISION I	
	For:	Student-athletes.
	Action:	Read and then sign Form 06-3a.
	Purpose:	To summarize NCAA regulations regarding eligibility of student-athletes to compete.

TO: STUDENT-ATHLETE

This summary of NCAA regulations contains information about your eligibility to compete in intercollegiate athletics. Carefully read the sections that apply to you, and then sign the Student-Athlete Statement (Form 06-3a).

This summary has two parts:

- Part I is for **all** student-athletes.
- Part II is for **new** student-athletes only (those signing the Student-Athlete Statement for the first time).

If you have questions, ask your director of athletics (or his or her official designee) or refer to the 2007-08 NCAA Division I Manual. The references in brackets after each summarized regulation show you where to find the regulation in the Division I Manual.

PART I: FOR ALL STUDENT-ATHLETES

This part of the summary discusses ethical conduct, amateurism, financial aid, academic standards and other regulations concerning your eligibility for intercollegiate competition.

ETHICAL CONDUCT – ALL SPORTS:

You must act with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports. [NCAA Bylaw 10.01.1]

You are **not eligible** to compete if you knowingly: provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition; solicit a bet on any intercollegiate team; accept a bet on any team representing the institution or solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value. [Bylaw 10.3]

You are **not eligible** to compete if you knowingly participate in any gambling activity that involves intercollegiate or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling. [Bylaw 10.3]

You are **not eligible** to compete if you have shown dishonesty in evading or violating NCAA regulations. [Bylaw 14.01.3.3]

Amateurism – All sports:

You are not eligible for participation in a sport if you have ever:

- Taken pay, or the promise of pay, for competing in that sport;
- Agreed (orally or in writing) to compete in professional athletics in that sport;
- Played on any professional athletics team as defined by the NCAA in that sport; or
- Used your athletics skill for pay in any form in that sport, except that prior to collegiate enrollment, you accepted prize money based on place finish or performance in an open athletics event from the sponsor of the event and the amount of prize money did not exceed your actual and necessary expenses to participate in the event. [Bylaws 12.1.1 and 12.1.1.4.1]

You are **not eligible** in a sport if you ever have accepted money, transportation or other benefits from an agent or agreed to have an agent market your athletics ability or reputation in that sport. [Bylaw 12.3]

You are **not eligible** in any sport if, after you become a student-athlete, you accept any pay for promoting a commercial product or service or allowed your name or picture to be used for promoting a commercial product or service. [Bylaws 12.5.2.1 and 12.5.2.2]

You are **not eligible** in any sport if, because of your athletics ability, you were paid for work you did not perform, were paid at a rate higher than the going rate or were paid for the value an employer placed on your reputation, fame or personal following. [Bylaw 12.4]

FINANCIAL AID – ALL SPORTS:

You are **not eligible** if you receive financial aid other than the financial aid that your institution distributes. However, it is permissible to receive:

- Money from anyone on whom you are naturally or legally dependent;
- Financial aid that has been awarded to you on a basis other than athletics ability; or
- Financial aid from an entity outside your institution that meets the requirements specified in the Division I Manual. [Bylaw 15.01]

You must report to your institution any financial aid that you receive from a source other than your institution. However, you do not need to report financial aid received from anyone on whom you are naturally or legally dependent.

EMPLOYMENT EARNINGS – ALL SPORTS:

Earnings from a student-athlete's on- or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete's full grant-in-aid or in the institution's financial aid limitations, provided:

- (a) The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;
- (b) The student-athlete is compensated only for work actually performed; and
- (c) The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services (Bylaw 12.4 and Bylaw 15.2.6).

ACADEMIC STANDARDS – ALL SPORTS:

ELIGIBILITY FOR COMPETITION

To be **eligible to compete**, you must:

- Have been admitted as a regularly enrolled, degree seeking student according to the published entrance requirements of your institution;
- Be in good academic standing according to the standards of your institution; and
- Be enrolled in at least a minimum full-time baccalaureate degree program (not less than 12 semester or quarter hours) and maintain satisfactory progress toward that degree, be enrolled in a full-time graduate or professional degree program (not less than eight semester or quarter hours) or be enrolled and seeking a second baccalaureate degree at your institution. [Bylaws 14.01.2, 14.1.7.1, 14.1.8.2 and 14.1.8.2.1.4]

If you are enrolled in less than a full-time program, you are **eligible to compete** only if you are enrolled in the last term of your degree program and are carrying credits necessary to finish your degree. [Bylaw 14.1.8.2.1.3]

You are **eligible to compete** during the official vacation period immediately preceding initial enrollment, provided you have been accepted by your institution for enrollment in a regular, full-time program of studies at the time of your initial participation, you are no longer enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.1.8.2.1.1]

