

## WELCOME

Welcome to NIU and the Huskie Athletics family! Whether you are returning as a senior or just beginning your career as a collegiate student-athlete, we are glad you are here.

I have gotten to know the many people of Northern Illinois University who support and serve you as student-athletes and know we have outstanding faculty and administrators who are dedicated to assisting you in your success across campus. We also have a loyal and devoted fan base that is willing to invest in our athletics program and support you through their attendance at our events.

Academically we continue a tremendous streak of eight straight semesters of achieving a 3.0 GPA for student-athletes! This is something that we want to continue because through your achievements you have created an expectation of academic success. I hope you will continue to work hard to succeed in the classroom and take advantage of the excellent Student-Athlete Academic Support Services (SAASS) available for you.

As a student-athlete at NIU, the expectations for success at every level are high. Therefore, you are held to higher standards than other students because you represent this University in all that you do. I have heard it said that "the jersey never comes off" for student-athletes. Therefore, we must never forget that it is a privilege to be a NCAA Division I student-athlete in the Mid-American Conference.

It is the Athletics Department's mission to "develop champions in the classroom, in competition, and in life." To support that goal, we must also keep in mind the core values which we have adopted:

Represent NIU with pride. Expect success. Demand integrity.

Your acceptance of these core values will only make us more successful in the coming year.

It has been a long summer but now we can get started on the 2009-10 academic year and all of your respective sport seasons! I know I speak for all of our coaches, administrators, support staff, and fans when I say that we are looking forward to watching you represent this outstanding University in competition, in the classroom, and in our community.

Best of luck and Go Huskies!

Jeff Compher

Associate Vice President / Director of Athletics

# TELEPHONE DIRECTORY

## ATHLETICS OFFICES

<b>Athletics, General Information</b> .....	<b>815-753-1295</b>
<b>Administrative Office</b> .....	<b>815-753-7370</b>
<b>Director of Athletics</b> .....	<b>815-753-7370</b>
<b>Athletic Ticket Office</b> .....	<b>815-752-6800</b>
<b>Business Office</b> .....	<b>815-753-9541</b>

### Compliance Office

Christian Spears, Sr. Assoc. Athletics Director.....	815-753-9494
Bobbie Cesarek, Assoc. Athletics Director.....	(815) 753-9474/970-0465
Lindsey Hicks, Director.....	(815) 753-8290/901-2285

<b>Development &amp; Huskie Athletic Scholarship Fund</b> .....	<b>815-753-1923</b>
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## STUDENT-ATHLETE WELL-BEING

Robert Collins, Deputy Director of Athletics.....	(815) 753-9531/751-2904
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### CHAMPS/Life Skills Program

Monique Bernoudy, Assoc. Athletics Director.....	815-753-1727
Kyra Lobbins, Life Skills Coordinator.....	815-753-8447

### SAASS (Student-Athlete Academic Support Services).....

<b>SAASS (Student-Athlete Academic Support Services)</b> .....	<b>815-753-1342</b>
Francine St. Clair, Sr. Assoc. Athletics Director.....	815-753-1727
Greg Isaac, Assistant Director.....	815-753-1539
Erin Jordan, Academic Coordinator.....	815-753-9246
Andy Owen, Academic Coordinator.....	815-753-1654
Donna Jones-Ilsley, Senior Coordinator/Learning Specialist.....	815-753-1812
Leonard LeGrand, Office Administrator.....	815-753-1342

### Athletic Training

Convocation Center.....	815-753-1402
Huskie Stadium.....	815-753-1957
Yordon Center.....	815-753-0211

### Sports Performance

Eric Klein, Director.....	815-753-9511
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### Sports Psychologist

Dr. Moira Stuart.....	815-753-0137
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### Equipment Rooms

Convocation Center.....	815-753-1941
Huskie Stadium.....	815-753-0211

### Facilities.....

<b>Facilities</b> .....	<b>815-753-9544</b>
Sue Hansfield, Assistant Athletics Director (Games, Camps).....	815-753-9544
Jen Clark, Event Manager (Huskie Interns, Event staff).....	815-753-9590

<b>Information Technology Services</b> .....	<b>815-753-3009</b>
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<b>Media Relations</b> .....	<b>815-753-1706</b>
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<b>Faculty Athletic Representative (Jan Rintala)</b> .....	<b>815-753-1894</b>
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## HEAD COACHES

<b>Baseball</b> .....	815-753-2225
Ed Mathey	
<b>Men's Basketball</b> .....	815-753-1633
Ricardo Patton	
<b>Women's Basketball</b> .....	815-753-9936
Carol Owens	
<b>Cheerleading</b> .....	815-690-2634
Trisha Rodeghero	
<b>Women's Cross Country/Track &amp; Field</b> .....	815-753-0571
Connie Teaberry	
<b>Football</b> .....	815-753-1825
Jerry Kill	
<b>Men's Golf</b> .....	815-753-1816
John Cleary	
<b>Women's Golf</b> .....	815-753-1548
Pam Tyska	
<b>Gymnastics</b> .....	815-753-1498
Mark Sontag	
<b>Men's Soccer</b> .....	815-753-1372
Eric Luzzi	
<b>Women's Soccer</b> .....	815-753-9535
Carrie Barker	
<b>Softball</b> .....	815-753-1497
Lindsay Chouinard	
<b>Men's Tennis</b> .....	815-753-6845
Pawel Gajdzik	
<b>Women's Tennis</b> .....	815-753-9536
Ryun Ferrell	
<b>Volleyball</b> .....	815-753-9533
Ray Gooden	
<b>Wrestling</b> .....	815-753-9478
Dave Grant	

## SPORT SUPERVISION

Jeff Compher (Primary Supervisor*) .....	815-753-7370	
Women's Basketball, Men Basketball, Football & Volleyball		
Dee Abrahamson .....	Baseball, Gymnastics, Men's Soccer & Volleyball* ..... 815-753-1628	
Shelley Binegar .....	Cheerleading .....	815-753-0800
Robert Collins.....	Men's Basketball*, Football* & Softball .....	815-753-9531
Glen Krupica .....	Men & Women's Tennis and Wrestling.....	815-753-8045
Tim McMurray .....	Men & Women's Golf and Women's Basketball*.....	815-753-2029
Christian Spears.....	Cross Country, Track & Field & Women's Soccer ....	815-753-9494

## **NIU GENERAL DIRECTORY (AREA CODE 815)**

### **Emergency/Community Services**

Crime Stoppers	895-3272
Crisis Line	758-6655
DeKalb Fire Department (Non-Emergency)	748-8460
DeKalb Police Department (Non-Emergency)	748-8400
Fire/Police/Ambulance (Emergency)	911
University Police (Non-Emergency)	753-1212
Kishwaukee Community Hospital	756-1521
Poison Control Center	800-453-2022
Sexual Assault Response Team	753-1206
Health Services, University (UHS)	753-1311
UHS Acute Care Clinic	753-9770
Health Enhancement	753-9755

### **Academic Advising Offices (by college)**

Business	753-1325
Education	753-1972
Engineering & Engineering Technology	753-1442
Health & Human Sciences	753-1891
Liberal Arts & Sciences	753-0114
Visual & Performing Arts	753-1635
Academic Advising Center (Undecided Majors)	753-2573

### **General Information**

Asian American Center	752-1177
Bursar's Office ( <a href="http://www.niu.edu">http://www.niu.edu</a> )	753-1886
Campus Information	753-1000
Career Services ( <a href="http://www.niu.edu/CareerServices">www.niu.edu/CareerServices</a> )	753-1641
Center for Access-Ability Resources (CAAR)	753-1303
Center for Black Studies	753-1709
CHANCE Program	753-0201
Commuter & Non-Traditional Student Services	753-9999
Counseling and Student Development	753-1206
Financial Aid ( <a href="http://www.fa.niu.edu">www.fa.niu.edu</a> )	753-1395
Founders Memorial <b>Library</b> ( <a href="http://www.ulib.niu.edu">www.ulib.niu.edu</a> )	753-1995
Judicial Affairs	753-1571
Late Night Ride Service /Student Patrol	753-2222
Northern Star ( <a href="http://www.northernstar.info">www.northernstar.info</a> )	753-0101
Lesbian, Gay, Bisexual, Transgender Resource Center	753-2235
Registration & Records ( <a href="http://www.reg.niu.edu/regrec/connect/">http://www.reg.niu.edu/regrec/connect/</a> )	753-0681
Scholarship Office ( <a href="http://www.niu.edu/scholarships">www.niu.edu/scholarships</a> )	753-0143
Housing and Dining	753-1525
Student Legal Assistance	753-1701
Student Involvement & Leadership Development	753-1421
Latino Resource Center	753-1986
Women's Resource Center	753-0320
University Bookstore	753-1081
Village Commons Bookstore (VCB)	758-0613

### **Transportation**

Greyhound Bus Lines  
Huskie Bus Information

756-8658  
753-6900

## **MID AMERICAN CONFERENCE (MAC)**

### **West Division**

Ball State University

Central Michigan University

Eastern Michigan University  
Buffalo

Northern Illinois University

University of Toledo

Western Michigan University

### **East Division**

University of Akron

Bowling Green State University

State University of New York at

Kent State University

Miami University

Ohio University

Temple University

## SPORTSMANSHIP LETTER

Dear MAC Student-Athlete:

We are proud of your success in reaching this point in your athletic career. To be an intercollegiate student-athlete at a Division I-A institution is an accomplishment that very few achieve. You are noticed and admired by many, and I congratulate you.

With this positive recognition comes responsibility — to your family and friends, to your teammates, to your school and to yourself. Among those responsibilities is the expectation that you will conduct yourself with composure and poise — towards opponents and officials and even opposing fans — in an intensely competitive environment. It is an expectation that we have for all of our coaches, officials and administrators as well. In this regard, abusive or out-of-control behavior, either physical or verbal, is unacceptable.

While the NCAA, through rule changes and emphasis in most every sport, is addressing the issue of sportsmanship; it needs to be noted that the MAC has in the past, and will in the future, not hesitate to act beyond NCAA minimum standards to assure sportsman-like behavior from our student-athletes, coaches and administrators. With the reading of this letter, all participants in a MAC championship sport are on notice that should you not conduct yourself to an acceptable level of sportsmanship in your competition this year you will be subject to possible disciplinary action, by either your institution or the conference. Such sanctions may range from reprimands to game suspensions.

Again, I salute you on your achievements, I thank you for your cooperation, and I wish you all the best in the year ahead.

Sincerely,

Dr. Jon A. Steinbrecher

Commissioner

## MAC SPORTSMANSHIP AGREEMENT

The Mid-American Conference (MAC) recognizes that student-athletes who participate in intercollegiate athletics carry a heavy responsibility for displaying characteristics that promote integrity and civility within our society. As a student-athlete, you are a role model for youth who look to your accomplishments with admiration.

Therefore, as a student-athlete at a MAC member institution, you are expected to conduct yourself in the arena of athletic competition with fairness, honesty, and the responsibility to treat your opponents with civility and respect. In this regard, such currently popular tendencies as “trash talking”, finger pointing or unprovoked acts of physical violence will not be tolerated.

While the NCAA, has addressed the issue of sportsmanship, it needs to be noted that the MAC will not hesitate to act beyond the current NCAA minimum provisions to assure good sporting behavior from student-athletes. With the reading of this correspondence, all participants in a MAC championship sport are hereby notified that should they not conduct themselves in athletic competition by the high standards of sportsmanship required by the conference, they will face possible penalties. Such penalties may include suspension from one or more contests as deemed by the institution and/or the conference commissioner.

# ATHLETICS HERITAGE

## THE HUSKIE NICKNAME

The athletics mascot wasn't always a Huskie dog. An old "NI" was identified with several nicknames. "Profs" was used, an obvious expression of the institution's mission as a teacher's college. "Cardinals" stuck in the 1920's, the "Evansmen" was used in the 1930's in recognition of athletics pioneer George G. "Chick" Evans. Other terms included "Northerners" and "Teachers". In 1940, a four-man committee was appointed to search for "...a term with a trifle more dash..." After much debate and research, a final accord was reached. The word "Huskies" would be used to represent NIU's athletic teams.

## THE HUSKIE MASCOT

NIU gained NCAA Division I status in the late 1960s. The mascot has undergone a series of real dogs, a "live" Victor E. Huskie in costume, and several line drawing logo versions. A popular logo among the Baby Boomers was the "fighting" Huskie in the boxer's stance, commissioned by former athletics director Bob Brigham in 1968. In 1985-86, the dog's head--known to insiders as the "wolf" Huskie--made its debut. The running dog was introduced in 1988, and in August of 2001 a new logo debuted. The new logo was designed to bring our Huskie into the 21st century. The logo was designed by award-winning Rickabaugh Graphics of Gahanna, OH.

## VARSITY CLUB

The Varsity Club is the exclusive organization made up of former student-athletes, managers, trainers and coaches at Northern Illinois University and is a critical component of the Huskie Athletic Scholarship Fund. It is truly important for athletics to reconnect with all of our former Huskie student-athletes who have meant, and still do mean, so much to our program. You will one day soon be a part of this elite group.

After graduation and joining the Huskie Athletic Scholarship Fund at ANY level (including our Young Alumni program), you are automatically a member of both the HASF and an active member of the Varsity Club. In addition to receiving HASF benefits that correspond with your giving level, you will receive all benefits of being a member of the Varsity Club, which include invitations to special events, a chance to reconnect with former teammates and coaches along with discounted football season tickets.

## **STUDENT-ATHLETE WELL-BEING**

Robert Collins, Deputy Director of Athletics ..... W: 815-753-9531

C: 815-751-2904

In our quest for a world-class experience for each and every one of our 467 student-athletes in 17 sports programs at Northern Illinois University, we provide great resources directed by excellent and proven professionals.

The coaches and staff of Huskie Athletics strive to ensure that NIU student-athletes receive the tools necessary to be successful academically, athletically and socially.

Developing future leaders and responsible adults will always be a strong focus, while helping our young men and women strive to become the best they can be both on and off the fields of play.

