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CHAPTER 1- INTRODUCTION

WELCOME TO OHIO

Dear Bobcat:

Welcome to Ohio University and the Department of Intercollegiate Athletics. You are entering an institution where academic and athletics excellence are the tradition.

We expect you to take advantage of your opportunity to receive a meaningful and valuable education while participating in an exceptional athletics program. Our goal is to provide you with the resources necessary to compete to the full extent of your ability and enjoy each aspect of your collegiate experience. We also expect you to accept the inordinate challenge of being both a student and an athlete at the NCAA Division I level.

This handbook has been prepared to provide you with information as well as to help you understand the responsibilities you have as a student-athlete at Ohio. We hope this handbook provides you with a competitive edge in the classroom and compliments all your activities here at Ohio.

Best wishes for a successful year.

Sincerely,

Roderick Perry
Associate Athletic Director
Compliance and Student Services

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 the Athletics Department, but for the University as well. If you have any additional questions, the staff of the Department of Athletics 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.

VARSIITY TEAMS AT OHIO UNIVERSITY

WOMEN'S TEAMS

Basketball
Cross Country
Field Hockey
Golf

MEN'S TEAMS

Baseball
Basketball
Cross Country
Football

Soccer
Softball
Swimming & Diving
Track and Field
Volleyball

Golf
Wrestling

CHAPTER 2-ACADEMICS

STUDENT-ATHLETE ACADEMIC SERVICES

In addition to the advising services provided by academic departments, there are advisors for student-athletes in the office of Student-Athlete Academic Services. The staff will work in collaboration with you and your faculty academic advisor to assist you in every facet of your academic development. The Academic Services office is also responsible for coordinating community service projects involving all student-athletes, and career and personal development programs. Visit the office in the Phillips Center, 4th floor of Peden Stadium or call 593-0435 for assistance. Through the Ohio CHAMPS/Life Skills Program we are committed to the success and development of each student-athlete.

THE CHAMPS/LIFE SKILLS PROGRAM

The challenges that today's student-athletes face, both on and off the playing field, are unparalleled in the history of education. On the playing field, student-athletes face increased visibility and pressures to excel beyond the typical college student. Off the field, student-athletes must endure hectic travel schedules and the stress of "life under a microscope."

Unfortunately, many collegiate student-athletes are unprepared to face today's biggest challenge: life after graduation, or "real life." Student-athletes, by virtue of their involvement in athletics, have a difficult time accessing campus-wide student activities, programming and experiences. Based upon this premise, the CHAMPS/Life Skills Program is designed to provide student-athletes with the education and experiences to assist them in bridging the gap from college life to professional life in the work world and also to make meaningful contributions to their communities.

A program designed to reach each student-athlete based on his or her individual needs, the CHAMPS Life Skills Program focuses on the individual as a whole, academically, athletically and emotionally, and on the changing needs and skills of that individual in these formative years. Designed to help student-athletes realize higher academic achievement, increased likelihood of retention, a higher level of maturity, self-responsibility, and greater overall success, the program serves as a means to prepare student-athletes for life. These concepts are developed and emphasized in the student-athlete experience course that is offered to all student-athletes in the fall of their freshman year.

STUDENT-ATHLETE TUTORIAL SERVICES

The Student-Athlete Academic Services staff is committed to helping student-athletes achieve a balance between both academic excellence and athletic success. Our aim is to ensure that each athlete is given the opportunity to realize a successful college experience. In an effort to guide every athlete toward intellectual development and graduation, Academic Services has a tutoring service specifically for student-athletes. All student-athletes are eligible to receive four hours of tutoring per course each week.

STUDENT-ATHLETE SERVICES OFFERS TWO TYPES OF TUTORS:

1. **DROP-IN TUTORS.** These tutors are scheduled, in advance, to be available in the Phillips Academic Center certain days and times of the week. All drop-in tutors' schedules are posted throughout the Phillips Center.
2. **INDIVIDUAL TUTORS.** These tutors are assigned to work individually with stu-

dent-athletes. Most individual tutor requests can be fulfilled online by visiting www.ohiou.edu/aac and following all instructions.

Steps Taken to Obtain a Tutor through Student-Athlete Academic Services:

1. Visit the Phillips Academic Center located on the 4th floor of Peden Tower and fill out a Tutor Request form.
2. Return the completed Tutor Request form to your athletic academic advisor.

If a drop-in tutor is not available for the subject requested, you will be referred to the Academic Advancement Center Website. You can access this site at www.ohiou.edu/aac. Ohio University Academic Advancement Center offers academic support to all Ohio University undergraduates, and works together with our Athletic Academic Services office to provide the best tutors available to our student-athletes. The Academic Advancement Center maintains collaborative relationships across campus, supports the instructional objectives of the faculty, and advances the educational and retention efforts of Ohio University.

Tutoring Session Payment Policy

Student-Athlete Tutoring sessions are free for athletes and paid for by Student-Athlete Academic Services. Free tutoring is limited to 4 hours per week/per subject. Any tutoring hours accumulated above and beyond this 4 hour limit will be charged to the student-athlete.

Tutor Session Cancellations

Tutor session cancellations must be made 24 hours prior to the scheduled tutor session. Failure to cancel a tutoring session 24 hours in advance will result in the student-athlete paying for his/her missed session.

Student-Athlete Study Groups

Academic advisors will help make arrangements for study groups and group tutoring at your study tables. 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, let your academic advisor know. He/she will assist in the arrangement of a study group as well as a tutor for you.

