

WELCOME TO OHIO UNIVERSITY

CHAPTER 1- INTRODUCTION

Purpose of This Manual.....
The Mission of Ohio University
Varsity Teams at Ohio University

CHAPTER 2 - ACADEMICS

NCAA Eligibility and Student-Athlete Success Center
The Life Skills Program
Student-Athlete Advisory Committee
Student-Athlete Tutorial Services.....
Study Hall Policy.....
Faculty Academic Advisors.....
Degrees and Majors at Ohio University.....
Selecting or Changing Your Major.....
Dropping & Adding Classes.....
Internships, Clinicals, Student Teaching and Study Abroad
Dates Matter
Academic Policies

CHAPTER 3 - GENERAL OHIO ATHLETICS POLICIES

Student-Athlete Code of Conduct.....
Hazing Policy
Sportsmanlike Conduct.....
Media Interviews
Athletics Equipment & Supplies
Transfer Policy
Grievance Policy
Pregnancy Policy
Tickets to Athletics Events

CHAPTER 4 - FINANCIAL AID

Types of Financial Aid
Awarding and Renewal of Athletics Aid
Books Policy.....
Reduction and Renewal of Athletics Aid.....
Non-Renewal of Aid.....
Summer School Aid
Exhausted Eligibility Aid
Medical Disqualification Aid
Special Assistance Fund
Taxable Income
Student-Athlete Employment

CHAPTER 5 - NCAA RULES AND REGULATIONS

Five-Year Eligibility Rule

Designation of Degree Program
Full-time Enrollment Rule.....
Grade Point Average Rule.....
Degree Completion Requirements.....
Extra Benefits & Boosters
Extra Benefits and Eligibility
Agents.....
Gambling.....

CHAPTER 6 - DIRECTORY

Campus Offices
Useful Telephone Numbers
Ohio Athletics Personnel Directory.....

CHAPTER 7 - PHYSICAL WELFARE

Sports Medicine.....
Athletic Injury and Medical Policy.....
Student-Athlete Drug Policy.....
NCAA Drug Testing.....
Athletic Insurance & Procedures
Strength & Conditioning

CHAPTER 8 - AWARDS

Athletic Awards.....
Academic Awards

CHAPTER 9 - TIPS FOR SUCCESS

Time Management.....
Class Conduct/Attendance Expectations
Note Taking Tips.....
Test Taking Tips.....

CHAPTER 1- INTRODUCTION

PURPOSE OF THIS MANUAL

This handbook was created in order to ease you into University life, as well as serve as a resource guide for returning student-athletes. You are encouraged to take advantage of the information in this handbook as it includes reference materials not only for OHIO Athletics, but for the University as well. If you have any additional questions, the OHIO Athletics staff is always willing to do their best to help with any academic, athletic or personal problems.

THE MISSION OF OHIO UNIVERSITY

Ohio University is a public university providing a broad range of educational programs and services. As an academic community, Ohio University holds the intellectual and personal growth of the individual to be a central purpose. Its programs are designed to broaden perspectives, enrich awareness, deepen understanding, establish disciplined habits of thought, prepare for meaningful careers and, thus, to help develop individuals who are informed, responsible and productive citizens.

OHIO ATHLETICS' MISSION

The mission of OHIO Athletics is to successfully develop the student-athlete as a person, student and athlete. Athletics also contributes to the University through athletic and academic achievement, generates visibility, promotes institutional pride, enhances campus life and serves as a connection with alumni and fans.

OHIO ATHLETICS' VISION

OHIO Athletics strives to be a national level program through all sports participating in post-season competition, earning recognition as the premier athletic program in the Mid-American Conference, while renowned for academic excellence through outstanding graduation rates and scholastic honors. Athletics will provide exceptional value and benefit to the mission of Ohio University and community, demonstrate unrivaled pride, and foster relationships with all constituents. OHIO Athletics is committed to the utmost integrity through NCAA rules compliance, fiscal responsibility and student-athlete personal development.

OHIO ATHLETICS' DIVERSITY STATEMENT

OHIO Athletics recognizes that diversity is vital to the success of the department and is committed to the recruitment and retention of a diverse staff and student-athlete population.

OHIO UNIVERSITY NOTICE OF NON-DISCRIMINATION

Ohio University does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, gender, gender identity or expression, age, or military/veteran status in its employment practices or in the provision of educational programs and services. The following person has been designated to handle inquiries regarding the University's non-discrimination policies, to receive discrimination/harassment complaints from members of the University community, and to monitor the institution's compliance with state and federal non-discrimination laws and regulations:

Laura L. Myers, J.D., M.A., Executive Director – Office for Institutional Equity
Office of the Executive Vice-President and Provost
Title IX Coordinator, ADA/504 Coordinator
101 Crewson House
Athens, Ohio 45701
740.593.9132
equity@ohio.edu

For more information about Ohio University's policies prohibiting discrimination and sexual harassment, and for a description of Ohio University's grievance procedures, please visit the webpage for the Office for Institutional Equity at <http://www.ohio.edu/equity>. Ohio University is an equal access/equal opportunity affirmative action university.

VARSITY TEAMS AT OHIO UNIVERSITY

Ohio University, a 1946 charter member of the Mid-American Conference (MAC), offers 16 varsity sports:

WOMEN'S TEAMS

Basketball
Cross Country
Field Hockey
Golf
Soccer
Softball
Swimming & Diving
Track and Field
Volleyball

MEN'S TEAMS

Baseball
Basketball
Cross Country
Football
Golf
Wrestling

CHAPTER 2-ACADEMICS

NCAA ELIGIBILITY AND STUDENT-ATHLETE SUCCESS CENTER

In addition to the advising services provided by academic departments, there are advisors for student-athletes in the NCAA Eligibility and Student-Athlete Success Center. The staff will work in collaboration with you and your faculty academic advisor to assist you in every facet of your academic development. Visit the department in the Phillips Center located on the 4th floor of Peden Stadium, its web site <http://ohiobobcats.cstv.com/school-bio/acad-services.html>, or call 593-1172 for assistance.

THE LIFE SKILLS PROGRAM

Ohio University is proud to participate in the Life Skills Program launched by the NCAA Foundation and Division I-A Athletic Director's Association in 1994. The Department of Athletics at Ohio University is committed to a program that will develop the leadership potential of all student-athletes as they pursue their education, develop their athletic skills and prepare for rewarding careers. The mission of the Life Skills Program at Ohio University is to promote academic excellence, leadership, sportsmanship, and to establish a commitment of service to others as a foundation for a balanced lifestyle.

Objective of the Bobcat Life Skills Program:

ACADEMIC DEVELOPMENT

To further the intellectual development of student-athletes by providing:

1. An academic advising program that will enhance the development of educational and career goals.
2. Comprehensive academic support services which will maximize the success of every student-athlete.
3. A student-athlete experience class for all freshman students that focuses on the transition from high school to college.

ATHLETIC DEVELOPMENT

To develop a broad program of sports that is committed to:

1. Teaching and promoting the qualities of good sportsmanship in all aspects of competition.
2. Attracting and training quality athletics support staff that will serve as role models, teachers and leaders of distinction within intercollegiate athletics.

CAREER DEVELOPMENT

To influence the student-athlete to develop and pursue career life goals by:

1. Integrating the student-athlete into the career services programs offered by the University.
2. Providing opportunities for internships and summer jobs in a student-athletes chosen career field.
3. Assisting student-athletes in preparing for the job search and job interviews through programs such as Total Quality Logistics' Career Training Camp.

COMMUNITY SERVICE

To encourage student-athletes to give service to others as a foundation for a rewarding lifestyle by:

1. Developing a comprehensive service program that includes service to the community and youth.
2. Examples include: Rufus Reads, Got Swabbed? Bone marrow drives, the Santa Tree Project, food drives, etc.

PERSONAL DEVELOPMENT

To foster the personal development of the student-athlete by:

1. Establishing an environment that promotes a healthy, well-balanced lifestyle through a speaker series - subjects include: Diversity, Financial Responsibility, Alcohol Education and Stress Management.
2. Providing leadership opportunities with the Student-Athlete Advisory Committee.

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

SAAC is an organization that provides student-athletes with the education and experiences needed to assist them in bridging the gap from college to the professional world, and to also make meaningful contributions to their communities. Membership consists of team representatives who are selected in conjunction with head coaches and additional student-athletes seeking involvement in programming provided by SAAC. SAAC plans activities consistent with the five commitments of the Life Skills program: academic excellence, athletic excellence, personal development, community service, and career development. Each segment is viewed as critical in the personal growth process of student-athletes.

2013-2014 SAAC Meeting Dates

FALL

Sunday, September 8
Sunday October 6
Sunday, November 3
Sunday, December 8

SPRING

Sunday, January 26
Sunday, February 9
Sunday, March 16
Sunday, April 3

CATSPY AWARDS

The CATSPY Awards take place during the spring semester and all student-athletes, coaches, and department administrators are invited to celebrate in another year of Bobcat athletics. The two-hour long program features award presentations, videos, skits and a buffet-style meal. This awards ceremony aims at honoring student-athletes' success; both academically and athletically, and reflects on the hi-lights that took place throughout the academic year.

STUDENT-ATHLETE TUTORIAL SERVICES

The NCAA Eligibility and Student-Athlete Success Center staff is committed to helping student-athletes achieve a balance between both academic excellence and athletic success. Our aim is to ensure that each student-athlete is given the opportunity to realize a successful college experience. In an effort to guide every student-athlete toward intellectual development and graduation, the NCAA Eligibility & Student-Athlete Success Department offers a tutoring service specifically for student-athletes. Individual tutors are assigned to work either individually or in groups with student-athletes.

Most individual tutor requests can be fulfilled online by visiting www.ohiou.edu/aac and following the instructions below:

Steps Taken to Obtain a Tutor through NCAA Eligibility and Student-Athlete Success Center:

- Go to <http://www.ohio.edu/aac/tutoring/>
- Click on 'find a tutor'
- Type in your Ohio University email user name & password
- Click on the course in which you would like to request a tutor
- Select an available appointment time and receive a confirmation e-mail

Tutoring Session Payment Policy

Student-Athlete Tutoring sessions are free for student-athletes and paid for by the NCAA Eligibility and Student-Athlete Success Department.

Tutor Session Cancellations

Tutor session cancellations must be made 8 hours prior to the scheduled tutor session. If you fail to cancel a tutoring appointment more than 8 hours in advance on three separate occasions, you will be blocked from Tutor Trac.

Student-Athlete Study Groups

Athletic academic advisors will help make arrangements for study groups and group tutoring within study hall. If several people on your team have the same subject, Psychology 101, for example, or if you are in class with several other student-athletes, inform your athletic academic advisor. He/she will assist in the arrangement of a study group as well as a tutor for you.

QUICK GUIDE TO OUTSIDE HELP

THE STUDENT WRITING CENTER:

The staff at the SWC is made up of undergraduate & graduate students from various writing-intensive disciplines, as well as degree-holding professional tutors. SWC tutors can assist clients with general writing-related issues such as; organization, clarity, grammar, and citation. The Student Writing Center is located on the 2nd floor of Alden Library.

Web site: <http://www.ohio.edu/writing/>

Appointments: Can be scheduled up to one week in advance or you can use drop-in time slots, as listed on its web site.

THE MATH & SCIENCE LABS:

Students with specific math or science related questions should meet with a free Math or Science Lab tutor. Tutors are available for drop-in and appointment hours and by phone or online, and are located in the Academic Advancement Center, 101 Alden Library.

30-Minute Individual Appointments: Monday-Friday – 10:00 AM – 5:00 PM

Drop-In Sessions: Sunday-Thursday – 7:00 PM – 9:00 PM

SUPPLEMENTAL INSTRUCTION (SI):

SI provides students in selected classes with free learning opportunities. These evening study sessions, held several times throughout each week, are led by undergraduate leaders who have already completed the course successfully. Leaders help students to master information by reviewing lecture notes, exam preparation, and improving study skills. Visit <http://www.ohio.edu/aac/supins/> for more information.

STUDENT-ATHLETE STUDY HALL POLICY

Required study hall hours for incoming freshmen and college transfers in their first semester will be based upon a sliding scale. The student-athlete's core GPA from high school/college along with his/her ACT/SAT test score will be reviewed to determine the number of hours the student will be required to attend each week. New student-athletes will be placed in either 5 or 7 hours of study hall depending on their core GPA and ACT/SAT scores.

At the beginning of the student-athlete's second semester of enrollment at Ohio University, there will be a set number of study hall hours required of all student-athletes based upon their cumulative GPA. Student-athletes with a 2.6 GPA or better will not be required to attend study hall.

- Student-athletes with a cumulative GPA 2.24 and below = 7 hours per week
- Student-athletes with a cumulative GPA between 2.25 - 2.59 = 5 hours per week

*Student-athletes must complete a minimum of 30 minutes and a maximum of 3 hours of study hall per study session for the time to count toward their required hours.

A copy of this policy can be located at www.ohiobobcats.com.

FACULTY/STAFF ACADEMIC ADVISORS

Each student-athlete at Ohio University is required to receive academic advising at least once a semester during pre-registration from their faculty advisor in the department of his or her academic major. These advisors provide assistance in the recommendation and selection of courses within your major. Your advisor expects that:

- You will bring a list of courses that you have an interest in taking
- You will express your academic goals, interests, and obligations
- You will follow through on recommendations given by your faculty advisor

We suggest you take time to meet with your advisor on a projected plan, so you will have an idea of what classes you will need to take in the coming year(s). Information that may help you with your plan can be found in the Ohio University Undergraduate Catalog, Course Offerings, and your DARS Report.

DEGREES AND MAJORS AT OHIO UNIVERSITY

Ohio University offers more than 300 majors and programs through nine colleges:

- College of Arts & Sciences
- College of Business
- College of Communication
- College of Education & Human Services
- College of Engineering & Technology
- College of Fine Arts
- College of Health Sciences & Professions
- University College
- Honors Tutorial College

Information on majors can be found in the Colleges and Curricula section of the Undergraduate Catalog or on the Ohio University Web site at www.ohio.edu.

SELECTING OR CHANGING YOUR MAJOR

Selecting a major must be done in consultation with your faculty academic advisor and the NCAA Eligibility and Student-Athlete Success Department. We require that you declare a major by the beginning of your fourth regular semester at Ohio University and prior to the start of your third year. Always consult your NCAA Eligibility and Student-Athlete Success Advisor before changing your major to avoid eligibility issues related to the NCAA Satisfactory Progress rules. The Satisfactory Progress model is based on a five year degree plan.

NCAA Satisfactory Progress requires that you complete 40% of your degree requirements prior to the start of your fifth semester or junior year, 60% of your degree requirements prior to the start of your seventh semester or senior year, and 80% of degree requirements prior to the starts of your ninth semester or fifth year.

If you are considering changing your major, go to your College Student Services Office or your NCAA Eligibility and Student-Athlete Success advisor and ask for a "What If" DARS in the major you are considering. Your academic advisor will be able to assist you in evaluating this DARS to confirm your academic status prior to the change of major.

DROPPING & ADDING CLASSES

Do **NOT** drop classes without consulting your NCAA Eligibility and Student-Athlete Success advisor and your coach. Dropping a class could make you deficient in hours to meet NCAA Satisfactory Progress, and therefore ineligible for athletic competition.

INTERNSHIPS, CLINICALS, STUDENT TEACHING AND STUDY ABROAD

Internships, clinicals, student teaching and/or study abroad programs can be a worthwhile component of your education here at Ohio University. We encourage student-athletes to schedule these opportunities once their eligibility is complete or in the summer. If that is not possible, we would encourage student-athletes to schedule during their non-championship semester. Anything that would require a student-athlete to miss practice and/or competition would need to be approved by the head coach. If a student-athlete wishes to appeal that decision, he or she should follow the procedure outlined in the grievance procedure for student-athletes in the Student-Athlete Handbook.

