

August 2017

Dear Student-Athlete:

On behalf of the approximate 55 Golden Grizzlies coaches and staff, I would like to welcome you to Oakland University and the Intercollegiate Athletics programs for the 2017-18 academic year. You are an important member of our Athletics team and the broader University joining an environment that values excellence in teaching and learning, performance, and leadership principles. As such, Athletics has redefined our central objectives to emphasize the **Student-Athlete Experience**.

Specifically, I am proud to replicate the *Ethos of Oakland University Athletics* here for you. I have great **belief** that we will accomplish many amazing things together. Oakland Golden Grizzlies Athletics will provide a **first class** experience for student-athletes and promote an environment that fosters success in the classroom, in competition, and in the community, while maintaining a focus that is consistent with University objectives for excellence in all areas. In order to thrive within our Ethos, Athletics will be **intentional** as we attempt to:

- CREATE AND MAINTAIN AN ENVIRONMENT THAT ENCOURAGES PERSONAL AND PROFESSIONAL GROWTH, AND THE PURSUIT OF **KNOWLEDGE**, WHILE ADVANCING UNIVERSITY AND ATHLETICS GOALS;
- BE **INNOVATIVE** AND CREATIVE TO CONSISTENTLY SEEK ONCE UNIMAGINABLE ACCOMPLISHMENTS BY UTILIZING A **FORWARD-THINKING** MINDSET;
- REINFORCE A POSITIVE IMAGE OF OAKLAND UNIVERSITY AND METRO DETROIT ON THE REGIONAL AND NATIONAL STAGE;
- COMMIT TO THE PRINCIPLES OF FISCAL RESPONSIBILITY AND **EFFICIENCY**, GENDER EQUITY, DIVERSITY AND GOOD SPORTING CONDUCT BY ALL COACHES, ADMINISTRATIVE STAFF AND STUDENT-ATHLETES AND;
- HAVE A **POSITIVE ATTITUDE** AND GIVE **MAXIMUM EFFORT** IN TRYING TO ACHIEVE THE BROADER UNIVERSITY MISSION STATEMENT AND VALUES; ALSO WE WILL PROVIDE A **WELCOMING ENVIRONMENT** AND BE **RELATIONSHIP ORIENTED** WHEN INTERACTING WITH UNIVERSITY STUDENTS, FACULTY, STAFF, ALUMNI, SPONSORS, DONORS AND FRIENDS.

You may be wondering why certain words above are in **Bold**, and trust me, there is a very specific reason. Those words represent the **core values** that will come to define our organization through and through, inside and out. You will see highly visible representations of both our core values and our new ethos posted in athletics facilities. Please internalize the above and in doing so, I urge you to accept the challenges that await you and take full advantage of the wonderful opportunities that will help you achieve success in the classroom, in your sport, and in your personal development. Best wishes for an outstanding academic and athletic year at Oakland University. Fellow Golden Grizzlies, let's get to work and have fun.

Sincerely,

Jeffrey F. Konya

Director of Intercollegiate Athletics

Ambassador of the Golden Grizzlies Ethos

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IMPORTANT CAMPUS TELEPHONE NUMBERS

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
Tutoring Center (<i>103 North Foundation</i>)	370-4215
University Police (<i>Public Safety & Services</i>)	370-3331

COMMUNICATION

There are many circumstances in which a member of Athletics 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 has an Oakland e-mail and should check it **daily**. Student-athletes should 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.

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 Horizon 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 members of Oakland athletics.

UNIVERSITY REGULATIONS

The Oakland University Student Code of Conduct is designed to protect and foster the institution’s Role and Mission. Providing students with an exemplary academic experience, along with encouraging social responsibility and civility from our campus community, is the foundation of our institution. By embracing a culture of personal honesty, integrity, responsibility, and respect for each other, Oakland University can continue to build a sense of pride for the institution and cultivate an environment that is favorable to our primary mission – educating students. For further information and the entire student code of conduct, please visit:

<http://wwwp.oakland.edu/studentcodeofconduct/>

CAMPUS SAFETY

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

1. Prevention of sexual misconduct 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 Inclusion and the Dean of Students Office.

2. If a sexual misconduct 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.

Victims are encouraged to report the sexual misconduct 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. The University will take necessary steps to investigate and resolve complaints.