FACULTY ACADEMIC ADVISORS

Each student-athlete at Ohio University is required to receive academic advising at least once a quarter 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 years. Information that may help you with your plan can be found in the Ohio University Undergraduate Catalog, the Schedule of Classes, 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

- College of Engineering & Technology
- College of Fine Arts
- College of Health & Human Services
- 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 website at www.ohiou.edu.

SELECTING OR CHANGING YOUR MAJOR

Selecting a major must be done in consultation with your faculty academic advisor and the Student-Athlete Academic Services office. We require that you declare a major by the end of your sixth regular quarter at Ohio University and before summer school begins. Always consult Academic Services before changing your major to avoid eligibility issues related to the NCAA Satisfactory Progress rules. This Satisfactory Progress model is based on a five year degree plan.

For students first entering a collegiate institution before August 1, 2003:

NCAA Satisfactory Progress requires that you complete 25% of your degree requirements after your sixth quarter or Sophomore year, 50% of your degree requirements after your ninth quarter or Junior year, and 75% of degree requirements after your twelfth quarter or Senior year.

For students first entering a collegiate institution on or after August 1, 2003:

NCAA Satisfactory Progress requires that you complete 40% of your degree requirements after your sixth quarter or Sophomore year, 60% of your degree requirements after your ninth quarter or Junior year, and 80% of degree requirements after your twelfth quarter or Senior year.

If you are considering changing your major go to your college office or Student-Athlete Services 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 Student-Athlete Services and your coach. Dropping a class could make you deficient in hours to meet NCAA Satisfactory Progress, and therefore ineligible for athletic competition.

TRIPS (Touch-tone Registration and Information Processing System): This telephone and web system is used for checking grades, registration, and dropping and adding classes. You will need your Social Security number and Registration Access Code to access **TRIPS** by telephone or web. The days, hours and times **TRIPS** is available are noted in the Schedule of Classes each quarter. Scheduling via **TRIPS** is available over vacation periods, so it is a good idea to take a Schedule of Classes home with you. Be sure to verify if dropping a class affects your eligibility. You may also check your grades earned each quarter by using **TRIPS**.

DATES DO MATTER!

- You may **not add** classes after the 8th day of the quarter without special permission from the instructor.
- You may **not drop** classes after the 35th day of the quarter.
- Classes dropped after the 15th day 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 35th day

of the quarter. This request is granted ONLY for true emergencies such as a death in the family or a serious illness requiring hospitalization.

ACADEMIC POLICIES

Deans List

The Deans List, compiled quarterly, includes the names of all students whose GPA for the quarter is at least 3.50 for a minimum of 16 quarter hours of credits earned, including at least 12 hours attempted for letter grades.

Academic Probation

To avoid academic probation, you must maintain an accumulative GPA of at least a 2.00. At the close of each quarter in which you are a full-time student, your record will be reviewed to verify your GPA.

Probation and Continuation. If at the time of the review you do not have the required 2.00 minimum GPA, you will be placed on academic probation. If you are already on probation, you may be allowed to continue at the University until the next review if, in the opinion of the dean, you are making adequate progress toward attaining a 2.00 GPA.

Some colleges require higher standards of performance than the University's 2.00 minimum. If you have been dropped from a college because of failure to meet such additional standards but are not subject to dismissal according to the University rules below, you are still eligible for admission to other programs in the University.

Removal from Probation. Removal of probationary status is automatic at the close of the quarter of review when your accumulative GPA rises to 2.00 or above.

Dismissal (Drop) and Reinstatement. If you are denied continuation of probation, you will be dropped from the University. A status of "Drop I" means you were dropped because of an increase in deficiency points. "Drop L" means you reached the limit of four probationary quarters. If you have been dropped, you are not able to enroll for regular courses on any Ohio University Campus. You may petition the dean of your college for reinstatement, but normally reinstatement will not be granted until at least 12 months after your dismissal.

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 six (6) weeks into the next quarter of enrollment to finish course work. If a student is enrolled in the summer, that will count as the "next quarter" 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 six 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 15th day of the quarter (8th day of a sub-term). It indicates that you were passing at the time of withdrawal.
- A "WF" grade designates classes dropped after the 15th day of the quarter (8th day of

a sub-term). 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 athletics department 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 athletics department.
- You have the right to present any perceived violation of your rights through the normal grievance procedure.

STUDENT-ATHLETE CODE OF CONDUCT

Membership and participation on teams at Ohio University are privileges. Along with these privileges are certain responsibilities. In addition to representing yourself, you are representing Ohio University, the athletics department and your team at all times. Therefore we expect you to act in a courteous, conscientious manner that reflects positively on all of the groups you represent.

HAZING POLICY

The Ohio University Department of Intercollegiate Athletics does not and will not condone nor tolerate any form of hazing related to participation on any intercollegiate athletics team.

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of another person for the purpose of initiation, admission into, membership, advancement, or continued good standing in any group or organization. In addition, any requirement by a member or pledge, which compels another member or pledge to participate in any activity that is against College policy or Ohio State Law is defined as hazing.

Hazing is STRICTLY PROHIBITED and student-athletes found guilty of participating in such acts will be IMMEDIATELY SUSPENDED from all team activities (e.g., practices and competitions). Other sanctions may include immediate dismissal from the team and athletic scholarship penalties.

Hazing behaviors include but are not limited to the following:

- Forcing or requiring an individual to drink alcohol or use other substances or consume unreasonable amounts of food;
- Engaging in activities that compel an individual or group to remain at a certain place, or transporting anyone anywhere without their knowledge or consent (e.g., road trips, kidnapping, etc.);
- Creating excessive fatigue or distress through the deprivation of privacy, sufficient sleep, or decent edible meals;
- Participating in morally degrading or humiliating games and activities;
- Participating in or creation of situations that cause physical harm or emotional strain, such as causing a member or non-member to be the object of malicious amusement or ridicule;
- Using brutality or force;
- Forcing or requiring an individual to dress in his/her uniform, undergarments, or inappropriate clothing and parade in front of another individual or group;
- Forcing or requiring an individual to run around the practice or playing field barefoot;

and

- Forcing or requiring an individual to get a particular haircut (e.g., buzz cut).

