

**OAKLAND UNIVERSITY**  
**DEPARTMENT OF INTERCOLLEGIATE ATHLETICS**  
**DIRECTORY**

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**CAMPUS TELEPHONE NUMBERS**

Academic Skills Center ( <i>103 North Foundation</i> )	370-4215
Book Store ( <i>28 Oakland Center</i> )	370-2404
Campus Recreation	370-4732
Center for Student Activities ( <i>49 Oakland Center</i> )	370-2400
Dean of Students ( <i>144 Oakland Center</i> )	370-3352
Disability Support Services ( <i>106 NFH</i> )	370-3266
Center for Multicultural Initiatives ( <i>134 NFH</i> )	370-4404
Graham Counseling Center	370-3465
Graham Health Center	370-2341
Housing Office ( <i>448 Hamlin</i> )	370-3570
ID Card Office ( <i>112 Oakland Center</i> )	370-2291
International Students & Scholars Office ( <i>157 NFH</i> )	370-3358
Kresge Library	370-2471
Oakland Center	370-3245
Registrar ( <i>101 O'Dowd</i> )	370-3455
Residence Hall Council ( <i>448 Hamlin</i> )	370-2998
Student Financial Services	370-2550
University Police ( <i>Public Safety &amp; Services</i> )	370-3331

**ATHLETICS ADMINISTRATIVE / SUPPORT STAFF**

Director of Athletics	370-2669	Tracy Huth
Assistant to the AD	370-2669	Gina DeMartis
Senior Associate AD	370-4004	Simon Dover
Assistant AD Facilities/SWA	370-4050	Elisabeth Putnam
Coordinator of Marketing & Promotions	370-3161	Tim Dameron
Assistant AD Development	370-2572	Gordie Lindsay
Coordinator of Annual Giving	370-4034	Aaron Epstein
Assistant AD Student Services	370-3106	Holly Kerstner
Athletics Academic Adviser	370-3224	Evan Dermidoff
Assistant AD Compliance	370-4927	Adrian Kowal
Assistant AD Athletic Communications	370-4008	Scott MacDonald
Assistant Director Athletic Communications	370-3123	Scott Dunford
Associate Athletic Trainer	370-3189	Tom Ford
Associate Athletic Trainer	370- 3998	Matt Herrema
Assistant Athletic Trainer	370- 3132	Michaelyn Sebold
Assistant Athletic Trainer	370- 3132	Brianna Moyer

Director of Strength and Conditioning	370-2643	Todd Wohlfeil
Assistant Dir. Strength and Conditioning	370-2643	Sam Brown
Equipment Manager	370-4012	Eddie Turner
Coordinator of Business Operations	370-4668	Mike O’Heir
Accounting Clerk	370- 3192	Schenette Fowler
Director of Men’s Basketball Operations	370- 4005	Sarah Judd
Director of Women’s Basketball Operations	370-4006	Sarah Preisinger
Faculty Athletics Representative	370- 2140	Robby Stewart

*THE DEPARTMENT OF ATHLETICS IS LOCATED IN 201 RAC. ALL OFFICES, OTHER THAN SWIMMING & DIVING, WEIGHT ROOM, ATHLETIC TRAINING, MARKETING AND PROMOTIONS AND THE EQUIPMENT ROOM ARE LOCATED ON THE UPPER (3RD) LEVEL OF THE ATHLETIC CENTER IN THE MAIN ATHLETIC SUITE. THE TRAINING ROOM, EQUIPMENT AND MARKETING AND PROMOTIONS ARE LOCATED ON THE 2ND LEVEL NEAR THE VARSITY LOCKER ROOM ENTRANCES. THE SWIMMING & DIVING OFFICE AND THE WEIGHT ROOM IS LOCATED ON THE LOWER (1ST) LEVEL OF THE ATHLETIC CENTER.*

## **INTERCOLLEGIATE ATHLETICS**

The Department of Athletics at Oakland University has a proud tradition of athletic competition that began in 1964. Active participation in the National Collegiate Athletic Association (NCAA) began in 1967. The institution participated at the Division II level, claiming 10 national titles along with numerous conference titles and individual awards, until 1997. Oakland University currently competes at the Division I level, sponsoring ten sports for women (basketball, cross country, indoor & outdoor track, golf, soccer, softball, swimming/diving, tennis, and volleyball) and eight sports for men (baseball, basketball, cross country, indoor & outdoor track, golf, soccer, and swimming/diving). All sports participate within The Summit League.

### **MISSION OF OAKLAND ATHLETICS**

In alignment with the educational mission of Oakland University – we dedicate our energy and resources to the betterment of our Student-Athletes.

Our mission is to guide, encourage and support our Student-Athletes as they strive for excellence – academically, athletically and socially.

Above all else, we produce graduates, champions and friends of the University.

### **CORE VALUES OF OAKLAND ATHLETICS**

Six Core Values guide and govern our actions at all times and in all our affairs. They define “what we stand for” and “what we won’t stand for.” They include:

#### **Excellence**

We have an excellent attitude and outlook. We strive for excellence in all we do.

#### **Service**

We approach all of our relationships with a spirit of service.

#### **Respect**

We treat ourselves and others with dignity, kindness and respect.

### Accountability

We are thoughtful with the use of our resources. We are personally accountable for our actions. We are an important part of a great team.

### Discovery

We place a strong emphasis on discovery. We are always searching for more efficient and effective ways to get things done.

### Integrity

At all times, and in all our affairs, we strive for integrity. We know that the right thing to do is the only thing to do.

## **RULES & POLICIES GOVERNING STUDENT-ATHLETE PARTICIPATION**

Be advised that all student-athletes must adhere to specific rules and policies. These will come in the form of institutional, league and NCAA rules. Each Coach may also have specific rules and policies that student-athlete members of the team must follow. The most stringent of these policies designates what you must follow. Many rules, policies and procedures are covered specifically within the NCAA Manual, The Summit League Policies & Procedures Manual, the Oakland University Student Handbook, and individual team manuals. If you have questions about any of these rules and their application to you as an individual student-athlete, please do not hesitate to contact your Coach, an Athletic Department Administrator or the Faculty Athletics Representative.

The following sections are intended to highlight those rules and policies that consistently affect the participation of our student-athletes. This is also a reinforcement of the rules and requirements that have been discussed at the Student-Athlete Orientation and your individual team compliance meeting. Nonetheless, be aware that many rules exist that you will not find in this handbook. **As a student-athlete participant, you are responsible for the knowledge of, and adherence to, all of these rules and policies.** If you have any questions or doubts about eligibility, financial aid, outside competition, employment, awards and gifts, or any other aspect of athletic participation, contact your Coach or the Compliance Office prior to your involvement or acceptance.

### **COMMUNICATION**

There are many circumstances in which a member of the Athletics Department would need to communicate with an individual student-athlete or the population as a whole. This communication could be related to current or future eligibility. Therefore, every student-athlete must use an Oakland e-mail and check it daily for communication from the Athletics Department. Student-athletes must also provide an accurate phone number which may be used for academic, financial or compliance questions and concerns or for notification of drug testing.

### **PRINCIPLES OF SPORTSMANSHIP AND ETHICAL CONDUCT**

Oakland University is committed to the principles of sportsmanship, honesty and ethical conduct as prescribed by the NCAA. A positive environment shall be created and maintained by all parties associated with the Athletics Department for all activities. This includes, but is not limited to, athletic events, practice activities and campus and community relations (i.e. sport camps, recreational and intramural activities).

A primary focus shall be creating a hospitable environment for athletic competition. All facets of the university community shall be committed to providing an atmosphere of fair play and responsible behavior. Visiting teams, along with their fans, will be treated with

respect (and in the same manner in which we will treat our own athletic teams). Contest officials shall be treated as members of the university community while on campus. They will be afforded every opportunity to perform their duties in a respectable atmosphere and, be expected to enforce the rules for sportsmanship without tolerance for abuse from coaches, players and personnel associated with either team. Taunting, baiting and fighting are unacceptable actions associated with athletic contests.

**Coaches** will be advised each year of their responsibility of, and, influence over the young adults in their respective programs. Oakland University coaches are expected to teach the principles of sportsmanship to the student-athletes on this campus. In addition, their actions should be in keeping with the highest standard of fair play and ethical conduct.

**Student-athletes** will be expected to honor their opponents with sportsmanship. Oakland University student-athletes are respected as a visible representation of the institution. Their behavior is observed by many inside and outside the university community. These student-athletes must realize the responsibilities associated with representing Oakland University and honor the privilege whether on or off- campus. **Spirit groups**, much like student-athletes, are a visible representation of the university. While supporting our teams and creating a “fan-friendly” atmosphere, these groups must maintain sportsmanlike conduct, and not disrupt the contest. Oakland University **fans** are encouraged to support their teams without engaging in confrontational or threatening actions. Fans associated with inappropriate behavior may be dismissed from the event. The Athletic Department Staff will create and maintain a hospitable environment for visiting teams and all those in attendance at its events.

The Summit League, of which Oakland University is a member institution, has specific rules and procedures concerning unsportsmanlike or unethical conduct. Unsportsmanlike or unethical conduct shall subject the offending individual to disciplinary action. All decisions regarding unsportsmanlike conduct shall be made by the Conference Commissioner, in consultation with the Infractions Committee.

The Summit League Policies and Procedures Manual under Unsportsmanlike Conduct, Article XI, addresses the specific actions considered to be unsportsmanlike conduct and the consequences to the individual and/or institution for each type of offense and the number of offenses. A copy of this Actions and Consequences section can be obtained from the Athletic Department Compliance Office.

## **STUDENT-ATHLETE ORIENTATION**

All student-athletes at Oakland University must attend student-athlete orientation at the beginning of the fall semester for each academic year in which they plan to participate. All mid-year transfer students must attend a special student-athlete orientation session at the beginning of the winter semester. The Student Services Office within Athletics will establish dates for each of these orientations.

## **UNIVERSITY REGULATIONS**

### **OAKLAND UNIVERSITY CONDUCT CODE & JUDICIAL SYSTEM**

Oakland University students are expected to practice civility and uphold the highest standards of academic and personal integrity. These campus community values are reflected through campus standards and regulations. The purpose of Oakland University’s Code of Student Conduct is to foster the growth and development of students by encouraging self discipline, assist in creating an educationally supportive environment, and to protect the well-being of the campus community.

### **CODE OF STUDENT CONDUCT**

This code includes nonacademic and academic conduct and applies to all undergraduate

students, graduate students and student organizations at Oakland University. It is the responsibility of all university students and organizations to familiarize themselves with the conduct code at the beginning of each academic year. The conduct code is set forth in writing to give students general notice of the conduct expected of them. The code is not written with the specificity of a criminal statute and is not designed to define misconduct in exhaustive terms. The Code of Student Conduct shall apply to a student's conduct even if the student withdraws from class or school while a disciplinary matter is pending.

## **ACADEMIC CONDUCT REGULATIONS**

All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one's work honestly. Misrepresentation is cheating since it means the student is claiming credit for ideas or work not actually his or her own and is thereby seeking a grade that is not actually earned. All academic misconduct allegations are forwarded to the Dean of Students Office and adhere to the student judicial system.

## **STUDENT STANDARDS**

Students are expected to abide by the following standards in the context of academic conduct:

1. To be aware of and practice the standards of honest scholarship.
2. To follow faculty instructions regarding exams and assignments (including group assignments) to avoid inadvertent misrepresentation of work.
3. To be certain that special rules regarding documentation of term papers, examination procedures, use of computer-based information and programs, etc., are clearly understood.
4. If a student believes that practices by a faculty member are conducive to cheating, he or she may convey this information to the faculty member, to the chairperson of the department, or to any member of the Academic Conduct Committee (either directly or through the Dean of Students Office).

Following are some examples of academic dishonesty:

1. Cheating on assignments and examinations. This includes, but is not limited to, the following when not authorized by the instructor: the use of any assistance or materials such as books and/or notes, acquiring exams or any other academic materials, the use of any other sources in writing drafts, papers, preparing reports, solving problems, works completed for a past or concurrent course, completing homework or carrying out other assignments. No student shall copy from someone else's work or help someone else copy work or substitute another's work as one's own. No student shall engage in any behavior specifically prohibited by an instructor in the course syllabus or class discussion.
2. Plagiarizing the work of others. Plagiarism is using someone else's work or ideas without giving that person credit. By doing this, a student is, in effect, claiming credit for someone else's thinking. This can occur in drafts, papers and oral presentations. Whether the student has read or heard the information used, the student must document the source of information. When dealing with written sources, a clear distinction should be made between quotations, which reproduce information from the source word-for-word within quotation marks, and paraphrases, which digest the source of information and produce it in the student's own words. Both direct quotations and paraphrases must be documented. Even if a student rephrases, condenses or selects from another person's work, the ideas are still the other person's and failure to give credit constitutes misrepresentation of the student's actual work and plagiarism of another's ideas. Buying a paper or using information from the Internet without attribution and handing it in as one's own work is plagiarism.

3. Cheating on lab reports by falsifying data or submitting data not based on the student's own work.
4. Falsifying records or providing misinformation regarding one's credentials.
5. Unauthorized collaboration on assignments. This is unauthorized interaction with anyone in the fulfillment of academic requirements. Individual (unaided) work on exams, lab reports, homework, computer assignments and documentation of sources is expected unless the instructor specifically states in the syllabus that it is not necessary.
6. Completion of original work. When an instructor assigns coursework, the instructor intends that work to be completed for his/her course only. Work students may have completed for a course taken in the past, or may be completing for a concurrent course, must not be submitted in both courses unless they receive permission to do so from both faculty members.

## **UNIVERSITY ORDINANCES**

Acting under the authority granted by Act 35 of the Public Acts of 1970 of the State of Michigan, the Board of Trustees has enacted ordinances to provide for the health, safety, welfare and protection of persons and property at Oakland University. The ordinances regulate the conduct of persons on the campus of Oakland and supplement state statutes and local ordinances relating to such conduct. A partial list of pertinent parts of ordinances particularly applicable for new students follows. A complete set of ordinances can be viewed in the Dean of Students Office.

Violation of ordinances may subject persons to criminal prosecution and/or disciplinary proceedings under university judicial systems administered by the Department of University Housing and/or the Dean of Students personnel.

A complete version of the Oakland University Student Handbook can be located at [www.oakland.edu](http://www.oakland.edu)

## **STATE LAW AND OTHER REGULATIONS**

Any act committed by an individual on university premises which is criminal in nature and for which provisions have not been set forth in university ordinances will be charged under state statute for the cited offense. When state statutes and ordinances overlap, violators may be charged with either or both.

## **SEXUAL ASSAULTS**

Oakland University is committed to providing a secure and hospitable environment for all students. In support of that commitment, the university makes the following statements with respect to sexual assaults:

1. Prevention of sexual assaults is an important part of the university's response to campus safety issues. Numerous educational programs to promote awareness of rape, acquaintance rape and other sex offenses are provided by the university. Departments offering education and prevention programs include Graham Health Center, Department of Campus Recreation, Residence Halls, the School of Nursing, Police Department, Office of Diversity and Compliance and the Dean of Students Office.
2. If a sex offense occurs, students should follow these procedures:
  - A. Go to a safe place.
  - B. Contact the police immediately by dialing 911.
  - C. Seek medical examination and treatment.
  - D. Preserve evidence by abstaining from washing, changing clothes, douching or disturbing any evidence of an assault or struggle.
  - E. Seek counseling.
3. Victims are encouraged to report the sexual assault to the Police Department or a

university staff member who will assist a victim in contacting the police if that is the victim's choice.