### **STUDENT-ATHLETE WELL-BEING PROGRAMS:**

- CHAMPS/Life Skills
- SAASS (Student-Athlete Academic Support Services)
- Athletic Training
- Sports Performance
- Sports Psychology
- Equipment Services

## CHAMPS/LIFE SKILLS PROGRAMS

CHAMPS/Life Skills, which stands for Challenging Athletes' Minds for Personal Success, is a program administered by colleges and universities with direction from the NCAA education services group. The goal of the program is to provide NCAA student-athletes with services, support and resources to help prepare them for graduation and plan for their future professions.

The discussion to create a CHAMPS/Life Skills program began in 1991 with the NCAA and the Division 1A Athletics Directors' Association. The program was officially launched by the NCAA in 1994 based on five areas of commitment:

1. Commitment to Academic Excellence,
2. Commitment to Athletic Excellence,
3. Commitment to Personal Development,
4. Commitment to Career Development, and
5. Commitment to Service

Division I schools are required to provide Life Skills programming for their student-athletes.

**Mission:** To provide student-athletes with the necessary life skills to be successful personally and professionally.

**Goal:** To develop student-athletes life skills in the following areas:

1. Personal
2. Career (Professionally)
3. Community Service/Outreach

### STUDENT-ATHLETE WELCOME CONVENTIONS

All student-athletes and cheerleaders are introduced formally to one other, the athletic staff, other important personnel and topics during the "Welcome " Fall convention and introduced to pertinent university staff and topics during the spring convention.

### COMMUNITY SERVICE

Each student-athlete is expected to engage in a service hours to the NIU and local community. You can register for activities with the CHAMPS office or your coach.

### LIFE SKILL WORKSHOPS/PRESENTATIONS

Workshops are presented to enhance the awareness and address the professional needs of student-athletes. An example of these includes:

- Eating Disorders
- Etiquette
- Agents
- Gambling
- Diversity
- Communication Skills
- Career Options
- Drugs/Alcohol
- Financial Management

### SAAC ORGANIZATION – *THE VOICE OF THE STUDENT-ATHLETES*

The Student-Athlete Advisory Committee (SAAC) is an organization for student-athletes to address pertinent academic and athletic issues and build collaborative relations. It is designed to be a student-athlete voice in addressing needs and initiating actions. This organization is recognized by NIU's Student Association and serves as an advisory group to the Director of Athletics. SAAC consists of voluntary student-athlete members who

are intensively involved in community service projects as well. The Role of SAAC Representatives is to serve as campus leaders.

- Attend campus meetings
- Work with campus SAAC to identify campus student-athlete well-being issues.
- Work with university staff and student-athletes to address those issues.
- Carry campus issues to the conference and national SAAC.

The officers for the 2009-2010 academic year are:

Brian Smith, President/Athletic Board Representative – Baseball

Dave Reynolds, Vice-President – Baseball

Brooke Forsberg, Secretary – Women’s Tennis

Mary Bull, Treasurer – Track &Field

Kayle Walters, Director of Communication (Newsletter) – Track & Field

Patti Bautista, Challenge of Champions Chair – Track & Field

Mauvolene Adams, Athletic Board Representative – Women’s Basketball

## **SENIOR BANQUET**

Coaching staff, administrators and graduating seniors (student-athletes which includes cheerleaders, student staff and managers) gather annually to celebrate the graduating seniors. The top female and male athletes are also honored. This program is a collaboration between intercollegiate athletics and the NIU Alumni Association.

## **HUSKIE INTERNSHIP PROGRAM**

The “*Huskie Interns*” are student-athletes who have exhausted their eligibility (5th year) or are on medical hardship (can no longer compete in their sport). Student-Athletes requesting to become a Huskie Intern must complete an application by February 15 of the previous year and submit it to the Huskie Intern athletics administrator. The application can be located on the SAASS Blackboard web-site. Final approval is at the discretion of the Student-Athlete Well Being committee in conjunction with the head coach. Admission to the program is not guaranteed. The internship program allows student-athletes an opportunity to gain work experience relevant to their career aspirations while assisting the athletic department with game day management. Interns are required to attend monthly meetings, work at sport events and work as an intern, preferably in their career choice area, within the athletics department.

## **“CHALLENGE OF CHAMPIONS” COMPETITION**

The “Challenge of Champions” program launched Fall 2007 is a competitive program among NIU athletic sport teams, cheerleaders and Huskie Intern to achieve success in the following categories:

1. Academic Excellence
2. Athletic Achievement
3. Professional Development
4. Personal Development
5. Huskies Supporting Huskies
6. Huskie Heroes (community service)
7. SAAC Involvement
8. Above & Beyond

The program points are accumulated annually during the academic year (August – May). Points are achieved by successfully meeting established goals in one of the eight specified categories. The top three teams at the end of the spring semester will be rewarded at the

Fall Welcome Convention. The 1st place team wins a team prize of \$1,000 and the traveling Champions Cup, 2<sup>nd</sup> Place wins \$250 and 3<sup>rd</sup> Place wins a Pizza Party (not to exceed \$150). The 1<sup>st</sup> and 2<sup>nd</sup> Place winning teams will decide how to use the prize money (in accordance with MAC, NCAA and NIU policies and procedures). Speak to your Student-Athletic Advisory Council (SAAC) representative, see the CHAMPS/Life skills staff or web page link for details of this program. **Tips to earn Challenge of Champions points:** **Academic Excellence** (earn most improved team gpa = 50 pts); **Athletic Achievement** (make sure your team gets all pts for team and individual athletic achievements); **Professional Development** (create/revise resume with Career Services = 10 pts/ea); **Personal Development** (volunteer for a leadership role in a campus organization = 25 pts/per person); **Huskies supporting Huskies** (get 60% of your team to attend another teams sporting event = 100 pts/event); **Huskie Heroes** (volunteer for a community service event exceeding 4 hours = 50 bonus pts); **SAAC Involvement** (get 50% of your team to attend a SAAC meeting = 50 pts) and **Above & Beyond** (bring an athletic staff member to a community service event or to a Huskies supporting Huskies event = 20 pts/event);



## **ATHLETIC ACADEMIC COUNSELING**

Staff members are assigned by sport team to assist student-athletes in receiving the support necessary for success. The process begins during summer orientation. Student-athletes must meet with their Major Academic Advisors, in their designated colleges, before meeting with their SAASS coordinator.

## **ACADEMIC & ELIGIBILITY MONITORING**

The team coordinator monitors the academic progress and eligibility for each student-athlete. Progress reports are forwarded to professors twice a semester to determine the current course grade and identify any challenges.

## **ACADEMIC EXCELLENCE CELEBRATION**

A program designed to recognize student-athletes for their individual and team academic achievement. The annual *Academic Excellence Program*, held in the spring celebrates our Huskie Scholars (cum gpa 3.0-3.49), Victory Scholars (cum gpa 3.5-4.0) and 4.0 Scholars. In addition, our sport teams and student-athletes/cheerleaders who academic accolades are recognized.

## **RECRUITMENT**

SAASS Staff members are available to speak with prospective student-athletes and their parents regarding the program.

## **ACADEMIC ENRICHMENT PROGRAM**

All student-athletes are pre-tested to determine their readiness in specific areas. Student-athletes with academic challenges are assigned to work in on-on-one settings with the Learning Specialist and Learning Assistants, to aid them in daily planning and academic assignments.

## **LEARNING SPECIALIST**

The SAASS office has a full-time staff member devoted to assisting those student-athletes who are most academically challenged. Student-athletes who have documented learning disabilities qualify for this program. They receive specialized one-on-one assistance to ensure they have a successful academic experience. In addition, the education specialist works closely with other resources on campus that provides services to students with disabilities, particularly the Center for Access-Ability Resources (CAARS) office. Student-athletes with other developmental needs are also assisted through close one-on-one supervision and instruction in areas of concern. Skill modules in time management, note-taking and critical reading, along with other topics, are offered on an as needed basis.

## **SAASS BLACKBOARD**

The SAASS icon will appear on all student-athletes NIU accounts. Please check this location weekly for important information and necessary forms and applications from SAASS, CHAMPS and other offices.

## **TUTORING**

All student-athletes have the ability to gain a subject tutor by contacting the SAASS office. Tutors are free to the student-athlete. Several subject tutors will also be available at evening Study Tables. All tutoring sessions must take place in the SAASS offices.

## ACADEMIC INFORMATION

### HOW TO WITHDRAW FROM A COURSE

- Speak with your SAASS coordinator (to avoid becoming ineligible)
- Meet with your major academic advisor and complete the necessary form(s)

### APPEAL PROCESS FOR GRADES

A student who wishes to appeal a grade or grades should utilize the current NIU Procedures for Use in Appealing Allegedly Capricious Semester Grades of Undergraduate Students (Grade Appeal Policy). A student who wishes to appeal a decision regarding admission, retention in, or completion of an initial teacher certification program should consult with the appropriate college advising office regarding the procedures to be followed.

### HOW TO WITHDRAW FROM THE UNIVERSITY

- Speak with your SAASS Coordinator
- Speak with your Head Coach
- Speak with the Compliance Office
- Officially Withdraw from your major college
- If living on-campus, contact Housing and Dining Office
- If living off-campus, contact your Landlord (you may incur financial penalties)
- If you receive books in your scholarship, return the books to the bookstore
- Return issued athletic team equipment to your Head Coach
- Cancel your NIU email account
- NIU One Card – **Do Not Discard** – keep for at least 18 months. If you choose to return to NIU in that time it can be reactivated. Otherwise, a \$25 fee will be charged for a new one.

### FINAL SEMESTER (ENROLLED IN LESS THAN 12 CREDIT HOURS)

- **All student-athletes must enroll in a minimum of 12 hours per semester (including exhausted eligibility student-athletes)**
- Final semester student-athletes who need less than 12 hours to graduate must have approval to enroll in less than 12 hours. You must:
  1. meet with your SAASS coordinator
  2. meet with records and registration (Graduation Evaluation Office, 2nd floor Wil-liston Hall) and inform them you are a student-athlete who wants to enroll part-time and need to be certified for athletic competition and/or financial aid (even if you have exhausted your eligibility or returned to complete your degree)

### ENCUMBRANCES

An “encumbrance” is a hold that is placed on your academic records and financial account.

- Until the encumbrance is cleared, a student-athlete cannot enroll in the next school term, get their financial aid or obtain a copy of their transcripts or diploma.
- If the encumbrance is not removed by a specified date you may be dropped from your enrolled courses.

### STUDY TABLE

“Study Table” is a monitored study environment designed to bridge your previous knowledge with current learning experiences. All freshmen are assigned a specified amount of

required study table time each week. The goal is to provide a study environment conducive to university level study.

### **Study Table Expectations**

- A. The only acceptable behavior is studying course material.
- B. Respect other student-athletes, the staff, and facilities.
- C. Be prepared to study and bring your course materials with you.
- D. Always bring your NIU ID (One Card).
- E. Plan your study schedule ahead of time to enable you to earn the required hours.
- F. You are responsible for knowing your required hours and keeping track of them.
- G. Hours are mandatory and reported to coaches weekly.
- H. There is no food or drink, including water, in the study table rooms.
- I. Students have access to the internet in the computer lab. However, any student found visiting personal web-sites (e.g., Facebook , Myspace) or inappropriate web-sites will be asked to leave the study session, and signed out immediately.

### **Study Table Locations**

Study table hours are available during the day and evening. They are held in relaxing locations in the Convocation and Yordon Centers.

Study table will begin the 2nd Monday of the semester, and will run through the week before finals. Any adjustments to the schedule will be posted.

### **Study Table Hours**

Study table hours will be posted in the Convocation and Yordon centers and on the SAASS Blackboard. It is **mandatory** that you have your NIU **One Card** to sign in and out of study table. NO food or drink is allowed at study tables.

### **SAASS - IMPORTANT ACADEMIC TIPS**

- It is mandatory that you make an appointment to see your Academic Advisor at least 1-2 times every semester.
- You should have them assist you in planning the classes you will need for at least the next 1-2 years (keep a copy).
- If you are an admissions sponsored student-athlete, you **MUST** meet with your major academic advisor in your college once each semester.
- Get to know your instructors/professors starting with the first day of class.
- Schedule weekly meetings with your SAASS Coordinator each semester of your Freshman year.
- Be ready to register on the date of Early Access Registration by having already met with the advisor in your college, as well as your SAASS athletic advisor. Take advantage of this opportunity not given to all students.
- **Know your practice times and weights/conditioning times. Compare them to your class schedule so you will know when you need to miss class for competitions or travel.**
- Use the calendar in this handbook to record assignments, exams, practice times, and events.
- **Do not drop a class or change a major** without checking with your SAASS Coordinator first insure you have not rendered yourself ineligible.
- PLEASE ask for a tutor right away if you need help with certain subjects. Do not wait until the semester is almost over.
- If you are **attending Summer School at another college** you **MUST complete a**

**Summer School Registration Request** form prior to the beginning of your first day of class. Forms are available in the SAASS office.

- At the end of a semester, if you have been Academically Dismissed from the University you must write a reinstatement letter to the Dean of your major college. Directions on how to do this can be discussed with your SAASS Coordinator. You should also meet with your college academic advisor.

# ATHLETIC TRAINING

## GENERAL POLICY

The Sports Medicine Staff is made up of physicians, licensed/certified athletic trainers, nutritionist, psychologists, nurses, exercise physiologists, and strength and conditioning specialists from Northern Illinois University.

Referrals to other Medical Specialists (dentist, vision care, cardiology, etc.) from the NIU Sports Medicine Team will be made when necessary. To best care for the NIU student-athlete, the Sports Medicine staff needs to be informed and be involved in your health care. This includes all illnesses, injuries, and/or conditions, which may affect your physical and mental status as a student athlete. The Athletic Trainer is your front line in our system. Please report all injuries and illnesses in a timely fashion so we may provide the best possible care.

## ATHLETIC TRAINING ROOMS

NIU has four athletic training rooms on campus. The Convocation Center and Huskie Stadium are the main facilities. Anderson Hall and Evans Field House athletic training rooms are only open for coverage of practices as needed. All facilities are equipped with an assortment of treatment modalities, exercise equipment, and rehabilitative devices to aid in the care and rehabilitation of your athletic injuries.