Any of these activities, if a condition either directly or indirectly, of membership, advancement, or good standing in a college-recognized organization, shall be presumed to be a forced activity the willingness of an individual to participate in such activity notwithstanding. Therefore, do not assume that by telling the individual that they ARE NOT required to participate mitigates the activity and culpability of the perpetrator.

To report a hazing incident contact:

Roderick Perry, Associate Athletics Director/Compliance & Student Services
(740)593-9800.

MISCONDUCT

Any student-athlete, athletic trainer, manager, cheerleader or other student representing Ohio Athletics shall accept responsibility to conform to the policies and procedures contained in the *Ohio University Student Code of Conduct*, as well as rules pertaining to his/her athletics activity as established by the NCAA, Mid-American Conference, Ohio Athletics and the coaches responsible for that activity. Alleged violations of the *Ohio University Student Code of Conduct* may result in referral to the Director of University Judiciaries. Students representing Ohio Athletics found responsible for violations of the *Ohio University Student Code of Conduct* are subject to the same disciplinary actions as any other Ohio University student. Students representing Ohio Athletics have a special responsibility to conduct themselves in a manner that reflects well on Ohio University, Ohio Athletics, and the teams they represent. Accordingly, students representing Ohio Athletics found responsible, by the Office of University Judiciaries, for violations of the *Ohio University Student Code of Conduct* are subject to additional disciplinary action as deemed appropriate by Ohio Athletics staff, including dismissal from the program and/or loss of aid. Students representing Ohio Athletics may appeal disciplinary action by the Department of Athletics via the procedure for redress detailed in the *Student-Athlete Handbook*.

DISCIPLINARY ACTION

All alleged Code A and Code B offenses of the *Ohio University Student Code of Conduct* involving any student representing Ohio Athletics will be reviewed by the Director of University Judiciaries. The Director of University Judiciaries will notify the Director of Athletics (or designee) and the coach of the team the student represents when a student is charged with a Code A or B offense(s). Upon notification of an alleged Code A and B offense(s), the Director of Athletics (or designee) and the coach of the team the individual represents may initiate immediate disciplinary action or defer disciplinary action until after University Judiciaries resolves the case. In cases where disciplinary action was initiated prior to the resolution of the Code A or B offense(s), the Director of Athletics (or designee) and the coach may take additional disciplinary action if University Judiciaries finds the student responsible for the Code A or B offense(s). Disciplinary action initiated by the Director of Athletics (or designee) and the coach will be based on the gravity of the misconduct; however, may be influenced by aggravating circumstances, such as a record of prior misconduct or failure to cooperate, or by mitigating circumstances, such as the absence of record of misconduct or self disclosure.

Disciplinary Action for Violations of Ohio Department of Athletics Policies and Team Rules

The Director of Athletics (or designee) and the coach may take the following action against a student found responsible for violations of any Ohio Athletics policy or team rule:

- a) Verbal or written warning
- b) Required evaluation and/or counseling

- c) Suspension from practice or games
- d) Suspension of all athletics privileges for a definite period of time
- e) Cancellation or gradation of athletics grant-in-aid
- f) Dismissal from the team

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 Athletics 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.

STUDENT-ATHLETE ADVISORY COMMITTEE

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 work world, and to also make meaningful contributions to their communities. Membership consists of team representatives who are selected in conjunction with head coaches. SAAC plans activities consistent with the five commitments of the CHAMPS/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.

TRANSFER POLICY

All student-athletes have the right to transfer from Ohio University to any institution of

their choice. However, the Ohio 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 Director of Athletics 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 two years of competition.
- There can be no contact by the student-athlete with any other institution until the release is formalized.
- If Ohio 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.

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 athletics 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 athletics aid, must report the details of that aid to the Compliance Office before the beginning of each academic year. Any changes in non-athletics aid throughout the year must also be reported.

TYPES OF FINANCIAL AID

- A full athletics scholarship consists of tuition, required 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. The board scholarship covers the cost of the standard meal plan (20 meals). 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 athletics 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) and air conditioning.

- State and institutional grants count as part of your total financial aid award and may reduce your eligibility for athletics 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 club, Rotary club) 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 athletics eligibility.

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 athletics department) during the academic year.

This legislation is intended to assist student-athletes in receiving "spending money" which 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 athletics 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 athletics 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 athletics 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 Athletics 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 athletics participation.

Questions and Answers

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

Any student-athlete who is approved by the Associate Athletics Director for Compliance & Student Services **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 Associate Athletics Director for Compliance & Student Services immediately.

- *Are there any restrictions?*

Student-athletes must be treated in the same manner as other employees. Student-athletes can not 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

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.

NON-RENEWAL OF AID

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

- You render yourself ineligible for athletics competition.
- You misrepresent yourself or give false information on your application or National Letter of Intent.
- You voluntarily withdraw from your sport.
- You engage in misconduct serious enough to warrant disciplinary action and the cancellation of aid.

Voluntary Withdrawal from Athletics Participation

A student-athlete may voluntarily withdraw from athletics 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 athletics aid will be forfeited as of that date.

