

# **Student-Athlete Handbook**

**Ball State University**

**2010-11**





## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

I. Introduction	
A. Letter from Tom Collins .....	3
B. Ball State University General Information .....	4-6
C. Getting the Most Out of Your Education .....	7-8
D. Athletic Department Statement of purpose .....	9
E. Ethical Behavior in College Athletics .....	10
F. Principles of Student-Athlete Welfare.....	10-11
G. Rules, Policies and Procedures .....	11-14
H. Equal Opportunity and Affirmative Action Policy .....	14-15
I. Alcohol and Substance Abuse Policies .....	15-19
J. Pregnancy and Social Networking Policies .....	19-20
K. Student Athlete Affairs .....	20-21
L. Exit Interviews .....	21-22
M. Directory of Athletic Personnel .....	22-26
N. 2010-2011 Academic Calendar .....	26-28
II. NCAA Rules and Regulations	
A. Compliance, Ethical Conduct, and Amateurism.....	28-30
B. Recruiting and Student Host .....	30-31
C. Eligibility.....	31
D. Financial Aid .....	32-34
E. Awards and Benefits.....	34-35
F. Gambling .....	35-37
G. Professional Teams and Agents .....	37-40
H. NCAA Academic Regulations .....	40-42
III. Student Welfare	
A. NCAA Special Assistance Fund.....	42-43
B. Athletic Financial Aid.....	43-45
C. Athletic Financial Aid Grievance Procedure.....	45-47
D. Student-Athlete Employment.....	47
E. Book Loan Procedures.....	48
F. Residence Hall Life .....	48-50
G. Athletic Training Policies and Procedures.....	51-55
H. Academic Advising/Academic Support .....	56-59
L. Employment Assistance and Career Planning .....	60
IV. General Student Information	
A. Code of Student Rights and Responsibilities .....	60-62
B. Grades.....	62-65
C. Financial Aid.....	65-67
D. Student Services .....	67-70
E. Multicultural Center .....	70-71
F. Support Services.....	72
H. Important Phone Numbers.....	73



August, 2010

Dear Student-Athlete:

We would like to welcome you to Ball State University and the Intercollegiate Athletics programs for the 2010-11 academic year. You are an important member of the University, joining an academic community that values excellence in teaching and learning. We are committed to a premier teaching university and offer you opportunities to study with outstanding teacher-scholars from the moment you begin your academic work. You will find faculty who are accessible to students both in and out of class. Their goal is to help you achieve as a student and as an athlete.

Ball State has a tradition of success in intercollegiate athletics that complements our excellence in academics. Our athletics program stands for integrity and full compliance with NCAA and Mid-American Conference regulations. We enjoy a proud heritage of outstanding achievement in varsity competition and look forward to your participation. An outstanding team of coaches and support staff will help you achieve your full potential. Without question your academic success is our top priority and it must be yours as a student-athlete. The diploma you earn at Ball State University will enhance your future opportunities while opening doors you thought were not possible.

I urge you to accept challenges that await you and take full advantage of the opportunities that will help you achieve success in the classroom, in your sport, and in your personal development. Best wishes for an outstanding academic and athletic career at Ball State University.

Sincerely,

Tom Collins  
Director of Intercollegiate Athletics



**GENERAL INFORMATION**

**BALL STATE UNIVERSITY**

“We are a university with a solid tradition of excellent teaching, and we will continue to be a premier teaching university in the Midwest. But there is a tangible sense of energy on this campus, and a feeling that Ball State is poised to soar to new heights of academic and intellectual achievement.”

Dr. John E. Worthen, Former  
President

**VISION**

Ball State University will be a national model of excellence for challenging, learner-centered academic communities that advance knowledge and improve economic vitality and quality of life.

**MISSION**

Ball State University is an innovative, supportive academic community that inspires students by:

- Offering action-oriented learning, including immersive out-of-class experiences, research, and study-abroad.
- Providing extraordinary access to and collaboration with professors who create scholarship to advance knowledge, improve teaching, and transform learning.
- Engaging state, national, and international communities to enhance educational, economic, and cultural development.

**VALUE AND STATEMENTS**

As a vital academic institution, we value an open learning community, extending opportunities beyond the confines of walls or roles. We recognize that creating and sustaining a climate for open inquiry, investigation, exchange of ideas, and creative activity requires active support of intellectual freedom for all members of the community. We are dedicated to providing opportunities for interdisciplinary work and for collaboration, looking to teamwork for problem solving in the classroom, within the institution, and with the larger communities to which the university belongs. We promote habits of mind that will enable our graduates to value and appreciate the arts,



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

sciences, and humanities; to remain intellectually curious; and to embrace learning as a way of life.

As a public institution, we participate in the democratic vision of an educated and responsible citizenry. We expect all members of the university community to act with integrity and civility; to acquire, discover, create, and apply knowledge responsibly; and to recognize, respect, and welcome the diverse cultures, heritages, and perspectives within our institution and the larger community. We recognize that we live and work in a global, diverse, and technological society, and we seek to serve, engage with, and learn from members of our community, the state, nation, and world.

As civic and professional leaders, we value civic engagement with the larger communities of which we are a part and are dedicated to preparing civic and professional leaders for the future. We accept our individual and institutional responsibilities to improve the economic vitality and quality of life in the greater society we serve. We seek healthy and productive living, social justice, and environmental sustainability for Indiana, the nation, and the global community.

### **HISTORY**

Ball State's tradition of innovation and entrepreneurship is rooted in the late 19th century, when Muncie business leaders envisioned a local college to help boost the city's development. Among the visionaries were Frank C. Ball and his brothers, young New York industrialists who moved to Muncie looking to expand their glass container business.

A small, private teacher training school opened 1899. After the community's efforts to sustain the college failed, the Ball brothers purchased the land and buildings of the defunct institution and donated them to the State of Indiana. This gift became the Indiana State Normal School Eastern Division, which opened in 1918 to meet Indiana's need for more and better teachers.

In recognition of the Ball family's generosity, the Indiana



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

General Assembly changed the school's name to Ball Teachers College in 1922 and then Ball State Teachers College in 1929. The winged statue Beneficence stands on the campus as a tribute to the family. This and other landmarks from Ball State's early years are featured in our historical walking tour of the Old Quadrangle.

### **GROWING AS A UNIVERSITY**

By the 1960s, the regional teachers college had begun to attract faculty from outside the Midwest, and students sought majors in areas such as business, architecture, and other emerging disciplines. Enrollment and funding surged with national trends, and new facilities and degree offerings were added.

In 1965, the Indiana General Assembly renamed the college Ball State University, acknowledging its phenomenal growth in enrollment and facilities, the variety and quality of its educational programs and services, and the anticipation of the broader role it would play in the state's future.

### **BUILDING THE FUTURE**

Today, Ball State's entrepreneurial spirit continues to shine through numerous expansions and additions of degree offerings, technological resources, immersive learning opportunities, community outreach projects, and state-of-the-art facilities.

These investments are preparing bright students to take advantage of current and emerging job opportunities, meet society's most pressing needs, and serve the communities in which they will live and work. Learn more about our vision and mission and our current strategic plan visit [www.bsu.edu](http://www.bsu.edu)



**GETTING THE MOST OUT OF YOUR COLLEGE  
EDUCATION**

You have worked hard to get to college and to gain a spot in the Cardinal Athletic program. You have high hopes for enjoying your years at Ball State both in the classroom and in the playing arena. Above all, you want an education that will influence and benefit you throughout your future.

As a freshman, you will be responsible for learning on your own and for getting the most out of your classes, textbooks, study, university services, and activities. You will need to take full advantage of the organized academic study table and assistance available through various offices on campus. Keep in close contact with your coaches in your weekly academic conferences, and establish good rapport with the academic support staff in working out schedules, classroom and assignment problems, and study routines.

You need to keep your coach advised of your academic progress. Many demands will be placed upon you as student-athletes, and you will be forced to make choices and to discipline yourself as never before in order to take full advantage of the wonderful opportunities that are open to you. You will need to pace yourself to take each new experience and challenge in stride. You will need to budget your time as never before.

But trust yourself. You have made it to college; you have been selected to be a part of the Cardinal Athletic Program-you have the capability to succeed. How well you carry out this success is up to you.

**YOUR ATTITUDE TOWARD LEARNING IS GOING TO BE A  
KEY FACTOR**

Most of your professors at Ball State will agree that you have the motivation, desire, and capacity to be successful. However, the extent to which you succeed will depend on your interest in acquiring knowledge and your willingness to study. You will, guided by the catalog requirements, be selecting your classes.

**YOU ARE IN COLLEGE TO LEARN.**

Set goals for yourself. Learn to study as effectively and efficiently as possible. Appraise your weaknesses and strengths in the classroom just as honestly as you do on the field. Set out to profit from your abilities and to improve your weak points. Learn how



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

to channel your energies productively so that you get the most out of every experience.

Take the time and read through this booklet and keep it with you throughout your four years. It will provide you with a multitude of information and will enhance your ability to become a productive student-athlete during your time at Ball State University.





## **ATHLETIC DEPARTMENT STATEMENT OF PURPOSE**

A source of PRIDE for our **COMMUNITIES**, Ball State athletics creates a **CHAMPIONSHIP** environment focused on **INTRGRITY**, **COLLABORATION** and enhancing the overall **STUDENT EXPERIENCE**.

### **Ball State University Intercollegiate Athletics** **Philosophy**

Our philosophy is to enhance the educational experience of all Ball State students. The intercollegiate athletics program is an integral part of the educational program of Ball State University. The program supports the educational mission of the institution through its pursuit of the education and graduation of student-athletes. The specific mission of Ball State Athletics is to enhance the educational experience of all Ball State students.

Athletics provides an environment in which, a student-athlete is able to develop academically, athletically, and personally. The University believes the values and benefits of athletic participation include the opportunity to learn the importance of teamwork in striving toward a goal, to learn the importance of good sportsmanship, to develop leadership skills, and to build confidence and self-esteem.

Intercollegiate athletics offers a broad, diverse program, providing a wide variety of athletic opportunities for student-athletes. (The department committed to having a diverse staff and student-athlete population reflective of the University and community). The program also provides opportunities for other students to participate as managers, athletic trainers, athletics communications staff, and spectators.

Students participating in intercollegiate athletics gain experiences not only as athletes, but as students and community members. The welfare of student-athletes is of the utmost importance in providing a well-rounded athletic program. The program protects and enhances die physical and educational welfare of all its student-athletes. The program is administered in a nondiscriminatory manner including but not limited to gender and racial bias in accordance with the University's affirmative action policy.

The athletic program also provides a valuable link to the community. Collectively, through 19 teams and 430 student-athletes, we represent all 18,000 students and 130,000 living alumni. A successful, fiscally sound, and well administered program reflects positively on both the University and the community and results in a considerable amount of positive public relations.



**Ethical Behavior in College Athletics**

Ball State University is committed to promoting sportsmanship and developing a healthy environment for competition. Ball State is committed to abolishing the idea that it is desirable to create a "hostile" environment for intercollegiate athletic contests. Therefore, we will strive to create and promote "hospitable" environments. We believe that an integral part of the role of education through athletics is to teach our student-athletes and our communities to conduct themselves with sportsmanship and respect for opponents.

Ball State University expects that all student-athletes as well as representatives spirit groups treat opponents with sportsmanship. There can be no tolerance for taunting and baiting of opponents.

All student groups are visible representatives of their institution. Thus, all Ball State University student-athletes must honor the responsibility that accompanies the privilege of representing their school by behaving with dignity and class on and off the field.

In conclusion, we believe the efforts of our student-athletes to meet the above expectations will increase the attractiveness at our athletic events by creating a healthy environment for our competition.

**PRINCIPLES OF STUDENT-ATHLETE WELFARE**

Intercollegiate athletics programs shall be conducted in a manner designed to protect and enhance the physical and educational welfare of student-athletes.

*Overall Educational Experience*, It is the responsibility of each member institution to establish and maintain an environment in which a student-athlete's activities are conducted as an integral part of the student-athlete's educational experience.

*Cultural Diversity and Gender Equity*, It is the responsibility of each member institution to establish and maintain an environment that values cultural diversity and gender equity among its student-athletes and intercollegiate athletics department staff.

*Health and Safety*, It is the responsibility of each member institution to protect the health of and provide a safe environment for each of its participating student-athletes.



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

*Student-Athlete/Coach Relationship*, It is the responsibility of each member institution to establish and maintain an environment that fosters a positive relationship between the student-athlete and coach.

*Fairness, Openness and Honesty*, It is the responsibility of each member institution to ensure that coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes.

*Student-Athlete Involvement*, It is the responsibility of each member institution to involve student-athletes in matters that affect their lives.

### **RULES, POLICIES & PROCEDURES**

Ball State University expects compliance with all rules and regulations of the National Collegiate Athletic Association and the Mid-American Conference. All student-athletes have a duty to report possible violations of NCAA or MAC rules or institutional policies. Compliance is an obligation for everyone connected to Ball State Athletics. Any possible rule violation should be reported to the Director of Athletic Compliance and Eligibility.

#### **Class Attendance**

The Ball State University athletic department expects all student-athletes to attend all classes except for University and Department approved absences.

Student-athletes are strongly encouraged to provide their travel schedules and number of classes they may miss. Student-athletes should provide this information to their instructors during the first two-three days of class and discuss with the instructor how the work will be made up.

#### **Student-Athlete Grievance Procedure**

If a student-athlete feels he or she has any concerns about the services or benefits provided to the student-athlete, he/she should use the options below.

It is assumed that most problems can and should be resolved between the student-athlete and the coach. The grievance procedure should only be used for those problems that are unable to be resolved between the coach and the student-athlete or the student-athlete feels they cannot be addressed with the coach.

If every effort has been made to resolve the situation using other means, and no solution has been reached, the student-athlete should contact the Athletic Administrator (Senior Associate or Assistant Athletic Director) responsible for that sport. Again, every effort will be made at this



level to solve the problem. If, after following these two steps, the student-athlete wishes to continue their grievance, they should put the grievance in writing and forward the grievance to the Director of Intercollegiate Athletics.

**Hearing in Case Involving Denial of Transfer Contact**

NCAA Bylaw 13.1.1.3 states that an athletics staff member or other representative of another four-year collegiate institution's athletics interests may not make contact with a Ball State student-athlete, directly or indirectly, without first obtaining the written permission of the Director of Intercollegiate Athletics at Ball State University.

If the Director of Intercollegiate Athletics denies a student-athlete's request to permit another institution to contact the student-athlete about transferring, the Director of Athletic Compliance, upon being notified of such denial by the Director of Intercollegiate Athletics, shall inform the student-athlete in writing that he or she, upon request, shall be provided a prompt hearing conducted by the University Senate Athletic Committee, a standing committee of the Ball State University Senate.

**Hearing Procedures**

If a student-athlete requests a hearing, he or she must state in writing to the Chair of the Athletics Committee the reason(s) why the student-athlete disagrees with the decision of the Director of Intercollegiate Athletics. The student-athlete may submit additional written statements, documents and other relevant information in support of his or her position. The Chair shall provide copies of the student-athlete's statement and other materials to the other members of the Committee, the Director of Intercollegiate Athletics, and the Director of Athletic Compliance. The student-athlete may, but shall not be obligated, to appear personally before the Committee. If the student-athlete elects not to appear personally, the Committee shall decide the matter based on the written information submitted by the student-athlete, information submitted to the Committee by the Director of Intercollegiate Athletics, and /or the Director of Athletic Compliance and such other relevant information as the Committee may obtain from other sources. Each of the parties shall receive copies of all material considered by the Committee in making its decision.

If the student-athlete elects to appear personally, the Chair shall set the date, time and place for the hearing and notify the Committee members, the student-athlete, the Director of Intercollegiate Athletics and the Director of Athletic Compliance. If practicable, the hearing will be held between five (5) and twenty (20) days after the hearing is requested.

The hearing will be informal. Technical rules for the



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

admission of evidence will not apply. A quorum will consist of a majority of the Athletic Committee members, not counting ex-officio non-voting members of the Committee. The Chair of the committee will make all procedural rulings, which may only be reversed by a majority of the voting members of the Committee who are present.