Campus resources for victims include:

Police Department - 911 (emergency) or (248) 370-3333

Title IX Coordinator - Director of Inclusion, 203 Wilson Hall, (248) 370-3496

Deputy Title IX Coordinator - Assistant Dean of Students, 144 Oakland Center, (248) 370-3352

University Housing Staff - (248) 370-3570

Graham Health Center - Medical (248) 370-2341

Graham Health Center - Counseling Service (248) 370-3465

Dean of Students Office - 144 Oakland Center, (248) 370-3352

Off-campus resources for victims include:

Crittenton Hospital, Rochester, (248) 652-5311 - Emergency service for rape victims

Pontiac Osteopathic Hospital, (248) 338-5332 - Emergency service for rape victims

St. Joseph Mercy Hospital, Pontiac, (248) 758-7000 - Emergency service for rape victims

Haven, Pontiac, (248) 334-1274, 24-hour service facility

Common Ground 24-Hour Crisis Line, (248) 456-0909 or (800) 231-1127 and,

24-hour Emergency Walk-in Clinic, 1200 North Telegraph Road, Bldg., 32E, Pontiac

EQUAL OPPORTUNITY POLICY

Oakland University has an 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, gender identity, gender expression, sexual orientation, age, height, weight, disability, color, religion, creed, national origin or ancestry, marital status, familial 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.

Faculty, staff, students and third parties who believe they may have been subject to discriminatory treatment are strongly encouraged to contact the Office of Inclusion and Intercultural Initiatives (Inclusion), 203 Wilson Hall at 248-370-3496. 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 involving University employees or third parties should be directed to the Office of Inclusion and those involving students to the Dean of Students Office, 144 Oakland Center, (248) 370-3352. The Director of the Office of Inclusion is the University's Title IX Coordinator and the Assistant Dean of Students is the Deputy Title IX Coordinator.

Change of Status

A change of status form 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 for the athletic “hold” to be 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 a member of the Compliance Office to fill out the proper paperwork.*

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 student-athlete reports for athletics participation before being certified by the NCAA Eligibility Center, 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

A student-athlete has five calendar years in which to complete four seasons of athletic competition in a sport. The five-year clock begins when an individual initially enrolls as a full-time student at any collegiate institution. These years are continuous, and do not include time during which a student is not enrolled in school. A student-athlete may be granted an extra year of eligibility provided he/she meets specific “hardship” criteria. However, this is not a guarantee and will not automatically 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 an individual’s five-year 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 him/her to use the five calendar years to complete four seasons of athletic competition. Once a student-athlete has competed during an academic year s/he has completed a season of competition, regardless of the amount of time the student-athlete has competed (1 second equals 1 season). 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 Committee on Student-Athlete Reinstatement for reasons of “hardship.” Hardship is defined as an incapacity resulting from an injury or illness that has occurred under specific conditions. *Please consult with your Coach and/or the Athletics 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 eighteen (18) semester hours used for eligibility during the academic year (Fall & Winter terms).
- Must successfully complete at least twenty-four (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 third (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 Athletics 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. Student-athletes are required to complete paperwork certifying they will be enrolled in the courses necessary to complete their degree prior to the start of their final semester. **This part time status can affect your health insurance and/or Financial Aid.*

PERCENTAGE OF DEGREE REQUIREMENTS

The requirements for academic eligibility are 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 Oakland University.

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 the amount of time a student-athlete may participate in athletics to ensure student-athlete well-being. During a sport's declared playing season, a student-athlete's participation in countable athletically related activities (CARA) 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 (and associated pre-game activities) always counts as 3 hours (regardless of the actual length), and practice activities subsequent to the competition are prohibited. Official vacation periods as designated by the University during the academic year are exempt from time limitation rules.

Student-athletes are not allowed to miss class time for any form of practice, rehabilitation, community service, or team-related activity, in accordance with NCAA rules and regulations.

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, a student-athlete's participation in CARA is limited to a maximum of eight hours per week, which can consist of weight training, conditioning and a maximum of two hours of skill-related instruction.