Should a student-athlete on athletics aid choose to withdraw from participation in inter-collegiate athletics during the period of award, the athletics 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 (\$1,000 per quarter). The student-athlete voluntarily quits the team at the conclusion of week four of the fall quarter. The student-athlete would forfeit all athletics aid for winter and spring quarters. He would receive \$364 in athletics aid for fall quarter.

$(\$1,000 / 11 \text{ weeks in a quarter} = \$91/\text{week} * 4 \text{ weeks} = \$364)$

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 dis-

continued and prorated from the date of his/her last active participation.

INJURY OR ILLNESS POLICY

Should a scholarship student-athlete become injured or ill to the extent that he/she is no longer able to participate in intercollegiate athletics, aid may be awarded to assist that student-athlete in completing his/her degree requirements. Such aid is awarded on a case-by-case basis, using the following criteria:

In order to be eligible for a "medical" scholarship, the student-athlete must meet all normal NCAA, MAC and University eligibility requirements:

- a. The student must have completed the applicable percentage of degree requirements, as normally required for competition.
- b. The student must have an accumulative grade point average of at least a 2.0 or 95% of the gpa required by his/her college for graduation, whichever is higher.
- c. The student must successfully complete thirty-six (36) quarter hours per academic year or an average of 12 degree-applicable hours for each term of full-time enrollment. For students first entering a collegiate institution on or after August 1, 2003, must earn a minimum of 27 hours during the academic year (excluding summers) and may not use the averaging method.
- d. The student must retain "good academic standing" in his/her designated college and meet the above-mentioned requirements for his/her declared degree program.

A committee comprised of the following individuals will make all decisions on the awarding of medical scholarships:

- a. Senior Woman Administrator
- b. Associate Athletics Director/Compliance & Student Services
- c. Director of Academic Services
- d. Head Athletics Trainer

The Committee will consider many criteria, including but not limited to:

- a. Number of letters earned (must have earned a minimum of one letter)
- b. Circumstances of injury or illness
- c. Comments of athletics trainer and attending physician
- d. Comments of head coach
- e. Academic progress towards graduation
- f. Compliance with NCAA, MAC & Ohio University policies and procedures
- g. Overall commitment to Ohio Athletics

Awards will be made in the following fashion:

- a. For the first year of a medical scholarship (subsequent to the occurrence of a career-ending injury or illness), aid will continue at the same percentage as the previous academic year (when injury or illness occurred).
- b. If aid is renewed in subsequent years, awards will be made for tuition and out-of-state surcharge (if applicable) only. Room, board and books are the responsibility of the student-athlete.
- c. A coach may not supplement this award with unused scholarship dollars from his/her operating account or with funds from a private account.

Awards are made on a quarterly basis and are renewable upon compliance with aid requirements:

- a. The student must enroll, and remain enrolled throughout the quarter, as a full-time student, with a minimum of twelve (12) quarter hours that satisfy graduation re-

quirements for the student's major. The Director of Academic Services must approve all class schedules prior to the start of the quarter.

- b. The student must successfully complete a minimum of twelve (12) hours with a grade that is acceptable towards satisfying graduation requirements.
- c. The student must maintain an accumulative grade point average of at least a 2.0 or 95% of the gpa required by his/her college for graduation, whichever is higher.
- d. The student must work in an assigned area eight (8) hours per week during every quarter of the first year of a medical scholarship. 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. In subsequent years (when grants cover tuition only), students are not required to work within the Department of Athletics.
- e. The student 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.

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 a medical scholarship. If the Committee denies the appeal, the student may ask that the appeal be forwarded to the Director of Athletics.

This policy applies to the awarding of athletics aid to those student-athletes who have suffered a career-ending injury or illness while participating in a head count sport. For equivalency sports, the head coach, with the approval of the Director of Athletics, the Associate Athletics Director for Compliance & Student Services, and the sport administrator, may award athletics aid to a student-athlete who can no longer participate for medical reasons. In such cases, all awards must be made using the balance of unallocated scholarship dollars for that sport.

5TH YEAR AID

In order to be eligible for an athletics scholarship after eligibility is exhausted, the student-athlete must meet all normal NCAA, MAC and University eligibility requirements for a student entering his/her 5th year of enrollment:

- a. Completed a minimum of 75/80% of the degree requirements for that major (normally 144/154 hours)
- b. Achieved a minimum of a 2.0 accumulative grade point average or 95% of the gpa required by his/her college for graduation, whichever is higher
- c. Successfully completed thirty-six (36) quarter hours last academic year, or completed an average of twelve (12) quarter hours per term for each term of full-time enrollment. Students first entering a collegiate institution on or after August 1, 2003 must earn a minimum of 27 hours during the academic year (excluding summers) and may not use the averaging method.
- d. Considered in "good academic standing" in his/her designated college and meet the above-mentioned requirements for his/her declared degree program

Awards are made on a quarterly basis and are renewable upon compliance with aid requirements:

- a. The student must enroll, and remain enrolled throughout the quarter, as a full-time student, with a minimum of twelve (12) quarter hours that satisfy graduation requirements for the student's major. The Director of Academic Services must approve all class schedules prior to the start of the quarter.
- b. The student must successfully complete a minimum of twelve (12) hours with a

grade that is acceptable towards satisfying graduation requirements.

- c. The student must maintain an accumulative grade point average of at least a 2.0 or 95% of the GPA required for his/her college for graduation, whichever is higher.
- d. The student must work in an assigned area eight (8) hours per week during every quarter for which he/she receives athletics aid. 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.
- e. The student 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.

The decision to award 5th year aid is made by a committee comprised of the Senior Woman Administrator, the Associate Athletics Director for Compliance & Student Services and the Director of Academic Services.

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 5th year aid. If the Committee denies the appeal, the student may ask that the appeal be forwarded to the Director of Athletics.