At the hearing, the Director of Intercollegiate Athletics and/or the Director of Athletic Compliance will first inform the Committee of the Basis (es) for the decision not to allow contact with the student-athlete, and they may also present witnesses, statements, and other relevant information in support of this decision. Then the Committee will hear the position of the student-athlete, including any witnesses, statements, and other relevant information that the student-athlete wishes to present. The Committee may call additional witnesses and/or request additional information if it feels that would be helpful to a foil and fair review of the case. Each party may ask questions of the other parties and witnesses who attend the hearing. The Committee may limit the number of witnesses and/or the length of the presentations in consideration of time constraints or to avoid redundancy, but no limitations shall be imposed that unfairly restrict a party's opportunity to provide relevant information to the Committee.

The Committee will decide the matter based on the information presented at the hearing (or, if no hearing is requested, the written information submitted to the Committee), and will issue its written decision to the parties promptly (where practicable, within seven (7) days) after the hearing. The decision shall set forth the reason (s) for the Committee's action.

Persons in attendance at the hearing are limited to the following: the members of the Athletics Committee, the student-athlete, the Director of Intercollegiate Athletics, the Director of Athletic Compliance, and anyone else who is invited by the Committee. The student-athlete may also be accompanied by an advisor, who must be one of the following: A full-time Ball State student, a faculty or professional staff member who is employed one-half (1/2) time or more by the University, or a parent, legal guardian or spouse of the student-athlete. The advisor's role will be to assist the student-athlete at the hearing, but not be an advocate for the student-athlete. Normally, the student-athlete will be expected to represent his or her own case.

Witnesses called by either party (if not otherwise entitled to attend the hearing) may attend only when they are testifying. Each party is responsible for arranging the attendance of his or her own witnesses and must present a list of these witnesses to the Committee Chair and the other party at least two (2) days before the hearing.

If a student-athlete, after having elected to appear



**BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

personally for a hearing, fails to attend the hearing, the Committee shall decide the matter based on the information and materials previously submitted by the parties and other relevant information obtained by the Committee.

The hearing may, but need not be, taped recorded, at the discretion of the Committee. If a tape recording is not made, a general summary of the information presented at the hearing will be prepared by the Committee's Chair or Secretary, or by another person designated by the Chair.

The Committee may, if it so desires, adopt additional procedural rules not inconsistent with these rules to aid it in carrying out its review function.

**Appeal of Athletics Committee's Decision**

Any party who disagrees with the decision of the Athletics Committee may appeal in writing within ten (10) days after receiving the decision to the Vice President for Student Affairs, who shall in that event review the record and make a final decision in the case. The Vice President for Student Affairs shall not reverse the Athletics Committee's decision unless he or she determines that the decision is contrary to applicable federal or state laws, rules or regulations or policies of the University, or that the decisions clearly contradicted by die relevant information presented to the Athletics committee in the case. If no appeal is filed within the time limits set forth above, the decision of the Athletics Committee shall be final.

**Alcohol**

The use of alcohol in conjunction with athletics is discouraged. Student-athletes are not permitted to consume alcoholic beverages while representing the University, regardless of their age.

Coaches may have more restrictive rules than the general departmental rules. Those restrictions should be discussed through each sport's code of conduct with the student-athlete.

Any athlete arrested for any type of alcohol use will be immediately suspended from the program. Each case will be judged on an individual basis from that point on and is to be discussed with the Director of Intercollegiate Athletics.

**EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY**

1. Ball State University provides equal opportunity to all students and applicants for admission in its education programs, activities, and facilities without regard to race, religion, color, sex (except where sex is a bona fide qualification), sexual orientation, physical or mental disability, national origin, ancestry, or age.



2. Ball State University provides equal opportunity to all employees and applicants for employment in its recruitment, hiring, retention, promotion, tenure, transfer layoff, return from layoff, training, and other employment decisions and in its compensation and benefits programs without regard to race, religion, color, sex (except where sex is a bonafide occupational qualification), sexual orientation, physical or mental disability, national origin, ancestry, age, or citizenship (for U.S. citizens and protected lawfully-admitted aliens).
  
3. The University also takes affirmative action to employ and advance minorities, women, qualified disabled persons, and qualified disabled veterans and veterans of the Vietnam era. Information concerning the University's affirmative action programs can be obtained from the Office of University Compliance, Ball State University, and Muncie, IN 47306.
  
4. Each line administrator is responsible for ensuring that educational and employment decisions are made and implemented in accordance with the University's equal opportunity and affirmative action policy. All persons involved in the decision-making process, including members of faculty and other employee committees, shall act in a nondiscriminatory manner. The Office of University Compliance is responsible for developing, coordinating, and implementing policies and procedures for institutional compliance with all applicable federal and state equal opportunity laws and regulations and for preparing and monitoring compliance with required affirmative action programs.
  
5. Complaints regarding unlawful discrimination should be filed within 45 calendar days following the alleged act or incident giving rise to the complaint in the Office of University Compliance in accordance with the "Ball State University Equal Opportunity and Affirmative Action Complaint Investigation Procedure and Appeal Process." A copy of this document may be obtained by contacting the Office of University Compliance.
  
6. The President will review the University's equal opportunity and affirmative action policy and programs at least once each year, measure progress against the objectives stated in the affirmative action programs, and report findings and conclusions to the Board of Trustees.



**Ball State University Student-Athlete Substance Abuse Policy**

Substance abuse is a major concern in intercollegiate athletics because of its adverse effects upon the health and safety of student-athletes, and upon the fairness and integrity of athletic competitions. Because of these factors and the pressures on student-athletes to enhance their performances, Ball State University cannot tolerate substance abuse by its student-athletes.

Every student-athlete shall certify in writing prior to practice and /or competition that the Ball State University Substance Abuse Policy has been explained to them by a University official. You are provided a copy of the Ball State University Substance Abuse Policy at your first team meeting with the Director of Athletic Compliance; you should review the policy periodically. The policy is listed on the athletic website.

The Ball State Substance Abuse Policy has a one-time availability clause which allows the student-athlete to voluntarily seek approved, professional treatment for the substance abuse problem. This voluntary submission is extended to each student-athlete only once.

Refusal to submit to testing for any reason as required by the policy, the student-athlete shall permanently lose all athletic eligibility. In addition, the student-athlete shall lose all grant-in-aid at the end of the period for which the award has been granted and shall not be reinstated.

The drug testing and gambling policies are located at [ballstatesports.com](http://ballstatesports.com) under the compliance section. Please review the policy and contact Karin Lee, Associate Athletic Director with any questions or concerns.

**NCAA Banned-Drug Classes, 2010-11**

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Any changes will be incorporated in this page. The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

**The NCAA bans the following classes of drugs:**

- a. Stimulants
- b. Anabolic Agents
- c. Alcohol and Beta Blockers (banned for rifle only)
- d. Diuretics and Other Masking Agents
- e. Street Drugs
- f. Peptide Hormones and Analogues
- g. Anti-estrogens





h. Beta-2 Agonist

**Note:**

**Any substance chemically related to these classes is also banned.**

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

**Drugs and Procedures Subject to Restrictions:**

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

**NCAA Nutritional/Dietary Supplements Warning:**

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

Dietary supplements are not well regulated and may cause a positive drug test result. Student-athletes have tested positive and lost their eligibility using dietary supplements. Many dietary supplements are contaminated with banned drugs not listed on the label.

**Any product containing a dietary supplement ingredient is taken at your own risk.**

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



## Some Examples of NCAA Banned Substances in Each Drug Class

### Note:

**There is no complete list of banned drug examples!!**

Check with your athletics department staff before you consume any medication or supplement.

### Stimulants:

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

*exceptions:* phenylephrine and pseudoephedrine are not banned.

### Anabolic Agents:

(sometimes listed as a chemical formula, such as 3,6,17-androstenetrione)

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

### Alcohol and Beta Blockers:

(banned for rifle only):

alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

### Diuretics (water pills) and Other Masking Agents:

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

### Street Drugs:

heroin; marijuana; tetrahydrocannabinol (THC) – no other substances are classified as NCAA street drugs.

### Peptide Hormones and Analogues:

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

### Anti-Estrogens:

anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.

### Beta-2 Agonists:

bambuterol; formoterol; salbutamol; salmeterol; etc.

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



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

NOTE: Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the

**Resource Exchange Center, REC, 877-202-0769 or [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) password ncaa1, ncaa2 or ncaa3.**

### **Pregnancy Policy**

The NCAA, and BSU classify pregnancy in the same category as an illness or injury, with injury and illness related to athletic participation. Since pregnancy is a condition not related to participation in athletics no insurance coverage is provided by Ball State University. However, an athlete cannot lose her scholarship due to pregnancy.

It is the responsibility of the student-athlete to seek medical confirmation of pregnancy and to be responsible for all medical expenses related to testing or actual pregnancy. It is also the responsibility of the pregnant student-athlete to notify her head coach of her condition.

The student-athlete must report to the team physician, and OB/GYN of her choice to discuss issues involved with participating in sports while pregnant:

1. Effects of pregnancy on competitive ability
2. Effects of strenuous physical training and competition on the pregnant student-athlete and the fetus
3. Warning signs to terminate exercise while pregnant
4. Any potential high risk pregnancy factors (i.e. high blood pressure, poorly controlled diabetes, pre-eclampsia, etc.)

If the student-athlete decides to compete after counsel from OB/GYN and team physician, a waiver must be signed outlining the athlete's understanding of the risks of participation to her and her baby. The NCAA permits a one-year extension of the five-year period of eligibility for a female student-athlete due to pregnancy.

The student-athlete is required to attend all regular check-ups with OB/GYN and may also consult with team physician as necessary.

Following delivery, or termination, medical clearance by team physician and OB/GYN most familiar with student-athlete's condition must be obtained to ensure a safe return to athletics. Counseling services may be set up on request from the student-athlete as needed, or at the urging of physicians and athletic trainer, both pre- and post-delivery.

### **Social Networking**

Social networking is a great way to express yourself, keep in contact with friends, and build your network. As a Ball State University student-athlete, you are responsible for the information you voluntarily post on the online networks, such as Facebook, MySpace and Twitter or any other social networking site.



## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

Profiles are permitted by student-athletes provided that:

- No offensive or inappropriate pictures are posted.
- No offensive or inappropriate comments are posted.

What you are posting may not only affect you, it may affect others as well. You are free to express yourself on social networks. However, it is important that you respect the privacy and rights of others. Although you may not be aware the information you post is public information, be aware that what you post may affect your future.

### **Student-Athlete Affairs (SAA) Programs & Grants**

The NCAA Student-Athlete Affairs unit provides life skills support in the areas of academics, athletics, personal development, career development and service through the distribution of accessible resources, strategic partnerships and customized programming **at little or no expense to member institutions**. Student-Athlete Affairs programs, resources and events are designed to promote the well-being and development of student-athletes and to provide on-going education and training to athletics professionals who identify and serve student-athlete needs

Ball State University is committed to enabling all students at the university to reach their full potential in all aspects of their lives. Therefore, recognizing just as student-athletes' athletics talents require development to realize their potential, great efforts and resources are dedicated toward the development of the total student-athlete and to enhance the quality of the student-athlete experience within the University setting. The many available programs and outreach efforts directed at student-athletes are designed to prepare them for the most important game of all - THE GAME OF LIFE. Collectively, these efforts define the NCAA CHAMPS (Challenging Athletes Minds for Personal Success) /Life Skills program offered to all student-athletes at Ball State.

The NCAA CHAMPS/Life Skills program offered by Ball State University support student-athlete development in the following areas: academic, athletic, career development, personal development and community service.

- **Academic Commitment** - These numerous programs and resources are designed to give the student-athlete the skills necessary to increase academic performance and attain a degree.
- **Athletic Commitment** - Resources and staff are dedicated to providing the foundations for the development of athletic



## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

programs that are broad based, equitable and dedicated to the well-being of student-athletes.

- **Career Development Commitment** - It is tempting for student-athletes to view career development as something that occurs only after their playing days are over, especially with the ever growing number of immediate demands and opportunities in today's modern world. However, the overwhelming majority of student-athletes will go on to careers immediately after their collegiate playing days are over. These components helps student-athletes identify career goals and possible careers consistent with their skills, interests and aspirations, provides them with useful tips along the way for interviewing and networking and highlight the importance of internships and practical experiences.
- **Personal Development Commitment** - These materials address several important areas such as social development (alcohol/violence prevention), personal health education, counseling and fiscal responsibility. It addresses many of the personal growth skills that student-athletes need to refine and seeks to give students the coping skills necessary to deal with a variety of challenges.
- **Service Commitment** - By giving back to the community throughout the student-athletes academic and athletic career, athlete participation and leadership in this area is hoped to trigger a lifelong commitment to voluntarism and community involvement. Together, these programs support overall student-athlete development and foster an environment where all student-athletes can strive for excellence in athletics, academics, and community service.

### EXIT INTERVIEWS

The National Collegiate Athletic Association requires member schools to conduct exit interviews with student-athletes following completion of their athletic eligibility. At Ball State, these interviews assist the administration in evaluating the student-athlete experience on an annual basis and serve as another opportunity for exchange between student-athletes and the athletic administration. The athletic administration and Faculty Athletic Representative conduct exit interviews annually.

Near the conclusion of your final season of competition you will be mailed an exit interview packet with specific instructions. Please complete the questionnaire and as part of the process contact your assigned athletic administrator to schedule an in-person interview. In order to respect confidentiality during the interview specific student-athlete comments will not be provided directly to coaches; however, the information shared during the exit interview is



## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

provided to the Director of Athletics for review and follow up as needed. Ball State will also conduct an interview for the student-athlete during their sophomore year, this will evaluate their progress and assess if changes need to occur.

Upon completion of the exit interview process, you will be provided a resource folder to assist with your transition after intercollegiate athletics and graduation. Also at this time, you will be cleared to receive any letter winner award from your coach.

### Directory of Athletic Administration and Coaches

#### **Athletic Administration: (765) 285-**

Title	Name	Contact Info
Athletic Director	Tom Collins	HP 115 -5131
Associate Athletic Director	Joe Hernandez	HP 117 -8242
Associate Athletic Director	Karin Lee	HP 232 -5127
Associate Athletic Director	Pat Quinn	HP 116 -8907
Associate Athletic Director	Matt Wolfert	HP 111 -8904
Compliance Coordinator	Lisa Donaldson	PiP 119 -1106
Director of Marketing	Molly Myers	HP 109 -3242
Director of Sports Facilities	Dan Byrnes	-8708
Faculty Athletic Representative	Jim Ruebel	-1024

#### **Athletic Training**

Head Athletic Trainer	Neal Hazen	-4469
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## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

Associate Athletic Trainer	Shawn Corner	-4469
Assistant Athletic Trainer	Jillian Brigle	-5440
Assistant Athletic Trainer	Troy Hershman	-5440

### **Athletic Ticket Office:**

Director of Ticket Operations	Rob Richards	UA151 -1474
Director of Ticket Sales	Adam Tschuor	UA151 -1474

### **Athletic Equipment:**

Football Equipment Manager	Tex Ritter	-1403
Athletics Equipment Manager	Patty Duncan	-5177
Athletics Equipment Manager	Brian Bailey	-5561

### **Athletic Strength/Conditioning:**

Strength and Conditioning Coordinator	Jason Roberson	-5698
Director of Strength and Conditioning, Football	David Feeley	-8251
Assistant Strength and Conditioning Coach	Mandy Harrison	-5698

### **Media Relations:**

Associate Athletics Director <i>Contact: Football, Gymnastics, M/W Golf</i>	Joe Hernandez	-8242
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**BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

Assistant Director of Media Relations <i>Contact: M/W Volleyball, M/W Swimming &amp; Diving, Track/Cross Country</i>	Brad Caudill	-8242
Assistant Director of Media Relations <i>Contact: Men's Basketball, Baseball, Soccer</i>	Matt McCollester	-8242
Assistant Director of Media Relations <i>Contact: Women's Basketball, M/W Tennis</i>	Paula Haughn	-8242

**Baseball:**

Head Coach	Alex Marconi	-1425
Pitching Coach	Jeremy Plexico	-2862
Assistant Coach	Pete Milas	-8226

**Men's Basketball:**

Head Coach	Billy Taylor	-8141
Associate Head Coach	Bob Simmons	-8141
Assistant Coach	Jay Newberry	-8141
Assistant Coach	Mitch Gilfillan	-8141
Director of Basketball Operations	Ron Oliver	-8141

**Women's Basketball:**

Head Coach	Kelly Packard	-8225
Associate Head Coach	Todd Steelman	-5552
Assistant Coach	Lindsay Shade	-5103
Assistant Coach	Kelsey Corbin	-5819
Director of Basketball Operations	Audrey McDonald	-3499