4. Campus resources for victims of assault include:
  - A. **Police Department** - 911 (emergency) or (248) 370-3331
  - B. **University Housing Staff** - (248) 370-3570
  - C. **Graham Health Center** - Medical (248) 370-2341
  - D. **Graham Health Center** - Counseling Service (248) 370-3465
  - E. **Dean of Students Office** - 144 Oakland Center, (248) 370-3352
5. Off-campus resources for victims of assault include:
  - A. **Crittenton Hospital** (248) 652-5311
  - B. **North Oakland Medical Center** (248) 857-7200
  - C. **Pontiac Osteopathic Hospital** (248) 338-5332
  - D. **St. Joseph Mercy Hospital** (248) 858-3177
  - E. **HAVEN** (248) 334-1274
  - F. **Women's Survival Center** (248) 335-1520
  - G. **Common Ground 24-Hour Crisis Line** (248) 338-7450

## **DISCRIMINATION POLICY**

Oakland University reaffirms its unwavering commitment to equality of opportunity for all persons. In a society that relies on an informed, educated citizenry, no one should be denied the opportunity to attain his or her fullest potential. It is therefore the policy of Oakland University that no person shall be discriminated against on the basis of race, sex, age, handicap, color, religion, creed, sexual orientation, national origin or ancestry, marital status, or veteran status. The university shall strive to build a community that welcomes and honors all persons and that provides equal opportunity in education and employment. The university shall affirmatively follow the provisions of applicable state and federal anti-discrimination legislation in all of its activities in this area and so reaffirms its policy at this time.

Oakland University reaffirms its commitment to maintaining an environment that is free from discriminatory treatment. Faculty, staff, students and non-student users of university services who believe their rights have been violated may seek a resolution of the problem through use of the discrimination complaint procedures. These procedures are available through the Office of Diversity and Compliance.

The Discrimination Complaint Procedure is designed to provide flexibility in addressing allegations of discrimination. It is intended to be responsive to particular situations and to be as formal or informal as allegations dictate. Complaints will be processed equitably and in a timely manner. Student complaints should be directed to the Office of Diversity and Compliance (248) 370-3496 or the Dean of Students Office (248) 370-3352.

## **HAZING**

**\* Violations of Michigan Statutes in regard to hazing will result in loss of athletics aid (scholarship) and immediate dismissal from intercollegiate athletics participation at Oakland University.\***

Of special concern to student organizations is the university hazing policy. Hazing is defined as any action taken or situation related to organizational membership that produces mental or physical discomfort, embarrassment or ridicule, or any activity that threatens or endangers the life or safety of an individual. All forms of hazing are strictly prohibited at Oakland University.

1. Such activities and situations may include, but are not limited to, the following:

- disfiguration to include branding or self-mutilation;
  - paddling in any form;
  - creation of excessive fatigue;
  - physical and psychological shocks;
  - activities such as quests, treasure hunts, scavenger hunts, road trips, etc., that are conducted in an illegal, demeaning or dangerous manner;
  - public wearing of apparel that is conspicuous and not normally in good taste;
  - engaging in public stunts and buffoonery;
  - morally degrading or humiliating games and activities;
  - any activities that interfere with class attendance, class preparation or scholastic activities, or activities that are disruptive to any university department, office or classroom;
  - verbal abuse that leads to public embarrassment or humiliation;
  - implication that an act of hazing could be pre-initiatory;
  - any other activities that are not consistent with fraternal law, ritual or policy, or the policies and regulations of Oakland University.
2. If members of an outside, non-Oakland University chapter or organization initiate a hazing incident on Oakland University's campus or against an Oakland University student or pledge, the Oakland University organization or chapter will be held responsible.
  3. Any student organization or Greek organization accused of hazing shall be referred to the CSA and charged under the terms and conditions of the judicial procedures as stated in the student handbook. Individual members of such organizations shall be referred to the dean of students and charged under the terms of the Oakland University Code of Conduct and student judicial system.

## **ALCOHOL**

The following provisions govern the general possession and consumption of alcoholic beverages on campus:

1. A person who is less than 21 years of age shall not possess or consume any alcoholic beverage on campus.
2. A person shall not provide any alcoholic beverage to a person less than 21 years of age on campus.
3. No person shall consume or possess any alcoholic beverage on campus except in permitted areas as established by this section. The lawful possession and lawful and moderate use of alcoholic beverages shall be permitted:
  - a. in private areas of university housing facilities including rooms, suites and apartments;
  - b. in private homes on campus;
  - c. during scheduled and official university activities on campus as approved by the president.

The use of alcoholic beverages shall not be deemed to be moderate if it causes material impairment of the senses, judgment or physical abilities of the user or if it causes the user to create a disturbance that interferes with the normal and uninterrupted use of the campus.

4. It shall be a misdemeanor for a person to be intoxicated on campus and acting in a manner that directly endangers the safety of another person or property or causes a disturbance that interferes with the normal and uninterrupted use of the campus.

*Please consult the Oakland University Student Handbook for specific information relative to the rules governing the possession and consumption of alcohol, including within the residence hall and university student apartments. The Handbook is available electronically through the official Oakland University website, [www.oakland.edu](http://www.oakland.edu).*

Be advised that student-athletes are subject to additional rules and regulations despite being of legal age. The student-athlete code of conduct and individual team handbooks contain those rules and policies specific to your participation as an Oakland University student-athlete.

## **RESIDENCE HALLS POLICIES & PROCEDURES**

A complete description of the policies, procedures and applicable disciplinary actions are available in the Housing Office, 448 Hamlin Hall. The House Policy Committee reviews residence hall policies and procedures each year. An individual resident or group of residence hall students may present their concerns about these policies and procedures to the House Policy Committee or submit them in writing. The committee will review their concerns and notify the resident or group of its decision. The Residence Halls Judicial System provides a timely and orderly process for investigating and adjudication of any violations of these community standards.

### **JUDICIAL PROCEDURES**

Judicial procedures for addressing cases of **nonacademic, academic or student organization** misconduct vary slightly, but the following steps are included in each process. The term “dean of students” as used in this document shall mean “dean of students or other person designated by the vice president for student affairs to process and/or hear case(s).” The focus of the judicial process shall be to determine whether a student has violated **campus standards or regulations**. Deviations from prescribed judicial procedures shall not invalidate a decision or proceeding unless, in the opinion of the dean of students, significant prejudice to a student resulted from the deviation.

- 1. Complaint:** A complaint of misconduct is usually written and includes specific allegations or charges. Any faculty, staff or student who is aware of possible student misconduct is requested to report the alleged violation to the dean of students.
- 2. Interview:** Upon receipt of a complaint or report of alleged student misconduct, the accused student shall meet with the dean of students or assistant dean of students for an interview to determine if a university hearing is required. The accused student may have an adviser, who must be a member of the Oakland University community, present at the interview and shall be informed of the alleged violation and advised of his/her **rights**.
- 3. Notice:** Upon determination of the need for a **disciplinary hearing**, the accused student will receive written notification. Written notice includes a statement of the alleged misconduct with sufficient particulars to enable the accused student to prepare his/her defense, the date, time and place of any hearing, and the names of witnesses who are scheduled to appear at the hearing. Normally, notice is provided at least 72 hours in advance of any **hearing**.

Please refer to the Oakland University Student Handbook, the Residence Hall Handbook, and/or the Dean of Students Office for more information and details on the types of hearings, and the types of sanctions (Disciplinary Reprimand, Disciplinary Probation, Disciplinary Suspension in Abeyance, Disciplinary Suspension, Disciplinary Expulsion, and other sanctions).

## **STUDENT-ATHLETE CODE OF CONDUCT**

The Department of Athletics has established Student-Athlete privileges that are designed to enhance and protect the student-athlete experience at Oakland University. Each year, all

student-athletes shall receive this statement via the Student-Athlete Handbook. All questions/concerns can be directed to an Athletic Administrator, a SAAC representative or the Faculty Athletics Representative.

## **STATEMENT ON STUDENT – ATHLETE PARTICIPATION**

A student-athlete as that term is used in this Code of Conduct (the “Code”) is a student who is a member of an intercollegiate varsity athletic team.

**It is a privilege, and not a right, to be a member of a team and to represent Oakland University in that capacity.**

Each student-athlete is considered to be a vital member of the University community.

Each student-athlete is expected to demonstrate good sportsmanship, honesty and integrity. Student-athletes are among the most visible students on campus and in the local community, and should serve as positive role models and mentors. Each Student-athlete also must abide by all applicable laws, ordinances, rules, regulations, policies and/or procedures, whether federal, state, local, university, departmental, team, conference, or NCAA.

Each student-athlete is expected to focus on his/her academic pursuits, with priority on academic achievement and graduation.

Each student-athlete is expected to understand the privileges and responsibilities that s/he has while a participant in Oakland University’s intercollegiate athletics program.

Each student-athlete must abide by the Code, and understand that the purpose of the Code is to ensure that all student-athletes understand their privileges and responsibilities, including the University’s and Department of Athletics behavioral expectations and the consequences of not meeting those expectations.

As part of participation in the intercollegiate athletics program, each student-athlete will accept the consequences and sanctions as a result of violation(s) of the Code. In addition, Coaches may adopt team rules that are more stringent than the Code. Team rules are considered a part of, and enforceable under, the Code.

## **STUDENT-ATHLETE PRIVILEGES**

A student-athlete has the same privileges as all other university students. In addition, the student-athlete:

1. May pursue the commitments of his/her academic program.
2. May pursue an intercollegiate athletic experience within the established ordinances, rules, regulations, policies and procedures of the University, Athletic Department, The Summit League, NCAA, and his/her team.
3. Will be informed of all team guidelines, rules and expectations by the Athletic Department and/or coaching staff at the beginning of each academic year, or the time within each year that participation begins.
4. May expect that education and medical records will be treated confidentially, to the extent provided for by law or University policy.
5. May have individual or peer representation on the Student-Athlete Advisory Council (SAAC) and any other appropriate University/Department committees established regarding intercollegiate athletics, as approved by the Director of Athletics or designee.
6. Will be informed of the rationale for any disciplinary action taken by his/her head coach.
7. May grieve disciplinary action taken by his/her head coach that affects participation in practice or competition and have that grievance handled in a timely manner.

*[Please note that the grievance procedures do not apply to sanctions rendered by the Department of Athletics Administration as a result of Code of Conduct violations.]*

8. May participate in campus activities/organizations that do not conflict with practice or competition schedules, provided such activities do not violate conference or NCAA rules for intercollegiate participation.
9. Will be advised of all medical recommendations made by the Department of Athletics Sports Medicine Staff or Team Physicians concerning illness or athletic injury, and the reasons for those recommendations.
10. May refuse to be interviewed by the media or to answer particular questions that may be posed during an interview with the media.
11. Will be given the opportunity to complete an exit survey/questionnaire and have a personal interview with a Department of Athletics administrator upon conclusion of his/her participation in intercollegiate athletics.

## **STUDENT-ATHLETE RESPONSIBILITIES**

Student-athletes must abide by all applicable laws, ordinances, rules, regulations, policies, and/or procedures, whether federal, state, local, university, departmental, team, The Summit League, or NCAA. This is true even if a particular law, ordinance, rule, regulation and/or policy is not specifically mentioned in this Code.

### **A. Academics**

The most important goal for a student-athlete at the University is to obtain an academic degree. The Athletic Department promotes that goal and seeks to augment and support the academic and intellectual pursuits of its student-athletes. Each student-athlete is ultimately responsible for his or her own academic success.

A student-athlete:

1. Must register for classes in accordance with University and department guidelines.
2. Must meet University and program academic requirements.
3. Must meet and comply with eligibility rules of The Summit League and the NCAA.
4. Must adhere to all applicable policies and procedures regarding academic matters, including, but not limited to, those relating to academic integrity.
5. Must maintain NCAA minimum course credit hour and GPA requirements per semester.
6. Must maintain a high level of integrity and respect in the classroom towards all classmates and faculty members.
7. Must make appropriate progress toward a degree based on NCAA and University standards.

### **B. Athletics**

A student-athlete:

1. Must abide by all rules established by the Department of Athletics and his/her coach. Student athletes may be informed of these rules verbally (in team meetings and orientations) or in writing (in the student-athlete or team handbook).
2. Must be declared eligible by the Compliance Coordinator or appropriate Athletic Department or University administrator prior to his/her participation in intercollegiate athletics.
3. Must meet and comply with eligibility rules of The Summit League and the NCAA.
4. Must participate in practice and competition (if eligible), except when declared unable to participate by a member of the Sports Medicine staff or Team Physician,

or when excused by the head coach. If a student-athlete feels he or she is unable to participate in a practice or competition, the student-athlete must contact the head coach immediately. If the inability to participate is due to a medical condition, the student athlete must also notify the appropriate University sports medicine personnel.

5. Must not fight with or taunt the coach, teammates, opponents, attendees, or officials; or use profane language (as determined by the University in its sole discretion) toward the coaches, teammates, opponents, attendees or officials.
6. May not refuse to comply with an instruction from his/her coach.
7. Must depart for and return from team/training/competition trips with the team/coach, unless officially released by the head coach to his/her parent or legal guardian.
8. Must provide all information requested by the Athletic Department to ensure certification of eligibility.
9. Must participate in all mandatory compliance education programs.
10. Must not engage in “unethical conduct”, as that term is defined at the time by the NCAA, such as fraudulence in connection with entrance or placement examinations, engaging in any athletics competition under an assumed name or with intent to otherwise deceive, dishonesty in evading or violating NCAA rules and/or knowingly furnishing the NCAA or the University with false or misleading information concerning the student’s involvement in or knowledge of matters pertaining to a violation of NCAA regulations.
11. Must not direct, participate in, or condone any form of hazing as defined in the Oakland University Conduct Code (see page 38 of the Student-Athlete Handbook). Condoning hazing includes, but is not limited to being present while hazing takes place and failing to take reasonable steps to stop the hazing.
12. May only participate in interviews concerning athletics (including media interviews) that are arranged by the Athletic Media Relations staff.

#### **D. Student-Athlete Alcohol and Drug Use**

A student-athlete:

1. Must adhere to all federal, state, local, University, Athletic Department, team, Summit League, and NCAA laws, rules, guidelines, policies and procedures pertaining to alcohol and drugs.
2. Must not provide alcohol to any person who is under age, to any prospective student-athlete, or to an enrolled student-athlete.
3. Must not consume alcohol or condone the consumption of alcohol in the presence of, or by, a prospective student-athlete.
4. Must not purchase or consume alcohol while in Oakland University issued athletic apparel.
5. Must not purchase or consume alcohol while representing Oakland University. This includes at any time during team training, competition and/or travel.
6. Must not use, possess, sell, purchase, manufacture or distribute illegal drugs, which includes, but is not limited to, controlled substances and prescription drugs not prescribed for the student-athlete (collectively “drugs”).
7. Must not condone the use, possession, sale, manufacture or distribution of drugs.
8. Must not provide drugs of any sort to a prospective student-athlete, use drugs in the presence of a prospective student-athlete, condone the use of drugs in front of a prospective student-athlete, or condone the use of drugs by a prospective stu-

dent-athlete.

9. Must consent to be tested for the use of alcohol or drugs in accordance with the Athletic Department's Student-Athlete Controlled Substance Abuse Policies and Procedures.

## **SANCTIONS**

Sanctions vary, depending upon the conduct issue, the student-athlete's disciplinary history, and the circumstances surrounding the incident. Sanctions may include, but are not limited to, suspension from practice/competition/team functions, dismissal from the team and loss of athletic-related financial aid. Sanctions as determined by the Director of Athletics (the "Director") or designee are final. The Director has the ultimate authority in all sanctions and decisions.

Be advised that upon notification of a violation of the Code to the Department of Athletics staff, the involved student-athlete(s) may be immediately suspended from intercollegiate athletics participation by the Director of Athletics (or designee) pending review and investigation of the matter. The suspension shall be in the Director of Athletics' or designee's sole discretion, to protect the safety or well-being of the student-athlete, another student(s), faculty, staff or University property, or if such action is deemed to be in the best interests of the University.

The following guidelines are considered:

1. Any violation of alcohol or drug laws, ordinances, rules, regulations and/or policies may result in contest suspension(s). Counseling may also be required. A letter of reprimand will be sent to the student-athlete and placed in his/her Department of Athletics file.

A second violation can result in a minimum two competition suspension. Counseling may also be required. A letter of reprimand will be sent to the student-athlete and placed in his/her Department of Athletics file. A copy will also be sent to the parent(s) or legal guardian(s).