This policy applies to the awarding of athletics aid to those student-athletes who have exhausted eligibility in a head count sport. For equivalency sports, the head coach, with the approval of the Director of Athletics, the Associate Athletics Director for Compliance & Student Services and the sport administrator, may award athletics aid to a student-athlete who has exhausted eligibility. In such cases, all awards must be made using the balance of unallocated scholarship dollars for that sport.

SUMMER SCHOOL AID

Ohio University is committed to assisting student-athletes in the pursuit of a college degree, however only very limited summer scholarship funds are available. Following are guidelines for the awarding of athletics aid for summer school:

- Summer school award decisions are made by the head coach of the respective sport, subject to the approval of the sport supervisor and the Associate Athletics Director for Compliance & Student Services.
- Aid recipients will be notified of the award as soon as possible but no later than the start of the summer session for which the aid is awarded.
- With the exception of basketball, only student-athletes who received athletics aid during the previous academic year are eligible for a summer school scholarship from the Department of Athletics.
- In accordance with NCAA regulations, athletics aid for summer school may not be awarded at an equivalency amount greater than that received during the previous academic year.
- Although all scholarship student-athletes are eligible for summer school aid, preference is generally given to those who can graduate that summer, those who do not need an additional full academic year to graduate and those with eligibility problems that warrant summer school.
- Students on medical waivers or 5th year athletics aid are not eligible for summer school monies from the general scholarship fund, unless the student will complete graduation requirements by attending a summer session.
- If a student-athlete is awarded a summer school scholarship and subsequently decides to withdraw from a course, that course must be dropped by the deadline for receiving a 100% refund of tuition charges (see University catalog). Any class dropped after this date will result in charges to the student-athlete's account. Such action will con-

stitute forfeiture of summer school aid, and these charges will become the responsibility of the student-athlete.

- Failing a course in summer school will 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 will result in the forfeiture of summer scholarship aid.

Summer School at Another Institution

Ohio Athletics may only pay for classes taken at the Athens branch of Ohio University. 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

BOOKS POLICY

If your athletics scholarship covers the loan of textbooks, you are eligible to receive all required course-related textbooks for your courses. At the beginning of each quarter, the head coach will distribute book vouchers to all student-athletes on a loan-of-textbooks scholarship. You should take this voucher and a copy of your class schedule to the designated counter at College Book Store. The bookstore staff will have your books ready for your pick-up and signature.

All required textbooks and workbooks are covered by your athletics scholarship. Optional books and/or workbooks, supplies and fees for classes are not covered by an athletics scholarship and are, therefore, your responsibility. If a book is not available at College Book Store, you may purchase that book elsewhere and then take the receipt to College Book Store for reimbursement. You are required to return this book to College Book Store at the conclusion of the quarter. All textbooks must be returned to College Book Store by the last day of final exams for the quarter. Be sure to obtain a receipt when you return your books to the bookstore staff.

NOTE: You will be charged for the full original cost of all books not returned to College Book Store by the last day of final exams for the quarter. A hold will be placed on your University account until this charge is paid.

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 athletics 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 Compliance Coordinator 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 your head coach.

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.

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 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 have five years to use three seasons of competition. However, if you complete your degree requirements in four years, you may take advantage of a fourth season of competition by going to graduate school or beginning a new bachelors program.

DESIGNATION OF DEGREE PROGRAM

You must declare a major before your 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 quarter of your sophomore year. This allows the Academic Services staff to determine your eligibility in a timely manner and alleviates jeopardizing your practice and competition for the following academic year.

FULL-TIME ENROLLMENT RULE

- You must carry at least 12 credits every quarter to be eligible for practice, athletics 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 quarter of school if you need less than 12 hours to graduate. In such a situation, verification is required from you College advisor.
- 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.
- 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 behooves 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, it is therefore vital that you consult with Academic Services before repeating any course.

GRADE POINT AVERAGE RULE

Ohio and the Mid-American Conference (MAC) have a more restrictive GPA rule than the NCAA. To be eligible to compete as a freshman you need to be approved by the NCAA Clearinghouse and maintain a minimum accumulative GPA of a 1.80 after each quarter of courses taken at Ohio University. Second year students need to maintain a 1.80 minimum accumulative GPA. Your GPA is **not** rounded up (a GPA of 1.798 does not round to a 1.80). Third, fourth, and fifth year students are required to maintain a minimum accumulative GPA of 2.0 each quarter in order to compete.

DEGREE COMPLETION REQUIREMENTS

For students first entering a collegiate institution on or after August 1, 2003:

- 36 Hour Rule: To be eligible for competition, a student-athlete must complete a

minimum of 36-quarter hours of academic credit prior to the beginning of the second year of enrollment.

- **27 Hour Rule:** To be eligible for competition, a student-athlete must complete 27-quarter 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.)
- **6 Hour Requirement:** To be eligible for competition, a student-athlete must complete a minimum of six-quarter 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.
- **Designation of Degree:** A student-athlete must designate a program of studies leading toward a specific baccalaureate degree by the beginning of the 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 39 credit hours per year. In order to graduate in four years, you must successfully complete 48 credit hours per year.
- **Grade-Point Average Requirements:** To be eligible for competition, a student-athlete must maintain the following minimum accumulative GPA during each term of enrollment:
 - ✓ First and Second Year: 1.800
 - ✓ Third, Fourth and Fifth Year: 2.000