**Women's Track and Field/Cross Country:**

Head Coach	Randy Heisler	-5168
Assistant Coach	Sunder Nix	-5133

**Women's Field Hockey:**

Head Coach	Beth Maddox	-5165
Assistant Coach	Jacque DeMarco	-5138





**Football:**

Head Coach	Pete Lembo	-8251
Defensive Coordinator	Jay Bateman	-1197
Offensive Coordinator/ Quarterbacks	Rich Skrosky	-1198
Special Teams/ Running Backs	Justin Lustiq	-2012
Recruiting Coordinator/ Tight Ends	Joey Lynch	-3718
Defensive Backs	Daryl Dixon	-1202
Wide Receivers	Keith Gaither	-1199
Offensive Line	John Strollo	-1195
Defensive Line	Chad Wilt	-8253
Director of Football Operations	Jay Steilberg	-8914
Video Coordinator	Jared Law	-4475

**Men's Golf:**

Head Coach	Mike Fleck	-8391
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**Women's Golf:**

Head Coach	Katherine Mowat	-4086
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**Women's Gymnastics:**

Nadalie Walsh	Head Coach	-1221
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**Women's Soccer:**

Head Coach	Craig Roberts	-2478
Assistant Coach	Rachel Napoli	-8302

**Softball:**

Head Coach	Craig Nicholson	-5137
Assistant Head Coach	Stephanie DeFeo	-3703

**Men's Swimming & Diving:**

Head Coach	Bob Thomas	-5173
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**Women's Swimming & Diving:**

Head Coach	Laura Seibold- Caudill	-5173
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**Men's Tennis:**

Head Coach	Bill Richards	-8909
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**Women's Tennis:**

**BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

Head Coach	Christine Bader	-5174
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**Men's Volleyball:**

Head Coach	Joel Walton	-1744
Assistant Coach	Kevin Furnish	-3498

**Women's Volleyball:**

Head Coach	Steve Shondell	-1465
Assistant Coach	Corey Carlin	-5671
Assistant Coach	Kelli Miller	-1123

**FALL SEMESTER, (AUGUST 23, 2010 - DECEMBER 20, 2010)**

Monday, August 23 - University classes begin  
Monday, August 23 - Late registration and change-of-course accepted  
Friday, August 27 - Late registration and change-of-course end  
Monday, September 6 - Labor Day - no classes  
Friday, October 22 - Sunday, October 24 - Fall Break - no classes  
Tuesday, October 26 - Course withdrawal period ends  
Tuesday, November 23 - Friday - Classes meet according to a Friday time configuration.  
Wednesday, November 24 - Residence halls close at 8 a.m.  
Wednesday, November 24 - Saturday, November 28 Thanksgiving Break -  
no classes  
Sunday, November 28 - Residence halls open at 9 a.m.  
Monday, November 29 - Classes resume  
Friday, December 10 - Last meeting day for regular classes  
Saturday, December 11 - Final examination day for Saturday classes  
Monday, December 13 - Friday, December 17 - Final examination period  
Friday, December 17 - Fall Semester ends  
Saturday, December 18 - December Commencement (graduation)  
Saturday, December 18 - Residence halls close at 6 p.m.  
Monday, December 20 - Grades due at noon  
Monday, December 20, 2010 - Saturday, January 8, 2011 - Semester break

**SPRING SEMESTER, (JANUARY 10, 2011 - May 9, 2011)**

Sunday, January 9 - Residence halls open at 9 a.m.  
Monday, January 10 - University classes begin  
Monday, January 10 - Late registration and change-of-course accepted Friday, January 14 - Late registration and change-of-course end  
Monday, January 17 - Martin Luther King, Jr. Day celebration - no classes  
Saturday, March 5 - Residence halls close at 8 a.m.



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

Sunday, March 5 - Sunday, March 13 Spring Break - no classes  
Sunday, March 13 - Residence halls open at 9 a.m.  
Monday, March 14 - Classes resume  
Monday, March 21 - Course withdrawal period ends  
Friday, April 29 - Last meeting day for regular classes  
Saturday, April 30 - Final examination period for Saturday classes  
Monday, May 2 - Friday, May 6 Final examination period  
Friday, May 6- Spring Semester ends  
Saturday, May 7 - May Commencement (graduation)  
Saturday, May 7 - Residence halls close at 6 p.m.  
Monday, May 9 - Grades due at noon



**BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

**SUMMER SESSIONS (MAY 16, 2011 - JULY 25, 2011)**

**FIRST SUMMER SESSION I (MAY 16, 2011 - JUNE 20, 2011)**

Sunday, May 15 - Residence halls open at 9 a.m.  
 Monday, May 16 - University classes for First Summer Session begin  
 Monday, May 16 - Late registration and change-of-course for First Summer Session accepted  
 Wednesday, May 18 - Late registration and change-of-course for First Summer Session end  
 Monday, May 30 - Memorial Day - no classes  
 Monday, June 6 - Course withdrawal period for First Summer Session ends  
 Friday, June 17 - First Summer Session ends  
 Monday, June 20 - Grades due at noon

**SECOND SUMMER SESSION (JUNE 20, 2011 - JULY 22, 2011)**

Monday, June 20 - University classes for Second Summer Session begin  
 Monday, June 20 - Late registration and change-of-course for Second Summer Session accepted  
 Wednesday, June 22 - Late registration and change-of-course for Second Summer Session end  
 Monday, July 4 - Independence Day - no classes  
 Monday, July 11 - Second Summer Session course withdrawal period ends  
 Friday, July 22 - Second Summer Session ends  
 Saturday, July 23- July Commencement (graduation)  
 Saturday, July 23 - Residence halls close at 6 p.m.  
 Monday, July 25 - Grades due at noon.

**NCAA Regulations**

The NCAA and MAC manuals contain many rules which have a direct effect on your eligibility to participate in intercollegiate athletics. You should become familiar with these rules to recognize a situation that might jeopardize your eligibility.

The following is a summary of some of the rules which govern the enrolled student-athlete. These rules are discussed in six categories: (1) **ethical conduct**; (2) **amateurism**; (3) **recruiting**; (4) **eligibility**; (5) **financial aid**, and (6) **awards and benefits**. Please read this summary of rules carefully.

The compliance office in HP 116 is always available to answer questions about your eligibility or other concerns you might have. Please stop by the office or call: Director of Athletic Compliance 765-285-1196.

**ETHICAL CONDUCT**

You must compete with honesty and sportsmanship at all times so



## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

that you represent the honor and dignity of fair play.

You are not eligible to compete if you knowingly provide information or participate in any gambling activity that involves intercollegiate or professional athletics.

### AMATEURISM

Eligibility: Only an amateur student-athlete is eligible to compete in intercollegiate athletics in a particular sport. This amateur status may be lost if the student-athlete:

- Accepts pay or the promise of pay for competing in that sport.
- Agreed (orally or in writing) to compete in professional athletics in that sport.
- Competes on any professional athletics team as defined by the NCAA in that sport.
- Enters into a professional draft or an oral or written agreement with an agent to negotiate a professional contract.

The term “pay” as mentioned above is not limited to the receipt of cash but may also be:

- Excessive or improper expenses
- Some educational expenses based on athletic ability
- Special treatment or services
- Other awards or benefits
- Accepting pay for promoting a commercial product or service or allowed your name or picture to be used for promoting a commercial product.

**Be very careful about accepting any type of "award" based on your athletic ability. When in doubt, check with the compliance office before signing or accepting anything.**

Agents: Amateur status will be lost if a student-athlete:

- Agrees that an agent can represent him/her after his/her eligibility is completed
- Accepts transportation or any other benefit to the athlete or his/her family or friends from a person who wants to represent the athlete in marketing his/her athletic ability.

Employment: The following rules concerning employment can affect your amateur status:

- Compensation received must be for work actually performed.
- Compensation must be at the going rate in that locality for similar services.
- You may not receive pay for teaching or coaching in your own sport on a fee-for-lesson basis.

Promoting Activities: You may be requested by Ball State or a charitable organization to participate in some type of promotional activity. Please remember the following:

- Any activity in which you are invited to participate must be cleared through the compliance office.
- Your name, picture or appearance may only be used with the



## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

approval of your coach and the Athletic Director.

Radio and television appearances should be approved by the office of athletic communications.

### **RECRUITING**

#### **Permissible Contacts:**

- You may write to the prospect at any time.
- You may have person-to-person contact with a prospect who is on campus for his/her official or unofficial visit.

**Student Host:** Whenever the coaching staff requests you to serve as student-host to a prospect on campus for his/her official visit:

- You may receive a maximum of \$30 for each day of the visit to cover the actual costs of entertaining the prospect. This money may not be used for the purchase of souvenirs such as t-shirts or other items.
- You may receive a complimentary admission to a campus athletic event, if the admission is used to accompany the prospect.
- If several students host the same prospect, only one may receive die expense money.
- A non-qualifier may not serve as a student host during his/her first year of residence.
- You may receive a complimentary meal, provided you are accompanying the prospect during the official visit.
- You may not accept the use of an automobile from Ball State or a representative of its athletic interests.
- You may not transport or entertain the prospect more than 30 miles from the campus.
- You must keep receipts to turn in for all expenses. When you receive the expense money, you will be asked to read and sign a Student Host Form, which reviews these rules. If you have any questions about your role as student-host, please contact the compliance office.

### **STUDENT HOST INSTRUCTIONS**

Acting as a student host is an important service to the institution and the department of athletics. Appropriate conduct is required by institutional, conference and NCAA standards.

- A. You must be enrolled at this institution. If you are a freshman you must have been a high school qualifier.
- B. Only one student host per prospect may be provided a free meal if restaurant facilities are utilized.
- C. Only you shall be provided money with which to entertain only yourself, the prospect, the prospect's parents (legal guardians) or spouse.
- D. A maximum of \$30 per day may be provided to cover the entertainment expenses for both yourself and the prospect. It is



## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

permissible for the cost of entertainment (e.g., theater, use of recreational equipment) to exceed \$30 during a given day, provided the total cost of entertainment provided to the prospect does not exceed \$60. It is permissible for the prospect, or the prospect's parents (legal guardians) to pay for the cost of any entertainment incurred by the prospect, prospect's parents (legal guardians) provided such entertainment is not arranged by the institution. You may be provided with an additional \$15 per day for each additional prospect entertained by you. If several students host a prospect, the \$30 per day entertainment money may be utilized to cover the actual and necessary expenses incurred by the prospect and all hosts.

E. No cash may be given to the visiting prospect or anyone else.

F. You may not use entertainment funds to purchase gifts for the prospect (e.g., souvenirs or dining).

G. You may not use vehicles provided or arranged for by any institutional staff member or booster of the athletics program.

H. You may not use vehicles provided or arranged for by any institutional staff member or booster of the athletics program.

I. You should not allow recruiting conversations to occur, on or off campus, between the prospect and a booster of the athletics program. If an unplanned meeting occurs, only an exchange of greeting is allowed.

J. A prospect visiting a Division I or Division III institution may participate in physical workouts or other recreational activities during a visit to an institution's campus provided such activities:

(a) Are not organized or observed by members of the athletics department coaching staff, and

(b) Are not designed to test the athletics abilities of the prospect.

K. You may receive a complimentary admission (no hard tickets) when accompanying a prospect to a campus athletics event

You are responsible for turning in any receipts and remaining cash from the funds advanced. This should be done on the Monday following the recruiting weekend.

### **Eligibility Full-Time Enrollment:**

To be eligible for practice and competition, a student-athlete must be enrolled in a minimum of 12 credit hours throughout the semester. If you drop below 12 hours at any time during the semester, you immediately become ineligible for both practice and competition. The only exceptions to this rule are as follows:

- A senior in his/her last semester who needs fewer than 12 hours to complete his/her degree.
- Graduate students who only need 9 hours to be considered full-time.

**Seasons of Competition:** You are allowed to compete in four seasons



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

of competition in any one sport. These four seasons of participation must be completed within five calendar years from the beginning of your first semester of full-time enrollment at any collegiate institution. Time spent in the armed services, on official church missions or with recognized foreign aid services of the United States government is accepted from the five-year rule.

### Transfer Hours:

You must get permission from Lewis Gillespie in academic advising, to transfer acceptable course work from another institution to Ball State. Transferring: If you have an interest in transferring from Ball State University to another institution, please contact the Director of Athletic Compliance to determine how this transfer might affect your future eligibility.

Ineligibility: If you become ineligible, Ball State University is obligated to withhold you from all intercollegiate competition. If the institution decides that the circumstance warrants restoration of your eligibility, we will appeal to the NCAA Eligibility Committee on your behalf.

## **FINANCIAL AID**

Financial Aid Limit: A full grant-in-aid is financial aid that covers the full cost of tuition and fees, room and board, and required course-related books.

Countable and Non-Countable Aid: There are many other types of financial aid that may be awarded to a student-athlete in addition to his/her athletic aid. Some of these awards are treated as "countable" aid, which means that they must be included in the individual's financial aid limit "Non-countable" aid is financial assistance that may be received in addition to the student-athlete's institutional aid without counting against the individual's financial aid limit. The following is a listing of the most frequently received forms of countable and non-countable aid. However, if you are receiving aid that does not seem to fit into any of the categories, please contact the Compliance office or Office of Financial Aid to see how the acceptance of that aid will affect your financial aid limit and your eligibility.

### Countable Aid:

- Government Grants where the recipient or the amount may be determined by Ball State University. (e.g. SEOG, etc.)
- Financial aid awarded through an established and continuing outside program (e.g. Optimist club, National football Foundation, etc.) for the recognition of outstanding high school graduates in which athletics participation may or may not be a major criterion. These awards must be sent to the Ball State financial aid office for distribution.
- The NCAA does allow scholarship student-athletes, who have





## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

been enrolled for one academic year in residence, to work and be exempt provided they have completed the proper paper work. If you plan on working during the academic year you must be approved by the compliance office and follow the established procedures.

### Non-Countable Aid:

- A student-athlete may receive a Pell Grant in combination with other institutional financial aid, provided the overall total does not exceed the value of a full grant-in-aid plus \$3300.
- Legitimate loans, based upon a regular repayment schedule, available to and administered on the same basis for all students (e.g. Perkins Loan, Guaranteed Student Loan) do not count against the financial aid limit.
- An honorary academic award for outstanding academic achievement or a research grant published in Ball State's catalog, which is based on the student's academic record at Ball State and is determined by competition among the students of a particular class or college at Ball State.

### **SUMMER FINANCIAL AID**

#### Enrolled Student-Athlete:

- Must have received athletically-related aid during the previous academic year.
- Summer athletically-related aid may be awarded only in proportion to the amount of athletically-related aid received by the student-athlete during the previous academic year (e.g. if you receive a 50% athletic grant in the academic year, you may only receive only up to 50% of athletic aid in the summer term).
- The awarding of summer financial aid is at the discretion of the head coach and the Athletics Department.

### **RENEWAL, REDUCTION OR NON-RENEWAL OF AID**

The renewal of institutional financial aid must be made on or before July 1 prior to the academic year in which it will be used. If you received institutional financial aid the academic year before and still have eligibility remaining, you will be notified in writing whether your aid has been renewed, reduced or canceled. Athletics aid granted by any NCAA member institution may not be awarded for a period of more than one year. At the end of each academic year, aid may be renewed, reduced or canceled. Should your aid be reduced or canceled, you have the right to a hearing upon request.

Institutional financial aid may be reduced or canceled during the academic year of the award if the recipient:

- Renders himself or herself ineligible for intercollegiate competition.
- Fraudulently misrepresents any information on an application,



## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

letter of intent or financial aid agreement.

- Engages in serious misconduct warranting substantial disciplinary penalty.
- Voluntarily withdraws from the sport for personal reasons.

Institutional financial aid may not be reduced or canceled during the academic year of its award!

- On the basis of a student's athletic ability, performance or contribution to a team's success.
- Because of an injury that prevents the recipient from participating in athletics.
- For any other athletic reason.

**\*\*\* There shall be a notice provided, with the option of hearing if aid is reduced or cancelled. \*\*\***

### AWARDS AND BENEFITS

#### Athletic Awards:

Athletic awards given to individual student-athletes are limited to those approved or administered by Ball State, Mid-American Conference or an approved agency. If you have any doubt about whether an award that you receive has been approved, contact the Director of Athletic Compliance before accepting the award.

#### Complimentary Admissions:

Ball State University may provide a maximum of four complimentary admissions per home or away contest in the sport in which you participate. These admissions must be provided under the following conditions:

- Admissions may only be provided through a “pass list” for the individuals designated by the student-athlete. "Hard tickets" will not be issued.
- You may not receive payment for your complimentary admissions or exchange them for any item of value.
- A partial qualifier or a non-qualifier may receive admission to all Ball State regular season home contests in the first academic year of residence.