### Training Room Hours (Academic Year)

- Convocation Center: Monday – Friday 8:00 AM – 5:00 PM
- Yordon Center: Monday – Friday 7:00 AM – 5:00 PM
- Anderson/Evans F. House/Huskie Stadium: Coverage of practices only
- Holidays and university breaks: By appointment only

## ATHLETIC TRAINING POLICIES AND PROCEDURES

1. Every student-athlete must have a physical examination by the NIU team physician to qualify to participate.
2. A completed parent insurance information form and a copy of medical insurance card (prior to your NIU physical exam) must be on file with the athletic training staff.
3. It is the student athlete and his/her parents' responsibility to provide primary insurance coverage (Please refer to the Parent Insurance Mailing).
4. Decisions regarding the medical status of a student-athlete for practice or game participation shall be the sole responsibility of the team physician and the athletic training staff.
5. The athletic department WILL NOT BE FINANCIALLY OR LEGALLY RESPONSIBLE for injuries that are NOT directly related to Intercollegiate Athletic participation at NIU.
6. Payment for medical expenses resulting from injuries sustained by student-athletes will be defined as follows:
  - a. The athletic department only provides secondary insurance coverage for injuries that are a DIRECT result of athletic participation in a NIU intercollegiate athletics organized team practice or competition for a rostered student-athlete.
  - b. The replacement of lost or damaged eyewear during an official practice or contest.
7. Other provisions or limitations:
  - a. Injuries must be reported within 72 hours to the athletic training staff.
  - b. Expenses paid from referral to a specialist when the Medical staff has approved it.
  - c. Medical expenses not covered by primary insurance, but authorized by the team physician and athletic training staff when it is directly related to athletics participa-

tion

- d. Vision Care: Routine eye exams are the responsibility of the student-athlete.
- e. Prescription medication authorized by the team physician.
- f. Medication for pre-existing conditions will not be covered.
- g. Medication for sexually transmitted diseases, diet supplements, antacids, illness, and birth control pills will NOT be covered.
- h. Dental Care: Routine dental care is the responsibility of the student-athlete.

# SPORTS PERFORMANCE

The goals of sports performance is to intelligently, progressively and creatively develop out student-athletes to maximize their athletic potential and competitive career at NIU and beyond.

## FEATURES

- \* Performance Training
- \* Nutritional Guidance
- \* Developmental programs for all beginning athletes
- \* Progressive physical preparation to reduce the likelihood of injuries

The heart of the Sports Performance program is the new 12,500 square-foot Strength and Conditioning Center, located in the Jeffrey and Kimberly Yordon Center. The spacious new area has had an immediate impact on NIU programs as student-athletes train on new equipment with a variety of machines, as well as a four-lane sprint track. The Strength and Conditioning Center is large enough to enable NIU's professional strength and conditioning coaches to avoid scheduling conflicts while allowing space for warm-ups, plyometric exercises and speed and agility activities.

## STAFF

### Co-Directors

- Eric Klein ..... 815-753-9511

### Assistants

- Chad Bower ..... 815-753-0399
- Chad Pearson ..... 815-753-0399

# SPORT PSYCHOLOGY SERVICE

## PSYCHOLOGICAL SKILLS TRAINING

The Department of Intercollegiate Athletics at Northern Illinois University provides every student athlete access to mental skills training through the department's sport psychology services. This comprehensive "performance enhancement" training is available to help each student athlete reach his or her potential. Performance can be enhanced by achieving greater confidence, emotional control, and concentration. The training methods are provided in both an individual and team setting and have helped many NIU athletes reach their potential both in and out of sport. Each student athlete will be provided his/her own mental skills training workbook at the beginning of each fall semester.

The Northern Illinois University sport psychology services integrate six broad areas of training for both individual athletes and teams:

**Goal Setting:** Student athletes can learn the processes of setting long and short term goals at both an individual and team level. Strategies are offered for developing detailed and personal action plans for goal attainment.

**Positive Thinking:** Performance can be enhanced when negative thoughts are minimized and positive thoughts are enhanced. Student athletes will learn how to maintain confident thoughts under pressure situations and minimize doubts in pressure situations.

**Focus:** Learning to concentrate without disruption is an important psychological strength needed to achieve success. Athletes will learn how to block out both internal and external distractions.

**Stress Management:** Student athletes will learn how to manage stress affects in and out of sport. Strategies are provided to manage stress, avoid burnout, and maximize energy.

**Mental Imagery:** Confidence and consistency in performance can be built by visualizing success. Student athletes will develop their own personal imagery program.

**Leadership:** Leadership skills can be enhanced to improve overall team performance and cohesion needed to achieve competitive greatness and team goals.

For further information, contact  
Dr. Moira E. Stuart  
Convocation Center 220A  
815-793-5478 [mestuart@niu.edu](mailto:mestuart@niu.edu)

## **EQUIPMENT SERVICES**

Equipment services provides all student-athletes with the necessary equipment to succeed on the field and ensures that the equipment provided is of high quality, which allows them to compete at an equal or higher level than their opponents.

There are three primary equipment centers on campus: Huskie Stadium, the Convocation Center and the newest facility, located at the Yordon Center, which features an expandable storage system, laundry drop system, pass through lockers and ample counter and work space for student managers.

These three primary equipment facilities help outfit student-athletes with all their on-the-field needs.

## OTHER HELPFUL INFORMATION

### FINDING YOUR Z-ID NUMBER

1. Go to [password.niu.edu](http://password.niu.edu)
2. Click on **Look up**
3. Enter your **last name** in the Last Name field
4. Click **Next**
5. **Find your name** in the listing and note the associated Z-ID and context. Your Z-ID ends at the first period so it looks like **Z1234567**. The rest is called your context - **#.students.niu**. Do **NOT** use your context to log in.

### YOUR NIU E-MAIL ACCOUNT

All admitted and continuing NIU students have an activated student e-mail account and a default e-mail alias. NIU delivers critical information and announcements to students through student e-mail. To access your NIU student e-mail from anywhere over the Internet you will need your LogonID and your Novell Password. Once you have your LogonID and password, check your NIU e-mail account as you may already have received mail. Go to [www.newstudents.niu.edu](http://www.newstudents.niu.edu) to use your account.

### NAVIGATING THROUGH MYNIU

Log in using your Z-ID and password. Go to Self Service > Student Center

### YOUR BILLING STATEMENTS

NIU no longer mails paper billings statements. You will be notified by an e-mail Billing Notice to your official university provided e-mail address. You may access your bill and other important information on myniu at [myniu.niu.edu](http://myniu.niu.edu) You may print a paper copy from this location. Any student with a past due balance remaining at mid term will have a hold placed on his/her account records prohibiting you from registering for classes and obtaining official transcripts until the balance is paid in-full.

### Understanding your Bill on MyNIU

- Financial aid, such as grants and loans, shows as 'pending aid' on MyNIU until the actual funds disburse to NIU after the semester has begun. Pending aid is acting as a deferment toward your charges.
- Pending loans will back out and no longer act as a deferment if the student, or parent in the case of a PLUS Loan, has not completed the Master Promissory Note.
- Pending loans will back out if the student is required to complete the on-line Entrance Counseling Session and has not done so.

### Loan Information

- All websites listed below can also be found at: [www.fa.niu.edu](http://www.fa.niu.edu) > Loans

### WHICH OFFICE DO I CONTACT?

Bill Payment and Refunds = Bursar's Office, Swen Parson Hall 235  
[www.niu.edu/bursar/faq/faq.shtml](http://www.niu.edu/bursar/faq/faq.shtml)

Verification of Enrollment for Insurance or Loan Deferment Forms =  
Registration and Records, Williston Hall 220

Student Health Insurance Waiver = Health Services 201

The waiver must be completed on-line at [www.niu.edu/shi/waiver/index.shtml](http://www.niu.edu/shi/waiver/index.shtml)

Parking Permits = Campus Parking Services, 121 Normal Road

NIU Bookstore = Holmes Student Center

### STUDENT HEALTH INSURANCE

The university offers a Health Insurance Plan designed exclusively for NIU STUDENTS.

The plan pays up to 80% of eligible medical expenses incurred outside Health Services, 24 hours a day, anywhere in the world.

Enrollment in the plan is automatic for students registered for 9 or more on-campus hours and all international students. Students who register for at least 6 hours, but less than 9 on-campus (DeKalb) hours and students who register for at least 6 off-campus hours may enroll in the plan by completing and returning an application to the Student Office on or before the deadline.

Students who have been automatically assessed the fee for the NIU Student Health Insurance Plan and who maintain health insurance coverage elsewhere may elect to waive participation in the Plan by completing an online waiver process prior to the deadline. However, the university recommends that students carry the NIU Plan even if they maintain coverage elsewhere. The Student Health Insurance Plan is designed to supplement family health plans that do not cover 100% of medicals costs because of deductibles, co-payment amounts, limitations on specific benefits (such as Mental Health) and out-of-network HMO penalties. For further information contact 815-753-1311 or <http://www.niu.edu/uhs/shi/studins2.asp>

## **STUDENT-ATHLETE: PREGNANCY POLICY**

### **Policy Statement**

Northern Illinois University shall not automatically exclude female student-athletes from competition, practice, nor participation in team activities on the basis of pregnancy, childbirth, false pregnancy or termination of pregnancy. Student-athletes who suspect they might be pregnant are encouraged to seek confirmation through their medical provider. In the event that a student-athlete becomes pregnant, that student is required to let her head coach and athletic trainer know immediately. In order to ensure that the student's health and scholarship are protected, *students should not immediately assume that they must withdraw from their sport or the University*. Northern Illinois University recognizes that a student-athlete's pregnancy is often a life changing event. As such, Intercollegiate Athletics wants to give the student-athlete time and counsel in considering her options. Students are encouraged to seek a "neutral party" outside of the Department of Intercollegiate Athletics for assistance and counsel. Suggestions include a representative of the Counseling and Student Development Center 815-753-1206, obstetrician or team physician.

### **Scholarship**

If a pregnant student-athlete notifies her coach and athletic trainer and DOES NOT voluntarily withdraw from her sport, that student's scholarship will be valid for the remainder of the awarding period.

It should be noted that any and all pregnancy related medical expenses are the responsibility of the student-athlete.

### **Training and Competing**

If the student wishes to continue in her sport, the Athletics Department will form a decision-making team that consists of the student, her coach, athletic trainer, team physician, and the student's health care professional (obstetrician, midwife, or nurse practitioner).

Permission must be given by the student-athlete to allow the designated athletic trainer and team physician to speak with the treating health care professional. Depending on the sport, training, competition and travel may be possible with the decision-making team's approval. The decision-making team will plan for monitoring of physical and mental health (mandatory), continued academic progress (mandatory), and return to sport (if desired).

### **Warning Signs to Immediately Terminate Exercise**

If any of the following signs are evident, exercise should be immediately terminated, and

immediate referral to a medical provider should be initiated:

Vaginal Bleeding	Dizziness or Headache	Chest Pain
Pre-term Labor	Calf Pain or Swelling	Decreased Fetal Movement
Leakage of Amniotic Fluid		

**Warning:** About 15% of pregnancies end in miscarriage and vigorous physical activity associated with athletic participation may greatly increase the probability of miscarriage.

If you are pregnant, avoid the use of alcohol and exposure to x-ray, and seek medical advice when taking any medication.

# HEALTH ENHANCEMENT SERVICES

[www.health.niu.edu](http://www.health.niu.edu)

## *“YOUR SOURCE FOR HEALTH INFORMATION”*

Health Enhancement (HE) is the health promotion department in the Division of Student Affairs at NIU. HE staff members advocate for policies and procedures which promote health and academic success.

We offer student-centered programs/services focused on **student health and academic success**. Relevant college health information is available in these forms for personal or group access: print and electronic media (including the Northern Star, Huskie Bus Line and campus post sites), Health Educator presentations to classes and student organizations, campus events, residence halls, Holmes Student Center, Field House, and individual professional consultations.

### **Visit or contact us**

Chick Evans Field House  
Northern Illinois University  
DeKalb, IL 60115

815-753-9755  
Fax 815-753-1120  
M – F 8:00 AM – 4:30 PM

## **COUNSELING AND STUDENT DEVELOPMENT CENTER**

Counseling and Student Development Center (CSDC) offers a variety of programs and services to students in two main areas: personal counseling and study skills assistance. Personal counseling is provided on an individual, group or crisis/emergency basis. Counselors work with students on a variety of issues including: relationship issues, adjustment to college, stress management, depression/anxiety, anger management, and eating concerns. To access services, students are encouraged to come into the CSDC for a walk-in appointment or call (815) 753-1206 to schedule an appointment. We are located in the Campus Life Building, Room 200.

Study skills assistance is provided by our Coaching for Academic Success Program and is offered in both individual and group formats. Coaching for Academic Success provides assistance with the general study skills students need.. This program assists students with textbook reading, time management, test preparation, and note-taking as needed. Coaching for Academic Success is not a subject-specific tutoring service, but we can refer you to tutoring services at NIU if needed.

Services at CSDC are *free and confidential*. The confidential nature of our services means we will not talk to anyone about your status as our client without your *written* permission.

**Contact CSDC via phone:** 815.753.1206

**Web address:** [www.niu.edu/csdc/](http://www.niu.edu/csdc/)

## CAREER SERVICES

Career Services helps undergraduate students secure internships and full-time employment through a centralized department serving all the colleges, departments and majors. Career Counselors are available to assist NIU undergraduate students make career decisions, discuss career transitioning and develop plans to build ‘experience’ into their educational program through internships. Career Services staff also assists the student in their search for off campus part-time and full-time employment. Please visit our website at [www.niu.edu/careerservices](http://www.niu.edu/careerservices).

**2009-2010 Fair Dates** (located on your handbook calendars)

October 7, 2009 – Fall Internship Fair

October 14, 2009 – Fall Job Fair

February 17, 2009 – Spring Internship Fair

February 24, 2010 – Spring Job Fair

March 1, 2010 – Educator’s Job Fair

Besides offering individual career counseling about career and job-related needs, the following services are offered through Career Services:

- o Help with career decision making including a website for majors, with corresponding career options, at [www.niu.edu/careerservices/Weblinks/](http://www.niu.edu/careerservices/Weblinks/)
- o Online postings for internships and full-time positions through Victor eRecruiting
- o Walk-in and online resume and cover letter reviews
- o Career testing
- o University wide Job Fairs, Internship Fairs and the Educator Job Fair
- o Assistance in the application process for graduate/professional school
- o Assistance with self-managed credential files for students in the field of education
- o A Career Resource Center containing books and other career related materials and is one of many computer labs located on campus.