You are **eligible to compete** between terms if you are continuing enrollment, provided you have been registered for the required minimum full-time load at the conclusion of the term immediately preceding the date of competition, or if you are either continuing enrollment or beginning enrollment, provided you have been accepted for enrollment as a regular full-time student for the regular term immediately following the date of competition. [Bylaw 14.1.8.2.1.2]

ELIGIBILITY FOR PRACTICE

You are **eligible to practice** if you are enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the regulations of the certifying institution. [Bylaw 14.1.8.1]

You are **eligible to practice** during the official vacation period immediately preceding initial enrollment, provided you have been accepted by your institution for enrollment in a regular, full-time program of studies at the time of your initial participation, you no longer are enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.1.8.1.1]

You also are **eligible to practice** if you are enrolled in the final semester or quarter of a baccalaureate program while enrolled in less than a minimum full-time program of studies and your institution certifies that you are carrying (for credit) the courses necessary to complete the degree requirements, as determined by the faculty of the institution. [Bylaw 14.1.8.1.3]

CONTINUING ELIGIBILITY – ALL SPORTS (For those student-athletes first entering a collegiate institution as a full-time student on or after August 1, 2003):

If you are entering an institution for the first time on or after August 1, 2003, your eligibility for competition shall be based on:

- Having successfully completed 24-semester or 36-quarter hours of academic credit prior to the start of the institution's third semester or fourth quarter following the student-athlete's initial full-time enrollment;
- Having successfully completed 18-semester or 27-quarter hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters or three quarters (hours earned during the summer may not be used to fulfill this requirement); and
- Six-semester or quarter hours of academic credit the preceding regular academic term (e.g., fall semester, winter quarter) in which the student-athlete has been enrolled at any collegiate institution.
- You must choose a major that leads to a specific baccalaureate degree by the beginning of your third year of enrollment. (This includes transfer students who have not yet completed an academic year in residence or used one season of eligibility in a sport at their current institution.) [Bylaw 14.4.3.1.5]
- If you are entering your second year of collegiate enrollment, you must present a cumulative grade-point average that equals at least 90 percent of the institutions overall cumulative grade-point average required for graduation (based on a 4.000 scale). [Bylaw 14.4.3.3.1]
- If you are entering your third year of collegiate enrollment, you must have completed successfully at least 40 percent of the course requirements in your specific degree program and you must present a cumulative minimum grade-point average (based on a 4.000 scale) that equals

at least 95 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaw 14.4.3.3.1]

- If you are entering your fourth year of collegiate enrollment, you must have completed successfully at least 60 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.000 scale) that equals at least 100 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaw 14.4.3.3.1]
- If you are entering your fifth year of collegiate enrollment, you must have completed successfully at least 80 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.000 scale) that equals at least 100 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaw 14.4.3.3.1]

CONTINUING ELIGIBILITY – ALL SPORTS (For those student-athletes first entering an institution before August 1, 2003):

- If you have transferred to your current institution midyear, or you have completed one academic year in residence at your current institution or used one season of eligibility in a sport at your current institution, your eligibility shall be determined by your academic record in existence at the beginning of the fall term or at the beginning of any other regular term of that academic year, and you must satisfy the following requirements for academic progress to be **eligible** to compete:
 - You satisfactorily must have completed at least an average of 12 semester or quarter hours of academic credit during each of the terms in each of the academic years in which you have been enrolled, or you satisfactorily must have completed 24-semester hours or 36-quarter hours of academic credit since the beginning of the previous fall term or since the beginning of your school's preceding regular two semesters or three quarters. [Bylaw 14.4.3.1]
 - Six-semester or quarter hours of academic credit the preceding regular academic term (e.g., fall semester, winter quarter) in which the student-athlete has been enrolled at any collegiate institution.
 - You must earn at least 75 percent of the semester or quarter hours required for satisfactory progress during the regular academic year. You may not earn more than 25 percent of the semester or quarter hours required for satisfactory progress during the summer or through correspondence courses taken during the 1993-94 academic year and thereafter. [Bylaw 14.4.3.1.4]
 - You must choose a major that leads to a specific baccalaureate degree by the beginning of your third year of enrollment. (This includes transfer students who have not yet completed an academic year in residence or used one season of eligibility in a sport at their current institution.) [Bylaw 14.4.3.1.5]
- If you are entering your third year of collegiate enrollment, you must have completed successfully at least 25 percent of the course requirements in your specific degree program and you must present a cumulative minimum grade-point average (based on a maximum of 4.000) that equals at least 90 percent of the cumulative minimum grade-point average required for graduation. [Bylaws 14.4.3.2 and 14.4.3.3.1]
- If you are entering your fourth year of collegiate enrollment, you must have completed successfully at least 50 percent of the course requirements in your specific degree program and you must present a cumulative minimum grade-point average (based on a maximum of 4.000) that equals 95 percent of the cumulative minimum grade-point average required for graduation. [Bylaws 14.4.3.2 and 14.4.3.3.1]
- If you are entering your fifth year of collegiate enrollment, you must have completed successfully

at least 75 percent of the course requirements in your specific degree program and you must present a cumulative minimum grade-point average (based on a maximum of 4.000) that equals 95 percent of the cumulative minimum grade-point average required for graduation. [Bylaws 14.4.3.2 and 14.4.3.3.1]