First Year	Second Year	Third Year	Fourth Year	Fifth Year
<ul style="list-style-type: none"> • Average 12 cr. hrs. per term • At least 36 cr. hrs. during year • 6 cr. hrs. per term 	<ul style="list-style-type: none"> • At least 27 cr. hrs. during year • 6 cr. hrs. per term • 1.800 GPA • Designate degree prior to third year • 40% of degree prior to start of third year 	<ul style="list-style-type: none"> • At least 27 cr. hrs. during year • 6 degree applicable cr. hrs. per term • 1.900 GPA • 60% of degree prior to start of fourth year 	<ul style="list-style-type: none"> • At least 27 cr. hrs. during year • 6 degree applicable cr. hrs. per term • 2.000 GPA • 80% of degree prior to start of fifth year 	<ul style="list-style-type: none"> • At least 27 cr. hrs. during year • 6 degree applicable cr. hrs. per term • 2.000 GPA

For students first entering a collegiate institution before August 1, 2003:

- **36 Hour Rule:**
 - ✓ *Averaging Method:* Complete an average of 12-quarter hours for each of the previous terms enrolled; or

✓ *Actual Method:* Complete 36-quarter hours since the three preceding regular quarters.

*Credit hours must be degree applicable once a major is declared, otherwise, the credit hours may apply to any degree.

- **75/25 Hour Rule:** At least 75% (27) of the required hours used to satisfy the 36-hour rule must be earned during the regular academic year. No more than 25% (9) of the required hours may be earned during the summer.
- **6 Hour Requirement:** To be eligible for competition, a student-athlete must complete a minimum of six-quarter 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.
- **Percentage of Degree:** To be eligible for competition, a student-athlete must meet the following progress-toward-degree requirements:
 - ✓ Start of Third Year: 25% of degree completed
 - ✓ Start of Fourth Year: 50% of degree completed
 - ✓ Start of Fifth Year: 75% of degree completed

In order to meet the percentage of degree requirements you must successfully complete 36 credit hours per year. In order to graduate in four years, you must successfully complete 48 credit hours per year.

- **Grade-Point Average Requirements:** To be eligible for competition, a student-athlete must maintain the following minimum accumulative GPA during each term of enrollment:
 - ✓ First and Second Year: 1.800
 - ✓ Third, Fourth and Fifth Year: 2.000

Student-athletes will not longer be able to use winter intercession to become eligible for winter quarter.

First Year	Second Year	Third Year	Fourth Year	Fifth Year
<ul style="list-style-type: none"> • Average 12 cr. hrs. per term • At least 27 cr. hrs. during year • 6 cr. hrs. per term • 1.800 GPA 	<ul style="list-style-type: none"> • Average 12 cr. hrs. per term <u>or</u> complete 36 cr. hrs. the preceding 3 terms • At least 27 cr. hrs. during year • 6 cr. hrs. per term • 1.800 GPA • Designate degree prior to third year 	<ul style="list-style-type: none"> • Average 12 cr. hrs. per term <u>or</u> complete 36 cr. hrs. the preceding 3 terms • At least 27 cr. hrs. during year • 6 cr. hrs. per term • 2.000 GPA • 25% of degree prior to start of third year 	<ul style="list-style-type: none"> • Average 12 cr. hrs. per term <u>or</u> complete 36 cr. hrs. the preceding 3 terms • At least 27 cr. hrs. during year • 6 cr. hrs. per term • 2.000 GPA • 50% of degree prior to start of fourth year 	<ul style="list-style-type: none"> • Average 12 cr. hrs. per term <u>or</u> complete 36 cr. hrs. the preceding 3 terms • At least 27 cr. hrs. during year • 6 cr. hrs. per term • 2.000 GPA • 75% of degree prior to start of fifth year

EXTRA BENEFITS & BOOSTERS

As a student-athlete you are likely to come into 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 athletics interests is a person who fits any of these descriptions:

- A participant or member of any booster club at Ohio, such as the Green and White Club.
- Anyone who has made a donation to any of the athletics 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.

Note: Once a booster, always a booster. According to the NCAA, once a person has been identified as an athletics 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 athletics 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. 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 athletics, 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 Assistant Athletics Director for Compliance & Student Services.
- Working for a booster during a vacation period *if* the booster checks with the Assistant Athletics Director for Compliance & Student Services 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 Assistant Athletics Director for Compliance & Student Services.

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

Scott Quad 135: 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

Lindley Hall 185: 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	3-2661
Boyd Hall	7-5763
Brough House	3-6803
Brown Hall	7-3522
Campus Support	3-0396
Clippinger Hall	3-1609
Computer Services Center	3-1018
Ellis Hall	3-0044

Grover Center	3-2660
Haning Hall	3-0143
Jefferson Hall	7-9933
McCracken Hall	3-4453
Morton Hall	3-1242
Music Building	3-9190
Stocker Hall	3-2478

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.

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

Scott Quad 176: This office provides consultation on all matters of interest to international students. Call 593-4330 for assistance.

Library

Alden Library: Is 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.

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.

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.