## WOMEN'S RESOURCE CENTER

**Welcome to the Women's Resource Center!!** You've probably walked by our building and seen flyers for our events - but may not know what we're all about. We're located in the big red house at the corner of Lincoln Highway and Normal Road, across the street from the Psychology and Computer Building and right next to the Center for Black Studies. And even though we love our cool digs, we're so much more than just our building!

**We've got great people.** If you haven't met our friendly, amazing, talented, and smart staff, you need to stop in. Our staff alone is worth the visit. We can help you find what you need - whether it's on campus or community resources. Stop in and browse, or use the computers in the library to get that paper done Or just stop in to say hi and take a load off between classes to enjoy some satellite TV on our big screen. **We do important work for women on campus** but invite men to join us as well- including our commitment to making the campus community safer for women, serving as advocates for women with concerns on campus, raising awareness of how gender affects everyone's lives, and getting women the resources they need to be successful. **Looking to be more than a Center groupie?** We have lots of ways you can get involved - including volunteer positions, credit and non-credit internship opportunities, helping us create cutting edge programs and events for students, bringing in nationally known guest speakers, and working to make the campus climate better for women - whatever that means for you. **We don't know it all** - We'd love to hear your ideas and suggestions for improving our facilities, services, and programs.

## NIU ONE CARD ID

Your *One Card* can be used as an ID card to gain entrance to the library and athletic events for the entire time you attend NIU. It can also serve as an avenue to gain access to your *Huskie Bucks* for purchases at NIU and other area locations.

**Do not lose your card**, there is a replacement cost of \$20.00.

You will also use your *One Card* at Study Table for **proof of attendance**.

### **If you lose your NIU OneCard:**

If your **NIU OneCard** is lost or stolen, it should be suspended immediately to prevent any possible misuse. A OneCard may be suspended by the following methods:

1. **Online** - Suspend your OneCard on Blackboard. Log onto Blackboard and click the "myOneCard" tab.
2. **Call the OneCard ID Office** at (815) 753-9569 during regular business hours (Monday - Friday, 8:30 a.m. - 4:00 p.m.) and we will suspend your card.
3. **Contact the NIU Police** at (815) 753-1212 during OneCard non-business hours.

**Note:** If you had TCF Bank/ATM privileges attached to your OneCard, you will need to contact TCF Bank at (815) 753-9363 to have that card function suspended.

To reactivate a suspended OneCard, you must bring it in to the OneCard Office. A OneCard cannot be reactivated online or over the phone. There is no charge to reinstate a recovered OneCard, but there is a \$20.00 charge to replace a lost/stolen card.

**Residence Hall Students** have the option of getting a Temporary Card from Housing and Dining (these are issued at the dining offices at the Residence Halls). When assigned, this Temporary Card suspends your lost OneCard so that it cannot be misused, and then it will access your Huskie Bucks, Meal Plan, Door Access, Rec Center privileges, etc.

**Note:** If you are planning to get a Temporary Card, do **not** suspend your OneCard, or the Temporary Card will not work.

There is no charge for a Temporary Card, but it must be returned before a recovered OneCard can be re-instated or a new one is purchased for \$20.00. There is a \$10.00 fee for Temporary Cards that are not returned.

**In order to get a new OneCard go to the OneCard office located on the lower level of the Holmes Student Center across from the bookstore, inside the TCF Bank location. A replacement OneCard is \$20.**

## HUSKIE BUCKS

*Huskie Bucks* are a method of paying for food on campus and in the DeKalb area. It is a debit card program, which can be accessed using your NIU One Card ID. An initial deposit of \$25 is required to open your Huskie Bucks account and the funds are immediately available to use at any location bearing the “WE ACCEPT HUSKIE BUCKS” sign. There are no application or transaction fees and Huskie Bucks do not expire.

You may **deposit *Huskie Bucks*** at the following locations:

- One Card ID Services
- Neptune Trident
- Lincoln Annex
- Stevenson Center
- Neptune Store
- Bursar’s Office

*Huskie Bucks* are accepted for **food** purchases at the following:

### NIU Residence Hall Locations

- Douglas Dining
- Neptune Trident Grab ‘N Go
- Grant Dining
- Stevenson Dining
- Lincoln Dining
- Stevenson Corner Store
- Neptune Dining

## **Residence Hall Cafeterias and Snack StoresOff-Campus Food Locations**

- Menus for ALL Locations

### **Holmes Student Center Locations**

- BlackHawk Food Court
- Coffee Corner
- Ellington's
- Huskie Hub
- Subway
- Huskie Den for food only

### **Locations by the Village Commons**

#### **Bookstore (VCB)**

- Dominos Pizza
- Great Wall
- Hot Spot Store
- Java 101
- Pita Pete's
- Shelley's Restaurant
- Subway
- Village Commons Bookstore

### **Other NIU On-Campus Food Locations**

- DuSable DugOut in DuSable Hall
- Founders Café
- Rec Center Juice Bar
- Three Sons Café in Barsema Hall

### **Selected Campus Vending Machines**

- Beverage Vending Machines
- Snack Vending Machines

### **Copy Machine Locations**

- The Copy Service
- NIU Copy Machines
- The Learning Center (Gabel Hall)
- Many classroom buildings
- Founders Library
- Holmes Student Center

- Annie G's
- Bacci Pizza
- Black Stone Restaurant
- Buffalo Wild Wings
- Burger King
- Burritoville
- Chesapeake Bagel on First St
- Chipotle Mexican Grill
- Egg Haven
- El Burrito Loco
- Fushi Yami
- Giordano's Pizza
- Golden Thai Jasmine Restaurant
- Happy Wok
- Huskie's Pizza
- Jimmy John's
- Junction Eating Place
- Kentucky Fried Chicken/Long John Silver
- Lukulos Restaurant
- Maid-Rite
- McDonald's on West Lincoln Hwy
- Pagliai's Pizza
- Panda Express
- Panera Bread
- Papa John's Pizza
- Pizza Hut
- Pizza Pro's
- Potbelly Sandwich Works
- Qdoba Mexican Grill
- Rammy's Sub Contractors
- Road Ranger
- Steak 'n Shake
- Subway on West Lincoln Hwy
- Tacos, Salsa, Y Carnitas
- Tom and Jerry's
- Topper's Pizza
- University Plaza
- Vinny's Pizza and Wings

## TRAVEL POLICIES

1. While traveling, student athletes need to wear practice apparel that is used for travel (e.g., nice sweats). If they do not have these, they should wear pants (khaki or better) with a collared shirt, sweater and or jacket.
2. **No jeans or hooded sweatshirts** while traveling or functioning as a team (e.g., meals, hotels, restaurants, airplane or bus travel)
3. **No non-NIU gear (i.e., names of other teams) at ANY time**
4. If you have an extended stay and the team is going to the mall or site seeing, etc. shorts or jeans can be worn.
5. Always be aware that you are still representing Northern Illinois University

# MEDIA RELATIONS POLICY AND INTERVIEW INFORMATION

As a Northern Illinois student-athlete, you will at times be expected to meet with the media, alumni and the public. Your interaction with these groups is a learning experience in developing communication skills which can have a positive effect not only on your career as a student-athlete, but also on the rest of your life. Media interviews are an **opportunity** for you to bring credit to yourself, your teammates, your coaches and to Northern Illinois University. Your cooperation with the media is strongly encouraged.

## WHAT DO WE DO?

The Media Relations Office serves as the public relations arm of the Huskie Athletic Department. We promote the accomplishments of NIU student-athletes, coaches and teams to the media and general public through personal contact, press releases, publications (media guides and game programs) and the official athletics website ([www.niuhuskies.com](http://www.niuhuskies.com)). We set up interviews between members of the local, regional and national media, and Huskie student-athletes and coaches, organize press conferences, keep and report the team's statistics and are responsible for nominating and promoting student-athletes for conference and national honors and awards. Each Huskie team has a primary contact person in the media relations office.

## NIU MEDIA RELATIONS OFFICE STAFF

Donna Turner, Associate AD for Communications .....	815-753-9513
Russell Houghtaling, Assistant Media Relations Director .....	815-753-1708
Brett McWethy, Associate Media Relations Director .....	815-753-3706
Zack Peters, Graduate Assistant .....	815-753-9572
Matt Brendich, Assistant Media Relations Director .....	815-753-9538
Joe Summins, Assistant Media Relations Director .....	815-753-9539

## Basic Guidelines for Working with the Media

- Never agree to a telephone or personal interview that has NOT been coordinated by the Media Relations Office. If a member of the media calls you directly, ask them to contact the NIU Media Relations Office.
- Interviews may be conducted over the phone or in-person. A member of the Media Relations staff will contact you to arrange the interview and will provide information on the topic, length and type of media outlet (radio, television, print, internet).
- **Do NOT give out your cell phone or home phone** number to the media. Long distance calls can be made from the Media Relations Office in the Convocation Center or from the Yordon Center.
- Arrive on time for face-to-face interviews. Return phone calls arranged by the Media Relations Office at the designated time. If you need to cancel an interview for any reason, contact Media Relations.
- Remember YOU are the expert. Relax and have fun. Take time to think about the question before answering and speak clearly and slowly, especially for TV and radio interviews.
- Make eye contact and exhibit good posture. Don't slouch or mumble. Be polite. Dress appropriately and remove hats and sunglasses.
- Always **respect** your teammates, coaches, fans and opponents. If you cannot say something nice, do not say anything at all.
- Be available to answer questions, but remember, you do not have to answer every question. "I don't know," "I can't say" or even "No comment" are acceptable answers

to questions you do not feel comfortable answering.

- If you feel concerned about the tone or type of questions or feel uncomfortable during an interview, you can stop the interview and find a member of the Media Relations staff.
- You may be asked the same question repeatedly or be asked what you perceive to be a “dumb” question. Be patient and remain polite. Never let the media see you angry or irritated.
- Remember that nothing is “off the record” and sensitive information about injuries, game plans or internal team matters should not be discussed with the media.
- Good media relationships can give you a positive public image for a lifetime. Appreciate that the media has a job to do and learn to develop positive relationships with them.

**The Media Relations staff is here to help you. Don't hesitate to call on us!**

# PARKING

## CAMPUS PERMITS

**Follow the campus parking signs posted. They will be strictly enforced.**

All NIU parking lots require permits for daily parking. The type of permit that a student qualifies for is determined by student status and local address. A description of each type of student permit follows. For accurate information concerning lots, permit costs, fines and parking, contact the Office of Parking Information at 815-753-1045.

- a) **Yellow Parking Permit:** Available to commuting students (those living outside the city of DeKalb) and to graduate assistants who are not living in university-owned housing.
- b) **Orange Parking Permit:** Available to students living in university-owned housing on a first-come, first-served basis until limit is obtained. A reserved parking space may be available for an additional fee.
- c) **Brown Parking Permit:** Available to any student not living in university-owned housing.
- d) **Green Parking Permit:** Remote parking for students living in university-owned housing at a less expensive fee.
- e) **Motorcycle/Scooter Parking Permit:** Motorcycle permit parking is allowed in only designated motorcycle parking areas and metered spaces. (Includes all motorcycles, motor-driven cycles, and motorized pedal cycles.)
- f) **Special Parking Permits:** Students requiring special parking accommodations due to temporary medical reasons must first go to the University Health Service to complete the application for Special Parking Permission. The physician will determine the special parking privileges and duration to be granted.

## **Convocation Center**

All student-athletes must park in the south end (closest to the building) of the north C3 lot. CARS MUST BE MOVED DAILY and have a NIU parking permit.

**Yordon Center** - NO Student-Athlete/Cheerleader parking in either Lot 31A or 31B.

## **Stadium**

**Yellow & Brown permits** can

- park in Lot 31 (stadium lot) and can be parked overnight on Team Travel Days
- park daily along Stadium Drive East, South, West and North. NO overnight parking without special permission.

**FOOTBALL GAME DAYS** - absolutely no parked cars along Stadium Drive East, South, West, North or Lot 31.

**MOTORCYCLES/SCOOTERS** must park in the designated spaces in Lot 31 and 31B. Any cycle parked on the grass or in a parking space will be ticketed.

# STUDENT LEGAL INFORMATION

## STUDENT LEGAL ASSISTANCE

Holmes Student Center, 6th floor

753-1701

The NIU Students' Legal Assistance Office has been in operation for 25 years. It offers free lawyers' services (clients are responsible for any and all court fees, fines, judgments, etc). Only currently enrolled NIU students are eligible for the service. The Office is extraordinarily busy, therefore appointments should be made in advance by calling 753-1701 or stopping by the Office. Offices Hours are 8:30 a.m. - 4:30 p.m., Monday-Friday. The Office handles a wide variety of cases including: landlord/tenant problems, negotiating apartment leases, roommate conflicts, criminal misdemeanor, ordinance and traffic violations, purchasing a used car and insurance, tort, domestic relations, discrimination, public benefits and employment.

## OFFICE OF THE OMBUDSMAN

Holmes Student Center, 6th floor

753-1414

The Office of the Ombudsman provides members of the students and staff neutral and confidential assistance and advice regarding concerns related to the University. Any type of concern may be brought to the attention of this office: academic, financial, housing, consumer, work-related, or personal. The ombudsman will listen to your concern, help you explore options, offer suggestions and advice, and assist in the resolution of your concern. All communications with the Office of the Ombudsman are held in strict confidence. The Office of the Ombudsman is located on the 6th floor of the Holmes Student Center and calling 753-1414 may make appointments.

## JUDICIAL OFFICE

Campus Life Building 280

753-1571 or 753-1572

### Judicial Policies

All students are responsible for adhering to the judicial policies or "code". A copy may be obtained from the judicial office ([www.stuaff.niu.edu/judicial/ujo/home.htm](http://www.stuaff.niu.edu/judicial/ujo/home.htm)) and it is printed in the Northern Star during the fall semester. Examples of some of the policies are:

1. No underage possession or consumption in residence hall rooms
2. No partying in residence hall rooms
3. Receipt or transmission of unauthorized aid on assignments or exams, plagiarism, unauthorized use of exam materials or other forms of dishonesty in academic matters.