2. A third violation can result in dismissal from the team(s) and loss of all athletic-related financial aid. A letter of reprimand/dismissal will be sent to the student-athlete and placed in his/her Department of Athletics file. A copy will also be sent to the parent(s) or legal guardian(s).

*Be advised that sanctions for failed drug tests are set forth in the Oakland University Student-Athlete Controlled Substance Abuse Policies and Procedures.*

3. If a student-athlete violates any provision set forth in the Student – Athlete Code of Conduct as a member of an Oakland University team travel party (during a team/training/competition trip), the student-athlete may be subject to all sanctions outlined in the Code. In addition, the student-athlete may be sent home at the discretion of the head coach or designee. The student-athlete may be responsible for any increase in travel expenses resulting from his/her early return.
4. Violations of any rules, regulations, policies or laws that are not specifically stated in this Code (i.e., NCAA, Affiliated Governing Associations), may result in a minimum one contest suspension as determined by the Director of Athletics or his designee.
5. Any student-athlete who violates provision #11 of the Student-Athlete Responsibilities/ Athletics Issues section of this Code ("Hazing") shall be subject to a minimum three competition suspension and potential loss of athletic-related financial aid. Exceptions may be made for victims of hazing, in the sole discretion of the Director of Athletics or designee. A second violation shall result in dismissal from the team(s) and loss of athletic-related financial aid.
6. A student who has violated the University's Academic Conduct Regulations will be

suspended from his/her team(s) and can lose all athletic-related financial aid. Depending upon the outcome of the University's Conduct System, a student-athlete may be dismissed from his/her team(s).

7. If a student-athlete is expelled from the residence halls s/he will lose all athletically-related financial aid, and, the Director of Athletics or designee, in his/her sole discretion, may impose a two competition suspension.
8. In the event that a suspension coincides with the end of the season, the student-athlete shall serve the suspension during post-season competition or at the start of the subsequent season, whichever the Director of Athletics or designee deem applicable.
9. In the event the offense occurs out of season, the suspension shall take effect the first competition of the subsequent season.
10. If a student-athlete fails to complete a sanction(s) imposed by the Department of Athletics or by his/her coach within the timeframe requested by the coach, that student-athlete may be dismissed by the Department of Athletics from his/her team(s) and forfeit all athletically-related financial aid.
11. The Department of Athletics rules and regulations, Code of Conduct, and applicable sanctions take precedence over individual team rules and policies. Sanctions imposed by the Code supersede those of a Coach or Team. Nonetheless, a Coach has discretion to impose additional sanctions on a student-athlete beyond or in addition to those levied by the Department of Athletics.
12. A student-athlete that has been charged with a felony may be suspended from intercollegiate athletic participation (e.g., practice and/or competition) at the discretion of the Director of Athletics. Conviction of a felony will result in an immediate hearing before the Director of Athletics and, can result in the loss of eligibility and/or athletic aid.

#### General Provisions:

In regard to any meetings, discussions or information concerning violations of the Code and the imposed sanctions, student-athletes may not be represented by an attorney (or any other representative), unless there are criminal charges pending against the student-athlete that are directly related to the conduct at issue. In that instance, an attorney may be present, but may not take an active role.

Even if a student-athlete has been sanctioned under this Code, that student-athlete may also be subject to discipline for the same incident by the University, the conference and the NCAA. The student-athlete may also be prosecuted in a court of law if the conduct at issue is a violation of criminal law.

## **GRIEVANCE PROCEDURES**

If a head coach imposes a sanction(s) for violation of team rules or imposes additional sanctions on a student-athlete beyond or in addition to those levied by the Department of Athletics for a Code of Conduct violation, and the sanction(s) precludes participation in practice and/or competition the student-athlete may use the grievance procedures contained in this section.

**Be advised that the grievance procedures apply to sanctions rendered by coaches. All decisions of the Director of Athletics or designee as a result of Code of Conduct violations are final.**

1. **Step 1.**
  - a. The student-athlete may ask the head coach to meet about the matter. This request must be made within three days of the date the head coach imposed the sanction(s).

- b. Either the head coach or the student-athlete may request that another member of the coaching staff or a member of the Athletics Department administration be present. Only the head coach and the student will verbally participate in the meeting.
- c. The head coach will explain the basis for the sanction(s).
- d. The student-athlete will be given the opportunity to respond. The student-athlete may dispute whether s/he violated team rules or this Code and explain any mitigating or extenuating circumstances.
- e. The head coach will decide within two business days whether to change the sanction(s), and will inform the student-athlete of his/her decision.

## 2. Step 2.

- a. If the student-athlete is not satisfied with the result of Step 1, s/he may request a review of the decision by asking the Associate Athletic Director or designee in writing for a meeting. The written request must state clearly why the student-athlete disagrees with the sanction(s) and must be received within two business days of the head coach's post-meeting decision.
- b. The Associate Athletic Director or designee will consider the student's written statement and may meet individually with the student-athlete, head coach or any other person, if necessary in the Associate Athletic Director or designee's sole opinion. The Associate Athletic Director or designee will also consider documents or other evidence, as s/he deems necessary, in his/her sole opinion.
- c. The Associate Athletic Director or designee may alter the sanction(s) if s/he feels it is appropriate to do so. The Associate Athletic Director or designee will not impose additional or more stringent discipline than that imposed by the head coach. The Associate Athletic Director or designee will notify the head coach and the student-athlete of his/her decision as soon as practical. The Associate Athletic Director or designee shall provide a response within three business days. The decision of the Associate Athletic Director shall be final and binding.

## 3. General Provisions:

- a. Student athletes may not be represented by an attorney or any other representative in the grievance process.
- b. If any aspect of the sanction (e.g., suspension, community service, inability to practice or compete) has been served during the duration of the grievance process, it shall be applied to the final decision as determined by the Associate Athletic Director or designee.

## **MISCELLANEOUS PROVISIONS**

1. This Code is in addition to, and does not supersede or diminish any other ordinance, policy, procedure, rule or regulation established by the University or University department in connection with student-athletes or students in general.
2. The University, in its sole discretion, may amend this Code at any time. All amendments will be in writing and effective immediately.
3. If any term or provision of this Code is declared by a court of competent jurisdiction to be illegal, void, or unenforceable, such declaration shall not affect the validity of the remaining terms and provisions of this Code, which shall remain in full force and effect.
4. The construction, interpretation, implementation, and operation of this Code shall be governed by applicable federal laws and the laws of the State of Michigan.
5. The headings used in this Code are included for ease of reference and in no event

affect or shall be used in connection with the construction or interpretation of this Code.

6. This Code shall be distributed to each and every student-athlete. This Code may be distributed by its inclusion in any university student-athlete handbook.

Effective Date: August, 200. Revised: August, 2003, August, 2005.

## **OAKLAND UNIVERSITY DEPARTMENT OF ATHLETICS STUDENT-ATHLETE CONTROLLED SUBSTANCE ABUSE**

In an effort to protect the health, safety and welfare of every student-athlete, and when necessary, to encourage rehabilitation by voluntary submission to treatment and/or counseling, the university has established Student-Athlete Controlled Substance Abuse Policies and Procedures. The policies and procedures are also intended to provide notice to student-athletes of the provisions of the university's Controlled Substance testing program, which can result in sanctions including the suspension or loss of a student-athlete's eligibility to participate in university intercollegiate athletic programs or events, and the suspension or loss of an athletic grant-in-aid.

### **POLICIES AND PROCEDURES**

#### **ARTICLE I**

#### **INTRODUCTION**

##### **1.1 Purpose**

The primary purpose of these Student-Athlete Controlled Substance Abuse Policies and Procedures ("Policy"), is to protect the health, safety and welfare of every student-athlete, and when necessary, to encourage rehabilitation by voluntary submission to treatment and/or counseling. These Policies are also intended to provide notice to student-athletes of the provisions of the university's Controlled Substance testing program, which can result in sanctions including the suspension or loss of a student-athlete's eligibility to Participate in university intercollegiate athletic programs or events, and the suspension or loss of athletic grant-in-aid.

##### **1.2 Policy**

The university is committed to helping student-athletes avoid the hazards of using Controlled Substances. When used in conjunction with athletic activities, Controlled Substances can pose serious risks to the physical and mental health and safety of student-athletes, as well as other persons with whom student-athletes come in contact. Use of Controlled Substances is illegal in most cases and can result in illness, temporary or permanent injury, death, unfair competition, and damage to the reputation of the university.

Therefore, student-athletes are expressly prohibited from using, possessing, purchasing or selling any Controlled Substances, and must agree to abide by this Policy as a precondition to Participation.

##### **1.3 NCAA Requirements**

The National Collegiate Athletic Association ("NCAA") currently requires the university and each member institution to obtain a signed Drug-Testing Consent Form from each student-athlete each academic year. By signing the consent form, a student-athlete consents to be tested for the use of substances banned by the NCAA. Failure to complete and sign the consent form generally results in the student-athlete being ineligible to practice and compete until the consent form is signed. Generally,

student-athletes found to have used a substance banned by the NCAA are declared ineligible for further Participation in post-season and regular-season competition for the minimum of the equivalent of one full season of competition in all sports.

In the event of any conflict, inconsistency or contradiction between this Policy and the NCAA's then existing policies and/or requirements, those NCAA policies and/or requirements shall control.

#### **1.4 Effective Date**

The effective date of this Policy is August 2, 1999. Updated August, 2003. Revised August, 2005

### **ARTICLE II**

#### **DEFINITIONS**

##### **2.1 Applicability of Definitions**

The definitions contained in this Article apply throughout this Policy.

##### **2.2 Student-Athlete**

Student-athlete means all university student-athletes, cheerleaders, and dance team members, who are or will be Participating during the current academic year, or who have been declared eligible to Participate pursuant to conference or NCAA standards.

##### **2.3 Participation**

Participation or Participate(ing) means being eligible to practice and compete and/or represent the university in any organized intercollegiate athletic program or event recognized or sponsored by the university.

##### **2.4 Substance Abuse**

Substance abuse means the use of, being under the influence of, being in possession of, purchasing, or selling a Controlled Substance by a student-athlete.

##### **2.5 Controlled Substance**

Controlled Substance means a substance as set forth in the Controlled Substances Act, 21 U.S.C. 812, as further defined by Regulation at 21 C.F.R. 1308.11 through 1308.15, a substance as set forth in the Michigan Controlled Substances Act, MCLA 333.7101et. seq., or a substance listed as a Banned Drug under NCAA Bylaw 31.2.3.1, all as may be amended from time to time. Copies of the foregoing are maintained and are available for review in the office of the Associate Director of Athletics. Controlled Substance also means Steroids; Illegal Drugs; Street Drugs; any substance which the university in its sole and absolute discretion shall from time to time so designate after giving notice; or any substance capable of altering the mood, perception, pain level, strength, performance or judgment of an individual, excluding Prescription Drugs and alcohol.

##### **2.6 Steroids**

Steroids mean any one of a group of compounds including but not limited to sterols, bile acids and sex hormones which characteristically have the carbon-atom ring structure of cyclic unsaturated alcohols.

##### **2.7 Illegal Drugs**

Illegal Drugs mean those substances included in the Controlled Substance Act, 21 U.S.C. 812, and the Michigan Controlled Substances Act, MCLA 333.7101et. seq., except Prescription Drugs or when used as otherwise authorized by law

##### **2.8 Street Drugs**

Street drugs mean any group of illicit substances which have no known legal use including but not limited to marijuana and its derivatives, cocaine and its derivatives, heroin, and phencyclidine (PCP).

## **2.9 Prescription Drugs**

Prescription drugs mean any substances validly prescribed by a licensed medical practitioner, to treat a documented medical history demonstrating the need for use of any such substance, by the student-athlete for whom the Prescription Drug was prescribed.

## **2.10 Probable Cause**

Probable Cause means that quantity of specific and objective facts and/or circumstances, and any rationally derived inferences from those facts or circumstances, within the knowledge of a coach or other university employee, which is sufficient to warrant a prudent person to believe it is more probable than not that a student-athlete is or was engaged in Substance Abuse.

## **2.11 Reasonable Individualized Suspicion**

Reasonable Individualized Suspicion means that quantity of specific and objective facts and/or circumstances, and any rationally derived inferences from those facts or circumstances, within the knowledge of a coach or any other university employee, which are sufficient to lead a reasonable person to suspect that the student-athlete is or was engaging in Substance Abuse. Reasonable Individualized Suspicion shall include but is not limited to the observation of a student-athlete (or prospective student-athlete) exhibiting Objective Signs of Impairment by a coach or any other university employee. Reasonable Individualized Suspicion is that quantity of proof that is more than a hunch but less than Probable Cause.

## **2.12 Objective Signs of Impairment**

Objective Signs of Impairment means deficiencies in behavior or performance including but not limited to any of the following:

- a) Observed use, possession, purchase or sale of a Controlled Substance;
- b) Apparent physical state of impairment of motor or mental functions;
- c) Disorientation;
- d) Unusually or inappropriate aggressive behavior;
- e) Unusual drowsiness and/or sleepiness;
- f) Unusual swings in emotion or behavior inappropriate for the situation including but not limited to extreme anger, laughter, or depression;
- g) Unusually rapid and marked increases or decreases in weight and/or strength;
- h) Unexplained excessive absenteeism or tardiness;
- i) Physical characteristics associated with Controlled Substance use including but not limited to unusual hair loss, blemishes, low voice tone, redness and dilation of eyes;
- j) Unexplained accidents or injury;
- k) Difficulty in expressing oneself including but not limited to overly rapid, slow, rambling, slurred, or incoherent speech;
- l) Apparent difficulty in comprehending conversation or responding to directions or confusion;
- m) Hyperactivity and euphoria including but not limited to continually talking or "chattering";
- n) Lack of manual dexterity;
- o) Lack of coordination in walking or performing other tasks; and
- p) Unsteady walking or the inability to stand relatively motionless without leaning.

### **2.13 Controlled Substance Test**

Controlled Substance Test(s) means a voluntary or compulsory test which may include urine and/or other type of specimen test administered under generally accepted Conditions and Safeguards to detect the presence of Controlled Substances.

### **2.14 Conditions and Safeguards**

Conditions and Safeguards when used in connection with a Controlled Substance Test means a test conducted in a manner so as to ensure the integrity of the test results which should include at a minimum the following:

- a) Any testing agency selected to conduct a Controlled Substance Test should be experienced and capable of quality control, documentation, technical expertise, chain of custody procedures and demonstrated proficiency.
- b) A chain of custody procedure that accounts for the integrity of each specimen by tracking its handling and storage from the point of specimen collection to its final disposition. Chain of custody forms as provided and utilized by the appropriate testing agency should include an entry documenting the date and reason for the transfer or handling of each specimen and the identity of every individual in the chain of custody.
- c) Positive identification of every student-athlete to be tested before entering the testing area.
- d) In order to prevent a false Positive test result, a pre-test interview should be conducted to ascertain and document the student-athlete's recent use or indirect exposure to Prescription or non-Prescription Drugs.
- e) The testing area should be private and secure.
- f) The specimen should be split and stored for purposes of additional or confirmatory testing.
- g) All specimens should be sealed and labeled and checked against the identity of the student-athlete.
- h) Whenever there is reason to believe the student-athlete altered or substituted the specimen to be provided, a second specimen should be obtained within a reasonable period of time.

### **2.15 Positive Test Result**

Positive when used to describe a test result means a result which indicates the presence of one or more Controlled Substances.

## **ARTICLE III**

### **PROCEDURES**

#### **3.1 Committee on Substance Use**

This Policy is administered and enforced by the University's Committee on Substance Abuse ("CSA"). The CSA also makes recommendations on the Department of Athletics policy on educational components for all student-athletes and specific treatment and/or counseling and sanctions for individual student-athletes who have violated this policy.

#### **3.2 Committee on Substance Abuse – Membership**

Membership of the CSA shall consist of:

- The Director of Athletics; and
- The Associate Director of Athletics; and
- The Senior Woman Athletic Administrator; and

The Head Athletic Trainer and the Team Physician.