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	Judiciaries	593-2629
Accounts Payable	593-1960	Library	593-1216
Admissions	593-4100	Parking	593-1917
Arts & Sciences	593-2850	OUPD	593-1911
Bursar	593-4130	Registrar	593-4191
Business	593-2002	Residence Life	593-4095
Career Services	593-2909	Student Activities	593-4025
Communication	593-4168	Student Affairs	593-2580
Counseling Services	593-1616	TRIPS	597-3006
Education	593-4400	University College	593-1935
Engineering	593-1474	Veterans Affairs	593-4186
Financial Aid	593-4141		
Fine Arts	593-1808		
Health & Human Services	593-9334		
Honors Tutorial	593-2723		
Hudson Health Center	593-1616		
Institutional Equity	593-2620		

OHIO ATHLETICS PERSONNEL DIRECTORY

Bowman, John	Director of Athletic Training	593-2866
Calkins, Clay	Head Track/Cross Country Coach	593-1191
Carbone, Joe	Head Baseball Coach	593-1180
Carlston, Geoff	Head Volleyball Coach	593-1189
Chabot, Jennifer	Faculty Athletics Representative	593-2871
Cooley, Bob	Director of Golf	593-1177
Crawley, Sylvia	Head Women's Basketball Coach	593-1193
Dean, Amy	Associate Athletics Director Business & Administration	593-1171
Jason Kelly	Director of Academic Services	593-1172
Greenlee, Joel	Head Wrestling Coach	593-1179
Trevor Doll	Director of Compliance	593-0987
Hocutt, Kirby	Director of Athletics	593-0982
TBA	Director of Athletics Equipment	593-2736
TBA	Assistant Director of Academic Services	593-9976
King, Amy	Academic Coordinator, SAAC	593-0536
Macmillan, Neil	Head Field Hockey Coach	593-1196
Matuyuch, Jill	Head Softball Coach	593-1175
Carmen Greene	Director of Ticket Operations	593-9451
O'Shea, Tim	Head Men's Basketball Coach	597-1668
Perry, Roderick	Associate Athletics Director Compliance & Student Services	593-9800
Sano, Sonny	Director of Strength & Conditioning	593-2923

TBA	Assistant Athletics Director External Affairs	593-0834
Frank Solich	Head Football Coach	593-1204
Strauss, Stacy	Head Soccer Coach	593-2990
Washburn, Patrick	Faculty Athletics Representative	593-2593
Werner, Greg	Head Swimming Coach	593-1612

CHAPTER 7- PHYSICAL WELFARE

TRAINING ROOM HOURS

Specific quarterly hours are posted in each facility and given to all sport coaches. Generally, the athletic training rooms are open 9am – 6pm Monday through Friday. The Peden Training Room will be open at 7am when posted. Saturday and Sunday operations are sport specific. Peden training room will be open over summer break and closed during the December break. Convo training room will be open December break and closed during the summer. Training room hours on any other breaks/holidays will be posted as needed.

TRAINING ROOM STAFF

The frontline of Ohio University's Sports Medicine Team is the Athletic Training Staff. The Athletic Trainers are responsible for coverage of the Peden and Convo Training Rooms, sport practice and game coverage, injury evaluation, acute care management, referral to Team Physicians, treatment and rehabilitation of injuries and participation in return to play decisions.

John Bowman, Director of Athletic Training Services	(Peden)	3-2866
Alana Eichman, Assistant Athletic Trainer	(Convo)	3-1186
Scott Gardner, Assistant Athletic Trainer	(Convo)	3-1194
Michelle Godek, Assistant Athletic Trainer	(Peden)	3-1195
Annika Ludewig, Assistant Athletic Trainer	(Convo)	3-1206

ATHLETIC INSURANCE PROCEDURES

All Ohio University students are required to have primary insurance, which is to be on file with Student Health Services in accordance with University policy. Any student not submitting proof of primary insurance will be automatically enrolled and billed with the University student insurance program. The Ohio University primary student insurance program affects all university students and does not cover athletic-related injuries that are already covered by the ICA secondary policy.

Ohio University carries a secondary insurance policy for all student-athletes, GA's, student athletic trainers, and student managers. All student-athletes & parent/guardians are responsible for completing an annual ICA insurance information form (mailed home in July) and returning it to the Athletic Training Office prior to their athletic participation. Trina Jones will keep all original forms on file. The Athletic Training Staff will have two copies for all eligible sport participants. One copy should be in the field kit readily available for travel, practice, etc. Whenever an athlete is sent to a medical appointment (MRI, hospital, SMG, etc) a copy of the ICA insurance form must be sent along.

A student-athlete sustaining an athletic injury is required to notify the athletic training staff within 48 hours. The department is only responsible for injuries occurring as a direct result of athletic participation.

SUPPLEMENT USE AND/OR SUBSTANCE ABUSE POLICY

Nutritional Ergogenic Aids

Competitive athletes have commonly used nutritional ergogenic aids to find new approaches for improving training and conditioning techniques. However, most nutritional supplements have been proven ineffective (NCAA Sports Medicine Handbook 2002). Often marketed and advertised specifically to athletes, nutritional supplements are expensive and not endorsed by the NCAA and/or the Ohio University Athletics 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

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, Bowl Games for Football. Additionally, the NCAA will conduct drug testing on Ohio University's campus at least once per year. Eighteen Football players will be selected and 8 from one other ICA sport. The NCAA will notify the Director of Athletic Training 48 hours prior to the drug test on campus. Once the Director of 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).

OHIO ATHLETICS DRUG TESTING AND EDUCATION POLICY

A. SELECTION OF INDIVIDUALS TO TEST

1. All intercollegiate 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.
2. All intercollegiate student-athlete, cheerleader, manager or student athletic trainer may be tested at any time given reasonable cause and at the discretion of the head coach and/or the Director of Athletics.

B. COLLECTION

1. Evidence of a drug substance will be determined from an analysis of the participant's urine specimen collected by a certified athletics trainer.
 - a. Those persons selected for each weekly test will not be notified until the time immediately prior to the collection.
 - b. Each person selected must provide at least 60 ml of urine.
 - c. A certified athletics trainer will monitor the collection of the specimen, which will then be identified only by a confidential number.
 - d. If the initial specimen is incomplete, the individual will not be released until the completion of 60ml of urine has been received. This specimen will be divided into two sealed vials and forwarded to the testing laboratory.