FRESHMEN:

You are referred to as a qualifier and are eligible to practice and compete in your sport and to receive financial aid (institutional and athletically related) during your first academic year under Bylaw 14.02.9.1, if you:

- Graduate from high school;
- Attain a minimum high-school grade-point average of 2.000 in 13 or 14 core-curriculum courses as specified in Bylaw 14.3.1.1 (students first entering a collegiate institution on or after August 1, 2003, may meet either the 13 or 14 core-course standard); and
- Achieve a corresponding sum ACT or SAT score as specified in Bylaw 14.3.1.1.1.

AS A PARTIAL QUALIFIER:

- You may practice during your first academic year at your institution only at the institution's home practice facility.
- You will have three seasons of eligibility after your first academic year in residence. You may earn a fourth season of competition provided you complete 80 percent of your baccalaureate degree before beginning your fifth academic year of enrollment and you are within five years of your initial, full-time collegiate enrollment. [Bylaw 14.3.3]
- You may not compete in your sport during your first academic year in residence; you may receive institutional financial aid, including athletically related financial aid. [Bylaws 14.02.9.2 and 14.3.2.1.1]

You are referred to as a nonqualifier if you fail to meet the criteria above. In addition to being ineligible for practice and competition during the first academic year in residence, a nonqualifier is not permitted to receive any institutional financial aid, except as stated below. [Bylaws 14.02.9.3 and 14.3.2.2.1]

AS A NONQUALIFIER:

- You are eligible to receive nonathletics institutional financial aid based on need only, consistent with institutional and conference regulations.
- You will have three seasons of eligibility after your first academic year in residence. You may earn a fourth season of competition provided you complete 80 percent of your baccalaureate degree before beginning your fifth academic year of enrollment and you are within five years of your initial, full-time collegiate enrollment. [Bylaw 14.3.3]

OTHER REGULATIONS CONCERNING ELIGIBILITY – ALL SPORTS:

You are **not eligible** to participate in more than four seasons of intercollegiate competition. [Bylaw 14.2]

You are **not eligible** if five calendar years have passed from the date you first registered as a full-time student at a collegiate institution and attended your first day of classes for that term, except for time spent in the armed services, on official church missions or with recognized foreign aid services of the U.S. government and extensions that have been approved in accordance with NCAA legislation. [Bylaws 14.2.1 and 30.6.1]

You are **eligible** at an institution other than the institution from which you have received or satisfied the requirements for a baccalaureate degree or an equivalent degree, if you meet the conditions of the one-time transfer exception [Bylaw 14.5.5.2.10] and you have eligibility remaining as set forth in Bylaw 14.2.1. [Bylaw 14.1.9]

You are **eligible** for championships, certified bowl games or the National Invitation Tournament that occur within 60 days of the date you complete the requirements for your degree. [Bylaw 14.1.9.3]

ALL SPORTS OTHER THAN BASKETBALL:

You are **not eligible** in your sport for the remainder of the year and the next academic year if, during the academic year, you competed as a member of any outside team in any noncollegiate, amateur competition. You may compete outside of your declared playing and practice season as a member of an outside team in any noncollegiate, amateur competition during any official vacation period published in your institution's catalog. Competing in the Olympic Games tryouts and competition and other specified national and international competition is permitted. [Bylaws 14.7.1, 14.7.1.1 and 14.7.3]

- **Exception:** In men's and women's soccer, women's volleyball, field hockey and men's water polo, you may compete on outside amateur teams during the spring outside of the institution's playing and practice seasons, provided such participation occurs no earlier than May 1, and the remaining provisions of Bylaw 14.7.1.2 are met.