### **3.3 Voluntary Submission to Treatment by Student-Athlete**

Where a student-athlete recognizes that s/he has a Substance Abuse problem, the university will grant the student-athlete an opportunity to seek professional treatment and/or counseling for Substance Abuse. The Professional treatment and/or counseling program must be approved by the university and at the student-athlete's cost and expense.

### **3.4 Pre-Season Testing**

All student-athletes may be required to submit to a Controlled Substance Test during any pre-season physical examination for their respective sports. Controlled Substance Tests mandated by the university will be conducted at the university's cost and expense and with sufficient Conditions and Safeguards to ensure the integrity of the test results.

### **3.5 Random Testing**

Unannounced random Controlled Substance Tests for any or all student-athletes will be at the sole and absolute discretion of the Director of Athletics. If less than all student-athletes are to be tested, then those student-athletes to be tested will be selected by a procedure which ensures a statistically random selection. The CSA may recommend the specific number of unannounced random Controlled Substance Tests to be conducted on an annual basis. Controlled Substance Tests mandated by the university will be conducted at the university's cost and expense and with sufficient Conditions and Safeguards to ensure the integrity of the results.

### **3.6 Probable Cause Testing**

In addition to random Controlled Substance Tests, any coach or university employee who has reasonable individualized suspicion that a student-athlete is or was engaged in Substance Abuse must report his/her suspicion to the Director of Athletics or any Associate/Assistant Director of Athletics, who shall then forward the information to the CSA. The CSA will review suspected cases of Substance Abuse and determine by majority vote whether Probable Cause exists to conduct a Controlled Substance Test. Upon a finding that Probable Cause exists, the CSA will notify the appropriate coach, and the Head Athletic Trainer will schedule the student-athlete for testing. Arrangements for testing will be completed at the earliest possible convenience. Controlled Substance Tests mandated by the university will be conducted at the university's cost and expense and with sufficient Conditions and Safeguards to ensure the integrity of the test results.

### **3.7 Scheduling Testing**

A member of the Sports Medicine staff will consult with the Team Physician to determine the appropriate Controlled Substance Test(s). A member of the Sports Medicine Staff will then accompany student-athletes to the testing agency for the Controlled Substance Test(s). Other members of the CSA may accompany the student-athlete if deemed necessary or appropriate by the university.

### **3.8 Probable Cause Form**

The Head Athletic Trainer will provide the testing agency with a completed and signed Probable Cause Form, if applicable, detailing the Objective Signs of Impairment or any Substance Abuse which was observed. The form shall bear the signature of at least two CSA members.

### **3.9 Confirmatory Testing**

The results of a Controlled Substance Test(s) may warrant the initiation of additional or confirmatory Controlled Substance Tests, which will be technologically different or more sensitive than the initial Controlled Substance Test, if reasonably available. The

CSA by majority vote may mandate additional Controlled Substance Tests. Alleged discrepancies or arguments made by or on behalf of the student-athlete will be considered but will not mandate any additional or confirmatory Controlled Substance Tests.

## **ARTICLE IV**

### **SANCTIONS**

#### **4.1 Time**

All sanctions and other university-imposed obligations resulting from a Positive test result shall commence as of the time the student-athlete receives written notice of the Positive test result.

#### **4.2 Conference**

Prior to imposition of any sanctions provided for by this Policy, the student-athlete will be given notice and provided an opportunity to discuss the matter with the Director of Athletics to present evidence of any mitigating or other relevant extenuating circumstances.

#### **4.3 Refusal to Submit to Testing**

If a student-athlete refuses for any reason to submit to Controlled Substance Tests required by this Policy, that student-athlete must sign a Refusal to Submit to Controlled Substance Testing Form. The student-athlete shall then be subject to sanctions as determined by the Director of Athletics in his/her sole and absolute discretion. Sanctions can include, but not be limited to, suspension, loss of athletically-related financial aid and/or dismissal from participation in intercollegiate athletics.

#### **4.4 Failure to Appear to a Scheduled Drug Test**

If a student-athlete is contacted to appear for a mandatory Controlled Substance Test and fails to appear on the day and time of the test, the test will be deemed positive. The student-athlete shall then be subject to sanctions as determined by the Director of Athletics in his/her sole and absolute discretion. Sanctions can included, but not be limited to, suspension, loss of athletically-related financial aid and/or dismissal from participation in intercollegiate athletics.

#### **4.5 First Time Positive Test Result**

If the student-athlete has not previously tested Positive for Controlled Substances the university may take the following action:

- a) The student-athlete will be suspended from Participation for a period of time to be determined at the sole and absolute discretion of the Director of Athletics.
- b) The student-athlete will be subject to unannounced random Controlled Substance Tests during the course of one calendar year from written verification of the Positive test results.
- c) The student-athlete may be required to participate in a university approved professional Substance Abuse treatment and/or counseling program at the student-athlete's own cost and expense.

#### **4.6 Second Time Positive Test Result**

If a student-athlete tests Positive for Controlled Substances a second time during or after the completion of the requirements of Section 4.4, the student-athlete may not participate for a minimum of one academic year. In addition, all athletic grant-in-aid received by the student-athlete shall cease at the end of the then current period of award and shall not be renewed.

#### **4.7 Positive Test Results in Association with NCAA Championships**

If a student-athlete tests Positive while participating at an NCAA Championship event the student-athlete is subject to all conditions, penalties and loss of eligibility under NCAA rules. In addition, the student-athlete will be subject to the sanctions of this Policy and that of the *Oakland University Student-Athlete Code of Conduct*.

#### **4.8 Suspension and Reinstatement**

During any course of treatment and/or counseling for Substance Abuse, the Director of Athletics shall have the sole and absolute discretion to suspend the student-athlete from Participation.

If a student-athlete fails to successfully complete a university approved professional Substance Abuse treatment and/or counseling program, the student-athlete may be subject to sanctions as determined by the Director of Athletics in his/her sole and absolute discretion. Sanctions can include, but not be limited to, suspension, loss of athletically-related financial aid and/or dismissal from participation in intercollegiate athletics.

Upon evidence of the successful completion by the student-athlete of a university approved professional Substance Abuse treatment and/or counseling program, and with the approval of the Director of Athletics and the student-athlete's coach, the student-athlete may be reinstated to his/her athletic team. Once reinstated, the student-athlete will not be subject to further sanction unless Probable Cause exists that the student-athlete is or was again engaged in Substance Abuse.

### **ARTICLE V**

#### **GENERAL PROVISIONS**

##### **5.1 Applicability of this Article**

The provisions of this Article shall apply throughout this Policy.

##### **5.2 Applicability of Policy**

This Policy is in addition to, and does not supersede or diminish any other policy, procedure or rule established by the university in connection with student-athletes or students in general.

##### **5.3 Amendment**

The University, in its sole and absolute discretion, may amend this policy at any time. All amendments will be in writing.

##### **5.4 Severability**

If any term or provision of this Policy is declared by a court of competent jurisdiction to be illegal, void, or unenforceable, such declaration shall not affect the validity of the remaining terms and provisions of this Policy, which shall remain in full force and effect.

##### **5.5 Governing Law**

This construction, interpretation, implementation, and operation of this Policy shall be governed by applicable federal laws and the laws of the State of Michigan.

##### **5.6 Headings**

The headings placed before the several Articles and paragraphs of this Policy are included only for ease of reference and in no event affect or shall be used in connection with the construction or interpretation of this Policy.

##### **5.7 Distribution to Student-Athletes**

This Policy shall be distributed to each and every student-athlete, individually, at any team meeting, or at any Student-Athlete Orientation. This Policy will also be explained to all student-athletes individually or in groups and questions will be encouraged and

answered. This Policy may also be distributed by its inclusion in any university Student-Athlete Handbook.

## **CHANGE OF STATUS**

A change of status needs to be completed for any student-athlete that:

- Voluntarily withdraws or quits the team
- Is removed or “cut” from the team
- Leaves the university (e.g., transfers)
- Exhausts athletic eligibility
- Is medically unable to finish the season

The coach will complete an Official Roster Change form, and submit it to the Compliance Office in order that the athletic “hold” is removed from a student’s record. A student-athlete may contact the Department of Athletics if s/he feels that the athletic “hold” is inappropriately remaining on the student account. Be advised that all equipment and apparel due to the Department of Athletics must be returned or paid for prior to the change of status being completed. *If a student-athlete chooses to leave the institution and participate elsewhere, s/he must meet with the Compliance Coordinator to fill out the proper paperwork.*

## **TRAVEL**

The coaching staff for each team shall determine which student-athletes will travel for competition. Those who are ineligible for competition, as certified through the compliance office are prohibited from traveling with the team and/or receiving any travel expenses (including meals and lodging).

In accordance with NCAA rules, coaches will set the departure time for contests. Participants arriving late will not be provided transportation and could face disciplinary action. For all travel for intercollegiate athletic contests, it is expected that student-athletes will be dressed appropriately in a clean and neat manner. Each coach will set the specific policies for his/her team’s dress code for travel.

If a coach, student-athlete or Athletic staff member must travel separately from the travel party, he/she must have the approval of a Department of Athletics Administrator. The coach is to notify an athletic administrator of any problems or alterations to the itinerary while on a trip.

All team members will travel in an Oakland University vehicle or chartered vehicle driven by an Athletic Department staff member, authorized student or professional driver. “Drivers” must have an appropriate license and obey the state traffic laws.

Coaches will make arrangements for meals, lodging, and educational trips for team travel. The official travel team is to dine together and be lodged in the same hotel/motel.

## **MEAL PER DIEM ALLOTMENT**

The per diem for teams when traveling is as follows:

Individual-

For a full day & overnight:            Minimum = \$22 (\$6 breakfast, \$7 lunch, \$9 dinner)

Maximum = \$26 (\$7 breakfast, \$9 lunch, \$10 dinner)

For a full day in a KEY CITY (as defined by Oakland University policy) = \$30 (\$5 breakfast, \$10 lunch, \$15 dinner)

Coaches have the option of providing team meals in lieu of the minimum or maximum allowed. If a coach wishes to provide student-athletes dollar amounts outside of the stated policy, they must have approval from their administrator before they travel. For instance,

some locales are more expensive for lodging and meals than what is normally expected.

## **FACILITIES**

### **WEIGHT ROOM**

The varsity weight room is located on the lower level of the Athletics Center. Use of the weight room is for varsity student-athletes and approved department staff. Guests of student-athletes are not permitted to use the weight room. Generally, student-athletes will use the weight room during designated times for their respective team. The weight room should have an emphasis of pride amongst the student-athlete population and coaches. It is expected that it will be kept clean. Student-athletes must abide by all rules and regulations of the weight room. Failure to abide by these policies and procedures can result in loss of Weight Room privileges.

#### Participation in Strength and Conditioning Programs

- Prior to participation in strength and conditioning programs a Student-Athlete must have a physical on file with the athletic training staff.
- No Student-Athlete is allowed in the weight room without qualified supervision (strength and conditioning staff, athletic training staff, etc.).
- During the fall and winter semesters, Student-Athletes may only lift with their team at the assigned times unless prior arrangements have been made with the strength and conditioning staff.

#### Clothing Requirements

- Wear proper training attire (OU gear or plain/solid school colors).
- ABSOLUTELY NO OTHER SCHOOL LOGOS (high school, junior college, or university) are allowed in the facility!!
- If you are wearing something other than OU gear you will be asked to turn it inside out and to wear OU gear next time.
- T-shirts and Tennis shoes (NO SANDALS OR FLIP-FLOPS).
- No metal spikes or multi-cleated shoes allowed.

#### Weight Room Etiquette

- Be courteous to the strength and conditioning staff!
- Athletes must be on time for all training sessions.
- Call ahead and let a staff member know if you are going to be late or miss a training session, the only acceptable excuses are academic or medically related.
- No horseplay; loud or offensive language.
- Never drop or throw weights unless performing Olympic Lifts on the platforms.
- Spitting or defacing the facility is not tolerated and will result in immediate expulsion (spitting on walls, floors, drinking fountains, etc.)
- Wipe down equipment after use.
- Always return equipment (dumbbells, plate weights, etc.) to proper place when lifting is completed.
- The staff office, telephone & computer are OFF LIMITS to Student-Athletes, unless permission is given.

#### Weight Room Safety

- Always utilize spotters, except during Olympic Lifts (Snatches, Cleans, Jerks).
- Always utilize collars on plate loaded bars.
- Use belts when attempting heavy lifts that place strain on the lower back (Squats, Deadlifts, etc.)
- Always alert the strength and conditioning staff to a pre-existing injury or illness prior to the start of each strength and conditioning session.

- Immediately report any facility related injury or equipment irregularity to the strength and conditioning staff.
- Never sacrifice correct technique for heavier weight.
- Do not lean plate weights on equipment. Plate weights should be racked immediately if they are not being utilized.

#### Personal Items

- All personal items should be stored in your locker room. Your personal items should be placed outside the weight room on the hooks provided in the hallway or on the floor beneath the hooks if you do not have a locker on the premises.
- The strength and conditioning staff is not responsible for holding personal items.
- The strength and conditioning staff is not responsible for lost or stolen items.

#### Champions Attitude

- Be excited and enthusiastic about strength and conditioning.
- Always focus on the task at hand and focus on the detail of your lift.
- Finish every rep of every set, don't cheat yourself, your team, or your university.
- Give 110% effort during each strength and conditioning session.
- Make a conscious effort to get better every strength and conditioning session.

## **LOCKER ROOMS**

The Department of Athletics has limited locker room space available for varsity teams, visiting teams, officials, and athletic staff.

1. Varsity locker rooms have been provided to individual teams based on facility usage, squad size, available space and equity of programs.
2. The student-athlete locker rooms have a coded entry door. Use the code that is designated for your locker room to enter it. If there are any problems, or to change the code see Facility Coordinator.
3. **DO NOT GIVE THE LOCKER ROOM ACCESS CODE TO ANYONE BESIDES YOUR TEAM MEMBERS.**
4. Do not prop the door under any circumstances. Be sure door closes and locks upon exit.
5. Coaches should request a periodic change in the code or whenever the integrity of the code appears to have been compromised.
6. Keep the locker room clean at all times. The locker rooms may be viewed during a building tour!
7. Dirty uniforms must be binned and given to the Equipment Manager as directed. If you do not do this, there is no guarantee that your practice gear/game uniform will be cleaned!
8. Space is provided for the use and welfare of the student-athletes. Varsity locker rooms are not intended for storage of equipment.

## **BUBBLE/DOME**

The indoor training facility (the "Bubble") is located on the Lower Athletic Fields. It is an air-supported structure, and its primary function is to serve as an indoor training option for the sports of baseball, cross country, soccer, softball, golf, and track and field. Student-athletes are allowed in the Bubble with members of the coaching staff and must be supervised at all times. Student-athletes will use the Bubble during their designated team practice times. Food and drinks (other than water) are prohibited from the facility. Equipment must be stored properly after each practice. Please take pride in the facility and keep it clean! Student-athletes and coaches must abide by all dome rules. Failure to do so can result in the suspension or dismissal from the facility.

1. All activities require appropriate supervision:
  - a. Varsity team practice-approved coach(es) or designated staff
  - b. Optional practice-event staff
  - c. All other activities-event staff
2. Dome Permit Maximum capacity: approximately 49 (Violators of this rule will lose the privilege of using the Bubble).
3. No food, beverage, or chewing gum is allowed. No sunflower seeds are allowed. Only water can be consumed in the Dome.
4. Do not wear street shoes in the Dome. Please change into your workout shoes just inside the door. Only rubber soled gym shoes, turf shoes and plastic cleats allowed. (NO METAL CLEATS ALLOWED!).
5. Monitor the entrance/exit.
6. Please clean up after your team! Pick up all paper, tape, etc.
7. After your practice, please remove all items and small equipment from the Dome that can be moved and stored into your own locker rooms.
8. Always remember that you share this facility with others! Do not abuse it.
9. If damage to the Dome occurs, contact the Facilities Coordinator at 248-370-4050 immediately.
10. If heating or cooling fails, contact the Facilities Coordinator at 248-370-4050 immediately.
11. Lock the Dome and the bathroom facility when you leave.