## GAMBLING/AGENTS

### GAMBLING \$\$\$

**Gambling activities by student-athletes is strictly forbidden. As a student-athlete you are not permitted to:**

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletic competition (e.g., providing injury/illness status of student-athletes)
- Solicit a bet on any intercollegiate team
- Accept a bet on any team representing the institution
- Solicit or accept a bet on any intercollegiate competition for any item that has tangible value (e.g., cash, dinner, apparel)
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics . . . (e.g., squares, betting pools, Super Bowl games, NCAA Division I Basketball Championship)

Any student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins, or who solicits or accepts a bet or participates in any gambling activity . . . shall **PERMANENTLY LOSE ALL REMAINING ELIBILITY IN ALL SPORTS.**

### AGENTS

\*\*\*An individual **shall be ineligible** for participation in an intercollegiate sport if **s/he ever has agreed** (orally or in writing) to be **represented by an agent** for the purpose of marketing his or her athletics ability or reputation in that sport. This includes accepting inducements from an agent such as money, cell phones, jewelry meals, etc.

See Deputy Associate Athletics Director, Robert Collins, or the Compliance Office prior to your final season of competition if you have thoughts of employing an agent **AFTER** exhausting your athletic eligibility.

# **CODE OF CONDUCT for STUDENT-ATHLETES**

## **(student-athletes, Cheerleaders, managers, mascot)**

The purpose of intercollegiate athletics is to provide an opportunity for the participant to develop her/his potential as a skilled performer in an education setting. As education seeks to provide ways in which each may know herself/himself and grow emotionally, socially, and intellectually, so does the intercollegiate athletic program. In addition, the participant has the opportunity to travel, represent her/his school, and learn the art of being a team member. All this gain is not without sacrifice, for the player may lose some individual rights and privileges as s/he accepts the policies of the program when s/he becomes a member of the team. Ethical considerations for the student-athlete:

1. Maintain personal habits that enhance healthful living
2. Objectively acknowledge one's own strengths and weaknesses. Recognize that each person has her/his own strengths and weaknesses – praise the strengths and help to strengthen weaknesses.
3. Value one's personal integrity.
4. Respect differing points of view.
5. Strive for the highest degree of excellence.
6. Willfully abide by the spirit of the rules, as well as the letter of the rules throughout all games and practices.
7. Uphold all standards and regulations expected of participants.
8. Treat all players, officials, and coaches with respect and courtesy.
9. Accept victory or defeat without undue emotion.
10. Graciously accept constructive criticism.
11. Respect and accept the decisions of the coach. When ethical decisions are questionable, the participant should direct her/his questions to the coach in private and follow appropriate channels to voice concerns.
12. Be willing to train in order to achieve one's full potential.
13. Respect the achievements of the opponent.
14. Extend appreciation to those who have made the contest possible.
15. Be grateful for the opportunity afforded by the intercollegiate program and be willing to assist in program tasks as evidence of this gratefulness
16. Promoting positive relations among all participants who are striving to achieve athletic excellence.
17. Exhibit dignity in manner and dress when representing one's school both on and off the playing field.
18. Respect the accomplishments of one's teammates.
19. Expect fans to treat officials, coaches, and players with respect.
20. Recognize and value the contribution of each team member.
21. Keep personal disagreements from interfering with practices and contests.
22. Keep the importance of winning in perspective with regard to other objectives
23. Contribute to the effort to make each practice a success.
24. Exert maximum effort in all games and practices.
25. Seek to know and understand one's teammates.
26. Place primary responsibility to the team rather than to self.
27. Refrain from partaking of drugs which would enhance performance or modify mood or behavior at any time during a season unless prescribed by a physician for medical purposes.
28. Refrain from partaking of alcoholic beverages while representing one's school.

29. Accept the responsibilities of academic achievement by attending all classes and putting forth maximum effort in acquiring an education by progressing toward graduation at a reasonable rate.

## INTERCOLLEGIATE ATHLETICS DISCIPLINARY CODE

“Athletics is the Front Porch of the University” – Dr. John Peters, NIU President

### ETHICAL CODE OF CONDUCT

Violations of the Student Conduct Code could result in a variety of disciplinary actions, including suspension or permanent dismissal from the University.

It is the responsibility of each student-athlete to be aware of all rules and regulations that they are subject to, including the Student-Athlete Code of Ethical Conduct.

All student-athletes are required to notify your head coach and/or sport administrator within 24 hours of an incident if you have been:

- Arrested or otherwise charged with a criminal offense by any law enforcement agency. This includes all charges in any location in the U.S.A. or internationally.
- Cited with a violation of the Northern Illinois University, Policy and Procedures and Academic Policies (including accusations of academic fraud, plagiarism or cheating).
- Cited with a violation or infraction of the Residence Hall System Policies (NIU or internationally)

Student-Athletes receiving administrative athletic aid who fail to adhere to NIU, MAC, state, federal or national laws (i.e., team traveling, studying abroad) or to report these incidents may be held responsible for the cost of athletic administrative aid. NIU and intercollegiate athletics is not liable or obligated to assist the student-athlete when they fail to abide by the rules, policies or laws.

### MISCONDUCT STATEMENT

The following describes the manner in which Northern Illinois University Intercollegiate Athletics will address the misconduct of students representing Northern Illinois University intercollegiate athletics. This statement applies to members of all Northern Illinois University intercollegiate teams, student support staff, athletic trainers, and spirit squads.

#### MISCONDUCT

Any student-athlete, athletic trainer, manager, spirit squad member or other student representing Northern Illinois University Intercollegiate Athletics shall accept responsibility to conform to the policies and procedures contained in the *Northern Illinois University The Student Code of Conduct*, as well as rules pertaining to his/her athletic activity as established by the NCAA, Mid-American Conference, Northern Illinois University intercollegiate athletics and the coaches responsible for that activity.

Alleged violations of the *Northern Illinois University Student Judicial Code* may result in referral to the university judicial officer. Students representing Northern Illinois University intercollegiate athletics found responsible for violations of the *Northern Illinois University Student Judicial Code* are subject to the same disciplinary action(s) as any other Northern Illinois University student. Students representing Northern Illinois University intercollegiate athletics have a special responsibility to conduct themselves in a manner which reflects well on Northern Illinois University, Northern Illinois University intercollegiate athletics, and the teams they represent. Accordingly, students representing Northern Illinois University intercollegiate athletics found responsible, by the University Judicial System, for violations of the *Northern Illinois University Judicial Code* are subject to additional disciplinary action as deemed appropriate by Northern Illinois University intercollegiate athletics

staff, including dismissal from the program and loss of aid. Students representing Northern Illinois University intercollegiate athletics may appeal disciplinary action by Northern Illinois University Department of Intercollegiate Athletics via the procedure for redress detailed in the *Student-Athlete Handbook*.

## **SOCIAL WEB-SITE & ELECTRONIC TRANSMISSIONS**

Student-Athletes and cheerleaders are responsible for information contained in written or electronic transmissions (e.g., text, e-mail, IM) and any information or pictures posted in public domains (e.g., blogs, chat rooms, MySpace, Facebook, internet, Instant Messenger, YouTube). Embarrassing, harassing or threatening information or pictures should not be posted or transmitted in any fashion at any time. In addition, comments about NIU staff, faculty and students or departments and offices will not be tolerated. Student-Athletes are not prohibited from participation in social and cyber domains but should remember they always represent Northern Illinois University and reflect themselves, their families, the university, athletic department, team and coaching staff. Student-Athletes may be requested to grant coaching staff and administrator's access to their web-site to view their account. Violations of this policy are considered violations of *The Student Code of Conduct*.

## **DISCIPLINARY ACTION**

All alleged Class I and Class II offenses of the *Northern Illinois University Student Judicial Code* involving any student representing Northern Illinois University intercollegiate athletics will be reviewed by the university judicial officer. The university judicial officer will notify the director of Northern Illinois University Intercollegiate Athletics (or a designee) and the coach of the team the student represents when a student is charged with a Class I or Class II offense(s). Upon notification of an alleged Class I or Class II offense(s), the director of intercollegiate athletics (or a designee) and the coach of the team the individual represents may either initiate immediate disciplinary action or defer disciplinary action until after the university judicial system resolves the case. In cases where disciplinary action was initiated prior to the resolution of the offense(s), the director of intercollegiate athletics (or a designee) and the coach may take additional disciplinary action if the university judicial system finds the student responsible for Class I or Class II offense(s). Disciplinary action initiated by the director of intercollegiate athletics (or a designee) and the coach will be based on the gravity of the misconduct but may be influenced by aggravating circumstances such as a record of prior misconduct and failure to cooperate or by mitigating circumstances such as the absence of record of misconduct and self-disclosure.

## **DISCIPLINARY ACTION BEFORE RESOLUTION OF A UNIVERSITY JUDICIAL CASE**

In extreme cases, the director of intercollegiate athletics (or a designee) and the coach *may* suspend a student from representing Northern Illinois University intercollegiate athletics before the university judicial system resolves the alleged Class I or Class II offense(s).

## **DISCIPLINARY ACTION AFTER RESOLUTION OF A UNIVERSITY JUDICIAL CASE**

The director of intercollegiate athletics (or a designee) and the coach may take the following disciplinary action in cases where the university judicial system finds a student representing Northern Illinois University intercollegiate athletics responsible for violating Class I or Class II codes:

# NIU HARASSMENT, DISCRIMINATION & HAZING POLICIES

## SEXUAL HARASSMENT POLICY

Sexual harassment is defined as behavior, which emphasizes the sexuality or sexual identity of another individual in a manner, which prevents or impairs the victim's full enjoyment of educational opportunities. Unwanted, offensive behavior of a sexual nature is one way that a person can exercise power and status over another.

Whether in the classroom, in the work place, or in campus activities, sexual harassment can threaten the victim's educational or economic opportunities.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 and Sections 1-102 and 5A-101 et seq. of the Illinois Human Rights Act. Sexual harassment, considered by law to be a form of sex discrimination, is also prohibited under Title IX of the 1972 Educational Amendments. **Any member of the NIU community who experiences sexual harassment is encouraged to report the incident.** Sexual harassment constitutes professional misconduct and can result in dismissal.

## DISCRIMINATION AND HARASSMENT

Harassment of individuals-- especially based on race, ethnicity, religion, gender, sexual orientation, or disability status -- cannot and will not be tolerated in university residence halls or by the university in general. Such harassment is defined as: acting or communicating in a manner that intentionally harasses, coerces, intimidates, threatens, or seriously embarrasses any person(s) on the basis of race, ethnicity, religion, gender, sexual orientation, or disability. **Any member of the NIU community who experiences discrimination and harassment is encouraged to report the incident.** Such conduct subjects the offender to serious university disciplinary sanctions including but not limited to suspension or dismissal from both the residence halls and the university.

## DISCRIMINATION AND HARASSMENT BASED ON SEXUAL ORIENTATION

The Constitution and Bylaws of Northern Illinois University prohibit discrimination based on sexual orientation. Discrimination based on sexual orientation is conscious or unconscious bias against individuals based on their real or perceived sexual orientation. Bias against lesbians, gays, and bisexuals may lead to inappropriate or unacceptable behavior in the workplace, classrooms, or residence halls or in conjunction with any campus-based activity. **Any member of the NIU community who experiences discrimination based on sexual orientation is encouraged to report the incident.** It is a violation of university policy to retaliate against an employee or student for reporting such discrimination or harassment.

## HAZING

Any form of hazing related to participation on any athletic team or other NIU affiliated group will not be tolerated or condoned. Hazing is a violation of NIU's *Student Code of Conduct*. It is defined as, "any act or activity by an organization or group or by a member of that organization or group in which a member(s) or prospective member(s) may be subjected to an activity that may cause or create a risk to one's physical or mental health. Hazing includes any act or activity that may cause (but is not limited to): fear or intimidation; embarrassment or ridicule, physical exhaustion, endangerment, harm, mutilation, or alteration of any part(s) of the body; mental fatigue, harassment, or duress; and defacement, damage, or destruction of property. The intent of the act or the consent of cooperation of the hazing recipient will not constitute a defense." (The Student Judicial Code Handbook, p. 6).

## **SAFETY/FIGHTING**

Members of the NIU community are “entitled to freedom from suffering deliberate hurt, injury, or loss” (Student Judicial Code, p.6). These include: the hazing, harassments and discrimination previously listed; physical abuse, brawling and sexual misconduct (e.g., harassment, assault).

# COMPLIANCE OFFICE - QUICK REFERENCE GUIDE

The Compliance Office (Convocation Center 217) exists for the purpose of assisting coaches and student-athletes in understanding and conforming to NCAA rules and regulations. Student-athletes may call or stop by with questions.

**Bobbie Cesarek**, Associate Athletics Director-Compliance ..... 815-753-9474

Cell: 815-970-0465

**Lindsey Hicks**, Compliance Coordinator..... 815-753-8290

## ELIGIBILITY

1. You must be enrolled in 12 or more hours each semester to be eligible for practice and competition. \*Exception – you are in your final semester before graduation and Registration and Records has certified that you need less than 12 hours to graduate.
2. You must declare a major prior to the fifth semester of enrollment at any institution.
3. To be eligible to compete, you must be in good academic standing according to the Grade Point Average standards of Northern Illinois University.
4. **Credit Hour Requirements**
  - a.) **All student-athletes:** You must earn a minimum of 6 semester hours in the preceding academic term to be eligible for competition (at any collegiate institution) [Fall/Spring only]
  - b.) **Freshmen:** You must earn 24 academic semester hours before you enter your second year of collegiate enrollment.
  - c.) **All other student-athletes:** You must earn 18 semester hours during the academic year since the previous fall term or since the previous two semesters.
5. **Percentage of Degree Requirements:** You must complete 40% of your degree requirement by your third year of enrollment, 60% by the fourth year, and 80% by your fifth year
6. If you were a non-qualifier, you may be able to regain your 4th year of eligibility if you complete 80% of your degree by the beginning of your 5th year of college.
7. You are allowed four years of competition within five-years of initial enrollment.
8. **Amateurism Issues:** You will lose your eligibility if you allow your name to be used for promoting a commercial product.

## **COMPETITION – OTHER THAN FOR NIU**

If you wish to compete as an individual or on any teams other than as an NIU Huskie. Please see the athletics compliance services to ensure your collegiate eligibility is not affected.