Examples of countable athletically related activities include:

- Practice and competition (and associated activities);
- Required weight training and conditioning;
- Participating in individual skill-related instruction with a coach;
- Participation in individual workouts;
- Discussion or review of practice/game films;
- Athletics meetings with a coach initiated/required by a coach;
- On-court/on-field activities called by any member of the team and confined primarily to members of that team; and
- Required camp, clinic, or workshop participation.

Examples of non-countable athletically related activities include:

- Compliance, SAAC or academic meetings;
- Meetings with a coach initiated by a student-athlete so long as no CARA or athletically related discussions take place;

- Voluntary weight training not conducted by a coach or staff member;
- Voluntary sport-related activities (e.g., initiated by student-athlete, no attendance taken, no coach present);
- Traveling to/from a competition site (provided no countable activities occur);
- Training room activities (e.g. treatment, taping), rehab activities and medical exams;
- Recruiting activities (e.g. student host); and
- Attending banquets, fundraising/promotional activities or community service projects.

OUTSIDE COMPETITION

Student-athletes are not allowed to compete as a member of any outside team in their 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 Athletics Compliance Office are typically allowed. There may 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. Outside Competition Forms must be submitted to the Compliance Office at least seven (7) days prior to the start date of the event and must be approved prior to a student-athlete participating. *Please consult with your Coach and/or the Athletics 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 with (or tryout for) their respective country's national team, World Championships or Olympic games/trials 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 Assistant Athletic Director for Compliance 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 any make-up work, tests, projects, etc. with his/her respective instructors. The student-athlete is required to complete the appropriate paperwork with the Athletics Compliance Office prior to departing campus.

AMATEURISM

A student-athlete must retain his or her amateur status in order to be eligible for participation in an intercollegiate sport. An individual becomes ineligible for participating in intercollegiate athletics if they use his/her athletics skill (directly or indirectly) for pay in any form; accepts a promise of pay (even if it is to be received after completing participation in intercollegiate athletics); or signs a contract or commitment of any kind to play professional athletics; regardless of its legal enforceability or any consideration received, except as permitted by NCAA rules. *Please consult with your Coach and/or the Athletics 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 and ask before you act:** 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 Athletics 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 agents and preserving your amateur status. If you ever agree (orally or in writing) to be represented by an agent (presently or in the future), you shall become ineligible for participation in intercollegiate athletics. *Please consult with your Coach and/or the Athletics Compliance Office prior to any involvement with an agent or agency concerning your professional involvement in a sport. Visit the compliance website under "Sport Agents" for Oakland University's Agent Policy and Guidance involving agents.*

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 projects**. The NCAA has several rules and regulations pertaining to these types of activities. Prior to your participation or involvement in these types of activities you must first contact your Coach or the Athletics 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 completed in the correct order, it will result in an NCAA violation.*

STUDENT – ATHLETE EMPLOYMENT

Student-athletes are permitted to earn legitimate on- and off-campus employment income during the year. Earnings from a student-athletes on- or off-campus employment that occurs at any time is generally exempt and 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 employment.

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 or during a vacation period (including fee-for-lessons, camp employment).

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 Athletics Compliance Office and complete the Student-Athlete Employment Form **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 Athletics Compliance Office prior to working a camp/clinic or with questions. Failure to do so could result in eligibility ramifications.

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 either two (2) or four (4) complimentary admissions per event in his/her sport, depending on the 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 are required by the guest to obtain admission (e.g., complimentary admission deadened ticket or "stub"). Complimentary admissions are not always provided for Horizon 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 as well as your relationship with the individual (e.g., friend, brother, uncle, etc...). 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 Athletics Compliance Office.**

All completed forms must be submitted by the Coach to the Athletics Compliance Office by 10:00 AM on game-day for night games occurring during the week, and by 5:00 PM on Friday for weekend games.

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 (including donors, alumni and former student-athletes). These individuals/groups, better known as “boosters” or “representatives of athletics interests,” may want to associate with you and may even want to do something for you because of your status as a Golden Grizzly student-athlete. 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, Horizon 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, the Athletics Compliance Office or any Athletic Department 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, dental, medical or chiropractic services)
- 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

Please check with the Athletics Compliance Office for other additional restrictions or to see if an arrangement is considered an “extra benefit”. 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.

Occasional Meal Forms must be submitted to the Athletic Compliance Office before the event takes place.