- e. The individual furnishing the specimen must sign the Chain of Custody form.
 - f. The certified athletics trainer will sign and verify the Chain of Custody form.
2. Those specimens collected will follow all appropriate rules and regulations for Chain of Custody to the laboratory.

C. ANALYSIS

1. The laboratory will provide a written analysis to the Director of Athletics Training.
2. If the specimen vials arrive at the laboratory with the security sealed disturbed, the specimen will be discarded and the Athletics Department will collect another specimen.
3. All information relative to analysis will be kept confidential and documented without direct identification of the student-athlete.

D. NOTIFICATION OF TESTS

1. A random list of student-athletes will be presented to the Director of Athletics on the Friday prior to the week of testing. There will be six (6) randomly selected weeks of testing per quarter.
2. 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. Random selection will be based on the number of athletes per team:
 - a. Less than 20 squad members: one (1) athlete every other testing week.
 - b. 20-40 squad members: one (1) athlete each testing week.Over 40 squad members: two (2) athletes each testing week.
3. Student-athletes must provide proper identification (Ohio University ID or driver's license) at the time specimen is collected.

E. NOTIFICATION OF RESULTS

1. The laboratory will use only one vial for the initial analysis.
2. The laboratory will send all results to the Director of Athletics Training who will then inform the Director of Athletics.
3. If a test indicates a positive result, the Director of Athletics will notify the head coach, the student-athlete in question and the student's parents (given prior approval of the student).
4. The student in question will be given the opportunity to appeal the result and have the Director of Athletic Training facilitate the testing of the specimen B. Any cost for this appeal will be at the student's expense.

F. ACTIONS AS A RESULT OF A POSITIVE TEST.

1. First positive
 - a. Head coach of sport informed.
 - b. Referral to the Ohio University Office of Counseling and Psychological Services.
 - c. Punitive action: To be determined by the Director of Athletics and the head coach.
 - d. Student-athlete is subject to individualized random testing for up to one calendar year.
2. Second positive
 - a. Head coach of sport informed.

- b. Referral to the Ohio University Office of Counseling and Psychological Services.
 - c. Punitive action: 1) athlete will be suspended immediately for a minimum of 10 percent of the total number of regular-season contest/dates. This suspension will include post-season competition if applicable. 2) Any additional actions will be at the discretion of the Director of Athletics and head coach.
 - d. The student-athlete is subject to individualized random testing for up to one calendar year.
3. Third Positive
- a. Head coach of sport informed.
 - b. Referral to outside counseling by the Ohio University Office of Counseling and Psychological Services. Cost of these sessions will be at the student's expense.
 - c. Immediate suspension from competition for one calendar year and non-renewal of financial aid for the next academic year. The athlete may practice with the team and utilize services normally associated with student-athletes (i.e.: strength and conditioning, academic services, etc.) at the discretion of the head coach and Director of Athletics. Upon request, the Director of Athletics and head coach will review renewal of financial aid after one calendar year.
 - d. Student-athlete is subject to individualized random testing for up to one calendar year.

G. DEPARTMENTAL VIOLATIONS

Outside drug conviction:

If any student-athlete, cheerleader, manager, or student athletic trainer is found guilty by the Ohio University Office of Judiciaries or in a court of law of illegal use or possession of drugs, this action will be recognized as an infraction of the Ohio departmental policy and the student-athlete will be subject to the disciplinary code(s) above.

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 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 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 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.

CHAPTER 8- AWARDS

ATHLETIC AWARDS

Letter Awards

Criteria for lettering will be based upon participation in at least 50% of events for that team. A point system will be used for swimming/diving, cross-country, and track and field as determined by the coaches. Injury and extenuating circumstances will be considered by the head coach on a case-by-case basis by the head coach and with the approval of the senior administrator responsible for that sport.

- √ 1st year award = Certificate
- √ 2nd year award= Letter Jacket*
- √ 3rd year award= Watch with Ohio logo
- √ 4th year award= Blanket

**Each athlete may be assessed a nominal fee for the letter jacket.*

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

MAC Championship Awards

MAC Championship awards will be given to all student-athletes on the official squad list excluding those student-athletes who are medical hardships and fifth year students. The student-athletes must be in good standing at the time of the championship. Additionally awards will be given to head coaches, assistant coaches, graduate assistants and other support staff members on the official travel party (i.e., athletic trainers, managers, sports information personnel, etc.) Additional staff may receive the award if paid out of private funds or by the individual and upon recommendation approved in writing by the senior administrator responsible for that particular sport. MAC Champions, as defined by the conference bylaws, will receive a ring. The style and design of the championship rings will be consistent for all teams.

NCAA Championship Awards

Those individuals and teams who earn the distinction of national champion(s) shall be recognized with a ring indicative of their accomplishment.

Those individuals who distinguished themselves as All-American shall be recognized by having the NCAA All-American certificate framed and presented at an appropriate athletics event.

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 coin-

cide 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 JC transfers in their first year of residence are not eligible for the award.

Alumni-Scholar Athlete: This award is given by the Ohio University Alumni Association to each student-athlete who has a quarterly GPA of 3.0 for spring, fall and winter quarters. The Ohio Alumni Association also gives an award to the team with the best GPA, Mid-American Conference finish and volunteer service award.

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: This award 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 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 quarter.

Dean's List: The Deans List, compiled quarterly, includes the names of all students whose GPA for the quarter is at least 3.50 for a minimum of 16 quarter 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 three quarters. 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 in 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. 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 quarter 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 with Student-Athlete Services.
- 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 be useless.
- 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 concepts.
- 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 Schedule of Classes 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:

- Get 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 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, a date or fact you cannot remember might be in the test itself.