## **PRIVATE SCHOLARSHIPS AND ATHLETICALLY RELATED FINANCIAL AID**

### **PRIVATE SCHOLARSHIPS: [www.scholarships.niu.edu](http://www.scholarships.niu.edu)**

It is imperative that Athletics Compliance Services is aware of all private (outside of NIU) scholarships that you may be receiving. As soon as possible, notify Bobbie Cesarek or Lindsey Hicks of the following specifics that relate to the scholarship:

- **Dollar amount**
- **Organization granting the scholarship/award (with contact information)**
- **Scholarship criteria**

These scholarships may affect your eligibility and/or your athletically related aid and therefore needs to be reported. You may receive private scholarship funding up to the cost of attendance (approximately \$2,000 above a full grant-in-aid), provided the aid is not based on athletic ability; that determination is made by Athletics Compliance Services in conjunction with the Student Financial Aid Office

### **ATHLETICALLY RELATED FINANCIAL AID**

- The Student Financial Aid Office is required to provide you with written notification by July 1st of each year if your athletically related financial aid is being renewed, reduced or cancelled for the following year.
- If aid is being renewed, you will be provided notification via your NIU student e-mail address by the Student Financial Aid Office
- If aid is being reduced or cancelled, you will be provided notification via a registered letter sent by the Student Financial Aid Office
- With a reduction or cancellation of aid, you have the right to an Appeal Hearing which will be facilitated by Athletics Compliance Services.
- You may only receive five years of athletically related aid within a six-year period.

### **TO APPLY FOR NON-ATHLETIC FINANCIAL AID ASSISTANCE**

- You are encouraged to initially apply for need-based aid for 2009-2010 by filing the FAFSA (Free Application for Federal Student Aid) by March 1, 2009 (or re-apply by following the instructions in the e-mail or letter sent to you during the fall from the Federal Processor). If additional documentation, is required, it will be requested by the Student Financial Aid office via MyNIU.

\*Please contact Athletics Compliance Services for information regarding non-governmental financial assistance sources acceptable per NCAA regulations.

## **EMPLOYMENT DURING THE ACADEMIC YEAR**

**Earnings from either on- or off-campus employment that occurs AT ANY TIME must be reported to Athletics Compliance Services for appropriate NCAA documentation.** *(Complete the Student-Athlete Employment Notification Form as soon as you have secured employment for the 2009-2010 academic year or summer 2010.)* **If you wish to give private lessons ('fee-for-lessons'), see Bobbie Cesarek prior to starting.**

**Employment earnings do not count toward determining your NCAA financial aid limits (NIU cost of attendance) provided the following conditions are adhered to:**

- Your compensation does not include any remuneration (pay) for value or utility that you may have for the employer because of the publicity, reputation, fame, or personal following that you may have obtained because of your status as a student-athlete.
- You are compensated only for work actually performed.
- You are compensated at a rate commensurate with the going rate in that locality for similar services.

# **ATHLETICALLY RELATED ACTIVITY (ARA) LIMITS**

## **IN-SEASON**

NCAA regulations restrict your required weekly athletically related activity hours (including practice, meetings, conditioning, film review and competition) to no more than **20 hours per week**. You may not practice for more than 4 hours a day and you are required to have one day off each week (no required athletic activity of any kind; travel to away contests, however, is permissible). Basketball: You may have one week with no 'day-off' but that week must be preceded for followed by 1 week with 2 days off.

## **OUT-OF-SEASON**

NCAA regulations restrict your required weekly practice hours (including meetings and conditioning) to no more than **8** hours per week of which only **2** hours may include skill-related instruction. You are required to have two days off per week (no required athletic activity of any kind).

## **EXTRA BENEFITS**

- You **MAY NOT** accept any gifts from any individuals or companies (e.g., clothes, money, discounts, airline tickets, etc.). This includes NIU staff and athletic supporters (boosters).
- You **MAY** accept an occasional home-cooked meal from a booster only at their home in DeKalb/Sycamore; you may accept an occasional meal at any location in the DeKalb/Sycamore area from an institutional staff member. **ALL** occasional meals must be documented with Athletics Compliance Services.
- You **MAY** accept an occasional ride from an institutional staff member (only local locations – within DeKalb/Sycamore).
- You **MAY NOT** sell any item received for intercollegiate athletics participation or exchange or assign such an item for another item of value.
- **If you are in doubt, contact Athletics Compliance Services before you accept anything!**

# GUIDELINES FOR HOSTING PROSPECTIVE STUDENT-ATHLETES

Visiting prospective student-athletes (PSAs) are the responsibility of the student host, the athletic team and the entire university community during their visits to DeKalb. Good judgment regarding where and how to entertain a PSA not only reflects well on the program but ultimately may affect the PSA's decision to enroll at NIU. You must be certified by Athletics Compliance Services to serve as a host, and as such, you **MUST** abide by the following regulations:

## NCAA REGULATIONS

### A. Host Money

- 1.) You must verify receipt of the host money via the Student Host Money Receipt Form
- 2.) You may receive a maximum of \$30.00 per day (consult your coach)
- 3.) Host money may only be spent to **ENTERTAIN** the PSA, his/her parents or child and yourself and other teammates who join you in the entertainment of the PSA (no siblings/friends of the PSA; no material benefits to anyone e.g., souvenirs, clothing or gifts)
- 4.) You are responsible for accurately completing and signing the Student Host Money Verification Form. If required by your coach, you must turn in all receipts and all remaining cash to your coach or recruiting coordinator office the first business day after the visit concludes

### B. Transportation:

- 1.) You may use only your vehicle to entertain the prospect, or that of a team member (no coach or booster vehicle may be used).
  - 2.) You may not transport the prospect or anyone accompanying the prospect **more than 30 miles** from the DeKalb campus.
- C. You are to ensure that **Huskie Athletics boosters** do not speak with the PSA; if an unexpected encounter with a booster occurs, only an exchange of greeting is permissible.
- D. You are to ensure that any sport specific physical activity that the PSA participates in may not be arranged by, reported back to, or viewed by a member of the coaching staff.
- E. You may receive a complimentary admission (no hard ticket) when accompanying a prospect to a campus athletic event.
- F. Freshmen hosts must be NCAA qualifiers.

## NIU REGULATIONS:

You are expected to provide the PSA with a positive experience and abide by the following NIU guidelines:

1. **Prohibited recruiting activities**, practices and conduct by any NIU staff member, including PSA hosts and other student-athletes include but are not limited to:
  - a) Allowing the PSA to purchase, or you purchasing or **servicing/providing** the PSA with **alcohol, illicit substances or drugs**. **Can not allow** the PSA to participate in **activities involving alcohol, illicit substances or drugs**.

**NOTE:** Offenders are subject to criminal and campus judicial processes in addition to department and team disciplinary actions.

  - b) **Entertaining** the PSA at a **bar or adult entertainment** facility (e.g., with escorts or exotic dancers), or placing him/her in situations where s/he may later feel taken advantage of.
  - c) Involving the PSA in an activity or **event** at any location that might **discredit the team** or have the appearance of impropriety.

- 2) **Encouraged recruiting activities** include:
- a) Entertaining the prospect with additional student-athletes
  - b) Gathering with teammates, other than an assigned student host, at the home of an NIU student.
  - c) Providing the PSA with a reasonable snack such as: pizza, ice cream or popcorn
  - d) Paying for a movie either at a theatre or renting a DVD
  - e) Participating in recreational activities such as: bowling, billiards or activities at the Campus Recreation facilities
  - f) Entertaining the recruit at NIU sponsored activities such as: Huskie sporting events, CAB events, etc.
- 3) Engage the help of your teammates to intervene immediately and take corrective measures to protect the PSA, the student host and your entire team for poor decisions.
- 4) Abide by the **departmental 1:00 AM curfew** ensuring the PSA is at his/her evening residence with time to spare.
- 5) Call your head coach or recruiting coordinator at the earliest opportunity regarding any problems, concerns or questions. All violations of recruiting rules and these host guidelines should be reported to your head coach, Sport AD, Athletics Compliance Services or the Director of Athletics.

Failure to abide by these host guidelines may result in action including the full range of the institutions disciplinary responses including expulsion from NIU, termination of status on the team, team suspension, imposition of fines, and/or loss of athletic aid.

## TRANSFER PROCEDURES

**You may not engage in conversation with anyone from another 4-year institution regarding your transfer until you have been approved to do by the NIU Director of Athletics.**

If you wish to transfer, you must follow these procedures:

- See your head coach to both discuss your transfer and to sign and/or receive either the Transfer Approval Form or the Denial of Transfer Notification Form.
- Request in writing the specific school(s) for which you wish to transfer
- If you sign the Transfer Approval Form and your transfer is approved by your head coach and the Director of Athletics, Athletics Compliance Services will process a 'Permission to Contact' letter to the 4-year institution(s) of your choice.
- If you receive the Denial of Transfer Notification Form, you are denied the opportunity to contact one or more 4-year institutions regarding your transfer. As such, you have the right to an **Appeal Hearing** which will be facilitated by Athletics Compliance Services.

# NCAA STUDENT-ATHLETE STATEMENT FORMS 2009-2010

## \* What You Need to Know About Forms You Signed \*

### ANNUAL STUDENT CERTIFICATION

The NCAA requires that each student-athlete complete a certification form annually that includes the student-athlete statement, financial aid information, drug-testing consent and a sportsmanship agreement. You may not compete until a meeting is held to discuss eligibility and complete paperwork. You are responsible for all the NCAA rules and regulations covered in the meeting and provided in this handbook.

The Mid-American Conference requires acknowledgement of having read a sportsmanship letter. The letter is included in this handbook.

### PART I: STATEMENT CONCERNING ELIGIBILITY

(from NCAA Student-Athlete Statement)

By signing this part of the form, you affirm that, to the best of your knowledge, you are eligible to compete in intercollegiate competition.

You affirm that your institution has provided you a copy of the Summary of NCAA Regulations, or another outline or summary of NCAA legislation, or the relevant sections of the Division I Manual and that your director of athletics (or his or her designee) gave you the opportunity to ask questions about them.

You affirm that you meet the NCAA regulations for student-athletes regarding eligibility, recruitment, financial aid, amateur status and involvement in gambling activities.

You affirm that all information provided to the NCAA, the Eligibility Center and the institution's admissions office is accurate and valid, including ACT or SAT scores, high school attendance, completion of coursework and high school grades, as well as your amateur status.

You affirm that you have reported to the director of athletics or his or her designee of your institution any violations of NCAA regulations involving you and your institution.

You affirm that you understand that if you sign this statement falsely or erroneously, you violate NCAA legislation on ethical conduct and you will further jeopardize your eligibility.

### PART II: BUCKLEY AMENDMENT CONSENT

(from NCAA Student-Athlete Statement)

By signing this part of the form, you certify that you agree to disclose your educational records.

You understand that this entire form and the results of any NCAA drug test you may take are part of your educational records. These records are protected by the Family Educational Rights and Privacy Act of 1974 and they may not be disclosed without your consent.

You give your consent to disclose only to authorized representatives of this institution, its athletics conference (if any) and the NCAA, except as permitted in the Drug-Testing Consent form, the following documents:

- This form;
- Results of NCAA drug tests and related information and correspondence;
- Results of positive drug tests done by non-NCAA national or international athletics organizations;
- Any transcript from your high school, this institution, or any junior college or any

other four-year institutions you have attended;

- Precollege test scores, appropriately related information and correspondence (e.g., testing sites, dates and letters of test-score certification or appeal), and where applicable, information relating to eligibility for or conduct of nonstandard testing;
- Graduation status;
- Your social security number and/or student identification number;
- Race and gender identification;
- Diagnosis of any education-impact disabilities;
- Accommodations provided or approved and other information related to any education-impact disabilities in all secondary and postsecondary schools;
- Records concerning your financial aid; and
- Any other papers or information pertaining to your NCAA eligibility.

You agree to disclose these records only to determine your eligibility for intercollegiate athletics, your eligibility for athletically related financial aid, for evaluation of school and team academic success, for awards and recognition programs highlighting student-athlete academic success, for purposes of inclusion in summary institutional information reported to the NCAA (and which may be publicly released by it), for NCAA longitudinal research studies and for activities related to NCAA compliance reviews and athletics certification. You will not be identified by name by the NCAA in any such published or distributed information. This consent shall remain in effect as long as any issues regarding the purposes listed above exist.

You also agree that information regarding any infractions matter in which you may be involved may be published or distributed to third parties as required by NCAA policies, bylaws or procedures.

## **DRUG TESTING CONSENT FORM**

You must sign this form to participate (i.e., practice or compete) in intercollegiate athletics per NCAA Constitution 3.2.4.7 and NCAA Bylaws 14.1.4 and 30.5. If you have any questions, you should discuss them with your director of athletics.

### **Consent to Testing.**

You agree to allow the NCAA to test you in relation to any participation by you in any NCAA championship or in any postseason football game certified by the NCAA for the banned drugs listed in Bylaw 31.2.3 (attached). Additionally, if you participate in a NCAA Division I sport, you also agree to be tested on a year-round basis.

### **Consequences for a positive drug test.**

By signing this form, you affirm that you are aware of the NCAA drug-testing program, which provides:

1. A student-athlete who tests positive shall be withheld from competition in all sports for a minimum of 365 days from the drug-test collection date and shall lose a year of eligibility;
2. A student-athlete who tests positive has an opportunity to appeal the positive drug test;
3. A student-athlete who tests positive a second time for the use of any drug, other than a “street drug” shall lose all remaining regular-season and postseason eligibility in all sports. A combination of two positive tests involving street drugs ( marijuana, THC or heroin) in whatever order, will result in the loss of an additional year of eligibility;
4. 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; and

5. If a 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 post-season competition until the student-athlete does not compete in collegiate competition for a 365 day period.

By signing the NCAA Drug Testing Consent Form, I consent:

1. To be tested by the NCAA in accordance with NCAA drug-testing policy, which provides among other things that:
  - a. I will be notified of selection to be tested;
  - b. I must appear for NCAA testing or be sanctioned for a positive drug test; and
  - c. My urine sample collection will be observed by a person of my same gender;
2. To accept the consequences of a positive drug test;
3. To allow my drug-test sample to be used by the NCAA drug-testing laboratories for research purposes to improve drug-testing detection; and
4. To allow disclosure of my drug-testing results only for purposes related to eligibility for participation in NCAA competition.