HOSTING A PROSPECTIVE STUDENT – ATHLETE

When a prospective student-athlete visits Oakland University on an “official” (paid) visit, you may be asked to serve as his or her student 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 orientation session given by the Athletics Compliance Office.
- 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 must sign a Student-Athlete Host Form outlining rules & regulations about being a student host.
- 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 above for definition*) while you are with the prospect, exchange a brief ‘hello’ and excuse yourself. Boosters are not allowed 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 at and pays for the meal.***
- No student-athlete may serve as a host during his/her first academic year.
- DO NOT publicize your hosting the recruit or him/her being on campus (no mention/photos on social media)

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, which can be found on the Compliance website. 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 Athletics Compliance Office.

FINANCIAL AID

A student-athlete must meet applicable NCAA, conference and Oakland University Financial Services regulations to be eligible for institutional financial aid (including athletic aid). Student athletes are responsible for reading the Financial Aid Policies and Conditions available online at oakland.edu/financialaid/policies.

If these regulations are met, a 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.

Financial Services oversees aid received by student-athletes, including aid from Oakland University, Federal, State of Michigan, and private resources (including, but not limited to payments made by a third party, private scholarships, and private loans). For information on applying for financial assistance, please visit oakland.edu/financialaid.

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 (including athletic aid) at Oakland University, students must meet the standards of Financial Aid Satisfactory Academic Progress (SAP).

Federal regulations require the Financial Aid Office to monitor the academic progress of students at end of each semester. 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 Loans, Federal Teach Grant, Michigan Competitive Scholarships, all Oakland University Awards.

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.

The complete SAP policy can be viewed online at oakland.edu/financialaid/policies.

Financial Aid Satisfactory Academic Progress

Three criteria must be met to satisfy the standards of satisfactory academic progress:

GRADE POINT

Students must maintain a cumulative Oakland University grade point average (GPA) of 2.00 at the end of each semester. Students who fail to meet this requirement are placed on warning status and must meet the GPA requirement by the end of the next enrolled semester at Oakland University. Students can receive financial aid while on a warning status. However, students who fail to achieve a 2.00 GPA while on a warning status become ineligible for financial aid the following semester of attendance at Oakland University.

CREDIT HOURS

Students must complete a minimum of 67% of cumulative credit hours attempted including transfer credits by the end of each semester. (Second Undergraduate and Teacher Certification students are considered to have attempted 92). Students who fail to meet the credit hour requirement are placed on a financial aid warning status and must meet the credit hour requirement by the end of the next enrolled semester at OU. Students can receive financial aid while on warning status. However, students who fail to complete at least 67% of attempted credit hours while on a warning status become ineligible for financial aid beginning with the next semester of attendance 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.

CLASS STANDING

Class standing is set at the following numbers of credit hours:

Freshmen standing:	through completion of 27 credit hours
Sophomore standing:	28 – 55 credit hours,
Junior standing:	56 – 90 credit hours,
Senior standing:	91 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.**

SATISFACTORY ACADEMIC PROGRESS 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. Students must complete an appeal form available at www.oakland.edu/financialaid/forms. Student must explain why they failed to meet the Financial Aid SAP standards and what has changed that will allow the student to meet the SAP standards at the next evaluation. Documentation must be included with the appeal to support the circumstances. Appeals must be received in the Student Financial Services/Financial Aid Office, 120 North Foundation Hall, 2200 N. Squirrel Rd., Rochester, MI 48309 before the last day to drop a class with a 100% refund for the semester in which it applies. Appeals received after the deadline date will be processed for the next semester. An email notification of the decision of the appeal will be sent within 7 days of receipt of the appeal or by the deadline date whichever is earlier. 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 and documentation 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.

ATHLETIC AID

Athletic aid is awarded by Financial Services upon the recommendation of the head coach and approval of the Athletic Director or his designees. An athletic scholarship is restricted to educational expenses consisting of tuition and fees, room and board, and the use of required course-related books. **Athletic scholarships are awarded as permitted by NCAA regulations. An athletic scholarship may be *REDUCED* or *CANCELED* 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 do not meet the standards of the Financial Aid Satisfactory Academic Progress (SAP) policy.
- 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.

In addition, the following and the aforementioned conditions will be used when considering 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, Athletics or Oakland University.