ACCOUNT HOLDS

An athletics hold will be placed on all student-athlete accounts at the beginning of each semester. This hold is to prevent you from adding/dropping courses that could potentially cause you to become ineligible. To have this hold lifted, you will need to contact your athletic academic advisor.

DATES MATTER!

- You may **not** *add* classes after the Friday of the 1st week of the semester without special permission from the instructor.
- You may **not** *drop* classes after the Friday of the 10th week of the semester.
- Classes dropped after the Friday of the 2nd week of the semester will show up on your transcript as WP (withdrawn passing) or WF (withdrawn failing).
- You need to file an appeal with your college office to drop a class after the Friday of the 10th week of the semester. This request is granted **ONLY** for true emergencies such as a death in the family or a serious illness requiring hospitalization.

ACADEMIC POLICIES

Dean's List

The Dean's List, compiled each semester, includes the names of all students whose GPA for the semester is at least a 3.50 for a minimum of 15 semester hours of credits earned, including at least 12 hours attempted for letter grades.

Academic Probation

At the close of the semester, the academic record of each enrolled undergraduate student (regardless of student enrollment status) will be reviewed to verify the accumulative GPA. At the time of the review, if you do not have the required 2.0 minimum accumulative GPA, you will be placed on academic probation. To be removed from probation, your accumulative GPA must reach at least a 2.0.

Students with fewer than 90 credit hours earned: If you have fewer than 90 semester credit hours earned and are not removed from probation, you will be continued on probation or academically dismissed. To be continued on probation, you must have either 1) semester GPA at least 2.0 or 2) accumulative GPA equal to or greater than the minimum GPA defined by your hours earned:

Total Hours Earned	Minimum Accumulative GPA to be	
	Continued on Probation	
0 — 29.99	1.6	
30.00 — 59.99	1.8	
60.00 — 89.99	1.9	

If you are on probation and fail both of the criteria described above, you will be academically dismissed.

Students with 90 or more semester credit hours earned: If you are on probation in a given semester and you have 90 or more semester credit hours earned at the end of that semester, you must achieve a 2.0 accumulative GPA to avoid academic dismissal.

Reinstatement/Withdrawal

When a student is dropped, he/she may petition the Assistant Dean of the college for reinstatement, but normally reinstatement will not be granted until at least 12 months after suspension. If the student has been dropped from the University a second time, reinstatement is only possible under extraordinary circumstances and usually is not granted until at least 24 months after the second suspension. Reinstatement may be permanently denied to students with more than two academic suspensions.

Reinstated students in the College of Arts and Sciences must earn an accumulative term GPA of 2.3 or higher upon return or they will be academically suspended.

Withdrawing from the University is defined as dropping all classes on or after the first day of classes and no later than the day before the last day of classes for the semester. Students apply for withdrawal by completing a withdrawal request form obtained from the Arts and Sciences Student Services Office, first floor of Wilson Hall (on the college green).

Special Grades

- Classes taken Pass/Fail will increase student-athletes total hours earned if the class is passed. If a student-athlete fails the class, an F for the class becomes part of his/her transcript.
- An "I" grade means that class work for a particular course was incomplete at the time the grades were submitted. A student has 2 weeks into the next semester of enrollment to finish course work. If a student is enrolled in the summer, that will count as the "next semester" to remove the incomplete. When the requirements are completed, the professor will file a "Special Grade Report" to change the "I" to the grade earned. After the two weeks, if no

grade change is reported, the “I” will change to a grade of “F,” and be calculated into the GPA.

- An “FN” grade is given when you do not officially drop a course for which you registered but never attended. This grade is computed as an F in your GPA; however it may be replaced by the last grade earned if you retake the course.
- An “FS” grade is given when you stop attending class but fail to officially drop a course for which you registered and attended at least once. This grade is computed as an F in your GPA; however it may be replaced by the last grade earned if you retake the course.
- A “WP” grade designates classes dropped after the Friday of the 2nd week of the semester. It indicates that you were passing at the time of withdrawal.
- A “WF” grade designates classes dropped after the Friday of the 2nd week of the semester. It indicates that you were failing at the time of withdrawal.

CHAPTER 3- GENERAL ATHLETICS **DEPARTMENT POLICIES**

STUDENT-ATHLETE BILL OF RIGHTS

As a student-athlete at Ohio University you may expect certain rights:

- Your rights under the law will be upheld at all times.
- All members of the OHIO OHIO Athletics will hold your right to confidentiality in the highest regard.
- You have the right to respectful treatment by your peers and the members of the OHIO Athletics.
- You have the right to present any perceived violation of your rights through the normal grievance procedure.

STUDENT-ATHLETE: CODE OF RESPONSIBILITY

“I will build on blocks of character and athletic tradition at Ohio University through PRIDE.”

- P – I will **P**ersevere as a competitor and as a leader among my peers.
- R – I will **R**espect the privilege and honor of wearing green and white.
- I – I will demonstrate **I**ntegrity as a member of the community.
- D – I will be **D**edicated to my personal and professional development.
- E – I will pursue **E**xcellence in all of my academic and athletic endeavors.

STUDENT-ATHLETE: CODE OF CONDUCT AND DISCIPLINE POLICY

As valued members of the Department of Athletics, it is our goal to assist student-athletes in attaining a quality education and earning a degree. Student-athletes at Ohio University are expected to conduct themselves in a manner that best represents their team and the institution, while being productive members of both the campus and surrounding communities. It is their responsibility to exhibit behaviors that enable them to make the most of the academic and athletics opportunities afforded to them.

Participation in athletics is a privilege, not a right, and is subject to NCAA and MAC rules and regulations. To earn and maintain that privilege, all student-athletes must adhere to the OHIO Athletics Student-Athlete Code of Conduct, as well as the Ohio University Student Code of Conduct. The intent of this Code of Conduct and Discipline Policy is to define the department’s standards and expectations of the student-athletes that represent Ohio University.

As Ohio University’s most visible ambassadors, student-athletes at Ohio University are expected to uphold, at all times, high standards of integrity and behavior, reflecting well upon themselves, their families, coaches, teammates, OHIO Athletics and Ohio University.

Encouraging Outstanding Sportsmanlike Conduct

Outstanding sportsmanlike conduct means more than the absence of negative actions in public. Each Head Coach is responsible for providing program and departmental student-athlete conduct expectations:

- Techniques for communicating with officials and opponents on routine matters during athletic contests
- Techniques for maintaining control during emotionally charged situations, including assisting a teammate or colleague who appears to be losing control
- Techniques for reacting in a positive manner to an aggressive action by an individual or a group

Instruction should also define actions that constitute unacceptable conduct and include techniques for avoiding such behavior. Actions viewed as inappropriate include:

- Physical or verbal abuse of officials, coaches, opponents or spectators.
- Throwing of objects
- Unauthorized seizure of equipment from officials or the media
- Inciting players or spectators to negative actions or to any behavior that insults or defiles an opponent’s tradition
- Use of obscene or otherwise inappropriate language or gestures
- Making public statements which are negative, controversial, or outside ICA’s media policy
- Participating in any action that violates the generally recognized ethical standards of intercollegiate athletics or of the university

Community Expectations

Student-athletes are expected to respect the rights of others, and to abide by all rules and regulations of Ohio University, the MAC and the NCAA. Failure to do so may result in suspension from the team and/or from Ohio University through the Office of Community Standards and Student Responsibility. Scholarship student-athletes risk having all or part of their financial aid revoked for violations of this code. A student-athlete may appeal disciplinary action from the Athletic Department if he/she believes his/her situation presents special circumstances by which he/she believes the assigned sanctions to be manifestly unfair or there is significant evidence that would justify a different outcome (see Appeal of Disciplinary Action).

Student-athletes, as citizens of Ohio University and the Athens community, are expected to abide by the laws of the United States, the state of Ohio, and the city of Athens. Because it is expected that the behavior of student-athletes shall at all times reflect the high standards of honor and dignity that characterize participation in competitive sports at Ohio University, student-athletes may be subjected to OHIO Athletics discipline for such acts that violate the Student-Athlete Code of Conduct, regardless of where and when the acts are committed and regardless if any other disciplinary, criminal or legal action is taken against the student-athlete. The University does, in addition, reserve the right, for educational purposes, to review any action taken by civil authorities regarding student-athletes behavior.

In addition to obeying all federal, state and local laws, student-athletes shall not participate in any gambling activities involving intercollegiate or professional athletics. They shall not solicit or accept any bet, wager any item of tangible value or provide information to individuals involved in athletic gambling activities.

Any behavior exhibiting racial, ethnic, religious or sexual harassment is prohibited. Physical or verbal abuse or offensive behavior will not be tolerated. "A just community committed to diversity acknowledges the uniqueness of the individual and her/his socio-cultural context, and provides systems and structures to support and promote the full, fair, and respected participation of all members. It holds as paramount the dignity of all people. It strives for acceptance, participation, and interdependence" (*Ohio University Statement on Hate Motivated Behavior*).

Hazing

Any form of hazing related to participation on any intercollegiate athletics team or other campus related group will not be condoned or tolerated. According to Ohio Revised Code 2903.31, Hazing is defined as "doing any act or coercing another, including the victim, to do any act of initiation into a student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person." For additional information, please see the Ohio University Statement on Hazing, <http://www.ohio.edu/communitystandards/process/hazing.cfm>.

Social Media & Electronic Communications

Student-Athletes are responsible for information contained in written or electronic transmissions (e.g., email) and any information posted in a public domain, e.g., internet, chat room, Twitter, Facebook, YouTube, MySpace (*see* Ohio Policy & Procedure 91.003: Computer and Network Use: <http://www.ohio.edu/policy/91-003.html>).

Student-athletes are not precluded from participation in such online social networks or cyber communities. However, student-athletes are reminded that they serve as representatives of Ohio University and, as such, student-athletes' sites are reflective of themselves, their team, their coach, OHIO Athletics and Ohio University.

Inappropriate or embarrassing information or pictures will not be posted to any public domain. Displaying indiscreet or hurtful comments about student-athletes, coaches, teams, administrators and/or OHIO Athletics will not be tolerated. Upon request, a student-athlete will grant access for coaches and/or department administrators to view his/her account.

Prohibited Use or Possession of Alcohol and Other Drugs

The possession or consumption of alcoholic beverages or illegal substances on a team trip or during any team-related function is prohibited. This includes, but is not limited to travel to and from an athletics event, before or after an athletics contest, during team gatherings and any time the team is together in an official capacity.

The use or sale of illegal drugs is prohibited. The possession and consumption of alcohol by persons under the age of 21 is illegal and is prohibited.

Notification Requirements

Student-athletes are expected to communicate to their Head Coach any violation of law and/or university policy within twelve (12) hours of the incident. For violations that occur outside of the Athens community area, such as during a vacation period, student-athletes are expected to communicate with the Head Coach within 24 hours of the incident. The Head Coach will immediately notify the Sport Supervisor and may also notify the Office of Community Standards and Student Responsibility. Failure of the student-athlete to communicate such an incident may result in additional disciplinary action from the OHIO Athletics.

Ohio Athletics Disciplinary Policy

Student-athletes shall conduct themselves with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, Ohio University and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports (*NCAA Bylaw 10.01.1*).

Failure to meet any of the Student-Athlete Code of Responsibility, the Student-Athlete Code of Conduct and/or the Ohio University Student Code of Conduct may result in termination of your status as a student-athlete and cancellation or gradation of your financial aid (see NCAA Bylaws 15.3.4 and 15.3.5).

Violations of the OHIO Athletics Student-Athlete Code of Conduct will result in disciplinary action, above and beyond what action may be taken by the Office Community Standards and Student Responsibility on behalf of the institution. Please see the Ohio University Student Code of Conduct for more information: www.ohio.edu/communitystandards/code/index.cfm

Violations are categorized into levels based on the severity of the offense, and the corresponding discipline action will reflect the circumstances and severity of the offense. The Executive Senior Associate Athletic Director, in consultation with the Director of Community Standards & Student Responsibility, will determine the appropriate level of offense.

A student-athlete may appeal disciplinary action if he/she believes the assigned sanctions are inappropriate, and/or if the student-athlete presents new evidence which suggests that he/she did not violate the Student Code of Conduct and/or this policy or if he/she believes a procedural defect occurred (see Appeal of Disciplinary Action). Individual team policies may result in a greater, but not lesser, penalty than what is described herein.

The number of suspended competitions will be based upon the number of scheduled NCAA contests and will be served during the championship season. Suspensions will be appropriate and may carry over to the next competitive season.

All departmental disciplinary penalties will be enforced at a time that reflects appropriate due process considerations. This determination will be made in consultation between the Executive Senior Associate Athletic Director and Head Coach and will be approved by the Athletics Director.

Level 1 - University-identified Code B Offenses

In addition to University determined sanctions:

- Verbal and Written Reprimands. The minimum response for Code B offenses will be a verbal reprimand from the coach and/or a written reprimand from the Executive Senior Associate Athletic Director. A meeting between the student-athlete, the Head Coach, the Sport Supervisor and the Executive Senior Associate Athletic Director may be required.
- Suspension. Conduct which could result in suspension from participation in intercollegiate athletics will be determined based upon the severity of the offense, the student-athlete's behavioral history and the individual situation. Such a decision will be made in consultation between the Executive Senior Associate Athletic Director and the Head Coach. If the parties are unable to agree on an appropriate sanction, the decision of the Executive Senior Associate Athletic Director will prevail.

Violations may result in a suspension of up to 25% of the NCAA authorized athletics contests, depending upon the severity of the offense (standard rounding rules apply [e.g., 1.5 = 2 games]).

- Parental Notification. The Head Coach may require that the student-athlete's parent(s) or legal guardian(s) are notified. This phone call must be made in accordance with FERPA and Ohio University Policy and Procedure.
- Appeals. Appeals may be directed to the Athletics Director. The decision of the Athletics Director is final.

Level 2 - University-identified Code A Offenses

In addition to University determined sanctions:

- Verbal and Written Reprimands. The minimum response for Code A offenses will be a written reprimand from the Executive Senior Associate Athletic Director and/or a meeting between the student-athlete, the Head Coach, the Sport Supervisor and the Executive Senior Associate Athletic Director.
- Suspension. Conduct which could result in suspension from participation in intercollegiate athletics will be determined based upon the severity of the offense, the student-athlete's behavioral history and the individual situation. Such a decision will be made in consultation between the Executive Senior Associate Athletic Director and Head Coach. If the parties are unable to agree on an appropriate sanction, the decision of the Executive Senior Associate Athletic Director will prevail.

Violations may result in a suspension of up to 100% of NCAA authorized athletics contests, depending upon the severity of the offense (standard rounding rules apply [e.g., 1.5 = 2 games]).

- Post-Suspension Probation. At the conclusion of the period of suspension, the student-athlete may be placed on athletic probation. A subsequent offense of the same nature at any time during the student-athlete's career may result in further suspension and/or loss of athletics aid, or dismissal from the team. The Executive Senior Associate Athletic Director and Head Coach will review each case based on the facts presented. If the parties are unable to agree on an appropriate sanction, the decision of the Executive Senior Associate Athletic Director will prevail.
- Parental Notification. The Head Coach will ensure that the student-athlete's parent(s) or legal guardian(s) are notified. This phone call must be made in accordance with FERPA and Ohio University Policy and Procedure.
- Appeals. Appeals may be directed to the Athletics Director. The decision of the Athletics Director is final.