I understand that if I sign this statement falsely or erroneously, I violate NCAA legislation on ethical conduct and will jeopardize my eligibility.

# NCAA STUDENT-ATHLETE RULES AND REGULATIONS 2009-2010

## 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.

### 1. Ethical Conduct – All Sports.

- a. 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]
- b. 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]
- c. 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]
- d. You are **not eligible** to compete if you have shown **dishonesty in evading or violating NCAA regulations.** [Bylaw 14.01.3]

### 2. AMATEURISM – ALL SPORTS

- a. You are **not eligible** for participation in a sport if you have ever:
  - (1) Taken pay, or the promise of pay, for competing in that sport;
  - (2) Agreed (orally or in writing) to compete in professional athletics in that sport;
  - (3) Played on any professional athletics team as defined by the NCAA in that sport; or
  - (4) 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 12.1.2.4.1]
- b. 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]
- c. 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 allow your name or picture to be used for promoting a commercial product or service. [Bylaws 12.5.2.1 and 12.5.2.2]
- d. 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]

### 3. FINANCIAL AID – ALL SPORTS

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

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

b. **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.**

#### 4. 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:
  - (1) 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;
  - (2) The student-athlete is compensated only for work actually performed; and
  - (3) The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services (Bylaw 12.4 and Bylaw 15.2.7).

#### 5. ACADEMIC STANDARDS – ALL SPORTS

##### a. Eligibility for competition.

- (1) To be **eligible** to compete, you must:
  - (a) **Have been admitted as a regularly enrolled, degree seeking student according to** the published entrance requirements of your institution;
  - (b) Be in good academic standing according to the standards of your institution; and
  - (c) 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]
- (2) 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]
- (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]
- (4) 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]

##### b. ELIGIBILITY FOR PRACTICE

- (1) 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]
- (2) 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]
- (3) 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]

**c. 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:
  - (a) 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;
  - (b) 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
  - (c) 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.
  - (d) 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 14.4.3.1.6]
  - (e) 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 institution's overall cumulative grade-point average required for graduation (based on a 4.000 scale). [Bylaw 14.4.3.3]
  - (f) 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 14.4.3.3.2 and 14.4.3.3]
  - (g) 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 per-

cent 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 14.4.3.2 and 14.4.3.3]

- (h) 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 14.4.3.2 and 14.4.3.3]

#### **d. Freshmen.**

- (1) 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 14.02.10, if you:
  - (a) Graduate from high school;
  - (b) Attain a minimum high school grade-point average as specified in Bylaw 14.3.1.1.2 (based on a 4.0 scale) in a successfully completed core curriculum of at least 16 core courses. [Bylaw 14.3.1.1]
  - (c) Achieve a corresponding sum ACT or SAT score as specified in Bylaw 14.3.1.1.2.
- (2) 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 14.02.10.2 and 14.3.2.1.1]

#### **As a Nonqualifier:**

- (1) You are eligible to receive nonathletics institutional financial aid based on need only, consistent with institutional and conference regulations.
- (2) 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 in-itial, full-time collegiate enrollment. [Bylaw 14.3.3]

### **6. Other Regulations Concerning Eligibility – All Sports.**

- a. You are **not eligible** to participate in more than four seasons of intercollegiate competition in any one sport. [Bylaw 14.2]
- b. 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]
- c. 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]
- d. You are **eligible** for championships, certified bowl games or the National Invitation Tournament that occur within 60 days of the date you complete the require-

ments for your degree. [Bylaw 14.1.9.3]

## 7. 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 remain-ing provisions of Bylaw 14.7.1.2 are met.

## 8. 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]

## 9. Basketball Only.

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

## 10. Transfer Students Only.

- a. You are a transfer student if:
  - (1) 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**
  - (2) 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]
- b. If you are a transfer student from a four-year institution, you are **not eligible** dur-ing 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 14.8.2.
- c. If you are a transfer student from a two-year institution, you are **not eligible** dur-ing 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 excep-tions specified in Bylaw 14.5.4.6.
- d. 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.

## **11. Drugs – All Sports.**

- a. If the NCAA tests you for the banned drugs listed in Bylaw 31.2.3 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.
- b. 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, you will lose all remaining regular-season and postseason eligibility in all sports.
- c. 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]
- d. 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 Division I Committee on Student-Athlete Reinstatement. [Bylaw 18.4.1.5.1]

## **12. Non-NCAA Athletics Organization Positive Drug Test – All Sports.**

- a. 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.
- b. 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.
- c. The director of athletics must notify the vice president of NCAA educational affairs in writing regarding a student-athlete’s disclosure of a previous positive drug test administered by any other athletics organization.
- d. 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 Committee on Student-Athlete Reinstatement.
- e. 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](http://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.

### **1. Recruitment.**

#### **a. Offers – All Sports.**

- (1) 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.

- (2) 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]

**b. Contacts – All Sports.**

- (1) 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]
- (2) You are **not eligible** if any staff member of your institution:
  - (a) 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 military academies) as described in Bylaw 13.1.1.1.
  - (b) Contacted you in person off your institution’s campus more than the number of times specified in Bylaw 13.1.6; or
  - (c) 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.
- (3) 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 13.1.7.2.4]
- (4) 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]
- (5) 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]
- (6) 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]

**c. Publicity – All Sports.**

- (1) You are **not eligible** if, before you enrolled at your institution, your institution publicized any visit that you made to its campus. [Bylaw 13.10.5]
- (2) 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 13.10.3]

**d. 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 13.1.6.7]

**e. 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 13.15.1]

**f. 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 13.11.1]

**g. 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 13.11.1.3]

**h. 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 13.11.1.4]

**i. 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 13.12.1.5.1]

**j. Visits, Transportation and Entertainment – All Sports.**

- (1) 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:
  - (a) You accepted expense-paid visits to more than five NCAA institutions or more than one expense-paid visit to one member institution;
  - (b) Your one expense-paid visit to the campus lasted longer than 48 hours;
  - (c) 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;
  - (d) Your institution paid for you to visit during your first year in a junior college, and you were not a qualifier.
  - (e) 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**
  - (f) 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.
- (2) 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. [Bylaw 13.6.2.2.1]
- (3) 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.
- A foreign prospect 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 Academic Cabinet or the NCAA Division I Initial-Eligibility Waivers Committee.) [Bylaw 13.6.3]
- (4) 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.
- (5) 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:
- (a) 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 13.7.2.1]
  - (b) 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 13.5.3]
- (6) 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 13.5.2.2]
- (7) 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 13.6.7]
- (8) 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 representative's) personal expenses during an off-campus visit with you. [Bylaw 13.14.2]

**k. 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 13.15.1]

# **NIU SUBSTANCE ABUSE POLICY**

## **I. PURPOSE OF DRUG AND ALCOHOL EDUCATION AND SCREENING**

Northern Illinois University is concerned with the physical, mental and emotional well being of its students, including those who participate in intercollegiate athletics. While the University and the Athletic Department do not condone the misuse of drugs and alcohol, this is recognized as a potential problem for all students, including the student-athlete. Drug testing is appropriate to help insure the safety and health of student-athletes while participating in athletics, as representatives of the University. In addition, a program to prevent the use of performance enhancing drugs promotes fair competition in intercollegiate athletics. The NCAA has an established drug-testing program for student-athletes. The Northern Illinois University intercollegiate athletics drug-testing program will only enhance that existing program. It is reasonable for the University to require student-athletes to submit to drug testing as a condition of the privilege of participation in intercollegiate athletics.

In order to facilitate a more positive decision making process for the student-athlete, the following drug education and screening goals have been developed:

- To educate the students on the physiological and psychological dangers inherent in the misuse of drugs and alcohol.
- To protect the students, and others with whom they compete, from potential injury as a result of the misuse of drugs and alcohol.
- To provide a screening program to identify student-athletes who are improperly using drugs or alcohol and to assist them, through education and counseling, before they injure themselves or others, or become physiologically or psychologically dependent.
- To be in compliance with the NCAA rules and regulations
- To prevent the use and distribution of performance enhancing substances and illegal drugs.
- To educate the student-athlete about the local, state, and federal laws concerning possession and use of alcohol and drugs, particularly as they relate to university campuses.

## **II. NCAA DRUG TESTING**

The NCAA conducts post season championship drug testing. In addition, it conducts year-round unannounced drug tests on football, and men's and women's track team members. Should a NIU student-athlete test positive in any NCAA drug testing session, not only will s/he face sanctions from the NCAA, but s/he will be declared "positive" under the NIU program. The student-athlete will be required to fulfill all of the requirements under the appropriate penalty, both from the University and the NCAA.

## **III. DRUG EDUCATION**

The Intercollegiate Athletic Department, in coordination with the Mid American Conference, will provide at least one educational seminar per academic year concerning one or more of the following: drug and alcohol use and abuse, sports nutrition, eating disorders, responsible decision making, etc. These seminars may include specific information on a single topic (drunk-driving, marijuana, steroids, etc.) or new information about alcohol or drug misuse and/or abuse.

## **IV. TESTING PROCEDURES**

Since October 1, 1999, the NIU Athletic Department has conducted substance abuse testing as appropriate. As part of this testing, a student-athlete may be asked to take

a urine test to detect illegal drugs, non-prescribed drugs, alcohol, narcotics or steroids at such times and places as directed by the Athletic Department.

The drugs to be tested for include, but are not limited to, the following: ALCOHOL, AMPHETAMINES, COCAINE, EPHEDRINE, MARIJUANA, PCP, PHEN-CYCLIDINE, METHAQUALONE, BARBITUATES, BENZOPAIN, PROPOXYPHENE, METHADONE, ECTASY, OPIATES and ANABOLIC STEROIDS.

Testing will be conducted for all student-athletes throughout the entire school year, or while they are utilizing athletic department facilities. The drug-testing program will be administered by the athletic training staff in conjunction with the Employee Assistance Program of Kishwaukee Community Hospital.

**Drug testing is unannounced and may occur at any time of any day without prior notice.** The selection may be based on random selection, a prior positive test, suspicion of misuse/abuse or other reasonable cause.

The REFUSAL to provide a sample will be considered a positive test and will include all of the sanctions of that positive level.

All student-athletes, **including cheerleaders**, on the squad list may be tested. This includes student-athletes actively participating, student-athletes who are medically disabled, and those who have exhausted their eligibility.

The results of the urine-testing program are considered to be confidential. Records and other information shall remain in the confidential possession of the head athletic trainer or his/her designee and may be released only as stated on the consent form. In the event of a valid subpoena, wherever possible, the affected student will be notified before compliance with the court order.

The Athletic Department will also issue a positive test finding with its particular sanctions to a student-athlete upon conviction of the following:

- Driving under the influence (DUI, DWI)
- Public Intoxication
- Drunk and Disorderly
- Zero Tolerance
- Other drug or alcohol related offenses, including possession

Any student-athlete who voluntarily seeks counseling prior to a positive drug test will not face automatic testing but will be referred to the appropriate counseling service. The student-athlete will be responsible for any costs that are incurred. The student-athlete will remain in the random testing pool. ALL TEST RESULTS accumulate during the ENTIRE TIME that an individual is a student-athlete at NIU.

## V. PROCEDURES

Each testing period, a variety of student-athletes will be selected at random, without regard to year or team, for drug testing. Additional testing will be conducted for those student-athletes who have previously tested positive.

Student-athletes may be tested without prior notification.

The collection process will follow NCAA and DOT guidelines regarding specimen collection and validation, as well as specimen chain of custody procedures concerning the laboratory analysis, specimen identification and confidentiality.

## VI. APPEAL PROCESS

Athletes who test positive under the terms of the substance abuse program will be entitled to a meeting with the Director of Intercollegiate Athletics and/or his/her designee prior to imposition of any sanction. Requests for such a hearing must be made within forty-eight

(48) hours of notification of a positive test result. Requests must be in writing and received by the Director of Athletics. The student-athlete may have representation if the student so desires.

The meeting should take place no more than seventy-two (72) hours after the written request is delivered. Either the student-athlete or other parties involved may grant an extension of this time frame upon showing good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Athletic Director or his/her designee regarding the sanction to be imposed will be final.

## **VII. RESPONSIBILITY OF THE STUDENT-ATHLETE**

If the student-athlete tests positive under the guidelines set forth in the NIU Intercollegiate Athletic Departmental Substance Abuse Policy, it will be the student-athlete's responsibility to pay for any services which are required by sanctions and adhere to the penalties as outlined in the 2008 policy (view the policy on the athletic training web-site).

## **VIII. TESTING FOR REASONABLE CAUSE**

Nothing in this policy shall prevent or limit the University's right to require a student-athlete to submit to testing when there is cause to do so. For purposes of this section, "cause" shall be defined as behavior, conduct, or performance by the student-athlete which leads the University to conclude that there is the likelihood that the student-athlete is taking or is under the influence of illegal drugs (as defined above) or alcohol. In said case, the determination that "cause" exists to require a student-athlete to submit to testing, with or without notice, will be made only after consultation between the Head Athletic Trainer, and/or the Associate Athletic Trainer, the Head Coach of the sport, and the Medical Review Officer. All must agree that the observations, behavior, conduct or performance of the student-athlete is such that testing for cause is required to protect the health of the student-athlete, the health of others and/or protect the integrity of the sport. If a student-athlete refuses to submit to such a test, he/s/he shall be suspended pending the taking of the test and may receive sanctions similar to those for a first positive test result or such other sanctions as may be deemed appropriate.

Drug or alcohol related offenses that happen on campus and cause Judicial Board sanctions will not be treated as a "positive" test, but will cause the individual to be tested for reasonable cause.

## **IX. REFERRAL PROCESS**

**In the event of a positive test, the student-athlete will be required to seek counseling. Part of this referral process will include signing a waiver that allows the Head Athletic Trainer or his/her designee to be informed of the treatment plan and to monitor compliance with the treatment plan. Failure to comply with the recommendations of the Counseling and Student Development Center will subject the student-athlete to suspension from their team until they comply with the stated recommendations.**

## **NCAA 2009-2010 BANNED DRUGS**

1. **The NCAA bans the following classes of drugs.**
  - a. Stimulants;
  - b. Anabolic Agents;
  - c. Alcohol and Beta Blockers (banned for rifle only);
  - d. Diuretics and Other Masking Agents;

- e. Street Drugs;
- f. Peptide Hormones and Analogues;
- g. Anti-estrogens; and
- h. Beta-2 Agonists.