NCAA rules permit the awarding of athletic aid for a period of one academic year. At the conclusion of each academic year, athletic aid awards may be renewed, increased, decreased or canceled. Notification of renewal/non-renewal shall be made by July 1, with written notification from Financial Services. If the institution decides not to renew or to reduce athletic financial aid for the ensuing academic year, student-athletes are able to file a written request for an appeal hearing to the Dean of Students Office within 21 days of the notice received from Financial Services.

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. Always consult the Office of Financial Services to determine if repeating a course will negatively impact your aid for the current or future terms.

Incomplete classes with an "I" or "P" grade do not count in the GPA or credit hour requirements and must be completed in accordance with established policy to be considered for future financial aid. Financial aid cannot be received retroactively due to completion of incomplete classes.

Audit and competency courses do not qualify for financial aid.

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

MAXIMUM FINANCIAL AID

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

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).

ADDITIONALLY, 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 factor and which meets additional NCAA criteria.
- A student-athlete who receives a Pell Grant may receive the value of a full grant-in-aid plus the Pell Grant or the Cost of Attendance, whichever is greater.

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

BOOKS

Only student athletes on 100% full grant-in-aid can receive “loan of books” (use of required course-related books and supplies.) The Athletic Department will issue the on-campus bookstore a list of all those to receive loan of books for the semester. **If required course-related books or supplies are unavailable through the university bookstore, you must consult the Assistant Athletic Director for Student Services. You will not be reimbursed for your purchases if you do not go through the proper channels.**

MEAL PLANS

Student-athletes receiving athletic aid may receive aid which covers all or a portion of their meal plan. Student-athletes must initially enroll in a meal plan, and when it is charged to the student’s e-Bill, the athletic aid will apply toward that meal plan. Student-athletes must enroll in their selected meal plan before the 100% Refund date, otherwise known as credit lock, as reflected on the OU calendar. Therefore, if a student-athlete runs out of meal points, any charge for additional meal points that are added after credit lock will be the responsibility of the student athlete. If you are concerned about running out of meal points, please contact University Housing for suggestions on which meal plan choice includes the greatest number of meals for your money.

Residence halls: Student athletes residing in the residence halls will select a meal plan at the beginning of the school year, this meal plan is applicable to both Fall and Winter terms and does not require renewal in between semesters.

Student apartments: Student athletes residing in the student apartments (Ann V. Nicholson or George T. Matthews) must select a meal plan prior to the beginning of **EACH** semester. A meal plan selected for the Fall semester will NOT automatically be renewed at the same value for the Winter semester. Meal plans are to be renewed at the Housing office: 448 Hamlin Hall.

RESIDENCY

Athletic aid for on-campus housing will only be awarded at the equivalency amount for a double occupancy room or four-person apartment. Student-athletes who choose to reside in another type of room are responsible for paying the difference in housing charges. Student-athletes who reside off campus and receive athletic aid will receive the weighted average of off-campus room and board rates applied toward the e-Bill.

INDIVIDUAL AND TEAM LIMITS

Sports teams are limited as to the number and/or amount of athletic related aid that can be provided to student-athletes in accordance with NCAA regulations. Financial Services is required to obtain certification from various Oakland University departments, private donors, third party payers, etc. The NCAA has rules of academic standards that must be initially met as well as continually met, in order for student-athletes receiving institutional awards to keep those awards from counting against both individual and team equivalency limits.

Only applicable to those on athletic scholarship

To receive academic honor awards (based on high school records) that will not count against the team limit, student-athletes must:

- Rank in the upper 10% of the high school graduating class OR
- Achieve a cumulative high school GPA of 3.500 or higher (based on a maximum of 4.000) OR
- Achieve a minimum ACT sum score of 105 or a minimum SAT score of 1200 (critical reading and math)

To receive or renew an academic honor award that will not count against team limits in subsequent years, student-athletes must:

- Maintain a cumulative GPA of 3.000 or higher (based on a maximum of 4.000) at Oakland University AND
- Meet all NCAA, conference, and institutional progress-toward-degree requirements

As specified on the Tender of Athletic Financial Aid, 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 towards 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.**

SUMMER FINANCIAL AID

Summer athletics aid is awarded to student-athletes above and beyond athletics aid received during the regular academic year (Fall & Winter terms), and is available on a limited basis. Summer athletics aid is a separate award from a Tender of Athletic Financial Aid, and is awarded at the discretion of the Director of Athletics (or designee). To be considered for summer athletics aid, student-athletes must apply through the Athletics Compliance Office and the student-athlete's head coach. Summer athletics aid is intended to promote progress toward obtaining an undergraduate degree, not as a means to regain eligibility.