## **STUDENT – ATHLETE ENTRANCE**

The student-athlete entrance into the Athletics Center is located on the east side of the building (in the loading dock area). This door is accessible as an entry and exit point for student-athletes on Monday through Friday from 8am – 9pm and on Sunday from 5pm – 9pm, or as designated by the coaching staff. This entrance may be inaccessible during events, varsity competitions, or at the discretion of the facility coordinator. When this entrance is closed, the main entrance must be used.

## **NCAA RULES & REGULATIONS**

### **STUDENT – ATHLETE STATEMENT**

Prior to participation in intercollegiate competition each academic year, a student-athlete shall sign a statement in a form prescribed by the NCAA. The student-athlete submits this form with information related to eligibility, recruitment, financial aid, amateur status, previous positive drug tests and involvement in organized gambling activities (related to intercollegiate or professional athletics competition). *Failure to complete and sign the statement shall result in the student-athlete's ineligibility for participation in all intercollegiate competition.*

### **DRUG – TESTING CONSENT FORM**

Each academic year a student-athlete shall sign a form prescribed by the NCAA in which the student consents to be tested for the use of drugs prohibited by NCAA legislation. Failure to complete and sign the consent form prior to the initial practice session of the sport(s) in which the student-athlete participates shall result in the student-athlete's ineligibility for participation (i.e., practice and competition) in all intercollegiate athletics.

## CERTIFICATION OF RECRUITMENT STATUS

If a recruited student-athlete reports for athletics participation before being certified by the NCAA Initial Eligibility Clearinghouse, the student may practice, but not compete, for a maximum of two weeks, provided the student is enrolled full time or has been accepted for enrollment as a regular full-time student.

If a non-recruited student-athlete reports for athletics participation before being certified, the student may practice, but not compete, for a maximum of 45 days, provided the student is enrolled full time or has been accepted for enrollment as a regular full-time student

### FIVE – YEAR RULE

You have five calendar years in which to complete four seasons of athletic competition in a sport. The five-year clock begins when you first become a full-time student at any collegiate institution. These years are continuous, as you do not regain the time during which you are not enrolled in school. You may be granted an extra year of eligibility if you meet medical hardship criteria. However, this is not automatic and will not extend the five-year clock. There are few exceptions to this rule – time spent in the armed services, U.S. foreign aid services, pregnancy, or time spent on an official church mission would stop your clock.

### NON – MEDICAL “REDSHIRT”

One time within the first four years of participation a student-athlete may be granted the option to “sit-out” of competition, allowing s/he to use the five calendar years to complete four season of athletic competition. Once a student-athlete has competed during an academic year s/he is prohibited from using this exception. The Coach must petition for the use of this exception, and it must be approved by the Director of Athletics or his designee. *Please consult with your Coach and/or the Compliance Office for further information.*

### HARDSHIP WAIVER

A student-athlete may be granted an additional year of competition by the conference or the NCAA Academics/Eligibility/Compliance Cabinet for reasons of “hardship.” Hardship is defined as an incapacity resulting from an injury or illness. *Please consult with your Coach and/or the Compliance Office for further information and the regulations associated with the hardship waiver.*

## ACADEMIC ELIGIBILITY

Eligibility is your responsibility! As a student-athlete you:

- Must be enrolled in **at least** 12 semester hours throughout every term. **Student-athletes are strongly encouraged to complete 16 credits a semester;** *you are ineligible for practice and competition if you fall below 12 hours of registered credits, your registration or admission is canceled, or you withdraw from Oakland University*
- Must pass at least six (6) semester hours in a current term to be eligible for the following term
- Must pass at least 18 semester hours used for eligibility during the academic year (fall & winter terms)
- Must successfully complete at least 24 credit hours before the second year of enrollment (can include credits from summer)
- Must declare a major by the beginning of the fifth (5th) term, or 3rd year of enrollment
- May only count repeated courses once for eligibility; you must meet with a member of the Student Services Staff if you are going to repeat any course
- Must have a minimum GPA that is 90% (1.80) of the graduation requirement for degree by the beginning of the 2nd year of collegiate enrollment
- Must complete at least 40% of your degree by the beginning of the 3rd year of collegiate enrollment and a minimum GPA that is 95% (1.90) of the graduation requirement

for degree.

- Must complete at least 60% of your degree by the beginning of the 4th year of collegiate enrollment and a minimum GPA that is 100% (2.00) of the graduation requirement for degree.
- Must complete at least 80% of your degree by the beginning of the 5th year of collegiate enrollment and a minimum GPA that is 100% (2.00) of the graduation requirement for degree. *\* Five year programs have adjusted %, seek assistance from Student Services or Compliance Office Staff.*

## **FINAL SEMESTER OF ENROLLMENT-EXCEPTION**

A student-athlete with athletics eligibility remaining may participate in organized practice sessions and compete while enrolled in less than 12 semester hours provided the student is enrolled in the final semester of the baccalaureate program and the institution certifies that the student is carrying (for credit) the courses necessary to complete the degree requirements. *\*This part time status can affect your health insurance and/or Financial Aid.*

## **PERCENTAGE OF DEGREE REQUIREMENTS**

The provisions of this requirement shall be applicable to the eligibility of not only a continuing student, but also of a transfer student from a two-year or four-year collegiate institution, even if the student has not yet completed an academic year in residence or utilized a season of eligibility in a sport at this institution.

*A student-athlete whose degree program is identified as a five-year program (i.e. some Education degrees) should consult with Student Services/Compliance Office as the percentage of degree requirements are slightly different.*

## **PLAYING AND PRACTICE SEASONS**

The NCAA has established time limitations on your athletics participation. Your participation in countable athletically related activities is limited to a maximum of four hours per day and 20 hours per week, with one day off (which may include a travel day). A competition counts as 3 hours, with practice activities subsequent to the competition prohibited. Official vacation periods as designated by the University during the academic year are exempt from time limitation rules.

**Student-athletes are not allowed, per NCAA rules, to miss class time for any form of practice, rehabilitation, community service, or team related activity.**

It is the policy of Oakland University Athletics for head coaches to allow student-athletes a minimum of 30 minutes from practice end in order to travel to class.

It is expected that student-athletes will be “dressed” and ready to participate in all practice sessions and contests. Student-athletes are not to skip scheduled practice sessions. The coach of a sport should be consulted when a practice session might be missed. Each coach will set a reasonable starting time and it is expected that team members will be ready and on time unless a scheduled class necessitates a change in schedule for these student-athletes.

Outside of the declared playing season, your participation in countable athletically related activities is limited to a maximum of eight hours per week. Countable athletically related activities include:

- Required practice and competition;
- Required weight training and conditioning;
- Two hours of individual skills instruction by the coach, which was voluntarily requested by the student-athlete;
- Participation in individual workouts;

- Departmental review of athletic practice or contest films or videotapes;
- Athletically related meetings upon direction of the coach;
- Required on-court/on-field activities; and
- Required camp, clinic, or workshop participation.

## **OUTSIDE COMPETITION**

You are not allowed to compete as a member of any outside team in your sport during the academic year (fall & winter terms). This includes participation in local and/or amateur leagues. However, there are exceptions that allow you to participate on such teams if you are not in season. Those times when Oakland University is on an official vacation period (e.g., Thanksgiving Recess, between terms – fall & winter, Winter Recess) and the competition is approved by the Compliance Coordinator is typically allowed. There can also be other stipulations on this participation; such as it must be approved by the NCAA and/or a limitation on the number of teammates you can participate with on the same team. Violations of this rule can result in the loss of your eligibility. *Please consult with your Coach and/or the Compliance Office before you participate in any form of outside competition.*

## **NON- NCAA COMPETITION– ACADEMIC YEAR (NON-VACATION TIME)**

While the Athletic Department disapproves of student-athletes participating in outside competition during the academic year, it recognizes the honor and privilege a student-athlete will receive in competing on the student-athlete's national team. A student-athlete who wishes to participate/tryout for their respective country's national team, World Championships or Olympic games/tryouts during any portion of the academic year that does not occur during an official vacation period, must notify his/her instructors, head coach, Administrative Direct Report, Assistant Athletic Director for Student-Services and Compliance Coordinator as soon as possible after deciding to participate in such activities. Should the student-athlete's academic status at the time of notification be determined to be unsatisfactory, the student-athlete will be requested to forgo such participation. Anytime a student-athlete participates in such outside competition, the student-athlete will be advised that he/she takes full responsibility for any and all academic consequences that may result and potentially impact his/her eligibility, as well as the fact that should they become ineligible, their athletic aid could be impacted. It will be the responsibility of the student-athlete to arrange with his/her respective instructors, any make-up work, tests, projects, etc. The student-athlete will be required to complete the appropriate form (Outside Competition/Unattached Competition) prior to departing campus.

## **AMATEURISM**

A student-athlete must be of amateur status in order to be eligible for participation in an intercollegiate sport. The acceptance or promise of pay in any form for participation in a sport shall have an effect on your amateur status and eligibility. *Please consult with your Coach and/or the Compliance Office prior to any involvement with an individual or team that wishes to compensate you in any form as it relates to your participation. **Be careful,** there are many forms of "pay" that are prohibited by NCAA rules!*

## **INVOLVEMENT WITH PROFESSIONAL TEAMS**

There are many NCAA rules associated with a student-athlete's involvement with a professional team (e.g., definition of a professional team, tryouts, competition against or with professionals, professional player as a team member). *Please consult with your Coach and/or the Compliance Office prior to any involvement with an individual or team that wishes to compensate you in any form as it relates to your participation.*

## **AGENTS**

Whether your athletic participation or aspirations lead you to the level of professional

sports organizations or not, while you are competing for Oakland University it is vital that you follow NCAA rules pertaining to professional sports. If you ever agree (orally or in writing) to be represented by an agent, you shall be ineligible for participation in intercollegiate athletics. *Please consult with your Coach and/or the Compliance Office prior to any involvement with an agent or agency concerning your professional involvement in a sport. See <http://www.ougrizzlies.com/compliance/sport-agents.html> for the full policy.*

## PROMOTIONAL ACTIVITIES

From time to time, student-athletes are requested to participate in promotional activities (e.g., appearance, use of name, use of photograph), fundraising or **community service**. The NCAA has several rules and regulations pertaining to these types of activities. Prior to your participation or involvement in such activity you must check with your Coach or the Compliance Office. The Director of Athletics or his designee must give permission, and the activity must be verified in writing by you, the sponsoring agency, and the Department of Athletics, **prior to the event taking place. If this is not complete in the correct order, it will result in an NCAA violation.**

## COMPLIMENTARY ADMISSIONS

Complimentary admissions to team contests are distributed in accordance with NCAA and Oakland University Department of Athletics rules, which allow each student-athlete a maximum of four (4) complimentary admissions per event in his/her sport (This is applicable to those sports and regular season contests for which admission is charged). Complimentary admissions may be transferred to a fellow team member. In order to “borrow” or “loan” complimentary admissions, both teammates must complete the OU Complimentary Admission Form, including guest names in an appropriate space(s) for each student-athlete.

NCAA rules do not allow the distribution of “hard tickets” with a resale value. Admission is through a pass list at the box office or ticketing area. Photo I.D. and signature is required by the guest to obtain admission (e.g., complimentary admission deadened ticket or “stub”). Complimentary admissions are not always provided for Summit League Championships or Tournament contests. Complimentary admissions for NCAA Championship or Tournament contests shall follow all regulations established by the NCAA.

**Procedures:** Each student-athlete must sign up for his/her complimentary admissions. On the Complimentary Admission Form you must indicate the individuals who are to receive complimentary admissions. Please print (legibly and correctly) both the first and last names of each guest on a separate line. Do not use nicknames as the name and spelling on the pass list must match the name on the recipient’s photo I.D. *[Please inform your guest(s) that they must present a valid photo I.D. in order to obtain admission, and they must sit in their assigned area]* **Guest names cannot be substituted once the form has been turned in and approved by the Compliance Officer or designee.**

All completed forms must be submitted by the Coach to the Compliance Office at least 24 hours prior to the contest.

## BOOSTERS / REPRESENTATIVES OF ATHLETICS INTERESTS

As a student-athlete at Oakland University, you may come into contact with many individuals and/or support groups that have made contributions to the Department of Athletics and our teams. These individuals, better known as “boosters” or “representatives of athletics interests,” may want to associate with you and may even want to do something for you. **IT IS NOT ALLOWED!!**

The Oakland University Department of Athletics is responsible for the control and conduct of the intercollegiate athletics program, and this responsibility includes the accountability for the acts of “athletic representatives.” Once an individual has been identified as a representative of athletics interests, s/he retains that identity *forever* and is governed by the

same NCAA, Summit League and Oakland University rules and regulations as our athletic staff members. If at any time you have a question concerning benefits, gifts, or services that have been offered to you, please check with your Coach or any Athletic Administrator.

## **EXTRA BENEFITS**

Athletic representatives (“boosters”) or institutional staff members are not permitted to provide you with an extra benefit. The term “extra benefit” refers to any special arrangement by an institutional employee or representative of Oakland University’s athletic interests that provides a student-athlete or his/her relatives with a benefit not expressly authorized by NCAA legislation.

### **“EXTRA BENEFITS” NOT PERMITTED BY NCAA RULES**

- A special discount, payment arrangement, or credit on a purchase (e.g., airline ticket, clothing) or a service (e.g., dry cleaning, laundry)
- A professional service without charge or at a reduced cost (e.g., typing of papers for student-athletes)
- The use of a telephone or credit card for personal reasons without charge or at a reduced rate
- Services (e.g., movie tickets, dinners, use of vehicle) from commercial agencies (e.g., movie theatres, restaurants, car dealers) without charge or at reduced rates
- Free or reduced-cost admission to professional athletic contests from professional sports organizations
- A loan of money
- A guarantee of bond
- The use of an automobile (e.g., a ride home with a coach)
- Signing or co-signing a note with an outside agency to arrange a loan
- Preferential treatment, benefits, or services (e.g., loans on a deferred payback basis) for your athletic reputation or skill or payback potential as a future professional athlete
- Use of Athletics office equipment (e.g., copy machine)

*Please check with the Compliance Office for other additional restrictions. Remember, ASK BEFORE YOU ACT!!*

## **OCCASIONAL MEALS**

A student-athlete or the entire team in a sport may receive an occasional meal from an institutional staff member in the general locale of the university on infrequent and special occasions, or an occasional home meal from a representative of athletics interests under the following conditions:

1. The meal must be provided in an individual’s home (as opposed to a restaurant) and may be catered;
2. Meals must be restricted to infrequent and special occasions; and
3. Representatives of athletics interest may provide reasonable local transportation to student-athletes to attend such meals, so long as they occur at the home of the representative.

## **HOSTING A PROSPECTIVE STUDENT – ATHLETE**

When a prospective student-athlete visits (“official” visit) Oakland University, you may be asked to serve as his or her host. From your own recruitment experiences, you should know that the NCAA has strict rules and regulations that must be followed:

- Prior to your service as a prospective student-athlete host, you must attend an orienta-

tion session given by the Compliance Coordinator or an Athletics Administrator.

- As a host, Oakland University may provide you \$30 a day (not to exceed \$60 for the visit) for you and a recruit.
- For each additional recruit you host over the same period, Oakland University may provide you with an additional \$15 per recruit.
- Use the money for “actual and necessary” expenses.
- Use the money for entertainment and snacks.
- DO NOT use the money for souvenirs (i.e., t-shirts, hats, logo items/apparel).
- Prior to receiving any money, you will be asked to and must sign a Student Host Responsibilities form.
- DO NOT provide cash, use of your automobile, transportation beyond 30 miles from campus, or allow meetings with a booster.
- If you should come into contact with a “booster” (*see category below for definition*) while you are with the prospect, exchange a brief ‘hello’ and excuse yourself. Boosters are not to make in person contact with a prospect at any time.
- You may accompany a recruit and receive a meal paid for (beyond the \$30/day allotment) ***provided your Coach is in attendance and such arrangement only occurs only once over the course of the visit. If you, as a host, wish to receive more than one complimentary meal, your coach must gain permission from the Compliance Office.***
- No student-athlete may serve as a host during his/her first academic year.