Benefits, Gifts and Services: An enrolled student-athlete may not receive any extra benefit "Extra benefit" is defined as any special arrangement by an employee of Ball State or a representative of Ball State's athletic interests to provide you or your relatives or friends with a benefit that is not authorized by the NCAA. The following is a list of some of the things that are permissible for you to receive and some that are not:

#### PERMISSIBLE:

- You may have an occasional family meal at the home of a staff member or a representative of Ball State's athletic interests. However, the meal may not occur at any site other than the staff



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

member of representative's home.

- You may accept transportation and meal expenses when participating in a luncheon meeting of a booster club or clinic organization, provided the meeting occurs within a 30-mile radius of Ball State campus. You may not miss class to participate in such an activity.

### **NON-PERMISSIBLE:**

- You may not receive a special discount, payment arrangement or credit on a purchase (e.g. airline ticket, clothing) or a service (e.g. laundry, dry cleaning) from an employee or representative of Ball State's athletic interests.
- Professional services provided at less than the normal rate or at no expense to you are considered an extra benefit unless they are available on the same basis to the general student body.
- You may not use a telephone or credit card for personal reasons without charge or at a reduced cost
- You may not receive services (e.g. movie tickets, dinners, use of car) from commercial agencies (e.g. movie theaters, restaurants, car dealers) without charge or at reduced rates, or free or reduced-cost admission to professional sports organizations, unless such services are available to the student body in general.
- An employee of Ball State or Ball State's athletic interests may not provide you with extra benefits or services including, but not limited to:
  - => a loan of money                      => use of an automobile
  - => a guarantee of bond                => signing or co-signing a note
- You may not receive preferential treatment benefits or services (e.g. loans on a deferred pay-back basis) for your athletic reputation or skill or pay back potential as a future professional athlete.
- You may not accept athletic equipment, supplies or clothing (e.g. tennis racquets, golf clubs, shirts) from a manufacturer or commercial enterprise. Such items may be provided to Ball State to be used by team members in accordance with accepted practices for issuing and retrieving athletic equipment.
- If you find yourself in a situation that does not seem covered by any of the above rules, please contact the Director of Athletic Compliance.

### **GAMBLING - WHAT IS THE NCAA POLICY ON GAMBLING?**

The NCAA opposes all forms of gambling and adamantly opposes all forms of sports gambling. The NCAA membership has adapted specific legislation prohibiting institutional staff members and



student-athletes from engaging in gambling activities as they relate to intercollegiate athletics events. The NCAA opposes sports gambling because it undermines or carries the potential to undermine the integrity of sports contests and because it sends entirely the wrong message concerning the purpose and meaning of "sport." The rationale behind this policy, in particular as it relates to gambling in general, is that once gambling activities are permitted in a specific jurisdiction, then the potential to expand into sports betting rises to a new level. Further, there is an increased acceptability of gambling activities (e.g., land-based casinos and riverboat gambling) once introduced into a particular municipality or regional area.

**WHAT IS THE NCAA LEGISLATION GOVERNING GAMBLING?**

NCAA Bylaw 10.3 states that any staff member of the athletics department of a member institution or student-athlete "shall not knowingly: (a) provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition; (b) solicit a bet on any intercollegiate team; (c) accept a bet on any team representing the institution; or (d) participate in any gambling activity that involves intercollegiate athletics through a bookmaker, a parlay card or any other method employed by organized gambling."

Any prospective or enrolled student-athlete found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition subject to appeal to the NCAA Eligibility Committee. Institutional staff members found in violation of the provisions shall be subject to disciplinary or corrective action as set forth in Bylaw 19.6 of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution. Any of the following activities may render a student-athlete ineligible or result in severe disciplinary action for a coach or athletics department administrator:

1. Providing any information (e.g., reports concerning team morale, game plans, and injuries of team members to any individual who could assist anyone involved in organized gambling activities).
2. Making a bet on any intercollegiate athletics contest.
3. Accepting a bet or bribe on, or agreeing to throw, fix or illegally influence the outcome of any intercollegiate athletics contest.
4. Failing to report any bribe or offer, or any knowledge of any attempt to throw or fix a game or to influence illegally its outcome.
5. Participating through a bookmaker in any gambling activity



(e.g., betting on a parlay card involving intercollegiate athletics).

**GAMBLING IS A CRIME**

It is a Federal offense to influence or attempt to influence in any way a sporting contest by bribery. This statute covers not only the outright throwing of contests, but also point-shaving, and applies not only to the maker of the bribe, but also the recipient of the bribe. A violation may result in a substantial fine or imprisonment or both. It is a Federal offense to make use of interstate facilities, including the telephone or mail, for the placing of illegal bets.

**WHAT CAN INDIVIDUAL INSTITUTIONS DO TO PREVENT GAMBLING-RELATED PROBLEMS?**

The NCAA, while recognizing the fact that gambling is very popular in today's society and that young people gamble, also recognizes the importance of ensuring the integrity of intercollegiate competition and that student-athlete welfare is not compromised. The NCAA, to the extent possible, has the obligation to educate its athletics department, staff members, student-athletes and university students in general as to the potential for serious ramifications resulting from gambling-related activities. NCAA legislation regarding gambling and the rationale behind the legislation should be thoroughly explained to student-athletes, coaches and administrators involved in the administration of intercollegiate athletics programs. A significant opportunity for this review and the potential identification of gambling-related problems can be accomplished on an annual basis when student-athletes and coaches, as prescribed by NCAA legislation, sign a statement asserting that they have not been involved in nor are they knowledgeable of any gambling-related issues.

**INVOLVEMENT WITH PROFESSIONAL TEAMS**

**Tryout After Enrollment.** A student-athlete shall not try out with a professional athletics team in a sport or permit a professional athletics team to conduct medical examinations during any part of the academic year (i.e., from the beginning of the fall term through completion of the spring term, including any intervening vacation period) while enrolled in a collegiate institution as a regular student in at least a minimum full-time academic load, unless the student-athlete has exhausted eligibility in that sport. The student-athlete may try out with a professional organization in a sport during the summer or during the academic year while not a full-time student, provided the student-athlete does not receive any form of expenses or other compensation from the professional organization.



### **Medical Examination Exception.**

A single scouting bureau recognized by a professional league is permitted to conduct one medical examination per student-athlete during the academic year without jeopardizing the student-athlete's eligibility in that sport, provided the examination does not occur off campus.

### **Draft and Inquiry**

**Inquiry.** An individual may inquire of a professional sports organization about eligibility for a professional-league player draft or request information about the individual's market value without affecting his or her amateur status.

**Draft List.** An individual loses amateur status in a particular sport when the individual asks to be placed on the draft list or supplemental draft list of a professional league in that sport, even though:

- a. The individual asks that his or her name be withdrawn from the draft list prior to the actual draft;
- b. The individual's name remains on the list but he or she is not drafted, or
- c. The individual is drafted but does not sign an agreement with any professional athletics team.

**Exception-Professional Basketball Draft.** A student-athlete in the sport of basketball may enter a professional league's draft one time during his or her collegiate career without jeopardizing eligibility in that sport, provided the student-athlete declares his or her intention to resume intercollegiate participation within 30 days after the draft.

**Exception - Professional Football Draft.** A student-athlete has a seventy-two hour window of opportunity to explore the draft procedures without jeopardizing eligibility.



## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

**Negotiations.** An individual may request information about professional market value without affecting his or her amateur status. Further, the individual, his or her legal guardians or the institution's professional sports counseling panel may enter into negotiations individual who retains an agent shall lose amateur status.

### **Contracts and Compensation**

**General Rule.** An individual shall be ineligible for participation in an intercollegiate sport if he or she has entered into any kind of agreement to compete in professional athletics, either orally or in writing, regardless of the legal enforceability of that agreement.

**Non-binding Agreements.** An individual who signs a contract or commitment that does not become binding until the professional organization's representative or agent parties after the student-athlete's eligibility is exhausted.

### **Use of Agents**

**General Rule.** An individual shall be ineligible for participation in an intercollegiate sport if he or she ever has agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletics ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport.

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

**Benefits From Prospective Agents.** An individual shall be ineligible if he or she (or his or her relatives or friends) accepts transportation or other benefits from any person who wishes to represent the individual in the marketing of his or her athletics ability. The receipt or such expenses constitutes compensation based on athletics skill and is an extra benefit not available to the student body in general.

**Legal Counsel.** Securing advice from a lawyer concerning a proposed professional sports contract shall not be considered contracting for representation by an agent under this rule, unless the lawyer also represents the student-athlete in negotiations for such a contract

**Presence of a Lawyer at Negotiations.** A lawyer may not be present during discussions of a contract offer with a professional organization or have any direct contact (i.e., in person, by telephone or by mail) with a professional sports organization on behalf of the student-athlete. A lawyer's presence during such discussions is considered representation by an agent



## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

**Athletics Scholarship Agent.** Any individual, agency or organization that represents a prospective student-athlete for compensation in placing the prospect in a collegiate institution as a recipient of institutional financial aid shall be considered an agent or organization marketing the individual's athletics ability or reputation.

### NCAA RULES

#### 1. NCAA AND BALL STATE UNIVERSITY REGULATIONS

A. NCAA ACADEMIC REGULATIONS Minimum academic standards are governed by NCAA regulations. In order to be eligible for practice and competition, each athlete must comply with many standards, among which are the following:

#### 2. BE REGISTERED FOR AT LEAST 12 HOURS AT ALL TIMES

DURING THE SEMESTER. If you drop below 12 hours, you become immediately ineligible for practice and competition; if you receive an athletic scholarship, your aid is automatically canceled when you drop below 12 hours. If you practice and/or compete while registered for fewer than 12 hours, you may be denied the opportunity to compete for a period of one year. BEFORE making change of course (Drop/Add), each student-athlete is required to meet with his or her Athletic Academic

Advisor to have the change of course form signed. **THE REGISTRARS OFFICE WILL NOT APPROVE A CHANGE OF COURSE WITHOUT THE PROPER SIGNATURE.** Failure to obtain approval could result in your athletic ineligibility for the following academic year.

3. Successfully complete at least 24 semester hours toward a degree by the beginning of the student's next competitive season. Student-Athletes must successfully complete a minimum of 18 hours during the academic year. A student-athlete may earn no more than six hours of credit in summer sessions toward satisfactory progress requirements. Eligibility for all student-athletes is determined at the beginning of Fall Semester each year.
4. Successfully complete at least 24 semester hours toward your specific degree program once you have officially declared a major. A student-athlete who is entering his/her third year of collegiate enrollment must **complete successfully at least 25** percent of the course requirements in the student's specific degree program. A student-athlete entering his/her fourth year must complete at least 50 percent, and a student-athlete entering his/her fifth year must complete at least 75 percent of the course requirements in the student's specific degree program. Waivers may be granted by the NCAA based upon a student's overall academic record.

Declare a major in a four-year program by the

**BEGINNING OF YOUR FIFTH SEMESTER IN SCHOOL.** If you fail to declare a four-year major by the first day of class in your fifth semester, you are immediately ineligible for practice and competition. Before declaring or changing a major, a student-athlete is required to meet with an athletic academic advisor.

6. Maintain a minimum cumulative grade point average of at least a 1.800 your first and second year of eligibility and have and maintain a 2.000 grade point average going into your third, fourth and fifth year of college. This is a Mid-American Conference Rule for eligibility.
7. When an athlete fails to meet the NCAA satisfactory progress and grade point average regulations, he/she becomes ineligible for competition. Athletic financial assistance may also be terminated for failure to meet minimum academic standards.
8. Summer sessions may be used to "MAKE UP" deficiencies. If the deficiency occurs as a result





## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

of one's grade point average, one must correct the deficiency at **BALL STATE UNIVERSITY**. If the deficiency occurs as a result of an insufficient number of credit hours, course work may be taken at any university, college or community college provided that the courses and number of hours needed is transferable to Ball State University. Always be sure to check with the Coordinator of Athletic Advising before you take a course at another school. Some Ball State departments also have regulations against transferring courses after certain hours are reached in that major. NCAA rules require you to obtain approval from an Athletic Academic Advisor before registering for summer courses; failure to obtain approval from an athletic academic advisor could result in your athletic ineligibility for the following year.

1. NCAA Legislation adopted in 1981 included the following "minimum academic progress" eligibility requirement for student-athletes:

Eligibility for regular season competition subsequent to the student-athlete's first academic year in residence or after the student-athlete has utilized one season of eligibility in a sport shall be based upon: (1) satisfactory completion prior to each term in which a season of competition begins of an accumulative total of semester or quarter hours of academic credit acceptable toward a baccalaureate degree in a designated program of studies at the institution which is equivalent to the completion of an average of at least 12 semester or quarter hours during each of the previous academic terms in academic years in which the student-athlete has been enrolled in a term or terms, or (2) satisfactory completion or 24 semester or 36 quarter hours of acceptable degree credit since the beginning of the student-athlete's last season of competition. (NCAA Bylaw 5-1 - (j) (6) (ii))

2. Amendment to that legislation, adopted with an effective date of August 1, 1984, defines credit hours which can be counted toward satisfaction of this "minimum academic progress" requirement as follows:

The calculation of credit hours under the provision of subparagraph (ii) shall be based upon hours earned or accepted for degree credit in.

a specific baccalaureate degree program for the student-athlete at the certifying institution.

Hours earned in the period following the regular academic year at the institution (e.g., hours earned in summer school) may be utilized to satisfy academic credit requirements of this regulation. (NCAA Bylaws 5-1-(j) (6) (iii); emphasis added)

3. This form is designed to inform the student-athlete as to which of the courses in which he or she enrolls will, if successfully completed, be counted toward satisfaction of the "minimum academic progress" requirement for future or continuing athletic eligibility and to assist the Advisor to Intercollegiate Athletes and the Registrar in determining whether or not the student-athlete has met that requirement.
4. Before registering for any term, including any term during the summer, each student-athlete must meet with the academic advisor. At that time the following information will be entered on the form: the student's name and identification number, the quarter and year; the course title, course number, enrolled credit hours, and count-toward-degree credit hours for each course in which the student-athlete wishes to register. The student-athlete and the advisor will sign the form and enter the date of signature.
5. The advisor will give the top copy of the form to the student-athlete and retain the remaining two copies in the office file.
6. When grades for the term have been reported, the advisor will enter the earned credit hours and the progress credit hours information on the form and sign the verification section. One copy of the verified form will be sent to the Student Records Office of the Registrar and the other will be



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

retained in the office file.

7. A student-athlete must enroll in all of the courses shown on the form signed by the student-athlete and advisor. If he fails or is unable to do so (e.g., a student-athlete's registration in an approved course is canceled because all sections of that course are closed), the student-athlete must meet again with the advisor to complete and obtain written approval of a form showing all courses in which the student-athlete is actually registered for that term.
8. A registered student-athlete who makes any change in his or her course schedule (e.g., Add/Drop) must first meet with the advisor to complete and obtain written approval of a form showing all courses in which the student-athlete will be registered following the schedule change.
9. An approved course will be "satisfactorily completed" for purposes of the "minimum academic progress" requirement only if and when the student-athlete received a passing grade in that course.

### **NCAA SPECIAL ASSISTANCE FUND FOR STUDENT-ATHLETES**

#### Student-Athletes:

Student-athletes who believe they might qualify for the Special Assistance Fund should contact Director of Compliance to pick up an application.

#### Eligibility:

Student-athletes may apply for funds by submitting an application form to the conference office. Pell Grant student-athletes who are qualifiers (per Bylaw 14.3.1) and who are participating in a varsity sport are eligible to apply for the funds. Partial and non-qualifiers are not eligible for the fund during their first academic year of residence.