ALL-STAR FOOTBALL AND BASKETBALL ONLY:

You are **not eligible** if, after you completed your high-school eligibility in your sport and before your high school graduation, you participated in more than two high school all-star football or basketball games. [Bylaw 14.6]

BASKETBALL ONLY:

You are **not eligible** if, after you become a student-athlete, you participate in any organized basketball competition except while representing the institution in intercollegiate competition. Competing in the Olympic Games tryouts and competition and other specified national and international competition is permitted. [Bylaws 14.7.2 and 14.7.3]

It is permissible to participate as a member of a basketball team in an NCAA-sanctioned summer basketball league or event. [Bylaw 14.7.3.2-(a)]

TRANSFER STUDENTS ONLY:

You are a transfer student if:

- The registrar or admissions officer from your former institution certified that you officially were registered and enrolled at that institution in any term in a minimum full-time program of studies and you were present on the opening day of classes; **or**
- The director of athletics from your former institution certified that you reported for the regular squad practice that any staff member of the athletics department of your former institution announced before the beginning of any term. [Bylaw 14.5.2]

If you are a transfer student from a four-year institution, you are **not eligible** during your first academic year in residence unless you meet the provisions of one of the exceptions specified in Bylaw 14.5.5.2 or one of the waivers specified in Bylaw 14.8.1.2.

If you are a transfer student from a two-year institution, you are **not eligible** during your first academic year in residence at your new institution unless you meet the academic and residence requirements specified in Bylaw 14.5.4 or the exceptions specified in Bylaw 14.5.4.7.

If you transferred from a four-year college to a two-year college and then to your new institution, you are **not eligible** during your first academic year in residence at your new institution unless you meet the requirements specified in Bylaw 14.5.6.

DRUGS – ALL SPORTS:

If the NCAA tests you for the banned drugs listed in Bylaw 31.2.3.1 and you test positive (consistent with NCAA drug-testing protocol), you will be **ineligible** to participate in regular-season and postseason competition for one calendar year (i.e., 365 days) after your positive drug test and you will be charged with the loss of a minimum of one season of competition in all sports.

If you test positive a second time for the use of any drug, other than a "street drug" as defined in Bylaw 31.2.3.1, you will lose all remaining regular-season and postseason eligibility in all sports.

If you test positive for the use of a "street drug" after being restored to eligibility, you shall be

charged with the loss of one additional season of competition in all sports and also shall remain ineligible for regular season and postseason competition at least through the next calendar year. [Bylaw 18.4.1.5.1]

A policy adopted by the NCAA Executive Committee establishes that the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a street drug. You will remain ineligible until you retest negative and your eligibility has been restored by the NCAA Committee on Student-Athlete Reinstatement. [Bylaw 18.4.1.5.1]

NON-NCAA ATHLETICS ORGANIZATION POSITIVE DRUG TEST – ALL SPORTS:

If you test positive for banned substances by a non-NCAA athletics organization, you must notify your director of athletics regarding the positive drug test. You also must permit the NCAA to test you for the banned drugs listed in Bylaw 31.2.3.1.

If the result of the NCAA drug test is positive, you will lose all remaining eligibility during the season in which you tested positive and an additional season of competition.

The director of athletics must notify the Vice-President of NCAA Education Services in writing regarding a student-athlete's disclosure of a previous positive drug test administered by any other athletics organization.

If the student-athlete immediately transfers to a non-NCAA institution while ineligible and competes in collegiate competition within the 365-day period at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for a 365-day period. Additionally, the student-athlete must retest negative (in accordance with the testing methods authorized by the Executive Committee) and request that eligibility be restored by the NCAA Committee on Student-Athlete Reinstatement.

The list is subject to change and the institution and student-athlete shall be held accountable for all banned drug classes on the current list. The list is located on the NCAA Web site (www.ncaa.org) or may be obtained from the NCAA health and safety staff in Education Outreach.

PART II: FOR NEW STUDENT-ATHLETES ONLY

This part of the summary contains information about your recruitment, which is governed by Bylaw 13 of the Division I Manual.

RECRUITMENT

OFFERS – ALL SPORTS:

You are **not eligible** if, before you enrolled at your institution, any staff member of your institution or any other representative of your institution's athletics interests provided or offered to you, your relatives or your friends any financial aid or other benefits that NCAA legislation does not permit.

It is permissible for your summer employment to be arranged by the institution or for you to accept educational loans from a regular lending agency provided you did not receive the job or loan before the end of your senior year in high school. [Bylaws 13.2.1, 13.2.4 and 13.2.5]

CONTACTS – ALL SPORTS:

For purposes of this section, contact means "any face-to-face encounter between a prospect or the prospect's parent or legal guardian and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged or that takes place on the grounds of the prospect's educational institution or at the site of organized competition or practice involving the prospect or the prospect's high school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of the conversation that occurs." [Bylaw 13.02.3]

You are **not eligible** if any staff member of your institution:

- Contacted you, your relatives or your legal guardians in person off your institution's campus before July 1 following completion of your junior year in high school (except for students at mil-

itary academies) as described in Bylaw 13.1.1.1. Effective April 1, 2002, in the sport of men's basketball, a prospect may be contacted one time on his high school's campus during the April contact period of the prospect's junior year in high school;

- Contacted you in person off your institution's campus more than the number of times specified in Bylaw 13.1.6; or
- Contacted you in person off your institution's campus outside the time periods specified in Bylaw 13.1.4 for the sports of football, basketball, baseball, softball, women's volleyball and men's lacrosse.