Appeal of Disciplinary Action

Appeals may be filed for the following reasons:

- inappropriate sanction;
- procedural defect in application of the sanction(s) under this policy; and/or
- new evidence

1) Inappropriate sanction. A student-athlete may appeal disciplinary action if he/she believes the assigned sanctions are inappropriate. A sanction will be deemed inappropriate only where there is demonstrated abuse of discretion by the sanctioning authority. Individual team policies may result in a greater, but not lesser, penalty than what is described herein.

- 2) Procedural defect. A student-athlete may appeal disciplinary action if the prescribed process for imposing disciplinary sanctions was not followed.
- 3) New evidence. A student-athlete may appeal disciplinary action if the new evidence is found to be substantial enough to indicate that the student-athlete did not violate the Ohio University Student Code of Conduct and/or this policy.

To appeal a disciplinary decision, the student-athlete must request a meeting with the Athletic Director, in writing, within two business days of notification of disciplinary action. Once the request for appeal is granted, a meeting between the Athletic Director, the Executive Senior Associate Athletic Director, the Head Coach and the student-athlete will be scheduled as soon as is practical.

The Athletic Director will examine the information provided by the Executive Senior Associate Athletic Director and the student-athlete, and will either uphold the recommendation of the Executive Senior Associate Athletic Director or take action that is deemed more appropriate. Such action could include implementing a more or less-restrictive disciplinary sanction or rescinding the disciplinary sanction altogether. The Athletic Director will have up to ten (10) days from the meeting to make a decision.

All sanctions originally levied may remain in place during the appellate process. The decision of the Athletic Director is final. No further appeal of disciplinary sanctions is available.

Policy Review

This policy is subject to review by the Ohio University Student Code of Conduct Review and Standards Committee. The frequency of the review will be determined by the President or his/her designee.

STUDENT-ATHLETE MEDIA INTERVIEWS

It is the responsibility of **ALL** OHIO student-athletes to do **ALL** interviews that are arranged through the Ohio Athletics Media Relations office. Interviews should take place in one of five ways:

1. After a practice
2. After a game/competition
3. In the Media Relations office
4. Through a Media Relations employee's cell phone
5. Through a coach's phone (usually after road events)

The goal of this policy is to avoid having members of the media call student-athletes directly. **Please avoid giving out your number to members of the media.**

ATHLETICS EQUIPMENT & SUPPLIES

Ohio University has two staffed equipment rooms in the OHIO Athletics Complex. Each equipment room is geared to service the teams assigned to these areas. A certified full-time equipment manager oversees each location.

Along with the coaches and the athletic training staff, we are interested in your performance and safety. We are dedicated to supply and fit you with the highest quality equipment available. Safety is the number one factor in our jobs.

Information to remember:

- We will supply you with all of the practice gear needed to perform.
- Your game uniforms are very high quality.
- Shoes are fit for the surface you perform on, and your coaches and the equipment staff select brands.

Equipment Usage Rules:

- All issued equipment is the property of the Ohio University Athletic Department. Equipment is issued to student-athletes on a seasonal basis. There are penalties for failing to return equipment that has been issued.
- If an item is lost, the student-athlete will be charged a predetermined retail cost. If this bill is not paid promptly consequences could include cancellation of registration, a grade hold and/or delay of graduation.
- Practice gear and game uniforms should only be used for practice and competition. All uniforms and equipment issued to you should stay in the appropriate facility. These items are not to be worn to class, in the residence halls or uptown.
- The student-athlete has the privilege of having his or her practice clothes laundered. Personal laundry is not to be placed in the athletic laundry bag. The equipment room staff will confiscate personal laundry. Please follow directions and do not abuse this service.

Our equipment rooms are here to serve the student-athlete and make your college athletics experience safe and enjoyable. We appreciate your cooperation in following these few simple rules and accepting the responsibilities that accompany the privilege of being a student-athlete at Ohio University. Please call 593-1205 (Convocation Center) or 593-2736 (Peden Stadium) if you have any questions regarding procedures or equipment room policies.

TRANSFER POLICY

All student-athletes have the right to transfer from Ohio University to any institution of their choice. However, the Department of Athletics determines transfer releases on an individual basis. Any student-athlete requesting a transfer must note the following:

- You should first obtain permission to receive your release from your Head Coach.
- Transfer releases are sent directly from OHIO's office of Compliance to the Director of Athletics of the second institution (generally via fax if possible).

- Any freshman who has signed a National Letter of Intent (NLI) and not spent one year at OHIO must go through a formal process of release from the NLI to avoid any penalties associated with violating the terms of the NLI agreement.
- Student-athletes who have signed the NLI must remain at OHIO for at least one year or risk being penalized with a loss of a year of competition.
- There can be no contact by the student-athlete with any other institution until the release is formalized.
- If the Department of Athletics denies a student-athlete's request for a transfer release to permit outside institutional contact, the student-athlete shall be informed, in writing, that he/she, upon request, shall be provided a hearing conducted by a selected committee. The student-athlete has the right to expect a reasonably prompt response should such a hearing be requested

PROCEDURE FOR APPEALING A DENIAL OF A TRANSFER REQUEST

- A. The student-athlete is encouraged to maintain a continuing dialogue with the Head Coach in order to aid in the informal resolution of a possible transfer request denial.
- B. Circumstances that would support denying a transfer may include, but are not limited to:
 - a. The student engaged in misconduct warranting the denial, or
 - b. Evidence presented demonstrates a violation of Bylaw 13.1.1.3 (another institution contacted the student without permission)
- C. The student-athlete must make the request for permission to contact and/or transfer release in writing to the Associate Athletic Director for Compliance. Requests received verbally or from another institution will not trigger the release and appeals process. The Associate Athletic Director for Compliance will respond in writing as to whether the release is granted or denied within seven business days of receipt of the written request.

Actions that result in a denial of a transfer release may be appealed as hereinafter provided:

- 1. The student-athlete must provide a written statement to the Associate Athletic Director for Compliance indicating the desire to appeal the denial within two business days along with a statement as to why they feel they should be provided a release to attend another institution.
- 4. The Associate Athletic Director for Compliance will set up a mutually conducive date within a reasonably prompt time frame, usually within 5-7 business days, to have a hearing with the Transfer Hearing Committee.
- 5. Within five business days of the close of the hearing, the Chair of the Transfer Hearing Committee, or designee, shall send a written decision to the student, Head Coach, and Director of Athletics. This process will take no longer than 15 business days from the initial written denial of the transfer release.
- D. The decision of the Hearing Committee shall be final and no further appeals shall be available at the institution.
- E. The Transfer Hearing Committee
 - 1. The purpose of the Transfer Hearing Committee is to assist the Department of Athletics in complying with NCAA 13.1.1.3.1—Hearing Opportunity. This committee should consider the facts related to the case and ensure that the circumstances that have occurred would justify Ohio University denying a student contact to another institution:
Situations that would support such a decision may include, but are not limited to:
 - a. The student engaged in misconduct warranting the denial, or
 - b. Evidence presented demonstrates a violation of Bylaw 13.1.1.3 (another institution contacted the student without permission).
 - 2. The make-up of the committee shall include three members, all from outside the Department of Athletics. This committee must include the Vice President for Student Affairs, or a designee from that division appointed by the Vice President for Student Affairs, who shall chair this committee. The second member shall be the Chair of the Intercollegiate Athletics Committee or a designee from the Intercollegiate Athletics Committee, and the final member shall be a Faculty Athletic Representative (FAR), if available. If a member of the Intercollegiate Athletics Committee or FAR is unavailable, the final two members (non-athletics faculty/staff members) will be designated by the Vice President for Student Affairs, or his designee.
- F. Hearing Guidelines
 - 1. Hearings are conducted by the Vice President for Student Affairs, or the designee from the Division of Student Affairs.
 - 2. All hearings and meetings are considered confidential and closed to the public.
 - 3. The student-athlete may choose an advisor for the hearing. The advisor may participate in the hearing only when recognized by the chair. The student-athlete will have the ability to actively participate in the hearing (e.g., in-person, via telephone).
 - 4. The following are guidelines for conducting the appeal hearing:
 - a. The chair shall call the meeting to order and introduce the principals.
 - b. The chair reminds all principals that there shall be a separation of the witnesses.
 - c. The chair will only permit questions and information that are pertinent to the incident that resulted in the action in question.
 - d. The chair shall ask both the Head Coach who issued the action and the student-athlete to present their cases either written, orally or both, and call supporting witnesses. Each witness or advisor, if recognized by the chair, will have a maximum of five minutes to provide his/her statement.
 - e. The chair shall ask for concluding remarks.
 - f. Immediately following the closing of the hearing, the chair shall conduct the deliberations in closed session. A written decision will be provided by the chair to the student, the Head Coach and the Athletics Director within five business days of the hearing. The student's decision will be sent certified mail to his/her permanent address.

STUDENT-ATHLETE GRIEVANCE PROCESS

The Department of Intercollegiate Athletics is committed to an athletic environment that values all individuals and groups. Toward that end, the Department does not tolerate discrimination based on race, religion, color, sex, sexual orientation, national origin, ancestry, age, gender identity or expression, mental or physical disability, or veteran status. In addition, the Department seeks to provide fair and equitable treatment in all areas related to student-athlete welfare.

All student-athletes have the right to secure, equitable and expedient resolutions to complaints about their sport environment. Such complaints may be related, but not limited to, abusive behavior, harassment (including sexual harassment¹) or hazing by a coach, an OHIO Athletics staff member or other student-athlete. This document outlines the steps in the Student-Athlete Grievance process. Please note that this process is not intended to address such concerns as playing time and position on team.

Student-Athlete Grievance Process: Three Steps

Step #1: Any student-athlete may lodge a complaint with his or her administrative sport supervisor (SS), the Senior Woman Administrator (SWA) or the Compliance Director by completing a Grievance Form (located in the Compliance office on the 4th floor of Peden Stadium) and meeting with any of these administrators. This preliminary discussion will serve to inform the SS/SWA/ Compliance Director of all relevant information about the complaint.

For any harassment or other discrimination complaint: the SS/SW/ Compliance Director will assist the student-athlete in bringing the complaint to the Office for Institutional Equity.

For complaints not involving discrimination (including harassment): the SS/SWA/ Compliance Director will determine if the complaint supports further investigation after the preliminary discussion with the student-athlete. If the complaint is believed to lack merit, the SS/SWA/ Compliance Director will provide direction for the student's concern. If the student is not satisfied with the direction provided by the administrator, he/she may request the complaint be heard by the Director of Athletics (AD) **as outlined in Step #2.**

Step #2: The student-athlete must provide the AD with a copy of the Grievance Form and any supporting documentation describing the situation. All comments and documents will be treated, to the extent possible, with confidentiality. A review of the matter will follow:

1. The AD will meet with the student-athlete's accused party and his or her supervisor(s).
2. The AD will meet with individuals who may have additional knowledge concerning the matter.
3. The AD and relevant parties (student-athlete, accused party) will have access to all formal documents.
4. After conducting the review, the AD will attempt to assist each party to understand the various perspectives.
5. The AD will review and determine a resolution to the complaint, if possible, within ten working days. The findings and recommendations will be in writing, and the student-athlete and the accused will be advised of the results at the address provided by certified mail.
6. If the student-athlete does not agree with the AD's decision, he/she can appeal to the Grievance Committee **as outlined in Step #3.**

Step #3: The Grievance Committee will be chaired by a Faculty Athletic Representative (FAR) and will consist of two additional members of the Intercollegiate Athletics Committee chosen by the FAR, a representative from the Office of Institutional Equity, and a representative from the Office of Legal Affairs. The committee will review the AD's decision and all of the written documentation received during the student-athlete's meeting with the AD. The committee has the jurisdiction to meet with any of the parties involved or they can make a decision based on the facts given during the meeting with the AD. The decision of the committee is final and cannot be appealed.

Conclusion: Signatures from all parties will be utilized to acknowledge the actions taken. A copy of these findings will be provided to and filed in the office of the Director of Athletics. In addition, findings will be reported to University Judiciaries if actions are in violation of the Code of Student Conduct. Further appropriate measure may be taken by either of these entities.

A student-athlete who feels he/she has been retaliated against for engaging this grievance process may file a written complaint with the Office of Legal Affairs. Ohio University's policy on whistle-blowing and retaliation can be found at <http://www.ohiou.edu/policy/03-006.html>.

¹Sexual harassment at Ohio University is defined as any unwelcome sexual advance or request for sexual favor, including an explicit or implicit quid pro quo, made by an employee, student, or agent of the University to a student or employee of the University, and is conduct of a sexual nature exhibited by such a person toward another when such conduct substantially interferes with the person's education or work performance, or creates an intimidating, hostile, or offensive educational or work environment. See <http://www.ohiou.edu/policy/03-004.html> for Ohio University's harassment policy.

STUDENT-ATHLETE PREGNANCY POLICY

In the event that you become pregnant, you are encouraged to let your Head Coach and athletic trainers know immediately, so you can protect your health and your scholarship. **Do not immediately assume you must withdraw from your sport.** At Ohio University, we recognize that a student-athlete's pregnancy is often a crisis event. We want to give you time and help in considering your options.

Scholarship

If you are pregnant, you tell your coach or athletics trainers, and if you do not voluntarily withdraw from your sport then your scholarship will remain in place for the remainder of the granting year, July 1- July 1. Your coaches or athletic trainer will encourage you to seek a "neutral party" outside of the Department of Athletics for help and advice. You may select someone from the Office of Counseling and Psychological Services by calling 593-1616, the team doctor or a Faculty Athletic Representative.

Violations of team, OHIO Athletics, MAC or NCAA rules can result in the immediate cancellation of your scholarship. As with all athletics scholarships, a scholarship renewal or non-renewal for the subsequent academic year will be communicated to you on or before July 1.

Training and Competing

If you decide to remain pregnant and wish to continue in your sport, the Department of Athletics will form a decision-making team that consists of you and your Head Coach, athletic trainer, team doctor, and health care professional (obstetrician, midwife, or nurse practitioner). Permission must be given

en by the student-athlete to allow the athletic trainer and team doctor to speak with the treating health care professional. Depending on your sport, you might be able to continue training and competing up to the 14th week of pregnancy with your health care professional's approval. The decision-making team will plan for monitoring your health (mandatory), for your continued academic progress (mandatory), and for your return to sport (if you desire).

TICKETS TO ATHLETICS EVENTS

As a member of the OHIO Athletics family, you are allowed to designate a limited number of complimentary tickets to your contests. Under NCAA Legislation, you must designate the recipients of these tickets prior to the day of the competition. Each complimentary ticket recipient must present photo identification and sign for the ticket at the designated location immediately prior to entering the event. Please note the importance of designating recipients in a timely manner. NCAA regulations prohibit the ticket office staff from adding names after the deadline or distributing tickets to persons not designated by the student-athlete. This puts your family members and the athletic department in a very uncomfortable situation, so please make every effort to avoid this. Only players who travel to away games may designate tickets for the game. Please note that this policy applies only to regular season contests. Post-season complimentary ticket policies are determined on an event-by-event basis. If you have any questions about the ticket policies, please call 593-9451.

CHAPTER 4- FINANCIAL AID

Any student-athlete receiving financial aid, other than athletic aid, must report the details of that aid to the Compliance Office before the beginning of each academic year. Any changes in non-athletic aid throughout the year must also be reported.