Be advised that the arrangement, provision and/or encouragement of the use of alcoholic beverages or illegal substances during a prospect’s visit to Oakland University are prohibited. In addition, all forms of gambling activities and, the offer or arrangement of sex for a prospective student-athlete are prohibited. Any Oakland University employee, Department of Athletics staff member or enrolled student-athlete found to have violated this aspect of the Policy will face disciplinary action on the part of the university. This can include, but not be limited to suspension, loss of eligibility, loss of financial aid and/or expulsion from athletics participation. A student host should encourage each prospect to adhere to the prospect visitation Policy. It is the responsibility of a student host to report any violations of NCAA rules and Oakland University Policy relative to a prospect’s visit to the Compliance Office.

## FINANCIAL AID

A student-athlete must meet applicable NCAA, conference and institutional regulations to be eligible for institutional financial aid (including ATHLETIC aid). If these regulations are met, the student-athlete may be awarded institutional financial aid during any term in which a student-athlete is in regular attendance under the following circumstances:

- a) The student-athlete is an undergraduate with eligibility remaining under the “five-year” rule;
- b) The student-athlete is a graduate student eligible under the “graduate student/post baccalaureate” participation provisions;
- c) Within six years after initial enrollment in a collegiate institution (provided the student does not receive such aid for more than five years during that period); however, after the six-year period expires, this restriction shall apply only to unearned athletics aid for which the athletics department intercedes on behalf of the student-athlete.

## SATISFACTORY ACADEMIC PROGRESS

Oakland University is committed to providing fair and equal access to resources to meet educational costs for students. To receive federal, state and institutional financial aid at Oakland University, students must meet the standards of satisfactory academic progress

(SAP).

Federal regulations require the Financial Aid Office to monitor the academic progress of students at least once a year. The complete Oakland University academic record including transfer credits is considered regardless of whether or not financial aid was received each semester. Students who fail to achieve the minimum standards may lose financial aid eligibility.

The SAP standards for financial aid are applicable to but not limited to the following programs: Federal College Work Study, Federal Direct Loans, Federal Pell Grants, Federal Perkins Loans, Federal PLUS (Parent) Loans, Michigan Adult Part-Time Grants, Michigan Competitive Scholarships, Michigan Educational Opportunity Grants, Michigan Work-Study, all Oakland University Institutional Scholarships, Athletic Scholarships and Oakland University Grants.

Some scholarships have standards stricter than the financial aid satisfactory academic progress standards. The standards vary for each scholarship and are provided in the scholarship descriptions.

## **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS**

### **GRADE POINT AVERAGE**

Students must maintain a cumulative Oakland University grade point average (GPA) of 2.00 at the end of each Winter semester. Students who fail to meet this requirement are placed on financial aid probation and must meet the GPA requirement by the end of the next enrolled semester at OU. Students can receive financial aid while on probation. However, students who fail to achieve a 2.00 GPA while on probation become ineligible for financial aid the following semester at OU. The minimum GPA requirement for graduate and doctoral students is established by the academic unit.

### **CREDIT HOURS**

Students must complete a minimum of 67% of cumulative credit hours attempted including transfer credits by the end of each Winter semester. (Second Undergraduate and Teacher Certification students are considered to have attempted 92 credits even though fewer credits apply to the program of study. Post Baccalaureate eligibility is for one continuous calendar year after receiving a degree.) Students who fail to meet this requirement are placed on financial aid probation and must meet the credit hour requirement by the end of the next enrolled semester at OU. Students can receive financial aid while on probation. However, students who fail to complete at least 67% of attempted credit hours while on probation become ineligible for financial aid the following semester at OU.

### **MAXIMUM CREDIT HOURS**

Students must complete their academic program by the end of the semester in which 150% of attempted credits including transfer credits is reached. Second Undergraduate and Teacher Certification are considered to have attempted 92 credits even though the number of transfer credit hours is less.

### **WITHDRAWAL FROM CLASS, REPEATING COURSES AND INCOMPLETE GRADES**

Students withdrawing from one or more classes during a semester must meet the credit hour requirement.

Students repeating courses are eligible for financial aid. However, students can receive credit for a class only once. When a class is repeated, it does not increase the total number of credits completed unless the course was failed in the previous attempt.

Incomplete classes with an "I" or "P" grade do not count in the GPA or credit hour requirements. When the class is completed, the credits and GPA are considered. Financial

aid cannot be received retroactively due to completion of incomplete classes.

Audit courses do not qualify for financial aid.

Competency credits (courses) do not qualify for financial aid.

## **REGAINING ELIGIBILITY**

Students may automatically regain financial aid eligibility by achieving a 2.00 minimum Oakland University GPA and/or successfully completing a minimum of 67% of attempted credit hours including transfer credits at their own expense. Financial aid may be received in the next semester of enrollment when the requirements are satisfied. Financial aid cannot be received retroactively for any semester in which satisfactory academic progress was reestablished.

## **APPEAL PROCESS**

Students may appeal the loss of financial aid eligibility due to a deficient GPA or credit hours if extenuating circumstances exist such as the death of a close relative of the student or an injury or illness of the student. Appeals must be submitted to the Financial Aid Office. The deadline to appeal is the last published day to drop a class with a 100% refund for the semester in which it applies. Approved appeals are not retroactive to prior semesters.

A Financial Aid Appeals Committee reviews satisfactory academic progress appeals. Students are responsible for providing adequate information for the committee to consider. Decisions will be made based on the information provided without any subsequent meeting on the part of the committee. Decisions of the committee are final.

The numbers identify minimum credits to complete, not recommended enrollments. Full-time status requires you to be enrolled for at least 12 credits per semester. Please note that following the minimum standard for satisfactory academic progress will not allow you to advance to the next grade level.

**If you become ineligible for aid because you did not make satisfactory progress, you may be required to complete enough credits at your own expense to satisfy the progress requirements. You may then reapply for financial aid. When your eligibility for aid is reinstated, you may then be on financial aid probation.**

## **STUDENT – ATHLETE FINANCIAL AID**

During the admission process, scholarships based on academic performance and achievement is awarded by the Office of Admissions and Scholarships, 101 North Foundation Hall. The Financial Aid Office, 120 North Foundation Hall, manages financial aid based on need. To apply for need-based and other forms of financial assistance, prospective and enrolled student-athletes are encouraged to contact the Financial Aid Office. All entering students are encouraged to complete the Free Application for Federal Student Aid (FAFSA).

An athletically related grant-in-aid, as well as other forms of financial assistance, may be provided to help you with your University expenses.

The Financial Aid Office manages renewal of scholarships and all forms of financial assistance.

## **GRANT – IN – AID INFORMATION**

Oakland University's sports teams are provided with a specific number of grants-in-aid (scholarships) in accordance with NCAA regulations and institutional budgetary restrictions. These grants are awarded by the Financial Aid Office upon the recommendation of the head coach and the approval of the Director of Athletics or his designees. Grants-in-aid are not reimbursement for services performed, but rather are provided to assist student-athletes with their educational expenses. An athletic scholarship is restricted to educational expenses consisting of tuition and fees, room and board, and the use of

required course-related books. **An athletic scholarship/grant-in-aid may not be awarded in excess of one academic year, or for less than one academic year.** (*Scholarships are only offered for one semester if student-athletes meet special conditions*).

**A Grant-In-Aid and/or Athletic Scholarship** may be **REDUCED** or **DISCONTINUED** under any of the following conditions during the period of the award:

- You accept other forms of aid that exceed maximum individual and/or team limits per NCAA rules or University Regulations.
- You are *academically* ineligible per NCAA or Oakland University rules and regulations.
- You are ineligible for institutional financial aid under established policies of Oakland University and its governing bodies.
- You render yourself ineligible for athletic competition.
- You fraudulently misrepresent any information on an application, letter of intent or financial aid agreement.
- You fail to abide by policies associated with class attendance and academic integrity.
- You voluntarily withdraw from your sport.
- You engage in misconduct serious enough to warrant disciplinary action and cancellation of aid (i.e., failed drug test, violation(s) of the Student-Athlete Code of Conduct).
- You are convicted of a felony.

In addition, the following and the aforementioned conditions will be used in consideration or reason for non-renewal or decreases in athletics aid. Note that the following are conditions in which an athletic scholarship may be reduced or revoked after, and **ONLY AFTER**, the conclusion of a full academic year:

- You are unable to reach reasonable athletic performance goals.
- You exhibit problems of motivation or demonstrate incompatibility with the coaching staff, or teammates.
- Additional standards or terms as stated or established by the coaching staff, Department of Athletics or Oakland University.

NCAA rules permit the commitment of athletic aid for one year. At the conclusion of each academic year, financial aid contracts may be renewed, increased, decreased or canceled, as spelled out. Notification of renewal/non-renewal shall be made by July 1st, with written notification from the Financial Aid Office. If the institution decides not to renew or decides to reduce athletic financial aid for the ensuing academic year, and you do not agree with this decision, you can file an appeal to the Dean of Students requesting a hearing. You should **file your appeal within 21 days of receipt of the reduction** or non-renewal notice.

*Please check with the Compliance Office for rules and regulations associated with the increase, reduction or cancellation of athletic aid during the actual period of the award (e.g., during a regular academic term).*

### **MAXIMUM FINANCIAL AID**

The maximum financial aid that an individual student-athlete may receive is limited to the cost of attendance as determined by the Financial Aid Office.

A student-athlete may receive the following aid up to the value of a full grant-in-aid (tuition, fees, room & board, and loan of books):

- Athletically related institutional aid (i.e., amount as described on the Tender of Athletic Financial Assistance);
- Outside aid with athletics participation as a major criterion; and

- Educational expenses from an Olympic Committee or a national governing body (NGB).

*PLUS*, a student-athlete may receive:

- Other institutional financial aid unrelated to athletics ability (i.e. Presidential Scholar Award, Distinguished Scholar Award, Geographic Award, Talented Scholars Award, etc.).
- Financial aid from sources outside the institution for which athletics participation or ability is not a major criterion UP TO THE COST OF ATTENDANCE.
- Or, for a student-athlete who receives a Pell Grant, s/he may receive the value of a full grant-in-aid plus the Pell Grant or the Cost of Attendance, whichever is greater.

*Realize, if a student-athlete receives athletic scholarship AND other forms of institutional aid, this could affect NCAA team limits, so under ALL circumstances, any outside aid received must be reported to the Financial Aid Office and the Department of Athletics Compliance Office.*

### **INDIVIDUAL AID EFFECTS ON TEAM LIMIT**

As previously noted, sports teams are provided with a specific number of grants-in-aid (scholarships) in accordance with NCAA regulations. If you are receiving an athletic scholarship, along with an institutional award, both items could be contributing, or “counting”, towards this number/limit. This can cause potential violations if coaches are not aware that you are receiving such awards.

Institutional Awards include, but are not limited, to:

- Presidential Scholar Award
- Talented Scholars Award
- Distinguished Scholar Award
- Michigan Competitive Scholarship
- Academic Achievement Awards
- Handleman Scholarship
- OU Grant / OU Academic Grant

Awards / Grants that do not affect team limits include, but are not limited, to:

- Michigan Promise Grant
- Federal Grants / Loans

The NCAA has rules of academic standards that must be initially met (coming out of high school) as well as continually met, in order for student-athletes receiving institutional awards to keep those awards from counting against team equivalency limits.

#### ***Only applicable to those on athletic scholarship:***

To receive institutional awards that will not count against your team limit you must:

- Present a Cumulative High School GPA (based on 8 semesters of coursework) of 3.5 *or* above; *or*
- Present a minimum SAT score of 1200 or minimum ACT sum score of 105; *or*
- Be in the top 10% of your high school graduating class; **AND**
- Maintain a cumulative GPA of 3.0 or better throughout your collegiate career\*; **AND**
- Fulfill all applicable progress towards degree requirements.

*\*If you should fall below this 3.0 standard going into any fall term, your award will begin to count towards your team limit, and will continue to count for the duration in which you accept it (regardless of your ability to regain a GPA above 3.0).*

As specified on the Athletic Grant-in-Aid Agreement, the Athletic Department and/or coaching staff reserves the right to reduce or cancel your aid during the period of award should you receive institutional awards that count toward the team limit. Be aware of these awards as they are issued to you before the start of each academic year. **Just because you qualify for standards in which to receive them, does not mean you qualify for the NCAA standards that keep these awards from counting towards team limits.**

*Should you get a notice that an institutional award will be issued/renewed, inform your Coach and the Compliance Office as soon as possible. This is crucial for those who are unaware if they meet the appropriate academic standards at the point of acceptance. Remember: You always have the option of turning these awards down.*

## **CLASS STANDING**

For purposes of registration, class standing is set at the following numbers of credit hours:

Freshmen standing:	through completion of <b>27</b> credit hours
Sophomore standing:	<b>28 – 55</b> credit hours,
Junior standing:	<b>56 – 90</b> credit hours,
Senior standing:	<b>91</b> credit hours or more.

For purposes of **tuition**, all students at a class standing of freshmen and sophomore are considered lower division, while all students at a class standing of junior and senior are considered upper division. **If you become ineligible for aid because you did not make satisfactory progress, you may be required to complete enough credits at your own expense to satisfy the progress requirements. You may then reapply for financial aid. When your eligibility for aid is reinstated, you may then be on financial aid probation.**

## **LOAN OF BOOKS**

Only student-athletes on 100% full grant-in-aid can receive “loan of books.” The Athletic Department will issue the on-campus bookstore a list of all those to receive loan of books for the semester. Student-Athletes should note that this aspect of financial aid does not permit the purchase of any other supplies or goods at the bookstore.

## **MEAL PLAN COVERAGE**

Only student-athletes on 100% full grant-in aid receive a meal plan paid for by athletics. Once a student-athlete on full scholarship signs up for a meal plan, the athletic aid will only disburse to that specific plan. Therefore, if a student-athlete runs out of meal points, any charge for additional meal points that are added will be the responsibility of the student-athlete. If you are concerned about running out of meal points, please consult the Athletic Office for suggestions on which meal plan choice includes the greatest number of meals for your money.

## **RESIDENCY REQUIREMENT**

Oakland University policy mandates that any student that receives financial aid/ scholarship in excess of tuition and loan of books must reside on campus in university housing and purchase an on campus meal plan. A student that decides to reside off campus is prohibited from receiving room and board allowance

**If a student-athlete is receiving a tuition differential, either by the university or the athletics department, the student-athlete MUST reside on campus. This includes any summer term in which the differential is received.**

## **SUMMER FINANCIAL AID**

**Summer term athletic financial aid is not guaranteed, and can be denied altogether or approved in-part.** The policies for awarding summer athletic aid can change from year to year, and are at the sole discretion of the Athletic Director. If summer athletic financial aid is granted, it will generally never exceed tuition costs, and is limited to an amount proportional to the aid received during the preceding regular academic year or to the credits needed/requested. Summer School aid is not permissible for courses taken at institutions other than Oakland University. Summer Scholarship Request Forms are available through the Compliance Office or your Coach. A coach must submit the completed form to the Compliance Office in a timely manner after he/she has approved and signed the request.

The Department of Athletics reserves the right to deny payment of credit hours in which a student-athlete has previously withdrawn from the course, has received a non-passing grade in a previous semester or if the student-athlete has not met all department expectations.

## **UNIVERSITY CHARGES NOT COVERED BY AN ATHLETIC SCHOLARSHIP**

There are typically questions concerning those expenses that can be covered by an athletic scholarship. Only tuition, room and board, and course-required books can be provided.