**[Note: Any substance chemically related to these classes is also banned.]**

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

## **2. Drugs and Procedures Subject to Restrictions.**

- a. Blood Doping;
- b. Local Anesthetics (under some conditions);
- c. Manipulation of Urine Samples;
- d. Beta-2 Agonists permitted only by prescription and inhalation; and
- e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

## **3. NCAA Nutritional/Dietary Supplements Warning.**

- **Before consuming any nutritional/dietary supplement product, review the product and its label with your athletics department staff!**

- (1) Dietary supplements are not well regulated and may cause a positive drug test result.
- (2) Student-athletes have tested positive and lost their eligibility using dietary supplements.
- (3) Many dietary supplements are contaminated with banned drugs not listed on the label.
- (4) Any product containing a dietary supplement ingredient is taken at your own risk.

**It is your responsibility to check with your athletics staff before using any substance.**

## **Some examples of NCAA Banned Substances in each class**

**[NOTE: There is no complete list of banned drug examples!]**

Check with your athletics staff to review the label of any product, medication or supplement before you consume it!

### **1. Stimulants.**

e.g., amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); etc.

Exceptions: phenylephrine and pseudoephedrine are not banned.

### **2. Anabolic Agents.**

e.g., boldenone; clenbuterol; DHEA; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

### **3. Alcohol and Beta Blockers.**

e.g., alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

### **4. Diuretics and Masking Agents.**

e.g., bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

### **5. Street Drugs.**

e.g., heroin; marijuana; tetrahydrocannabinol (THC); etc.

### **6. Peptide Hormones and Analogues.**

e.g., human growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

**7. Anti-Estrogens.**

e.g., anastrozole; clomiphene; tamoxifen; formestane; etc.

**8. Beta-2 Agonists.**

e.g., bambuterol; formoterol; salbutamol; salmeterol; etc.

**Any substance that is chemically related to the class of banned drugs, unless otherwise noted, is also banned!**

[NOTE: Information about ingredients in medications and nutritional/dietary supplements can be obtained by **contacting the Resource Exchange Center, REC, 877-202-0769 or [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) password ncaa1, ncaa2 or ncaa3.**]

**It is your responsibility to check with your athletics staff before using any substance.**

# **ATHLETIC LETTER AWARDS POLICY**

## **LETTERING CRITERIA**

The qualifying criteria for lettering will be participation in 33% of games, matches or events for that team. A point system will be used for Track & Field/Cross Country. Injury and extenuating circumstances will be considered on a case by case basis by the head coach, with the approval of the sport administrator responsible for that sport.

## **AWARDS**

**1st year** – letter jacket

**2nd year** – sport specific pin

**3rd year** – sport specific pin

**4th year** – personalized blanket

\*\*\*Student-athletes who are no longer able to participate due to medical reasons are eligible to receive the award assigned to the year in which they last participated.

## **MAC CHAMPIONSHIP AWARDS**

They will be given to student-athletes on the official squad list, excluding those who are medical hardships and fifth year students. The student-athletes must be in good standing at the time of the championship.

## **NCAA CHAMPIONSHIP AWARDS**

Those teams and individuals that qualify for NCAA competition shall be awarded a ring, which will be consistent for all teams.

## **SELLING ITEMS AND EQUIPMENT**

A student-athlete shall not sell any item received from intercollegiate athletics participation, or exchange or assign such an item for another item of value, even if the student-athlete's name or picture does not appear on the item received for intercollegiate athletics participation.

# SCHOLARSHIP INFORMATION

## FAILED COURSES

Note: The Athletic department has the right to bill student-athletes for grant-in-aid expenses incurred during the semester the courses are failed.

## SUMMER SCHOOL ASSISTANCE

An Application must be submitted to SAASS the 2nd week in March 2010.

### Requirements For Applicants

To be eligible for summer school grant-in-aid, the applicant must:

1. Meet the NCAA criteria for summer school assistance as noted in appropriate sections of Bylaw 15 of the NCAA Manual.
2. Meet the following Northern Illinois University requirements for summer school assistance:
  - A. Attended NIU during the *preceding* spring;
  - B. Received athletically-related financial aid during the preceding academic year;
  - C. Have a reasonable opportunity to be eligible for the next academic year. "Reasonable" will be determined on an individual basis based on past history and performance.
  - D. Medical and fifth year student-athletes (following fifth year) will be approved on a case-by-case basis.

### Selection Criteria

Final decisions are based upon demonstrated academic effort during the previous year(s) and academic need. Therefore, applicants should have met academic expectations including:

- Earned at least 24 degree relevant hours during the current academic year (a reduction must be authorized by a SAASS staff member);
- Demonstrated solid class attendance documented by attendance and academic progress reports;
- Consistently attended study table (if applicable);
- Met with SAASS staff and tutors as requested or scheduled;
- Participated in early access registration and fully participated in CHAMPS/Life Skills programs;
- Completed the summer application, signed and submitted with the appropriate documentation by the application deadline.

### Priority will be given as follows (assistance is NOT guaranteed):

- a. First, to seniors who need summer school to graduate in August, December or May
- b. Second, to student-athletes needing summer school as a result of major changes, required courses only offered in specific sequences/blocks, degree-relevant courses offered only during the summer session to meet percent of degree or major requirements, or inability to take required courses during the fall or spring semester due to practice, travel, or workload challenges
- c. Third, to those attempting to meet institution residency requirements
- d. Fourth, to those desiring to accelerate their date of graduation or progress towards their degree

## AMOUNT OF SUMMER SCHOOL AWARD

The maximum administrative athletic aid awarded is for tuition (in-state or out-of-state), fees and books. Room and board is need-based only (those receiving Pell grants) or for extenuating circumstances (demonstrated in a letter of appeal) as approved by the Athlet-

ics Department. Student-athletes receiving aid are required to enroll in a schedule approved by their major/college advisor and the SAASS staff. Student-athletes on aid are not allowed to withdraw or drop courses without approval from their SAASS coordinator. **Unauthorized withdrawals may result in the student-athlete being held responsible for the cost of summer aid.** Student-Athletes receiving administrative athletic aid who fail to adhere to NIU, MAC, state, federal or national laws (i.e., team traveling, studying abroad) may be held responsible for the cost of summer aid. NIU and intercollegiate athletics is not liable or obligated to assist the student-athlete when they fail to abide by the rules, policies or laws.

### **MEDICAL HARDSHIP**

- Student-athlete must meet with their coach
- Must meet with Head Trainer (Phil Voorhis) to gain approval
- Must complete the Huskie Intern application per recommendation of the Head Trainer

### **HOW TO WITHDRAW FROM A SPORTS TEAM**

*(required for both scholarship and non-scholarship student-athletes)*

- Must speak with a Coach
- Fill out a withdrawal form from the Compliance Office
- Set-up an appointment with the Director of Athletics

### **ATHLETIC GRANT-IN-AID**

*An NIU Athletics grant-in-aid **CAN** pay for:*

- Tuition
- Fees
- Room
- Board
- Books (required by your syllabus)

*An NIU Athletics grant-in-aid does **NOT** pay for:*

- University health insurance (except for international student-athletes)
- Residence hall or apartment damages
- Refrigerator or microwave rentals
- Single occupancy in the residence halls or suite with a bath
- Telephone or other utility charges
- Interest charges from university payment plan
- Parking tickets or passes
- Course supplies
- Off-campus fees

### **5<sup>TH</sup> YEAR ASSISTANCE / EXHAUSTED ELIGIBILITY**

The “*Huskie Interns*” are student-athletes who have exhausted their eligibility (5th year) or are on medical hardship (can no longer compete in their sport). Student-Athletes requesting to become a Huskie Intern must complete an application by February 15 of the previous year and submit it to the Huskie Intern athletics administrator. The application can be located on the SAASS Blackboard web-site. Final approval is at the discretion of the Student-Athlete Well Being committee in conjunction with the head coach. Admission to the program is not guaranteed.

### **DEGREE COMPLETION AWARD (6<sup>TH</sup> YEAR AID)**

The NCAA established this program to assist student-athletes who have exhausted their eligibility for institutional financial aid (in five years).

- Applicants must have completed eligibility for athletics-related aid at a Division I institution before applying

- Must be within 30 semester hours of their degree requirements
- If awarded, the award received will be an equivalent to tuition and fees and a book allowance based on the number of enrolled hours
- To download the application go to: <http://www.ncaa.org/wps/ncaa?ContentID=1086>
- Deadline: All materials must be submitted by mid May (check application for specific date)

## **PROCEDURES FOR STUDENT-ATHLETE APPEAL HEARING**

As a student-athlete, the NCAA provides you the opportunity to appeal either of **two** decisions made by NIU Athletics that directly affect you:

- 1. If you are denied the opportunity to transfer to another institution**
  - a.) denial of Permission to Contact another institution or
  - b.) denial to be granted the One-Time Transfer Exception, if applicable to your sport
- 2. If your athletically related financial aid is reduced or canceled for the next academic year**

In order to initiate the appeal process for either of the above decisions, please follow these Student-Athlete Appeal Hearing Procedures:

- 1. Within 14 days** of notification from your coach, the Huskie Athletic Compliance Office and/or the Student Financial Aid Office, you must request an appeal hearing in writing to the Director of Athletics.
2. Once the Director of Athletics receives your written request, the Senior Associate Athletic Director for Administration will contact the Student-Athlete Appeal Hearing Committee\* to promptly establish a date for the appeal hearing.
3. Please be advised that you may invite representatives, which may include your parents, legal counsel or others, to appear at the hearing on your behalf.
4. At the hearing, you and your representatives will have the opportunity to present your case and answer questions asked of you by the Subcommittee members; no Athletic Department staff members are present at this time.
5. After the Athletic Department staff members present their case, the Student-Athlete Appeal Hearing Committee will vote to uphold or deny the appeal. You will receive immediate notification of the Committee's decision in person or via telephone; a written decision will follow. The decision of the Committee is final; there is no opportunity for further appeal.

\* The Student-Athlete Appeal Hearing Committee is a subcommittee of the Compliance Oversight Committee. It is composed of university administrators, faculty and two student-athletes (from sports other than your own); no Athletic Department personnel are members of the Student-Athlete Appeal Hearing Committee.

# NIU ATHLETIC GRANT-IN-AID (GIA) BOOK /LOAN PROGRAM

## **POLICY – \* \* you MUST USE the bookstore in the Holmes Student Center \* \***

1. The Student Financial Aid Office (SFAO) will submit a list of student-athletes eligible for the NIU Athletic GIA Book/Loan Program to the NIU Bookstore; that list will serve as the institution's official notification. The names of those student-athletes whose paperwork is not in place by the time the list is created will be e-mailed by the SFAO to the NIU Bookstore Service Desk. If your name does not appear on the list, or your approval by e-mail from the SFAO is not received by the NIU Bookstore Service Desk, you will not be issued books.
2. As per NCAA regulations, the NIU Athletic GIA Book/Loan Program is for **REQUIRED** books only – NO *recommended* books or course supplies are included. (Should you wish to submit a request for funding for course supplies, see your SAASS Coordinator.)
3. You will be issued used books when available.
4. If you add a class after the original schedule has been submitted and your books have been issued, you must obtain authorization to receive the additional **required** text book(s) by contacting the NIU Bookstore Service Desk.
5. If, after you have been issued your **required** text books for the semester, you drop a class, those books must be **returned immediately** to the NIU University Bookstore.
6. If a book is lost or damaged, you are responsible for the replacement value. If the book is stolen, you must file a stolen book report with the NIU University Police Department. You must immediately notify Don Turk at the NIU Bookstore (815-753-9881) and present him with a copy of the police report. You will not be permitted to be issued a second book until the report has been filed and permission is by the NIU Bookstore.
7. If you fail to return your **required** books to the NIU Bookstore by the LAST DAY OF FINAL EXAMS for that semester, they will assume that you have agreed to purchase all of your books and will bill you for the full amount of the charges. Additionally, until your account is paid in full,
  - a.) an encumbrance (hold) will be placed on your records, i.e., your transcripts/grades/diploma will not be released
  - b.) you cannot register for classes for the next term
  - c.) you will not be allowed to further utilize the NIU Athletic GIA Book/Loan Program

## **BOOK LOAN PROCEDURES**

1. **Obtain your REQUIRED text books at the NIU Bookstore only**, located in the Holmes Student Center (**NOT** Village Commons Bookstore-VCB).
2. Go to the Service Desk located in the lower level. Present your One Card as ID and indicate that you are a NIU student-athlete who has been approved to receive **required** text books through the NIU Athletic GIA Book/Loan Program.
3. Based on your class schedule, your **required** text books will have already been pulled from the shelves and bagged for you. You will be asked to sign for your books. **KEEP YOUR RECEIPTS.**
4. Should you have a **required** text book that is not available at the NIU Bookstore (e.g. Copy Service), you must pay for the book and bring the receipt and the course syllabus – indicating that the text book is indeed **required** - to Athletic Business Operations in Room 204 at the Convocation Center to obtain reimbursement.

5. If you have added a class, return to the NIU Bookstore Service Desk to obtain any additional **required** books.
6. Obtain your **required** text books as soon as possible at the start of the semester.
7. Once you have attended classes and received a course syllabus for each one, review the lists of text books **required** by your professors/instructors. If, within the pre-packaged books you obtained from the NIU Bookstore, you received a book that is not listed as **required** on the syllabus, return the book to the NIU Bookstore **immediately**.
8. Please place your name or some other form of identification in the book. Should the book be stolen, when found or submitted during the book buy-back period, it can be then easily be identified as your stolen book.
9. At the end of the semester, you must return ALL books to the NIU Bookstore Service Desk that were provided through the NIU Athletic GIA Book/Loan Program no later than the LAST DAY OF FINAL EXAMS.
10. If you have any questions not covered within these Policies and Procedures, please contact Paula Ruff at the Student Financial Aid Office as soon as possible for assistance.