#### Permissible Uses:

The following uses of the moneys are permissible (a conference or independent institution may develop more stringent provisions if it wishes to do so):

- a. Medical expenses (except those covered by another insurance program, either institutional or personal);
- b. Hearing aids;
- c. Vision therapy (e.g., contact lenses, eyeglasses);
- d. Off-campus psychological counseling;
- e. Travel expenses for parents or student-athletes related to family emergencies;
- f. Purchase of EXPENDABLE academic course supplies (e.g., notebooks, pens) and RENTAL or NONEXPENDABLE supplies (e.g., computer equipment, camera) that are required for all students enrolled in the course, and
- g. Articles of clothing and shoes, up to \$500/year

### **SPECIAL ASSISTANCE FUND INTERPRETATIONS:**

#### Permissible Expenses:

1. Payment of non-cosmetic dental expenses is a permissible medical expense.
2. Payment of emergency dental surgery (e.g. wisdom tooth removal) is a permissible medical expense
3. A student-athlete who is injured in a pick-up game during the summer would be eligible for the funds, provided he or she was enrolled in summer school.
4. Payment for drug and alcohol counseling is permissible



**Non-Permissible Expenses:**

1. Moneys may not be used to pay premiums for a student-athlete's individual health insurance coverage (beyond that provided by the institution). (Executive Committee, May 1992)
2. Payment of medical expenses for a student-athlete's son or daughter is not permissible, in as much as the medical expense are specific to the student- athlete's own medical expenses and may not be extended to family members.  
(Executive Committee, May 1992)
3. Payment for an abortion would not be a permissible expense as it was decided that it was not what the fund was intended for, unless the mother's life was in danger. (Staff, May 1992)
4. Payment for car repairs to enable a student-athlete's spouse to drive to job interviews is not a permissible institutional financial aid. (Executive Committee, May 1992)
5. The purchase of a judo outfit required for physical education class is not a permissible item, as this is considered to be a non-expendable item it only would be a permissible expense if the judo outfit were rented for the duration of the class. (Staff, January 1993)
6. The purchase of engineering instruments (e.g., protractor, slide rule) that are required for and engineering is not permissible expense, as this is considered to be a non-expendable supply. (Staff, January 1993)

**Additional Guidelines:**

1. A fifth-year student-athlete who has exhausted eligibility is not eligible for the fund, in as much as the student-athlete no longer is participating in a varsity sport. (Executive Committee, May 1992)
2. Nonqualifiers and partial qualifiers are not eligible for the fund during their first academic year of residence, inasmuch as only student-athletes participating in a varsity sport are eligible to receive the funds, and nonqualifiers and partial qualifiers are not eligible to participate during the first academic year in residence. (Executive Committee, May 1992)
3. Student-athletes who attend Division I institutions that play Division III football are eligible for the fund, but they are not counted in the calculation for the fund allocation. (NCAA Ad Hoc Commit-tee, September 1991)
4. A Division I institution that is in its first full year of membership is eligible for the funds at the discretion of the conference office, noting that the institution would not have been included in the calculation for the fond allocation. (NCAA Ad Hoc Committee, September 1991)
5. A student-athlete would be eligible for the fund during summer school, regardless of whether or not enrollment status was full-time or part-time. (Administrative Committee, July 1992)

**OFFICE OF SCHOLARSHIP AND FINANCIAL AID (OSFA)**

LUCINA HALL 245

CONTACT: John McPherson

Office Hours:

Telephone: (765) 285-5600

Academic Year: 8am-5pm Mon-Fri 1-800-382-8540 Toll free in Indiana

Summer: 7:30am-4pm Mon-Fri 1-800-227-4017 Voice Response **PHILOSOPHY OF**

**FINANCIAL AID:**

The primary purpose of need-based financial aid is to provide assistance to students who would otherwise be unable to pursue an education. Parents and students are responsible for paying educational expenses to the extent that they are able. With limited exceptions, financial aid programs provide assistance only when the family is unable to meet the cost of education. **TYPES OF AID:**

**GRANTS** are free monies based on financial need. The major grant programs are the Federal Pell Grant, Indiana Higher Education Award, and the Federal Supplemental Educational Opportunity



Grant.

**SCHOLARSHIPS** are free monies based on talent, academic criteria or other criteria.

**FEE WAIVERS** are free monies based on unique family circumstances. The Child of Disabled/Deceased Veteran (CDV) fee waiver is the most common program of this type.

**LOANS** are low-interest monies for students and parents. The major loan programs are the Federal Perkins Loan and the Federal Stafford Loan. Note: Parents can borrow funds for educational expenses from the Federal PLUS program.

**WORK** programs allow a student to earn money to help pay educational expenses. Any student attending at least half-time (6 hours) may work on campus, unless NCAA regulations or coaches prohibit. Contact the Office of Career Service and Student Employment, Lucina 220, for employment opportunities under the Federal Work-Study or regular employment program.

### **APPLICATION PROCEDURES**

This is an annual process. Apply by March 10 to be considered for all financial aid programs available including federal, state, and institutional grants, scholarships, loans and work. Applying after March 10 will normally limit eligibility to Federal Pell Grants and Federal Stafford loans. Application forms are available approximately December 1 of each year at the OSFA and other locations around campus. Submit the following forms to apply:

1. **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** or  
Renewal Free Application For Federal Student Aid: submit to Federal Student Aid Programs.
2. **STAFFORD LOAN REQUEST:** Sent with the financial aid award letter or available from the Office of Scholarships and Financial Aid. Submit this form if you want to borrow from the loan program.

### **NOTIFICATION OF ELIGIBILITY**

1. **Federal Pell Grant Student Aid Report (SAR):** this should be reviewed for accuracy. If accurate, keep for your records. If inaccurate, make appropriate corrections and forward to the address on the SAR.
2. **State Grant Notification (Indiana Higher Education Award Indiana Residents Only):** this is for your information only.
3. **BSU Award Letter** this should be retained for your records. Return it to the OSFA only if you are declining an award.

### **PAYMENT PLANS**

**INSTALLMENT PLAN FOR PAYMENT OF FEES AND ROOM AND BOARD:** this plan provides an opportunity to pay student fees (general fees, non-resident fees, graduate fees, and special course fees) and room and board for the semester in four equal payments over a period of four months. Information about this process is included with your first fall billing statements. (Note: athletes with full fees and room and board awards do not need this payment option.)

**CREDITS TO ACCOUNT:** all financial aid that has been processed before the preparation of the statement of account will appear on the statement as a credit against the charges. You are responsible for the payment of the difference or balance due.



## MONEY MANAGEMENT: MAKING THE MOST OF YOUR MONEY

As a financial aid recipient with some combination of aid, this may be your first experience with financial responsibilities including paying your own bills. How can you make sure that you can pay your fixed expenses and still have funds left for other living expenses? One way is to develop a budget and follow it

Once you've learned the value of a budget, you are on your way to becoming a good money manager. Use the sample worksheet on the reverse side to assist you in the development of your budget.

### **Steps in developing a budget:**

**Step 1:** Establish a time frame that is small enough to be realistic, such as a month or semester.

**Step 2:** Determine the sources of your income. Include all sources, and make sure you pro rate lump sum amounts for the time frame you have selected. Funds designated for specific use (tuition only, etc.) must be used for those purposes.

**Step 3:** Determine your expenses including fixed and variable expenses. Make sure you estimate your variable expenses in a realistic manner based on sound information.

**Step 4:** Compare your income and expenses. If they are equal or if the income exceeds expenses, then you are in a good position. You may be in a position to save for emergencies. However, if your expenses are greater than your income, then you must either find additional income or reduce your expenses. If this is the case, try keeping a record of your actual expenses, and then adjust your budget. Also, look for ways to reduce expenditures such as carpooling, buying used textbooks instead of new ones, write letters instead of using the telephone as much, buy bulk snack foods, etc. instead of purchasing from vending machines at twice or more the cost. You may be able to think of other ways to help balance your budget. **Budgeting Traps To Avoid:**

1. Don't make wild guesses about your expenses. If you don't have actual cost figures, try to get an estimate from other sources.

2. Don't kid yourself about real life. Don't use unrealistic figures such as budgeting \$ 15 for "fun" for the entire semester.

3. Don't budget yourself into a corner. Try to leave a little extra for emergencies or special opportunities. If you don't spend it, it becomes a savings account.

4. Don't give up if you have trouble living within your budget. It is a guideline, not a straitjacket. Continue to adjust it until it works for you. Just make sure that you know what needs adjusting: your budget or your habits.

5.

### **FINANCIAL ASSISTANCE COMMITTEE GRIEVANCE HEARING PROCEDURE**

The Student Financial Assistance Committee, a standing committee of the University Senate, is responsible for hearing student grievances relating to the award or continuation of financial assistance. The committee is compiled of four (4) faculty or professional staff selected by the Governance Committee of the University Senate, two (2) students selected by the Student Association, two (2) representatives of the Student and Campus life Council, and the Director of Scholarships and Financial Aid. The Director serves ex officio and does not vote on grievances regarding financial assistance.

1. **Applicability.** A student who disagrees with an action or proposed action of the University relating to the award, continuation, or termination of financial assistance to the student may submit a grievance under this procedure. However, this procedure does not apply to financial assistance grievances where other university hearing procedures are available: such as grievances



## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

claiming illegal discrimination (due to race, sex, religion, national origin, etc.), or grievances relating to disciplinary actions taken against the student. If any question should arise concerning the University procedure to be followed in a particular case, the Director of Scholarships and Financial Aid shall determine which procedure applies.

2. Hearing Procedures. The aggrieved student must submit the grievance in writing within twenty (20) working days after the action is taken or proposed which gives rise to the grievance. A grievance that is not filed within this limit will be automatically dismissed, unless the Committee determines that good cause exists for the delay in filing the grievance. The grievance should describe the action with which the student disagrees, and should set forth the reasons why the student disagrees with the action. Along with the grievance the student may submit written statements, documents and other relevant information in support of the student's positions. These materials will be distributed to the Committee and to the person(s) whose action or proposed action gave rise to the grievance. The student may, but shall not be obligated to appear personally before the Committee. If the student elects not to appear personally, the Committee shall decide the grievance based on the written information submitted by the student, and information submitted to the Committee by the University official(s) who took the action that is being challenged, and such other relevant information as the Committee may obtain from other sources.

If the student elects to appear personally, the chair shall set the date, time and place for the hearing and shall notify the committee members, the student, and the University official(s) who took the action giving rise to the grievance.

The student shall be entitled to at least five (5) working days' notice of the hearing unless the student waives this right. If practicable, the hearing will be held within thirty (30) working days after the hearing is requested.

The hearing shall be informal. Technical rules for the admission of evidence shall not apply. A quorum will consist of a majority of the Committee members, not counting the Director of Scholarships and Financial Aid. The Committee shall make all procedural rulings, which may only be reversed by a majority of the Committee members present (including the chair but not the Director of Scholarships and Financial Aid).

The Committee will first hear the position of the University official (s) who took the action giving rise to the grievance, including any witnesses, statements, and other relevant information that the official (s) wish to present. Next the Committee will hear the position of the aggrieved student, including any witnesses, statements, and other relevant information that the student wishes to present. The Committee may call additional witnesses and/or request additional information if it feels that would be helpful to a full and fair review of the case. Each party may cross-examine other parties and witnesses who testify at the hearing. The Committee may limit the number of witnesses and/or the length of presentations in consideration of the time constraints to avoid redundancy, but no limitations shall be imposed that unfairly restrict a party's opportunity to provide relevant information to the Committee. The committee shall decide the grievance based on the information presented at the hearing (or, if no hearing is requested, the written information submitted to the Committee), and shall issue its written decision to the parties involved within five (5) working days after the hearing. The decision shall set forth the reason (s) for the Committee's decisions. If the Committee is unable to issue a decision within five (5) working days, it will promptly notify the parties of that fact and advise them of the later date by which the decision will be issued.

3. Attendance at Hearing. The hearing may be attended by:



## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

the members of the Committee, the student, and any University Officials who have an interest in the subject matter of the grievance. The student may also be accompanied by an advisor, who must be one of the following: a full-time student, a faculty or professional staff member who is employed one-half (1/2) time or more by the University, or a parent, legal guardian or spouse of the student. The advisor's role will be to assist the student at the hearing; however, the advisor may not address the Committee or exam or cross-exam witnesses, except under unusual circumstances with the express permission of the Committee. Normally, the student will be expected to present his/her own case. Witnesses called by either party (if not otherwise entitled to attend the hearing) shall attend only when they are testifying. Each party shall present a list of witnesses to the Committee chair, and to the other party, at least two (2) working days before the hearing. No one may attend the hearing other than the persons listed in this Section 3, except with the special permission of the Committee. If an aggrieved student, after having elected to appear personally for a hearing, fails without good cause to attend the hearing, the grievance shall be denied and the prior action shall become final.

4. Record of Hearing. The hearing may, but need not be, tape recorded or transcribed, at the discretion of the Committee. If a tape recording or transcript is not made, a summary of the evidence presented at the hearing will be prepared by the Committee's chair or secretary, or by another person designated by the chair.

5. Additional Rules. The Committee may adopt additional procedural rules supplementing this grievance procedure to aid it in carrying out its review function in an orderly manner.

6. Appeal of Committee's Decision. Any party adversely affected by the decision of the Committee may appeal in writing within ten (10) working days to the Vice President for Student Affairs, who shall in that event review the record and make a final decision in the case. The Vice President for Student Affairs shall not reverse the Committee's decision unless the Vice President determines that the decision is contrary to applicable federal or state laws, rules or regulations or policies of the University, or that the decision is clearly contradicted by the relevant information presented to the Committee in the case. If no appeal is filed within the time limits set forth above, the decision of the Committee shall be final.

7. Actions by Other Authorities. The actions of the Committee are independent of actions taken by civil and/or criminal authorities who are not part of the University community. The results of either shall not necessarily determine the results of the other.

Approved by Financial Aid Committee 5/1/87

### Student - Athlete Employment

Criteria Governing Compensation to Student-Athletes. All compensation received by a student-athlete must be consistent with the limitations on financial aid set forth in Bylaw 15. Compensation may be paid to a student-athlete:

- a. Only for work actually performed, and
- b. At a rate commensurate with the going rate in that locality for similar services.

**Athletics Reputation.** Such compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability.

**Employment on a Commission Basis.** An employer other than the student-athlete's institution may employ a student-athlete on a commission basis only if:



## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

- a. The cost of any preliminary training program for such employees is borne by the student-athlete (i.e., such costs may not be paid by a member institution or a representative of its athletics interest):
- b. The personnel so employed consist of both student-athletes and non-athletes;
- c. The employment of student-athletes does not result in the company's use of athletics reputation of such individuals to promote the sale of the company's products, and
- d. The company is able to document that employees who are non-athletes receive earnings from sales commissions at a rate generally equivalent to the commission rate realized by the student-athletes employed by the company.

### **BOOK LOAN PROCEDURES**

The conference regulations on book loan as state in the MAC Handbook are as follows:

- 8.06 Under the controlled plan wherein books remain the property of the institution, a member institution may loan textbooks to not more than the number of student-athletes listed in the Grant-In-Aid Schedule in MAC Bylaw 8.01. If such books are not returned to the member institution at the close of the semester when they shall cease to be used, the value of the books must be charged against grant made to the offending student-athletes, (page 36)

We want to make this as convenient for you as possible, but we must designate the place and times so as to be fair to everyone.

The books you have out on loan must be returned before you leave campus at the end of each semester. If you keep the books beyond 2:00 pm on Friday you will be charged the full amount on your book loan sheet. Textbooks then become your property to do with as you desire. This procedure will be followed without exception unless you clear ahead of time as to why you cannot comply with the schedule stated below. It is your responsibility to turn in your books in person. They will not be accepted if brought in by someone else. This policy is for your protection as well as for the Athletic Department.

1. Books are to be turned in only at the Ball State Bookstore. Books are not to be left at the athletic office.
2. Books will not be accepted after the last date on the schedule, which is 3:00 p.m. on the last day of exams. You will be charged.
3. In case of an emergency, a problem or questions, call in advance. Phone (765) 285-1671

### **HOUSING AND RESIDENCE LIFE**

Welcome to Housing and Residence Life at Ball State University. We want to have a comfortable, convenient, and reasonably priced place in which to live and study. Living in a residence gives you a unique opportunity to interact with other students, people with many different backgrounds, talents, and interests. Our staff will work with you to help make the residence hall community environment conducive to academic, social, educational, and personal development.

### **CONTRACT**

You must be a currently admitted or registered student at the university to be eligible to receive a residence hall contract, and you must sign a residence hall contract and make an initial





## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

payment before you will be allowed to move into a residence hall. The residence hall contract is for the entire academic year or for the remainder of the year if you come in later and includes both room and meals.

The first mailing of residence hall contracts for the next academic year will be in late spring. (For spring semester applicants, the first contract mailing will be in early December). To receive a contract in this mailing, you must have been admitted to the university, and, if you are a new student, pay the \$50 admissions enrollment deposit. Priority will be given to matriculating students who must reside in residence halls. Transfer students and students from off-campus will be housed according to their deposit dates after matriculating students and returning residence hall students have been assigned. After the initial mailing, contracts will be issued periodically throughout the summer months as long as space is available. You will also need to make a \$125 deposit when returning your contract.