TYPES OF FINANCIAL AID

- A full athletic scholarship consists of instructional fees, general fees, out-of-state surcharge (if applicable), room and board, and loan of required course-related textbooks. It is important to note that a room scholarship covers the cost of a standard double room with air conditioning. The board scholarship covers the cost of the standard meal plan (20 meals per week). If a student-athlete on room and/or board scholarship chooses to live in a single room and/or chooses a meal plan in excess of the standard meal plan, he/she will be responsible for any additional costs incurred. Charges not covered by an athletic scholarship include, but are not limited to, student health insurance, legal advocacy fee, parking fees, class fees, college fees (i.e., College of Business) and, room charges (i.e., destruction of property).
- State and institutional grants count as part of your total financial aid award and may reduce your eligibility for athletic aid. Certain types of aid also count against the NCAA financial aid limits for your sport. You may be required to forfeit all or some of this type of aid in order to retain your athletics eligibility. Please note that the Pell Grant is a federally-funded program and is exempt from the above-mentioned policy.
- Awards from non-governmental outside agencies (e.g. booster clubs, rotary clubs) will count in your individual financial aid limit and may count against your team's financial aid limit. All such awards should be reported to the Compliance Office so that your eligibility to receive such an award can be determined. You may be required to forfeit all or some of this type of aid in order to retain your athletic eligibility.

AWARDING AND RENEWAL OF ATHLETICS AID

The NCAA allows athletics aid to be awarded for only one year at a time. This aid is not guaranteed beyond the period of the award. You may receive no more than five years of aid within the six-year period beginning at your initial enrollment.

Refer to the OHIO Athletics Compliance Manual for specific award procedures. All initial scholarships for incoming freshmen and junior college transfers shall be offered through the National Letter of Intent program. A Mid-American Conference letter of agreement and an Institutional Aid Agreement must be used to indicate the amount of aid and accompany the National Letter of Intent. All signed offers are returned to the Director of Compliance, who will distribute a copy to the conference office and a copy for the departmental file. All returning student-athletes, four-year college transfers and other prospects that may not be eligible to sign a National Letter of Intent will be issued an Institutional Aid Agreement and MAC Letter of Intent.

The Director of Compliance will submit a list of all student-athletes to receive an athletic scholarship for the subsequent year to the Office of Financial Aid and Scholarships and an award letter along with other information relative to the crediting and/or distribution of the award is sent to all returning student-athletes by July 1st.

The athletic department is committed to the academic and personal development of all student-athletes. As a result, the goal of the athletic department is for each student-athlete to graduate from Ohio University in four years.

Administering the Athletic Scholarship

Financial awards will be credited to the student's account. Student-athletes living on campus and receiving room and/or board are still required to make the deposit required by the university and can receive a refund during the academic year. Room and board amounts are calculated as a standard university double room and 20 meal plan. Student-athletes living off campus **must note their intention on the financial aid contract** in order for the overage checks to be processed prior to the beginning of classes. **Checks are disbursed by the Bursar's Office during the first week of classes, either by mail or direct deposit.** If there is no local address on record they will be mailed to the listed permanent address. All student-athletes who have already exhausted their eligibility must check in with their academic advisor by a designated date at the start of the term before they are eligible to receive their room and board check from the Bursar's Office. If a student-athlete is not residing and taking courses in the Athens, OH area during the term, they will not be eligible to receive room and board during that term.

Renewal awards are based on the recommendation of the Head Coach. Any question regarding an increase or decrease of aid for the following year should be discussed between the student-athlete and the Head Coach. Renewal contracts will go out no later than July 1.

SCHOLARSHIP BOOK LOAN PROGRAM

A book scholarship is considered to be a book *loan*. Student-athletes names will be on a list with the bookstore. The book scholarship is good for books **required for** the courses listed on the student-athletes' class schedule. The student-athlete will collect the appropriate books and present their student ID at the designated book store. Verify your schedule before signing for your books. All required textbooks are covered by your athletic scholarship. Optional books and/or workbooks, supplies and fees for classes are not covered by an athletic scholarship and are, therefore, the student-athlete's responsibility. If a book is not available at the designated bookstore, a student-athlete may purchase the book elsewhere and then take the receipt to the designated bookstore for reimbursement. The student-athlete is required to *return this book to the designated bookstore* at the conclusion of the semester. All books must be returned to the designated bookstore no later than the last day of finals week. The designated bookstore will annotate the books that are returned and issue a detailed receipt to the student-athlete, who is advised to keep a copy for his/her records. If you intend to keep a book for a carry-over class, you must inform the Director of Compliance no later than the last day of finals week. Failure to turn in books by the last day of finals week, will result in either of the following scenarios:

- For those student-athletes returning the following semester: A notice will be sent indicating that **a charge for the original cost of the books will be placed on the student's account.** The student-athlete may, at this point, return the books to any bookstore and keep the refunded amount.
- For those student-athletes not returning the following semester: A hold will be placed upon the student-athletes records and a bill in the amount of the original cost of the books will be forwarded to the address of record. The hold will remain on your records until payment has been made in full.

No exceptions will be made to this policy.

REDUCTION, NONRENEWAL OR CANCELLATION OF AID DURING AWARD PERIOD

NCAA Bylaw 15.3.4 governs the cancellation or reduction of aid during the award. Per NCAA rules, the reduction or cancellation of aid during the term of the award may occur only under specific circumstances, and the student-athlete will receive a letter indicating that the award has been reduced/cancelled accompanied by the appeal procedure.

Non-renewal or reduction of aid for the next academic year requires notification to the student-athlete by July 1. Please note that there need not be a rationale given for a non-renewal or reduction of aid during the renewal process. However, in all cases of non-renewal or reduction, the student-athlete may appeal the decision. The appeal policy will be included in all non-renewal letters.

Your aid may be non-renewed, canceled, or reduced during the period of the award if:

1. Academics
 - a. Ineligible to compete
 - b. Failure to attend class and/or scheduled academic meetings (e.g., advisor, tutor, student-athlete success coordinator)
 - c. Failure to meet study hall required hours on a weekly basis
 - d. Failure to meet progress towards degree standards
 - e. Any form of academic misconduct
2. Behavior
 - a. Any incident that results in suspension of games, per the OHIO Athletics Student-Athlete Code of Conduct
 - b. Positive drug test result from either the Department of Athletics or NCAA drug testing programs
 - c. Violation of campus code of conduct or violation of local, state or federal law(s)
 - d. Violation of NCAA rules
 - e. Repeated acts of insubordination, disrespect of staff or teammates, intentional failure to fulfill obligations as a student-athlete
 - f. Serious personal misconduct, including but not limited to acts of moral turpitude that may reflect adversely upon the reputation or public perception of the University or its athletic program
3. Team Policy/Other
 - a. Failure to be on time and/or late for any required meeting, practice or strength and conditioning session
 - b. Any act that is detrimental to the team (e.g., fighting, theft, dishonesty, vandalism, etc.)
 - c. Repeated violations of other team policies
 - d. Suspension or withdrawal from any regular academic term for any reason

Voluntary Withdrawal from Athletics Participation

A student-athlete may voluntarily withdraw from athletic participation at any time. The student-athlete should officially quit the team by notifying the Head Coach. At the time of withdrawal, the student-athlete will be asked to sign a form affirming that his/her withdrawal is, in fact, voluntary and that he/she understands that all athletic aid will be forfeited as of that date.

Should a student-athlete on athletic aid choose to withdraw from participation in intercollegiate athletics during the period of award, the athletic scholarship will be pro-rated for the remainder of the academic year.

For example: A student-athlete is on a \$3,000 athletics scholarship for the academic year (\$1,500 per semester). The student-athlete voluntarily quits the team at the conclusion of week four of the fall semester. The student-athlete would forfeit all athletics aid for spring semester. He would receive \$428 in athletics aid for fall semester.

$(\$1,500 / 14 \text{ weeks in a semester} = \$107/\text{week} * 4 \text{ weeks} = \$428)$

A student-athlete who is absent from required athletics activities (i.e. team meetings, conditioning, practice, etc.) for five consecutive calendar days without notifying a coaching staff member of his/her reason for absence will be considered to have voluntarily withdrawn from athletics participation. His/her athletics aid will be discontinued and prorated from the date of his/her last active participation.

NON-RENEWAL, CANCELLATION OR REDUCTION OF ATHLETIC AID APPEAL POLICY

The renewal of athletically related aid is made annually on or before July 1 prior to each academic year. Should your aid be reduced, non-renewed or canceled, you will be notified by your head coach and in writing from the Office of Student Financial Aid and Scholarships (OSFAS). As part of the letter from the OSFAS, you will also be notified of your opportunity to appeal this decision. You can appeal the decision through the following processes:

1. Appeal to Director of Athletics – Student-athletes may appeal the head coach’s decision to the Director of Athletics. A letter of appeal should be sent to the Associate Athletic Director for Compliance no later than 10 business days from the date of the non-renewal/cancellation letter. The Director of Athletics will respond to the appeal letter within five business days.
2. Appeal to Director of Financial Aid – If the student-athlete still feels that the matter has not been resolved, he/she may complete a Financial Aid Appeal for Athletic Scholarship form. The appeal should be submitted to OSFAS within 10 business days from the date of the letter from the Director of Athletics.

The student-athlete must provide the following with his/her financial aid appeal:

- a. A copy of the Reduction/Non-renewal/Cancellation Letter
- b. A copy of the letter from the Director of Athletics
- c. Medical documentation (if applicable)
- d. Miscellaneous correspondence/documentation with Athletic Department
- e. A typed statement of the student-athlete’s reason for believing that the Athletic Department’s decision was unwarranted. This statement should include the names of institutional staff members with whom the student-athlete has discussed his/her aid.

The athletic department must provide the following information to OSFAS:

- a. A letter from the Head Coach discussing the reasons for the reduction/non-renewal/cancellation
- b. Miscellaneous correspondence/documentation with the student-athlete
- c. Any additional information requested by the Assistant Director of Financial Aid

Once all documentation is received, the appeals committee will review the appeal. The appeals committee is comprised of two financial aid administrators and rotates each semester. The committee will recommend action to the Director of Student Financial Aid and Scholarships. The Director will make a decision regarding the student's appeal and notify the student in writing within five business days. A copy of the Director's correspondence will be sent to the Athletic Department. Both the Athletic Department and the student-athlete must adhere to the decision of the Director. The decision of the Director of Student Financial Aid and Scholarships is final and no other appeal is permitted.

SUMMER SCHOOL AID

NCAA & MAC regulations govern the administration of summer school aid. The ICA policy with regard to summer school access and funding allows for all student-athletes to receive the following (pending available funds):

Returning Student-Athletes: Tuition, required fees (General Fee & SIS fee), room, board and books for one session for a maximum of one course (2-5 credit hours) based upon the athletic scholarship equivalency the student-athlete received during the previous academic year. Additional credit hours will only be approved in order to meet progress towards degree requirements, graduation within the next academic year and/or by approval of the Director of Athletics.

Procedure: All returning student-athletes must complete the summer school request form by the third Friday in February of each academic year. Forms will be made available to student-athletes via email in *The Weekly Weigh-In* and on OhioBobcats.com. Requests will be reviewed by the Summer School Aid Committee. This committee is comprised of the Senior Woman Administrator, Associate Athletic Director for Compliance and the Associate Athletic Director for NCAA Eligibility and Student-Athlete Success. Student-athletes will be notified that they are approved for summer school and the amount of aid they will receive by April 30 of each academic year. Requests received after deadline will be processed only if necessary for progress toward degree requirements or graduation within the next academic year, and if funds remain available. Student-athletes who average less than 16 credits per semester and/or have multiple failures, incompletes, withdrawals and/or multiple study hall violations may not be awarded summer school aid. *Any charges incurred as a result of enrollment in additional credits are the responsibility of the student-athlete.*

Incoming Student-Athletes: Tuition, required fees (General Fee & SIS fee), room, board and books for one session for 6-credit hours based upon the athletics scholarship equivalency the student-athlete is scheduled to receive for the subsequent academic year. Incoming student-athletes must meet initial eligibility and/or transfer requirements prior to starting summer school to be eligible for funding. Prospects attending summer school will be required to attend a mandatory orientation session.

Procedure: Coaches must complete the Incoming Student-Athlete Summer Aid Application by the third Friday in February of each academic year. Requests will be reviewed by the Summer School Aid Committee. Coaches will be notified by the Committee about which prospects have been approved for summer school and the amount of aid they will receive by April 30 of each academic year. Requests received after the deadline will be processed only if funds remain available. Additionally, requests can only be approved if the incoming student-athlete has been admitted to Ohio University. *Any charges incurred as a result of enrollment in additional credits are the responsibility of the student-athlete.*

If available resources do not provide for the total funding of tuition, room, board and books, for all student-athletes, the following objective criteria will be applied in the awarding of summer school aid:

- a. Student-athletes requiring summer school for eligibility purposes
- b. Student-athletes who need summer school to graduate within the next academic year or to remain on track to graduate
- c. Incoming student-athletes who are determined to be at-risk academically by the NCAA Eligibility and Student-Athlete Success
- d. All remaining requests to attend on an equitable basis with any remaining funds.

Students on medical or exhausted eligibility athletic aid are not eligible for summer school aid from the general scholarship fund, unless the student will complete graduation requirements within the next academic year by attending a summer session. Student-athletes who are eligible at the conclusion of the spring semester may not be permitted to attend summer school if it is determined that they might jeopardize that status by taking summer school. Classes must be dropped by the deadline for receiving a 100% refund of tuition charges. Any class dropped after this date will result in charges to the student-athlete's account. Such action will constitute forfeiture of summer school aid, and these charges will become the responsibility of the student-athlete.

Failing a class in summer school may result in the forfeiture of summer scholarship aid, and all charges will become the responsibility of the student-athlete. Student-athletes must conform to the policies and procedures contained in the Ohio University Student Code of Conduct, as well as those established by the NCAA, MAC and OHIO Athletics. Failure to do so may also result in the forfeiture of summer scholarship aid.

Summer School at Another Institution: Per NCAA rules, OHIO Athletics may only pay for classes taken at the Athens branch of Ohio University. Courses taken at another branch of Ohio University (e.g., Lancaster, Southern, etc.) are considered courses from another institution per NCAA rules. If you need hours to meet the normal progress requirements, you may attend any university, but you must receive prior approval for those classes from your college advisor. If you are attending summer school to change your eligibility status, please remember that only classes taken at Ohio University can be used in determining your GPA. Courses transferred from other institutions do not impact your GPA.

Gender Equity Statement: Ohio Athletics firmly supports gender equity and this policy was drafted to support gender equity and Title IX requirements. As part of Title IX reporting requirements, the University annually submits the Equity in Athletics Disclosure report to the Department of Education. As part of this report, an unduplicated count of athletics participants is calculated on an annual basis. Athletics participants include all individuals participating and/or receiving support in a sport during a sport season and individuals not participating but still receiving athletics aid as a result of injury. Athletics aid for the fiscal year (academic year and summer) should be substantially proportionate to the unduplicated participation count. Specific data on participation and scholarship expenditures for Ohio University can be found on the Department of Education's website at: <http://ope.ed.gov/athletics/index.aspx>. Any questions regarding Title IX and gender equity can be addressed by contacting the Ohio University Title IX Coordinator at equity@ohio.edu, calling 740-593-9132 or writing/visiting 101 Crewson House, 1 Ohio University, Athens, OH 45701.

EXHAUSTED ELIGIBILITY AID

Student-athletes receiving athletic grant-in-aid, who have exhausted their eligibility in four years and need additional coursework to earn their primary undergraduate degree, may apply for exhausted eligibility aid as authorized by the NCAA. Aid is not automatically renewed. Aid will not be provided for graduate studies, an additional major, minor, licensure, graduate pre-requisites or other like programs. Exhausted eligibility aid is intended to help student-athletes pursue their primary undergraduate major. Student-athletes who average less than 15 credits per semester and/or have multiple failures, incompletes, withdrawals or multiple study hall violations may not be awarded aid.

To be eligible for exhausted eligibility athletic aid, the student-athlete must meet all normal NCAA, MAC and University eligibility requirements for a student entering his/her 5th year of enrollment; completion of a minimum of 80% of the degree requirements for selected major, a minimum of a 2.0 accumulative grade point average or the GPA. required by his/her college for graduation, whichever is higher, successful completion of 18 semester hours during the previous academic year, successful completion of 6 semester hours the previous term, and be considered in "good academic standing" in his/her designated degree program.