NCAA rules generally limit the amount of summer athletics aid to the proportion of countable aid received during the preceding regular academic year. In general, summer athletics aid will not exceed tuition costs, and criteria for considering receipt of summer athletics aid include: required participation in summer activities or competition, gender equity, eligibility, and completion of undergraduate graduation requirements. Receipt of summer athletics aid is not a guarantee, and is only permitted for courses taken at Oakland University.

The Athletics Department 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, or if the student-athlete has not met all departmental expectations. Student-athletes who have been awarded summer aid but who wish to drop their summer courses after the 100% refund date must repay the Athletics Department the amount previously awarded.

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 specific need with their coach and/or the Associate Athletic Director for Student Services. Requests must be made in writing and will be considered by both the Associate Athletic Director for Student Services and financial aid.

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, Tutoring Center, First Year Advising 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 Associate 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 to set up an appointment.

Student-Athletes with an Undecided Major

Undecided advising for student-athletes is a support service developed to assist student-athletes in achieving personal, academic, and athletic success.

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 First Year Advising Center and Career Services.

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.

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

****All first year student-athletes are required to meet with an adviser in the First Year Advising Center (121 NFH) twice a year. You must meet with your Academic Adviser by November 1st in the fall semester and February 1st in the winter semester****

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. You must e-mail the Athletic Academic Adviser with this request to begin the process of evaluation. 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

The academic center is available to you as a student-athlete to assist in your academic success.

- Computers must be used for academic purposes
- Cell phones should be put away to respect those around you in their study environment
- Be attentive and use your time wisely
- It is the responsibility of the student-athlete to sign in and out of the academic center with the monitor AND keep a record of the hours you have completed in your planner

The hours of the academic center 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

The Academic Center closes periodically for events held in the O'rena. All days and times of closing will be posted on the door of the Academic Center and communicated to you through e-mail.

Tutors/Academic assistance

Tutorial assistance is available free of charge for all student-athletes regardless of their current academic standing through the Tutoring Center in 103 North Foundation Hall. Use the following link to request an appointment with a tutor or to view the times available for walk-in tutoring <http://www.oakland.edu/tutoring>. Additional tutoring/study groups are available in Oak View and Hamlin hall during the evening hours Monday through Thursday. These hours can be used to fulfill your study requirements in the academic center. be sure to sign in and utilize your resources!!!

The Oakland University Writing Center is open to all students in all disciplines 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 and attending their office hours are encouraged and may be required of anyone who is having difficulty in a course. We encourage you to utilize ALL of the 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.

A "hold" is 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 the Compliance Office removes the hold. **This hold prevents each student-athlete from proceeding with all add/drop activity without the permission of the Athletic Department. It does not prohibit you from viewing your class schedule or transcript.**

- A student-athlete with a financial “hold” on his/her student account is prohibited from registering for classes as must seek assistance through the business services office to manage their financial obligations.
- 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 will 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 by team to the assigned computer lab
 - A member of the Student Services staff will 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 with another team or individually with the assistance of the student services staff
- **Student-athletes should register for a minimum of 16 semester hours, unless extenuating circumstances exist.**

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 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 or be on the monitoring form.

- 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.

CLASS ATTENDANCE

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 predetermined 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.