All residence hall contracts sent to new applicants are for double room accommodations, as long as space is available, if there are not enough double room spaces, contracts will be issued for temporary accommodations in study lounges or recreation rooms. There are a limited number of regular single rooms in residence halls, but they are always reserved with a long waiting list by returning residence hall students. When space permits-usually not until later in the academic year-we do rent double rooms for single occupancy. Students may select a premium plan contract which is for 2 years, provides additional money in your dining account and includes a standard parking permit. There is no additional cost to this contract. (See housing contract for details)

You may pay for your contract by installment (monthly), by the semester, or by the academic year. You will receive your first billing from the bursar in late July. Residence hall contracts are also available for one or both summer sessions. Both single and double rooms are available.

### **STAFF**

Who's in Charge? In each residence hall staff members are assigned to make your adjustment to the university as easy as possible and to help you make the most of your residence hall living experience. A full-time, live-in, Residence Hall Director is assigned to each hall. In some halls, the director is assisted by a part-time Graduate student Assistant Hall Director. ARH directors have master degrees, experience in residence-hall life, and an interest in and concern for people. The directors are responsible for developing and maintaining an environment conducive both to living and to learning. On each residence hall floor are upper-class student staff members called Resident Assistants. Chosen for their ability to work with students, they serve as resource people to residents of the floor and help students develop a community based on individual responsibility and respect for others.

### **MEALS**

Eating Right Made Easy. Meals are included as part of all academic-year residence hall contracts. Meals are available in several convenient campus locations and during a wide range of serving hours to accommodate student schedules and activities.

All-you-care-to-eat dining are offered in most campus dining halls; however, selection a la carte foods up to a maximum allowance provides additional flexibility in some places.

Nutritious foods are prepared from scratch using the best ingredients for light or hearty dining. Computer-assisted calorie counts and nutrition information are available. Salad, deli, and nacho bars, fresh fruit, vegetarian items, soft serve ice cream, and frozen yogurt are only a few of the wide array of menu choices. Sack meals are available for working, traveling, or ill students.



## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

Holiday and ethnic or theme dinners are served at no extra charge on the board plan.

### OUT OF CLASS LEARNING

Learning doesn't end at the classroom door. We believe that it continues in your residence hall. Staff is responsible to help each student reflect on the powerful learning experiences that are unique to each person. A roommate conflict doesn't have to be "just another negative experience" it can be a trigger for learning about how you can avoid future conflicts, what precipitated the conflict, or how to move forward in a relationship after such an encounter.

Residence halls also offer numerous social events for residents that provide opportunities for you to interact with people who live near you, and make on-campus living a great experience. Students who live on campus have higher grade point averages than their off-campus counterparts. This is true for every class level, freshmen through seniors.

### SAFETY

What about Safety and Security? Because concern with personal safety and the security of property is shared by all segments of the university community, several practices and policies have been established to ensure as safe a community as possible. You are primarily responsible for your own safety. The key element of safety and security is the cooperation of the students. All nonresidents of a hall must be escorted by a hall resident when in the living areas. Each residence hall is locked at night, and each resident entering and leaving the hall after hours must make sure that the entrances are secured and locked. Residence hall staff members make periodic checks for building safety and security. The halls have a director and resident assistant on duty every evening, and the university has a full-time professional police department on duty twenty-four hours a day.

Fire safety and inclement weather precautions are also concerns in the residence halls. All halls have internal fire alarm systems that sound throughout the building and automatically notify the University Police for their immediate response and notification of the fire department. All student rooms and hall trash rooms are equipped with smoke detectors, and all halls are required to have regularly scheduled fire drills so that residents are familiar with evacuation procedures. When information indicates that Ball State is in the path of an approaching tornado, an external siren and internal building tornado alarms warn residents to seek immediate shelter from the approaching tornado.

### QUESTIONS

We hope that the information presented here has answered most of your questions and given you a general idea of what we are all about. If you have other questions, please write or call us, or if you are on campus, stop by the Housing and Residence Life Office in the basement of LaFollette Complex. We look forward to having you join our community!

Housing and Residence Life Office

Ball State University

Muncie, Indiana 47306

317-285-8000 or toll free within Indiana

1-800-382-8540 ext. 8000



**ATHLETIC TRAINING POLICIES AND PROCEDURES**  
**Guidelines for All Student-Athletes**  
**2010-2011**

The Sayers "Bud" Miller Athletic Training Facility in University Arena serves as the primary Athletic Training Facility for intercollegiate athletics at Ball State University. Satellite athletic training areas located in the Stadium, Irving Gymnasium, and Ball Gymnasium are used seasonally and as directed for practice and event preparation.

Athletic Training Facility hours vary, and will be posted at each location, however, generally the hours are as follows:

ARENA TRAINING ROOM: Monday - Friday 8:00 a.m. - 6:30 p.m.  
Saturday - Sunday Event Coverage

STADIUM: Mon. - Fri. 7:00 -10:00 am  
P.M. Football Only  
Saturday Event and Practice Coverage

Student-athletes injured while participating in intercollegiate athletic Activities will be evaluated by a member of the athletic training staff, and if necessary, referred to the appropriate medical personnel.

**ATHLETIC PHYSICAL EXAMINATIONS**

A.) Every student-athlete at Ball State University must have a current physical examination to compete in intercollegiate athletics. The examination and subsequent clearance is completed by a member of the medical staff of the Ball State University Student Health Center.

B.) In the event of walk-on tryouts for intercollegiate athletic teams, the prospective student-athlete will need to provide proof of a physical examination within the past year, otherwise a physical examination will be required prior to said audition. A copy of the physical examination on the health form, that all Ball State University students must have on file at the Amelia T. Wood Health Center, will suffice. Once the decision is made to have someone become a member of a team, a BSU athletic physical examination must be performed and on file in the athletic training room. It is the responsibility of the prospective walk-on student-athlete to schedule his/her own physical examination through the Ball State University Student Health Center. Until the time that the walk-on student-athlete becomes part of the intercollegiate athletic program, we as the Ball State University Athletic Training Staff, assume no responsibility for the prospective student-athlete.

**INJURY AND ILLNESS PROCEDURES**

A.) Report all injuries/illness to the Athletic Training Staff immediately. Athletes must report, in person, to the athletic training room before proceeding to other medical support personnel. You must pick up a referral slip before going to see a physician.

B.) Injured athletes should report before 9 AM each day, allowing the athletic training staff to accurately communicate the status of the athlete with the coaching staff. In addition, this time allows



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

the athlete to consult with a physician, if necessary, before practice time.

C.) If injured, the athlete is expected to be on time for morning treatments, and expected to follow the treatment regimen established by the athletic training staff. Athletes will not discontinue treatments arbitrary; the athletic trainer will communicate with the athlete when the treatment is to be changed, or discontinued. If an athlete fails to show up for a scheduled appointment, the athlete is expected to be able to fully participate the following practice.

D.) Athletes requiring consultation for illness or injury from the physicians at the Health Center, Central Indiana Sports Medicine, or Central Indiana Orthopedics need to have a referral form from the athletic training staff. The pink copy of the referral form should be returned to the athletic trainer as soon as possible.

E.) Policy on emergency healthcare and after hours care of injuries and/or medical conditions. Any student-athlete in need of medical services for any injury, illness, medical condition, or emergency situation should make every reasonable effort to contact his or her respective certified/licensed athletic trainer for the most effective, expedient, and reasonable intervention. If unable to reach said athletic trainer, attempt any staff athletic trainer. If unsuccessful in this attempt as well, proceed directly to the Ball Memorial Hospital Emergency Room if appropriate and necessary. Make sure to contact the athletic training staff as soon as humanly possible regarding any such situation.

### **MEDICAL BILLS/ATHLETIC INSURANCE**

A.) Ball State University provides SECONDARY insurance for athletic injuries. Ball State will assume financial responsibility for medical services rendered provided (1) the injury was sustained in an official practice or contest; (2) the injury is not the result of a preexisting or limiting condition; (3) the athlete has reported the injury immediately and has followed appropriate procedures for obtaining treatment. All bills incurred as a result of medical consultation must first be submitted to the primary insurance carrier (parents' or athletes' insurance) before Ball State will pay on claim. Ball State will cover the student-athlete bills for athletic related injuries if the athlete does not have insurance; however it is strongly recommended that all student-athletes carry some type of health insurance. Ball State cannot pay for claims from illness, or a non-athletic related problem.

B.) Medical consultations resulting in claims must be performed by Ball State athletic personnel in order for Ball State to provide secondary coverage. No outside referrals, consultations, or services will be covered by Ball State University.

C.) Ball State will pay for prescription medication for athletic related injury. Ball State cannot pay prescription services for illness and non-athletic related injury and students needing prescription medication or other medical tests can have these charges billed to their student bursar accounts.

D.) Student-athletes needing long-term treatment or rehabilitation will be billed for physical therapy services. At no time will the student-athlete have to pay "out of pocket" expenses for physical therapy. Athletes are not charged for routine athletic training services, for basic injury treatment, or for short-term rehabilitation, provide secondary coverage. No outside referrals, consultations, or services will be covered by Ball State University.

### **ADDITIONAL MEDICAL SERVICES**

A. ^ DENTAL SERVICES All dental injuries sustained as a result of participation in intercollegiate athletics (practice or contest) should be reported to the athletic training staff immediately. As per the athletic medical policy, Ball State will be responsible only for those injuries



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

sustained as a direct result of said intercollegiate athletic activities. Ball State will not pay for routine dental care (i.e. cavities, lost fillings, wisdom tooth extraction), however referrals can be made through the athletic training staff. The individual student-athlete is responsible for any charges incurred as a result of routine dental care.

B. ^ VISION SERVICES Ball State athletics does not furnish replacement of lost contact lenses, glasses, or prescription goggles. If a lens is lost, glasses or goggles are broken during intercollegiate practice or competition; arrangements can be made for replacement at no cost to the athlete. Lost lenses or broken glasses/goggles should be reported immediately to the athletic training staff. It is recommended that athletes wearing contact lenses carry a spare pair. Arrangements can be made for spare lenses to be carried by the athletic training staff. Ball State athletics will not pay for routine eye care; however referrals can be made through the athletic training staff. The individual student-athlete is responsible for any charges incurred as a result of routine vision care.

### **C.) CHIROPRACTIC SERVICES**

The athletic training staff and Ball State team physicians feel it is unwise to seek chiropractic care for athletic related injuries without proper referral. Student-athletes choosing to seek chiropractic care are responsible for arranging appointments and covering expenses.

### **D.) PSYCHOLOGICAL SERVICES**

The Ball State University Counseling and Psychological Services Center is available for use by all students free of charge. The center is located in Lucina Hall, Room 320, and appointments can be made by calling (765) 285-1736. These sessions are completely confidential.

### **E.) NUTRITIONAL COUNSELING SERVICES**

The athletic training staff is available for counseling and referral for nutritional information and concerns. A wide variety of resources are available for student-athletes including, but not limited to: pamphlets, brochures, videotapes, and specialty referrals. Eating disorders are a major concern in intercollegiate athletics because of the adverse effects on the health and well-being of student-athletes. Due to the health risks and the pressure on student-athletes to enhance their performance, Ball State University encourages student-athletes to seek counseling for eating disorders and other nutritional concerns. Student-athletes are encouraged to report nutritional conditions in confidence to a staff athletic trainer. Specialty referrals should be made through a staff athletic trainer and will remain strictly confidential.

## **SUBSTANCE ABUSE**

Substance abuse is a major concern in intercollegiate athletics because of the adverse effects upon the safety and health of student-athletes, and upon the fairness and integrity of athletic competition. Because of these factors and the pressures on student-athletes to enhance their performance, Ball State University will not tolerate substance abuse by student-athletes. Through the use of substance abuse policy, the University seeks to eliminate the use of drugs by student-athletes. The substance abuse policy will be presented and explained to each Ball State student-athlete, at which time the student-athlete will have the opportunity to ask questions regarding the policy prior to signing a statement acknowledging awareness of the University stance regarding substance abuse by student-athletes.

## **NUTRITIONAL SUPPLEMENTS**

The Athletic Department of Ball State University believes and promotes the idea that student-



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

athletes can meet the heavy demands of training and performance through proper conditioning, nutrition and rest. The idea that nutritional supplementation may enhance athletic performance is a popular notion and is widely marketed to the student-athlete. However, there exists little evidence that these products actually work. Furthermore, these products often contain substances banned by the NCAA, as many products contain items not listed on the label. Therefore, since you may not know what you are actually taking, you are putting both your health and your college eligibility at risk. Before you choose to take any nutritional supplements, please identify them to the Head Athletic Trainer who will contact the REC to provide you or recommend the most updated information. We do not endorse the use of any nutritional supplements.

### **ATHLETIC TRAINING ROOM POLICIES AND PROCEDURES**

1. **CONDUCT** - Athletes are expected to conduct themselves in a responsible and courteous manner to all athletic training room personnel and fellow student-athletes.
2. **ATTIRE** - The athletic training rooms are co-educational facilities. Student-athletes are expected to dress appropriately so no one is offended.
3. **FOOD** - In strict adherence to OSHA guidelines, food and drink, other than water, will be strictly prohibited in the athletic training facilities.

The Athletic Training Room is a medical facility which must follow Occupational Safety and Health Administration (OSHA) guidelines. It is to be utilized for medical business. It is not an area for socialization nor is it an extension of the locker room. It is expected that the student-athletes will treat the facility accordingly.

### **STATEMENT OF CONFIDENTIALITY**

The medical condition, referral, and treatment of all student-athletes are a matter of strict confidentiality. Student-athletes are expected to maintain the strictest of confidentiality regarding any pertinent medical information, whether the information pertains to his/herself or another student-athlete.

### **ASSUMPTION OF RISK**

Participation in the sport of \_\_\_\_\_ requires an acceptance of risk of injury. Ball State University has taken reasonable precautions to minimize the risk of significant injury by providing competent coaching and instruction, well maintained equipment and facilities, proper conditioning, and good medical care. The chances of an athlete sustaining a catastrophic sports injury are extremely remote, yet understand that serious injuries can happen to anyone. Participation in your sport could result in death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the musculoskeletal system, serious injuries to virtually all internal organs, and serious injury or impairment to all other aspects of your body, general health. Use of special protective equipment may be required or recommended for your sport. Be advised that there is no piece of equipment guaranteed to completely protect you from all injuries. Do not use equipment that is defective in any way!

Student-athletes should feel free at any time to discuss with coaching or athletic training staff concerns about procedures in the athlete's particular sport that may include a greater risk of injury (i.e.



**BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

headfirst slides, difficult dives, etc...)

I have read and understand the statements contained in this warning. As a member of the Ball State University team, I accept the risk of injury associated with intercollegiate sports.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION TO THE MEDIA**

I hereby authorize the Head Athletic Trainer, or any other designated member of the athletic training staff, and my Head Coach to release medical information regarding any injury or illness as it pertains to my playing status, to the Ball State University Sports Information Department, and other media, with the understanding that the information may be made public. This authorization remains valid until and unless revoked me in writing. A photocopy of this document shall be considered as valid as the original.

I authorize the above stated release of information to the Ball State University Sports Information Department, and to other media.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I DO NOT authorize release of information to the Ball State University Sports Information Department and to other media.

Signature \_\_\_\_\_ Date \_\_\_\_\_

If die student-athlete is under age 18, his/her parent or legal guardian must sign in the appropriate space below:

I authorize the above stated release of information to the Ball State University Sports Information Department ant to other media.

I DO NOT authorize the above stated release of information to the Ball State University Sports Information Department and to other media.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION**

I hereby authorize the release of any and all information regarding any medical treatment received by me for injury or illness while participation in intercollegiate athletics at Ball State University to the Ball State University athletic Training staff. I expressly authorize communications between the Head Athletic Trainer, or any designated member of the athletic training staff, and team physicians at the BSU Wood Health Center, Central Indiana Sports medicine, Central Indiana Orthopedics, or any other physician or health care professional regarding my physical condition as it relates to my participation in intercollegiate athletics. I also authorize the athletic training staff to release said information to my coach for the purpose of informing them of my playing status.

This authorization is valid until and unless revoked by me in writing.