Awards are made based on the number of terms the student-athlete needs to graduate, as determined by the Department of NCAA Eligibility and Student-Athlete Success, and will be based on the equivalency the student-athlete received the previous year. A coach may not supplement this award with unused scholarship dollars from his/her operating account or with funds from a private account.

Awards made on this basis may be canceled during the term of the award if the following conditions are not met:

- a. The student must enroll, and remain enrolled throughout the semester, as a full-time student, with a minimum of fifteen (15) semester hours that satisfy graduation requirements for the student's major. The Associate Athletic Director for NCAA Eligibility and Student-Athlete Success must approve all class schedules prior to the start of the semester. Any hours below fifteen (15) must be approved by the Associate Athletic Director for NCAA Eligibility and Student-Athlete Success for legitimate academic reasons.
- b. The student must successfully complete a minimum of fifteen (15) hours with a grade that is acceptable toward satisfying graduation requirements.
- c. The student must maintain a cumulative grade point average of at least a 2.0 or the GPA required for his/her college for graduation, whichever is higher.
- d. The student must work in an assigned area ten (10) hours per week during every semester for which he/she receives athletic aid. The number of hours will be pro-rated for equivalency sports. Upon the first offense of failing to work the required number of hours per week, the student-athlete will receive a warning. Upon the second offense, all athletic aid will be immediately revoked.
- e. The student must conform to the policies and procedures contained in the Ohio University Student Code of Conduct, the Ohio University Student-Athlete Code of Conduct, as well as those established by the NCAA and MAC.
- f. The Head Coach and/or the NCAA Eligibility and Student-Athlete Success Center, with the approval of the Sport Supervisor, may impose terms and conditions in addition to those listed above.

Request for exhausted eligibility aid must be submitted to the Department of NCAA Eligibility and Student-Athlete Success no later than the third Friday of April for the following academic year. If a student-athlete wishes to return to Ohio University after an absence, the request must be received at least four weeks prior to the start of the semester. The decision to award exhausted eligibility aid is made by a committee comprised of the Senior Woman Administrator, the Senior Associate Athletic Director for Compliance and the Associate Athletic Director for NCAA Eligibility and Student-Athlete Success. A student-athlete not meeting the above-mentioned requirements may appeal the Committee's decision if the student can demonstrate

extraordinary circumstances that affected his/her ability to meet normal requirements for exhausted eligibility aid. If the Committee denies the appeal, the student may ask that the appeal be forwarded to the Athletic Director.

MEDICAL DISQUALIFICATION AID

Medical disqualification aid is intended for student-athletes who have sustained a career-ending injury or illness while participating in athletics at Ohio University and it has been deemed that they can no longer participate in athletics at Ohio University, per NCAA rules. In order to qualify, the career-ending injury or illness must be certified by a physician that is part of the Ohio University Sports Medicine Team. For specific details on how a career-ending injury or illness is certified by the OHIO Athletics Sports Medicine Team, please refer to the Sports Medicine policy section.

In order to be eligible for a “medical” scholarship, the student-athlete must meet all NCAA, MAC and University eligibility requirements; the student must have completed the applicable percentage of degree requirements (40/60/80), as required for competition; have a cumulative grade point average of at least a 2.0 or the GPA required by his/her college for graduation, whichever is higher; successfully complete 18 semester hours per academic year and 6 semester hours during the previous semester. Credit hours must be degree-applicable to be considered in meeting this requirement. The student must retain “good academic standing” in his/her designated college and meet the above-mentioned requirements for his/her declared degree program.

All decisions on the awarding of medical scholarships will be made by a committee comprised of the following individuals:

- a. Senior Woman Administrator
- b. Associate Athletic Director for Compliance
- c. Associate Athletic Director for NCAA Eligibility and Student-Athlete Success
- d. Assistant Athletic Director for Sports Medicine

Awards will be made in the following fashion:

- a. A medical scholarship (subsequent to the occurrence of a career-ending injury or illness) will continue at the same percentage as the previous academic year (when injury or illness occurred). Aid is for achieving a degree in the student-athlete’s primary major. Aid will not be provided for graduate studies, an additional major, minor, licensure, graduate pre-requisites or other like programs.
- b. A coach may not supplement this award with unused scholarship dollars from his/her operating account or with funds from a private account.
- c. Awards are subject to renewal upon compliance with the following aid requirements and all applicable NCAA & MAC bylaws:
 1. The student must enroll, and remain enrolled throughout the semester, as a full-time student, with a minimum of fifteen (15) semester hours that satisfy graduation requirements for the student’s major. The Associate Athletic Director for NCAA Eligibility and Student-Athlete Success must approve all class schedules prior to the start of the semester. Any hours below fifteen (15) must be approved by the Associate Athletic Director for NCAA Eligibility and Student-Athlete Success for legitimate academic reasons.
 2. The student must successfully complete a minimum of fifteen (15) hours with a grade that is acceptable towards satisfying graduation requirements.
 3. The student must maintain a cumulative grade point average of at least a 2.0 or the GPA required by his/her college for graduation, whichever is higher.
 4. The student must work in an assigned area ten (10) hours per week during every semester of a medical scholarship. The number of hours will be pro-rated for equivalency sports. Upon the first offense of failing to work the required number of hours per week, the student-athlete will receive a warning. Upon the second offense, all athletics aid will be immediately revoked. The student must conform to the policies and procedures contained in the Ohio University Student Code of Conduct, the Ohio University Student-Athlete Code of Conduct, as well as those established by the NCAA and the MAC.
 5. The Head Coach, Assistant Athletic Director for Sports Medicine and/or the Associate Athletic Director for NCAA Eligibility and Student-Athlete Success, with the approval of the Sport Supervisor, may impose terms and conditions in addition to those listed above.

A student-athlete not meeting the above-mentioned requirements may appeal the ICA Scholarship Committee’s decision if the student can demonstrate extraordinary circumstances that affected his/her ability to meet normal requirements for a medical scholarship. If the Committee denies the appeal, the student may ask that the appeal be forwarded to the Athletic Director.

NCAA SPECIAL ASSISTANCE FUND FOR STUDENT-ATHLETES

The NCAA has established a Special Assistance Fund (SAF) for qualified student-athletes to help meet expenses not covered by other sources of aid.

- *Who qualifies?* Any student-athlete who receives a Pell Grant and who is eligible to compete may apply for monies through this fund. You do not need to be on athletic aid to qualify.
- If you think you qualify and have unmet financial need, consult with the Compliance Office staff.
- The Office of Student Financial Aid and Scholarships generates a list of those student-athletes who are Pell eligible. The Director of Compliance will then distribute the NCAA Special Assistance Forms based on the list of those student-athletes receiving Pell. The SAF may be picked up from the Director of Compliance.

TAXABLE INCOME

All funds received by a student-athlete must be reported to the IRS as income, except for expenses and course supplies. You should contact the IRS for more information and current policies. International student-athletes may be taxed on all or part of their athletic scholarship and have the tax withholding posted to their student account. Student-athletes are responsible for paying for this tax withholding.

STUDENT-ATHLETE EMPLOYMENT

Student-athletes at Ohio University and other NCAA institutions are permitted to earn wages from legitimate on or off campus employment (not in the athletic department) during the academic year.

This legislation is intended to assist student-athletes in receiving “spending money” that a full scholarship does not provide. It is not a license to give

student-athletes unlimited amounts of money for work not actually performed. This legislation carries responsibility of strict monitoring between the student-athlete, employer, coach and the athletic department.

What the Employer Must Know

OHIO encourages any employer to support this program and employ a student-athlete; however, he/she must understand the responsibility that comes with having a student-athlete working for his/her business.

It is imperative that all employers follow the guidelines set forth by the NCAA and OHIO Athletics. This ensures that the institution, the athletic department and businesses do not suffer any penalties resulting from violations of NCAA legislation. Below are some important points that must be remembered in regards to an OHIO student-athlete accepting employment.

Once work begins

- All student-athletes must be paid for work actually performed and at a rate commensurate with prevailing wages for similar services performed by other employees.
- Student-athletes may not be paid on the basis of athletic ability, reputation or fame.
- Employers may not advertise a student-athlete's employment
- Student-athletes cannot endorse a company or employer through public advertising mediums.
- The Compliance Office staff will require spot checks of a student-athlete's pay records. By signing the approval form, the student-athlete grants permission for Athletic Department staff to seek this information. Refusal to grant the release of pay records may make the student-athlete ineligible for further employment or future athletic participation.

Questions and Answers

- *Who is eligible to be employed under these regulations?*

Any student-athlete who is approved by the Director for Compliance **prior** to starting employment is eligible for employment. A student-athlete may not be hired without proper authorization.

- *What is expected of the employer?*

The employer will be required to complete and sign a confirmation form verifying the employment of the student-athlete and the wages being paid to the student-athlete. Accurate time records must be kept and supervision evident to assure that work is being performed in a satisfactory manner. The Compliance Office staff will communicate with the employer during the employment period about benefits, salary, and hours worked. The staff will also perform spot checks of student-athletes at job sites periodically. Additionally employers must be prepared to present student-athlete pay records at various times during the year. If any problems arise with the student-athlete, employers should contact the Director for Compliance immediately.

- *Are there any restrictions?*

Student-athletes must be treated in the same manner as other employees. Student-athletes cannot be provided with any benefits not provided to other employees in similar positions. This includes the use of vehicles, transportation to or from work, meals, loans, advances, or time off with pay. Student-athletes must be paid for actual hours worked and at the same rate as other employees performing similar work.

- *What are the consequences for not following the OHIO Athletics Employment policy?*

- Disassociation of the employer as a representative of OHIO Athletics interests
- The student-athlete will become ineligible
- Ohio University could be forced to forfeit games and earnings from those games in which ineligible athletes participate
- Public embarrassment for all parties involved
- Possible legal consequences for the employer and the student-athlete

CHAPTER 5- NCAA RULES AND REGULATIONS

You are subject to NCAA, MAC, OHIO Athletics and team policies during your tenure as a student-athlete at OHIO. It is your responsibility to acquaint yourself with the rules and regulations of each unit, and if you have any questions and concerns, to take the initiative and get answers. Pay special attention to all information given to you by the Compliance Office staff.

FIVE-YEAR ELIGIBILITY RULE

Each student-athlete has five years from the date of initial full-time enrollment at any institution to complete his/her eligibility. Once you enroll, you have five years that you may use for four seasons of competition. This rule allows you to have a "red shirt" year or protects you should you become injured and need to apply for a "hardship" year. It is important to remember that you have only six calendar years after enrollment in which to receive athletics aid.

If you are a partial or non-qualifier, you must meet 80% degree completion in order to be eligible for your fourth season of competition during your fifth year of enrollment.

DESIGNATION OF DEGREE PROGRAM

You must declare a major before your fifth semester or first day of classes of your third year of school to remain eligible. To ensure your eligibility you are encouraged to select a major prior to the spring semester of your sophomore year. This allows the NCAA Eligibility and Student-Athlete Success staff to determine your eligibility in a timely manner and alleviates jeopardizing your practice and competition eligibility for the following academic year.

FULL-TIME ENROLLMENT RULE

- You must carry at least 12 credits every semester to be eligible for practice, athletic aid and competition. If you do not have the necessary credits, you will be prohibited from practicing and conditioning with the team, and from competition. The only exception to the full-time enrollment rule is during your last semester of school if you need less than 12 hours to graduate. In such a situation, verification is required from your College advisor. Additionally, 15 hours per semester are necessary to graduate within four years.
- Repeated courses count toward full-time enrollment, but it is important to note that courses you are auditing do not count as hours of enrollment. However, repeated course credit may not count toward your progress-toward-degree requirements, so please consult with the NCAA Eligibility and Student-Athlete Success staff to ensure eligibility.
- If you are repeating a course, the most recent grade received in the course replaces the previous grade and the new grade is applied to your GPA. Therefore, it encourages each student-athlete to do much better whenever repeating a class.
- Please note that repeating a course during summer will cancel any previous credit received in that course; therefore, it is vital that you consult with the NCAA Eligibility and Student-Athlete Success staff before repeating any course.

GRADE POINT AVERAGE RULE

To be eligible to compete as a freshman you need to be approved by the NCAA Clearinghouse and maintain an acceptable GPA in your college at Ohio University. Second year students need to maintain a 1.80 minimum cumulative GPA. Your GPA is **not** rounded up (a GPA of 1.798 does not round to a 1.80). Third-year student-athletes need to maintain a 1.9 cumulative GPA each semester in order to be eligible to compete. Fourth and fifth year students are required to maintain a minimum accumulative GPA of 2.0 each semester in order to compete.

DEGREE COMPLETION REQUIREMENTS

- **24 Hour Rule:** To be eligible for competition, a student-athlete must complete a minimum of 24 semester hours of academic credit prior to the beginning of their second year of enrollment.
- **18 Hour Rule:** To be eligible for competition, a student-athlete must complete 18 semester hours of academic credit during each regular academic year. (Regular academic year is defined as the time beginning with the opening of the institution's fall term and concluding with spring commencement exercises). Credit hours must be degree applicable once a major is declared; otherwise, the credit hours may apply to any degree.
- **6 Hour Requirement:** To be eligible for competition, a student-athlete must complete a minimum of six hours of academic credit in the previous full-time term of enrollment (summer school and intercessions do not count). Credit hours must be degree applicable once a major is declared; otherwise, the credit hours may apply to any degree.
 - **9 Hour Football Requirement:** To be eligible to compete in the first four contests against outside competition in the following playing season, a football student-athlete must complete a minimum of 9 semester hours of academic credit during the fall term and earn the NCAA Division I Academic Progress Rate eligibility point for the fall term. A student-athlete may regain eligibility to compete in the third and fourth contests, provided the student-athlete complete 27 semester hours of academic credit prior to the beginning of the next fall term. Credit hours must be degree applicable once a major is declared; otherwise, the credit hours may apply to any degree.
- **Designation of Degree:** A student-athlete must designate a program of studies leading toward a specific baccalaureate degree by the beginning of the fifth semester or third year of enrollment.
- **Percentage of Degree:** To be eligible for competition, a student-athlete must meet the following progress-toward-degree requirements:
 - √ Start of Third Year: 40% of degree completed
 - √ Start of Fourth Year: 60% of degree completed
 - √ Start of Fifth Year: 80% of degree completed

In order to meet the percentage of degree requirements you must successfully complete 24 credit hours per year. In order to graduate in four years, you must successfully complete 30 credit hours per year (average 15 per semester).

- **Timing of Certification:** A student-athlete's eligibility shall be determined on the basis of the student's academic record in existence at the beginning of that student's fifth semester or third year of full-time enrollment. If a student-athlete is ineligible under the provision of the progress-toward-degree legislation at the beginning of the fall term, eligibility may be reinstated at the beginning of any other regular term of that student's specific academic year, based on the student's later fulfillment of the necessary degree requirements.
 - **Exception – Baseball:** In baseball, a student-athlete who is ineligible at the beginning of an institution's fall term shall not be eligible during the remainder of the academic year.