***In accordance with the Excused Absence Policy, a travel schedule will be provided to you in addition to a letter for each of your instructors. You are required to discuss your travel dates with your instructors and create a plan of action when you will be missing class within the first two weeks of the semester; it is highly recommended that meetings with the instructors during their office hours should be utilized to discuss all material missed during the time of travel.**

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
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 following Academic Probation and Dismissal Policy applies to all undergraduate and second degree students. Students with a cumulative GPA of 2.00 or above or without an established cumulative GPA are considered to be in good academic standing. Students not in good academic standing 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. At the end of a probationary semester/session, students will be:

- returned to good academic standing if their cumulative GPA is 2.00 or higher,
- continued on probation if they have fewer than 24 GPA credit hours even if their semester GPA is below 2.00 or
- continued on probation if their semester GPA is 2.00 or higher even if they do not meet the minimum requirements on the chart below or
- dismissed from the university if their semester GPA is below 2.00, they have 24 or more GPA credit hours, and their cumulative GPA is below the minimum GPA according to the chart below. For example, if at the end of a probationary semester/session, a student has attempted 26 credits, has a semester GPA below 2.00, and a cumulative GPA of 1.50, the student will be dismissed from Oakland University.

GPA Hours	Minimum Cumulative GPA
24-32	1.61
33-48	1.73
49-64	1.85
65-80	1.97
81+	2.00

In order to establish a cumulative GPA, a student must receive a numerical grade in at least one course at Oakland University, and in the computation of the cumulative GPA, only those courses at *Oakland University* for which a student has received numerical grades are used. If a course has been repeated, the assigned credits for the course are only counted once in the total number of credits attempted and only the most recent numerical grade received is used. The “honor points” for each course are computed by multiplying the numerical grade received by the number of credits assigned to the course. The cumulative GPA is determined by dividing the sum of the honor points for all courses receiving numerical grades by the total number of credits attempted in courses receiving numerical grades at 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

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). PLEASE NOTE that applying for graduation and walking in the ceremony are not the same! Students who have eligibility remaining after completing their baccalaureate degree requirements and who plan on competing as Graduate students, **MUST** apply for graduation in accordance with the University deadlines. Failure to do so, could impact your eligibility.

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 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.

The **GOLD** (Grizzlies Outstanding Leadership Development) **Program** has been established for those student athletes who strive for excellence in the areas of academics, athletics, and service. Those who accomplish the requirements mandated by the GOLD program will develop a portfolio and receive a black and gold cord to wear at graduation. For details associated with the GOLD program, please consult your SAAC representative or a member of the student services staff.

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

learning opportunities 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 representatives and coaches. A calendar of events will be provided to you at the beginning of each semester so you can be sure to place the important dates in your schedule.

SPORTS MEDICINE

The sports medicine staff is responsible for the prevention, care, evaluation, treatment, and rehabilitation of athletic injuries and illnesses enabling your safe and quick return to athletic activity. Certified athletic trainers are highly trained and licensed allied health care professionals who serve as a liaison between student-athletes, coaches, and involved physicians. All athletic trainers serve as the student-athlete's first line of defense pertaining to their medical care and should be made aware of all injuries and illnesses regardless of whether or not they occurred during athletic activity.

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. Each student-athlete is expected to arrive to campus with the necessary paperwork printed and completed in advance. (Forms are available at www.ougizzlies.com under "Athletic Training") Written approval must be obtained by a physician before an athlete is permitted to participate in any athletic activity. Appropriate health care providers to complete the physical include those under the direct supervision of a licensed MD or DO. The Oakland University team physician may reexamine and change the student-athlete's eligibility status at any time.

INSURANCE COVERAGE

An insurance form will be completed as part of your medical questionnaire. **An updated photocopy of the front and back of your insurance card is required annually.**

The Oakland University Department of Athletics carries an "intercollegiate sports accident" insurance policy that serves as excess (secondary) insurance, and is to be used as a supplement to the student-athlete's (primary) medical insurance policy. Oakland University will be the secondary carrier in all athletically related claims. The "Sports Accident" insurance will provide coverage above the benefits provided by the student-athlete's (primary) insurance. If an injury is sustained as a direct result of participation in a sanctioned practice or intercollegiate competition, the student-athlete and his/her family can expect that the secondary policy through Oakland University Athletics will provide supplemental assistance for expenses related to that particular injury.

All international student-athletes are required to participate in the Oakland University Insurance plan. The costs associated with this insurance will be added to your e-Bill.

More information about this policy may be obtained from Graham Health Center (248-370-2341) or the International Student and Scholars Office (248-370-3358).