A photocopy of this authorization shall be considered as valid as the original.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

S.S. #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ SPORT: \_\_\_\_\_

WITNESS: \_\_\_\_\_

Signature of parent/guardian if athlete is under age 18.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_



### **ACADEMIC ADVISING AT BALL STATE**

Academic advising is a part of UNIVERSITY COLLEGE and is provided to assist students in making progress toward meeting their academic goals. Recognizing that the needs of freshmen are substantially different from those of upperclassmen, the University offers a more comprehensive and personal advising program during the first year.

**Although every effort is made to familiarize students with university requirements, progress from beginning freshman to graduating senior is ultimately the responsibility of each student.**

The **ACADEMIC ADVISING CENTER** is located on the third floor of North Quad (NQ), and includes the Freshman Advising Center and Student-Athlete Advising. All offices are open from 8 a.m. to 5 p.m., Monday through Friday. The hours during summer are 7:30 a.m. to 4 p.m.

Academic advisors offer personalized, one-on-one support for all freshmen (0-29 earned credits), including those with special needs (student-athletes with practice schedules, students who may need help with their academic or study skills, students who have not yet chosen their majors, students who need adaptations due to disability or medical condition, etc.).

Freshman advisors work closely with the **LEARNING CENTER** (NQ 323), also a part of University College. The Learning Center provides free tutoring to all students in a wide range of skills (reading, writing, mathematics, study skills) as well as courses in general studies.

**THE STUDENT-ATHLETE AND ATHLETICS ADVISING** Intercollegiate athletics is an integral and visible aspect of Ball State University life, and the University expects the student-athlete to commit his/her energies to a priority of academics first and athletics second.

Ball State University is committed to providing academic support services for the student-athlete. One such service is the Academic Advising for Intercollegiate Athletes. **All freshmen student-athletes will be advised by an Academic Advisor for inter-collegiate athletes.** Each student-athlete, upon completion of 30 credits, will be assigned to a departmental faculty advisor in the student-athlete's declared major. At Ball State, academic advising for athletes is the mutual responsibility of the departmental faculty advisor and the Academic Advisor for Intercollegiate Athletes. While decisions regarding programs, courses, and class times are ultimately the responsibility of the student-athlete, the Academic Advisor for Intercollegiate Athletes, in conjunction with the faculty advisor, should be involved in all aspects of the advising process. However, the Academic Advisor for Intercollegiate Athletes will insure that the student-athlete is in compliance with all NCAA and MAC rules and regulations regarding student-athletes.

### **Academic Support Services for Student-Athletes**

#### **Mission and Objectives**

Academic Support Services for Student-Athletes provides a welcoming, confidential environment that encourages the student throughout their academic career, contributing to their intellectual, personal, and social development toward the completion of a Ball State Degree and preparation for life. Through individual monitoring and academic counseling, workshops, and study table participation, student-athletes are challenged to become pro-active, to develop time-management and study strategies, and to stretch their individual sense of responsibility and maturity.

We address student-athlete needs which affect academic performance such as:





## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

- Transition-to-college issues
- Identification of goals
- Development of an academic plan
- Enrichment of study skills
- Independent and self-disciplined learning
- Ownership of personal, academic, and social responsibility

Academic Support Services provides coordination with University programs, collaborating with them to provide programming, and encourage the use of services to promote student success. The Academic Services staff closely monitors progress towards degree for each student-athlete to ensure eligibility.

### **Study Table**

Student-athletes are encouraged to develop an individualized study program that includes a variety of study activities appropriate to their course schedule that will develop independent learning styles. Students may use:

- Campus computer labs (which are available for use to all students)
- Learning Center support (tutors, supplemental instruction, or workshops)
- Academic departmental study sessions
- Library and research activity
- Consultation with faculty
- Quiet, supervised study

All of the above are monitored by Academic Support Services staff. Participation may be determined by the coach, our staff, or self-initiated by the student. A weekly report of participation for each student is provided to the coaching staff on each sport.

### **Study Table Rules**

The term “Study Table” refers to a set number of hours that student-athletes must complete each week. The number of hours is a joint decision between coaches and the SASS staff. Coaches decide the criteria for study table graduation and address study table violations. SASS uses sport codes to help organize student-athletes. Students must use their proper sport code.

### **Methods for Completing Study Table Hours**

#### **1.) Supervised Quiet Study Sessions - Bracken Library 4th Floor East- see map**

Day: Monday-Friday 9:00am – 2:00pm

Night: Sunday –Thursday 8:00pm – 9:50pm (10 minute break 8:50-9:00 p.m.)

- Only study materials should be present. Turn off cell phones and put away. No food, laptops, music, Blackberries, pagers, tobacco, or disrupting paraphernalia is allowed in quiet study (drinks in a “no spill” container are allowed). Use of **disrupting paraphernalia (especially phones/texting)** during the first hour of evening study table will result in the **loss of that hour and the offender will not be allowed to attend the second hour**. Any use during the second evening hour will result in the **loss of that hour** (the first hour will not be taken away if it was attended). Any use during the day will result in **immediate loss of library hours for that day, and loss of library availability** for the remainder of the day. Coaches will be notified if hours are taken due to these disruptions.



## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

- 50 minutes equals a study table hour. Daytime hours can be completed in 30 minute or larger times at the student's discretion, around class and sport activities.
  - Do not sit next to a teammate. Sit every other seat when space allows.
  - Please turn hats backwards or take off while studying. All book bags etc. should be off tables.
  - Anyone skipping class to attend study tables will lose those hours and coaches will be notified.
  - At night, students can attend the 8:00 -8:50pm hour and/or the 9:00-9:50pm hour.
- 2.) **Tutors** (provided by the Learning Center)
- Tutoring takes place in the Learning Center (NQ 323) from 9am-8pm Monday through Thursday, and 9am-12pm on Friday. Students can schedule tutors on their own or with assistance from Academic Support Services.
  - You must sign in at the front desk of the Learning Center before meeting with a tutor for table credit.

**All students must complete ½ of their weekly hours by using Method 1 and 2.**

- 3.) **Passport Signature Card** (time spent with professors, SI instructors, or other supervisors)  
Supplemental Instruction leaders, Professors, Graduate Assistants, Teacher's Assistants, and Individual Supervisors (i.e.-EDEL service hours) are to sign passports. Passports must be turned in to SASS during academic meeting.

- 4.) **Additional Academic Work** is to be brought to SASS staff during **individual academic monitor meetings**.

Academic work includes:

- Papers double spaced, 12 point font, 1 inch margins.  
**1 Full Page= 1/2 hour.** Rewrites or outlines-2 pages =1/2 hour.
- Practice Tests =1/2 hour for every 20 questions. **80% correct is required.**
- Computer Generated Projects/Homework –time given for these projects are at the discretion of SASS.
- Internet and Library Research –Hard copies of all research must be submitted. The amount of time given is determined by SASS.
- Plays, Speakers, or Outside Lecture –Provide proof of attendance during your academic meeting.
- Other Work – All work that is not listed above may be submitted for study table hours **with individual approval of Support Services staff.** Exceptions – Exceptions may be granted, **in advance**, by SASS.

**Weekly monitored students may turn in Method 3 and 4 only during their weekly appointment. Bi-monthly and monthly monitored students may turn in Method 3 and 4 on Friday, between 9:00 a.m. - 2:00 p.m. in the SASS office only on weeks they do not have a meeting.**

### **Workshops**

Introductory workshops are presented to all new matriculate student-athletes. Information is provided about:

- Academic Support Services
- Advising
- The Learning Center

Three additional workshops are mandatory for all new students. These include:



## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

- Time management and planning
- Academic study skills for college
- NCAA and MAC academic rules

### **Monitoring**

Individual interviews are scheduled with students to assess academic progress and make referrals, as necessary, to campus support services. Discussions center on developing effective time management, employing an individualized study program, selecting appropriate and measurable goals, learning to communicate effectively with faculty, and evaluating personal concerns as they affect academic success. The goal of the program is to have each student become consistently successful academically, functioning as an independent learner.

### **Coordinator**

Dr. Pamela Riegle                      765.285.5426

### **Assistant Coordinators**

Tiffany Notarfancisco              765.285.1191

TBD

### **Administrative Assistant**

Julie Willoughby                      765.285.5852

Academic Support Services for  
Student Athletes

North Quad, Room 322

<http://cms.bsu.edu/About/AdministrativeOffices/SASS.aspx>



## EMPLOYMENT ASSISTANCE AND CAREER PLANNING

The mission of the Career Center is to provide opportunities for each Ball State University student and graduate to develop a clear career objective, to obtain relevant experience, and to learn the skills necessary to conduct a successful, professional job search. The Career Center, in Lucina Hall, Room 220, coordinates all on-campus student employment and lists many off-campus part-time jobs. In addition, the office works with academic departments to develop and promote internships and co-ops.

The Career Center also offers a variety of services that prepare both students and alumni for job-search activities. The office coordinates on-campus recruiting and special programs, including an annual Career Information Day. The Career Center sponsors workshops on resume writing, interview skills, planning a job search and more. The Career Center can also assist you in planning for graduate school. For more information call 285-5634.

The Career Resource Collection in Lucina Hall, Room 235, includes up-to-date materials on careers, salaries, the job-search process, and graduate and professional school test preparation.

It also contains information about career/ education/ and life and work planning. Free handouts on self-assessment, career exploration, resume writing, interviewing, and job success are also available.

In addition, all members of the athletic department administrative staff will assist student-athletes with career counseling in the area of athletic administration. Please inquire in the athletic administrative offices; HP 116, for assistance.

## GENERAL STUDENT INFORMATION

Ball State University expects and requires all of its students to cooperate in developing and maintaining high standards of scholarship and conduct. Upon entrance into the university, students are not only presented with many rights, privileges, and opportunities, they are also faced with attendant responsibilities. In order for students to live and learn in harmony with others in the university community, they must assume responsibility for their actions and respect the rights and beliefs of other students and groups. Students, in addition, have responsibilities for the understanding of and compliance with university purposes, goals, and policies.

The university community is not a sanctuary from the law. All students of the university are subject to local, state, and federal laws. Also assumed are the obligations on the part of each person to respect the rights of others, to protect the university as a forum for the free expression of ideas, and to obey the laws of the city, state, and nation.

*The Code of Student Rights and Responsibilities* outlines behaviors expected of students at Ball State University. The standards of conduct apply to students while on the campus, when attending university-sponsored events, or when otherwise relevant to the



security or integrity of the university community.

### **Getting Started**

Academic Advising - Academic advisors are available to assist you with such academic concerns as course planning, changes of major, and study skills. All freshmen are assigned to advisors in the Freshman Advising Center who will help you make the adjustment to the academic demands of university life. This office is in North Quad, Room 324. Call (765) 285-1161 for an appointment

### **Registration**

When you first register during the orientation period, you will be assisted by an academic advisor. You will complete registration at Lucina Hall, Room B43. You will have your schedule when you leave the university campus. Schedules are not valid until fees have been paid at the Bursar's Office located in the lower level of Lucina Hall. Your picture identification card is made during the orientation period and is validated upon payment of fees. It is important that you know the deadlines and dates of the registration and adjustments in registration (drop-add, withdrawal, etc.) process. Consult the Schedule of Classes for more information about registration. The schedule books are available in the advising office, North Quad, Room 324.

### **Identification Cards**

Ball State student identification cards are passports to many Ball State University events and facilities besides being a validation of your student status. You should carry your identification card with you at all times. If your identification card is lost, you can obtain a new one in the Registrar's Office, Lucina Hall, Room B43. There is a fee for replacing an identification card and it is payable at the Cashier's Office, Lucina Hall, Room 31. Identification cards are needed for (1) use of Learning Center services; (2) cashing a check; (3) admittance to the Health Center, (4) admittance to Ball State University sporting events and Emens Auditorium attractions; (5) checking out books at the library; (6) tax exemptions for food purchases on campus; (7) recreational activities in the lower level of the Student Center, Irving Gym, and Ball Gym; and (8) student elections.

### **Class Attendance**

The heart of education at Ball State is the teaching/learning interaction between you as a student and your instructors. Because of this belief, class attendance is regarded as an essential part of the "contract"



## BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK

between you and the University. You are expected to attend all classes for which you are registered. If you know you must be absent from a class, you should speak, before your absence, with your instructor, stating the reasons for your absence and agreeing upon a way to make up the work.

### Grades

Grades earned for a term will be mailed to you on a computer-printed grade report after the close of the term. Grades are also available at the close of a term by dialing (765) 285-REGS or (765) 285-7347 using a touch-tone telephone. The Registrar's Office voice response system is available Monday through Saturday, 7:00 a.m.-7:00 p.m. and Sunday, noon-7:00 p.m. All individualized student services such as grade inquiry will require a student personal identification code that is established the first time you dial into the system. Your personal identification number will never change unless you request it by contacting the Registrar's Office.

**The Grading System.** Grades are figured on the following point scale based on the credit hours per course:

"A"- Excellent/ 4 grade points

"A-"- 3.667 grade points

"B+ "- 3.333 grade points

"B"- Good, 3 grade points

"B- "- 2.667 grade points

"C+ "- 2.333 grade points

"C"- Average, 2 grade points

"C- "- 1.667 grade points

"D+ "- 1.333 grade points

"D"- Below Average, 1 grade point

"D- "- .667 grade points

"F"- Not of Acceptable Quality, no points

"CR"- Credit given under Credit/

No-Credit provisions

"NC"- Unacceptable quality and

no credit given under the Credit/

No-Credit provisions

"EC"- Continued enrollment in a course that normally extends over

two or more grading periods

"NR"- A grade not reported by an instructor (The grade must be resolved by the instructor by the fifth week of the next term.)

"W"- Official withdrawal from the course

"I"- Incomplete

"AIT"- Audit

For information on how to calculate your grade point average see the



current catalog.

**Incomplete.** Represented on your grade report by an "I," an incomplete may be given if the instructor decides that extraordinary circumstances exist that prevent you from finishing the course during the normal term. An instructor may limit the time required to remove the "I," but under normal circumstances, the maximum time to remove the "I" is one year. If the work has not been completed by the end of the time interval recommended by the instructor or one year, the grade automatically becomes an "F."

### **Mid-Term Evaluation for Freshmen.**

Consistent with Ball State's commitment to enhancing the academic success of freshmen students, the mid-term evaluation provides an early alert to freshmen who may be having academic difficulty. If you are classified as a freshman and are potentially in danger of failing a 100 or 200 level course, you will be sent a notice to that effect during the eighth week of the fall and/or spring semester. This evaluation will be sent to you, your academic advisor and your residence hall director.

The purpose of this evaluation is to provide you with advance notice that your course performance might result in a semester grade of D or F. It is ultimately your responsibility to respond appropriately to this information. For example, you may seek free tutoring at the Learning Center, consult with your instructors about suggestions for improving your performance, and seek the advice of your academic advisor. If you are not sent a notice, you may still receive a D or F in a course. The mid-term evaluation is merely notice of poor performance as of that time.

**Incorrect grade.** If you believe that a grade is incorrect, you should speak to the professor of the course. To correct an error, the professor may file a grade change form. Any such correction must be completed within a year of the close of the session for which the grade was earned.

**Challenging grades.** If you feel an improper grade was given, the first step is to consult the instructor. If you do not receive satisfaction concerning the grade from the instructor, then the next step is to appeal the grade to the head of the department. The final step, if you are still not satisfied, is to appeal the grade to the University Review Board. For more information, see the Code of Student Rights and Responsibilities and contact the Office of the Dean of Students in the Administration Building. The telephone number is 285-5343.

**Audit.** Courses registered for audit do not apply toward a degree. Registration for audit is accepted only between five days before and



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

one week after classes begin. You may not attempt to test out of courses that you have completed as an auditor. You must report to the Office of Admissions, Lucina Hall, if you are taking only courses for audit. If you wish to enroll in courses for audit and are enrolled in courses for credit, you must report to the Registrar's Office, Lucina Hall, Room B43, for the proper form.

### **Course Repetition**

Undergraduate—A course repeat form for each repeated course must be submitted in the Registrar's Office with the Course Request Form or the individual Add/Drop form. All grades remain on the official academic record, but the credit hours will count only once toward hourly requirements for graduation. The course repetition policy for students is as follows:

1. An undergraduate student may repeat a course once in order to replace a grade of C, D, or F. The original and second grade will remain on the student's academic record, but the second grade the student receives will be used in figuring the student's grade-point average. A "W" will not replace a previous grade.
2. If it is necessary to take a course to meet program requirements, you may do so as many times as necessary. However, all grades except the first one received will be used in computing your grade-point average.
3. Your academic record and transcript will show all grades that you have received, but a notation will appear if the courses are repeated. The credits for the course will count only once toward your graduation requirements.
4. Colleges may limit course repetitions even further. You should become familiar with the policies of your college.
5. The university is not obligated to offer courses so that you can repeat them.