First Year	Second Year	Third Year	Fourth Year	Fifth Year
<ul style="list-style-type: none"> • Qualifier • At least 18 cr. hrs. during year • 6 degree applicable credit hrs. per term 	<ul style="list-style-type: none"> • At least 24 cr. hrs. prior to start of third semester • At least 18 cr. hrs. during year • 6 degree applicable credit hrs. per term • 1.800 cum GPA each semester 	<ul style="list-style-type: none"> • 40% of degree prior to start of fifth semester • Designate degree prior to fifth semester • At least 18 cr. hrs. during year • 6 degree applicable cr. hrs. per term • 1.900 cum GPA each semester 	<ul style="list-style-type: none"> • 60% of degree prior to start of seventh semester • At least 18 cr. hrs. during year • 6 degree applicable cr. hrs. per term • 2.000 cum GPA each semester 	<ul style="list-style-type: none"> • 80% of degree prior to start of ninth semester • 6 degree applicable cr. hrs. per term • 2.000 cum GPA each semester

EXTRA BENEFITS & BOOSTERS

As a student-athlete, you are likely to come in contact with people who support OHIO Athletics. When that happens, you need to protect your eligibility by knowing certain NCAA rules. What follows are definitions and rules pertaining to extra benefits and relationships with boosters. Three very important definitions you need to understand are:

Extra benefit: An extra benefit is any special gift or arrangement provided to an enrolled student-athlete or to a student-athlete's relative or friend that is not available to the general student body at Ohio University. NCAA rules about extra benefits can also apply to gifts or arrangements (other than legitimate jobs) that are provided while you attend Ohio University but will not actually come into being until you have graduated.

Boosters: A booster or representative of athletic interests is a person who fits any of these descriptions:

- A participant or member of any booster club at OHIO, such as the Bobcat Club or Green & White Club.
- Anyone who has made a donation to any of the athletic programs at OHIO.
- Someone who has provided or helped to arrange summer employment for enrolled student-athletes.
- Any person who has been involved in promoting OHIO Athletics in any way.
- Someone who is the parent of an enrolled student-athlete.
- Anyone who has ever attended Ohio University.
- Anyone who has ever purchased season tickets.

Note: Once a booster, always a booster. According to the NCAA, once a person has been identified as an athletic representative, he or she retains that identity forever, even if that person no longer contributes to our athletics programs.

Enrolled Student-Athlete: An enrolled student-athlete is a student who is currently participating in athletics or who has completed his/her eligibility, but is still enrolled at Ohio University.

EXTRA BENEFITS AND ELIGIBILITY

If you accept any benefit based on your athletic ability, you will lose all eligibility for intercollegiate participation. Even if you have completed your eligibility, you are still responsible for your actions, and penalties may be applied to your sport program. Please be aware of prohibited and allowable benefits. If you have a question about whether or not you may accept a gift or benefit, please contact a member of the Compliance staff for verification.

Prohibited Benefits: As an enrolled student-athlete you are not allowed to accept extra benefits or preferential treatment. Boosters are prohibited from the activities listed below; however, this is by no means an exhaustive list of prohibitions and the spirit of this list should dictate any actions a booster might be considering.

- Arranging, providing or co-signing a loan
- Providing any transportation or the use of a car
- Providing a ticket to any athletic, institutional or community event
- Providing typing services or covering the related expenses for course-related papers or projects
- Arranging or providing any discount, credit or special payment arrangements on any purchase or service
- Giving any type of gift, gift in kind or money

Allowable Benefits: Enrolled student-athlete and boosters are allowed to have some contact. You may accept the following benefits from a booster:

- Talking with a booster on the Ohio campus
- Eating a meal at a booster's home with your entire team while visiting for an away competition **if** arrangements were made in advance with the Director of Compliance
- Working for a booster during a vacation period **if** the booster checks with the Director of Compliance first, and **if** the pay corresponds to the going rate for similar services
- Accepting necessary travel expenses for a speaking engagement **if** the booster first receives approval from the Associate Athletic Director for Compliance

USE OF AGENTS

An individual shall be ineligible for participation in an intercollegiate sport if he or she ever has agreed (orally or in writing) to be represented by an

agent for the purpose of marketing his or her athletic ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport. Additionally, agents wishing to contact student-athletes still enrolled in school within the state of Ohio, must register with the Compliance Office. Registration forms can be found at OhioBobcats.com.

Representation for Future Negotiations

An individual shall be ineligible if he or she enters into a verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place after the individual has completed his or her eligibility in that sport.

Benefits from Prospective Agents

An individual shall be ineligible if he or she (or his or her relatives or friends) accepts transportation or other benefits from:

- (a) Any person who represents any individual in the marketing of his or her athletics ability. The receipt of such expenses constitutes compensation based on athletic skill and is an extra benefit not available to the student body in general; or
- (b) An agent, even if the agent has indicated that he or she has no interest in representing the student-athlete in the marketing of his or her athletic ability or reputation and does not represent individuals in the student-athlete's sport.

Professional Opportunities

If you are a student-athlete who has been contacted about future professional opportunities, please contact the Associate AD for Compliance in order to review NCAA rules and protect your eligibility.

GAMBLING AND BRIBERY

The NCAA has established specific guidelines concerning involvement in gambling and bribery at the intercollegiate sports level. In order to educate student-athletes, regarding illegal organized gambling, the Department of Athletics will provide information and an education program, which instructs the student-athlete on the nature and prevalence of intercollegiate gambling and bribery as well as the risks involved for the individual and for the entire University.

In addition to awareness of gambling and bribery threat to the integrity of intercollegiate athletics, student-athletes are responsible for the following:

1. Reporting any offers of gifts, money or favors in exchange for supplying team information or for attempting to alter the outcome of any contest;
2. Maintaining a clear understanding of what constitutes a gambling and bribery activity and reporting any suspected infractions;
3. Contacting the coach or other departmental personnel (e.g. media relations staff) when questions concerning appropriate release of team information occur; and
4. Increasing one's awareness that participation in gambling or bribery activities can result in disciplinary actions by the University and the NCAA, as well as, local, state and/or federal prosecution of the involved individuals (s).

CHAPTER 6- DIRECTORY

CAMPUS OFFICES

Academic Advancement Center (AAC)

Alden Library (1st floor): The staff can help you develop skills for college-level work. All services, except private tutoring, are free. Tutoring service instructional programs in writing, reading and study skills are available. A learning lab and supplemental instruction are also available. For more information call 593-2644 or visit their Web site at www.ohiou.edu/aac.

Bursar

Chubb Hall 010-: If you need to check on your bill or pay money to the University, stop by or call 593-4130 with questions.

Campus Escort Service

Scott Quad 135: The purpose of the Campus Escort Service is to provide a safe and secure escort to students and guests to places on and around campus. Call 593-4040 to make arrangements.

Campus Safety

Baker Center 353: This is the headquarters for the university police. Please report any problems experienced on campus to OUPD. They are responsible for all law enforcement and investigation issues that occur on Ohio University property. Campus Security also operates the campus Lost and Found. Call 593-1911 for assistance.

Career Services

Baker Center 533: This service offers free assistance in exploring career options, making career decisions, résumé preparation, interviewing skills and beginning job searches. You are strongly encouraged to begin using these services as a freshman. Call 593-2909 for an appointment.

Computer Labs

Listed below are the computer labs on campus available to you. Contact specific labs for hours of operation, available software and other information:

Alden Library	593-2661
Boyd Hall	597-5763
Brough House	593-6803
Brown Hall	597-3522
Campus Support	593-0396
Clippinger Hall	593-1609

Computer Services Center	593-1018
Ellis Hall	593-0044
Grover Center	593-2660
Haning Hall	593-0143
Jefferson Hall	597-9933
McCracken Hall	593-4453
Morton Hall	593-1242
Music Building	593-9190
Stocker Hall	593-2478

Counseling and Psychological Services

Hudson Health Center (3rd floor): Free and confidential counseling services are available to any student. Services cover educational, career or personal concerns plus support groups and workshops are available. Call 593-1616 for an appointment or additional information.

Disability Services

Crewson House: Services are provided for students with learning disabilities, ADD/ADHD, Mobility Impairments, Hard of Hearing/Deafness, Visual Impairments/Blindness, Psychological Disabilities and Chronic Illnesses. Call 593-2620 for an appointment or additional information.

Financial Aid

Chubb Hall (020): Information is available that may assist students in financing their college education. There are some restrictions in the NCAA rules regarding the eligibility of student-athletes for some types of financial aid, so you may not be eligible. Please ask. You must meet the specified deadlines to be considered for aid, so do not wait until the last minute to apply. Call 593-4141 for an appointment.

Hudson Health Center

2 Health Center Drive (on the North Green): Call 593-1660 for an appointment.

International Student and Faculty Services

Baker Center 348: This office provides consultation on all matters of interest to international students. Call 593-4330 for assistance.

Library

Alden Library: Seven stories, air-conditioned, and contains more than one million books. You can do computer searches for books, magazine and newspaper articles, and journals. Regular hours are Mon.-Thurs. 8 a.m.–midnight, Fri.: 8 a.m.- 9 p.m., Sat.: 10 a.m.- 9 p.m. and Sun.: noon –midnight. Call 593-2699 for general information or 593-1216 for special hours and services available.

LINKS

Lindley Hall 052: LINKS is a peer mentoring program for first-year African American, Latino, and Native American students. The goal of the program is to help first-year students make a successful academic and social transition to Ohio University and the surrounding community. Successful upper-level minority students serve as mentors to LINKS participants. Peer mentors make first-year students aware of the available university resources, services and offices, including Ohio University faculty and staff. Call 593-9376 for more information.

Office of Institutional Equity

Crewson House: Contact this service if you feel you have been the victim of discrimination due to race, color, religion, national origin, gender, veteran status or handicap. All students with a disability should register with the Office of Institutional Equity. This office also develops programs to recognize the value of diversity within Ohio University. Call 593-2620 for an appointment.

Office of Multicultural Student Access & Retention

Lindley Hall 052: An Office of the Executive Vice President & Provost. Ohio University continues to play a key pioneering role in embracing the diversity of our students, faculty, alumni and friends from around the region, the nation and the globe. The Urban Scholars program, the Appalachian Scholars Program, the Institute for the Study of African Languages and the Center for International Studies are just a few examples of our multicultural learning environment initiatives. Call 593-9376 for more information.

Office of Multicultural Programs & Multicultural Center

205 Baker University Center: The Multicultural Center serves as a place where cultural teaching and learning are the focus of all programs and activities. Its focus is intercultural, and provides a place where members of the university community, representing a variety of backgrounds, participate in programs and activities. All programming in the Center is designed to increase human understanding through the study and expression of culture. Call 593-4027 for Multicultural Programs or 597-2110 for the Multicultural Center.

Ombudsman

Crewson House, 200: The Ombudsman's job is to facilitate fair and equitable treatment of students within the University system. The office seeks informal resolution of issues and can also provide advice on the formal University grievance procedures. Please call 593-2627 for an appointment or information.

Opening the Way

205 Baker University Center: "Opening the Way" is an orientation to campus life for first year African American, Asian/Pacific Islander, Hispanic/Latino and Native American students. During the program, first year students have an opportunity to meet multicultural faculty, staff and upper class students; learn about academic programs and multicultural student organizations; and meet other members of their graduating class. Call 597-2110 for more information.

Parking Services *University Garage, 100 Factory Street:* This is where you register your car or the cars of any of your guests, receive your parking

permits, or pay parking fines. Call 593-1917 for information or assistance.

Registrar

Chubb Hall (1st floor): The registrar provides a wide range of registration and student records related to students and the academic community. Call 593-4191 for assistance.

USEFUL TELEPHONE NUMBERS

Academic Advancement Center	593-2644	Institutional Equity	593-2620
Accounts Payable	593-1960	International Student Services	593-4330
Admissions	593-4100	Judiciaries	593-2629
Arts & Sciences	593-2850	Library	593-1216
Bursar	593-4130	Multicultural Center	597-2110
Business	593-2002	Multicultural Programs	593-4027
Career Services	593-2909	Multicultural Access & Ret.	593-9376
Communication	593-4168	Ombudsman	593-2627
Counseling Services	593-1616	OUPD	593-1911
Disability Services	593-2620	Parking	593-1917
Education	593-4400	Registrar	593-4191
Engineering	593-1474	Residence Life	593-4095
Financial Aid	593-4141	Student Activities	593-4025
Fine Arts	593-1808	Student Affairs	593-2580
Health & Human Services	593-9334	University College	593-1935
Honors Tutorial	593-2723	Veterans Affairs	593-4186
Hudson Health Center	593-1616		

OHIO ATHLETICS PERSONNEL DIRECTORY

NAME	TITLE	PHONE	E-MAIL
Albin, Tim	Asst Head Football Coach	3-1185	albint@ohio.edu
Arnold, Kristin	NCAA Elig & SA Success Coord/LS	3-0810	arnoldk@ohio.edu
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Bond, Tanner	Asst Dir of Ticket Sales	7-3378	bondt@ohio.edu
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Brouillette, Zac	Asst Strength Coach		brouille@ohio.edu
Burrow, Jimmy	Asst Head Football Coach	3-1449	burrow@ohio.edu
Calkins, Clay	Head CC and Track & Field Coach	3-1191	calkins@ohio.edu
Christian, Jim	Head Men's Basketball Coach	7-1668	christij@ohio.edu
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Goodfellow, Elaine	Administrative Asst	3-1183	goodfell@ohio.edu
Greenlee, Joel	Head Wrestling Coach	3-1179	greenlej@ohio.edu
Grooms, Jason	Director of Football Operations	3-0660	grooms@ohio.edu
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Hansen, Kyle	Asst Wrestling Coach	3-1213	hansen@ohio.edu
Hauser, Dan	Sr Assoc AD/External Operations	7-1375	hauser@ohio.edu
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McGuire, Shawn	Learning Specialist		mcguirs2@ohio.edu
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Miller, Chris	Staff Athletic Trainer	3-1195	millerc8@ohio.edu
Miller, Kelly	Asst Softball Coach	3-1198	millerk6@ohio.edu

Miller, Lee	Men's Basketball GA		lm152612@ohio.edu
Miller, Marwan	Director of Women's Bask Ops	3-0073	millerm8@ohio.edu
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Mooney, Andrew	Football GA		
Moore, Craig	Asst Baseball Coach	3-1954	moorec3@ohio.edu
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Whitworth, Allison	Asst Women's Soccer Coach	7-1759	whitwora@ohio.edu
Williams, Jesse	Asst Football Coach	3-1184	willij18@ohio.edu
Woerle, Liz	Asst Women's Soccer Coach		
Wuczynski, Bill	Asst Men's Basketball Coach	3-1201	wuczynsk@ohio.edu

CHAPTER 7- PHYSICAL WELFARE

SPORTS MEDICINE

Sports Medicine Staff

John Bowman, Assistant Athletic Director for Sports Medicine	Peden 593-2866
Michelle Godek, Staff Athletic Trainer	Peden 593-1195
Kelly Hockenberger, Staff Athletic Trainer	Convo 593-1186
Annika Ludewig, Staff Athletic Trainer	Convo 593-1206
Kevin Swank, Staff Physical Therapist	Peden 597-1677
Dr. Craig Chappell, Team Physician	Peden 593-2872
Dr. Ray Tesner, Team Physician	SMG 614-461-8174

Athletic Injury and Medical Policy

Section I – Eligibility for Athletic Participation

All students desiring to participate in Intercollegiate Athletics must be examined and approved by the ICA Team Physician(s) before being permitted to work out with any intercollegiate team. The examination is effective for one year; however, the Team Physician(s) may re-examine and change a student-athlete's eligibility status at any time. The student-athlete must receive final clearance from the athletic training staff that his/her medical status, Medical History Form, ICA Health Screening (PPE), Consent/Informed Risk Form, ICA Drug Testing Consent Form and Insurance Information Form have been approved prior to any participation with an athletic team, including issuing of athletic equipment.