You are **not eligible** if, before you enrolled at your institution, a coach from your institution contacted you in person on or off your institution's campus while you were practicing or competing in football or basketball outside the permissible contact periods. [Bylaw 13.1.7.2.3]

You are **not eligible** if you were not a qualifier and any staff member of your institution contacted you, your relatives or your legal guardians in person on or off your institution's campus while you were enrolled in your first year of a two-year college. [Bylaw 13.1.1.2]

You are **not eligible** if anyone from your institution, other than an authorized staff member, contacted you, your relatives or your legal guardian in person on or off your institution's campus to recruit you. You also are not eligible if you received recruiting letters or telephone calls from any representative of your institution's athletics interests. [Bylaw 13.1.2.1]

You are **not eligible** if, while you were being recruited, any staff member of your institution or any other representative of your institution's athletics interests, contacted you during the day or days of competition at the site of any athletics competition in which you were competing. It was permissible for such contact to occur (during the permissible period) after the competition if the appropriate high-school authority released you prior to the contact. [Bylaw 13.1.7.2]

PUBLICITY – ALL SPORTS:

You are **not eligible** if, before you enrolled at your institution, your institution publicized any visit that you made to its campus. [Bylaw 13.11.4]

You are **not eligible** if, before you enrolled at your institution, you appeared on a radio or television program that involved a coach or another member of the staff of the athletics department at your institution. [Bylaw 13.11.3]

LETTER-OF-INTENT SIGNING:

You are **not eligible** if a staff member of your institution was present while you were signing, at an off-campus site, a National Letter of Intent or an acceptance of a financial aid offer from your institution or your conference. [Bylaw 13.1.6.2]

SOURCE OF FUNDS – ALL SPORTS:

You are **not eligible** if any organization or group of people outside your institution spent money recruiting you to attend your institution, including entertaining, giving gifts or services and providing transportation to you or your relatives or friends. [Bylaw 13.15.4]

TRYOUTS – ALL SPORTS:

You are **not eligible** if, after starting classes for the ninth grade, you displayed your abilities in any phase of any sport in a tryout conducted by or for your institution. [Bylaw 13.12.1]

FOOTBALL, BASKETBALL, VOLLEYBALL AND GYMNASTICS ONLY:

You are **not eligible** if, after starting classes for the ninth grade, you participated in a high-school competition that was conducted in conjunction with a collegiate competition. [Bylaw 13.12.1.3]

BASKETBALL ONLY:

You are **not eligible** if a member of your institution's coaching staff participated in competition or in coaching activities involving a nonscholastic basketball team of which you were a member. [Bylaw 13.12.1.4]

SPORTS CAMPS:

You are **not eligible** if you were a winner of any athletics participation award in high school (includes ninth-grade level), preparatory school or junior college and before you enrolled at your institution, the institution, members of its staff or a representative of its athletics interests employed, or gave you free or reduced admission to its sports camp or clinic. [Bylaw 13.13.1.5.1]

VISITS, TRANSPORTATION AND ENTERTAINMENT – ALL SPORTS:

You are **not eligible** under Bylaws 13.5, 13.6 or 13.7 if, before you enrolled at your institution, any of the following happened to you:

- You accepted expense-paid visits to more than five NCAA institutions or more than one expense-paid visit to one member institution;
- Your one expense-paid visit to the campus lasted longer than 48 hours;
- Your institution paid more than the actual round-trip cost by direct route between your home and the campus when you made your one expense-paid visit;
- Your institution paid for you to visit during your first year in a junior college, and you were not a qualifier.
- Your institution entertained you, your parents (or legal guardians) or your spouse outside a 30-mile radius of the campus during your expense paid visit; **or**
- Your institution entertained you, your parents (or legal guardians) or your spouse excessively during your expense paid visit or entertained your friends or other relatives at any site.

You are **not eligible** if your institution paid for you to visit its campus before the first day of classes of your senior year in high school. Effective April 1, 2002, in the sport of men's basketball, a prospect may not be provided an expense-paid visit earlier than January 1 of the prospect's junior year in high school. [Bylaw 13.7.1.2.2]

You are **not eligible** if your institution paid for you to visit its campus before you presented the institution with a score from a PSAT, SAT, PLAN (or PACT Plus) or ACT taken on a national testing date under national testing conditions. (A foreign prospective student-athlete who requires a special administration of the PSAT, SAT, PLAN (or PACT Plus) or ACT may present such a score on the approval of the NCAA Division I Academics/Eligibility/Compliance Cabinet or the Division I Initial-Eligibility Waiver Committee.) [Bylaw 13.7.1.2.3.1]