### **Academic Probation**

You will be placed on academic probation if your overall grade-point average becomes less than 2.0 at the undergraduate level and 3.0 at the graduate level. You will be informed of your probationary status. Consult the Undergraduate Catalog or Graduate Catalog or graduate students can contact Graduate School for conditions leading to academic dismissal.

### **Withdrawal from a Course**

From the sixth day of classes (fourth day of a summer session) to the twenty-third day of classes in a semester (seventh day of classes in a summer session), all student-initiated withdrawals will be accepted





## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

and recorded as "W" on the student's record. From the twenty-fourth day of classes to the forty-fifth day of classes in a semester (or from the eighth day of classes to the fifteenth day of classes in a summer session), permission is required to withdraw from a course, with varying effects on your record. Contact the departmental office to begin the procedure to withdraw from a course. No course withdrawal is complete unless the form is processed by the Registrar's Office, located in Lucina Hall.

**Withdrawal from All Classes** - If you find it necessary to withdraw from the university, you must call or report to the Ombudsperson in the Administration Building. The Ombudsperson's role is to ensure that students receive fair and equitable treatment within the University system. The Ombudsperson is not an automatic advocate or someone who will automatically take sides in resolving a conflict. Rather, the Ombudsperson is an advocate for fair processes. The Ombudsperson considers all sides of a situation in a confidential, objective, and impartial manner in order to provide assistance in conflict resolution. The Office of the Student Ombudsperson is located in the Administration Building, Room 238, telephone 285-1545.

### **Assistant to Vice President for Student Affairs/Ombudsperson**

This office is responsible for processing a withdrawal should you need to leave the University. When emergencies arise, the office assists families who need to reach their students and, if necessary, will help students inform their instructors of extended absences. The Assistant to the Vice President also administers the Ball State Parents Association Student Emergency Aid Fund. The office is located in the Administration Building, Room 238, telephone (765) 285-1545.

### **Financial Aid**

The Office of Scholarships and Financial Aid (OSFA), Lucina Hall, Room 245, assists you in financing your education through a program of scholarships, grants, loans, and employment. The basic premise of financial aid is that the primary responsibility for meeting college costs remains with you and your parents. With limited exceptions, the OSFA gives assistance only when the family is unable to meet the cost of attendance. Some scholarships are awarded on the basis of academic excellence, but most financial aid is based on demonstrated financial need as determined by The Federal Congressional Methodology. Financial aid awards are determined annually, and a separate application is required each academic year. Priority is given to students meeting deadline requirements for submitting financial aid materials. To meet this



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

priority date, you must submit a Free Application for Federal Student Aid by March 1. Limited assistance is available after that date. For mid-year transfer, financial aid transcripts are required from all schools previously attended, whether or not financial aid was received. Financial information supplied to Ball State University is completely confidential.

The OSFA is ready to advise you on all financial matters. Budget, school debts, and other financial obligations are items that you can discuss with an advisor to prevent getting into financial difficulties. The following are other subjects on which this office can offer advice and information to students:

### **Employment**

The Career Center, Lucina Hall, Room 220, coordinates all on-campus student jobs. You can review the vacancies by typing JOBS at the \$ prompt on the campus-wide VAX computer system.

Both on- and off-campus jobs are listed. To apply for these positions, follow the instructions on the computer or visit the Career Center.

### **Scholarships**

Many university scholarships are awarded on an annual basis. Most scholarships have a specific application process.

**Grants.** All grants are offered through federal or state agencies and are based on the student's financial need.

### **Federal Work-Study Program.**

Eligibility for work-study employment is based upon your financial need. The OSFA will notify you of your eligibility for this program. Eligible students must contact the Career Center in Lucina Hall, Room 220 to

### **Long-Term Loans.**

These are loan funds that you must repay after leaving the university. Loan requests need to be submitted to the OSFA at least two months prior to the beginning of the semester in which you need the funds.

### **Emergency Loans.**

Ball State University emergency loans are available to cover educational expenses. To receive an emergency loan, you must have an emergency and a source of repayment. These loans must be repaid within sixty days. A small service fee is charged for each loan.



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

review job openings. Detailed information on all financial assistance programs and policies is published in "Dollars and Sense", available from the Office of Scholarships and Financial Aid, Lucina Hall, Room 245. The telephone number is 285-5600.

### **Learning Center**

Each year, more than 5,000 Ball State University undergraduate students take advantage of free educational services offered by University College's Learning Center located in North Quad, Room 323. The Learning Center is open from 9 a.m. to 5 p.m. Monday through Thursday, and from 9 a.m. to Noon on Friday. Services are available to any currently enrolled Ball State student at the student's request

or by referral from faculty or staff.

The Learning Center's primary service is peer tutoring in reading, study skills, mathematics, writing, and most core courses. University College's Learning Center also offers supplemental instruction (SI) classes. Each group is led by an upper-class student recommended by the academic department and certified by a faculty member to serve as a ST leader. Leaders attend each class session and hold voluntary small-group study sessions outside class. The Learning Center also houses a computer lab for student use. For more information, call the Learning Center at 285-1006.

### **Student Services**

The cashier's window in Lucina will cash checks up to \$50. The Ball State Bookstore will cash personal checks up to \$30. A charge of 15.00 will be assessed for each dishonored check the bank returns to the university. If the check is for a payment to the University, the service charge is in addition to other established penalties.

### **Computers**

You will find many computing resources available to you for academic purposes. Computing Services, in the Robert Bell Building, offers a wide range of software (translators, application programs, utility programs) available on large computer systems and microcomputers. Microcomputers are available in many public lab areas and in some of the residence halls. Available software includes word processing, spreadsheet, data base, network and internet communications.

### **Counseling Center**

The Counseling and Psychological Services Center, housed in Lucina



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

Hall, offers short-term, developmental counseling and crisis intervention. The staff are psychologists with special expertise in personal and social learning, growth and adjustment issues of young adults, career and vocational exploration and decision-making. An extensive psychological testing service is available as well. The Center offers a wide variety of outreach programs and workshops, as well as consultation to faculty, staff, individuals, and groups. The Center also conducts many therapy, support, development, and thematic groups. Whatever is requested and obtained from the Counseling Center is kept in complete and strict confidence. For information or an appointment, call the Counseling Center receptionist at (765)285-1736.

### **Health Services**

The Amelia T. Wood Health Center offers clinical medical services and provides preventative health care while you are enrolled at Ball State University. Services are available to those paying the \$55.00 student health fee. The health fee is mandatory for students who are enrolled in seven or more hours. Students enrolled in fewer than seven hours have the option of either paying the fee or being billed on a fee for service basis. If students enrolled in fewer than seven hours choose to pay the \$55.00 fee, the fee must be paid before the end of the drop and add period which is the first week of a semester or the first three days of summer session. The \$55.00 fee must be paid in order to receive care during a summer semester (\$27.50 per 1/2 session). If the fee is not paid prior to drop and add, there will be fee for service. A receipt will be provided and may be submitted to your insurance carrier. The Health Center does not bill insurance companies. Any unresolved charges will be added to your student fees.

Health Center services include the treatment of illness and accidents that require outpatient care. The Health Center is a "walk-in" facility that offers a medical team of licensed clinicians, registered nurses, a registered pharmacist, and a certified physical therapist. Most visits require 30-60 minutes; however, at times your visit may be longer or shorter. Laboratory and x-ray services are not included in the health care fee and when needed will result in additional charges from the providers. The women's health area is by appointment only. For illness or injury that needs prompt attention, go to the first floor reception area. To schedule routine, gynecological visits call 285-8035. Students can be seen at the Health Center from 8:00 a.m. to 4:45 p.m. Monday thru Friday and from 8:00 a.m. to 11:30 a.m. on Saturday. For questions call (765) 285-8431.

Pharmacy. Medications are available at low cost from the Health Center Pharmacy. The pharmacy is licensed by the Indiana State Board of Pharmacy and is operated by a registered pharmacist. Patients using the pharmacy are charged the cost of the medications plus a



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

small service charge for prescriptions. You may pay cash for pharmacy services or have the charges added to your student fees through the Bursar's Office.

Physical Therapy. Physical therapy services are available in the physical therapy area of the Health Center. All services provided must be prescribed or approved by a physician on the Health Center staff. Hours are Monday thru Friday from 8:00 a.m. to 4:45 p.m. and require an appointment. For more information, visit our website at: [www.bsu.edu/healthcenter](http://www.bsu.edu/healthcenter)

### **Parking Services**

Having a vehicle on campus is a privilege that Ball State accords you. If you choose to bring a car to campus, you must secure a permit from Parking Services, the corner of University Avenue and McKinley Avenue in the lower level of the L.A. Pittenger Student Center, room L-1.

Phone (765) 285-1208. Registration fee is \$35. If you are a commuting student, you qualify for a permit to park in the commuter lots at either end of campus. Ball State offers free shuttle bus service from 7:00 a.m. to midnight, Monday through Thursday and until 5.00 p.m., Friday. Overnight parking is not permitted in commuter lots during the week. If you are a freshman living in a residence hall, you qualify only for a permit at the stadium parking lot. You may utilize the free stadium shuttle bus service. The residence hall permits are sold on a limited basis to upperclassmen. For an extra \$45 per semester, you may purchase a permit to park in the red restricted lots near the center of campus. Parking rules are strictly enforced. If you park your vehicle improperly or out of zone, expect to have a fine levied or even find your car towed away at your expense. Parking on city streets is controlled by Muncie police. Most spaces have two-hour limits and are closely enforced.

When you have visitors coming to campus, you should encourage them to secure a visitor's permit from Parking Services. Inform them that parking is available on the upper levels of the parking structures, metered lots, or at the stadium lot. No overnight parking is permitted in the parking structures.

### **Shuttle Buses**

Campus Shuttle Buses serve to relieve congestion and parking problems in the center of campus. The bus routes follow McKinley Avenue from the south end of campus (the commuter lots at the corners of Gilbert Street and McKinley Avenue) to the north end of campus (the commuter lot on the curve of McKinley Avenue, north



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

of LaFollette Complex). There you may transfer to a bus routed to the Football Stadium and Scheidler Apartments. The shuttle buses run every 6 to 8 minutes. No charge is made for this service.

### **Student Legal Services (SLS)**

A licensed attorney is available to advise students on legal matters including accident/injury matters, criminal and family issues, landlord/tenant contracts, and consumer problems. This is a free service sponsored by the Student Government Association. For more information, call (765) 285-1888.

### **Typing Service**

The Typing Center is available to assist you for a fee. Bring us your assignments, resumes, etc., to be typed. This service is sponsored by the Student Government Association. The Typing Center is in Student Center, Room 223. For more information, call 285-8631.

### **Multicultural Center**

The Multicultural Center is responsible for providing programs, activities and services that meet the needs of students of color. Multicultural Center seeks to provide students of color an opportunity to develop academically, socially, and culturally.

The mission of the Multicultural Center is to support and advance the University's commitment to cultural diversity. The center brings together diverse populations to provide cross-cultural exchanges and noteworthy research through a myriad of cultural, educational, artistic, social and technological initiatives. Its purpose is to offer programs and services that assist students of color and students of all cultures in their achievement of academic, cultural, economic and social success. We value the following in support of the mission:

The Center is a resource for art, history, literature and culture.

- We assist students of color in acquiring greater understanding of their culture and heritage.
  
- We provide collaborative cultural programming by strengthening and creating partnerships with Student Affairs units and academic disciplines. We support student success and personal development by providing cutting-edge resources and programs.



## **BALL STATE UNIVERSITY STUDENT-ATHLETE HANDBOOK**

- We develop programs that complement and bridge those offered by University College and the Career Center to assist students in their academic achievement and career preparation.
- We provide outreach programs that respond to student and campus needs based on empirical research data.

The Multicultural Center staff oversees the organizational development of the Asian-American Student Association, Black Student Association, and Latino Student Union. Several programs are sponsored by Multicultural Center throughout the year, featuring nationally known lecturers and performers and are open to all Ball State University students. For more information come by "The Multi" at 325 N. McKinley 285-1344 or visit <http://www.bsu.edu/multiculturalcenter/>



**SUPPORT SERVICES**

**READING CLINIC**

Teachers College, Room 318  
(765) 285-8540  
Reading tutors-retired teachers and volunteers from the community who have endorsements in reading-are available. There is a fee of \$200 a semester for the tutoring services. Testing is available for a \$125 fee.

**WRITING CENTER**

Robert Bell Building, Rm. 291  
Writing Center 285-8370  
Grammar Crisis Hotline  
(765)285-8387  
9 a.m. - 8 p.m. Mon-Thursday  
9 a.m. - 5 p.m. Friday  
Walk-in tutoring services are available as well as scheduled individual appointments. If you would feel more comfortable continuing to work with the same tutor, you must set up regular appointments with that person. The tutors in the Writing Center are Ball State students who excel in writing. A Grammar Crisis Hotline is also available at the hours listed above to help with grammar problems.

**UNIVERSITY POLICE**

200 N. McKinley Ave  
(765) 285-1111  
Twenty-four hour emergency service.

**CHARLIE'S CHARTER**

(765) 285-5005 or (765) 760-RIDE  
Sunday-Thursday 6 p.m. – 3:30 a.m. Charlie's Charter offers students a free ride from one campus location to another, such as from the stadium parking lot to a residence hall after the shuttle buses have stopped running.

**BRACKEN LIBRARY**

(765) 285-1101  
7:30 a.m. – Midnight Mon-Thurs  
7:30 a.m. - 9 p.m. Friday  
9a.m. - 6 p.m. Saturday  
11 a.m. – Midnight Sunday  
The After-hours Study Area is open daily until 2 a.m. Please note that some areas in the library have different hours. Check with the reference desk for more information.

**SERVICES**

Reference Collection Career Planning Educational Resource Government Publications Library Instruction General Collection Books Music Listening Center Group Study Rooms Archives and Special Collections  
Periodicals/Reserves  
Microforms Film and Video  
Map Collection Bound Periodicals Music Collection  
Typing Rooms Copiers  
Computer Database





**IMPORTANT PHONE NUMBERS**

ATHLETIC DEPARTMENT _____	285-1671
ATHLETIC COMMUNICATIONS _____	285-8242
ATHLETIC COMPLIANCE _____	285-1196
ATHLETIC TICKET OFFICE _____	285-1474
ATHLETIC TRAINING _____	285-5440

**ATHLETIC ADVISING:**

FRESHMEN ADVISING (NQ 324) _____	285-1161
ATHLETE ADVISING (NQ 320) _____	285-1184
ACADEMIC SUPPORT SERVICES (NQ 323) _____	285-5852
BALL STATE BOOKSTORE (SC) _____	285-8080
BURSAR'S OFFICE (LU 027) _____	285-1643
CAREER CENTER (LU 220) _____	285-1522
COUNSELING/PSYCHOLOGICAL SERVICES _____	285-1736
DINING SERVICES (CA140) _____	285-1967
FINANCIAL AID (LU 245) _____	285-5600
ESCORT SERVICE _____	285-5005
HEALTH CENTER (HC) _____	285-8432
HOUSING/RESIDENCE LIFE (LA N-10) _____	285-8011
PARKING SERVICES (317 N COLLEGE) _____	285-1208
RECREATION PROGRAMS (IG 201) _____	285-1753
REGISTRAR (LU B 43) _____	285-1722

**STUDENT AFFAIRS:**

STUDENT OMBUDSPERSON (AD 238) _____	285-1545
MULTICULTURAL AFFAIRS _____	285-1344
STUDENT LEGAL SERVICES (SC L-17) _____	285-1888
UNIVERSITY COLLEGE NQ 323 _____	285-1510
WBST _____	285-8999
WCRD RADIO (BC 132) _____	285-1467
WRITING COMPETENCY PROGRAM (RB 244) _____	285-8272
UNIVERSITY POLICE _____	285-1111

**SCHOOLS-ACADEMIC INFORMATION**

**COLLEGE OF:**

ARCHITECTURE & PLANNING _____	285-5861
APPLIED SCIENCE & TECHNOLOGY _____	285-5816
MILLER COLLEGE OF BUSINESS _____	285-8192
COMM., INFORMATION & MEDIA _____	285-6000
FINE ARTS _____	285-5495
SCIENCE AND HUMANITIES _____	285-1042
TEACHERS COLLEGE _____	285-5252