Some of the types of charges that the Department of Athletics is NOT allowed to pay for or incur per NCAA rules and regulations are:

- Telephone charges made from your dormitory, apartment, or anywhere else:
- Cost of treatment for non-athletically related injuries
- **Optional** school supplies, art supplies, paper, notebooks, pens, reference books, pencils, dictionaries, calculators, etc.
- Loss of issued athletic equipment
- Library fines
- Replacement costs for a lost or stolen student ID
- Key deposits or replacement of a lost university housing key
- Parking fines or stickers
- Late payment fees
- Improper checkout fees
- University housing liquidation/damage fees
- Matriculation fee

## **STUDENT – ATHLETE EMPLOYMENT**

Student-athletes are permitted to earn legitimate on- and off-campus employment income during the year. 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. A student-athlete's employment must be legitimate; compensation may not include any form of payment for value that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that s/he has obtained because of athletics ability. A student-athlete can only receive compensation for work actually performed, and compensation is at a rate commensurate with the going rate for similar services in our locale. The student-athlete and employer must verify that all of the aforementioned aspects of employment are to be followed during the course of employment and/or have been adhered to during the course of the academic year.

Student-athletes must have a form filled out by the employer and themselves **before** any

sort of employment over the course of the academic year.

### **FEE-FOR-LESSON INSTRUCTION**

A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his/her sport on a fee-for-lesson basis, provided:

- Oakland University facilities are not used;
- Playing lessons shall not be permitted;
- The student-athlete provides all information to the Compliance Office as to the recipient(s) of the lesson(s) and the fee for the lesson(s) provided during any time of the year;
- The compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity;
- Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time; and,
- The student-athlete does not use his/her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.

Student-athletes must contact the Compliance Office prior to beginning any employment or fee-for-lesson instruction.

### **CAMPS / CLINICS**

There are also NCAA rules and regulations associated with camp/clinic employment. Please check with your Coach or the Compliance Office prior to working a camp/clinic or with questions. Failure to do so could result in eligibility ramifications.

## **NCAA STUDENT ASSISTANCE FUND**

The NCAA has established a fund to assist student-athletes with special financial needs. Those student-athletes eligible must discuss the specified need with their coach and/or the Assistant Athletic Director for Compliance. Requests must be made in writing and will be considered by both the Assistant Athletic Director for Compliance and the Athletic Director.

The fund may be used for:

- Educational expenses and fees
- Health and safety expenses
- Personal or family expenses
- Receipts must be kept and turned in for all items purchased with Special Assistance money.

## **ACADEMIC SERVICES**

The Student Services staff has been created to enhance student-athletes' development by providing the necessary support, counseling and resources to achieve academic, personal and athletic growth.

**Each student-athlete signs a Buckley Amendment Release authorizing the Athletic Department to have access to their academic information. This allows the Academic Support Staff to receive mid-term grades and progress reports from faculty members. Each student is then tracked to ensure eligibility and academic progress.**

For those students who need additional assistance, contact is made with instructors and meetings are scheduled with a member of the Student Services staff to discuss study skills,

test-taking strategies, time management and/or goal setting. Student Services is seen as a liaison for many different departments. Any student needing additional assistance may be referred to the appropriate campus office, such as Disability Support Services, Student Health Center, Academic Skills Center, Advising Resource Center, Career Center, Counseling Center or Sports Medicine.

If you are a student-athlete who would require services, accommodations or auxiliary aids based upon a disability, you need to request support from the Disability Support Services Office. A member of the Student Services staff will help you receive the support you need to be successful.

Every new student-athlete is required to meet with the Assistant Athletic Director for Student Services in the first semester of attendance to prepare an academic plan for success. Please e-mail Holly Kerstner at [kerstner@oakland.edu](mailto:kerstner@oakland.edu) to set up an appointment within one calendar week of receiving this handbook.

## **ADVISING STUDENT-ATHLETES WITH AN UNDECIDED MAJOR**

Undecided advising for student-athletes is a support service developed to assist undecided student-athletes in achieving personal, academic, and athletic success. The Athletic Academic Adviser's goals are to assist undecided student-athletes with their academic goals, develop programs that enhance the awareness of career exploration, provide guidance using tutorial assistance programs, and connect undecided student-athletes to campus resources.

The athletic academic adviser can assist undecided student-athletes with:

- Personal, social, athletic and academic concerns.
- Course selection to comply with NCAA and Oakland University academic/eligibility requirements.
- Choosing an academic major.
- Connecting with professional advisers within the various colleges and schools.
- Career exploration.
- Referrals to the Advising Resource Center.

## **STUDENT-ATHLETES WITH A DESIGNATED DEGREE PROGRAM**

Student-athletes who have designated a major should be working strongly with the professional advisor in the particular department of their degree program. Athletic department staff will still be involved for making any changes to one's status, or consulting on eligibility issues. The professional advisor and the athletic staff will communicate, but the student-athlete is expected to keep both sides informed of all issues and/or concerns with their academic program. Consult your Student-Athlete Handbook for the numbers and locations of each department to set up an appointment.

*If a double major is declared, consultation from the Student Services Staff is required. Specific NCAA rules need to be followed.*

## **CHANGE OF DEGREE PROGRAM**

If you are considering a change in major or degree program you must see the Athletics Academic Adviser as well as the appropriate professional adviser in the school or college. A "*Preliminary Eligibility Report*" must be initiated by you and then completed by the adviser in the school or college in which you wish to change your degree. This form ensures that you are making appropriate progress for NCAA rules in the new major BEFORE the change is made. The ability to properly monitor your satisfactory progress is contingent upon consultation with the advisers. The athletic department will notify you of the results of this preliminary evaluation BEFORE the change is made.

*Failure to follow appropriate steps in the "change of major" process, could lead to*

*negative effects on your NCAA eligibility.*

## **THE “GRIZZ”LY ACADEMIC CENTER FOR GRADUATES AND CHAMPIONS**

All incoming student-athletes are required to complete academic study hours in the Grizz. These hours will be determined by your coach in consultation with the Student Services Staff. These monitored study hours are to assist you in your academic career and are the responsibility of each individual student-athlete.

- Computers in the Grizz may not be used for any online social networks (i.e. Facebook, MySpace, AIM, etc.) Violators will be suspended with penalties arranged by the head coach and/or the Student Services Staff
- Cell phones must be turned **off, not placed on vibrate**
- Socializing and sleeping are prohibited
- Be attentive and use your time wisely
- It is the responsibility of the student-athlete to sign in and out of the Grizz with the monitor AND keep a record of the hours you have completed

*Student-athletes are not allowed to complete more than two hours of consecutive time in the Grizz.*

The hours of the Grizz are as follows:

Monday-Thursday	9:00 am-9:00 pm
Friday	9:00 am-5:00 pm
Sunday	5:00 pm-9:00 pm

## **TUTORS/ACADEMIC ASSISTANCE**

Tutorial assistance is available free of charge for all student-athletes regardless of their current academic standing through the Academic Skills Center in 103 North Foundation Hall. The Oakland University Writing Center is open to all students in all disciplines at and provides writers with an interested and supportive audience of well-trained consultants who help writers explore ideas, revise drafts, and develop the skills to craft polished works. Each instructor has office hours listed on their syllabus so that you may consult with them outside of the regular class meeting time. We encourage you to utilize your resources to aid in your academic success. Please consult a member of the Student Services Staff for assistance. **Do not wait until it is too late before you seek academic support!**

## **CLASS REGISTRATION**

Due to the nature of intercollegiate athletics participation, which includes rules and regulations relative to academic satisfactory progress and continuing eligibility, the university has established a student-athlete registration process. This selective process is a method to monitor the number of courses (semester hours) that a student-athlete registers for and the validity of registered courses in reference to continuing eligibility (progress towards degree). The student-athlete registration process shall be executed between the Department of Athletics and the Office of the Registrar.

In order to register for a class or classes at any time, a student-athlete must consult with the Department of Athletics.

**A student-athlete with a financial “hold” on his/her student account is prohibited from registering for classes.**

**A student-athlete may not “add/drop” a class without permission from his/her coach and the Athletics Academic Adviser or Assistant Athletic Director for Student Services.**

**If a student-athlete wishes to register in 20 credit hours or more, they must have written approval from their coach and the academic department in which they are pursuing a degree.**

## **STUDENT – ATHLETE REGISTRATION PROCESS**

- Student-athletes shall be notified of the registration dates for each regular academic term through an e-mail from Student Services.
- A “hold” will be placed on all student-athletes’ accounts within the Banner system. This “hold” shall remain on the student’s record for the duration of eligibility/athletics participation at Oakland University or until such time that a coach has processed a Change of Status form. **This hold prevents each student-athlete from proceeding with any registration activity without the permission of the Athletic Department.**
- Student-athletes must consult with their degree program adviser prior to the registration period.
- **Student-athletes must come with a signed Monitoring form from their program adviser in order to be able to complete registration.**
- Student-athletes need to have all student account holds (i.e., financial, special programs, major status) resolved prior to registering. Any outstanding holds, other than athletics, appearing on the student record will prohibit registration.
- Courses in which an instructor’s signature is required must be completed by the student-athlete prior to registration.
- As prescribed by the specific dates and times established for registration, student-athletes report to the assigned computer lab
  - Each student-athlete must sign in
  - A member of the Student Services staff must verify adviser approval (i.e., of degree credits) and a minimum of 16 semester hours on the Monitoring form
  - The student-athlete follows the on-line registration process to add courses for the appropriate terms
  - A member of the Student Services staff will check the registration after completion of the on-line process
- *The registration schedule established by the Office of the Registrar and the Department of Athletics is the only time student-athletes are permitted to register on-line; if any changes need to be made, an add/drop slip must be filled out and given to a member of the Student Services staff for processing*
- Any student-athlete that has a conflict with the registration schedule must contact the Athletics Academic Adviser. These student-athletes will be assisted in completing the registration process.
- **Student-athletes must initially register for a minimum of 16 semester hours, unless extenuating circumstances exist.**
- Coaches are prohibited from contacting staff members within the Office of the Registrar. All questions concerning student-athlete registration are to be directed to the Assistant AD for Student Services or the Athletics Academic Adviser.

## **SUMMER REGISTRATION**

Student-athletes that need to register for classes for the summer term must consult with their coach and/or the Athletics Academic Adviser. Student-athletes seeking credits needed for eligibility purposes must consult with their degree program adviser and the Athletics Academic Adviser. All registration forms must be completed and turned in to the Athletics Academic Adviser for processing. Summer sessions may conflict with spring sports and approval from coaches and instructors is required if class will be missed for

competition.

## **SUMMER COURSES AT OTHER INSTITUTIONS**

A student-athlete that intends to take courses at another institution during the summer term must have approval by appropriate Oakland University academic officials (both the Athletics Academic Adviser and the Professional Adviser in the School or College of the student-athlete's major). This approval must be given prior to the courses being taken. A guest application will need to be filled out prior to enrollment and the official transcripts will need to be sent to the Athletics Department at the conclusion of the summer course in order for the course to transfer to Oakland.

## **ADDING/DROPPING AND WITHDRAWALS OF COURSES**

Student-athletes must seek counsel from the head coach, Athletics Academic Adviser and program adviser prior to consideration of any changes in their course schedule.

- Student-athletes **MUST** Add, Drop or Withdraw from courses through the Department of Athletics.
- Add/Drop forms are available within the Department of Athletics.
- The student-athlete must complete the Add/Drop form and return to the Athletics Academic Adviser.
- The Add/Drop form must be filled out completely and notification to the coach must occur before the process is complete.
- If "Adding" a course, the course(s) must have degree program adviser approval.
- Athletics will deliver the Add/Drop form to the Registrar's Office for processing or complete the process on-line.
- The difference between "dropping" a course and "withdrawing" from a course: When dropping a course, you do so before the designated withdrawal date. This way, there is no "W" that appears on your record (i.e. the course gets erased). If you go beyond this date, it is technically listed as a withdrawal, it appears on your record, and the amount of credit for the course will be marked as "attempted credit."
- The Registrar's Office will return a receipt of the Add/Drop along with a copy of the student-athlete's updated course schedule.
- **The "Drop" form will not be processed if it places the student-athlete in less than 12 semester hours. If you manage to withdraw from a course and you drop below 12 semester hours for the current term, you are ineligible to practice and compete, and could lose your athletic scholarship.**
- Failure of a student-athlete to use the appropriate Department of Athletics Add/Drop procedure can result in disciplinary action to the student-athlete. This can lead to loss of eligibility and/or athletic financial aid.

## **NO SHOW DROP POLICY**

Please be aware that some departments and classes have a "no show" type of drop policy. If you do not show up to class on the first day of the scheduled class you **WILL** be automatically dropped from that class.

## **CLASS ATTENDANCE POLICY**

The Department of Athletics has established a Class Attendance Policy:

Responsibility for class attendance rests with each student-athlete. Regular and prompt attendance at all scheduled classes (i.e., lectures, laboratory sessions, field experience) for which a student-athlete is registered is expected. Student-athletes are expected to actively participate in class sessions, complete all assignments promptly, and adhere to university policies associated with academic conduct. ***It is against NCAA rules to miss class for***

### practice, required meeting, or conditioning.

In the event a student-athlete needs to miss class for COMPETITION, he/she shall follow the guidelines of the university-wide excused absence policy. Regular communication with faculty members is essential to your academic success. If a faculty member is not willing to discuss the classes you will miss due to athletic competition, you must notify a member of the Student Services staff immediately.

## **OAKLAND UNIVERSITY EXCUSED ABSENCE POLICY**

*Final Draft – 11/01/07*

### I. Definition

- This policy for university excused absences applies to participation as an athlete, manager or student trainer in NCAA intercollegiate competitions, or participation as a representative of Oakland University at academic events and artistic performances approved by the Provost or designee.
- Practice or rehearsal for any event is not eligible for consideration as an excused absence.
- This policy excludes those academic endeavors that require the completion of a pre-determined number of clock hours, as in clinical experiences, practica or internships. In these instances, the maximum number of absences will be determined by the program director, department chair, or academic dean. This policy does not supersede program accreditation requirements. Departmental practices and procedures should be consistent with this policy.

### II. Student Rights and Responsibilities

- Students shall inform their instructors of dates they will miss class due to an excused absence prior to the date of that anticipated absence. For activities such as athletic competitions whose schedules are known prior to the start of a term, students must provide their instructors during the first week of each term a written schedule showing days they expect to miss classes. For other university excused absences students must provide each instructor at the earliest possible time the dates that they will miss.

#### • Make up work

It is the responsibility of the student to request from the instructor an opportunity to complete missed assignments, activities, labs, examinations or other course requirements in a timely manner.

Students are responsible for all material covered in classes that they miss, even when their absences are excused, as defined above.

Missed classroom activities will be rescheduled at the discretion of the instructor.

- Students should be aware that excessive absences—whether excused or unexcused—may affect their ability to do well in the class(es).
- Any student who feels that he or she has been treated unfairly concerning absences may appeal via the unit's grievance procedure or the Dean of Students.

### III. Faculty Responsibility

- Instructors are responsible for providing students with an equitable way to make up missed work due to an absence excused by this policy.
- Instructors should inform students in a timely manner of procedures to make up missed work, e.g., including the information in the course syllabus.
- Instructors may not penalize students for absences excused by this policy.
- If the faculty member believes that the number of excused absences will prevent the student from fulfilling the learning experience/mastery that a course requires, the faculty member may advise the student to withdraw from the course prior to the official

published withdrawal date.

#### IV. Violation of the Oakland University Code of Student Conduct and Academic Conduct Regulations

- Falsifying information or documentation in order to obtain an excused absence is considered a violation of the Code of Student Conduct and Academic Conduct Regulations.
- Sharing information about a make-up examination or quiz with other students is deemed a violation of the Code of Student Conduct and Academic Conduct Regulations.
- All allegations of falsifying information or documentation in order to obtain an excused absence or sharing examination or quiz information will be reported to the Dean of Students for adjudication through the University Judicial System.
- Anyone found responsible for falsifying information or documentation in order to obtain an excused absence or sharing examination or quiz information may receive a course grade of 0.0, as determined by the course instructor, in addition to any sanction (s) imposed by the Academic Conduct Committee.

### **BOOK LOAN PROGRAM**

Only student-athletes receiving a full-grant in aid are eligible for the book loan program with the Oakland Bookstore. Dates for book pick up and drop off will be determined by the Bookstore and made available to those who are eligible.