Students who have sustained significant injuries (one year prior to becoming a team candidate) are required to report these injuries to the Athletic Trainer(s) and /or ICA Team Physician(s). Student-athletes who have had an infectious disease during the previous calendar year must report this illness and are subject to examination by the ICA Team Physician prior to being given permission to become a team candidate. Failure to report such injuries or illnesses relieves the University of all liability in the event that the athlete sustains a subsequent injury or re-injury to the affected part, provided the original injury was a contributing factor to the subsequent injury in the opinion of the ICA Team Physician(s).

Section II – Liability

The University's liability for medical expenses resulting from injuries sustained by athletes is defined as follows:

Liability is extended to cover only those injuries reported to the ICA Team Physician or Athletic Training Staff (not athletic training students) within 48 hours from the injury producing accident. Liability is further restricted to those injuries received during periods of official, organized athletic participation which, in the opinion of the ICA Team Physician, Athletic Director and Athletic Training Staff, are **directly attributable to participation in intercollegiate athletics while a full-time student at Ohio University**. Periods of official, organized athletic participation includes all regularly scheduled practice and games while under the general supervision of authorized University personnel or outside practice in specific preparation for intercollegiate participation. No liability is assumed by the University for the treatment of such injury/conditions not directly attributable to participation in intercollegiate athletics (even though occurring during periods of official, organized athletic participation), illnesses (as common colds, sore throats, respiratory infections, GI disorders, kidney stones) or non-athletic injuries etc. Additionally, no liability is assumed by the University for athletic injuries sustained during volunteer workouts, unsupervised conditioning, intramural or campus event activities. Liability is not extended for expenses associated with non-participation related examination or testing. The Athletic Training Staff and/or ICA Team Physician(s) may assist the student-athlete in expediting care by making non-participation related appointments; however, it should not be assumed that OHIO Athletics will cover the expenses for such appointments.

Section III – Authorization for Medical Services

1. Authorization for medical services as a result of an injury attributable to participation in intercollegiate athletics must be obtained in advance of such services. The Athletic Department will not assume any liability in covering medical service expenses without prior approval by the Assistant Athletic Director for Sports Medicine Services or the Team Physician.
2. Arrangements for the care of injuries requiring medical attention following the student-athlete's dropout or graduation must be made prior to his/her dropout or graduation. Authorization is obtained by procuring from the Assistant Athletic Director for Sports Medicine Services or the Team Physician a written referral authorizing the needed medical services.
3. In instances of non-athletic injury/illness, the athlete will be given a medical referral form in the Athletic Training Room. The completed referral form should be returned to the Athletic Training Room immediately following. In cases where the athlete seeks medical attention of non-athletic injury/illness without referral from the Athletic Medical Staff, the student-athlete should notify the Team Physician and/or Athletic Training Staff member. Any decisions on participation status are subject to review by the Athletic Medical Staff.
4. In instances of athletically related injuries, the athlete should contact an Athletic Training Staff member as soon as possible. Each team has a designated Athletic Training Staff member. The student-athlete should attempt to contact their specific AT staff member first, or report to assigned training room as soon as possible within 48 hours.

Section IV – Second Opinions

The Athletic Medical Staff of the Department of Athletics will care for all injuries sustained during the athletic participation. The Athletic Medical Staff consists of the ICA Team Physician(s) and the Athletic Training Staff. If the student-athlete and/or parent is not satisfied with the diagnosis and treatment of any athletic injury, another medical opinion may be obtained. However the following guidelines must be followed and understood:

1. The student-athlete and/or parent assumes ALL financial responsibility for second opinions, including medical treatment, transportation costs, etc.
2. Athlete and/or parent are free to choose any physician for a second opinion. Prior to diagnosis, this physician should consult with the Team Physician and/or Athletic Training Staff for history, mechanism, and treatment of injury implication.
3. The second diagnosis and plan for treatment must be communicated to the department's Athletic Medical Staff.
4. Should the student-athlete decide on a treatment plan contrary to that of the Team Physician, it is understood that in all instances the Ohio University Team Physician will have final say as to whether or not the student-athlete continues participation with Ohio University's Department of Intercollegiate Athletics.

Section V – Optional Surgery

The responsibility for any and all expenses incurred with any optional surgery will be that of the athlete. The Athletic Department will not assume financial responsibility for an optional surgery. An optional surgery is any surgery that is not deemed necessary for athletic participation at Ohio University by the ICA Team Physician(s).

Section VI- Pre-Existing Conditions/Injury

All pre-existing injuries or medical conditions must be reported to the Athletic Medical Staff at the time of Initial Participation Clearance (first-time PPE). The Department of Athletics is not financially responsible for bills incurred due to pre-existing conditions.

Section VII - Transportation to/from Medical Appointments

Transportation of student-athletes to medical appointments is not the sole responsibility of the Medical Services Staff. The Athletic Training Van is available to transport student-athletes to medical appointments as staffing and schedules permit. Medical appointments, particularly those out-of-town, will be scheduled with transportation availability in-mind. Transportation for second opinions is the student's responsibility. The Medical Services Staff will schedule the van with the following criteria serving as priority: 1. Surgery, 2. Diagnostic Testing, 3. Office Exams.

There are circumstances where student-athletes may drive themselves to medical appointments. The University may reimburse student-athletes as approved by the Assistant Athletics Director at the following rates:

Doctor's Hospital Nelsonville	\$10
Lancaster, Buckeye Spine/Rehab	\$20
Pickerington SMG/ProScan	\$30
Downtown Columbus/Grant Hospital/SMG	\$35

A signed transportation waiver must be on file in the Sports Medicine Department Section VIII – Medical Necessity of Banned Substances. OHIO Athletics is governed by NCAA rules and regulations. As a result, the following NCAA statement guides the medical use of banned substances:

“The NCAA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the NCAA allows exception to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such drug.

Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta blockers, diuretics, and peptide hormones.” Bylaw 31.2.3.1

Procedure for Exceptions:

1. Alternative non-banned medications for the treatment of various conditions exist and should be considered before an exception is pursued.
2. In the event that the student-athlete and the physician (in coordination with the Athletic Medical Staff at Ohio University) agree that no alternative to the use of the banned substance is available, the decision may be made to continue the use of the banned substance (i.e. stimulant such as Ritalin, beta blocker,).
3. Ohio University will maintain in the student-athlete's medical record (in the Athletic Training Room) a letter from the prescribing physician that documents that the student-athlete has a medical history demonstrating the need for regular use of such drug. The letter must contain the following:
 - a. Indication that alternative non-banned medications have been considered.
 - b. That no alternative to the banned medication is available.
 - c. The specific diagnosis (verification of the diagnosis as demonstrated by appropriate clinical and/or objective tests).
 - d. Dosage information of the prescribed medication.
4. The prescribing physician should then forward this information to the Head Athletic Trainer at Ohio University for review by the ICA Team Physician and inclusion in the student-athlete's medical file.

Section VIII – Eating Disorders

OHIO Athletics recognizes the potential for student-athletes to develop eating disorders. Competitive student-athletes face difficult team and self-imposed training regimens. Improved conditioning, training and skill techniques lead to improved athletic performance. Additionally, nutritional behaviors for providing appropriate energy sources for performance are assets to improving athletic performance. However, the Athletic Department is aware these same characteristics can serve as predisposition to eating disorders. In the event a student-athlete is recognized as having a potential eating disorder, it is advisable to notify the Athletic Medical Staff ASAP. The Athletic Training Staff, in conjunction with Team and University Physicians and University Psychological Counseling Services will work together to best serve the student-athlete.

Section IX – Nutritional Ergogenic Aids

Competitive athletes have commonly used nutritional ergogenic aids to find new approaches to improve training and conditioning techniques. However, most nutritional supplements have been proven ineffective (NCAA Sports Medicine Handbook). Often marketed and advertised specifically to athletes, nutritional supplements are expensive and not endorsed by the NCAA and/or the Ohio University Athletic Department. It is well known that a high carbohydrate diet is associated with improved performance. Additionally, most studies have shown that athletes ingest sufficient amounts of protein for repair and building muscle tissue. Athletes should be aware that nutritional supplements are not regulated by the United States Food and Drug Administration. Therefore, contents of these supplements may not be represented accurately on the list of ingredients. **As a result, taking supplements purchased from magazines, “health- food” stores, etc. could lead to testing positive for a NCAA banned substance.** Athletes taking supplements should consult with the Athletic Training Staff as you are risking your eligibility. The National Center for Drug Free Sport Inc., hosts the Resource Exchange Center (REC), funded by the NCAA, which provides information on banned substances and nutritional supplements. Contact the REC at the following website: www.drugfreesport.com/rec

STUDENT-ATHLETE: DRUG POLICY

Ohio University athletic administrators and coaching staffs expressly condemn the use of banned substances and the abuse of alcohol, as their use may endanger the safety and health of the student-athlete. In an effort to address the problem of substance abuse, ICA has instituted educational programs for its student-athletes.

The Director of Medical Services directs the Departmental Substance Abuse Policy.

Program Purpose

The purpose of the ICA drug program is twofold: (a) to prevent the use of banned substances by members of all university athletic teams, and (b) to detect and then to educate and rehabilitate those student-athletes who have engaged in the use of banned substances.

Program Implementation

At the beginning of the academic year, the Substance Abuse Policy is presented to all student-athletes. At this time, each student-athlete is asked to sign a form acknowledging that he/she understands the expectations of ICA in this regard.

OHIO Athletics Drug Testing & Education Policy

The Athletic Department will continue its efforts to develop programs to educate student-athletes about potential problems of addiction, identify student-athletes who require assistance, and refer students to effective treatment resources. Part of this effort is ICA’s internal drug-testing program. While it is understood that the testing program is not a final solution for the risks inherent in drug or alcohol abuse, it is a step toward preventing the development of problem behavior. Drug testing provides a health and safety benefit to all student-athletes by deterring banned drug use and supporting student-athletes in their efforts to compete fairly.

In addition to ICA’s program, the NCAA conducts its own drug testing program. The NCAA Drug-Testing Program was created to protect the health and safety of student-athletes and to ensure that no one participant might have an artificially induced advantage or be pressured to use chemical substances. For more information on the NCAA drug testing program, please refer to ncaa.org or contact the Director of Athletic Training.

Voluntary Disclosure / Safe Harbor

Through the Safe Harbor Program a student-athlete may refer himself or herself once for voluntary evaluation and counseling. A student-athlete is not eligible for Safe Harbor after he or she has been informed of an impending test or after having received notification of a positive institutional test or NCAA drug test.

The institution will work with the student-athlete to prepare a Safe Harbor treatment plan which may include confidential drug testing. If the student-athlete tests positive upon entering the Safe Harbor Program, that positive test will not result in any administrative sanction unless the student-athlete tests positive in a subsequent retest or the student-athlete fails to comply with the prescribed treatment plan. (The Director of Athletics or designee may suspend the student-athlete from play or practice) A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan. A student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference post-season competition.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of student-athletes eligible for random Impermissible Substance testing by the institution. Student-athletes in the Safe Harbor Program may be selected for drug testing by the NCAA.

The Director of Athletics or their designee, the Head Athletic Trainer, and the Head Coach will be informed of the student-athlete’s request for participation in the Safe Harbor Program. The Assistant Coach(es) may be notified at the discretion of the Head Coach. Other University employees may be informed only to the extent necessary for the implementation of this policy.

OHIO Athletics Drug Testing Procedures

I. Selection of Individuals to Test

- a. All student-athletes, cheerleaders, managers and student athletic trainers are subject to year-round drug testing and may be randomly selected at any time. Each individual shall sign the Student Drug Testing Notification form prior to his or her initial practice.
- b. A student-athlete, cheerleader, manager or student athletic trainer may be specifically selected for testing at any time, given reasonable cause/suspicion, at the discretion of the Head Coach and/or the Director of Athletics.

II. Collection

- a. Evidence of a drug substance will be determined from an analysis of the participant’s urine specimen collected by a Certified Athletic Trainer.
- b. Those persons selected for each weekly test will not be notified until the time immediately prior to the collection.
- c. Each person selected must provide at least 30 ml of urine.
- d. A Staff Athletic Trainer will monitor the collection of the specimen, which will then be identified only by a confidential number.

- e. If the initial specimen is incomplete, the individual will not be released until the completion of 30ml of urine has been received. An onsite drug test kit is used to screen. The student-athlete must wait with the Staff Athletic Trainer until the test is confirmed.
- f. Both the individual furnishing the specimen and the Staff Athletic Trainer must sign the Chain of Custody form.
- g. Those specimens collected will follow all appropriate rules and regulations for Chain of Custody to the laboratory.

III. Analysis

- a. The laboratory will provide a written analysis to the Associate Athletic Director for Athletic Training.
- b. If the specimen vials arrive at the laboratory with the security seal disturbed, the specimen will be discarded and a new specimen will be collected.
- c. All information relative to analysis will be kept confidential and documented without direct identification of the student-athlete.

IV. Notification of Selection for Testing

- a. There will be one randomly-selected testing dates per academic term
- b. All drug testing (specimen collection) will be unannounced and usually conducted prior to or immediately after a practice session. No specimen collection will be conducted prior to or after competition
- c. Random selection will be based on the number of athletes per team:
 - i. Less than 20 squad members = 1 student-athlete selected every other testing week
 - ii. 20-40 squad members = 1 student-athlete each testing week
 - iii. Over 40 squad members = 2 student-athletes each testing week
- d. Student-athletes must provide proper identification (Ohio University ID or driver's license) at the time specimen is collected

V. Notification of Test Results

- a. The laboratory will use only one vial for the initial analysis
- b. The laboratory will send all results to the Associate Athletic Director for Athletic Training
- c. If a test indicates a positive result, the Associate Athletic Director for Athletic Training will notify the Director of Athletics, Sport Supervisor (if not AD), Head Coach and the student-athlete

NCAA Drug Testing

Student-athletes are required annually to read and sign the NCAA Drug Testing Consent Form. This form is administered at the annual pre-participation physical examination and kept in the Compliance Office. The NCAA conducts two separate drug testing programs. The NCAA drug tests student-athletes at the NCAA Championships for each sport, and Bowl Games for Football. Additionally, the NCAA will conduct drug testing on Ohio University's campus at least once per year. 18 Football players will be selected and 8 from one other ICA sport. The NCAA will notify the Assistant Athletic Director for Athletic Training 48 hours prior to the drug test on campus. Once the Assistant Athletic Director for Athletic Training receives the drug test list, he will contact the 26 student-athletes. The student-athletes will be asked to meet with the Director of Athletic Training (or designee) the day before the test. Most often, the drug test will be conducted in the Rohr Room, Convocation Center in the early morning hours. Student-athletes must bring a picture ID (school ID or driver's license).

Actions as a Result of a Positive Test

- I. Associate Athletic Director for Athletic Training will notify the student-athlete, Head Coach, and Athletics Director.
- II. Student-athlete may be referred to counseling.
- III. Student-athlete will be re-tested in 30 days. The student-athlete must demonstrate a negative and/or a clear reduction in drug levels.

A second positive test will result in the following:

A second positive test under the OHIO Athletics Drug Testing Policy is considered a Level 3 violation of the Student-Athlete Code of Conduct.

Accordingly, any student-athlete who tests positive for a banned substance is subject to the following disciplinary action:

- a) The violation will result in a suspension of 10-25% of athletics contests. The percent of suspension will be based on the number of NCAA permissible contests and ultimately approved by the Athletic Director. Athletics suspension will carry over to the next competitive season if necessary.
- b) The student-athlete will be required to complete a university-approved counseling and evaluation session and may be required to participate in an educational program. Payment for such programs is the responsibility of the student-athlete.
- c) These penalties will be enforced at the time the test results are received.
- d) The student-athlete will be placed on probation for a period of one calendar year.
- e) A subsequent Level 3 offense during the probationary period may result in loss of athletics privileges. The Athletics Director and Head Coach will review each case based on the facts presented. If the parties are unable to agree on an appropriate sanction, the decision of the Athletics Director will prevail.
- f) The student-athlete will be subject to random drug testing throughout the probationary period. A positive test during the probationary period will result in a suspension of 50% of athletics contests. The percent of suspension will be based upon the number of NCAA permissible contests and ultimately approved by the Athletics Director. Athletics suspension will carry over to the next competitive season if necessary.
- g) A second positive during the probationary period will result in an immediate dismissal from the team.