You are **not eligible** if your institution paid for you to visit its campus before you presented the institution with a high-school (or college) academic transcript

You are **not eligible** if, at any time that you were visiting your institution's campus at your own expense, your institution paid for anything more than the following:

- Three complimentary admissions for you and those individuals who came with you to an athletics event on campus in which your institution's team practiced or competed. [Bylaw 13.8.2.1]
- Transportation, when accompanied by a staff member, to see off-campus practice and competition sites in the prospect's sport and other institutional facilities located within a 30-mile radius of the campus. [Bylaw 13.6.3]

You are **not eligible** if, when you were being recruited, staff members of your institution or any representatives of its athletics interests paid the transportation costs for your relatives or friends to visit the campus or elsewhere. [Bylaw 13.6.2.8]

You are **not eligible** if, when you were being recruited, your institution gave you complimentary admissions to more than one regular-season home game scheduled outside your institution's community or gave you more than three complimentary admissions to that one regular-season home game scheduled outside your institution's community. [Bylaw 13.8.2.2]

You are **not eligible** if, when you were being recruited, a staff member of your institution's athletics department spent money other than what was necessary for the staff member's (or representa-

live's) personal expenses during an off-campus visit with you. [Bylaw 13.15.2]

PRECOLLEGE OR POSTGRADUATE EXPENSE – ALL SPORTS:

You are **not eligible** if your institution or any representative of its athletics interests offered you money, directly or indirectly, to pay for any part of your educational expenses or other expenses during any period of time before you enrolled at your institution. This applies to your postgraduate education as well. [Bylaw 13.16.1]

APPENDIX L

NCAA BANNED-DRUG CLASSES

2007-2008

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org/health-safety for the current list. The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. **No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.**

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete's own risk. Student-athletes should contact their institution's team physician or athletic trainer for further information.

Bylaw 31.2.3. Banned Drugs

The following is a list of banned-drug classes, **with examples of substances under each class:**

(a) Stimulants:

amiphenazole	methylenedioxymethamphetamine
amphetamine	(MDMA, ecstasy)
bemigride	methylphenidate
benzphetamine	nikethamide
bromantan	pemoline
caffeine ¹ (guarana)	pentetrazol
chlorphentermine	phendimetrazine
cocaine	phenmetrazine
cropropamide	phentermine
crothetamide	phenylephrine
diethylpropion	phenylpropanolamine (ppa)
dimethylamphetamine	picrotoxine
doxapram	pipradol
ephedrine	prolintane
(ephedra, ma huang)	strychnine
ethamivan	synephrine
ethylamphetamine	(citrus aurantium, zhi shi, bitter orange)
fencamfamine	and related compounds
meclofenoxate	
methamphetamine	

(b) Anabolic Agents:

anabolic steroids

androstenediol	methyltestosterone
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androstenedione	nandrolone
boldenone	norandrostenediol
clostebol	norandrostenedione
dehydrochlormethyl- testosterone	norethandrolone
dehydroepiandro- sterone (DHEA)	oxandrolone
dihydrotestosterone (DHT)	oxymesterone
dromostanolone	oxymetholone
epitrenbolone	stanozolol
fluoxymesterone	testosterone ²
gestrinone	tetrahydrogestrinone (THG)
mesterolone	trenbolone
methandienone	and related compounds
methenolone	<u>other anabolic agents</u>
	clenbuterol

(c) Substances Banned for Specific Sports:

Rifle:	
alcohol	pindolol
atenolol	propranolol
metoprolol	timolol
nadolol	and related compounds

(d) Diuretics:

acetazolamide	hydrochlorothiazide
bendroflumethiazide	hydroflumethiazide
benzthiazide	methylclothiazide
bumetanide	metolazone
chlorothiazide	polythiazide
chlorthalidone	quinethazone
ethacrynic acid	spironolactone
flumethiazide	triamterene
furosemide	trichlormethiazide
	and related compounds

(e) Street Drugs:

heroin	tetrahydrocannabinol (THC) ³
marijuana ³	

(f) Peptide Hormones and Analogues:

corticotrophin (ACTH)
human chorionic gonadotrophin (hCG)
leutenizing hormone (LH)
growth hormone(HGH, somatotrophin)
insulin like growth hormone (IGF-1)

All the respective releasing factors of the above-mentioned substances also are banned:

erythropoietin (EPO)	sermorelin
darbypoetin	

(g) Definitions of positive depends on the following:

¹ for caffeine—if the concentration in urine exceeds 15 micrograms/ml.