If you are eligible for the book loan program, the website instructions are:

1. Log onto the website of [www.oakland.bncollege.com](http://www.oakland.bncollege.com)
2. Do not go through SAIL or the University link as it isn't always successful
3. On the left hand side of the home page there is a box to "order your textbooks" (might have to scroll down a bit to see it)
4. Using the drop down windows select the appropriate term, your course, class, and section number (i.e. ACC 200 12345)
5. Continue to do this for all your classes
6. Your selections will move to a box on the right side of the page
7. After all classes are selected click on the "view course list" in the box on the right side
8. Your classes will be displayed as "in your shopping cart"
9. Print this page(s) - do not go any further than this screen to print as the print out will not display the words "required text" and/or "recommended text" and that is what the bookstore needs to have on file for purchases

**Student-Athletes are required to bring their photo ID, class schedule, and the above print out at the time of book pick up.**

### **ACADEMIC PROBATION / DISMISSAL POLICY**

The specific aim of the policy is to ensure that students make adequate progress toward the general graduation requirement of a 2.00 grade point average (GPA) and that in doing so they do not accumulate an excessive number of failing grades.

Students who are dismissed from the university will receive a letter and an appeal form from the Academic Skills Center after term grade reports are received. If the student is dismissed and chooses to appeal the action, an Official Dismissal Appeal form must be submitted to the Academic Standing and Honors Committee within 10 calendar days of issuance of the dismissal notice. Direct any questions regarding the appeal process to the Academic Skills Center (103 N. Foundation Hall, 248-370-4215).

The following policy applies to all undergraduate and second degree students:

1. Students with a cumulative GPA of 2.00 or above, or without an established GPA, are considered to be in good academic standing.
2. Students will be placed on probation at the end of a semester/session when their cumulative GPA is below 2.00. They will be allowed to remain at Oakland University on probationary status for at least one semester/session and will be required to meet with a member of Student Services and/or the Academic Skills Center.
3. At the end of probationary semester/session, students will be:
  - a. returned to good academic standing if their cumulative GPA is 2.00 or higher,
  - b. continued on probation if they have attempted less than 24 credit hours and their semester GPA is 2.00 or higher, even though they may not meet the minimum requirements on the chart below, or
  - c. dismissed from the university if their semester GPA is below 2.00, they have attempted 24 or more credits, and their cumulative GPA is below the minimum GPA according to the chart below.

OAKLAND UNIVERSITY AND TRANSFER CREDIT EARNED	MINIMUM REQUIRED GPA
24-32	1.61
33-48	1.73
49-64	1.85
65-80	1.97
81+	2.00

For example, if at the end of a probationary semester/session, a student has attempted 46 credits, transferred 20 credits, has a semester GPA below 2.00, and a cumulative GPA of 1.70, this student will be dismissed from Oakland University

## GRADUATION

Meeting the graduation requirements is the responsibility of each student. Each student-athlete should consult regularly with advisers to review their academic progress and program. It is the responsibility of each student to know the deadlines for the graduation application. Please be aware of these deadlines in the term **prior** to your term of graduation. Degree candidates should go to [www2.oakland.edu/registrar/graduation.cfm](http://www2.oakland.edu/registrar/graduation.cfm) to submit an Undergraduate Application for Degree prior to the published deadline for the semester or session of expected graduation (this deadline is usually set at the end of the semester directly before the semester of expected graduation). The non-refundable fee will be added to your student account. ***This fee cannot be covered by athletics scholarship.***

## CHAMPS/LIFE SKILLS

### STUDENT – ATHLETE ADVISORY COMMITTEE (SAAC)

The Student-Athlete Advisory Committee facilitates communication between the Department of Athletics and the student-athlete population. One of its goals is to enhance the overall participation of student-athletes in the university and local community. The SAAC

is comprised of at least two representatives from each varsity team. The Committee meets on a monthly basis throughout the academic year to discuss issues of interest and concern to student-athletes. This Committee is open to all interested Student-Athletes.

## **COMMUNITY SERVICE**

Each year there are several opportunities for student-athletes to become involved in Oakland University and the surrounding community. By participating in these opportunities you will have a chance to serve the community and many of its members that support Oakland University and our athletic teams! You are encouraged to participate in as many community service activities or projects as your schedule will allow, whether as an individual or group. Your involvement with general activities on-campus (e.g., lectures, student activities, residence halls council) is also strongly encouraged. A Promotional Activity form needs to be filled out and given to the Compliance Coordinator before any of the community service programs are completed.

## **WORKSHOPS/LECTURES/PROGRAMS**

Several workshops are scheduled each semester to enhance your leadership, personal, academic and professional skills. Some of these programs will be required and times and dates of these programs will be communicated to you through e-mail, flyers, SAAC and coaches.

## **GOLDEN GRIZZLIES EXCELLENCE IN ACADEMICS**

Student-athletes that achieve a 3.0 grade point average or better based on a minimum of 12 semester hours will achieve the Golden Grizzlies Excellence In Academics honor. This is awarded at the conclusion of the fall and winter terms. The team (male and female) with the highest grade point average, inclusive of all team members, will also be recognized each term.

## **HOLLIE LEPLEY SENIOR SCHOLAR ATHLETE AWARD**

Each year, one male and one female will be selected as the recipient of the Hollie Lepley Senior Scholar Athlete Award. Nominees must have exhausted athletic eligibility at the conclusion of the current academic year for consideration. The recipients will be selected based on their commitment and success in academics, athletics and service activities. The award is named in honor of Hollie Lepley, the first Director of Athletics at Oakland University and is awarded at the Graduates and Champions Banquet at the conclusion of the winter term.

## **STUDENT-ATHLETE END OF SEASON SURVEYS**

The Department of Athletics conducts a survey with student-athletes at the conclusion of the season. The institution gains valuable information and feedback about your overall athletic experience and our intercollegiate athletics program. Be advised that we consider this to be an important and serious element of the student-athlete system at Oakland University. A questionnaire specific to your athletic, academic, social and emotional experiences is the main aspect of the process. Since we value your input, we ask that you answer the questions with careful thought and consideration. Confidentiality is important as your name will not be associated with the survey.

## **EXIT INTERVIEWS**

An exit interview can be completed at any time during the final year of eligibility or once a decision has been made that you will not be returning as a student-athlete. An appointment must be made with the Faculty Athletic Representative to complete the exit interview.

# SPORTS MEDICINE

## MEDICAL CARE

Sports medicine personnel will provide medical care to all student-athletes who are enrolled in classes at Oakland University. Medical care will be provided for any illness or injury that is a direct result from participation in a Department of Athletics sanctioned practice or intercollegiate competition.

Some issues relative to medical care are less visible than others, yet are related to the health and safety of the student-athlete. It is understood that each student-athlete's issues are personal and can be unique. Individual concerns can vary from nutrition, to psychological and athletic performance issues, to drug and alcohol use. Whatever the case, the Oakland University Sports Medicine staff desires to see student-athletes meet their potential. All issues of concern will be treated sensitively and with confidentiality. If there are issues that are affecting your health, you may notify the Director of Sports Medicine and/or Certified Athletic Trainer assigned to that sport.

## STAFF RESPONSIBILITIES

The athletic training staff is responsible for the prevention, care, evaluation, treatment and rehabilitation of athletic injuries and illnesses enabling your return to pre-injury level. The Athletic Trainer serves as a liaison between student-athletes, coaches, and physician.

## MEDICAL ELIGIBILITY

All student-athletes who want to participate in intercollegiate athletics MUST complete a Pre-participation Exam which consists of a comprehensive medical questionnaire and physical examination. The Pre-participation Forms can be found at <http://www.ougizzlies.com/sports-med/oakl-sports-med.html>. Approval must be obtained by the team physician before an athlete is permitted to participate in any athletic event. The team physician may reexamine and change the student-athlete's eligibility status at anytime.

## INSURANCE COVERAGE

An insurance form will be completed as part of your medical questionnaire. Failure to complete and return the form by the request date will jeopardize your eligibility for athletic participation. **An updated photocopy of the front and back of your insurance card is needed for your file.**

The Oakland University Department of Athletics insurance plan is an excess coverage (secondary) insurance, and is designed to be used as a supplement to the student athletes (primary) medical insurance coverage. Oakland University will be the secondary carrier in ALL athletically related claims. This means that the insurance will provide coverage above the benefits provided by the student athlete's (family) insurance. If an injury claim is filed properly, and completely, the student-athlete and his/her family can expect that the Oakland University Athletics plan will pay the balance.

If a student-athlete does not have personal medical coverage, Oakland University highly recommends carrying accident/illness insurance while enrolled. Student insurance is available through the Graham Health Center (248-370-2341) and can be obtained for a nominal fee. This insurance will cover those illnesses/injuries not related to athletic events. ALL international students are required by the university to carry medical insurance.

## MEDICAL EXPENSE COVERAGE

There are several permissible medical expenses that the NCAA allows the institution to finance. However, NCAA rules do not permit intercollegiate athletic departments to cover any cost of injuries that are not the direct result of sanctioned athletic events. *Please consult with the Director of Sports Medicine to determine if a medical service is permitted. A referral from sports medicine personnel is required in order for the Athletic Department to cover fees you incur with outside physicians, dentists, or health care facilities/providers.*

The Department of Athletics will not assume responsibility for fees incurred with outside physicians, dentists, or health care facilities/providers unless the sports medicine personnel has referred the student-athlete to such services.

## **SPORTS MEDICINE FACILITIES**

The Athletic Training Room is co-educational and available for use by all Oakland University intercollegiate athletic teams and support staff.

Telephone: (248) 370-3189	Associate Athletic Trainer's Office
(248)370-3998	Associate Athletic Trainer's Office
(248) 370-3132	Asst. Athletic Trainer's Office

Please consult with the Sports Medicine Staff for Athletic Training Room hours of operation. If a student-athlete needs to see a Certified Athletic Trainer before or after operating hours, the student-athlete must make an appointment.

Athletic Training Room policies and procedures (e.g., rules of use, reporting of injuries, treatment, practice policies, physicians' appointments, prescription authorization, equipment & supplies, taping policy) are available and posted in the athletic training room. Student-athletes must adhere to these policies. *Please consult with the Director of Sports Medicine or the Certified Athletic Trainer that is assigned to your sport for further information.* Student-athletes must adhere to these policies.

## **ATHLETIC COMMUNICATIONS**

The Office of Athletic Communications is responsible for all communications for the Athletic Department. At the beginning of each academic year each student-athlete must complete a questionnaire relative to high school(s), club and other educational institutions attended and pertinent information to athletics participation. Student-Athletes who do not fill out such information forms will not have their profiles on the website. All information released to media outlets or compiled for institutional publications will be facilitated by the Office of Athletic Communications. Each student-athlete's cooperation is needed in supplying timely and accurate information. Student-Athletes are expected to make themselves available for photo shoots, interviews and other media related and website activities as directed by the Athletic Communications staff.

If contacted by the media for an interview, please direct to the Athletic Communications at 248-370-4008. DO NOT conduct any interviews without the knowledge of the Athletic Communications Staff, even if you know the person. Please do not hand out cell phone numbers or e-mails, without the consent of the Athletic Communications Office. This is for your protection. For further information on which person will serve as your sports contact, please go to [www.ougrizzlies.com/staffdir/oakl-staffdir.html](http://www.ougrizzlies.com/staffdir/oakl-staffdir.html) and look under communications. There you will find out contact information for any questions you may have

## **ONLINE POSTING POLICY**

As a student-athlete at Oakland University, you are a representative of Oakland Athletics and our mission and core values. At no point should you jeopardize our beliefs of Excellence, Service, Respect, Accountability, Discovery and Integrity. While posting on Facebook, twitter or any other social media networks, please make sure those posts represent these core values.

As a participant in intercollegiate athletics, please be advised that temporary or permanent suspension may be invoked for any online communication, (Facebook, MySpace, blogs, message boards, web shots, or other public online journals, Instant Messages, and profiles) photos, groups, or other content (including all postings) which violate the conditions of the Oakland University Student Code of Conduct, the Oakland University Student-Athlete

Code of Conduct Policy or the Oakland University Student-Athlete Controlled Substance Abuse Policy. This includes, but is not limited to, depictions of underage or excessive alcohol use, illegal drug use, hazing, unethical conduct as well as any other behavior/depictions deemed inappropriate by the discretion of the Director of Athletics or designee.

Each team must identify at least one coach or administrator who is responsible for having access to, regularly monitoring the content of, and/or receiving reports about team members' social networking sites and postings (Team Monitor). The athletic department also reserves the right to have other staff members access, monitor, and/or receive reports about student-athletes' social networking sites and postings, or to contract with an outside vendor or vendors to do so. At no time will the athletic department require student-athletes to provide their passwords to the Team Monitor or outside vendor(s) or to allow the Team Monitor or vendor(s) to otherwise access their accounts as an account owner.

### **Please Keep in mind**

There is no such thing as "delete" on the Internet, so please—think before you post.

Always remember what may seem funny to you, does not seem funny to your coach/sport administrator or potential employer.

You serve as a role model to the rest of the Oakland community. Carry yourself with respect at all times and remember you are representing the athletic department, your team and your family at all times. Remain on your game!

### **How to be the best**

Treat others as you wish to be treated. Practice the Golden Rule at all times.

Be yourself. Use social media to brand yourself -- pick four or five words that best describe who you want to be and communicate those effectively each day.

Choose your surroundings carefully and remember that when 'friends' post photos of you at a party, even if you are not engaged in drinking, partying, etc., you should untag yourself and keep 'propaganda' off your Facebook and twitter pages. Don't be guilty by association. You have much more to lose than most college students.

Add value. Make sure your posts really add to the conversation. If it promotes Oakland Athletics' goals and values, supports your teammates, improves or helps you as a student-athlete, then you are adding value.

Support other programs. Interaction through social media, especially on the OUGrizzlies pages via Facebook and twitter will assist with fan interaction and get more and more fans in the stands. Cross-sport communications is vital for us to carry the message to others.

### **Don't even think about it**

Talking about ANY information regarding prospective student-athletes will result in an NCAA violation.

Any postings on current student-athletes cannot include confidential information including, but not limited to, medical conditions, disciplinary matters, conduct issues, drug testing results, or academic information.

Responding to an offensive or negative post by a fan or friend will get you nowhere. There is no winner in that game.

Be mindful of who you accept as a friend. Just because they look good in a picture doesn't mean they have good intentions for your information. If you don't know them, don't friend them.

## **EQUIPMENT**

Each student-athlete will be issued, on a loan basis, the necessary equipment and supplies to participate in practice and game situations under normal protective conditions. The Athletic Department Equipment Manager is the person directly responsible for the Equipment Room. Access to the Equipment Room can be obtained only through the Equipment Manager. The issue and return of all practice wear and/or game uniforms, travel bags and any other equipment to specific sports will be at the direction of the Equipment Manager. Schedules for equipment issue and laundry (laundry bags) procedures established by the Equipment Manager shall be adhered to by all student-athletes.

- Equipment and supplies should be kept in a clean, sanitary condition and in good appearance. Equipment that appears to be in an unsafe condition, in need of repair or replacement should be brought to the attention of the Equipment Manager.
- Each student-athlete is responsible for the security of the equipment, uniforms, supplies, lock, laundry bag and towel(s) that have been issued to him or her. The student-athlete can be required to pay a replacement price for items lost or not returned.
- The equipment and/or supplies issued to each student-athlete are not be loaned to any other person. Equipment and/or supplies may not be sold or exchanged for money, discounts, coupons or any other item of value.
- The equipment and/or supplies issued are for on- and off-campus practice and scheduled contests. Practice gear and contest uniforms are not to be worn on campus outside of the sports center or in other campus buildings unless specified by the coach and athletic department.

*The Department of Athletics expresses its gratitude to those individuals that assisted in the formulation of this manual. The content of the Student-Athlete Handbook is based on current information at the time of printing. Policies, procedures and services are subject to change. Any questions, concerns or suggestions should be directed to Tracy Huth, Director of Athletics.*

*This handbook and its contents were revised: May 2012*