Athletic Insurance Procedures

Please read the following information regarding athletic insurance and medical billing procedures. **You must follow all instructions below before OHIO Athletics will act toward paying any balances.** Please save this information for future reference.

When an athletic injury occurs, it will be evaluated by the OHIO Athletics Medical Staff including the Athletic Training Staff and ICA Team Physician(s). The student-athlete may be referred to medical specialists. Should the student-athlete require hospitalization or surgery, you will be notified as soon as possible. There are many medical providers who may be billed for the services provided. Examples include hospital, physician/surgeon, anesthesia, emergency room, radiology (X-ray/MRI), physical therapy, and others. The following are specific instructions for Ohio University's athletic insurance procedures:

1. An annual insurance information form must be provided by the Department of Athletics must be completed for every student-athlete before they are permitted to practice. The Department of Athletics will not be held responsible in the event a student-athlete or parent does not notify or indicate changes within their insurance coverage. When returning the completed and signed insurance information form, parents are requested to submit a photocopy of all insurance cards (including dental, prescription) provided by the insurance carrier. This is requested to eliminate confusion in billing and expedite authorization for medical services for the student-athlete.
2. All medical bills, including athletic-related, are initially filed with the student-athlete's primary insurance coverage.
3. The primary insurance will issue an explanation of benefits (EOB) stating payment or denial of charges. You must forward a copy of the EOB and medical bill to the Assistant Athletic Director for Sports Medicine Services. Ohio University's athletic insurance policy requires an EOB for each and every separate medical bill.
4. Compliance in sending the EOBs to Ohio University is necessary before any balance due charges will be paid.
5. The Department of Athletics will assist by sending the parents of the student-athlete a letter indicating need for specific information, i.e. which EOBs and/or medical bills Ohio University needs for insurance processing.
6. Charges that are not paid by the primary insurance will then be considered by Ohio University's athletic insurance.
7. Once Ohio University's athletic insurance receives all pertinent information, payment will then be processed. This process can take up to 4-6 weeks. This process, however, is not perfect. There are instances where delays in payment have exceeded 6 months. *Generally, the most common reason for holdup in payment is due to delays to send EOBs and/or medical bills to the Department of Athletics.*
8. It is common procedures for a medical billing office to automatically bill you once a month, once a semester, etc. until the bill is paid in full. Often, OHIO Athletics does not receive notification of outstanding bills from the medical provider directly. You should send a copy of the statement or call the contact people listed below.
9. Student-athletes/parents have one year to turn in medical bills. Ohio University and its insurance carrier (Summit America) will not be responsible for bills older than 12 months from the date of occurrence.
10. **Failure to comply with all insurance procedures releases Ohio University from any financial responsibility.**

Athletic Insurance Contact Info:

John Bowman
Assistant AD for Sports Medicine
PO Box 689
Ohio University
Athens, Oh 45701
(740) 593-2866
bowmanj@ohio.edu

Trina Jones
Administrative Assistant
PO Box 689
Ohio University
Athens, Oh 45701
(740) 593-1167
hillt@ohiou.edu

**** For more information about the Student-Athlete Medical Policies, please see John Bowman ***

STRENGTH AND CONDITIONING

The Strength and Conditioning unit is located on the ground floor at Peden Stadium. To check for availability of the resources please call 593-2923.

OHIO UNIVERSITY CARIN STRENGTH CENTER REGULATIONS

1. The Ohio University Strength and Conditioning Program operates much like the U.S. Olympic Center in philosophy and practice. Our mission is to train competitive student-athletes in an effort to improve their athletic performance and minimize the severity and incidence of athletic injury.
2. You must be on a team roster and be cleared by the sports medicine staff prior to use of the strength and conditioning facilities. Do not bring friends, family, etc. to use this facility. You must attend a team orientation prior to initial use of the facilities.
3. Each team and student-athlete will be given a specific training plan designed by strength and conditioning staff. This plan should be followed at all times. Follow the work out in the order it is written.
4. We must maintain a strict schedule in order to prevent an overcrowded, unsafe training environment. **YOU MUST TRAIN ON THE DAYS AND AT THE TIMES SPECIFIED FOR YOUR TEAM!** If there is a schedule conflict, it is your responsibility to communicate with the proper staff member before it takes place.
5. Please do not wear clothing representing other universities, alcohol, or tobacco companies in the facility, including hats. All student-athletes must wear proper footwear when training.
6. Always unload bars and return weights to their proper places when finished. Use the collars on the bars at all times.
7. If you are unsure about an exercise listed on your program, please ask a staff member. They are there to help you.
8. Improper planning on your part does not create an emergency on the staff's part. Take care of business so that it does not interfere with your training. Do not miss training times.
9. Current facility schedules will be posted inside the weight room. All facility schedules are subject to change through the year.

10. No cellular telephones in the facility.
11. Failure to comply with policies may result in the loss of strength facilities privileges.

CHAPTER 8- AWARDS

ATHLETIC AWARDS

Lettered Items

Student-athletes entering their junior year are eligible to receive a Varsity Jacket, Varsity Sweater or Varsity Blanket. The cost is partially covered by the Department of Athletics and the remaining balance will be charged to the student-athlete's student account. Ordering information will become available to student-athletes during the academic year from the NCAA Eligibility and Student-Athlete Success staff.

Items	Total Cost	Cost to the Student-Athlete
Varsity Jacket	\$80	\$32
Varsity Sweater	\$79	\$30
Varsity Blanket	\$66	\$26

SPECIAL ACHIEVEMENT AWARDS—RINGS

All Ohio University student-athletes shall be eligible to receive rings in recognition of Mid-American Conference Championship, NCAA or All-American accomplishments. The following criteria will be used to determine eligibility:

Team Sports

- To qualify, the team shall be designated as the Mid-American Conference Regular Season Champions or the Mid-American Conference Tournament Champions. If both are achieved in the same year, one ring will be purchased to acknowledge both accomplishments.
- Additionally, the team shall be eligible to receive rings if, based upon their performance, they are either selected for a Bowl Game or qualify for the NCAA Tournament.
- An individual member of a team sport who is recognized for athletic achievements by the appointed NCAA committee through selection as an "All-American" is eligible to receive a ring to acknowledge this accomplishment.

Individual Sports

- An individual who qualifies for, or is selected by a qualifying committee to attend, the NCAA Tournament, and finishes the competition with a designation of All-American honors is eligible to receive a ring to acknowledge this accomplishment.

In no case shall any one person receive more than one ring per sport per academic year.

Exceptions to these criteria will be considered by the Athletics Director on a case by case basis.

ACADEMIC AWARDS

Academic All-MAC Teams: 1) Academic All-MAC teams shall be selected in all conference sports. 2) The number of honorees for each Academic All-MAC Team shall coincide with the number of first team honorees for the respective All-MAC team. In the event that the number of Academic All-MAC Team honorees exceeds the maximum number allowed, due to ties in the voting, the maximum limit would be expanded to include those student-athletes. 3) Candidates shall be nominated by each member institution's sport information director, with approval from the Faculty Representative and the coach of the sport. Each student nominee should be presented on a single form, which contains relevant athletic and academic information. A signature will be required by the coach, FAR and the SID. 4) Selection to the team requires that the student-athlete achieve a minimum cumulative 3.20 GPA and have participated in at least 50% of the contests for the particular sport. 5) Student-athletes will be nominated using the most recent cumulative GPA. 6) First year students and junior college transfers in their first year of residence are not eligible for the award.

400 Club: This award recognizes student-athletes who have achieved a semester GPA of 4.0. Student-athletes achieving this mark will receive an award and be recognized at an athletic department function.

Athletic Director's Honor Roll: This award recognizes student-athletes who have achieved a semester GPA of 3.0 or better. Student-athletes achieving this mark will receive a certificate and be recognized at an athletic department function.

Black Coaches Association Scholarship: This scholarship is awarded to former ethnic minority student-athletes who have entered into their first term of post-graduate study in a sport administration related program. The applicant must have shown exemplary leadership and involvement as an undergraduate student-athlete.

Bob James Memorial Award: The MAC recognizes one male and one female student-athlete who have achieved a 3.50 minimum GPA average, as well as shown evidence of good character, leadership, and citizenship. Students shall be nominated by their institution during the academic year in which they complete their final season of competitive eligibility in their sport(s) of choice. Student-athletes will be nominated using the cumulative grades from the most recent semester.

Dean's List: The Dean's List, compiled each semester, includes the names of all students whose GPA for the semester is at least 3.50 for a minimum of 15 semester hours of credits earned, including at least 12 hours attempted for letter grades.

Departmental Scholarships: Some academic departments have scholarships available to competing student-athletes. You are eligible to earn them if you qualify.

MAC Commissioner's Award: This award recognizes those student-athletes who have achieved a 3.5 minimum accumulative GPA average at the end

of two semesters. Student-athletes will be nominated using the grades from the most recent academic term. First year and graduating seniors are not eligible for this award. Transfer students must complete one full academic year prior to being eligible.

MAC Presidential Award: This award recognizes graduating senior student-athletes who have achieved a 3.5 minimum GPA average. Those student-athletes whose eligibility is exhausted would also be eligible for this award. It may only be awarded once in the career of a student-athlete.

NCAA Postgraduate Scholarship Program: Must have a 3.0 or better, be enrolled in your final year of eligibility, have performed with distinction on a varsity team and intend to be a full-time graduate student. The Student must have behaved in a manner that brought credit to the student-athlete, the institution and Intercollegiate Athletics. Deadline: Football--October, Basketball--February, Other Sports--April.

NCAA Postgraduate Awards for Ethnic Minorities and Women: The applicant must be accepted into the member institution's sport administration program and entering the first term of enrollment. The applicant must also have a distinguished record as a member of the student body.

Walter Byers Postgraduate Scholarship: To qualify, senior student-athletes must have an overall GPA of 3.50 or higher and intend to pursue graduate studies. The applicant must also have a distinguished record as a member of the student body.

NCAA Leadership Conference: The mission of the conference is to develop a diverse group of student-athletes who will actively participate in and experience a multitude of challenging and thought-provoking activities that will enable them to become change agents on their campuses and in their communities. Four student-athletes who have demonstrated the ability or strong desire to be leaders will be nominated.

Ohio University LeaderShape Institute: A six-day leadership development experience designed to help participants learn to "lead with integrity." The program content of the LeaderShape Institute reflects key leadership issues. Approximately 60 Ohio University students will be selected to participate in the program.

CHAPTER 9- TIPS FOR SUCCESS

TIME MANAGEMENT

Learning how to budget and utilize your time is a major factor in determining your success in college. Student-athletes have unique time demands, in addition to those that non student-athletes have, such as strength and conditioning, attending practices, meeting with your coaches, and traveling.

Learning to budget your time and setting priorities will be vital to your success.

CLASSROOM CONDUCT AND ATTENDANCE EXPECTATIONS

The primary expectation of a student-athlete at Ohio University is to pursue an academic degree. Student-athletes have the responsibility of attending class on a regular basis, completing all classroom assignments, and conducting themselves in a manner consistent with acceptable classroom performance.

As a student-athlete, you possess many skills that can help you do well. The following are suggestions for applying these skills in the classroom:

- Apply the disciplinary techniques you have mastered in athletics to meet your academic challenges. Recall how much time you spent learning new skills and practicing your sport. This same approach can help you succeed academically.
- For all of your classes, attend every class meeting. The only classes you miss should be due to travel or competition.
- Sit in the front of the classroom, and NOT with your friends/teammates. You'll be able to concentrate better on classroom material.
- Read and frequently refer to your syllabi so you know what is expected. Note the dates of all assignments and examinations.
- Get to know your professor! Utilize his/her office hours for assistance with the material - he/she knows it better than anyone else.
- Use a personal planner or calendar to record the due dates for the assignments, the dates for quizzes and exams plus your team's dates of travel. This is a great time management tool.
- Get your textbooks and any required materials immediately so you may keep up with your assignments. Begin reading projects and assignments right away. Avoid waiting until the last minute to do your work. Remember, reading assignments listed in your syllabi are meant to be completed *prior* to the class meetings.
- Take notes in class and compare them with those of other students. Look over your notes as soon as possible after class. This allows you to make any additions and rewrite them if necessary.
- Make copies of all assignments you submit and save them on a disk and in a safe place. Keep returned/graded assignments/exams until after semester grades are assigned.
- After you have read your assignments, study with a small group of other class members. Other students can often provide alternative perspectives of the information.
- Incorporate daily review of every subject into your routine.
- If you are having difficulty with a subject, ask your professor for help immediately or request a tutor on Tutor Trac through the Academic Advancement Center.
- Compete as hard in the classroom as you do in your sport. You need repetition to learn skills in the classroom just as you need practice to refine the skills that have made you a successful athlete.

NOTE TAKING TIPS

Good note taking requires careful listening. By completing your assignments before class, you will know what's going to be discussed and be able to take good notes with the correct information. Here are some good ideas:

- Keep all of your information for each class in one notebook (separate notebooks). Put all of your handouts and other information in the notebook too.
- Only write down important concepts and information needed to help you remember the material. Use a style that is clear and effective for you (outline, pictures, etc.). Be sure that you can read what you write; otherwise, your notes will not help you during review.
- Only write on one side of each page.
- When reviewing your notes, use the blank side of the page to spell out abbreviations, mark important ideas and record key words, phrases or con-

cepts.

- Mark or highlight key components in the lecture material.
- Rewrite your notes within 24 hours and compare them to those of other students in the class.
- If you miss a class, photocopy the notes of two classmates (make arrangements before you miss the class). Compare the two sets and compose your own notes from summarizing them.

TEST TAKING TIPS

Planning and organizing, in addition to understanding the material, are keys to taking tests. Listed below are some ways to ace an exam:

Before the test:

- Be sure you know the date, time and location of your test. Final exams are almost always scheduled for a different day and time than the class typically meets. Be sure to check the Registrar's official Final Exam Schedule online or your syllabus for the final exam schedule.
- Confirm what material the test will cover (chapters, problems, pages, etc.).
- Verify the type of test you will be taking. It makes a difference in how you prepare. Studying and preparation for an essay test is different than studying for a multiple choice or fill-in-the-blank test.
- Keep up with your reading by completing portions of the assignment daily.
- Take good notes in class.
- Review your notes and text weekly or more often if possible.
- Study alone first, then with a group or tutor.
- Consult your professor if you have questions about the material.
- Get a good night's rest before the exam.

During the test:

- Arrive to the room where the test will be given a few minutes before the exam. Sit away from your friends and other distractions. Take an extra writing utensil and eraser, and be sure to wear a watch.
- Listen to the verbal directions and ask any questions you may have.
- Follow the instructions carefully for writing your name and social security number on the exam and answer sheet.
- Immediately jot down memory aids, equations or other facts in the margin of the test (if you are allowed to do so).
- Make sure you understand the written directions and look through the whole test.
- Be **very** careful **not** to give the impression that you are receiving help from someone or something during the exam. Some professors are very sensitive to this. Keep your eyes on your own paper. Do not risk your academic or athletic future at OHIO by cheating. You could get an F in the class and/or be referred to University Judiciaries. Always do your own work!
- Keep track of the time and pace yourself throughout the test.
- If you cannot remember something, do not panic. Leave the question blank and mark it so you can go back to it later. Look for answers in the other questions on the exam. A name, date or fact you cannot remember might be in the test itself.