² for testosterone—if the administration of testosterone or use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

³ for marijuana and THC—if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

APPENDIX M

**MIAMI UNIVERSITY DEPARTMENT OF INTERCOLLEGIATE ATHLETICS
DRUG AND ALCOHOL EDUCATION AND DRUG
TESTING PROGRAM**

Miami University is firmly committed to maintaining an intercollegiate athletic program that is free from all illegal drug use. Illegal drug use (use of illegal drugs or abuse of prescription medications) poses a significant risk of harm, injury, and death to the student-athlete. The Miami University Athletic Department also believes that illegal drug use by student-athletes has a detrimental effect on the entire athletic program including teammates, coaches, and trainers. As a result, the Miami University Athletic Department has adopted a comprehensive education and testing program. In addition to the Athletic Department program, student-athletes are also subject to random drug testing by the NCAA.

Athletic Department staff members must inform the athletic director when they have knowledge that a student athlete is using a substance on the NCAA banned substance list (NCAA Bylaw 10.2). In addition, any Athletic Department staff member who encourages, supplies, aids, or abets a student-athlete in the procurement of or use of a substance on the NCAA banned substance list or any other performance enhancing substance (e.g. creatine) is subject to disciplinary action, up to and including termination.

All coaches must ensure that prospective student-athletes are aware of this program as participation in the program is a condition of participation in the intercollegiate athletic program at Miami University.

I. DRUG AND ALCOHOL EDUCATION

A comprehensive drug and alcohol education program is an essential element of the Athletic Department's program. Miami University is fortunate to have access to university resources in Health Services and the CHAMPS/Life Skills program as well as the expertise of the staff. Annual programming will involve each of these areas and will proactively attempt to facilitate a meaningful understanding of the adverse affects of drug and alcohol use. Student-athletes must attend at least one CHAMPS/Life Skills program and one team program each year.

II. DRUG TESTING PROGRAM

All student-athletes who are on the NCAA squad list or team's roster are subject to drug testing and, as a condition of participation in the intercollegiate athletic program, are required to sign the Consent for Drug Testing.

A. Prohibited Drugs

Student-athletes will be tested for drugs that are banned by the NCAA. A list of banned substances can be found on the NCAA web site, from Miami University's Head Athletic Trainer, or the Miami University Student-Athlete Handbook.

B. Testing

By signing the Consent for Drug Testing, the student-athlete agrees to submit to any tests prescribed by Miami University to detect the use of any of the drugs listed above. Typically, the test to be used for drug screening is a urinalysis. Copies of the Testing Protocol are available from the

Head Athletic Trainer. However, other types of tests from time to time may be utilized to determine the presence of drugs. These alternative procedures include, but are not limited to testing samples of blood or hair.

The University's drug-testing program is composed of three components:

1. **Unannounced Team Testing** - All student-athletes on any team may be subject to periodic unannounced team testing. During the academic year a team (all the members on the NCAA squad list or team roster) may be selected to be tested. The Head Coach will be notified of the test and will call a team meeting to announce to the team that they have been selected for team drug testing.
2. **Random Student-Athlete Testing** - Under the random testing program, a random list of student-athletes' names will be generated from current NCAA squad lists and team rosters. These student-athletes will be notified and will be required to be present at the drug-testing site at the prescribed time. All student-athletes are subject to periodic unannounced random testing. The selection of student-athletes will be made through a random selection of names from the team roster by the Athletic Director or his/her designee.
3. **Individual Testing Based on Reasonable Suspicion** - A student-athlete may be subject to testing at any time when, there is a reasonable suspicion the student-athlete has used any of the drugs prohibited by the NCAA or this program. A reasonable suspicion may be based on information from any source deemed reliable by the Athletic Director (or designee).

C. Consequences of Failure to Participate in or Cooperate with Testing

1. If a student-athlete declines to execute the required consent form, eligibility to participate in intercollegiate athletics will be canceled for the balance of the academic year.
2. If a student-athlete fails to report for a scheduled test, it will be treated as a positive test result.
3. If a student-athlete fails within a reasonable period of time to produce a required urine specimen, it will be considered a positive test result.
4. If a student-athlete attempts to tamper with, dilute, substitute, or adulterate a urine specimen it will be considered a positive test result.

D. Consequences of Positive Drug Test

When prohibited drug use has been verified through positive test results, the following consequences will apply:

1. **First Positive**
 - a. **Confidential Meeting** - The student-athlete is required to meet with the Team Physician, Head Athletic Trainer, and Athletic Director (or designee) to discuss the nature, extent, and history of the drug use.
 - b. **Notification of Parents** - If the student-athlete is under age 21 or the University determines that a health or safety emergency exists, the Athletic Director (or designee) may elect to notify the parents/guardians of the student-athlete of the positive result, any known facts concerning the student-athlete's drug use and of the sanctions imposed by Athletic Department.
 - c. **Counseling and Rehabilitation** - The nature and extent of counseling and medical intervention that may be required by the Athletic Director (or designee) as a condition of continued athletic eligibility will depend on the available information regarding the student-athlete's drug use. At a minimum, the student-athlete will be required to attend a mandated drug and alcohol counseling assessment.
 - d. **Follow-up Testing** - The student-athlete may be required to submit to follow-up testing for as long as it is deemed appropriate by the Athletic Director (or designee).
 - e. **Possible Suspension or Discontinuation of Athletic Eligibility** - If the drug use is deemed by the Athletic Director (or designee) to be sufficiently serious, the student may be suspended from athletic participation for a period of time or may have his or her eligibility canceled by the institution. If eligibility is canceled, a student will not be

eligible for renewal of any athletic scholarship, and any existing scholarship may be subject to cancellation.