MEDICAL EXPENSE COVERAGE

There are several medical expenses that the NCAA allows an 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 your certified athletic trainer to determine if a medical service is permitted. A referral form from your certified athletic trainer is required in order for the Athletic Department to cover fees you incur from receiving medical services.*

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

SPORTS MEDICINE FACILITY

The Athletic Training Room is co-educational and available for use by all Oakland University intercollegiate athletic teams, cheerleading, dance, coaches, and support staff. 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, etc.) are available in the Sports Medicine Policy & Procedures Manual. Student-athletes must adhere to these policies and the posted athletic training room facility rules. *Please consult with a certified athletic trainer for further information.*

Please keep in mind that this is a health and wellness facility. The staff is available to help you with injuries or concerns you may have. When in the Athletic Training Room, you are expected to be actively engaged in treatment, rehabilitation or recovery activities. If you are 'hanging out' you will be asked to leave.

HOURS

The athletic training room hours are as posted and change throughout the year during the summer months and holiday breaks. Generally they are 9 AM to 6 PM Monday-Friday. 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 RULES

- Everyone must be treated with respect
- Student-athletes in the athletic training room must be actively receiving treatment or completing injury rehabilitation
- The athletic training room is co-ed therefore, everyone must be appropriately clothed

- Shoes must be worn at all times except when on a treatment table or using hydrotherapy equipment
- All athletes will be required to shower prior to receiving treatment or using hydrotherapy
- Student-athletes are not to help themselves to treatment modalities
- All equipment and supplies must remain in the athletic training room
- All student-athletes must report for treatment as directed; Non-emergent injury evaluations and injury rehabilitation must be completed by appointment
- Do not bring equipment (i.e. clothes, uniforms, equipment bags, cleats, etc.) or other unnecessary items into the athletic training room.
- Food is not permitted

STRENGTH AND CONDITIONING

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.

WEIGHT ROOM RULES AND GUIDELINES

- Prior to participation, all athletes must get a medical exam from the sports medicine staff and the team physicians. They must also complete all necessary NCAA compliance paperwork before they are cleared to use the Oakland University Strength & Conditioning facilities.
- Prior to participation all athletes will be given a tour of the facility and all procedures will be covered and any questions will be answered regarding expectations and performance in the weight room.
- All athletes will be informed of the common risks involved in strength training, the proper execution of exercises and the possible consequences if proper technique is not employed.
- Athletes will be prescribed a workout card based upon their level of preparedness and are to follow it exactly as it is written.

- If an athlete has an injury that inhibits the completion of the prescribed workout the athlete will be instructed as to the modifications made to their workouts by the athletic performance staff.
- Athletes are required to use collars on all bars.
- No one should perform squat exercises outside the rack or the platform.
- Bumper plates must be used on all platforms for power oriented exercises.
- Athletes should return all equipment to proper storage racks & areas when they have completed their assigned exercises.
- Athletes should show respect to the facility and those using the facility at all times.
- The weight room requires concentration at all times. Horseplay, loud or offensive language, or temper tantrums are not permitted.
- The staff offices and phones are off limits unless permission is given to use them.
- Athletes should wear proper attire at all times: Oakland University issued workout clothing and athletic footwear.
- Athletes should use spotters at all times for structural exercises.
- Athletes should immediately report any facility injury or equipment irregularity to a strength coach.
- Tobacco, food, gum, glass bottles, cans, alcohol, drugs, and banned substances are not allowed within the lifting facility. Plastic water bottles are acceptable.
- Jewelry such as loose necklaces, bracelets, hanging earrings, rings, watches, Ipods, or personal headphones should not be worn.
- Athletes should minimize chalk on the floor.
- Athletic Department personnel can use the facilities for personal workouts as long as they do not interfere with the needs of the student athletes or scheduled team workouts.
- Strength & Conditioning and the use of the University's training facilities are a privilege and the strength staff has the authority over all weight room equipment and conduct, and may expel an athlete and remove his/ her privilege to use the facility for failure to abide by the rules, regulations, and code of conduct

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 will 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 the request 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 and look under communications. There you will find our contact information for any questions you may have.

ONLINE POSTING

As a participant in intercollegiate athletics, please be advised that temporary or permanent suspension may be invoked for any online communication, (Facebook, 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 or the Oakland University Student-Athlete Code of Conduct 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 Oakland University Grizzlies 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.

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.