2. Second Positive
 - a. Notification of parents - If the student-athlete is under age 21 or the University determines that a health or safety emergency exists, the Athletic Director (or designee) may elect to notify the parents/guardians of the student-athlete's second positive result, any known facts concerning the student-athlete's drug use and of the sanctions imposed by Athletic Department.
 - b. Counseling and Rehabilitation - Medical and psychological monitoring and counseling may be required of the student-athlete, for the duration of any period of suspension, and reinstatement for as long as the Athletic Director (or designee) deems appropriate. The student-athlete will be required at a minimum to attend a mandated counseling assessment.
 - c. Follow-up testing - The student-athlete may be required to submit to follow-up testing for as long as deemed appropriate by Athletic Director (or designee).
 - d. Minimum Suspension/Possible Discontinuation of Athletic Eligibility - The student-athlete will be suspended, at a minimum, from participation in intercollegiate athletic activities for ten percent of the team's regular season contests. If deemed appropriate by the Athletic Director the student-athlete may have his or her eligibility canceled. If eligibility is canceled, a student will not be eligible for renewal of any athletic scholarship, and any existing scholarship may be subject to cancellation.
3. Third Positive
 - a. Notification of parents - If the student-athlete is under age 21 or the University determines that a health or safety emergency exists, the Athletic Director (or designee) may elect to notify the parents/guardians of the student-athlete of the third positive result, any known facts concerning the student-athlete's drug use and of the sanctions imposed by Athletic Department.
 - b. Cancellation of Eligibility - The athletic eligibility of the student-athlete will be canceled permanently and the student's athletic scholarship will be canceled.

APPENDIX N

PROFESSOR EXCUSE LETTER

Dear Professor:

A member of a Miami University *Athletic Team XX* is presenting this letter and the attached schedule of competition to you. There will be a number of times this semester when this student may miss class due to travel to an intercollegiate contest. We think it is important that you know of these dates in advance, and we appreciate any accommodation you can make to allow this student to represent the university in these approved competitions. Although we try to keep class misses to a minimum, conference schedules do require some weekday travel.

Our student-athletes understand they are responsible for all material covered during their absences and will discuss their assignments and deadlines with you. The Athletic Department places priority on academic achievement and urges you to contact the head coach if this student neglects to fulfill your class requirements.

We realize you deal with many students, so we particularly appreciate your cooperation and support.

APPENDIX O

MIAMI FIGHT SONG

(words and music by Raymond H. Burke)

Chorus

Love and honor to Miami,
Our college old and grand,
Proudly we shall ever hail thee,
Over all the land –

Alma Mater now we praise thee,
Sing joyfully this lay –
Love and honor to Miami,
Forever and a day!

MIAMI UNIVERSITY ALMA MATER

Old Miami, New Miami University

(Original verses by A. H. Upham)

Old Miami, from thy hillcrest,
Thou hast watched the decades roll,
While the sons have quested from thee,
Sturdy hearted, pure of soul.

(Chorus)

Old Miami, New Miami,
Days of old and days to be;
Weave the story of thy glory,
Our Miami, here's to thee!

Aging in thy simple splendor,
Thou the calm, and they the storm,
Thou didst give them joy in conquest,
Strength from thee sustained their arm.

(Chorus)

Our Miami, you were founded
In our nation's early days;
Now we join with generations
In this song of love and praise

MIAMI UNIVERSITY ATHLETICS.....A "CULTURE OF CHAMPIONS"

A "*Culture of Champions*" is a belief that part-time excellence is unacceptable – that excellence is a lifestyle. Thus, we excel intellectually, through service, with leadership, by example, with attitude and through our words and actions. As we achieve annual championships, each of us will

aspire to contribute to our collective championship culture through winning, recruiting, leading, serving, encouraging, and preparing. As we go forth, there is a contagiousness that infects us all and inspires a momentum striving to become a national model for intercollegiate athletics. The *"Culture of Champions"* concept is not exclusively the responsibility of students and coaches, but rather the 'culture' to which we aspire contains a mind-set of every single person performing like a champion in everything we do.